



Irish Security
Industry Association

**BYE-LAWS,
CODE OF ETHICAL CONDUCT,
COMPLAINTS AND DISCIPLINARY PROCEDURE**

1.0 Interpretation:

In these Bye-Laws and expressions defined in the Articles of Association of the Association shall bear the same meaning herein

2.0 Entrance Fee and Annual Subscription:

2.1 Members shall pay an entrance fee and annual subscription as determined by the Council of Management from time to time pursuant to the Articles of Association.

2.2 All invoices for annual subscriptions and other services must be paid within 30 days of issue by Direct Debit or other payment system acceptable to the Council of Management. Failure to discharge invoices within the stipulated timeframe may entail membership suspension pending a motion for expulsion at next Council of Management meeting.

2.3 Marketing contributions and other levies, agreed and ratified by members in general session, will be payable by all full divisional members as and when stipulated by Council of Management. Invoices to be paid in accordance with Clause.2.2

3.0 Rules and Codes of Practice

3.1 Pursuant to the provisions of Article 56 of the Articles of Association, rules and codes of practice shall be drawn up to apply to the various committees referred to in the said Article 56 but such rules and codes of practice and any amendments thereto must have approval in writing of the Council of Management before they come into operation. Such rules and codes of practice shall not form part of the bye-laws unless otherwise stated but will be observed by all members unless otherwise provided for as under.

3.2 The said rules and codes of practice shall not apply to Security Industry Associations.

4.0 Special Provisions Relating to Security Industry Associations:

Security Industry Associations shall be responsible to ensure that their members shall not, without the written consent of the Council:-

4.1 Display on their motor vehicles, stationery or otherwise any emblem or other mark or design which may be adopted by the Association to signify membership or associate membership thereof.

4.2 Display any emblem or mark or design similar to any adopted by the Association or which may be liable to be confused therewith.

4.3 Otherwise that would hold them out to be members or associate members of the Association.

4.4 Display any emblem, mark or design or otherwise that would hold them out to be members or associate members of any organisation or association which they are not registered or certified members of.

5.0 Procedure on Application for Entry into the Association:

The application for membership and associate membership shall be as follows:-

5.1 On request the Secretary of the Association will furnish the applicant with a form of Application.

5.2 The Chairman of the appropriate Division will be informed when the application is received and a copy of the application will be sent to the ISIA Auditor to enable him to carry out a financial assessment and furnish his recommendation to the Secretary.

5.3 The Secretary, on a positive recommendation from ISIA Auditor, will arrange for a visit to the premises of the applicant to carry out a business practice audit and furnish a report of the audit to the appropriate Divisional Chairman. If deemed necessary, full vetting of directors / management will be carried out by the Secretary.

5.4 The Chairman of the Division will make his recommendation to the next session of the Council of Management and, in the case of a rejection, should state the reasons, which may be conveyed to the applicant.

5.5 Details of the applicant will be advised, by the Secretary, to the general membership with a request to respond within 21 days of the notice, in writing and, if applicable, supported by documentary evidence, reasons as to why an offer of membership should be withheld from the applicant on the grounds set out in Bye-Law 6.

5.6 In the case of a difference of opinion in the Committee, a minority report should be attached to the proceedings. If the voting be equal, the Chairman of the Committee shall have and exercise a casting vote.

5.7 In the event of an applicant being engaged in more than one branch of the Security Industry his application shall be considered by all the Committees concerned; it will be for the Secretary to co-ordinate the consideration of such application.

5.8 Associate members applying for membership shall furnish the appropriate Committee with such information as the Committee may require enabling them to consider the application.

5.9 All information submitted by applicants and all proceedings in connection with application shall be treated as confidential.

5.10 The foregoing procedure shall not apply to Security Industry Associations, applications by whom shall be considered by the Council of Management or an adhoc Committee appointed for the purpose pursuant to Article 55

5.11 Before full membership of a Division can be offered the applicant must be approved for membership by the Council of Management in session and comply with the national or European standard for the relevant branch of the Industry and achieve certification to the ISIA Quality Assurance Scheme within the stipulated time, in accordance with Clause 6.4

5.12 Applicants approved for membership, but who have not presented themselves for inspection under the ISIA Quality Assurance Scheme, shall not promote the applicant company as a full member of the Association and will not be allowed use of the ISIA logo for promotional purposes.

6.0 Conditions for membership:

6.1 Owners, directors, executives and senior personnel of a company seeking membership must be competent in their areas of responsibility and be of good repute. Furthermore, no owner, director, executive or senior employee of a company seeking membership shall, either whilst as an employee of a member company or within a minimum period of two years of leaving the employ of a member company have solicited an existing client of that company or have disclosed or have used information which, by its nature, may be prejudicial to the interests of the Association or any of its members.

