



## **EAST ANGLIAN BRANCH REGULATIONS**

### Regulation No. 1 - Definitions

In these Regulations, the following words shall, unless the context otherwise requires, bear the meaning set against them.

Institution	The Institution of Structural Engineers
Board	The Executive Board of the Institution
Branch *	The East Anglian Branch of the Institution
Member	When printed in lower case shall signify membership in any class of the Institution
Voting Member	Fellows, Members, Associates, Associate-Members and Technician Members of the Institution
Council	The Council of the Institution
Committee	The Branch Committee

### Regulation No. 2 - Title

The Branch shall be known as "The East Anglian Branch of the Institution of Structural Engineers".

### Regulation No. 3 - Conditions for Membership

The membership of the Branch shall consist of all members of the Institution with a communication address in the Branch, unless any such member gives notice in writing to the Institution and to the Branch expressing a desire not to remain a member of the Branch. Any other member of the Institution whose geographical location makes it convenient to attend meetings of the Branch may be admitted as a member of the Branch.

The Branch covers Norfolk, Suffolk, parts of Lincolnshire and Cambridgeshire and Essex (post codes CB6-9, CO1-4,6-8, 10-16, IP, NR, PE 13-16 30-38).

### Regulation No. 4 - Branch Membership

The Branch shall not require any entrance fee or subscription from its members, nor shall it require the submission of any separate form of application.

#### Regulation No. 5 - Constitution of Committee

The Committee shall consist of:

- (a) A Chairman
- (b) Two Vice-Chairmen
- (c) The Immediate Past Chairman
- (d) A Secretary
- (e) A Treasurer

who shall be the Officers, and

- (f) Up to twelve other members.

The Chairman, Vice-Chairmen, Immediate Past Chairman and at least four other members of the Committee shall be Chartered Structural Engineers. In special cases the requirement for four other members to be chartered may be waived by a resolution passed at the Annual General Meeting of the Branch.

The Committee shall govern the Branch and meet at least twice a year.

#### Regulation No. 6 - Ex-Officio Members of Committee

Any member of the Branch holding office as a member of the Council shall be ex-officio a member of the Committee.

#### Regulation No.7 - Additional Officers

The Committee shall appoint from the elected members of the Committee a Continuing Professional Development Officer and a Public Relations Officer. A member of the Committee may be appointed by the Committee to act as Assistant Secretary, Social Secretary or in any similar capacity.

#### Regulation No. 8 - Annual Election of Members of Committee

The Chairman, Vice-Chairmen, Secretary and Treasurer shall be elected at the Annual General Meeting and shall hold office for a period of twenty-four months. Four members of the Committee shall normally be elected at each Annual General Meeting and shall hold office for a maximum period of three years on each election. The number of members elected may be reduced if there are too few candidates, or increased to fill vacant positions. Election to a vacant position shall be for the balance of the period of office and the members elected with the fewest votes shall take the positions with the shortest period remaining.

#### Regulation No. 9 - Year of Office

The session shall commence each year on the day on which the incoming President of the Institution, Officers and Committee members shall take office

#### Regulation No. 10 - Re-election of Committee

All retiring Officers and members of the Committee shall be eligible for re-election.

#### Regulation No. 11 - Method of Election of Committee

The election of the members of the Committee shall be by a ballot of the Voting Members of the Branch. (A ballot need only be held if the number of nominations for any post exceeds the number of vacancies). The ballot may be conducted by post and/or electronically, but must be such that every member has the means to vote.

#### Regulation No. 12 - Nominations for Committee

A list of nominations for members of the Committee shall be prepared by the Committee and circulated to Voting Members of the Branch at least four weeks before the date of the Annual General Meeting. In preparing the list, the Committee shall aim to achieve a Committee, which is representative in grade and location of the membership of the Branch. The list shall indicate that additional nominations, duly proposed and seconded in writing by voting Members and accompanied by the written consent of the Nominee, will be included in the ballot form, if received by a date to be determined by the Secretary and specified on the above circular.

#### Regulation No. 13 - Ballot Procedure

Ballot forms shall contain the name, business address and class of membership of each nominee. They shall indicate the number of vacancies to be filled in each category of vacancy on the Committee, with instructions for the recording of votes.

Ballot forms shall be sent to all Voting Members of the Branch. Completed forms must be returned to the Secretary so as to arrive not later than four days before the Annual General Meeting.

The Secretary (failing whom, the Chairman) shall appoint two scrutineers, who shall not be Committee members or nominees, and who shall open and examine the ballot forms and record and report the results of the election to the Secretary.

#### Regulation No. 14 - Vacation of Office

The office of an Officer or of a member of Committee shall be vacated if the office holder:

- (a) ceases to be a member in any class of the Institution or is suspended for any period from the Institution; or
- (b) is absent from more than three consecutive Committee Meetings without giving adequate reason to the Committee and the Committee thereupon determine that that office has been vacated; or
- (c) submits a letter of resignation to the Committee.

#### Regulation No. 15 - Power of Committee to Co-opt Members

The Committee shall have power to fill any casual vacancies on the Committee or to co-opt additional members thereto. To allow the Committee access to any relevant expertise, co-opted members need not necessarily be members of the Institution. All co-opted members shall serve to the end of the current session.

