

**ROYAL CHARTER OF
INCORPORATION, BY-LAWS
AND REGULATIONS**

16 JANUARY 2017

Institution of Engineering Designers

Courtleigh, Westbury Leigh, Westbury, Wiltshire BA13 3TA **Tel:** 01373 822801 **Fax:** 01373 858085 **Email:** ied@ied.org.uk **Web:** www.ied.org.uk

Registered in London No. 1175786 Vat Reg. No. 501770869 Registered Charity No. 269879

(As at 22 October 2014)

Royal Charter of Incorporation

ELIZABETH THE SECOND by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen, Head of the Commonwealth, Defender of the Faith.

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETING!

WHEREAS the incorporated organisation commonly known as the Institution of Engineering Designers (hereinafter referred to as 'the former Company') petitioned Us for a Charter of Incorporation,

AND WHEREAS We have taken the said Petition into Our Royal Consideration and are minded to accede thereto:

NOW THEREFORE KNOW YE THAT WE by virtue of Our Royal Prerogative in that behalf and of all others powers enabling Us so to do of Our Especial grace, certain knowledge, and mere motion do hereby for Us Our Heirs and Successors will grant, direct, appoint and declare as follows:

Institution of Engineering Designers

1 The persons now members of the former Institution and all such persons as may hereafter become members of the Body Corporate or Corporation hereby constituted pursuant to or by virtue of the powers granted by these Presents and their successors shall for ever hereafter (so long as they shall continue to be such members) be by virtue of these Presents one Body Corporate and Politic by the name of the Institution of Engineering Designers (hereinafter referred to as the Institution) and by the same name shall and may sue and be sued in all Courts of law, and in all manner of actions and suits, and shall have power to do all other matters and things incidental or appertaining to a Body Corporate.

OBJECTS

2 The objects for which the Institution is hereby constituted are:

- (i) to advance education in Engineering and Technological Product Design and, more particularly, the species of knowledge and application which distinguishes Engineering Design and the profession directly concerned with Engineering and Technological Product Design; and
- (ii) to constitute a body of members qualified in the public interest to a generally recognised high standard.

POWERS

3 And the Institution shall have the following powers exercisable in furtherance of its said objects but not otherwise, namely:

- (i) To promulgate the professional responsibilities of Engineering and Technological Product Designers in the public interest and to set and maintain the highest standards of competence, integrity and quality in the pursuit, practice, management and teaching of Engineering and Technological Product Design.
- (ii) To arrange or assist others in arranging for meetings, educational courses and lectures, and other occasions for the interest of the members and for the development of members and the profession.
- (iii) To test by examination or otherwise the competence of members or other persons employed in or about to be engaged in the profession including management, education and training; award diplomas, certificates, distinctions or prizes, and institute or establish scholarships, grants, awards or other benefactions. No certificate issued by the Institution shall contain any statement expressing or implying that it is granted by or under the authority of any Government Department or Authority.
- (iv) To define and encourage honourable practices in the profession.
- (v) To nominate representatives on college governing bodies, and on standards, educational and other national or local committees.
- (vi) To establish, manage, promote, organize, finance and encourage the study, writing, production and distribution of books, periodicals, monographs and pamphlets and the publication of educational courses and lectures.
- (vii) To establish, manage, promote, organize, finance, equip and maintain libraries.
- (viii) To promote, commission, undertake and publish research in areas useful to the Institution's object.
- (ix) To award the designation Chartered Technological Product Designer to persons who satisfy the Institution as to their competence as technological product designers.
- (x) To create and maintain such Registers of Chartered Practitioners in Engineering and Technological Product Design, as a licensed body of the Engineering Council or its successor, and any other relevant licenser, or separately if the Bylaws shall be amended so to do and to establish such conditions of registration as may be desirable.
- (xi) To promote the formation of organisations, whether charitable or not, for the purpose of any of the objects of the Institution and to assist such organisations as necessary in the fulfilment of their objects.
- (xii) To make provision for lectureships, bursaries, prizes and grants.
- (xiii) To give or lend money for the furtherance of the objects of the Institution.

- (xiv) To create and undertake the management of any trusts or endowments and any scholarships and exhibitions for the furtherance of the object of the Institution.
- (xv) To work together with any institutions or persons having a charitable object similar to that of the Institution.
- (xvi) To make suitable arrangements for undertaking the work of the Institution and for organising meetings of the Institution.
- (xvii) To employ such staff who shall not be members of the Council of the Institution as are necessary for the proper pursuit of the object and to make all reasonable and necessary provision for the payment of salaries, pensions and any other benefits to staff.
- (xviii) To raise funds and to invite or receive contributions from any person or persons whatsoever by way of subscription, donation, and otherwise than through permanent trading.
- (xix) Subject to any consents as may be required by law, to invest the monies of the Institution not immediately required in or upon such investments or other property or other assets as may be thought fit.
- (xi) To purchase, take on lease or in exchange, hire or otherwise acquire real or personal property and rights or privileges therein, and to construct, maintain and alter buildings or erections.
- (xxi) Subject to such consents as may be required by law to sell, let, mortgage, dispose of or turn to account all or any of the assets of the Institution.
- (xxii) Subject to such consents as may be required by law to borrow or raise money on such terms and on such security as may be thought fit.
- (xxiii) To create such By-laws subject to the approval of the Privy Council as the Council of the Institution may consider necessary for the good administration of the Institution. The first such By-laws are attached to this Charter as the Schedule.
- (xxiv) To indemnify every member of the Council, Auditor or other officer of the Institution against all costs, charges, losses, expenses and liabilities incurred by him in good faith in the execution and discharging of his duties or in relation thereto.
- (xxv) To do all such other lawful and charitable things as are incidental to the attainment or furtherance of the said object.

Provided that:

- (a) the Institution's object shall not extend to the representation of the interests of members with regard to their conditions of employment, and
- (b) nothing herein shall prevent any payment in good faith by the Institution:-

- (i) of reasonable and proper remuneration to any member, officer or servant of the Institution (not being a member of its Council) for any agreed services rendered to the Institution;
 - (ii) to any member of its Council of reasonable out-of pocket expenses;
- (c) the Institution shall exercise its powers and influence always with regard to improving whilst safeguarding the environment.

