ABERDEEN ASSOCIATION OF CIVIL ENGINEERS

incorporated 14 December 1900

CONSTITUTION AND RULES

(As amended at the Annual Business Meeting of the Association in Aberdeen on 11 May 2026)

CONSTITUTION

1. The title of the Association shall be "The Aberdeen Association of Civil Engineers". The Association became an Associated Society of the Institution of Civil Engineers in October 1987.

2. The objects for which the Association is formed are:-

    a. To promote and encourage the acquisition of knowledge in matters connected with the profession of a Civil Engineer in all its branches and dissemination and application of this knowledge for the benefit of the community.

    b. To hold meetings at which professional papers may be presented and discussed, and to arrange visits to works of engineering interest.

    c. To promote Education & Training for all Associate, Graduate, Technician and Student Members of the Institution of Civil Engineers including Continuing Professional Development for all members.

3. **MEMBERS** of the Association shall be persons who, through an interest in Civil Engineering, wish to join the Association. **HONORARY MEMBERS** of the Association shall be persons who, as agreed by the Council, are invited to join the Association. Honorary Members shall have the same rights as Members and shall adhere to the Constitution and Rules as described.

4. **COUNCIL**:-
   The affairs of the Association shall be managed by a Council consisting of a President, a Vice-President, two persons who are Members, Schools Coordinator, Media, Dinner Secretary, an Honorary Secretary and an Honorary Treasurer, all of whom with the exception of the Honorary Secretary and the Honorary Treasurer shall be elected at the Annual Business Meeting.

   The Honorary Secretary and the Honorary Treasurer shall be appointed by the Council at its first meeting of the Session.

   The Immediate Past President will automatically become a Member of the Council for the session following their presidency, unless rejected by the individual.

   The Council may co-opt the President of the University of Aberdeen Engineering Association or a representative to be an ex officio Member of Council for any session.

   The Council may co-opt a representative of the Association of Municipal Engineers to be an ex officio Member of Council for any Session.

   The Chairman and Honorary Secretary of the Early Careers Network (EC Net) shall be ex officio Members of the Council.

The Regional Liaison Officer of the Institution of Civil Engineers shall be an ex officio member of the committee.

The Chair at a meeting of the Council shall be the President of the Association. In the Presidents absence the Vice-President shall take the chair. In the event of a vote, in which all Council Members elected or not, can take part, the Chair shall have a casting as well as a deliberative vote.

At any meeting of the Council the quorum shall be any **five** members of the Council.

Council members Role and Responsibilities have been outlined in a supporting document.

5. The duties of the Council shall include the arrangements of the Syllabus of Papers to be presented throughout the session and of the Programme of Visits to Works together with any other business connected with the Association.

6. The Council shall draw up a yearly report as to the general state of the Association and prepare a statement of the funds of the Association to lay before the Annual Business Meeting, such statement shall be certified by an Auditor to be elected annually by vote at the Annual Business Meeting.

7. The Council shall submit annually a proposed voting list of Council for the ensuing Session. Each Member is eligible to vote.

   It will be in order for any voter to submit to the Honorary Secretary the name of any Member for inclusion on to the voting list after verifying that the said Member is willing to serve on the Council. Every completed voting list shall contain one name as President, one name as Vice-President, one name as Schools Coordinator, one name as Media, one name as Dinner Secretary, one name as Immediate Past President and one member of Council. Additional members may be required to ensure that a total number of **nine** members are on the Council.

8. The Meetings of the Association shall be of three kinds as follows:-

   a. *Annual*: The Annual Business Meeting shall be held at the end of each Session.

   b. *Ordinary*: The Ordinary Meetings of the Association shall be held in a place and on dates arranged by the Council and indicated on the Annual Syllabus. Due notice of each meeting shall be issued by the Honorary Secretary.

   c. *Special*: A Special Meeting of the Association shall be called by the Honorary Secretary either when the Council consider such a course advisable or, on receiving a petition signed by twenty members. Such a petition shall state the reasons for desiring a Special Meeting.

9. Should the expulsion of any Member be judged expedient by 10 Members they shall draw up and sign a proposal for consideration by the Council requesting expulsion giving the alleged grounds for same and, if after careful enquiry the Council shall find good reasons to give effect to the proposal, the name of the Member shall be struck from the list of membership.

   If the Council judge it to be expedient it may proceed without waiting for a proposal from 10 Members.

10. The Council shall be at liberty to frame new rules and alter or repeal existing Rules. Any such addition, alteration, or repeal shall be announced at the next Ordinary meeting when the addition, alteration or repeal shall come into force.

11. Notice of any proposal to amend or alter this Constitution must be signed by 10 Members and shall be forwarded to the Honorary Secretary in writing not less than 14 days before the Annual Business Meeting at which any such motion to be carried must be passed by two-thirds of the Members.

12. The Association shall have an EC Net for young members, whose function shall be to foster the welfare of these members, particularly in relation to their training for advancement in grade of membership of the Institution of Civil Engineers and to organise meetings, courses and seminars relating to membership of the Institution of Civil Engineers including Continuing Professional Development for all members.

Members of the Institution of Civil Engineers shall be admitted to membership of the Association dependent on their level and extent of responsibility.

The group consisting of Chair, Honorary Secretary and at least three other persons who may be Members of the Association. All of whom, with the exception of the Honorary Secretary, shall be elected at the Annual Business Meeting. The Chair and Honorary Secretary of the Committee shall be ex officio members of the Council.

The Honorary Secretary shall be appointed by the group at their first meeting of the Session.

13. The Council shall be at liberty to decide from time to time that the Education and Training functions of the group may be delegated to a separate sub-group for the purposes of particular issues and events.

14. Annual policy and procedure documents that are to be reviewed annually at the AGM are noted below:
    a. Roles and Responsibilities.
    b. Data Protection Policy and Procedure.
    c. Privacy Policy.

RULES

1. All persons seeking admission to the Association shall complete the online form of proposal in the 'Join Us' section of our website. The Honorary Secretary shall present for consideration by the Council at the next committee meeting.

2. No Annual Subscription requested from the membership, as members of the Institution of Civil Engineers pay a annual subscription. Members may donate to the Association at their own choosing.

3. Each Session of Meetings shall commence in September and end in May of the next year.

4. At Ordinary Meetings of the Association the order of business shall be as follows:-

    a. A paper on a subject relating to Engineering.
    b. A discussion on the Paper.

5. Each person must direct their speech to the subject under discussion, and no remarks shall be considered in order unless the speaker be standing and addressing the Chair.

6. At Ordinary Meetings each Member shall have the privilege of introducing associates/colleagues who will be permitted to take part in the discussion. The names of such visitors should be given to the Honorary Secretary before the Meeting and entered on sederunt.