

## RULES AND BY-LAWS IN OPERATION UP TO 1920.

---

### SECTION I.

#### OBJECTS.

The Engineering Association of New South Wales was first established, and has since been incorporated by Act of Parliament, for the general advancement of Engineering and Mechanical Science, and more particularly those branches of Civil and Mechanical Engineering which tend to develop the resources of Australia, and to receive and discuss at its stated meetings original papers on Civil and Mechanical Engineering.

---

### SECTION II.

#### CONSTITUTION.

1. The Engineering Association of New South Wales shall consist of Members and Associate Members, who alone are entitled to the privileges of Corporate Membership, also Honorary Members, Associates, Graduates, and Students.

2. Every Candidate for election into the class of member shall be not less than twenty-seven years of age, and must be actually engaged in a responsible position in some branch of engineering, and must be considered by the Council to be qualified for election.

3. Associate Members shall be not less than twenty-four years of age, and must be actually engaged in some branch of Engineering, and be considered by the Council to be qualified for election.

4. Associates to be persons not under twenty-six years of age, and not being Engineers by Profession, yet, by reason of their attainments in Science or in any of the Arts allied to, or having interests in common with, Engineering, may be deemed by the Council to be worthy of the distinction of Associateship. Associates may attend all special and general meetings, may read Papers and take part in discussions, but shall not sign proposals, vote for new members, nor be eligible for office.

5. Honorary Members shall be persons who have been eminent benefactors to this or some other of the Australian Colonies, and distinguished patrons and promoters of Engineering and Manufacturing industries. Honorary Members shall be exempted from payment of fees and contributions; they may attend the meetings of the Association, and they shall be furnished with copies of the publications of the Association, but

they shall have no right to hold office, to vote, or otherwise interfere in the business of the Association. The number of Honorary Members shall not at any one time exceed twenty, and not more than two Honorary Members shall be elected in any one year.

6. Graduates shall be persons of not less than twenty-four years of age, who shall have been students of not less than two years' standing, or who, in the opinion of the Council, may be entitled to election to this class of the Association. Graduates may not continue as such if they cease to follow the Profession of Engineering, nor in any case beyond the age of thirty years.

7. Students shall be persons not under sixteen years of age, who shall satisfy the Council that they are receiving, or have received, regular training as Engineers, and that they have received, or intend to obtain, sufficient practical and scientific training to fit them for employment in responsible positions as Engineers. No person shall be elected as a Student after the age of twenty-four years. Students may not continue as such if they cease to follow the Profession of Engineering, nor in any case beyond the age of twenty-five years.

8. Honorary Members, Associate Members, Associates, Graduates and Students shall be entitled to copies of the transactions, and notice of general meetings in the same way as Corporate Members.

9. The Officers of the Association shall be a President, two Vice-Presidents, Honorary Secretary, Honorary Treasurer, and nine ordinary Members of the Council. A retiring President shall be an ex officio member of the Council for the next ensuing Session. These shall constitute the Council to direct and manage the concerns of the Association; also two Auditors of accounts, a Librarian and Secretary. Such officers shall be elected or appointed annually in manner hereinafter directed.

---

### SECTION III.

#### ELECTION AND EXPULSION OF MEMBERS, ASSOCIATES, HONORARY MEMBERS AND STUDENTS.

1. Any person desirous of being elected a Member, Associate or Student must be proposed and recommended according to Form No. 1. All recommendations for admission to be signed by not less than five members if the application be for admission as a Member or Associate, and by three members if it be for a Graduate or a Student.

2. The direction and management of the concerns of the Association are vested in the Council, under the control of the Act of Incorporation, Rules and By-Laws.

3. The Council shall meet as often as the business of the Association may require; and at every meeting three shall constitute a quorum. The Council may appoint Committees for special purposes, to report to the Council.

4. The Council shall draw up a yearly Report on the state of the Association, which shall be read at the Annual General Meeting.

