

8th May, 2017

Dear Member

### **NOTICE OF ANNUAL GENERAL MEETING**

NOTICE is hereby given that the **Annual General Meeting** of the **Engineering Professors' Council** (a Company Limited by Guarantee registered in England & Wales 06791295) will be held at the IET, Savoy Place, London on Monday 22<sup>nd</sup> May, 2017 at 16.00 after the IET/EPC Conference 'New Approaches to Engineering Higher Education'. Although the conference is now fully booked (although you can join the waiting list at <https://www.eventbrite.co.uk/e/ietepc-conference-new-approaches-to-engineering-higher-education-registration-31223551483>), you are still welcome to attend the AGM. This year, there will be particularly important items on the agenda including:

- Launch of a new strategy for the EPC, including a major new network for engineering academics
- Constitutional changes to the Memorandum and Articles of Association to deliver the new strategy
- Rebranding of the EPC

The agenda can be found in Appendix 2 of this notice.

For travel details, please follow the link <http://epc.ac.uk/events/epc-23rd-annual-general-meeting/>.

This Notice is served in accordance with Articles 38-40 of the Engineering Professors' Council's Articles of Association.

The Annual General Meeting (AGM) is required by our rules to transact the following business (in no particular order):

- The minutes of the last AGM
- The annual report and accounts
- The subscription levels for the following financial year
- Adoption of any special resolutions and ordinary resolutions as submitted (see deadlines below)
- The election of honorary officers, directors and committee members
- Approval of the venue for the 2018 Congress
- Other business as tabled by the Members

The AGM is the sovereign members' forum of the Engineering Professors' Council and is the body to which ordinarily the Committee and Directors are held to account and required to report. All Full Members and Associate Members are entitled to attend the Annual General Meeting and one senior manager from each Corporate Member (if any) is entitled to attend the Annual General Meeting (definition of membership status may be found attached to this Notice). No business shall be transacted at any meeting unless a quorum is present. Twelve persons entitled to vote upon the business to be transacted shall be a quorum. A resolution put to the vote of a meeting shall be decided on a show of hands, and every Full Member present in person



Professor David K Harrison

Secretary

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shall have one vote. **Corporate Members and Associate Members shall not have voting rights at an Annual General Meeting.** Proposals requiring amendment to the provisions of the Memorandum and Articles of Association (copies of which are available at <http://epc.ac.uk/our-committee/>) will necessitate a resolution of an Annual General Meeting, carried by a vote of not fewer than two-thirds of the Full Members present and voting at such a meeting, for which the quorum shall be 20 drawn from the Full Members.

Members may submit resolutions and amendments to resolutions in line with the Companies Acts and the Articles of Association. **If a Member wishes to place a special resolution to the Annual General Meeting, the draft resolution must be received by email to [j.rich@epc.ac.uk](mailto:j.rich@epc.ac.uk) no later than 09.00 on Friday 19th May 2017.**

#### VACANCIES FOR COMMITTEE MEMBERS AND HONORARY OFFICERS

In line with the provisions of Articles 18-21 and 31-37, a number of positions of honorary officers and Committee members will fall vacant. Nominations are invited for these positions by the process outlined in Appendix 1 to this Notice. **Notification of nomination should be made to [j.rich@epc.ac.uk](mailto:j.rich@epc.ac.uk) no later than 09.00 on Friday 19th May 2017.** Details of the current committee may be found at <http://epc.ac.uk/our-committee>.

*David K Harrison*

Professor D. K. Harrison  
Secretary

## **Appendix 1 to Notice of 23rd Annual General Meeting of the Engineering Professors' Council**

### **Membership categories as set out in Articles 6-9**

#### *Full Members*

All Professors of "Engineering" and "Heads of Engineering Departments" ("Professors") employed by universities, who will be entered on the register of membership; and such other persons as the Committee shall deem fit, the names of such persons so admitted to be entered on the register of membership and reported to the Annual General Meeting (this includes other academic staff of member university engineering departments).

#### *Associate Members*

Emeritus or retired Professors of Engineering who are active in the field of engineering education or research, who will be entered on the register of membership; and such other persons as the Committee shall deem fit, the names of such persons so admitted being entered on a register of membership and reported to the Annual General Meeting.

