

RULES OF THE INSTITUTION

1 NAME

The name of the organisation shall be the INSTITUTION OF DIESEL AND GAS TURBINE ENGINEERS, hereinafter called the Institution.

2 OBJECTS

The objects of the Institution shall be to advance, for the public benefit, the knowledge of compression ignition and spark ignition internal combustion engines, gas turbines and their related products and their design, development, application, manufacture, installation, commissioning, operation and maintenance and to promote the exchange of information and ideas on these subjects amongst the members of the Institution and others and with particular emphasis on the interests of users.

The Institution shall do all things incidental or conducive to the attainment of these objects, including:

- 2.1 the holding of meetings of the Institution for reading and discussing communications and for other purposes as set out in Rule 9
- 2.2 the printing, publishing, selling, lending or distribution of the Transactions and other Reports of the Institution or of any other papers, works or treatises
- 2.3 the organisation and promotion of conferences, seminars or symposia (including exhibitions) for the presentation and discussion of technical papers, works or treatises
- 2.4 the promotion, assistance or support of research and development.

3 CODE OF CONDUCT

- 3.1 Members shall: keep their knowledge and skills up-to-date through planned professional development, not undertake work that they do not believe themselves competent to perform, accept personal responsibility for all work done by them or under their supervision, and take all reasonable steps to ensure that persons working under their authority are both suitably equipped and competent to carry out the tasks assigned to them.
- 3.2 Members whose professional advice is not accepted shall ensure that the person overruling or neglecting that advice is aware of any danger or loss which may ensue; and in appropriate cases, to inform that person's employers of the potential risks involved.
- 3.3 Members shall not bring their profession, The Institution or others into disrepute.
- 3.4 Members shall at all times take all reasonable care to limit any danger of death, injury or ill health to any person that may result from their work and the products of their work.
- 3.5 Members shall take all reasonable steps to avoid waste of natural resources, damage to the environment, and damage or destruction of man-made products.
- 3.6 Members shall not use designatory letters to which they are not entitled nor shall they use the IDGTE logo imply that they are acting with the authority of the Institution, except when conducting Institution business in the capacity of an honorary officer.

The Institution of Diesel and Gas Turbine Engineers, Bedford Heights, Manton Lane, Bedford MK41 7PH

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Registered Office above – Registered in England and Wales as a company limited by guarantee No. 7244044

Registered Charity No 1139906

- 3.7 Members shall adhere to the highest standards of business conduct, exemplify professional behaviour and treat all people with respect, specifically in their relationships with the Institution, its employees and their fellow members.
- 3.8 Members shall avoid where possible real or perceived conflict of interest, advise affected parties when such conflicts arise, observe the proper duties of confidentiality owed to appropriate parties and reject bribery.
- 3.9 Members shall assess relevant risks and liability, and if appropriate hold professional indemnity insurance.
- 3.10 Notify the Institution if convicted of a criminal offence or upon becoming bankrupt or disqualified as a Company Director.
- 3.11 Notify the Institution of any significant violation of this Code of Conduct by another member.

4 **TRADE OR BUSINESS**

- 4.1 The Institution shall not carry on any trade or business or engage in any transactions for the pecuniary gain or profit of individual members. The Institution may however enter into agreements with third parties if such agreements are in the interest of the Institution and not for the pecuniary gain of individual members.
- 4.2 No part of the income or property of the Institution shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise by way of profit to the members of the Institution except in the case of paid officials and staff of the Institution.
- 4.3 Nothing in this rule shall limit or prohibit the reimbursement of expenditure properly authorised and incurred wholly on behalf of the Institution, subject to the expenses form being properly authorised.
- 4.4 No member shall have any personal claim on any property of the Institution.

5 **MEMBERSHIP**

Members in all membership grades shall have the right to exercise one vote at general meetings.

All members shall also be eligible for election to the Council of the Institution or may be co-opted on to the Council as Committee Chairmen, as defined by Rule 6.

5.1 **CORPORATE MEMBERSHIP**

- 5.1.1 Corporate membership of the Institution shall comprise of the following grades: Member, Fellow and Honorary member.

