Regional Volunteer Network
Rules and Guidelines

UK Regions &
The Republic of Ireland

Part A–2

Appendices to the
Rules and Guidelines
Printed copies are uncontrolled and users should therefore refer to the Volunteer Resource Centre page of the Institution website to ensure that they are using the latest version.

**Amendment history**

<table>
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<th>Issue No.</th>
<th>Revision No.</th>
<th>Publication date</th>
<th>Changes</th>
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<tr>
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<td>0</td>
<td>19 January 2018</td>
<td>Layout altered, material moved to appendices and new content added following consultation with regional network.</td>
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Issue No. 3  
Revision No. 0  
Publication date 19 January 2018
### Section 1  **Introduction**

1.1 The Regional Volunteer Network Rules and Guidelines: UK Regions and the Republic of Ireland (‘the Rules and Guidelines’) provides a support, guidance and compliance framework for the regional network. The Rules and Guidelines comprise two separate but interdependent documents, which should be read together.

| Part A-1 | Main Rules and Guidelines |
| Part A-2 | Appendices |

### Rules  1.2

For clarity, rules are shown in bold italic text. Each paragraph in Part A-1 and Part A-2 that contains a rule(s) is identified by the symbol shown to the right of this paragraph. *All members of committees responsible for Regions, Areas and Young Members' Panels (YMPs) shall be subject to the rules. The Chair of each Regional Committee shall ensure that they are brought to the attention of committee members at the time of their election and annually thereafter. The Chair, Vice Chair, Honorary Secretary and Honorary Treasurer, as requested by Head Quarters, shall confirm that they have seen, read, understood and will abide by these Rules and Guidelines as amended from time to time.*

### Guidelines  1.3

Guidelines, in normal text, indicate good practice and are intended to help members fulfil the roles and responsibilities within the regional network for which they have volunteered. Guidelines are not binding and allow for practice among member groups to vary according to local conditions. Under normal circumstances, however, they provide a useful basis for governing and managing regional affairs. When a committee agrees to deviate from the guidelines it should record the fact through committee minutes.

### Authority & changes  1.4

The Trustee Board has a duty to set out the duties and responsibilities of regions (Institution Royal Charter, paragraph 16c). Proposals for changes to these Rules and Guidelines should be sent to the Governance and Engagement department; fundamental changes require Trustee Board approval.

### Centres  1.5

Centres are not subject to the rules but may find them, and the associated guidelines, to be useful in managing their affairs.

1.6 Appendix A provides interpretations of terms used in this document.
### Appendix A  **Interpretations**

Throughout the Rules and Guidelines, the interpretations given in By-law 1 of the Institutions’ By-laws apply. The following general interpretations also apply.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
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<tbody>
<tr>
<td><strong>Annual Meeting</strong></td>
<td>An Annual Meeting of the Region, Area or Young Members’ Panel.</td>
</tr>
<tr>
<td><strong>By-Laws</strong></td>
<td>The By-laws of the Institution.</td>
</tr>
<tr>
<td><strong>Centre</strong></td>
<td>A regional Centre established by an Institution member group such as a Division.</td>
</tr>
<tr>
<td><strong>Committee</strong></td>
<td>Committee of a Region, Area, Young Members’ Panel or Centre.</td>
</tr>
<tr>
<td><strong>Co-opted member</strong></td>
<td>A committee member appointed to membership of a committee by invitation of the existing committee members.</td>
</tr>
<tr>
<td><strong>Corporate Members</strong></td>
<td>Fellows, Members, and those Honorary Fellows who when elected Honorary Fellows were already Fellows or Members.</td>
</tr>
<tr>
<td><strong>Immediate Past-Chair</strong></td>
<td>The Chair who served immediately before the current Chair.</td>
</tr>
<tr>
<td><strong>Member / member</strong></td>
<td>When referring to Institution membership, ‘Member’ (upper case M) is a member who is entitled to use the post-nominal CEng, IEng or EngTech; ‘member’ (Lower case m) is a general term meaning any Institution member.</td>
</tr>
<tr>
<td><strong>Members of the Region</strong></td>
<td>All members whose recorded addresses are in the Region and such members who have opted to become members of the Region.</td>
</tr>
<tr>
<td><strong>Ordinary Meeting</strong></td>
<td>An Ordinary Meeting of the Region, Area or YMP.</td>
</tr>
<tr>
<td><strong>Shall / Should</strong></td>
<td>‘Shall’ signifies a rule that must be adhered to, without exception.</td>
</tr>
<tr>
<td></td>
<td>'Should' signifies a requirement to be adhered to unless practical or other considerations makes this unrealistic (see paragraph 1.3, above).</td>
</tr>
<tr>
<td><strong>Special Meeting</strong></td>
<td>A Special Meeting of the Region, Area or YMP.</td>
</tr>
<tr>
<td><strong>Trustee Board</strong></td>
<td>The Trustee Board of the Institution.</td>
</tr>
<tr>
<td><strong>Young Member</strong></td>
<td>Affiliates, Associates or those Members who have been professionally registered for 10 years or less.</td>
</tr>
</tbody>
</table>
Appendix B Establishment and dissolution of Regions, Areas and Young Members’ Panels

Regions

B1. The Trustee Board establishes and dissolves Regions either on its own initiative or by petition. When it establishes and funds a new Region the Trustee Board shall convene the first meeting of members of the new Region. A Trustee Board member or a Fellow appointed by the Trustee Board shall chair the meeting at which the first Officers and committee of the new Region are elected. Corporate Members only shall be entitled to vote.

