



RULES OF THE FIJI INSTITUTION OF ENGINEERS (Approved at the Special General Meeting of 27 March 2010)

SECTION 1. NAME

The Institution shall be named The Fiji Institution of Engineers.

SECTION 2. OBJECT

- 2.1 The overall object of the Institution shall be the advancement of the science and profession of engineering.

SECTION 3 SOUTH PACIFIC ENGINEERING ASSOCIATION

- 3.1 The South Pacific Engineers Association (SPEA) is established under the Institution of Professional Engineers New Zealand (IPENZ) Rule 27.1. to support engineering in the South Pacific region. It is a multi-lateral organisation involving participating national engineering organisations or communities in countries within the geographic region normally associated with the Pacific Islands Forum.
- 3.2 The Fiji Institution of Engineers is a national chapter of SPEA.
- 3.3 The Rules of SPEA are set out in Appendix 2.

SECTION 4. MEMBERSHIP CLASSES AND ROLL

- 4.1 The following membership classes of the Institution align with those classes also recognized by SPEA

a)	Fellow	FFIE
b)	Professional Member	MFIE
c)	Technical Member	TFIE
d)	Associate Member.	AFIE
e)	Affiliate	Aff.FIE
f)	Graduate Member	Graduate FIE
g)	Student Member	

- 4.2 The following further classes of membership are exclusive to FIE

a)	Honorary Fellow	FFIE (Hon)
b)	Diplomate Member	Diplomate FIE

- 4.3 The names of all members shall be entered upon the Roll of the Institution, hereinafter referred to as 'the Roll'.
- 4.4 Members in all classes except student, shall be entitled to receive a membership certificate. A member transferred from one class to another will be issued with a new certificate. Each such certificate shall remain the property of the Institution and shall be returned to the Secretary when the person to whom it was issued has ceased to be a member of such class.

SECTION 5. QUALIFICATIONS FOR MEMBERSHIP

5.1 HONORARY FELLOW

An Honorary Fellow shall be a person who is distinguished by his/her work in engineering, science or otherwise whom the Institution desires to honour. The appointment of an Honorary Fellow shall be in accordance with clause 7.1 (a)

5.2 FELLOW

Each candidate for election or transfer to the class of Fellow shall satisfy the following:-

- (a) He/she shall be more than 35 years of age.
- (b) He/she shall satisfy one of the following :-
 - (i) He/she shall be of MFIE status and he/she shall have had at least five years employment in important positions of responsibility in the practice of engineering since obtaining MFIE status ; or
 - (ii) He/she shall possess such engineering qualifications and experience as are, in the opinion of the Council, acceptable for the class of Fellow.

5.3 PROFESSIONAL MEMBER

Each candidate for election or transfer to the class of Professional Member shall satisfy the following

- (a) He/she shall be more than 27 years of age.
- (b) He/she shall be engaged at the time of his/her election or transfer in a position of responsibility in the practice of engineering, which may include the teaching of engineering at a university or at an approved technical institute.
- (c) He/she shall possess one of the following qualifications:-
 - (i) He/she shall hold a degree in engineering of a university approved by the Council which shall be substantially equivalent to a qualification recognised under the Washington Accord, ; or
 - (ii) He/she shall have passed an exempting qualification approved by the Council.
- (d) He/she shall have not less than five years of training and experience in the practice of engineering, obtained subsequent to graduation or to the acquisition of an exempting qualification. At least two years of this experience shall be in a position of responsibility in an engineering activity.

Notwithstanding the above, the Council may at its discretion admit to Membership applicants whose qualifications and experience are well established, but whose University degrees are not thereby automatically recognised in future cases, provided such applicant has reached the age of 35 years.

5.4 TECHNICAL MEMBER

Each candidate for election or transfer to the class of Technical Member shall satisfy the following:

- (a) He/she shall be more than 27 years of age.

- (b) He/she shall be engaged at the time of his/her election of transfer in a position of responsibility in the practice of engineering, which may include the teaching of engineering at a university or at an approved technical institute
- (c) He/she shall hold a degree approved by Council in a subject other than engineering, but which is related to the science and practice of the engineering professions; or hold an engineering qualification from a tertiary institution approved by Council.
- (d) He/she shall have not less than seven years of training and experience in the practice of engineering technology of which not less than five years shall have been obtained subsequent to obtaining the tertiary qualification.

