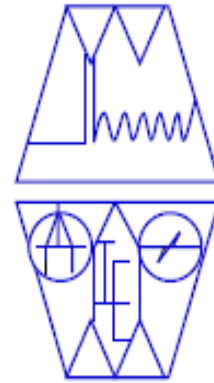


**SIERRA LEONE INSTITUTION OF ENGINEERS**



**MEMORANDUM**

AND

**ARTICLES OF ASSOCIATION**

### **SECTION III**

#### **BYE-LAWS AND REGULATIONS**

1. These or any Bye-Laws, rules and regulations, for the time being in force may be added to, revoked, altered or amended only at a Special General Meeting convened for the purpose under the provision of Article ???. Such addition, revocation, alteration or amendment shall have immediate effect if 70 percent or more of the members with voting rights present in person at such Special General Meeting vote in favour thereof.
2. Announced at the Annual General Meetings.
3. Council may make regulations and may from time to time amend or revoke such regulations for any purpose not inconsistent with these Bye-Laws.
4. No report of the proceedings at any meeting of the Institution shall be taken or published except with the previous consent of Council.
5. Entrance Fees and Annual Subscriptions for the succeeding year shall be determined by Council and announced at an AGM.

### **SECTION IV**

#### **CODE OF PRACTICE**

1. Every member of any class is required so to order his conduct as to build up and maintain the good reputation of the Institution.
2. Every Member shall act in accordance with the provisions of Act No. 3 of 1990, (The Professional Engineers' Act).

24. Professional attire of the design approved by Council:
- 24.1 Gowns shall be navy blue in colour and shall be braided in the following colours:
- Fellows - Gold
  - Corporate Members - Blue
- 24.2 Mitres shall be of the design approved by Council and shall be in the following colours:
- Presidents - Gold with gold tassle
  - Fellows - Navy blue with gold tassle
  - Corporate Members - Navy blue with navy blue tassle

## **THE SIERRA LEONE INSTITUTION OF ENGINEERS**

The Constitution comprising – The Memorandum of Association, Articles of Association, Bye-Laws, Code of Practice.

(Revised by the Annual General Meeting in 2007)

<b>SECTION I</b>	-	<b>MEMORANDUM OF ASSOCIATION</b>
<b>SECTION II</b>	-	<b>ARTICLES OF ASSOCIATION</b>
<b>SECTION III</b>	-	<b>BYE-LAWS AND REGULATIONS</b>
<b>SECTION IV</b>	-	<b>CODE OF PRACTICE</b>

For the union, alliance, or incorporation of such Society with the Institution, and may also if they fit, remit or reduce the entrance fees of the members of such society at the time of union alliance or incorporation.

Provided that no such union, alliance or incorporation shall be effective unless it is sanctioned by a Special General Meeting.

**22. HONOURS AND PRIZES**

Council may award meritorious prizes to Engineers, students and such other persons for their excellent performance in Engineering Practice, projects, examinations, or in such other activities related to the engineering profession.

Prizes or Public Lectures may be instituted and named after a member of the Institution who in the opinion of Council demonstrated sustained outstanding performance/interest in and commitment to the promotion of the engineering profession in general and the institution in particular. The recommendation of council shall be endorsed at a General Meeting of the Institution.

**23.** The order of precedence at formal occasions shall be the following:

President  
Past Presidents  
Vice Presidents  
Fellows  
Companions  
Members of Council  
Corporate Members  
Associate Members  
Associates  
Student Members

Be not present within an hour from the time appointed for holding the meeting, the meeting shall be postponed.

19.13 At least twenty-one days notice shall be given of all Annual and Special General Meetings. The notice shall specify the nature of the business to be transacted, and no other business shall be transacted at these meetings except such business (if any) at an Annual General Meeting of which notice shall have been given as provided in Article 15.5 and 15.6.

19.14 The Fellows of the Institution when assembled for the purpose of carrying out any business of the Institution as requested by Council shall be designated "College of Fellows".

## **20. NOTICES**

Any notice may be served or any communication may be sent by Council or by the Secretary of the Institution upon or to any member of any class wither personally or by post addressed to such person at his address as registered in the books of the Institution.

Any notice or communication if sent by post, shall be deemed to have been delivered on the fourteenth day following that in which the same is posted.

No member of any class, whose registered address is overseas, shall be entitled to nay notice; and all proceedings may be heard and taken without notice to such person in the same manner as if he had due notice. However, as an act of courtesy, the Secretary may forward notices to such members.

