

(As at May 2005)

# **Bye-Laws of The Institution of Engineering Designers**

1 These Bye-Laws are subject to and shall give precedence to the Memorandum and Articles of Association of the Institution.

## **2 Membership Requirements**

### **2.1 GUIDELINES FOR MEMBERSHIP ASSESSMENT**

The following guidelines are to be used by the Membership Committee as the basis for assessing all potential members.

- (a) All applicants should be given consideration provided their standard of education, aggregate of training and experience, level of work and responsibility and age are comparable to the requirements of any of the membership grades covered by 2.2 to 2.8 below.
- (b) The assessment of applicants to the Product Design and Technology Division should be considered on the widest possible design criteria, including Computer Aided Draughting and Design and those other fields of design that are often described as 'Industrial or Manufacturing Design'. Always provided the applicants design knowledge and skills are technologically based and cover the following abilities at a level appropriate to the grade offered.
  - (i) **Human:** concern for the real needs and wishes of the marketplace, encompassing market satisfaction and social responsibility.
  - (ii) **Creative:** creative competence, leading to the ability to innovate in a competitive arena to bring high value added products to the market.
  - (iii) **Technical:** technical competence, shown by an understanding of the laws of physics, of materials and their properties and the relevant manufacturing and assembly processes.
  - (iv) **Development:** an enquiring mind that will seek novel methods to satisfy customer requirements and expand the number and variety of design solutions.
  - (v) **Professionalism:** a confident and inspired approach to design, including the ability to deploy the latest market review systems, generate relevant solutions, select the optimum solution and detail it, or subcontract such work in a professional matter.
  - (vi) **Communications:** the ability to communicate and receive communications by the most suitable medium, to depict whole or partial solutions, to conduct negotiations with specialist and non-specialists.
- (c) The Membership Committee, at its discretion, may elect to any appropriate grade of membership teachers, managers, designers, researchers and others actively engaged in engineering, product design or design technology activities, who generally meet the requirements of (a) above.
- (d) When the Membership Committee is unable to decide whether an applicant meets the above guidelines the application should not be formally rejected until the applicant has been offered the opportunity of an interview by two corporate members from the division to which the applicant is seeking membership. The cost of such an interview to be at the applicant's own expense.

### **2.2 MEMBERSHIP - MIED**

A candidate for Membership shall be a person who:

- (a) is at least 26 years of age, in the case of applicants seeking Chartered Engineer status, and 24 years of age in the case of applicants seeking Incorporated Engineer or Engineering Technician status, and either
- (b) for election to the Engineering division, possesses an engineering qualification of a standard that meets the requirements of Engineering Council (United Kingdom) Registration at either Chartered or Incorporated Engineer or

- (c) for election to the Product Design and Technology divisions possesses an equivalent and appropriate qualification acceptable to the Institution, and
- (d) has had an apprenticeship in engineering or product design or design technology or other formal training of at least two years duration, covering workshop and/or site and/or laboratory work, and drawing/Computer Aided Draughting and Design and/or design office work, and  
Note: Hereinafter the term Computer Aided Draughting and Design is abbreviated to CADD.
- (e) has at least three years responsible professional experience of which at least two years were in engineering/product design or design technology, and
- (f) holds a responsible position in engineering/product design or design technology, management or education/training, and either
- (g) for election to the Engineering division, completes a professional review in accordance with Engineering Council (United Kingdom) requirements for engineer's registration as an integral part of the membership application procedure or is currently registered as a Chartered Engineer or an Incorporated Engineer or an Engineering Technician, or
- (h) for election to the Product Design and Technology divisions, completes a professional review that meets the requirements of the Institution as an integral part of the membership application procedure.

In fulfilling the requirement under 2.2(g) or (h) above a candidate may also opt for a portfolio assessment of his work and at the discretion of the Council, be entered on the Institution's Design Register as a Registered Engineering Designer (REngDes) or a Registered Designer (RDes) or a Registered Computer Aided Design Manager (RCADMan).

### 2.3 FELLOWSHIP - FIED

An application for Fellow must be assessed and approved by at least three Fellows of the Institution.

