

Guidelines and Rules for the IMechE Network

Part B: Branches
(Part A applies to UK Regions)

Institution of Mechanical Engineers

Guidelines and Rules for the IMechE Network Part B: Branches

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Branch Guidelines and Rules

The document includes Guidelines and Rules, the Rules being highlighted in *Italics*.

1.0 Introduction

The Guidelines and Rules form part of the Code of Practice for the Branch Network.

The Operating Guidelines were approved by the Trustee Board on 27 March 2002 pursuant to Article 17c of the Royal Charter and By-Law 67.

Refer to Appendix A for Interpretations.

1.1 Rationale for Branches/ Organisation

The Institution of Mechanical Engineers (IMechE) provides a support network for its members on an International basis.

The Guidelines and Rules set out in this document have been developed to assist the Branch Network with its activities and all members of Branch Committees, Panels and Young Member (YM) Section Committees are subject to the rules. The aim is to provide flexible working guidelines, outlining the aims of the Branch Network, current working practice and some ideas on best practice to assist Branch Officers with their roles and responsibilities.

Overseas, IMechE activities are co-ordinated through seven Branches, each with its own committee. These Branch Committees, in conjunction with more locally focused Panels and YM Sections, organise events, such as seminars, technical lectures and company visits, for members. Such events provide members with networking opportunities, training and experience that otherwise may not be available to them.

1.2 Alterations and Additions

Suggestions for addition to, or alteration, suspension, or annulment of any of these Guidelines and Rules may be presented by any Member to the Regional and International Operations Department for consideration by the Trustee Board.

1.3 Membership of a Branch

- a) *Each member whose recorded address is within the territory covered by a Branch/ Panel or YM Section is a member of that Branch/ Panel or YM Section unless by notice in writing to the Membership Department expressing a wish to belong to some other Branch. No person shall be a member of more than one Branch.*
- b) *No subscription shall be required from any member of a Branch beyond that payable to the Institution as prescribed in the By-laws.*

1.4 Establishment of Branches

Any proposal for the establishment of a Branch shall either be made by the Trustee Board or by petition for consideration by the Trustee Board.

When the establishment of a new Branch is approved and funded by the Trustee Board, a first meeting of members of the new Branch concerned, convened by the Trustee Board and under the chairmanship of a member of Council or a Fellow appointed by the Trustee Board, shall be held for the election of the first Officers and Committee of the new Branch at which only Corporate Members shall be entitled to vote.

1.5 Names and Territories

Each Panel and YM Section shall be named after the territory in which it operates, and such territory shall be determined by the Branch Committee.

Refer to Appendix B for a list of the Territories.

2.0 Objectives and Key Activities of the Branch

2.1 Objectives

The Objectives of a Branch are to provide a pro-active local focus and support the Objects/ Purposes of the Institution in accordance with Article 7 of the Royal Charter, which states:

“The objects and purposes for which the Institution is hereby constituted are to promote the development of Mechanical Engineering and to facilitate the exchange of information and ideas thereon and for that purpose:

- a) To encourage invention and research in matters connected with Mechanical Engineering and with this object to make grants of money or books or otherwise to assist such invention and research.*
- b) To hold meetings of the Institution for reading and discussing communications bearing upon Mechanical Engineering or the application thereof or upon subjects relating thereto.*
- c) To print, publish and distribute the proceeding or reports of the Institution, or any papers, communications, works or Treatises on Mechanical Engineering or its application or subjects connected therewith.*
- d) To co-operate with Universities, other Educational Institutions and Public Education Authorities for the furtherance of Education in Engineering Science and Practice.*
- e) To do all other things incidental or conducive to the attainment of the above objects or any of them.”*

2.2 Key Activities

The Branch Committee, in conjunction with Panels and YM Sections should pursue the following key activities:

- a) Develop and implement a rolling 3 year strategic plan designed to optimise the interests of the Institution, its activities and to address identified Branch needs.
- b) Provide a balanced programme of high quality events for the advancement of mechanical engineering science and to facilitate Continuing Professional Development.
- 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.

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- f) Represent the Institution to government, the media, the public, Industry and Education.
- g) Co-operate/ organise with other Institutions and public bodies where this will be beneficial to the Institution, to members, engineering generally and society.
- h) Encourage participation in local schools liaison and careers convention ventures and associated joint activities with other societies.

3.0 Guidelines and Rules - General

The following guidelines and rules are applicable to all sections of the document and are referenced throughout.

G1. Duration of Office

- a) *A Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer and Ordinary Committee Members shall hold office from the date of the Annual Meeting of the Institution following their election until the next Annual Meeting of the Institution.*
- 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 and this shall not affect their eligibility for subsequent election.*
- c) *A member who has served as an elected Chairman of any Branch or Panel should be eligible for re-election to the office of Chairman for a further period of not more than two years, after the interval of normally two years following last retirement from that office.*

G2. Casual Vacancy

A vacancy in the Committee not filled at the date of an Annual Meeting of the Institution is a casual vacancy. The Committee may appoint any qualified person, including a Past Chairman, to fill a casual vacancy in the Committee, including that of Chairman. The casual vacancy shall be announced as the Committee may decide.

G3. Vacating Office

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

G4. Voting

Only Corporate Members are entitled to vote at Branch or Panel meetings.

G5. Casting Vote

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

G6. Quorum

- a) *Five members entitled to vote at the meeting shall constitute a quorum at a Nomination or an Annual Meeting, twenty-five 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 thirty minutes the meeting shall not take place.*
- c) *The quorum shall be three corporate members for all meetings except for YM Panel Committees, where it shall be three committee members.*

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G7. Chairman of Meetings

The Chairman may appoint a deputy.

