



RAILWAY CIVIL ENGINEERS' ASSOCIATION

(Founded 1921)

CONSTITUTION AND RULES AT 24 April 2018

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 a Specialist Knowledge Society

MEMBERSHIP

4. The RCEA shall be open to all those who share a professional interest in the development, design, construction or maintenance of engineering infrastructure for railway operations and who support the objectives of the Association.
5. Membership grades shall consist of Student, Young Professional, Ordinary and Honorary Life Membership. Criteria for admission are defined in Appendix A to this document.
6. Applications for membership shall be submitted to the ICE Secretariat or directly to the Membership Secretary. Details of membership changes shall be advised to all members at the AGM.
7. If any member believes that any member is engaging in any activity which may be in conflict with the interests of the RCEA, the facts shall be stated in writing to the Chair, who, after consideration and consultation with the Management Committee, will decide whether continued membership is compatible with the interests of the RCEA, and take appropriate action.
8. Members may resign from the RCEA by informing the ICE Specialist Knowledge Societies Secretariat in writing. At the discretion of the Membership Secretary, members whose subscriptions are in arrears by more than 8 months may be deemed to have resigned their membership.

MANAGEMENT OF THE RCEA

- 9 Management of the RCEA shall be vested in the Management Committee, which shall include a Chair, Deputy Chair, Secretary and Membership Secretary (all ex-officio members) and six Officers. The Chair, Deputy Chair, Secretary and Membership Secretary shall be Ordinary Members elected at the AGM. The six Officers shall be Ordinary or Young Professional Members, also elected at the AGM. The immediate Past Chair shall also be an ex-officio member of the Management Committee. The Management Committee may co-opt Ordinary or Young Professional Members to the Management Committee. A representative also may be appointed by the ICE.
- 10 The Management Committee shall meet at least four times a year, but will normally meet monthly.
- 11 The Management Committee shall appoint one of its members to represent the RCEA on the Transport Board of the ICE.
- 12 In the event that the Chair is not able to undertake his/her duties, they shall be assumed by the Deputy Chair. In the event that the Deputy Chair, Secretary, Membership Secretary or other Officers are not able to undertake their duties, they shall inform the Chair at the earliest opportunity, who shall have the power to appoint a replacement as appropriate from the elected members serving on the Management Committee or by co-opting Ordinary or Young Professional Members to the Management Committee
- 13 The duties of Chair, Deputy Chair, Secretary, Membership Secretary and Officers of the Management Committee shall be agreed at the first formal meeting of the Management Committee, based on the schedule in Appendix B of this document.
- 14 The ICE Specialist Knowledge Societies Secretariat shall take charge of the monies, books and papers, and be responsible for the administrative work in connection with the RCEA.
- 15 Subject to the approval of the Management Committee, members of all categories may form themselves into groups. Such groups may organise local meetings, use the name, logo, systems and processes of the RCEA, but must be open to all members to attend, and may not incur any costs or other liabilities without the prior approval of the Secretary.
- 16 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.
- 17 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

- 18 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.
- 19 The Internal Examiners shall be appointed at an AGM, and shall not be members of the Management Committee.

- 20 The Management Committee shall agree with the ICE Specialist Knowledge Societies Secretariat an annual sum for the services provided by them.
- 21 Subject to grade of membership, each Member shall pay a subscription, set by the Management Committee and advised to Members in writing. Ordinary Members who have formally retired from an active working life shall be recognised as "retired" and their subscription may be reduced accordingly.
- 22 Annual membership starts on the 1st October and subscriptions are due and payable on 1st January for the following 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

- 23 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.
- 24 The AGM shall normally be held in London in April/May. The Chair may call an Extraordinary General Meeting (EGM) at any time they consider 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.
- 25 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.
- 26 Members wishing to bring matters before an AGM shall intimate the same to the ICE Specialist Knowledge Societies 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.

Appendix A - Membership Criteria and Fees

The RCEA shall be open to those who share a professional interest in the development, design, construction or maintenance of engineering infrastructure for railway operations and who support the objectives of the Association.