5.5 ASSOCIATE MEMBER

Each candidate for election or transfer to the class of Associate, shall possess the following qualifications :-

- (a) He/she shall be more than 27 years of age.
- (b) He/she shall have had a satisfactory education.
- (c) He/she shall have at least five years technical experience in positions of responsibility.
- (d) Disregarding his/her temporary circumstances he/she shall be engaged in or associated with a branch of engineering.
- (e) He/she shall have attended successfully an interview as prescribed by the Council to demonstrate that he possesses the requisite qualifications..

5.6 AFFILIATE MEMBER

Council may bestow at its discretion the membership class of Affiliate on a person who has a technical interest in engineering or technology, but insufficient formal qualification to be recognised in another membership class.

5.7 GRADUATE MEMBER

Each candidate for election or transfer to the class of Graduate shall possess the following qualifications :-

- (a)
 - (i) He/she shall hold a university degree in engineering of a university approved by the Council; or
 - (ii) He/she shall hold such other university degree as may be approved by the Council;
- (b) He/she shall satisfy the Council that he/she has received or is receiving regular and proper training in the practice of engineering.

5.8 DIPLOMATE MEMBER

Each candidate for election or transfer to the class of Graduate shall satisfy the following:-

- (a)
 - (i) He/she shall hold a diploma in engineering from a tertiary institution approved by the Council; or
 - (ii) He/she shall hold such other diploma as may be approved by the Council; or
- (b) He/she shall satisfy the Council that he/she has received or is receiving regular and proper training in the practice of engineering.

5.9 STUDENT MEMBER

Each candidate to the election to the class of the Student shall satisfy the following:-

- (a) He/she shall have attained the standard of general education prescribed by the Council
- (b) He/she shall be receiving adequate instruction in the theory and practice of engineering either at a university or at a technical institute approved for the purpose by the Council.

No person may remain a Student after becoming eligible for transfer to the class of Graduate or Diplomate.

SECTION 6 COMPETENCY ASSESSMENT

- 6.1 All candidates for the Classes of Professional Member, Technical Member and Associate Member shall be required to attend and pass a Fiji Institution of Engineer's Competency Assessment.
- 6.2 The Council may make regulations governing the conduct of competency assessments, the times and places at which they shall take place and the fees to be paid by the candidate. The Council may appoint such qualified people as it thinks fit to interview each candidate.
- 6.3 The regulations governing competency assessments shall be compatible with the requirements of SPEA for entry into a prescribed competency register.
- 6.4 Competency assessments shall be held at times decided by the Council to avoid undue delays to applicants.
- 6.5 Successful candidates must periodically, at approximately 5 year intervals or at any earlier time as requested by Council, undergo re-assessment of current competency to retain their membership class in FIE.
- 6.6 Current financial members in the classes of Associate, Engineering Technologist, Member at the time that these Rules come into effect will be automatically be transferred to the class of Associate Member, Technical Member, or Professional Member as appropriate. Such members are then obliged to undertake an assessment of current competency within a period of five years of the effective date of these Rules in order to retain their membership class in FIE. Other classes of member continue in the same class.

SECTION 7 ELECTION, TRANSFER, RESIGNATION AND RE-ADMISSION OF MEMBERS

7.1 ELECTION AND TRANSFER

- (a) An Honorary Fellow shall be elected by unanimous vote of a meeting of the Council at which not less than two-thirds of the members of the Council are present. Each such election shall be announced at the next Annual General Meeting of the Institution.
- (b) The Council may invite Members of FIE of high standing in the engineering profession to become Fellows and in such cases may decide that such Members need not submit an application form.
- (c) Excepting a candidate invited to become a Fellow under the terms of 7.1 (b), each candidate for election or transfer to the class of Fellow, Professional Member, Technical Member or Associate Member shall state on his/her application form the names of not fewer than two from Professional Members or Fellows whom he/she considers to be qualified from personal knowledge to support his/her application if called upon by the Council to do so. For election or transfer to the class of Fellow at least one of the proposers shall be a Fellow. Where an applicant, though residing outside Fiji or otherwise, has difficulty in naming two members as proposers of his application, he shall forward with his application a letter explaining the circumstances and the Council may then permit the substitution of the names of Professional Members of such other institutions or societies as the Council may recognise for the purpose from time to time.

