

**VOLUNTEER  
HANDBOOK FOR THE  
INTERNATIONAL  
REPRESENTATIVE  
NETWORK**

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## **Alterations and Additions**

The guidelines and rules in this handbook are periodically reconsidered and updated to reflect the evolving priorities and objectives of the International Representative Network.

Suggestions for additions, alterations, suspension or annulment of any of the content contained herein may be presented to the International Strategy Board (ISB) by any member.

# 1. Introduction

The International Representative Network organises events, seminars, technical lectures and company visits, providing members with networking opportunities, training and experience that otherwise may not be available to them.

This document includes operating guidelines and rules for the International Representative Network, which is governed by the International Strategy Board (ISB). An explanation of the terms used in this document can be found in Appendix A.

For an illustration of the international network structure in relation to the ISB, please refer to Appendix B.

International activities of the Institution are co-ordinated through seven Regions, and more locally focused Branches, Groups, Subcommittees, Panels, Young Member Sections and Student Chapters.

The guidelines and rules set out in this document have been developed to assist the day-to-day operation of the international representative network. The aim is to provide opportunities for flexible working, outlining the aims, current working practice and guidance on best practice to assist Representatives in their roles and responsibilities.

## **2. Creation and Dissolution**

### **2.1 Creation of Regions, Branches and Groups**

The ISB will consider written petitions for the creation or re-alignment of a Region, Branch or Group.

The creation of locally focused Subcommittees, Groups, Panels, Young Member Sections and Student Chapters is at the discretion of the Region or Branch, but must be reported to the ISB.

When the establishment of a new Region, Branch or Group is approved, a first meeting of the members concerned shall be held for the election of the first officers and Committee of the new Region, Branch or Group, at which only Corporate Members shall be entitled to vote.

### **2.2 Dissolution of Regions, Branches and Groups**

The ISB will consider petitions for the dissolution of a Region, Branch or Group upon receipt of written advice from the incumbent Chair of the Region, Branch or Group Committee.

The petition must be accompanied by clear demand with signatures of those members whose recorded addresses are in the area covered by the Region, Branch or Group concerned. There must be a majority of 75% in favour of dissolution.

Regions and all Regional subgroups (that is, all Branches, Groups, Panels, Representatives, Young Member Sections and Student Chapters that fall under the geographical area of one of the seven Regions) may be merged where there is a recognised need (for example, where two or more groups consider that it would be operationally appropriate to formally join forces in the support of the local membership). Mergers would normally occur across two or more adjoining boundaries. A petition to the ISB would be required.

The motion to dissolve/merge would require ratification by the Trustee Board at the next available meeting.

A certified audit carried out by a professional auditor or, where considered appropriate, by an audit board of no fewer than three persons appointed by the Regional, Branch or Group Committee, would be required.

The Chair, Honorary Secretary and Honorary Treasurer of the Region, Branch or Group may not serve as members of an audit board convened for this purpose.

The Trustee Board maintains the authority to disband or merge Regions and/or Regional subgroups any time.

# 3. Guidelines

## 3.1 Duration of office

- a) A Chair, Vice Chair, Honorary Secretary, Honorary Treasurer and Ordinary Members of the Committee shall hold office from the date of the Annual Meeting of the Institution following their election until the next Annual Meeting of the Institution. The Regional Chair and Regional Young Member Representative shall hold office from the date of election for a period of three years.
- b) Alternatively, if any have been appointed to fill a casual vacancy, they shall hold office from the date of their appointment until the next Annual Meeting of the Institution. This shall not affect their eligibility for subsequent election.
- c) A member who has served as an elected Chair of any Branch or Panel will be eligible for re-election to the office of Chair for a further period of not more than two years, after an interval of normally two years following last retirement from that office. Regional Chairs and Regional Young Member Representatives will be eligible for re-election to their respective offices for a further period of not more than three years after an interval of normally two years following last retirement from that office.

## 3.2 Casual vacancy

A vacancy in a Committee not filled at the date of an Annual Meeting of the Institution is a casual vacancy. The Committee may appoint any eligible member, including a past Chair, to fill a casual vacancy on the Committee, including that of Chair. The casual vacancy shall be announced as the Committee may decide.

## 3.3 Vacating office

A member of the Committee shall automatically vacate office, by notice in writing to the Honorary Secretary, if they resign from the Committee or cease to be a member of the Institution, or the Committee resolves that their office be vacated.

## 3.4 Voting

Only Corporate and Associate members are entitled to vote at Regional, Branch, Group or Panel meetings.

## 3.5 Casting vote

The Chair, or a member of the Committee acting as Chair, shall have a second or casting vote in all cases of equality of voting.

## 3.6 Quorum

- a) Five members entitled to vote at the meeting shall constitute a quorum at a Nomination or an Annual Meeting, 25 such members shall constitute a quorum at a Special Meeting and three such members shall constitute a quorum at an Ordinary Meeting.
- b) If a quorum is not present within 30 minutes the meeting shall not take place.

- c) The quorum shall be three Corporate Members for all meetings except for YM Section Committees and Student Chapters, where it shall be three Committee members.

### **3.7 Chairing of meetings**

The Chair may appoint a deputy. In the absence of the Chair, the Vice Chair, if any, or the immediate past Chair, is entitled to chair the meeting. In the absence of these officers the meeting shall elect a Chair from those who are Corporate Members or, in the case of Young Member Sections, from those Committee members present.

### **3.8 Nominations, elections and Annual Meetings**

Notice of nominations and the availability of the list of nominees and inviting additions to the list must be given to those members entitled to receive it.

- a) Notice must be given of the date, time and location of the election and Annual Meeting.
- b) In the event of the death, resignation or expulsion of a candidate after nomination and before the announcement of the result of the election, the election of the remaining candidates shall proceed.
- c) The election of Committee members shall, at the discretion of the Committee, be decided by either a show of hands, or a ballot of such members present at the Annual Meeting, or exceptionally by a postal poll of those entitled to vote.
- d) The result of an election shall be announced at the Annual Meeting of the Branch, Group, Panel, YM Section or Student Chapter, and reported in writing to International Development Department and Branch Honorary Secretary or Regional Chair, and published as appropriate.

### **3.9 Location and timing of Annual Meetings**

Annual Meetings of the Branch, Group, Panel, YM Section or Student Chapter shall be held prior to the Regional Meeting.

It is advised that Annual Meetings be held within the geographical area of the Regional subgroup, no later than ten days before the date of the Annual Meeting of the Institution in the same year.

Annual Meetings may be held in conjunction with Ordinary Meetings.

Refer to Appendix E for a timeline of the election process for Regional subgroups.

Please note that the election process for a Regional Chair and Regional Young Member Representative is carried out by Institution headquarters. Details are available via a separate document entitled International Regional Elections: Criteria and Process.

There is no requirement for a Regional Annual Meeting; however, Regional Committees are required to disseminate the Regional annual report to its membership, as appropriate.



### **3.10 Notices of meetings**

Notice of Ordinary, Annual or Special Meetings shall be given to members entitled to receive it, at least 14 days before the date of the meeting. Such notice should specify the date, time and location of the meeting and, in the case of Annual Meetings and Special Meetings, the business to be transacted. No less than seven days' notice of a Committee meeting specifying date, time and location should be given to each Committee member.

### **3.11 Serving notices on members**

Notices may be served upon any member entitled to receive information and are deemed to have been served after three working days.

### **3.12 Adjournment of meetings**

If so directed by the meeting, the Chair must adjourn the meeting. No business should be transacted at a reconvened meeting other than the business left unfinished. If a meeting is adjourned for 30 days or more, notice of the adjourned meeting must be given as in the case of an original meeting.

## 4. International Regions

**4.1** There are seven international Regions in the international network, which are representative of their geographical boundaries:

The Americas  
Europe  
Middle East and Africa  
Southern Asia  
South East Asia  
North East Asia  
Oceania

See Appendix C for pictorial representation of the International Regional Network.

