

THE INSTITUTION OF ENGINEERS (INDIA) QATAR CHAPTER BYE-LAWS

1.0 PREMABLE

The Council of the Institution of the Engineers of India established an overseas chapter in the State of Qatar in the Arabian Gulf in July 1991 for the benefit of its members residing and practising engineering profession in Qatar. The jurisdiction of the Qatar Chapter shall be the geographical boundaries of the State of Qatar. The Qatar Chapter shall operate under the sponsorship of the Indian Embassy in Qatar and under the patronage of the Ambassador of India.

2.0 INTERPRETATION

Unless the context otherwise requires, or otherwise specified, the expression in these byelaws shall have the same meaning as in the bye laws and the regulations of the Council of the Institution of Engineers (India).

Words importing males shall include females and words implying the singular number shall include the plural number and vice versa and words importing individual persons or person shall include body or bodies corporate. Furthermore,

1. "The Institution" shall mean the Institution of Engineers (India) incorporated by Royal Charter dated 9th September 1935 and having its headquarters at 8 Gokhale Road, Calcutta, India.
2. "The Chapter" shall mean the Qatar Chapter established on July 1991 pursuant to the bye-laws of the Institution.
3. "Byelaws" shall mean the byelaws of the Chapter for the time being in force.
4. "Member" shall mean a member of the Chapter.
5. "Corporate Member" shall mean the Corporate Member of the Institution.
6. "Non Corporate Graduate Engineer Member" shall mean a graduate engineer Member who is not a Corporate Member, but is only a Member of the Chapter.
7. "Life Member" shall mean one who acquired the life membership of the Chapter.
8. "Annual Member" shall mean one who has acquired the annual membership of the Chapter.
9. "The Committee" shall mean the Committee of the Chapter duly constituted by its General Body.
10. "Committee Members" shall mean the Honorary members of the Committee of the Chapter.
11. "Sponsor" shall mean the Embassy of India, Qatar.
12. "Patron" shall mean the Ambassador of India, Embassy of India, Qatar.

13. "Financial Year" shall mean the twelve months commencing from the first day of every year and ending with last day of December in the same year.

3.0 AIMS AND OBJECTIVES

The aims and objectives of the chapter are to promote the general advancement of engineering and to facilitate exchange of opinion and ideas in engineering profession amongst Members of the Qatar Chapter and for that purpose:

To promote co-operation and co-ordination among all Members residing in the State of Qatar and between the Chapter and the Headquarter of the Institution in India.

To provide a platform for the Members to meet and exchange views on both technical and professional matters.

To boost the image and morale of the Members.

To provide opportunities for technical education and continuous professional development for Members

To represent the interests of Members with the Government of the State of Qatar and its statutory / regulatory bodies

Rev. B, 21-Jun-2006 Page 1 of 6

To do all such other acts and things as are incidental or conducive to the attainment of any objectives or any one of them in accordance with the bye-laws of the Chapter and the laws and customs of the State of Qatar.

The Chapter's activities shall be controlled and limited to the stated objectives and shall not be biased towards any establishment, company or individual.

In order to achieve the stated objectives, the Chapter may take all necessary actions including but not limited to the following:

- Conduct technical seminars, workshops and symposia covering various disciplines.
- Promote and conduct examinations prescribed by the Institution.
- Provide technical bulletins and books to Members through the common library and reading room facilities.
- Observe Engineer's Day in the month of September every year.
- Publish technical journals / souvenirs
- Promote corporate membership of the Institution amongst the engineers in Qatar.

4.0 MEMBERSHIP

1. Membership of the Qatar Chapter is open to:

- All Corporate Members of the Institution of Engineers (India).
- Graduate Engineers who are not Corporate Members of the Institution, but in the opinion of the Committee are prima facie qualified to become so, irrespective of the nationality. They shall be called Non Corporate Graduate Engineer Members.

2. There shall be two categories of members:

• Life Member: One who has applied to become a Life Member of the Qatar Chapter and on approval of his application, has paid the prescribed fees

• Annual Member: One who has applied to become an annual member of the Qatar Chapter and on approval of his application, has paid the prescribed annual fee and continues to pay the annual fee every year

3. It is essential that the applicant must be ordinarily resident in the State of Qatar.
4. Application for membership shall be submitted in the prescribed form supported with such documentary evidence and membership fees / subscription as may be prescribed by the General Body from time to time.
5. The Committee reserves the right to deny admission to any applicant if it is not satisfied of his eligibility.
6. In the case of annual members, irrespective of when the membership has been obtained, its term shall expire on 30th April of the following year unless it is renewed for a further term.
7. A Member shall cease to be so when
 - He is no longer ordinarily resident in the State of Qatar
 - His membership is duly revoked by the Committee according to the procedure set forth in these byelaws
 - He has not paid the fees and subscriptions due to the Chapter within the prescribed time limit or such extensions the Committee may allow from time to time