In the absence of the Chairman the Vice Chairman if any or the Immediate Past-Chairman. In the absence of these officers the meeting shall elect a Chairman from those who are Corporate Members or, in the case of YM Sections, from those Committee members present.

G8. Nominations, Elections and Annual Meetings

- a) *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. (See also G9 and G10).*
- b) *Notice must be given of the date, time and location of the Election and Annual Meeting.*
- c) *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.*
- d) *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.*
- e) *The result of an election shall be announced at the Annual Meeting of the Branch, Panel and YM Section, and reported in writing to the Regional and International Operations Department and Branch Honorary Secretary, and published as appropriate.*

G9. Location and Timing of Annual Meetings

Annual Meetings should be held at such places in the territory covered by the Branch/Panel/YM Section *not 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.

Annual Meetings of the Panel and YM Section shall be held prior to that of the Branch.

Refer to Appendix C for Timeline for the Branch Election Process.

G10. Notices of Meetings

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. Not less than seven days' notice of a Committee meeting specifying date, time and location should be given to each Committee member

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G11. 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.

G12. Adjournment of Meetings

The Chairman must 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 must be given as in the case of an original meeting.

4.0 Committees

Branch Committee

4.1 Powers, Duties of the Branch Committee

- a) *The Committee shall pursue the Objectives and Key Activities of the Branch stated in Section 2 and co-ordinate all activities in the Branch. The Committee shall regulate its activities in accordance with the Institution's By-laws and Royal Charter and is responsible to Council for its actions.*
- b) Quorum – See G6
- c) The Committee may establish (or dissolve) a Panel or YM Section
- d) Notice of meetings - See G10.
- e) The Committee may appoint one of its members to attend meetings of their YM Section Committee, in an advisory capacity only, if invited by the latter Committee.
- f) *The Committee shall prepare an Annual Report and forward it to Headquarters within one month of the Institution's Annual Meeting, dealing with the activities during the past year.*
- 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 Branch Committee shall consider any matters of grievance referred to it.*

4.2 Composition

- a) The Committee should be representative of the members and relevant activities within the Branch and, so far, as is practicable, of the territory covered by the Branch.
- b) The composition of a Model Branch Committee is as shown at Appendix D.

The Branch Committee shall consist of:

- i) *Chairman, Vice Chairman, Honorary Secretary and Honorary Treasurer.*
- ii) *Chairmen of Panel Committees and YM Section Committees (where appropriate) are members of the Committee ex-officio.*
- iii) *The Immediate Past Chairman shall have a place on the Committee.*

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- c) In order to give some flexibility the committee may appoint up to six 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 any Council member who has an active interest in the Branch's activities, to attend Branch Committee meetings.
- e) If the Chairman of a Panel or YM Section is unable to attend a Branch Committee meeting, a substitute may attend instead.
- f) Casual Vacancy - See G2.

4.3 Duration of Office - See G1.

- a) The Branch Chairman 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 Chairman who has served as an elected Chairman of any Branch is eligible for re-election to the office of Chairman of any Branch 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 G2.
- 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 G3.

4.4 Annual Election - See G8 and G9.

The Branch Committee is responsible for the election process within the Branch.

The Time line for the Branch Election Process (at Appendix C) demonstrates the time frame to ensure that the Branch, Panel and YM Section elections take place prior to the Institution's Annual Meeting.

Election of Chairman, Vice Chairman, Honorary Secretary and Honorary Treasurer

*a) The Chairman of a **Branch** shall be a Fellow.*

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.

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

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- b) *The Vice Chairman shall be a Corporate Member*
- c) *The Honorary Secretary, shall be a Corporate Member, Companion, Associate Member or an Affiliate (non student) of the Institution.*
- d) *The Honorary Treasurer, shall be a Corporate Member or a Companion.*
- e) Any member of the Branch is entitled to nominate a candidate for election to any or each of the offices to be filled. Nominations should be delivered to the Chairman signed by the nominator, together with the clear consent of the nominee.
- f) *The Committee shall annually, not more than twenty 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 as Chairman, Vice-Chairman (if any), Honorary Secretary, Honorary Treasurer, and Ordinary Members of Committee. See G8 and G11.*
- g) *Members shall be notified of the final list of candidates as determined at the meeting.*
- h) For resignation, or expulsion of a candidate after nomination - See G8 c.
- i) 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 G8.
- j) If the number of candidates exceeds the number of vacancies the election of committee members shall be decided in accordance with G8d.
- k) Method for conducting the election – See G8 and G9.
- l) *The Chairman, Vice-Chairman (if any), Honorary Secretary, Honorary Treasurer, and Ordinary Members of Committee shall be elected by members of the Branch who are Corporate Members*
- m) If there is a split vote, then the outgoing Chairman (if not standing for re-election) shall have the casting vote. If the outgoing Branch Chairman is standing for re-election, the Immediate Past Chairman shall have the casting vote.
- n) For equality of votes - See G5.
- o) For the result of the election - See G8.
- p) For casual vacancy - See G2.

4.5 Powers and Duties of Branch Officers

Chairman

- a) *The Chairman of the Branch, shall be the Branch representative on Council.*
- b) Chairman's powers relating to a quorum – See G6.
- c) Chairman's powers relating to equality of voting – See G5.

4.8 The Branch Chairman (or nominated representative) may attend Committee meetings of a Panel Committee or YM Section Committee.

