

## Regulations of the Institution of Agricultural Engineers

### Definition of Agricultural Engineering

The Institution of Agricultural Engineers (IAgrE) defines Agricultural Engineering, in its broadest sense, as the multi-disciplinary appliance of science, engineering and technology to the land, and biological systems, through the adaptation and application of materials, machinery and mechanical methods for the best development of agriculture and its allied purposes.

IAgrE has identified five key sub areas within which some or all of the above named topics are applied. These are Agriculture, Forestry, Horticulture, Environment and Amenity and are denoted by the following symbols.



Within this context and in no particular order, key words covered by this definition include, but are not limited to:

|                            |                            |                             |
|----------------------------|----------------------------|-----------------------------|
| • Design and Manufacture   | • Soil and Water           | • Irrigation and Drainage   |
| • Cultivation              | • Power and Energy         | • Machinery                 |
| • Soil Mechanics           | • Service and Installation | • Repair and Diagnosis      |
| • Mechatronics             | • Smart Technologies       | • Off-road technologies     |
| • Forestry Harvesting      | • Forest Roads and Bridges | • Intensive crop production |
| • Arboriculture machines   | • Turf Care machines       | • Micro Irrigation          |
| • Land-use and reclamation | • Waste management         | • Remote sensing            |
| • Satellite Technology     | • Precision Farming        | • Robotics and Automation   |
| • Controlled Traffic       | • Livestock Systems        | • Farm & Rural Buildings    |
| • Product storage          | • Materials Handling       | • Animal Welfare            |
| • Controlled environment   | • Fuels, Energy and Power  | • Wind and Solar            |
| • Post-Harvest             | • Food Processing          | • By-product                |
| • Genomics                 | • Molecular Biology        |                             |

#### Notes

1. In using the term “the multi-disciplinary appliance”, IAgrE identifies Agricultural Engineering as a profession which draws on aspects of pure engineering and pure science (biology and chemistry in the main) to varying degrees. Agricultural Engineering is distinct on account of this mix of disciplines.
2. IAgrE acknowledges that different organisations and authorities use different terms to define Agricultural Engineering. These include Agri-technology, Biosystems Engineering, Landbased Engineering, and Engineering for Agriculture, Landbased Technology and Farm Mechanisation.

IAgrE will make use of the same terminology as applicable but under its own definition views these as aspects of the Agricultural Engineering profession.

The operation and application of these Regulations is managed through approved procedures which are reviewed annually.

## 1. Membership

- 1.1 The number of members with which the Institution proposes to be registered is 3,000 but the Trustees may from time to time register an increase or decrease of numbers.
  - 1.2 The Trustees may establish a grade of membership with different rights and obligations and shall record the rights and obligations of each grade of member in a document entitled the register of members and shall be divided into corporate and non-corporate members as appropriate.
  - 1.3 A Register shall be kept containing the name, address together with the grade for the time being, of each of the members of the Institution. The privileges and obligations of any such member shall be those of the grade assigned to them in the Register. No entry shall be made until appropriate fees has been made.
  - 1.4 All members of the Institution shall promptly notify the Secretary of any change of address or occupation and the Secretary shall acknowledge such change and record it in the Register.
  - 1.5 All members shall be bound by the Code of Conduct of the Institution which maybe amended, varied or rescinded as the Trustees may think fit provided that they shall not be inconsistent with the principles of the Institution.
  - 1.6 Members shall be entitled to the use of appropriate initials after their names and shall use no other title or abbreviation to indicate their grade within the Institution. Such letters may not be used by any person who has ceased to be a member.
  - 1.7 Non-corporate members shall not be entitled to vote except on any matter submitted by the Trustees to a meeting of their respective grade.
  - 1.8 Every member (except student and Affiliate) of The Institution shall receive a certificate of membership under the Seal. Every certificate shall remain the property of The Institution, and shall, upon written demand by the Trustees, be returned to the Secretary. The Trustees shall have power to cancel any certificate issued and thereafter no use shall be made thereof by any person.
  - 1.9 The decision concerning the grade to which a candidate is admitted or transferred shall rest with the Membership Committee, ratified by Council and shall be final.
  - 1.10 For so long as the Institution is a Licensed Body of the Engineering Council and/or Society for the Environment, any person whose application for registration with the relevant professional body is refused by the Membership Committee may appeal to the professional body. Such right of appeal is limited to matters of process, findings or fact and may only be lodged after the Institution's processes have been completely exhausted.
  - 1.11 The Trustees shall have the power at any time from time to time to reinstate a former member (whether corporate or non-corporate), with or without entrance fee or payment in arrears of subscription in the grade in which they were formerly a member or in any other grade which they may determine, subject to the rules governing admission or re-admission on the date an application is received for said re-admission.
  - 1.12 The Trustees may admit academic and commercial membership for those engaged in the agricultural engineering industry or a closely associated industry.
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## 2 Management of the Institution