### 4.2 Regional membership

- a) Each Member whose recorded address is within the territory covered by a Region is a member of that Region unless by notice in writing to the Institution Membership Department they express a wish to belong to another Region. No person shall be a member of more than one Region.
- b) No subscription shall be required from any member of a Region beyond that payable to the Institution as prescribed in the By-Laws.

### 4.3 Objectives and key activities

The objectives of the seven Regions are to provide a proactive support structure for engineers within independent localities.

The key activities of a Region are to support the strategic objectives of the Institution, including:

- Provide a communication path between Institution headquarters and local members.
- Develop a strategic plan for the Region in line with the international strategy.
- Encourage participation in events and joint activities with reciprocal societies.

### 4.4 Regional Committees

It is recommended that a Regional Committee is appointed to support the activities of the Regional Chair. The composition of a Regional Committee should reflect the geographical diversity and activity within a Region.

A Regional Committee may comprise the following:

- Region Chair (elected)
- Region Young Member Representative (elected)
- Vice Chair (co-opted)
- Immediate past Chair
- Honorary Secretary (co-opted)
- Honorary Treasurer (co-opted)
- Up to ten other officers as appropriate to the Region eg Strategy Leader, Web Officer, Publicity Officer
- Casual vacancy – see 3.2

#### **4.5 Regional Chair**

The Regional Chair:

- a) Is normally a Fellow. (Where no Fellows are available a Member could be considered for election.)
- b) Must be resident in that Region.
- c) Must have experience of volunteering for the Institution in the Region.
- d) Is elected and holds the position for three years.
- e) Shall have a seat on the International Strategy Board and report the interests of the members within the Region to Council and the ISB.
- f) See 3.4 for the Chair's powers relating to equality of voting.
- g) The Chair, or nominated Representative, may attend Committee meetings held within the Region in an advisory capacity.
- g) Is required to report to the ISB four times a year to provide feedback on the activities and development within that Region.
- h) In consultation with the corresponding Regional Young Member Representative, is required to collate an annual Regional budget request to carry out Institution activities and events for the following year and will forward this request to Institution headquarters.
- i) May recommend to ISB a substructure for the Region dependent on geographical location and quantity of members. (For example, a Representative for Western Africa under the Middle East and Africa Region.)

#### **4.6 Regional Young Member Representative**

The Regional Young Member Representative:

- a) Holds the position for three years and is elected.
- b) Operates in conjunction with the Regional or Branch Chair as applicable.
- c) Supports the Regional Chair to collate an annual Regional budget request to carry out Institution activities and events for the following year.
- d) Is required to report quarterly to the Young Members' Board the interests and development of Young Members within the Region.
- e) Must be an Associate member, or professionally registered for ten years or less (at the time of election).
- f) Must be resident in that Region.
- g) Must have experience of volunteering for the Institution in the Region.

The election process for the Regional Chair and Young Member Representative is carried out by the ISB. Details are available via separate document entitled *International Regional Elections: Criteria and Process*.

Additional information on the role of a Young Member Representative is available via a separate document entitled *Young Members Guide*.

#### **4.7 Honorary Secretary**

Under the direction of the Regional Committee, the Honorary Secretary is responsible for:

- a) Sending appropriate communications to Institution headquarters.
- b) Arranging for the issue of appropriate notification of relevant activities in the Region.
- c) Preparing the agenda for meetings and arranging for the minutes of meetings to be recorded.
- d) Distributing copies of minutes to Committee members and to the International Development Department.
- e) Keeping copies of confirmed minutes for six years, after which they are to be sent to the Institution's archivist based at Institution headquarters.
- f) Collating Subcommittee/Panel/YM Section Annual Reports and producing the Regional Committee Annual Report. See Appendix H for Model of an Annual Report.

#### **4.8 Honorary Treasurer**

Under the direction of the Regional Committee, the Honorary Treasurer is responsible for:

- a) Keeping proper and sufficient accounts of the revenue and expenditure in the Region.
- b) Receiving and giving receipts for monies receivable by the Regional Committee, and making payments on behalf of the Regional Committee when acting under its instructions.
- c) Collating budgets from all subgroups within a Region, where applicable, of proposed expenditure for the financial year beginning 1 January.
- d) Submitting to the International Development Department a budget of its proposed expenditure for the year beginning 1 January, by such other date as advised, for the next financial year.
- e) Apportioning Regional subgroup allocations and informing all subgroups where applicable.
- f) Submitting any additional funding requests to the International Development Department.

*(See the Timeline for Accounting and Budgeting Process at Appendix G and Section 10 – Finances.)*

#### **4.9 Powers and duties of the Regional Committee**

- a) Shall pursue the strategic objectives of the Institution and co-ordinate all local activities. The Regional Committee shall regulate its activities in accordance with the Institution's By-Laws and Royal Charter and is responsible to the ISB for its actions.
- b) Quorum – see 3.6.
- c) May establish or dissolve a Branch, Panel, Young Member Section or Student Chapter, subject to the approval of the ISB.
- d) Notice of meetings – see 3.10.
- e) May appoint one of its members to attend meetings of subgroups, in an advisory capacity only.

- f) Must consider any matters of grievance referred to it and report this to the ISB.

**4.10 Duration of office** – see 3.1.

- a) A past Chair who has served as an elected Chair of any Regional Committee is eligible for re-election to the office of Chair for a period of not more than three consecutive years after an interval of normally two years following retirement from that office.
- b) Casual vacancy – see 3.2
- c) A co-opted member should not normally hold office for more than two consecutive years, but may hold office for a longer period with the agreement of the majority of the Regional Committee.
- d) Vacating office – see 3.3

# 5. Branches and Groups

## 5.1 Criteria for a Branch or Group

- A group of active members to form the Committee.
- The Branch or Group must be sustainable or have the potential to be sustainable and be working towards sustainability.
- The Branch or Group must agree to plan and report on a regular basis.

Please note that criteria for a Branch have historically been reflective of a critical mass of membership within the area that a Branch would cover (that is, a membership number of more than 300, with at least half of those being at or above Associate level membership). However, following directives issued by the ISB in April 2012, this is not prescriptive.

It was decided that existing 'Branches' and 'Groups' would remain named as such, and that subsequent newly formed Regional subgroups would be referred to as a 'Group.'

## 5.2 Business case

On implementation of a newly formed Branch or Group, a business case is required to be submitted to the ISB, which must include a two-year plan meeting the Institution's strategic objectives. This must contain:

- Proposed geographical boundaries
- Plans for membership growth and retention
- Plans for technical and professional development activities
- Financial information on the first-year proposed costs for the operation of the Branch or Group and its programme of activities

## 5.3 Membership of Branches and Groups

- a) Each member whose recorded address is within the geographical area covered by a Branch or Group is a member of that Branch or Group unless by notice in writing to the Membership Department expressing a wish to belong to a different Branch or Group. No person shall be a member of more than one Branch or Group.
- b) No subscription shall be required from any member beyond that payable to the Institution as prescribed in the By-Laws.

## 5.4 Names and geographical areas

Each Branch or Group shall be named after the geographical area in which it operates, and such area shall be decided by the Regional Committee and endorsed by the ISB.

See Appendix D for the names and corresponding areas of current Branches and Groups.

## 5.5 Objectives and key activities

The objectives of a Branch or Group are to provide a proactive support structure for engineers within independent localities, while fulfilling the strategic objectives of the Institution.

Key activities include:

- a) Develop and implement an ongoing strategic plan in line with the international strategy.
- b) Provide a balanced programme of events for the advancement of mechanical engineering science and to facilitate the continuing professional development of members.
- c) Establish services for the support of members, promote greater involvement by members in regional and national events and actively seek new members.
- d) Raise the profile of the Institution within Government, industry, education and the wider community.
- e) Manage allocated funds efficiently.
- f) Represent the Institution to Government, the media, the public, industry and educational bodies.
- g) Co-operate with other institutions and public bodies where this will be beneficial to the Institution, to members, the engineering profession and society.
- h) Encourage participation in local education liaison and careers convention ventures and associated joint activities with other societies.