A candidate for Fellowship shall **normally** be a Member of some years standing who:

- a) is at least 30 years of age, and
  - b) has at least 10 years professional experience of which at least six years were in engineering/product design or design technology, and
  - c) has demonstrated excellent ability in the profession, through superior responsibility or quality of work, and either
  - d) for election to the Engineering division completes a Professional Review in accordance with Engineering Council (United Kingdom) requirements for engineer's registration as an integral part of the membership application procedure or is currently registered as a Chartered Engineer or an Incorporated Engineer, or
  - (e) for election to the Product Design and Technology divisions possesses an equivalent and appropriate qualification acceptable to the Institution.
- (f) The Membership Committee can, at their discretion, elect directly to the grade of Fellow an applicant who meets all of the above requirements 2.3(a) to 2.3(e) as appropriate, and who is not already a Member of the Institution.

### 2.4 ASSOCIATESHIP – AIED

A candidate for Associateship shall be a person who:

- (a) is at least 22 years of age, and either
- (b) for election to the Engineering division possesses an engineering qualification of a standard not less than that exemplified by the National Certificate/Diploma in Engineering or an appropriate and acceptable City & Guilds of London Institute's Part II Certificate or relevant National Vocational Qualification(s), or
- (c) for election to the Product Design and Technology divisions possesses an equivalent and appropriate qualification acceptable to the Institution, and
- (d) has had an engineering or product design or design technology apprenticeship or other formal training of at least two years duration, covering workshop and/or site and/or laboratory work, and drawing/CADD and/or design office work, and
- (e) has had at least two years experience in an engineering/product design or CADD drawing/design technology environment over and above such experience gained in training.

2.5 **COMPETENT DRAUGHTING ASSOCIATE – CDAIED**

This grade is only open to applicants seeking entry to the Product Design and Technology division.

A candidate for Competent Draughting Associate shall be a person who:

- (a) is at least 20 years of age, and
- (b) can demonstrate that as a result of practical experience or a combination of practical experience and other academic competencies satisfy the Institution's requirements, and
- (c) has received professional training in design for a period of at least one year which is acceptable to the Institution, and
- (d) has at least one year of experience in CADD practice.

2.6 **GRADUATESHIP**

An applicant for Graduateship shall be a person who:

- (a) is actively or prospectively engaged in engineering or product design, or design technology and either
- (b) possesses an educational qualification acceptable for registration at Chartered Engineer or Incorporated Engineer level on the Engineering Council (United Kingdom) Interim Stage Register for admission to the Engineering division, or
- (c) holds an equivalent and appropriate educational qualification acceptable to the Institution for admission to the Product Design and Technology division.

2.7 **DIPLOMATESHIP**

An applicant for Diplomateship shall be a person who:

- (a) is actively or prospectively engaged in engineering/product design/technology or CADD practice and either
- (b) possesses an educational qualification acceptable for registration on the Engineering Council (United Kingdom) Interim Stage Register for admission to the Engineering division at Incorporated Engineer or Engineering Technician level, or
- (c) possesses an equivalent and appropriate educational qualification acceptable to the Institution for admission to the Product Design and Technology divisions.

2.8 **STUDENTSHIP**

An applicant for Studentship shall be a person who:

- (a) is at least 18 years of age, and
- (b) is actively or prospectively engaged in engineering/product design or design technology practice as an apprentice, trainee or otherwise, and is engaged on a course of study/training as to allow election to at least the grade of Associateship within 5 years. Student membership will normally lapse after 5 years if a transfer to another grade is not effected within that time.

2.9 **FOUNDER MEMBERSHIP**

Irrespective of grade, Founder Membership shall be indicated in any published Roll of Members by suitably distinguishing the name of the Founder Member in print. For the purpose of this Bye-Law, a Founder Member is defined as any current Life Member or paid up member who is listed on the "*Roll of Primary Members*" published at the time of the first Annual General Meeting held in 1947.

3 **Appointment of Officers and Election of Council**

- (a) The annual appointment of the Chairman and Vice-Chairmen shall be by postal ballot of all voting members of the Council, following which a further postal ballot of all voting members of the Council will be held to select the Council's nominations to fill Council vacancies arising from Article 43. Such ballot will be conducted in a timely way to ensure compliance with Article 44.
- (b) Each newly appointed Member of Council, including the ex-officio officers and co-opted Councillors shall hold at least one additional appointment to their Council post on either the Executive Board or Membership Accreditation Board or one of the following committees – Membership Committee, Editorial Committee or Education and Training Committee, or, in the case of the Regional Co-ordinators representative, as a Regional Co-ordinator. Such appointments to be determined by postal ballot to be held following the AGM and before the first Council meeting after the AGM.
- (c) A Past Chairman shall be any member who has held the office of Chairman.

