

BYE-LAWS

PART II

PREFACE

The Institute of Engineers, Pakistan framed the Bye-laws of the Institution of Engineers. Pakistan in conformity with Article 50 of the Constitution. The Constitution has been improved upon on a number of occasions necessitating revision of different Clauses of Bye-Laws accordingly.

The Central Council in its 256th Meeting held on 27th August 2000 considered the Bye-Laws clause by clause once again and approved amendments where considered essential. The Bye-Laws have, therefore, been brought up to date and are printed for reference by all concerned.

ENGR CH MUHAMMAD RASHID KHAN
SECRETARY GENERAL

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CHAPTER 1

GENERAL

1. Name and Registered Office

The name of the Institution is “The Institution of Engineers, Pakistan”, hereinafter called the “Institution”. The Registered Office called Headquarters of the Institution shall be located at Engineering Centre, IEP Round About .Gulberg III. Lahore.

2. Interpretations

In these Bye-Laws, except where the context otherwise demands, terms and expressions shall have the same respective meanings as in the Constitution and words imparting the singular and shall include the plural, masculine shall include feminine and vice-versa, and words imparting persons shall include bodies corporate.

3. Definitions

- a) **“The Institution”** means the Institution of Engineers, Pakistan
- b) **“The Constitution”** means the Constitution of the Institution as may be subsequently amended from time to time.
- c) **“Bye-Laws”** mean the Bye-Laws of the Institution framed hereunder in accordance with the Constitution and having its effects and validity subject to the Constitution.
- d) **“Regulation”** means Regulations as may be prescribed by the Council in accordance with the Bye-Laws.
- e) **“The Council”** means the Central Council of the Institution constituted in accordance with the Constitution and Bye-Laws to do all things incidental or conducive to the attainment of all or any of the objects of the Institution.
- f) **“Local Council”** means Local Council Corporate Members and non-corporate Members shall have the classification and meaning as defined in the Constitution, constituted in accordance with the Constitution and Bye-Laws to do all things within the jurisdiction of the Local Centre and conducive to the attainment of the object and purposes of the Institution.
- g)
 - (i) **“President and Vice President”** means respectively the President and any Vice President of the Institution duly elected as per provision of the Constitution and holding the office for the time being. Secretary General means Secretary General of the Institution duly nominated by the President in consultation with the Council.
 - (ii) **“Acting President”** means any Vice –President /Chairman empowered by the President/Council to perform the duties of the President in his absence.

- h) **“Secretary”** means Secretary of the Local Centre.
- i) **“Director General”** means any full time paid Director General of the Headquarters appointed by the President in consultation with the Secretary General to perform the secretarial, administrative or other duties.
- j) **“Council Members”** shall always be expressly used to mean the Members of the Central Council of the Institution in accordance with the Constitution and Bye-Laws.
- k) **“Local Council Members”** shall always be expressly used to mean the Members of the Local Council of the respective Local Centres in accordance with the Constitution and Bye-Laws.
- l) **“Office Bearers”** means President, any Vice –President, Secretary General of the Institution and Chairman, any Vice –Chairman and Secretary of any Local Centre of the Institution.
- m) **“General Meeting”** Meeting of the Corporate Members of the Institution whether Triennial, Biennial ,or Extra –ordinary duly called and constituted and any adjourned meeting thereof.
- n) **“Notice”** means a notice in writing signed by the Secretary General posted to the recorded address of members entitled to receive any notice.
- o) **“Age”** means the recorded age of a person in an admissible document obtained from Educational Certificate or Service Book or National Identity Card or any other legal document acceptable to the Council.
- p) **“Month”** means the English calendar month and **“Year”** means the twelve months ending on the 31st December.
- q) **“Financial Year”** means the twelve months ending on the 30th June every Year.
- r) **“Common Seal”** or **“Seal”** means a Seal with the emblem of the Constitution as approved by the Council affixed in a manner on such document as may be prescribed.
- s) **“Term”** means the period between two consecutive Triennial General Meetings of the Institution .In case an elected or coopted office bearer/member completes more than half term ,it will be considered as full term for all purposes. Period less than half term will not be reckoned as a term for all purposes.
- t) **“Corporate and non-Corporate Members”** shall have the meaning as defined in the Constitution.
- u) **“The Pakistan Engineer”** shall mean the Institution’s Journal.
- v) **“General Body”** shall mean all Corporate Members of the Institution.
- w) **“Committee”** means any Standing Committee constituted by the Council.
- x) **“Election Committee”** means Election Committee constituted at Headquarters and at each Centre.
- y) **“Article”** means Article of the Constitution.
- z) **“Clause”** means Clause of the Bye-Laws.

CHAPTER II.

MEMBERSHIP

4. Election and Registration

Subject to the age, qualification, special provisions and restrictions as laid down in the Constitution, candidate for election to any class shall be proposed and supported as provided hereunder, from personal knowledge and in writing according to prescribed form.

5. Transfer from one Class to another except transfer to Fellowship.

The transfer of candidate from one class to another shall be put up in the prescribed form by the Secretary General after scrutiny to the President for approval.

6. Notification and Confirmation

- a) Application considered incomplete or defective shall be returned by the Secretary General to the Local Centre within one month of receipt stating the reasons.
- b) Election or transfer of every candidate shall be forth-with notified by the Secretary General or by his authorized officer in the prescribed form to the sponsoring Local Centre. But his name shall not be entered in the Register and he shall not be entitled to enjoy or exercise any of the rights and privileges of the Institution or to vote until the admission fee and the yearly subscription has been paid in full.
- c) A Master Register shall be maintained by the Headquarters Office for each class of membership separately. Division wise list shall also be maintained by the Headquarters Office. Candidate after election shall be admitted into the appropriate register chronologically under a proper serial number with other necessary particulars. Separate registers for Corporate Members of each Centre shall be maintained by the Headquarters Office.

7. Honorary Fellows

- a) When it is proposed to the Secretary General by at least 20 Corporate Members or Central Council or President to confer the Honorary Fellowship on a person of acknowledged eminence in engineering or science related thereto but who is not engaged in the practice of the profession, the Secretary General shall present the same to a meeting of the Council, after duly circulating the proposal along with a synopsis showing qualifications /merits of the nominee in the Agenda. After approval by the Council, the nominee shall be informed by the Secretary General of his election and obtain his consent. On receipt of his consent his name and qualifications shall be announced in Annual .Biennial and Triennial General Meeting, and entered in the Institutions Register.
- b) A person of distinction whom the Institution desires to honour for his services rendered or where his association is deemed to be the benefit to the Institution or

holds the office of the President or Prime Minister or ,Chairman of Senate ,Speaker of National Assembly of Republic of Pakistan or Governor of any Province or Federal Minister of Chief Minister of a Province or happens to be any other dignitaries or head of other country could be elected by the Council as Honorary Fellow for the tenure of respective circumstances, the President of Institution is empowered to confer Honorary Fellowship on them but he shall ,however ,at a later date, place the case before the Council for information and also announce the same at Annual ,Biennial and Triennial General Meeting as the case may be.

- c) In case of Honorary Fellows, there shall be no entrance fee or annual fee.

8. Fellows

- a) Every Member for transfer as a Fellow shall be proposed and seconded by two Fellows.
- b) Each completed application on the prescribed form shall be sent to the respective Local Centre by the Member duly supported with copies of engineering degrees and lectures by him at a platform of the Institution or papers contributed by him in a technical journal of repute. The Chairman of the Local Centre shall certify as to whether or not qualifications and experience of the candidate appear to be in accordance with the Constitution and shall send the application to the Secretary General who shall prepare a statement of all such cases and circulating it along with the agenda of the next Council Meeting well before the date fixed for the Central Council Meeting.

However, under special circumstance, the President on his own or on the move of the Majority of Members may place the case/cases of member/members not circulated with the Agenda, for election as Fellow/Fellows before the Council for approval provided that the member/members recommended for election as Fellow/Fellows fulfills/fulfill all the conditions/requirements as laid down in the Constitution & Bye-Laws.

- c) The Central Council will consider each application for a decision on merit.

9. Member/Associate Member

- a) Every candidate for election or transfer as Member shall be proposed and seconded by two Corporate Members of whom at least one shall be as a Fellow.
- b) Every candidate for election as an Associate Member shall be proposed by a Corporate Member and seconded by another Corporate Member.
- c) Each completed application for Member or Associate Member on the prescribed form shall be sent to the respective Local Centre by the Candidate .The Chairman of the Local Centre shall confirm as to whether or not qualifications of the candidates are in accordance with the Constitution and shall send the proposal to Secretary General, who shall put up the recommendation of the Chairman to the President for final decision.

- d) Within 30 days of the receipt of recommendation from Local Centre the Secretary General must present the case to the President.

10. Associates

- a) Every candidate for election or transfer as an Associate shall be proposed by a Corporate Member and seconded by another Corporate Member of whom one shall be a fellow.
- b) Each completed application for Associate on the prescribed form shall be sent to the respective Local Centre by the candidate. The Chairman of the Local Centre in consultation with the Enrolment Committee shall confirm as to whether or not qualifications of the candidates are in accordance with the Consultation and shall send the proposal to the Secretary General, who shall put up the recommendations of the Chairman to the President for final
- c) Within 30 days of the receipt of recommendations from Local Centre the Secretary General.

11. Students.

- a) Every candidate for attachment as student of the Institution shall be proposed by one Corporate Member and seconded by another Corporate Member.
- b) Each completed proposal on the prescribed form shall be sent to the respective Local Centre by the candidate. The Chairman of the Local Centre after satisfying himself about qualifications and eligibility shall realize fees and enter his name in the Register of the Local Centre. The educational and other requisite documents shall be sent to the Headquarters simultaneously where his name will also be entered in the appropriate Register. Headquarters will allot the Registration Number .He shall be issued a student's card duly numbered by the Headquarters Office which he is required to produce whenever asked for verification during his attachment with the Institution as a student. The student card issued by Headquarters will also bear the date of registration for the purpose of first time appearing in the examination .The student card will also indicate the discipline which will also be declared by the student in his application.

12. Affiliates

- a) Every candidate for attachment as an affiliate of the Institution shall be recommended by two Corporate Members. On receipt of application, the respective Local Centre shall forward the same to the Headquarters office which shall enter his name in the respective Register and issue a certificate of attachment which will be sent to him by the concerned Local Centre.
- b) Procedure for attachment shall be the same as per rule10 (b) of the Bye-Laws.

13. Subscribers

- a) Subscriber to the Institution shall be proposed by 1(one) Corporate Member and recommended by another Corporate Member and a certificate will be issued to the subscriber by the Headquarters Office.
- b) Procedure for attachment to the Institution shall be the same as per rule 10(b) of the Bye-Laws subject to the condition laid down in the constitution. As a special case, since no qualifications are essential for subscriber, the Headquarters can directly entertain the application, receive fees and issue certificate.

14(a) Direct admission

A candidate if he so desires can apply for any class of membership direct to the Headquarters by sending an application dully filled in, proposed and seconded along with necessary annexures and indicating the Centre to which he/she wishes to be attached. In this case the Secretary General shall enjoy the same power as that of Local Centre Chairman. In this a case, after satisfying himself about, qualification and eligibility, he shall enter his name in the Register, obtain approval of the President, and inform, the Local Centre concerned for entry in the relevant record.

b) .Re-admission

- a) The Council may re-admit a candidate in the class to which he formerly belonged and any candidate whose membership had been terminated for any cause, provided he satisfies the Council that he is worthy of the re-admission and pays such amount in respect of entrance fee, arrears subscription and any other dues as the Council may determine.
- b) The Council may in any special case where in their opinion, it is desirable to do so, reduce the annual subscription or arrears of annual subscription for Fellows, Members, Associate Members, Associates, Students, Affiliates and Subscribers.

c).Transfer from one Centre to another

A member, who wishes to get himself transferred from one Centre to another can do so by applying in writing to the Secretary General with copies to the Chairman of both the Centers. After approval, both the Chairman will delete/enter his name in the relevant registers accordingly.