Areas and YMPs

B2. Regions may establish and dissolve Areas or YMPs within their territory and determine their geographical boundaries as required. If an Area or YMP is established the following procedure shall be used:

a. The Region shall call for nominations from those members registered in the proposed catchment area and set up a meeting to elect the officers, and, where possible, the ordinary committee members. The principles of elections as contained in Appendix E shall be observed.

b. The Regional Chair, or their nominated representative, shall chair the first meeting and shall present to the meeting a list of nominees for the officers of the new committee and the ordinary committee members. For an election to take place there shall be at least sufficient nominees to form the committee in accordance with the quorum requirements as set out in Appendix I.

c. If, in respect of any office the number of candidates exceeds the number to be elected, an election shall take place either by a show of hands or a ballot of Members from the new area. The voting rights in Appendix E shall apply.

d. If there is only one nomination for an office, the Regional Chair, or representative, shall declare that person as elected unopposed.

e. If no volunteer is immediately forthcoming for election as Treasurer, the Regional Treasurer shall act for the new committee. The newly elected Chair shall not act as Treasurer.

f. The Regional Chair, or their nominated representative, shall declare the result of the election at the meeting.

g. The Region shall inform the members in the new Area, and staff in the Governance and Engagement department, of the names of the new committee members.

h. Regional Committees may dissolve Areas and YMPs by agreement at a Regional Committee meeting.
Appendix C  **Names and territories of Regions**

C1. Counties, Regions and District names have been used from Bartholomew’s map, ISBN 0 7028 3667.

C2. The Regions and Areas are defined by the relevant postcodes, which can be downloaded from the Informer database by the local authorised user.

<table>
<thead>
<tr>
<th>Eastern</th>
<th>Bedfordshire, Buckinghamshire (east of and excluding Aylesbury &amp; Gerrards Cross), Cambridgeshire (excluding Peterborough), Milton Keynes, Norfolk, Suffolk and those parts of Essex and Hertfordshire (east of and excluding Berkhamsted, Rickmansworth and Tring, but including Hemel Hempstead) falling outside the area of the Greater London Region.</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Midlands</td>
<td>Derbyshire (except the High Peak and the Chesterfield area), Derby City, Lincolnshire, Leicestershire, Leicester, Rutland, Nottinghamshire (except the Worksop area), North East Lincolnshire, North Lincolnshire and the Peterborough area of Cambridgeshire.</td>
</tr>
<tr>
<td>Greater London</td>
<td>The Greater London area, Watford and Bushey, South Ockendon and just south of Theydon Bois</td>
</tr>
<tr>
<td>Merseyside and North Wales</td>
<td>Merseyside, Isle of Man, those areas of Lancashire and Cheshire, south and west of a border joining and including Southport, Wigan, Runcorn (but excluding Warrington) together with Flintshire, Denbighshire, Conwy, Wrexham, Gwynedd, Powys (except the Districts of Radnor and Brecon) and Anglesey.</td>
</tr>
<tr>
<td>Midland</td>
<td>Warwickshire, Staffordshire, Shropshire, Northamptonshire, West Midlands, Worcestershire and the Banbury area of Oxfordshire.</td>
</tr>
<tr>
<td>North Eastern</td>
<td>Northumberland (excluding the Berwick upon Tweed area), Durham, Redcar and Cleveland, Tyne &amp; Wear, Darlington, Stockton on Tees, Middlesbrough, Hartlepool; that part of North Yorkshire north of a line running east-west and slightly north of Whitby.</td>
</tr>
<tr>
<td>Northern Ireland</td>
<td>Londonderry, Antrim, Down, Armagh, Tyrone and Fermanagh.</td>
</tr>
<tr>
<td>North Western</td>
<td>Cumbria, Lancashire, Manchester and those parts of Cheshire north and east of Southport, Wigan and Warrington, Crewe and the High Peak of Derbyshire.</td>
</tr>
</tbody>
</table>
Republic of Ireland

Note: Although strictly ‘international’ the Republic of Ireland operates in the same way as UK Regions.

Scottish
Aberdeen City, Aberdeenshire, Angus, Argyll and Bute, City of Edinburgh, Dumfries and Galloway, Dundee City, East Ayrshire, East Dunbartonshire, East Lothian, East Renfrewshire, Falkirk, Fife, Glasgow City, Highland, Inverclyde, Midlothian, Moray, North Ayrshire, North Lanarkshire, Orkney, Perth and Kinross, Renfrewshire, Scottish Borders, Shetland, South Ayrshire, South Lanarkshire, Stirling, The Clackmannanshire, West Dunbartonshire, West Lothian, Western Isles and the Berwick upon Tweed area of Northumberland.

South Eastern
East Sussex, Kent (outside the area of the Greater London Region) and Brighton and Hove. Those areas of West Sussex and Surrey to the east of a line running from the Greater London boundary, east of Guildford, Haslemere and Bognor Regis.

South Wales
Ceredigion, Carmarthenshire, Pembrokeshire, Vale of Glamorgan, Cardiff, Bridgend, Rhondda Cynon Taff, Merthyr Tydfil, Caerphilly, Swansea, Neath Port Talbot, Blaenau Gwent, Newport, Torfaen, Monmouthshire, Herefordshire,; and the Radnor and Brecon Districts of Powys.