## **21. INCORPORATION OF KINDRED SOCIETIES**

Council may upon receipt of a request to that effect from any Society with objects kindred to those of the Institution arrange

# **THE SIERRA LEONE INSTITUTION OF ENGINEERS**

## **SECTION I**

### **MEMORANDUM OF ASSOCIATION**

#### **AIMS AND OBJECTS**

1. To secure the advancement and facilitate the acquisition of that species of knowledge which constitutes the application of Engineering in all its branches, more particularly regarding such applications in Sierra Leone, for the betterment of man, by the use of any or all of the following means:
  - 1.1 Promoting and maintaining the unity, public usefulness, honour and interests of its members and making known the objects of the Institution by such means as may seem expedient, including direct mail, through the print and electronic media;
  - 1.2 Fostering linkages between Engineering Institutions and Industry;
  - 1.3 Promoting environmentally sound engineering practices;
  - 1.4 Promoting engineering education in schools;

- 1.5 Promoting gender participation in engineering;
- 1.6 Promoting or opposing by petitions to Parliament or otherwise, but not by any form of political activity, legislative or other measures directly or indirectly affecting engineering matters or the interests of members of the Institution;
- 1.7 Holding periodic meetings of members of the Institution;
- 1.8 Receiving subscriptions or donations from members and others in furtherance of all or any of the purposes and meeting the expenses of the Institution;
- 1.9 Accepting any gift of property whether subject to any trust or not for any or all of the objects of the Institution;
- 1.10 Subscribing and making donations out of funds of the Institution to any federation, association, corporation, institution or fund, which in the opinion of Council will directly or indirectly promote the objects of the Institution;
- 1.11 Assisting by all means available and initiating action connected with the wide-spread dissemination of engineering knowledge in Sierra Leone by:-
  - 1.11.1 Printing, publishing, issuing and circulating, gratuitously or otherwise, reports, leaflets, periodicals, books, circulars and other literary matter as may seem conducive to any of the objects of the Institution;
  - 1.11.2 Arranging the delivery of lectures and talks and the convocation of seminars for the discussion of subjects related thereto and the objects of the Institution and making recommendations thereon;
- 19.7 A Special General Meeting may be called at any time by Council for any specific purpose relating to the direction and management of the affairs of the Institution or for revoking, altering or amending any Articles of the Institution. Council shall at all times call such a meeting on a request of six or more members, specifying the general nature of the business to be transacted.
- 19.8 The President shall preside at all meetings of Council and General Meetings of the Institution at which he is present; in the absence of the President, a Vice-President or in their absence a Council member present shall preside.
- 19.9 Votes may be registered at any Annual or Special General Meeting. Every member of the Institution present shall be entitled to vote at such meeting and shall have one vote subject to the provisions of Articles 8 and 9.
- 19.10 A poll may be demanded by the Chairman of any Annual or Special General Meeting or by a six persons present and entitled to vote thereat and if so demanded shall be in such manner and at such time within twenty-eight days next after the meeting and at such place as the meeting decides. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded. The fact that a poll has been demanded prevents the continuance of the meeting for the transaction of any business other than the question on which a poll has been demanded.
- 19.11 In the case of any equality of votes, the Chairman of the meeting shall both on a show of hands and at a poll have a casting vote in addition to his personal vote.
- 19.12 The quorum at any Annual or Special General Meeting shall be 25 of those persons entitled to be present and vote thereat and no business shall be transacted at any such meeting unless the quorum be present. If a quorum

- (a) Ordinary General Meetings for the reading and discussion of papers on Engineering and allied subjects; lectures and visits to works of interest;
  - (b) Annual General Meetings;
  - (c) Special General Meetings.
- 19.2 The Members as defined in Article ??? shall alone be competent to vote at the meetings specified in Article ?. Subject to the provisions of Articles ?? and ??, each member voting shall have one vote.
- 19.3 The Ordinary General Meeting of the Institution shall be conducted as prescribed by Council from time to time and the Council shall determine the conditions of admission to such Institution.
- 19.4 At Ordinary General Meetings no question shall be discussed or motion made relating to the direction and management of the Institution.
- 19.5 Every member of the Institution shall have the privilege of introducing one or more visitors at each Ordinary General Meeting of the Institution by writing his or their names in a book provided for the purpose of supplying him or them with admission tickets to be obtained from the Secretary.
- 19.6 The Annual General Meeting shall be held in the month of March or such earlier time as Council may determine. The business of the Annual General Meeting shall be to receive and consider the Report of Council and the Accounts of the Institution for the past year; to approve auditors as (selected by Council) elect officers as provided for in Article?? And to transact any other business of which notice in writing shall have been given to the Secretary at least seven days before such meeting.