2.1 The Institution is managed formally by a group of Trustees who are members of the Executive Committee and act as Trustees of The Institution (for all matters relating to the Companies Acts) and Charity Trustees (for the Charities Commission). The Executive shall consist of:

President / President-Elect / Immediate Past President / Past President / Honorary Treasurer / Three Vice Presidents / Chair of Membership Committee / 3 members of various grades / Co-opted members

2.2 The Executive shall be advised by The Advisory Council which shall consist of:

One President / One President-Elect / The Immediate Past President / One Past President / Three Vice Presidents / Honorary Treasurer / Chair of the Membership Committee / Chair of the Education and Training Committee / 13 ordinary members / Special Representative for Scotland / Branch representatives / Douglas Bomford Trust Representative / Ex-officio member

2.3 The Trustees shall have the power to co-opt such additional members, whether corporate or non-corporate as it may think fit, but such co-opted members shall not be entitled to vote at meetings.

2.4 Such appointments for the Trustees and Advisory Council shall hold office for a maximum of two years but shall be eligible for re-election.

2.5 The current Committee listing of the Institution includes:

|                                   |   |
|-----------------------------------|---|
| Executive Committee               | Trustees and Officers of the Institution.<br>Responsible for executive decisions and actions  |
| Advisory Council                  | Responsible for advising Executive Committee on any matters that Executive Committee refers to it and any other matters that Council wishes to refer to Executive |
| Membership Committee              | Responsible for admission, transfer and registration of members.<br>Also responsible for accreditation of academic courses.                                       |
| Education & Training Committee    | Responsible for education and training requirements of the landbased sector and to encourage and promote development of education and training                    |
| Publications Management Committee | Responsible for all matters relating to the journals of the Institution   |

There are also 3 panels including: Finance Panel, External Affairs Group and the Award Panel.

2.6 Committees to which the Trustees delegate any of their powers must follow procedures. All such committees must report to the Trustees either the decisions they have taken or recommendations they are making.

- 2.7 The President shall, ex-officio, be a member of all Committees.
- 2.8 The proceedings of any IAgrE Committee and all documents relating to them are strictly confidential. No further information concerning such proceedings and documents may be communicated to any person who is not a Trustee or be otherwise published, except by permission of the Trustees.
- 2.9 A decision of the Trustees is taken in accordance with this article when all eligible Trustees indicate to each other by any means that they share a common view on a matter. Such a decision may take the form of a resolution in writing, copies of which have been signed by each eligible Trustee or to which each eligible Trustee has otherwise indicated agreement in writing. References in this article to eligible Trustees are to Trustees who would have been entitled to vote on the matter had it been proposed as a resolution at a Trustees' meeting. A decision may not be taken in accordance with this article if the eligible Trustees would not have formed a quorum at such a meeting.