MATTERS RELATED TO PROPERTY

- 4
- (i) The Institution or any persons or person on its behalf may acquire for the purposes of the Institution any lands tenements or hereditaments or any interest therein and to hold the same in perpetuity or otherwise and from time to time (subject to all such consents as are by law required) to grant demise alienate or otherwise dispose of the same or any part thereof.
 - (ii) Any person and any body politic or corporate may assure in perpetuity, or otherwise, or demise or devise to, or for the benefit of, the Institution any lands, tenements, or hereditaments whatsoever or any interest therein within Our United Kingdom of Great Britain and Northern Ireland.
 - (iii) The assets and liabilities of the former Company including any property and monies held on behalf of or in trust for the former Company by any person or persons or body politic or corporate shall from the date of this Our Charter become and be deemed to be the property and monies of the Institution and, where necessary and as soon as may be, shall be formally transferred to the Institution or such person or persons on its behalf as the Institution may prescribe. Likewise, the continuing contracts of the former Company shall be assigned to the Institution as from the date of this Our Charter.
 - (iv) In the investment of monies belonging to or held by the Institution, the Institution shall seek such advice as it may see fit and shall take into account any law relating to charitable investment applicable at the time of such investment. Subject as aforesaid no liability shall attach to any officer, employee or member of the Institution in respect of any loss or depreciation of any investment so made as aforesaid and any investment may be varied from time to time at the discretion of the Institution.
 - (v) In case the Institution shall take or hold any property which may be subject to any trusts, the Institution shall only deal with or invest the same in such manner as allowed by law, having regard to such trusts.
 - (vi) The income and property of the Institution shall be applied solely towards the promotion of its objects as set forth in this Our Charter and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to members of the Institution and no member of its Council shall be appointed to any office of the Institution paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Institution.

CHARTER CHANGES

- 5 The members may, by a Special Resolution passed at any general meeting by not less than two-thirds of the members present and voting, revoke, amend or add to the provisions of this Our Charter; but no such revocation, amendment or addition shall, until approved by Us, Our Heirs or Successors in Council become effectual so that this Our Charter shall thenceforward continue and operate as revoked, amended or added to. This Article shall apply to this Our Charter as revoked, amended or added to in manner aforesaid.

BY-LAW CHANGES

- 6 The members may, by a Special Resolution passed at any general meeting by not less than two-thirds of the members present and voting, revoke, amend or add to the By-laws for the time being in force; but no such revocation, amendment or addition shall have effect until approved by the Lords of Our Most Honourable Privy Council of which approval a Certificate under the hand of the Clerk of the Privy Council shall be conclusive evidence.

SURRENDER OF CHARTER

- 7 The members may, by a Special Resolution passed at any general meeting by not less than two-thirds of the members present and voting, determine to surrender this Our Charter, subject to the sanction of Us, Our Heirs or Successors in Council and upon such terms as We or They may consider fit, and wind up or otherwise deal with the affairs of the Institution in such manner as shall be determined by such resolution or, in default of such direction, as the court of law shall think expedient having due regard to the liabilities of the Institution for the time being, and if, on the winding up or dissolution of the Institution, there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members or any of them but shall, subject to any special trusts affecting the same, be given and transferred to some association or associations having objects similar to the objects of the Institution which shall prohibit the distribution of its or their income or property amongst its or their members to an extent at least as great as is imposed on the Institution by this Our Charter, such association or associations to be determined by the members at or before the time of dissolution.

CONCLUSION

- 8 And We do hereby for Us Our Heirs and Successors grant and declare that these Our Letters or the enrolment or exemplification thereof shall be in all things good firm valid and effectual according to the true intent and meaning of the same and shall be taken construed and adjudged in all Our courts of law and elsewhere in the most favourable and beneficial sense and for the best advantage of the Institution any mis-recital, non-recital, omission, defect, imperfection, matter, or thing whatsoever notwithstanding.

IN WITNESS whereof We have caused these Our Letters to be made Patent.

WITNESS Ourselves at Westminster the 30th day of January in the sixtieth year of Our Reign.

BY WARRANT UNDER THE QUEEN'S SIGN MANUAL

(As at 22 October 2014)

By-laws of The Institution of Engineering Designers

GENERAL

- 1 In these presents the words standing in the first column of the Table next hereinafter contained shall bear the meaning set opposite to them respectively in the second column thereof, if not inconsistent with the subject or context:

WORDS	MEANINGS
These presents	These By-laws and Regulations of the Institution from time to time in force
The Institution	The Institution of Engineering Designers
The Council	The Council of Management for the time being of the Institution
The Office	The registered office of the Institution
The United Kingdom	Great Britain and Northern Ireland
In writing	Written, printed or lithographed, or partly one and partly another and other modes of representing or reproducing words in electronic form
Special Resolution	A resolution which requires the giving of 21 days' notice and must be passed by a majority of two thirds of those voting
Auditor	Includes, where appropriate, Examiner

And words importing the singular number only shall include the plural number and vice versa. Words importing the masculine gender only shall include the feminine gender; and words importing persons shall include corporations.

MEMBERSHIP

- 2 Every member upon election shall sign an engagement form undertaking to abide by the Royal Charter of incorporation, these By-laws, and the Regulations or as they shall subsequently be amended or revised.
- 3 (a) The membership of the Institution shall consist of Fellows, Members, Associates, Registered CAD Practitioner, Graduates, Diplomates, and Students. The Council shall also have power to elect Honorary Fellows. The requirements for election to each of these categories of membership shall be decided by the Council from time to time and published in the Regulations. The Council shall issue to a member of any grade a certificate showing the grade for which he has qualified by examination and/or by the submission of such evidence as is capable of establishing the member's professional ability and integrity. Every such certificate is to remain the property of, and on demand be returned to, the Institution.
- (b) The Institution may have Subject Divisions. Elected members to any of the categories listed above shall qualify for entry to any Subject Division according to the requirements of these Presents.

CHARTERED TECHNOLOGICAL PRODUCT DESIGNER

- 4
- (a) The Council shall have power to admit any Member to a Register of Chartered Technological Product Designers in accordance with Regulations made for the control, qualifications and regulation of those so designated. Such Registrants shall be entitled to use the post-nominal CTPD while they remain on the Register.
 - (b) The Institution shall maintain separately or in association with, or under licence from another organisation, such a Register of current Chartered Technological Product Designers or such other Chartered Practitioner descriptions as any other licensing authority may allow.
 - (c) Admission to the Register may be open to those other than individual Members of the Institution in exceptional circumstances according to criteria agreed from time to time by the Council and published in the Regulations.
 - (d) Those who are entered onto the Register shall satisfy the Institution in respect of their current active status, their qualifications and experience and their willingness to abide by the code of professional conduct including the regular undertaking of mandatory continuing professional development. Registrants may describe themselves as any licence may allow and shall be subject to the same disciplinary procedure as Members of the Institution and as provided in these By-laws.
 - (e) The Council may charge such registration fees as are necessary to cover the costs of maintaining the Register and shall exercise such other powers in this connection as are provided from time to time by the Regulations.

