

# CONSTITUTION & BYE-LAWS



THE INSTITUTION OF ENGINEERS, BANGLADESH  
Headquarters : Ramna, Dhaka-1000

***CONSTITUTION***  
***of***  
***The Institution of Engineers, Bangladesh***

REGISTERED UNDER ACT XXI OF 1860

Approved in the 48th Annual General Meeting held  
on the 21st January, 2004 and effective from the  
21st January, 2004 including subsequent  
amendments and Revisions approved  
upto the 49th Annual General  
Meeting held on the  
15th May, 2005.

**The Institution of Engineers, Bangladesh**  
Headquarters, Ramna, Dhaka-1000

# CONSTITUTION OF THE INSTITUTION OF ENGINEERS, BANGLADESH

## CONTENTS

	<i>Pages</i>
Certificate of Filing	i
Government Recognition	ii
Certificate of Registration	iii
Preamble	1-2
 <b>Chapter-I</b>	 3
<b>STATUS</b>	
Name, Location, The Status of The Institution	
 <b>Chapter-II</b>	 4-6
<b>AIMS &amp; OBJECTIVES</b>	
Aims & Objectives	
 <b>Chapter-III</b>	 7-11
<b>MEMBERSHIP</b>	
Membership, Abbreviated Titles, Honorary Members, Fellows, Members, Associate Members, Students, Affiliates, Subscribers, Admission of Members, Cessation of Membership, Registration, Professional Conduct & Code of Ethics, Disciplinary Action & Appeal, Rights & Privileges	
 <b>Chapter-IV</b>	 12-19
<b>MANAGEMENT OF THE INSTITUTION</b>	
The General Body, The Council, Office Bearers of The Institution, Executive Committee of the Council, Centres, Delimitation of the Centres, Local Council, Cancellation of Centre, Sub-Centre, Sub-Local Council, Engineering Divisions, Engineering Divisional Committees, Overseas Chapter, Student Chapter, Business of Centres Sub-Centres Overseas Chapters, Powers & Duties of Office Bearers, Vacation of posts of Office Bearers of the Institution and the Centres, Vacancy of the Office Bearers, Standing Committees, Task Forces & Special Committees	
 <b>Chapter-V</b>	 20-21
<b>TERMS OF OFFICE &amp; ELECTION</b>	
Terms of Office, Election, Qualification to be a candidate for Election, Re-Election to the Offices of The Institution	

**Chapter-VI**  
**MEETINGS**

22-25

Powers of the General Meeting and the Council Meeting of the Council, Annual General Meeting, Extra-Ordinary General Meeting, Quorum for General Meeting, Convention, Bye-Laws, Interpretation, Arbitration, Amendment of the Constitution, Seal

**Chapter-VII**  
**ACADEMIC & PROFESSIONAL ACTIVITIES**

26-34

Examinations, Publications Libraries, Research Works, Prizes & Medals, Accreditation Board for Engineering & Technical Education, The Composition of the Accreditation Board, Terms of Office of the Accreditation Board, The Engineering Registration Board, The Composition of the Engineering Registration Board, Terms of Office of the Engineering Registration Board, Registration, Engineering Professional Services and Social Welfare Committee, Engineers Welfare & Benevolent Fund, Industrial Safety Board of Bangladesh.

**COPY**

**Certificate of Filing**

**IN THE OFFICE OF THE REGISTRAR OF JOINT STOCK COMPANIES  
BANGLADESH**

**IN THE MATTER OF INSTITUTE OF ENGINEERS  
PAKISTAN**

Certified that the undermentioned document(s) has/have this day been filed/  
registered/recorded pursuant to the provisions of the Society Registration Act  
XXI of 1860 on the 7th July, 1972. Special resolution passed on the 12th  
March, 1972 for changing the name of the society from Institute of Engineers,  
Pakistan to The Institution of Engineers, Bangladesh.

**Sd/- Muhammad Ali**  
Registrar of Joint Stock Companies  
Govt. of The People's Republic of Bangladesh  
Dhaka



C O P Y  
No. p-58 (2)/48  
Government of Pakistan  
Ministry of Industries  
Karachi, the 26th Nov. 1952

To  
**The Secretary**  
The Institute of Engineers Pakistan (Dacca)

**Subject : Government recognition of the Institute of Engineers  
(Pakistan)**

Sir,

I am directed to refer to your letter No. X/236/IEP, dated the 29th August, 1952 on the above subject and No. X/286/IEP, dated the 24th September, 1952, enclosing copy of the Constitution of the Institute of Engineers, Pakistan as ratified by the latter and to convey the approval of the Government of Pakistan to this Constitution. Government are further pleased hereby to recognise the Institute of Engineers (Pakistan) as a representative body of qualified Engineers.

Your obedient Servant

Signature

(Manzur Ahmed)  
Officer on Special duty

Copy  
C/112

SEAL

Certificate on Registration of Societies  
Act XXI of 1860

No 116/26 E.B. of 1948-1949

*I hereby certify that the Institute of Engineers, Pakistan, has this day been registered under the Societies Registration Act XXI of 1860.*

*Given under my hand at Chittagong, this Seventh day of May, One thousand Nine hundred and Forty Eight.*

SEAL

Sd/- Illigible  
Registrar of Joint stock Companies  
East Bengal

**A Proposed Amendment of the  
Constitution of the Institution of  
Engineers, Bangladesh**



# **The Constitution of The Institution of Engineers, Bangladesh**

## **Preamble**

Whereas several persons desirous of being formed into a Society in pursuance of Act XXI of 1860 applied on 7<sup>th</sup> May, 1948 under their respective signatures for registration of the Association under the name and style "The Institution of Engineers, Pakistan".

And whereas "The Institute of Engineers, Pakistan" was registered together with the Memorandum of Association and Bye-Laws thereof by the Registrar of Joint Stock Companies, East Bengal under No. 1 16/26 E.B. of 1948-49, dated the 7<sup>th</sup> May, 1948 ;

And whereas after registration "The Institute of Engineers, Pakistan" having its Headquarters at Dacca in Pakistan became a Corporate body under the Act together with all rights and liabilities thereof under the Constitution of "The Institute of Engineers, Pakistan" and the Bye-Laws made thereunder.

And whereas The Institution of Engineers (India), registered under the Indian Companies Act, 1913 and incorporated by A Royal Charter in 1935 existing immediately before the 14<sup>th</sup> of August 1947 having its

jurisdiction throughout India, has now its jurisdiction limited within the territory under the sovereignty of the Government of the Republic of India and had no successor other than "The Institute of Engineers, Pakistan" any where within the territory forming former Pakistan ;

And whereas "The Institute of Engineers, Pakistan" was entitled to all rights or interests as might have accrued to or as might have deemed to accrue to the same as the duly and legally constituted successor of "The Institution of Engineers, India" in former Pakistan ;

And whereas the Constitution of "The Institute of Engineers, Pakistan" as originally framed in 1948 was amended and revised in 1952 and was also approved of by the Government of former Pakistan vide letter no. PO-58 (2)/48 of the Ministry of Industries dated 26<sup>th</sup> November, 1952.

And whereas the Annual General Meeting held at Dacca on 14<sup>th</sup> December, 1962 resolved to appoint a Committee comprising of two Vice-Presidents and the outgoing President for finalizing the Constitution and submitting it to the President for his assent.

And whereas the Committee after due deliberation finalized the Constitution and the President gave his assent to the Constitution for its adoption with effect from 1<sup>st</sup> July, 1964

And whereas the Bye-Laws "The Institute of Engineers, Pakistan" were also amended and revised in the light of the amended Constitution in the Annual General Meeting held at Dacca in July 1958 and at its adjourned Extra Ordinary General Meeting held at Dacca on 20<sup>th</sup> December, 1965 and were further amended by the Council at later dates ;

And whereas "The Institute of Engineers, Pakistan" further amended the Constitution approved in the Annual General Meetings held on 1<sup>st</sup> July, 1964, 5<sup>th</sup> November, 1968 and 20<sup>th</sup> December, 1970 at Dacca, Islamabad & Peshawar respectively ;

And whereas the Council of "The Institute of Engineers, Pakistan" at its 121<sup>st</sup> Meeting held on the 26<sup>th</sup> December, 1971 at 3-00 P.M. at its Headquarters at Dhaka proposed under provision of the article 53 of the Constitution to change the name of "The Institute of Engineers, Pakistan" and to rename it as The Institution of Engineers, Bangladesh and appointed a Committee to draft necessary amendments and authorized the Honorary General Secretary to circulate the proposed draft amendments among all the Corporate Members to elicit options ;

And whereas the Council of "The Institute of Engineers, Pakistan" at its 122<sup>nd</sup> Meeting held at Headquarters at Dhaka on the 12<sup>th</sup> March, 1972 at 9-00 A.M. scrutinized the draft amendments of the Constitution submitted by the Committee, reviewed the opinions and further amendment proposals submitted by the Corporate Members, in response to the notice issued by the Honorary General Secretary on the authority of the 121<sup>st</sup> Council Meeting and finally recommended the draft amendments of the Constitution of "The Institute of Engineers, Pakistan" with few corrections in the text, to the Extra-Ordinary General Meeting of "The Institute of Engineers, Pakistan".

And whereas "The Institute of Engineers, Pakistan" at its Extra-Ordinary General Meeting held on the 12<sup>th</sup> March, 1972 at 3-00 P.M. at Dhaka approved the amendments recommended by the Council and gave themselves this Constitution

Now therefore, this Constitution of "The Institution of Engineers, Bangladesh" comes into effect from this day the 12<sup>th</sup> March, 1972

## **Chapter-I**

### **STATUS**

#### **1. Name**

The name of the Institution is "The Institution of Engineers, Bangladesh" hereinafter called The Institution or **IEB**.

#### **2. Location**

The Registered Office, called Headquarters of the Institution shall be located at Dhaka.

#### **3. The Status of The Institution**

The persons who are now Corporate Members of The Institution and all such persons as may hereafter become Corporate Members of The Institution shall forever hereafter, so long as they continue to be such Corporate Members, be one Body Corporate by the name of "The Institution of Engineers, Bangladesh", and a Common Seal with power to break, alter and make a new the said Seal from time to time at Their will and pleasure and by the same name shall and may sue and be sued in all the courts, and in all manner of actions and suits, shall have power to do all other matters and things incidental to appertaining to a Body Corporate including the power to take and hold lands, tenements, hereditaments or any/ interest in any lands, tenements, hereditaments, whatsoever in Bangladesh and abroad for the purpose of the Institution and power to sell, let on lease, alienate or otherwise dispose of the same or any part thereof.

## Chapter-II

### AIMS & OBJECTIVES

#### 4. Aims and Objectives

The Aims and Objectives of the Institution are :

- (a) **To build Better World**
- (b) To promote and advance the science, practice and business of engineering in all its branches throughout Bangladesh and abroad.
- (c) To promote efficiency in the engineering practices and profession.
- (d) To regulate the professional activities and assist in maintaining high standards in the general conduct of its members.
- (e) To lay down professional Code of Ethics and to make it mandatory for its members to abide by the same in their professional conduct.
- (9) To help in the acquisition and interchange of technical knowledge among its members.
- (g) To promote the professional interests and social welfare of its members.
- (h) To encourage original research in engineering and conservation & economic utilization of the country's materials and resources.
- (i) To foster co-ordination with similar institutions in other countries and engineering universities, institutions and colleges in Bangladesh and in other countries, for mutual benefits in furthering the objects of The Institution.
- 0) To diffuse among its members information on all matters affecting engineering and to encourage, assist and extend knowledge and information connected therewith by establishment and promotion of lectures, discussions or correspondence ; by holding of conferences, by publication of papers, periodicals and journals, proceedings, reports, books, circulars and maps or other literary undertaking ; by encouraging research works or by the formation of library or libraries and collection of models, designs, drawings and other articles of interest in connection with engineering or otherwise whatsoever.

00 To promote the study of engineering with a view to disseminating information obtained for facilitating scientific, engineering and economic development o Bangladesh.

(1) To establish, acquire, carry on, control or advise with regard to /colleges or other educational establishments where students and apprentices may obtain sound education and training in engineering on such terms as may be set by The Institution.

(m) To encourage, regulate and elevate the technical and general knowledge of persons engaged in or about to be engaged in engineering or in any employment, manual or otherwise, in connection therewith and with a view thereto to provide for holding of classes and to test by examination or otherwise the competence of such persons and to institute and establish professorship, studentships of competency whether under any Act of the government of Bangladesh or Local Government under the Bye-Laws of The Institution regulating the conduct and qualification of Engineers or otherwise whatsoever.

(n) To co-operate with various Government agencies and Industrial and Commercial enterprises connected with engineering and advising them in matters concerning the profession and practices of engineering and promotion of technical education.

(o) To encourage inventions and investigate & make known their nature and merits/

(p) To arrange and promote the adoption to equitable forms of engineering contracts and other documents to encourage settlement of disputes by arbitration and to act as and nominate arbitrators and umpires on such terms as may be expedient.

(q) To promote just and honorable dealings and to stop malpractice's in engineering.

(r) To do all such other acts and things as are incidental or conducive to the above objects or any of them.

5. With a view to the better attainment of its objectives, The Institution shall use its best endeavor to establish Centres, Sub-Centres and Students Chapters in various areas in Bangladesh and Overseas Chapters in overseas countries and take other steps for the benefit of members in such manner as the Bye-Laws for the time being to The Institution shall prescribe.

6. There shall be general meetings of all classes of members from time to time and there shall always be a Governing Body called the Council to direct and manage the concerns of The Institution in between two General Meetings ; and only the General Meetings of Corporate members shall have supreme authority regarding the entire direction and management of The Institution according to Bye-Laws framed hereinafter by majority votes, the Chairman of the meeting having a casting vote. The Corporate Members as per provisions of the Constitution and Bye-Laws shall choose the Council which will make and establish Bye-Laws necessary for conducting the business of The Institution or alter, vary or revoke and make such new ones as it may think most useful and expedient/

7. The whole property of The Institution is vested solely and absolutely in members thereof and that shall have full power and authority to sell, alienate, charge or otherwise dispose of the same as they think proper, but no sale or mortgage, encumbrances or other disposition of any property, lands, tenements, belongings of The Institution shall be made except with the approbation and concurrence of a General Meeting. Under no pretence whatsoever, any such property or effects or the income or revenue derived from voluntary contributions or otherwise be applied in making any dividend gift or bonus between and of the members and the same is hereby expressly prohibited provided that it shall be lawful for the Council to grant honorarium to a member who has rendered or has been rendering special service to The Institution.
8. No resolution or Bye-Laws shall on any account or pretence whatsoever be made by The Institution in opposition to the general scope, true intent of the Laws of Bangladesh and if any such rules and Bye-Laws are made, the same shall be absolutely null and void.
9. The Institution shall not carry on any trade or business or engage in any transaction with a view to pecuniary gain or profit of the members thereof. No member shall have any personal claim on any property of the Institution or shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise, whatsoever, by way of profit to the members of the Institution.

## **Chapter-III**

### **MEMBERSHIP**

#### 10. Membership

- (a) Membership of The Institution shall consist of two classes :
  - i) Corporate and
  - ii) Non-Corporate
- (b) Only Corporate members shall have the right to vote, to requisition meetings and to be elected to the Council.  
Corporate members shall be divided into :
  - i) Fellows  
  
And
  - ii) Members
- c) Non-Corporate members shall be divided into five categories,  
viz.
  - i) Honorary Member
  - ii) Associate Members
  - iii) Students
  - iv) Affiliates and
  - v) Subscribers

#### 11. Abbreviated Titles :

Fellows,, Members & Associate members shall be entitled to use the title "Engr." before their names



Members shall be entitled to the exclusive use after their names the following abbreviated designation to indicate the class of Membership :

Honorary Members	Hon. MIEB
Fellows	FIEB
Members	MIEB
Associate Members	AMIEB
Affiliate	Aff. IEB

No person who has ceased to be a member of The Institution is entitled to make use of the title or any designation.

Any person, who is not a Member or ceases to be a Member of The Institution, using any of the above designation may be liable to legal action

12. Honorary Members :

(a) Persons of acknowledgement eminence in engineering or science related thereto, but who are not engaged in the practice of that profession, the conferment of this distinction may, in exceptional cases, be for life time.

(b) Persons of distinction whom The Institution desires to honour for services rendered thereto, or whose association herewith is deemed to be of benefit to The Institution. Head of the State or Government of Bangladesh or any other country may be elected in the Annual General Meeting on the recommendation of the Council as Honorary Members during the tenure of their respective offices.

(c) Persons with high educational qualification and occupying a prominent position in any profession or society who shall either have made some noteworthy contribution to the science, engineering, art, literature, social sciences, environment etc. or shall have materially advanced the practice of engineering, science and/or socio-economic & cultural advancement of the society may be elected in the Annual General Meeting on the recommendation of the Council as Honorary Members.

### **13. Fellows :**

Every candidate for admission into The Institution as a Fellow or transfer from a Member to a Fellow shall produce evidence satisfactory to the Council that he fulfils the following conditions :

- i) Age : He shall not be less than 35 (thirty five) years of age.
- (ii) Occupation : He shall be engaged in the profession of engineering after having held before his application for election or transfer, a position of high responsibility.
- (iii) Qualification : He shall have one of the following qualifications

**A.** (i) He shall be a Member of The Institution for at least 2 years

- (ii) He shall have at least ten years experience in a position of responsibility in teaching, research & development, design, planning, engineering management and/or the execution of important engineering works substantiated through a detailed report.

**B.** (i) Or He shall have fulfilled conditions necessary for Membership.

- (ii) He shall have had suitable education and training in engineering and shall have at least fifteen years experience in a position of responsibility in teaching, research & development, design, planning, engineering management and/or execution of important engineering works and substantiated through a detailed report.

### **14. Members :**

Every candidate for election to the class if member or transfer from an Associate member into this class shall produce evidence satisfactory to the Council that he fulfils the following conditions :

- (i) Age : He shall not be less than 25 (twenty five) years of age. In case of Associate Member if 2 (two) years standing, the age limit may be relaxed to 24 (twenty four) years.
- (ii) Occupation : At the time if his application for election he shall be actually engaged in teaching, research & development, design, planning, engineering management and/or the execution of engineering works.
- (iii) Qualification : He shall have one of the following qualifications :

- A. He shall be an Associate Member or have passed Section 'B' Examination of The Institution, followed by at least two years experience under a Corporate member if which he shall have at least one year's experience in engineering activities.

Or

- B. He shall have completed a course if studies in engineering leading to a degree recognized by the Council or as exempting him from Section "A" & "B" Examination if the Institution and shall have at least 3 (three) years practical experience after graduation under the guidance of a Corporate Member or a teaching experience if 3 (three years. Post Graduate Studies leading to a Master/ and Doctor if Engineering degrees from a recognized educational institution shall be counted as one and three years practical experience respectively.

- C. He shall have a Master/ or Doctor if Engineering Degree from a recognized educational institution after having his Bachelor Degree in any allied subject and shall have four and two years if practical experience respectively in the field if engineering activities.