5.2 **MEMBER**

- 5.2.1 Membership is open to individuals having a professional interest in the subject areas referred to in the first paragraph of Rule 2 (Objects).
- 5.2.2 Candidates must provide evidence to the satisfaction of the Council as to their level of technical education, training and competence. An academic qualification equivalent to NVQ4 or higher will normally be required. Relevant experience may be accepted in conjunction with a lower qualification at the absolute discretion of the Council.
- 5.2.3 Where the application for membership is linked to an application for Engineering Technician registration with Engineering Council an academic qualification equivalent to NVQ3 or higher will normally be required. Relevant experience may be accepted in conjunction with a lower qualification at the absolute discretion of the Council. Further guidance on the levels of academic qualification, technical education, training and competence required for Engineering Technician registration are set out in the Engineering Council UK-SPEC. <http://www.engc.org.uk/ukspec/default.aspx>
- 5.2.4 Candidates should hold a position of technical responsibility within their industry appropriate to the relevant level of membership.

5.2.5 Members whose applications have not been linked to Engineering Council registration (as described in rule 5.2.2) may use the designation MIDGTE after their surname. Members whose applications have been linked to Engineering Technician registration with Engineering Council (as described in rule 5.2.3) may use the designation Eng Tech MIDGTE after their surname.

5.3 FELLOW

All applicants must comply with the following requirements:

5.3.1 Have been a Member for a minimum of three consecutive years.

5.3.2 Have pursued a successful career in the Diesel and Gas Turbine Industry and been in a senior appointment for two years.

5.3.3 Four signatures are required to support an application and the proposer and seconder must be a Fellow of the Institution.

5.3.4 Fellows may use the designation FIDGTE after their surname.

5.4 HONORARY MEMBER

5.4.1 This grade is normally restricted to 7 in number and is conferred for outstanding service to the Institution.

5.4.2 Honorary Members can only be proposed by the President for approval by the Council.

5.5 ASSOCIATE MEMBER

5.5.1 This grade is open to individuals who can satisfy the Council that they have an interest in the industries referred to in the first paragraph of Rule 2.

5.5.2 Associate Members may use the designation AMIDGTE.

5.6 STUDENT MEMBERS

5.6.1 This grade is available to candidates who satisfy the Council that he or she has an interest in the industries referred to in the first paragraph of Rule 2 and is undertaking a recognised course of study or technical training in a related discipline.

5.6.2 Student Members are not entitled to vote or be members of the Council.

5.7 COMPANY MEMBER

5.7.1 Membership is open to any company or organisation engaged in the design, development, application, manufacture, installation, commissioning, operation, maintenance or management of products and services defined in Rule 2.

5.7.2 The company can nominate one Member and up to four Associate or Student members.

5.7.3 The nominated Member would be required to have reached the level of professional qualification and/or relevant experience laid down in 4.2.2.

5.7.4 The nominated Member would be eligible to vote and be a member of the Council but would be ineligible for nomination to the office of President and Deputy President.

5.7.5 The nominated Member could only apply to be a Fellow after transferring to individual membership.

5.8 ELECTION OF MEMBERS

5.8.1 Applications for all grades of membership shall be made on the appropriate application form which can be obtained from the IDGTE Office to where it must be returned when completed.

- 5.8.2 The election of all grades of members is vested solely in the Council which is advised by the Membership Committee.
- 5.8.3 The Membership Committee shall normally include representatives from all membership grades.
- 5.8.4 Successful applicants shall be notified by the Director General and membership shall be effective from the date of Council approval, given the related subscription and registration fee are received by the Institution.

5.9 TERMINATION OF MEMBERSHIP

- 5.9.1 A Member or Company wishing to terminate membership must signify their intention in writing to the Director General at the headquarters of the Institution before 31 December in the year from the end of which membership is to cease.
- 5.9.2 If notification is not received before the end of the year a subscription for the following year shall become due and payable.
- 5.9.3 A Member or Company whose subscription is six months in arrears shall forfeit all privileges of membership and after notification from the Director General shall be removed from the list of Members of the Institution.
- 5.9.4 The Council may at its discretion re-admit a person or company whose membership has been forfeited and may require as a condition of re-admission payment of previously unpaid subscriptions in addition to the subscription for the current year.