Thameswey
Berkshire, Buckinghamshire (West of and including Aylesbury and Gerrards Cross), Oxfordshire (excluding Banbury); that part of West Sussex north-west of the Arundel area and also the Basingstoke, Aldershot, Petersfield and Liphook areas of Hampshire.

Wessex
Portsmouth, Southampton, Bournemouth, Poole, Isle of Wight, Dorset; the county of Hampshire excluding the areas of Basingstoke, Aldershot, Petersfield and Liphook; that part of West Sussex including Bognor Regis and Chichester, also that part of Wiltshire centred on Salisbury

Western
Cornwall, Devon, South Gloucestershire, City & County of Bristol, North Somerset, Bath & North East Somerset, Somerset, Wiltshire (excluding the Salisbury area), Gloucestershire, Swindon and Isles of Scilly.

Yorkshire
East Riding of Yorkshire, City of Kingston upon Hull, West Yorkshire, South Yorkshire, North Yorkshire (excluding that part north of a line running east-west and slightly north of Whitby), York, the Chesterfield part of Derbyshire and the Worksop part of Nottinghamshire.
Appendix D  **Primary activities of the regional network**

D1. The Regional Committee, working in conjunction with Area, YMP and Centre Committees should undertake a balanced range of activities relevant to identified Regional needs, as outlined below:

a. Provide a balanced programme of high quality events for the advancement of mechanical engineering science and to facilitate Continuing Professional Development of Institution members.

Addresses, Lectures and Papers

i. Any committee may accept an address, lecture, or paper for reading at a meeting of the Region. Papers may also be presented at an Ordinary meeting of the Institution at Headquarters if considered of sufficient merit (contact the Governance and Engagement department for further information if required).

b. Establish services for the support of members, promote greater involvement by members in regional and national events and actively seek new members.

c. Encourage participation in local schools liaison and careers convention ventures and associated joint activities with other societies.

d. Raise the profile of the Institution within regional and local government, industry, education and the wider community.

e. Represent the Institution locally to regional and local government, the media, the public, industry and education.

f. Co-operate/ organise with other Institutions and public bodies when this will be beneficial to the Institution and its members, to engineering as a whole and society generally.

g. Make awards and encourage submissions for Institution Prizes and Awards; see Appendix M.
Appendix E  

**Annual elections**

**Responsibility**  
E1. *The Regional Committee shall be responsible for setting and managing the overall election process within the Region in accordance with these Rules and Guidelines.*

**Nominations**  
E2. Each committee may call for and present nominations at a meeting of members or through Institution publications such as regional newsletters, the Near You pages of the website, or by using the listserver email facility.

**Notice**  
E3. The overall timing for the annual elections is shown at the end of this appendix. *Notice shall be given, to those members entitled to receive it, of the members who have been nominated and invited to add to that list of nominees. The notice shall include the date, time and location of the Election and Annual Meeting.* The timing of this notice should suit the provisions of paragraphs E10 and E20.

**Voting**  
E4. *Where required, the election of committee members shall, at the discretion of the Committee, be decided either by 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.*

E5. *The Chair shall have a casting vote if required.*

E6. *In the event of the death, resignation, or dismissal of a candidate after nomination and before the announcement of the result of the election, the election of the remaining candidates shall proceed.*

**Announcing results**  
E7. *The result of an election shall be announced at the Annual Meeting of the Region, Area or YMP, reported in writing to the Governance and Engagement department, to the Regional Honorary Secretary and published as appropriate.*

**Vacancies**  
E8. Committee vacancies not filled at the date of an Annual Meeting of the Institution are casual vacancies. The Committee may appoint any qualified person, including a Past Chair, to fill a casual vacancy, including for the role of Chair.

E9. A casual vacancy and appointment may be announced as decided by the Committee; *in all cases the Governance and Engagement department shall be informed.*

**Regional Committee**  
E10. *A list of nominees for officers shall be presented to the Regional Committee annually, no more than fifteen weeks before the Institution’s Annual Meeting.*
E11. **The outgoing Regional Chair, Regional Vice Chair or Immediate Past Regional Chair shall call for nominations from Regional and Area Committee members for the office of Regional Chair. The clear consent of the nominee shall be obtained.**

E12. **A Past-Chair shall be eligible for appointment to the office of Chair to fill a casual vacancy (see paragraph E8) and shall be also eligible for election or appointment to any other committee position.**

E13. **The Chair of a Region should normally be a Fellow. In the event that a suitable Fellow cannot be found from the Region, a Member may be nominated, provided that the Member is actively working towards Fellow status. This nomination is subject to the agreement of the majority of the Regional Committee and final approval shall be sought from HQ via the Governance and Engagement department.**

E14. The Vice Chair would normally be expected to become the next Chair.

E15. An outgoing Centre or Area Committee Chair is eligible for the post of Regional Chair.

