

CONSTITUTION OF THE
**INSTITUTION OF MECHANICAL ENGINEERS
GREECE BRANCH**

NAME

1) The name of the organisation shall be known as

“INSTITUTION OF MECHANICAL ENGINEERS GREECE BRANCH”

hereinafter referred to as "the Branch".

The 'INSTITUTION OF MECHANICAL ENGINEERS' of the United Kingdom is hereinafter referred to as "the Institution".

PLACE OF BUSINESS

2) The place of business shall be :

c/o the Hon. Secretary's communication address

OBJECTIVES

3) The **objectives** of the Branch shall be:

(a) To undertake such activities incidental to the achievement of the objects and purposes for which the Institution is constituted as may be considered suitable by the Council of the Institution.

(b) To promote technical and professional development of members of the Institution residing in, or visiting, Greece, through meetings and other forms of communication, by encouraging members to prepare or discuss papers, through the study of local mechanical engineering practice, and through close coordination with the Institution's Headquarters.

(c) To achieve closer personal acquaintance and spirit of cooperation amongst Institution members in Greece.

(d) To provide a local point of contact with indigenous engineering societies on all matters of mutual professional and technical concern.

(e) To assist officers from the Institution headquarters in their contacts with European institutions and other engineering bodies located in Greece.

(f) To actively seek to promote the status of engineering within Greece and the wider European community.

MEMBERSHIP

4) All classes of member of the Institution (Honorary Fellow, Fellow, Member, Associate Member, Affiliate and Companion) whose Institution-registered correspondence address is in Greece shall be considered members of the Branch.

5) All members of the Branch are entitled to vote and hold office. However members can only hold office if they satisfy the requirements of the committee positions in accordance with section 15. All committee members must stand for re-election at the Annual General Meeting (AGM) and be re-elected by vote. Alternatively if they wish to step down from their committee position then a new election for their position must be held at the AGM.

6) Membership shall terminate upon the death of any member, the change of a member's Institution-registered correspondence address to outside of Greece or at written request of the member to be considered no longer a member of the Branch.

FEES AND DUES

7) Members shall have paid their annual dues to the Institution. No subscription shall be required to the Greece Branch from any member of the Branch beyond that payable to the Institution.

MEETINGS OF THE BRANCH

8) The supreme authority of the Branch is vested in a general meeting of the members presided over by the Chairman.

9) The general meetings of the Branch shall consist of Annual Meetings, Special Meetings, and Ordinary Meetings. Five members entitled to vote at the meeting shall constitute a quorum at an Annual Meeting, twenty such members shall constitute a quorum at a Special Meeting, and three members shall constitute a quorum at an Ordinary Meeting.

10) An Annual General Meeting shall be held in April or, if delayed for whatever reason, no later than May of each year. At least four weeks' notice shall be given of an annual general meeting and at least two weeks' notice of any other general meeting. Such notice shall specify the agenda and the place, date and time of the meeting. All members of the Branch shall be entitled to attend and vote. The Business of the Annual General Meeting shall include the presentation of the Annual Report and the Annual Accounts and the election of the Committee. In addition, other matters relating to the constitution, affairs, business, direction or management of the Branch may be introduced by any member of the Branch who is a Corporate Member of the Institution. Such business shall be included in the agenda if it is introduced by written notice to the Hon. Secretary at least four weeks before the date of the Annual meeting, otherwise it may be introduced at the meeting although not be on the agenda.

11) Special Meetings shall be convened by the Committee whenever a requisition signed by twenty members of the Branch who are Corporate Members of the Institution, specifying the objects of the meeting, is delivered to the Hon. Secretary. The business of Special Meetings shall be related to the constitution, affairs, business, direction, or management of the Branch. All members of the Branch shall be entitled to participate in the business of a Special Meeting.

12) Ordinary Meetings shall be held for the purpose of delivery of addresses, lectures, or the presentation for discussion of papers on the science of mechanical engineering or related subjects. With the agreement of the Committee, visitors who are not members of the Institution may be invited to attend these meetings,

13) Any member who wishes to place an item on the agenda of an ordinary meeting may do so provided he gives notice to the Hon. Secretary at least one week before the meeting is due to be held.

14) In the event of there being no quorum at any meeting, the meeting shall be adjourned.

MANAGEMENT AND COMMITTEE

15) The affairs of the Branch shall be controlled by a Branch Committee of up to thirteen [13] members consisting of:

A Chairman, who shall ideally be a Fellow of the Institution

- In the event that a suitable Fellow cannot be found from the Branch, the nomination of a Member may be accepted, provided that the Member is actively working towards Fellow status
- The nomination is subject to the agreement of the majority of the Branch Committee and final approval must be sought from HQ

A Vice-Chairman, who shall be a Corporate Member of the Institution

An Honorary Secretary, who shall be a Corporate Member, Companion, Associate Member or an Affiliate (non student) of the Institution.

An Honorary Treasurer, who shall be a Corporate Member of the Institution.

The Immediate Past Chairman

plus up to eight Ordinary Committee members, who shall be Corporate Members, Companions, Associate Members or Affiliates (non student) of the Institution.

16) The Branch Committee shall be elected as set out in clauses 28 to 31.

17) A committee meeting shall be held at least once every three months after two weeks' notice to Committee members. The Chairman may call a committee meeting at any time by

giving two weeks' notice. At least four of the committee members shall be present for its proceedings to be valid.