15. Associate Members :

Every candidate fir attachment to The Institution as an Associate member or for transfer from Student to this class shall satisfy the following conditions :

Qualification: He shall have completed a course if studies in engineering leading to a degree and shall have received such degree recognized by the Council.

Or He shall have passed the Section "B" Examination of The Institution of Engineers, Bangladesh or of any other Institution or Society, the Examinations of which are recognized by the Council

**16. Students :**

Every candidate for attachment to The Institution as a Student with the object of becoming engaged in the design, construction and other works as an engineer shall not be less than 17 (seventeen) years of age and shall have one following qualifications at the time of application.

- (i) He shall be attending a regular course of studies leading to a degree in engineering.
- (ii) He shall have passed Higher Secondary Certificate Examination in at least 2<sup>nd</sup> Division having secured a minimum of 45% marks in each of the following subjects: Physics, Chemistry and Mathematics or shall have passed an equivalent examination with equivalent grades.

A student admitted under this clause will be recognized as an approved candidate for the purpose of article 60 (Examination) of the Constitution, if he has completed satisfactorily an article of apprenticeship of two years in an engineering organization/firm recognized by The Institution

- (iii) He is a student in a technical institution recognized by The Institution and must be in his final year.

#### **17. Affiliates :**

Persons who are not engineers by education and profession and do not come under any class of membership rules specified above, but through their connection with engineering are qualified to work with engineers in the advancement of engineering science, knowledge or practice may be permitted to be attached with The Institution as Affiliates. No person who in the opinion of the council is eligible to be a Fellow, Member, Associate Member, or a Student shall be admitted as an Affiliate.

#### **18. Subscribers :**

The Council may at its discretion attach to The Institution as a Subscriber any State, Department of Government, Public Body, Registered Company, Firm or individual, not eligible to be a Fellow, Member, Associate Member, Affiliate or a Student who may desire to be so attached. Each Subscriber shall be entitled to attend or (if the Subscriber be other than an individual) to depute representatives to attend the Convention.

**19. Admission of Member :**

Every candidate enrollment or for transfer from one class to another including a candidate who is already a member of another class shall apply in the prescribed application form to The Institution. Candidates fulfilling the requirements as prescribed above shall be admitted to The Institution as per Bye-Laws and on payment of the prescribed fees.

**20. Cessation of Membership :**

Any member who has not paid his subscription for consecutive two years shall cease to be member of The Institution. He shall have to pay full entrance fee for re-enrollment including all arrear subscription, provided that he may be exempted from payment of the arrears by the Council.

**21. Resignation :**

Any member may resign his membership by written communication to the Honorary General Secretary who shall put up the same to the authority which has the power to sanction the admission or enrollment for consideration. The resignation shall take effect from the date of receiving the application or such other date at the discretion of the authority concerned.

**22. Professional Conduct and Code of Ethics :**

Fellows, Members, Associate Members, Students and Affiliates are required to order their conduct so as to uphold the reputation of The Institution and the dignity of the profession of Engineers and shall observe and be bound by the Code of Ethics as laid down in the Bye-Laws from time to time. The Professional Conduct and Code of Ethics shall be supervised by the Ethics Committee formed by the Council.

**23. Disciplinary Action and Appeal:**

- a) Any alleged breach of the Code of Ethics by any Member will be brought before the Ethics Committee of The Institution/. Ethics Committee will inquire into the allegations as per provisions of the Bye-Laws allowing the concerned Member to defend and will submit his findings and recommendations to the/ Council. The Honorary General Secretary will then place the same in the next meeting of the Council.

The Council after due consideration of the findings of the Ethics Committee shall decide to take appropriate action as per Bye-Laws. In case of suspension, at least 2/3<sup>d</sup> of the members present in the Council Meeting shall vote in favor of such an action. Other penal action may be taken by majority votes. However, in case of permanent suspension of membership, Council's recommendation shall have to be confirmed in the Next Annual General Meeting pending which the suspension will be Temporary.

Council decision shall be communicated to the concerned Member, under certificate of posting, within 10 days by the Honorary General Secretary.

Any Member penalized as above shall have the right to appeal the Council within 90 days from the dated of communication, for review.

- b) Any Fellow, Member, Associate Member, Student or Affiliate convicted by a competent tribunal or authority of felony, embezzlement, larceny, misdemeanor or other offence will stand expelled from The Institution, with the concurrence of the Ethics Committee, from the date of judgment by the competent Tribunal/authority.

**24. Rights and Privilege :**

Members of/ The Institution shall, subject to this Constitution and the Bye-Laws made there under, enjoy all the rights and privileges as may be conferred by The Institution from time to time.

The rights and privileges of every member/ shall be personal to himself and shall not be transferable by his own act or operation of law.



## **Chapter-V**

### **TERMS OF OFFICE & ELECTION**

#### **25. The General Body**

The General Body of the Institution shall consist of Corporate Members i.e. the Fellows and the Members of the Institution whose membership has not been temporarily withheld or suspended.

All powers of The Institution shall be vested in the General Body and shall be exercisable by the Annual General Meeting or the Extra-Ordinary General Meeting of the General Body.

With a view to the better attainment of its Aims & Objectives, the Institution shall establish/form Centres, Sub-Centres, Engineering Divisions and Student Chapters, Engineers Professional & other welfare committees and Social Recreational Activity Centres in various areas of Bangladesh and Overseas Chapters in overseas countries, Standing Committees, Special Committees, Task Forces etc.

#### **26. The Council**

a) There shall be a Council of the Institution/. Between two General Meetings, the Council shall be vested with the powers of the General Body and shall exercise such powers except so far as the same are expressly required by the Constitution or the Bye-Laws thereunder to be exercised by the Institution in General Meeting.

b) The Council shall be vested with the power to formulate Bye-Laws for the management of the affairs of the Institution. The Council shall consist of :

##### **1. Elected Members :**

- (i) The President
- (ii) Four Vice-Presidents
- (iii) The Honorary General Secretary
- (iv) Four Honorary Assistant General Secretaries
- (v) Forty Council Members Each post of Vice-President & Honorary Assistant General Secretaries shall be treated as separate office.

##### **2. Ex-Officio Members :**

- (i) Two immediate Past Presidents
- (ii) Immediate past Honorary General Secretary
- (iii) The Chairman, Vice-Chairman & Secretary of each Engineering Division
- (iv) Four Honorary Assistant General Secretaries

- c) The forty Council Member in (b) l(v) above shall be divided into respective Centres proportionate to the strength of Corporate Members. Fifty percent of the Council Members shall be from amongst Fellows.
- (iv) Distribution of seats of Council Members to various Centres (i.e. rounding and truncation of fractions) shall be decided by the Council. These seats shall be in addition to Ex-Officio Members under 26(b) 2 above and the Council Members shall be elected directly by the Corporate Members of the Centre concerned.
- d) No act or proceedings of the Council shall be invalid merely on the grounds of the existence of any vacancy in or defect In the composition of the Council.
- e)

**27. Office Bearer of the Institution :**

Office Bearers of the Institution are President, four Vice-Presidents, Honorary General Secretary and four Honorary Assistant General Secretaries.

The Office Bearers of the Centres are Chairman, two Vice Chairmen and Honorary Secretary of the respective Centre.

The Office Bearers of the Sub-Centres are Chairman, Vice Chairman and Secretary of the respective Sub-Centre.

The Office Bearers of an Engineering Divisions are its Chairman, Vice Chairman and Secretary.

**28. Executive Committee of the Council :**

The president, the four Vice-Presidents, the Honorary General Secretary and the four Honorary Assistant General Secretaries shall be the Executive Office Bearers of The Institution and shall constitute the Executive Committee of the council which shall exercise between meetings of the council, such powers of the council as may be delegated to it by the Council. The Council shall be appraised of the decisions of the Executive Committee in the next meeting of the Council for its information or approval, as the case may be.

**29. Centres :**

Whenever, at least 150 (one hundred fifty) Corporate Members of whom 25 (twenty five) shall be Fellows of The Institution residing in a defined area inform the Council of their desire to form/ Centre of The Institution, the Council shall, subject to the provisions of the Constitution and the Bye-Laws, authorize them to do so after defining the boundary of the area to which the Centre would relate. The Chairman of the Centre will be nominated by the Council for the first term. The Centre may hold Annual General Meetings and have publications of their own. However, any publication from any Centre shall need the approval of the Council.

**30. Delimitation of the Centres :**

The Council may as and when considered necessary either of its own or at the initiative of any Centre, re-define the boundary in consultation with the Centres.

It shall be obligatory for every member of/ The Institution to belong to the Centre within the boundaries of which he usually resides or works and that he shall not be on the roll of members of more than one Centre at a time. It is the duty of the members to inform the Centres concerned and also the headquarters of the changes of residence or work place and address on such occurrence.

**31. Local Council :**

A Local Council shall consist of :

- a) Elected Member
- i) The Chairman ;
- ii) Two Vice-Chairman ;
- iii) The Honorary Secretary
- iv) Members of Local Council ;

(15 Members for upto 150 Corporate Members, beyond that one additional member for each additional 100 Corporate Members, with a maximum of 30). Whenever the number of Members permits, 50% of the Local Council Members shall be from Fellows.

- b) Ex-Officio- Members
- i) The immediate past Chairman
- ii) The immediate past Honorary Secretary ;
- iii) The Chairman, Vice-Chairman and the Secretary of each Sub-Centre under the Centre ;

**32. Cancellation of Centre :**

When by any reason it is determined by the Council that the activities of any Centre are derogatory to the objects of The Institution or membership falls below the economical unit, the Council may suspend or cancel the Centre and or merge it with an adjoining Centre or Centres.

**33. Sub-Centre :**

Whenever a number of Corporate Members not below 25 (twenty five) residing at a station within the jurisdiction of a Centre approach the Centre to form a Sub-Centre, the Local Council may agree to the establishment of such Sub-Centre on being satisfied to the justification of creating such a Sub-Centre subject to the approval of the Council./

**34. Sub-Local Council :**

A Sub-Local Council shall consist of:

- (i) The Chairman ;
- (ii) The Vice-Chairman ;
- (iii) The Secretary ;
- (iv) Members of the Sub-Local Council (5-10)

(5 for upto 25 Corporate Members, beyond that one additional member for every 10 additional Corporate Members with a maximum of 10).

**35. Engineering Divisions :**

- a) In order to advance the science and profession of engineering in any special field or branch or broad subject and to facilitate the acquisition and interchange of technical knowledge among its members, the Council shall establish the following Engineering Divisions, and each member of / The Institution shall become a member of one of such Engineering Division :

- (i) Civil Engineering/
- (ii) Mechanical Engineering Division
- (iii) Electrical Engineering Division
- (iv) Chemical Engineering Division
- (v) Agricultural Engineering Division

- b) New Engineering Division may be established with a minimum of 500 Corporate Member requesting The Council for creation of such an Engineering Division.

- c) Groups may be formed to promote technical activities covering specific areas within one or more of the above Divisions, as provided for in the Bye-Laws.

**36. Engineering Divisional Committee :**

Each Engineering Division shall have an Engineering Divisional Committee to manage its affairs. The Committee shall consist of :

- i) The Chairman
- ii) The Vice-Chairman

- (iii) The Secretary
- (iv) The immediate past Chairman/
- (v) The immediate past Secretary/
- (vi) Members (5-15)

(5 Members as minimum; for every 200 Corporate Members above 500 there shall be one additional member with a maximum of 15)

**37. Overseas Chapter :**

The Council may establish Overseas Chapters in overseas countries with which Bangladesh has diplomatic relations for promotion of the professional interest and welfare activities of The Institution and benefit of the members residing and practicing the profession in these

countries. The Overseas Chapters will be attached with the Headquarters and their affairs shall be carried on in accordance with the Bye-Laws, rules and regulations framed by the Council from time to time.

**38. Student Chapter :**

Each Centre may form a Student Chapter for promotion of the interest and welfare of the Students. The Chapter may arrange coaching classes, seminars, talks by eminent engineers, scientist and senior members and arrange for the publication of bulletins and journals and study tours to engineering projects. Such Chapters of The Institution may also be opened at the Engineering Universities, Colleges and Institutions in the country.

**39. Business of Centres/Sub-Centres/Engineering Divisions/Overseas Chapters**

The business of every Centres/Sub-Centres/Engineering Divisions/Overseas Chapters shall be conducted in accordance with the Constitution and Bye-Laws of The Institution. The Centre, may frame the additional rules, if necessary, in accordance with the Constitution and Bye-Laws of The Institution and with the approval of the Council.

**40. Powers & duties of Office Bearers :**

**A) Office Bearers of The Institution**

**a) The President**

The President shall be the Head and have general control over the management and affairs of the Institution who may delegate his powers to the Vice-Presidents within the provisions of the Constitution & Bye-Laws.

**b) The Vice-Presidents**

The four Vice-President shall be designated as

- i) The Vice-President (Academic & International) shall assist President in matters/ of the Institution related to the Academic & International Affairs including Accreditation, Equivalence & Examination/
- ii) The Vice-President (Human Resources Development) shall assists the President in matters/ of the Institution related to the HRD activities/
- iii) The Vice-President (Engineers Professional Services & Social Welfare) shall assists the President in matters/ of the Institution related to/ the employment, professional and social welfare/ of its members including/ social recreational activities.
- iv) The Vice-President (Administration & Finance) shall assists the President in matters/ of the Institution related to administration,/ financial & general affairs of the Institution.

- c) The Honorary General Secretary

The Honorary General Secretary shall/ look after day to day operational management of the affairs of the Institution under the guidance of the President./ He may delegate his powers to the Honorary Assistant General Secretaries.

- d) The Honorary assistant General Secretary

The Honorary Assistant General Secretaries shall be designated as :

- i. Honorary Assistant General Secretary (Academic & International)

- ii. Honorary Assistant General Secretary (Human Resources Development)
- iii. Honorary Assistant General Secretary (Engineers Professional Services & Social Welfare)
- iv. Honorary Assistant General Secretary (Administration & Finance)

and they shall assist the Honorary General Secretary in the discharge of duties for proper functioning of the Institution in their respective areas.

40. B) Office Bearers of Local Centre/Sub-Centres :

- a) The Chairman shall have general control over the affairs of the respective Centres/Sub-Centres who may delegate his powers to the Vice-Chairmen within the provisions of the Constitution & Bye-Laws.

- b) The Vice-Chairman :

The two Vice-Chairman shall be designated as :

- i) The Vice-Chairman (Academic & Human Resources Development) shall assist the Chairman in matters of their respective Centres/Sub-Centres related to Academic, Training & CPD activities of the Centres/Sub-Centres
- ii) The Vice-Chairman (Administration, Professional & Social Welfare) shall assist the Chairman in matters of their respective Local Centres/Sub-Centres related to administration, financial, professional and social welfare.
- c) The Honorary Secretary shall be responsible for day today operational management of the affairs of the respective Centres/Sub-Centres under the guidance of the Chairman

C) Office Bearers of Engineering Division :



The Chairman shall have general control over the affair of the Engineering Division, who may delegate his powers to the Vice-Chairman within the provision of the Constitution & Bye-Laws.

The Vice-Chairman shall assist the Chairman in matters of the Divisional activities and will exercise powers as may be delegated by the Chairman

The Secretary shall be responsible for day to-day operational management of the affairs of the Engineering Division under the guidance of the Chairman.

41. Vacation of posts of Office Bearers of the Institution and the Centres :

- i) In case a Corporate member is elected in more than one post of Office Bearers of the Institution/Centre/Engineering Division, he must choose only one post and vacate the other elected post (s). The post (s) vacated shall be filled up as per provision of the Bye-Laws.

42. Vacancy of the Office Bearers :

- i) If the post of an office bearer of the Institution falls vacant due to the death, resignation, transfer long absence or incapacitation by the General Body, the Council shall fill up the post within 45days of its vacancy by consensus or by secret ballot from amongst its members, case a Corporate member is elected in more than one post of Office Bearers of the Institution/Centre/Engineering Division, he must choose only one post and vacate the other elected post (s). The post (s) vacated shall be filled up as per provision of the Bye-Laws.

- ii) If the post of an office bearer of a Local Council/Divisional

Committee falls vacant due to the death, resignation, transfer, long absence or incapacitation by the General Body, the Local Councilj/Divisional Committee shall fill up the post within 30 days of its vacancy by consensus or by secret ballot from amongst its members and the same shall have to be approved by the Council.

- iii) The process of filling up of the Council vacancy of office bearers will be within the provisions of Article 47 of the Constitution.

43. Standing Committees :

The Council shall constitute Standing Committees to achieve one or more specific items of the Aims & objectives spelled out in Article 4. Such Committee will be formed with Corporate members of The Institution. The following Standing Committees shall generally be formed :

- i) Administrative & Finance Committee
- ii) Examination Committee

- iii) Board of Editors for Divisional Journals, Multi Disciplinary Journal, Engineering News and other Publications
- iv) Ethics Committee
- v) Codes & Standard Committee
- vi) Internal Audit Committee
- vii) Application & Membership Committee
- viii) Policy & Strategic Planning Committee

The Composition & Functions of the Standing Committees shall be as per provisions of Bye-Laws/

44. Task Forces & Special Committees :

The Council may constitute Task Forces & Special Committees as & when necessary from amongst the Corporate Members of The Institution. The Council shall spell out specific Terms of Reference of such Task Forces & Special Committees specifying a definite time frame within which the Task Forces/Special Committees would complete its task and submit its report to the Council. The Task Forces & Special Committees shall stand dissolved with the completion of its task.

## **Chapter-V**

### **TERMS OF OFFICE & ELECTION**

45. Terms of Office :

Office Bearers of The Institution, Engineering Division, Local Centres/Sub-Centres as well as Council Members, Divisional Committee Members, Local Council Members, Sub-Local Council Member shall be elected for one term of two years which is defined as the period from the Annual General Meeting in which they are declared elected to the end of the Second following Annual General Meeting in which the new/members are declared elected.

46. Election :

Election to all offices of The Institution shall be held for a tenure of one term and only the Corporate Members i.e. the Fellow and the members, whose membership has not been temporarily withheld or suspended shall be eligible to be candidates and/or to vote in the election subject to the relevant provisions of the Constitution & Bye-Laws.

47. Qualification to be a Candidate for Election :

a) Qualification of the President :

The president shall be a Fellow for at least ten years, who shall have been a Council member of the Institution.

b) Qualification of the Vice-President :

A Vice-President shall be a Fellow for at least five years, who shall have been a Council Member of The Institution.

c) Qualification of the Honorary General Secretary :

The Honorary General Secretary shall be a Corporate Members stationed at Dhaka./

d) Qualification of the Honorary Assistant General Secretary :

A Honorary Assistant General Secretary shall be a Corporate members station at Dhaka.

e) Qualification of the Chairman of a Centre :

The Chairman shall be a Fellow for at least 5 years and shall have been/ Council Member of The Institution for at least one term and shall be stationed at the place where the Centre is situated.

f) Qualification of the Vice-Chairman of a Centre :

A Vice-Chairman shall be a Fellow for at least 3 years and shall have been Council Member or Local Council Member for at least one term and shall be stationed at the place where the Centre is situated.