(Note: Before 1994 the Chairman of Council was also the President of the Institution).

- (d) The Honorary Treasurer shall be Council's representative to carry out random and regular examinations of the Institution's accounts. He will monitor the financial controls exercised by the Secretariat and as far as is possible to ensure that the accounts are maintained by the Secretariat in accordance with the Charity Commissioners "Statement of Recommended Practice" (SORP) and that they also meet financial and audit requirements under Company Law, as well as any additional requirements laid down by Council in the Bye-Laws.

His primary role is to guard against the possibility of fraud and to ensure that clear audit trails of all financial transactions are maintained, that accounting procedures are periodically reviewed and that any observations arising are reported to Council for resolution. With this in mind he should whenever possible attend meetings between the Institution's Accountant, Auditors and the Secretariat, and he may at any time request copies of accounts from the Secretariat or visit the Institution's Headquarters to monitor the accounts.

#### 4 **Proposal of Motions**

The proposer of a motion put to Council or to a Council Board must be present at the time the proposal is discussed and voted upon.

#### 5 **Subscriptions**

The annual subscriptions shall be of such amounts as may from time to time be approved by the Institution in General Meeting. Subscription changes shall be notified to members at least four weeks prior to introduction.

#### 6 **Fees**

- (a) An Application Fee of such amounts as may be from time to time determined by Council shall be payable with the Application Form, whether for admission or transfer.
- (b) An Entrance Fee shall be payable of such amount as may from time to time be determined by the Council.
- (c) Examination Fees shall be payable where necessary as may be determined from time to time by the Council.
- (d) Fees for registration as CEng, IEng or EngTech shall also be payable as determined from time to time by the Engineering and Technology Board (ETB).

#### 7 **Banking Account**

- (a) The funds of the Institution shall be controlled by the Council. All subscriptions and other income arising from any source shall be paid into an appropriate account of the Institution and, except for the making of such payments as are required to meet current expenses, no payments shall be made otherwise than by cheque drawn on the bankers.
- (b) All cheques shall be signed by the Secretary or his appointed and authorised deputy and at least one member of Council.

#### 8 **Secretary**

- (a) The Secretary shall be appointed in accordance with Article 39 aforesaid.
- (b) It shall be the duty of the Secretary, in compliance with the Articles of Association and these Bye-Laws, to conduct the correspondence of the Institution; to prepare agenda for, and attend all meetings of the Council; to take, or cause to have taken, minutes of the proceedings of such meetings of the Council; to read the minutes of the proceeding meeting, and all communications which may be ordered to be read; to have charge of the library; to be responsible for the publication of the journal, and to superintend the publication of such papers as the Council may direct; to direct the collection of subscriptions and the preparation of the account of the expenditure of the funds, and to present all accounts to the Council for inspection and approval.
- (c) The Secretary shall be responsible for advising the Council of any changes to the staff establishment deemed necessary. He/she shall also engage and be

responsible for all persons employed under him/her, and shall generally conduct the ordinary business of the Institution.

- (d) The Secretary shall have authority for the disbursement of amounts not exceeding £200 for non-budgeted items without prior approval of the Council.

9 **Disqualification**

Should any candidate be detected in any dishonourable conduct in regard to the procedure of gaining admission to membership of the Institution, his application shall be cancelled, and the fees he has paid shall be forfeited. He may, at the discretion of the Council, be refused as a candidate at any subsequent examination.

10 **Alteration to Bye-Laws**

Alterations or additions to these Bye-Laws may be made by the Council, except where these Bye-Laws or the Articles of Association state that they shall be made by the Institution in General Meeting.

11 **Alterations to Memorandum and Articles of Association**

Alterations or additions to the Memorandum and Articles of Association can only be made in General Meeting.

