

# **THE INSTITUTION OF INCORPORATED ENGINEERS, SRI LANKA**

## **RULES FOR THE FORMATION OF IIESL OVERSEAS BRANCHES**

### **1 GENERAL**

- 1.1 Formation of a Overseas Branch shall be only with the approval of the Council of Management of the Institution of Incorporated Engineers, Sri Lanka
- 1.2 Overseas Branch shall abide by the **“RULES FOR THE FORMATION OF IIESL OVERSEAS BRANCHES”** hereinafter shall be referred as **“RULES”**
- 1.3 Institution of Incorporated Engineers of Sri Lanka herein after shall be referred to as IIESL
- 1.4 Council of Management of IIESL shall be hereinafter referred to as **“Council”**
- 1.5 Executive Committee of Provincial Branch hereinafter shall be referred to as **“Committee”**
- 1.6 IIESL Overseas Branch hereinafter shall be referred to as **“Branch”**
- 1.7 A period of twelve calendar months shall be referred to as **“Session”**
- 1.8 Where the masculine gender is used, it also includes the feminine gender
- 1.9 Words in singular shall also include the plural and vice versa.

### **2 FORMATIONS**

- 2.1 Overseas Branches of the IIESL shall be established as and when required and constituted in accordance to the **rules** of the article and shall be named as:

Institution of Incorporated Engineers, Sri Lanka- (Name of the Country).....  
Branch

### **3 MEMBERSHIP**

- 3.1 Membership in each Branch shall be open to all categories of members' (Fellows, Members, Associate Members, Associates, Students and Companions) of the Institution of Incorporated Engineers, Sri Lanka currently resident or employed in that particular Country.
- 3.2 No one shall be a member of more than two Branches at a time.

### **4 OBJECTIVES**

- 4.1 To disseminate information on subjects relating to or affecting engineering technology by lectures, seminars, discussions, technical literature
- 4.2 To ensure powerful focus in society of the role of Incorporated Engineer
- 4.3 To meet the needs of existing and prospective Incorporated Engineers to develop their skills and knowledge by Continuing Professional Development
- 4.4 To offer facilities to all members for exchange of information and transfer of Technology
- 4.5 To ensure supply of quality Incorporated Engineers to meet the demand of the industry

- 4.6 To coordinate all relevant activities on that overseas Country level where the Branch is established relating to innovation, creativity and quality Education and Training in Engineering Technology
- 4.7 To serve public interest in creating wealth, health, safety and environment at its highest quality
- 4.8 To find strategy with the concurrence of the Council to influence government policy for sustainable technological, social and economic development of the country
- 4.9 To express opinions and act as suitable go between on issues of relevant interest to the Overseas Country
- 4.10 To maintain close ties with other Incorporated Engineers/Engineering Diplomates organization with similar interests provided approval of the Council has been obtained
- 4.11 To organize activities for recreation and welfare of members and their families
- 4.12 To provide activities or above objectives as delegated to the Branches from time to time by the Council

## **5 DELEGATION**

- 5.1 Council of Management of IIESL shall have the right to delegate or withdraw any authority given to the Branches
- 5.2 The Branch shall not engage in Political activities
- 5.3 The Branch shall not be a trade union and shall also not be affiliated to any other organization without the approval of the Council

## **6 EXECUTIVE COMMITTEE AND OFFICE BEARERS.**

- 6.1 The Executive Committee consisting of Office Bearers shall manage the Branch as specified in Clauses 6.2 to 6.9 of this document
- 6.2 The members shall elect the Executive Committee annually at the Annual General Meeting of the Branch.
- 6.3 Executive Committee of the Branch shall consist of eleven members consisting of following Office Bearers (i) Chairman (ii) Vice Chairman (iii) Secretary (iv) Treasurer (v) Assistant Secretary (vi) Assistant Treasurer **And** Five Committee Members
- 6.4 The Committee shall be elected annually at the Annual General Meeting by the members of the Branch
- 6.5 The Chairman, Vice Chairman, Secretary and Treasurer and at least two of the seven other members shall be Corporate Members of the IIESL and members of that Branch
- 6.6 The term of Office Bearers and Committee Members shall be one session. However they are eligible for re-election
- 6.7 The voting at all meetings shall be by the raising of hands unless otherwise the majority of those present are in favour of secret ballot
- 6.8 The Executive Committee may appoint sub- committees for various activities of the Branch as deemed necessary from among members of the Overseas Branch. The sub-committees shall function under the direction and control of the Executive Committee