- (d) Each candidate for the election to the class of Graduate, Diplomate or Student shall have his/her application form signed by a Professional Member or Fellow who shall attest that the candidate is receiving or has received adequate engineering education and training.
- (e) Each application for election or transfer shall be forwarded to the Secretary/Treasurer who shall lay them before the Council. All elections or transfers of all classes of members other than Honorary Fellow and Affiliate shall be made by the Council in accordance with the procedure prescribed hereinafter.
- (f) The name of each candidate appearing to the Council to be eligible for the election or transfer shall be notified to each member, published in a Journal or Bulletin of the Institution with an invitation to any member wishing to do so to record his objection. If an objection is received such objection shall be reviewed and determined by the Council. If no objection to election or transfer is received within one month of the date of publication the candidate's name, together with a precis of the particulars on his/her application form shall be forwarded by email or post to each member of the Council.
- (g) The Council may decline an application for election or transfer if it considers that the applicant is not a fit and proper person to be associated with the Institution, or for any other reason. The Council shall not be bound to give a reason for declining an application for election or transfer.
- (h) An election or transfer is deemed to have been approved by the Council when the affirmative votes of not less than two-thirds of the members of the Council have been received, but any member of the Council may require the election or transfer to be postponed until the application has been considered at a meeting of the Council.
- (i) When each election or transfer has been approved, the Secretary/Treasurer shall advise the applicant and shall request the payment of the appropriate entrance fee and subscription. An election shall not be deemed complete until such sums have been received by the Secretary/Treasurer.
- (j) Should such a person obtain election to any class as a result of misleading or inaccurate information supplied by him/her, of which the Council shall be the sole judge, such election shall be declared null and void. and the membership shall be revoked

7.2 RESIGNATION AND RE-ADMISSION

- (a) Each member may by notice in writing to the Secretary/Treasurer resign his/her membership after payment of all sums due from him/her in respect of subscriptions or otherwise.
- (b) On such resignation the Council shall demand and may sue for the return of any certificate of membership issued to such member.
- (c) Each person who has ceased to be a member may apply for re-admission, the Council may approve such re-admission under such conditions as it may see fit to impose,.

SECTION 8 ENTRANCE FEES AND ANNUAL SUBSCRIPTIONS

8.1 Entrance Fees

Entrance fees shall, at the discretion of Council, be paid on election

Each candidate for election who makes application to join the Institution within twelve months of the date of passing his/her final examination qualifying him/her for the class of Graduate Member or Diplomate Member shall be exempted from payment of an entrance fee.

8.2 Annual Subscription

The subscription year shall be 1st October in any year to 30th September in the following year .

The rates of Institution subscription for each subscription year shall be fixed by the Council and published in a schedule, a copy of which shall be sent to each member in September of each year.

- (a) Each subscription shall be payable in advance and shall become due on the first day of October in each year, provided that :-
 - (i) A member elected after the thirty-first day of December in any subscription year shall pay only a proportion of this subscription for that year; that is to say, if elected in the months of January, February or March, he/she shall pay three-quarters of the annual subscription, if elected in the months April, May, June, he/she shall pay one-half, if elected in the months of July, August or September, he/she shall pay one-quarter.
 - (ii) A reduced subscription calculated as in (i) above shall be granted only if any entrance fee and the reduced subscription are paid within two months of advice of election.
- (b) Each member shall be liable for the payment of his/her annual subscription until he/her has submitted his resignation in writing to the Secretary/Treasurer or unless he/she has been expelled from the Institution. A member shall remain liable for any subscription which fell due prior to the date of his/her resignation or expulsion. On such resignation or expulsion, the Council shall demand and may sue for any arrears of subscription.

8.3 ARREARS

- (a) Each member whose subscription for the current year has not been paid before the first day of January shall be 'in arrears of subscription' and his/her rights of membership may be suspended until the arrears have been paid.
- (b) If a member shall remain in arrears of subscription for three months his/her name may be removed from the Roll by a decision of the Council and he/she shall thereupon cease to be a member.

8.4 REMISSION OF SUBSCRIPTION AND SPECIAL PAYMENT CONDITIONS

In special circumstances, of which it shall be the judge, the Council may remit any subscription or part thereof or make special conditions for payments.

