



INSTITUTION OF RAILWAY SIGNAL ENGINEERS

BYE-LAWS

(adopted by Resolution of the Council on 8th February 2018)

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1. INTERPRETATION

In these Bye-Laws, unless there is something in the subject matter or context inconsistent therewith:

- 1.1 Expressions defined in the Memorandum and Articles have the same meaning in these Bye-Laws
- 1.2 “*Category*” means a category of technical discipline in signalling or telecommunications engineering
- 1.3 “*Chartered Engineer*” means a person entered on the register of the Engineering Council as a Chartered Engineer
- 1.4 “*Engineering Technician*” means a person entered on the register of the Engineering Council as an Engineering Technician
- 1.5 “*Incorporated Engineer*” means a person entered on the register of the Engineering Council as an Incorporated Engineer
- 1.7 “*IRSE*” means the Institution
- 1.9 “*IRSE Licence*” means the certificate of competency awarded to an individual who has demonstrated compliant performance with the standards laid down by the Institution
- 1.10 “*Journal of Proceedings*” means the technical papers, reports of meetings and of Local Sections and other articles of interest collected together and published annually to Members
- 1.11 “*the Memorandum and Articles*” means the Memorandum of Association and the Articles of Association of the Institution and “*Memorandum*” and “*Articles*” have corresponding meanings
- 1.12 “*NVQ*” means the National Vocational Qualification or its successor or equivalent qualification recognised by the Department for Education and Skills from time to time
- 1.13 “*Professional Development*” means structured training and/or mentored work experience specifically aimed towards the acquisition and development of explicit skills, specialist knowledge and competence needed to practise at the required level; and also continuing learning and training to keep up to date with technical developments and to acquire additional competence
- 1.14 “*Responsibility*” means the exercise of judgement in the preparation, assessment, amendment or application of specifications and/or procedures in relation to specified activities
- 1.15 “*Senior Responsibility*” means the direction and approval of the preparation and/or amendment of specifications and/or procedures related to safe railway operations and contributing to business and/or technical policy
- 1.16 “*Superior Responsibility*” means the determination and direction of business and/or technical policy and the possession of previous experience at both Responsibility and Senior Responsibility levels.

2. QUALIFICATIONS FOR MEMBERSHIP OF THE INSTITUTION

2.1 The Council has the power to admit or transfer a Member of the Institution according to the minimum qualification requirements for the different classes of membership described in Article 3.2 as set out in this Bye-Law.

2.2 The qualifications requirements to be met as at the date of application for admission or transfer are as set out below. An applicant must fulfil all the requirements shown in any one box under the relevant class of membership.

2.3 *Honorary Fellows*

The Council has the power to admit as Honorary Fellows: -

- persons who, in the opinion of the Council, have rendered outstanding or exceptional services to the Profession, or the Institution, or have furthered the objects of the Institution, and are deemed by the Council worthy of such admission.

2.4 *Companions*

The Council has the power to admit as Companions: -

- persons who are, by their association with the Profession, or through their occupation of a position of eminence, desirous of furthering the objectives of the Institution and (in the opinion of the Council) are worthy of such admission.

2.5 *Fellows*

The applicant at the date of his admission or transfer to this class shall:-

- have been in the class of Members, or if the applicant possesses the qualifications for admission to the class of Members the Council may waive the requirement of having been in the class of Members
- and
- have (in the opinion of the Council) successfully held positions involving the exercise of Superior Responsibility in the Profession for a substantial period, typically five years, or other such period as the Council may determine in any particular case, prior to the date of application for admission or transfer.

Note: Applicants who meet the qualifications for admission as Fellow set out in section 2.5 may be eligible to apply to be registered with the Engineering Council as Chartered Engineers or Incorporated Engineers depending on their qualifications.

2.6 **Members**

The applicant at the date of admission or transfer to this class shall:

EITHER

2.6.1

- have the minimum qualifications for registration as a Chartered Engineer or as an Incorporated Engineer

and

- have passed the Institution's examination or such other equivalent qualification or possess such experience as the Council shall accept

and

- be able to demonstrate suitable practical engineering training and/or experience in lieu of training, typically for a period of at least 3 years

and

- be currently holding a position of Senior Responsibility in the Profession

and

- not in any case be qualified (in the opinion of Council) for admission or transfer to the class of Fellows.

OR

2.6.2

- have passed the Institution's examination or such other equivalent qualification or experience as the Council shall accept

and

- be able to demonstrate suitable practical engineering training and/or experience in lieu of training, typically for a period of at least 3 years

and

- have had an extended period of further Professional Development (typically 7 to 10 years)

and

- be currently holding a position of Senior Responsibility in the Profession

and

- not in any case be qualified (in the opinion of Council) for admission or transfer to the class of Fellows.

