

The Welding Institute:		Governance	
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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 (the “Institute”).

Admission to Membership

Bye-Law 2 (a) Non-Corporate Membership of The Welding Institute (“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.

- 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. 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.
- 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 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 Personal Members, for three years following their cessation as a member **except**, as the Personal Member is a guarantor of the Institute, for Personal Member details required for the company (shareholder) register which are maintained for the statutory period.

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. 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:
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| Fellow | FWeldI |
| Senior Member | SenMWeldI |
| Member | MWeldI |
| Technician | TechWeldI |
| Associate | AWeldI (who are ‘Non-Corporate Member’ as defined in the Articles] |
- 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.
- Bye-Law 23 Each Professional Member of the Institute, i.e. Personal Members **except** Associates who are Non-Corporate Members under the Articles, have the

- Right to attend the General Meetings of the Institute and vote;
- Obligation to treat all information received by virtue of membership that is not common knowledge or openly published elsewhere as strictly confidential;
- Obligation to pay and make good to the Institute any loss or damage which the Institute may have suffered through any wilful act of default of the Personal Member being in breach of the Institute's regulations;
- Opportunity to engage in the governance of the Institute

For further understanding of the rights and obligations as a Personal Member, the Personal Member should refer to the Articles, a copy of which can be provided upon request.

Limitation of Liability

Bye-Law 24 The Institute is a company limited by guarantee. By becoming a Professional Member, the individual becomes a guarantor of the Institute. In the event of the Institute being wound-up the contribution of a Professional Member to the assets of the Institute shall not exceed £5. Any income and property of the Institute upon the Institute's winding up or dissolution cannot be paid or distributed among the any member including but not limited to the Professional Member.

Code of Conduct

Bye-Law 25 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.

Rules of Conduct

Bye-Law 26 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 25, 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 25.

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 27 The provisions covering the resignation or expulsion of members in any class, are specified in articles 13, 15 and 16 of the Articles.

Restoration to Membership

Bye-Law 28 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 29 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 discovery of any information regarding research work confidential to Industrial Members of the Institute in accordance with the Articles.

Branches

- Bye-Law 30 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 31 Subject to the provisions of Bye- Law 30, 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.
- Bye-Law 32 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 33 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 34 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 35 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 to Council

- Bye-Law 36 **Professional Council Members**
1. Candidates for vacancies on the Council (governing body) of the Institute, in the category Professional Council Members, shall be sourced through an open and transparent process under the direction of the Professional Board or its delegated body as applicable. In accordance with the Articles, candidates in the class Associate cannot be considered.
 2. The applicants shall be considered by the Professional Board, and a shortlist provided to the Nominations Committee (delegated body of Council), for consideration.
 3. The Nominations Committee shall consider the shortlist and propose a list of candidates to Council for election.