SECTION 9 COMPOSITION, OFFICE TENURE AND ELECTION OF THE COUNCIL

- 9.1 The affairs of the Institution shall be governed by a Council which shall be elected from the classes of Professional Members and Fellows and shall consist of :-
 - (a) The President, the Vice-President and the Honorary Secretary- Treasurer, each elected for the term of one year.
 - (b) Five ordinary members of the Council each elected for the term of one year hereinafter called 'the elected ordinary members of the Council'.
 - (c) Not more than two ordinary members of the Council each appointed by the Council for the term of one year hereinafter called "the appointed ordinary members of the Council". One of these appointed ordinary members shall represent the interests of the Students, Diplomates and Graduates and one shall represent the interests of the Technical Members, Associate Members and Affiliates. The appointed members may be Students, Diplomates, Graduates, Associate Members, Technical Members or Affiliates and shall be selected by the Council from nominations put forward at the Annual General Meeting.
 - (d) The Immediate Past President shall be an ex-officio member of the Council.
- 9.2 The term of office of each member of the Council shall begin at the conclusion of the Annual General Meeting immediately following his/her election or appointment and shall end at the conclusion of the next Annual General Meeting thereafter.
- 9.3
 - (a) A casual vacancy on Council is deemed to be created by any of the following situations:

- (i) An elected position that is left unfilled at the end of an Annual General Meeting.
 - (ii) An appointed position for which there are insufficient nominations at the end of an Annual General Meeting
 - (iii) The resignation or death of any of the elected or appointed council members.
 - (iv) The forfeiture of council membership due to lack of attendance at council meetings as described in Rule 9.7
 - (v) The elevation to the office of President, Vice-President or Honorary Secretary/Treasurer of any elected member of Council before the expiry of the term of office for which that person was appointed.
- (b) The Council shall fill a casual vacancy among the elected or appointed members in the following manner.
- (i) If the vacant position is that of President then the Vice President will be appointed as President.
 - (ii) If the vacant position is that of Vice-President or Honorary Secretary/Treasurer then the position shall be filled by the appointment of one of the elected ordinary members
 - (iii) If the vacant position is that of Elected Ordinary Member then the position shall be filled by the appointment of a willing Professional Member or Fellow selected by Council.
 - (iv) If the vacant position is that of Appointed Ordinary Member then the position shall be filled by the appointment of a willing member of the appropriate class of membership selected by Council.
- (c) Each member who is appointed to fill a casual vacancy shall hold office for the remainder of the term of the person that is being replaced. For the purpose of Rule 9.2 the service of a member so appointed for a partial term shall be disregarded.
- 9.4
- (a) Any class of member may nominate any Professional Member or Fellow for the offices of President, Vice-president, Honorary Secretary/Treasurer, or elected ordinary members of the Council.
 - (b) No member in arrears of subscription as defined in Rule 8.3 shall be permitted to nominate or be eligible to be nominated for any office.
 - (c) Each nomination shall be in writing on the prescribed form and shall bear the written consent of the member nominated.
 - (d) Each candidate shall be invited to submit with his nomination paper the following information :-
 - (i) Name
 - (ii) Date of election as a Professional Member, and membership no.,
 - (iii) Date of election or transfer to the class of Fellow
 - (iv) Present position or occupation
 - (v) Such other information as may be considered relevant.
 - (e) Each nomination shall be received by the Secretary/Treasurer not less than 21 days before the date of the Annual General Meeting.
 - (f) Should there be no written nominations for any post on the Council, then nominations will be accepted from the floor provided that either :
 - (i) the nominated Member is present , or
 - (ii) the proposer submits to the meeting the written approval of the nominated Member to his/her being proposed.
- 9.5
- (a) The names of the members nominated for each office shall be printed in the Notice of Meeting and the Agenda therein. The Secretary/Treasurer shall have on hand at the Annual General Meeting the summary of the information referred to in Rule 9.4 (d) and this information shall be read out at the Annual General meeting if required by those members present who are entitled to vote. Candidates, whether proposed by written nomination or from the floor, shall still require election by a majority of eligible votes cast at the Annual General Meeting. Any posts not filled by election become available as casual vacancies under Rule 9.3.