Honorary Secretary

- e) Under the direction of the Committee, the Honorary Secretary is responsible for:
 - i. Sending appropriate correspondence to Headquarters.
 - ii. Arranging for the issue of appropriate notification of relevant activities in the Branch
 - iii. Preparing the agenda for meetings and arranging for the minutes of the business transacted to be recorded.
 - iv. Distributing copies of minutes to Committee members and to the Regional & International Operations Department.
 - v. Keeping copies of confirmed minutes for 6 years after which they are to be sent to the Institution's Archivist.
 - vi. Collating Panel/ YM Section Annual Reports and producing the Branch Annual Report. See Appendix H for Model of Annual Report.

Honorary Treasurer

(Refer to the Timeline for Accounting and Budgeting process at Appendix F and Section 7 – Finances)

- f) Under the direction of the Committee, the Honorary Treasurer is responsible for:
 - i. Keeping proper and sufficient accounts of the revenue and expenditure of the Branch.
 - ii. Receiving and giving receipts for monies receivable by the Committee, and to make payments on behalf of the Committee when acting under its instructions.
 - iii. Collating budgets from Panels and YM Sections of proposed expenditure for the financial year beginning 1st January.
 - iv. Submitting to Council a budget of its proposed expenditure for the year beginning 1st January and such estimate shall be sent to the Regional and International Operations Department by the end of July (or such other date as advised) for the next financial year.
 - v. Apportioning the Annual Branch Grant and informing Panels and YM Sections of their allocation.
 - vi. Submitting any supplementary funding requests to the Regional and International Operations Department.
 - vii. Preparing Annual Accounts for the Branch including the information supplied by Panels and YM Sections.

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For more detailed information refer to the Branch Accounting System – Financial Guidelines in the Code of Practice.

Panel Committee

4.6 Establishment

- a) A Panel Committee may be established (or dissolved) by the Branch Committee. See 4.1 c.
- 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 G11.
- d) The Chairman of the meeting should be the Chairman of the Branch 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 Chairman should 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 either by a show of hands or a ballot of Corporate Members from the new Panel. The Chairman shall declare the result of the election at the meeting. The names of the new Panel members shall be published by the Branch.*

4.7 Membership

See paragraph 1.3.

4.8 Powers and Duties of a Panel

- a) *The Committee shall pursue the Objectives and relevant Activities of the Branch stated in Section 2 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 Committee for its actions.*
- b) Quorum – See G6.
- c) Notice of Meetings – See G10.
- 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.*

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- e) *The Committee shall prepare an Annual Report for the Branch Committee dealing with the conduct and progress of the Panel and its activities during the past year.*

4.9 Composition

- a) *The Committee shall consist of: Chairman, Vice-Chairman (if any), Honorary Secretary, Honorary Treasurer, Immediate Past-Chairman and the Chairman of the appropriate YM Section (if any). In addition, there can be up to six Ordinary Committee Members.*
- b) *The Chairman and Vice-Chairman (if any), shall be Corporate Members.*
- c) *The Committee may invite any Council member who has an active interest in the Panel's activities, to attend Committee meetings.*
- d) *At the discretion of the Panel, the Chairman of a University Student Panel (if any) within the Panel Committee may be invited to attend Committee meetings.*

4.10 Duration of Office - See G1.

- a) *An elected Chairman should not normally hold the respective office for more than two consecutive years unless otherwise agreed by the majority of the Committee.*
- b) *Any period served as Chairman or Vice-Chairman to fill a casual vacancy may be additional to the period of service as an elected Chairman or Vice Chairman.*
- c) *A Member who has served as an elected Chairman of any Branch or Panel becomes eligible for re-election to the office of Chairman 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 Committee shall retire. All shall be eligible for re-election or election.*
- e) *The Ordinary Members of Committee to retire other than those retiring under G2, 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 Committee shall not normally serve for more than six consecutive years unless the majority of the Committee agrees otherwise.*
- g) *For Casual vacancy - See G2.*
- h) *Vacating Office – See G3.*

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4.11 Annual Election

Election of Chairman, Vice Chairman, Honorary Secretary and Honorary Treasurer

- a) *The Chairman and Vice Chairman shall be Corporate Members.*
- b) *The Honorary Secretary, shall be a Corporate Member, Companion, Associate Member or an Affiliate (non student) 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 Chairman signed by the nominator, together with the clear consent of the nominee.
- e) *The Committee shall annually, not more than twenty 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 Chairman, Vice-Chairman (if any), Honorary Secretary, Honorary Treasurer, and Ordinary Members of Committee. See G8 and G11.*
- f) *Members shall be notified of the final list of candidates as determined at the meeting.*
- g) For resignation, or expulsion of a candidate after nomination - See G8 c.
- 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 G8.
- i) If the number of candidates exceeds the number of vacancies the election of committee members shall be decided in accordance with G8d.
- j) Method for conducting the election – See G8 and G9.
- k) *The Chairman, Vice-Chairman (if any), Honorary Secretary, Honorary Treasurer, and Ordinary Members of Committee shall be elected by members of the Panel who are Corporate Members*
- l) If there is a split vote, then the outgoing Chairman (if not standing for re-election) shall have the casting vote. If the outgoing Panel Chairman is standing for re-election, the Immediate Past Chairman shall have the casting vote.

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- m) For equality of votes - See G5.
- n) For the result of the election - See G8.
- o) For casual vacancy - See G2.

4.12 Powers and Duties of Panel Officers

Chairman

- a) *The Chairman is a member of the Branch Committee. Should the Chairman be unable to attend a Branch Committee meeting, a deputy shall be appointed.*
- b) The Panel Chairman or deputy shall chair Panel meetings - See G7.
- c) Quorum – See G6.
- d) Casting vote - See G5.