Co-opted members shall not be eligible to vote at Committee Meetings and shall not take part in consideration of applications for membership.

#### Regulation No. 16 - Committee Meetings

Committee Meetings shall be convened by the Secretary at the discretion of the Branch Chairman. Any four Voting Members of the Committee who have business to bring forward justifying a meeting of the Committee shall require the Chairman to instruct the Secretary to convene a Committee Meeting.

Any member of the Branch may attend a Committee Meeting, but must notify the Secretary of that intention at least one week before the meeting, and may speak if so permitted by the Chairman of the meeting, but shall not be eligible to vote.

#### Regulation No. 17 - Quorum for Committee Meetings

Four Voting Members of the Committee shall form a quorum at any Committee Meeting; the Chairman of such meetings shall have a second or casting vote.

#### Regulation No. 18 - Chairman of Meetings

All meetings of the Branch shall be governed by the Chairman or, if the Chairman is absent, by a Vice-Chairman, or in the absence of both by the Immediate Past Chairman, or by any Past Chairman or other Voting Member present and elected by the Meeting to take the Chair.

#### Regulation No. 19 - Business between Scheduled Meetings

Between scheduled meetings of the Committee, the affairs of the Branch shall be conducted by the Chairman with the assistance of the Secretary without reference to the Committee unless matters arise which, in the opinion of the Chairman, justify convening the Committee. All such affairs so conducted without reference to the Committee shall be reported to the Committee at the first subsequent meeting of the Committee.

#### Regulation No. 20 - Technical Meetings of the Branch

Technical Meetings of the Branch may be held at any centre convenient for the attendance of a reasonable number of members. The opening meeting shall be for the Chairman's Address. Works visits may be held at any time. Any matters may be discussed at a Technical Meeting, but no decisions may be taken regarding the management of the Branch.

#### Regulation No. 21 - Annual General Meeting

The Annual General Meeting shall be held in October unless otherwise decided by the Committee. The date, time and place of the meeting shall be notified to all Voting Members at least 4 weeks before the meeting. This may be done by inclusion in a programme of events for the session.

No business shall be transacted at an Annual General Meeting unless a quorum of five Voting Members is present. The Chairman shall have a second or casting vote. Any member of the Branch may attend the Annual General Meeting.

The Secretary shall present the Minutes of the last AGM. After having been passed by a resolution of the Voting Members present, the Minutes shall be signed by the Chairman and retained by the Secretary

The results of the ballot for ensuing year's Committee shall be presented by the Secretary.

#### Regulation No. 22 - Joint Technical Meetings

Joint meetings with members of kindred institutions may be held.

#### Regulation No. 23 - Minutes of Meetings

The Secretary shall prepare minutes and attendance records of each Committee Meeting and Annual General Meeting of the Branch for preservation in the Minute Book.

At each meeting the Minutes of the previous meeting shall be read by the Secretary or a representative (or may be taken as read), confirmed by a resolution of the meeting, and signed by the Chairman.

#### Regulation No. 24 - Attendance at Meetings of Members and Visitors

All members of the Branch shall be entitled to attend Technical Meetings of the Branch and may introduce visitors, but visitors shall take no part in the Branch business nor in the discussion except with the consent of the Chairman of the meeting.

#### Regulation No. 25 - Finance of the Branch

The Treasurer shall submit to the Resources Committee annually on request a statement of proposed expenditure for the following financial year. Subject to approval of the statement by the Resources Committee, the Institution shall pay invoices, authorised by the Treasurer, up to the total approved. Further expenditure may only be incurred by the Branch with the agreement of the Resources Committee.

The Treasurer shall keep clear and distinct accounts of receipts and authorised expenditure and produce such accounts when required by the Committee.

#### Regulation No. 26 - Annual Return

The Chairman shall submit to the Board by 31 March an Annual Return on the activities of the Branch for the year ended the previous 31 December, containing such information as the Board shall require.

#### Regulation No. 27 - Statement of Account

A statement of the accounts of the Branch to 31 December each year shall be prepared by the Treasurer, considered by the Committee, and, after approval, shall be presented to the Annual General Meeting of the Branch. The report shall also be sent by 31 March to the Chief Executive of the Institution, and may form part of the Branch Annual Report. The statement shall bear the signature of the Treasurer.

### Regulation No. 28 - General

It shall be at the discretion of the Branch to revoke, alter or add to these Regulations or any part thereof at an Extraordinary General Meeting or at the Annual General Meeting. At least twenty-one days' notice shall be given to members of any Extraordinary General Meeting. Such Extraordinary General Meetings shall be convened by the Secretary upon the instructions of the Committee or following receipt of a written notice signed by not less than ten Voting Members, specifying the intention to propose such revocation, alteration or addition. No revocation, alteration or addition shall take effect until confirmed by the Board.

### Regulation No. 29 - Requirement for Chairman to Serve on Council

The Chairman shall represent the Branch as a delegate member of Council, but in the event of the Chairman not being able to attend any meeting of the Council, the Chairman may appoint some other member of the Committee who is a Chartered Structural Engineer to act as the nominated representative of the Chairman for such meeting.

### Regulation No. 30 - Charter and Bye-laws of the Institution

In any case where there appears to be a discrepancy between these Regulations or any amendment thereof and the Charter and Bye-laws and Regulations of the Institution, the latter shall take precedence.

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