- (c) The Council shall appoint two or more scrutineers from among the members being neither members of the Council nor candidates in the election.
 - (d) Such scrutineers shall count the votes cast by a show of hands and report thereon to the Council at the Annual General Meeting.
 - (e) The Council shall report to the Annual General Meeting the names of the candidates elected.
 - (f) On application to the Secretary/Treasurer each candidate shall be given confidential particulars of the votes cast in respect of the office for which he/she was nominated.
- 9.6
- (a) The Council shall select the appointed ordinary members of the Council at a meeting immediately following the Annual General Meeting.
 - (b) The names of such members shall be reported to the membership in the next newsletter following the Annual General Meeting.
- 9.7 Any member elected to the Council of the FIE shall attend as many meetings as possible and, if he/she misses two (2) consecutive meetings or a total of four (4) meetings without legitimate excuse may be dismissed from the Council. The vacancy created by such forfeiture dismissal shall be treated as a casual vacancy under Rule 9.3

SECTION 10 PROCEDURE, POWERS AND DUTIES OF THE COUNCIL

- 10.1 The Council shall meet as often as the business of the Institution may require but not less frequently than four times in each calendar year.
- 10.2
- (a) The Council may appoint an executive Committee to act on behalf of the Council in such matters as the Council may decide.
 - (b) The members of the Executive Committee shall be the President, the Vice-President, the Immediate Past-President, the Honorary Secretary-Treasurer and two ordinary members of the Council.
 - (c) The Secretary/Treasurer shall send a copy of the minutes of the meeting of the Executive Committee to each member of the Council.
- 10.3 (a) The Council shall appoint a Professional Member or Fellow to represent the FIE on the executive Council of the South Pacific Engineers Association
- The Council or the Executive Committee may appoint committees for special purposes and the members of such appointed committees need not be members of the Institution. Unless the Council or the Executive Committee otherwise prescribes, each such appointment shall be deemed to terminate at the conclusion of the next Annual General Meeting.
- (b) The Council or the Executive Committee may appoint persons to represent the Institution on other bodies and such persons need not be members of the Institution. Unless the Council or the Executive Committee otherwise prescribes each such appointment shall be deemed to continue until terminated by the Council or such Executive Committee.
 - (c) The Council or the Executive Committee may give to any such appointed committee or representative the power to act.
 - (d) Such appointed committee or representative shall report to the Council as prescribed by the Council.
- 10.4 The President and the Vice-President shall be ex-officio members of all committees appointed by the Council or by the Executive Committee.
- 10.5 (a) The control of the funds of the Institution shall be vested in the Council and the Council may authorise the expenditure of such sums as it considers necessary for the furtherance of the object of the Institution.

- (b) The Council may deal with the funds of the Institution by depositing such funds with a bank or by investing in and purchasing such fixed and floating assets and securities whether statutory trustee securities or not, as it considers necessary for the furtherance of the object of the Institution.
 - (c) The Council may withdraw, sell or otherwise convert into money any deposit, fixed or floating asset or security of the Institution and may apply the moneys so obtained in any manner permitted by the Rules.
 - (d) The Council may borrow money for the furtherance of the object of the Institution and in particular - but without the limitation of the general power hereinbefore expressed- the Council may borrow money for the purpose of purchasing a site for the offices, library, meeting rooms and other accommodation of the Institution members, with or without buildings thereon, and for the purpose of building, fitting and furnishing such offices, library, meeting rooms and other accommodation ; and for the purpose of purchasing any additional land with or without building thereon required for the future use of occupation of the Institution in whole or in part for any of the purposes mentioned in this section and any money to be borrowed by the Council may be borrowed in such manner as the Council thinks fit, with or without charge upon the property of the Institution and the Council may secure re-payment of any moneys borrowed and interest thereon at such rates as the Council thinks fit, by mortgage or charge of the property of the Institution or any part or parts thereof.
 - (e) The Council may be given guarantees and may give security in support of guarantees.
 - (f) All payments shall be approved by the Council or the Executive Committee and all cheques and other bank withdrawal authorities shall be valid only if signed by any two authorized members of Council one of whom will be the Secretary/Treasurer or his designated alternate.
- 10.6 (a) At the end of each financial year the Secretary Treasurer shall prepare an Annual Statements of Accounts which after being certified by the Auditor shall be circulated to the members of the Council and laid efore the Annual General Meeting.
- (b) The President shall prepare an Annual Report for the year ended 31 December which shall be circulated to the members of the Council and laid before the Annual General Meeting.
- 10.7 The Council may make standing orders for the conduct of the general meetings of the Institution and the meetings of the Council and Executive Committee and for regulating the affairs of the Institution, which standing orders shall not be contrary to the Rules. (See Appendix 1).
- 10.8 The quorum for Council meetings shall be as follows: five elected members for the Council, three for the Executive Committee. .
- 10.9 The decision of the Council on the interpretation of Rules, on all matters dealt with by it in accordance with such Rules and on matters not provided in such Rules shall be final and binding to all members.
- 10.10 Council shall be entitled to suitable insurance to indemnify persons exercising responsibilities under these Rules.

