

THE RULEBOOK OF
The Institute for Systems Engineering (IfSE)
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Rulebook for

The Institute for Systems Engineering (IfSE) ("the Institute")

PART 1 – INTERPRETATION

1. In this rulebook, unless the context requires otherwise—

“articles” means the Institute’s articles of association;

“Companies Acts” means the Companies Acts (as defined in section 2 of the Companies Act 2006), in so far as they apply to the Institute;

“council” means the full set of currently serving directors of the Institute;

“director” means a director of the Institute, and includes any person occupying the position of director, by whatever name called;

“document” includes, unless otherwise specified, any document sent or supplied in electronic form;

“electronic form” has the meaning given in section 1168 of the Companies Act 2006;

“member” has the meaning given in section 112 of the Companies Act 2006;

“subsidiary” has the meaning given in section 1159 of the Companies Act 2006; and

“writing” means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

PURPOSE

2. Where these rules refer to directors acting to further the purpose of the Institute, that purpose is defined as:

“The Institute for Systems Engineering exists to provide a professional home for those who practise Systems Engineering by:

- a) Acting on behalf of the Engineering Council to uphold professional engineering standards through provision of professional registration activities;
- b) Representing the discipline of Systems Engineering in wider society;
- c) Providing educational and developmental opportunities;
- d) Facilitating exchange and networking amongst its members, and with other organisations, through meetings, events and conferences;
- e) Publishing journals, products and books; and
- f) Awarding prizes and recognising members’ contributions.

With the aim of improving the effectiveness, efficiency and efficacy of the practice of Systems Engineering within industry, academia and government in the UK.”

PART 2 – DIRECTORS

POLICIES

3. The directors shall create and maintain policies that govern the running of the Institute where such documents are required.
4. The set of policies shall include coverage of the following areas as a minimum:
 - a. Nominations and elections;
 - b. Code of Conduct;
 - c. Grievance and Disciplinary;
 - d. Equality, Diversity and Inclusion;
 - e. Membership Classes and Benefits;
 - f. Continuing Professional Development;
 - g. Advisory Board Governance and Procedures;
 - h. Awards;
 - i. Financial Reserves;
 - j. Data protection (including GDPR);
 - k. Intellectual property and copyright.
5. All such policies shall be agreed by a decision of the directors prior to being enacted.

STRUCTURE OF THE COUNCIL

6. The directors shall create and maintain a policy detailing the structure of the Council, including:
 - a. Director positions;
 - b. Terms of office for each director to provide for continuity during rotation of individuals;
 - c. Nomination and election processes;
 - d. Standing invitations to non-directors to attend directors’ meetings;
 - e. Voting rights of meeting attendees.
7. The positions of President-Elect, President and Immediate Past President shall follow a specific rotating sequence where the President-Elect is an elected position, with that individual being

appointed to take over the position of President after two years, and then the position of Immediate Past President after a further two years.

- 8.** The officers of the Institute shall consist of a subset of the directors covering the positions of President, President-Elect, Immediate Past President, Finance Director, Deputy Finance Director and Company Secretary.
- 9.** The officers may meet as needed outside of directors' meetings in order to ensure the smooth running of the Institute, but must seek approval from the directors for any significant decisions.
- 10.** The Standing Committees are defined as the UK Advisory Board, the Early Careers Forum, and the Outreach committee.
 - a. The UK Advisory Board shall hold elections to choose its chair and deputy chair, based upon voting by the representatives of each UK Advisory Board member.
 - b. The Early Careers Forum shall hold elections to choose its chair and deputy chair, based upon voting by the Early Careers Forum members.
 - c. The Outreach committee shall be chaired by the Outreach director, which is a position voted upon by all members within the rotating election cycle.
 - d. The composition of the Outreach committee shall include the chairs of each of the groups, plus other individuals at the invitation of the Outreach director.

PART 3 – MEMBERS

CLASSES OF MEMBERSHIP

- 11.** The Institute shall offer a range of membership classes as defined in the Articles.
- 12.** When an individual applies for the class of Professional Member they shall include educational and experiential evidence with their membership application.
- 13.** When an individual applies for the class of Professional Member, if their qualification appears in the Engineering Council's accredited course database, with or without a "requires further learning" caveat, that shall be considered as sufficient evidence that the particular course is relevant to Systems Engineering.
- 14.** When an individual applies for the class of Professional Member, but they cannot meet the educational qualification requirement stipulated under Article 26(1)(a) or Article (26)(1)(b), the learning outcomes provided in the Engineering Council guidance documents for accrediting higher education programmes, and for accrediting qualifications and apprenticeships, shall be used as the basis for any equivalence assessments performed under Article 26(c).
- 15.** When a member has achieved Professionally Registered status with the Engineering Council through the Institute, their membership class will be automatically transitioned to the class of Registered Member, and they will be eligible to pay whatever fees are associated with this new level.