- 1.11.3 Promoting and assisting in promoting, conducting and holding of shows, exhibitions and competitions, connected with engineering interests, giving and contributing towards prizes and other awards;
- 1.12 Purchasing, leasing, hiring or otherwise acquiring, regulating, constructing and maintaining a building or part thereof for the use of the Institution;
- 1.13 Raising or borrowing money on any terms or conditions upon the security of debenture stock, debentures, mortgages of or charges upon any or all of the property and assets of the Institution, present or future, or without such security;
- 1.14 Selling improving, managing, developing, leasing, mortgaging, pledging, disposing of or otherwise dealing with all or any part of the property of the Institution with a view to the furtherance of its objects;
- 1.15 Investing and dealing with the moneys of the Institution not immediately required in such manner as may from time to time be determined;
- 1.16 Acting in conjunction with any other body or Institution or person whether incorporated by an Act of Parliament or otherwise, or registered under any statute or unincorporated or unregistered within Sierra Leone or in any other country, in furthering the objects of the Institution and the interests of its members.
- 1.17 Promoting and controlling branches of the Institution;
- 1.18 Doing all such other things as are incidental to the attainment of the above objects including the active promotion of all branches of Engineering;

2. The income and property of the Institution, from whatever source derived, shall be applied solely towards the promotion of the objects of the Institution as set forth in this Memorandum of Association, and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the members of the Institution.
3. Every member of the Institution undertakes to contribute to the assets of the Institution in the event of the same being wound up during the time that he is a member or within one year afterwards for payment of the debts and liabilities of the Institution contracted before the time at which he ceases to be a member, and the costs, charges and expenses of winding up the same, and for the adjustment of the rights of the contributors amongst themselves such amount as may be deemed necessary.

18.2.3 The Treasurer may from time to time delegate duties to the Deputy Treasurer.

### **Registrar**

- 18.3 Subject to the direction of Council, the Registrar shall:
- 18.3.1.1.1 maintain a Registrar of all Members in each class of membership; and
  - 18.3.1.1.2 be responsible for the registration of all members of the Institution, for obtaining from the Treasurer information of each member's financial status and for notifying Council and defaulting members accordingly.

### **Administrative Secretary**

- 18.4 In addition, Council may appoint a paid Administrative Secretary at such remuneration and on such terms and conditions as it may think fit. A salaried officer so appointed shall not be a member of Council but shall be in attendance at the meetings of Council.

### **Financial Secretary**

## **19. GENERAL MEETINGS**

General Meetings of the Institution shall be held at such places at such times as Council may appoint.

- 19.1 The Meetings of the Institution shall be as follows:-



## SECTION II

### 18. DUTIES OF OFFICERS

#### Secretary

- 18.1 Subject to the direction of Council, the Secretary shall:
- 18.1.1 conduct the correspondence of the Institution, attend all meetings of the Institution, Council and Committees;
  - 18.1.2 take minutes of proceedings of such meetings, read all minutes and communications that may be ordered to be read.
  - 18.1.3 Engage and supervise, subject to the approval of Council, all persons employed as servants of the Institution and shall generally conduct the ordinary business of the Institution under the direction of Council.
  - 18.1.4 The Secretary may from time to time delegate duties to the Deputy Secretary.

#### Treasurer

- 18.2 Subject to the direction of Council, the Treasurer shall:
- 18.2.1 take charge of all funds, properties and assets of the Institution and shall make all disbursements and receive all payments in such manner as Council shall direct;
  - 18.2.2 keep accurate records of all financial transactions and shall at least once in each calendar year at the Annual general Meeting present an audited account of the Institution's finances showing the state of affairs at the end of the December preceding the Annual General Meeting.

### ARTICLES OF ASSOCIATION

#### 1. NAME

The Association shall be called "**THE SIERRA LEONE INSTITUTION OF ENGINEERS**" and shall be the approved and recognized body corporate responsible for all aspects of the profession of Engineering in Sierra Leone.