SECTION 11 APPOINTMENT AND DUTIES OF STAFF AND THE AUDITOR

- 11.1 The Council may appoint an Administrator and other employees and determine their remuneration.
- 11.2 The Administrator and other employees shall perform such duties as the Council may decide.
- 11.3 The Auditor who shall be a member of an approved Society of Accountants shall be elected by the Annual General Meeting which shall fix his remuneration.

SECTION 12 ANNUAL GENERAL MEETING

- 12.1 The Annual General Meeting of the Institution shall be held once in each calendar year during the month of March on a date and at a place fixed by the Council.

- 12.2 The notice of the Annual General Meeting shall be emailed, faxed or posted to each member at least fourteen days prior to such meeting. The Annual Report and Statement of Account shall be presented at the Annual General Meeting.
- 12.3 There shall be a quorum of fifteen for the Annual General Meeting. If after half an hour of the time fixed for the start of the meeting there is no quorum, then the meeting will be adjourned for one week to the same time and place. Those members in attendance at that meeting shall form a quorum.

SECTION 13 SPECIAL GENERAL MEETING

- 13.1 A Special General Meeting shall be called at any time:-
- (a) by resolution of the Council; or
 - (b) on the written requisition to Council of ten or more financial members, provided that the requisition to call such a meeting shall state the motion or motions to be moved thereat.
- 13.2 Except for agreement between the Council and the members requisitioning such meetings, a Special General Meeting shall be held not earlier than twenty-eight days nor later than forty days following either the receipt of such requisition or date of the Council resolution
- 13.3 Notice of the time and place of a Special General Meeting shall be emailed, faxed or posted to each member at least fourteen days prior to such meeting and such notice shall also state motion or motions to be moved thereat.
- 13.4 No other motion except that of which due notice has been given shall be considered at a Special General Meeting unless its subject matter is relevant to or dealing with the subject matter of such first mentioned motion or motions.
- 13.5 Fifteen financial Professional Members or Fellows shall constitute a quorum for a Special General Meeting.
- 13.6 If after half an hour of the time fixed for the start of the meeting and there is no quorum for the holding of a Special General Meeting, no meeting shall be held.

SECTION 14 VOTING AT MEETINGS

- 14.1 Fellows and Professional Members actually and rightfully present at any meeting of the Council, an executive committee or a general meeting shall have the right to vote on any motion before such meeting.
- 14.2 Members appointed to Council under the provisions of Rules 9.1 (c) or 9.3(b)(iv) shall have the right to vote on all resolutions before Council except those resolutions concerning the admission of Professional Members and Fellows.
- 14.3 Members other than Fellows and Professional Members who are rightfully present at any general meeting shall have the right to vote on any other motion before such meeting, except those motions which concern changes to the Rules..
- 14.4 Each member eligible to vote shall have the right to exercise one vote only on each motion before such meeting except that in the case of equality of voting, the chairman of that meeting may exercise a casting vote in addition to his deliberative vote.
- 14.5 Voting on any motion before such meeting shall be by a show of hands except that any forty per centum of the members present at such meeting may require a secret ballot.
- 14.6 A majority of the members voting shall decide any question unless the Rules otherwise provide.

SECTION 15 PROFESSIONAL CONDUCT AND DISCIPLINE

- 15.1 Each member shall be bound by the Rules, Regulations and Code of Ethics of the Institution.
- 15.2 Each member shall so conduct himself/herself as to hold up the dignity, standing and reputation of the profession. Each member is obliged to perform their engineering activities in a careful and competent manner.
- 15.3 The Council shall make Professional Conduct Regulations governing the professional conduct of the Members.
- 15.4 The Council shall lay down Disciplinary Regulations to govern the mis-conduct of members under 15.1. The Disciplinary Regulations shall set out the manner in which a person shall complain against a member and the procedures for the investigation, hearing and determination of complaints against a member. If a member be convicted by a competent tribunal of an offence which in the opinion of the Council renders him/her unfit to be a member, the Council shall have the right to expel him/her from the Institution or to suspend his/her membership for any period provided that not less than two-thirds of the members of the Council vote in favour of such action.
- 15.5 Council may lay down regulations for Continuing Professional Development (CPD). Each member is obliged to comply with the rules for CPD relating to his/her class of membership