5. The Funds of the Association shall be used for the furtherance of the objects of the Association, but any funds not immediately required for this purpose may be invested by the Council in any manner specially authorised by the Act of Incorporation, or in any of the investments in which by law Trustees are permitted to invest trust funds, and pending any such use or investment the Funds of the Association shall be lodged at a bank approved of by the Association. Claims against the Association, when approved by the Council, shall be paid by the Treasurer. All payments to be made by cheques, signed by the Treasurer and countersigned by the Secretary.

---

#### SECTION VIII.

##### THE SECRETARIES.

It shall be the duty of the Secretaries, under the direction of the Council, to conduct the correspondence of the Association; to attend all meetings of the Association, and of the Council, and of Committees; to take Minutes of the proceedings of such Meetings, and all communications that may be ordered to be read; to superintend the publication of such papers as the Council may direct; to have charge of the Library; to direct the collection of the Subscriptions, and the preparation of the account of the expenditure of the funds, and to present all accounts to the Council for inspection and approval.

---

#### SECTION IX.

##### MEETINGS.

1. The Ordinary General Meetings of the Association shall be held on the Second Thursday of each month, from March to September (inclusive) in each year, subject to alteration by the Council with due notice.

4. It shall be the duty of the Council each year to prepare a list containing the names of Members whom they recommend for election to the respective offices of President, Vice-Presidents, Honorary Treasurer, and Honorary Secretary, together with the names of at least eleven other Members whom they recommend for election as ordinary Members of Council.

The Council are to omit the names of at least three Members of the retiring Council from the new list, so as to ensure a circulation of representation in the governing body amongst the Members.

The Council may nominate any Member of the Association to an Official position. The three senior ordinary members of the retiring Council are not to be re-nominated for membership thereof in the Council's list, nor shall either of the Vice-Presidents who is not prepared to be nominated for higher office. Seniority will be determined by the length of previous continuous service on the Council at the date of nomination, and if there be more than three of the same seniority, the Council shall determine which of them retire, by ballot.

This rule applies only to nomination in the Council's list.

5. Each Member shall have the power to alter the list of names recommended by the Council, but if more than fourteen names are left in the last two columns of the ballot list, including the President, Vice-Presidents, Honorary Secretary and Honorary Treasurer, such list shall be rejected as informal.

6. No ballot for the election of Members of Council, or of Officers shall be valid unless twenty members at least record their votes.

7. Two Auditors shall be appointed at the Ordinary General Meeting, in August or September, who shall audit the accounts and lay them before the Annual General Meeting in October.

---

## SECTION V.

### CONTRIBUTIONS TO THE FUNDS.

1. Each Member or Associate Member shall pay two guineas, each Associate two guineas, each Graduate one guinea, and each Student one half guinea per annum. Students or others who seek to be absent from the State for twelve months or more, and who intimate their intention to the Council, and get approval, may have their subscription (and privileges) suspended during such absence. Such intimation to be renewed at intervals of not over twelve months during the absence.

2. Every new Member, Associate Member or Associate shall pay an admission fee of two guineas and this fee shall be paid within three months of the date of election, otherwise the election will be void. No admission fee is payable by a student, or on transfer of a Student of not less than two years' standing, or of a Graduate to a more advanced grade.

3. All subscriptions to be paid half-yearly in advance, in the months of April and October.

4. Any Member or Associate whose Subscription is not in arrears may pay the amount of ten annual payments at any time as a life composition for the ordinary annual payments.

5. Members or Associates whose Subscriptions are twelve months in arrears will not be entitled to any of the privileges of the Association. The name of any Member or Associate who shall be two years in arrears with his subscriptions, shall be erased from the list of Members and Associates; but such Member may be re-admitted on giving a satisfactory explanation to the Council, and on payment of arrears.

6. Every individual elected a Member, Associate Member, Associate, Graduate, or Student, shall be liable for the payment of his Annual Subscriptions, until he has signified to the Secretary in writing his desire to resign, having previously paid all arrears, or until he has forfeited his right to remain in, or to be attached to the Association.

---

## SECTION VI.

### THE PRESIDENT.

1. The President shall take the chair at all Meetings of the Association, the Council and the Committees, at which he is present, and shall regulate and keep order in the proceedings.