Note: Applicants who meet the qualifications for admission as Member set out in sub-section 2.6.1 may be eligible to apply to be registered with the Engineering Council as Chartered Engineers or Incorporated Engineers depending on their qualifications.

2.7 **Associate Members**

The applicant at the date of admission or transfer to this class shall:

EITHER

2.7.1

- have the minimum qualifications for registration as an Engineering Technician
or
have passed the Institution's examination
- and
- be able to demonstrate suitable practical engineering training and/or experience in lieu of training, typically for a period of at least three years
- and
- be currently holding a position of Responsibility in the Profession
- and
- not in any case be qualified (in the opinion of Council) for admission or transfer to the class of Members.

OR

2.7.2

- hold a current IRSE Licence in an eligible (i.e. not assistant) Category or hold an equivalent competency qualification recognised by the Council or possess such experience as the Council shall accept
- and
- be able to demonstrate suitable practical engineering training and/or experience in lieu of training, typically for a period of at least 3 years
- and
- have had an extended period of further Professional Development (typically 5 to 8 years)
- and
- be currently holding a position of Responsibility in the Profession
- and
- not in any case be qualified (in the opinion of Council) for admission or transfer to the class of Members.

Note: Applicants who meet the qualifications for admission as Associate Member set out in sub-sections 2.7.1 and 2.7.2 may be eligible to apply to be registered with the Engineering Council as Engineering Technicians.

2.8 **Accredited Technicians**

The applicant at the date of admission or transfer to this class shall: -

- have a competency qualification recognised by the Council such as an appropriate IRSE Licence (i.e. not assistant) or NVQ

and

- have been trained in and be actively engaged in the Profession

and

- be currently holding a position of Responsibility in the Profession

and

- not in any case be qualified (in the opinion of Council) for admission or transfer to the class of Associate Members, Members or Fellows.

2.9 **Affiliates**

The applicant at the date of admission as an Affiliate shall: -

- be employed in some branch of the Profession in such a way that training will be received in the Profession or some branch thereof, such training being (in the opinion of the Council) regular and relevant

or

- be undertaking a course of full-time education relevant to the Profession

or

- be so connected with or engaged in the Profession that admission to the class of Affiliates would (in the opinion of the Council) be conducive to the interests of the Institution

or

- although not actively engaged in the Profession be actively interested in the promotion, development and practice of the Profession to an extent which (in the opinion of the Council) would justify admission to the class of Affiliates

and

- not in any case be qualified (in the opinion of the Council) for admission or transfer to the class of Accredited Technicians, Associate Members, Members or Fellows.

2.10 The Council may at any time at its discretion waive or modify any requirement for admission or transfer if it is satisfied that the overall qualifications of the applicant are sufficient for him or her to be admitted or transferred to the relevant class.

3. APPLICATIONS FOR MEMBERSHIP

- 3.1 Every applicant (except proposed Honorary Fellows) for admission or transfer to any class of Membership of the Institution must complete the appropriate application form prescribed by the Council and deliver the same to the Secretary.
- 3.2 Every application form must be supported by two Members of the Institution chosen in accordance with Bye-Law 3.3 who have personal knowledge of the applicant (including his/her qualifications). They must confirm the accuracy of the statements made therein.
- 3.3 Every such application must be supported in accordance with the following criteria:
- for the class of Fellow: two Fellows
 - for the classes of Member and Associate Member: two Members or one Fellow and one Member, or two Fellows
 - for Non-Corporate classes of membership: two Corporate Members.
- 3.4 All applications must be submitted to the Council, who have power to call for further or fuller information regarding the applicant and the applicant's qualifications.
- 3.5 Where applicants have difficulty in contacting Members of the Institution of the appropriate standing the Council may, at its discretion, accept applications supported by two members of equivalent standing from a similar Institution or Institutions.

4. ENTRANCE FEES AND SUBSCRIPTIONS

- 4.1 Entrance fees and subscriptions will be determined by the Council from time to time. For a new Member of the Institution, payment is due before the applicant is entered on the Register. For existing Members of the Institution, subscriptions are due in advance of the period of membership to which the subscription applies.
- 4.2 Any Member of the Institution whose subscription remains unpaid for 3 months from the due date is not entitled to attend or take part in any meetings of the Institution that may be held, or to receive any notices and publications, or to exercise any rights and privileges of membership, or (in the case of a Corporate Member) to vote, before the subscription has been paid in full.
- 4.3 Provided that at least two notices of arrears at least a month apart have been issued more than 1 month beforehand, the Council may at any time strike off the Register any Member of the Institution whose subscription is more than 4 months in arrears.
- 4.4 The Council may, in its absolute discretion, and subject to such conditions (including as to payment of the appropriate fees or subscriptions or other sums due) as they think fit, re-admit to the appropriate class of membership of the Institution any person whose membership has been terminated by virtue of Bye-Law 4.3.