16. When a Student Member or Affiliate Member applies to move up to the class of Professional Member, they will be required to provide evidence that they meet the criteria. If successful, they will be automatically transitioned to the class of Professional Member, and they will be eligible to pay whatever fees are associated with this new level.
17. The Institute shall create and maintain a policy on the designation of academic, vocational and professional qualifications, in conjunction with relevant experience, as being acceptable evidence for awarding Professional Member status.

DISCOUNTED RATES

18. Student Members shall benefit from a discounted fee but will not have voting rights.
19. The directors may choose to offer discounted membership rates to certain types of Members, such as those who are reaching the end of their careers. Any such discounts shall be published in the Membership Classes and Benefits policy.

FELLOWS

20. The Fellowship criteria and nomination process shall be published in the Fellowship policy, and will require candidates to demonstrate significant recent personal responsibilities, achievements and impact within the discipline of Systems Engineering and, where appropriate, related fields.
21. All Fellows are expected to contribute towards the aims and objectives of the Institute by providing access to their expertise and experience, contributing to white papers, representing the Institute at events, or through other means as requested by the Council.

ADVISORY BOARD MEMBERS

22. The Advisory Board members shall meet at least three times per year to discuss matters of relevance to the Institute which may affect its future direction or operations.
23. The Advisory Board shall operate within the published Advisory Board Governance and Procedures policy.
24. The Advisory Board shall elect a Chair and Deputy-Chair to run its meetings.
25. The Advisory Board shall be invited to send representatives to Council meetings, as defined in the Advisory Board Governance and Procedures policy, but shall only be entitled to a single collective vote.
26. The Advisory Board shall invite a Council representative to attend Advisory Board meetings to provide a liaison role between the two boards.

CONDUCT

- 27.** All members shall comply with the Institute's code of conduct.
- 28.** Those members who have achieved professionally registered status with the Engineering Council must also comply with the full set of Engineering Council codes of conduct and ethics.

PART 4 – RELATIONSHIPS WITH OTHER ORGANISATIONS

- 29.** The directors may enter into agreements with other organisations where they consider it to be beneficial to do so in order to meet the wider aims and purpose of the Institute.
- 30.** Such agreements shall be subject to Council approval and must be formally documented.
- 31.** Examples of these agreements include, but are not limited to:
 - a. Entering into licencing arrangements with the Engineering Council to provide members with access to professionally registered status.
 - b. Dual registration of members with another organisation, such as INCOSE, in order to provide additional member benefits.
 - c. Contracting for secretariat services from a third-party organisation.
 - d. Contracting for auditing services from a third-party organisation.
 - e. Use of the existing INCOSE UK company as a subsidiary company, for example to provide continuity for financial transactions whilst setting up banking services for the Institute.
 - f. Working with another institute, such as the IExpE, to form a joint review board to develop and maintain a common approach to the assessment of professional registration candidates, ratification of recommendations, and training of assessors.
 - g. Collaborating with the Royal Academy of Engineering on initiatives such as the National Engineering Plenary Committee.
 - h. Provision of access to suitably qualified and experienced practitioners to act in a review capacity within an end-point assessment regime.
- 32.** Where an agreement includes the need to share data with another organisation, a data sharing agreement shall be created to scope and bound the sharing of information between parties.
- 33.** All agreements with other organisations shall be subject to regular reviews and updates to ensure that they meet the Institute's needs.

PART 5 – SERVICES

- 34.** The Institute may provide services to members where such services are aligned its purpose.
- 35.** Such services may include, but are not limited to:
 - a. Conferences, events, tutorials and seminars;
 - b. Training courses;
 - c. Endorsement of training providers;
 - d. Support for professional development activities;
 - e. Technical Publications;
 - f. Journals, newsletters and online content;
 - g. Advertising.
- 36.** Where appropriate, members shall be provided with discounted access to services, at the discretion of the directors.
- 37.** Where services are delivered by third parties, the Institute may enter into agreements to share elements of the revenue and costs associated with relevant activities.
- 38.** Where publications involve the transfer of intellectual property from the contributors to the Institute, and the publications are sold in order to act as a revenue stream for the Institute, the Institute may enter into agreements with the contributors to pay them royalties from the sales.

PART 6 – FINANCE AND GOVERNANCE

- 39.** The Institute shall comply with all relevant legislation (for example, data protection law, etc).
- 40.** The Institute’s financial year shall run from 1st April to 31st March the following year.
- 41.** Financial plans and budgets shall be prepared in advance of the start of each financial year, with the responsibilities of each relevant director clearly indicated.
- 42.** Directors shall agree to the financial plans and budgets before the start of each financial year.
- 43.** The Finance Director shall inform the directors of any deviations from the expected financial performance as part of the cycle of regular directors’ meetings.
- 44.** Any requests for additional financial support which are not captured in the annual budgets must be justified to and approved by the Finance Director before being put to the directors for approval.
- 45.** The Institute shall publish a financial summary on an annual basis.
- 46.** The Institute shall create and maintain a risk register, which shall be reviewed on a regular basis.

47. The Institute shall regularly review its policies and procedures, with regard to fitness-for-purpose and effectiveness, with an interval of no more than two years.