2. In the absence of the President, it shall be the duty of one of the Vice-Presidents to take the chair.

3. In the absence of both the President and the Vice-Presidents, the meeting may elect any member of the Council, or in case of their absence, any Member present to take the chair at the meeting.

---

## SECTION VII.

### THE COUNCIL.

1. The Council to be elected according to the provisions of Section IV. shall consist of the President, two Vice-Presidents, Honorary Treasurer, Honorary Secretary and nine ordinary members of Council.

2. The proposal so made being delivered to the Secretary, shall be submitted to the Council, who on approving the qualifications of the candidate, shall present the application for ballot.

3. The elections to take place by ballot. All recommendations for admission to go by ballot unless unanimously rejected by the Council. The approved ballot list to be signed by the President, and copies forwarded to the Members. Elections to take place at the ordinary General Meetings.

4. The proportion of votes for deciding the election of any candidate shall be at least four-fifths of the number voting, twenty members at least to record their votes.

5. Any person, duly elected a member, associate member, associate, graduate or student, shall be informed thereof without delay, by a letter according to Form 2, enclosing a promise (Form No. 3) to abide by the Act of Incorporation, Rules and By-laws of the Association, which promise the person elected must sign and return to the Secretary, and he must pay the admission fee (if any) and subscription for current half-year within two months after the date of his election, which otherwise shall become void; but the Council may, in particular cases, extend the time.

6. Every person proposed as an Honorary Member must be recommended by the Council, and elected by ballot.

7. A majority of Members present at any Ordinary Meeting shall have the power to expel an obnoxious Member from the Association, provided that a resolution to that effect has been moved and seconded at the previous Ordinary Meeting, and that due notice of the same be sent, in writing, to the Member in question within a week after the meeting at which such resolution has been brought forward. The vote to be taken by ballot.

---

#### SECTION IV.

##### ELECTION OF COUNCIL AND OFFICERS.

1. The President, two Vice-Presidents, Honorary Treasurer, Honorary Secretary, and nine ordinary members of Council shall be elected annually by ballot at the Annual General Meeting to be called in October.

2. The Secretary and Librarian shall be appointed annually by the Council at their first Meeting after Annual General Meeting.

3. Any vacancies occurring in the Council during the year may be filled up by the Council.

2. At the Ordinary General Meeting the business shall be transacted in the following order, unless the Chairman specially decide otherwise:—

- (1) The Minutes of the preceding Meeting to be read, and after having been confirmed, to be signed by the Chairman.
- (2) Business arising out of the Minutes to be entered on.
- (3) Communications from the Council to be brought forward.
- (4) Ballot for the election of new Members.
- (5) New Members to enrol their names and be introduced.
- (6) Donations to be laid on the table and acknowledged.
- (7) Papers to be read and discussed.

3. Every Member shall have the privilege of introducing one stranger, to be present at the Ordinary Meetings of the Association, on writing his name in a book provided for that purpose.

4. The Annual General Meeting of the Association shall be held on the Second Thursday in October, at eight o'clock in the evening, to receive and deliberate upon the Report of Council with the Annual Statement of the Accounts, and to elect the Council and Officers for the ensuing year.

5. The Council may at any time call a Special General Meeting of Corporate Members and Associates for a specific purpose relative to the direction and management of the concerns of the Association; and the Council are at times bound to do so on a requisition in writing of twelve Corporate Members, specifying the nature of the business to be transacted.

6. A notice shall be sent to the Corporate Members and Associates at least seven days before the time appointed by the Council for such Special General Meeting, and the notice shall specify the nature of the business to be transacted, and no other than that business shall be transacted at that Meeting, and twenty shall constitute a quorum.

7. The Council may arrange Special Meetings for Students, either on its own initiative or at the request of Students, and shall appoint a chairman therefor, who shall be a Corporate or Associate member.

8. The Council may arrange for one or two papers each session to be read at ordinary General Meetings by Members or others for the special benefit of Students; and shall encourage the Students to discuss such papers, and to take part in the discussion of all papers read before the Association.

