

 THE INSTITUTION OF FIRE ENGINEERS <small>FOUNDED 1913 • INCORPORATED 1929</small>	THE INSTITUTION OF FIRE ENGINEERS	 A Licensed Member of The Engineering Council (UK)
	POLICY AND PROCEDURES MANUAL	
	The Rules of the IFE Registrants Group (IFERG)	

The IFE Registrants Group (IFERG) is conducted in accordance with such rules as the Board of the Institution may from time to time determine provided that such rules comply with any rules or regulations specified by the Engineering Council (UK).

The relevant provisions are contained in the Memorandum of Association and the Articles of Association of the Institution [Article 39 (c) (ii)] and in the Rules of the IFERG.

The rules of the IFERG may need to be changed as a result of the following:

- (1) Proposals made by the Steering Panel of the IFERG or the Board of Directors of the Institution.
- (2) Changes in the regulations of the Engineering Council (UK).
- (3) Changes made to the Memorandum and Articles of the Institution.

In all cases, any proposed changes to the Rules of the IFERG will require the approval of the Board of the Institution.

A copy of the Memorandum of Association and the Articles of Association of the Institution is appended to this section of the manual.

INTERPRETATIONS

1. In these Rules all reference to the male gender shall be applicable to both male and female individuals. The word or words in the following list shall, unless the context otherwise requires, bear the meaning given after each respectively.
 - (i) **The Registrants Group:** The Registrants Group of the Institution of Fire Engineers (“IFERG”).
 - (ii) **The Institution:** The Institution of Fire Engineers (“IFE”).
 - (iii) **Steering Panel:** The collective body of members duly elected and constituting the Steering Panel of the Registrants Group for the time being.
 - (iv) **Secretary:** Subject to Rule 63, this includes any person nominated as Secretary or otherwise appointed to perform the duties of the Secretary.
 - (v) **Register:** The lists recording the names and addresses of all members of the Registrants Group which is maintained by the Secretary.
 - (vi) **UK-SPEC:** The Engineering Council^{UK} (“EC^{UK}”) UK Standard for Professional Engineering Competence.
 - (vii) **Individual Route Panel (“IRP”):** A sub-group of the IFERG membership committee which embraces provisions contained in UK-SPEC, for admitting to membership of the Registrants Group applicants who do not hold accredited qualifications.
 - (viii) **Recorded Address:** The address of a member for the reception of communications as given in the proposal for his election or transfer, or subsequently varied by notice in writing to the Secretary.
 - (ix) **Notice:** Shall include a voting paper and shall be sent to all members of the Registrants Group who are entitled to receive such notice.
 - (x) **Month:** Shall mean a calendar month.

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- (xi) **Interim:** Stage of registration which is achieved by meeting academic requirements only.

MEMBERSHIP

2. The membership of the Registrants Group shall consist of the following five classes:
- (i) Chartered Engineer Members (“**CEng Members**”);
 - (ii) Interim Registrant for Chartered Engineer;
 - (iii) Incorporated Engineer Members (“**IEng Members**”);
 - (iv) Interim Registrant for Incorporated Engineer; and
 - (v) Engineering Technician Members (“**EngTech Members**”).

ABBREVIATED TITLES AND DESCRIPTION OF MEMBERSHIP

3. Each member may use the title of the class of membership of the Institution to which he belongs, or the appropriate abbreviation thereof as stated in the By-Laws of the Institution, and shall not use any other title or abbreviation to describe his membership of the Registrants Group except as provided in Rule 4.
4. Members of the Registrants Group in the grades of CEng Member, IEng Member or EngTech Member may use the appropriate combination of abbreviations below (where ‘x’ equals the class of membership of the Institution to which they belong) to indicate their membership of the Institution and the Registrants Group:
- (i) CEng Member: CEng xIFireE
 - (ii) IEng Member: IEng xIFireE
 - (iii) EngTech Member: EngTech xIFireE
5. A member shall not use or permit to be used any of the titles or abbreviations in letters larger or bolder than those used in the name of the member which they follow.
6. Except as provided in the Annex to the Code of Professional Conduct of the Institution relating to members in private practice, the above-mentioned titles or abbreviations of membership shall not be used or authorised to be used in or in connection with and/or to describe the name of any partnership, the name of any company or the name of any firm or business which is not a partnership or company.