VOTING RIGHTS

- 5
- Fellows and Members shall be described as Voting Members and have full voting rights. All other categories of membership shall be Non-Voting Members and have no voting rights. There may also be Company Members each of whom may appoint a representative to vote.

MEMBERSHIP QUALIFICATIONS

- 6
- (a) Voting and Non-Voting Members shall be elected by the Council to an appropriate Subject Division and shall have passed or been exempted from such examination, and have had such training and professional experience as the Council shall from time to time prescribe in the Regulations.
 - (b) Applicants for the admission to the Non-Voting membership shall be accepted on demonstrating that they are actively or prospectively engaged in the field of engineering design, product design or design technology and have satisfied the requirements that Council shall from time to time prescribe in the Regulations.
 - (c) Honorary Fellows shall be persons elected by the Council in acknowledgement of special services rendered to the Institution or to the profession in general, due regard being paid to the fact that it is the

highest honour the Institution has power to bestow. Honorary Fellows may attend and speak at General Meetings, but shall have no vote.

ELECTION OF MEMBERS

- 7 Application for admission and transfer within membership must be submitted on the Institution's official form and must be supported by members of the profession acting as proposer as detailed in the Regulations. The election of all members and the re-admission as members of persons whose membership may have lapsed or been determined shall be vested in the Council, whose decision shall be final.

RESIGNATION OF MEMBERS

- 8 Any member, provided he is not under any liability to the Institution or subject to a disciplinary investigation, shall be entitled to resign his membership on giving notice in writing of his intention to do so, not less than three months before the end of the period covered by the annual subscription, and such notice shall be accompanied by his certificate of membership. Any member failing to give such three month's notice shall be liable for the annual subscription for the ensuing year.

REMOVAL OF MEMBERS

- 9 The Council shall have the power by resolution to determine the membership of any member whose conduct upon the recommendation of a duly constituted Disciplinary Panel, is deemed to be detrimental to the interests of the Institution, provided always that there shall be given at least twenty one day's notice of such meeting, clearly stating the intention to consider at such meeting the determination of such membership, and the member whose conduct is in question shall be given an opportunity of appearing before the Disciplinary Panel in person or by his representative and being heard in his defence.

RIGHTS OF MEMBERS

- 10 A member shall be entitled to append to his name the post nominal designation letters indicating his membership as follows:

Honorary Fellow - HonFIED
Fellow - FIED
Member - MIED
Associate - AIED
Registered CAD Practitioner - RCPIED
Graduate - GradIED
Diplomate - DiplIED
Student - StudIED

- 11 Every Voting Member shall have one vote at General Meetings and in ballots for the election of the Council. No member, whilst in receipt of any salary or emolument from the Institution shall be entitled to vote at any General Meeting of the Institution. No person other than a Voting Member who shall have paid every subscription and other sum, if any, which shall be due and payable to the Institution, shall be entitled to vote on any question at any General Meeting or in any ballot. At General Meetings votes shall be given personally or (on a poll) by proxy. A proxy may be appointed in any usual or common form or in such form as the Council may approve, but need not be a member of the Institution.
- 12 The rights and privileges of all members shall be to receive or enjoy the facilities provided by the Institution, and such rights and privileges shall be personal and not transferable or transmissible by a member's own act or by operation of law, and they shall cease on death.

SUBSCRIPTIONS AND FEES

- 13 (a) Subscription amounts shall from time to time be approved by the Institution in General Meeting.
- (b) Subscriptions shall be payable on election. A candidate's election will not be ratified unless he shall have paid his subscription for the current year. Thereafter the annual subscription shall be due and payable in each year on the anniversary of the date of the member's election. All subscriptions shall be due and payable in advance.
- (c) A member whose subscription is overdue shall forfeit all rights and privileges of membership whilst such subscription is unpaid.

If any member shall leave his subscription in arrears for six months, and shall have failed to pay such arrears after written application by the Secretary, his membership may be determined by the Council, but he shall continue liable to pay the arrears of subscription due at the time his name was struck off the Register.

- (d) A member in any category who is retired may apply to be classed as a Retired Member, paying such lesser subscription as may from time to time be decided by Council.
- (e) Entrance and/or exemption fees may be payable as appropriate and as may from time to time be determined by the Council and be published in the Regulations.
- Upon promotion to a higher category of membership, a member shall pay only the difference of the previous subscription and the annual subscription of the new category.
- (f) The Council may at its absolute discretion in any special case reduce or remit the annual subscription of any member or category of membership.

PROFESSIONAL CONDUCT

- 14 (a) Every member of the Institution shall exercise his professional skill and judgement to the best of his ability and uphold the reputation and dignity of the profession by discharging his professional responsibilities with integrity, and shall safeguard the public interest in matters of safety, health and otherwise.
- (b) The Council shall prescribe rules of Professional Conduct and regulations for the Enforcement thereof, and every member shall undertake to abide by them while he remains in membership. Such rules and regulations shall be published in the Regulations from time to time. The rules and regulations shall, *inter alia*, include specific provision giving any member accused of misconduct the right to call, examine and cross-examine witnesses and a right to appeal to Council and if not then satisfied to the Engineering Council where appropriate.

GENERAL MEETINGS

- 15 The Institution shall hold a General Meeting in every calendar year as its Annual General Meeting, at such time and place as shall be determined by the Council, and shall specify the meeting as such in the notices calling it, provided that every Annual General Meeting shall be held not more than fifteen months after the holding of the preceding Annual General Meeting or, in the case of the first Annual General Meeting, after the date of incorporation.
- 16 All General Meetings, other than Annual General Meetings, shall be called Extraordinary General Meetings.
- 17 The Council may, whenever it thinks fit, convene an Extraordinary General Meeting, and Extraordinary General Meetings shall be convened on such requisition of 20 members of the Institution.
- 18 An Annual General Meeting and a meeting called for the passing of a Special Resolution shall be called by twenty one day's notice. A meeting of the Institution other than an Annual General Meeting or a meeting for the passing of a Special Resolution shall be called by fourteen days' notice in writing at least. The notice shall be exclusive of the day on which it is served and of the day for which it is given, and shall specify the place, the day and the hour of the meeting and, in the case of special business, the general nature of that business shall be given.
- 19 The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice thereof shall not invalidate any resolution passed, or proceeding had, at any meeting.

