

**By-Laws**  
OF THE  
**Institute of Marine Engineers**

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**MEMBERSHIP**

1. Candidates for admission as Members must be Engineers possessing First-class Board of Trade Certificates, and who have, in addition, occupied the position of Chief or Second Engineer during a period of not less than twelve calendar months prior to the date of their application for Membership; or in the alternative they must be Engineers in virtue of their education and experience, who occupy, or have occupied, responsible positions on shore in the designing or construction of machinery in connexion with Marine Engineering, or in the directing or carrying on of work connected with Marine Engineering. \* All Engineers with first-class certificates, who have sailed with that certificate for twelve months, in a position qualifying for first-class certificate, shall be eligible as full members.

2. Candidates for admission as Associate Members must be Engineers possessing Second-Class Board of Trade Certificates, and who have, in addition, had charge of a watch at sea during a period of not less than eighteen calendar months prior to the date of their application for Membership, or in the alternative they must be Engineers in virtue of their education and experience, who occupy, or have occupied, some semi-responsible position on shore, in the designing or construction of machinery in connexion with Marine Engineering, or in the directing or carrying on of work connected with Marine Engineering.

3. Candidates for admission as Associates must be gentlemen not under the age of twenty-one years, who by virtue of

\* Added to the original By-law at the Annual Meeting, 1891.

their education and experience are Engineers, and who follow, or propose to follow, the occupation of Marine Engineers, or an occupation connected with Marine Engineering.

4. Candidates for admission as Graduates must be Apprentices to the science, profession, trade, or business of Engineering, who have served as such apprentices during a period of not less than three years prior to their application for membership, and who propose to follow the occupation of Marine Engineers, or an occupation connected with Marine Engineering work.

5. Any Graduate may be afterwards admitted as an Associate, Associate Member or Member (as the case may be), any Associate as an Associate Member or Member (as the case may be), and any Associate Member as a Member, at the discretion of the Council, on his becoming possessed of the necessary qualifications.

6. The Council shall have power to elect as Honorary Members or Companions, Peers, Members of Parliament, persons holding high civic or other distinguished positions, or influential persons connected with or interested in Engineering, subject to such regulations as the Council shall, from time to time, decide. Such candidates shall be entitled to be balloted for immediately.

\*6a. The Council shall have power to elect as Companions, Nautical or Marine Surveyors, Surveyors to the Board of Trade, or Lloyd's, or who have been Shipmasters, Nautical Over-lookers, Commercial Managers of Engineering, or Ship-building firms, Ship Owners and others indirectly interested in matters relating to Marine Engineering, subject to such regulations as the Council shall from time to time decide. Such candidates shall be elected under the same conditions as Members, Associate Members, Associates and Graduates, in respect to the application form and ballot.

#### ELECTION OF MEMBERS, HONORARY MEMBERS, ASSOCIATE MEMBERS, ASSOCIATES, GRADUATES AND COMPANIONS

7. Every Candidate for admission as Member must, unless and until the Council shall prescribe some other form of applica-

tion for membership, sign the following form of application for membership :—

“ I, the undersigned, desire to become a member of  
 “ the Institute of Marine Engineers, and I do hereby pro-  
 “ mise and agree that in the event of my election, I will  
 “ be governed by the Memorandum and Articles of Associa-  
 “ tion of the Institute, and that I will abide by and con-  
 “ form to the By-laws and Regulations of the said Insti-  
 “ tute as such Articles, By-laws and Regulations are now  
 “ formed, or as they may hereafter be altered, amended,  
 “ or enlarged; and I promise to promote the objects of  
 “ the said Institute as far as shall be in my power, and  
 “ to attend the meetings thereof as often as I conveniently  
 “ can, provided that whenever I shall signify in writing  
 “ to the Secretary that I am desirous of withdrawing  
 “ my name therefrom, I shall (after payment of any  
 “ arrears which may be due from me at that period) be  
 “ free from this obligation.

“ I also promise and agree to present to the Institute  
 “ an original paper, drawing, plan, or model of interest  
 “ to Marine Engineers, or some scientific work for the  
 “ library, within the space of twelve calendar months  
 “ from the date of my election. My qualification for  
 “ admission as Member of the Institute is [Here state the  
 “ qualification].”

