



# RAILWAY CIVIL ENGINEERS' ASSOCIATION

(Founded 1921)

CONSTITUTION AND RULES AT 24 April 2009

## TITLE

1. The Association shall be called the "RAILWAY CIVIL ENGINEERS' ASSOCIATION" (RCEA).

## OBJECTIVE

2. The objective of the RCEA is to foster continuing professional development and the exchange of knowledge and experience amongst railway engineers by way of technical papers and discussions, site visits to engineering works and talks on matters relating in general to railway civil engineering.

## AFFILIATION

3. The RCEA shall be affiliated to the Institution of Civil Engineers (ICE) as an Associated Society

## MEMBERSHIP

4. The RCEA shall consist of Ordinary, Honorary Life and Honorary and Young Professional members, defined as follows:-
  - a. Ordinary membership of the RCEA shall be accorded to those who are engaged in, or have been engaged in, the development, design, construction or maintenance of engineering infrastructure for railway operations. Ordinary members will normally be professional engineers. Membership may also be accorded on the basis of experience, position of responsibility, or contribution to the railway infrastructure industry.
  - b. Honorary life membership shall be awarded to members of the RCEA when they reach the age of 80 years.
  - c. Honorary membership may be accorded, by invitation, to eminent persons expected to bring status to the RCEA.
  - d. Young Professional Members shall normally be graduates on a formal training scheme. Graduates not on a formal training scheme will be accepted if they supply an acceptable statement explaining how they intend to gain suitable structured experience. Young Professional Members shall transfer to the grade of Ordinary Member upon becoming a Chartered Engineer or after five years, whichever is the sooner.
5. Any Ordinary Member may propose a person for Honorary Membership by advising the Chairman in writing with supporting evidence. All proposals shall be considered by the Management Committee and if recommended, approved or otherwise at an Annual General Meeting (AGM).
6. Applications for Ordinary membership shall be considered by the Membership Committee, and if in its opinion, a candidate meets the requirements of Rule 4(a), it shall confirm formal admission. Details of new members shall be advised to all members.
7. When any member believes that he or any other member is engaging in any activity which may be in conflict with the interests of the RCEA, the facts shall be reported in writing to the ICE Secretariat who will forward the information to the Management Committee who, after consideration, will decide whether continued membership is compatible with the interests of the RCEA, and take appropriate action.
8. Members shall be deemed to have resigned from the RCEA if :-
  - a. they so inform the ICE Secretariat in writing;
  - b. they become more than 8 months in arrears (see Rule 23).

## MANAGEMENT OF THE RCEA

- 9 Management of the RCEA shall be vested in the Chairman, the Deputy Chairman and the Management Committee. There shall also be a Membership Committee to consider applications for membership.
- 10 Members of all categories may form themselves into groups. Such groups may organise local meetings, which must be open to all members to attend, but may not incur any costs or other liabilities without the prior approval of the Management Committee.
- 11 The Chairman shall be an Ordinary Member elected at the AGM, and shall hold office for the ensuing year. In the event that the Chairman is not able to undertake his duties, the duties will be assumed by the Deputy Chairman. The Chairman shall normally be the Deputy Chairman who held office during the previous year.
- 12 The Deputy Chairman shall be an Ordinary Member elected at the AGM, and shall hold office for the ensuing year. He will be responsible for planning the programme of site visits and technical papers for his forthcoming year of office as Chairman. In the event that the Deputy Chairman is unable to carry out his duties for a period of two months or longer, he shall resign from office and the Management Committee shall appoint a new Deputy Chairman and advise the membership accordingly.
- 13 The Management Committee shall consist of six ordinary members elected at the AGM and serving for the ensuing twelve months. The Chairman, Deputy Chairman, Immediate Past Chairman and the Secretary shall be ex-officio members. The Management Committee may co-opt a maximum of four Ordinary Members, and a representative may be appointed by the ICE. It shall appoint one of its members to represent the RCEA on the Transport Board of the ICE. The Management Committee shall meet at least once a year.
- 14 The Membership Committee shall consist of four Ordinary Members elected at the AGM. One member shall retire each year on a rotational basis. Retiring members shall be eligible for re-election. The Management Committee shall appoint one of its members to chair the Membership Committee.
- 15 A Secretary shall be elected at the AGM, and shall hold office until the close of the following AGM. He shall liaise with the ICE secretariat, and shall prepare a written record of the proceedings of each AGM and EGM which shall be subject to the approval of members at the following AGM. He shall also keep a book in which members attending each such meeting shall sign their names.
- 16 The ICE Secretariat shall take charge of the monies, books and papers, and be responsible for the administrative work in connection with the RCEA.
- 17 No member shall enter into any contract or borrowing on behalf of the RCEA without the prior recorded approval of the Management Committee, who shall ensure that sufficient funds are available to meet any such obligations.
- 18 If the Management Committee decides that it is necessary or advisable to dissolve the Association, it shall call an EGM. If the proposal is confirmed by a two thirds majority of those present and voting, the Management Committee shall, after the satisfaction of any proper debts and liabilities, have the power to realise any assets held by or on behalf of the Association. The Funds shall be distributed to an organisation with similar objectives to the Association.

## FINANCIAL ARRANGEMENTS

- 19 The RCEA's financial year shall terminate at the 31st December of each year, and at such time annual accounts shall be prepared. These shall be examined by two Internal Examiners, and presented to the membership at the following AGM.
- 20 The Internal Examiners shall be appointed at an AGM, and shall not be members of the Management Committee.
- 21 The Management Committee shall agree with the Secretariat of the ICE an annual sum for the services provided by them.
- 22 Each member (other than Honorary, Honorary Life or Young Professional Member) shall pay a subscription. The annual subscription shall be set by the Management Committee before the preceding 30th June, and Members advised in writing. Those Ordinary Members who have formally retired from an active working life shall be recognised as "retired" and their subscription may be reduced.
- 23 Annual subscriptions are due and payable on 1st January for the ensuing year, and shall be deemed to be in arrears if unpaid by the 30th April. For any new member joining the RCEA in the three months prior to 1st January the subscription paid shall cover the period up to 31st December of the following year.

## MEETINGS

- 24 At least four technical meetings a year, at which papers are presented, shall be held at appropriate intervals and at such places as may be decided from time to time.
- 25 The AGM shall normally be held in London in April/May. The Chairman may call an Extraordinary General Meeting (EGM) at any time he may think necessary. An EGM may also be called by three Management Committee members or twenty Ordinary Members of the RCEA requesting, in writing, that the Secretariat arrange such a meeting. Members must be given at least fourteen days notice and a statement of the purpose of an EGM.
- 26 Matters concerning the business and administration of the RCEA, or affecting the Constitution and Rules of the RCEA may only be raised at an AGM, or an EGM.
- 27 Members wishing to bring matters before an AGM shall intimate the same to the ICE Secretariat at least fourteen days before the date of the meeting. However, the Chairman of the meeting may, at his discretion, permit other matters to be raised.