PROCEEDINGS AT GENERAL MEETINGS

- 20 All business shall be deemed special that is transacted at an Extraordinary General Meeting, and all that is transacted at an Annual General Meeting shall also be deemed special, with the exception of the consideration of the income and expenditure account and balance sheet, and the reports of the Council and of the Auditors or Examiners, the election of members of the Council, the installation of the President, the Chairman of Council, the Vice-Chairman of Council, and Honorary Treasurer, and the appointment of, and the fixing of the remuneration of, the Auditors or Examiners.
- 21 No business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business. Twenty Voting Members of the Institution, present and entitled to vote, shall constitute a quorum.
- 22 If within half an hour from the appointed time for the holding of a General Meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be dissolved. In any other case it shall stand adjourned to a time and place as designated by Council when those present, whatever their number, shall constitute a quorum.
- 23 The President or, in his absence, the Chairman of Council shall preside as Chairman at every General Meeting, but if the President or the Chairman of Council shall not be present within fifteen minutes after the time appointed for holding the same, or shall be unwilling to preside, the members present shall elect one of their own number to act as Chairman.
- 24 The Chairman may, with the consent of the Meeting, adjourn the Meeting, but no business shall be transacted at the adjourned Meeting other than unfinished business from the previous Meeting. Whenever a Meeting is adjourned for thirty days or more, notice of the adjourned Meeting shall be given in the same manner as the original Meeting. Save as aforesaid, the members shall not be entitled to any notice of any adjournment, or of the business to be transacted at an adjourned Meeting.
- 25 At any General Meeting a motion put to the vote of the Meeting shall be decided on a show of hands, unless a poll is, before or upon the declaration of the show of hands, demanded by the Chairman of the Meeting or by at least three Voting Members present and, unless a poll be so demanded, a declaration by the Chairman of the Meeting that a resolution has been carried, or carried unanimously or by a particular majority, or lost, or not carried by a particular majority, and an entry to that effect in the minute book of the Institution shall be conclusive of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution. The demand for a poll may be withdrawn.
- 26 If a poll be demanded in manner aforesaid, it shall be taken at such time and place, and in such manner, as the Chairman of the Meeting shall direct, and the result of the poll shall be deemed to be the resolution of the Meeting at which the poll was demanded.
- 27 No poll shall be demanded on the election of a Chairman of the Meeting, or on any question of adjournment.

- 28 In the case of an equality of votes, whether on a show of hands or on a poll, the Chairman of the Meeting shall be entitled to a second and casting vote.
- 29 The demand for a poll shall not prevent the continuance of a Meeting for the transaction of any business other than the question on which a poll has been demanded.

THE COUNCIL

- 30 The following Principal Officers shall be *ex officio* members of the Council and the Executive Board (which shall be a sub-committee of the Council):

- (a) The Chairman, who shall be Chairman of Council;
- (b) Up to three Vice-Chairmen, one of whom shall be appointed Vice-Chairman of Council;
- (c) The Immediate Past Chairman;

(All other Past Chairmen of Council of the Institution shall be honorary members of the Council without voting rights, save for those subsequently elected by the Voting Members as ordinary members of Council.)

- (d) The Chairman of the Membership Committee, the Chairman of the Education and Training Committee, and the Regional Co-ordinator elected representative, being Voting Members of the Institution, appointed annually by the Board. Unless they are already Council members in their own right, they shall also be *ex officio* members of Council.

- 31 In addition to the *ex officio* members, the Council shall include no more than sixteen and not less than eight ordinary Council members, who shall be Voting Members of at least three years standing.

POWERS AND DUTIES OF THE COUNCIL

- 32 The business of the Institution shall be managed by the Council which may exercise all such powers of the Institution and do on behalf of the Institution all such acts which are not by statute or by these By-laws required to be exercised or done by the Institution in General Meeting but no rules shall invalidate any prior act of the Council which would have been valid if such rule had not been made. The Council may make Regulations not being inconsistent with any of the provisions of the Royal Charter of incorporation and the By-laws for the regulation of the affairs of the Institution.
- 33 The members of the Council for the time being may act notwithstanding any vacancy in their body; provided always that in case the ordinary members of the Council shall at any time be reduced in number to less than the minimum number prescribed by or in accordance with these By-laws, it shall be lawful for them to act as the Council, for the purposes of admitting persons to membership of the Institution, filling up vacancies in their body, or of summoning a General Meeting, but for no other purpose.

- 34 (a) The Council shall have power to fill any casual vacancies on Council from the Voting Membership. Such members shall serve for the remainder of the term of office of the person causing the vacancy.
- (b) The Council shall also have power to co-opt from the Voting Membership not more than three persons at any one time with especial expertise to fill other vacancies on the Council. Such co-opted members shall have all the rights and privileges of other Council members, and shall be entitled to vote at Council meetings but shall retire at the end of the year in which they were co-opted. They may then be nominated for election to Council.

35 The Council shall have power to establish or close Branches as may be deemed desirable, and such Branches shall be organised and run in accordance with the Regulations.

36 The Council may establish boards, committees and panels to which it may delegate its authority and, in so doing, it shall issue, and revise as necessary, terms of reference for all them to regulate and authorise their functions.

THE SECRETARY

37 The Secretary shall be appointed by the Council for such time, at such remuneration and upon such conditions as it may think fit, and any Secretary so appointed may be removed by it.

THE SEAL

38 The Seal of the Institution shall be affixed by the Secretary to any instrument by the authority of a resolution of the Council and, to any person dealing bona fide with the Institution, such signature shall be conclusive evidence of the fact that the Seal has been properly affixed.

DISQUALIFICATION OF MEMBERS OF COUNCIL

39 The office of a member of the Council shall be vacated:

- (a) If a receiving order is made against him or he makes any arrangements or composition with his creditors;
- (b) If he becomes of unsound mind;
- (c) If he ceases to be a Voting Member of the Institution;
- (d) If by notice in writing to the Institution he resigns his office;
- (e) If he ceases to hold office by reason of disqualification by a court of law;
- (f) If he is removed from office by a Special Resolution duly passed by Voting Members in General Meeting.

