

<b>The Welding Institute:</b>		<b>Governance</b>	
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## BYE-LAWS OF THE WELDING INSTITUTE

### The Welding Institute Bye-Laws

#### For Personal Members of the Institute

Note: The term “Personal Member” applies to all Professional and Non-Corporate Members as defined in Bye-Laws 4 and 5.

Bye-Law 1 Throughout these Bye-Laws, the expression “The Articles” shall mean the Articles of Association of The Welding Institute.

#### Admission to Membership

Bye-Law 2 (a) Non-Corporate Membership of The Welding Institute is open to anyone having an interest in welding, materials joining, materials integrity and associated technologies/professions.

Bye-Law 2 (b) The membership class of Associate constitutes the Non-Corporate Members of the Institute.

Bye-Law 3 (a) Professional Membership is open only to individuals possessing the appropriate qualifications, training and experience. Any person seeking election as a Professional Member shall apply via an application form approved by the Membership, Education and Registration Committee (MERC). The application shall be supported by a proposer and seconder, both of whom shall be Professional Members of equivalent class or higher or alternatively by three referees. All proposers, seconds and/or referees shall sign any supporting document(s) as decided by MERC. On the application form the applicant shall state his/her name, address and nationality, and furnish such other particulars as the Council, on the recommendation of the said Board, may from time to time determine, and shall sign an undertaking to be bound by the Articles and Bye-Laws. An applicant who is unable to obtain the signature of a proposer and seconder qualified in accordance with the provisions of this Bye-Law, may be permitted, in lieu thereof, to submit letters of recommendation from his/her employers and/or responsible persons engaged in the use of welding or one of the allied processes or associated activities, in the manufacture of welding supplies or in a kindred profession, testifying to their personal knowledge of his/her qualifications or suitability for membership. An Application Fee shall be payable on submission of every application for election to Professional Membership of the Institute/Engineering Council Registration.

Bye-Law 3 (b) Save insofar as the Professional Board otherwise directs, a former Professional Member of any class applying for re-election must comply with the same conditions, including the payment of an Entrance Fee, as if such former member had not previously been a member.

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Bye-Law 4 The classes of Fellow, Senior Member, Member and Technician, constitute the Professional Members of the Institute.

Bye-Law 5 The Branches of The Welding Institute and the Technical Groups form the knowledge network of the Institute. All Non-Corporate and Professional Members of the Institute are automatically allocated to a Branch of the Institute and may choose to be members of one or more Technical Groups.

Bye-Law 6 Following the adoption of these Bye-Laws, admission to the several classes of Professional Membership shall, on the decision of the MERC acting for the Professional Board, be conferred by the Council, which shall first satisfy itself that applicants possess the appropriate qualifications, as defined in Bye-Law 7(b), for which they are applying.

### Membership Qualifications

Bye-Law 7 (a) To become a Non-Corporate Member of the Institute, no formal qualification is required.

Bye-Law 7 (b) The qualifications for the several classes of Professional Membership/Engineering Council Registration are published on The Welding Institute Website which are approved by the Membership, Education and Registration Committee MERC. The MERC will also assess and take decisions for membership/registration from persons holding appropriate professional qualifications.

Bye-Law 8 The Professional Board, on the recommendation of MERC, may elect or refuse to elect any candidate for Professional Membership without giving any reasons therefore, and the decision of the Council on escalated appeals and complaints shall be final.

### Subscriptions and Fees

Bye-Law 9 Personal Members (other than those of honorary status) shall pay annual subscriptions which are due annually on the anniversary of the initial award of membership” Suggest following to be added “Personal Members shall pay the relevant application or transfer fee for the grade sought upon submission of application. In some cases, further assessment fees may also be applicable

Bye-Law 10 Personal Members shall pay the relevant application or transfer fee for the class sought upon submission of application. In some cases, further assessment fees may also be applicable.

Bye-Law 11 Subscriptions and fees are determined by The Professional Board on an annual basis after which they are ratified by Council.

Bye-Law 12 The Council may, on the recommendation of the Professional Board, and based on the member’s qualifications, approve the transfer of any Non-Corporate Member to a Professional Membership class, or a Professional Member from one class to another. Every candidate for transfer shall be

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proposed and seconded in the manner prescribed in Bye-Law 3 for election to the class to which he/she is desirous of being transferred.

Bye-Law 13 The admission of a candidate to Personal Membership, or his/her transfer, shall not be completed until payment has been received by the institute in respect of the first annual subscription and other fees (if applicable), or the difference of subscription and Transfer Fee (if any).

