

**Institution of Incorporated Engineers Sri Lanka – UAE Branch**  
**Proposed Bye – Laws**

**1.0.0 Name & Address**

1.1.0 The association shall be known as “Institution of Incorporated Engineers, Sri Lanka” UAE Branch (IIESL – UAE Branch) and hereinafter referred as IIESL – UAE.

1.2.0 Decision of the official address to be made by the executive committee.

**2.0.0 Objectives**

2.1.0 IIESL UAE Branch has been formed with the intention to establish close coordination between the members of IIESL residing in UAE and the IIESL parent organization.

2.2.0 Professional and career enhancement of members through various programs.

2.3.0 Organize professional review examinations, interviews within the UAE to obtain and upgrade IIESL membership.

2.4.0 Coordination with IIESL branches in other Gulf countries.

2.5.0 Promote IIESL and assist parent association to achieve their objectives.

2.6.0 Increase the membership through various methods.

2.7.0 Recreation programs for family members.

2.8.0 Affiliation with other professional bodies within and out of the country.

2.9.0 Explore the employment opportunities for members of IIESL and other Sri Lankans.

**3.0.0 Membership**

3.1.0 All those who are residing within the UAE with any category of IIESL membership.

3.2.0 Application for the membership shall be made to the branch in the prescribed application form proposed by a member of the branch with a payment of enrollment and annual membership fee prescribed in 4.1.0 & 4.2.0.

3.3.0 All members in any category of membership are eligible to vote in AGM of the IIESL – UAE branch.

#### **3.4.0 Termination of Membership.**

3.4.1 Any member shall be discontinued by the executive committee on clear evidence that he/she has committed any act, which could disrepute the name of the IIESL -UAE and to their defined objectives.

3.4.2 Non payment of annual membership fee would lead to cessation of membership of the IIESL - UAE. Authority has been vested on the executive committee to review case by case and cease the membership if not responded for the three reminders and the final notice.

3.4.3 Membership can be renewed for those who have discontinued the membership due to the reason on 3.4.2 with the full payment of dues.

3.4.4 Membership (IIESL – UAE) of those who are leaving UAE shall be automatically ceased. Membership can be continued if return for a new employment.

3.4.5 Members those who have not paid their fees are not eligible for voting or to hold official position within the IIESL-UAE.

#### **4.0.0 Subscription**

4.1.0 An enrollment fee of Dhs. 50/= and annul membership fee of Dhs. 100/= shall be charged along with the application of the membership of IIESL – UAE.

4.2.0 Membership fee shall become due on 1<sup>st</sup> January of each year.

4.3.0 Fees for professional review and examination for membership of IIESL parent association shall be determined by the executive committee.

4.4.0 Fees for IIESL membership will be determined by IIESL parent association and branch will act as a facilitator.

## 5.0.0 **Office Bearers**

5.1.0 The executive committee of the IIESL – UAE branch shall consist

- President - 01
- Senior Vice President – 01
- Vice President Membership - 01
- Vice President Marketing and Sponsorship - 01
- Vice President Recreation & Social Activities, Employment - 01
- Secretary – 01
- Asst. Secretary – Professional Development – 01
- Asst. Secretary – Recreation & Social Activities, Employment – 01
- Treasurer - 01
- Committee Members – 4

5.2.0 All office bearers shall be elected at the Annual General meeting.

5.3.0 No member shall hold more than one post.

5.4.0 All office bearers shall be eligible for re-election to any post.

5.5.0 Voting at all the meetings by raising hands unless the majority of those present are in favor of a secret ballot.

5.6.0 All past presidents are allowed to attend all the committee meetings as advisers and observers. However they are not permitted to vote at executive committee meetings.

5.7.0 Cost involved for the meetings to be shared among the council members.

## 6.0.0 **Function of the Executive Committee and Office bearers' responsibility.**

6.1.0 Executive committee shall be responsible for and have control over the all activities of the IIESL – UAE branch.

6.2.0 **The president** will be responsible for the preparation of annual activity plan (Master Plan) in consultation with executive committee.

6.2.1 **The president** will preside and conduct all executive committee and general body meetings.

- 6.2.2 **The president** with the approval of executive committee will nominate members to form various sub committees for the activities.
- 6.2.3 **The senior vice president** will act for the president in his absence.
- 6.2.4 **The president** will be responsible for all the dealings with IIESL – Parent association. President shall submit an annual report to IIESL with all the details of activities taken place within the branch.
- 6.2.5 A team lead by the President and members as Senior Vice President and Vice Presidents shall be responsible for dealings with other professional bodies, Embassy of Sri Lanka and other various government and private institutions related to IIESL – UAE activities.
- 6.2.6 **The senior vice president** is responsible for continuing professional development , educational programs, professional review and examinations.
- 6.2.7 **The vice president membership** is responsible for handling the membership drive, evaluating applications, and coordination of professional review.
- 6.2.8 **The Vice President Marketing and Sponsorship** is responsible for aligning the IIESL as a valuable product in the UAE job market, fund raising and establishment of long term relationship with other organizations.
- 6.2.9 **The vice president Recreation & Social Activities, Employment** is responsible for recreational , social activities and explore the employment opportunities for members and other Sri Lankans.
- 6.3.0 **The Secretary**
- 6.3.1 The secretary shall convene all the meetings of the IIESL-UAE. In case of AGM 30 days notice should be given to the membership.
- 6.3.2 Shall keep a true record of minutes of meeting and circulate among the participants and follow up actions.
- 6.3.3 Shall keep membership informed of all the changes and actions taken by the executive committee.
- 6.3.4 Shall maintain all the correspondence of the IIESL – UAE branch except the financial transactions.
- 6.3.5 Shall maintain membership data base.
- 6.3.6 Shall responsible for annual report.