### **3 Branches**

- 3.1 The Trustees may upon receipt of a request from a number which it deems sufficient of members, resident in any area, create of a branch of the Institution in that area for the holding of regular ordinary meetings and the Trustees shall have the power to dissolve such branch at any time after it has been formed. Each branch shall be constituted and its affairs shall be carried on in accordance with any rules and regulations which the Trustees may lay down or approve from time to time and it shall elect annually for its Chairman and Vice-Chairman corporate members of the Institution.
- 3.2 The appropriation and contribution of funds of the Institution towards the expenses of Branches, consistent with the objects of The Institution shall be in the sole discretion of the Trustees and The Institution shall not be responsible for any liability incurred by or on behalf of any Branch of The Institution beyond any amount previously appropriated or contributed for any specific purpose by the Council.

### **4. Technical Groups/Special Interest Groups/Hubs**

- 4.1 The Trustees may create groups of the Institution for the holding of discussions, regular meetings and communications and the Trustees shall have the power to dissolve such group at any time after it has been formed.

### **5 Copyright**

- 5.1 The Copyright of all papers printed by The Institution shall be vested in The Institution.
- 5.2 The Trustees, in such cases as they think fit, shall have the power to release or surrender the rights of the Institution in respect of any such paper or the copyright thereof.
- 5.3 The right of publishing all such papers and the report of the proceedings and discussions at meetings and branches shall be reserved to the Trustees who may, as they think fit, give their consent to publication in approved cases.
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## 6 Code of Conduct and Disciplinary procedure

### Introduction

IAgrE provides a Code of Professional Conduct to lay down, both for its members and for the general public, the standards of professional conduct and ethical behaviour by which its members should abide. They represent the minimum standard of conduct required of members of any grade. It is a member's duty to read and understand all the rules.

In the course of their careers members may undertake roles that remove them from direct involvement with engineering matters. This does not, however remove from them the obligation, as members of IAgrE, to act in accordance with the Code and Rules of Professional Conduct in all aspects of their professional lives.

### Code of Conduct

1. All members shall at all times conduct themselves with professional dignity and shall behave with dignity in relation to all conduct bearing upon the standard, reputation and dignity of the Institution and of the profession of landbased engineering and the environment.
  2. All members shall only undertake work that they are competent to do.
  3. All members shall comply with all laws and regulations applicable to their professional work.
  4. All members shall have full regard for the public interest, particularly in relation to matters of health and safety and cyber security and in relation to the well-being of future generations.
  5. All members shall develop their professional knowledge, skills and competence on a continuing basis (CPD).
  6. All members should encourage others to advance their learning and competence.
  7. All members must raise concerns about a danger, risk, malpractice or wrongdoing which affects others ('blow the whistle') and support a colleague or any other person to whom they have a duty of care who in good faith raises any such concern.
  8. All members must accept personal responsibility for all works done by them or under their supervision and take all reasonable steps to ensure that persons working under their authority are both suitably equipped and competent to carry out the tasks assigned to them.
  9. All members shall not bring their profession, The Institution or others into disrepute.
  10. All members shall not describe themselves as holding a grade of membership in the Institution or registration with the Engineering Council and/or the Society for the Environment to which they are not entitled.
  11. All members shall show due regard for the environment and for the sustainable management of natural resources taking account of the needs of a diverse society and serve as an example to others for responsible environmental behaviour.
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12. All members shall adhere to the highest standards of business conduct and treat all people with respect, specifically in their relationships with the Institution, its employees and their fellow members.
13. All members shall not without proper authority disclose any confidential information concerning the business of their employer or any past employer or member of IAgrE.
14. All members shall avoid where possible real or perceived conflict of interest, and advise affected parties when such conflicts arise.
15. All members shall not advertise or write articles for publication that is derogatory to the Institution or the profession. Neither shall they authorise any such advertisement or article to be written or published by others.
16. All members shall at all times taken all reasonable care to limit any danger or death, injury or ill health to any person that may result from their work and the products of their work.
17. All members shall notify the Institution if convicted of a criminal offence or upon coming bankrupt or disqualified as a Company Director.
18. All members shall notify the Institution of any significant violation of this Code by another member.
19. All members shall not have any form of involvement in bribery, fraud, deception and corruption.
20. All members must not collude with any form of plagiarism and must exercise reasonable care in relation to evidence of any form of plagiarism.
21. All members must assess relevant liability, and if appropriate hold professional indemnity insurance.