APPOINTMENT OF OFFICERS AND ELECTION OF COUNCIL

- 40 The Chairman and Vice-Chairmen shall be appointed annually by the Council. The Chairman shall serve for one year but be eligible for re-appointment for a consecutive year. Vice-Chairmen shall serve for one year and be eligible for re-appointment for two consecutive years. Council shall nominate a Senior Vice-Chairman to act in the absence of the Chairman. The Principal Officers and newly elected members of the Council shall assume office at the Annual General Meeting.
- 41 The Honorary Treasurer shall be appointed annually by the Council. The Honorary Treasurer shall serve for one year but be eligible for a further consecutive four years. Appointment shall take effect from the date of the Annual General Meeting.
- 42 At the Annual General Meeting in each year one-third of the elected members of the Council or, if their number is not a multiple of three, the number nearest to but not exceeding one-third, shall retire, those to retire being those who have been longest in office since the date of their last election, but as between persons who became members of the Council on the same day, those to retire shall (unless otherwise agreed amongst themselves) be determined by lot. A member so retiring may be eligible for re-election. Ordinary Councillors may serve for a maximum of three terms of office - nine years in total, following which they must stand down, except that a Councillor in his ninth year of office may still be elected as Chairman or Vice Chairman and serve for a further period as provided in these By-laws.
- 43 An election to fill vacancies on the Council shall be held annually and the Council shall draw up a list of the candidates nominated by the Council to fill such vacancies. Notice of the election shall be given to all Voting Members at least fourteen days prior to the date fixed for receiving nominations, which shall not be less than eight weeks prior to the Annual General Meeting in each year. This notice shall record:
- (a) the number of vacancies to be filled,
 - (b) the candidates nominated by the Council to fill such vacancies,
 - (c) the non-retiring ordinary members of the Council, and
 - (d) the Principal Officers appointed by the Council to take office in the following year.

As to the number of corporate members from each Subject Division who shall serve on Council, this shall be as near as possible proportional to the number of Voting Members in each Division. At least half the elected Council shall be Engineering Council registered engineers, of which at least four shall be Chartered Engineers (CEng), at least one shall be an Engineering Technician (EngTech) and the remainder shall be Incorporated Engineers (IEng).

- 44 Any three Voting Members (being themselves entitled to vote at General Meetings of the Institution) may nominate any other duly qualified person for election to the Council by delivering such nomination in writing to the Secretary, together with the written consent of such person to accept office if elected, before the closing date for nominations. Provided that if the number of candidates nominated by the Council and such Voting Members does not exceed the number of vacancies to be filled, those candidates shall be deemed to be elected unopposed.
- 45 If the number of candidates nominated by the Council and by the Voting Members for election to the Council exceeds the number of vacancies to be filled, such vacancies shall be filled by a postal ballot, the ballot papers for which (containing the names of the candidates and information about them) shall be sent by the Council not later than twenty-eight days before the date of the Annual General Meeting to Voting Members of the Institution entitled to vote at General Meetings of the Institution as at the date of issue of the ballot papers. The ballot papers to be valid shall be properly completed and returned to the Secretary to be received at least seven days before the Annual General Meeting. The Council shall appoint scrutineers to count the votes cast. At the Annual General Meeting the names of the successful candidates shall be announced and the Chairman of the Meeting shall formally declare them to be duly elected.

The accidental omission to issue a ballot paper to, or the non-receipt of a ballot paper by, any Voting Member entitled to receive same, shall not invalidate any postal ballot, or the result of any election declared on the basis thereof. Subject to the foregoing provisions of this Article any such postal ballot shall be conducted and regulated in such manner as the Council shall from time to time determine.

- 46 If at such declaration there shall prove to be no Engineering Technician representation on the Council, the Council shall co-opt a member registered as an Engineering Technician without voting rights until the following Annual General Meeting.

PROCEEDINGS OF THE COUNCIL

- 47 The Council may meet together in person or by electronic means for the dispatch of business, adjourn and otherwise regulate its meetings as it thinks fit. A quorum of such a meeting shall be seven Voting Members of the Council. Questions arising at any meeting shall be decided by a majority of those present. No-one shall have more than one vote excepting the Chairman of the Meeting when exercising a casting vote.
- 48 At the request of any four members of the Council the Secretary shall, at any time, summon a meeting of the Council by notice served upon members of the Council. A member of the Council who is absent from the United Kingdom shall not be entitled to a notice of a meeting.
- 49 The Chairman of Council shall take the Chair at all meetings which he attends. When the Chairman is not present, the Vice-Chairman appointed as Senior Vice-Chairman shall officiate. If neither are present within five minutes after the time appointed for holding the meeting, the members of the Council present shall choose another Vice-Chairman or one of their number to be Chairman of the meeting.

- 50 A meeting of the Council at which a quorum is present shall be competent to exercise all the authorities, powers and discretions by or under the regulations of the Institution for the time being vested in the Council generally.
- 51 The Council may delegate any of its powers to an Executive Board consisting of such member or members of the Council as it thinks fit, and any Board so formed shall, in the exercise of the powers so delegated, conform to any regulations imposed on it by the Council. The meetings and proceedings of any such Board shall be governed by the provisions of these By-laws and the Regulations as for Council meetings.
- 52 All bona fide acts done by any meeting of the Council or of any Board of the Council, or by any person acting as a member of the Council, shall, notwithstanding it be afterwards discovered that there was some defect to the election, appointment or continuance in office of any such body or person be as valid as if every such body or person had been duly appointed or had duly continued in office.
- 53 The Council shall cause minutes to be made of all appointments of officers and of the proceedings of all meetings of the Institution and of the Council, Boards, Committees, and Panels of the Council. All business transacted at such meetings, and any such minutes of any meetings, if purporting to be signed by the Chairman of such meeting, or by the Chairman of the next succeeding meeting, shall be sufficient evidence without further proof of the facts therein stated.
- 54 A resolution in writing signed by all the members for the time being of the Council or of any Board, Committee, or Panel of the Council who are entitled to receive notice of one of these meetings shall be as valid and effectual as if it had been passed at a relevant meeting of one of them duly convened and constituted.

PRESIDENTS AND VICE-PRESIDENTS

- 55 The Council shall have power from time to time to appoint, and at any time remove, a President and one or more Vice-Presidents of the Institution.
- 56 Such appointment shall be of persons who in the opinion of Council are willing and able effectively to represent and further the aims and objectives of the Institution.
- 57 The term of Office of the President shall be two years, renewable by the Council for a further period of two years. The maximum period of Office shall not exceed four years. Such persons shall be at liberty to resign from their appointment at any time but, if practical, should give at least six months notice of such intention.
- 58 The President shall, while in Office, be given notice of all Council meetings and be entitled to attend thereat, although he shall not by virtue of such Office be counted as a member of the Council, or be entitled to vote at Council meetings, unless by virtue of his previous appointment as Chairman of Council he qualifies as an ex officio member.

- 59 An Immediate Past President (other than one who may have been removed from Office) shall for a period of two years from the date of termination of office be given notice of, and be entitled to attend and speak, but not vote at, any Council meeting.
- 60 The President shall be entitled to such administrative support from the Secretariat as is necessary to fulfil the obligations of the Office, providing such support shall be solely in connection with Institution business.
- 61 The President shall be entitled to be reimbursed for all reasonable expenses incurred in fulfilling the legitimate obligations of the Office.
- 62 The President's point of contact on all matters of policy or of future direction of the Institution shall be direct to the Chairman of Council or to the Chairman of Council through the Secretary.