Signature of Applicant

Address

Present Occupation

Age (if Applicant for admission as Associate)

Apprenticeship served with

No. and Grade of Board of Trade Certificate

Date of application

Proposed by

Signature of Proposer

Address of Proposer

Seconded by

Signature of Seconder

Address of Seconder

8. Every Candidate for admission as an Associate Member, Associate or Graduate, must, unless or until the Council

shall prescribe some other form of application for admission, sign the following form of application for admission : —

“ I, the undersigned, desire to become a  
 “ of the Institute of Marine Engineers, and I do hereby  
 “ promise and agree that I will be governed by the Memo-  
 “ randum and Articles of Association of the Institute,  
 “ and that I will abide by and conform to the By-laws and  
 “ Regulations of the said Institute as such Articles, By-  
 “ laws and Regulations are now formed, or as they may  
 “ hereafter be altered, amended or enlarged ; and I pro-  
 “ mise to promote the objects of the said Institute as far  
 “ as shall be in my power, and to attend the meetings  
 “ thereof as often as I conveniently can. Provided that,  
 “ whenever I shall signify in writing to the Secretary  
 “ that I am desirous of withdrawing my name therefrom,  
 “ I shall (after payment of any arrears which may be  
 “ due from me at that period) be free from this obligation.  
 “ My qualification for admission as  
 “ of the Institute of Marine Engineers is [Here state the  
 “ qualification].”

Signature of Applicant

Address

Present Occupation

Apprenticeship served with

No. and Grade of Board of Trade Certificate

Date of Application

Proposed by

Signature of Proposer

Address of Proposer

Seconded by

Signature of Seconder

Address of Seconder

9. Every Candidate must be proposed by one Member, and seconded by at least one other Member, to one of whom he must be personally known. The Candidate's name, residence, place of business (if any), the name of the firm to which he belongs (if any), the class under which he desires to join, his qualification to join such class, and his age if he be a Candidate for admission as Associate, shall be inserted in the application form in the place provided for such purpose. The application form shall be signed by the proposer and seconder. If,

by reason of the absence, illness or otherwise of the proposer or seconder, it shall be necessary, the Secretary may, on the written request of such proposer or seconder, sign the application form on behalf of such proposer or seconder. All application forms shall be sent or handed to the Secretary, and all Candidates shall be nominated at the next Council Meeting following the receipt of the application form by the Secretary, and put up for election at the next Council Meeting following the Council Meeting at which they are nominated, provided the seven days mentioned in clause 30 has elapsed, and if such seven days have not elapsed, at the next Council Meeting after the expiration of such seven days.

10. The election of all Candidates shall be by ballot, and no candidate shall be elected unless he shall obtain more than four affirmative votes to one negative vote.

11. The election of Candidates shall be vested solely in the Council, six of whom shall form a quorum at such election.

12. A list of Candidates, with the names of their proposers and seconders, dated and signed by the Secretary or some other person appointed by the Council, shall be put up in the entrance hall or one of the rooms of the Institute, to be selected and appointed by the Council at least seven days before the election.

13. In case of non-election no mention thereof shall be made in the minutes, nor shall any notice be given to the unsuccessful Candidate except that any entrance fee he has paid shall be returned.

14. Any person duly elected a Member, Associate Member, Associate, Graduate or Companion shall be informed thereof without delay by a letter from the Secretary, and he must thereupon pay his annual subscription for the current or succeeding year, as the case may be, in accordance with these By-laws, within four calendar months from his election, which election shall otherwise become void. The Council may, however, in their discretion extend the time if they think fit so to do.

15. Every Member, Associate Member, Associate, Graduate or Companion elected, having signed the register of the Institute, and having made all the proper payments, shall be entitled to a certificate of his election, which certificate shall specify the class to which he belongs.

16. Every Member shall, within twelve calendar months

from the date of his election, present to the Institute an original paper, drawing, plan or model of interest to Marine Engineers, or some scientific work for the library of the Institute. The Council shall, however, have power to extend the above-mentioned time of twelve calendar months, if they in their discretion shall think fit so to do.

All papers become the copyright of the Institute.

