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The Conference of Engineering Societies of
Western Europe and the
United States of America

MEMORANDUM OF ORGANIZATION

(As Amended to May 2, 1958)

Historical Introduction

The Conference of Engineering Societies of Western Europe and the United States of America was established in 1948. It developed naturally from the conviction of certain office holders of some of the scientific Societies in Europe and America that it would be for the common good if the friendly cooperation that already existed between individuals could be extended to embrace the leaders of a number of the key Engineering Societies situated in these areas.

Conferences have been held as follows:

London (1948 and 1949), The Hague (1951), Paris (1953), Copenhagen (1955), New York (1958), and these have been attended by the Presidents and Secretaries of the Societies concerned. Originally 16 societies were represented and as time went on the scope of EUSEC has increased. In 1958, 19 societies were represented at the New York Conference.

From the outset of its work, EUSEC has been especially valuable by establishing direct contact between the officers of its participating Societies. This has led to a regular exchange of information regarding Society activities and regarding the special problems facing respective Societies and the way in which they are being solved. A publication entitled "The EUSEC Bulletin" was established in 1951 and is circulated to participating Societies every six months, and contains a report of those items of each Society's program that will be of interest and help to other EUSEC Societies.

Name

1. The name of the Conference shall be The Conference of Engineering Societies of Western Europe and the United States of America (EUSEC).

Aims and Objects

To develop direct relations among the participating Societies on a basis of mutual understanding, and thus:

2. To aid in the advancement of engineering science and practice.
3. To advance the common aims and objectives of the participating Societies.
4. To give all proper support to each participating Society within its own country and for this purpose no participating Society will initiate any action within the country of another without first informing the participating Society of that country and obtaining its cooperation.
5. To act as a focus of the professional engineering opinion of the participating Societies.
6. To cooperate, as may be considered desirable, with international organizations and to support and supplement their work.

Membership of Conference

7. The conference to comprise the participating Societies which were members at the time of the Assembly of the Conference in New York in 1958, and of any other Society which has been admitted or in the future may be admitted by the Conference in accordance with paragraphs 9 and 10 of this memorandum.
8. An Assembly of the Conference to comprise the President or the duly authorized deputy (hereinafter called the President) and the Secretary for the time being of each participating Society of the Conference together with the Chairman of the Advisory Committee as described in paragraph 14 below.

(over)

9. Any participating Society or group of Societies may propose the inclusion in the Conference of a national Engineering Society, or group of Societies where such exists, of their own or of any other country not already represented at the Conference, subject to the provisions of paragraph 10.

Each proposal shall be accompanied by:

(i) a copy of the current statutes and rules of the Engineering Society, or, in the case of a group of Societies, the statutes and rules of the group and of each of the several Engineering Societies which it comprises.

and

(ii) a copy of the Conference questionnaire completed in respect of the Engineering Society or group of Societies named in the proposal.

The proposal and the supporting information shall be transmitted by the Secretariat of the Conference to the members of the Advisory Committee, who shall study the proposal and determine the action to be recommended to each participating Society or group of Societies.

The Secretariat of the Conference shall then circulate the proposal, the supporting information and the recommendation of the Advisory Committee to each participating Society or group of Societies prior to the next Assembly of the Conference, and if the proposal is unanimously agreed the Engineering Society or group of Societies names therein shall be invited to join the Conference forthwith, at the next Assembly of which the Engineering Society or group of Societies shall, if the invitation is accepted, be represented by its President and Secretary.

If acceptance of the proposal by all the participating Societies is not unanimous, the proposal shall be discussed at the next Assembly of the Conference, and if acceptance is then unanimous an invitation to be represented, as above, at the next following Assembly of the Conference, shall be addressed to the Engineering Society or group of Societies.

10. For a proposal to be made under paragraph 9 above, the following requirements shall be fulfilled:

(a) The Society proposed to be invited to take part in the Conference shall have an independent and autonomous status, and comprise and be competent to speak for a substantial body of professional engineers of the country concerned.

(b) The prevailing conditions in the country concerned shall be such as to permit the Society in question freely to support the aim and objects of the Conference.

11. The Conference may resolve by a vote of two-thirds of all the participating countries to expel from their number a Society which can no longer fulfill the requirements of paragraph 10 and thereafter such Society shall cease to be a member of the Conference, each participating country being limited to one vote.

12. The relationships of the participating Societies within this Conference being based fundamentally on goodwill and mutual understanding without compulsion, any participating Society can withdraw at any time on giving notice of its intention to the others.

Powers

13. The fundamental principle of EUSEC is that nothing shall detract from the autonomy of each participating Society. To this end the Conference shall be consultative and without executive powers except that it shall be competent to determine finally any question arising under paragraphs 9, 10 and 11 above.

Note: The conclusions and recommendations of an Assembly of the Conference can be carried into effect only by the individual actions of the governing bodies of the participating Societies to which the delegates respectively report.

14. Each meeting of the Assembly of the Conference shall appoint an Advisory Committee consisting of a Chairman, the EUSEC Secretary and four other members, who shall be either outstanding members of Participating Societies with knowledge and experience of the work of EUSEC or Secretaries of the participating Societies. No member of the Advisory Committee may serve for more than two consecutive sessions with the exception of the EUSEC Secretary.

It shall be the function of the Advisory Committee to be available to support the EUSEC Secretary in the carrying out of his duties between meetings of the Assembly of the Conference and to consider the advisability and necessity of calling the Secretaries of participating Societies together for a meeting between the periodic meetings of the Assembly of the Conference.

Secretariat

15. No permanent Secretariat of the Conference shall be set up.

16. The Secretariat of the participating Society or Societies acting as hosts for an Assembly of the Conference, shall remain in office until all matters raised at that Assembly are concluded or remitted.

The Secretariat of the participating Society or Societies who will act as the new hosts, shall take over its responsibilities with the preparation of the matters to be discussed at the forthcoming Assembly of the Conference.

Both the old and the new Secretariats will act together to implement these provisions except as provided for in paragraph 17.

17. Should a host Society encounter difficulty in carrying out the secretarial duties of an Assembly of the Conference, other arrangements may be made as, for example, that the previous Secretariat should continue to act notwithstanding the change of the host Society or Societies.

Finances

18. Expenses in connection with the Conference as a whole, group themselves under four headings:

- (a) Secretarial expenses incurred in connection with the Assemblies of the Conference or meetings of Secretaries.
- (b) Other common expenses of Assemblies such as social events and common meals not provided by the host Society.
- (c) Expenses incurred by the Secretary of EUSEC between Assemblies.
- (d) Expenses incurred personally by delegates when attending Assemblies and meetings.

Expenses under heading (a) and (c) to be assessed and -- subject to the control of the Advisory Committee -- to be shared among the participating Societies in proportion to the number of their members of all grades.

Expenses under heading (b) to be assessed and -- subject to the control of the Advisory Committee -- to be shared among the participating Societies in proportion to the number of delegates having attended the Assembly.

Expenses under heading (d) and other expenses not accepted by the Advisory Committee as common expenses, to be covered by the participating Societies directly.

A budget and an expense report is to be placed before the Assembly at each meeting.

Amendments to this Memorandum

19. Any participating Society may propose any amendments to this Memorandum, and these the Secretariat shall circulate to the other participating Societies. If they are unanimously agreed, their acceptance shall be notified to all the participating Societies under the same conditions as apply to this Memorandum. If they are not so agreed, they shall be included in the Agenda of the next Assembly of the Conference.