- 4.5 The rights of a Member of the Institution who is struck off the Register in accordance with Article 17 shall cease, without prejudice to his or her liability for arrears of subscriptions and fees due at the date of striking off.
- 4.6 Provided they have paid at least 10 years consecutive annual subscriptions to the Institution, Members of the Institution who retire from railway service or from a relevant business or who are on a career break, are entitled, on written notification of such retirement to the Treasurer, to retain their membership of the Institution at half the subscription rate laid down by the Council from time to time in respect of the relevant class of membership.

5. RESIGNATION FROM MEMBERSHIP

- 5.1 A Member of the Institution wishing to resign from the Institution must signify such intention by notice in writing to the Secretary, but shall be liable to pay all outstanding dues and subscriptions in full.

6. LOCAL SECTIONS

- 6.1 A petition to the Council for formation of a Local Section is to be signed by a sufficient number of Members of the Institution to satisfy the Council that the movement has adequate local support.
- 6.2 Membership of a Local Section is to consist only of those persons who are registered as Members of the Institution and have expressed their desire to become members of such Local Section.
- 6.3 The affairs of each Local Section are to be managed by a Local Committee consisting of a Chairman, Vice-Chairman, Honorary Secretary and, if necessary, an Honorary Treasurer, and between 3 and 5 other local members.
- 6.4 The Honorary Secretary and any Honorary Treasurer of a Local Section are appointed by its Local Committee and need not be members of the Institution. The Honorary Secretary or Honorary Treasurer of the Local Section, if not members of the Institution, will be subject to the Institution's Disciplinary Procedure as if they were members.
- 6.5 The officers and Local Committee are to be elected, in accordance with a Bye-law to be made by that Local Section, at an Annual General Meeting to be held within three months after the Annual General Meeting of the Institution.
- 6.6 Each member of a Local Section must pay to it any local subscription prescribed from time to time by its Local Committee, in addition to the annual subscription payable to the Institution by every Member of the Institution.
- 6.7 Each Local Section is responsible for the expenses of that Section and will administer at its own discretion any grants and/or local subscriptions received.
- 6.8 The Honorary Secretary must keep a record of the proceedings at all Local Committee and other meetings of the Local Section.

- 6.9 Local Section papers and communications
- 6.9.1 The Local Committee is the proper authority for acceptance of papers, communications or addresses to be read or given at meetings of such Local Section.
- 6.9.2 Every paper or communication read to or tabled at, and the transcript of any address given to, a meeting of a Local Section (together with a report of the discussion thereon where arrangements have been made to record such discussion) is the property of the Institution.
- 6.9.3 The Institution has the prior right of publication of such material. As soon as practicable after such Local Section meeting, the Local Committee must submit the material to the Council in such form as the Council may decide with a view to publication in the Journal of Proceedings. If the Council does not exercise its right within 3 months of submission in that form, the author may publish such material instead.
- 6.9.4 Such material must not be published in full in the press except with prior approval from the Council, the object being to exercise a temporary reservation pending a decision as to whether the Council desires the material to be published elsewhere.
- 6.9.5 The Local Committee may at the cost of the Local Section print and distribute to local members advance proofs of any such material, to be marked "for private distribution only" with the title of the paper and name of its author, together with the words "Institution of Railway Signal Engineers, [] Section".
- 6.10 Dates of meetings of a Local Section are to be fixed by the Local Committee and announced at the beginning of the session or at some other convenient time.
- 6.11 Each Local Section may prescribe and amend its own Bye-Laws, in each case subject to prior approval by the Council.
- 6.12 Each Local Section must furnish to the Council annually a statement of its income and expenditure made up to December 31st each year and signed by two members of the Committee, together with copies of all minutes of Committee or other meetings and of all documents printed or issued under the authority of the Committee for inclusion in the records of the Institution.

7. COUNTRY VICE-PRESIDENTS

- 7.1 The Council may at its absolute discretion appoint a Country Vice-President in any country or geographic area outside the United Kingdom where there are 25 or more Members of the Institution normally resident.
- 7.2 Country Vice-Presidents are to be chosen from Members of the Institution who are influential and respected members of the Profession within that country or geographic area.
- 7.3 Nominations for appointment as Country Vice-President must be made in writing to the Council, supported by sufficient Members of the Institution, normally resident in that

country or geographic area, to indicate that the nomination has a broad measure of support.

- 7.4 Country Vice-Presidents may be nominated for and elected to the Council or Local Committee and may be appointed to serve on committees of the Institution.
- 7.5 Country Vice-Presidents have no powers in regard to the management of the Institution or its Local Sections unless they are elected or appointed to office in accordance with the Articles and Bye-Laws.
- 7.6 Country Vice-Presidents will hold office for three years but may be re-appointed by the Council for further terms if the Members normally resident in that country or geographic area desire it.

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