15. Cessation.

- a) A member whose annual subscription remains unpaid for three months i.e. up to 31March each calendar year. shall not be entitled to receive any notice or publication of the Institution that he may be entitled unless he should clear his dues. He shall not be entitled to stand for elections of any

office or vote or to propose or to second any candidate in the election until he has cleared his dues and arrears so accumulated by 30th June of an election Year.

- b) He, who has not paid his subscription for three consecutive years, shall automatically cease to belong to the Institution. He shall have to pay the full entrance fee for re-enrolment including all arrears subscriptions, provided that he may be exempted from payment of the arrears in very special circumstances at the discretion of the Council.

16. Expulsion from Institution

- a) The Council shall have the power to expel any member other than Honorary Fellow, who has been guilty of any conduct prejudicial to the Institution rendering him unfit to remain a member thereof, provided that before this action is taken, the person concerned shall also be afforded an opportunity to state his case in writing, if so desired by him within a reasonable time not exceeding four weeks. Pending final decision about his expulsion the Council may suspend the member from holding any office if he is an office –bearer of the Institution or restrain him from taking any part in the affairs of the Institution during the period of suspension. The Member may appeal for Interview /revision about his expulsion to the Council. The decision of the Council shall be final.
- b) The Council may authorize the President to take action on its behalf in such cases and as such the action taken by the President shall be deemed as if taken by the Council itself. However, the expelled member may apply for review to the Central Council/President within 30 days.

17. Fees and Annual Subscription

- a) Entrance Fees, Diploma/Certificate fee and annual subscriptions are payable by the member according to the schedule as lay down by the Council from time to time.
- b) Persons transferred from one class to another shall not be required to pay the entrance fee.
- c) (i)Diploma shall be awarded to Fellows, Members and Associate Members showing the discipline to which they belong.
(ii) Honorary Fellows and Subscribers will receive certificate of attachment with the Institution. Associates and Affiliates will receive their certificates showing their technology and specialization respectively.

d) Composition Fee.

Any Fellow or Member may compound future subscriptions by a single payment depending on his age at the time in accordance with the Schedule /Table as laid down by the Council from time to time. On transfer Life Fellow he may similarly compound by

paying the difference between the compounding fee for Fellow and that for Member .Entrance fee, Life fee and Annual Subscriptions are payable to the Local Centres.However ,on election as Fellow, the member shall have to pay the transfer fee and Diploma Fee/Certificate fee to the Headquarters Office.

e) Donation

The Council /Local Council if they consider necessary in the discharge of any important or special function of the Institution may also raise donation. Headquarters/Local Centres may accept on behalf of Institution, money or goods from any source with the prior approval of the Council/Local Council respectively.

f) Annual Subscription.

The Annual Subscription shall become due on the 1st day of January each year.

18. Professional Ethics and Code of Conduct.

The following Code of Conduct has been approved by the Central Council which shall apply to all members of the Institution of Engineers Pakistan.

ARTICLE -1

To maintain, uphold and advance the honour and dignity of the engineering profession in accordance with this Code, a member shall

- a) Uphold the Ideology of Pakistan
- b) Be honest, impartial and serve the country, his employer, clients and the public at large with devotion.
- c) Strive to increase the competence and prestige of the engineering profession
- d) Use his knowledge and skill for the advancement and welfare of mankind
- e) Promote and ensure the maximum utilization of human and material resources of Pakistan for achieving self-reliance.
- f) Not sacrifice the national interest for any personal gain

ARTICLE -2

1. A member shall be guided in all professional matters by the highest standards of integrity and act as a faithful agent or a trustee for each of his client and employer.
2. A member shall
 - a) Be realistic and honest in all estimates, reports, statements and testimony and shall carry out his professional duties without fear or favour.
 - b) Admit and accept his own errors when proved and shall refrain from distorting or altering the facts justifying his decision or action.
 - c) Advice his client or employer honestly about the viability of the project entrusted to him.

- d) Not accept any other employment to the detriment of his regular work or interest without consent of his employer.
- e) Not attempt to attract an engineer from another employer by false or misleading pretenses.
- f) Not restrain an employee from obtaining a better position with another employer, and
- g) Not endeavor to promote his personal interest at the expense of the dignity and integrity of the profession.

ARTICLE-3

A member shall have utmost regard for the safety, health and welfare of the public in the performance of his professional duties and for that purpose he shall:

- a) Regard his duty to the public welfare as paramount.
- b) Seek opportunities to be of service in civic affairs and work for the advancement of the safety, health and well –being of the community.
- c) Not undertake ,prepare, sign, approve or authenticate any plan, design or specifications which are not safe for the safety health, welfare of a person or persons ,or are not in conformity with the accepted engineering standards and if any client or an employer insists on such unprofessional conduct, he shall notify the authorities concerned and withdraw his further services on the project; and
- d) Point out the consequences to his client or the employer if his engineering judgment is over –ruled by any non-technical person.

ARTICLE 4

- 1) A member shall avoid all acts or practices likely to discredit the dignity or honour of the profession and for that purpose he shall not advertise his professional services in a manner derogatory to the dignity of the profession. He may ,however, utilize the following means of identification:
 - i. Professional cards and listing in recognized and dignified publications and classified section of the telephone directories.
 - ii. Sign boards at the site of his office or projects for which he renders services; and
 - iii. Brochures, business card, letter-heads and other factual representations of experience, facilities, personnel and capacity to render service
- 2) A member may write articles for recognized publications but such articles should be dignified, free from ostentations or laudatory implications, based on factual conclusions and should not imply other than his direct participation in the work described unless credit is given to others for their share of the work.
- 3) A member shall not allow himself to be listed for employment using exaggerated statement of his qualifications.

ARTICLE 5

A member shall endeavor to extend public knowledge and appreciation of engineering profession, propagate the achievement of the profession and protect it from misrepresentation and misunderstanding.

ARTICLE 6.

A member shall express an opinion of an engineering subject only when founded on adequate knowledge, experience and honest conviction.

ARTICLE 7

- 1) A member shall undertake engineering assignment only when he possesses adequate qualifications, training and experience. He shall engage or advise for engaging of the experts and specialists whenever the client's or employer's interests are best served by such service.
- 2) A member shall not discourage the necessity of other appropriate engineering services, designs, plans, or specifications or limit free competition by specifying materials of particulars make or model.

ARTICLE 8

A member shall not disclose confidential information concerning the business affairs or technical process of any present or former client or employer without his consent.

ARTICLE 9

- 1) A member shall uphold the principles of appropriate and adequate compensation for those engaged in engineering work and for that purpose he shall not:
 - a) Undertake or agree to perform any engineering service free except for civic, religious, or non-profit organizations or institutions.
 - b) Undertake professional engineering work at a remuneration below the accepted standards of the profession in the discipline; and
 - c) Accept remuneration from either an employee or employment agency for giving employment.
- 2) A member shall offer remuneration commensurating on with the qualifications and experience of an engineer employed by him.
- 3) A member working in any sales section or department shall, not offer or give engineering consultation, or design, or advice other than specifically applying to the equipment being sold in that section or department.

ARTICLE -9

- 1) A member shall uphold the principles of appropriate and adequate compensation for those engaged in engineering work and for that purpose he shall not:
 - a) Undertake or agree to perform any engineering service free except for civic, charitable, religious, or non-profit organizations or institutions.

- b) Undertake professional engineering work at a remuneration below the accepted standards of the profession in the discipline; and
 - c) Accept remuneration from either an employee or employment agency for giving employment.
- 2) A member shall offer remuneration commensurating with the qualifications and experience of an engineer employed by them.
- 3) A member working in any sales section or department shall, not offer or give engineering consultation ,or designs ,or advice other than specifically applying to the equipment being sold in that section or department.

ARTICLE 10

- 1. A member shall not accept compensation, financial or otherwise, from more than one party for the same service, or for services pertaining to the same work unless all interested parties give their consent to such compensation.
- 2. A member shall not accept
 - a. Financial or other considerations ,including free engineering design, from material or equipment suppliers for specifying their products; and
 - b. Commissions or allowances, directly or indirectly from contractors or other parties dealing with his clients or employer in connection with work for which he is professionally responsible.

ARTICLE 11

- 1. A member shall not compete unfairly with another member or engineer by attempting to obtain employment, professional engagement or personal gains by taking advantage of his superior position or by criticizing other engineers or by any other improper means or methods.
- 2. An engineer shall not attempt to supplant another engineer in a particular employment after becoming aware that definite steps have been taken towards other's employment.
- 3. A member shall not accept part-time engineering work at a fee or remuneration less that of the recognized standard for a similar work in another employment without the consent of his employer.
- 4. A member shall not utilize equipment, supplies, and labor story or office facilities of his employer or client for the purpose of private practice without his consent.

ARTICLE 12

- 1) A member shall not attempt to injure, maliciously or falsely, directly or indirectly, the professional reputation, prospects, practices or employment of another engineer or member.
- 2) A member engaged in private practice shall not review the work of another engineer for the same client, except with knowledge of such engineer or unless the connection of such engineer with the work has been terminated.

- 3) A member employed in any sales or industrial concern shall be entitled to make engineering comparisons of his products with products of other suppliers.

ARTICLE-13

- 1) A member shall not associate with or allow the use of his name by an enterprise of questionable character, nor will be become professionally associated with engineers who do not conform to ethical practices or with person not legally qualified to render the professional services for which the association is intended.
- 2) A member shall strictly comply with the Bye-Laws, orders and instructions issued by the Institutions of Engineers (Pakistan) from time to time in professional practice and shall not use the association with a non-engineering corporation, or partnerships as a cloak for any unethical act or acts.

ARTICLE 14

- 1) A member shall give credit for engineering work to those to whom credit is due, recognize the proprietary interests of other and disclose the name of a person or persons who may be responsible for his designs, inventions, specifications, writings, or other accomplishments.
- 2) When a member uses, designs, plans, specifications data and notes supplied to him by a client or an employer or are prepared by him in reference to such client or the employer's work such designs, plans, specifications, data and notes shall remain the property of the client and shall not be duplicated by a member for any use without the express permission of the client.
- 3) Before undertaking any work on behalf of a person or persons for making improvements, plans, designs, inventions or specifications which may justify copyright or patent, a member shall get ownership of such improvements, plans, designs, inventions or specifications determined for the purpose of registration under the relevant copyright and patent laws.

ARTICLE -15

- 1) A Member shall disseminate professional knowledge by interchanging information and experience with other members or engineers and students to provide them opportunity for the professional development and advancement of engineering under his supervision.
- 2) A member shall encourage his engineering employees to improve their knowledge, attend and present papers at professional meetings and provide a prospective engineering employee with complete information on working conditions and his proposed status of employment and after employment keep him informed of any change in such conditions.

ARTICLE 16

A member employed abroad shall order his conduct according to his Code, so far as this is applicable, and the laws and regulations of the country of his employment.

ARTICLE 17

A member shall report unethical professional practices of an engineer or a member with substantiating data to the Institution of Engineers (Pakistan) as a witness, if required

CHAPTER III

19. ELECTION

Election for all the posts shall be held division –wise except for the posts of President and Chairman. The following schedule will be adhered to in the year of election by Headquarters Office and each Local Centre as applicable.

19(a) ELECTION ROLL.