## SECTION X.

## ENACTMENT OF RULES AND BY-LAWS.

1. No new Rule or By-Law or alteration or repeal of existing Rules or By-Laws shall be made unless carried at two successive General Meetings, at each of which twenty members at least must be present. The interval between such two successive meetings shall not be less than seven days or more than sixty days.

2. Such two successive general meetings may be convened by one and the same notice, and it is to be no objection to such notice that it only convenes the second meeting contingently on such new Rule or By-law or alteration or repeal of existing Rules or By-laws being carried at the first meeting.

## SECTION XI.

## PAPERS AND ORIGINAL COMMUNICATIONS.

1. All papers and Original Communications must be forwarded to the Secretary, who will lay them before Council; and if approved, notice will be given and the papers read and discussed.

2. Any subject connected with Engineering may be brought forward for discussion before the Association, provided the Member bringing the matter forward has first asked for and obtained the sanction of the Council.

## SECTION XII.

## THE PROPERTY OF THE ASSOCIATION.

1. The property and effects of the Association of what kind soever, are vested in the Corporate Members for the time being for the use of the body politic and corporate solely in furtherance of the public and scientific objects contemplated in the Act of Incorporation.

2. Every Paper, Map, Plan, Drawing or Model presented to the Association shall be considered the property thereof unless there shall have been some previous arrangement to the contrary, and the Council may publish the same in any way and at any time they may think proper.

3. The Library shall be open for consultation and for the issue and return of books, subject to such regulations as the Council may deem necessary.



## APPENDIX TO THE BY-LAWS.

---

### Form No. 1,

THE ENGINEERING ASSOCIATION OF NEW SOUTH WALES.

*Nomination Paper.*

Name in full

Age

Designation or Occupation

Business Address

being of the required age, and desirous of admission into the Engineering Association of New South Wales, we, the undersigned, from our personal knowledge, propose and recommend him as a proper person to become a \_\_\_\_\_ thereof. (Member, Associate Member, Associate, Graduate or Student to be inserted by proposer.)

Witness our hands this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_

PROPOSED BY \_\_\_\_\_

SECONDED BY \_\_\_\_\_

} Five Members' Signatures are required for a Member  
or Associate, and Three for a Student.

---

### Form No 2.

THE ENGINEERING ASSOCIATION OF NEW SOUTH WALES.

[Established 1870. Incorporated 1884.]

Sir, \_\_\_\_\_ Sydney, \_\_\_\_\_ 19\_\_\_\_

I have the honour to inform you that you have this day been elected a \_\_\_\_\_ of the Engineering Association of New South Wales, and I beg to forward you a copy of the Act of Incorporation, Rules and By-laws of the Association.

According to the Rules of the Association you are required as to pay \_\_\_\_\_ being your admission fee and subscription for the current half-year, and to return the accompanying obligation with your signature within two months of the date of your election, otherwise your election will be void. These conditions being complied with, you will be considered as admitted into the Association, when any publications or notices to which you are entitled will be forwarded according to your directions.

I beg to direct your attention to Section V. of the By-laws, and to point out that all half-yearly subscriptions become due in the months of April and October in each half-year for the half-year then commencing.

I have, &c.,  
Secretary.

**Form No. 3.**

THE ENGINEERING ASSOCIATION OF NEW SOUTH WALES.

I, the undersigned, being elected of the Engineering Association of New South Wales, do hereby promise that I will be governed by the Act of Incorporation of the Association and by the Rules and By-laws of the said Association, as they are now formed, or as they may hereafter be altered, amended or enlarged, under the powers of the said Act, and I promise to promote the objects of the said Association as far as shall be in my power, and to attend the meetings thereof as often as I conveniently can. Providing that, whenever I shall signify in writing to the Secretary for the time being that I am desirous of withdrawing my name therefrom, I shall (after the payment of any arrears which may be due by me at that period) be free from this obligation.

**Form No. 4.**

THE ENGINEERING ASSOCIATION OF NEW SOUTH WALES.