- 6.9 The President and Honorary Secretary of IIESL shall be ex-officio members of the Executive Committee. They shall not be counted for quorum of the Executive Committee
- 6.10 No member can hold office in more than one Branch

## **7 MEETINGS**

- 7.1 The Annual General Meeting of the Branch shall be held every year, not later than three months after the Annual General Meeting of the IIESL, at a time and a place decided by the Executive Committee. Its report for the preceding 12 months and certified accounts for the period of 1<sup>st</sup> April to 31<sup>st</sup> March of the preceding year shall be submitted to the Council
- 7.2 A Special General Meeting of the Branch shall be convened by the Secretary of the Branch when directed by the Chairman of the Branch or upon written request signed by not less than ten Corporate Members of the Branch to consider any matters specified by the Chairman or in such requisition. The Secretary shall then summon Special General Meeting within one month of presentation of such requisition
- 7.3 Emergency General Meeting of the Branch shall be convened by the Secretary of the Branch when directed by the Chairman of the Branch or upon written request signed by not less than three Corporate Members of the Executive Committee of the Branch to consider any matters that may seriously affect the good name of the Branch, its aims and policies, its movable and immovable properties or for filling the vacancy in the office of Chairman or Secretary or Treasurer
- 7.4 The Executive Committee shall meet at least once a month. The Executive Committee shall decide the date and venue of such meetings. A member of the Executive Committee, who absents himself from three consecutive meetings without giving acceptable reason will cease to be a member of the Executive Committee
- 7.5 The Executive Committee shall have the power to fill vacancies in the Committee other than that of Chairman or Secretary or Treasurer. A vacancy in the office of Chairman or Secretary or Treasurer shall be filled only at a Emergency General Meeting
- 7.6 The quorum at the Annual General Meeting of the Branch shall be twenty-five members or 33 % of the total membership of the Branch whichever is higher. The quorum at a Special General Meeting shall be fifteen members or 50% of the total membership of the Branch whichever is higher. The quorum of the Emergency General Meeting shall be twenty or 25% of the total membership of the Branch whichever is higher.
- 7.7 The quorum at the Executive Committee shall be five.
- 7.8 Minutes of the Executive Committee Meetings, Annual General Meeting, Special General Meetings and Emergency General meetings shall be maintained by the Secretary of the Branch and copies of the same shall be forwarded by the Secretary of the Branch to Honorary Secretary of IIESL within one month of the meeting.

## **8 DUTIES OF OFFICE BEARERS**

- 8.1 The Executive Committee shall be responsible to perform the duties in keeping with the objectives as stated in Clause 4
- 8.2 The Chairman shall preside at all Meetings of the Branch and at Executive Committee meetings. In the absence of Chairman, Vice Chairman shall preside. In the absence of the Chairman and the Vice Chairman, a Committee Member other than Secretary of the Branch shall be elected to preside at such meetings.
- 8.3 The Secretary shall be the Executive Officer of the Branch. He shall be in charge of the documents and records. He shall maintain register for members. He shall be responsible for convening meetings, coordinating the various activities of the Branch, attending to all correspondence, preparing the Annual Report and performing any other work not specifically assigned to any other Office-Bearer of the Branch. He shall also have the right to attend, and participate in the meetings of any Sub-Committee appointed by the Executive Committee. The Secretary shall also be responsible for the fixed assets of the Branch and shall maintain an inventory of assets. He should get the inventory examined by a sub-committee appointed by the Branch each year and submit its report at the Executive Committee Meeting immediately prior to the Annual General Meeting
- 8.4 The Treasurer shall be the Financial Officer of the Branch and shall be responsible for the collection, custody and disbursement of all funds, for maintaining the Cash Book and Ledgers, for the custody of cheque books, for opening the Bank Accounts, for the issue and due return of collection lists, ticket books and such other documents, and for the preparation of the Annual Statement of Accounts of the Branch. He shall not incur expenditure or authorize any expenditure, which is not sanctioned by the Executive Committee
- 8.5 Vice Chairman, Assistant Secretary and Assistant Treasurer shall assist and deputise the Chairman, the Secretary and the Treasurer respectively.