B) Qualification of the Honorary Secretary of a Centre :

The Honorary Secretary shall be a Corporate Member/ stationed at respective places where the Centre is situated.

h) Qualification of the Chairman of Engineering Division :

The Chairman of an Engineering Division shall be a member of the respective Engineering Division and a Fellow for at least 5 years, who shall have been a Council member or Local Council Member for one term or a member of respective Divisional Committee for two terms.

i) Qualification of the Vice-man of Engineering Division :

The Chairman of an Engineering Division shall be a member of the respective Engineering Division and a Fellow for at least 3 years, who shall have been a Council Member or Local Council Member for one term or a member of respective Divisional Committee for one term.

j) Qualification of the Secretary of Engineering Division :

The Secretary of an Engineering Division shall be a member of the respective Engineering Discipline and a Corporate Member for at least five years.

48. Re-election to the Offices of The Institution:

- a) Subject to the provision of the article 26 of the Constitution, an Office Bearer of The Institution can be re-elected to the same post of the Office Bearer of The Institution only after the expiry of one term, provided that he shall not hold the same position for more than two terms.
- b) An Office Bearer of Local Centre/Sub-Centre/Engineering Division can be re-elected to the same office only after the expiry of one term, provided that he shall not hold the same office for more than two terms.
- c) A Council Member can be re-elected to the same position for consecutive three terms and after being elected for consecutive three terms can be re-elected only after expiry of one term.

An Engineering Divisional Committee Member, Local/Sub-Local Council Member can be re-elected to the same position for consecutive three terms and after being elected for consecutive three terms can be re-elected only after expiry of one term.

## **Chapter-VI**

### **MEETINGS**

#### **49. Powers of the General Meeting and the Council :**

All powers of the Institution shall be vested to the General Body and shall be exercisable by the Annual General Meeting or the Extra-Ordinary General Meeting of the General Body.

Between two General Meetings, the Council shall be vested with the powers of the General Body and shall exercise such powers except so far as the same expressly required by the Constitution or the Bye-Laws thereunder to be exercised by the Institution in General meeting.

In case there is any contradiction between any decision of the Council and that of a General Meeting, the decision of the General Meeting shall prevail.

#### **50. Meeting of the Council :**

The Council Meetings shall be held ordinarily at the Headquarters of The Institution. The Council shall hold at least one meeting in a year in Centres other than Dhaka. The Notice of Council Meetings shall be conveyed to each Council Member will) the agenda not less than 14 days before the day of the meeting. An Emergency Council Meeting may be called at 5 (five) days notice. The Council shall meet at least four times a year. The Quorum of a meeting shall be twenty five. An adjourned meeting for want of quorum shall require no quorum. A requisition for a Council meeting may be made by at least Twenty Council Members to the President.

#### **51. Annual General Meeting**

- a) The Annual General Meeting of The Institution shall be held once in every year unless the Council under extra-ordinary circumstances decides otherwise./
- b) At least twenty-one days notice (exclusive of the day on which the notice is deemed to be severed, but inclusive of the day for which notice is given) specifying the place, day and hour of the Annual General Meeting shall require to be sent to all eligible Fellows, Members, Honorary Members, Associate Members, Affiliates and Subscribers by post under certificates of posting to their last available registered addresses in Bangladesh but the non receipt of the Notice by any person entitled to receive it shall not invalidate the proceedings of any General Meeting. A copy of the Auditors Report and proposed Annual Budget and Revised Budget shall be accompanied with the Notice.
- c) The Annual General Meeting of The Institution shall generally transact the following business and such other business as may be placed by the Council or as the General Meeting may, by simple majority decision desire to transact :

- i. Presentation of Annual Report and its approval ;
- ii. Presentation of the Audited Accounts and its approval ;
- iii. Presentation of the Annual Budget and Revised Budget and its approval ;
- iv. Declaration of the new Council and its installation ;
- v. Any other item with the permission of the Chair ;

The Annual General Meeting shall be conducted as per provision of the Bye-Laws.

- d) Only the Corporate Members shall have the right to vote in Annual General Meeting.

**52. Extra-Ordinary General Meeting/ :**

- a) The President shall call an Extra-Ordinary General Meeting on a requisition/ from at least 200 (two hundred) Corporate Members, out of whom 100 (one hundred) should be Fellows, within 40 days of request of such requisition. Such meeting shall transact agenda only as have been given in the requisition.
- b) The President shall have the right to call an Extra-Ordinary General Meeting if deemed necessary in the interest of The Institution. All such Extra-Ordinary General Meeting shall be held at the Headquarters.
- c) Only the Corporate Members shall have the right to vote in Extra-Ordinary General Meeting/.

**53. Quorum for General Meeting :**

The quorum for the Annual General Meeting and Extra-Ordinary General Meeting shall be 200 (two hundred) Corporate Members./

**54 Convention**



The convention of The Institution shall normally be held every year concurrently with the Annual General Meeting unless the Council decides otherwise.

The Convention shall transact the following business and such other business as may be determined by the Council :

- i) Address by the President and the Honorary General Secretary of The Institution and the Chief Guest.
- ii) Convention for the award of Diplomas, Certificates, Medals and other distinctions, if any.
- iii) Presentation of technical papers and discussion thereof.
- iv) Holdings symposium and arranging group discussion on current engineering topics.
- v) Visits to important engineering projects and their studies.

The Convention shall be conducted in accordance with the Bye-Laws & Convention Manual.

55 Bye-Laws :

The Council shall have power to frame Bye-Laws/ in conformity with the provisions of the Constitution. The Bye-Laws thus framed shall remain valid till the next Annual General Meeting and shall have to be approved by the same Annual General Meeting for their further continuation./

56 Interpretation :

In case of any doubt or relating to the interpretation of this Constitution or the Bye-Laws made thereunder, the decision given by Annual General Meeting shall be final and shall be binding upon all concerned.

57. Arbitration :

In case of an controversy regarding rights and liabilities of any member of The Institution under this Constitution, the same shall be settled by arbitration in accordance with the Bye-Laws.

**58. Amendment of the Constitution :**

- a) The Constitution of The Institution can be amended only in an Annual General Meeting or an Extra-Ordinary General Meeting. Only the Council can, however, propose amendments in an Extra-Ordinary General Meeting.
- b) Amendments of the Constitution shall be proposed to the General Meeting by The Council  
Or by not less than 1 00 Corporate Members of whom 50 shall have to be Fellows.
- c) Corporate Members intending to propose any amendment to the Constitution shall do so by forwarding the proposal duly signed by 50 Corporate Members to the Honorary General Secretary so as to reach him not later than the 30<sup>th</sup> of August every year for putting up in the forthcoming Annual General Meeting in accordance with the Bye-Laws. The amendment may be passed by adding the votes of Corporate Members already replied in writing, provided that such votes constitute a 2/3 majority of those responding.
- d) Amendment of the Constitution shall take effect immediately after it is passed.

**59. Seal:**

The Seal of the Institution shall be affixed to such certificates, deeds or documents as required to be sealed only by the Honorary General Secretary. The President or the Vice-President and the Honorary General Secretary shall sign every instrument in which the seal of The Institution is so fixed.

## **Chapter-VIII**

### **ACADEMIC & PRPFSSIONAL MATTERS**

#### **60. Examination :**

The Council shall cause examinations to be held for approved candidates for admission as Students of Associate Members or for election as Members and shall frame regulations for such examinations defining time and places at which these shall be held, the subject which these shall comprise and the fees to be paid or deposited by candidates admitted thereto. The Council may from time to time add to or vary or rescind any of the aforesaid regulations. The Council shall have power to recognise such university degrees and collegiate and other certificates, as after scrutiny it may deem these to prove to be of sufficient standard to the attainment of scholarship in subjects referred to any may exempt graduates or holders of such certificates from passing in whole or in part of the said Examinations. The Institution shall have an Honorary Controller of Examinations nominated by the Council from amongst the Corporate members of The Institution.

#### **61. Publications :**

To achieve the aims and objectives of The Institution, the Council shall arrange for the publication of such journals, newsletters, periodicals, papers and documents as may be deemed necessary to advance professional knowledge, promote engineering science, technology and practices and help accelerate socio-economic development.

For this purpose the Council shall constitute one or more Boards of Editors consisting of Corporate Members and appoint Honorary Managing Editor/Editor as defined in the Bye-Laws.

Every paper, map, plan, drawing, photographs or model presented to/ The Institution shall be considered the property/ thereof unless there shall have been some previous arrangement to the contrary and the Council may publish these in any way and at any time it may think proper. No author or anybody else can publish any such document elsewhere without the approval of the relevant Board of Editors.

#### **62. Libraries :**

The Institution shall maintain Libraries of technical books, journals and also of allied subjects at the Headquarters and at such Centres and places as the Council may decide and shall keep in touch with similar Institutions/ in other parts of the world. Such Libraries will be maintained & operated as per Bye-Laws.

The Council shall have power to grant from time to time as it may think fit use of the rooms and premises of The Institution to any Society for purpose analogous to those of The Institution or to any persons who may be desirous of holding meetings or gatherings connected with the aims and objectives of The Institution or for any purposes the Council may define from time to time.

**63. Research Works :**

- a) The Council may constitute Research Teams for study of particular aspect of any branch of engineering. Such Teams will be headed by a Fellow of relevant expertise and members will be nominated by the Council from amongst the Corporate Members of The Institution. The Council may nominate members from outside The Institution, if it is considered beneficial for any particular research activity.
- b) The Council may authorize to create public charitable trusts for advancement of engineering. The Institution may also create funds/ the advancement of engineering for research works.
- c) Activities of the Research Teams & operation of Trust Funds will be as per provision of the Bye-Laws.

**64. Prizes, Medals & Certificates :**

- a) The Institution may award Certificates, in recognition of service related to fulfill the Aims & Objectives of The Institution.
- b) The Institution may also award Prizes and Medals for outstanding/ papers and contribution to engineering science. Procedures for selection & award of Certificates, Prizes and Medals will be as per provision of the Bye-Laws.
- c) Centre, Sub-Centre or Divisional Committee may award Certificates for Training Courses or CPD Programmes.

65. Accreditation Board for Engineering & Technical Education

- a) The Institution shall establish the Board of Accreditation for Engineering and Technical education in order to ensure quality control and quality assurance in engineering and technical education.
- b) The Accreditation Board shall be named as Board of Accreditation for Engineering and Technical Education.
- c) The Board shall be an autonomous body of the Institution.
- d) The Council of the Institution shall frame bye-laws regarding the function and management of the Board.

**66. The Composition of the Accreditation Board :**

The composition of the Board shall be as follows :

- a)
  - i. The Chairman shall be an eminent Educationists in engineering to be nominated by the Council of the Institution from a panel of three Educationalists proposed by a search committee formed by the President of the Institution.
  - ii. The Vice-President (Academic) of the Institution of Engineers, Bangladesh (Ex-Officio).
- b)

- i. Vice-Chancellor BUET or his nominee at the level of Senior Professor (engineering faculty)
- ii. Member of UGS (with background of science/technical education)
- iii. Vice-Chancellor of DUET/RUET/KUET/CUET or his nominee holding not below the rank of Senior Professor (engineering faculty)
- iv. Representative of Ministry of Education not below Joint Secretary level (preferably with background of science & technology)
- V. Seven Corporate members nominated by the Council (having good academic records, professional experiences) representing Industry, R&D establishment and eminent educationists.
- vi. Two Representatives from the Accreditation Boards/Regional Bodies of Asia and pacific countries by invitation from the Council.
- vii. The Chairman of the BPERB
- viii. The Member-Secretary shall be an eminent educationist in engineering with the rank of Professor nominated by the Council.

**67. Terms of Office of the Accreditation Board :**

- a. The terms of the office of the Board shall be 4 (four) years. One half of the members of the Board shall be replaced every two years after elections in the first or second meeting of the council
- b. Notwithstanding the provision of article 67 (a) as above, one half of the first Board shall be replaced at the first election of the Institution following the Constitution of the Board. The President of the Institution shall select this one half of the Board.

**68. The Engineering Registration Board :**

- a. The institution shall establish a registration board to regulate the engineering profession and matters related therewith as well as the development of the profession of Engineers.
- b. The registration board shall be named as The Bangladesh Professional Engineers Registration Board.
- c. The Board shall be an autonomous body of The Institution.
- d. The Council of The Institution shall frame the first Bye-Laws regarding the functions and the management of the Board, being an autonomous body of The Institution, subsequent additions, alterations amendments of these Bye-Laws as & when required will be done by the Board

**69. The Composition of the Registration Board :**

The composition of the Board shall be as follows :

a)

- i. The Chairman who shall be an eminent engineer, to be nominated by the Council of the Institution from a list of three eminent engineers, proposed by a committee formed by the President of the Institution.
- ii. The Vice-Chairman who shall be an eminent engineer to be nominated by the Council of The Institution from a list of three eminent engineers proposed by a committee formed by the President of The Institution.
- iii. The Vice-President (Academic) of The Institution of Engineers, Bangladesh (Ex-Officio).

b)

- i. A representative of the Bangladesh University of Engineering and Technology.
- ii. One member amongst the Directors of the BITs nominated by the Council of the BITs.
- iii. One member from amongst the Principals or Vice-Chancellors of the Private Colleges and Universities that award engineering degrees and are registered under the Bangladesh Private University Act 1992. This member shall be nominated by the University Grants Commission.



- iv. Two Corporate Members of The Institution of Engineers, Bangladesh to be nominated by the Council of The Institution.
- v. Two engineers from the public sector, holding or held not less than the rank of Chief Engineer or equivalent and having good academic records and professional experience, nominated by the Council of The Institution.
- vi. Four members representing the Private Sectors nominated by the Council of The Institution as per provision of the Bye-Laws.
- vii. Five eminent members from other professions nominated by the Council of The Institution as per provision of the Bye-Laws.
- viii. One member from a region/international engineering professional body by invitation from the Council of The Institution.

Nil

Nil

- b) All members with the exception of those mentioned in 67 (a) (viii), (ix) & (x) above shall be Corporate Members of The Institution.

**70. Terms of Office of the Engineering Registration Board :**

- (a) The terms of office of the Board shall be 4 years. One half of the members of the Board shall be replaced every two years, at the time of the elections of The Institution.
- (b) Notwithstanding the provision of Article 76 (a) above, one half of the first Board shall be replaced at the first election of The Institution following the constitution of the Board. The President shall select this one-half of the first Board.

**71. Registration as Professional Engineer :**

A Corporate member of The Institution, fulfilling the prescribed requirements of the Board and having his/her name entered in the Register by the order of the Board, shall be called a Professional Engineer and shall be entitled to use the abbreviations P.Eng. after his or her name, and shall be able to use such insignia emblems, etc. as the Board may prescribe and award as long as his/her name is on the Register.

**72. Engineering Professional Services and Social Welfare Committee :**

- (a) In order to promote the professional interest and social welfare of its members by The Institution, the Engineering Professional Services and Social Welfare Committee (EPSSWC) shall be formed with proper representation from different recognised Engineering Professional Services Associations as well as representation from different recognized Professional Engineering Associations.
  - (b) The EPSSW shall elect its Executive Committee from amongst its members.
  - (c) The Vice-President (Engineering Professional Services and Social Welfare), the Honorary General Secretary and the Honorary Assistant General Secretary (Engineering Professional Services and Social Welfare) of the Institution shall be the ex-officio Chairman, the Member-Secretary and the Joint Member-Secretary respectively of both the EPSSWC and the Joint Member-Secretary respectively of both the EPSSWC and its Executive Committee.
  - (d) The Council of The Institution shall, on the advice of the EPSSWC, frame Bye-Laws regarding the composition, functions and management of the EPSSWC and its Executive Committee.
  - (e)i. In order to promote social interchange between its members, The Institution shall arrange to form 'Engineers Recreation Centre at different Centres/Sub-Centres/Overseas Chapters of the Institution. Such Recreation Centres will be 'Sub-ordinate bodies of The Institution and shall be under the guidance of respective Centres/Sub-Centres/Overseas Chapters of the Institution
11. Only Members (except Student members) of the Institution, subject to their fulfilling other requirements shall be eligible to become Members of Engineers Recreation Centre.
- iii. The affairs of each Engineers Recreation Centre shall be managed as per provision of the Bye-Laws.

**73. Engineers Welfare & Benevolent Fund :**

Engineers Welfare and Benevolent Fund shall be constituted for the furtherance of members welfare. The fund shall be operated as per provision of the Bye-Laws of the Constitution.

**74. Industrial Safety Board of Bangladesh (ISBB) :**

- a. The Institution shall establish a Safety Board to minimize industrial accidents to improve safety situation with the objective of achieving overall economic progress of the country.
- b. The organization shall be named as "Industrial Safety Board of Bangladesh (ISBB)"
- c. The Board shall be autonomous body of The Institution.
- d. The Council of The Institution shall frame the Bye-Laws regarding the function and management of the Safety Board.

**75. The Composition of the Industrial Safety Board of Bangladesh (ISBB) :**

The Composition of the Safety Board shall be as follows :

a)

- i. The Chairman who shall be an eminent engineer, to be nominated by the Council of the Institution from a list of three eminent engineers, proposed by a committee formed by the President of the Institution.
- ii. The Vice-President (EPSSW) of the Institution will be the Vice-Chairman (Ex-officio)

b)

- i. An eminent Professional Engineer having experience and contribution in the safety field at national level will be nominated by the Council as Secretary, he shall be a Corporate member of The Institution.
- ii. Honorary General Secretary of The Institution will be the Secretary (Finance).

**b. Members**

- i. Chairman, BPERB or a member nominated him
- ii. Rector, ESCB or a member nominated by him
- iii. Eight Corporate members of IEB having experience in safety field.  
Five Corporate members, one each from Civil, Electrical,  
Mechanical, Chemical & Agricultural Engineering Divisions having experience in safety aspect
- iv. Three Corporate members of IEB not below the rank of Director (or equivalent) from the following organizations, to be nominated by their Heads :
  - v. - Bangladesh Atomic Energy Commission
  - Bangladesh Council of Scientific & Industrial Research (BCSIR)
  - Bangladesh Standard Testing Institute (BSTI)
  - Nil
- vii. Eight Safety Professionals, not below the rank of Senior Engineer from following Government Departments and Federations, to be nominated by respective Head :
  - i. Boiler Inspectorate
  - ii. Explosive Inspectorate
  - iii. Factories and Establishment  
Inspectorate
  - iv. Electrical Inspectorate
  - v. Department of Environment
  - vi. FBCCI
  - vii. Bangladesh Employers  
Federation
  - viii. Civil Defense & Fire Service

76. Terms of Office of the Industrial Safety Organization

The terms of the Board shall be 4 years.