#### 2. ORGANISATION

##### Headquarter

The headquarters of the Institution shall be "The Registered Office of the Sierra Leone Institution of Engineers" in Freetown.

In pursuance of the objects of the Institution, the Council may in accordance with Regulations governing Regional Branches set up one or more Regional Branches of the Institutions for the holding of meetings, the reading of papers and discussion of subject, all in furtherance of the objects of the Institution, or other activities falling within the purview of the Institution.

##### Regional Branches

Each Regional Branch shall be represented on the Council by its Chairman or by a Corporate Member of the Branch selected by the Branch.

With the approval of the Council a Regional Branch may form such Divisions as may seem to them desirable

and better to meet the specialized needs of groups of members within their Branch. The continuance of any such Division and the terms of its relationship with the Council and with the Regional Branch Committee by which it is set up and the Rules under which it operates shall be as the Council may from time to time determine.

Every member whose place of residence recorded in the Register of the Institution is within the area of a Regional branch shall be deemed to be attached to that Regional Branch and if the member relocates in the area of another Regional branch that member's attachment to the Former Regional Branch shall be terminated.

### **3. MEMBERSHIP**

Membership of the institution shall consist of Fellows, Emeritus Fellows, Companions, Corporate Members, Honorary Members, Graduate Members, Associate Members, Student Members and Associates who may be elected as herein after defined.

#### **Fellows**

- 3.1 Every candidate for election to the rank of Fellow shall:
- 3.1.1 Be a corporate member of the Institution and have held a position of superior responsibility for at least 10 years in the science and practice of Engineering, or a Fellow or such other class of membership as the council may from time to time determine, of a recognized institution approved for this purpose by the Council.
  - 3.1.2 Apply and be nominated by 2 Fellows of the Institution or an accredited Institution, one of whom shall be in the same discipline.
  - 3.1.3 Have a minimum of 10 years working experience as Corporate member in the field of Engineering
  - 3.1.4 Submit a Technical paper and attend an interview.

The absence of all of them a member of Council elected by the members present.

- 16.8 On the demand, of any five members of council present at any meeting of Council any resolution passed at such meeting shall be adjourned to the next meeting for further consideration, and in such case the resolution shall not become effective unless it be confirmed by a majority at such next meeting. Provided always that the consideration of such next meeting except by a resolution of the Council.

### **17. COMMITTEES OF COUNCIL**

- 17.1 Council may appoint or dissolve committees chosen from their own body and where special circumstances prevail may include therein one or more members of the Institution who may not be members of Council.

Committees so appointed may be designated Committees of Council; Council may also appoint committee for particular purposes consisting of members of Council and other members, of the Institution.

- 17.2 Council may appoint representatives for such purposes and with such power as they may determine. Such appointment may be from members of the Institution or from such persons as Council may select to further their interests and work of the Institution and may be cancelled at any time by Council.
- 17.3 Council shall cause minutes to be kept of the proceedings of all of the Institution, Council and the various Committees of Council.

### **16. PROCEEDINGS, POWERS AND DUTIES OF COUNCIL**

- 16.1 Council shall direct and manage the property and affairs of the Institution in accordance with the memorandum, Articles and Bye-Laws and may exercise all such powers as may be exercised by the Institution and which are not required by these Articles to be exercised by the Institution in General Meetings.
- 16.2 Council shall establish Bye-Laws which shall be ratified at General Meeting.
- 16.3 Council shall meet as often as the business of the Institution may require, and in any event not less than once a month and meeting shall be held at the headquarters of the Institution or such other places as the President may decide. At every meeting of the Council, five members entitled to vote shall constitute a quorum, and all matters shall be decided by a majority, except as otherwise herein provided for.
- 16.4 The Secretary shall, on the request of the President or any two Vice-Presidents or any three members of the Council convene a meeting of Council.
- 16.5 It shall be competent for the views of members of Council to be sought on any matter of the Institution by post.
- 16.6 At any meeting of Council each member of Council present shall have one vote. The Chairman shall have a casting vote.
- 16.7 At each meeting of Council the chair shall be taken by the President or, in his absence a Vice-President of in

- 3.1.5 Be represented by the 2 Fellows who nominated him/her at a sitting of the College of Fellows comprising 1 Civil Engineer, 1 Electrical Engineer, 1 Mechanical Engineer, 1 Mining Engineer, and 3 other Fellows from Council. The College shall review and approve the nomination.