6.2 Subject to Article 6 there shall be nine divisions of members, or additional divisions, as required, by approval, in writing, of the Council of Management before they come into operation. The divisions shall be stated hereunder and each division shall consist at any time of those existing members who have been admitted as members of such divisions and who shall be engaged in the trade or business relevant to such division. The divisions and the trade and business relevant to each division are the:-

- **Guarding Services Division:** provision of static, retail and patrolling guards and alarm response.
- **Electronic Division:** Designing, installing and maintaining electronic security systems and devices
- **Monitoring Division:** Centres monitoring electronic systems and other devices
- **Physical Security Division:** Distribution of physical security equipment
- **Event & Entertainment Security Division:** provision of door-supervisors, special event stewards and personal bodyguards services
- **Investigations Division:** Provision of investigation, detective and surveillance services
- **Transport Division:** Provision of protected transport of cash and valuables, custodial & escort services
- **Security Consultants Division:** customer specialist advice and training on all aspects of security provision

6.3 At time of application prospective member companies must be financially sound and must provide assurance to that effect.

6.4 All companies will, within the first six months of being approved for membership of the Association, obtain the Association's Quality Assurance Certificate, managed by the Irish Security Inspectorate or any other certification body approved by the Council of Management, and will present themselves for re-examination at yearly intervals. Continued membership will be contingent upon their retention of these qualifications.

6.5 Application for Associate membership may only be approved to corporations and individuals who are not providing security products and /or services, which would be subject to the standards and qualifications of the Association's divisions.

6.6 A member will, on resignation, suspension or expulsion from the Association, remove any ISIA logo/symbol and / or any reference to membership of the Association or to the ISIA Quality Assurance Scheme from its stationery, promotional literature, Websites, premises, vehicles and from any other medium whatsoever.

6.7 All companies applying for membership must comply with the Private Security Services Act, 2004 and hold a current licence for the relevant service being provided..

6.8 An application from a Group of Companies, being separate, associated companies engaged in one or more branches of the security industry, will be subject to assessment for membership by all the relevant and appropriate divisions of the association.

6.9 Existing members, whether company or company group, shall be required to advise the Secretary of any material change in his or its directors/ management, constitution or trading name, and advise the relevant details of any acquisitions, mergers, company disposals, liquidations or receiverships.

6.10 A group of separate security trading companies, with one or more common directors, with similar or separate registered or trading business addresses, and be seen to promote several or all companies within the group on promotional material, internet sites, company vehicles, etc., will be deemed as a group within the term used for the purposes of calculating annual subscriptions from time to time. The decision as to the definition of a group and the assessment of companies qualifying as group companies will be at the sole discretion and the prerogative of the Council of Management.

6.11 Applicants approved for membership of a Division may attend meetings of the Division or General Meetings but will not have voting rights on matters of Association business or elections

7.0 Retention of Membership on Merger, Takeover or Formation of New Company:

7.1 An existing member, whether company or group, that purchases a security company or group of security companies which retains its separate registration and/or title and management, shall resign from membership of the Association unless, within six months of purchase, the company or group of security companies purchased apply for and are admitted to membership

7.2 An existing member, whether company or group, being the subject of a merger with or take-over by a non-member, with a resultant change in title and/or management shall, within six months of merger or take-over, apply for renewal of membership under the new title.

7.3 An existing member shall be immediately expelled if within the time provided a security company or Group of Security Companies, with which that member is associated, either (as the case may be) fails to apply for membership, is not admitted to membership, or is expelled, withdraws or resigns from membership whilst still engaged in one or more branches of the security industry

7.4 All registered trading companies, engaged in one or more branches of the security industry must apply for individual membership of the Association and meet the criteria and assessment conditions for membership. Admission of any one registered trading company of a group of companies is conditional on all of the group's trading companies engaged in the security industry, being admitted to the Association.

8.0 Ethical Conduct and Disciplinary Procedure:

The conditions of the Association's Code of Ethical Conduct and Disciplinary Procedure attached to these Bye-Laws, and which supersedes previous conditions of said code, will be observed by all the members and form part of the Association's Bye-Laws.

9.0 Procedure for Handling Internal and External Complaints:

The procedures to be adopted are laid down in the document entitled ***"Procedures for Handling Complaints concerning Members of the Association."***

Appended here which form part of, these Bye-Laws and will be observed by all members.