

THE INSTITUTE OF PLACE MANAGEMENT

Constitutional Document

1. The Institute of Place Management (“IPM”) is owned and operated by The Manchester Metropolitan University (“MMU”). This Constitutional Document sets out the structure of the Institute and the terms and conditions upon which a member may be admitted to and be a member of the IPM. Members are required as a condition of membership to accept and abide by the terms of this Constitutional Document and separately the IPM Member or Partner Code of Conduct and any variations to them. The terms and the Code(s) may be updated from time to time. The IPM/MMU may establish further rules relating to the operation and conduct of the IPM including but not limited to: criteria for admission to the IPM; governance and/or such other matters as MMU deems appropriate.

2. **Objects and Purpose**

IPM is the international professional body that supports people committed to developing, managing and making places better. It aims to support and develop the profession of place management through, but not restricted to,

- A. Establishing place management as a recognised and valued profession and career opportunity
- B. Supporting the formalisation and sustainability of place management models
- C. Providing peer-reviewed place management research and working with others to develop insight and intelligence that makes better places
- D. Linking place managers, academics, students, organisations and policy makers to a global network of people passionate about place
- E. Offering world-class qualifications to develop capacity and enable professionals to make a more senior contribution to place development
- F. Delivering a framework of Continuing Professional Development for personal growth and advancement across the place management sector.
- G. Provide, and also work in partnership, to develop the necessary training for place professionals to develop their skills and work more effectively.
- H. Lead innovation through the delivery of large-scale projects that can challenge and transform the profession
- I. Improve the quality of third-party service provision (training, consultancy, research, education) to the place management sector

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3. **Membership**

3.1 Two types of membership of the IPM are available: Individual (for single members) and Organisational (for organisations). Both forms of membership are open to applications from anywhere in the world.

3.2 Individuals seeking membership need to complete an application in the form specified and that provides contact information, information on their education, their Continuing Professional Development, membership of other professional bodies, relevant place management posts held, their current job description/roles

and responsibilities, details of their contributions to the place management industry and, if seeking admission at Fellow level, a personal statement detailing their impact upon the place management industry. Membership is also available through professional entry competencies for those without a degree, higher degree or equivalent. All membership applications must be accompanied by an undertaking/declaration to abide by the IPM Member or Partner Code of Conduct and Constitutional Document laid down by the IPM from time to time.

3.3 Individual membership is personal and non-transferable and open only to those individuals who meet the requirement for membership. Depending on the professional and educational experience of an applicant they can enter into membership at one of four levels: Student, Associate, Member, Fellow or Senior Fellow. The actual level of membership is determined by IPM as part of the assessment of the membership application. Members can seek to vary the level of membership they hold after a minimum period of 12 (twelve) months.

3.4 Individual members are entitled to use the appropriate designation AIPM (Associate), MIPM (Member), FIPM (Fellow), SFIPM (Senior Fellow) after their name in any professional capacity during the period of their membership of the IPM. They also receive access to all those services and facilities of the IPM as are available to members at the designated level from time to time. Such services and facilities will change from time to time as determined by the Executive Board at its absolute discretion.

3.5 Organisational membership is open to organisations operating in the field of place management who need to demonstrate in their application how their organisation's corporate and strategic objectives fit with the core values and mission of the IPM without conflict of interest. Depending on their role in, and contribution to, the place management community, their key strengths in the field of place management and their achievements in the field of promoting place management an organisation can apply at one of two levels: Partner or Member-Approved Partner. All applications must also include a signed supporting statement from a senior representative of the organisation to confirm that the application for organisational membership has been considered and approved internally and that the organisation will abide by the IPM Partner Code of Conduct and Constitutional Document when dealing with place management related activity. Whether the status of any senior representative of an organisation is sufficient to support the application will be determined by the IPM Executive Board at its absolute discretion. Applicants for Member-Approved-Partner also have to provide three testimonials from existing IPM Members and two years' of audited accounts. Whether the testimonies and/or audited accounts are deemed sufficient to support the application will be determined by the IPM Executive Board at its absolute discretion.