Honorary Secretary

- e) Under the direction of the Committee, the Honorary Secretary is responsible for:
 - i. Sending appropriate correspondence to Headquarters.
 - ii. Arranging for the issue of appropriate notification of relevant activities in the Branch
 - iii. Preparing the agenda for meetings and arranging for the minutes of the business transacted to be recorded.
 - iv. Distributing copies of minutes to Committee members, Branch Honorary Secretary and to the Regional & International Operations Department.
 - v. Keeping copies of confirmed minutes for 6 years after which they are to be sent to the Institution's Archivist.
 - vi. Producing the Panel Annual Report. See Appendix H for Model of Annual Report.

Honorary Treasurer

(Refer to the Timeline for Accounting and Budgeting Process at Appendix F and Section 7– Finances)

- f) Under the direction of the Committee, the Honorary Treasurer is responsible for:
 - i. Keeping proper and sufficient accounts of the revenue and expenditure of the Panel and reporting as appropriate.
 - ii. Receiving and giving receipts for monies receivable by the Committee, and to make payments on behalf of the Committee when acting under their instructions.
 - iii. Submitting to the Branch Committee a detailed estimate of their proposed expenditure for the year beginning 1st January of the financial year prior to coverage.

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- iv. Submit copies of the Annual Accounts to the Branch Honorary Treasurer or Branch Honorary Secretary. The aforementioned statement of Accounts and Annual Report shall be presented to the Panel Annual Meeting.
- v. Ensuring that the Committee does not exceed the grant allocated by the Branch.

For more detailed information refer to the Branch Accounting System – Financial Guidelines in the Code of Practice.

Young Member (YM) Section Committee

4.13 Establishment

- a) The Branch Committee should consider the establishment and funding of YM Sections.
- b) *When the establishment of a YM Section has been approved, the Branch Committee shall arrange the first meeting for the election of the officers and the Committee and appoint the first Chairman and must inform the Regional & International Operations Department that a YM Section has been formed.*

4.14 Membership

See paragraph 1.3

4.15 Powers and Duties of a YM Section Committee

- a) *The affairs of a YM Section shall be controlled by a YM Section Committee and is responsible to the Branch Committee.*
- b) Quorum - See G6.
- c) Notice of meetings - See G10.
- d) *The Committee shall prepare an Annual Report for the Branch Committee dealing with the conduct and progress of the YM Section and its activities during the past year.*
- e) The Committee may invite to its meetings a member of the Branch or Panel.

4.16 Composition

- a) *The Committee shall consist of:
Chairman, Honorary Secretary, Honorary Treasurer.*

Other positions on the Committee may include: Vice Chairman, Immediate Past Chairman, Honorary Assistant Secretary, YMB Representative (if any), Public Relations officer (if any and Ordinary Members of the Committee, and (ex-officio), the Chairman or a representative from Student Panels each representing a University or College Engineering Society or Mechanical Engineering department in the Panel covered by the YM Section.

- b) The Committee should normally be no more than sixteen, and comprise not less 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. The actual number of Ordinary Members is determined by the Committee. The majority of Officers and Ordinary Members of the Committee should be non-Corporate members.
- c) *A Past-Chairman shall be eligible for appointment to the office of Chairman to fill a casual vacancy – (See G2) and should be eligible for election or appointment to any other Committee position.*

4.17 Duration of Office - See G1.

- a) An elected Chairman should not normally hold the respective 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 paragraph 4.10, unless the Committee agrees otherwise, by a majority vote, that a member should serve for a longer period.
- c) For casual vacancies - See G2.
- d) A member should not normally hold more than one office on the Committee at one time.
- e) Vacating Office – See G3.

4.18 Annual Election

Election of Chairman, Vice Chairman, Honorary Secretary and Honorary Treasurer

- a) *The Chairman and Vice Chairman shall be Corporate or Associate Members.*
- b) *The Honorary Secretary, shall be a Corporate Member, Companion, Associate Member or an Affiliate (student).*
- c) *The Honorary Treasurer, shall be a Corporate or Associate Member or a Companion.*
- d) Any member of the YM 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 Chairman signed by the nominator, together with the clear consent of the nominee.
- e) *The Committee shall annually, not more than twenty weeks before the Annual Meeting of the Institution, present to members of the YM Section, (as the Committee shall determine) a list of members nominated by the Committee as candidates for election as Chairman, Vice-Chairman (if any), Honorary*

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Secretary, Honorary Treasurer, and Ordinary Members of Committee. See G8 and G11.

- f) *Members shall be notified of the final list of candidates as determined at the meeting.*
- g) For resignation, or expulsion of a candidate after nomination - See G8 c.
- 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 G8.
- i) If the number of candidates exceeds the number of vacancies the election of committee members shall be decided in accordance with G8d.
- j) Method for conducting the election – See G8 and G9.
- k) *The Chairman, Vice-Chairman (if any), Honorary Secretary, Honorary Treasurer, and Ordinary Members of Committee shall be elected by members of the YM Section who are Corporate, Associate or Affiliate (student) members.*
- l) If there is a split vote, then the outgoing Chairman (if not standing for re-election) shall have the casting vote. If the outgoing YM Section Chairman is standing for re-election, the Immediate Past Chairman shall have the casting vote.
- m) For equality of votes - See G5.
- n) For the result of the election - See G8.
- o) For casual vacancy - See G2.
- p) Duration of Office – See G1

4.19 Powers and Duties of YM Section Officers

- a) Any Officer or member of the Committee should automatically vacate office when:
 - i. Resigning from office (notifying the Honorary Secretary in writing) or
 - ii. Ceasing to be a member of the Panel or Institution or a YM over 30 transfers to Corporate Membership/ a Corporate YM reaches the age of 30. (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).

Chairman

- b) The Chairman of a YM Section Committee is, ex-officio, a member of the local Branch Committee and Panel but so long as they remain non Corporate Members are not entitled to vote at meetings of those Committees. Should the Chairman be

unable to attend a Branch or Panel meeting, a YM Section Committee member may be nominated to attend.