5.10 EXPULSION OF MEMBERS

The Council shall have the power to expel from membership of the Institution any member who, in the opinion of the Council, is unfit to be a member.

5.11 EXISTING ARRANGEMENTS

- 5.11.1 All existing members on the register of the Institution on 25th October 1984 shall be deemed to have complied with the requirements of Section 4.2 of the Rule and shall remain corporate members.
- 5.11.2 All existing subscriber companies or organisations on the register of the Institution on 25th October 1984 shall retain their status. Subscribers' representatives may attend general meetings of the Institution but shall not have a vote.

5.12 RETIRED MEMBERS

Members of any grade who have retired with a business income of less than £10,000 per annum may change their status to Retired Member, providing they have been a member for at least 3 years.

5.13 SUBSCRIBER

Universities, public authorities, other organisations and libraries associated with such institutions may be admitted as Subscribers. Each subscription entitles a Subscriber to a single set of Journals, although these are transferable among individuals of the same organisation.

6 OFFICERS OF THE INSTITUTION

The officers shall be:

- 6.1 The President who shall be the principal officer of the Institution, shall preside over all General meetings of the Institution and of the Council and may attend, ex officio, any meetings of any Committees, Sub-committees, Working Groups or Panels. In the event of the President being unable to attend any general meeting of the Institution or of the Council; representation shall be by the Deputy President or, if not available, by the Immediate Past President.

The President shall be a Corporate member and shall normally have served for at least one year as Deputy President. He or she shall be nominated by the Council to serve in the first instance for a period of one year and may be nominated by the Council for a second consecutive period of one year.

A former President shall not be eligible for re-appointment as President during a period of one year following the expiry of the term of office. During that year, the former President's title shall be "Immediate Past President".

- 6.2 The Deputy President who shall be the second officer of the Institution and shall deputise for the President when required (Rule 5.1). The Deputy President shall be a Corporate member and shall be nominated by the Council, of which he or she shall have been a member for a period of at least one year, and shall hold office for one year, but may be nominated for a further year until the end of the period of office of the incumbent President.
- 6.3 The Immediate Past President shall be the third officer of the Institution and a member of the Council. By reason of his or her experience he or she will be expected to be available for consultation by the current President and Deputy President for whom he or she shall deputise when necessary. The Immediate Past President will hold office during the period of office of his or her successor as President. On completion of his or her term of office he or she shall cease to be a member of the Council and shall not be eligible for re-election to the Council for a period of one year unless he or she is an ex officio member under Rule 6.1.3.
- 6.4 The Honorary Treasurer shall be responsible for the receipt of all monies due to the Institution and for payments on its behalf. He or she shall keep accounts of all such transactions and shall report on all such matters to the Council.
- 6.5 The Honorary Secretary shall be responsible for the production and issue of minutes of all Council meetings; additionally he or she may be required to act similarly for Committees, Sub-committees, Working Groups and Panels as and when called upon by Council.
- 6.6 All the Officers of the Institution should be nominated by the Council at least 30 days before the date of the Annual General Meeting (AGM) at which the election is to take place.
- 6.7 In the event that there is more than one candidate for an officer nomination the Council will resolve the selection by ballot within the Council.
- 6.8 In the event of a vacancy occurring for Hon Treasurer and/or Hon Secretary, the Council shall elect a temporary replacement until the date of the next AGM when the new Officer of the Institution will be nominated and elected.