E16. **The Vice Chair shall be a Corporate Member.**

E17. **The Honorary Secretary shall be a Corporate Member, Companion, Associate Member or a non-student Affiliate.**

E18. **The Honorary Treasurer shall be a Corporate Member or a Companion.**

E19. Where the membership of the Regional Committee:

a. Includes three or more chairs, in any combination, of the region’s Area, Centre or YMP Committees, the Regional Committee may decide whether its Chair, Vice Chair, Honorary Secretary and Honorary Treasurer will be elected either by the:

i. Regional Committee; or the

ii. Greater membership (in which case the Area Committee guidelines for elections shall be followed).

b. **Does not include three or more chairs, in any combination, of the region’s Area, Centre or YMP Committees, the Regional Committee Chair, Vice Chair, Honorary Secretary and Honorary Treasurer shall be elected by the greater membership of the region in accordance with the Area Committee guidelines for elections.**
Area and YMP Committees

E20. The Committee shall present annually, at a meeting of the Area or YMP held not more than twenty weeks before the Institution’s Annual Meeting, a list of Corporate Members nominated by the Committee as candidates for election as Committee officers and as Ordinary Members. This meeting shall be an Ordinary Meeting at which a list of nominees is presented and additional nominations invited.

E21. Any member of the Area or YMP may 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.

Area Committees

E22. The Chair, Vice-Chair (if any) Honorary Secretary, Honorary Treasurer, and Ordinary Members of the Committee shall be elected by members of the Area who are Corporate Members.

E23. The Chair and Vice-Chair (if any) shall be Corporate Members.

E24. The Honorary Secretary shall be a Corporate Member, Companion, Associate Member or an Affiliate (non-student).

E25. The Honorary Treasurer shall be a Corporate Member or a Companion.

YMP Committees

E26. The Chair, Vice-Chair (if any), Honorary Secretary, Honorary Treasurer, and Ordinary Members of Committee shall be elected by members of the Panel who are Corporate Young Members, Associate Members or Affiliates.

E27. The Chair and Vice-Chair (if any) shall be Corporate Young Members or Associate Members.

E28. The Honorary Secretary and Honorary Treasurer shall be Corporate Young Members, Associate Members or, with the agreement of the Regional or Area Committee as appropriate, an Affiliate.
Appendix F  **Committee composition**

F1. *Regional Committees should each comprise the following members:*  

**Officers**  
Chair  
Vice Chair  
Honorary Secretary  
Honorary Treasurer  

**Ex-officio**  
Chairs of Area Committees within the Region  
Chairs of Centre Committees (in Region)  
Chairs of YMP Committees in the Region  
YM Board representative  

**Co-opted**  
As required and agreed by the Committee (examples include Education Officer and Communications Officer).  

**Notes**  

a. *The Immediate past-chair shall be entitled to a seat on the Committee.*  
b. A Patron may be appointed if agreed by the majority of the Committee. A Patron may be a figurehead, or an eminent industrialist, appointed to support activities and add prestige.  
c. *A patron who is not a Member shall not have the right to vote.*  

**Model of a Regional Committee**
F2. **Area Committees should each comprise the following members:**

**Officers**
- Chair
- Vice Chair
- Honorary Secretary
- Honorary Treasurer

**Ex-officio**
- Chairs of YMP Committees in the Area

Co-opted
- As required and agreed by the Committee (examples include Education Officer and Communications Officer).

**Note**

*A committee shall comprise a minimum of two people, of whom one is the Chair and the other is the Secretary.* It is expected that this situation will only arise when starting a committee or when succession planning has failed. **The Regional Treasurer shall act as Treasurer in such cases.**

F3. **YMP Committees should each comprise the following members:**

**Officers**
- Chair
- Vice Chair
- Honorary Secretary
- Honorary Treasurer

**Ex-officio**
- Chair or a representative from Student Panels each representing a University or College Engineering Society or Mechanical Engineering department in the area covered by the YM Panel

Co-opted
- As required and agreed by the Committee (examples include Education Officer and Communications Officer).

**Notes**

a. The YMP Committee should normally comprise a maximum of twelve, and be composed of no fewer than four Associate Members and/or Affiliate Members.

b. The majority of Officers and Ordinary Members of the Committee should not be Corporate Members.

c. A member should not normally hold more than one office on the committee at one time.
Appendix G  Powers and duties of committee officers

G1. Committee officers are responsible for ensuring that the committee:

- Does what it was set up to do;
- Manages within budget and avoids debt;
- Runs according to the Rules and Guidelines.

G2. To facilitate this each officer has specific powers and responsibilities as set out below.

Chairs of all committees G3. The Chair has a strategic role in leading the committee in the achievement of its objectives and in representing the committee within the Institution and elsewhere. Specifically, the Chair is responsible for ensuring that:

- The committee functions properly;
- There is full participation at meetings;
- All relevant matters are discussed;
- Effective decisions are made;
- Actions are carried out.

G4. If unable to attend a meeting the Chair shall appoint the Vice Chair or the Immediate Past-Chair as their deputy. In the absence of these officers the meeting shall elect a Chair from those who are Corporate Members or, in the case of YMPs, from those committee members present.

G5. The Chair, or a suitably qualified member of the committee acting as chair, shall have a second or casting vote in all cases of equality of voting or dispute.

G6. The Chair shall, if so directed by the meeting, adjourn the meeting. No business should be transacted at a reconvened meeting other than the business left unfinished. If a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.

Regional Committee Chairs G7. The Regional Chair (or nominated representative) shall be the Region’s representative on the Institution’s Council.

G8. The Regional Chair (or nominated representative) may attend any Area or YMP Committee meeting.