12 **Branches**

- (a) On acceptance of an offer in writing from a voting member willing to serve as a Regional Co-ordinator, the Council may authorise the formation of a Branch.
- (b) A Regional Co-ordinator post may be terminated by the Council on one month's notice being given to the Regional Co-ordinator concerned in writing.
- (c) A Regional Co-ordinator post may be relinquished by the Regional Co-ordinator concerned on one month's notice being given to the Council in writing.
- (d) Regional Co-ordinators shall be responsible to the Council for organising Branch activities. Branch Committees may be set up and maintained locally for the purpose of assisting Regional Co-ordinators with their tasks.
- (e) The Regional Co-ordinators may nominate a representative from their number to sit on Council as a co-opted member subject to approval by Council. The representative will be elected at the annual Regional Co-ordinators Annual Conference and will be responsible for all formal communication between the branches and Council.
- (f) Where possible the administrative facilities at Headquarters for correspondence, circulation, etc, shall be made available to the Regional Co-ordinators and may be utilised by them through the Secretary of the Institution in order to obviate any need for local office equipment.
- (g) Regional Co-ordinators shall be entitled to out-of-pocket expenses properly incurred in the service of the Institution and they shall be reimbursed by the Institution against claims made in writing. Regional Co-ordinators shall also be entitled to forward or cause to have forwarded to the Institution for payment all costs resulting from the arranging of Branch activities.
- (h) Each Regional Co-ordinator shall be allocated a budget for each financial year – 1<sup>st</sup> January to 31<sup>st</sup> December, to cover all normal expenses incurred in the running of a Branch, but this shall not prevent a Regional Co-ordinator making application to the Council for an increase to the budget for special events or other circumstances where this might be necessary or desirable. Any expenditure incurred in excess of the approved budget figure may be repudiated by the Council or charged against the following year's budget figure at the discretion of the Council. The Secretary shall keep a record of all expenditure incurred by each Branch and shall, at appropriate intervals or when requested, supply a copy of such record so that each Regional Co-ordinator shall be aware of the expenses incurred by his Branch.
- (i) Service as a Regional Co-ordinator and service on a Branch Committee shall confer no personal advantage or benefit and shall not add or detract from the rights appertaining to membership of the Institution. The rights of a group of members, such as a Branch Committee, shall not exceed those of the individual members of the group.
- (j) Regional Co-ordinators shall be free to accept help for planning and arranging Branch activities from any members willing to form and/or serve on a Branch Committee. the numerical strength of which shall be adequate for the extent of

- help which the Regional Co-ordinator considers necessary for maintaining Branch activities at a reasonable level.
- (k) The internal organisation of Branch Committees and the method of procedure for ensuring continuity shall be a matter for such Committees as far as electing members and officers of such Committees is concerned.
  - (l) Regional Co-ordinators shall be precluded from occupying any position on their Branch Committee which would make them answerable to that Committee instead of to the Council of the Institution. There shall be no transfer of responsibility from a Regional Co-ordinator to a Branch Committee.
  - (m) Disagreement between a Regional Co-ordinator and his Branch Committee may be referred to the Council by the Regional Co-ordinator or a member of the Committee or both.
  - (n) Where it is deemed desirable by the Regional Co-ordinator and a majority of the Committee members present at a meeting to fill a vacancy on the Committee, the Secretary of the Institution shall make this known to the Branch membership on request.
  - (o) The Regional Co-ordinator shall send informative reports on all Branch activities to the Secretary of the Institution and such reports shall be submitted in order to provide material for administrative purposes, as well as material for publication so that certain Branch activities, such as lectures, may be enjoyed by the membership of the Institution as a whole.
  - (p) In order to present and maintain the Institution's corporate image, correspondence originating from Regional Co-ordinators in connection with Branch activities shall be on letterheads provided for this purpose by the Institution, and posters, notices, etc shall be on sheets provided by the Institution or on sheets the design of which has been approved by the Council.