To enable the Headquarters to prepare accurate electoral roll, each Local Centre before 15th August of the election year, having up to date record of payments and Annual Fee. Shall send to the Secretary General Division –wise lists of all the Corporate Members eligible to vote, separate for Fellows and Members who have cleared their dues on or before 30th June of the election year duly verified by the Chairman of the Local Centre By 1st September each Local Centre receives the following information from Headquarters Office duly authenticated by the Secretary General.

- i. List of Fellows eligible to stand for the office of President indicating against each name the Division and the Centre to which he belongs.
- ii. List of Fellows eligible to stand for the office of Vice President and Chairman indicating against each time, the division and Centre to which he belongs. The list shall be made on the basis that all Members who complete 5 years as Fellows on 30th June of the election year are eligible.

The above list 18(a) shall be read in conjunction with 18(a) (i).

- iii. Division –wise list of Corporate Members eligible to vote belonging to the respective Local Centre. This list should indicate against each name whether the member is eligible to stand for a post in the election
- iv. Division-wise number of seats for the offices of Vice Presidents, Central Council Members, Vice Chairman and Local Council Members as per relevant provisions of the Constitution and Bye-Laws.

Note (i) Each Corporate Member who wants to contest for any office or to vote may clear his dues on or before 30th June of the election year without fall.

Note (ii) The above mentioned lists shall form the electoral roll and will be available to members of the Institution on payment of a fee/price to be prescribed by the HQ Election Committee.

b) (i) FORMATION OF ELECTION COMMITTEE AT HEADQUARTERS

The Council in its July/August meeting shall form an Election Committee at Headquarters with President or any Vice President as its Chairman, Secretary General as its Member /Secretary and a minimum of four Council Members preferably one Member from each Local Centre as its Headquarters shall be a member of this Committee or will cease to be a Member by co-option by other members of the Committee. The Committee may co-opt additional Members for assistance if so desired but without voting right. However those Members, who are co-opted against vacant original posts, shall have the voting right and shall participate in decision making. Only those members shall be nominated on the Election Committee who are not members of the Election Committee of any Local Centre.

b) (ii) FORMATION OF ELECTION COMMITTEE AT HEADQUARTERS

Each Local Centre Council in its July/August meeting shall form an Election Committee at Local Centre with Chairman or any Vice Chairman as its Chairman, Secretary as its Member/Secretary and a minimum of two Corporate Members as its Members. Provided that no person who is contesting election for any post at the Local Centre shall be a Member of this Committee or will cease to be a Member as soon as he files his nomination papers. His place, if needed be, should be filled in by co-option by other Members of the Committee. The Committee may co-opt additional Members for assistance if so desired but without voting right. However those Members who are co-opted against vacant original posts shall have the voting right and shall participate in decision making. Only those Members shall be nominated on the Election Committee who are not Members of the Election Committee of the Headquarters.

c) INVITATION FOR NOMINATIONS

a) By 15th September, the Secretary of the Election Committee set up at the Headquarters shall send by post under postal Certificate the nomination papers as per proforma (Appendix ii & iii) to all the Corporate Members asking for nominations for the following posts;

1. President
2. Vice Presidents
3. Members of the Central Council.

b) By 15th September the Secretary of the Election Committee set up at Local Centres shall send by post under Postal Certificate the nomination papers as per proforma (Appendix IV & V) to all Corporate Members asking for nominations of the following posts.

1. Chairman
2. Vice Chairman
3. Members of the Local Council.

Note: Nomination Papers shall be duly proposed and seconded by members on electoral roll who have cleared all the outstanding dues by 30th June of the election year. A Member can propose one number President (of any discipline), one number Vice President (only of his own division), one number Chairman (of any division), one number Vice Chairman (only of his own division) and any number of candidates for Central and Local Council Members for his own Division but not more than that as declared by the IEP Headquarters at the time of inviting nominations. The proforma for inviting nominations from the Corporate Members is attached as Appendix –I. The proforma on which the nominations will be received from the Corporate Members are appended for the President and Vice Presidents as Appendix-II, for Central Council Members as Appendix-III, for Chairman and Vice Chairman as APPENDIX-IV and for Local Council Members as Appendix-V.

No Member can propose or second his own candidature for the Office of President, Vice President, Chairman, Vice Chairman, Central Council Members and Local Council Members. Any violation of above shall amount to straight away rejection of nomination papers.

iii) BIO-DATAS

Candidates contesting election may attach with their nominations papers their bio-datas not exceeding 100 words for President, 50 words in case of Vice President and Chairman, and 20 words for the Vice Chairman.

iv) CONSENT

- a) Written consent of the candidate along with his correct postal address and bio data shall invariably be obtained on the prescribed nomination form by the proposer and seconder.
- b) Written consent of the candidate in respect of President, Vice President, Chairman and Vice Chairman along with correct postal address shall invariably be provided by the candidates to the respective Election Committee before the date of withdraw.

v) ELECTION FEES.

The nomination papers shall be accompanied by an election fee if any prescribed by the Central Council from time to time and shall be payable by the candidate either in cash or by Bank Draft or Pay Order to the H.Q. Office or to the Local Centre as the case may be. The election fee shall be refundable on request in case of withdrawal /rejection. In case of more than one nomination of the same candidate for the same seat, photo copy of the original receipt of Bank /Draft/Pay Order/Cash Receipt, as the case may be, should invariably be attached with each subsequent nomination.

19(d).RETURN OF NOMINATION PAPERS

The nomination papers are to be received by 10th October at Headquarters Office and in the respective Local Centres by 1600 hours without fail.

19 e). SCRUNITY OF THE NOMINATIONS:

- i. The Headquarters Election Committee after scrutinizing the nominations so received, 5th October up to 1500 hours shall inform the candidate about the acceptance or rejection of their nominations (giving the reasons for rejection of nomination paper) by the 15th October. Withdrawal or objections, if any on the reason of rejection or the acceptance of candidature shall be received by the Headquarters Election Committee also on or before the 25th October upto 1600

Hours positively. The Election Committee shall then finalize list of eligible candidates for the ballots by 31st October .The decision of the Election Committee shall be final.

- ii. The Local Centre Election Committee shall follow the same procedure and schedule as above in clause 18(e) (i) for the post of Chairman, Vice Chairman and Local Council Members.
- iii. The List of the candidates approved by the respective Election Committee shall be displayed on the notice boards of the Headquarters Office and the Local Centres as the case may be.

19(f)Dispatch of Ballot Papers

- i. The Secretary Headquarters Election Committee shall dispatch under postal certificate the ballot papers for the post of President, Vice Presidents and Council Members with the bio data whenever necessary by 25th November to the Corporate Members eligible to vote.
- ii. The Chairman of the respective Local Centre's Election Committee shall dispatch by 25th November the ballot papers under postal certificate for the post of Chairman, Vice Chairman (along with Bio-data) and Local Council Members to the Corporate Members of the Local Centre eligible to vote
- iii. All Ballot Papers shall be given a Serial No initiated by Chairman and Secretary of the Election Committee or in his absence by one member of the Election Committee nominated by the Chairman.
- iv. Ballot Papers shall be sent under postal certificate along with self-addressed envelope.

19(g). RETURN OF BALLOT PAPERS.

- i. For the posts of President, Vice Presidents and Council Member the Corporate Members are to return the ballot papers by post so as to reach the Headquarters Election Committee on or before 15th December by 1600 hours. No ballot papers by hand shall be accepted.
- ii. For the posts of Chairman, Vice Chairman, and Local Council Members the Corporate Members are to return the ballot papers by post so as to reach the Local Centre Election Committee on or before 15th December by 1600 hours No ballot papers by hand will be accepted.
- iii. Ballot papers will be kept in Ballot Boxes duly sealed for the purpose.
- iv. The Sealed Ballot Box or Boxes shall be opened in the presence of the respective Election Committees at the time of counting of the Ballots.

19(h).Scrutiny of the Results

- (i) The Headquarters Election Committee as well as the Local Centres Election Committees as well as the Local Centres Election Committees shall start the scrutiny /counting of the ballot papers (votes) at 1800 Hours on 15th December which shall continue till the counting is complete. The candidate shall be allowed to witness the counting of votes if they desire personally or through their authorized representatives. On completion of the counting the result shall be prepared and declared duly signed by the respective Election Committee and displayed on the notice boards of the Headquarters and Local Centres as the case may be. The result after declaration shall be communicated to successful candidates by the Headquarters for the office of President, Vice Presidents and Central Council Members and by the Local Centres for the offices of Chairman, Vice Chairmen and Local Council Members by post. The decision of the H.Q and Local Centres Election Committees shall be final.
- (ii) A ballot paper shall be invalid if:
 - The voter has written his name, word or mark, by which the person voting may be identified. OR
 - It does not contain the initials of the Chairman and the Secretary of the Election Committee. OR
 - It does not contain a mark in the boxes in the ballot paper or boxes have not been correctly marked as per instructions printed on the ballot paper. OR
 - A mark is placed against the names of two or more candidates OR
 - There is any uncertainty as to the identity of the candidates against whose name the mark is placed.
- iii) As a result of counting of votes if two or more candidates get an equal number of votes, the decision shall be taken by draw.

19(i) Headquarters Appellate Committee

An Appellate Committee shall also be formed by the Central Council which will be headed by the President with two Members to be nominated out of the existing Vice Presidents/Chairman. Secretary General shall work as Member Secretary.

As Appellate Committee will also be formed at Local Centre headed by the Chairman with two Members out of the existing Vice Chairman to be nominated by the Local Council. The Secretary of the Local Centre shall be the Member-Secretary.

If any of the candidates feels aggrieved of the results he may make an appeal within seven days of the announcement of the results. The decision of the Appellate Committee shall be binding.

19(j) Compilation of Results of the Elections

- i) The Chairman of the respective Local Centre Election Committee shall communicate the declared results of the Elections to the Secretary General by 20th December positively.
- ii) The Secretary General shall compile the declared results of all the elections held by the Headquarters and the Local Centres Election Committees which will be read by the Secretary General in the Council Meeting to be held immediately before the Triennial General Meeting and also in the Triennial General Meeting for the information of the Members and incorporated in the Annual Report.
- iii) In case of any non-adherence of the election schedule mentioned in Clause 18 due to some un-avoidable circumstances, the Presidential /Council shall have power to shift the date of commencement or any other scheduled dates fixed for election process. In such circumstance the revised election time table must adhere to the scheduled interval of various election processes as per Clause 18. This shall apply to all the elections at the Headquarters and Local Centres which shall invariably be held concurrently.
- iv) In the event the Chairman of any or all Local Centres fail to hold election within the specified period, the Council shall fill up all such vacancies by nominations and these nominated persons shall have the same power and be subject to the same responsibilities as if they had become duly elected in the ordinary course. These nominations shall be made by the sitting Council in its meeting immediately succeeding the election. The Chairman so nominated will be given an oath immediately by the President or the person presiding the Council Meeting and accordingly the whole Local Council shall stand installed.
- v) In case no proposal is received for a post, such posts are to be treated as casual vacancy and are to be filled in as specified in the Bye-Laws.

19(k) Taking –over and vacation of the Office of the President and Chairman.

- i. The term of the office of the President, Vice Presidents, Chairman, Vice Chairman and various Council shall end with the declaration of the election results. Immediately after the announcement of results the sitting President /Chairman or in their absence the Chairman of the Election Committees shall give oath of office to the incumbent President /Chairman who shall then announce at the Triennial General Body Meeting which shall then announce at the Triennial General Body Meeting which shall, however be presided over by the outgoing President and conducted by the outgoing Secretary General. This Triennial General Body Meeting shall be held between 20th December of the Election Year and 5th January of the successive year. Within 15 days of this meeting the Local Centre shall also hold their own General Meetings presided over by outgoing Chairman and conducted by the outgoing Secretary wherein in addition to other business the concerned will be announced only for information of the members.

