NORTH OF ENGLAND INSTITUTE OF
MINING AND MECHANICAL ENGINEERS

FOUNDED 1852
ROYAL CHARTER 1876

(Regulation) Membership Committee and Membership Criteria

Approved by: COUNCIL **Date: September 2021**

1. Objective and Aims

To manage and maintain via a formal committee, the sorting and preliminary approval (pending the final approval of Council) of membership applications.

2. Committee Terms of Reference and Delegated Responsibility

The Committee will come under the portfolio of the Hon. Secretary.

The Committee will be responsible for sorting and preliminary approval of membership applications.

3. Committee Membership

The membership of the Committee is to be reviewed annually. Only Corporate members may be members of the Committee.

There shall be a Membership Secretary who shall deal with the administration of membership applications and will prepare a list of applicants for Council's final approval, and who shall also be responsible for reporting the Committees activities to the Hon. Secretary.

Preliminary approval of membership at an applied grade will be passed by a majority of the Committee. The Hon. Secretary will have a final vote in the event of a tie. In such cases Council will be informed of the division and will have the final say. No delegated budget from Council is required by the Committee.

The number of members shall be six. The Committee will comprise of:

The Hon. Secretary
The Membership Secretary
Four other Corporate members (MNEIMME/FNEIMME) of the Institute

4. Membership Database

The Membership Secretary is responsible for the maintenance of the Institute's membership database and for providing an annual report on membership numbers for each category of membership to be typically delivered at the AGM.

The database is to be controlled in accordance with the NEIMME Data Protection Policy

5. Membership Form and Membership Application Process Flow Chart

The current membership application form is readily available to download from the NEIMME website.

The process for approving membership applications is given in Fig. 1.

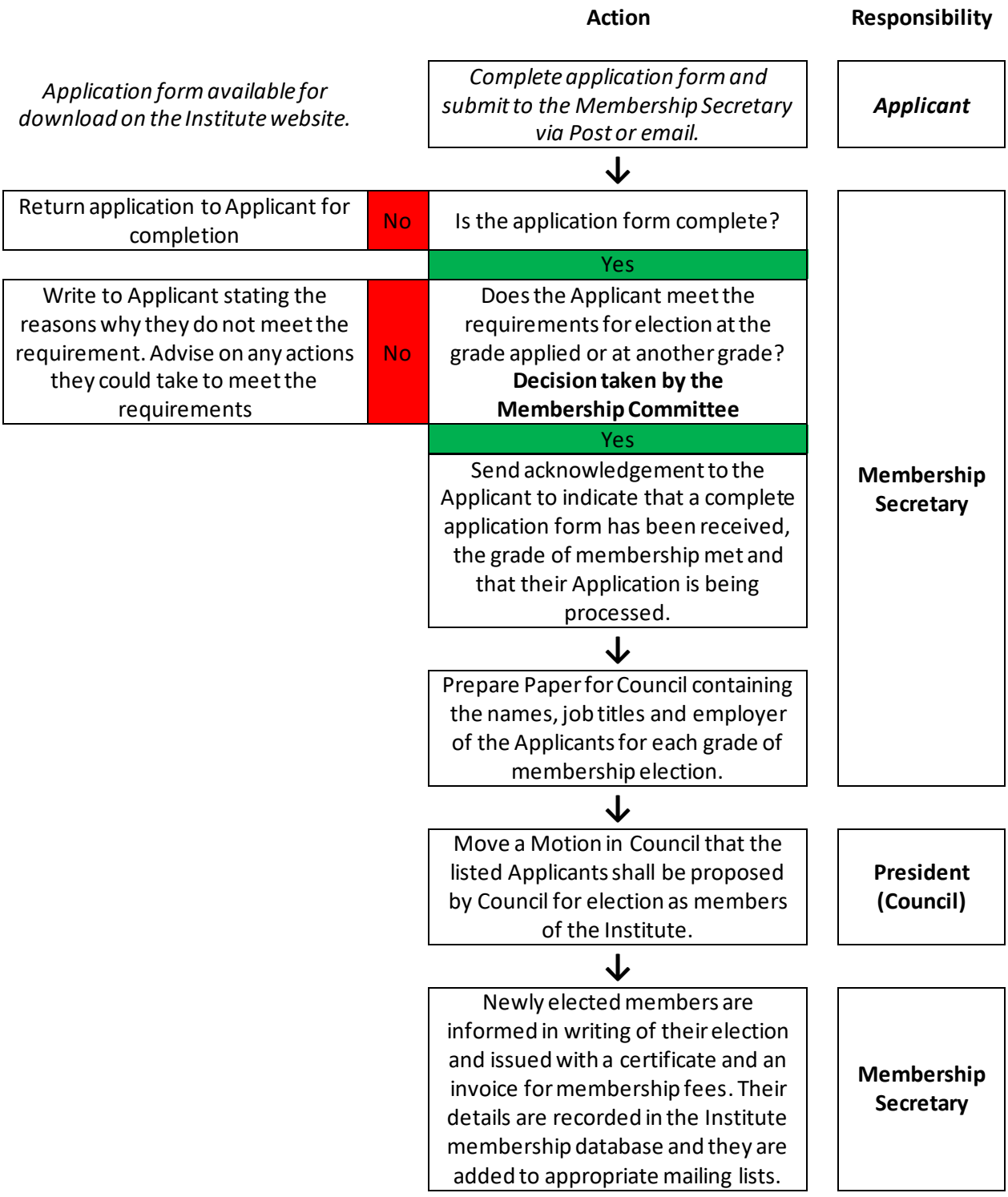


Figure 1: Membership Application Process