## **5.6 Powers and duties of the Branch or Group Committee**

- a) The Committee shall pursue the objectives and key activities stated in Section 5.5 and co-ordinate all local activities. The Committee shall regulate its activities in accordance with the Institution's By-Laws and Royal Charter and, in consultation with the Regional Committee, is responsible to the ISB for its actions.
- b) Quorum – see 3.6.
- c) In consultation with the Regional Committee, the Committee may establish or dissolve a Panel, YM Section or Student Chapter, subject to the approval of the ISB.
- d) Notice of meetings – see 3.10.
- e) The Committee may appoint one of its members to attend meetings of Young Member Sections, in an advisory capacity only.
- f) The Committee shall prepare an Annual Report and forward it to Institution headquarters within one month of the Institution's Annual Meeting.
- g) A patron may be a figurehead or an eminent industrialist appointed to the Committee to support activities and add prestige and may be appointed with the agreement of the majority of the Committee. The patron need not be a member of IMechE, but in such cases shall not have the right to vote.
- h) The Committee must consider any matters of grievance referred to it and consult with the Regional Committee.

## **5.7 Composition**

The composition of a Branch or Group Committee should reflect the geographical diversity and activity within the geographical area that falls under it.

A Branch or Group Committee may comprise the following:

- Branch or Group Chair
  - Immediate past Chair
  - Vice Chair
  - Honorary Secretary
  - Assistant Honorary Secretary (where applicable)
  - Honorary Treasurer
  - Panel and Young Member Section Chairs
  - Ordinary Members
- a) Chairs of Subcommittees, Panel Committees and Young Member Section Committees (where appropriate) are members of the Committee ex officio.
  - b) The immediate past Chair shall have a place on the Committee.
  - c) In order to provide flexibility, the Committee may appoint up to ten members representing any other relevant activity as co-opted members, by a majority agreement of the Committee, as and when required.
  - d) The Committee may invite the Regional Chair, as a member of Council, to attend Committee meetings.
  - e) If the Chair of a Subcommittee, Panel or Young Member Section is unable to attend a Branch or Group Committee meeting, a substitute may attend instead.
  - f) Casual vacancy – see 3.2.

#### **5.8 Duration of office – see 3.1**

- a) The Chair should not normally hold office for more than two consecutive years. Exceptionally the office may be held for up to four years with the agreement of the majority of the Committee.
- b) A past Chair who has served as an elected Chair of any Branch or Group is eligible for re-election to the office of Chair for a period of not more than two consecutive years after an interval of normally two years following retirement from that office.
- c) Casual vacancy – see 3.2
- d) A co-opted member should not normally hold office for more than two consecutive years, but may hold office for a longer period with the agreement of the majority of the Committee.
- e) Vacating office – see 3.3

#### **5.9 Annual election**

See 3.8

The Branch or Group Committee is responsible for the election process within their geographical area.

The timeline for the election process (at Appendix E) ensures that the Branch, Group, Panel, Young Member Section and Student Chapter elections take place prior to the Institution's Annual Meeting.

#### **5.10 Election of Chair, Vice Chair, Honorary Secretary and Honorary Treasurer**

- a) The Chair of a Branch or Group should be a Fellow or a Member (where applicable).



In the event that a suitable Fellow cannot be found the nomination of a Member may be accepted, provided that the Member is actively working towards Fellow status.

This nomination is subject to the agreement of the majority of the Branch or Group Committee and final approval must be sought from the ISB.

- b) The Vice Chair shall be a Corporate Member.
- c) The Honorary Secretary shall be a Corporate Member, Companion, Associate member or an Affiliate (non-student) member of the Institution.
- d) The Honorary Treasurer shall be a Corporate Member or a Companion.
- e) Any member of the Branch or Group is entitled to nominate a candidate for election to any or each of the offices to be filled. Nominations should be signed by the nominator and delivered to the Chair with the clear consent of the nominee.
- f) The Committee shall annually, not more than 20 weeks before the Annual Meeting of the Institution, present to members (as the Committee shall determine) a list of Corporate Members nominated by the Committee as candidates for election to Chair, Vice-Chair (if any), Honorary Secretary, Honorary Treasurer and Ordinary Members of the Committee – see 3.8 and 3.11
- g) Members shall be notified of the final list of candidates as determined by the Chair.
- h) If the number of candidates nominated for election does not exceed the number of vacancies, then the persons nominated shall be declared elected at the Annual Meeting –see 3.8
- i) If the number of candidates exceeds the number of vacancies, the election of Committee members shall be decided in accordance with 3.8
- j) Method for conducting the election – see 3.8 and 3.9
- k) The Chair, Vice-Chair (if any), Honorary Secretary, Honorary Treasurer and Ordinary Members of the Committee shall be elected by members of the Branch or Group who are Corporate Members.
- l) If there is a split vote or equality of votes, then the outgoing Chair (if not standing for re-election) shall have the casting vote. If the outgoing Chair is standing for re-election, the immediate past Chair shall have the casting vote – see 3.5
- m) For the result of the election – see 3.8
- n) For casual vacancy – see 3.2
- o) For resignation or expulsion of a candidate after nomination – see 3.8

#### **5.11 Powers and duties of Chair**

- a) The Chair of the Branch or Group shall represent the Branch or Group on the International Strategy Board and Regional Committee.
- b) Chair's powers relating to a quorum – see 3.6
- c) Chair's powers relating to equality of voting – see 3.5
- d) The Chair (or nominated Representative) may attend Committee meetings of a Subcommittee, Panel Committee or Young Member Section Committee.
- e) The Chair is required to report to the ISB four times a year on activities and developments within the Branch or Group, and may forward information to the Region Chair where applicable.

- f) The Chair is required to correlate an annual budget request to carry out Institution activities and events for the following year and will forward this information to the Region Chair.

### **5.12 Honorary Secretary**

Under the direction of the Committee, the Honorary Secretary is responsible for:

- a) Sending appropriate correspondence to Institution headquarters.
- b) Arranging for the issue of appropriate notification of relevant activities in the area.
- c) Preparing the agenda for meetings and arranging for the minutes of meetings to be recorded.
- d) Distributing copies of minutes to Committee members and to the International Development Department.
- e) Keeping copies of confirmed minutes for six years, after which they are to be sent to the Institution's archivist based at Institution headquarters.
- f) Collating Subcommittee/Panel/Young Member Section Annual Reports and producing the Branch or Group Annual Report. See Appendix H for Model of an Annual Report.

### **5.13 Honorary Treasurer**

*(Refer to the Timeline for Accounting and Budgeting Process at Appendix G and Section 10 – Finances.)*

Under the direction of the Committee, the Honorary Treasurer is responsible for:

- a) Keeping proper and sufficient accounts of the revenue and expenditure of the Branch or Group.
- b) Receiving and giving receipts for monies receivable by the Committee, and making payments on behalf of the Committee when acting under its instructions.
- c) Collating budgets from Subcommittees, Panels, Young Member Sections and Student Chapters of proposed expenditure for the financial year beginning 1 January.
- d) Submitting to the Region Chair a budget of its proposed expenditure for the year beginning 1 January.
- e) Apportioning the annual Branch or Group grant and informing Subcommittees, Panels, Young Member Sections and Student Chapters of their allocation.
- f) Submitting any supplementary funding requests to the Region Chair as applicable.
- g) Preparing Annual Accounts for the Branch or Group including information supplied by Subcommittees, Panels, YM Sections and Student Chapters.

