



The Constitution of the Association of Engineering Doctorates (Start up phase)

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V6.0	12/01/2012	Jenny Berger	Amendments to incorporate changes from Steering Committee meeting
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V5.1	12/12/2011	Oksana Kasyutich	Updated Membership categories as in the new Website
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V2.0	15/06/2011	Jenny Berger Jo Ennis	Second draft and merging ToR and Finance into one document: AEngD Constitution
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V1.0	30/03/2011	Jenny Berger Jo Ennis	Document creation: initial text of ToR & Financial policy

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The Constitution of the Association of Engineering Doctorates

(Start up phase)

1. Introduction

- 1.1. The name of the Association is: "The Association of Engineering Doctorates" (referred to in this constitution as "the AEngD")
- 1.2. The AEngD was established on 17th November 2010
- 1.3. The Association of Engineering Doctorates is established as an Unincorporated Association.
- 1.4. The Office of the Association is in England at the following address:

University of Bristol, Senate House, Tyndall Avenue, Bristol, BS8 1TH

- 1.5. The AEngD is a non-profit making organisation. The income and property of the Association whensoever's derived shall be applied solely towards the promotion of the objects of the Association set forth herein, and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the members of the Association
- 1.6. The liability of the members is limited to their financial contribution
- 1.7. The AEngD is a community of stakeholders in the EngD 'brand' including Engineering Doctorate providers, EngD researchers, EngD project sponsors, and EngD alumni.

The Association of Engineering Doctorates is a community engaged in research in engineering and related disciplines. It encourages high calibre Research Engineers (REs) to undertake EngD programmes at Industrial Doctorate Centres (IDCs), usually funded by EPSRC and with backing from UK industry sponsors, many of them companies at the leading edge of innovative thinking and practice.

- 1.8. EngD programmes provide a challenging, multi-disciplinary and academically rigorous education and training experience, leading to a recognised post-graduate research qualification of equal achievement and status to a PhD.

2. Objectives

The objects for which the Association is established are:

- 2.1. To promote the development and advancement of the Community of Engineering Doctorates and the EngD brand and to safeguard its values.
- 2.2. To promote greater contact and communication among our members both at home and abroad
- 2.3. To provide support for the affiliated members of Engineering Doctorate (EngD) Centres to achieve their shared and individual objectives including the recruitment and retention of high calibre Research Engineers and the provision of high quality, relevant industrial training

- 2.4. To support the development and promotion of EngD Programmes
- 2.5. To support the sharing of best practice between Industrial Doctorate Centres
- 2.6. To encourage co-operation between members of the Association and the development of effective networks
- 2.7. To provide a forum for the exchange of non-competitive information
- 2.8. To pursue international engagement and collaboration with commensurate schemes and awards in other countries.

3. Membership and Affiliation

- 3.1. Membership of the Association is open to Industrial Doctorate Centres, students (Research Engineers), affiliates and alumni of EngD programmes; businesses, who support the Association. Admission to membership is at the discretion of the Association's Steering Committee.
- 3.2. New categories of membership will be considered for inclusion by submission of the proposal to the Steering Committee and approved at the AGM

4. Categories of Membership

Centre members - this category covers those Industrial Doctorate Centres (IDCs) which support and make a financial contribution to the start up fund of the AEngD

Individual members - the category covers individuals involved in EngD programmes. It includes:

- graduates from EngD programmes from Centre members (Alumni)
- Research Engineers (REs) currently engaged in EngD research (Incorporated member)
- academic supporters who have retired or stopped working but want to retain their association with EngD programmes (Emeritus)
- other supporters from IDCs, industry sponsors or other organisations, approved by the AEngD steering group (Associate)

Corporate members - this category covers industry sponsors, and other businesses and organisations involved with and actively supporting the AEngD

Affiliate members – this category covers international educational institution offering programmes similar to the EngD