Bye-Law 14 Any retired member who has reached the age of 70 and who, upon retirement, was of 30 years in membership, and who applies for inclusion on the register of honorary retired members, shall be eligible for inclusion. , A Personal Member, on retiring from business, may be placed on a register of retired members paying a reduced subscription and enjoy the privileges of membership in the class held on retirement providing they have reached the age of 55 and have been in membership for a minimum of 10 years at the discretion of the Professional Membership Office.

## Register of Members

Bye-Law 15 The Council shall cause to be kept a register of members of all classes, and shall cause to be entered therein the following particulars:

1. The names and addresses of the members;
2. The date at which each member was entered in the register as a member;
3. The dates at which each Non-Corporate Member was transferred to a Professional Membership class and the dates at which a Professional Member was transferred from one class of membership to another;
4. The class of membership and Engineering Council Registration to which each Professional Member belongs;
5. The branch to which each member is attached, or alternatively if "unattached".

After cessation of membership, the Institute retains a former member's details, and files for Professional Members, for three years following their cessation as a member.

## Certificates of Membership

Bye-Law 16 Non-Corporate Members of the Institute may purchase, at a price determined by the Professional Board, a certificate of Associate membership. The Council may issue to any Professional Member a certificate of membership showing the class to which such member belongs. Every Membership certificate, Professional and Non-Corporate, shall remain the property of, and shall on demand be returned to, the Institute.

Bye-Law 17 All certificates of Professional Membership shall bear the common seal of the Institute and shall be signed by a member of the Council, who shall be the Chair or a Vice-Chair of the Professional Board,

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and countersigned by the Associate Director of Professional Affairs and Certification. The form of Non-Corporate Membership certificates shall be determined from time to time by the Professional Board.

Bye-Law 18 A Member of any class, on ceasing to be a member of such class, shall return forthwith to the Secretary any certificate or diploma previously delivered to him/her by the institute or the former Institution or the former Institutes.

### **Rights and Privileges**

Bye-Law 19 Subject to compliance with such conditions of admission as the Council may determine from time to time, a Personal Member shall have the right to attend technical meetings of the Institute, whether organised by the Institute itself or under the auspices of any of the Branches, and if accommodation permits, to introduce guests by prior arrangement.

Bye-Law 20 A Personal Member shall be entitled to receive copies of all such lectures, papers, discussions, publications and annual lists as the Council may determine and on payment of such charges as the Council may fix.

Bye-Law 21 The abbreviated distinctive titles for intimating the class of membership shall be the following:

Fellow	FWeldI
Senior Member	SenMWeldI
Member	MWeldI
Technician	TechWeldI
Associate	AWeldI

Honorary Members will be permitted to adopt the abbreviated title appropriate to their class, e.g. Honorary Fellow will be HonFWeldI, and Honorary Member will be HonMWeldI.

Bye-Law 22 No Personal Member shall be entitled to any rights or privileges if, and so long as, such member's annual subscription is in arrears.

### **Code of Conduct**

Bye-Law 23 Each Personal Member of the Institute shall, at all times, so order his/her conduct as to uphold the dignity and reputation of the Institute, and to safeguard the public interest in matters of safety and health, environment/sustainability, risk and security and otherwise. He/she shall exercise skill and judgement to the best of his/her ability and discharge his/her responsibilities with integrity.

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## Rules of Conduct

Bye-Law 24 The Council shall, from time to time, promulgate Rules of Professional Conduct, which shall be in accordance with the code set out in Bye-Law 23, and shall have power to require all Personal Members to conform to such rules. The Rules of Professional Conduct may be amended, varied or rescinded, as the Council may think fit, provided that they shall not be inconsistent with the principles of the Code as prescribed in Bye-Law 23.

Personal Members should recognise the importance of Professional Development and be willing to provide evidence to support their commitment to lifelong learning and Continuing Professional Development (CPD).

## Resignation or Expulsion

Bye-Law 25 The provisions covering the resignation or expulsion of members in any class, are specified in Articles 13, 15 and 16 of the Articles of Association of the Institute.

## Restoration to Membership

Bye-Law 26 The Professional Membership Office, , may re-admit to Personal Membership any former member of such a class whose membership of that class has terminated, on payment of such amounts in respect of arrears of subscriptions as the Engineering Council and Professional Board determine. (This is usually 3 years after last due date maximum after which a reapplication for membership will need to be made)

## Library and Publications

Bye-Law 27 All books, pamphlets, periodicals, drawings, photographs, transparencies and other material in the Library of the Institute, shall be accessible to all Personal Members during such hours and on such conditions as the Council may determine, always providing that the Institute shall be entitled to withhold from any Personal Member, in accordance with Article 22, discovery of any information regarding research work confidential to Industrial Members.