# 6. Panels

## 6.1 Establishment

- a) In consultation with the Regional Committee, the Branch or Group Committee may establish or dissolve a Panel, YM Section or Student Chapter, subject to the approval of the ISB.
- b) The formation of a Panel shall be determined by a meeting of members of the Panel at which only the Corporate Members shall vote.
- c) Due notice of the first meeting should be given to each member with a recorded address in the Panel – see 3.11.
- d) The Chair of the meeting should be the Chair of the Branch or Group concerned and should present to the meeting a list of nominees for the new Panel Committee selected from the Corporate Members in the Panel (and invite further nominations for Committee members). The final list should contain the names of at least sufficient nominees to form the Committee.
- e) If, in respect of any office, the number of candidates nominated for election does not exceed the number to be elected, the Chair will declare those persons nominated to be elected.
- f) If, in respect of any office, the number of candidates exceeds the number to be elected, an election shall take place by either a show of hands or a ballot of Corporate Members from the new Panel. The Chair of the Branch or Group shall declare the result of the election at the meeting. The names of the new Panel members shall be published by the Branch or Group.

## 6.2 Membership

See Section 5.4a and b.

## 6.3 Powers and duties of a Panel

- a) The Committee shall pursue the objectives and relevant activities of the Panel stated in Section 5.7 and the co-ordination of all activities in the Panel. The Committee shall regulate its activities in accordance with the Institution's By-Laws and Royal Charter and is responsible to the Branch or Group Committee for its actions.
- b) Quorum – see 3.6
- c) Notice of meetings – see 3.10
- d) A motion put to the vote at a meeting of the Panel shall be decided by a simple majority of those members present entitled to vote.
- e) The Committee shall prepare an Annual Report for the Branch or Group dealing with the conduct and progress of the Panel and its activities during the past year.

## 6.4 Composition

The Committee shall consist of:

- Chair
- Vice-Chair (if any)
- Honorary Secretary
- Honorary Treasurer

- Immediate past Chair
  - Chair of the appropriate Young Member Section (if any)
  - In addition, there can be up to six Ordinary Members of the Committee
- a) The Chair and Vice-Chair (if any) shall be Corporate Members.
  - b) The Committee may invite any Council member who has an active interest in the Panel's activities to attend Committee meetings.
  - c) At the discretion of the Panel, the Chair of a Student Chapter (if any) within the Panel may be invited to attend Committee meetings.

#### **6.5 Duration of office – see 3.1**

- a) An elected Chair should not normally hold office for more than two consecutive years unless otherwise agreed by the majority of the Committee.
- b) Any period served as Chair or Vice-Chair to fill a casual vacancy may be additional to the period of service as an elected Chair or Vice Chair.
- c) A Member who has served as an elected Chair of any Branch, Group or Panel becomes eligible for re-election to the office of Chair for a further period of not more than two years, after an interval of normally two years following last retirement from that office.
- d) On the date of each Annual Meeting of the Institution (with the exception of the Annual Meeting of the Institution following the formation of a Panel) not less than one third of the total number of Ordinary Members of the Committee shall retire. All shall be eligible for re-election or election.
- e) The Ordinary Members of the Committee to retire (other than those retiring under 3.2) shall be those who have been longest in office. Should any of them have the same length of service, those to retire shall be decided by the Committee.
- f) An Ordinary Member of the Committee shall not normally serve for more than six consecutive years unless the majority of the Committee agrees otherwise.
- g) Casual vacancy – see 3.2
- h) Vacating office – see 3.3

#### **6.6 Annual election of Chair, Vice Chair, Honorary Secretary and Honorary Treasurer**

- a) The Chair and Vice Chair shall be Corporate Members.
- b) The Honorary Secretary shall be a Corporate Member, Companion, Associate member or an Affiliate (non-student) member of the Institution.
- c) The Honorary Treasurer shall be a Corporate Member or a Companion.
- d) Any member of the Panel is entitled to nominate a candidate for election to any or each of the offices to be filled. Nominations should be delivered to the Chair, signed by the nominator, together with the clear consent of the nominee.
- e) The Committee shall annually, not more than 20 weeks before the Annual Meeting of the Institution, present to members of the Panel (as the Committee shall determine) a list of members nominated by the Committee as candidates for election as Chair, Vice-Chair (if any), Honorary Secretary, Honorary Treasurer and Ordinary Members of the Committee – see 3.8 and 3.9.

- f) Members shall be notified of the final list of candidates as determined by the Chair.
- g) If the number of candidates nominated for election does not exceed the number of vacancies, then the persons nominated shall be declared elected at the Annual Meeting – see 3.8
- h) If the number of candidates exceeds the number of vacancies, the election of Committee members shall be decided in accordance with 3.8
- i) Method for conducting the election – see 3.8 and 3.9
- j) The Chair, Vice-Chair (if any), Honorary Secretary, Honorary Treasurer and Ordinary Members of the Committee shall be elected by members of the Panel who are Corporate Members.
- k) If there is a split vote, then the outgoing Chair (if not standing for re-election) shall have the casting vote. If the outgoing Panel Chair is standing for re-election, the immediate past Chair shall have the casting vote.
- l) For the result of the election – see 3.8
- m) For casual vacancy – see 3.2
- n) For resignation, or expulsion of a candidate after nomination – see 3.8

### **6.7 Chair**

- a) The Chair should be a member of the Branch or Group Committee. Should the Chair be unable to attend a Branch or Group Committee meeting, a substitute may attend.
- b) The Panel Chair or Vice Chair shall chair Panel meetings – see 3.7
- c) Quorum – see 3.6
- d) Casting vote – see 3.5

### **6.8 Honorary Secretary**

Under the direction of the Committee, the Honorary Secretary is responsible for:

- a) Sending appropriate correspondence to Institution headquarters.
- b) Arranging for the issue of appropriate notification of relevant activities of the Panel.
- c) Preparing the agenda for meetings and arranging for the minutes of meetings to be recorded.
- d) Distributing copies of minutes to Committee members, corresponding Branch or Group, and to the International Development Department.
- e) Keeping copies of confirmed minutes for six years, after which they are to be sent to the Institution's archivist based at Institution headquarters.
- f) Producing the Panel Annual Report. See Appendix H for Model of an Annual Report.

### **6.9 Honorary Treasurer**

*(Refer to the Timeline for Accounting and Budgeting Process at Appendix G and Section 10 – Finances).*

Under the direction of the Committee, the Honorary Treasurer is responsible for:

- a) Keeping proper and sufficient accounts of the revenue and expenditure of the Panel and reporting as appropriate.
- b) Receiving and giving receipts for monies receivable by the Panel, and making payments on behalf of the Panel when acting under their instructions.
- c) Submitting to the Branch or Group Committee a detailed estimate of their proposed expenditure for the year beginning 1 January of the financial year prior to coverage.
- d) Submitting copies of the Annual Accounts to the Branch or Group Honorary Treasurer. The aforementioned Statement of Accounts and Annual Report shall be presented to the Panel Annual Meeting.
- e) Ensuring that the Committee does not exceed the allocated grant.

# 7. Young Member Sections

## 7.1 Establishment

- a) The Regional, Branch or Group Committee should consider the establishment, geographical area and funding of Young Member Sections.
- b) When the establishment of a Young Member Section has been approved, the Regional, Branch or Group Committee shall arrange the first meeting for the election of the officers and the Committee and appoint the first Chair. They must inform the ISB and International Development Department that a Young Member Section has been formed.

## 7.2 Membership

A Young Member is any Affiliate, Associate or Corporate Member who has held accreditation for under ten years. This definition applies to any Associate, Corporate or Companion member mentioned in this Chapter only.

For further information please see Section 5.3

## 7.3 Powers and duties of a Young Member Section Committee

- a) The affairs of a Young Member Section shall be controlled by a Young Member Section Committee, which is responsible to the Regional, Branch, or Group Committee. Where no such Branch exists, a Young Member Section will report to the applicable Regional Young Member Representative.
- b) Quorum – see 3.6
- c) Notice of meetings – see 3.10
- d) The Committee shall prepare an Annual Report for the Branch, Group Committee or Regional Board dealing with the conduct and progress of the Young Member Section and its activities during the past year.
- e) The Committee may invite to its meetings a member of the Branch, Group, Regional Committee or Panel.

