

# The Bermuda Association of Professional Engineers

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## CONSTITUTION

*(Revised April 2014)*

### 1. DEFINITIONS

- 1.1. **Constitution** means the Rules and Bye Laws of the Association.
- 1.2. **Honourary** means not receiving a payment for services rendered to the Association.
- 1.3. **Engineering** means the science and art of designing, investigating, supervising the construction, maintenance or operation of, making specifications, inventories or appraisals of, and consultations or reports on machinery, structures, works, plants, mines, mineral deposits, processes, transportation systems, transmission systems and communication systems or any part thereof. Engineering means technical engineering as distinct from the colloquial and general terms.
- 1.4. **Chartered Engineering Institutions** means any recognized professional engineering body.
- 1.5. **The Act** means the current version of the 1972 Professional Engineers Registration Act.

### 2. TITLE

- 2.1. The name of the Association shall be “The Bermuda Association of Professional Engineers (B.A.P.E.)”.

### 3. OBJECTS

- 3.1. To promote the advancement of Engineering in Bermuda.
- 3.2. To promote and encourage the acquisition of knowledge in all matters relating to the profession of Engineering.
- 3.3. To arrange meetings at which papers may be read and discussed and also visits to works, operations and displays of Engineering interest.
- 3.4. To present, advance and protect the interest of the members of the Association.
- 3.5. To promote and foster good relations between the members of the Association and other professional and technical bodies.
- 3.6. To promote the observance of high ethical standards of conduct amongst the members – refer to the 1993 Code of Conduct prepared by the Professional Engineers Registration Council.
- 3.7. To encourage, assist and advise graduates and student Engineers in the choice of, and progress in, their careers.

### 4. AREA

# The Bermuda Association of Professional Engineers

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- 4.1. The area covered by the Association shall be the Islands of Bermuda.
5. **MEMBERSHIP – Qualifications for Application for Election**
- 5.1. **Honourary Members** shall be persons who have attained eminence in the Engineering field or have rendered distinguished service thereto. Election shall be by invitation only.
- 5.2. **Members** shall be persons who are resident in Bermuda and who are engineers registered under the Act.
- 5.3. **Associate Members** shall be persons who are resident in Bermuda who are members of Institutions and Societies, etc., listed under Appendix A (see Constitution) and graduate Engineers who have satisfied the academic requirements for admission to Institutes and Societies listed under Appendix A or for registration under the Act.
- 5.4. **Overseas Members** shall be persons who are not residents in Bermuda and who are registered under the Act.
- 5.5. **Affiliate Members** shall be persons who are technically oriented working in engineering fields who in the opinion of the Executive Committee are fulfilling the role of engineering technician and whose affiliation would benefit the Association and themselves in the advancement of engineering generally in Bermuda.
- 5.6. **Student Members** shall be persons over 18 years of age, not exceeding 35 years of age, who are resident in Bermuda and are pursuing a recognised course of professional engineering training.
- 5.7. **Voting Members** shall be all B.A.P.E. members.
6. **OFFICERS**
- 6.1. The officers shall consist of President, Honourary Secretary and Honourary Treasurer.
7. **EXECUTIVE COMMITTEE**
- 7.1. The Executive Committee shall consist of the foregoing three officers and, in addition, not less than two and not more than five members of the Association, including the Immediate Past President.
- 7.2. The President of the Young Engineers Society shall included as an automatic member of the Executive Committee.
- 7.3. The quorum for a committee meeting shall be four members and must include at least three officers.

# The Bermuda Association of Professional Engineers

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## 8. ELECTION OF OFFICERS AND EXECUTIVE COMMITTEE

**8.1.** The Officers and Committee shall be elected at the Annual General Meeting of the Association in April each year. The President shall be elected from Honourary Members and Members, and the Committee from the voting general membership of the Association.

## 9. DUTIES OF OFFICERS AND AUDITORS

**9.1. President** – The President shall act as the Executive Officer of the Association and shall conduct meetings at which he/she is present.