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**Register of Designers**

- (a) The Council shall promote, establish and maintain a Register for the purpose of registering practising designers, who satisfy the Council through their formation, experience, practice and design work accomplished, that they are capable of designing to the highest standards of competence and excellence.
- (b) The Council shall publish Regulations governing the procedure and requirements for such registration.
- (c) As directed and approved by the Council a Registrant shall be entitled to describe himself as a "Registered Engineering Designer", "Registered Designer" or "Registered Computer Aided Design Manager" and to use after his name the designatory letters REngDes, RDes or RCADMan so long as his name remains on the Register.
- (d) A successful Candidate's registration shall run for five years, and the registration shall be renewable at five-yearly periods if at such times the Registrant shall have satisfied the Council that such renewal is justified on the scrutiny of the design work successfully carried out during the preceding registration period.
- (e) A Candidate's registration shall be ratified after the payment of such registration fee(s) as the Council shall lay down in the Regulations from time to time, and the Council shall place his name on the Register and issue to the Candidate a Certificate showing details of his registration and his entitlement to use the description "Registered Engineering Designer", "Registered Designer" or "Registered Computer Aided Design Manager".  
Such certificate may be endorsed to show the type and/or level of design work in which the Registrant has satisfied the Council in its examination and investigation, and shall clearly show the date of validity. Each such certificate shall remain the property of, and on demand be returned to, the Council.
- (f) A certificate may be withdrawn as the result of incompetence and/or dishonourable conduct brought to the notice of and proved to the satisfaction of Council, and Registrant being heard in his defence. For the purposes of this Bye-Law the Institution's Code of Professional Conduct and Appeals Procedure apply.
- (g) The names of Registrants whose certificates are not renewed at the expiration of the registration period, or whose certificates are withdrawn in accordance with Bye-Law 13(f) shall be removed from the Register.

- (h) The list of names on the Register shall be published annually and made available to Registrants, clients, employers and other enquirers.
- (i) The Council shall normally delegate executive action in respect of the formation and maintenance of the Register to the Membership Accreditation Board.

14 **Nomination Procedure for the Award of Honorary Fellowship**

- (a) Nominations for Honorary Fellowship shall be submitted in writing to Council for their consideration.
- (b) At no time shall the individual be approached concerning the nomination prior to consideration by the Council and the execution of the Council's instructions.
- (c) All nominations for Honorary Fellowship shall clearly define:
  - (i) Service to the Institution and/or
  - (ii) Service to the Profession.

A brief history sheet shall accompany each individual nomination; in the case of (i) this can be very brief since it is likely that the person will be well known to Council members. In the case of (ii) however, information must be more detailed since it is probable that some Council members may be unaware of the achievements of the person nominated or of the nominee himself.
- (d) Awards under (c)i Services to the Institution:
  - (i) Persons who have freely given of their time in their achievement and contribution to the Institution;
  - (ii) Persons employed by the Institution who have freely given of their time to the Institution over and above their normal course of duty.
- (e) Awards under (c)ii Services to the Profession:
  - (i) Contribution of outstanding merit to Design;
  - (ii) Contribution of outstanding merit to Mankind and the Environment.
- (f) Nominations of Honorary Fellowship shall be made by not less than three corporate members of the Institution. The "proposers" or "sponsoring members" shall indicate clearly their names, addresses and occupations, and append their signatures to the written proposal to Council. The written proposal shall take the form of a draft citation, ie the Proposer's view as to what should be promulgated as the reason for the award, if the proposal were accepted.
- (g) First indication of Honorary Fellowship to any person proposed should be an "offer" of Honorary Fellowship in writing from the Secretary as a directive from the Council.
- (h) Where nominations for Honorary Fellowship are to come before the Council, such nominations shall be presented to the Council at least twenty-eight days prior to the meeting. A copy of the names of the proposer, the draft citation and history sheet shall be provided to each Council member. Voting shall be by ballot of all listed Council members and a two-thirds majority shall be necessary for acceptance.
- (i) Votes for and against shall be recorded in the Minutes and where a nominated person fails to gain Honorary Fellowship, the Secretary shall notify the proposers/sponsors as to the voting. No other reason shall be given.

15 **Benevolent Fund Rules**

- (a) The Fund shall be used to make grants or loans to members in necessitous circumstances through illness, redundancy or other misfortune.
- (b) A member, in this case, shall be a person who is on the list of members at the time of the application to the Fund, or be a past member who would have been on the list as a paid up member but for the misfortune which has prompted the application.
- (c) The Fund shall be administered by the Council, who shall decide, on the advice of the Secretary, the Honorary Treasurer or other appointed officer, in their sole discretion what sums shall be granted or loaned to whom, and such decisions shall be recorded in the Council minutes.
- (d) The Fund shall be kept in an account separate from that of the Institution's general fund, and shall be audited annually by the Institution's auditors.