## 7.4 Composition

The Committee shall consist of:

- Chair
- Honorary Secretary
- Honorary Treasurer

Other positions on the Committee may include:

- Vice Chair
- Immediate past Chair
- Honorary Assistant Secretary
- Young Member Representative
- Public Relations/Social Media/Communications Officer (if any)
- Ordinary Members of the Committee
- Chair or a Representative from Student Chapters, each representing a University or College Engineering Society or Mechanical Engineering department in the Panel covered by the Young Member Section

- a) The Committee should not normally comprise more than 16, and no fewer than three Associate members and one Affiliate (student) member. If an Affiliate (student) member becomes an Associate member during the term of office, this may be disregarded.
- b) The number of Ordinary Members shall be determined by the Committee.
- c) The majority of officers and Ordinary Members of the Committee should be non-Corporate members.
- d) A past Chair shall be eligible for appointment to the office of Chair to fill a casual vacancy – (see 3.2) and should be eligible for election or appointment to any other Committee position.

#### **7.5 Duration of office – see 3.1**

- a) An elected Chair should not normally hold office for more than two consecutive years unless otherwise agreed by the majority of the Committee.
- b) YM Sections should preferably follow rules for retirement stated under Sections 6.5d & e, unless the Committee agrees otherwise, by a majority vote, that a member should serve for a longer period.
- c) Casual vacancy – see 3.2
- d) A member should not normally hold more than one office on the Committee at one time.
- e) Vacating office – see 3.3

#### **7.6 Annual election of Chair, Vice Chair, Honorary Secretary and Honorary Treasurer**

- a) The Chair and Vice Chair shall be Corporate Members or Associate members.
- b) The Honorary Secretary shall be a Corporate Member, Companion, Associate member or Affiliate member.
- c) The Honorary Treasurer shall be a Corporate Member or Associate member or a Companion.
- d) Any member of the Young Member Section is entitled to nominate a candidate for election to any or each of the offices to be filled. Nominations should be delivered to the Chair, signed by the nominator, together with the clear consent of the nominee.
- e) The Committee shall annually, not more than 20 weeks before the Annual Meeting of the Institution, present to members of the Young Member Section (as the Committee shall determine) a list of members nominated by the Committee as candidates for election as Chair, Vice-Chair (if any), Honorary Secretary, Honorary Treasurer and Ordinary Members of the Committee – see 3.8 and 3.11
- f) Members shall be notified of the final list of candidates as determined by the Chair.
- g) If the number of candidates nominated for election does not exceed the number of vacancies, then the persons nominated shall be declared elected at the Annual Meeting – see 3.8
- h) If the number of candidates exceeds the number of vacancies, the election of Committee members shall be decided in accordance with 3.8
- i) Method for conducting the election – see 3.8 and 3.9



- j) The Chair, Vice-Chair (if any), Honorary Secretary, Honorary Treasurer and Ordinary Members of the Committee shall be elected by members of the Young Member Section who are Corporate, Associate or Affiliate members.
- k) If there is a split vote, then the outgoing Chair (if not standing for re-election) shall have the casting vote. If the outgoing Young Member Section Chair is standing for re-election, the immediate past Chair shall have the casting vote.
- l) For equality of votes – see 3.5
- m) For the result of the election – see 3.8
- n) For casual vacancy – see 3.2
- o) Duration of office – see 3.1
- p) For resignation or expulsion of a candidate after nomination – see 3.8

### **7.7 Powers and duties of Young Member Section Officers**

For information on the conditions under which any officer or member of the Committee should automatically vacate office – see 3.3

### **7.8 Chair**

- a) The Chair of a Young Member Section Committee is, ex officio, a member of the Branch or Group Committee, Regional Committee or Panel, but so long as they remain non-Corporate members are not entitled to vote at meetings of those Committees.
- b) Should the Chair be unable to attend a Branch or Group Committee, Regional Committee or Panel meeting, a substitute may attend.
- c) The Young Member Section Committee Chair or Vice Chair shall chair Young Member Section Committee meetings – see 3.7
- d) Quorum – see 3.6
- e) Casting vote – see 3.5

### **7.9 Honorary Secretary**

Under the direction of the Committee, the Honorary Secretary is responsible for:

- a) Sending appropriate correspondence to Institution headquarters.
- b) Arranging for the issue of appropriate notification of relevant activities in the Young Member Section.
- c) Preparing the agenda for meetings and arranging for the minutes of meetings to be recorded.
- d) Distributing copies of minutes to Committee members, Branch or Group Honorary Secretary and Regional Committee, and to the International Development Department.
- e) Keeping copies of confirmed minutes for six years, after which they are to be sent to the Institution's archivist.
- f) Producing the Young Member Section Annual Report. See Appendix H for Model of an Annual Report.

### **7.10 Honorary Treasurer**

*(Refer to the Timeline for Accounting and Budgeting Process at Appendix G and Section 10 – Finances.)*

Under the direction of the Committee, the Honorary Treasurer is responsible for:

- a) Keeping proper and sufficient accounts of the revenue and expenditure of the Young Member Section.
- b) Receiving and giving receipts for monies receivable by the Section, and making payments on behalf of the Section when acting under their instructions.
- c) Submitting to the Branch, Group or Regional Committee a detailed estimate of their proposed expenditure for the year beginning 1 January of the financial year prior to coverage.
- d) Preparing the Annual Accounts for submission to the Branch, Group or Regional Committee. The aforementioned Statement of Accounts and Annual Report shall be presented to the Young Member Section Annual Meeting.

Ensuring that the Section does not exceed the allocated grant.

# 8. Student Chapters

## 8.1 Establishment

A Region may establish or dissolve a Student Chapter in an area with the presence of a large number of mechanical engineering students, principally but not limited to undergraduate and postgraduate for Masters level. This is most frequently in a university or a school within the remit of the Region, Branch or Group.

All students who registered as Affiliate, Associate or Corporate members in the applicable academic institution may be members of the Student Chapter, with rights to elect and be elected.

## 8.2 Governance

The Regional Committee, Branch or Group will determine the geographical area of the Student Chapter. The Student Chapter will report to the applicable Branch, except where no Branch exists, in which case they will report to the Regional Young Member Representative.

## 8.3 Funding

Student Chapters will apply to the applicable Branch Committee or Regional Young Member Representative as appropriate.

## 8.4 Conduct

Members of the Student Chapter should work within the remit of the Regional or Branch Committee in alignment with the strategic objectives of the Institution.

## 8.5 Composition

The Committee shall consist of a Chair, Honorary Secretary and Honorary Treasurer, as appropriate. Co-opted members may also be appointed as Ordinary Committee members should this be necessary. Where considered required, a teaching staff of mechanical engineering subject(s) in the applicable academic institution may hold the position of Advisor, by the means of appointment.

## 8.6 Powers and duties of Student Chapters

Any officer or member of the Committee should automatically vacate office if:

- a) See 3.3
- b) They are no longer classed as a Young Member (ie. if an individual has held Chartered or Incorporated status for over ten years or is no longer an Affiliate or Associate member of the Institution). However, in these circumstances an officer or member of the Committee may, with the agreement of the Committee, continue until the Institution's next Annual Meeting.

## 8.7 Chair

- a) The Chair of a Student Chapter Committee is a member of the Young Member Section. Where no Young Member Section exists, the Student Chapter Chair can be co-opted to the Branch Committee, or Regional Committee where no applicable Branch exists. So long as they remain a

non-Corporate Member, they will not be entitled to vote at meetings of the Branch or Regional Committee. Should the Chair be unable to attend a Young Member Section meeting, a Student Chapter Committee member may attend instead.

- b) The Student Chapter Committee Chair or Vice Chair shall chair Student Chapter Committee meetings – see 3.7
- c) Quorum – see 3.6
- d) Casting vote - see 3.5

### **8.8 Honorary Secretary**

Under the direction of the Committee, the Honorary Secretary is responsible for:

- a) Arranging for the issue of appropriate notification of relevant activities of the Student Chapter.
- b) Preparing the agenda for meetings and arranging for the minutes of meetings to be recorded.
- c) Distributing copies of minutes to Committee members, the Young Member Section and to the Branch or Regional Young Member Representative (as appropriate).
- d) Keeping copies of confirmed minutes for six years, after which they are to be sent to the Institution's archivist based at Institution headquarters.
- e) Producing the Student Chapter Annual Report in conjunction with the Young Member Section and the Regional or Branch Committee. See Appendix H for Model of an Annual Report.

