
 <p>THE INSTITUTION OF FIRE ENGINEERS</p>	<p>THE INSTITUTION OF FIRE ENGINEERS</p>	 <p>A Licensed Member of The Engineering Council (UK)</p>
	<p>POLICY AND PROCEDURES MANUAL</p>	
	<p>Section 7.9: Membership Application Appeals Procedure</p>	

Appeals Procedure

Applications for membership will be processed in accordance with the Rules approved by the Board of the Engineering Council Division and implemented by the Membership Committee. Where an application for election or transfer to any grade of membership is unsuccessful, the applicant may within 28 days of receiving notice thereof, appeal against the decision by giving written notice thereof to the Secretary of the Institution.

An appeal may only be made on the grounds of administrative procedural or other irregularity in the handling of the application and notice of appeal shall state the grounds relied upon.

The appeal shall be notified to the Board of the Engineering Council Division and it will appoint a Committee to hear the appeal (hereinafter called "the Membership Appeals Committee"). The Membership Appeals Committee shall consist of three CEng registrant Members of the Institution and none of whom shall be members of the Membership Committee or shall otherwise have been concerned with the application at an earlier stage.

The Chief Executive Officer shall cause a person (who may be a member of staff of the institution but not one involved in Membership activities) to act as clerk to the Membership Appeals Committee.

Subject to the By-laws, the Membership Appeals Committee shall have the power to regulate its own practice and procedures and may appoint a practising barrister or solicitor to sit with it for the purpose of advising it as to the manner in which it should exercise its functions.

The Membership Appeals Committee shall notify the appellant and the Membership Committee of the practice and procedure adopted by the Membership Appeals Committee but in all respects its proceedings shall be conducted and a decision reached in accordance with natural justice.

The Membership Appeals Committee shall set a date for the hearing of the appeal as soon as possible and shall give reasonable notice (not being less than 28 days) of such hearing to the appellant. The appellant shall at their own expense have the following rights in respect of the hearing:

1. to submit to the Membership Appeals Committee evidence in writing in support of the appeal; and
2. to attend the hearing in person and to be heard in person through a solicitor or counsel or other representative.

For the purpose of considering any appeal the Membership Appeals Committee will examine all relevant documentation and shall make such enquiries (by correspondence or otherwise) of such persons as the Membership Appeals Committee may in its absolute discretion think fit.

The Membership Appeals Committee shall reach a decision within a reasonable time and may:

1. allow the appeal; and in such case refer the application back to Membership Committee for reassessment
2. dismiss the appeal

The decision of the Membership Appeals Committee shall be notified in writing to the Board of the Engineering Council Division, the Membership Committee and the appellant.