7 **THE COUNCIL**

- 7.1 The government and control of the Institution and its affairs shall be vested in the Council. The Members of the Council shall comprise:
 - 7.1.1 The Officers of the Institution as set out in Rule 5, and
 - 7.1.2 Not more than seven ordinary members of the Council who shall be elected by voting members of the Institution at an Annual General Meeting.
 - 7.1.3 The Chairmen of any Committees, Sub-committees, Working Groups or Panels who are not officers of the Institution or elected ordinary members of the Council. Such Chairmen shall attend Council meetings ex officio in order to report but shall not have a vote unless they are also either officers or elected ordinary members of Council.
 - 7.1.4 All members of Council, other than those attending in an ex officio capacity, shall normally attend a minimum of 4 Council meetings each year to qualify for continued service on Council, beyond the next AGM.
 - 7.1.5 In the event that a Committee Chairman is unable to attend a Council meeting then he/she shall arrange for one of the Committee, being a Member of the Institution, to attend in his/her place. The Chairman shall notify Bedford office accordingly and brief the person deputising to report on behalf of the Committee.
- 7.2 At any one time there shall be at least three members of the Council whose professional responsibilities include the operation of compression ignition and spark ignition, internal combustion engines, gas turbines and their related products, or who shall be consulting engineers concerned with such plant.

- 7.3 Candidates for election as ordinary members of the Council must be nominated by a Corporate member in writing, such nomination to be received by the Director General at the offices of the Institution at least thirty days before the date of the AGM at which the election is to take place.
- 7.4 In the event that there are more candidates nominated for election as ordinary members of the Council than there are vacancies to be filled there shall be a vote which shall be taken by secret ballot at the AGM. In the event there shall be more than one vacancy in the case of a ballot to elect ordinary members of Council, those candidates securing the highest number of votes up to the number of vacancies to be filled shall be elected.
- 7.5 In the event of a casual vacancy occurring among the ordinary members of the Council, the Council may co-opt a member to fill the vacancy and the person co-opted shall hold office until the date of the next AGM. He or she shall then retire and may offer themselves for re-election at that AGM without further nomination.
- 7.6 Ordinary members of the Council shall hold office for a period of not more than three years from the date of their election. They shall then retire and shall not be eligible for re-election as ordinary members of the Council for a period of one year, except that when no alternative nominations are forwarded which would result in a fully subscribed Council, such ordinary members may continue.
- 7.7 Five members of the Council, including at least one of the five office-holders (Rule 5) shall constitute a quorum at Council meetings.

8 **STAFF OF THE INSTITUTION**

Staff of the Institution shall include a Director General and an Office Manager, who shall be appointed by the Council and whose appointment shall be reviewed annually.

- 8.1 **Director General**: It shall be the duty of the Director General to implement the decisions and policies of the Council in accordance with the Director General job description under the general direction of the Council. The Director General shall, in particular, conduct the formal correspondence of the Institution and attend the General meetings and the meetings of the Council. The Director General shall be responsible to the Council for all persons employed under the Director General.
- 8.2 **Office Manager**: It shall be the duty of the Office Manager to manage the Office and to undertake duties delegated by the Director General in accordance with the Office Manager job description. The Office Manager shall, in particular superintend the publication of such material as the Council may direct, administer exhibitions and conferences, have charge of the Institution's premises, web site and library, and shall direct the collection of subscriptions and the preparation of accounts.
- 8.3 The Director General, Office Manager and staff of the Institution shall retire at the end of the month in which they reach the state retirement age. The Council by a two-thirds majority may, however, extend the engagement of their services on a 12-monthly basis, to be reviewed annually.

9 **BRANCHES**

- 9.1 Members in defined geographical areas may form local Regional Branch Committees under the authority of the Council.
- 9.2 Overseas/Regional Branches shall be governed by the Rules of the Institution.
- 9.3 The Institution shall not be held liable for any commitments or obligations entered into by a Branch not covered by the Rules of the Institution.
- 9.4 The Overseas/Regional Branch Committees shall have as one of their overall responsibilities the development of the Institution in their geographical area.
- 9.5 The Council shall determine from time to time the requirements for approving and granting Branch status.
- 9.6 The Council will normally endorse recommendations made formally by Branches and in particular with regard to applications for membership and expulsion of members.