#### TRANSFER OF ASSOCIATE MEMBERS, ASSOCIATES AND GRADUATES

17. If any Graduate shall possess the necessary qualifications for admission as Associate, Associate Member or Member, or if any Associate shall possess the necessary qualifications for admission as Associate Member, it shall be competent for such Graduate, Associate or Associate Member (as the case may be) to apply to the Council for a transfer to the class of Associates, Associate Members or Members (as the case may be).

18. Such application shall be made in the following form :—

“ I, the undersigned, desire to be transferred from  
“ the class of  
“ to the class of  
“ My qualifications for admission to the class of  
“ are [Here state the qualifications].”

19. If the request for transfer is to be the class of Members, the Candidate shall, in addition to the above form of request, add the following :—

“ In the event of my being transferred to the class of  
“ Members, I undertake, within the space of twelve  
“ calendar months next after such transfer, to present  
“ to the Institute an original paper, drawing, plan or  
“ model of interest to Marine Engineers, or some scientific  
“ work for the Library.

20. The request for transfer shall be signed by two Members, who shall certify to the Council that to the best of their knowledge, information, and belief, the Candidate for transfer is a fit and proper person for admission to the class to which he desires to be transferred, and that his qualifications for such admission are, to the best of their knowledge, information and belief, truly stated by the Candidate in the request for transfer.

21. Any candidate for transfer who shall be duly transferred by the Council from any one class to any other class, shall be informed of such transfer without delay by the Secretary,

and such transferred Candidate must pay the increase in entrance fee (if any) and annual subscription between the class from which he is transferred and the class to which he is transferred, within the space of four calendar months from his transfer, which otherwise shall become void; but the Council may extend the time for such payment if they, in their discretion, shall think fit so to do.

22. Every Graduate, Associate or Associate Member transferred to the class of Members shall, within twelve calendar months from the date of his transfer, present to the Institute an original paper, drawing, plan or model of interest to Marine Engineers, or some scientific work for the Library of the Institute. The Council may, however, extend the above-mentioned time of twelve calendar months, if they in their discretion shall think fit so to do.

23. Every person transferred from one class to another, having paid the additional entrance fee and subscription in accordance with these By-laws, and having signed the register of the class to which he has been transferred, shall be entitled to a certificate showing the class to which he belongs.

24. At the first Ordinary Meeting at which any transferred Member is present, he having fulfilled the foregoing requirements, and having requested the President or Chairman of the meeting so to do, the President or Chairman of the meeting shall, addressing him by name, introduce him to the meeting, naming his new classification.

#### ELECTION OF PRESIDENT, VICE-PRESIDENTS AND MEMBERS OF COUNCIL

25. A ballot paper for the succeeding year of office, containing spaces for the names of a proposed President, Hon. Secretary and Hon. Treasurer, and a number of ordinary Members of Council equal to the number of ordinary Members of Council who are the retiring Members, in accordance with the Articles of Association, shall be issued to every Member who has a registered address within the United Kingdom, and who is entitled to vote, three calendar months at least before the Annual General Meeting.\* Any Member who is entitled

\* Such ballot paper shall also contain spaces for the names of the Hon. Minute Secretary and the Hon. Financial Secretary to meet the appointments made for these offices as created at the Annual Meetings of 1890 and 1904.

to vote may substitute the name of any other Member or Honorary Member for the name of the Member or Honorary Member nominated in the ballot paper (as such ballot paper is received by the Member) as President, the name of any Member for the name of the Member nominated as Honorary Secretary (if any), the name of any Member for the name of the Member nominated as Honorary Treasurer (if any), and the name or names of any one or more Members for one or more of those nominated as Ordinary Members of Council, provided that the total number of names on the ballot list as received by the Member must not be increased or added to.

26. The Members present at the Annual General Meeting shall elect by show of hands two scrutineers, and the decision of such scrutineers as to the reception or otherwise of any ballot paper is to be final.