- 4.1. A register shall be kept containing the list of all Corporate members. All Individual Members will be registered via website.
- 4.2. Every person admitted to membership (whether corporate or non-corporate) shall be subject to the Articles of the Association, and to any amendment that may be made from time to time.
- 4.3. Any Member can withdraw his/her status by giving written notice to the Steering Committee

5. Termination of Membership

- 5.1. Any Member who has been imprisoned for a criminal offence or who has committed acts that caused unfavorable effect to the interests of the Association shall be considered for expulsion from their membership status by the Steering Committee. Written notification of any decision of the Steering Committee shall be sent to the latest known address of the Member concerned by registered post.
- 5.2. Each member can withdraw from the AEngD by sending a registered letter with acknowledgement of receipt addressed to the designated office of the AEngD in the first six months of each calendar year. The withdrawal will be enforceable from the start of the following calendar year. The act of withdrawal does not exempt the withdrawing Association member from fulfilling previously adopted obligations.

6. Meetings of the Association

- 6.1. The AEngD shall hold an Annual General Meeting (AGM) not later than six months after the end of each financial year. At least 10 Centres who are members of the AEngD, or fifty per cent of the Steering Committee, may at any time raise a request with the Steering Committee to convene an extraordinary general meeting of the AEngD. In convening such a meeting the Secretary shall give not less than 21 days notice to members.
- 6.2. The composition of the general Meeting shall consist of all Members of the Association who attend.

7. Governance of the Association

7.1. Steering Committee - Start Up Phase

The affairs of the AEngD will be directed and co-ordinated during the start-up phase by the Steering Committee comprising –

1. A Chair
2. 3 EPSRC “Industrial Advocates” (could include a Chair)
3. At least ten members from affiliated UK Industrial Doctorate Centres
4. One member from the funding body EPSRC
5. Three members from Industry
6. Two representatives who are EngD Alumni
7. Two current Research Engineer representatives

This committee will be revised at the end of the start-up phase and this Constitution amended to account for the new Steering Committee.

- 7.2. Each member serving for a 2 year term.
- 7.3. The Steering Committee may make rules governing the conduct of elections and provision to phase retirements.
- 7.4. A member of the Steering Committee shall cease to be a member if he or she resigns from, or if he or she ceases to hold office in, the institution in which he or she has hitherto held office.

- 7.5. Each member of the Steering Committee shall have one vote. The Chair shall have a second, or casting, vote in the event of a tied vote.
- 7.6. No single Centre may have more than 2 votes on the Committee.
- 7.7. The Steering Committee may meet together for the dispatch of business, adjourn and regulate their meetings as they think fit. Decisions taken during any meeting shall be decided by majority vote.
- 7.8. The Steering Committee shall meet a minimum of twice per year. The Chair may at any time require the Secretary to convene a meeting of the Steering Committee. Minutes shall be recorded at each meeting and circulated to the Steering Committee and IDC Founding members Directors and Administrators.
- 7.9. The Steering Committee Members can be required to vacate their position if they engage in activities which could damage the reputation of the Association.
- 7.10. The Steering Committee shall, at its first meeting in each relevant financial year, elect a Chair to hold office for two years. No person may hold the office of Chair for more than two consecutive terms. In the event of the Chair resigning or ceasing to be a member of the Steering Committee, the Committee shall have power to elect a replacement to serve for the remainder of the term, this period of office not counting for the purpose of the requirement in the previous sentence.
- 7.11. The Chair shall be responsible to the Steering Committee and shall be the principal representative of the Association to external organisations
- 7.12. The Steering Committee shall at its first meeting in the relevant financial year elect a Secretary to hold office for two years, this person can be re-elected to hold office for longer than 2 terms.

8. Committees and Panels

- 8.1. The Steering Committee may establish and maintain sub-committees and project groups, and may delegate matters to them.
- 8.2. The Steering Committee may appoint individuals and panels to advise and assist it.
- 8.3. The Steering Committee and the Chair may delegate any of their powers
- 8.4. The Steering committee will collate and publish an Association' annual report on its activities and a list of subscribing members (subject to their consent). Both these documents will be published on the Association's website with the membership list being always up to date.