77. Engineering Staff College, Bangladesh (ESCB)

- (a) The Institution shall establish a staff college to provide education, training, continuing education, orientation programmes and to store and disseminate engineering activities.
- (b) The staff college shall be named as Engineering Staff College of Bangladesh (ESCB)
- (c) It shall be an autonomous institution of IEB governed by a Board of governors responsible to Council.
- (d) The Executive head of the ESCB shall be Rector

78. The Composition of the Board of Governors of ESCB shall be as follows :

- (a) The President of The Institution of Engineers, Bangladesh as Chairman of the Board (Ex-Officio).
- (b) Vice-chairman to be nominated by the council from amongst the eminent engineer.
- (c) Rector, ESCB to be nominated by the Board of Governors and approved by the Council of the Institution of Engineers, Bangladesh as Executive Secretary of Board
- (d)
  - i. Vice-President (HRD) of The Institution of Engineers, Bangladesh (Ex-Officio)
  - ii. Honorary General Secretary of The Institution of Engineers, Bangladesh (Ex-Officio)

- iii. Three representatives from the government not below the rank of Joint Secretary  
Director General, Technical Education Department Ministry of Housing & Public Works Ministry of Education
  - iv. Four representatives from the private sector One from Construction & Consulting sector Two from Manufacturing sector One from Medical sector
  - V. Two representatives from the Public sector organizations, to be nominated by the Council
  - vi. Two Academician not below the rank of Professor
  - vii. Five representatives from others Professional Bodies/ Institutions/Associations President, ICAB or his nominee President, FBCCI or his nominee President, BMA of his nominee President, Supreme Court Bar Association or his nominee President, Krishibid Institution, Bangladesh
- e) The Council shall delegate powers to the Governing Body from time to time for its smooth functioning

#### 79. Responsibilities of the Board of Governor (BoG)

- i. Board of Governors shall decide the policies of the organization
- ii. Board of Governors shall approve the Annuals Budget, Audit Report etc.
- iii. Board of Governors shall nominate the Rector.

iv. Board of Governors shall constitute all the standing committees e.g. Academic Council. Administrative & Finance Committee, Special Committees and Task Forces.

V. Board of Governors shall frame all rules & regulations for conducting the business of the organization

VI. Board of Governors shall delegate powers to the Rector & other officials of the organization.

vii. Board of Governors shall approve the organizational structure, manpower of the organization.

viii. Board of Governors shall approve and the MOUs, Agreement etc.

ix. Board of Governors shall have the power to raise fund.

#### 80. Responsibilities of the Rector

i. He shall be the chief Executive Officer of the organization

ii. He shall act as the Executive Secretary of the BoG

iii. He shall be responsible for running the administration of the organization

iv. He shall act as the Principal Accounting Officer of the organization

V. He shall implement the policies & decisions of the BoG

vi. He shall prepare Annual Activity Plan, Annual Budget, Development Plan of the organization

vii. He shall represent the organizations in all term

81. **Terms of Office of the Governing Board of ESCB**

- a) The terms of the office of the Board shall be 4 (four) years. One half of the members of the Board shall be replaced every two years, at the time of election of the Institution.
- b) Notwithstanding the provision of article 79 (a) as one, one half of the first Board shall be replaced at the first election of the Institution of following the Constitution of the Board . The President of the Institution shall select this one half of the Board.



***BYE-LAWS  
OF  
THE INSTITUTION OF ENGINEERS, BANGLADESH***

As revised and approved by the Council of  
The Institution of Engineers, Bangladesh at  
its Meeting held on the 7th May, 1972  
and subsequently amended by the  
Council and approved by the  
Annual General Meetings  
from time to time

(Latest amendments approved in the 49th Annual General Meeting  
held on 15th May 2005)

**The Institution of Engineers, Bangladesh**  
Headquarters, Ramna, Dhaka-1000

## BYE-LAWS

### CONTENTS

		Pages
<b>Chapter-I</b>	<b>GENERAL/STATUS</b> Name & Registered Office, Interpretation Definitions, Code of Ethics	1-4
<b>Chapter-II</b>	<b>MEMBERSHIP</b> Membership Application & Registration, Transfer from one class to another, Notification & confirmation, Honorary Members, Fellows, Members, Associate Members, Students, Affiliates. Subscribers, Re-admission, Cessation, Disciplinary Action/Expulsion from Membership, Fees and Annual Subscriptions, Entrance Fees, Diploma Fees, Composition Fees, Life Subscription, Additional Fees, Subscription to Benevolent Fund	5-9
<b>Chapter-III</b>	<b>CENTRE/SUB-CENTRE/OVERSEAS CHAPTER, STUDENT CHAPTER &amp; ENGINEERS RECREATION CENTRE</b>  Objectives and Activities, Formation of Centre, Formation of a Sub-Centre, Formation of Overseas Chapter, Formation of a Student Chapter, Formation of Engineers Recreation Centre	10-16
<b>Chapter-IV</b>	<b>ENGINEERING DIVISION</b> Formation of Divisions, Functions and Activities of Engineering Divisional Committees, Administration of Engineering Divisions, Finance & Accounts of Engineering Divisions	17-20
<b>Chapter-V</b>	<b>ELECTION</b> Central Election Committee, Election Schedule and Procedure, Schedule Change & Results, Taking over and vacation of the offices of the Executive Committee of the Institution, Election of the Local/Sub-Local Council/Overseas Chapter Council & EPSSWC, Election of Engineers Recreation Centre, Taking over & vacation of Local/Sub-Local/Overseas Chapter Council, Terms of Office & Re-election	21-36
<b>Chapter-VI</b>	<b>MEETINGS</b> Procedure of for conducting Council Meeting, Procedure for conducting Meeting of the Executive Committee of the Council, Meetings of Local/Sub-Local Council, Procedure for conducting Annual General Meeting & Extra-Ordinary General Meeting,	37-42

	Voting at Meeting, Cost of Meeting, Convention	
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<b>Chapter-VII</b>	<b>EXAMINATION</b> Examinations, Examination Committee, Function of Examination Committee, Procedure of the Meeting of the Examination Committee, Honorary Controller of Examinations, Examination Centres, Rate of remuneration for the works related to Examination, Grading system, Refund and Remission of Examination Fees, Re-scrunity of Answer Scripts	43-45
<b>Chapter-VIII</b>	<b>STANDING COMMITTEES</b> Administration & Finance Committee, Publications, Library and Research Laboratories, Ethics Committee, Application & Membership Committee, Codes and Standard Committee, Internal Audit Committee, Policy & Strategic Planning Committee, Committees & Task Forces, Research Works, Prizes, Medals & Certificates	46-58
<b>Chapter-IX</b>	<b>ACADEMIC &amp; PROFESSIONAL ACTIVITIES</b> Accreditation Board for Engineering & Technical Education, The Engineering Registration Board, Engineering Professional Services, Social Welfare & Benevolent Committee, Industrial Safety Board	59-86
<b>Chapter-X</b>	<b>MISCELLANEOUS</b> Bye-Laws, Inspection of Records, Access to Property, Interpretation, Arbitration, Absentees, Dissolution	87-88

## **BYE-LAWS**

### **Chapter-I**

#### **GENERAL/STATUS**

##### **1.00**

##### **Name and Registered Office**

The name of the Institution is "The Institution of Engineers, Bangladesh" hereinafter called The Institution or IEB

The registered office called The Headquarters of The Institution shall be located at Dhaka.

##### **2.00**

##### **Interpretation**

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 shall include the plural, masculine shall include feminine and vice-versa, and words imparting persons shall include body corporate.

##### **3.00**

##### **Definitions**

- 3.01 "The Institution" means The Institution of Engineers, Bangladesh, as established and registered under the Societies Act XXI of 1860, in 1948 and as adopted in Bangladesh in 1972 and as incorporated by the Royal Charter, 1935 or any other Charter obtained thereafter, as "The Institute of Engineers, Pakistan".
- 3.02 "The Constitution" means the Constitution of The Institution framed and adopted originally in 1948 and amended subsequently from time to time.
- 3.03 "Bye-Laws" means the Bye-Laws of The Institution framed hereunder in accordance with the Constitution and having its effects and validity subject to the Constitution.
- 3.04 "Regulations" means Regulations as may be prescribed by the Council in accordance with Bye-Laws.
- 3.05 "The Council" means the Council of The Institution constituted in accordance with the Constitution and Bye-Laws to do all things to attain the aims and objectives of The Institution.
- 3.06.1 "Local Council" means the Council of a Centre constituted in accordance with the Constitution and Bye-Laws to do all things within the jurisdiction of the Centre to attain the aims and objectives of The Institution.

- 3.06.2 "Sub-Local Council" means the Council of a Sub-Centre constituted in accordance with the Constitution and Bye-Laws to do all things within the jurisdiction of the Sub-Centre to attain the aims and objectives of The Institution.
- 3.06.3 "Overseas Chapter Council" means the Council of an Overseas Chapter constituted to do all things within the jurisdiction<sup>1</sup>™ of the Overseas Chapter to attain the aims and objectives of The Institution.
- 3.07 "President", "Vice-President", "Honorary General Secretary", "Honorary Assistant General Secretary" mean respectively President, the Vice-President, the Honorary General Secretary and the Honorary Assistant General Secretary of the Council of The Institution duly elected as per provision of the Constitution and holding the office for the time being.
- 3.08 "Chairman" means the Chairman of Centres, Sub Centres, Overseas Chapters, Engineering Divisions, Bangladesh Professional Engineers Registration Board (BPERB), Board of Accreditation for Engineering & Technical Education (BAETE), Industrial Safety Board of Bangladesh (ISBB), Engineers Recreation Centres and other Committees formed by the Council.
- 3.09 "Rector" means the Rector nominated by the Council to look after the activities of Engineering Staff College, Bangladesh.
- 3.10 "Vice-Chairman" means the Vice-Chairman of Local Centres, Sub Centres, Overseas Chapters, Engineering Divisions, Bangladesh Professional Engineers Registration Board (BPERB), Engineers Recreation Centres and other Committees formed by the Council.
- 3.11 "Executive Vice-Chairman" means the Executive Vice-Chairman of Engineers Recreation Centres and other Committees formed by the Council.
- 3.12 "Honorary Secretary" means the Honorary Secretary of a Centre.
- 3.13 "Secretary" means the Secretary of Sub Centres, Overseas Chapters, Engineering Divisions & Engineers Recreation Centres.
- 3.14 "Council Members" shall always be expressly used to mean the Members of the Council of The Institution duly elected by the Corporate Members in accordance with the Constitution and Bye-Laws.

- 3.14.01 "Local Council Members" shall always be expressly used to mean Members of the Local Councils duly elected by the Corporate Members of the respective Centres in accordance with the Constitution and Bye-Laws.
- 3.14.02 "Sub-Local Council Members" shall always be expressly used to mean Members of the Sub-Local Councils duly elected by the Corporate Members of the respective Sub-Centres in accordance with the Constitution and Bye-Laws.
- 3.14.03 "Overseas Council Members" shall always be expressly used to mean Members of the Overseas Councils duly elected by the Corporate members of the respective Overseas Chapter in accordance with the Constitution and Bye-Laws.
- 3.15.01 "Office Bearers of the Institution" means the President, the four Vice-Presidents, the Honorary General Secretary and the four Honorary Assistant General Secretaries.
- 3.15.02 "Office Bearers of the Centre" means the Chairman, two Vice-Chairman and the Honorary Secretary of the Centre.
- 3.15.03 "Office Bearers of the Sub-Local Centre" means the Chairman, Vice-Chairman & Secretary of the Sub-Local Centre.
- 3.15.04 "Office Bearers of Overseas Chapter" means the Chairman, Vice-Chairman & Secretary of the Overseas Chapter.
- 3.15.05 "Office Bearers of Engineering Division" means the Chairman, Vice-Chairman & Secretary of the Engineering Divisions.
- 3.15.06 "Office Bearers of Engineers Recreation Centre" means the Chairman, Executive Vice-Chairman, Vice-Chairman & Secretary of the Engineers Recreation Centre.
- 3.16 "General Meeting" means a meeting of the Corporate Members of The Institution whether Annual, Ordinary or Extra-Ordinary, duly called and constituted and any adjourned meeting thereof.
- 3.17 "Notice" means a notice in writing signed by the Honorary General Secretary posted to the recorded address of members entitled to receive any notice.
- "Notice" means a notice in writing signed by the Honorary Secretary of Centres, Secretary of Sub-Local Centres, Overseas

Chapters, Engineering Divisions and General Secretary of Engineers Recreation Centres posted to the recorded address of members of Centres. Sub-Centres, Overseas Chapters, Engineering Divisions & Engineers Recreation Centres entitled to receive any notice concerning their activities only.

- 3.18 "Age" means the recorded age of a person in any admissible document obtained from Municipal Offices or Educational Certificate or Service Book or any other legal document acceptable to the Council
- 3.19 "Month" means the English calendar month and "Year" means the twelve months ending on the 31st December.
- 3.20 "Financial Year" means the twelve months ending on the 30th June every year or as may be decided or adopted by the Council.
- 3.21 "Common Seal" or "Seal" means a seal with the emblem of The Institution as approved by the Council affixed in a manner on such documents as may be prescribed.
- 3.22 "Term" means approximately 2 (two) years, defined as the period from taking office, i.e. following the Annual General Meeting in which the Council Members are declared elected, to the end of the 'second following Annual General Meeting.
- 3.23 "Fellow" means a Fellow of The Institution as and opposed to Members, Fellows, Members forming the body of Corporate Members shall have the meaning as defined in the Constitution.
- 3.24 "The Journal" mean the Journal of The Institution or any Journal of The Institution other than News Bulletins, Digests, etc.
- 3.25 "General Body" will mean all Corporate Members of The Institution.
- 3.26 "Article" means an article of the Constitution while "Clause" means a Clause of the Bye-Laws.

#### **Code of Ethics**

Enclosed in Appendix-'A'



## **Chapter-II**

### **MEMBERSHIP**

#### **5.00 Membership Election and Registration**

Subject to the age, qualifications, special provisions and restrictions as laid down in the Constitution, candidates for election to any class shall be proposed and supported as provided hereunder, from personal knowledge and in writing according to prescribed form along with signed copy of Code of Ethics.

#### **6.00 Transfer from one class to another**

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

#### **7.00 Notification and Confirmation**

7.01 Applications considered incomplete or defective shall be returned by the Honorary General Secretary or the Secretary to the Candidate, within one month of receipt stating the reasons.

7.02 Every candidate, on his election or transfer, shall be forthwith notified by the Honorary General Secretary or the Secretary but his name shall not be entered in the Register although duly elected 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 have been paid in full and he has signed and delivered to the Honorary General Secretary, or the Secretary an engagement in accordance with the prescribed form.

7.03 A Register shall be maintained by the Headquarters for the Members for each class and each division separately. A candidate after election shall be admitted into the appropriate register chronologically under a proper serial number with other necessary particulars. Separate register for the Corporate Members of each Centre shall be maintained by the Headquarters.

#### **8.00 Honorary Members**

When it is proposed by at least 100 Corporate Members and subsequently recommended by the Council to elect any duly qualified person to be an Honorary Member, the person so proposed shall be approached by the Honorary General Secretary for obtaining his consent. On receipt of the consent his name and qualifications shall be announced in the Annual General Meeting for approval. His name shall then be entered in the Register of The Institution and he shall be informed by the Honorary General Secretary of his election. In case of Honorary Members, there shall be no entrance fee and no annual subscription.

**9.00****Fellows**

- 9.01 Every candidate for election as a Fellow shall be proposed and seconded by not less than 3 (three) Corporate Members of whom not less than 2 (two) shall be Fellows.
- 9.02 Each completed application in the prescribed form shall be sent to the respective Centres by the candidate. The Honorary Secretary of the Centre shall forward the applications to the Chairman of the Application and Membership Committee. The Application and Membership Committee shall scrutinise as to whether or not qualifications of the candidates appear to be in accordance with the Constitution and shall send the recommendations to the Honorary General Secretary. The Honorary General Secretary shall circulate the bio-data of the applicants amongst the Council Members for obtaining their votes and the votes should be compiled by the Headquarters. The result should be scrutinized in the following way.
- 9.02.01 Each negative vote will cancel two positive votes.
- 9.02.02 In case of direct admission of Fellows, votes recorded for Membership, shall be considered negative and in considering application for Members vote given for Membership, shall be considered affirmative in favour of the candidates.

The results tabulated as above will be placed before the Council for its appraisal.

**10.00****Members**

- 10.01 Every candidate for election as a Member shall be proposed and seconded by not less than 3 (three) Corporate Members of whom not less than 1 (one) shall be a Fellow.
- 10.02 Each completed application in the prescribed form shall be sent to the respective Centres by the candidate. The Honorary Secretary of the Centre shall forward the applications to the Chairman of the Application and Membership Committee. The recommendation of the Application and Membership Committee shall be placed before the Council Meeting for its consideration and results will be completed as in 9 above.

**11.00****Associate Members**

- 11.01 Every candidate for election as an Associate Member shall be proposed by one Corporate Member and seconded by another Corporate Member.

- 11.02 Each completed application in the prescribed form shall be sent to the respective Centres by the candidate. The Honorary Secretary of the Centre shall forward the applications to the Chairman of the Application and Membership Committee. The recommendations of the Application and Membership Committee shall be placed before the President for final decision.

**12.00 Students**

- 12.01 Every candidate for election as a Student shall be proposed by one Corporate Member and recommended by another Corporate Member.
- 12.02 Each completed proposal in the prescribed form shall be sent to the respective Centres by the candidate. The Chairman of the Centre will take the final decision about the requested enrolment after receiving independently a letter of recommendation in prescribed form from the Corporate Member under whose supervision the candidate is engaged in engineering activity. The Chairman of the Centre after realisation of the requisite fees, will enter his name in the Register of the Centre and will simultaneously inform the Headquarters where also his name will be entered in the appropriate Register. The Headquarters will allot a Registration Number to the Student. Annual Report by the Corporate Member on the Student under his supervision will be obtained by the respective Centres.

**13.00 Affiliates**

- 13.01 Every candidate for election as an Affiliate shall be recommended " by 3 (three) Corporate Members of whom not less than 2 (two) shall be Fellows.
- 13.02 Procedure for elections shall be same as Clause 11.02 of the Bye-Laws.

**14.00 Subscribers**

- 14.01 A subscriber to The Institution shall be proposed by one Corporate Member and recommended by another Corporate Member.
- 14.02 Procedure for election shall be same as Clause 11.02 of the Bye-Laws.

**15.00 Re-admission**

- 15.01 The Council may re-admit a candidate in the class to which he formerly belonged and any candidate whose Membership had terminated for any cause provided he satisfies the Council that he is worthy of re-admission and pays such amount in respect of entrance fee, arrear subscriptions and any other dues as the Council may determine.

- 15.02 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. Students, Affiliates and Subscribers.