MEETINGS

- 10.1 General Meetings The Council shall call General meetings of the Institution at such intervals as it shall determine and publish to members. The business at such meetings may include the delivery of addresses, the presentation and discussion of papers and reports and the conduct of special business of which proper notice has been given (Rule 10.3 below). A programme of the meetings to be held shall be issued annually to each member.
- 10.2 Annual General Meetings The Council shall call, in or around the month of October in each calendar year, an Annual General Meeting at which the following business shall be transacted:
- The consideration and adoption of the Annual Report of the Council.
 - The consideration and adoption of the Accounts for the preceding year and the Auditor's report thereon.
 - The election of Officers of the Institution (Rule 5).
 - The appointment of Auditors (Rule 11).
 - The presentation of awards and prizes.
 - The induction or re-election of a new President.
- 10.3 Special Business: Special business may be considered at a General meeting of the Institution provided that either:
- 10.3.1 the Council has resolved that the business shall be considered by the members in General meeting, or
- 10.3.2 a motion signed by ten Corporate members of the Institution has been received by the Director General at the headquarters of the Institution (Rule 16).
- Notice of such special business, setting out the terms of any motion to be put to the meeting shall be posted by the Director General to Corporate members at least twenty-one clear days prior to the date of the meeting at which it is to be considered.
- 10.4 Voting At all meetings, including Council meetings, voting shall normally be by show of hands unless the President calls for a ballot, which will be taken at once. In either case a declaration by the President that a resolution has been carried or lost shall be final. In exceptional circumstances the President, at his discretion, may require a postal ballot to be taken, in which case a period of two calendar months shall be allowed to elapse after the posting of ballot papers to enable the votes of overseas members to be included in the ballot.

Unless otherwise specified in these Rules, motions shall be declared carried if a simple majority has voted in favour and in the event of a tie the President shall have a casting vote.

SUBSCRIPTIONS

The annual subscription payable on election and on the anniversary of election, or 1 January for those elected before 31 October 1998, shall be determined by the Council for approval at the Annual General Meeting.

FINANCIAL

- 12.1 The funds of the Institution shall be kept at a financial establishment having recognised trustee status unless other instructions are given by resolution passed at a General Meeting of the Institution. All monies received shall be paid into an account which shall be in the name of the Institution and cheques drawn on this account shall be signed jointly by any two of the following: the President, the Deputy President, the Immediate Past President, the Honorary Secretary, the Honorary Treasurer and the Director General.
- 12.2 The accounts of the Institution shall be certified annually by professional accountants appointed by the Council and the certified account of Income and Expenditure and the Balance Sheet for each year ending 30 June shall be circulated to each member and submitted for approval at the next Annual General Meeting.
- 12.3 If upon winding-up or dissolution of the Institution there remains after the satisfaction of all its debts and liabilities any property whatsoever, the assets shall not be paid to or distributed among the members of the Institution but shall be given to some other organisation having cognate objects, which shall prohibit the distribution of its income and property among its members in like manner; and if effect cannot be given to this provision, then to some charitable object.

- 12.4 If upon winding-up or dissolution of the Institution there remain proven debts or liabilities, the total membership of the Institution shall be jointly and severally liable but the total liability of each member shall be limited to a sum equivalent to the annual subscription payable for the year during which the Institution is wound-up or dissolved.

13 **ANNUAL REPORT**

At each Annual General Meeting the Council shall submit an Annual Report for the approval of the members of the Institution and this report shall contain the annual audited accounts as certified by the professional accountants. The Annual Report shall be circulated to all members prior to the AGM and if approved by the members, shall be incorporated in the Transactions of the Institution.

14 **TRANSACTIONS**

- 14.1 The Institution shall issue in its Transactions, the papers presented at its Meetings with the ensuing discussion and the Author's replies, but the Institution shall not, as a body, be responsible for statements expressed. The copyright of the Institution's Transactions and Publications shall be held by the Institution and all rights of reproduction are reserved.
- 14.2 Each member shall be entitled to receive one free copy of each issue of the Transactions after his subscription has been paid and, subject to availability, may purchase additional copies at prices fixed by the Council.
- 14.3 Copies of Transactions and other Publications may, if available, be supplied to non-members at prices fixed by the Council.

15 **VISITORS**

Members of the public are entitled to attend any General meeting of the Institution and visits with the prior approval of the Director General.