- c) *The YM Section Committee Chairman or deputy shall chair YM Section Committee meetings - See G7.*
- d) Quorum – See G6.
- e) Casting vote - See G5.
- f) Chairmen of YM Sections in the Branch (if any) should decide between themselves which YM Section should provide the Young Members Board (YMB) representative (there is only one YMB representative per Branch, not per YM Section). They should agree for how long their panel will provide a YMB representative (minimum one year). If appropriate, the post of YMB representative should rotate around each YM Section in a Branch on an annual basis. The Branch Chairman has the casting vote should there be a dispute.

Honorary Secretary

- g) Under the direction of the Committee, the Honorary Secretary is responsible for:
 - i. Sending appropriate correspondence to Headquarters.
 - ii. Arranging for the issue of appropriate notification of relevant activities in the YM Section.
 - iii. Preparing the agenda for meetings and arranging for the minutes of the business transacted to be recorded.
 - iv. Distributing copies of minutes to Committee members, Branch Honorary Secretary and to the Regional & International Operations Department.
 - v. Keeping copies of confirmed minutes for 6 years after which they are to be sent to the Institution's Archivist.
 - vi. Producing the YM Section Annual Report. See Appendix H for Model of Annual Report.

Honorary Treasurer

(Refer to the Timeline for Accounting and Budgeting Process at Appendix F and Section 7 – Finances)

- h) Under the direction of the Committee, the Honorary Treasurer is responsible for:
 - i. Keeping proper and sufficient accounts of the revenue and expenditure of the YM Section.
 - ii. Receiving and giving receipts for monies receivable by the Committee, and to make payments on behalf of the Committee when acting under their instructions.
 - iii. Submitting to the Branch Committee a detailed estimate of their proposed expenditure for the year beginning 1st January of the financial year prior to coverage.

- iv. Preparing the Annual Accounts and submit to the Branch Honorary Treasurer or Branch Honorary Secretary. The aforementioned statement of Accounts and Annual Report shall be presented to the YM Section Annual Meeting.
- v. Ensuring that the Committee does not exceed the grant allocated by the Branch.

5.0 Meetings

Meetings of the Branch consist of Ordinary Meetings, Annual Meetings, Special Meetings, and Committee Meetings. Meetings of Panels and YM Sections consist of Annual Meetings, Ordinary Meetings and Committee meetings.

Ordinary Meetings

Should normally be organised by Panels on behalf of the Branch Committee.

5.1 Location and Timing

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

5.2 Notification

See G10.

5.3 Conduct

- a) Members of all classes of the Institution are entitled to attend and introduce visitors, provided that the Committee 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 Branch and International Operations Department every three months and be included in the Annual Report.*

5.4 Business

Should 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 kindred societies to attend such meetings, and to take part in discussions and, subject to the approval of the Committee, media reporters may be admitted.

Annual Meetings – See Appendix E

5.5 Location and Timing

See G9 and Time-line for Branch Election Process at Appendix C.

Rules are highlighted in Italic

5.6 Notification

See G8 and G10.

5.7 Conduct

- a) Members of all classes of the Institution are entitled to attend and introduce visitors, provided that the Committee 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 and International Operations Department every three months and be included in the Annual Report.*
- d) Quorum - See G6.

5.8 Business (Refer to Branch Annual Meeting Model Agenda at Appendix E)

- a) The business of an Annual Meeting should include the presentation of the Annual Report and the Annual Accounts of the Branch, Panel or YM Section 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 Branch, Panel or YM Section Committee 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 Branch, Panel or YM Section.
- c) *The election for Panel and YM Section Officers shall take place at the meeting.*

Special Meetings

5.9 Location and Timing

Should be held at such places within the Branch and at such times as the Branch Committee shall determine. The Committee shall also convene a Special Meeting whenever a requisition, signed by twenty-five Branch Members, specifying the purpose of the meeting, is delivered to the Honorary Secretary.

5.10 Notification

See G8 and G10.

5.11 Conduct

See G6.

5.12 Business

The business of Special Meetings should be related to the constitution, affairs, business, direction, or management of the Branch. Only Corporate Members of the Branch are entitled to participate in the business of a Special Meeting. Non Corporate

Rules are highlighted in Italic

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Members of the Branch and any member of any other Branch may attend as observers but are not entitled to be heard (at the discretion of the Branch Chairman) or to vote.

Nominations

5.13 Definition

The Committee may call for and present nominations at a meeting of members or through Institution publications such as Branch newsletters and the Diary of Events.

6.0 Addresses, Lectures, Papers and Prizes

- a) Any Committee may accept addresses, lectures, and papers for reading at meetings of the Branch.
- b) Papers may be presented at a Branch meeting and at an Ordinary meeting of the Institution at Headquarters if considered of sufficient merit.
- c) The Branch Committee Chairman may offer annually from trust funds of the Institution, a prize for papers by Associate Members or Affiliate (Student) Members who are members of the Institution, read before the Branch, Panel, YM Section, or at a Joint Meeting with a kindred body, provided that the papers are, in the opinion of the Committee, of sufficient merit and have not previously been presented in any Branch. The Chairman or Committee may prescribe the title or titles under which the papers shall be written, appoint referees to report on the papers, act as judges and make the awards. Such a prize shall be known as "the Branch Chairman's Prize".
- d) The Branch Chairman'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.
- e) The Committee 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 Branch. Such prizes may be awarded to any student, who will be awarded an IMechE accredited degree or related degrees recognised under the Washington Accord, at the end of any year of academic training provided only that the Branch Committee and University or College authorities agree the nomination. Prize levels will be set by the Trustee Board.
- f) The YM Section 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 titles should be agreed by the Branch Committee. Competitions should be open to all Non-Corporate members of the YM Section and the conditions decided by the Committee. Prizes may be awarded on the same basis as prizes for papers.