**16.00**

**Cessation**

- 16.01 A member whose annual subscription remains unpaid for one year shall not be entitled to receive any notice or publication of The Institution that may be issued until he clears his dues. He shall also not be entitled to stand for election for any office until he has cleared up his arrear dues by 30th June of the Election Year.
- 16.02 He who has not paid his subscription for the two consecutive years shall automatically cease to belong to The Institution and shall have to pay the full entrance fee for re-enrolment including two years subscription. If he wishes to retain his old membership number he shall have to pay all the arrear dues previous to the date of renewal of his membership provided that he may be exempted from payment of the arrear dues, in very special circumstances at the discretion of the Council.
- 16.03 Any Corporate Member resigning under the provision of Article 21 of the Constitution will do so after payment of the arrear Annual Subscription including that for the current year and any other dues outstanding in full.

**17.00**

**Disciplinary Action/ Expulsion from Membership**

- 17.01 Reference Article 21 of the Constitution & on recommendation from Ethics Committee, the Council shall have the Prefer to expel any member other than a Honorary Member, who has been guilty of any conduct prejudicial to The Institution rendering him unfit to remain a member thereof; provided that the meeting of the Council deciding the expulsion of any member, shall pass a resolution to this effect by a majority of a two thirds of those present. Upon a resolution of expulsion being passed, the name of the person shall be removed from the roll and he shall cease to have any connection with The Institution. Neither the Council collectively nor any member of the Council individually shall be made liable for anything done under this Bye-Law. Every candidate applying for election or every member already elected to The Institution shall be deemed in so applying or in so being elected to agree to accept as final, any decision of the Council under this Bye-Laws.

Every person who has ceased to belong to The Institution shall be called upon by the Honorary General Secretary to return immediately his diplomas or certificates to the Honorary General Secretary and he shall not be entitled any longer to make use of any designation implying past connection with The Institution.

**Existing  
Proposed Amendment**

- 17.02 The Council shall also have (he right to take any disciplinary action against any member who shall have, in the opinion of the Council, acted in such a manner as to warrant disciplinary action but not expulsion. The procedure laid down in Bye-Laws 17.01 shall be followed in such cases also and decision of the Council shall be final, provided that before this action is taken the person in question shall also be granted 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 and restrain him from taking any part in the affairs of The Institution during the period of suspension.

**18.00**

**Fees and Annual Subscriptions**

- 18.01** Entrance Fees, Diploma Fees and Subscription to Benevolent Fund

As may be modified from time to time, the entrance and other fees - shall be payable as shown in Appendix - 'B'

**18.02 Additional Fee**

The Council may, if it considers necessary in the discharge of any important or special function of The Institution, levy an additional fee or fees and may raise subscriptions in case of war, any natural calamity. Centres and Sub-Centres may also raise subscription for the Convention or for any function approved by Local Council. . Centres may accept on behalf of The Institution moneys or goods from any source with the prior approval of the Council.

**18.03 Composition fees**

Any Fellow or Member may compound for future subscription by a single payment depending on his age at the time in accordance with following table shown in Appendix-B. On transfer from Life Member to Life Fellow he may similarly compound by paying the "difference between the compounding fee for Fellow and that for Member.

**18.04 Life Subscription .**

Any Fellow or Member may pay his life subscription in accordance with the tables : Enclosed in Appendix - B

**Chapter-III**  
**CENTRE, SUB-CENTRE, OVERSEAS CHAPTER, ENGINEERS**  
**RECREATION CENTRE & STUDENT CHAPTER**

**19.00**

**Objects and Activities**

- 19.01 The objects, procedure and activities of the Centres, Sub-Centres, Overseas Chapters, Engineers Recreation Centres & Student Chapters shall as far as practicable be the same as those of The Institution and the provisions of the Constitution and the Bye-Laws of The Institution in this regard apply mutatis mutandis to these also.
- 19.02 Rules of procedure and directions issued from time to time by the Council shall apply mutatis mutandis in the case "of Centres and Sub-Centres.

**20.00**

**Formation of Centre**

- 20.01 Corporate Members residing in an area and desirous of forming a Centre under Article 29 of the Constitution shall first form a preliminary committee of not less than 5 (five) Corporate Members of whom one who is a Fellow should be elected Convenor. The Committee shall under the signature of the Convenor, and supported by altogether 150 (one hundred fifty) 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 Centre, specifying the location of the office and boundary of area proposed to be served. Before permitting formation of a new Centre the Council will consult existing Centres regarding such a step.
- 20.02 The Council shall consider the proposal and if found satisfactory, sanction the formation of the Centre, nominate a Corporate member who is a Fellow of that Centre as its Chairman for the remaining period of the term of the Council and accord recognition to the preliminary committee as the Committee of Management of the Centre. In this formation stage, the correspondence, as may be necessary, shall be conducted by the Headquarter office with the Chairman of the Centre. The Chairman of the Centre may assign definite duties to any or more Members of the Committee of Management for the due discharge of the activities of the Centre and of The Institution on any honorary basis.
- 20.03 If at any time any Centre by itself is not having the requisite number of Corporate Members to have one representation, the Council will be at liberty to join two or more Centres and form an Electoral College.

**21.00**

**Formation of a Sub-Centre**

- 21.01 Corporate Members residing in an area and desirous of forming a Centre under Article 33 of the Constitution shall first form a preliminary committee of not less than 3 (three) Corporate Members of whom one who is a Fellow should be elected Convenor. This Committee under the signature of the Convenor and supported by altogether by 25 (twenty five) 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 Sub-Centre, specifying the location of the office and boundary of the area proposed to be served. Before permitting formation of a new Sub-Centre, the approval of the Council will be taken by the Centre.

**22.00**

**Formation of Overseas Chapter**

- 22.01 Corporate Members residing in a country and desirous of forming an Overseas Chapter under Article 37 of the Constitution shall first form a preliminary committee of not less than 3 (three) Corporate Members of whom one should be elected Convenor. This Committee under the signature of the Convenor and supported by altogether by 10 (ten) Corporate Members, as signified by the original signature of each Member on application, apply to the Honorary General Secretary for the formation of the office and boundary of the area proposed to be covered for the proposed Overseas Chapter.

- 22.02 The Council shall consider the proposal and if found satisfactory, sanction the formation of the Overseas Chapter and accord recognition to the preliminary committee as the Committee of Management of the Overseas Chapter for the rest of the period of the term of the Council.
- 22.03 The affairs of the Overseas Chapter shall be run by a Council elected locally by the Corporate Members which shall consist of the following :
- i) The Chairman
  - ii) The Vice-Chairman
  - iii) The Honorary Secretary, and
  - iv) At least 3 (three) Council Members.

The Chairman and Vice-Chairman of the Overseas Chapter shall be Fellows.

## **23.00**

### **Formation of Engineers Recreation Centre :**

With the approval of the Council, ERC can be formed at any Centre/Sub-Centre/Overseas Chapter of the Institution of Engineers, Bangladesh  
The Name of the ERC shall be : ENGINEERS RECREATION CENTRE, DHAKA/ CHITTAGONG/ COMIEEA ... etc.

#### **23.01 Location**

An ERC and its office shall be located/housed at the premises of the Headquarters of The Institution of Engineers, Bangladesh for Dhaka Centre and at the premises of different Centres/Sub-Centres/Overseas Chapters for their respective jurisdictions.

#### **23.02 Ere Administration & Management**

The affairs of an ERC shall be attended to and administered by the EXECUTIVE COMMITTEE who shall manage the same to the best of their competence and ability. The EXECUTIVE COMMITTEE shall consist of the following :

##### **23.02.01 For Dhaka**

- i) The Chairman (Ex-Officio) - The President of IEB
- ii) Executive Vice-Chairman
- iii) Vice-Chairman (Ex-Officio) - Chairman of Dhaka Centre
- iv) Vice-Chairman
- v) The General Secretary
- vi) Secretary (Finance)
- vii) Executive Members (Maximum 8)
- viii) One lady Council or other Member nominated by the Council (Ex-Officio)
- ix) Five Members (Ex-Officio)

##### **23.02.02 For other Centres/Sub-Centres/Overseas Chapters**

- i) The Chairman (Ex-Officio) - The Chairman of Centres/ Sub-Centres/Overseas Chapters except Dhaka Centre
- ii) Executive Vice-Chairman
- iii) Vice-Chairman (Ex-Officio) - Vice-Chairman of Centres/ Sub-Centres/Overseas Chapters
- iv) Vice-Chairman
- v) The General Secretary



- vi) Secretary (Finance)
- vii) Executive Members (Maximum 4)
- viii) One lady Council or other Member nominated by the respective Council (Ex-Officio)
- ix) Four Members (Ex-Officio)

- 23.02.02.1 Vice-President (EPSSW), Honorary Secretary of Dhaka Centre and the immediate past i) Executive Vice-Chairman, ii) Vice-Chairman and iii) the General Secretary shall be the Ex-Officio Members for Dhaka ERC.
- 23.02.02.2 Honorary Secretary of respective Centres/Sub-Centres/ Overseas Chapters and the immediate past i) Executive Vice-Chairman ii) Vice-Chairman" and iii) the General Secretary shall be Ex-Officio - . Members of respective Centres/Sub-Centres/Overseas Chapters.
- 23.02.02.3 The Executive Vice-Chairman, Vice-Chairman, the General Secretary, Secretary (Finance) and the Executive Members will be directly elected by the eligible Members of respective ERCs as per provision of the Approved Constitution.

### **23.03 Operation**

The Executive Vice-Chairman shall have overall control and supervision over the day to day affairs of ERC. He shall be vested with powers, duties and responsibilities as per provision of the Constitution of ERC.

The Vice-Chairman shall assist the Executive Vice-Chairman in discharging his duties as per provision of the Constitution of ERC.

The day to day management of ERC shall be exercised by the General Secretary under guidance of the Executive Vice-Chairman within the provision of the Constitution of ERC.

The duties & responsibilities of other members of the Executive Committee shall be as per provision of the Constitution of ERC.

### **23.04 Election**

Elections for all posts mentioned in 23.02.02.3 above shall be held on the same date & time of the elections of The Institution of Engineers, Bangladesh within the provisions of the Approved Constitution of ERCs.

### **23.05 Accounts**

All ERCs shall be integral bodies of The Institution of Engineers, Bangladesh. However, The Institution will not bear any liabilities for any of the ERCs. Respective ERCs will raise funds by means of subscriptions from its Members, donations, special donations or contribution, charity or variety shows and all other lawful means, as would be necessary, both for the maintenance and also the costs & expenses of its activities.

However, annual audit reports of all ERCs will be carried out, at their own expenses, and submitted to the Honorary General Secretary for inclusion in his Annual Report.

### **23.06 Constitution of ERC**

Approved Constitution of ERCs is enclosed in Annexure "O" of the Bye-Laws of The Institution of Engineers, Bangladesh.

No changes or modifications in the operation or in the Constitution of ERCs shall be made without the approval of the Council.

## 24.00

### Formation of Student Chapter

- 24.01 To ensure active participation of the maximum number of local engineering students in the students activities of The Institution, each Centre shall form Student Chapter under Article 38 of the Constitution.
- 24.02 Functions of Students Chapter The functions of the Students Chapter shall be :
- 24.02.01 To acquaint the student members with the aims and activities of The Institution.
  - 24.02.02 To motivate the student members to achieve these aims which are achievable at this level and to train them up in such a way that they will be able to discharge their duties and responsibilities properly as Corporate Members at a later stage.
  - 24.02.03 To encourage those who are eligible to become student members, to get themselves registered as student members.
  - 24.02.04 To inform them of professional code of ethics so that they abide by the same in their future professional conduct.
  - 24.02.05 To arrange seminars and talks by eminent engineers, scientists and senior members and study tours to engineering projects, constructions, factories, workshops and laboratories.
  - 24.02.06 To publish bulletins and journals to highlight different activities of The Institution and to communicate the technical information to others.
  - 24.02.07 To arrange jobs for the student members during their vacation.
  - 24.02.08 To arrange coaching classes for those who are in need of the same.
  - 24.02.09 To help the fellow students in their academic pursuits.
  - 24.02.10 To encourage all sorts of co-curricular activities with a view to promoting social contacts and interactions among the members of the Chapters.
  - 24.02.11 To facilitate participation of the Student Members in the Convention of The Institution, with the concurrence of the Local Council.
  - 24.02.12 To undertake any other activity which may be conducive to the technical and intellectual advancement of the members of the Chapters.
- 24.03. The activities of the student of each Students Chapter shall be planned, supervised and guided by a Local Students Committee to be constituted as follows :
- 24.03.01 A teacher, who is also a Corporate Member of The Institution, not below the rank of Associate Professor - Chairman
  - 24.03.02 Honorary Secretary of the concerned Centre -Member
  - 24.03.03 One teacher to be nominated by the Vice-Chancellor/Director/ Principal - Member

- 24.03.04 Four student members of the concerned Students Chapter to be nominated by the concerned Local Council in consultation with the Chairman of this Committee. The committee shall assign a member to act as the Member-Secretary.
- 24.04 The Local Students Committee shall endeavour to achieve the aims and objectives of The Institution related with the "Student" and "Student Chapter" as laid down in the Constitution, Bye-Laws and Rules and Regulations of The Institution under" the overall supervision of the concerned Local Council to frame appropriate rules and regulations for smooth and effective running of the Chapter.
- 24.05 The concerned Centre shall provide adequate secretarial facilities to the committee and it is the responsibility of the Local Council to see that the Students Chapters are functioning according to the directives given by the Council.
- 24.06 A separate Register shall be maintained by the Headquarters for each Students Chapter. The Student Members, after enrolment shall be informed of the registration number through the concerned . Centre and the Students Chapter.

## **Chapter-IV**

### **ENGINEERING DIVISION**

#### **25.00 Formation of Divisions :**

25.01 The following Engineering Divisions shall be formed by the Council as per provisions of the Article 35 of the Constitution :

25.01.01 Agricultural Engineering Division (AED)

25.01.02 Chemical Engineering Division (CHED)

25.01.03 Civil Engineering Division (CED)

25.01.04 Electrical Engineering Division (EED)

25.01.05 Mechanical Engineering Division (MED)

25.02 To start with, each division will include the following disciplines :

25.02.01 Agricultural Engg Division    Agricultural Engineering;  
Irrigation Engineering;

25.02.02 Chemical Engg Division    Chemical Engineering;  
Gas Engineering;  
Petroleum Engineering;

25.02.03 Civil Engg Division    Civil Engineering;  
Water Resources Engineering;

25.02.04 Electrical Engg Division    Computer Science & Engineering  
Electrical Engineering;  
Electrical & Electronics Engg:  
Electronics & Communication  
Engineering;

25.02.05 Mechanical Engg Division    Aeronautical Engineering:  
Industrial & Production Engg:  
Mechanical Engineering;  
Metallurgical Engineering:  
Mining Engineering

Naval Architecture and Marine Engineering;  
Textile Engineering;

- 25.03 Each member of The Institution shall ordinarily become member of one of the above Divisions based on his engineering discipline. The initial placement of members in the above divisions will be made on the basis of applicants discipline as reflected in their educational qualifications. Any member who is desirous of changing a division, may apply along with documentary evidence supporting his application. The Council on the recommendation of the Application and Membership Committee, may consider such case.
- 25.04 As per provision of Article 35 (b) of the Constitution, the Council may establish a new Engineering Division in the event a minimum of 500 Corporate Members request the Council to create such a Division.
- 25.05 As per provision of Article 35 (c) of the Constitution the Council may form Groups to promote technical activities covering specific areas within one or more of the above Divisions.

**26.00 Qualification of the Members of the Engg. Divisional Committees**

Only Corporate members belonging to the respective Engineering Divisions are eligible to contest the Election. The qualification of the Members of the respective Engineering Divisional Committees shall be as stated below :

**Members :** The Members of the Engineering Divisional Committee shall be Corporate Members.

## **7.00 Functions and Activities of Engineering Divisions**

27.01 All Engineering Divisions will function under the overall guidance of the Council of The Institution, with the aim of expanding the learning of engineering and professional activities and this may be achieved through the following activities relevant to the particular division, but not limited to :

- prepare long and short term programme of activities ;
- organise discussion programmes/technical meetings ;
- organise national or international symposia, conferences;
- organise continuing education programmes ;
- arrange technical publication ;
- undertake R & D activities on important national issues ;
  - maintain constant liaison with Engineering Universities, Institutes of Technology, Colleges. R&D Centre and different Government, semi-Government and Private Bodies ;
- interact and liaise with different national bodies with a view to projecting effectively the view of The Institution at the national level.

## **28.00 Administration of Engineering Divisions**

- 28.01 The activities of each Division shall be performed through the respective Engineering Divisional Committees formed as per provisions of Article 36 of the Constitution.
- 28.02 The Divisional Committees may from time to time take the assistance of experts in various fields of engineering and technology to supplement their efforts towards wider dissemination of latest development in specialised fields of engineering.
- 28.03 The Engineering Divisional Committees may constitute subcommittees and task forces (including Joint Committees/Task Forces) to achieve their aims and objectives.
- 28.04 Any vacancy in the office of Chairman or in any other elected post of any Engineering Division, arising out of death, resignation or any other reason, which may occur between two elections shall be filled up by the Council.
- 28.05 All correspondence regarding the activities of the Division including invitation for Seminar/Workshops will be signed by the Secretary of the Division but programmes to be finalised in consultation with the Honorary General Secretary. However, other correspondence for Annual Paper Meet, International Conferences & matters related to IEB affairs will be issued by the Honorary General Secretary where the Secretary.

## **29.00 Finance & Accounts of Engineering Divisions :**

- 29.01 Engineering Divisional Committees shall prepare their annual budget in line with their programme of activities and place the same to the Administrative and Finance Committee.
- 29.02 Engineering Divisions may raise funds through donations, advertisements or any other legal means as decided by the Divisional Committees within the

jurisdiction of Constitution & Bye-Laws.

- 29.03 Separate bank Accounts shall be maintained by each Engineering Division and the fund allocated by the Council will be transferred to respective Divisional Committees in maximum four equal quarterly installments. All other collections by the Divisional Committees shall be deposited in the respective Divisional accounts.
- 29.04 The Bank Account of a Divisional Committee shall be jointly operated by the Chairman and the Secretary of the respective Divisions and separate cash books will be maintained for each Division. In the absence of Chairman for a long period, Vice-Chairman may sign in place of Chairman. In the absence of the Secretary, the Divisional Committee may nominate a member to sign.
- 29.05 The respective Divisional Committees shall be responsible for proper utilisation of all funds made available to the Committee.
- 29.06 The Divisional Committees shall prepare monthly and yearly accounts and shall submit the same to the Honorary General Secretary regularly.
- 29.07 The accounts of different Divisional Committees will be audited regularly by the auditor appointed for the Institution.
- 29.08 For smooth functioning of the Division, respective Divisional Committees may adopt rules and regulations in conformity with the Constitution and Bye-Laws of The Institution.