27. \* Any ballot paper which contains more than one President, one Honorary Secretary (if any), one Honorary Treasurer (if any), and a number of Ordinary Members of Council, equal to the number on the ballot paper as issued to the Members, shall be void. Every Member wishing to vote shall personally hand his ballot paper to the Secretary, or shall leave such ballot paper at the premises of the Institute, addressed to the Secretary, or shall send such ballot paper by prepaid letter, addressed to the Secretary, four clear days at least before the date of the Annual General Meeting. Provided always that no election shall be invalidated or otherwise affected by any ballot paper so sent or left, not reaching the hands of the Secretary, or by any ballot paper not having been sent to or received by any Member.

28. The election of the Vice-Presidents shall be invested solely in the President, Honorary Secretary, and Honorary Treasurer (if any), and Ordinary Members of the Council, who, after their own election, shall elect the Vice-Presidents for their own year of office.

## OFFICERS OF THE INSTITUTE

29. The Members may at the Annual General Meeting elect

\* The ballot paper shall also contain provision for the filling up of the offices of Honorary Minute Secretary and of Honorary Financial Secretary by the vote of the members, as passed at the Annual Meetings in 1890 and 1904.



an Honorary Secretary, Hon. Minute Secretary, Hon. Financial Secretary, and an Hon. Treasurer for the succeeding year. The Council may appoint and pay an Assistant Secretary and define his duties, and, at their discretion, may dismiss such Assistant Secretary.

30. All other Officers and Servants of the Institute shall be appointed by the Council, who will define their duties, and may dismiss them.

31. Any act which by these By-laws is directed to be done by the Secretary, or any other named Officer of the Institute, may be done by any person duly authorized in such behalf by a resolution of the Council.

32. If a vacancy in the post of Honorary Secretary or Honorary Treasurer shall occur between any two Annual General Meetings, the Council may fill up such vacancy, or of the offices of Honorary Minute Secretary or Honorary Financial Secretary.

#### BOARD OF ADVISERS

33. There may be a Board of Advisers, numbering twelve, elected annually by the Council at the first Council Meeting after the Annual General Meeting.

34. The Board of Advisers shall be elected from the Council and the Honorary Members of the Institute.

35. The Board of Advisers shall elect their own Secretary, and their duties will be to consider and give recommendations to the Council on such matters as may be remitted to them by the Council.

#### ACCOUNTS

36. An Auditor or Auditors shall be appointed by the Members at the Annual General Meeting to examine and audit the accounts of the current year, and report thereon at the next Annual Meeting.

37. The Council shall fill up any vacancy that shall occur in the post of Auditor through resignation or otherwise.

38. An abstract of the accounts shall be made for the use of Members, and any Member may obtain a copy by applying to the Secretary for such copy within fourteen days immediately preceding the date of the Annual General Meeting.

## FINANCE

39. The financial affairs of the Institute shall be managed by the Council, who shall, if they think fit, elect from among themselves a Finance Committee of four in addition to the Treasurer, who shall be, *ex-officio*, a Member of the Finance Committee.

40. \* The Current Account of the Institute shall consist of two-thirds of all moneys received as entrance fees and subscriptions from Members, Associate Members, Associates, Graduates and Companions. The Capital Account shall consist of the remaining one-third of all entrance fees and subscriptions received from Members, Associate Members, Associates and Graduates, and of all subscriptions and donations received from Honorary Members.

41. The funds of the Institute shall be so managed that at no time shall the liabilities of the Institute exceed the balance of the Current Account of the Institute, except by special authorization of the Council at a meeting especially called for that purpose.

42. No liability shall be incurred for any greater sum than £5, and no moneys belonging to the Institute expended exceeding in amount the sum of £5, without the authorization of the Council.

## VISITORS

43. Any Member, Honorary Member, Associate Member, Associate, Graduate or Companion shall be at liberty to introduce visitors to the Institute subject to such regulations as the Council may from time to time deem necessary. This shall include the right to introduce one friend as a visitor to any of the meetings of the Institute; but such visitors shall withdraw during the transaction of any business in connexion with the management, if any Member desire that they shall so withdraw. The charges incurred by visitors shall in every

\* Amended at the Annual General Meetings held April 14, 1905, to :—

“The Capital Account shall consist of all Entrance Fees, Composition Fees, and of any Bequests that may be made to the Institute. All Capital Account Money shall be invested in accordance with No. 40 of the Articles of Association. The Current Account shall consist of all Annual Subscriptions, and of the Annual Interest derived from the Invested Capital of the Institute, but not of the Annual Interest derived from sums given or bequeathed to the Institute for a specific purpose.”

case be defrayed by the Member, Honorary Member, Associate Member, Associate, Graduate or Companion (as the case may be) introducing them. The names of all such visitors shall be entered in a book to be kept for that purpose.