7.0 Finances

7.1 Introduction

Branches are allocated funds on an annual basis in order to further the aims of the Institution in the Branches. Branches are responsible for allocating funds to Panels and YM Sections as appropriate, keeping accounts and liaising with the Finance Department.

Grants are approved on a calendar basis. Budget bids for the following year are normally asked for in May and replies requested by the end of July. Bids should be supported by an up to date business plan. Bids are collated and administered by the Regional and International Operations Department who submits them on behalf of the Branches.

The Finance Department collates the Institution's budget, which is then considered by the Trustee Board. The Trustee Board normally approves the budget at their October meeting and Branches are subsequently informed.

Detailed financial rules and procedures are provided in a separate document called Financial Guidelines.

7.2 Branch, Panel and YM Section Finances – (Refer to the Timeline for the Accounting and Budgeting Process at Appendix F)

- a) *The Committee shall keep proper and sufficient accounts of the revenue and expenditure of the Branch/ Panel and YM Section.*
- b) *Subject to the approval of the Branch Committee a bank account shall be opened for Panel or YM Section Committees 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 Branch and/or Panel or YM Section as appropriate.*
- c) *The Honorary Treasurer or the Honorary Secretary is authorised to receive and give receipts for monies receivable by the Committee, and to make payments on behalf of the Committee when acting under their instructions. Cheques or electronic transfers for over £200 shall be signed by two members of the Committee from a list previously authorised by the Committee for that purpose. For amounts of 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.*

- d) *The Panel/ YM Section each year shall submit to the Branch Committee a detailed estimate of their proposed expenditure for the year beginning 1st January and such estimate shall be despatched to the Branch Honorary Treasurer or to the Branch Honorary Secretary so as to arrive not later than 31st March (or such other date advised by the Branch Committee) of the financial year prior to coverage.*
- e) *The Branch Committee shall submit to the Regional & International Operations Department a detailed budget estimate of their proposed expenditure for the year beginning 1st January and such estimate shall be despatched so as to arrive not later than 31 July of the financial year prior to coverage.*
- f) *The Trustee Board shall determine the limit of credit which they will grant to the Branch, and the Committee may not commit to expenditure that would require funding in excess of that granted by the Trustee Board.*
- g) *The Branch Committee shall determine, at the beginning of each year, the limit of credit which they will grant to the Panel/ YM Section Committee for that year, and the Committee may not commit to expenditure that would require funding in excess of the credit granted by the Branch Committee.*
- h) *The Annual Accounts of the Panel/ YM Section Committees shall be made up to the same date as those of the Branch. They shall include all accounts paid and any balance held by the Committee.*
- i) *The statement of Accounts and Annual Report for the Panel/ YM Section Committees shall be presented at the Annual Meetings.*
- j) *The Annual Accounts of the Panel/ YM Section Committees shall be sent by the Honorary Treasurer (if any) or the Honorary Secretary of the Panel to the Branch Honorary Secretary for consideration and approval. The Annual Accounts of the Panel/ YM Section Committees and the Annual Report shall be despatched as appropriate to the Branch Honorary Treasurer (if any) or to the Branch Honorary Secretary so as to arrive not later than 15 January of the following year.*
- k) *The Annual Accounts of Branches shall be prepared by the Honorary Treasurer (if any) or the Honorary Secretary and be made up to 31st December of each year. They shall include accounts paid and any balances held by Panels, and YM Sections where such bodies exist. They shall be audited and certified by a professional auditor, or, where considered appropriate, by an audit board of not less than three persons appointed by the Branch Committee. The Chairman, Honorary Secretary and Honorary Treasurer of the Branch or Panel may not serve as members of an audit board convened for this purpose.*

Rules are highlighted in Italic

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- l) *The Annual Accounts of the Branch and the Annual Report shall be approved by the Committee and the Accounts after approval shall be signed by two members of the Committee. They shall be dispatched to Branch and International Operations Department so that they arrive not later than 31st May in the following year for submission to the Council. They shall also be presented to the Annual Meeting of the Branch.*
- m) *The YM Section Committee may apply to the national YMB for additional funding for special events from the James Bates Grant.*

Appendices

Interpretations

Appendix A

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 from time to time in force.
- c) "Trustee Board" means the Trustee Board of the Institution.
- d) "Committee" means the Committee of a Branch/ Panel / YM Section.
- e) "Annual Meeting" means Annual Meeting of the Branch/ Panel / YM Section
- f) "Special Meeting" means Special Meeting of the Branch/ Panel / YM Section
- g) "Ordinary Meeting" means Ordinary Meeting of the Branch/ Panel / YM Section
- 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" means all classes of member whose recorded addresses are in the Branch and such members who have opted under paragraph 1.3 to become members of the Branch.
- k) "Young Member" means Affiliate (student) or Affiliate (non-student) or Associate Member of any age or Corporate Member under 30 years of age at 1st January of the year in which this definition is applied. The latter group shall be referred to in the Guidelines as "Corporate Young Members."
- l) "Immediate Past-Chairman" shall be the out-going Chairman who was most recently elected to the office of Chairman who is willing and able to serve.

Names and Territories

Appendix B

Australian Branch

Area: Australian Capital Territory, New South Wales, Northern Territory, Papua New Guinea, Queensland, South Australia, Tasmania, Victoria, Western Australia and Australian Antarctic Territory (formal Panels of the branch as underlined).

Benelux Branch

Area: Belgium, Luxembourg and the Netherlands

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.