18) Any member of the Branch Committee who is absent from three consecutive meetings without satisfactory explanation to the Committee shall be deemed to have withdrawn from the Committee and a successor may be co-opted by the Committee to serve until the next annual general meeting.

19) The duty of the Committee is to organise and supervise the daily activities of the Branch and to make decisions on matters affecting its running when the general meeting is not sitting. It may not act contrary to the expressed wishes of the general meeting without prior reference to it and shall always remain subordinate to the Annual and Special General Meetings.

20) The Committee shall pursue the objects of the Branch stated in Clause 3 of this Constitution and shall be responsible to the Council of the Institution for its actions in the control of the Branch.

21) The Committee shall cause to be prepared an Annual Report dealing with the conduct and progress of the Branch and its activities during the past year, ending 31st December of that year. The Annual Accounts of the Branch and the Annual Report shall be approved by the Committee and the Accounts, after audit and approval, shall be signed by the Chairman and the Treasurer. They shall be dispatched to the Chief Executive of the Institution so that the Annual Accounts arrive not later than 30th April of the following year and the Annual Report arrives not later than 31st January of each succeeding year for submission to the Council.

DUTIES OF OFFICE BEARERS

22) The Chairman or his nominee shall act as Chairman at all general and committee meetings. The Chairman shall also represent the Branch in its dealings with outside bodies.

23) The Chairman, or member of Committee acting in his place, shall have a second or casting vote in all cases of equality of voting on any question at any meeting.

24) The Vice-Chairman shall assist the Chairman at all times and deputize for the Chairman in his absence.

25) The Hon. Secretary shall keep all records, except financial, of the Branch. The Hon. Secretary shall keep minutes of all general and committee meetings and shall maintain an up-to-date register of members at all times.

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

- keeping proper and sufficient accounts of the revenue and expenditure of the Branch;

- receiving and giving receipts for monies receivable by the Committee and making payments on behalf of the Committee;
- preparing a detailed budget estimate for the following year, including the budget estimate provided by the Young Members (YM) Section, and submitting it to Regional and International Operations Department by the end of July (or such other date as advised);
- submitting any supplementary funding requests to the R & I.O. Department;
- preparing annual accounts for the Branch.

The bank accounts of the Branch shall be in the name of the Institution of Mechanical Engineers (Greece Branch). For each account, two members of the Committee shall be authorised by the Committee to sign cheques or make electronic transfers. In the case of payments in excess of 100 EUR, the authorization for payment shall be signed or approved by two members of the Committee from a list previously authorised by the Committee for that purpose. For amounts of less than 100 EUR, the authorization for payment may be signed or approved by one member from the authorised list. Approvals for payment may be sent by E-mail. No person may authorise a payment if it is to themselves. Once the payment has been authorised as required, either one of the two persons authorised to sign cheques or make electronic transfers may make the payment.

27) The Ordinary Members of the Committee shall assist in the general administration of the Branch and perform any duties assigned by the Committee from time-to-time.

NOMINATIONS AND ELECTIONS

28) The Chairman, Vice Chairman, Hon. Secretary, Hon. Treasurer and Ordinary Members of the Committee shall be formally elected by the members of the Branch.

29) No later than eight weeks before the Annual General Meeting, a meeting shall be held at which members of the Branch shall nominate eligible members for the Committee positions.

Each nominee shall be proposed by a member and seconded by another member. Nominations shall close four weeks before the Annual General Meeting. The list of candidates for election shall be sent to all members with the notice for the Annual General Meeting. The list shall indicate the names of the candidates, proposer, seconder, membership grade, any company affiliation, company position and, if the candidate has provided it, a curriculum vitae of not more than 250 words.

30) Election at the Annual General Meeting shall be by show-of-hand of the eligible voting members present. The appropriate number of candidates receiving the majority of the votes cast shall be declared elected. If the number of candidates for any office does not exceed the number of vacancies, the person(s) nominated shall be declared elected.

31) The result of the election shall be reported forthwith in writing to the Secretary of the Institution, and published in such other manner as the Committee shall determine.

AUDIT AND FINANCIAL YEAR

- 32) Two voting members, not being members of the Branch Committee, shall be elected as honorary auditors at each annual general meeting and shall hold office for one year, and shall not be re-elected for more than two consecutive terms. They will be required to audit the Branch's accounts for each year and present a report upon them to the Annual General Meeting. They may be required by the Chairman to audit the Branch's account for any period within their tenure of office at any date and make a report to the Branch Committee.
- 33) The fiscal year for the Branch shall be from **1st January to 31st December**.

AMENDMENTS TO CONSTITUTION

- 34) No alteration or **additions/deletions** to this Constitution shall be made except at an Annual General or Special Meeting, and they shall not come into force without the prior approval of the Institution.

DISSOLUTION

- 35) Establishment or dissolution of the Branch and all related matters with regard to such activity shall require a Special Meeting.
- 36) In the event of dissolution, all debts and liabilities legally incurred on behalf of the Institution's Branch shall be fully discharged. The remaining funds shall be returned to the Institution.

NOTES:

(A) This Constitution document of the Greece Branch of the "Institution of Mechanical Engineers" of the United Kingdom is based on the Institution's Royal Charter, Bye-Laws and "Guidelines and Rules for the IMechE Network – Part B: Branches".

(B) The Institution's headquarters is:

1 Birdcage Walk
Westminster
London
SW1H 9JJ
Great Britain

(C) The Institution of Mechanical Engineers is a UK registered charity, number 206882

ISSUED – 08/2010