- ii. Soon after the conclusion of the Triennial General Body Meeting, a formal meeting of the newly elected Central Council for the ensuing term shall be held on the same day for which formal agenda showing venue and time shall be issued by the Secretary General also announced at Triennial General Body Meeting.

19(l) Nomination, taking over and vacation of the office of the Secretary General.

- i. The Secretary General shall be nominated by the President as per procedure laid down in the Constitution in the Council Meeting held immediately after the Triennial Meeting of the Institution. The Secretary General takes oath of his office in this very meeting which will be made by him before the President.
- ii. The Secretary General shall officially take charge of his office within 10 days from the expiry of the date of the Triennial General Body Meeting.

19(m).Casual Vacancy to be filled for the office of President, Vice Presidents.

The Council may fill any casual vacancy by co-opting from its members for the office of President, Vice President which shall occur between one Triennial General Meeting and succeeding Triennial General Meeting and they shall retire at the succeeding Triennial General Meeting.

19(n) Casual Vacancy of the Secretary General

It shall be filled in as laid down in the Constitution.

19(o) vacating the office of President, Vice Presidents, Secretary General and Council Members.

The office of President, Vice Presidents, Secretary General or post of the Council Member shall post-facto be vacated if:

- i. By notice in writing to the Institution he resigns his office provided the Council accepts his resignation.
- ii. He ceases to be a Fellow or Member of the Institution
- iii. The Council Member ceases to be the member of the Council due to invoking Clause 30(b).

19(p).Casual Vacancies of the Council except President, Vice President, Secretary General, Chairman and Vice Chairman.

Any casual vacancy occurring in the Council may be filled up by the Council by nomination on the recommendations of the Local Council or suo moto for the rest of term.

However restriction/Condition will apply if nominated person holds the charge for more than half the term.

20. Duties of Office Bearers :

President

President shall hold office between the two Triennial General Meetings and preside over all Council Meetings and General Meetings with the authority of casting vote.

Vice-President

- i. The Vice- Presidents shall initiate, promote and coordinate Divisional activities of their respective discipline or disciplines through counter-part Vice-Chairman at the Local Centres and also at the Annual Convention.
- ii. In case the President is unable to perform his function temporarily for one reason or the other and is not prepared to vacate his office, any Vice-President or Chairman of a Local Centre may be called upon by the President himself or by the Council to perform the functions of President as an acting President until the President returns to the office.
- iii. The Vice-President shall carry out any other duties/assignments given to him by the Council.
- iv. The Acting President's tenure or period of performing the functions as a President shall not be construed as a period of term for the office of President which shall not debar him contesting election for the office of the President for the next term. This will be simply an additional charge.
- v. The Acting President, if contesting for the office of the President or Vice President, neither shall nor preside over the meeting of the Headquarters Election Committee. The Council shall then nominate any of the Vice Presidents Chairman or Fellow or Member who is not contesting for the office of the President or Vice-President or both to preside over the meetings.
- vi. The Secretary General, if contesting election for the office of the President or Vice President or both for the ensuing term shall cease to be a Member-Secretary of the Headquarters Election Committee. The Headquarters Election Committee shall then nominate any of its members, to perform the duties of Member-Secretary of the Headquarters Election Committee.
- vii. The Acting –Chairman ,if contesting for the office of Chairman or Vice – Chairman or both, shall not preside over the Meetings of the Local Centre Election Committee .The Council shall then nominate any of its members who is not contesting for the office of Chairman or Vice-Chairman or both to preside over the meetings of Local Centre Election Committee.
- viii. The secretary of the Local Centre ,if contesting for the office of Chairman or Vice-Chairman or both for the ensuing term, shall cease to be a Members/Secretary of the Local Centre Election Comittree.The Local Centre Election Committee shall then nominate any of its Members ,to perform the duties of Member-Secretary of the Local Centre Election Committee.

Secretary General

The Secretary General is responsible for running the Headquarters Office in an efficient manner. He is empowered to entrust the paid Director General or any other members of the staff with any duties under his overall charge.

- (i) Until otherwise determined by the Council and subject to their supreme control, supervision and guidance the Secretary General shall have charge of all the correspondence, proceedings of the Council and General Meetings, elections, documents and deeds and records of Institution. He shall be the Chief Officer responsible to the President/Council of the Institution. For due discharge of duties and responsibilities as per the Constitution and Bye-Laws he shall take such steps and speak in the interest of the institution as directed by the President/Council. He shall exercise all powers, discharge the duties laid down by and incidental to the enforcing of the Constitution, and Bye-Laws and the administrative rule regarding the conduct of Headquarters Office.
- (ii) He shall prepare Report of the Institution in consultation with the different Standing Committees on activities of the Institution and review the problems of the profession and place it to the Council meetings held immediately before the Annual General Meeting. This report will be printed and circulated among Corporate Members in the General Meeting.
- (iii) He shall circulate among members notices and other information as per Constitution.
- (iv) He may delegate powers to the Director General or any Officer to enforce discipline on all staff in the employ of the sectioned posts, assign duties to all members of the staff, supervise and control them at Headquarters Office.
- (v) He shall grant leave to the staff of the Headquarters Office, maintain their service records and disburse salary and allowances as per approved budget.
- (vi) He shall exercise financial powers as delegated and defined in the Accounting Manual approved by the Central Council subject to any amendments from time to time.
- (vii) He shall represent the Institution for all purposes whenever an occasion arises before the Court of Justice in any suit or proceedings instituted by or against the Institution but shall not be competent to compromise any suit or proceedings without the sanction of the President/Council. He shall have the right of initiating and taking all such measures which are deemed to be necessary in urgency to maintain administration or in furtherance of the subject to the Institution or conducive to its interest on approval of the Council.
- (viii) He shall present the financial position including Assets & Liabilities statements of the Headquarters and Local Centres of the Institution in a proper manner in consultation with Admin and Finance Committee in every Council meeting of the Institutions.

(ix) To release name of defaulters in consultation with respective Local Centre for publication in “The Pakistan Engineer”, IEP news Bulletin or any other organ as deemed fit.

21. Standing Committee:

The following and other standing committees may be constituted for helping the Council in advancing the aims, objects and proper functioning of the Institution. The reports of these Committees will be recommendatory in nature unless otherwise stated elsewhere in these Bye-Laws.

1. Coordination Committee.
2. Administrative & Finance Committee.
3. Examination Committee.
4. Equivalence Committee
5. Syllabus/Courses Committee.
6. Enrolment & Membership Committee.
7. Students Committee
8. Building Committee
9. Specialists Committee
10. Constitution & Bye-Laws Committee.
11. Funds Raising Committee.
12. Women Engineers Committee
13. International Affairs Committee
14. Public Relations Committee
15. Publication & Library Committee
16. Welfare Committee.

The Chairman of the above committees shall be Central Council Members and shall be Fellows nominated by the Council unless otherwise stated elsewhere in these Bye-Laws.

CHAPTER IV

MEETINGS

22. Procedure for Conducting Council Meeting.

- a) A meeting of the Council shall be convened, subject to Article 45 of the Constitution .At any meeting of the Council each member shall have one vote. The Chairman shall have a casting vote. If the Majority of members present in the meeting so demand, the voting shall be by a secret ballot.
- b) On the demand of majority of members present at any meeting of the Council, any item of agenda of the meeting shall be adjourned to the next meeting for consideration.
- c) Any member of the Council may request in writing to the Secretary General to move a certain matter in the next meeting of the Council. Such request if received earlier than the dispatch of meeting notice shall be included in the agenda subject to the approval of the President/Acting President.
- d) Where a meeting of the Council is not held for want of quorum then the meeting shall be deemed to have adjourned for the following day., time and place to transact the business on the same agenda but the quorum shall not be needed for such adjourned meeting .Where any member is unable to attend, he may send his views in any agenda in writing and such views shall be placed in the Council during the discussion of the Agenda.
- e) For matter of extreme urgency, the views of the member of Council on a draft resolution shall be obtained, by circulation and submitted to the President by the Secretary General. The President will take the final decision which will form a part of the proceedings of the Council as if a duly convened meeting was held on the date of the draft resolution. The final resolution shall be sent to Council members by the Secretary General duly counter signed by the President.
- f) The minutes shall be circulated to all the Council Members and Local Centres. After circulation within 15 days, if no comments/observations are received, the minutes shall stand confirmed for action. Minutes of all resolutions and proceedings of the meetings of the Council shall be placed in the Minutes file to be provided for the purpose .Every minute signed by the Chairman of the meeting to which it relates or by the chairman of the subsequent meeting shall be sufficient evidence of the facts therein. But nevertheless in the next meeting of Council the minutes of the previous meetings shall be placed for confirmation by the Members present in the meetings to which it relates and shall be confirmed under the signature of the Chairman of the meeting of the Council where it is placed. The minutes shall be circulated to all the Council members and Local Centres within 30 days. All the pages of the minutes are to be serial numbered and bound at the end of the term.
- g) **Matter not included in the Agenda**
 - (i) The President is authorized to bring up before the Council without sufficient notice any matter which he considers necessary. The Secretary General under “any other Item

“matters in which no question of principle is involved or on which it is not likely that there will be serious difference of opinion without notice, is authorized to bring up before the Council.

- (ii) Provided, however, no question which has once been decided shall be brought up for re-consideration unless at least three more meetings are over in the meanwhile unless it is introduced with due notice by the President and agreed to by all the members present at the meeting in which it is introduced or a requisition for re-discussion signed by a majority of the members of the Council is received by the President explaining the reasons thereof in the said requisition.

23. Procedure for Conducting General Meetings

The proceedings at all General Meetings shall be regulated as follows:

- a) The President, if present, and in his absence by consensus any Vice-Presidents and in their absence the senior Member of the Council present shall take the Chair, if neither the President, Vice-President nor any Senior Member of the Council be present on the expiry of 15 minutes after the hour fixed for the meeting, the Fellows and Members present shall proceed to elect a Fellow as Chairman from amongst themselves.
- b) The quorum for a General Meeting shall be 100 Corporate Members. For Extraordinary General Meeting 50 Corporate Members shall constitute a quorum. In the event of a quorum not being present within 30 minutes of the hour fixed for the commencement of the meeting, the meeting shall stand adjourned for the next day at the same hour and place, but quorum shall not needed for such adjourned meeting.
- c) The Chairman of the Meeting shall regulate and keep order in the proceedings in conformity with general rules which are as under:
 - i. No motion or resolution of which due notice has not been given may be moved at a General Meeting
 - ii. No amendment of which due notice has not been given shall be moved to motion or resolution unless the Chairman rules it to be in order as arising out of the debate. However, permission to move the amendment may be given by the majority of the corporate members present.
 - iii. Not more than one motion and one amendment thereto shall be placed before the meeting at the same time.
 - iv. Any authentic omission in recording the minutes of the meetings may be incorporated.
 - v. No amendment shall be proposed which would in effect continue a direct negative spirit relative to the original motion. Every amendment must be relevant to the motion upon which it is moved.
 - vi. No amendment shall be proposed which substantially raised a question already disposed of by the meeting or which is inconsistent with any resolution already passed by it.