16 **DISCIPLINARY PROCESS**

- 16.1 In the handling of all allegations against members The Institution shall at all times be clear, open, fair and proportionate and adopt the standard of proof - the balance of probabilities.
- 16.2 Should the need arise Council shall, within 30 days of receiving an allegation, appoint a panel to investigate and adjudicate on allegations or suspicions of improper conduct on the part of any member. The panel shall consist of three members at least one being a member of Council, no member of staff shall serve on such a panel. The panel shall have power to regulate its own practice and procedure.
- 16.3 The panel shall consider, within 30 days, and if the allegation or suspicion does not appear to be prima facie case of improper conduct, the panel may dismiss the case without informing the member concerned and without hearing the person making the allegation. In all other cases, the panel shall, within 15 days, send the member written particulars of the allegation with an invitation to send, within 30 days, written observations to the panel and the member shall be informed that he/she is not obliged to make any observations.
- 16.4 On receiving a member's observations, the panel may dismiss the case if satisfied that the allegation is unfounded or it is trivial panel shall, after such further investigation as may be necessary, report the outcome to Council within 15 days.
- 16.5 Council, but excluding any member of the panel, shall consider the report from the panel and, within 60 days, decide a course of action, the accused member shall be given a full and fair opportunity of being heard and of calling witnesses and cross-examining any other witness testifying before the Council.

- 16.6 If a member is found guilty of improper conduct, he/she shall have the right of appeal, within 30 days, to a committee consisting of three independent persons nominated for the purpose by the President for the time being, those persons having not participated in any previous stage of considering the case nor being a member of staff. Appeals shall only be made on grounds that; procedure was not followed, the decision was perverse in the light of the evidence, the sanction was disproportionate to the gravity of the breach or new evidence which could not reasonably have been produced at the original hearing is available. The Appeal Committee may consider all the evidence available to the Council and any new evidence, and may call witnesses. It shall have full powers (a) to reject an appeal against a finding of improper conduct, and to confirm the original penalty or to reduce it, or (b) to uphold an appeal and reverse a finding of improper conduct. The decision of the Appeal Committee shall be given within 60 days of receipt of the appeal and be final and conclusive.
- 16.7 Any member who resigns, or whose membership lapses through non-payment of fees or subscriptions, after a allegation has been received by The Institution, shall be deemed to remain in membership until completion of the disciplinary process.
- 16.8 The records of all allegation, proceeding of panels, appeal committee, communications shall be retained for five years.

17 **APPEALS**

- 17.1 Appeal against decisions made by Council shall be made to the Director General within 60 days of the formal decision notification. Such appeals shall be considered by a panel consisting of Institution Officers including the President and Director General, not sitting on the Membership Committee. The decision of this panel shall be notified to the appellant by the Director General, within 30 days of the formal appeal.
- 17.2 Staff of the Institution may appeal against a decision of the Director General following written confirmation of the complaint to the Director General, copied to the President. The President and the Director General shall try to resolve such a situation, but shall in any event present the case, to include all formal correspondence, to the Council within 30 days of the staff notification, for determination of the action to be taken. The decision of the Council shall be final.

18 **AMENDMENTS TO THESE RULES**

The terms of any proposed amendments to these Rules shall be circulated to all members together with the Notice of the General Meeting at which they are to be considered. They shall be adopted with immediate effect if supported by the votes of two-thirds of the Members present.

19 **CORRESPONDENCE**

All correspondence shall be addressed to:

The Director General
 The Institution of Diesel and Gas Turbine Engineers
 Bedford Heights
 Manton Lane
 Bedford
 England
 MK41 7PH

1st Amendment 17th October 1985
 2nd Amendment 16th October 1986
 3rd Amendment 20th October 1988
 4th Amendment 20th October 1994
 5th Amendment 25th October 1995
 6th Amendment 15th October 1997
 7th Amendment 22nd October 1998

8th Amendment 21st October 1999
 9th Amendment 17th October 2002
 10th Amendment 16th October 2003
 11th Amendment 14th October 2004
 12th Amendment 16th November 2006
 13th Amendment 19th November 2009
 14th Amendment 18th November 2010