5.0 GENERAL BODY

1. The General Body of Qatar Chapter shall consist of all Members i.e., Corporate Members and Non Corporate Graduate Engineer Members who are either Life Members or Annual Members.
2. General Body shall meet at least once in a year in the month of January. Fifteen calendar days notice shall be given by way of email, fax, ordinary mail, newsletter, press release as appropriate. Non receipt of notice by any Member shall not constitute a valid reason for annulling the proceedings.
3. Annual report and audited accounts of the committee for the preceding year will be presented at the meeting. The business of the annual General Body meeting shall be:
 - Receive and approve the annual report
 - Receive and approve the audited accounts
 - Receive and approve the annual budget
 - Appoint Auditor & fix his remuneration (if any)
 - Elect the Committee (only applicable during alternate years)
 - Any other business permitted by the chair
 -
4. General Body meeting(s) may be convened by the Committee, to resolve matters requiring urgent disposal, any time during the year.
5. Member(s) may request a meeting of the General Body, by a written request of a minimum of one quarter (1/4) of the registered membership to the Chairman, along with

the proposed agenda. Such General Body meetings shall be conducted within one (1) month of the date of the request.

6. Attendance of one quarter ($1/4^{\text{th}}$) of the registered membership will be considered as sufficient quorum for the proceedings of any General Body meeting. If sufficient quorum is not available at the appointed time, Chairman may, at his discretion, proceed with the meeting after waiting for 30 minutes, considering the quorum to be adequate or defer the meeting to another date and / or time as he deems fit.

7. Decisions in respect of changes or amendments to Byelaws, shall be resolved by two-third ($2/3$) majority of the Members present and voting.

6.0 EXECUTIVE COMMITTEE

1. The governance and control of the Chapter and its affairs shall vest with the Executive Committee, which shall exercise all the powers of the Chapter and do all its duties towards the Chapter; with the sole intent of giving effect to the provisions of the Bye-Laws of the Chapter, resolutions adopted by the General Body and directives issued by the Institution and the Sponsor.

2. General Body shall elect 11 members of the Executive Committee.

3. The Executive Committee shall comprise of 11 elected members and 4 ex-officio members, one of whom shall be a nominated member i.e., nominee of the Patron. The structure of the Executive Committee is:

- Chairman
- Secretary
- Treasurer
- Joint Secretary (s)
- Seven or six Committee Members depending on the number of Joint Secretaries.
- Immediate Past Chairman
- Immediate Past Secretary
- Immediate Past Treasurer
- Patron's nominee
-

4. Only Corporate Members shall be eligible for election to the Executive Committee. The term of a Committee shall be two years.

Rev. B, 21-Jun-2006 Page 3 of 6

1 The elected members of the Executive Committee shall in turn elect the following honorary office bearers:

Chairman: A Corporate Fellow with demonstrated leadership qualities, occupying a venerable position in the engineering community. In case of the non-availability of an FIE for this position, a MIE may be considered, on general consensus. He shall chair all meetings of the Committee and guide it in its day to day functioning. He shall liaise with the Institution and the Sponsor on all matters of relevance. He shall assign responsibilities for Committee Members and shall supervise and direct their functioning.

Secretary: A Corporate Member with manifested organizational abilities. He shall carry out all his duties always consistent with the provisions of the byelaws and resolutions of General Body. He shall work under the direction of the Committee and the general guidance of the Chairman. He shall be responsible for the conduct of all correspondence and office work of the Chapter and submit them to the Committee at regular intervals; he shall maintain a register of all classes of members; he shall normally attend all meetings of the Committee; he shall have the copies of the passed minutes; he shall have charge of the library of the Chapter; he shall conduct the AMIE examinations at the local Centre; and he shall generally conduct the ordinary business of the Chapter and shall refer to the Chairman in any matters of importance requiring urgent decisions.

Joint Secretary (s): Shall be a Corporate Member. He shall assist the Secretary in the day to day administration of the Chapter and deputise for him in his absence. Two Joint Secretaries can be elected by the committee for its specific term depending on the requirements.

Treasurer: A Corporate Member with financial management capabilities. He shall prepare a budget of expenditure for each financial year and submit it to the Committee of the Chapter for approval. Subsequently the budget as approved by the Committee will be presented to the General Body. He shall be responsible for maintaining an asset register for the Chapter and shall be account able for all the properties in the custody of the Chapter. He shall make all disbursements in accordance with the provisions of the approved budget and the directives of the Committee and maintain all the books of accountants.

Ex-Officio Members: There shall be four (4) ex-officio members:

- An official of the Embassy of India, nominated by the Patron
- Chairman of the previous Committee
- Secretary of the previous Committee
- Treasurer of the previous Committee

Ex-officio members automatically transferred from the previous committee are intended to keep continuity and to provide necessary information and support to the new committee.

Members: The Committee shall have 7 or six honorary members in addition to the above. They shall be Corporate Members. They shall function under the direction of the office bearers. They shall attend office regularly and keep themselves abreast of the rules and procedures of the Institution and the Chapter.

Advisor (s): The Executive Committee may nominate a senior Corporate Fellow as Honorary Advisor to guide it on policy matters. He shall also act as the Ombudsman for the functioning of the Chapter and endeavour to resolve any differences, disagreements and conflicts amicably. Committee can nominate more than one Advisor for its specific term.