ACCOUNTS

- 63 The Council shall cause books of account to be kept with respect to:
- (a) all sums of money received and expended by the Institution and the matters in respect of which such receipts and expenditure take place;
 - (b) all sales and purchases of goods by the Institution; and
 - (c) the assets and liabilities of the Institution.
- 64 The books of accounts shall be kept at the office or at such other place or places as the Council shall think fit, and shall always be open to the inspection of the members of the Council.
- 65 The Council shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounts and books of the Institution or any of them shall be open to the inspection of members not being members of the Council, and no member (not being a member of the Council) shall have any right of inspecting any account or book or document of the Institution except as conferred by statute or authorised by the Council or by the Institution in General Meeting.
- 66 At the Annual General Meeting in every year the Council shall lay before the Institution an income and expenditure account for the period since the last preceding account made up to date not more than twelve months before such meeting, together with a balance sheet made up as to the same date. Every such balance sheet shall be accompanied by reports of the Council and the Auditors, and copies of such account, balance sheet and reports and of any other documents required by law to be attached thereto shall not less than twenty-one clear days before the date of the meeting be sent to the Auditors and to all other persons entitled to receive notices of General Meetings in the manner in which notices are hereinafter directed to be served. The Auditors' report shall be open to inspection and be read before the meeting.

AUDIT OR EXAMINATION

- 67 Once at least in every year the accounts of the Institution shall be examined and the correctness of the income and expenditure account and balance sheet ascertained by one or more properly qualified Auditor or Auditors.

NOTICE

- 68 A notice may be served by the Institution upon any member, either personally or by sending it through the post in a prepaid letter, addressed to the member at his registered address as appearing in the Register of Members, or electronically.
- 69 Any member described in the Register of Members by an address not within the United Kingdom, who shall from time to time give the Institution an address within the United Kingdom at which notices may be served upon him, shall be entitled to have notices served upon him at such address. Otherwise, service of notice shall be by electronic means.
- 70 Any notice, if served by post, shall be deemed to have been served on the day following that on which the letter containing the same is put into the post, and in proving such service it shall be sufficient to certify that the letter containing the notice was properly addressed and put into the post as a prepaid letter.

(As at 16 January 2017)

Regulations of The Institution of Engineering Designers

- 1 These Regulations are subject to and shall give precedence to the Charter and By-laws.

Professional Conduct

- 2 (a) Every member of the Institution shall exercise his professional skill and judgement to the best of his ability and uphold the reputation and dignity of the profession by discharging his professional responsibilities with integrity, and shall safeguard the public interest in matters of safety, health and otherwise. No member shall abuse his connection with the Institution to further his personal or business interests.
- (b) The Council shall prescribe Rules of Professional Conduct and Regulations for the Enforcement thereof, which rules and regulations shall be made known to the members. Such Rules and Regulations shall *inter alia* include specific provision giving any member accused of misconduct the right to call, examine and cross-examine witnesses and shall give such accused member a right to appeal to Council and if not then satisfied to the Engineering Council or Society for the Environment, if either is appropriate.
- (c) Should the Secretary receive any information from any source which in his opinion constitutes *prima facie* evidence that a member is acting or has acted in breach of the Rules of Professional Conduct, then the Secretary shall forthwith proceed in accordance with the Regulations for the Enforcement thereof, prescribed by the Council.

3 Membership Requirements

3.1 GUIDELINES FOR MEMBERSHIP AND REGISTRATION ASSESSMENT

The following guidelines are to be used by the Membership Committee as the basis for assessing all potential members and registrants.

- (a) All applicants should be given consideration provided their standard of education, aggregate of training and experience, level of work and responsibility are comparable to the requirements of any of the membership and registration grades covered by 3.2 to 3.8 below.
- (b) The assessment of applicants should be considered on the widest possible design criteria, including Computer Aided Draughting and Design and those other fields of design that are often described as 'Industrial or Manufacturing Design'. Always provided the applicant's design knowledge and skills are technologically based and cover the following abilities at a level appropriate to the grade offered.
- (i) **Human:** concern for the real needs and wishes of the marketplace, encompassing market satisfaction and social responsibility.
- (ii) **Creative:** creative competence, leading to the ability to innovate in a competitive arena to bring high value added products to the market.

- (iii) **Technical:** technical competence, shown by an understanding of the laws of physics, of materials and their properties and the relevant manufacturing and assembly processes.
 - (iv) **Development:** an enquiring mind that will seek novel methods to satisfy customer requirements and expand the number and variety of design solutions.
 - (v) **Professionalism:** a confident and inspired approach to design, including the ability to deploy the latest market review systems, generate relevant solutions, select the optimum solution and detail it, or subcontract such work in a professional matter.
 - (vi) **Communications:** the ability to communicate and receive communications by the most suitable medium, to depict whole or partial solutions, to conduct negotiations with specialist and non-specialists.
- (c) The Membership Committee, at its discretion, may elect to any appropriate grade of membership and registration teachers, managers, designers, researchers and others actively engaged in engineering, product design or design technology activities, who generally meet the requirements of (a) above.
 - (d) When the Membership Committee is unable to decide whether an applicant meets the above guidelines the application should not be formally rejected until the applicant has been offered the opportunity of an interview by two suitably qualified members. The cost of such an interview to be at the applicant's own expense.

Membership Grades

3.2 MEMBERSHIP - MIED

A candidate for Membership shall be a person who:

- (a) possesses an appropriate engineering or product design related qualification, or
- (b) has had an apprenticeship in engineering or product design or design technology, or
- (c) has appropriate responsible professional experience, or
- (d) holds a responsible position in engineering/product design or design technology, management or education/training,

3.3 FELLOWSHIP - FIED

An application for Fellow must be assessed and approved by at least three Fellows of the Institution.

A candidate for Fellowship shall **normally** be a Member of some years standing who:

- a) has at least 10 years professional experience of which at least six years were in engineering/product design or design technology, and
- b) has demonstrated excellent ability in the profession, through superior responsibility or quality of work, and
- (c) possesses an appropriate qualification acceptable to the Institution.
- (d) The Membership Committee can, at their discretion, elect directly to the grade of Fellow an applicant who meets all of the above requirements 3.3(a) to 3.3(c) as appropriate, and who is not already a Member of the Institution.

3.4 STUDENTSHIP

An applicant for Studentship shall be a person who:

- (a) is at least 18 years of age, and
- (b) is actively or prospectively engaged in engineering/product design or design technology practice as an apprentice, trainee or otherwise, and is engaged on a course of study/training as to allow election to the grade of Membership. Student membership will normally lapse after 6 years if a transfer to another grade is not effected within that time.