YMP Chairs G9. A deputy shall be nominated to attend a Regional Committee meeting if an Area or YMP Chair is unavailable, or if a YMP Chair is unable to attend an Area Committee meeting.
G10. Each Region should provide a representative to the Young Members Board (YMB). The representative should be one of the YMP Chairs. The Chair of each YMP in the Region (including YM Divisional Panels) should decide who this will be, and the term of the appointment (minimum one year). If there are no YMPs in the Region then a YM representative may be drawn from any committee or from the wider membership.

G11. The role of the Honorary Secretary is to support the committee and ensure its smooth functioning by means of efficient and effective administration. Under the direction of the committee, an Honorary Secretary is normally responsible for:

- Preparing the agenda for meetings and arranging for the minutes of meetings to be recorded.
- Distributing copies of minutes to committee members and to the Governance and Engagement department. There is no requirement to retain copies of minutes although it is recommended that they be kept for at least 2 years as a record of important decisions made.
- Arranging for the issue of notification of activities.
- Reporting Regional activities and sending correspondence to Headquarters.

G12. The role of the Honorary Treasurer is to support the smooth functioning of the committee by means of efficient and effective financial management. Under the direction of the committee an Honorary Treasurer shall be responsible for:

- Keeping proper and sufficient accounts of the revenue and expenditure of the committee.
- Receiving and giving receipts for monies receivable by the Committee, and to make payments on behalf of the committee when acting under its instructions.
- Submitting any supplementary funding requests to the Governance and Engagement department.
- Preparing annual accounts for the Region from information supplied by the Finance Department.

G13. A Regional Committee Honorary Treasurer shall, in addition to the requirements of paragraph G12, be responsible for:

- Collating budgets from Area and YMP Committees of proposed expenditure for the forthcoming financial year and incorporating this into the regional budget proposal.
b. **Submitting a regional budget proposal to the Governance and Engagement department by mid-September (or such other date as advised) of the current year.**

c. **Apportioning the 12-month Regional Grant and informing Areas and YMPs of their allocation.**

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**G14. Honorary Treasurer of Areas and YMP Committees**

An Area Committee Honorary Treasurer and YMP Committee Honorary Treasurer shall, in addition to the requirements of paragraph G12, be responsible for:

a. **Submitting to the Regional Treasurer a detailed estimate of their proposed expenditure for the forthcoming year.**

b. **Submitting copies of the annual accounts to the Regional Honorary Treasurer or Regional Honorary Secretary. The statement of accounts shall be presented to the Area or YM Annual Meeting.**

c. **Ensuring that the committee does not exceed the grant allocated by the Region, unless prior authorisation has been obtained.**
Committee members’ terms of office

Chair, Vice Chair, Honorary Secretary, Honorary Treasurer

H1. The term of office for a Chair, Vice Chair, Honorary Secretary, Honorary Treasurer should be 12 months from the date of the Annual Meeting of the Institution following their election until the next Annual Meeting of the Institution (i.e. the fourth Wednesday in May). It may be custom and practice for appointments to take effect immediately after election results are declared at an Annual Meeting but this is not the official position. New appointees may act in a delegated role until the fourth Wednesday in May.

H2. Chairs 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.

H3. There are no limits to the terms of office for the Vice Chair, Honorary Secretary and Honorary Treasurer, subject to their re-election every 12 months.

Ex-officio members

H4. The term of office for ex-officio committee members is determined by their qualifying appointment.

Ordinary members

H5. The term of office for Ordinary Committee Members should be 12 months from the date of the Annual Meeting of the Institution following their election.

H6. Ordinary Members should not serve for more than six consecutive years unless the majority of the committee agrees otherwise.

Co-opted members

H7. A co-opted member should not hold office for more than two consecutive years unless agreed by the majority of the Regional Committee.

Appointed to fill a casual vacancy

H8. Committee members who have been appointed to fill a casual vacancy should hold office from the date of their appointment until the next Annual Meeting of the Institution and this shall not affect their eligibility for subsequent election.
Appendix I  Committee procedures

Right to attend committee meetings

I1. The officers of the Regional Committee may attend an Area of YM committee meeting to impart or require information relevant to their regional role, or to investigate a grievance or concern about conduct.

I2. Any committee may invite a member of another committee or other Institution member group, e.g. Council, to attend its meetings.

I3. If the Chair of an Area or YMP Committee, or a Centre is unable to attend a Regional Committee meeting, a substitute may attend instead.

Committee meeting quorums

I4. A quorum for Regional and Area Committees shall be 3 corporate members; for YMP Committees it shall be 3 committee members of any grade.

Voting at committee meetings

I5. A motion put to the vote at a meeting of the committee shall be decided by a simple majority of those members present entitled to vote. Only Corporate and Associate Members are entitled to vote at Region and Area Committee meetings. All committee members present at a YMP Committee meeting are entitled to vote.

Other meetings

I6. Meetings of the Region, Areas or YMPs may also consist of Ordinary Meetings and Annual Meetings. The Region may also convene Special Meetings.

Notice of other meetings

I7. Notice of Ordinary, Annual or Special meetings shall be given, to members entitled to receive it, at least fourteen 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.

I8. Notice of a meeting shall be sent to any member who is entitled to attend the meeting.

I9. Members of all classes of the Institution are entitled to attend and to bring visitors subject to the committee’s need to regulate the number of visitors.