### **Emeritus Fellow**

- 3.2 Council may confer the honour of Emeritus Fellow on a person who had attained the age of seventy (70) years, had been a fully financial and active member of the Institution for at least thirty (30) years, had been Fellow for at least ten (10) years, had ceased to be actively engaged in the practice of Engineering.

### **Companion**

- 3.3 The honour of Companionship of the Institution shall be reserved as an award of merit which shall be made only to such persons who may not themselves be technologists but have distinguished themselves and rendered important services to technology in any field or activity, and whose admission as Companion would in the opinion of Council enhance the interest of the Institution.

Candidates for election as Companion shall:

- 3.3.1 hold a University degree, or an accredited equivalent approved for the purpose by the Council, or hold a recognized Diploma, other Awards of a University or their accredited equivalents approved by the Council;
- 3.3.2 have had at least five years association with the methods, procedures or practices of engineering activities, with experience and responsibility allied to those of a Corporate member;
- 3.3.3 not be less than 40 years of age.

## Corporate Member

3.4 Shall be such a person as shall satisfy the Council upon his/her suitability for acceptance as member and shall be a honourably held practitioner in a recognized field of Engineering. Every candidate for election or transfer into the class of Corporate Member shall either:

3.4.1 Be a Graduate member of the Institution

3.4.1.1 Have a minimum of 3 years working experience under the supervision of a registered member of the Institution or a member of an accredited Institution.

3.4.1.2 Submit 2 Technical reports and/or drawings of an implemented project. In the case of candidates from the academia at least 1 published report on a Peer Review Journal with original findings.

3.4.1.3 Attend an interview conducted by Council.

Or

3.4.2 Be an Associate Member of the Institution

3.4.2.1 Have a minimum of 5 years working experience under the supervision of a registered member of the Institution or a member of an accredited Institution.

3.4.2.2 Submit 2 Technical reports and/or drawings of an implemented project.

3.4.2.3 Attend an interview conducted by Council.

15.7 In the event of two or more candidates scoring an equal number of votes, the President shall determine by his casting vote which of the candidates shall be elected to office.

15.8 Subject to the provisions of Articles ?? and ?? members of the Institution shall have the right to nominate or be nominated for office in the Institution and all classes of members shall have the right to vote for any nominated member.

15.9 The names of officers and members of Council for the ensuing year shall be announced at the Annual General Meeting and they shall assume office immediately after the conclusion of that meeting.

15.10 The office of a member of Council and all offices held by members shall ipso facto be vacated:

(a) if he becomes bankrupt, lunatic or convicted on a criminal charge; or

(b) if he by notice in writing to the Institution resigns his office; or

(c) if he ceases to be a member with voting right;

(d) if he absents himself from 3 (three) consecutive meetings without prior acceptable excuse or dispensation from Council.

15.11 Vacancies in the office of President, Vice-Presidents, Secretary, Treasurer and other members of Council other than those arising under clauses ??? ??? may be filled by Council and the name of each person selected shall be announced at the next ordinary meeting of the Institution.

## 15. ELECTION OF OFFICERS

- 15.1 The President of the ensuing year shall be elected from members of Council before the Annual General Meeting. He shall hold office for a term of two years and shall be eligible for re-election. No President shall hold office continuously for more than four years.
- 15.2 Three Vice-Presidents shall be elected by Council. Each shall hold office for two years and shall be eligible for re-election. No Vice-President shall hold office for more than four years.
- 15.3 The Secretary, deputy Secretary, Treasurer, Deputy Treasurer, Publicity Secretary, Conference Secretary, Editor, Registrar and five ordinary members of Council shall be elected by ballot at the Annual general Meeting and shall hold office for two years and shall be eligible for re-election.
- 15.4 Not later than 21 days before the date of the Annual General Meeting, Council shall publish the name of the person to the post of President and declare the vacancies falling open in General Council.
- 15.5 Not later than 14 days after the issue of Council's list of vacancies, any two members may nominate duly qualified persons to fill any of the vacancies in Council by delivering such nomination in writing to the Secretary at the registered office together with the written consent. No nominator shall nominate more than one person for the same post.
- 15.6 Provided that the candidates nominated for any class of vacancy are not more in number than the vacancies of that class, the persons so nominated shall be and deemed to be elected and there shall be no ballot in respect of that class of vacancy.