## **Chapter-V**

### **ELECTION**

#### **30.00 Central Election Committee, Election Schedule and Procedure**

30.01 The Council shall constitute latest by 30th June of the election year an Election Committee called the Central Election Committee (CEC) from amongst the eligible voters, consisting of the following :

30.01.01 A Chairman, who shall have been a Council Member of The Institution for at least one term and who has been a Fellow for at least 5 years : and

30.01.02 At least six members, who shall be Corporate Members and at least 50 percent of whom shall be Fellows.

30.02 The Chairman and the Members of the CEC can not be candidates for the offices of the President, the Vice-Presidents, the Honorary General Secretary, the Honorary Assistant General Secretaries, Chairman, Vice-Chairman and Secretary of different Engineering Divisional Committees of The Institution. In the event of the Chairman or any member of the CEC becoming a candidate for any of the offices mentioned above, he shall cease to be a member of the CEC and the Council shall nominate new member to fillup the arising vacancy. The CEC shall be responsible for conducting the elections to the posts of the ' President, the Vice-Presidents, the Honorary General Secretary, the Honorary Assistant General Secretaries and the Members of the Council, allocated to different Centres, other than the Chairman, the Vice-Chairman and the Honorary Secretary of the various Centres who become Members of the Council by virtue of their holding offices at the Centres. The CEC shall also be responsible for conducting the elections to the posts of Chairman, Vice-Chairman, Secretary and Members of the different Engineering Divisional Committees.

30.02.A The Council of each Centre/Sub-Centre/Overseas Chapter Shall constitute latest by 30th June of the election year a Local Election Committee (LEG) consisting of the following.

30.02.A.01 A Convenor who shall have been a Council Member of The Institution or a member of any Local Council/Sub-Local Council/Overseas Chapter and who has been a Fellow for at least 3 years; and



- 30.02.A.02 At least four Members who shall be all corporate Members.
- 30.02.A.03 The Convenor and the Member of the LEG cannot be candidates for the office or the President the Vice-Chairman. Secretary of the Engineering Divisional Committees of The Institution, or Chairman, Vice-Chairman of Honorary Secretary of any Centre, Sub-Centre. Overseas Chapter. In the event of the Chairman or any Member of the LEC becoming a candidate for any of the offices mentionate new member to fill up the arising vacancy. The LEC will be responsible for conducting the election to the posts of Chairman, Vice-Chairman, Honorary Secretary and Members of the Local Council/Sub-local Council/Overseas Chapter to be polled at the respective Centres. Sub-Centres and Overseas Chapters. They will also be rsspponsible to conduct election of Engineers Recreation Centre (except Dhaka.)
- 30.02.A.04 In conducting the elections for the Office Bearers and Members of the Local Council Sub-Local Council/Overseas Chapter/Engineers Recreation Centre the LEC will follow mutatis mutandis procedures and schedules similar to election of the Office Bearers and Members of the Council of The Institution and exercise such powers and be responsible for similar actions as prescribed for the Central Election Committee.
- 30.02.01 The Honorary General Secretary of The Institution will despatch to all Centres and Sub-Centres draft Voters Lists comprising names of all Corporate Members and members of Engineers Recreation Centres who have cleared their dues by **30th June** of the year preceding the election and such lists will be prepared Centres and Sub-Centres-wise mentioning the Engineering Division along with a draft list of Fellows eligible for the posts of the President, the Vice-Presidents and the Chairmen of different Engineering Divisions. The draft Voters Lists will be despatched to all Centres and Sub-Centres by **31 July**.
- 30.02.02 Draft Voters' List will be available for inspection by the Members at the Headquarters as, well as the Centres and Sub-Centres. Members will be notified through the Engineering News and/or any other suitable media for such inspection/checking for any correction, if needed. This will also include changes of Centres/Sub-Centres/Overseas Chapters of members due to change in posting. Corrections will be allowed upto **14 August**.
- 30.02.03 The Honorary Secretaries of all Centres, Secretaries of Sub-Centres,, Engineers Recreation Centres and eligible voters shall forward the correction memo, if any, to the Honorary General Secretary, so as to reach him by **20 August**.
- 30.02.04 The Honorary General Secretary will then prepare Centre and Sub-Centre-wise final Voters List (mentioning the Engineering Division for each voter) as well as the list of eligible candidates for the offices of the President, the Vice-Presidents and the Chairmen of different Engineering Divisions on the basis of the corrections, if any, and hand over such Voters' Lists to the Chairman of the CEC, Centres & Sub-Centres, along with the number of Council Members allocated to the respective Centres by the Council by 25 August. By the same date the Honorary General Secretary will notify the voters staying outside Bangladesh about the Election Schedule as determined by the CEC asking to contact the CEC for postal ballot papers.
- 30.03 The CEC will determine polls schedule and take other actions as follows:
- 30.03.01 Last date for announcement through a minimum of two widely circulated national dailies and Engineering News for submission of nominations of candidates for election in the approved format only, obtainable at Headquarters, Centres or Sub-Centres of The Institution - **27 August**.
- 30.03.02 Last date of receipt of nomination papers by the CEC  
- **05 September**
- The nomination papers of the eligible candidates shall bear the signature of the respective candidates as a token of his consent to

stand for the election accompanied by Bio-Data, not exceeding 120 words for the Executive Office Bearers and the Chairman of Engineering Divisional Committees and 60 words for Council Members, Vice-Chairman, Secretary and Members of the Engineering Divisional Committees, along with 2 (two) passport size photographs.

- 30.04.03 Last date of completion of scrutiny of nomination papers by the CEC - **10 September.**
  - 30.03.04 Last date of publication of provisional list of candidates by the CEC - **12 September.**
  - 30.03.05 Last date for submission of appeal, if any, against the provisional list of candidates - **15 September.**
  - 30.03.06 Last date for disposal of appeal, if any - **20 September.**
  - 30.03.07 Last date for withdrawal of nomination papers, if any  
- **25 September.**
  - 30.03.08 Last date for publication of the final list of candidates by the CEC and placing the same before the Council  
- **27 September.**
  - 30.03.09 Last date for finalising the location of polling stations by the CEC which shall not be at any place other than an established Centre/Sub-Centre of The Institution -**16 September.**
  - 30.03.10 A Corporate Member whose name has appeared in the Voters' List but has already changed his Centre/Sub-Centre due to transfer of service after the final Voters' List is published, may apply to the CEC for changing the Voting Centre with a certification from the Chairman or Honorary Secretary of his original Centre/Sub-Centre about the transfer and voter number by - 20 **September.**
  - 30.03.11 The CEC will compile such transfer cases by 25 **September** correcting the Voters' List accordingly. The CEC then will notify the names to the Centres, Sub-Centres and Headquarters as well as the concerned voters by -**30 September.**
  - 30.03.12 Last date for publication of the list of candidates along with their photographs and brief introductions, if available, in the Engineering News (special issue) and/or any other suitable publication by the CEC - 17 **October.**
  - 30.03.13 Last date for printing of ballot papers and completion of adopting of necessary security measures, such as insertion of security signatures, special security embossing, machine numbering, etc. as determined by the CEC - **10 October.**
- Separate Electoral Registers containing the names of Voters for each polling station shall be prepared mentioning the engineering division for each voter and sent by the CEC to the respective polling stations along with ballot papers.
- 30.03.14 Last date for sending ballot papers and other election materials to all polling stations - **12 November.**

30.03.15 Last date of completion of polling - **15 November.**

30.03.16 Last date for receipt of applications for postal ballots - **31 August.**

30.03.17 Last date for despatch of postal ballots - **15 October.**

30.04 The CEC will nominate the Representative who shall be a Fellow and not a candidate for any office of the Executive Office Bearers of the Council or any of the Engineering Divisional Committees, to each polling station for conducting the elections as per Bye-Laws. It is provided that the Representative may appoint such officials and assistants as may be necessary for smooth conducting of the elections, such as appointing polling officers, persons for looking after security measures, counting of votes, etc. Record of all such appointments shall be sent to the CEC along with the result sheets.

The Local Councils and Sub-Local Councils shall extend necessary assistance to the Representatives of the CEC and cooperate with them for smooth conducting of the elections. The Representatives shall arrange to count ballots immediately after the polling is closed according to prior announcement of the CEC and shall prepare the unofficial result sheets. He will make a copy of the said result sheet available to the Centre/Sub-Centre. The original unofficial result sheet along with the ballot papers shall be submitted in sealed covers to the Chairman of the CEC immediately after completion of counting of votes, for subsequent processing. The Chairman of the CEC after satisfying himself that the election procedures have been followed as prescribed and verifying the unofficial results shall forward the consolidated official results along with all relevant documents to the Honorary General Secretary latest by **25 November** who will then place the same before the Council.

30.05 If any of above dates falls on a weekly or National Holidays, the next working day will be effective.

30.06 The election for the Executive Office Bearers of the Headquarters, Centres, Members of Central Council, Engineering Divisional Committees as well as of the Local Council/Sub-Local Council shall be held at the same places and on the same day/days simultaneously within the same set hours for all places.

30.07 No candidate for any office shall make any canvassing in any manner, direct or indirect. No written statement/leaflet/card/any panel sheet of candidates, etc. shall be allowed to be circulated in support of the candidature of a candidate or against that of an opponent/competitor by any candidate or by any other member/members on their respective behalfs. Any violation of the above, subject to verification and findings, may render the candidature of any person for any office to be cancelled or declared void by the CEC and action may also be taken against any other member, who will be found, subject to verification, to have violated the above provisions and/or the Code of Ethics of The Institution.

30.08 Any complaints regarding any irregularity in the election procedure may be made in writing to the Chairman of the CEC within one week of such occurrence supported by appropriate evidences.

30.09 The Council of The Institution of Engineers, Bangladesh will act as appellate body against any decision of the CEC and the decision of the Council in such matters shall be final and binding on all concerned.

30.10 **Procedure for casting of ballots**

- 30.10.01 Each eligible Corporate member shall have to produce to the Representative of the CEC his Identity Card issued by the Honorary General Secretary of The Institution or Chairman of the respective Centres/Sub-Centres, incorporating the rein his photograph and signature.
- 30.10.02 The Representative of the CEC shall then issue the required ballot paper (s) to the voter.
- 30.10.03 While receiving the ballot paper (s), the voter shall affix his full signature beside his name on the Electoral Register.
- 30.10.04 The voter with then enter into the polling booth to mark his vote in favour of the candidate (s) of his choice.
- 30.10.05 After marking his votes in the prescribed manner, he will fold the ballot paper (s) and will place the same into the sealed ballot boxes.
- 30.10.06 A Representative of the CEC who does not belong to the Centre/Sub-Centre for which he has been appointed a Representative, will be allowed to cast his vote to the CEC by 13 October.
- 30.10.07 The CEC may permit a representative of a candidate for the post of the President, the Vice-Presidents, the Honorary General Secretary, the Honorary Assistant General Secretaries and the Chairmen of different Engineering Divisional Committees to remain present during issuing and counting of ballots. An application for nominating such representative who also must be a Corporate Member shall have to be made to the Chairman of the CEC with the name, photograph and attested of the proposed representative at lest 7 days prior to the date of holding election. Without written approval of the CEC, the Representative of the CEC at any polling station shall not permit any unauthorised representative of any candidate for election to be present at the polling station.
- 30.11 **Procedure for voting by postal ballot(s) by voters living abroad**
- 30.11.01 Postal ballots may be issued to an eligible voter living abroad at his written request. The request shall be made on plain paper by post/courier/fax and must reach the Chairman, CEC as per schedule prescribed in the Bye-Laws.
- 30.11.02 The postal ballots shall be sent to the voter by registered air mail at least 30 days prior to the date of holding elections.
- 30.11.03 After marking the postal ballot(s), the voter shall put the ballot(s) in an unaddressed envelope and will then put this envelope into a second outer envelope which shall be addressed to the Chairman, CEC and the voter must affix his full signature on the , left side of this outer envelope giving his membership number. ∴. The postal ballot(s) shall reach the CEC not later than two days before election.

**31.00      Schedule Change & Results**

- 31.01      The CEC in consultation with the President of The Institution will be empowered to alter the polling schedules under extraordinary circumstances.
- 31.02      In deciding election results if two or more candidates are found to have polled equal number of votes then the senior most of the candidates based on the seniority of membership will be considered as elected.
- 31.03      If a Corporate Member is elected in more than one post of Executive Office Bearers, Chairman, Vice-Chairman and Secretary of Engineering Divisional Committee of The Institution and/or in the posts of Executive Office Bearers of the Centre he must choose only one post and vacate other elected post(s) as stipulated in Article 41 of the Constitution. After declaration of official results by the CEC, the member concerned shall communicate in writing his choice of retention of only one elected post, to the Honorary General Secretary of The Institution within 7 (seven) days. The Honorary General Secretary shall then place the issue before the Council. The council shall declare the contestant(s) who polled next highest votes in the election, to be elected for the particular post (s) vacated by the Corporate Member.
- 31.04      In case there is no other contestant(s) in the election for the vacated post(s), the Council shall fill in the vacancy as per provision of Clause 34 of the Bye-Laws, as the case may be.

**32.0        Taking over and vacation of the offices of the Executive Committee of the Institution**

- 32.01      The incoming and outgoing Executive Office Bearers of The Institution, e.g. President, the Vice-Presidents, the Honorary General Secretary, the Honorary Assistant General Secretaries shall take over or relinquish offices respectively at the end of the Annual General Meeting in which the Council Members are declared elected. But the Honorary General Secretary shall officially take charges of his office within 21 days from the end of the Annual General Meeting from the outgoing Honorary General Secretary who will be bound to hand over the charges within the said period.
- 32.02      Honorary Secretary of Centres, Secretaries of Divisional Committees, Sub-Centres & Overseas Chapters and General Secretary of Engineers Recreation Centres will hand over charges within 21 days of the Annual General Meeting of Headquarters.

**33.00      Taking over and vacating of Council Members except the President, the four Vice-Presidents, the Honorary General Secretary and the four Honorary Assistant General Secretaries**

The Council Members shall take over the charges or relinquish offices at the end of the Annual General Meeting of the election year. The post of any Member of the Council shall ipso facto be vacated if:

- 33.00.1    By notice in writing to The Institution he resigns his office provided the Council accepts his resignation.
- 33.00.2    He ceases to be a Fellow or a Member of The Institution.

**34.00      Casual vacancies of the Council except the President, the Vice-Presidents, the Honorary General Secretary and the Honorary Assistant General Secretaries**

Any casual vacancy occurring in the Council may be filled up by the Council by nomination from the Centre concerned for the rest of the term.

**35.00 Powers and duties of the Executive office Bearers of The Institution**

**35.01 President**

- 35.01.01 The President, as Head of The Institution, shall have general control over the affairs of The Institution. He will guide other Office Bearers in discharging their respective duties.
- 35.01.02 He shall preside over all Meetings of the Council and its Executive Committee, General Meetings, Extra-Ordinary General Meeting, etc. with authority of casting vote. He shall confirm & sign the Minutes of meetings presided over by him.
- 35.01.03 He may, if he feels it necessary, delegate some of his powers to the Vice-Presidents.
- 35.01.04 He will take account of major activities of The Institution from other Office Bearers, take remedial measures as and when necessary for efficient performance of these activities.
- 35.01.05 He shall have the powers to approve expenditures as delegated by the Council subject to the specific provision in the approved budget.

**35.02 Vice-Presidents**

- 35.02.01 The four Vice-Presidents shall assist the President in running the affairs of The Institution and perform their responsibilities under the guidance of the President.
- 35.02.02 In the absence of the President, the seniormost (determined on the basis of seniority of enrolment as Fellow of The Institution) Vice-President will discharge the functions of the President.
- 35.02.03 Vice-Presidents shall have the powers to approve expenditures as delegated by the Council within the provision of the approved budget of their respective functional areas.
- 35.02.04 The individual duties and powers of the four Vice-Presidents shall be as follows :

**35.03 Vice-President (Academic and International Affairs)**

- 35.03.01 He shall assist the President.
- 35.03.02 He shall be responsible for all academic activities of The Institution including overseeing the activities of , the Engineers Staff College, Accreditation Board and Examination Committee of the Institution. He shall also be responsible for keeping liaison with other Institutions and International Bodies for all activities related to academic pursuits.
- 35.03.03 He shall look after the affairs of the Library and all publications of The Institution.

**35.04 Vice-President (Administration and Finance):**

- 35.04.01 He shall assist the President.
- 35.04.02 He shall be responsible for all administrative and financial affairs of The Institution.

- 35.04.03 He shall be the Chairman of the Administrative & Finance Committee.
- 35.04.04 He shall prepare the Annual Budget for Headquarters and all Centres/Sub-Centres/Overseas Chapters and arrange timely auditing of all accounts for approval by the Council and subsequently by the Annual General Meeting. Such accounts shall also include the income/expenditure of the Headquarters as well as of the concerned Centres incurred for hosting Convention.
- 35.04.05 He shall monitor regularly all income and expenditure of The Institution and report positions to the Council.
- 35.04.06 He shall be responsible for general administration of

the Headquarters office and shall exercise administrative powers as delegated by the Council within the provisions of approved organogram and Service Rules of The Institution, in force from time to time.

**35.05 Vice-President (Human Resources Development)**

35.05.01 He shall assist the President.

35.05.02 He shall be responsible for all Human Resources Development activities of The Institution including overseeing the activities of Student Chapter.

35.05.03 He shall be responsible for organizing national and international seminars/symposia/technical sessions/ conferences, workshops, training courses etc. regularly through the respective Engineering Divisional Committees or through Special Committees.

35.05.04 He shall arrange to organize Annual Paper Meets & International Conferences of Engineering Division. He shall also be responsible for organizing Memorial Lectures & programmes of Engineers Day.

**35.06 Vice-President (Engineers Professional Services and Social Welfare)**

35.06.01 He shall assist the President.

35.06.02 He shall be responsible for promoting the professional interests and social welfare of the members of The Institution both in the public and private sectors.

35.06.03 He shall be the Chairman of the Engineers Professional Service and Social Welfare Committee (EPSSWC)

35.06.04 He will generally represent the Institution in Councils/Committees formed jointly with other professional bodies for promoting common professional interest.

**35.07 Honorary General Secretary**

35.07.01 The Honorary General Secretary shall be responsible for managing the day to day affairs of The Institution

35.07.02 He shall assist the President and the four Vice-Presidents in discharging their respective duties.

35.07.03 He shall be responsible for co-ordination of activities

of all Centres/Sub-Centres/Overseas Chapters, Engineering Division, EPSSWC and all other Standing Committees and other Committees and Sub-Committees formed as per Constitution/Bye-Laws or any special committee/task force formed by the Council or the General Meeting.

35.07.04 Unless otherwise determined by the Council the Honorary General Secretary shall have charge of all the correspondence, proceedings of the Council and the General Meetings, elections, documents and deeds and records of The Institution. He shall take such steps and speak in the interests of The Institution as may be deemed expedient and necessary in his judgement and in consultation with the President or the concerned Vice-President or as per-instruction of the Council. He shall exercise all powers, and discharge the duties laid down by and incidental to the enforcing of the Constitution, Bye-Laws, the Rules and Regulations thereof.