I10. At each meeting an attendance list should be signed by each member and visitor. Attendance figures should be retained and forwarded to the Regional Committee, which shall submit them to the Governance and Engagement department as part of normal activity reporting (see Part 1A paragraph 4.4).
Special meetings

I11. **The Regional Committee shall convene a Special Meeting whenever a requisition signed by twenty-five Regional Members, specifying the purpose of the meeting, is delivered to its Honorary Secretary.**

I12. The business of Special Meetings should be related to the constitution, affairs, business, direction, or management of the Region. Only Corporate Members of the Region are entitled to participate in the business of a Special Meeting. Non Corporate Members of the Region and any member of any other Region may attend as observers but are not entitled to be heard, unless permitted by the Regional Chair, or to vote.

I13. **The Regional Committee shall determine the location and timings of Special Meetings.**

I14. **A quorum for Special Meeting is 25 members.**

Ordinary meetings

I15. Ordinary Meetings may include the delivery of addresses or lectures or the presentation of discussion papers on the science of mechanical engineering or related subjects. The committee may invite members of other institutions to attend Ordinary Meetings, and to take part in discussions. Members of the media may be admitted with the agreement of the committee.

I16. **A quorum for an Ordinary Meeting is 3 members.**

Annual meetings

I17. **Region, Area or YMP Committees shall hold their Annual Meeting in their territory not later than ten days before the date of the Annual Meeting of the Institution in the same year, i.e. 10 days before the fourth Wednesday in May. Annual Meetings should fall within the period specified at Appendix E.**

I18. **Annual Meetings of the Area and YMP shall be held on a date before the Region Annual Meeting. The election for Area or YMP Committee officers shall take place at their respective meetings.**

I19. **A quorum for an Annual Meeting is 5 members.**

I20. An Annual Meeting may be held in conjunction with an Ordinary Meeting, which may include the delivery of addresses or lectures or the presentation of discussion papers on the science of mechanical engineering or related subjects. If the committee wishes to arrange an Ordinary Meeting in conjunction with an Annual Meeting there should be a clear distinction and demarcation between the two meetings.
Annual meetings - agenda

I21. Each committee may determine the specific content and order of its Annual Meeting although the agenda should include, as a minimum:

- A report on the previous year’s activities;
- Annual accounts of the committee;
- Announcement of the results of the annual election to the committee.

I22. Other matters relating to the constitution, affairs, business, direction or management of the committee may be raised at the Annual Meeting and any member may introduce such business at the Annual Meeting, even if not on the agenda. The following ‘model’ agenda may be useful as a guide:

- Attendee List and Apologies for Absence;
- Approval of Minutes from previous Annual Meeting;
- Presentation of Secretary’s Report;
- Presentation of Treasurer’s Report;
- Presentation of Chair’s Report;
- Committee Elections;
- Presentation of Benevolent Fund Report;
- Any other Business;
- Announcements;
- Close of Annual Meeting.
Appendix J  

Committee conduct principles

J1. The Institution provides the following committee conduct principles as guidance for committees in the regional network. Together these set out appropriate conduct expressed as positive statements. Committees may wish to review these principles and consider adopting them as a basis for identifying, promoting and measuring positive conduct.

J2. The committee conduct principles do not replace any part of, or lessen any members’ obligation to conduct themselves in a manner consistent with, the standards for the conduct of all Institution members’ as set out in Institution By-Laws 29 to 31 and the Code of Conduct Regulations referred to in By-Law 32.

Accountable  We each understand that substantial breach of any part of this code could result in procedures being put in motion that may result in our being asked to resign from the committee.

Consensual  We will participate in collective decision making, accept a majority decision of the committee and will not act individually unless specifically authorised to do so.

Confidential  We will not discuss sensitive and/or confidential issues outside the Committee except with other committee members and Institution staff, where appropriate.

Committed  We will attend all appropriate meetings and appointments or give apologies. If we cannot regularly attend meetings we will consider other ways to support the Institution and the Region, Area or YMP.

Engaged  We will actively engage in discussion, debate and voting in meetings, contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.

Honest  We will not gain materially or financially, either individually or collectively, from our involvement with the committee unless specifically authorised to do so. We will recognise our responsibility to spend Institution funds carefully and in the best interests of the members and others we serve.

Positive  We will make a positive contribution to the business of the committee and understand that if we do not we will be expected to resign, or not stand for re-election.

Prepared  We will prepare fully for all meetings and work undertaken, including reading papers, querying anything we do not understand, thinking through issues before meetings and completing tasks assigned to us in the agreed time.

Sensitive  We will endeavour to work considerately and respectfully with all those we come into contact with. We will respect diversity, different roles and boundaries, and avoid giving offence.

Transparent  We will declare any other activities and/or responsibilities that might lead to or be seen as leading to conflicts of interest with our committee work. We understand that failure to declare a possible conflict of interest may be considered to be a breach of this code.
Appendix K  

**Dealing with concerns about committee members’ conduct and/or contribution**

K1. Code of Conduct Regulation 7.3 requires members, “if they become aware or have reasonable grounds for believing, that another member is engaged in conduct or has engaged in conduct which is in breach of the By-laws and Code of Conduct Regulations, inform the Institution in writing of that belief, but in so doing no member shall maliciously or recklessly injure or attempt to injure the reputation of another person.”

K2. Notwithstanding this requirement and although members serving on an Institution committee could be considered to be as acting in a professional capacity the scope and seriousness of any potential misconduct on their part is such that it will be rare for a formal complaint to be made through the Institution’s Disciplinary procedures.