A joint meeting of the outgoing Committee and the incoming Committee shall take place within a period of maximum one month from election in order to hand over charge.

1 Between General Body meetings, the Executive Committee shall interpret and enforce the byelaws and determine any point on which the byelaws are silent.

8. Except where they are contrary to or inconsistent with the policy previously laid down by the General Body, the decisions of the Committee shall be binding on all Members of the Chapter unless and until countermanded by a resolution of a General Body.

9. Redundancy of Committee Membership: If a Committee Member including office bearers and ex-officio members (Sponsor's nominee excluded) absents himself from three consecutive Committee meetings without a valid excuse, the Committee may resolve to remove the member from the Committee and co-opt another eligible member to fill the vacancy.

10. Vacancies and Co-option: The Committee may, by consensus, co-opt Members to positions in the Committee, when a vacancy arises out of redundancy or duress. All such changes will be presented to the next General Body, if any, for ratification. In case of disagreement of the General Body, the position will be filled by election.

11. Sub-Committees: The Committee may co-opt and delegate its powers to sub-Committees for tasks arising out of resolutions of the Committee / Institution. These sub-Committees will be chaired by a Committee Member.

12. Committee Meetings: The Committee shall meet a minimum of, but not limited to, six (6) times a year; as the business of the Chapter warrants. Quorum shall be six (6).

13. A meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the powers of discretions vested in or exercisable by the Committee notwithstanding any vacancy in the body.

14. All decisions of the Committee shall be by majority of members present and voting. In case of tie, Honorary Chairman shall exercise his casting vote.

15. No act of the Committee or any body set-up under these Rules shall be invalid merely by reason of:

- Any vacancy or defect in the constitution thereof
- Any defect in the election, nomination or appointment of a person acting as a member thereof.

7.0 FINANCE

1. The revenue of the Chapter shall be from:

- Membership fees and subscriptions as prescribed by the General Body from time to time
- Voluntary contributions from its members and associates
- Voluntary contributions, donations and advertisements etc.

2. The chapter shall strictly conduct its business solely for the purpose of the objectives defined in the Bye-laws and will remain as a non-profit making organization.

3. Under no pretence whatsoever shall any such property, income, revenue or effects of the Chapter derived howsoever be paid or transferred directly or indirectly, by way of dividend or bonus or otherwise by way of profit to the members of the Chapter except in the case of and as a salaried officer or employee of the Chapter. Provided always that nothing herein contain shall prevent –

- The payment by the Chapter in good faith or reasonable and proper remuneration to any member of the Chapter for any services rendered to the Chapter.
- The payment by the Chapter of any previous agreed considerations on money lent to the Chapter by any such member or reasonable or proper rent for the premises demised or let by any such member to the Chapter.
- The given by Chapter to any such member or other persons of prizes whether in case otherwise and scholarships and awards etc. for furtherance of the objectives of the Chapter.

Rev. B, 21-Jun-2006 Page 5 of 6

4. The Committee shall keep proper books of accounts with respects to

- All sums of money received and expended by the Committee and the matters in respect of which receipts and expenditure takes place;
- The assets and liabilities of the Chapter.

5. Under such circumstances as of closing down the activities of the Chapter, the Embassy of India in Qatar shall take charge of all the assets and liabilities of the Chapter and undertake actions as it deems fit for the disbursement of the proceeds and notify the Institution accordingly.

6. The accounts shall be audited once in a year by an Auditor appointed by the Committee. He shall be a Chartered Accountant ordinarily resident in Qatar.. The audited accounts shall comprise of:

- Balance sheet as on 31st December as applicable.
- Income and expenditure account for the year ended 31st December.
- Separate accounts of endowment and towards fund created for specific purposes.
- Assets and liabilities of the Chapter.
-

7. The accounts of the Chapter shall be operated by any two of the following signatories:

- Honorary Chairman
- Honorary Secretary
- Honorary Treasurer

8. The accounts shall be in the name of "The Institution of Engineers (India), Qatar Chapter, Embassy of India" and the accounts shall be maintained with any recognized bank operating in Qatar as decided by the Committee.

9. No payment of the money or funds of the Chapter shall be made except under the expressed or implied sanction the Committee.

10. The Chapter shall also keep an account of all funds forwarded to the Headquarters of the Institution from the Chapter.

8.0 TERMINATION

Any member who in the judgment of the Committee, has failed to comply with the byelaws or has acted in a manner prejudicial to the interests of the Chapter or so as to bring disrepute upon the Chapter or lower its image in the eyes of the society at large, may be suspended for a period of time or expelled from the membership of the Chapter as the Committee deems fit. Before the Committee suspends or expels a member, he shall be served a written notice of the grounds and be given an opportunity to absolve himself in person. If he is not satisfied of the decision of the Committee, he may appeal to the General Body. Such suspension or expulsion shall be effective unless reversed by the General Body. If such a member happens to be a member of the Committee or an office bearer, he shall not participate in Committee meetings till his case is decided.

Rev. B, 21-Jun-2006 Page 6 of 6