

Regulations of the Republic of Ireland Branch

Approved 24 April 2001

1.00 PRELIMINARY

1.01 In these regulations the words standing in the first column of the table next following shall bear the meanings set opposite to them respectively in the second column of that table.

The Institution:	The Institution of Structural Engineers
The Branch:	The Republic of Ireland Branch
Fellow:	A member who has been elected to Fellowship in accordance with the requirements of the Institution Bye-Law Number Three
Member:	A person who has been elected to that class of membership of the Institution as defined in Institution Bye-Law Number Four
corporate member:	Fellows, Members and Associates of the Institution
non-corporate member:	Honorary Fellows, Companions, Associate Members, Graduates and Students of the Institution
member:	A member of the Branch in <u>any class of membership</u> of the Institution

1.02 The Branch shall be known as the Republic of Ireland Branch of the Institution of Structural Engineers.

1.03 The area covered by the Branch shall be the Republic of Ireland.

2.00 MEMBERSHIP OF THE BRANCH

2.01 The Branch shall consist of all members resident in the Republic of Ireland.

2.02 The Branch shall not charge any entrance fee or subscription nor require the submission of any form of application for membership of the Branch.

3.00 BRANCH MANAGEMENT AND MEETINGS OF THE BRANCH

3.01 The Branch shall be managed by a Committee of members, of whom the Chairperson and at least two others are Fellows of the Institution, consisting of the following Honorary Officers and members:

- (a) A Chairperson
- (b) A Vice-Chairperson
- (c) An Honorary Secretary
- (d) An Honorary Treasurer
- (e) An Honorary Education Training & Recruitment Officer
- (f) An Honorary Information Officer
- (g) The immediate Past Chairperson

- (h) At least four but not more than seven corporate members of the Branch
- (i) Any member of Council resident within the area of the Branch who shall serve ex-officio as a member of the Committee
- (j) Three non-corporate members elected and/or co-opted by the Committee to represent the views of the non-corporate members
- (k) Up to three members co-opted by the Committee to assist in current activities of the Committee. These co-opted members may serve for a stated period or for a stated purpose at the discretion of the Committee. They shall not be entitled to vote.

3.02 The Branch Committee shall be elected at the Annual General Meeting. Nominations shall be proposed and seconded in writing by corporate members after obtaining the consent of the nominee and shall be delivered to the Branch Honorary Secretary not later than twenty four hours before the meeting. Corporate members only are entitled to vote and voting shall be by a show of hands or by a ballot of members taken at a meeting if such a ballot is requested by any corporate members attending that meeting.

3.03 The Chairperson and Vice-Chairperson shall be elected to serve for one year and are eligible for re-election. They shall not serve in any one capacity for more than two consecutive years. The Honorary Secretary and Honorary Treasurer shall be elected to serve for one year and are eligible for re-election. They shall not serve in such capacity for more than five consecutive years. Committee members shall be elected for one year and are eligible for re-election. The Committee shall have power to fill any vacancy arising on the Committee and such members shall serve until the following Annual General Meeting.

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

3.05 The Honorary Secretary shall be responsible for maintaining contact with the Institution and for preparing and circulating the necessary documentation in relation to Branch activities. Committee Meetings shall be convened by the Honorary Secretary in consultation with the Chairperson, or at the request of four members of the Committee, within twenty-one days of such request. A Committee quorum shall be four corporate members and the Chairperson shall have a casting vote.

3.06 The office of an Honorary Officer or of a member of the Committee shall be vacated if: -

- (a) He/she ceases to be a member of the Institution, or
- (b) His/her membership of the Institution is suspended, or
- (c) He/she is absent from more than three consecutive Committee meetings without giving adequate reason to the Committee and the Committee thereupon resolve that he has vacated office, or
- (d) He/she submits a letter of resignation from office to the Committee.

3.07 Proper minutes shall be made of the proceedings of all Committee meetings of the Branch and of all business transacted at such meetings. Such minutes shall be read,

and if approved, signed as a correct record by the Chairperson of the next succeeding meeting of the Committee.