QUALIFICATIONS FOR MEMBERSHIP

7. Membership of the Registrants Group in all grades is open only to such persons who, once they are granted a grade, obtain and maintain registration with the EC^{UK} in the appropriate section of the EC^{UK} Register in accordance with the provisions of UK-SPEC.

8. Academic Qualification

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Every applicant needs to establish to the satisfaction of the Registrants Group Membership Committee that they meet the following requirements set by the EC^{UK} for the grade they are seeking.

- (i) For CEng Members or Interim Registrants for Chartered Engineer this is an accredited Bachelors degree with honours in engineering or technology, plus either an appropriate Masters degree accredited or approved by a professional engineering institution or appropriate further learning to Masters level **or** an accredited integrated MEng degree.
- (ii) For IEng Members or Interim Registrants for Incorporated Engineer this is - an accredited Bachelors degree in engineering or technology **or** a Higher National Certificate or Diploma or a Foundation Degree in engineering or technology, plus appropriate further learning to degree level for HNC/D.
- (iii) For EngTech Members typical qualifications (Route A) are:
 - (a) NC or ND in either Engineering or Construction & the Built Environment
 - (b) City & Guilds Higher Professional Diploma in Engineering
 - (c) IFE Member Exams (a pass in all four papers)
 - (d) IFE Graduate Exams (a pass in all four papers)
 - (e) FSEB Station Officer Exams (a pass in all four written papers)
 - (f) Foundation Degree, HNC or HND in Fire Safety Engineering (from UCLan, the Fire Service College or Eastleigh College)
 - (g) Foundation Degree, HNC or HND in Fire Safety Studies (from UCLan, the Fire Service College or Eastleigh College)
 - (h) HNC or HND in Fire Engineering (University of Wales at Bridgend College).

Applicants who do not have the appropriate exemplifying qualifications (accredited or deemed as equivalent by the Individual Route Panel) may demonstrate that they have the required level of knowledge and understanding in other ways. However, in all cases applicants must clearly demonstrate that they have achieved the same level of knowledge and understanding as those with exemplifying qualifications as outlined below.

For CEng Members and IEng Members these ways include:

- (i) writing an acceptable Technical Report meeting the requirements stipulated by the Individual Route Panel. The requirements will be applicant-specific and relate to the applicants academic engineering qualifications and practical experience.
- (ii) taking appropriate Engineering Council examinations.
- (iii) taking an appropriate further academic programme.

For EngTech Members:

- (i) successful appraisal through a workplace based assessment of the applicant by experienced fire engineers.
- (ii) writing an acceptable Technical Report meeting the requirements stipulated by the Individual Route Panel. The requirements will be applicant-specific and relate to the applicants academic engineering qualifications and practical experience.

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Applicants who are registered with the EC^{UK} via another institution within the sections of Chartered Engineer, Incorporated Engineer or Engineering Technician will be deemed to have satisfied the educational requirements for application at that same grade with the Institution of Fire Engineers.

9. Professional Development

This is assessed through a competence and commitment framework and requires applicants to demonstrate competence to perform professional fire engineering work to the necessary standards through a process of professional review which includes submission of a Professional Review Report.

10. Continuing Professional Development (“CPD”)

Applicants for all grades of membership are required to provide appropriate evidence of CPD in the Professional Review Report. Such CPD should be aimed at keeping up to date with developments in fire engineering practice and in filling gaps in knowledge.

ELECTION, TRANSFER AND REGISTRATION OF MEMBERS

11. Every application for the IFERG membership and registration shall be on the appropriate application form, and shall be forwarded to the Membership Administrator together with such fees as the Steering Panel may from time to time decide.
12. Every applicant for transfer shall provide appropriate documentary evidence of Continuing Professional Development (CPD) in accordance with the policy and applicable requirements established from time to time by the Steering Panel.
13. Applications for election or transfer into the grades of CEng Member, IEng Member and EngTech Member must be accompanied by a Professional Review Report which shall conform to the current guidance issued by the Institution.
14. Any applicant for election or transfer into the grades of CEng Member and IEng Member must satisfy the requirements of a Professional Review which will include a written report and an interview by peers. The purpose of the professional review is to assess experience and expertise in Fire Engineering and to judge whether the candidate is competent to fulfil the role of a Chartered Engineer or Incorporated Engineer.
15. (i) When an applicant has been elected, the Membership Administrator shall give him written notice thereof and his first annual subscription shall thereupon become due. He will not become a member of the IFERG and his name will not be added to the Register until he has paid his first annual subscription and any appropriate EC^{UK} registration fee.
(ii) When an application for transfer has been approved by the Membership Committee, the Membership Administrator shall inform the applicant in writing, and any supplementary subscription payable shall thereupon become due. Where any such fee or subscription is

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payable the transfer shall not become effective and shall not be entered in the Register until payment has been made.