SECTION 16 RIGHTS OF MEMBERSHIP

- 16.1 Each financial member may attend any general meeting of the Institution and subject to the provisions of the Rules, may introduce for consideration any matter which comes within the scope of the object of the Institution and may speak to any motion which may be before the meeting.
- 16.2 Each financial member may seek the advice and support of the Institution or of the Council or both on any matter coming within the object of the Institution and on any other matter concerning his/her welfare.
- 16.3 Each financial member may vote in an election, referendum or ballot conducted by the Institution subject to clause 14.
- 16.4 Each financial member, subject to the provisions of the Rules, may nominate or be nominated for election to membership of the Council..
- 16.5 Each financial member shall be entitled to receive a copy of the published proceedings of the Institution.
- 16.6 The Institution shall take no action on behalf of any person who is eligible for membership but who is not a member unless such action taken will assist a member or members.

SECTION 17. ALTERATION OF RULES

- 17.1 Rules shall be made, amended or rescinded only by a resolution passed at a Special General Meeting and supported by not less than two thirds of the votes cast at the meeting.

SECTION 18 REGULATIONS

- 18.1 The Council may make Regulations on matters referred to in the Rules that require further elaboration in detail.
- 18.2 Regulations shall be made, amended or rescinded by the assent of not less than two-thirds of the members of the Council.
- 18.3 Information regarding Regulations made, amended or rescinded shall be communicated to members by email, fax or posting a notice to each member with advice that a copy of such Regulations may be obtained on request to the Secretary/Treasurer.

SECTION 19 PROPERTY

- 19.1 The property and effects of the Institution of every kind shall be used solely in furtherance of the object of the Institution and except as provided in the Rules no portion of such property or effects or profit or surplus shall be surrendered or paid to any member either by way of bonus, gratuity or dividend or in any other manner whatever except that an honorarium may be paid to a member for services rendered and awards may be made.

SECTION 20 WINDING-UP

- 20.1 In the event of the winding-up of the Institution any property and effects of the Institution shall be bequeathed by the Institution for the purpose of furthering scientific knowledge or promoting the welfare of the engineering profession or other such and similar purposes as the Council shall decide.

APPENDIX 1

STANDING ORDERS FOR MEETINGS

1. GENERAL

- (a) General meetings of the Institution and meetings of the Council and Executive Committee shall be conducted in accordance with Sections 12, 13 and 14 of the Rules and the following Standing Orders.
- (b) Except as provided in the Rules these Standing Orders are not binding on meetings of any Institution Committees. Any body not covered may, however, adopt them if it chooses.

2. CHAIRPERSON

- (a) At each general meeting or meeting of the Council, or the Executive Committee, the President, or in his absence the Vice-President, shall take the chair.
- (b) In the above cases, if the specified officers are not present a meeting shall elect its own Chairperson

3. MINUTES

Minutes of each meeting shall be kept by the Secretary/Treasurer and at each meeting the minutes of the previous meetings of a like nature shall be submitted to the meeting for approval and then signed by the Chairperson, before any other business is transacted.

4. ORDER OF BUSINESS

Except as provided herein the order in which business is transacted at each meeting shall be at the discretion of the Chairperson.

5. MOTIONS

- (a) Except with the permission of the Chairperson each motion or amendment shall be in writing.
- (b) Each motion or amendment not seconded shall lapse without discussion and shall not be recorded in the minutes except by the permission of the meeting.
- (c) After each motion or amendment has been moved or seconded it shall not be withdrawn without the permission of the meeting.
- (d) Except with the permission of the meeting no motion or amendment shall be proposed which in the opinion of the Chairperson is the same in substance as any motion or amendment which during the same meeting has been resolved in the affirmative or negative.
- (e) Where no specific procedure is laid down the Chairperson shall refuse to accept a motion to rescind any resolution or other vote if he considers that insufficient notice has been given to members.
- (f) Before putting each motion or amendment to the vote the Chairperson shall clearly state such motion or amendment.