## Honorary Member

- 3.5 The distinction of Honorary member may be conferred by Council on a person who either holds a rank not less than of a member of a recognized professional Engineering Institution and has distinguished himself/herself in the field of Engineering, or has made a recognized contribution to development of Sierra Leone, or is of sufficiently high repute in Sierra Leone and in addition, whose admission as Honorary Member would in the opinion of Council enhance the interest of the Institution.

## Graduate Member

- 3.6 Shall be such person as shall satisfy Council upon his/her suitability for acceptance as Graduate Member and shall have completed a course of study in a recognized field of Engineering to a First Degree level or equivalent in a recognized University. Every candidate for election to the class of Graduate member shall:
  - 3.6.1 Satisfy Council upon the adequacy of his/her education for election to Graduate Membership.  
Or
  - 3.6.2 Be a Graduate Member of any other Institution as the Council may from time to time determine, of a recognized Engineering Institution approved for this purpose by the Council on reciprocal basis.

## Student Member

- 3.7 shall be such person as shall satisfy Council upon his/her suitability for acceptance as Student in a recognized field of Engineering. Every candidate for election to the class of Student member shall:
  - 3.7.1 satisfy Council upon the adequacy of his/her General Education for election to Student Membership;

- 3.7.2 be suitably engaged at the time of his application for election, as a full time student, or a part time student under approved indenture;
- 3.7.3 satisfy Council upon his/her true intention to complete the course of training upon which he/she is embarked.

### **Associate**

3.8 Shall be such person as shall satisfy Council upon his/her suitability for acceptance as Associate. Every candidate for election to the class of Associate shall be a person whose admission will, in the opinion of Council, be in the interests of the Institution but who does not possess the qualifications required for membership and who shall be not less than 30 years of age and/or shall have held a position of responsibility in an approved field or technology for a period of not less than 5 years.

- 3.8.1 The candidate shall EITHER hold a Diploma of a School of Engineering or its accredited equivalent approved by the Council and IN ADDITION,
  - 3.8.1.1 Shall have at least six years training in engineering practice AND/OR
  - 3.8.1.2 Shall satisfy the Council at an oral interview conducted in that behalf that the candidate has acquired adequate training and experience;
- 3.8.2 OR the candidate shall be an Associate or be of such other class of membership as the Council may from time to time determine of a recognized Engineering Institution approved for the purpose by the Council on reciprocal basis.

## **12. EXPLUSION**

Council by the vote of not less than four-fifths of its members present, may remove from the Register the name of any member who shall have willfully acted in contravention of the Bye-Laws of Code of Practice of the Institution or who, in the opinion of Council, shall have been guilty of such conduct as shall render him unfit to continue to belong to the Institution, Such a person shall thereupon cease to be a Fellow, Companion, member, Associate member, Associate or Student member of the Institution. Council may however suspend any member for lesser infraction.

## **13. OFFICERS**

The officers of the Institution shall be President, three Vice-Presidents, Secretary General, Deputy Secretary general., Treasurer, Deputy Treasurer, Financial Secretary, Registrar, Publicity Secretary, Editor and Conference Secretary.

These officers shall be honorary and without proper remuneration.

## **14. COMPOSITION OF COUNCIL**

Council shall consist of:

President;  
 Three Vice-Presidents;  
 Immediate Past President;  
 Secretary and Deputy Secretary General;  
 Treasurer and Deputy Treasurer;  
 Financial Secretary;  
 Registrar; Conference Secretary; Publicity Secretary; Editor; and  
 Five Ordinary members: one each from Engineering Consultancies; Construction Industry; Parastatal; Manufacturing Industry; Academic Institutions.

These offices shall be honorary and without proper remuneration.

## **9. ARREARS**

Any member of any class whose annual subscription is twelve months or more in arrears shall be notified and in the event of continuing in arrears for three months after such notification, he may by resolution of Council be excluded from the Institution, and he shall thereupon cease to be a member and his name shall be removed from the Register; but such removal shall not relieve him from his liability for the payment of the arrears of subscriptions due from him calculated up to the 31<sup>st</sup> day of December preceding his exclusion.

The Council may in any special case, vary the entrance fee, annual subscription, or any arrears of subscriptions of any member of any class.

## **10. RESIGNATION**

Any member of any class may resign from the Institution by sending his resignation in writing to the Secretary of the Institution, after payment of all the subscriptions due from him, including that for the current year.

A member's name shall be removed from the Register as from the date on which his resignation becomes effective.