3.6 Organisational membership is open only to organisations operating in the field of, or in support of, place management who meet the membership application criteria. Although membership is for the organisation, one individual membership of IPM is provided to a Nominated IPM Centre Co-ordinator who will act as the primary contact between the Organisation and the IPM. Organisational members have access to support and advice on, and opportunities for, the accreditation of courses, conferences and materials by the IPM for professional development for those engaged in place management.

4. **Admissions**

All membership applications are assessed independently by two members of the IPM Executive Board (assessors) against established criteria to determine eligibility and the level of membership that is appropriate. If the independent assessment decisions do not concur, then a final election decision is made by a third member of the Executive Board. All election decisions (including membership level) are ratified by the IPM Executive Board. The IPM Executive Board shall have the power (at its absolute discretion and without giving any reasons) to accept, decline to accept or postpone any decision on an application for admission for IPM membership or a change of category of IPM membership, notwithstanding that the applicant may have fulfilled all the conditions for the relevant category of IPM membership. Membership of the IPM (or continued membership) at any level will not commence until the full subscription payment has been received and processed.

5. **Subscriptions**

5.1 Subscriptions and assessment fees shall be those in force, and subject to review from time to time. At the time of production of this Constitutional Document subscriptions fees are as follows:

Student : £50 per annum
Affiliate: £70 per annum
Associate £80 per annum
Member: £110 per annum
Fellow: £140 per annum
Partner: £250 per annum
Member-Approved Partner: £650

5.2 All application submissions are subject to a £90 assessment fee.

5.3 Subscriptions are due when membership is ratified by the IPM Executive Board and due annually on this date. The IPM Executive Board can change the level of subscriptions and assessment fees and options which will be reviewed annually.

6. **Member Engagement**

Members will have the right to nominate themselves or other members for appointment to the Membership Council. All such appointments will be made by the Executive Board in its sole discretion. Members will be eligible to respond to surveys seeking input into the direction and activities of IPM at least every two years and be able to comment on certain options put forward by the Executive Board in consultation with the Membership Council. All decision making powers, however, lie solely with the Executive Board.

7. **Meetings of Members**

Given the international nature of membership, there will be no general meetings of members. All members will receive regular newsletters and updates from IPM, at least six times a year. A summary of the activities of the IPM will be circulated to members annually and made available online.

8. Resignation from or Termination of Membership

To resign a member needs to notify the Chair of the IPM. Without prejudice to any action that may be taken under the Member or Partner Code of Conduct, a member may be expelled from membership at the IPM's sole discretion and by notice in writing if in the reasonable opinion of the Executive Board that member has breached the terms of the Constitutional Document and/or committed an act or acts inconsistent with the objectives of the IPM. No rebates of membership fees are offered upon resignation or expulsion.

9. The IPM Member or Approved Partner Code of Conduct

9.1 The IPM is committed to supporting the place management industry in making places the best they can be. In its dealings, with both individual members and organisational partners, it strives to maintain the highest ethical standards and integrity. It is the IPM's belief that the function of place management is making places the best they can be through an inclusive process. Our professional standards and competences are designed to support this function. The trust and confidence of IPM members and partners, together with the IPM's reputation, is one of the most valuable assets of the IPM. All members of IPM should be actively engaged in supporting this by committing themselves to the Code of Professional Conduct which sets out the standards of professional conduct to which members must adhere. All members shall comply with the IPM Member and/or Partner Code of Conduct (as applicable) which is contained within a separate document(s). The Code(s) may be amended from time to time. Members will be notified when such changes occur. A current copy of the Code(s) will at all times be available on the IPM website or by request from the Secretary of the IPM.