6. AMENDMENTS

- (a) A motion may be amended by leaving out words, by leaving out certain words and substituting other words, by inserting words, or by adding words.
- (b) Each amendment shall be relevant to the original motion.

- (c) No amendment shall be accepted which produces a direct negative of the motion.
- (d) Amendments may be moved in any order considered satisfactory by the Chairperson.
- (e) When an amendment has been carried, such amendment shall become the substantive motion and shall be open to amendment accordingly.
- (f) At the discretion of the Chairperson amendments to an amendment shall be allowed.

7. DEBATE

- (a) Except with the permission of the Chairperson each member shall rise to speak and shall speak only upon or to introduce a motion or amendment upon a question of order, but not otherwise.
- (b) If the Chairperson rises a member speaking shall resume his seat and no member shall rise or attempt to speak until the Chairperson has resumed his seat.
- (c) All remarks shall be addressed to the Chairperson.
- (d) Except with the permission of the Chairperson, no member may speak twice to a question before a meeting except :-
 - (i) In explanation of some material point on which he/she claims to have been misunderstood, but he/she shall not introduce any fresh matter.
 - (ii) That unless otherwise provided a reply shall be allowed to a member who has moved a substantive motion, but not to a member who has moved an amendment. No fresh matter may be introduced during such reply.
 - (iii) To move an amendment.
- (e) The Chairperson may, by using discretion at any stage of the meeting, impose a time limit on speakers, whether generally or on the speakers to any particular motion or amendment before the meeting.
- (f) A debate may be interrupted at any time by a question or order, by want of a quorum, by any of the formal motions noted in clause 9 or by a motion for the reading of the document relevant to the motion of the amendment.

8. VOTING

- (a) Voting at meetings shall be conducted in accordance with Section 14 of the Rules. The Rules may not be suspended or varied.
- (b) When a secret ballot is necessary scrutineers for such ballot shall be elected by the meeting.

9. FORMAL MOTIONS

- (a) The following formal motions may be moved at any time The Chairperson may refuse to accept any such motion except formal motion (v) if the Chairperson considers it premature.
 - (i) 'That the question be now put'.
 - (ii) 'That the meeting proceed to the next business'.
 - (iii) 'That the meeting do now adjourn'.
 - (iv) 'That the meeting do now adjourn to (place and time)'.
 - (v) 'That the question be not now put' .
- (b) A formal motion relating to a motion or amendment may not be moved or seconded by a person who has taken part in the debate on such motion or amendment.

- (c) Formal motions (i), (ii) and (iii) when moved or seconded and accepted by the Chairperson shall be immediately put without debate or amendment.
- (d) If formal motion (i) is carried and the question before the meeting is a motion the mover of such motion may reply after which such motion shall be immediately put.
- (e) When formal motion (iv) has been moved and seconded and accepted by the Chairman the place and time only may be debated and amended. Discussion of the motion or amendment previously before the meeting shall be suspended while such formal motion is dealt with.
- (f) Formal motion (v) may be moved only in connection with a substantive motion and not with an amendment . When such formal motion has been moved and seconded it shall be debated in conjunction with the substantive motion before the meeting . When the debate terminates the Chairperson shall first put the formal motion. If such motion is carried the meeting shall proceed to the next business without voting on the substantive motion. If the formal motion is lost the substantive motion shall be put without further debate.

10. POINTS OR ORDER AND PROCEDURE

- (a) A member may at any time rise and address the Chairperson on a point of order, but shall confine his remarks to the point of order raised and shall interrupt a speech only when such necessity arises.
- (b) When any question of order or procedure shall arise it shall immediately be taken into consideration and decided by the Chairperson and the matter under discussion shall be suspended until the decision of the Chairperson has been given which decision shall not be open to discussion at the meeting.
- (c) All questions of order or procedure not provided for in these Standing Orders shall be decided by the Chairperson.

11. ADJOURNMENT

A meeting may be adjourned only by its own resolution except that the Chairperson may adjourn a meeting on the occasion of disorder or disturbance and shall do so if less than a quorum present.

12. COMMITTEE

- (a) A meeting may by a duly carried resolution resolve itself into a committee.
- (b) In committee each member may speak as often as he desires. The decisions arrived at in committee shall be submitted as substantive motions after the meeting has resumed.

13. SUSPENSION OF STANDING ORDERS

Any Standing Order may be suspended by the assent of not less than two-thirds of the members present. The voting rules may not be suspended or varied.