3.5 FOUNDER MEMBERSHIP

Irrespective of grade, Founder Membership shall be indicated in any published Roll of Members by suitably distinguishing the name of the Founder Member in print. For the purpose of this Regulation, a Founder Member is defined as any current Life Member or paid up member who is listed on the "*Roll of Primary Members*" published at the time of the first Annual General Meeting held in 1947.

Registration Grades

3.6 REGISTERED CAD PRACTITIONER - RCP

A candidate for Registered CAD Practitioner shall be a person who is at Member or Fellow grade within the Institution and holds the relevant qualifications, training and experience to qualify for entry onto the register of CAD Practitioners. The candidate will have been assessed and approved for registration by the Membership Committee.:

3.7 REGISTERED CAD MANAGER - RCADMan

A candidate for Registered CAD Manager shall be a person who is at Member or Fellow grade within the Institution and holds the relevant qualifications, training and experience to qualify for entry onto the register of CAD Managers. The candidate will have been assessed and approved for registration by the Membership Committee.:

3.8 CHARTERED TECHNOLOGICAL PRODUCT DESIGNER - CTPD

A candidate for CTPD shall be a person who is at Member or Fellow grade within the Institution and holds the relevant qualifications, training and experience to qualify for entry onto the register of Chartered Technological Product Designers. The candidate will have been assessed and approved for registration by the Membership Committee.

3.9 REGISTERED PRODUCT DESIGNER - RProdDes

A candidate for RProdDes shall be a person who is at Member or Fellow grade within the Institution and holds the relevant qualifications, training and experience to qualify for entry onto the register of Product Designers. The candidate will have been assessed and approved for registration by the Membership Committee.

RIGHTS OF MEMBERS

4 A member shall be entitled to append to his name the initial letters indicating his membership as follows:

Fellow	FIED
Member	MIED
Honorary Fellow	HonFIED
Registered CAD Practitioner	RCP
Registered CAD Manager	RCADMan

Chartered Technological Product Designer..... CTPD
Registered Product Designer..... RProdDes
Past Chairman..... (PCh) after membership grade
Past Honorary President..... (PHP) after membership grade

(Prior to 1994 Chairman of Council held the post of President of the Institution. Those who held the post of President prior to 1994 may use (PP) after membership grade).

5 Appointment of Officers and Election of Council

- (a) The annual appointment of the Chairman and Vice-Chairmen shall be by ballot of all voting members of the Council, following which a further ballot of all voting members of the Council will be held to select the Council's nominations to fill Council vacancies arising from By-law 42. Such ballot will be conducted in a timely way to ensure compliance with By-law 43.
- (b) Each newly appointed Member of Council, including the ex-officio officers and co-opted Councillors shall hold at least one additional appointment to their Council post on either the Executive Board or Membership Accreditation Board or one of the following committees - Membership Committee, Editorial Committee or Education and Training Committee, or, in the case of the Regional Co-ordinators representative, as a Regional Co-ordinator. Such appointments to be determined by ballot to be held following the AGM and before the first Council meeting after the AGM.
- (c) A Past Chairman shall be any member who has held the office of Chairman. (Note: Before 1994 the Chairman of Council was also the President of the Institution).
- (d) The Honorary Treasurer shall be Council's representative to carry out random and regular examinations of the Institution's accounts. He will monitor the financial controls exercised by the Secretariat and as far as is possible to ensure that the accounts are maintained by the Secretariat in accordance with the Charity Commissioners "Statement of Recommended Practice" (SORP) and that they also meet financial and audit requirements under Company Law, as well as any additional requirements laid down by Council in the Regulations.
His primary role is to guard against the possibility of fraud and to ensure that clear audit trails of all financial transactions are maintained, that accounting procedures are periodically reviewed and that any observations arising are reported to Council for resolution. With this in mind he should whenever possible attend meetings between the Institution's Accountant, Auditors and the Secretariat, and he may at any time request copies of accounts from the Secretariat or visit the Institution's Headquarters to monitor the accounts.

6 Proposal of Motions

The proposer of a motion put to Council or to a Council Board must be present at the time the proposal is discussed and voted upon.

7 Subscriptions

The annual subscriptions shall be of such amounts as may from time to time be approved by the Institution in General Meeting. Subscription changes shall be notified to members at least four weeks prior to introduction.

8 **Fees**

- (a) An Application Fee of such amounts as may be from time to time determined by Council shall be payable with the Application Form, whether for admission or transfer.
- (b) An Entrance Fee shall be payable of such amount as may from time to time be determined by the Council.
- (c) Examination Fees shall be payable where necessary as may be determined from time to time by the Council.
- (d) Fees for registration as CEng, IEng or EngTech shall also be payable as determined from time to time by EngineeringUK, fees for registration as CEnv shall be payable as determined by the Society for the Environment.
- (e) Fees for registration as CTPD and RProdDes shall be payable as determined by the Council.

9 **Banking Account**

- (a) The funds of the Institution shall be controlled by the Council. All subscriptions and other income arising from any source shall be paid into an appropriate account of the Institution and, except for the making of such payments as are required to meet current expenses, no payments shall be made otherwise than by cheque or electronic transfer drawn on the bankers.
- (b) All cheques shall be signed by the Secretary or his appointed and authorised deputy and at least one member of Council.

10 **Secretary**

- (a) The Secretary shall be appointed in accordance with By-law 37 aforesaid.
- (b) It shall be the duty of the Secretary, in compliance with the By-laws and Regulations, to conduct the correspondence of the Institution; to prepare agenda for, and attend all meetings of the Council; to take, or cause to have taken, minutes of the proceedings of such meetings of the Council; to read the minutes of the proceeding meeting, and all communications which may be ordered to be read; to have charge of the library; to be responsible for the publication of the journal, and to superintend the publication of such papers as the Council may direct; to direct the collection of subscriptions and the preparation of the account of the expenditure of the funds, and to present all accounts to the Council for inspection and approval.
- (c) The Secretary shall be responsible for advising the Council of any changes to the staff establishment deemed necessary. He shall also engage and be responsible for all persons employed under him, and shall generally conduct the ordinary business of the Institution.
- (d) The Secretary shall have authority for the disbursement of amounts not exceeding £200 for non-budgeted items without prior approval of the Council.

11 **Disqualification**

Should any candidate be detected in any dishonourable conduct in regard to the procedure of gaining admission to membership of the Institution, his application shall be cancelled, and the fees he has paid shall be forfeited. He may, at the discretion of the Council, be refused as a candidate at any subsequent examination.

12 **Alteration to the Regulations**

Alterations or additions to these Regulations may be made by the Council.