### **8.9 Honorary Treasurer** *(in the case that one is nominated)*

*(Refer to the Timeline for Accounting and Budgeting Process at Appendix G and Section 10 – Finances.)*

Under the direction of the Committee, the Honorary Treasurer is responsible for:

- a) Submitting to the Young Member Section or Regional Young Member Representative a detailed budget plan for any event the Student Chapter wishes to hold.
- b) Keeping proper and sufficient expenditure records of any funds allocated by the Regional or Branch Committee and submitting these to the Young Member Section Treasurer/Regional Young Member Representative annually. The aforementioned Statement of Accounts shall be presented to the Young Member Section Annual Meeting.

# 9. Meetings

Meetings consist of Ordinary Meetings, Annual Meetings, Special Meetings and Committee Meetings.

## 9.1 Ordinary Meetings

Should normally be organised by Panels, where applicable, on behalf of the Regional, Branch or Group Committee.

## 9.2 Location and timing

Ordinary Meetings should be held at such places in the geographical area covered by the relevant representation and at such times as it shall determine.

## 9.3 Notification

See 3.10

## 9.4 Conduct

- a) All members of the Institution are entitled to attend and introduce visitors, provided that the representative body has the power to regulate the number of visitors.
- b) At each meeting an attendance list should normally be signed by each member and visitor.
- c) Attendance figures at meetings should be kept and submitted to the Regional Branch or Group Committee and the International Development Department quarterly and included in the Annual Report.

## 9.5 Business

Business of an Ordinary Meeting should include the delivery of addresses or lectures or the presentation of discussion papers on the science of mechanical engineering or related subjects. The representative body may invite members of related societies to attend such meetings, and to take part in discussions and, subject to the approval of the Committee, media reporters may be admitted.

## 9.6 Annual Meetings – see Appendix F.

## 9.7 Location and timing

See 3.9 and Timeline for Branch Election Process in Appendix E.

## 9.8 Notification

See 3.8 and 3.10

## 9.9 Business

(Refer to Branch Annual Meeting Model Agenda at Appendix F)

- a) The business of an Annual Meeting should include the presentation of the Annual Report and the Annual Accounts of the Region, Branch, Group, Panel, Young Member Section or Student Chapter and the announcement of the results of the annual election to the Committee.

- b) Other matters relating to the constitution, affairs, business, direction or management of the Region, Branch, Group, Panel, Young Member Section or Student Chapter may be raised at an Annual Meeting. Such business, although not on the agenda, may be introduced at the Annual Meeting by any member of the Region, Branch, Group, Panel, YM Section or Student Chapter.

### **9.10 Special Meetings**

A Special Meeting is convened by the Trustee Board usually to consider formal resolutions to amend the Royal Charter and By-laws of the Institution. There are several formal/legal requirements in the holding of a Special Meeting. For further information please refer to the Institution's Royal Charter & By-laws.

### **9.11 Location and timing**

Should be held at such places and times as the Region, Branch or Group Committee shall determine. The Regional Board, Branch or Group Committee shall also convene a Special Meeting whenever a requisition, signed by 25 members belonging to the applicable Region, Branch or Group, specifying the purpose of the meeting, is delivered to the Honorary Secretary of the Regional, Branch or Group Committee.

### **9.12 Notices**

See 3.8 and 3.10

### **9.13 Conduct (Quorum)**

See 3.6

### **9.14 Business**

The business of Special Meetings should be related to the constitution, affairs, business, direction or management of the Region, Branch or Group. Only Corporate Members of the Region, Branch or Group are entitled to participate in the business of a Special Meeting. Non-Corporate members of the Region, Branch or Group, and any member of any other Region, Branch or Group, may attend as observers but are not entitled to be heard (at the discretion of the Region, Branch or Group Chair) or to vote.

# 10. Finances

## 10.1 Introduction

Regions and Regional subgroups are allocated funds on an annual basis in order to fulfil the strategic objectives of the Institution. Regional Committees are responsible for allocating funds to all subgroups as appropriate, keeping accounts and maintaining communications with the International Development Department.

Funding is approved on a calendar basis. Budget bids for the following year are normally requested in July or August for submission by Regional Chairs by mid-September (or other date specified by Institution headquarters). Bids are collated and consolidated by the International Development Department on behalf of the Institution's Finance Department.

The Finance Department collates the Institution's budget, which is then considered by the Trustee Board. The Trustee Board normally approves the budget in November and Regional Committees are subsequently informed.

## 10.2 Accounts

(Refer to the Timeline for the Accounting and Budgeting Process at Appendix G)

- a) The Region, Branch or Group shall keep proper and sufficient accounts of revenue and expenditure.
- b) The Treasurer/Secretary is authorised to receive and give receipts for monies receivable by the Region, Branch or Group and to make payments on behalf of the Region, Branch or Group when acting under its instructions. Cheques or electronic transfers for over £200 shall be signed by two members of the Region, Branch or Group Committee from a list previously authorised by the Region, Branch or Group Committee for that purpose. For amounts less than £200, cheques may be signed by one member from the authorised list. No cheque or electronic transfer is to be signed by a signatory if it is payable to themselves.
- c) Branches, Groups, Subcommittees, Panels, Young Member Sections and Student Chapters each year shall submit to the Regional Chair a detailed estimate of proposed expenditure for the year beginning 1 January and such estimate shall be despatched to the Regional Chair so as to arrive no later than the beginning of September (or such other date advised by Institution headquarters) of the financial year prior to coverage.
- d) The Regional Chair shall submit to the International Development Department a detailed budget estimate of proposed expenditure for the year beginning 1 January and such estimate shall be dispatched so as to arrive not later than mid-September of the financial year prior to coverage.
- e) The Trustee Board shall determine the allocation of funds to be granted to the Regions, and the Regional Committee may not commit to expenditure that would require funding in excess of that granted by the Trustee Board.
- f) The Regional Committee shall determine, at the beginning of each year, the limit of credit which they will grant to Regional subgroups for that year. Subgroups may not commit to expenditure that would require funding in excess of the amount granted by the Regional Committee.
- g) The Statement of Accounts and Annual Report for Regional subgroups shall be presented at Annual Meetings.

- h) The Annual Accounts of Groups, Subcommittees/Panels/Young Member Sections and Student Chapters shall be sent by the Treasurer/Honorary Secretary to the Branch Honorary Secretary/Regional Board for consideration and approval. The Annual Accounts and Annual Report of the Groups, Subcommittees, Panels, Young Member Sections and Student Chapters shall be despatched as appropriate to the Regional or Branch Committee so as to arrive not later than 15 January of the following year.
- i) The annual accounts of Regions, including subgroups, shall be prepared by the Treasurer/Secretary and be made up to 31 December of each year. They shall include accounts paid and any balances held by Groups, Subcommittees, Panels, Young Member Sections and Student Chapters where such bodies exist. They shall be audited and certified by a professional auditor, or, where considered appropriate, by an audit board of no fewer than three persons appointed by the Branch/Regional Board. Elected officers of the Branch/Regional Board, Groups, Subcommittees, Panels, Young Member Sections or Student Chapters may not serve as members of an audit board convened for this purpose.
- j) The Annual Accounts and the Annual Report of Branches/Regions shall be approved by Branch Committees/Regional Board and the accounts after approval shall be signed by two members of the Branch/Regional Board. They shall be dispatched to the Regional & International Operations Department so that they arrive not later than 31 May in the following year for submission to the International Strategy Board. They shall also be presented to the Annual Meeting of the Branch/Regional Board prior to submission to HQ.
- k) Young Member Sections and Student Chapters may apply to the national Young Member Board for additional funding for special events from the James Bates Grant.