K3. The process outlined below is provided as a way of managing and dealing with such concerns about the conduct of members when they are working as committee members. It can also be used where there are concerns that a member is not contributing adequately to the work of the committee.

**General principles**

K4. Members are themselves each responsible for ensuring that their conduct and contribution as a committee member are appropriate.

K5. *Regional committee Chairs shall ensure that members on Regional, Area and YMP Committees understand and agree to the need for appropriate conduct and an appropriate contribution to the committee.*

**Guidelines for dealing with concerns**

K6. Where possible concerns should be dealt with through good management and relationships. The following process is suggested for use when good management and working relationships have not resolved concerns. Regional Committees may tailor or adapt these to suit their particular circumstances, but if so, they should be agreed and recorded by the committee.

**Informal meeting**

K7. Before any procedure is invoked the Chair, or a Committee officer nominated by the Chair, should conduct an informal meeting with the relevant committee member. Most problems can be resolved by informal discussion or counselling, and often this can avoid the need for further action. An informal meeting would not be recorded and would be seen as a process of constructive dialogue. If the problem cannot be resolved informally it might then be appropriate to proceed further, as indicated below.
Formal Verbal Warning

K8. The Chair may give a formal verbal warning to the committee member if, despite informal discussions, the conduct or performance still does not meet acceptable and agreed standards. This should be undertaken in a formal meeting; the committee member concerned should be notified of the meeting in advance and invited to bring an independent observer if they wish (this may or may not be another committee member).

K9. A brief note of the warning should be kept but, subject to satisfactory conduct and/or performance, this would lapse after six months.

Written Warning

K10. If there is no improvement within a reasonable time, or if a further incident occurs, the Chair should write to the committee member setting out the concerns and inviting them to attend a further meeting; they should be invited to bring an independent observer if they wish (this may or may not be another committee member).

K11. The meeting should take place as soon as is reasonably possible, but with sufficient time for the committee member to consider their response to the information contained in the letter. The meeting should be an opportunity for both the committee member and the Chair to talk about the issues or allegations being made, consider the information with a view to establishing whether to progress matters.

K12. Following the meeting, if the Chair decides that no further action is warranted, the committee member should be informed in writing. Where the committee member’s conduct or contribution is found to be unsatisfactorily they should be given a written warning. A copy of the written warning should be kept on file but the warning should lapse after 12 months subject to satisfactory conduct and/or contribution. Where a written warning is given, the RSB Chair should be advised and informed of all further progress.

Final Stage Dismissal

K13. If the conduct or performance fails to improve or if further serious misconduct occurs, the Chair, with the agreement of at least three of the four Committee officers, may dismiss the committee member.

Appeals

K14. A committee member dismissed may appeal, in writing, within five working days of the decision being communicated to them, to the RSB Chair.
Appendix L  *Regional, Area and YMP finances*

**L1.** Detailed financial rules and procedures, “IMechE Region, Area, Panel and Centre Financial Guidelines’, are available from the Volunteer Resource Centre webpage. These outline the requirements for budgeting, funding, financial reporting and operating local accounting procedures. The following rules and guidelines should be read in conjunction with those detailed financial rules and procedures.

**L2.** The planning, budgeting and reporting timeline is at the end of this Appendix.

**L3.** *Honorary Treasurers, acting under the direction of their committee, shall keep proper and sufficient accounts of the revenue and expenditure of the Region, Area or YMP.*

**L4.** *Subject to the approval of the Regional Committee a bank account shall be opened for Area Committees and Young Member Panels to meet current expenses.* The account name should include the name of the Institution, which may be abbreviated to IMechE, plus the name of the Region and/or Area or YMP as appropriate.

**L5.** *The Honorary Treasurer or the Honorary Secretary shall receive and give receipts for money on behalf of their committee and make payments on behalf of their committee when acting under its instructions.*

**L6.** Additional committee members may be included on the list of authorised signatories as determined by the committee. *The list shall include the Institution’s Head of Finance.*

**L7.** Signatures on the cheque mandate are Group A (signatures from HQ) or Group B (signatures from the Region or Area). *Cheques shall only be signed in accordance with the mandate:*

   a. Cheques for sums under £500 require any one signature.
   b. Cheques for sums of £500 to under £1000 require any two signatures.
   c. Cheques for sums over £1000 require two signatures, one from Group A.

**L8.** *Signatories shall not sign a cheque that is payable to themselves.*

**L9.** *Major expenditure, of £1000 or more, shall be authorised and minuted by the committee in advance.*
L10. **Regional Committees shall send the Governance and Engagement department a detailed budget estimate of their proposed expenditure for each coming year. This estimate shall be dispatched to the Governance and Engagement department so as to arrive not later than mid September of the financial year immediately before the financial year to which the proposal refers.**

L11. **The Trustee Board shall determine the limit of credit that they will grant to the Region, and the committee shall not commit to expenditure that would require funding in excess of that granted by the Trustee Board.**

L12. **The Area and YMP Committees shall, each year, submit to the Regional Committee a detailed estimate of their proposed expenditure for the year beginning 1st January. This estimate shall be despatched to the Regional Honorary Treasurer or to the Regional Honorary Secretary so as to arrive not later than 31st March (or such other date advised by the Regional Committee) of year immediately before the financial year to which the proposal refers.**

L13. **The Regional Committee shall determine, at the beginning of each year, the limit of credit that they will grant to the Area and YMP Committee for that year.**

L14. **The Area Committee and YMP Committee shall not commit to expenditure that would require funding in excess of the credit granted by the Regional Committee.**

L15. The annual accounts of the Region/ Area Committee and YM Panel will be prepared by the Finance Department of the Institution and be made up to 31st December of each year.