- vii. When the debate is concluded, the Chairman of the meeting shall after summing up, if he so desires, put the question to vote.
 - viii. The member who first rises to speak at the conclusion of speech has the right to be heard. When two or more members rise to speak at the same time, the Chairman shall decide who will speak first.
 - ix. A member who has spoken on a motion or amendment is not at liberty to speak again on such motion or amendment.
 - x. No member, except with the permission of the Chairman of the meeting shall speak for more than the time allotted by the Chairman.
 - xi. The Chairman shall be the sole judge on any point of order and may if necessary, dissolve the meeting, or adjourned it for announced limited time or for the following day at the same time and place.
 - xii. If no division is demanded, any member shall have right to dissent and have the fact of his dissent recorded.
- d) The business of an ordinary meeting shall be to discuss, consider and decide upon as may be applicable the general affairs and works of the Institution or matters specifically brought before it by at least 20 Corporate Members.
- e) At least Twenty –one days’ notice(exclusive of the day on which the notice is posted, but inclusive of the day for which notice is given)specifying the place, the day and the hour of any General Meeting shall be given to all Corporate Members by post under postal certificate to their registered addresses. For each General Meeting, a copy of the Audited Accounts shall be exhibited on notice boards of Headquarters and Local Centrs and shall be supplied to each member present during the meeting. The non-receipt of the notice by any person entitled by this Bye-Laws to receive it, shall not invalidate the proceedings of any General Meeting.

24. Annual Convention.

The Annual Convention shall be held in accordance with Article 46 of the Constitution.

25. Voting at a General Meeting.

At all General Meetings every Corporate Member whose dues are up-to-date as per Constitution and Bye-Laws shall have one vote and save as otherwise hereinafter expressly provided, votes shall ordinarily be taken from those only personally present at the meeting and by show of hands but a division may be demanded by any person entitled to vote. The Chairman shall be entitled to a vote and when votes are equal, he shall have a casting vote.

CHAPTER V

26. Objectives and Activities

- a) The objects, procedure and activities of the Local Centres and Sub-Centres shall as far as practicable be the same as those of the Institution. The provisions of the Constitution and the Bye-Laws of the Institution in this regard apply mutatis mutandis to Local Centres and Sub-Centres.
- b) Rules of procedure and directions issued from time to time by the Council shall apply mutatis mutandis in the case of Local Centres and Sub-Centres.

27. Formation of Local Centre.

- a) Corporate Members residing in an area and desirous of forming a Local Centre under Article 54 of the Constitution shall first form a preliminary Committee of not less than 5 Corporate Members of whom one should be elected Convener. This Committee shall under the signature of the Convener and supported altogether by 50 Corporate Members as signified by the original signature of each Member on the application, apply for the sanction of the Council for the formation of a Local Centre, specifying the location of the office and bound of area proposed to be served. Before permitting formation of a new Centre the Council will consult existing Centre concerned.
- b) The Council shall consider the proposal and if found satisfactory, sanction for the formation of the Local Centre and nominate one of the eligible Corporate Member of the Local Centre as its Chairman for rest of the term. The members of the preliminary Committee shall form the nucleus of the Local Centre for such Centre. In this formation stage, the correspondence, as may be necessary shall be conducted by the Headquarters Office with the Convener of Local Centre. On assumption of office or as he may consider necessary Chairman of the Local Centre may assign definite duties to any or more members of the Local Council for the due discharge of the activities of Local Centre and of the Institution.

28. Formation of the Sub-Centre

- a) Corporate Members residing in an area and desirous of forming a Sub-Centre under Article 61 of the Constitution shall first form a preliminary Committee of not less than 3(three) Corporate Members of whom one should be elected Convener. This Committee under the signature of the Convener and supported altogether by 10(ten)Corporate Members, as signified by the original signature of each member, on the application, apply for the sanction of the Local Centre for the formation of Sub-Centre specifying the location of the office and boundary of area proposed to be served. Before permitting formation of a new Sub-Centre the approval of the Council will be taken by the Local Centre. The Sub-Centre for all practical purposes shall remain attached with the concerned Local Centre.
- b) The Council shall consider the proposal and if found satisfactory sanction the formation of the Sub-Centre. On recommendation of the concerned Local Centre the

Council shall nominate a Corporate Member of that Sub-Centre as its Convener for the rest of the calendar year and accord recognition to the preliminary Committee as the Sub-Centre Committee. In this Formation stage, the correspondence, as may be necessary shall be conducted by the Local Centre with the Convener of Sub –Centre.

29. Election of Local Council

The election of Chairman, Vice Chairman, and Local Council Members of the Local Centre shall be conducted as per Constitution and the Bye-Laws.

30. Taking over, Vacation, Re-election and Casual Vacancy of Local Council.

- a) Taking over, vacation and re-election, provision of Bye-Laws shall apply mutatis mutandis in case of Local Council as well.
- b) Casual Vacancy of a Local Centre.

Any vacancy in the office of a Chairman or Vice-Chairman of a Local Centre shall be filled up by co-opting from amongst the members of the Local Council. Any other vacancy in the Local Council shall be filled up by the rest of the Local Council Members sitting with its Chairman by majority votes and where the votes are equal; the Chairman shall exercise a casting vote.

31. Meeting of the Local Council.

- a) Meeting shall be conducted in accordance with the procedure laid down in Article 44 of the Constitution.
- b) Members not attending 3 consecutive meetings shall cease to be members of the Local Council for that term. In case of Central Council Members they shall also cease to be the members of the Central Council in addition to the Local Council. Moreover this will not be applicable in case regrets in writing are received prior to the holding of the Meeting.

CHAPTER VI

EXAMINATION

32. EXAMINATION COMMITTEE

- a) The Institution shall conduct the following examinations under the direct control of the Examination Committee defined hereafter and as per Rules and Syllabus for the different examinations as per in force:
- (i) “Section A “First set of Examinations for Memberships of the Institution consisting of four sub-Sections viz A-1, A-II, A-III, A-IV.
 - (ii) “Section B” final set of Examinations for enrolment as a Member of the Institution consisting of five Sub Sections viz B-1, B-II, B-III, B-IV and Sub Section B-V will consist of preparations of a “Project & Thesis” report duly approved by the Examination Committee on the recommendation of the Controller of the Examination.
 - (iii) All the students /candidates after their registration, shall have to pass Section “A” and Section “B” of the M.I.E (Pak), Examinations including Project Report/Thesis sub Section –wise. The minimum period for passing Section “A” and Section “B” of the M.I.E (Pak) Examination shall in no case be less than 4½ years.

For the overall conduct of the examination, the Council shall appoint a Controller of Examination, called here-in-after “Controller”. The Controller shall be responsible for the examinations. He shall be a fellow of the Institution and should have been or is a member of the Council. Preferably the Controller shall have the experience of University/College examination. The Council shall form an Examination Committee consisting of one member from each Centre. The President or a Vice-President shall be the Chairman of the Committee and the Controller of Examination shall be the Secretary of the Committee.

The Controller shall carry on the routine work of conducting examinations; convene the meetings of the Examination Committee. He shall publish all notifications relating to examinations, obtain the Question Papers from the respective examiners and furnish all Examination materials including Questions Papers to all Examination Centres. After receiving the Answer –Scripts from various Centres he shall arrange the tabulation of the results and place the results before the Examination Committee for approval.

The Examination Committee shall appoint Examiners and take proper disciplinary action against the Examiners and Examinee violating the Examination Rules, review the Rules and syllabus relating to the Examination from time to time .The Examination Committee shall formulate the Rules for exemption in Section A and B Examinations subject to approval of the Council.

The Examination Committee shall have the authority to suggest to the Council a substitute for a Member of the Examination Committee who has not attended at least three consecutive meetings of the Examination Committee.

b) Examination and other Fee.

- i. Different fee to be charged from the examinees are payable by the examinees according to the schedule as laid down by the Council from time to time on the recommendation of Examination Committee.
 - ii. Examination fees paid for examination is either refundable or adjustable for any subsequent examination.
- c) Remuneration for examination is payable as per schedule lay down by the Council from time to time on the recommendation of the Examination Committee.

d) Examination Centres.

As directed by the Council the Secretary General shall arrange holding of the examinations of the Institution at the different Centres where Local Centre functions. Each examinee will appear for examination at the examination Centre for Local Centre within the jurisdiction of which examinee is attached. In exceptional circumstances, however, the Secretary General may allow the examinee to appear at any other Examination Centre with the concurrence of the controller. The Council may approve holding of examinations at Sub –Centres or at any other place if necessary.

CHAPTER VII

33. Publication and Library

- a) The Publications and Libraries of the Institution will be supervised by the Publication and Library Committee which will be formed by the Council with a very senior Fellow or Member of the Council as its Chairman and at-least one corporate member from each Local Centre. The Secretary General shall be the Secretary of the Publication and Library Committee.
- b) The Pakistan Engineer
 - i. The Pakistan Engineer is the Journal of the Institution and is to be published preferably every month by the Publication and Library Committee on behalf of the Institution.
 - ii. The Council shall nominate a Chief Editor who will nominate as Honorary Editor. Members of the Editorial Board and appoint other staff to assist him in his work.
 - iii. Every member, by virtue of his membership is entitled to receive a copy of the Journal by subscribing to it on concessional rates to be fixed by the Committee/Council from time to time. The Journal may also be supplied to non-members if they subscribe for it at a price to be fixed from time to time. On –payment of the current subscription will deprive the members from receiving it.

34. Libraries

- i. Libraries shall be established at the Headquarters Office and in the Local Centres, for which Central Council and Local Councils will prescribe rules and regulations, including membership fee etc. so as to ensure proper utilization of these Libraries.
- ii. In order to equip the libraries preference will be given to text books for the students, utilization and reference books for the engineers, technical journals of repute, and other periodicals and literature. All the libraries shall be non-lending, allowing only study of the books within the Library premises. Conducive environment will be maintained in the Libraries to facilitate study and research work.

CHAPTER VIII

35. FINANCE & ACCOUNTS

a) Accounting Manual

The Secretary General shall ensure that the Finances and the Accounts of the Institution are maintained strictly in accordance with the provisions of the Accounting Manual approved by the Central Council. In this assignment he will be assisted by Director General (Administration) at the Headquarters Level and by the Secretaries of the Local Centres at the Local Centres Level. The Chairman of the Local Centres shall ensure proper financial discipline and compliance of the Accounting Manual.

For the supervision of the arrangement and management of the finances of the Institutions, the Central Council will form an Administration & Finance Committee which will consist of the President as its Chairman, Secretary General as its member & Secretary with at least one Council Member from each Local Centre. The Committee will devise ways & means to improve the financial position of the Institution and suggest to the Council steps to be taken in this respect.

b).Banks

- i. All funds of the Institution must be deposited with a scheduled bank and all withdrawals from the Institutions funds shall be affected by order of the Council by means of cheques signed by the Secretary General and in countersigned by President or any other Council member resident in Lahore and nominated by the Council. The Council may direct payments to be made into an account standing in the name of the Secretary General for the purpose of paying expenses in accordance with instruction to be given by it.
- ii. Following other Separate accounts shall be opened in a Scheduled Bank by Headquarters Office.
 - i).Headquarters General Account
 - Ii) Headquarters Building Account
 - Iii) Examination Account
 - iv) Any other account as per decision of the Central Account.

No Account shall be opened by the Local Centres without prior permission from Headquarters Office.

c).Auditors

A firm of Auditors shall be appointed by a resolution at each Triennial General Meeting for the ensuing for auditing the accounts of the Institution. The auditors shall have access at all times to the accounts of the Institution and they shall verify and sign the annual statement of accounts before it is submitted by the Secretary General to the Triennial, Biennial and Annual General Meeting. The Council shall draw up a yearly report on the state of affairs of the Institutions finances which shall be presented before the Triennial, Biennial and Annual General Meeting.

d).Receipts and Expenditures of Cash.

The Secretary General shall arrange to receipt books for use by the Headquarters and Local Centres which will be issued to them .Proper record of the receipt and issuance of these books will be kept .No local centre is authorized to print its own receipt books for any purpose for receipt of cash. To avoid complications, the record books will be supplied to the Local Centres against payment.

e).Maintenance of Cash Book

The Secretary General shall maintain a Cash Book for the record of his receipt and expenses and the follow procedure as approved by the Council in the Accounting Manual.

f).Maintenance of Account by the Headquarters Office and Local Centres.