The core values of the Code(s) are as follows:

- Commitment to place stewardship by supporting people making places the best they can be, both now and for the future
- Respect for diversity in both individuals and locations
- Balance the needs of place stakeholders
- Support and strengthen democratic place decision-making
- Openness, honesty, trust and support for other members
- Integrity and high ethical standards
- Leadership by example at all levels

9.2 Standards of professional conduct

In all of their professional activities members of the IPM, of whatever grade, must:

- (a) demonstrate competence, honesty, integrity, due diligence and appropriate behaviour;
- (b) exercise professional judgement to the best of their skill and understanding, acting both objectively and impartially;
- (c) respect diversity in both individuals and locations and promote equality of opportunity;

- (d) seek to maintain their professional competence and to update and refresh their skills and knowledge, and not undertake activity in areas where knowledge and ability is limited without adequate preparation;
- (e) endeavour to enhance the standing and reputation of the profession and the Institute of Place Management.

In addition to the above, we expect all members to act at all times within the law of their respective jurisdiction, and not to assist or encourage others who may be engaged in unlawful activities. Whilst it is important to recognise that the practise of place management requires members to operate in an open and transparent manner so as to encourage inclusion and involvement in decisions, where there is legitimate need or requirement for confidentiality this must be observed and members are expected not to disclose or use any such information for the advantage of others or themselves.

It is the responsibility of every member, subject to any restrictions imposed by law, the courts or any regulatory body, to report to the Institute any alleged breach of this Code of Professional Conduct upon becoming aware of it, and to then assist the IPM in its investigations.

10. Complaints under the Code(s)

10.1 Any complaint must be made in writing and addressed to the Secretary of the IPM at Faculty of Business and Law at Manchester Metropolitan University, All Saints, M15 6BH. It should be marked "confidential". Such communications should clearly set out the basis for the complaint and detail the relationship, if any, between the complainant and the member concerned. The Secretary will investigate all complaints in a timely manner and establish whether a prima facie case has been made. Where the Secretary concludes that a prima facie case has not been made, he/she will so advise the complainant in writing. A complainant may then challenge such a decision by requesting, in writing to the Secretary, a re-examination of the evidence by the Chair of the IPM. The Chair will consider only evidence already submitted in writing, the review undertaken by the Secretary and written representations from the complainant and the member concerned. The Chair's decision on whether a case has been made will be final and binding.

If the Secretary concludes on initial examination, or following an appeal to the Chair, that such a case has been made, then he/she shall formally notify the member concerned and request a written response within 28 days of the date of sending the notification. It is the duty of any member who is in receipt of such notification to assist the IPM in its investigations. Upon receipt of the response from the member concerned, or at the conclusion of 28 days, whichever is sooner, the Secretary will refer the complaint to the Chair and he/she will request the formation of a Disciplinary Panel.

11. Disciplinary, Members Suspensions and Expulsions

11.1 A Disciplinary Panel will comprise of three members of the IPM selected by the Chair. Each of them will hold one vote. The Secretary of the IPM, or another person nominated by them, will Chair the Panel but will not have a vote. A date and time for the holding of the Disciplinary Panel will be agreed within 14 days of the Secretary receiving a response from the member concerned or from the

conclusion of the 28 day period requesting a response from the member concerned. At least 28 days' notice of the date and time of the Panel meeting will be provided to the complainant and the member concerned.

- 11.2 At least 14 days before the meeting of the Panel, the Panel must provide a written statement of the case being made to the member concerned and all other concerned parties. The member concerned is entitled to be present at the Panel in person and to bring witnesses and introduce any relevant evidence he/she may consider appropriate. The complainant will normally be required to appear before the Panel. If the parties agree, the hearing can take place in the absence of one or both of the parties if the Panel concludes there is no alternative way to proceed. The Panel may make such further enquiries as it thinks fit, including calling additional witnesses. In such circumstances the Panel may be adjourned until a suitable time.
- 11.3 The Disciplinary Panel will determine the decision having considered all available submissions. The Panel will determine its decision through a simple majority. The Chair of the Panel will not hold a casting vote. If no majority is reached, the complaint shall be regarded as dismissed.
- 11.4 If a case is found not to be substantiated the complaint will be dismissed. If a complaint is upheld, the Disciplinary Panel can:
- (a) warn the member as to his or her future conduct
 - (b) reprimand a member
 - (c) suspend the member from membership of Institute for such period as the Panel determine
 - (d) terminate the member's membership

In each case the Panel can make recommendations to the Chair of the Professional Conduct Committee regarding the publication of the decision.