- (iii) If any sum payable under this rule is not paid within a period of 6 months from the date the member was notified in writing, the election or transfer, as the case may be, shall lapse.
- 16.** In the case of non-election or non-transfer, no mention thereof shall be made at any meetings or in any publication of the Institution, except as is necessary to record such decisions in the minutes of the Membership Committee and to advise the applicant of the decision.
- 17.** Applicants who are not elected or transferred into the grade applied for have the following rights of appeal:
- (i) All appeals must be in writing, addressed to the Secretary and clearly state the reasons for the appeal.
 - (ii) Adequate information to support the appeal must be provided and the appeal must be supported by an original referee.
 - (iii) The appeal shall be referred to the Steering Panel who will appoint and brief an Appeal Panel comprising three CEng Members, none of whom shall be members of the Membership Committee. The decision of this Panel shall be conveyed to the Steering Panel. If the appeal panel is satisfied that a case has been made, the Steering Panel will refer the case to the Membership Committee which shall reconsider the application and submit its decision to the Steering Panel for ratification.
- 18.** Members whose membership has lapsed for non-payment may be re-admitted provided they remain eligible for re-admission and pay all monies owed in respect of arrears of subscription and other charges owed. Lapsed members will only be considered for re-admittance if non-payment does not exceed 3 years of subscriptions.
- 19.** A member may, by notice in writing to the Secretary, resign from the Registrants Group after payment of any sum due from him in respect of subscriptions and registration fees.

FEES AND SUBSCRIPTIONS

- 20.** An application fee shall be payable by all candidates prior to the processing of their application. The fee is non-refundable and shall be set annually by the Board of Directors of the Institution.
- 21.** The annual subscription payable by members will be set annually by the Board of Directors of the Institution.
- 22.** All subscriptions are payable in advance and become due on the 1st day of January in each year.

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23. (i) Each member whose transfer from one grade to another is approved by the Steering Panel shall pay by way of supplement the difference (if any) between the subscription he has paid in respect of the year in which he is transferred and the subscription proper to the grade to which he is transferred. Any member whose transfer is approved by the Membership Committee during the last two months of any subscription year shall not be required to pay any supplementary subscription for that year.
- (ii) The first subscription of each CEng Member, Interim Registrant for Chartered Engineer, Interim Registrant for Incorporated Engineer, IEng Member and EngTech Member elected in the last three months of any subscription year shall cover both the remainder of the year of his election and the succeeding subscription year.

CONDUCT OF MEMBERS

24. In order to facilitate the advancement of the science, technologies and practice of fire engineering by preserving the respect in which the community holds persons who are engaged in the profession, every member shall so order his conduct as to uphold the reputation of the Registrants Group and the dignity of the profession of fire engineer, and shall, in whatever capacity he may be engaged, act in a strictly fiduciary manner towards clients and employers, towards others with whom his work is connected, and towards other members.

All members shall be required to conform to the Code and Rules of Professional Conduct. The Code and Rules of Professional Conduct may be amended, varied or rescinded as the Steering Panel may think fit provided that such amendments are not contrary to any Code and/or Rules of Conduct prevailing and appropriate to registrants with the Engineering Council.

Failure by an individual to comply with the Code of Professional Conduct shall constitute misconduct rendering such individual liable to disciplinary action pursuant to Rule 25.

EXPULSION

25. (i) If any member shall refuse or wilfully neglect to comply with any of these rules or shall have been guilty of such conduct, as in the opinion of the Steering Panel either shall have rendered him unfit to remain a member of the Registrants Group or shall be injurious to the Registrants Group, such member may by a resolution of the Steering Panel be expelled from membership of the Registrants Group.
- (ii) Such resolution shall only be made provided that the member in question has been given three months notice of the intended resolution for his expulsion and provided that he shall first have been given an opportunity, by the Disciplinary Committee of the Registrants Group, of being heard by himself or his agent in defence, of cross-examining witnesses called against him and of calling witnesses on his own behalf. In the case of a member who is resident abroad and who has given notice of his inability to be heard by himself or his agent in defence, the member will have an opportunity of submitting a statement in writing of his defence together with depositions of witnesses on his own behalf.
- (iii) Any member so expelled from membership of the Registrants Group by a resolution of the Board of Directors of the Institution and who is thus no longer entitled to remain registered with the ECuk through the Institution shall have the right of appeal to the Engineering Council, under the terms of the applicable By-Laws of the Engineering Council, whose decision shall be final and absolute in this regard.