Any member who is in any doubt as to the interpretation of a Rule or its applicability to their personal circumstances, should contact the Secretary of The Institution.

From time to time a member may be alleged to be guilty of unprofessional conduct. If such an allegation is made to the Institution, it will investigate the matter in a fair and unbiased manner, and take appropriate action in accordance with its Disciplinary Code which is available from the Institution.

### **Disciplinary Procedure**

1. Where any allegation or claim (herein referred to as a 'complaint') is made to the Institution indicating that an individual whose name appears on the register of members may be liable to disciplinary action, such complaint shall be examined by the Institution and provided that the complaint is properly supported by evidence and not vexatious or frivolous, the Institution, shall, subject to the provisions of Rules 2 to 5, appoint an investigating body and a disciplinary body and refer the complaint thereto for investigation and determination. The Institution may make, vary and
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rescind regulations providing for the constitution, membership and proceedings of such investigating and disciplinary bodies and an appeals body which is referred to in Rule 5, and for the award of costs, the publication of any decision and any other matter relevant to the investigation and adjudication of the complaint. Such regulations shall be designed to secure that: -

- (a) any complaint which the Institution may deal with shall be properly investigated and properly determined; and
  - (b) before being called on to deal with any complaint against a member, the member shall be informed of the nature of the complaint and of the material evidence on which it is based; and
  - (c) such individual, who may be represented, shall be given a full and fair opportunity of being heard and defending themselves against the allegations;
  - (d) in all other respects the investigation shall be made and the proceedings conducted and the decision reached in accordance with natural justice.
2. The Institution may delegate such of its functions and powers as it considers appropriate to the investigating body, the disciplinary body and the appeals body, and for the purposes of the Rules of Professional Conduct references to the Institution shall be deemed to include any investigating body, disciplinary body or appeals body to whom the Institution shall have so delegated any of its functions and powers.
3. If any complaint which the Institution has investigated pursuant to Rule 1 shall be found by Institution to be substantiated in whole or in part, it shall make a finding to that effect and the Institution shall have power to take any one or more of the following courses of action on the expiry of the time for appeal or, if notice of appeal is given, on final determination of the appeal (if unsuccessful):-
- (a) to warn the relevant individual;
  - (b) to reprimand or severely reprimand the relevant individual;
  - (c) to require the relevant individual to give an undertaking to refrain from continuing or repeating the conduct which is found to have caused the complaint or to give such other undertaking as the Institution considers appropriate;
  - (d) to suspend the member from membership of the Institution for such period as the Institution shall think fit;
  - (e) to remove the name of the member from the register of members of the Institution;
  - (f) to report the complaint, the consequent course of action and the outcome to the Engineering Council and/or the Society for the Environment
4. The decision of the Institution relating to any such complaint shall be communicated to the relevant individual in writing. The decision shall be sent by mail (first class mail inland or airmail overseas) to the last known address of the individual. Any person aggrieved by the decision of the Institution may within 60 days from the date of the posting of the decision, appeal to the Council of the
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Institution against the decision. Such an appeal shall be delivered in writing to the Secretary of the Institution at its registered office and shall specify the grounds on which the appeal is based.

5. The Council of the Institution shall act as the appeals body and shall consider the appeal at the next meeting of Council. The appeal shall be conducted in a manner consistent with natural justice, allowing the person mounting the appeal the following rights:-
    - (a) to attend in person and to be heard either in person or through a representative;
    - (b) to submit evidence in writing in support of the appeal.
  6. The determination by Council of the appeal shall be final. The Secretary of the Institution shall communicate the decision of Council in writing to the individual at their last known address.
  7. Members wishing to appeal against decisions relating to IAgrE grading or Registration with Engineering Council or the Society for the Environment shall do so using the Appeals Procedure outlined in Para 5 above.
  8. Any member has the right of final appeal to the Engineering Council and or the Society for the Environment where any decision taken by the Institution has an effect on the registration status, with the Engineering Council or the Society for the Environment.
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