- 35.07.05 He shall prepare the Annual Report of The Institution and review the problems of the profession in consultation with the Vice-Presidents and the President and place it to the Council well ahead of the Annual General Meeting. The report on approval of the Council shall be printed and circulated among the Corporate Members two weeks before the Annual General Meeting.
- 35.07.06 He shall circulate among members notices and other information.
- 35.07.07 He may delegate powers to any paid officer of The Institution to enforce discipline over all staff in the employ of the sanctioned posts and assign duties to all members of the staff and supervise and control them.
- 35.07.08 He shall exercise the administrative and financial powers as delegated by the Council in respect of leave, increment, discipline, etc. of staff members and expenditure of The Institution. He shall maintain the service records of the employees and disburse salaries and allowances.
- 35.07.09 He may incur contingent expenses upto Tk. 5000/ on each individual case and order for purchase of

stationery, repairs to equipment and machinery of The Institution and for any other items of urgent nature out of contingency or imprest money at his disposal.

35.07.10 He shall represent The Institution for all purpose whenever and 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 suit or proceedings without the sanction of the Council. He shall initiate and take all such measures as are deemed to be necessary in urgency to maintain administration or in furtherance of the objects of The Institution or conducive to its interest on approval of the Vice-President (Admn. & Finance) and the President.

35.07.11 He shall keep the Vice-President (Admn. & Finance) and the President informed of the position of realization of the subscription and other dues. He shall place the financial position of The Institution at the Annual General Meeting.

35.07.12 He will act as the Member-Secretary of the EPSSWC.

35.07.13 He shall also be responsible for keeping proper records and maintenance of the properties of Headquarters including the Auditorium.

35.08 **Honorary Assistant General Secretaries**

The four Honorary Assistant General Secretaries shall be responsible to the Honorary General Secretary for their day to day activities.

35.08.01 Honorary Assistant General Secretary (Academic & International Affairs) : He shall assist the Honorary General Secretary in all academic and international affairs of The Institution.

35.08.02 Honorary Assistant General Secretary (Administration & Finance) : He shall assist : Honorary General Secretary in all administrative and financial affairs of the Institution.

35.08.03 Honorary Assistant General Secretary (Human Resources Development): He shall assist the Honorary General Secretary in all Human Resources Development activities.

35.08.04 Honorary Assistant General Secretary (Engineers

Professional Services & Social Welfare) : He shall assist the Honorary General Secretary in all service and social welfare affairs of the Institution. He shall also act as the Joint Member-Secretary of the EPSSWC.

35.09 **Positions of Vice-Presidents & Honorary Assistant General Secretaries**

The Vice-Presidents & Honorary Assistant General Secretaries have been named in Alphabetical order. But for all notifications etc. it will follow on seniority based on membership number.

35.10 **Powers of the Executive Committee of the Council**

Powers of the Executive Committee of the Council, herein after called Executive Committee (EC), constituted under the Article 28 of the Constitution shall be as follows :

- 35.10.01 The Executive Committee shall prepare the policy outlines, papers on different issues for furtherance of the objectives of the Institution and for approval of the Council.
- 35.10.02 The Executive Committee shall form Special Committees, Task Force as it deems necessary for the furtherance of the objectives of the Institution and shall fix up their terms of reference (TOR) and shall inform in the following meeting of the Council.
- 35.10.03 The Executive Committee shall present the recommendation or report of the Special Committees or the Task Force to the Govt. or any other body, if the recommendation or the report does not need any policy decision of the Council or the AGM or the Extra ordinary GM, or the recommendation or the report is prepared in line with the policy decision of the council or AGM or Extra Ordinary GM. The EC shall inform the Council in the following meeting on such matters.
- 35.10.04 The Executive Committee shall monitor the implementation of the decisions of the Council or AGM or Extra ordinary GM. The EC shall also take necessary action for implementation of the decisions of the Council or AGM or Extra Ordinary GM and shall report to the Council on regular basis or to AGM as the case may be.
- 35.10.05 The Executive Committee shall monitor and evaluate the activities performance of the different Centres, Sub-Centres, Overseas Chapters, Divisional Committees, Special Committees, Task Force Committee on regular basis and shall report to the Council.
- 35.10.06 The Executive Committee shall evaluate the performance of the H.Q. Office on regular basis.
- 35.10.07 The Executive Committee shall evaluate the financial position of the Institution Centre, Sub-Centre, Divisions, Chapters and report it to the Council on regular basis.
- 35.10.08 The Executive Committee shall constitute the Tender Committee(s) as it feel expedient and fix up their terms of reference (TOR).
- 35.10.09 The Executive Committee shall take such initiatives or such actions as it may feel expedient to carry out the decisions of the Council or AGM or Extra ordinary GM and for furtherance of the objectives of the Institution.
- 35.10.10 The Executive Committee shall give sanction to the , re-appropriation of any or all budget line/lines or shall give administrative approval to any expenditure outside the budget line on the recommendation of the Administrative and Finance Committee in case of emergency situation. All such cases shall be placed to the Council for approval.
- 35.10.11 The Executive Committee shall recommend the Annual Report of the Council Annual Budget both original and revised Audited Accounts, Constitutional Amendments and Bye-Laws to the Council which shall be placed in the following AGM, Extra Ordinary GM.
- 35.10.12 The Executive Committee shall frame such Rules and Regulations as it feels expedient for efficient management of the institution and shall present to the Council for approval.
- 35.10.13 The Executive Committee shall nominate representative(s), to the different committee(s) constituted by the Govt. or to other bodies. Such nominations shall be informed to the Council.

- 35.10.14 The Executive Committee shall nominate the representative (s) or delegation(s) to seminar(s), conference(s), convention(s) at home and abroad on the basis of the Rules/Guidelines approved by the Council.
- 35.10.15 The Executive Committee shall take such initiative(s) or action(s) as it deems expedient for efficient management of the estate and property of the Institution.
- 35.10.16 The Executive Committee shall take such decision(s) in matters of management of the AMIE Courses or Examinations on the basis of the recommendation of the Examination Committee or the Honorary Controller of Examinations and such decisions shall be informed to the following meeting of the Council.
- 35.10.17 The Executive Committee shall prepare all Draft Agreement(s) for approval of the Council.
- 35.10.18 The Executive Committee shall take decision(s) on temporary charge(s) of the office bearers.

## **Chapter-VI**

### **MEETINGS**

#### **36.00 Procedure for conducting Council Meeting**

- 36.01 Quorum for a Council Meeting shall be 25 (twenty five).
- 36.02 A meeting of the Council shall be convened subject to the article 45 of the Constitution. At any meeting of the Council each member of the Council shall have one vote. The Chairman shall have a casting vote, if two members present demand, the voting shall be by a secret ballot.
- 36.03 On the demand of any four members present at any meeting of the Council, any item of agenda of the meeting shall be adjourned to the next meeting for consideration.
- 36.04 Any member of the Council may give notice in writing to the Honorary General Secretary to move a certain matter in the next meeting of the Council. Such notice if received earlier than the despatch of notice of the next meeting of the Council, shall be included in the agenda ; but any such notice received after the despatch of notice shall be placed before the next meeting.
- 36.05 Where a meeting of the Council fails for want of quorum, the meeting shall be deemed adjourned for the following day, at the same 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 on any agenda in writing and such views shall be placed in the Council during the discussion of the agenda.
- 36.06 For matters of extreme urgency, the view of the members of the Council on a draft resolution shall be obtained by circulation and put up before the President who 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 or resolutions was or were sent for circulation by the Honorary General Secretary duly countersigned by the President.
- 36.07 Minutes of all resolutions and proceedings of the meeting of the Council shall be recorded in the Minutes Book to be provided for the purpose. Every minutes 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 stated. therein. But nevertheless, in the next meeting of the Council, the minutes of the

previous meetings shall be placed for confirmation by the Members present in the meeting 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 Council Members and Centres within 15 (fifteen) days.

- 36.07.01 The President is authorised to bring up before the Council without sufficient notice only such matters as he considers urgent. The Honorary General Secretary may bring up routine 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.
- 36.07.02 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 as received by the President explaining the reasons thereof in the said requisition.

#### **37.00 Procedure for Meeting of the Executive Committee of the Council**

Procedure of meeting of the Executive Committee of the Council constituted under Article 28 of the Constitution shall be as follows:

- 37.01 President shall preside over the meeting of the EC and in case of absence of the President, the senior most Vice-President (in order of membership number.) shall preside over the EC meeting.
- 37.02 Meeting of the Executive Committee shall generally be held at the H.Q. at Dhaka but in case of exigencies it may also be held in other places at the Centre or at the Sub-Centre.
- 37.03 Honorary General Secretary in consultation with the President shall fix up the time venue and agenda for the Executive Committee Meeting. EC may also adopt any important agenda at the beginning of the meeting.
- 37.04 At least 3 days notice shall be required for the EC Meeting but in case of emergency the Honorary General Secretary in consultation with the President may call EC meeting with 6 hours notice and in such case all the members of the EC shall be informed of the meeting over telephone or fax or e-mail or sending message by a special messenger.
- 37.05 Quorum for the EC meeting shall be the presence of minimum of 5 (four) members.
- 37.06 Decision may generally be taken on conscientious basis but if situation arises the President may call for a-division. In such cases the President shall have a casting vote. Any member dissenting with the decision may record his distention.

### **38.00 Procedures for Meeting of Councils of Centres/Sub-Centres & Overseas Chapters**

- 38.01 Quorum for Council meetings shall 1/4 (one fourth) or next round number of the Councils of the Centres/Sub-Centres/Overseas Chapters respectively.
- 38.02 Chairman of the Centre/Sub-Centre/Overseas Chapter will preside over the meeting and in case of absence of the Chairman the senior most Vice-Chairman or on .their absence senior most Council Member present (in order of membership number) shall preside over the meeting.
- 38.03 At least 14 days which shall be required for meetings but in case of emergency the Honorary Secretary/Secretary in consultation with the Chairman may call such meetings with 5 days notice.

### **39.00 Procedures for conducting Annual General Meeting and Extra-Ordinary General Meeting**

The proceedings at all Annual General Meeting and Extra-ordinary General Meetings shall be regulated as follows:

- 39.01 The President, if present, and in his absence the senior of the Vice-Presidents and in their absence the senior most Member of the Council present shall take the Chair. If neither the President, any Vice-President nor any 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 them.
- 39.02 The quorum for Annual General Meeting shall be 200 (two hundred). In the absence of quorum not being present on time, the meeting may be adjourned upto 60 (sixty) minutes after which the meeting will be called to order irrespective of quorum.

The quorum for Extra Ordinary General Meeting shall be 200 (two hundred). In the absence of quorum not being present on time, the meeting may be adjourned upto 60 (sixty) minutes after which the meeting will be cancelled for want of quorum.

39.03 The Chairman shall regulate and keep order in the proceedings in conformity to General Rules and as under:

39.03.01 No motion or resolution of which due notice has not been given may be moved at the Annual General Meeting.

39.03.02 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 and arising out of the debate, or permission to move the amendment is given by the majority of the members present.

39.03.03 Not more than one motion and one amendment thereto shall be placed before the meeting at the same time.

39.03.04 Any Authentic omission in recording the minutes of the meetings may be amended.

39.03.05 No amendment shall be proposed which would in effect constitute a direct negative spirit relative to the original motion. Every amendment must be relevant to the motion upon which it is moved.

39.03.06 No amendment shall be proposed which substantially raises a question already disposed of by the meeting or which is inconsistent with any resolution already passed by it.

39.03.07 When the debate is concluded, the Chairman shall after summing up, if he so desires, put the question to the vote.

39.03.08 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.

39.03.09 A member who has spoken to a motion or amendment is not at liberty to speak again to such motion or amendment.

39.03.10 No member, except with the permission of the Chairman of the meeting, shall speak for more than the time allotted by the Chairman.

39.03.11 The Chairman shall be the sole judge on any point of order and may if necessary, dissolve the meeting, or adjourn it to same house on the same or the following day.

39.03.12 If no division is demanded, any member shall have the right to dissent and have the fact of his dissent

recorded provided such dissent be announced as soon as the Chairman shall have declared the result of the voting.

- 39.04 The business of an ordinary meeting shall be to discuss, consider and decide upon as may be applicable to the general affairs and works of the Institution of matters specifically brought it by at least 20 Corporate Members or the Council.

**39.05 Annual General Meetings of Centres & Engineers Recreation Centres**

The Annual General Meetings of Centres & Engineers Recreation . : Centres will normally be held before the Annual General Meeting - L of the Headquarters.

- 39.05.01 Quorum for Annual General Meetings of Centres will be
- Dhaka Centre - 75
  - Chittagong Centre - 50
  - Other Centres - 25

- 39.05.02 Quorum for Annual General Meeting for Engineers Recreation Centres will be 25 or one-fourth of the number of Members, whichever is less.

- 39.05.03 In the absence of Quorum on time, the rules as in 39.02 will follow.

**39.06 Signing of Minutes of Meetings**

Minutes of all Meetings of The Institution will be authenticated by the Chairman of the meeting which will also be signed by the person recording the minutes.

**40.00 Voting at Meeting**

At all General Meetings every Fellow and Member whose dues are upto date 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.

**41.00 Cost of Meeting**

- 41.01 All members of the Executive Committee, two immediate past President & Honorary General Secretary, members of the Council, and 6 (six) members from Dhaka Centre, 2 (two) members from Chittagong Centre and 1 (one) member each from



## **Chapter-VII**

### **EXAMINATION**

#### **43.00 Examinations**

The Institution shall conduct the following examinations under the direct control of the Examination Committee defined hereinafter:

- 43.01 Membership Examination - Section 'A'<sup>1</sup> - Preliminary Examination for Membership of The Institution.
- 43.02 Membership Examination - Section 'B' - Academic requirement for enrolment as an Associate Member of The Institution.
- 43.03 Membership Examination - Section 'C' - This is an alternative requirement for becoming a Member of The Institution.

#### **44.00 Examination Committee**

44.01 The Council shall form the Examination Committee consisting of the following members to administer the affairs of the examination of The Institution :

- 1. The President
- 2. The Vice-President (Academic & International Affairs)
- 3. The Honorary Controller of Examinations
- 4. The Honorary General Secretary
- 5. The Immediate Past President
- 6. 2 (two) Member from each of the Engineering Divisions, one from academic field and another from engineering profession.

44.02 The President shall be the Chairman and the Honorary Controller of Examinations shall be the Member-Secretary of the Committee.

#### **45.00 Functions of the Examination Committee**

- 45.01 The Examination Committee shall frame, review, amend the Rules & Syllabus relating to Examinations from time to time and formulate the Rules for exemption, subject to the approval of the Council.
- 45.02 The Examination Committee shall appoint Paper Setters and Examiners, moderate Question papers or appoint a Moderation Board for the purpose, appoint scrutinisers for scrutinising the question, stencil and Answer Scripts, appoint Discipline Committee for examining the unfair means and irregular cases, publish and approve the results of the different examinations on behalf of the Council and take proper disciplinary action against the examinee violating the Examination Rules with the recommendation of the discipline Committee.
- 45.03 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 Committee.

#### **46.00 Procedure of the Meeting of the Examination Committee**

At least 7 days' notice shall be required to convene the meetings of the Examination Committee. An emergency meeting may be convened by the Chairman of the Examination Committee with a 3 days' notice.

5 (five) members shall form the quorum of the meeting of the Examination Committee. No quorum shall be required for any adjourned meeting.

**47.00      Honorary Controller of Examinations**

As per Article 60 of the Constitution, the Council shall appoint an Honorary Controller of Examinations from amongst the Corporate Members of The Institution who shall carry on the routine work of conducting the Examinations, convene the meetings of the Examination Committee as and when necessary, public all notifications relating to examinations, collect the Question Papers, get them printed after modification by the Moderation Board, furnish all Examination materials including Question Papers to all the Examination Centres, collect all Answer Scripts and send them to the respective Examiners, collect all the Mark Sheets and arrange for publication of results in due time. The Examination Section of The Institution shall work under his direct control. He shall prepare the budget of the Examination Section and place the same to the Honorary General Secretary for the purpose of approval by the Council.

**48.00      Examination at Centres**

The Honorary Controller of Examinations may arrange holding the Examinations of The Institution at different Centres where the Centres function and each examinee will appear for examination at the Centre attached to the Centre within the jurisdiction of which he resides provided that the Honorary Controller of Examinations can allow him to appear at any other station considered more convenient.

**49.00      Rates of remuneration for the works relating to the Examination:**

Appendix –D

Rates of different fees to be charged from the Examinees :

Appendix –D

**50.00      Grading System for AIMIE Examination :**

Appendix -E

**51.00      Refund and Remission of Examination fees**

Examination fees paid for one examination is neither refundable nor adjustable for any subsequent examination. The Examination Committee may decide otherwise in special circumstances. Those students who have paid to The Institution not less than three Annual Subscriptions may be allowed to present themselves once at the AIMIE Examinations on payment of half the prescribed examination fees.

**52.00      Re-Scrutiny of Answer Scripts**

In case when any student demands re-scrutiny of his answer-script he shall submit an application stating his case along with a fee of Taka 500/- (Taka five hundred) only in Bank Draft for each subject of examination within 30 . (thirty) days from the date of publication of examination results. On receipt of the application the Honorary Controller of Examinations shall re-scrutiny or cause to re-scrutiny the script. If the claims of the Examinee are found correct re-scrutiny fee will be refunded and the result shall be declared.

**53.00**      The Council reserves to itself the right to cancel the result of a candidate at any examination without assigning reason, on the recommendations of the Examination Committee. In such cases the marks sheet will not be supplied.

## **Chapter-VIII**

### **STANDING COMMITTEES**

**54.00**      **As per provision of Article 43 of the Constitution, the Council shall form following Standing Committees, but not limited to, for achieving the aims & objectives of The Institution**

**54.01      Administrative and Finance Committee**

The Administrative and Finance Committee shall consist of the Vice-President (Administration and Finance), the Honorary General Secretary, the Honorary Assistant General Secretary (Administration and Finance), 3 (three Council Members from Dhaka Centre and one Council Member each from other Centres. ' The Vice-President (Administration & Finance) shall be the , Chairman and the Honorary General Secretary & Honorary Assistant General Secretary (Administration & Finance) shall be the Member-Secretary & Joint Member-Secretary of the Committee.

- 54.01.01    to review continuously the detailed administrative functions and duties of the different organs of The Institution and review the organisational structure of The Institution and make recommendations to the Council as appropriate ;
- 54.01.02    to review the employment policies, personnel policies, compensation policies, fringe benefit programmes and other benefits affecting the working conditions of The Institution staff and to advise the Executive Office Bearers of The Institution and the Council ;
- 54.01.03    to review the overall financial rules and procedures of The Institution and to suggest any modification or improvement;
- 54.01.04    to work with the strategic plan and the programmes therein and identify and develop income generating sources to fund both one time and continuing programmes and activities of The Institution
- 54.01.05    to prepare the annual budget of The Institution for all aspects of budget management and control ;
- 54.01.06    to monitor regularly the liabilities of The Institution  
                  and to plan for phased settlement of liabilities ;
- 54.01.07    to monitor income and expenditure against budget accounts, and to report findings to the Executive Committee and the Council on a regular and timely basis ;
- 54.01.08    to establish investment guidelines and to recommend to the Council investment strategies and policies consistent with The Institution's goals ;
- .54.01.09    to be responsible for continual review of assets held in the investment folio ;
- 54.01.10    to invest such funds as may be made available for investment by the Council.