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MEETINGS

26. (i) The Registrants Group shall have one class of meeting, namely - Ordinary Meetings.
- (ii) In addition to meetings of the Registrants Group there may be held meetings of Specialist Groups and Branch Groups which shall be governed by the rules of the specific Group as established by the Steering Panel in accordance with Rules 62 and 63.
27. Ordinary meetings shall be held at such times and places as the Steering Panel shall determine, and the Steering Panel shall take into consideration any proposals for such a meeting that they may receive from the committee of a Specialist Group or Branch. Members of all grades shall be entitled to attend and each member shall, unless the Steering Panel shall otherwise decide with respect to any particular meeting, be entitled to introduce one visitor. Non-members who have been admitted as subscribers to a Specialist Group may attend an Ordinary Meeting convened on the proposal of that Group unless in respect of any particular meeting the Steering Panel shall otherwise decide. The business of Ordinary Meetings shall include the delivery of addresses or lectures or the presentation for discussion of papers on fire safety science or engineering or other allied subjects. No matter relating to the constitution, affairs, business, direction, or management of the Registrants Group shall be discussed nor any motion relating thereto be made at Ordinary Meetings.

THE STEERING PANEL

28. The Steering Panel shall consist of thirteen members of whom, nine shall be persons in the grade of CEng Member, two shall be persons in the grade of IEng Member and two shall be persons in the grade of EngTech Member. The Steering Panel shall have a Chairman who shall be elected in accordance with the provisions of Rule 31.
29. Six of the CEng Members, both IEng Members and both Eng Tech Members shall be elected and hold office in accordance with the provisions stated below:
- (i) Two of the six members of the Steering Group who are CEng Members shall retire each year and shall, subject to the conditions of sub-section (v) below, be eligible for election or re-election as the case may be, such election to be solely by those members of the Registrants Group in the grades of CEng Member and IEng Member.
- (ii) One of the two members of the Steering Panel who are IEng Members shall retire each year and shall, subject to the conditions of sub-section (v) below, be eligible for election or re-election as the case may be, such election to be solely by those members of the Registrants Group in the grade of IEng Member.
- (iii) One of the two members of the Steering Panel who are EngTech Members shall retire each year and shall, subject to the conditions of sub-section (v) below, be eligible for election or re-election as the case may be, such election to be solely by those members of the Registrants Group in the grade of EngTech Member.
- (iv) The members of the Steering Panel to retire in any year shall be those who have been longest in office since their last election and as between any of them with the same length of service since their last election those to retire shall be determined by the Steering Panel.
- (v) No person who has held office as an elected member of the Steering Panel for two consecutive terms shall be eligible for re-election unless one year has elapsed since the

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date of his retirement from that office. For the purposes of this rule, the period between the close of one Annual General Meeting of the Institution and the close of the next following Annual General Meeting of the Institution shall be deemed to be one year.