#### *Corporate Members*

Engineering companies and professional bodies active in engineering education or research; and such other organisations as the Committee shall deem fit.

## **Appendix 1 to Notice of 23rd Annual General Meeting of the Engineering Professors' Council**

### **NOMINATIONS FOR ELECTION TO THE COMMITTEE OF THE ENGINEERING PROFESSORS' COUNCIL**

#### **President and Vice President**

The period of office of President Professor Stephanie Haywood comes to an end. As is traditional, she will now take up the position of Immediate Past President and act as Vice President for the year from May 2017. Professor Sarah Spurgeon who has acted as Vice President (President Elect) since April 2016 will now take up the position of President.

In line with the provisions of Articles 18-21 and 31-37, three positions for Committee members now fall vacant, together with the positions of Honorary Treasurer and Secretary. Elections (if required) shall be held during the 23<sup>rd</sup> Annual General Meeting of the Engineering Professors' Council.

#### **Honorary officers**

The two year periods of office of Professors David K. Harrison, Secretary and Jim Yip, Honorary Treasurer come to an end. Both have declared their intention to stand again. Any other Member wishing to stand for these positions should indicate their intention using the form below.

#### **Ordinary members**

The periods of office of Professors Alison Hodge, John Dear and Mike Blundell come to an end in May 2017, therefore three vacancies of the seven ordinary members arise.

Ordinary members should be Full Members of the Council (see Appendix 1) at the time of election, shall serve for a period of three years and shall not normally be eligible for immediate re-election. They may, however, serve in another capacity on the Committee (for example as Sectoral Group Chair or Congress Convenor).

Candidates should be nominated and seconded by Members, by the deadline specified in the Notice of the Annual General Meeting using the form appended. This form will be circulated to those attending the AGM at which, in the event of there being more candidates than vacancies, each Member will be invited to vote (by secret ballot) for as many candidates as there are vacancies on the Committee. The candidates with the highest number of votes are elected. The President has a casting vote, to be exercised if there is a tie for the last place available on the Committee. Only individuals from universities which have paid their subscription for the current academic year, by at least two weeks before the AGM, are eligible to stand for election and/or vote at the AGM.

**Appendix 2 to Notice of 23rd Annual General Meeting of the Engineering Professors' Council**

**CANDIDATE DETAILS**

**Title:**

**Name:**

**Institution:**

**Position for which nominated** (*please delete as appropriate*): Ordinary member/Hon Treasurer/Hon Secretary

**Manifesto** (*100 -200 words*):

Proposed by:

Seconded by:

Subscription check (*office use only*):

## Appendix 2 to Notice of 23rd Annual General Meeting of the Engineering Professors' Council



### Engineering Professors' Council

#### ANNUAL GENERAL MEETING

The 23<sup>rd</sup> Annual General Meeting of the Engineering Professors' Council

will be held at

16.00 on Monday 22<sup>nd</sup> May, 2017

At The IET, Savoy Place, London WC2R 0BL

#### AGENDA

<b>Item</b>	<b>Lead</b>	<b>Paper</b>
1. Apologies	SKH	Verbal
2. Minutes of the 22 <sup>nd</sup> Annual General Meeting held on 6 <sup>th</sup> April, 2016 at Senate House, University of London	SKH	AGM 17-01
3. Matters arising (not covered elsewhere in the agenda)	SKH	Verbal
4. Approval of appointment of Executive Director and Policy & Research Officer	SKH	Verbal
5. President's Report	SKH	Verbal
6. Strategy and new brand	SKH	AGM 17-02
7. Approve changes to memorandum and Articles of Association	SKH	AGM 17-03
8. Treasurer's Report and Approval of the Accounts for the financial year ended 31 July, 2016	YJY	AGM 17-04
9. Approval of the recommendation for subscription levels for 2017/18	YJY	AGM 17-05
10. Election and co-optio of Committee members and Honorary Officers for 2017/18	DKH	Verbal
11. Subcommittees	MB, EP, HH	Verbal
12. Congress 17	SKH	Verbal
13. Congress venue for 2018	SKH	Verbal
14. Other business		