- i. Besides the Cash Books, Ledger Accounts shall be maintained for each individual member. The Ledger Accounts shall clearly exhibit the accounts position of each member.viz the amount assessed, the amount realized and the balance due at any time.
- ii. Local Centres are authorized to collect any dues for registration of the Members. They shall deposit all the money in the scheduled Bank in prescribed manner. The Accounts of the money thus received by each Local Centre shall be submitted by the Secretary of the Local Centre to the Secretary General.
- iii. .All contributions and donations realized by any Local Centre in connection with the Annual Convention or for any other special occasions must be accounted for and statement of such receipts and expenses must be submitted to the Council.
- iv. Expenditure on account of any undertaking beyond the budget limit of the Local Centre not initiated by the Headquarters must be covered by the previous sanction of the Council. The Local Centre must submit their budget estimates for the next year by 30th November.
- v. The Secretaries of all the Local Centres shall cause regular notice to be issued to each member defaulting in the payment of subscription and other dues with a view to effecting speedy recovery.

CHAPTER IX

36. Enrolment

- a) The Council shall prescribe proper application forms for registration of different categories of new member. Each application on the prescribed form duly supported with

attested copies of testimonials will be scrutinized by the Local Centre especially the genuineness of testimonials and forward the same to the Headquarters Office duly recommended by the Chairman. The Chairman may get the recommendations from respective Local Centre's Enrolment Committee before sending the application to the Headquarters Office. The Local Centre shall, however, ensure that the applicant fulfills the requirements as prescribed in the Constitution and Bye-Laws for different categories of membership.

- b) The Enrolment Committee shall recommend the application for membership and Associate membership after due scrutiny as per Bye-Laws and Constitution and affix signature thereto.
- c) When the bona fide of the qualifications and experience of the applicant cannot be determined clearly, the Enrolment Committee may seek guidance from the Equivalence Committee.

37 Membership

- a) The Council shall form a Membership Committee consisting of one Council Member from each Centre. The Chairman of the Membership Committee shall be Fellow Council Member and Secretary General as its Member Secretary.
- b) On receipt of applications from the Local Centres the Secretary General shall check the qualification and experience of the applicant, and prepare a statement in a tabulated form and obtain the approval from the President for all types of membership except Fellowship. For the election of members as Fellow the Secretary General shall circulate a statement showing name, qualifications, experience, and bio data of the applicant to the Central Council for approval.
- c) Functions of the Membership Committee shall be as under:
 - i. To review the progress of membership of the Institution and present the statics to the Council.
 - ii. To inspect periodically the membership records at Headquarters Office .With the help of Secretary General the Committee is to ensure that the records are maintained as per Constitution and Bye-Laws.
 - iii. To compile the updated data for Membership Directory to be published by the Institution.
 - iv. To take measures to enhance the Membership.

CHAPTER X

38 (a) Public Relationing

The Council shall form a Public Relations Committee consisting of at least one Council member from each Centre. The Chairman of the Public Relations Committee shall be a Fellow Council Member.

b) The Functions of Public Relations Committee shall be as under.

- i. To highlight achievements of the Institution especially the decisions of the Council, which it desires shall be made known to public through personal contacts and information media.
- ii. To publicize the aims, objective and activities of the Institution.
- iii. To keep liaison with the other professional bodies in the country.
- iv. To bring to the notice of the Council the important matters which concern the profession and the Institution?
- v. To ensure publication of news-media about meetings and technical lectures.

CHAPTER X1

39. a) Co-ordination.

The co-ordination of the affairs of the Institution particularly technical functions are very important for which the services of past Senior Office-Bearers of the Institution are very beneficial and useful. The Council shall, therefore, form a Co-ordination Committee comprising past –Presidents, Vice-Presidents and existing Chairman of all the Local Centres with the President as its Chairman. The Committee will coordinate activities of the various Local Centres and advise the Council on various policy matters concerning the profession and affairs of the Institution. The Committee can further be extended by appointing additional Senior Engineers as Advisors to give expert advice on honorary basis.

b).Bifurcation of Coordination Committee.

The Council has bifurcated the Coordination Committee into Northern Group and Southern Group so that the Past-President, Vice Presidents and existing Chairman and Vice Chairman relating to Hyderabad, Karachi and Quetta Local Centres may form Southern Group and that of Lahore, Faisalabad, Islamabad, Terbela and Peshawar may form the Northern Group to facilitate the holding of its meetings.

40. The functions of the Committee shall be as under.

- i. Every Vice-President with the help and cooperation of Vice Chairman of the respective discipline will arrange for one technical lecture, seminar or visit to some technical enterprises each month. This progress will be placed before the Central Council indicating the interest taken by the Vice President and Vice- Chairman. The Committee will see that the targets, if any, fixed by the Council are compiled with by the Local Centres in consultation with the Vice-President of respective Division.
- ii. To advise the Council on various policy matters concerning the profession and Institution.

CHAPTER XII

41. Buildings

All the buildings whether at Headquarters level or at Local Centres level, are the property of the Institution. All the property papers, lease agreements etc., regarding land shall be signed by the President/Secretary General with seal of the Institution. If so required photocopies of all the original property papers shall be kept at the Headquarters. The construction, renting, maintenance of the buildings shall be responsibility of the Headquarters for the Headquarters building and Local Centres for Local Centres buildings. However all agreements will clearly mention the IEP with Headquarters Buildings address as the owner of the building with the President/Secretary General or Chairman/Secretary as the signatory as the case may be. The Local Centres shall keep the Headquarters and Central Council informed of all the developments regarding Local Centre Buildings and shall take major decision with the approval of the Central Council. Copies of all agreements with tenants/contracts will be sent to the Headquarters for their information and record.

- i. In order to regulate the management of all the estates of the Institution and to review the progress of the building activities, a Building Committee shall be formed by the Council comprising one member from each Centre with President/Vice President as its Chairman.
- ii. The President, Secretary General and Members of the Headquarters Building Committee from Lahore will be responsible for the construction, supervision and maintenance of Headquarters' Building and Secretary General is authorized to nominate an Honorary Project Director and appoint any staff to assist him in his assignment for the purpose either on permanent or work –charge basis according to requirements with the prior approval of the President.
- iii. The function of the Building Committee shall be to formulate and regulate the management of all the estate of the Institution with the approval of the Council. It shall review the progress of the Building activities at each centre and Headquarters
- iv. On supervision and maintenance of the Headquarters Buildings a Committee shall be informed to be called Headquarters Building Committee. This Committee shall consist of Council Members resident at Lahore. Any Vice President or a Fellow Council Member residing at Lahore shall be the Chairman of this Committee.

CHAPTER XIII

42. Special Assignments

The Council may form Specialist Committees as it deems necessary for specialized studies and assignments. The composition of such committees shall be decided from time to time by the Council.

CHAPTER XIV

43. International Affairs

Transfer of appropriate technology is the need of hour for which the Institution endeavors to foster coordination with similar Institutions in other countries and to get membership of appropriate International, Regional or other organizations for mutual benefit in furthering the objects of Institutions. A Committee shall be formed comprising one or more members from each Local Centre with President as a Senior Fellow as its Chairman. The Chairman shall hold the Committee meetings from time to time and prepare the recommendations for approval by the Central Council/President.

- a) The duties of the Chairman of the International Affairs Committee shall be as under.
 - i. He shall function through the H.Q Office .In case he is stationed at a place other than Lahore ,even then he will get initiated all correspondence /communication etc. .from the address of the IEP HQ Lahore only.
 - ii. He will initiate action to secure memberships of various new Regional and other International Engineering Organizations and collaborations with new sister Engineering Organizations.
 - iii. He shall maintain lists of Institutions/Engineering Organizations of various Countries with IEP has entered into agreements of Mutual Cooperation and will maintain copies of such agreements. He will ensure that all obligations under the above agreements are fulfilled.
- b) The Institution will send delegations to participate in the meetings of General Assemblies, Executive Committees ,Conference /Seminars/Congresses/Conventions organized by the different Institutions or Engineering Organizations .During such visits, efforts shall be made by the delegation to negotiate agreements of mutual cooperation with the Host Country in case no such agreement exists .On return the report of delegates will be studied by the Chairman of the Committee who will seek approval of the Central Council/President.
- c) The following procedure shall be observed with regard to approval for sending delegations abroad.
 - i. All invitations received by the H.Q shall be sent to each Centre asking them to send names of deserving /interested members including those whose papers have

- been accepted for presentation in the Conferences/Congresses/Seminars etc. Papers for acceptance for presentation shall always be routed through IEP HQ.
- ii. The President and Secretary General will finalize the formation of delegations selecting most deserving members keeping in view the importance of the event.
 - iii. The IEP HQ shall intimate the names of such delegations to the Host Countries and the H.Q Office will assist them in getting visas after receiving their individual and thereafter members will make their own arrangements of travel etc., under intimation to the Headquarters Office. All expenses on Visa etc. shall be borne by the delegates themselves.
 - iv. Each member of the delegation on his return from the visit will make short report regarding the visit/event along with his comments. if any. The Chairman shall ensure that these reports are definitely received and preferably published in the “The Pakistan Engineer”/News Letters” of Local Centers.
 - v. No member until he is so authorized by being accredited/nominated member of the Institution by IEP HQ will accept any office in any foreign organization .In case a member is already holding any such office; he will relinquish the same if the Central Council/President so directs. Similarly if an engineer ceases to be a member of the Institution because of his termination, removal, expulsion. Resignation etc, he will automatically cease to hold that office and the concerned foreign Organization will be informed of this action by the IEP HQ.
 - vi. The Institution shall try its utmost to ensure that different members of the Institution who are elected in any international /regional or any other organization or those members whose papers are accepted shall attend the International events but under no circumstances they will proceed abroad unless proper approval/nomination/accreditation has been invariably obtained from the Headquarters Office. In case any Local Centre is in a position to give financial assistance to a member even then approval from the Headquarters Office will be a prerequisite. Under no circumstances a Local Centre is authorized to send any delegation directly.

CHAPTER XV

44. Equivalence of Engineering Qualifications

The Council shall form Equivalence Committee consisting of University teachers from various disciplines which shall be headed by a Fellow Council Member. The Committee may co-opt more members when deemed necessary.

The primary function of the Committee will be to ascertain the equivalence of a qualification which is not so far accepted by the Institution for enrolment as a Member. The Committee shall update the Schedule of Engineering qualification as and when deemed necessary.

CHAPTER XVI

45. Local Centre Committees

In order to carry out the detailed work the Local Councils shall form the following committees. The function of these Committees will be to make studies and prepare recommendations for considerations by the Local Council. They shall also assist the Chairman and Secretaries in the performance of their duties towards achieving the aims and object of the Institution. Unless otherwise stated elsewhere in these Bye-Laws, these Committees shall be headed by a Fellow Member of the Local Council. The Secretary of the Local Centre shall be the Secretary of these Committees. The meetings of these Committees shall be called by the Secretary in consultation with the Chairman of the Committees. No members of the Committees will engage in any correspondence. The recommendations of these Committees, if approved by the Local Council shall be so recorded in the minutes of the Council and only then shall be acted upon. This is subject to the provision that this shall not over-ride the powers of the President/Secretaries/Chairman as provided for in the Constitution and else-where in the Bye-Laws:

- d).Administrative & Finance Committee.
- e) Examination Committee.
- f).Building Committee.
- g).Membership Committee.
- h) Student & Associate Membership Committee.
- i) Publication & Library Committee
- j) Public Relation Committee
- k).Welfare Committee
- l) or any other Committee as approved by the Council.