44. It shall be in the discretion of the Council to admit any Candidate for admission as Member, Associate Member, Associate, Graduate or Companion, pending his election, to all the privileges of Membership, except voting.

#### PAPERS

45. All papers proposed to be read shall be first submitted to the Council for their approval.

#### BOOKS, DRAWINGS, ETC

46. None of the property of the Institute, such as books, drawings, etc., shall be taken out of the premises without the consent of the Council

#### DONATIONS TO THE INSTITUTE

47. All donations to the Institute shall be enumerated in the Annual Report of the Council reported to the Annual General Meeting.

#### MEETINGS OF COUNCIL

48. No business involving the expenditure of the funds of the Institute (except by way of payment of current salaries and accounts) shall be transacted at any Council Meeting, unless specified in the notice convening the meeting.

49. A prepaid letter giving notice of every Council Meeting shall be sent to each Member of the Council, by posting the same seven clear days at least prior to such Council Meeting, addressed to the registered address of such Member, provided that nothing done at any Council Meeting shall be nullified, or affected by reason of notice not having been sent to or received by any Member.

#### SERVANTS OF THE INSTITUTE

50. No Member, Honorary Member, Associate Member, Associate, Graduate or Companion shall give any money or gratuity to any servants of the Institute upon any pretence whatever.

51. All complaints respecting the servants, the charges or

domestic arrangements of the Institute shall be addressed in writing to the Secretary.

### MISCELLANEOUS

52. No provisions cooked in the Institute, or wines or other liquors are to be sent out from the Institute premises on any pretence whatever.

53. No game of hazard shall be played, nor shall dice be used on the Institute premises except for backgammon.

54. The premises of the Institute shall open and close at such hours as the Council shall from time to time appoint.

55. All Members, Honorary Members, Associate Members, Associates, Graduates and Companions are to pay for every expense incurred by them on the premises of the Institute before they leave.

56. No dogs are to be brought on the premises of the Institute.

57. No smoking shall be allowed on the premises of the Institute, except in those rooms set apart by the Council for that purpose.

\*58. Establishment of Centres:—

In order to make clear the basis on which centres may be formed and carried on, and at the same time respond to the wishes which have been expressed from time to time by Members resident at ports where a desire exists for the establishment of such Centres, Regulations are now proposed for the guidance of Local Committees, such Regulations to be strictly adhered to in all cases.

1. The Council may establish Centres of the Institute at ports where a sufficient number of Members are resident to justify such being carried on satisfactorily and efficiently by a Local Committee.

2. The Council may close a Centre when, in their judgment, it is found necessary to do so.

3. Each Centre shall be conducted in accordance with the Articles of Association and the By-laws of the Institute, and any Local By-laws for the guidance of the Local Membership and Committee must be so framed, and must be approved by the Council before becoming operative.

\* Added and passed at the Annual Meeting held March 20, 1908.

4. The local work of the Centre shall be carried on by a Local Committee of Members, appointed by the Council, or elected by the Local Members, and approved by the Council.

5. The Local Committee shall consist of Honorary Local Secretary, Honorary Local Treasurer, and six or more Members of Committee; also a Chairman and a Representative to Council, who shall receive notices of Council Meetings and of any special business.

6. All local expenses shall be borne by the Local Members at the Centre, who, in addition to their subscription to the Institute, shall contribute towards the local expenses, as may be found necessary by the Committee, who shall be responsible for such expenditure to the Members locally.

7. In the event of a grant of money being found necessary to establish and carry on the local work of a Centre until it is established on a working basis, such grant may be allowed to the Local Committee for this purpose, but only by, and with the sanction of, the Council, and for the specified amount, on a three months' notice, before the sanction is deemed approved.

8. While the Council of the Institute shall in no way be responsible for the local expenditure, the Local Committee shall provide and submit to the Council half-yearly Balance Sheets, showing the total income and expenditure in connexion with the Centre; also an Annual Report, Balance Sheet, and Statement, with inventory of all property belonging to the Centre and the Institute.

