Membership Committee
Terms of Reference

Constitution

The Membership Committee is a sub-committee of the Board of Trustees (BoT). The Committee is established pursuant to a) Article 50 of the Articles of Association, and b) Section 10 of the Bye-laws.

Overall purpose(s)

The principal purposes of the Committee are to:

- Ensure that the Institute's membership and professional standards are maintained and applied to the required levels; and
- Ensure that the Institute complies with the requirements for registration of all relevant Licensing bodies including.

Reporting

The Committee will report to BoT through:

- Providing BoT with access to minutes of all its meetings; minutes will include details of decisions taken.
- Provision of reports, advice and recommendations in relation to the Committee's terms of reference.
- Provide such reporting and audit information to the relevant Licensing Bodies as may be required.

Key responsibilities

Membership Standards and Requirements

- Recommend to the Board of Trustees the Institute's grades for individual nuclear professionals and other membership levels, qualifications/criteria required and post-nominal letters, making recommendations as required to the Board of Trustees.

- Set out, update and promulgate the requirements for registration with the Engineering Council (EngC), the Science Council (SC), European Federation of National Engineering Associations (FEANI), and/or any other licensed registration.

- Ensure that the Nuclear Institute complies with the registration standards and requirements of all Licensing bodies including the Engineering Council (EngC), the Science Council (SC), European Federation of National Engineering Associations (FEANI), and/or any other licensed registration.

- Assess and approve suitable candidates for membership and for registration with EngC, SC, and/or any other Licensing body and FEANI.

- Ensure that the Institute's processes for admitting individual members are effective and comply with relevant requirements.

- Ensure that all involved in the membership processes are suitably trained and experienced.

- Ensure that the Institute maintains accurate records of members and registrants.

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Professional Code of Conduct

Review and maintain the Professional Code of Conduct ensuring it reflects high standards and is comparable with good practice in other professional bodies. Recommend any necessary changes for approval by BoT.

Consider all complaints made under the Code, recommending suitable actions to be taken by the BoT, including convening a Disciplinary Committee when an allegation is sufficiently serious.

Accreditation of Courses

Either as NI or by working with other bodies (where appropriate) lead on the accreditation of academic courses and training programmes.

Professional Development

The Membership Committee shall support the work of the Education & Training Committee and Events Committee in providing members and others with opportunities for initial and continuous professional development.

Chair

- The Chair of the Committee is appointed by the Board of Trustees for a term of 3 years. The Chairman will not normally serve more than 2 consecutive terms.
- The Chair must be a trustee.
- The Chair must be a Chartered Engineer or Chartered Scientist and knowledgeable about the requirements of the Engineering Council and Science Council and the professional requirements of any other Licensing body for whom the Charity registers qualifications.

Membership

Voting Members

- The Committee will normally include 6 - 8 voting members. These must include at least two Chartered Scientists, one Chartered Engineer and the Chair.
- All voting members must be professional members of the Nuclear Institute and registered with either Engineering Council and/or Science Council.
- The Chair will recommend voting members of the Committee, advised as appropriate by the Nominations Committee, to the Board of Trustees for approval.
- The Committee will appoint a Deputy Chair. The Deputy must be a Chartered Engineer or Chartered Scientist.
- Quorum is 4 voting members or 50% of the voting members, whichever is greater. At least the following must be in attendance; at least one Chartered Scientist, one Chartered Engineer and the Chair or Deputy Chair for the meeting to be quorate.

Other Committee Members

- Other committee members do not have voting powers but are able to participate fully at Membership Committee meetings.
- The President of the Nuclear Institute has a standing invitation to attend the meeting but does not have voting powers.
- The Engineering Council and Science Council may each nominate a non-voting representative to the Committee.
- All other Nuclear Institute assessors and interviewers may attend meetings of the Committee as invited.

Approved on behalf of Board of Trustees by:

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Revision: A
4 December 2014