## **9 FINANCES**

- 9.1 Branch shall have its owned account in a Commercial Bank approved by the Council of IIESL. This bank account shall be operated jointly by the Chairman/Secretary and Treasurer
- 9.2 All funds of the Branch shall be credited to the Branch Account.
- 9.3 The Executive Committee may accept on behalf of the Branch any legitimate gift for a general or special purpose of the Branch. Such a gift become the property of the Branch, and shall be duly inventorized and accounted
- 9.4 Expenditure from the funds of the Branch shall be made at an Executive Committee Meeting only by an affirmative vote of at least two-thirds of the whole number of members of the Executive Committee including those not present
- 9.5 The Committee shall cause true, up-to-date and proper accounts to be kept with respect to:
  - (a) All sums of money received and expended by the Branch and the manner in which such receipts and expenditure took place
  - (b) All sales and purchase of goods by the Branch
  - (c) Assets and liabilities of the Branch
- 9.6 All book of accounts shall be kept at the registered office or at such other place as the Branch may decide. It shall be made available for inspection by the

- Corporate Members of the Branch or any Executive Committee Member of the Branch subject to any reasonable restriction to the time and manner
- 9.7 Any details of funds, expenditure, sales, purchases shall be made available to Council on request
  - 9.8 All payments shall be made on a specified forms supported by receipts. The payments shall be approved by the Chairman or the Secretary of the Branch, ratified by the Executive Committee
  - 9.9 Each Branch shall generate funds on its own. Such monies should be clearly stated in the certified Accounts
  - 9.10 At every Annual General Meeting the Income and Expenditure Accounts, Balance Sheets and Reports certified by the Auditor shall be placed before the members of Branch
  - 9.11 The Auditors shall be appointed at each Annual General Meeting. They should bring to the notice of the Executive Committee, if in their opinion, any of the books documents or records, which the Branch should maintain, is not being properly maintained or if they are unable to obtain any information or explanation required from any Office Bearer
  - 9.12 The cash/cheques received by the Treasurer shall be deposited in the Bank within three working days
  - 9.13 Petty cash imprest with the Treasurer shall be limited to US\$ 200

## **10 FINANCIAL YEAR:**

- 10.1 The financial year of the Branch shall be from first of April to the thirty first March of the succeeding year
- 10.2 The accounts of the Treasurer shall be in respect of the fiscal year of the Branch and shall be audited at the end of the financial year by a Registered Auditor or a Firm of Auditors recommended by Executive Committee and approved at the Annual General Meeting.

## **11 REGISTRATION OF THE BRANCH**

- 11.1 Minimum of 25 Corporate Members may apply for “Registration of an Overseas Branch” to the Council
- 11.2 Acceptance or rejection of the formation of the Branch shall be entirely at the discretion of the Council

## **12 ADDRESS**

- 12.1 The office and place of Transacting business of the Branch shall be a place within the Country determined by the Executive Committee of the Branch and approved by the Council
- 12.2 In the event of a change of address of the office of the Branch, such change of address shall be notified to the Hony. Secretary of IIESL within 14 days of such change.

### **13 LETTER HEADS AND LOGO**

- 13.1 All letters shall be issued in specified letterheads with logos of the Branch as decided by the Executive Committee of the Branch and approved by the Council

### **14 GENERAL**

- 14.1 The Branch shall refer any matter not specified herein to the Council for a decision
- 14.2 Council shall have the right to establish new Branch or to dissolve any existing Branch and the decision of the Council shall be final
- 14.3 In case of dissolution of a Branch, the funds and belongings thereof disposed of in any manner decided upon at a Special General Meeting of the Branch convened for the purpose, provided that at least three fourth of the total number of members attend the meeting.
- 14.4 Only the Council has the right to introduce any new rules or modify/change/remove above existing rules for the establishment of Branch and the decision of Council shall be final.

### **15 SECSSION OF AN OVERSEAS BRANCH**

- 15.1 If a Branch is inactive for continuous period of six months it is considered as having ceased to function
- 15.2 A new Overseas Branch may be subsequently formed after a period of three months from the date of session; the Branch so formed then apply to the Council for registration