## Branches

Bye-Law 28 A local Branch of the Institute may be formed in any district if deemed expedient by the Professional Board and such Branch may, at any time, be dissolved by the Professional Board.

Bye-Law 29 Subject to the provisions of Bye- Law 28, application for recognition as a Branch may be made at any time by fifty or more Personal Members (not less than thirty of such members being Professional Members) resident in the district of the proposed Branch.

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Bye-Law 30 Unless a Personal Member otherwise notifies the Secretary, he/she will be registered as a member of that Branch in whose district he/she resides.

Bye-Law 31 Branches shall be constituted and governed in accordance with standard rules for Branches approved, from time to time, by the Professional Board, subject to any alterations for any particular Branch which the Board may, upon the application of the members of such Branch, approve.

Bye-Law 32 Each Branch shall, subject to the observance of such conditions as the Professional Board shall, from time to time, prescribe, be entitled to an annual grant of money of such amount as the Board may determine.

Bye-Law 33 Each Branch Committee shall be responsible for the punctual delivery to the Professional Board of its estimates of expenditure, its annual report and a certified statement of its income and expenditure and also of such other items, reports and statements as the Board may call for from time to time.

## Elections

Bye-Law 34 **Professional Council Members and Professional Board Members**

1. Unless any Professional Council or Professional Board Member has previously expressed a wish to retire, the members to retire by rotation in accordance with the Articles of Association, shall be determined by lot and shall be eligible for re-election. Thereafter, the members to retire each year shall be those longest in office.
2. Professional Council Members and Professional Board Members shall be invited by the Manager, Professional Division to forward to the Associate Director, Professional Affairs, in writing, names of persons to be considered for filling impending vacancies:
  - i. among Professional Council Members
  - ii. on the Professional Board

These suggestions shall be supported by brief particulars of the qualifications of the persons named.

3. The Manager, Professional Division shall ascertain whether the persons nominated are willing to accept nomination.
4. The list of candidates willing to accept nomination shall be considered by the Professional Board, and reported to Council.
5. Elections for the Professional Council Members are conducted as described in Article 26.

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6. The Council appoints the Professional Board in accordance with Articles 31 and 32. A list of the new Professional Board members so appointed, including honours, degrees, professional qualifications, ages, occupation, office held in the Institute and the class of membership of the Institute shall be notified to all Professional Members. Thereafter, should there be a vacancy; any five Members may nominate any qualified person as a candidate for Professional Board for consideration by the Council. All such nominations shall be in writing, signed by the person or persons nominated therein, that he/she or they are prepared to accept office if appointed, and shall be delivered to the Institute no later than 21 days after the issue of the distribution of the list of new Professional Board members. Taking account of any such nominations, and in accordance with Articles 31 and 32, the Council makes a final decision on the membership of Professional Board.
7. The Chair of the MERC, The Welding Institute Branch Management Committee, The Association of Welding Fabrication and Education, The Younger Members Committee and The Tipper Group shall be ex officio members of the Professional Board.

### Chair and Vice - Chair of the Professional Board

#### Bye-Law 35

1. The Professional Board shall elect its own Chair who shall, subject to Article 34, serve as Chair for a period of three years and shall be eligible for re-election.
2. The Professional Board may also elect its own Vice - Chair who shall serve as Vice - Chair for a period of three years as he/she so long remain a member of the Board and shall be eligible for re-election as Vice – Chair, or election as Chair.
3. Every member of the Professional Board has the right to nominate a candidate for the office of Chair and for the office of Vice-Chair of the Professional Board, and such nominations must be communicated to the Associate Director, Professional Affairs at least four weeks before the Professional Board meeting at which the election of the Chair is to take place.
4. If more than one candidate for either office is nominated, the election shall take place by secret ballot at the Professional Board meeting, only members present at the meeting being entitled to vote. This election decision shall be ratified by Council

### Alternates on the Professional Board

#### Bye-Law 36

Members of the Professional Board shall be authorised, if they are prevented from attending a particular meeting of the Board, to nominate in writing an alternative who shall be entitled to attend the meeting in question with the right to speak but not to vote. Any alternate shall be a Professional or Non- Corporate Member.