Society of Operations Engineers

SOCIETY OF OPERATIONS ENGINEERS

RULES 2026

V1 December 2024
V2 February 2026
V3 April 2026
V4 July 2026

Society of Operations Engineers

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1. Introduction

The Rules of the Society of Operations Engineers (the "Society") made in accordance with Article 35 shall be read as supplemental to the Articles (as defined below). These Rules are mandatory for all Members of the Society. No Rule shall contradict, alter, or override any provision in the Articles. In the event of any conflict between the Rules and the Articles, the Articles shall always take precedence.

2. Interpretation

In these Rules, unless the subject matter or context indicates otherwise, the following definitions apply. Words implying the singular shall include the plural, and vice versa.

"Articles"	means the Articles of Association of the Society, as updated from time to time.
"Board"	means the Board of Directors for the time being of the Society.
"Directors"	means the Trustees of the Society
"Fallow year"	12-month interval required between completing a 3-year term on the Board or a Professional Sector Council and applying for a new position as an elected member on either the Board or the Professional Sector Council.
"Governance Manual"	means the Society's Governance Manual as updated from time to time.
"in good standing"	in relation to any Member, means one who has discharged every sum due to the Society.
"in writing"	means written or printed, including electronic communications.
"Member"	means a Voting Member or a Non-voting Member.
"Month"	means a calendar month.
"Non-voting Member"	means a Companion, Associate Member, Student/Apprentice Member.
"Professional Sector"	means a professional sector as detailed in these Rules.
"Regulations"	means the laws and regulations relevant to the Society, including but not limited to the Charities Act 2011, Companies Act 2006, the regulations of the Engineering Council and the Society for the Environment and any regulatory body of which the Society is a Licensed Member.
"Rules"	means these Rules of the Society, as updated from time to time.
"Voting Member"	means any Honorary Fellow, Fellow or Member (i.e. member with voting rights).

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3. Membership

3.1 Admission of Members

3.2 Members shall be such persons as the Board shall admit to whatever Member class it shall decide, in accordance with the provisions of Article 9 and these Rules.

3.3 Every applicant for admission to any Member class must complete the appropriate application form as prescribed by the Society. (reasonable adjustments will be made where appropriate).

3.4 All persons admitted to any class of Membership shall agree to be governed by the Articles and Rules and Regulations of the Society and to abide by the Code of Conduct.

Qualification for Member classes

3.5 The Trustee Board shall determine the criteria for admission to each Member class as set out in Article 9. Applicants must meet the specified educational, vocational or other criteria at

3.6 the time of their application for admission to the respective Member class.

Class	Requirements
Student Member	To qualify for Student Membership, an applicant must be matriculated on a college or university course which would result in an Engineering qualification which would lead to full membership of the Society.
Apprentice Member	To qualify for Apprentice Membership, an applicant must be on a recognised apprenticeship scheme which would provide an Engineering qualification which would lead to full membership of the Society
Associate Member	To qualify for Associate Membership, there are no formal entry requirements however, an applicant must demonstrate a personal or professional interest in the world of operations engineering.
IrtecM	Is intended for individuals who are able to demonstrate professional competence and experience in accordance with the irtecM standard as determined by the Society from time to time.
Member (Voting member)	**Qualification route** An applicant will need to evidence a qualification equivalent or higher to a NVQ level 3 in a relevant engineering subject, followed by a current CV. **Industry Professional route** If an applicant does not have a level 3 qualification, the applicant will be considered for membership if they have “on the job” experience. This must take the form of a CV and show at least five years of relevant work experience, with at least two years of these in a senior or leadership role.
Fellow (Voting member)	To be considered as a Fellow applicants will have met the requirements for admission as a Member and in addition shall have demonstrated significant individual responsibility, sustained achievement and professionalism in areas relevant to the interests of the Society to a level required by the Board.

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Honorary Fellow (Voting member)	To be considered for the Honorary Fellow class of membership an existing voting member must be nominated by another voting member of the Society. Admission an Honorary Fellow is entirely at the discretion of the Board.
Companion of the Society	This class of membership may be offered to an individual who has either worked a long length of service to the Society as either a staff member or an individual that supports on our behalf, for example it could be through an affiliate organisation where an individual is separately recognised. Admission as a Companion of the Society is entirely at the discretion of the Board.

3.7 Membership Fees

3.7.1 The Board shall determine from time to time, and publish annually on the Society's website, the fees (including any non-returnable admission or registration fees) payable by Members in each class. The subscription year applicable at the time of admission shall be deemed to apply. These provisions shall apply equally to memberships and registrations administered on behalf of the Society for the Environment and the Engineering Council.

3.7.2 All annual subscriptions shall be payable in advance on the subscription date in each year. Where a Member is admitted after the subscription date, the first annual subscription shall be that which became due on the subscription date immediately preceding their admission and shall be payable upon admission. This requirement applies to all relevant Society, Society for the Environment, and Engineering Council memberships and registrations.

3.7.3 The Society may, at its discretion, reduce, waive, or remit any fees, annual subscriptions, or arrears, including those associated with the Society for the Environment and the Engineering Council.

3.7.4 The Board may determine from time to time what other fees, if any, are to be charged for books, papers, courses of instruction, examinations, tests, facilities and other matters supplied by the Society to Members, or non-Members.

3.7.5 Any annual subscription and other fees due from Members at the time of their ceasing to be a Member shall remain payable at the Boards discretion.