- 11.5 The Secretary shall inform the complainant and the member concerned of the decision of the Panel in writing. The decision of the Disciplinary Panel shall be final and binding.
- 11.6 Any member who has had their membership terminated following a Disciplinary Panel hearing will not normally be eligible for re-admittance for a period of 10 years.

12. **Management**

As the IPM is wholly owned and operated by The Manchester Metropolitan University the affairs of the IPM shall be managed by the University via the decision-making powers of an MMU constituted Executive Board.

(i) The IPM Executive Board

The governance of the IPM shall be undertaken by an Executive Board of not less than 5 and no more than 7 members including the Chair. [The Chair of the Executive Board at the current time will be Professor Cathy Parker]. All appointments to the Executive Board will be made by the Faculty Executive Group (FEG) of MMU's

faculty of Business and Law in consultation with the Chair of the Executive Board. The Executive Board will report to the Dean of the Faculty of Business and Law through the Chair and shall meet no less than once a year to provide strategic and operational direction for IPM and ensure efficient corporate governance.

The Chair takes overall responsibility for the running of the Institute of Place Management on a day to day basis. He/she must call and preside over meetings of the Executive Board and has a casting vote where required. The Chair must facilitate full and balanced participation by all participants present at meetings. If the Chair is absent or unable to preside at a meeting, another member of the Executive Board will preside.

The Secretary is responsible for the maintenance and safekeeping of:

- (i) proper circulation of calls for meetings of the Executive Board and the Membership Council
- (ii) official records of the business of the Executive Board and a register of minutes of meetings and notes of the meetings of the Membership Council
- (iii) copies of notices, a file of correspondence and records of other documents and reports made by or on behalf of the Executive Board
- (iv) the register of members
- (v) the constitution and regulations.

The Treasurer – this will be the MMU Faculty Accountant. The Treasurer must:

- (i) ensure that financial budgets and statements are prepared in a timely manner
- (ii) submit reports on the finances to the Executive Board
- (iii) ensure that membership dues and other income are collected on time.

In addition to the office holders other members of the Executive Board will be appointed to specific responsibilities from time to time as required, such as responsibility for membership administration, membership communication, membership development, conference or event organisation or strategic or operational review.

The Executive Board shall regulate its own proceedings as it sees fit.

(ii) The Membership Council

It is proposed that a Membership Council be established purely as a consultative group that will comprise one representative from each of the four founding partners of the IPM (MMU, ATCM, Keep Britain Tidy, Emerald Publishing). Each of these organisations is required to maintain Organisational membership (at the level of Member-Approved Partner) to keep their place on the Membership Council. Each founding partner organisation will be responsible for nominating their own representative. Any such founding partner representative appointment must be an Individual Member of IPM in good standing at the time of and throughout their period of appointment and hence subscribe to the objectives, mission statement and relevant Code of Conduct of IPM. The Members of the Membership Council must at all times declare any conflict of interest that they may have. Providing these criteria are met, there will be no term limit for representatives of the founding organisation to serve on the Membership Council.

A representative at each level of Individual membership will also be appointed to the Membership Council (Student, Associate, Member, Fellow and Senior Fellow) along with a representative at each level of Organisational membership (Partner and Member-Approved Partners). Up to seven more representatives can be appointed to the Membership Council, to represent different types of members (e.g. international, academic, policy makers, special interest groups etc.). Any such individual and organisational representative appointee to the membership council must be a professional member of IPM in good standing at the time of appointment and maintain that membership throughout the period of their appointment. Appointees must at all times declare any conflict of interest that they may have. Membership level representatives will serve for a maximum two-year term. They will only be eligible to seek a further term after a period of at least one year has expired since they last sat upon the Council.