Note: The reports of these Committees will be recommendatory in nature unless otherwise stated elsewhere in these Bye-Laws.

46. Administrative & Finance Committee.

- i. Committee will consist of the Chairman of the Local Centre as its Chairman, all the Vice Chairman and Chairman of the various Committees listed above to be its members and the Secretary of the Local Centre will be its Member-Secretary.
- ii. Arrangement and management of the Local Centre funds made available by the Headquarters and such other funds collected by the Local Centre.
- iii. Maintenance and checking of periodical accounts and ensuring that the expenditure is kept to the predetermined level as per approved budget estimates.
- iv. To prepare the Annual Budget Estimates for presentation to the Local Council. After approval by the Local Council the Budget Estimates are to be sent to the Headquarters. And also to prepare for approval of Local Council reallocation of

funds from one head to another ensuring that overall expenditure does not exceed the approved total budget estimates.

v. **Maintenance of Accounts.**

All the accounts shall be maintained by the Local Centres strictly in accordance with the provisions of the Accounting Manual subject to any improvements, amendments, additions, alterations approved by the Central Council from time to time. This shall be ensured by the Secretary of the Centre.

No new or separate account shall be opened by the Local Centres until prior approval from the Headquarters Office/Central council shall be obtained.

The following accounts are to be maintained by the Local Office Centres

- a** Funds received from H.Q for Local Centres expenditure if needed
- b** Building funds
- c** Publication/Library funds
- d** Local Centres activities funds

vi) To ensure that all the funds at Local Centres are deposited in a Scheduled Bank. All withdrawals shall be affected by means of cheques signed by two of the following:

- a** Chairman(compulsory signatory)
- b** Secretary
- c** Any Local Council Member authorized by the Local Council

vii) Scrutiny of monthly expenditure statement ensuring that expenditures are normal and there is no abnormal variation in expenditures. If there is any abnormal change then matter is brought before the Local Council.

viii) To present statements of the accounts of the Local centres in the Local Council Meeting

ix) Any other item which may be decided through a resolution by Local Council to be carried out by this Committee.

Examination Committee

- i.** To conduct the examination as per rules and guidance of Chairman of the Local Centre.
- ii.** To attend to all the formalities regarding place of examination invigilators and collection/dispatch of Examination Papers as per direction of the Council.
- iii.** Attend to any other matter arising out of the conducting of the Examination.
- iv.** Examination complaint if received from any quarters in connection with the examination and then forwarding the same to controller.

48 Building Committee

The functions of this Committee shall be in accordance with Clause 40(i) of the Bye-Laws.

49 Membership Committee

To help the Secretary and office to maintain update list of members attached to Local Centre and to ensure that defaulters are reminded of their dues.

50 Students and Associate Member Committee

To hold regular meeting of the students/Associate Members.

51 Publication & Library Committee

52 Public relations Committee

53 Welfare Committee

The functions allocated to these Committees at Headquarters shall apply mutates mutandis to the Committees at the Local Centres.

54. Regional Editor

The Chairman of Publication and Library Committee shall be the Regional Editor. His duty will be

- (i) To collect articles and arrange to send the same to HQ Lahore for publication in the “The Pakistan Engineer”
- (ii) To ensure that important news items are also published in the “The Pakistan Engineer” relating to the Centre
- (iii) To arrange advertisements from different organizations, for “The Pakistan Engineer”, After collecting the advertising material he will send it to the Headquarters Office Lahore.

55. Secretary

- (i) The Secretary is responsible for running the Local Centre Office in an efficient manner and as such he is directly in charge of the routine duties thereof .He is however empowered to entrust the Admin officer or the Office superintendent or any other official with any part of his normal duties if it is necessary.
- (ii) He shall be preparing the Annual Report of the Centre in consultation with the different Committees on activities of the Institution. The report will be printed and circulated among Corporate Members.
- (iii) He shall circulate among member notices and other information.
- (iv) He shall grant leave to the staff, maintain their service record and disburse salary and allowances, and recommend increments for approval of the Chairman.

- (v) To exercise financial powers are delegated and defined in the Accounting Manual approved by the Central Council subject to any amendments etc. made from time to time.
- (vi) He shall have the right of initiating and taking all such measures which are deemed to be necessary in urgency to maintain administration or in furtherance of the Institution or conducive to the interests of the Local Council.
- (vii) He shall keep the Local Council informed of the position of realization of the subscription and other dues at each Local Council Meeting and generally the financial position must be brought to the notice of the Local Council in all its meeting

CHAPTER XVII

MISCELLANEOUS

56. Notice of making revocation, alteration or amendment of any of the Bye-Laws shall be published in the appropriate publication of the Institution as soon as reasonably practicable. Notice so published shall be deemed to be duly served on the Fellows, Members, Associate Members, Associates, Students, Affiliates, Subscribers and Honorary Fellows and such service shall be deemed to be effective unless a later date is specifically stated in the notice, on the date of issue of the publication in which the notice appears.

57. Inspection of Records.

The minutes of all General Meetings of the Institution shall be open to all Fellows and Members, at all reasonable times on giving previous notice to the Secretary General in writing. The Minutes of any meeting of the Council shall be open to the inspection of any member of Council at all reasonable times. The account of the Institution shall be open to any member of the Finance Committee of the Council and on giving previous notice in writing to the Secretary General by any Fellow and Member.

58. Premises Hiring Rules.

The premises / Auditorium of the Institution may be hired on terms and conditions as laid down by the Council. The Institution will have sole right to accept or reject any request for hiring without giving any reason.

59. Access to Property.

All Books, Drawings, Communications etc. the property of the Institution not being on loan with the consent of the Council shall be accessible to Fellows Members, Associate Members, Students, Affiliates and Subscribers at all reasonable times. None of the property of the Institution shall be taken out of the premises of the Institution without the consent of the Council.

60. Interpretation

The Council shall as and where no provision is found in the Constitution or Bye-Laws, for its guidance in the matters of administration of affairs of the Institution, normally look to the provisions in the Societies Act XXI of 1860 and in the regulations of other Societies or Associations for promoting Education, Art, Science, Charity or any other useful project, and shall not frame any Bye-Laws or regulations purporting to give any person a right to participate in any form which shall solely be applied towards promotion of the objects of the Institution.

61. Arbitration

For the purpose of settling any dispute by arbitration under Article 52 (fifty-two) of the Constitution the parties to a dispute shall until regulations in this behalf are framed by the Council,

will be governed by the provision of the Arbitration Act subject to the provisions that the Board of Arbitration shall consist of one representative from each Party and an umpire who shall be the President or his nominee.

62. Dissolution

If upon winding up or dissolution of the Institution, at any time, there remain after satisfaction of all debts and liabilities, any property whatsoever the same shall not be given or transferred to some other institution or institutions having objects similar to the objects of the Institution of Engineers, Pakistan to be determined by the Members of the Institution at or before the time of dissolution and in default thereof such judge of High Court in Lahore or any Court of Law in Pakistan as may have or acquired jurisdiction over the matter.

63. Protection.

For anything done or suggested by the office bearer of the Institution or other member specifically authorized in that behalf by it, bona-fide and in the interests of the Institution or in pursuance of any provision of its Constitution and the Bye-Laws or as per any decision of its Central/Local Council the Institution shall at its own costs and consequences afford full legal cover for any such office-bearer or members the case may be and vice versa.

64. Authentication

Any document, notice, correspondence etc. shall be considered authentic if the same is signed by the President or Secretary General at the H.Q Level and the same will apply mutatis mutandis to Chairman and Secretary at Local Centre. However President, Secretary General, Chairman and Secretary can authorize any other Office Bearers for Officers specifically or generally to do so if they so desire.

65. The Secretary General will file and defend all cases on behalf of the Institution except in cases of litigation with tenants, contractors, consultants etc, regarding building and building construction where Chairman of Centre can do so on behalf of Secretary General. He will in such cases also take advice from Headquarters and keep them informed. However, the expenses shall be borne by the H.Q or the Local Centre to which the case relates and accordingly the case will be pursued by the H.Q or Local Centre as the case may be.

66. All spellings mistakes, omissions of comma, full stops, semi colons, clarifications of gender and or number, where necessary will stand corrected.

APPENDIX

APPENDIX -1

THE INSTITUTE OF ENGINEERS, PAKISTAN

HQ OFFICE/ _____ LOCAL CENTRE.

No _____

Date _____

All Corporate Members

Subject: INVITATION FOR NOMINATIONS FOR THE OFFICE OF

Dear Sir,

Please find herewith proformas for the nominations for the election for 3 years term _____ for the _____ office of _____

You are requested to please study the relevant provisions of the Constitution and Bye-Laws and instructions briefly given on the reverse of Nominations Proformas for strict compliance so as to avoid rejection of the nominations. The Nominations Papers should be filled in neatly, carefully and should be legible. Copies of the Constitution and Bye-Laws and authenticated list of Corporate Members can be obtained from IEP HQ and Local Centres against prescribed fee/price fixed by the Headquarters/Local Centres.

It may kindly be ensured that your nominations proposals are sent by mail so as to reach Institution of Engineers, Pakistan _____ on or before 5th October _____ by 1600 Hours at the latest. Hand deliveries of the proposals will also be received in this office during working days from 0900 Hrs. to 1600Hrs on 5th October _____.

With regards

Your faithfully

SECRETARY GENERAL OR SECRETARY
OF THE LOCAL CENTRE AS THE CASE MAY BE

APPENDIX II

THE INSTITUTION OF ENGINEERS, PAKISTAN,

HEADQUARTERS OFFICE, 5TH FLOOR, IEP HQ'S BUILDING ENGINEERING CENTRE,
GULBERG-III, AND LAHORE

NOMINATION FOR THE INSTITUTION OF ENGINEERS PAKISTAN (ELECTION TO CONDUCTED BY THE
HEADQUARTERS ELECTION COMMITTEE) FOR THE OFFICE OF PRESIDENT AND VICE PRESIDENT FOR THE 3
YEAR TERM 200-200

1. Engr _____

Membership No. M/F _____ Division _____

R/o _____

Propose the following candidates for the forthcoming election. I have not proposed or seconded
any other candidate for the Office except him/them.

Office	Name	F/M No	Address for correspondence with Ph.no/Fax No./Email if any
1. President			
2. Vice President			

Division			

2. I have obtained the consent of the candidates concerned

Date _____

Signatures of the Proposer

3. I Engr _____

Membership No. M/F _____ Division _____

R/O _____

Second the above nomination .I have not proposed or seconded any other person except him/them for the above office/offices.

Date _____.

Signature of the Seconder.

Note-Please read important instructions over leaf.

FOR OFFICE USE

The HQ election Committee certifies that the nomination Papers have been scrutinized as per conditions laid down in the constructions and Bye-Laws.