L16. **The Regional annual accounts shall include the transactions of and balances held by Area Committees and YM Panel Committees.**

L17. **The annual accounts shall be prepared from the information supplied by the Region, Area and YMP Committees.**

L18. **The annual accounts of the Area and YMP Committees, as detailed in the annual accounts of the Region, shall be sent by the Regional Honorary Treasurer or the Regional Honorary Secretary to the Area and YMP Committee for consideration and approval. The Area and YMP Committees shall authorise two of its members to sign the accounts to confirm their approval. Signed accounts and an annual report should be submitted to the Regional Committee by 30th April in the following year, prior to the Annual Meeting of the Region.**

L19. **The statement of accounts and annual report for Areas shall be presented to the Area Annual Meeting.**
L20. **The Regional Committee shall approve the annual accounts of the Region.** On approval two committee members shall sign the Accounts. The accounts shall be dispatched to Governance and Engagement department in time to arrive by 31st May in the following year for submission to the Trustee Board. They shall also be presented to the Annual Meeting of the Region.

L21. The YM Panel Committees may apply to the national Young Members Board for additional funding for special events from the James Bates Grant.
Timeline for regional planning, budgeting and reporting

Timings change from time to time to accommodate operational procedures
Dated 2010 (Approved by RSB 27 May 2009)

<table>
<thead>
<tr>
<th>Planning</th>
<th>Budget / Funding</th>
<th>Reporting against local action plans</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan RSB Meeting</td>
<td>- RSB develops Strategy for coming year.</td>
<td>- First tranche (approximately 1/3) of regional grant released to regions automatically from HQ. - Regions to provide proposed spread of spend throughout the year including tranche requirement February to September (named month and amount required). Request at this time to be made by the Region - Regions submit year end accounts.</td>
</tr>
<tr>
<td>Feb</td>
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<td>Mar</td>
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<tr>
<td>Apr</td>
<td>- Regions to submit Q1 cash sheet for current year.</td>
<td>- Regions submit Q1 report local action plan for current year.</td>
</tr>
<tr>
<td>May RSB Meeting</td>
<td>- RSB approves Strategy for coming current year.</td>
<td>- HQ to notify budget deadline for later in the year (normally first week of September).</td>
</tr>
<tr>
<td>June July</td>
<td></td>
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<tr>
<td>- Regions to submit Q2 cash sheet for current year. - HQ to provide regions with financial forecast for following year to support regional budget preparations + circulation of budget bid paperwork and materials.</td>
<td></td>
<td>- Regions submit Q2 report of local action plan for current year.</td>
</tr>
<tr>
<td>Aug Sept</td>
<td>- Regions to submit budget bids, for forthcoming year, to HQ (incorporating costs for local action planning).</td>
<td></td>
</tr>
<tr>
<td>Oct RSB Meeting</td>
<td>- Regions to submit Q3 cash sheet for current year. - Regions to request final tranche from current year, to include spending to date and year-end forecast.</td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td>[Trustee Board review of the proposed budget for year ahead] - Finance in conjunction with HQ to request regional end of year accounts to be submitted by first week of January.</td>
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</tr>
<tr>
<td>Dec</td>
<td>- Regions notified of grants by HQ</td>
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Appendix M  Prizes, awards and scholarships

General

M1. The Institution offers a wide range of scholarships and awards for which members of the regional network may be eligible, or for which they might wish to nominate others. Regional, Area and YMP Committees are encouraged to familiarize themselves with the available awards.

Regional Chair’s Prize

M2. Regional Committee Chairs may annually offer a prize, from trust funds of the Institution, to be known as the 'Regional Chair's Prize', for papers by Institution Associate Members or student Affiliate Members.

M3. The Chair or Committee may prescribe the title or titles, under which the papers are to be written, appoint referees to report on the papers, act as judges and make the awards.

M4. Papers may be read at a meeting of the Region, Area, YMP or Centre, or at a Joint Meeting with another institution, provided that the papers are judged by the Committee to be of sufficient merit and they have not previously been presented in any Region.

M5. The Regional Chair’s Prize may also be awarded for a paper not given in competition or for a presentation, provided only that it is assessed as being worthy. In these circumstances a lower prize level may be prescribed.

Best Student Prizes

M6. Regional Committees may, by agreement with local University and College authorities, award "Best Student Prizes". One such prize may be awarded annually, from the Frederic Barnes Waldron bequest, for each University or College with an accredited degree course within each Region.

M7. Such prizes may be awarded to any student, who will be awarded a degree accredited by the Institution, at the end of any year of academic training provided only that the Regional Committee and University or College authorities agree the nomination. The Trustee Board will set the prize levels.

YMP Essay competitions

M8. The YMP may arrange Essay Competitions annually for prizes. The subjects of the Essays should have some relation to the science of mechanical engineering and they should be written as for publication. The Regional Committee should agree the essay titles. Competitions should be open to all Non-Corporate members of the YMP and the YMP Committee should decide the conditions. Prizes may be awarded on the same basis as prizes for papers.