Branches

- (a) On acceptance of an offer in writing from a voting member willing to serve as a Regional Co-ordinator, the Council may authorise the formation of a Branch.
- (b) A Regional Co-ordinator post may be terminated by the Council on one month's notice being given to the Regional Co-ordinator concerned in writing.
- (c) A Regional Co-ordinator post may be relinquished by the Regional Co-ordinator concerned on one month's notice being given to the Council in writing.
- (d) Regional Co-ordinators shall be responsible to the Council for organising Branch activities. Branch Committees may be set up and maintained locally for the purpose of assisting Regional Co-ordinators with their tasks.
- (e) The Regional Co-ordinators may nominate a representative from their number to sit on Council as a co-opted member subject to approval by Council. The representative will be elected at the annual Regional Co-ordinators Annual Conference and will be responsible for all formal communication between the branches and Council.
- (f) Where possible the administrative facilities at Headquarters for correspondence, circulation, etc, shall be made available to the Regional Co-ordinators and may be utilised by them through the Secretary of the Institution in order to obviate any need for local office equipment.
- (g) Regional Co-ordinators shall be entitled to out-of-pocket expenses properly incurred in the service of the Institution and they shall be reimbursed by the Institution against claims made in writing. Regional Co-ordinators shall also be entitled to forward or cause to have forwarded to the Institution for payment all costs resulting from the arranging of Branch activities.
- (h) Each Regional Co-ordinator shall be allocated a budget for each financial year - 1st January to 31st December, to cover all normal expenses incurred in the running of a Branch, but this shall not prevent a Regional Co-ordinator making application to the Council for an increase to the budget for special events or other circumstances where this might be necessary or desirable.
Any expenditure incurred in excess of the approved budget figure may be repudiated by the Council or charged against the following year's budget figure at the discretion of the Council. The Secretary shall keep a record of all expenditure incurred by each Branch and shall, at appropriate intervals or when requested, supply a copy of such record so that each Regional Co-ordinator shall be aware of the expenses incurred by his Branch.
- (i) Service as a Regional Co-ordinator and service on a Branch Committee shall confer no personal advantage or benefit and shall not add or detract from the rights appertaining to membership of the Institution. The rights of a group of members, such as a Branch Committee, shall not exceed those of the individual members of the group.
- (j) Regional Co-ordinators shall be free to accept help for planning and arranging Branch activities from any members willing to form and/or serve on a Branch Committee, the numerical strength of which shall be adequate for the extent of help which the Regional Co-ordinator considers necessary for maintaining Branch activities at a reasonable level.
- (k) The internal organisation of Branch Committees and the method of procedure for ensuring continuity shall be a matter for such Committees as far as electing members and officers of such Committees is concerned.

- (l) Regional Co-ordinators shall be precluded from occupying any position on their Branch Committee which would make them answerable to that Committee instead of to the Council of the Institution. There shall be no transfer of responsibility from a Regional Co-ordinator to a Branch Committee.
- (m) Disagreement between a Regional Co-ordinator and his Branch Committee may be referred to the Council by the Regional Co-ordinator or a member of the Committee or both.
- (n) Where it is deemed desirable by the Regional Co-ordinator and a majority of the Committee members present at a meeting to fill a vacancy on the Committee, the Secretary of the Institution shall make this known to the Branch membership on request.
- (o) The Regional Co-ordinator shall send informative reports on all Branch activities to the Secretary of the Institution and such reports shall be submitted in order to provide material for administrative purposes, as well as material for publication so that certain Branch activities, such as lectures, may be enjoyed by the membership of the Institution as a whole.
- (p) In order to present and maintain the Institution's corporate image, correspondence originating from Regional Co-ordinators in connection with Branch activities shall be on letterheads provided for this purpose by the Institution, and posters, notices, etc shall be on sheets provided by the Institution or on sheets the design of which has been approved by the Council.

14 **Nomination Procedure for the Award of Honorary Fellowship**

- (a) Nominations for Honorary Fellowship shall be submitted in writing to Council for their consideration.
- (b) At no time shall the individual be approached concerning the nomination prior to consideration by the Council and the execution of the Council's instructions.
- (c) All nominations for Honorary Fellowship shall clearly define:
 - (i) Service to the Institution and/or
 - (ii) Service to the Profession.

A brief history sheet shall accompany each individual nomination; in the case of (i) this can be very brief since it is likely that the person will be well known to Council members. In the case of (ii) however, information must be more detailed since it is probable that some Council members may be unaware of the achievements of the person nominated or of the nominee himself.
- (d) Awards under (c)i Services to the Institution:
 - (i) Persons who have freely given of their time in their achievement and contribution to the Institution;
 - (ii) Persons employed by the Institution who have freely given of their time to the Institution over and above their normal course of duty.
- (e) Awards under (c)ii Services to the Profession:
 - (i) Contribution of outstanding merit to Design;
 - (ii) Contribution of outstanding merit to Mankind and the Environment.
- (f) Nominations of Honorary Fellowship shall be made by not less than three corporate members of the Institution. The "proposers" shall indicate clearly their names, addresses and occupations, and append their signatures to the written proposal to Council. The written proposal shall take the form of a draft citation, ie the Proposer's view as to what should be promulgated as the reason for the award, if the proposal were accepted.

- (g) First indication of Honorary Fellowship to any person proposed should be an "offer" of Honorary Fellowship in writing from the Secretary as a directive from the Council.
- (h) Where nominations for Honorary Fellowship are to come before the Council, such nominations shall be presented to the Council at least twenty-eight days prior to the meeting. A copy of the names of the proposer, the draft citation and history sheet shall be provided to each Council member. Voting shall be by ballot of all listed Council members and a two-thirds majority shall be necessary for acceptance.
- (i) Votes for and against shall be recorded in the Minutes and where a nominated person fails to gain Honorary Fellowship, the Secretary shall notify the proposers/sponsors as to the voting. No other reason shall be given.

15 **Benevolent Fund Rules**

- (a) The Fund shall be used to make grants or loans to members in necessitous circumstances through illness, redundancy or other misfortune.
- (b) A member, in this case, shall be a person who is on the list of members at the time of the application to the Fund, or be a past member who would have been on the list as a paid up member but for the misfortune which has prompted the application.
- (c) The Fund shall be administered by the Council, who shall decide, on the advice of the Secretary, the Honorary Treasurer or other appointed officer, in their sole discretion what sums shall be granted or loaned to whom, and such decisions shall be recorded in the Council minutes.
- (d) The Fund shall be kept in an account separate from that of the Institution's general fund, and shall be audited or reviewed annually by independent advisors.