Sydney, 19

Sir,

I am directed by the Council of the Engineering Association of New South Wales to inform you that your subscription to the Association is two years in arrears, and in pursuance of Article 5, Section V., of the Rules and By-laws, the Council have declared by special vote on the                      day of                      , 19                      , that you have forfeited your claim in future to belong to the Association, and your name will be in consequence expunged from the register unless payment is made previous to

But, notwithstanding such forfeiture as regards the future, I am directed to call upon you for payment of your arrears, amounting to £

I am, Sir, &c

**Form No. 5.***Balloting List for the Election of Officers and Council.*

THE ENGINEERING ASSOCIATION OF NEW SOUTH WALES.

Date.....

**BALLOTING LIST for the Election of the Officers and Council.**

Present Council	Names proposed as Members of New Council.	Name proposed by any Dissentient Member.
President.	President.	President.
Vice-President.	Vice-Presidents (2).	Vice-Presidents (2)
Hon. Treasurer.	Hon. Treasurer.	Hon. Treasurer.
Hon. Sec. and Editor.	Hon Sec. and Editor.	Hon. Sec. and Editor.
Members of Council.	Members of Council.	Members of Council.

Each member shall have the power to alter the list of Members recommended by the Council, but if more than fourteen names are left in the last two columns of the ballot lists, including the President, Vice-Presidents, Honorary Secretary and Honorary Treasurer, such list shall be rejected as informal.

Members or Associates whose subscriptions are twelve months in arrears will not be entitled to any of the privileges of the Association.

Approved and Signed by  
President.

# Engineering Association of N.S. Wales

## Nomination Paper

Name in full.....

Age.....

Designation or Occupation .....

Business Address.....

being of the required age, and desirous of admission into the Engineering Association of New South Wales, we, the undersigned, from our personal knowledge propose and recommend him as a proper person to become a.....thereof.

(Member, Associate or Student to be inserted by proposer).

Witness our hands this..... day of..... 1

Proposed by<sup>2</sup> .....

Seconded by.....

.....

.....

.....

.....

Signature of Candidate.....

**FIVE**  
Members' Signatures  
are required for a  
Member, Associate Member  
or Associate, and three for  
Graduate or a Student.

## Extract from Rules of the Association.

### Respecting Age and Qualification. Election and Subscription.

#### AGE AND QUALIFICATION.

**Members** to be Engineers not less than 27 years of age, who may be considered by the Council to be qualified for election.

**Associate Members** shall be not less than 24 years of age and actually engaged in some branch of Engineering and be considered by the Council to be qualified for election.

**Associates** to be persons not under 26 years of age, who by reason of their scientific attainments in any of the allied arts, or from their having interests in communion with Engineering, may be deemed eligible by the Council.

**Graduates** shall be not less than 24 years of age who shall have been Students of 2 years' standing or who may be considered by the Council to be entitled to election to this class in the Association.

**Students** shall be persons of not less than 16 years of age, who are receiving or have received regular training as Engineers and that they have received or intend to obtain practical and scientific training to fit them for employment in responsible positions as Engineers.

#### ELECTION.

All recommendations for admission to be signed by not less than five Members, if the application be for admission as a Member, Associate Member or Associate, and by three Members if it be for a Graduate or a Student.

The elections to take place by ballot; all recommendations for admission to go to the ballot unless unanimously rejected by the Council. The approved ballot list to be signed by the President and copies forwarded to the Members. The ballot list to specify the name, occupation, and address of the Candidates, and also by whom proposed and seconded. Elections to take place at the General Meetings only. Every Member when elected shall receive due notice of the same in writing, together with a copy of the Rules of the Association.

#### SUBSCRIPTION.

Members £2/2/- per annum, with £2/2/- entrance fee on election.

Associate Member £2/2/- per annum, with £2/2/- entrance fee on election.

Associate £2/2/- per annum, with £2/2/- entrance fee on election.

Graduate £1/1/- per annum, no entrance fee.

Student 10/6 per annum, no entrance fee.

All Subscriptions to be payable Half-yearly in advance, in the months of October and April.

Members whose Subscriptions are twelve months in arrears will not be entitled to any of the privileges of the Association.

<sup>2</sup> For the purpose of supplying the Council with the requisite information for the consideration of the proposal, the proposer is requested to add on the back the particulars of the professional career of the Candidate.