The Nomination Papers have been checked and candidate(s) is/are to be advised as follows:

(a)Your nomination has been accepted

(b)Your nomination has not been accepted on account of the following reasons

i) _____

ii) _____

Date _____

Secretary HQ Election Committee

IMPORTANT INSTRUCTIONS

1. Election will be held division-wise except for President. Please nominate and second the proposal of your own division only except the President. Any proposal or seconding more than one President and one Vice President of the one's own division shall render the nomination invalid.
2. The President should be a Fellow of the Institution of at least 10 years standing shall have been a member of the Council of the Institution for at least two biennial/triennial terms or four annuals terms and shall have never been President IEP in the Part.
3. The Vice president shall be a Fellow of the Institution of at least 5 years standing shall have been a member of the Council for at least one term and may again be elected to the office of Vice President, provided that he shall hold the office for a total of two nonconsecutive terms in life time. Please ensure that he shall never been Vice president for more than two terms in the past
4. Please attach photo copy of the Bank Draft/Pay Order/Cash Receipt paid by the candidates to the Headquarters Office, Lahore as Election Fee which will be refunded to him in case of withdrawal/rejection on request. The prescribed fee for contesting election for the office of President is Rs 2000/- and for Vice president Rs 1000/- which will be only once for each against each seat. In case of more than once nomination of the same candidates for the same seat photo copies of the original receipt of Bank Draft/Pay Order/Cash Receipt, as the case may be, should invariably be attached with each subsequent nomination.
5. Candidates cannot propose/second their own names and shall be disqualified also if they propose/second any other candidate for the same office.
6. Brief Bio-data of the candidates with 100 words for the office of President and 50 words for Vice Presidents may be attached with nomination proposals.
7. For validity or invalidity to contest election for the office of President and Vice president Headquarters Election Committee will be the final authority
8. There will be one President and four number following Vice Presidents for each division for the election purposes:
 - i) Vice President (Civil, Structural and Agricultural Engg) 1 post
 - ii) Vice President (Elect Electronics, Telecom and Aero Engg) 1 post
 - iii) Vice President (Mech. Industrial and Textile Engg) 1 post
 - IV) Vice President (Chem. Met. Mining. Nuclear, Petro Gas Marine Engg) 1 post

APPENDIX-III

THE INSTITUTION OF ENGINEERS, PAKISTAN HEADQUARTERS OFFICE, 5TH FLOOR, IEP HQ'S BUILDING ENGINEERING CENTRE, GULBERG -III, LAHORE

Name of Centre _____ Division _____

NOMINATIONS FOR THE INSTITUTION OF ENGINEERS PAKISTAN (ELECTION TO CONDUCT BY THE HEADQUARTERS ELECTION COMMITTEE FOR THE POSTS OF CENTRAL COUNCIL MEMBERS _____ DIVISION FOR THE 3 YEAR TERM 2004-200.

There are overall _____ number of seats for Central Council Members out of which at least _____ number of seats are for the Fellows. Please propose accordingly.

1. I Engr _____

Membership No.M/F _____ Division _____

R/o _____

Propose the following for the post of Central Council Members.

SLI no	Name	F/M No	Address for correspondence with Ph.no/Fax No./Email if any
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

2. I have obtained the consent of the candidates concerned.

Date: _____ Signatures of the Proposer _____

3. I Engr _____

Membership Norma/F _____

Division _____

R/o _____

Second the above nomination(s).I have not proposed or seconded any other person except him/them for the above office/offices.

Date _____

Signatures of the Seconder

Note:-Please read the list of seats and important instructions before fulfilling the nomination paper attached herewith.

FOR OFFICE USE

The H.Q Nomination Committee certifies that the Nomination Papers have been scrutinized as per condition laid down in the Constitution and Bye-Laws

The Nomination Papers have been checked and candidate(s) is /are to be advised as follows:

(a)Your nomination have been accepted

(b)Your nomination has not been accepted on account of the following

(i) _____

(ii) _____

Date _____

Secretary HQ Election Committee

Important Instructions

1. Candidates contesting election for seats of Central Council Members as well as proposers/seconders for them shall be Corporate Members registered with their respective Local Centres and divisions. No Member having served on the Council for seven terms in all shall be eligible for elections as a Central Council member and no member of the Council having served on the Council for consecutive two terms shall be eligible for re-election thereon until after an interval of at least one term.
2. Candidates, proposers and seconders must belong to the same respective group of division and Centre.
3. All nominations shall stand rejected/invalid if the same are more than the seats given above.
4. Attach photo copies of receipts of Bank Draft/Pay Order/Cash Receipt of their Headquarters Office Lahore paid by the candidate as election fee which will be refunded to him in case of withdrawal/rejection on request. The prescribed fee for contesting election for the office of Central Council Member is Rs200/- which will be only once for each candidate against each seat. In case of more than one nomination of the same candidate for the same seat, photo copies of the original receipt of Bank Draft/Cash Receipt, as the case may be, should invariably be attached with each subsequent nomination.
5. Candidates cannot propose/second their own names and shall be disqualified also if they propose/second other candidates for more than the seats mentioned above including his own name if so nominated.
6. Use separate page in case the space for particulars of candidates is insufficient.
7. For validity or invalidity to contest election for the office of Central Council Member, the Headquarters Election Committee will be the final authority.

APPENDIX –IV.

THE INSTITUTE OF ENGINEERS, PAKISTAN

_____ .LOCAL CENTRE.

NOMINATION FOR THE INSTITUTION OF ENGINEERS PAKISTAN (ELECTIONS TO CONDUCT BY THE LOCAL CENTRE ELECTION COMMITTEE FOR THE OFFICES OF CHAIRMAN AND VICE CHAIRMAN FOR THE 3 YEAR TERM 200-200

1.I Engr _____

Membership No M/F _____ Division _____

R/o _____

Propose the following candidates for the forthcoming election.I have not proposed or seconded any other candidate for the Office except him/them.

Office	Name	F/M No	Address for correspondence with Ph. No /Fax No /E-mail if any.
1.Chairman			
2.Vice Chairman			

Division			

2. I have obtained the consent of the candidate (s) concerned.

Date _____.

Signature of the Proposer.

3.I Engr _____

Membership No M/F _____ Division _____

R/o _____

Second the above nomination .I have not proposed or seconded any other person except him/them for the above office/office.

Date _____.

Signature of the Seconder.

Note: Please read important instruction over leaf.

FOR OFFICE USE.

The Election Committee certifies that the Nomination Papers have been scrutinized as per conditions laid down in the Constitution & Bye-Laws.

The Nomination Papers have been checked and candidate(s) is /are to be advised as follows:

- a).Your Nomination has been accepted.
- b).Your nomination has not been accepted on account of the following reasons.
 - i) _____
 - ii) _____

Date _____ Secretary _____ Local Centre Election Committee.

IMPORTANT INSTRUCTIONS

- i. The Chairman shall be a Fellow of the Institution of at least five years standing. He shall be elected by the Corporate Members of his own Local Centre. He should have served for one biennial term or one triennial term or two annual terms as a Member of the Council from that Centre. He shall serve only for one term in life and shall have never Chairman in the past of any Local Centre.
- ii. The Candidate for the Office of Vice Chairman of a Local Centre shall be a Corporate Member of the Institution, registered with the same Local Centre and Division. He shall be elected by the corporate Members registered with the same Local Centre and Division. Vice Chairman should be a Corporate Member of at least five years standings.
- iii. Election will be held Division –wise except for Chairman. The candidates, proposers and seconders must belong to the same Division except the Chairman. Any proposal or seconding more than one Chairman and one Vice Chairman from one’s own Division shall render the nomination invalid.
- iv. Bio-Data of candidates with 50 words for office of Chairman, and 20 words for Vice Chairman may be attached with nomination proposals.
- v. Candidates cannot propose second their own names and shall be disqualification also if they propose /second any other candidate for the same office.
 - vi. Please attach photocopy of the receipt of Bank Draft/Pay order/Cash Receipt paid by the candidate to the Local Centre as Election Fee which will be refunded in case of withdrawal /rejection on request. The prescribed fee for contesting election for the Office of Chairman is Rs 1000/- and for Vice Chairman is Rs 500/- which will be only once for each candidate against each seat. In case of more than one nomination of the same candidate for the same seat, photo copies of the original receipt of Bank Draft/Pay Order/Cash Receipt, as the case may be, should invariably be attached with each subsequent nomination.
 - vii. For validity or invalidity to contest election for the Office of Chairman and Vice Chairman, Local Centre Election Committee will be the final authority.

APPENDIX –V.

THE INSTITUTION OF ENGINEERS, PAKISTAN

_____ .LOCAL CENTRE.

NOMINATION FOR THE INSTITUTION OF ENGINEERS PAKISTAN (ELECTIONS TO BE CONDUCTED BY THE LOCAL CENTRE ELECTION COMMITTEE FOR THE OFFICES OF CHAIRMAN AND VICE CHAIRMAN FOR THE 3 YEAR TERM 200-200

1. I Engr _____

Membership No M/F _____ Division _____

R/o _____

Propose the following candidates for the forthcoming election.

Office	Name	F/M No	Address for correspondence with Ph. No /Fax No /E-mail if any.
1.			
2.			
3.			
4.			
5.			
6.			

2. I have obtained the consent of the candidate (s) concerned.

Date _____.

Signature of the Proposer.

i. I Engr _____
Membership No M/F _____ Division _____
R/o _____

Second the above nomination .I have not proposed or seconded any other person except him/them for the above office/office.

Date _____.

Signature of the Seconder.

Note: Please read important instruction over leaf.

FOR OFFICE USE.

The Election Committee certifies that the Nomination Papers have been scrutinized as per conditions laid down in the Constitution & Bye-Laws.

The Nomination Papers have been checked and candidate(s) is /are to be advised as follows:

a).Your Nomination has been accepted.

b).Your nomination has not been accepted on account of the following reasons.

i)_____

ii)

Date_____.

Secretary _____Local Centre Election Committee.

IMPORTANT INSTRUCTIONS

- i. Candidates contesting election for Local Council Members as well as proposers and seconders for them shall be Corporate Members registered with their respective Local Centres and own Division.
- ii. Candidates, proposers and seconders must belong to the same Division and Centre.

- iii. All nominations shall stand rejected /invalid if the same are more than the seats given above.
- iv. Attach Bank Draft/Pay order/Cash Receipt paid by the candidate to Local Centre as election fee which will be refunded to him in case of withdrawal /rejection on request .The prescribed fee for contesting election for the office of Local Council Members is Rs 100/- which will be only once for each candidate against each seat. In case of more than one nomination of the same candidate for the same seat, photo copies of the original receipt of Bank Draft/Pay Order/Cash Receipt as the case may be should invariably be attached with each subsequent nomination.
- v. Candidates cannot propose/second their own names but they can propose/second other candidates for other seats of their division.
- vi. Use separate page in case the space for particulars of candidates is insufficient.
- vii. For validity or invalidity to contest election for the office of Local Council Members, Local Centre Election Committee will be the final authority.

OATH

**OATH OF OFFICE OF PRESIDENT /VICE PRESIDENT/SECRETARY
GENERAL/CHAIRMAN OF THE INSTITUTION OF ENGINEERS, PAKISTAN.**

(IN THE NAME OF ALLAH, THE MOST BENEFICIENT, AND THE MOST MERCIFUL.)

I, Engr _____ do solemnly declare and swear that I am a citizen of Islamic Republic of Pakistan and firmly believe in the integrity, solidarity of Pakistan and well-being of its people.

That I will bear true faith and allegiance to Islamic Republic of Pakistan and also to the Institution of Engineers, Pakistan.

That, as President, Vice-President/Secretary General /Chairman of the Institution, I will discharge my duties, and perform my functions, honestly, to the best of my ability and faithfully in accordance with the Constitution and Bye-Laws of the Institution of Engineers, Pakistan and always in the overall interest of the engineering profession and engineering community and also for the integrity, solidarity and prosperity of the Institution.

That I will not allow my personal interest to influence my official conduct or my official decisions.

That I will preserve, protect and abide by the Constitution and Bye-Laws of the Institution of Engineers, Pakistan.

That, in all circumstances I will do right to all the members of the Institution according to the Constitution and Bye-Laws, without any fear or favour, affection or ill-will.

And that I will not directly or indirectly communicate or reveal to any person or any matter which shall be brought under my consideration or shall become known to me as President/Vice – President/Secretary General/Chairman of the Institution, except as may be required for due discharge of my duties as President.

May ALLAH AL –Mighty help me and guide me (A'meen).