Admission to all grades of RCEA membership and decisions related to requirements that are not equivalent to ICE membership will be supervised by the Membership Secretary, who shall be a member of the Management Committee.

Membership at Student, Young Professional and Ordinary grades may also be accorded on the basis of experience, position of responsibility, or contribution to the railway infrastructure industry, on the recommendation of the Membership Secretary, subject to a vote of the Management Committee.

Student Membership – you can join us at this grade if you have been admitted as a Student Member of the ICE, or have met equivalent requirements. The ICE requirements are that you are studying engineering, or an engineering-related course at university or college, or if you are working on a placement or apprenticeship.

This grade of membership is free. (Free in 2017).

Young Professional Membership – you can join us at this grade if you have been admitted as a Graduate Member of the ICE (GMICE) or have met equivalent requirements. The ICE requirements are that you have an approved or accredited academic qualification. Young Professional Members shall transfer to the grade of Ordinary Member upon attaining MICE status or at the age of 35, whichever is the sooner.

This grade of membership is subject to an annual subscription. (£25 in 2017).

Ordinary Members – you can join us at this grade if you have been admitted as a Member or Fellow of the ICE (MICE or FICE), or have met equivalent requirements. The ICE has a number of grades of Membership, including Technician, Incorporated and Chartered Membership. It also has various routes to Fellowship of the Institution. This grade of membership is subject to an annual subscription (£52 in 2017) which may be reduced for retired Ordinary Members (£15 in 2017).

Honorary Life Membership shall be accorded to Ordinary Members of the RCEA when they reach the age of 80 years. Honorary Life Membership may also be accorded on the basis of experience, position of responsibility, or contribution to the railway infrastructure industry, subject to nomination by an Ordinary Member and a vote of the Management Committee.

This grade of membership is free. (Free in 2017).

Appendix B – Duties of Members of the Management Committee

The duties of the Management Committee members shall be agreed at the first formal meeting of the Management Committee, based on the schedule below.

Chair *

Chair Management

Committee and evening lectures as required. Liaison with other societies.

Deputy Chair *

The Deputy Chair shall normally be responsible for planning the London programme of visits, events and technical papers for the forthcoming year.

Secretary *

Keep and report accounts, levels of reserve. ICE Service Level Agreement. Authorising all disbursements. External sponsorship. Securing membership income. Develop corporate membership solutions. Liaise with the ICE SPK Secretariat to prepare written records of proceedings.

Membership Secretary*

Growing and knowing the membership. The Membership Secretary will continue to control access to membership, but will also recruit and poll members, reporting on their interests, demographic profile and aspirations. Review the applications procedures. Mail-shot new potential members' groups. Link with ICE Membership Executive to access ICE new members. Communicate with Network Rail, Transport for London and other sources of new members. Survey members' interests and report back. Monitor attendance at meetings.

Events Officer(s)

Run separate events programmes and make links to others with a focus on the interests of particular member groups (younger or older members, members outside London, etc). Support membership growth. Encourage wider engagement with new members. Link to other Institutions, and professional groups. Communicate details to others on the Management Committee and in ICE Events team.

Communications Officer(s)

Manage communication to members. Raise external profile using social media, (LinkedIn, Facebook, Instagram and Twitter). Produce and distribute professional content and support others to do so. Link with ICE Communications team.

External Liaison Officer(s)

RCEA Delegate to ICE Transport Panel, Railway Engineers' Forum and other meetings with rail professional institutions. Joint membership initiatives. (NSAR, Crossrail Learning Legacy, HS2, NR, TfL, etc). Rail skills. Link to ICE Knowledge and Content team. Contributions to external conferences and press.

Other Committee Members

Actively participate in all Committee meetings, making suggestions for future talks and activities and liaise with contacts for potential speakers and sponsors. Promote the RCEA to potential members.

Note: Those positions marked (*) are *ex-officio* members of the Management Committee as they are directly elected to these posts at the AGM. There are also six Officers, whose roles are agreed

by the Management Committee. The immediate Past Chair is also a member of the Management Committee and the ICE may send a representative.