- 3.08** The Branch Committee shall meet at least 3 times during each session. Meetings of the Branch shall be held at such times and places within the area as the Committee may appoint.
- 3.09** The Committee shall in each year convene a General Meeting of the Branch to be held in the month of April and to be called the Annual General Meeting, the business of which shall be: -
- (a) To receive a report from the Chairperson on the current year of office
 - (b) To receive a report from the Honorary Treasurer and consider the accounts and balance sheet for the last preceding year and to appoint two Honorary Auditors
 - (c) To elect the Honorary Officers and other members of the Committee for the coming year
 - (d) Any other relevant business.
- 3.10** The Committee shall convene a meeting of the Branch in the month of September at which the Chairperson elected at the Annual General Meeting shall be installed in the Chair and on the date of such meeting the Honorary Officers and other members of the Committee shall commence their year of office. The commencement of the Branch Session shall be the date of the installation of the President.
- 3.11** The Committee shall also from time to time hold meetings for the benefit of members for the advancement of the science and art of structural engineering by the reading of papers, the delivery of lectures and the discussion of subjects of interest in connection with structural engineering or kindred topics. All members of the Branch shall at the discretion of the Chairperson be entitled to bring visitors to such meetings.
- 3.12** The Committee may, whenever they think fit, call an Extraordinary General Meeting of the Branch and they shall at any time on the requisition of any ten corporate members of the Branch, convene such a meeting within twenty-one days of the date of such requisition.
- 3.13** No business shall be transacted at any General Meeting unless a quorum is present. A quorum shall be six corporate members. This regulation shall not apply in respect of the presentation of a paper or a lecture.
- 3.14** All meetings of the Branch shall be governed by the Chairperson, or in his absence by a Vice-Chairperson or in their absence by any corporate member elected by the meeting to take the Chair. Decisions of the Chairperson upon any matter whatsoever arising on the conduct of the meeting shall be final and binding on the meeting. In the case of equality of votes the Chairperson shall have a casting vote.
- 3.15** During the summer recess the affairs of the Branch shall be conducted by the Branch Chairperson with the assistance of the Honorary Secretary without reference to the Committee unless matters arise which, in the opinion of the Chairperson, justify convening the Committee. All such affairs so conducted without reference to the Committee shall be reported to the Committee at its first subsequent meeting.

4.00 FINANCE

- 4.01** All grants from the Institution and other monies received shall be paid into a Branch account at a Bank determined by the Committee. Expenses of the Branch shall be paid out of this account. The Chairperson, the Vice-Chairperson, the Honorary Secretary and the Honorary Treasurer shall be authorised to sign cheques on behalf of the Committee and all cheques shall be signed by any two of them.
- 4.02** The Committee shall cause proper accounts to be kept of all sums of money received and expended by the Branch and all expenditure shall be subject to the approval of the Committee.
- 4.03** The Honorary Treasurer shall furnish to the Committee on or before the 31st January each year an audited signed statement of income and expenditure of the Branch for the year to the 31st December. This statement, signed by the Honorary Auditors and by the Honorary Secretary, shall be forwarded to the Secretary of the Institution on or before the 31st January in that year and report to the AGM in April.
- 4.04** Two Honorary Auditors, neither of whom shall be members of the Branch Committee, shall be elected at the Annual General Meeting. At least one of the auditors shall be a corporate member.
- 4.05** The Honorary Treasurer shall, on behalf of the Committee, submit to the Institution by 31st January each year a budget on which the Branch grant for the following financial year will be based.

5.00 ALTERATION OF REGULATIONS

- 5.01** Should any discrepancy arise between these Branch Regulations and the Bye-Laws of the Institution, the Bye-Laws shall govern.
- 5.02** The Branch may at any time revoke, alter or add to its Regulation by resolution of a Branch General Meeting, but no such revocation of, or alteration of addition to such Regulations, shall take effect until confirmed by the Council of the Institution.