

AIME Membership Review Policy

September 2010

To ensure that AIME membership continues to reflect the high standards of business practice central to the AIME ethos and to enable AIME members to stand out for their high operating standards, it has been identified that a mechanism should exist to review membership eligibility in rare cases of deliberate or sustained bad practice. Whilst it will continue to be AIME's intent to work with members constructively to address problems if things go wrong, this policy will be applied where these efforts fail.

Purpose of the Policy

The purpose of this policy is to define the procedure to be applied when a Member may be considered for suspension or removal from AIME membership under clearly defined circumstances.

Criteria for Action

The criteria for considering this action will be:

- Actions by an AIME member that, in the opinion of the Board, bring AIME into disrepute. These are likely to be in gross conflict with the AIME membership charter and specifically the AIME Code of Ethics.

For the avoidance of doubt, unless an AIME Member has been adjudicated by a recognised regulatory authority to be the cause of, or has colluded with, a breach of an approved Code of Practice then they will not be subject to this policy, even if they are named in any resultant adjudication.

AIME may also consider a complaint from another AIME member against these criteria, where it is clearly demonstrated to the satisfaction of the Board to be significantly serious and sufficiently evidenced.

Process

The most likely trigger for membership review will be a regulatory authority adjudication. No such consideration can commence until the adjudication procedure has been exhausted including any appeals procedure. The Board reserves the right to consider other sources for this action where appropriate.

A membership review will be considered at a normal Board meeting, having been tabled by one or more Board members. A member who is agreed by the Board to be subjected to a review will have the right to represent themselves at the meeting but may not be present during any Board voting process. A sanction, if any, will require the majority support of Board members, with the chairman having the casting vote. The decision of the Board will be final and binding and the member involved will not have the right to appeal.

The Board will be authorised to find in favour of one of the following actions after due deliberation:

- Dismissal of the case against the Member
- Written informal or formal reprimand
- Suspension of Membership for a period of up to six months
- Expulsion from Membership

Where suspension of or expulsion from AIME membership sanctions are agreed by the Board the details of the consideration and the findings will be announced to the membership.

Alternatives to membership suspension / cancellation

It is envisaged that formal suspension or expulsion will only be used on rare occasions where the risk of extreme AIME reputational damage can be expected. In lesser cases, the Board may determine that the member may be discouraged from renewing membership at the time of membership renewal. Slightly more formal will be a "Yellow Card" or reprimand approach, whereby the member is formally warned that membership will be suspended or cancelled if a regulatory authority breach of similar magnitude is repeated within a defined period.

Membership fees

In the event of a suspension, the membership fees are suspended for the duration. In the event of expulsion, any membership fees already paid are forfeited.

Future Membership

A suspension will be for a period of up to 6 months during which time all membership benefits will be withdrawn. A previously expelled member will be entitled to be considered for renewed membership of AIME after a period of 12 months.