- 30.** The members of the Steering Panel for any year shall hold office from the conclusion of the Annual General Meeting of the Institution until the next Annual General Meeting of the Institution, or if any has been appointed to fill a casual vacancy pursuant to Rule 33, from the date of such appointment until the next Annual General Meeting of the Institution.
- 31.** (i) The Chair shall be a CEng Member and shall be elected each year from amongst the CEng Members of the Steering Panel, such election to be by all members of the Steering Panel for the year and to take place at the first meeting of the Steering Panel immediately following the Annual General Meeting of the Institution.
- (ii) The Chair shall, for the duration of his period of office, be a member of the Board of Directors of the Institution. Should the Chair not be able to attend any meetings of the Board of Directors of the Institution or any of its Committees upon which he is entitled to sit as a member of the Board of Directors of the Institution, the Steering Panel shall have the power to make a temporary substitution into the office of Chair, such substitution to be made, from those elected members of the Steering Panel who are in the grade of CEng Member.
- 32.** (i) A member of the Steering Panel shall automatically vacate his office if by notice in writing to the Secretary he resigns his office or if he ceases to be a member of the Registrants Group; or if he becomes bankrupt or of unsound mind and the Steering Panel resolve that his office be vacated, and any such resolution shall be conclusive as to the fact and grounds of vacation stated in the resolution.
- (ii) A member of the Steering Panel will be deemed to have resigned if he fails to attend three successive meetings of the Steering Panel without good cause for his absence.
- 33.** (i) The Steering Panel shall fill a casual vacancy in the office of Chair by electing thereto any CEng Member eligible for election to those offices.
- (ii) The Steering Panel may fill any other casual vacancies in the membership of the Steering Panel by appointing thereto members who are eligible for election to the office in which the casual vacancy exists. A vacancy in the Steering Panel not filled at an Annual General Meeting of the Institution shall be a casual vacancy. The period when filling a casual vacancy shall not be counted towards the term of office of any member of the Steering Panel.
- 34.** In addition to the members of the Steering Panel, one representative from the Engineering Council shall be entitled to attend and participate in all meetings of the Steering Panel.
- 35.** From time to time the Steering Panel may consider it advisable to co-opt eligible members of the Registrants Group for a specific reason or purpose. Persons co-opted in accordance with this rule shall have full voting rights for the duration of their co-option and in any event shall

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retire on the date of the Annual General Meeting of the Institution next following their co-option but shall be eligible to be co-opted again. Such co-options should be exceptional and at no time should the total number exceed four.

36. The Steering Panel may co-opt additional members at its discretion. Such co-opted members shall have no voting rights and shall retire on the date of the next Annual General Meeting of the Institution following their co-option, but are eligible to be co-opted again.

ELECTION OF MEMBERS OF THE STEERING PANEL

37. Members of the Steering Panel who fall due for election shall be elected annually by ballot taken by means of postal voting papers circulated among those members of the Registrants Group who are eligible to vote.
38. Not later than ten weeks before the date of each Annual General Meeting of the Institution, the Steering Panel shall present a list of qualified persons whom the Steering Panel nominate for election as members of the Steering Panel.
39. Not later than eight weeks before the date of each Annual General Meeting of the Institution, the Secretary shall send to each CEng Member, Interim Registrant for Chartered Engineer, Interim Registrant for Incorporated Engineer, IEng Member and EngTech Member entitled to receive notices a notice containing the following:
- (i) the names of the members of the Steering Panel due to retire at the expiration of their respective periods of office;
 - (ii) a list of qualified persons whom the Steering Panel nominates for election as members of the Steering Panel for the next ensuing year, stating in every case the particular office for which each is proposed.
40. The notice referred to in Rule 39 shall be accompanied by an invitation for the nomination in writing of any duly qualified person as a candidate for election as a member of the Steering Panel for the ensuing year. The nomination shall state the particular office for which the candidate is nominated and shall be signed by the member making the nomination together with the written consent of the nominee to accept office if elected. Nomination papers must be delivered to the Secretary, at least six weeks prior to the Annual General Meeting of the Institution.
41. If, in respect of any office, the number of candidates duly nominated for election thereto does not exceed the number of vacancies, the person(s) so nominated shall be declared elected at the ensuing Annual General Meeting of the Institution. If the number of candidates duly nominated for any office exceeds the number of vacancies the names shall be included as candidates for that office in the voting paper referred to in Rule 42.
42. Not later than four weeks before the date of each Annual General Meeting of the Institution the Secretary shall send to each member entitled to receive notices a voting paper, showing

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the number and class of vacancies to be filled and the names and grades of the Registrants Group membership of the candidates nominated for each class of vacancy, and, as to each candidate, by whom he is nominated. The voting paper shall also state clearly the number of votes that must be given for candidates in each class. Voting papers not completed in accordance with the instructions thereon shall be invalid. Each voting paper shall be returned to the Secretary by hand or through the post pre-paid in the envelope provided to arrive not less than seven clear days before the date of the ensuing Annual General Meeting of the Institution and any voting paper not so delivered shall be ineffectual and disregarded.