NB: 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 North West Territories

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

Rules for the two above Joint Groups can be found in the Regulations for Groups of Professional Engineers.

Hong Kong Branch

Area: Hong Kong SAR (*Special Administrative Region*)

Malaysia Branch (Cawangan Malaysia)

Area: Malaysia, Sabah and Sarawak.

Singapore Branch

Area: Singapore

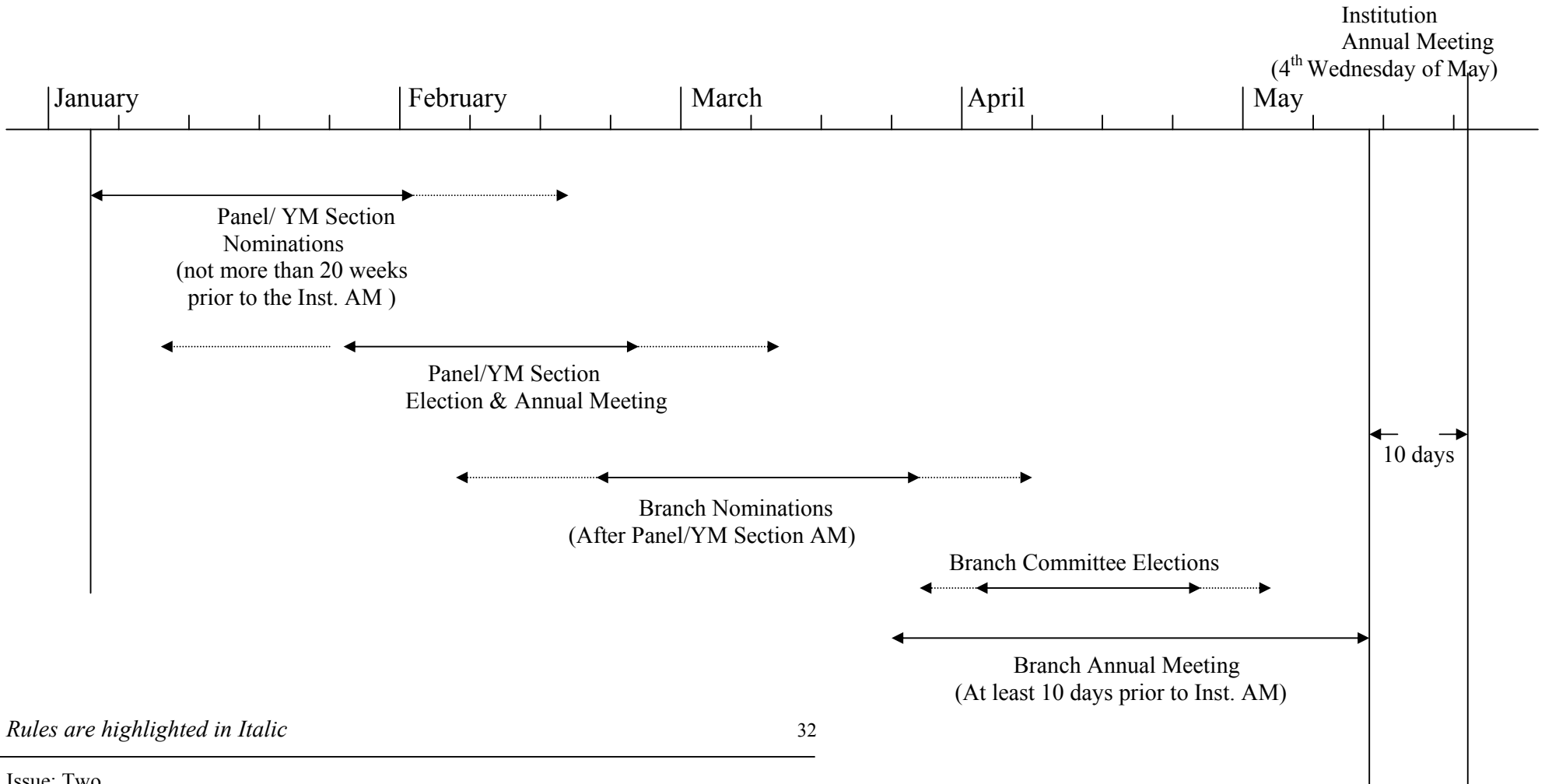
Note:

- From time to time, the Trustee Board may approve boundary changes.
- Details of each Branch/Panel is available from the Corporate Database.