## **11. RE-ADMISSION**

The Council may re-admit to membership in the class to which he formerly belonged any person whose membership has been terminated from any cause provided he satisfied Council that he is worthy of re-admission and pays such amount in respect of entrance fee and arrears of subscriptions as Council may determine. In the event of Council deciding to refuse re-admission in any particular case, it may do so without assigning any reason.

## **Associate Member**

3.9 Shall be such person as shall satisfy Council upon his/her suitability for acceptance as Associate Member and shall have completed a course of study in a recognized field of Engineering to the HND Level or equivalent in a recognized college. Every candidate for election to the class of Associate member shall:

3.9.1 Satisfy Council upon the adequacy of his/her education for election to Associate Membership.  
Or

3.9.2 Be an Associate Member of any other Institution as Council may from time to time determine, of a recognized Engineering Institution approved for this purpose by the Council on reciprocal basis.

## **4. PERMANENT REGISTER**

The Institution shall maintain a Permanent register in which shall be entered the names and registration numbers of every Associate Member, Corporate member and Fellow under the specific class of membership.

## **5. MEMBERSHIP CERTIFICATE**

All members of the Institution shall be entitled to membership Certificate appertaining to the particular class of Membership. Such Certificates shall be issued only after the candidate has submitted the completed acceptance form and signed the Institution's Permanent Register.

## **6. ELECTION TO MEMBERSHIP**

Until admitted to one or other of its class of membership. A candidate shall not be entitled to any of the rights and privileges of the Institution.

The transfer from one class to another, other than that of Fellow shall be by Council. Every candidate for transfer from one class

to another shall be proposed and supported in the manner prescribed for election to the class to which he is desirous of entering or being transferred to.

The rights and privileges of every member of any class of the Institution shall be personal to the member and shall not be transferable or transmissible by any act of the member or by operation of law.

- 6.1 Council shall elect the first Fellows.
- 6.2 The minimum number of Fellows at any time shall be twenty (20).
- 6.3 Subsequent election of a member as Fellow shall be by a minimum of nine (9) members of the College of Fellows, the meeting for such election being convened by the Secretary of the Institution on the directive of Council.
- 6.4 Candidate for election as Fellow shall be proposed either by Council or by at least one Fellow and supported by two other Fellows.
- 6.5 The election of candidates to each class of membership of the Institution other than that of Fellow shall be by Council. Candidates for election shall be proposed and supported as provided hereunder from personal knowledge and in writing, according to a form approved by Council.
- 6.6 Any person desirous of election as a Corporate Member, Associate Member, Associate of Student Member shall be sponsored by two members one of whom shall be a Fellow or a Council member. A form or proposal for election duly completed by himself/herself and his/her proposer and supporters shall be sent to the Secretary of the Institution who shall bring it forward for consideration by the Council.
- 6.7 The suitability of a candidate for election shall be determined by Council. The right to approve or reject a candidate for election shall rest, without right of appeal, upon Council.
- 6.8 Candidates shall satisfy the Council at an interview conducted in that behalf that he/she acquired practical

knowledge adequate to the candidate's chosen profession as an Engineer.

## **7. MATURED CANDIDATE**

Every candidate for election to any grade of membership under the mature candidate scheme shall be:

- 7.1 not less than 45 years of age, and
- 7.2 a person with considerable relevant experience as an engineering practitioner who is not eligible for registration because he or she lacked formal academic qualifications defined by the Constitution of the Institution.
- 7.3 Every individual desirous of being considered for election to any grade of membership under the mature candidates scheme shall seek to satisfy the academic requirements for registration at the grade by submitting appropriate level of understanding of engineering principles and shall also satisfy the Council at an examination conducted in that behalf that the candidate has acquired adequate experience and training in engineering practice.

## **8. FEES**

Entrance fees and annual subscriptions shall be as specified from time to time in accordance with the provisions of the by-laws.

All subscriptions shall be determined by Council and subject to periodic review. They shall become due on election of a candidate to a class of membership and thereafter on the 1<sup>st</sup> day of January of each succeeding year and shall be paid into the account of the Institution. Evidence of such payments shall be submitted to the Treasurer.

Any member of any class whose subscription is more than six months in arrears shall not be entitled to attend or take part in any meeting of the Institution or to receive any notice or publication of the Institution or to exercise any of the rights or privileges of the Institution including voting in the case of members, until he has paid his dues in full.