**6.4.0 The Assistant Secretary – Professional Development**

- 6.4.1 A Sub committee shall be formed with 2 council members and the Asst. Secretary Professional development and senior vice president as head to organize activities specified in 6.4.2. Asst. Secretary will act as the coordinator of such activities.
- 6.4.2 Organize all Professional development activities such as CPD's , Work Shops , Special Interest groups, Professional Examinations, Seminars, technical forums And other professional development activities specified by the council.
- 6.4.3 A project report shall be submitted to the council describing the nature of the professional development program and the benefits for prior approval.
- 6.4.4 Shall submit the quarterly progress report of the professional development activities to the council.
- 6.4.5 Shall be responsible to get the feedback and suggestions from members for further improvement.

**6.5.0 The Assistant Secretary – Recreation & Social Activities**

- 6.5.1 Sub Committee shall be formed with 2 council members and the Secretary of Recreation & Social Activities and Vice President Recreation & Social Activities, Employment as head to organize activities specified in 6.5.2. & 6.5.3. Asst. Secretary will act as the coordinator of such activities
- 6.5.2 Shall be responsible for organization of all recreation activities, sports and leisure activities, Children's educational and sports activities, annual get together.
- 6.5.3 Shall be responsible for organization of all other recreation and social activities specified by the council.
- 6.5.4 A project report shall be submitted to the council describing nature of the program and benefits to the membership for prior approval.
- 6.5.5 Shall submit the semi annual progress report of the activities to council.
- 6.5.6 Shall responsible to get the feed back and suggestions from the members for further improvement.

**6.6.0 The Treasurer**

- 6.6.1 Shall keep record of all the financial transactions of the IIESL-UAE.
- 6.6.2 Shall maintain books related to financial transactions in a transparent manner.
- 6.6.3 Shall issue and obtain receipts to the payments made to and from the IIESL-UAE.
- 6.6.4 Shall prepare and present statement of accounts at the executive committee meetings.
- 6.6.5 Shall maintain a balance sheet in a computer format and keep copies with president and senior vice president.
- 6.6.6 Shall be responsible to get the statement of accounts audited by an auditor acceptable to general membership and present at the AGM. (Auditor to be appointed by general membership.) and submission of audit report to IIESL.
- 6.6.7 Prior approval shall be obtained from the executive committee for all the expenses.
- 6.6.8 Shall deposit all money except Dhs. 500/= in IIESL-UAE or any other account specified by executive committee.

**6.7.0 Executive Committee Members.**

- 6.7.1 Shall be responsible to provide necessary assistance to other office bearers as and when required.
- 6.7.2 Shall be actively involved in sub committees appointed by President to carry out various projects.
- 6.7.3 Shall be responsible to communicate to the membership on various activities and their benefits as delegated.

**7.0.0 Vacancies in Committees**

- 7.1.0 Any vacancies occurring in the post of president, Secretary or Treasure shall be filled at an emergency general meeting.

- 7.1.1 Any vacancy occurring other than specified in 7.1.0 shall be filled by the executive committee at the next meeting after such vacancy or vacancies occur. Executive committee has right to choose the aspirant from general membership.
- 7.1.2 Officers bearer may be removed from office by a resolution of "No Faith" on them passed at a emergency general meeting and fill the vacancy at the same meeting.
- 7.1.3 If a member of the executive committee absent form the executive committee meetings for three consecutive sessions without a valid reason, he or she shall be automatically cease to be in the executive committee.
- 7.1.4 Emergency general meeting should be attended by more than 50% of the membership. Notification of such meeting should be sent to members two weeks prior to the meeting.

#### **8.0.0 Meeting**

- 8.1.0 The annual general meeting of the IIESL-UAE will be held before end of January of the each year.
- 8.1.1 Resolutions to be tabled at the annual general meeting should be forwarded to the secretary three weeks prior to the date of the meeting.
- 8.1.2 Quorum for the AGM should be more than 2/3 of the membership.
- 8.1.3 Date of AGM should be notified 30 days prior to the date of meeting to the membership.
- 8.1.4 Emergency general meeting shall be convened by the secretary upon the written request from the executive committee or more than 1/4<sup>th</sup> of the general membership. One week notice should be given prior to the date of the meeting.
- 8.1.5 The executive committee shall meet at least once a month.
- 8.1.6 Quorum of the executive committee meeting shall be 10, of which President or vice president and the Secretary must be present.

#### **9.0.0 Finances**

- 9.1.0 The funds of the IIESL-UAE shall be used only to fulfill the objectives specified in clause 2.0.0.

- 9.1.1 The treasurer shall authorize all withdrawal of funds with either president or secretary.
- 9.1.2 The financial year of IIESL-UAE shall be from 1<sup>st</sup> of January to 31<sup>st</sup> of December of each year.
- 9.1.3 Opening and maintaining of bank account shall be decided by executive committee.
- 9.1.4 Any member may inspect financial transaction records and account books in the presence of two members of the executive committee. One week notice shall be given to the treasurer for such inspection.

#### **10.0.0 Amendments**

- 10.1.0 Amendment to this constitution shall be made only at the AGM or at an Emergency meeting of the IIESL-UAE.
- 10.2.0 The quorums of such meeting at any amendment are to be made shall be 2/3<sup>rd</sup> of the membership who is eligible to vote.
- 10.3.0 Any matter not defined by these articles, the decision of the executive committee shall be final.