3.8 Member benefits

In accordance with article 9.7 Members who are in good standing are entitled to various benefits offered by the Society, including receipt of Society publications (in soft copy or hard copy if applicable), access to the Society's facilities as provided from time-to-time, and attendance at Society events. These benefits are subject to the following terms and conditions:

3.8.1 **Membership status:** Members must maintain their good standing status, which includes timely payment of dues and adherence to the Society's Articles, Rules and Code of Conduct.

3.8.2 **Publication access:** Members will receive publications as per the Society's distribution schedule. The format will be determined by the Board and may vary.

3.8.3 **Facility access:** Access to the Society's facilities is granted based on availability and may be subject to additional rules or booking requirements.

3.8.4 **Event attendance:** Members may attend Society events, which could be subject to registration, fees, or other specific conditions set by the Society; and

3.8.5 **Changes to benefits:** The Society reserves the right to modify or discontinue any benefits at its discretion.

3.4 Conduct of Members

The Society has a code of conduct that all Members shall observe and adhere to. The code of professional conduct, which can be accessed on the Society's website (SOE :: Code of Professional Conduct), sets out the standards of behaviour that are expected of all Members and also reminds Members of their responsibility to establish and uphold standards of professional conduct.

3.5 Termination of membership

3.5.1 Membership of the Society shall be terminated in accordance with the provisions outlined in Article 11.

3.5.2 The Society shall notify accordingly any person who has ceased to be a Member and may, at the direction of the Board, publish the fact.

3.5.3 A person who has ceased to be a Member shall not use any post-nominal letters of the Society.

3.5.4 A Member who resigns from the Society shall be liable to pay all outstanding fees and subscriptions in full.

3.5.5 Any person resigning from membership is required to return their certificate of membership and cease the use of any postnominal letters awarded by the Society.

4 Professional Sectors

4.1 In accordance with Article 9.6 members may be organised into Professional Sectors comprising of Members practicing in any field of operations engineering.

4.2 Members may apply for admission into a Professional Sector according to the field of engineering in which they are qualified, employed or have a professional interested. Admission to more than one professional sector may be considered.

Professional sector	Description
Bureau of Engineer Surveyors (BES)	For those who work as Engineer Surveyors or are similarly undertaking the in-service Thorough Examination of plant and machinery.
Environmental	For those who work professional activities associated with promoting an environmentally sustainable future by reducing the influence of human activity on the world-wide environment.
Institution of Plant Engineers (IPlantE)	For those who work in maintenance and operation of fixed and mobile engineering assets. In practice you will find plant engineers working across most industries.

Institute of Road Transport Engineers (IRTE)	For those involved in the design, maintenance, and management of HGV and PSV vehicles, and promoting best practice, competence, and public safety.
Operations	For those who work to optimise the efficiency, safety and sustainability of industrial processes and infrastructure, whether employed in manufacturing, production, utilities, construction, transport or defence.

Professional Sector Councils

4.3 In accordance with Article 26 The Society shall have

Professional Sector Councils shall be composed of elected and, where appropriate, co-opted members from each Professional Sector.

4.4 Each Professional Sector Council (PSC) will have delegated powers from the Board and will operate according to the terms of reference outlined in the Governance manual.

4.5 The Professional Sector Councils will have authority from the Board to manage the business relevant to their specific Professional Sector, within the operational budgets and business plans approved by the Board.

4.6 The board may determine that Professional Sector Councils can be merged or meet in combined session.

4.7 The chair of each Professional Sector Council shall be a Director of the Society.

5. Nominations and elections

5.1 Nominations and elections to the Board and Professional Sector Councils are conducted pursuant to the Articles and the Governance Manual.

5.2 If a member nominates themselves for an elected role within the Society or its Professional Sectors, they are required for their application to be verified by two Voting members.

5.3 If applying for an Honorary Officer role, which are President, President Elect, Honorary Secretary and Honorary Treasurer the director must have completed at least two years of service on the Trustee Board before they can be considered.

5.4 Any trustee who resigns from office before the end of their term will normally not be eligible for election or appointment to the Trustee Board for a period of three years, unless the Trustee Board determines that exceptional circumstances apply.

5.5 Exceptional circumstances, if a director cannot attend Board meetings this can be reviewed by the Trustee Board on a case-by-case basis.

5.6 Any trustee removed from office following disciplinary, conduct, safeguarding or governance action shall not be eligible for election or appointment to the Trustee Board or any volunteer position

unless expressly approved by the Trustee Board following consideration of the circumstances of the case.

6 General meetings

6.1 General meetings shall be held in accordance with the provisions set out in the Articles.

6.2 The business of an Annual General Meeting ("AGM") shall include, but is not limited to, the announcement of the results of any elections that have taken place, also those that have been given roles on the Trustee Board, Membership and Professional Standards Committee and those on any Professional Sector Council.

A General Meeting may be convened to consider resolutions or other business requiring approval by the voting membership between Annual General Meetings.

7 Accounts and Audit

7.1 Records shall be maintained in respect of the receipts and payments of the Society and matters relating to its property, assets, and liabilities. Any records containing personal data shall be processed in accordance with applicable data protection legislation, including the UK GDPR and the Data Protection Act 2018.

7.2 Access to such records shall be restricted to the extent necessary, and any inspection by Members shall be permitted only where lawful and as determined by the Board, subject to appropriate safeguards to protect personal and confidential information.

8 Governance of the Society

The Society operates under the guidelines and principles set forth in the Articles, Regulations and the Governance Manual.