

IET Retired Members Surrey Constitution – FINAL DRAFT

1 Name

1.1 The name of the organisation is **Retired Members Surrey (RMS)**.

2 Affiliation

2.1 The **RMS** is a part of the **Surrey Local Network** of the Institution of Engineering and Technology (**IET**).

3 Purpose

3.1 The purpose of the **RMS** is to support the aims and traditions of the **IET** by arranging regular meetings and activities for the membership and visitors.

4 Structure

4.1 The general activities of the **RMS** shall be of a technical and/or social nature, held in an informal atmosphere.

4.2 **RMS** activities are arranged in annual **Sessions** beginning 1 October of each year and comprise meetings of a social and/or technical content, visits and other social events.

4.3 Self-supporting **Special Interest Groups** may be formed to serve further specific interests of **RMS** members.

5 RMS shall comprise:

5.1 **Members**

5.1.1 Persons who have retired from full-time occupation and remain in any class of membership of the **IET**¹, who have applied to join, have been accepted for membership by the Committee, and have paid the current subscription to the **RMS**.

5.1.2 Persons who cease to be in membership of the **IET** shall convert to **Associate** membership of the **RMS** beyond the end of the **Session** for which they have paid.

5.2 **Associates**

5.2.1 Persons, who are not in any class of membership of the **IET**, who have applied to join, have been accepted for membership by the Committee, and have paid the current subscription to the **RMS**.

5.2.2 Partners of deceased **Members** may become honorary **Associates** of the **RMS**.

5.3 **Note**

5.3.1 **Member's** partners may attend all **RMS** events.

5.3.2 **RMS Special Interest Groups** may invite non-members of the **RMS** with particular interest in the Group's specialist area to join their group.

5.3.3 **Visitors** are welcome to attend **RMS Monthly Meetings** and may accompany **Members** to other **RMS** events with the prior permission of the appropriate organiser.

6 Committee

6.1 A committee consisting of the following **Officers** and **Committee Members** shall manage the activities of the **RMS**:

6.2 **Officers**

6.2.1 The **Chairman, Vice Chairman, Past Chairman, Honorary Secretary and Honorary Treasurer** to be elected from **Members** of the **RMS**.

6.3 **Committee Members**

6.3.1 There shall be not fewer than 3 and not more than 6 elected **Committee Members**.

¹ Student, Associate, Member (TMIET or MIET), Fellow (FIET) or Honorary Fellow (HonFIET)

6.4 Periods of Office

6.4.1 The **Chairman, Vice Chairman** and **Past Chairman** shall normally serve for one year.

6.4.2 The **Honorary Secretary** and **Honorary Treasurer** shall each retire annually and be eligible for immediate re-election in their respective capacities for up to three consecutive years.

6.4.3 **Committee Members** shall hold office for up to three years being subject to re-election each year.

6.4.4 **Members** and **Associates** may be co-opted to serve as **Officers** or **Committee Members**, with the approval of the **Committee**, for a period of up to one year.

6.5 The incoming **Committee** shall commence its term of office at the start of the **Session** (see par. 4.2).

7 Annual General Meeting, AGM

7.1 The **RMS** shall hold an **AGM** each year on a date to be decided by the **Committee**.

7.2 The **AGM** shall have a quorum of not less than 20 **Members** and **Associates**.

7.3 All **Members** and **Associates** shall be notified of the date, time and agenda of the **AGM** not less than 14 days prior to its date.

7.4 The **Chairman** shall present an Annual Report of the previous year's activities and plans up to the end of the current annual session.

7.5 The **Honorary Treasurer** shall present examined accounts relating to the previous session for the approval of those present, and shall make proposals for the forthcoming annual subscriptions for approval at the **AGM**.

7.6 An **Accounts Examiner** or **Auditor** shall be appointed annually at the **AGM**.

7.7 The **Committee** shall nominate **Officers** and **Committee Members** for the forthcoming session and these nominations shall be included in the agenda for the meeting.

7.8 Other nominations for **Officers** and **Committee Members** may be made to the **Honorary Secretary** in writing up to three days prior to the **AGM**, provided that the nominee is proposed, seconded and is willing to serve.

7.9 If an election becomes necessary, it shall be held by means of a show of hands and carried by a simple majority of those **Members** and **Associates** present at the **AGM**.

7.10 In the event of a tied vote the **Chairman** of the meeting shall have an additional casting vote.

8 Extraordinary General Meeting, EGM

8.1 An **EGM** may be convened to discuss special business of the **RMS** at the discretion of the **Committee** or at the request of not less than 10 **Members** and **Associates**.

8.2 Not less than 14 days notice of any such meeting, with details of the business to be considered, shall be sent in writing to all **Members** and **Associates**.

8.3 An **EGM** shall have a quorum of not less than 20 **Members** and **Associates**.

8.4 Voting shall be held by means of a show of hands and carried by a simple majority of those present at the **EGM**.

8.5 In the event of a tied vote the Chairman of the meeting shall have an additional casting vote.

9 Disbanding of the RMS

9.1 If circumstances deem it necessary to consider disbanding the **RMS** then the **Committee** shall call an **EGM**.

9.2 If the motion for disbandment is carried at the **EGM** the **Committee** shall dispose of all assets, settle all debts and then disburse the residue to the **IET Connect 'Speirs Fund'**.

ENDS