# Appendices

## Appendix A

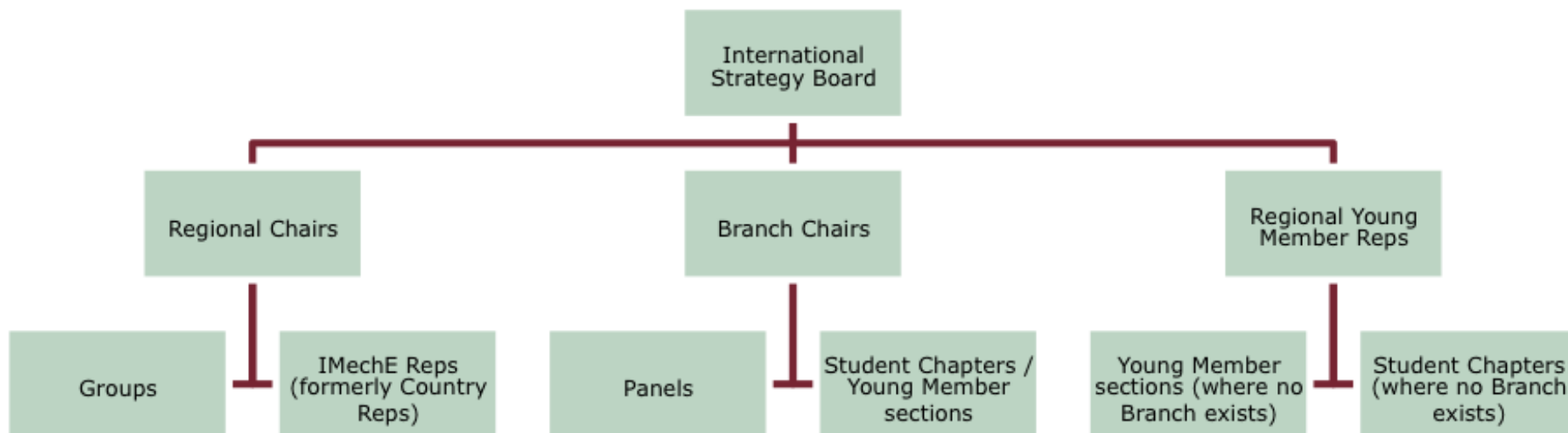
### Interpretations

Throughout the Guidelines, the following interpretations apply:

- a) The interpretations given in By-Law 1 apply also to these Guidelines.
- b) "By-Laws" means the By-Laws of the Institution currently in force.
- c) "Trustee Board" means the Trustee Board of the Institution.
- d) "Committee" means the Committee of a Region, Branch, Group, Panel, YM Section or Student Chapter.
- e) "Annual Meeting" means Annual Meeting of the Region, Branch, Group, Panel, YM Section or Student Chapter.
- f) "Special Meeting" means Special Meeting of the Region, Branch, Group, Panel, YM Section or Student Chapter.
- g) "Ordinary Meeting" means Ordinary Meeting of the Region, Branch, Group, Panel, YM Section or Student Chapter.
- h) "Member" with a capital "M", when standing alone means a Corporate Member in the class of Member; and "member" with a small "m" is a general term meaning a member of any class of the Institution, the Council, or any of its Committees.
- i) "Corporate Members" are Fellows, Members, and those Honorary Fellows who when elected Honorary Fellows were already Fellows or Members.
- j) "Members of the Branch/Region" means all classes of member whose recorded addresses are in the Branch/Region and such members who have opted under Sections 3.2/4.1 to become members of the Branch/Region.
- k) "Young Member" means Affiliates, Associates, and those members who have been registered for ten years or less.
- l) "Immediate past Chair" shall be the outgoing Chair who was most recently elected to the office of Chair who is willing and able to serve.
- m) "Regional Committee" means the Committee of one of the seven International Regions.
- n) "Regional subgroups" refers to all Branches, Groups, Panels, Representatives, Young Member Sections and Student Chapters that fall under the geographical area of one of the seven Regions.
- o) "International Strategy Board (ISB)" is the board that governs the international strategy of the International Representative Network.
- p) "International Development" is the staff department based at Institution headquarters which supports the International Representative Network.
- q) "Institution Strategic Objectives". These are:
  1. Diversify and grow professional membership in UK and internationally
  2. Increase member engagement and value to members and their employers
  3. Expert leadership to Government, Industry, Members and the informed public on Engineering
  4. Develop awareness of engineering and profile of the Institution
  5. Inspire young people about engineering
  6. Secure long-term financial position