The member representatives will be elected by application open to all existing members and the Executive Board will appoint the strongest applicants who have the most to offer the Institute. In making such appointments, the Executive Board will try, as far as possible, to reflect the diversity of IPM membership, looking at aspects such as role, geography, area of interest so as to ensure a balanced input into the organisation.

The Membership Council should always have a minimum of 9 members and a maximum of 18. The Executive Board will make all relevant members aware of the opportunity to seek appointment to the Membership Council at least 90 days before the expiry of the current term in order to seek nominees for the vacant positions. Where a vacancy arises mid-term, the Chair, acting for the Executive Board, will seek nominees for that position within a maximum of 90 days of being advised of the vacancy.

It is proposed that the Membership Council should meet at least once a year to seek insight into the aspirations and wishes of members. There will be opportunities for joint meetings between the Membership Council and Executive Board. Notice of all meetings will be given to members of the Membership Council at least 21 days prior to the meeting and any papers for the meeting will be circulated at least 7 days prior. Given the international nature of the IPM, any member of the Membership Council may attend meetings virtually. The quorum for all such meetings will be seven which must include the Chair of the Executive Board as the representative of MMU or a person designated by that Chair to attend instead. The Chair of the Executive Board will chair each meeting of the Membership Council unless he/she designates another to fulfil that role on a meeting by meeting basis. For the avoidance of doubt, the Executive Board at all times retains ultimate decision-making authority and powers on behalf of the IPM.

The Secretary of the Executive Board, or another designated by him/her, will attend all meetings of the Membership Council in order to ensure proper records are kept and will be responsible for giving notice of meetings, ensuring distribution of papers and circulating the record after the meeting. The Secretary or the person so designated will not be a

member of the Membership Council and will not contribute towards the quorum.

13. Intellectual Property (IP) and other Assets

All IPM property and assets will belong to MMU and will be used for the benefit of IPM and/or MMU in accordance with the instructions of the Executive Board and/or MMU. Any IP attached to the IPM or accruing to the Manchester Metropolitan University further to the activities of the IPM shall be owned by MMU. No Member shall have any rights to use the intellectual property rights, name or logo of the IPM without the prior written consent of MMU.

14. Data Protection Act 2018

Members personal data will be processed, used and shared as set out in the IPM's Privacy Statement on the IPM website [<http://www.placemanagement.org/privacy-and-gdpr/>].

15. Member Complaints

In the event that any complaint or dispute arises in relation to a member's membership of the IPM that is not to be dealt with under the terms of the relevant Code of Conduct, the matter should first be referred to the Chair of IPM for consideration as to whether there is sufficient justification in the complaint to merit further consideration. The Chair of IPM may at their absolute discretion seek advice from other members of the Executive Board in determining this. Where further consideration is required, the Chair of IPM will pass the complaint to the Secretary and he/she shall formally notify the member concerned and request a written response within 28 days of the date of sending the notification. It is the duty of any member who is in receipt of such notification to assist the IPM in its investigations. Upon receipt of the response from the member concerned, or at the conclusion of 28 days, whichever is sooner, the Secretary will refer the complaint to the Chair and he/she will request the formation of a Disciplinary Panel. Further action will be in accordance with that set out in Section 11 above.

16. General

The IPM may cease to carry on activities upon the instructions of the Executive Board. In the event of any dissolution or cessation of activities a Member shall be refunded membership subscriptions for any unused term on a pro-rata basis.

17. Nothing within this Constitutional Document is intended to create any partnership or joint venture between MMU, IPM or a Member.

18. This Constitutional Document is not intended to confer any rights upon or be enforceable by any person who is not subject to or a party to it.

19. This Constitutional Document (and any document referred to within) and any dispute or matter arising out of or in connection with it shall be governed and construed in accordance with the laws of England and Wales. The Courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this Constitutional Document (and any document referred to within it).