**9.2. (deleted)**

**9.3. Honourary Secretary** – The Honourary Secretary shall:

**9.3.1.** Conduct the correspondence of the Association;

**9.3.2.** Summon and take minutes of the proceedings of all meetings;

**9.3.3.** Keep all in appropriate records.

**9.4. Honourary Treasurer** – The Honourary Treasurer shall:

**9.4.1.** Collect all sums due to the Association and pay same into its banking account;

**9.4.2.** Pay all sums due by the Association;

**9.4.3.** Keep an account of the income and expenditure in books which shall be open for inspection as required by the Committee;

**9.4.4.** Present at a meeting of the Committee prior to the Annual General Meeting each year, and at the latter meeting, a Balance Sheet and Statement of the Income and Expenditure;

**9.4.5.** Act in the place of the President during his/her absence.

**9.5. Auditors** – Two auditors for the ensuing year shall be appointed at the Annual General Meeting and shall audit and certify the Annual Statement as prepared and presented by the Honourary Treasurer.

## 10. ELECTION OF OFFICERS AND COMMITTEE

**10.1. The President** shall not hold office in that capacity for more than two terms in succession and shall not be eligible for any other office whilst President. A term shall be two years unless affirmed otherwise by a majority vote at an Annual or Special General Meeting.

**10.2. (deleted)**

# The Bermuda Association of Professional Engineers

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- 10.3. Members of the Executive Committee** shall not be composed in such a way that there is a majority of persons included therein who belong to one Firm, Public Service Organisation or Engineering Discipline.
- 10.4. Nominations** – Any two voting members may nominate any other voting member, with his/her signed agreement to fill any vacancy, by writing to the Honourary Secretary before the date appointed for the Annual General Meeting. At least 7 days before the above date, the Executive (Nominating) Committee shall circulate a list of persons whom they nominate; all these nominations shall then be considered at the Annual General Meeting and, if necessary, voted upon by secret ballot.
- 10.5. Co-option** – The Executive Committee may co-opt any voting member to serve on the Committee to fill a temporary vacancy.
- 11. MEMBERS MEETING**
- 11.1.** The dates of all meetings of the members shall be fixed by the Executive Committee and meetings shall be conducted in accordance with parliamentary procedure.
- 12. ANNUAL GENERAL MEETING**
- 12.1.** The Annual General Meeting shall be held during April each year.
- 12.2.** At least 14 days notice, including the Agenda, shall be given to all members in writing by the Secretary.
- 12.3.** The quorum shall be 15% of the voting members.
- 12.4.** A written report of the previous year's proceedings shall be presented by the Honourary Secretary for the approval of the Meeting.
- 12.5.** The Honourary Treasurer shall present the audited accounts for approval.
- 13. SPECIAL GENERAL MEETING**
- 13.1.** A Special General Meeting shall be called by the Honourary Secretary on the request of the Executive Committee, or on receipt of a written request by at least five voting members.
- 13.2.** At least 14 days notice, including the Agenda, shall be given to all members in writing by the Secretary.
- 13.3.** The quorum shall be 15% of the voting members.
- 14. DISSOLUTION**

# The Bermuda Association of Professional Engineers

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**14.1.** The Dissolution of the Association shall be decided only at a Special General Meeting and shall require a two-thirds majority vote of the voting members attending.

## **15. SUBSCRIPTION AND FEES**

**15.1.** The Annual Subscription and Entrance Fee, once agreed, shall only be changed at an Annual or Special General Meeting.

**15.2. Non-Payment** – Any members of any class whose subscription is more than one year shall be reported to the Executive Committee who may erase his/her name from the register of members. The Executive Committee shall also have the power to reinstate a member to the register.

## **16. EXPULSION OF MEMBERS**

**16.1.** The Committee shall have the power to discontinue the membership of any member of any class who shall have willfully acted in contravention of the Constitution, or for any reason considered justifiable by the Committee.

**16.2.** In the foregoing case, a two-thirds majority of the Committee vote shall be required.

**16.3.** A member may appeal against such a decision, first to the Committee and then to the membership at a Special General Meeting, when a two-thirds majority of votes cast shall be required to confirm such expulsion.

## **17. AMENDMENTS TO THE CONSTITUTION**

**17.1.** The Constitution may only be amended at a Special General Meeting, called solely for that purpose. The conditions under Rule 13 shall apply and any successful motion shall require a majority vote of at least two-thirds of the members attending.