43. In the event of the death, resignation, or expulsion of a candidate after nomination and before the announcement of the result of the election, the election shall proceed with respect to the remaining candidates, provided always that the Steering Panel may at any time before the despatch of voting papers to members nominate another member in place of any deceased, resigned, or expelled candidate nominated by the Steering Panel.
44. The Chair, or in his absence the member of the Steering Panel acting in his place, shall at a convenient time before the Annual General Meeting of the Institution, appoint from among the CEng Members of the Registrants Group who are not seeking election not less than three scrutineers, any two of whom shall form a quorum at any meeting of the scrutineers.
45. All voting papers received by the Secretary shall be opened in the presence of, and examined by, the scrutineers. The scrutineers shall make and sign a report which will state the total number of voting papers received, the number rejected and the grounds for rejection, the total number of votes cast in favour of each candidate, and the names of the successful candidates and the offices to which they have respectively secured election. If, for any class of vacancy, there is an equality of votes in favour of two or more candidates, one or more of whom must be unsuccessful, the report shall so state. The report shall be enclosed in a sealed envelope delivered by the scrutineers to the Secretary and shall not be opened except in the presence of the Steering Panel immediately prior to the Annual General Meeting of the Institution.
46. The voting papers, after examination by the scrutineers, shall be placed in a packet which shall be sealed and delivered to the Secretary who shall retain the papers until one month after the Annual General Meeting of the Institution, and shall then cause them to be destroyed.
47. If there is an equality of votes as referred to in Rule 45, the Chair, or in his absence the member of the Steering Panel acting in his place, shall have a casting vote.
48. The result of the election shall be announced at the ensuing Annual General Meeting of the Institution by the reading of the names of those who have been duly elected.
49. The Steering Panel shall cause such result to be published as soon as reasonably practicable after the announcement thereof in such other manner as the Steering Panel may determine.

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PROCEDURE, POWERS AND DUTIES OF THE STEERING PANEL

50. (i) The Steering Panel shall meet together for the despatch of business not less often than four times per year and, subject to the provisions of these Rules, may regulate their proceedings as they think fit and may act notwithstanding any vacancy in their body.
- (ii) At all meetings of the Steering Panel, all members of the Steering Panel shall have equal rights to be heard and to vote and, in the case of an equality of votes, the Chair shall be entitled to a second or casting vote.
- (iii) No business shall be transacted at any meeting of the Steering Panel unless a quorum is present at the time when the meeting proceeds to business. Six voted members of the Steering Panel, of whom no less than four shall be CEng Members, shall be a quorum at a meeting of the Steering Panel. If within twenty minutes after the time appointed for the meeting a quorum is not present, the meeting shall be dissolved.
- (iv) A member of the Steering Panel may participate in a meeting of the Steering Panel of which he is a member by means of a conference, telephone or similar communicating equipment whereby all persons participating in the meeting can hear and/or see each other, provided that at all times there are not less than four voting members of the Steering Panel present in person.
51. (i) The Steering Panel may appoint standing, special, and ad-hoc committees and may delegate any of their powers to any such committees. Subject as aforesaid, a committee may be composed of members of the Steering Panel alone or of members of the Steering Panel and other persons as agreed by the Steering Panel.
- (ii) The persons appointed to such committees shall be agreed by the Steering Panel at the time the committee is appointed.
52. In the exercise of its powers under Rule 51, the Steering Panel shall appoint the following:
- (i) A Membership Committee which shall comprise at least seven members of the Registrants Group, at least one but not more than two of whom shall be from the grade of IEng Member and one from the grade of EngTech Member;
- (ii) An Education and Accreditation Committee which shall comprise at least five members of the Registrants Group;
- (iii) A Disciplinary Committee which may or may not be a standing committee but which shall be responsible for dealing with any and all matters relating to the discipline of members. None of the powers or functions of the Steering Panel under Rule 25 shall be delegated to this committee save only the hearing of any explanation or defence given orally or in writing; and
- (iv) A Chair for each of the Committees described in (a) and (b) above. Such persons must be in the grade of CEng Member and shall, upon appointment, become the two appointed members of the Steering Panel described in rule 29.
53. Any committee to which any of the powers of the Steering Panel may be delegated shall, in addition to such directions as may be given to them by the Steering Panel pursuant to Rule 51 or as are stated in Rule 52, be governed by the following rules, namely:

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- (i) All committees shall, in the exercise of powers delegated to them and in the transaction of business, conform to any directions that may be given to them by the Steering Panel and may regulate their proceedings as they think fit.
 - (ii) No business shall be transacted at any meeting of a committee unless a quorum is present at the time when the meeting proceeds to business. The quorum for a committee shall be as specified in the Terms of Reference of the Committee. If within twenty minutes after the time appointed for the meeting an appropriate quorum is not present, the meeting shall be dissolved.
- 54.** The Chair of the Registrants Group shall ex-officio be a member of all committees appointed by the Steering Panel.
- 55.** In addition to the appointed members of the Membership Committee and the Education and Accreditation Committee, one representative from the Engineering Council shall be entitled to attend and participate in all meetings of these two committees.
- 56.** The Steering Panel may from time to time formulate and publish such Regulations or Policies as it considers necessary for the proper conduct of the affairs and activities of the Registrants Group and may from time to time revoke, amend, or add to any Regulations or Policies so made provided that no such Regulation or Policy shall be inconsistent with these Rules. No such Regulation, Policy, revocation, amendment, or addition shall take effect until the same has been approved by the Board of Directors of the Institution.
- 57.** (i) The financial affairs of the Registrants Group will be controlled by the Treasurer of the Institution in accordance with such rules as may from time to time be made by the Board of Directors of the Institution.
- (ii) The Treasurer of the Institution shall receive and give receipts for monies receivable by the Registrants Group and make payments of monies in respect of expenditure of the Registrants Group in accordance with such rules, regulations and requirements as are made from time to time by the Steering Panel and/or the Board of Directors of the Institution.
- 58.** No act done by the Steering Panel, whether ultra vires or not, which shall have received the express or implied sanction of the CEng Members of the Registrants Group, shall be impeached by any member of the Registrants Group on any ground whatsoever, but shall be deemed to be an act of the Registrants Group.

APPOINTMENT AND DUTIES OF OFFICERS

- 59.** The Secretary, who may or may not be a member of the Registrants Group, shall be the Chief Executive Officer for the time being of the Institution.
- 60.** The Secretary shall be responsible for the conduct of the correspondence of the Registrants Group, the taking of minutes of the proceedings of meetings of the Registrants, of the

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Steering Panel, and of committees, and such other duties as are from time to time agreed by the Board of Directors of the Institution.

RELATIONSHIP WITH THE INSTITUTION OF FIRE ENGINEERS

61. (i) The Registrants Group forms part of the Institution of Fire Engineers and is constituted by and subject to the terms and conditions of Article 39 (c) of the Articles of Association of the Institution.
- (ii) All members of the Registrants Group shall be members of the Institution and shall be entitled to all rights and privileges conferred on members of the Institution in the grade of membership of the Institution to which they have been elected.

SPECIALIST GROUPS OF THE REGISTRANTS GROUP

62. The Steering Panel may establish Specialist Groups of the Registrants Group. Membership of each such Specialist Group shall be open to all members of the Registrants Group who declare that they are interested in the activities of the group. Each such Specialist Group shall be constituted and its affairs shall be conducted in accordance with rules made from time to time by the Steering Panel. Such rules shall (inter alia) state the subject or subjects with which the group is concerned.

BRANCH GROUPS

63. Subject to the authorisation of the Board of Directors of the Institution, the Steering Panel may establish IFE Registrants Groups (IFERG Groups) of any or all of the branches of the Institution. Every member whose recorded address is within the territory of a branch of the Institution shall be entitled to be a member of the IFERG Group of the branch unless by notice in writing to the Secretary he has expressed a wish to belong to some other IFERG, in which case he shall be a member of that other IFERG in place of the first-mentioned IFERG.

Each IFERG shall be constituted and its affairs shall be conducted in accordance with rules made from time to time by the Board of Directors of the Institution. Such rules shall state the territory of the IFERG and shall provide (inter alia):

- (i) for the election of an IFERG Committee; and
- (ii) for the election of an IFERG Chair.

PUBLICATIONS

64. Through the Board of Directors of the Institution the Steering Panel shall publish such periodical and other publications as shall be agreed and shall make them available to members on such terms as are decided by the Board of Directors of the Institution. The further distribution of the Registrants Group publications whether by gift, exchange, sale, or otherwise shall be determined by the Board of Directors of the Institution.

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65. A notice may be served by the Steering Panel upon any member either personally or by posting it to him at his recorded address.
66. Any notice sent by post shall be deemed to have been served at the expiration of five days after it was posted, and in proving such service it shall be sufficient to prove that the notice or the packet containing it was properly addressed and posted.

DATE OF OPERATION AND REVISIONS

67. This issue of the Rules of the Registrants Group replaces that agreed in Dec 07 2006 (Reference ECD/001/1207) and is operative from the 1st January 2009