

SOCIETY OF OPERATIONS  
ENGINEERS:  
RULES

2024

## 1. Introduction

2. The Rules of the Society of Operations Engineers (the “**Society**”) are to be considered supplementary to the Society’s 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.

## 3. 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 as well as other Directors that may be on Professional Sector Councils;

“**Fallow year**” the 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;

“**General meeting**” means a meeting of all the voting Members;

“**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, Corporate Partner or Academic Partner;

“**Professional Sector**” means the professional sectors 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 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).

## 1. Membership

### Qualification for Member classes

1. The Board shall determine the educational, vocational, and other criteria for admission to each Member class as set out in Article 9. It has the authority to admit Members based on the minimum qualification requirements outlined in these Rules. Applicants must meet the specified educational, vocational, or other criteria at the time of their application for admission to their respective Member class.

Class	Requirements	
<b>Student/Apprentice</b>	<p>To qualify for Student Membership, you must be on a full-time college or university course. You must also be studying an engineering subject. You must also agree to abide by <u>SOE's Code of Conduct</u>.</p> <p>To qualify for Apprentice Membership, you must be on a recognised, engineering based apprenticeship scheme through a training provider, employer or college. You must also agree to abide by <u>SOE's Code of Conduct</u>.</p>	
<b>Associate Member</b>	<p>We invite applications from all with a personal or professional interest in the world of operations engineering. There are no formal entry requirements, however applicants must read and accept the SOE Code of Conduct for Members and abide by them.</p>	
<b>Member</b>	<p>Qualification route</p> <p>You will need to evidence a qualification equivalent or higher to a Level 3 on the UK Qualification Framework in a relevant engineering subject. You will also need to show at least four years of work experience, evidenced on a CV.</p> <p>Industry Professional route</p> <p>If you do not have a Level 3 qualification, you will be considered for membership if you have 'on the job' experience. This must take the form of a CV and show at least eight years of relevant work experience, with at least four years of these in a senior or leadership role.</p>	
	<p>There are two options when applying for Fellowship:</p>	

<p><b>Fellow</b></p>	<p><b>Option 1:</b> Complete <i>Part 1 – Evidence</i> and <i>Part 2 Desirable Qualities</i>. <b>Option 2:</b> Complete <i>Part 1 – Evidence</i>, 1 question from <i>Part 2 – Desirable Qualities</i> and 1 question from <i>Part 3 - Optional Qualities</i>.</p> <p><b>Part 1 - Evidence</b> <i>All of the below must be demonstrated.</i> <b>E1:</b> A position of senior responsibility and/or significant autonomy in your particular field. <b>E2:</b> Demonstrable leadership qualities. <b>E3:</b> Influencing policy and strategy making decisions in either a technical or business environment.</p> <p><b>Part 2 - Desirable qualities</b> <b>D1:</b> Highly specialist knowledge in a specific area of engineering. <b>D2:</b> Technical or engineering resource management and/or personnel management and development.</p> <p><b>Part 3 - Optional qualities</b> <b>O1:</b> Responsibility for a budget and the associated risk. <b>O2:</b> Application of a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts. <b>O3:</b> Active development and application of new technologies in engineering and related areas at senior level.</p>
<p><b>Honorary Fellow</b></p>	<p>This is a nominated post by another member that would then have to go through the Membership and Professional Standards Committee who would assess the application and then they would decide if to then proceed with a recommendation to the Trustee Board.</p>
<p><b>Companion</b></p>	<p>This is given 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 an example it could be through an affiliate organisation where an individual is recognised.</p>
<p><b>Corporate Partner</b></p>	<p>This is given to an organisation, which is either a core Corporate Partner or Premium Corporate Partner, this is at a cost to the organisation and includes discounts to membership rates.</p>

## Member benefits

1. 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:

1. **Membership status:** Members must maintain their good standing status, which includes timely payment of dues and adherence to the Society's Rules and Code of Conduct;
2. **Publication access:** Members will receive publications as per the Society's distribution schedule. The format (soft copy or hard copy) will be determined by the Society and may vary;
3. **Facility access:** Access to the Society's facilities is granted based on availability and may be subject to additional rules or booking requirements;
4. **Event attendance:** Members may attend Society events, which could be subject to registration, fees, or other specific conditions set by the Society; and
5. **Changes to benefits:** The Society reserves the right to modify or discontinue any benefits at its discretion, with reasonable notice provided to Members.

## Admission of Members

1. 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.
2. Every applicant (except for honorary fellow and companion membership) for admission to any Member class must complete the appropriate application form online as prescribed by the Society.

## Fees

1. The Board shall determine from time to time and publish annually online what fees (including non-returnable application fees) shall be payable by the Members in each class.
2. All annual subscriptions shall become due in advance on the subscription date in each year. The first annual subscription of a Member admitted to the Society after the subscription date of the year current at the time of their admission shall be deemed to have become due on the subscription date preceding their admission and shall be payable immediately.
3. The Board, at its discretion, may reduce or remit any fees, annual subscription or arrears.
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.
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 Board's discretion.

## Conduct of Members

1. The Society has a code of professional conduct that all Members are expected to 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.
2. The Society's code of professional conduct is supported by the best practice outlined in the guidance and principles provided from the Royal Academy of Engineering and the Engineering Council.

## Termination of membership

1. Membership shall be terminated in accordance with the provisions outlined in Article 11
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.

1. A person who has ceased to be a Member shall not use any post-nominal letters of the Society.
2. A Member who resigns from the Society shall be liable to pay all outstanding fees and subscriptions in full.
3. 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.

## 1. Professional Sectors

1. The Board may form Professional Sectors comprising of Members practicing in any field of engineering.
2. Members may be allocated into the following Professional Sectors according to the field of engineering in which they are interested:

Professional sector	Description
BES	For those who work as engineer surveyors.
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.
IPlantE	Plant Engineers are involved in maintenance and operation of a fixed and mobile machine assets . In practice you will find plant engineers working across most industries.
IRTE	Professional sector supports HGV and PSV professionals throughout their careers, and encourages high standards in maintenance of sectors crucial to employment 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.

1. The Board may dissolve a Professional Sector where its numbers fail to reach such a level as the Board may decide.
2. The Board may publish regulations for any Professional Sector.
3. A council, composed of elected Members from the Professional Sectors (“**Professional Sector Council**”), will be established. Professional Sector Councils will have delegated powers from the Board and will operate according to the terms of reference outlined in the Governance Handbook. 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, and will report to the Board.

## 1. Publications

The Board may issue, as it shall think fit, any publications of the Society for all members. Such publications may be in any form including in electronic form.

## 1. General meetings



1. General meetings shall be held in accordance with the provisions set out in the Articles.
2. The business of an Annual General Meeting (“AGM”) shall include, but is not limited to, the announcement of the result of voting for the election of Members of the Board in the place of those retiring, and when required Professional Sector Council elections.

## **1. Nominations and elections**

Nominations and elections of the Board and Professional Sector Councils are carried out pursuant to the Articles and the Governance Handbook.

## **1. Accounts and audit**

1. Records shall be kept of receipts and payments of the Society and matters in respect of the property, assets and liabilities of the Society. The records shall be open to the inspection of the members, as the Board shall determine.

## **1. Governance of the Society**

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