9. At the meeting of Council summoned to consider the proposal to establish a Centre, the Honorary Treasurer of the Institute shall submit a statement, on which the Council can signify its approval and recommendation before the Centre shall be sanctioned, such statement to show that the finances of the Institute justify the proposed grant, if any be applied for, to assist the Centre.

10. The Council shall not be responsible for any expenditure of any Centre beyond the sum granted to the Local Committee of the Centre by the Council.

## MEMORANDA

I. In order to prevent misunderstanding on the subject, it must be clearly understood that the Institute, as a whole, the Council, or the Committee appointed by the Council, are in no way responsible for the views or opinions expressed by any Member, either in a Paper or in any of the Remarks which may be published in the Transactions. The responsibility of giving expression to individual views or opinions rests with the Member, and although printed in the Transactions, the Institute does not accept the responsibility of endorsing the views and opinions of the authors.

II. The ordinary Meetings are held for the reading of Papers and Discussions on the second and fourth Mondays of the months of February, March, April, September, October, November, December, and January. On the intervening Mondays of these months lectures are given and experimental tests are carried on specially for the junior section of the membership. The arrangements are subject to alteration, according to circumstances.

III. The Reading Room, Library, Billiard Room, etc., are open every day, except Sunday, for the use of Members. Library Books are issued on loan as per regulations.

IV. An Album has been presented to the Institute, and Members of all grades are invited to send their photographs with their signatures on the bottom of the card or on the back.

V. The gold medal, value £10, founded by Peter Denny, LL.D., in the year of his presidency, will be awarded for the best Paper read during each session.

VI. Each Member is desired to write a Paper, or contribute remarks on any subject of general interest to the Institute.

VII. Contributions to the Museum are welcomed.

VIII. The Transactions of the Institute are copyright in accordance with the provision of the Act.

IX. Visits to works are arranged for Saturday afternoons during the summer recess.

X. Copies of Papers read and published in past sessions may be obtained on application by Members.

At a meeting of the New Council held at the premises on April 16, 1908, the following were elected for the New Session :—

*Conveners :—*

W. LAWRIE.—*Chairman.*

F. COOPER, R.N.R.—*Vice-Chairman.*

GEO. ADAMS (Press Cuttings).	W. LAWRIE (City Premises).
A. E. BATTLE (Papers).	J. McLAREN (Property).
F. COOPER, R.N.R. (Social Events).	J. F. REDMAN (Library).
J. E. ELMSLIE (Transactions).	W. I. TAYLOR (Annual Dinner).
D. HULME (Reading Room).	

J. G. HAWTHORN } *Joint Conveners,*

J. LANG, R.N.R. } *Junior Section.*

J. CLARK and W. McLAREN.—*Joint Conveners Experimental Dept.*

*Vice-Presidents :—*

W. BIRKETT (Bombay).	A. J. MAGINNIS (Liverpool).
A. BOYLE (London).	J. D. McARTHUR (Siam).
W. BROCK (Dumbarton).	R. MOLLISON (Sea Service).
G. W. BUCKWELL (Barrow).	J. W. RICHARDSON (Hull).
P. DENNY (Dumbarton).	W. C. ROBERTS, R.N.R. (London).
Engr. Capt. R. W. EDWARDS, R.N.	S. C. SAGE (London).
Prof. A. C. ELLIOTT, D.Sc. (Cardiff).	J. SHIRRA (Sydney).
R. ELLIOTT, B.Sc. (Greenock).	L. STEELE (Southampton).
J. L. LESLIE (Bombay).	JAS. STEWART (Newcastle).
ROBT. LESLIE, R.N.R. (London).	A. TAYLOR (Alexandria).
J. LOCKIE (Leith).	F. P. WALLAU (Southampton).
J. Y. LOWE (Sea Service).	J. WEIR (Glasgow).
J. MACDONALD (China).	F. P. WILLIAMS (Bristol).
A. R. MACKINTOSH (Calcutta).	W. G. WINTERBURN (Vancouver,
N. K. MACLEAN (Sea Service).	B.C.).