# International Network Structure

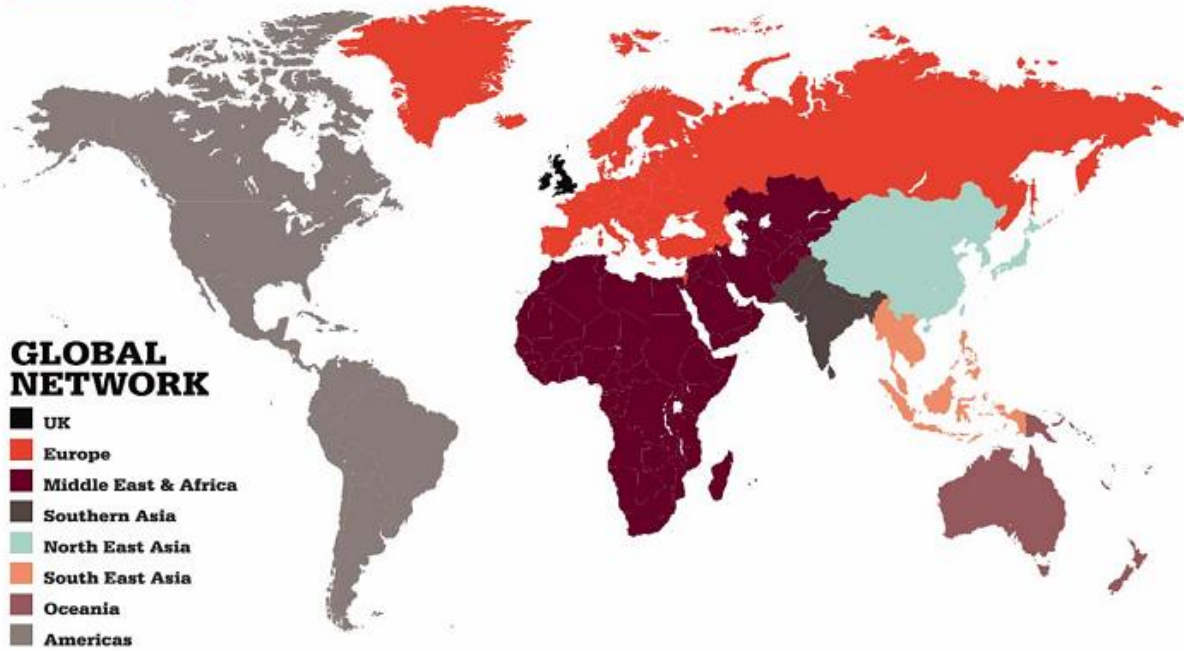




**INTERNATIONAL REGION BREAKDOWN FROM MAY 2011**

**Appendix C**

Europe	Americas	Middle East and Africa	South East Asia	North East Asia	Southern Asia	Oceania	UK
Albania	Anguilla	Afghanistan	Brunei	China	Bangladesh	Australia	Ireland
Andorra	Antigua	Algeria	Brunei Darussalam	Hong Kong	India	Antarctic (Australian Territory)	UK
Austria	Antilles	Angola	Burma	Japan	Nepal	Christmas Island	
Azores	Argentina	Armenia	Burundi	South Korea	Pakistan	Cocos Islands	
Belgium	Aruba	Azerbaijan	Borneo	North Korea	Sri Lanka	Cook Islands	
Bulgaria	Bahamas	Bahrain	Cambodia	Macau		Fiji	
Bosnia Herzegovina	Barbados	Benin	Indonesia	Mongolia		French Polynesia	
Belarus	Belize	Botswana	Laos	Taiwan		Guam	
Canary Islands	Bermuda	Burkina Faso	Malaysia			Kiribati	
Cyprus	Bolivia	Cameroon	Myanmar			Marshall Islands	
Croatia	Brazil	Cape Verde	Philippines			Midway Island	
Czech Republic	British Virgin Islands	Central African Republic	Singapore			Mariana Islands	
Denmark	Barbuda	Chad	Sabah			Nauru	
Estonia	Canada	Comoros Island	Sarawak			New Caledonia	
Faroe Islands	Cayman Islands	DR Congo	Thailand			New Zealand	
Finland	Chile	Ivory Coast	Vietnam			Norfolk Island	
France	Colombia	Djibouti				Papua New Guinea	
Germany	Costa Rica	Egypt				Pitcairn Island	
Gibraltar	Cuba	Equatorial Guinea				Samoa	
Greece	Dominica	Ethiopia				Solomon Islands	
Greenland	Dominican Republic	Gabon				Tonga	
Hungary	Ecuador	The Gambia				Tuvalu	
Ibiza	El Salvador	Ghana				Vanuatu	
Iceland	Falkland Islands	Guinea				Wake Island	
Israel	French Guiana	Georgia					
Italy	Grenada	Iraq					
Liechtenstein	Guadeloupe	Jordan					
Luxembourg	Guatemala	Kenya					
Lithuania	Guyana	Kuwait					
Latvia	Haiti	Kyrgyzstan					
Madeira	Honduras	Kazakhstan					
Malta	Jamaica	Lebanon					
Menorca	Martinique	Lesotho					
Monaco	Mexico	Liberia					
Mallorca	Montserrat	Libya					
Macedonia	Nicaragua	Madagascar					
Moldova	Panama	Malawi					
Netherlands	Paraguay	Maldives					
Norway	Peru	Mali					
Poland	Puerto Rico	Mauritania					
Portugal	St. Christopher and Nevis	Mauritius					
Romania	St. Lucia	Morocco					
Russian Federation	St. Pierre and Miquelon	Mozambique					
Serbia	St. Vincent and the Grenadines	Namibia					
San Marino	Suriname	Niger					
Spain	St. Kitts and Nevis	Nigeria					
Sweden	Trinidad and Tobago	Oman					
Switzerland	Turks and Caicos	Qatar					
Slovenia	Uruguay	Reunion					
Slovakia	USA	Rwanda					
Turkey	Venezuela	St. Helena					
Ukraine	Virgin Islands	Saudi Arabia					
USSR		Senegal					
Vatican City		Seychelles					
		Sierra Leone					
		Somalia					
		South Africa					
		Sudan					
		Swaziland					
		Syria					
		Tanzania					
		Togo					
		Tunisia					
		Tajikistan					
		Turkmenistan					
		Uganda					
		UAE					
		Uzbekistan					
		Yemen					
		Zambia					
		Zimbabwe					



### Names and geography of Branches, Groups and Joint Groups

#### BRANCHES

##### **Australia Branch**

Area: Australian Capital Territory, New South Wales, Northern Territory, Papua New Guinea, Queensland, South Australia, Tasmania, Victoria, Western Australia and Australian Antarctic Territory

##### **Benelux Branch**

Area: Belgium, the Netherlands and Luxembourg

##### **Central Canada Branch**

Area: The Provinces of Ontario and Manitoba

##### **Eastern Canada Branch**

Area: The Provinces of Quebec, New Brunswick, Newfoundland, Nova Scotia and Prince Edward Island

##### **Hong Kong Branch**

Area: Hong Kong, Macau and Guangdong Province

##### **India Branch**

Area: India

##### **Malaysia Branch** (Cawangan Malaysia)

Area: Malaysia, Sabah and Sarawak, Brunei

##### **Singapore Branch**

Area: Singapore

#### GROUPS

- France
- Sri Lanka
- Greece
- Italy
- Spain
- Switzerland
- Texas

#### JOINT GROUPS

Joint groups are formed in locations where there are insufficient members of any one institution or organisation to sustain local activity. Currently Joint Groups are sponsored by the Institution of Mechanical Engineers (IMechE), the Institution of Civil Engineers (ICE), the Institution of Engineering and Technology (IET), the Institution of Structural Engineers (IStructE) and the Chartered Institution of Building Services Engineers (CIBSE).

These groups are:

- Canadian Prairies
- Western Canada
- Channel Islands

- Cyprus
- Gibraltar
- Malta
- Egypt
- UAE

The following Provinces are covered by the Canadian Prairies Group of Chartered Engineers (CPGCE) and the Western Canada Group of Chartered Engineers (WCGCE):

**CPGCE:** Alberta, Saskatchewan and the Northwest Territories

**WCGCE:** British Columbia, Washington State, Yukon Territory and Alaska

Rules for the above Joint Groups can be found in the Regulations for Groups of Professional Engineers, available from the International Development Department.

## **REPRESENTATIVES**

Representatives provide local support to membership and a link to Regions/Branches and the Institution. Separate guidelines on the role of Representatives are available on request from the International Development Department.

# **Timeline for Branch Election Process**

January to March – Panel/Young Member Section nominations (not more than twenty weeks prior to Institution Annual Meeting)

February to April – Panel/Young Member Section election and annual meeting

March to May – Branch nominations (after Panel/Section annual meeting)

At least ten days prior to Institution Annual Meeting – Branch Committee elections

Fourth Wednesday of May – Institution Annual Meeting



Annual Meetings – Model Agenda

**Agenda**

1. Attendee List and Apologies for Absence
2. Approval of Minutes from previous Annual Meeting
3. Presentation of Secretary's Report
4. Presentation of Treasurer's Report
5. Presentation of Chair's Report
6. Announcement of Branch Committee Elections
7. Presentation of Benevolent Fund Report
8. Any Other Business
9. Announcements

Possibly followed by a Lecture.

(Specific content and order to be decided by the relevant Committee)

## Appendix G.

### Timeline for accounting and budgeting process

- July - All (Branches, Region Chairs, Region YM Reps, Panels, Young Member Sections, Provisional Branches, Groups and Student Chapters) to start considering requirements for 2013.
- July - HQ to send the budget request materials to all.
- End September budget requests to be submitted as follows:

#### Budget request compiled by:

- Country Representatives
- Branches \*
- Groups
- Student Chapters via International Region YM Rep  
(Where no established Branch exists)

#### Submitted to:

Region Chair

\* Branches to obtain the budget requests from their sub groups:

- Panels
- Sub-Committees
- Young Member Sections
- Student Chapters

Branch Treasurers

- Joint Groups - Institution headquarters

- August – Regional Chairs, Branch Treasurers, International YM Reps and Joint Groups to start compiling budget requests.
- September – Region Chairs and Joint Groups to submit budget request to HQ.
- October (c. first week) – International Development team to review initial budget with ISB Chair and Marketing Director James Hobbs.
- End October – budget review meeting with ISB.
- November - Institution budget submitted to Trustee Board for approval.
  - Regions, Branches, Joint Groups to submit projected end of year balance to HQ.
  - IMechE to liaise with applicable Institutions re. grant allocations for Joint Groups.
- December – Regions and Joint Groups notified of grant allocation.
  - Regional Chairs to communicate Budgets to all sub groups, excluding Joint Groups.

### **Model of an Annual Report**

The Annual Report is a review of Region or Branch Committee activities over the last calendar year.

Suggested contents:

- 1. Chair's Comments**
- 2. Committee Membership**
  - Regional Board
  - Branch Committee
  - Subcommittees
  - Panels
  - Young Member Sections
  - Student Chapters
- 3. Branch Membership**
  - Attendance figures
- 4. Programme of Events**
- 5. Highlights of the Year**
  - eg Annual Dinner, Prestige Lecture
- 6. Details of Initiatives and Achievements**
- 7. Finances**
  - Including reference to Business Plan
- 8. Prizes and Awards**
- 9. Forthcoming Events and Activities**