Rules are highlighted in Italic

**Time-line for Branch Election Process
(Panels and YM Sections)**

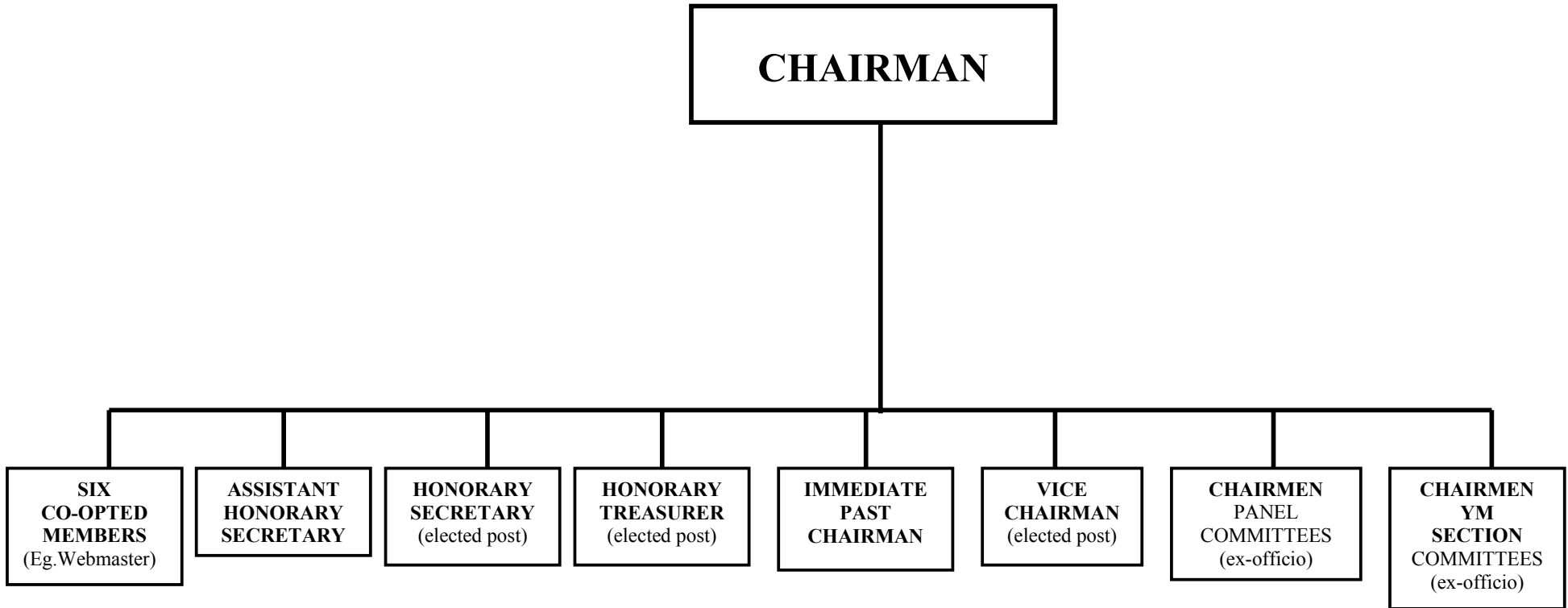
Appendix C



Rules are highlighted in Italic

Model of a Branch Committee

Appendix D



Rules are highlighted in Italic

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 Chairman'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.

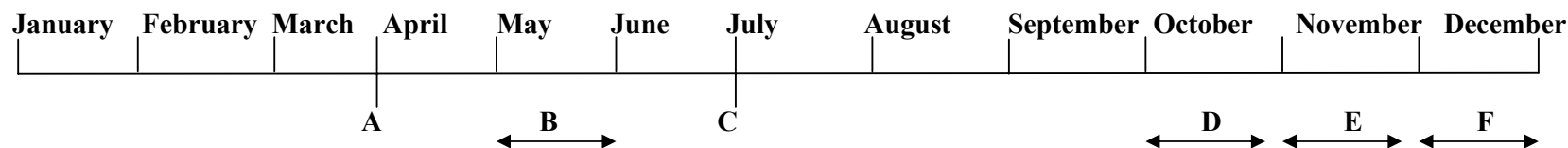
(Specific content and order to be decided by the relevant Committee)

Time-line for Accounting and Budgeting Process

Appendix F

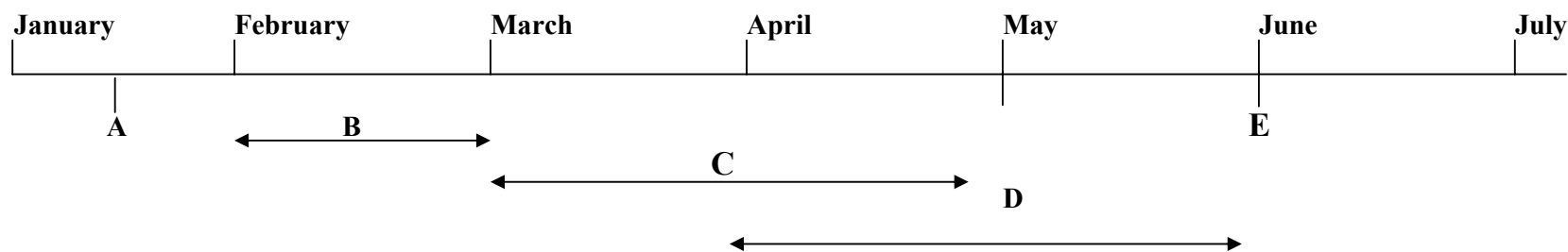
Budgets

- A. Budget estimate of proposed expenditure for following year for Panels/ YM Sections submitted to Branch Treasurer by 31 March
- B. HQ requests budget bids and Business Plan update from Branches – May
- C. Budget estimate of proposed expenditure for following year submitted to HQ in July
- D. Institution budget (including Branch Budget) bids submitted to the Trustee Board for approval - October
- E. HQ confirms grant allocation with Branches - November
- F. Branches allocate funds to Panels/YM Sections as appropriate - December



Accounts

- A. Panels/ YM Sections Accounts submitted to Branch Committee by 15 January
- B. Branches arrange for Annual Accounts to be audited and certified by a professional auditor/audit board - February
- C. Panel/ YM Sections statement of Accounts presented to Panels/ YM Sections Annual Meeting – March/ April
- D. Branch statement of audited Accounts presented to Branch Annual Meeting – April/ May
- E. Branch Annual Report including Financial Accounts submitted to HQ by 31 May



Rules are highlighted in Italic

The Annual Report is a review of the Branches' activities over the last year (Council Year – May to May)

Suggested contents:

1. **Chairman's Comments**
2. **Committee Membership**
 - Branch Committee
 - Panels
 - Young Member Sections
3. **Branch Membership**
 - Attendance figures
4. **Programme of Events**
5. **Highlights of the Year**

E.g. 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**