9. Revision of the Constitution

This constitution shall be amended by the AEngD to reflect the evolving status of the Association and provided that at least 75% of the AEngD members present at the AGM (or recorded a vote in writing in advance of the meeting) vote in favour of amendments of which prior notice has been given by submission of the proposals to the Steering Committee meeting in the 6 month period preceding the AGM.

10. Finance and finance policy of the Association

- 10.1. The financial year of the AEngD shall be 1st April – 31st March of each year, but this may be changed by resolution of the Steering Committee.
- 10.2. The start up contributions from the founding IDCs was set by the Steering Committee and endorsed at the IDCs Directors meeting.
- 10.3. Membership subscription fees will be introduced within one year of the AEngD official launch event.
- 10.4. The members, including the Steering Committee are not authorized to borrow or raise any money in the name of the Association

11. Stewardship of funds

- 11.1. AEngD start up funds will be used solely to deliver the Association's stated aims and objectives. Dr Peter Ereaut, Head of Contracts and Project Management at the University of Bristol will be the AEngD Account Manager during the start-up phase of the Association. A statement of income and expenditure will be provided by the Account Manager to the Steering Committee at each meeting.
- 11.2. The Steering Committee will have responsibility for setting the AEngD annual budget and for planning future activities and agreeing eligible expenditure. No AEngD funds will be drawn down, or otherwise released, without the prior agreement of the Steering Committee and under no circumstances will AEngD funding be used for payment to members of the Steering Committee for their time.

12. Sources of AEngD funding

It is anticipated that there will be two main sources of funds available to the AEngD:

- 12.1. Start up fund:
An initial contribution of £6,000¹ from founding IDC members will be used to set up an external website and fund the official AEngD launch event. This funding of the AEngD is entirely compatible with EPSRC aims to enhance the quality of EngD delivery across IDCs and any financial contribution is therefore considered eligible expenditure on existing EPSRC grants. The costs incurred in establishing the Association will be shared between each of the Industrial Doctorate Centre (IDCs) as automatic members.
- 12.2. Affiliated members' initial contribution to the start up fund is £2000.
- 12.3. Membership fees:

It is anticipated that the majority of funding in the longer-term will come from membership fees².

¹ The £6k provided by the IDCs as a contribution towards start up costs will constitute a transition budget until AEngD becomes self sustaining

² Membership will be gratis for the first 12 months for existing members. After that point subscription and membership fees will be introduced.

13. Principles of spending

The AEngD will abide by the following principles related to financial decision making and eligible expenditure:

13.1. Authorised approval limits:

The following limits apply to expenditure incurred by the AEngD Steering Committee members or any sub groups of the Steering Committee:

- Single items of expenditure up to £1,000 can be incurred by the Steering Committee or by Steering Committee sub groups for specific eligible and project-related activities without prior approval though this must be reported at the next Steering Committee meeting
- Single items of expenditure between £1,000 and £10,000 can be incurred by the Steering Committee or by Steering Committee sub groups for specific eligible and project-related activities but these must have prior approval from the Steering Committee

13.2 . Cheques will be authorised and signed by the AEngD Account Manager.

13.3. Budgets will be set for specific sub group projects and where significant expenses, e.g. travel & subsistence (T&S) are incurred by sub group members, this will be compensated from the project budget.

13.4. The budget will allow for expenses to cover travel and subsistence for Alumni and industrial representatives to attend Steering Committee meetings or other events required and approved by the Steering Committee.

14. Eligible expenditure

Eligible expenditure is defined as any activities that explicitly support the purpose and role of the AEngD as set out in this constitution.

15. Financial monitoring procedures

- 15.1. Financial reporting - The AEngD Account Manager will provide an update report at each Steering Committee meeting with regard to the current financial position and profile expenditure based on the agreed schedule of future activities.
 - 15.2. The AEngD account will be independently reviewed/ audited annually by a person appointed by the Steering Committee.
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Appendix 1

Steering committee/initial executive committee and contact details.