**54.02      Bank**

All funds of The Institution must be deposited with a scheduled Bank and all withdrawals from The Institution funds shall be by means of cheques signed by the Honorary General Secretary and countersigned by the Vice-President (Administration and Finance). In the absence of either of the above mentioned Executive Office Bearers, the President/Council shall make alternative arrangements. The Council may direct payments to be made into an account standing

in the name of the Honorary General Secretary for the purpose of paying current expenses in accordance with instructions to be given by it.

**54.03 Auditors**

A firm of Auditors shall be appointed by a resolution at each Annual General Meeting for the ensuing year 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 Honorary General Secretary to the Annual General Meeting. The Council shall draw up a yearly report of affairs of The Institution for presentation before the Annual General Meeting.

**54.04 Receipts and Expenditure of Cash**

The Honorary General Secretary shall receive all the cash receipt due by members and others to The Institution and in respect of each receipt, issue a machine numbered printed receipt from his bound Receipt Book for the time being in use. Only one Receipt shall be in use at a time. He may delegate powers to an Officer to handle the cash, on his behalf he being responsible to the Council for all such transactions.

**54.05 Maintenance of Cash Book**

The Honorary General Secretary shall maintain a Cash Book for the record of his daily receipts and expenses and the procedure for maintenance to the Cash Book shall be accordingly to P.W.D. practices.

**54.06 Maintenance of Accounts by the Centre**

54.06.01 Besides the Cash Book, ledger Account shall be maintained for each individual Member, and the same shall be grouped separately for each of the members of The Institution. The Ledger Accounts shall clearly exhibit the accounts position of each Member, viz, the amount assessed, the amount realised and balance due at any time.

54.06.02 Centres are authorised to collect any dues for registration of the Members when asked by the Honorary General Secretary with the approval of the Council. They shall, however, deposit all the money to the Bank and shall not use the same for their expenses. The Accounts of the money thus received by each Centre shall be submitted by the Honorary Secretary of the Centre to the Honorary General Secretary at the Headquarters.

54.06.03 All contributions and donations realised by any Centre in connection with the Convention or for any other special occasions shall be accounted for and statement of such receipts and expenses shall be submitted to the Council for approval and audit.

54.06.04 Expenditure on account of any undertaking beyond the budget limits of the Centre not initiated by the Headquarters shall be covered by the previous sanction of the Council. The Centres shall submit their budget by the 31st may each year and statement of receipts and expenditures by 1st of August to the Honorary General Secretary.

54.06.05 The Honorary General Secretary shall cause regular notices to be issued to each member defaulting in the payment of subscriptions and other dues with a view to effecting speedy recovery.

**55.00 Publications**

**55.01 Board of Editors for Divisional Board of Editors**

The Council of The Institution shall constitute Board of Editors for each Engineering Division for publication of technical journals.

The Board of Editors shall be responsible for the proper selection, editing and publication of materials submitted to The Institution for publishing in the technical journals, in a manner determined by its members in consultation with the referees. The composition of the Divisional Board of Editors shall be as follows :

**Chairman**

The Vice-President (Academic & International Affairs).

**Vice-Chairman**

The Chairman of respective Engineering Divisional Committees.

**Members**

- i. The Honorary General Secretary ;
- ii. The Vice-Chairman and the Secretary of respective Engineering Divisional Committees ;
- iii. 3 (three) Corporate Members nominated by the Council from amongst the respective Engineering Divisions, who have to their credit considerable number of publications in the field of engineering science and practice.

**Editor**

The Editor of the Board, who shall be a Corporate Member nominated by the Council from amongst the respective Engineering Divisions and who shall have considerable experience and proven expertise in the similar type of publications.

**55.02 Special Board of Editors for Journals (Multidisciplinary)**

The Council of The Institution shall constitute a Special Board of Editors for publication of a multidisciplinary journal comprising the following members :

**Chairman**

The Vice-President (Academic & International Affairs). **Vice-Chairman**

A Chairman of any of the Engineering Divisional Committees nominated by the Council. .

**Members**

- i. The Honorary General Secretary ;
- ii. The Chairman of all Engineering Divisional Committees

- iii. 5 (five) Corporate Members nominated by the Council from amongst all Engineering Divisions, who shall have to their credit considerable number of publications on engineering science and practice.

**Editor**

The Editor of the Board, who shall be a Corporate Member having considerable experience and proven expertise in similar type of publications, nominated by the Council of The Institution.

**55.03 Board of Editors for The Engineering News**

There shall be a separate Board of Editors constituted by the Council of The Institution for publication of The Engineering News and any other Bulletin/Periodical/Newsletter as the Council may think proper. This Board of Editors shall consist of the following :

**Chairman**

The Vice-President (Academic & International Affairs).

**Members**

- i. The Honorary General Secretary (By name);
- ii. The Honorary Assistant General Secretary (Academic & International Affairs) (By name);
- iii. 3-5 Corporate Members nominated by the Council ;

**Editor**

Honorary General Secretary will be the Editor of the Board.

The Editor will be empowered to nominate/appoint Editorial Assistants, Correspondents, Editorial Associates etc. according to the need and fix their honorarium/remuneration subject to approval of the Council.

All the Boards of Editors as mentioned above, shall be constituted for an approximate period of 1 (one) term i.e. with the tenure of ... the Council and shall continue functioning until the new Board of Editors are constituted. The members of the Board of Editors shall be eligible for re-appointment. The Editors and other Members of the Editorial Boards may be entitled to honorarium/remunerations as may be determined by the Council.

**55.04 Special publications**

The Council of The Institution as and when it thinks necessary, shall constitute Committee for publication of Convention Digest, Membership Directory as well as proceedings of different national

and international seminars, symposia, conferences, workshops, . etc. organised time to time by The Institution and its Centres, reports of various committees and task forces constituted by the Council of the specific purpose.

**55.05      The Referees**

Each Board of Editors shall from time to time, nominate Referees from amongst the respective Engineering Divisions to whom the technical papers and other materials pertinent to their specialization shall be referred for determining their suitability for publication by The Institution.

**55.06      The Editors**

The Council shall appoint Editor for each of the Boards of Editors from amongst the Corporate Members of The Institution who shall act as the Secretary to the respective Boards of Editors and shall manage and supervise all the publication works under the concerned Board. The Editors shall function under the direct control of the respective Boards of Editors and shall ensure that all publication works are done properly and timely.

**55.07      Journals/Newsletter/Periodicals**

55.07.01    There shall be one Journal which shall be exclusively devoted to the publication of and discussions on original technical papers submitted to The Institution for publication. The Board of Editors, along with the referees, shall try. to maintain international standard with respect to the materials published in this Journal.

55.07.02    For the purpose of disseminating engineering news items from within the country and around the world and activities of The Institution and its members, a monthly Bulletin and or any other Newsletter/Periodical may be published which will be given wide circulation among members, and other interested agencies. The Institution may accept advertisements at suitable rates for this newsletter.

55.07.03    Outstanding paper from the Journal will be selected for presentation at the Convention for further discussion. For this purpose a "Convention Digest" containing the salient features of the papers to be presented at the Convention will be printed.

55.07.04    The opinion expressed by individual authors/ reporters/ corresponders shall not normally be those

of The Institution itself unless clearly mentioned. The opinion expressed in any editorial and report published in the Engineering News or in any periodical of The Institution shall be considered as the official version of The Institution if the same is published after proper editing/scrutiny by the respective Boards of Editors of The Institution.

**56.00      Library and Research Laboratories**

56.01      The Council will prescribe rules and regulations for proper use and administration of its Library and Research Laboratories.

**56.02      Library Rules**

56.02.01    All classes of Members of The Institution are entitled to read the books of The Institution Library in the Library Reading Room from 2-00 p.m. to 8-00 p.m. on all days excepting Friday and other holidays. Students of any educational Institution and members of the public can also do so with the prior permission of the Librarian.

- 56.02.02 No book shall be issued to the readers for being taken out of The Institution premises unless, in special cases, against a security deposit of Taka 25 per book to be deposited to the head "Library, The Institution of Engineers, Bangladesh" in crossed cheque to the Bank of The Institution. This sum is refundable to the readers on a clearance from the Librarian that the reader owes no book to the Library.
- 56.02.03 Encyclopaedia, dictionaries, handbooks, manuals and other reference books shall not be issued for being ' taken out of The Institutions premises.
- 56.02.04 The books shall be issued only for a maximum period of 14 days after which the issue may be renewed by 'the Librarian provided that no other reader has demanded the books. Readers retaining a book for a period exceeding 14 days shall be charged a defaulting fee of Taka 5.00 per day from another 14 days and Taka 10.00 of every additional day thereafter. On the expiry of the 30th day retainment of any book the case shall be referred by the Librarian to the Honorary General Secretary for taking necessary steps. The fine shall be charged until the date of return.
- 56.02.05 In case of any damage of any book, which the Librarian will check up at the time of return, and in case of any loss, a replacement shall be demanded. On failure of replacement, double the cost of the book *has to be realised from the borrower. Any case of loss* or damage shall be immediately reported to the Honorary General Secretary for action.

#### **57.00 Ethics Committee**

Reference Article 22 of the Constitution, the Council shall form an Ethics Committee with a Chairman, who shall be a Fellow of The Institution for 10 years. The Committee will have four other members to be nominated by the Council from Corporate Members.

Members of The Institution or any bonafide citizen may submit their complaints about alleged breach of Code of Ethics by any Member to the Ethics Committee. The Committee will inquire into the allegations as per provisions laid down and submit its findings and recommendations to the Council.

#### **58.00 Application and Membership Committee**

- 58.01 To obtain all applications for membership from the Honorary General Secretary
- 58.02 To scrutinise all applications against the relevant provisions of the Constitution, Bye-Laws, rules and regulations of The Institution.
- 58.03 To submit recommendations on membership to the Honorary General Secretary who will finally place the recommendations for approval of the Council, where necessary.

#### **59.00 Codes and Standard Committee**

- 59.01 To furnish guidance to the Council in co-ordination with Engineering Divisional Committees on policy and all other matters relating to codes and standards.
- 59.02 To coordinate all activities of the Institution related to the establishment, use or discontinuance of national/international . 5 technical standards and codes.
- 59.03 To act on the development and/or endorsement of standards and codes to boards or committees operating jointly with other professional institutions.
- 59.04 To develop detailed procedures and guidelines in the development and maintenance of standards and codes.



**60.00****Internal Audit Committee**

60.01 To conduct internal auditing of all financial transactions of The Institution, on a periodic basis, and to submit periodic reports to

the Council as to the conformity with the rules and regulations of The Institution and the order and directions of the Executive Office Bearers of The Institution and the Council.

60.02 To make recommendation on the selection on an external auditor, to identify the scope of annual audit, to review the audited financial statements and to make recommendations to the Council for its action.

**61.00****Policy and Strategic Planning Committee**

61.01 To monitor and evaluate on a continuing basis, the activities conducted by The Institution and ensure that the activities and priorities of The Institution are consistent with its goals and objectives.

61.02 To develop and modify policy and strategic plans for The Institution in response to the changing needs and long term technical and professional interest of engineers.

61.03 To undertake policy initiatives and prepare position papers on policy issues that concern the engineering profession and community.

61.04 To review the various national policies of the government that affect national development and to prepare suitable recommendation to be presented to the government.

**62.00****Committees and Task Forces**

62.01 The Council may constitute committees/task forces, etc. as and when necessary for the purpose of carrying out specific functions of The Institution. The members of such committees/task forces shall be Corporate Members of such committees/task forces may not necessarily be Council Members and shall be chosen in accordance with the qualifications and experience demanded of them to be members of such a committee/task force.

62.02 The Council shall spell out specific Terms of Reference (TOR) of such committees/task forces specifying a definite timeframe within which the committee would complete its task. The committee/task force shall stand dissolved with the completion of its task.

**63.00****Research Works**

The Council may form committee(s) to carry out Research Works on various Engineering aspects relevant to the aims & objectives of The Institution or relevant matters related to National requirements. Such Committee(s) will be headed by a Chairman who shall be a Fellow for at least ten years, nominated by the Council. He shall be an expert in the relevant field of engineering. The Committee will have four other Members from the Corporate Members of

the Institution.

The Institution may forward reports of such committee(s) to the Government or relevant authorities for follow up/implementation.

63.01 The Trust Fund created for Research Works will be operated as per regulation laid down in Appendix-F

#### **64.00 Prizes, Medals & Certificates**

As per Article 64 of the Constitution of IEB, the objective of IEB Prizes and Medals is to recognize eminent engineer (s) of Bangladesh for furthering the noble objectives of the engineering profession, research development and for strengthening friendship and professional understanding among engineers at home and abroad.

Certificates for best performance is to recognize a Centre, Sub-Centre, Division or Overseas Chapter for their performances during a year under consideration. Certificates may also be awarded to individual engineers for their papers and/or research works.

##### **64.01 Eligibility for IEB Prizes & Medals**

64.01.01 The candidate must be a Member of the Institution of Engineers, Bangladesh, unless otherwise decided by the Council .

64.01.02 The candidate must be an eminent engineer who has earned a name for himself in his profession and is widely respected.

64.01.03 He must have personally contributed towards the enhancement of knowledge in his own discipline. 64.01.04 He must have exhibited commendable leadership qualities including innovation in the discharge of his duties. 64.01.05 He must have also contributed to furthering understanding and friendship among professionals of his country and abroad in conformity with the objectives of the Institution of Engineers, Bangladesh.

##### **64.02 Eligibility for IEB Certificates**

64.02.01 Centre/Sub-Centre/Division/Overseas Chapter/individual Member are eligible to receive Best Performance Certificates for a year under consideration.

64.02.02 Recommendation for Best Performance Certificates will be based on performances in line with the Aims & Objectives of IEB.

64.03      **SEARCH COMMITTEE**

64.03.01    The Council shall form a Search Committee by 30 June which will recommend eligible candidates/Centres/Sub-Centres/ Divisions/Overseas Chapters for receipt of Prizes/ Medals/ Certificates.

64.03.02    Search Committee shall consist of

- A Member of The Institution who is a Fellow for at least 10 years and must have been a Council Member for one term.      -                      Chairman

- Three Members who are  
Fellows of the IEB -                      Members

- Honorary General Secretary -      Member-Secretary

64.03.03    Proposals for Prizes & Medals and Certificates signed by at least five Corporate Members, three of whom will be Fellows will need to be submitted to the President by **31 August** which will be forwarded to the Search Committee by 7 **September**. Honorary " ' General Secretary will submit the reports of the individual member/Engineering Divisions for best paper/research work and performances of Centres/Sub-Centres/Overseas Chapters to the Search Committee by 7 September. . The Search Committee will complete their evaluation and forward their recommendation to the President by **30 September**.

If no proposal is received from Members, the Search Committee may make their own searching for award of    Prizes      &      Medals      and      forward      their recommendation.

64.03.04    **Format for Bio-Data for Prizes/Medals**

- Name
- Educational Qualification
- Profession Affiliation :  
         Membership/Fellowship No.
- Awards received/distinctions (if any)
- Last 5 positions held
- Details of significant Design, Research Development

- Contributions towards professional development both national and international
- Contribution towards professional understanding and international co-operation Involvement in IEB activities.

**64.04 Award Committee**

64.04.01 The Award Committee will be formed by the by 30 June and will consist of:

- President, IEB Chairman
- Vice-Chancellor, BUET Member
- Vice-President (Academic) & Vice-President (H R D) Member
- One of the past President of IEB nominated by the Council Member
- One past HGS of IEB to be nominated by the Council Member
- One active Fellow of the IEB working in the Private Sector to be nominated by the Council Member
- One of the Heads of Organization, Govt./Autonomous/Corporation etc. who is an active Fellow of the IEB to be nominated by the Council Member
- Honorary General Secretary Member-Secretary

64.04.02 On recommendations of Search Committee, the Award Committee will finalize the recipients of Prizes, Medals and Certificates by 01 November. The Council shall be informed about the recipients before the Annual Convention.

**64.05 Time for Awards**

64.05.01 The IEB Awards shall be administered during the inaugural session of the Convention of the IEB or in any Extra-Ordinary General Meeting specially called for the purpose.

The Certificates shall be administered during the Closing Session of the Convention of the IEB or in any Extra-Ordinary General Meeting specially called for the purpose.

64.05.02 The printed citations of the recipients will be read out before the gathering.

**64.06 Engineers Day**

The Institution of Engineers, Bangladesh (Formerly The Institute -of Engineers, Pakistan) was registered as a Professional Body on 7th May, 1948. This day is observed as "Engineers Day".

National and Institution flags will be hoisted in the morning at the Headquarters, Centres, Sub-Centres and Overseas Chapters followed by rallies. Press Conference will be arranged at the Headquarters. Seminars/Workshops, Memorial Lectures and other programmes will be arranged at the Headquarters, Centres, Sub-Centres and Overseas Chapters.

Engineers Day Medals may be awarded as per Clause 64.07

**64.07 Engineers Day Memorial Medals**

Engineers Day Memorial Medals may be awarded to the Members for special services to the Engineering Profession and contributions in the activities/development of The Institution of Engineers, Bangladesh. The Medals will be as follows :

**64.06.01 Engr. M.A. Jabbar Memorial Medal**

For special contribution in the activities/ development of IE

**64.06.02 Engr. B.M. Abbas, A.T. Memorial Medal**

For special contribution in Planning, Design & Construction in engineering profession

**64.06.03 Engr. M.F.A. Siddiqui Memorial Medal**

For special contribution in Professional Services, Welfare & Self-employment of Engineers

**64.06.04 Dr. Engr. M.A. Rashid Memorial Medal**

For special contribution in the development of Engineering education

**64.06.05 Dr. Engr. M. Shahjahan Memorial Medal**

For special contribution in Research & Development of engineering science

**64.06.06 Dr. Engr. F.R. Khan Memorial Medal**

For special contribution in development of new innovative enterprises by fresh engineers

**64.06.07 Engr. Kamruzzaman Memorial Medal**

For special contribution in Social Services

**64.08**

The Executive Committee will form a Committee for selection of candidates for receipt of Engineers Day Memorial Medals by 15th April which will be approved by the Council. Memorial Awards will be awarded during a function on the occasion of Engineers Day.

## Chapter-IX

### **ACADEMIC & PROFESSIONAL ACTIVITIES**

#### **65.00 Engineers Professional Service and Social Welfare Committee (EPSSWC)**

##### **65.01 Composition of the EPSSWC**

The composition of the EPSSWC shall be as follows :

##### **Elected Members**

- (i) The Chairman
- (ii) The Member-Secretary
- (iii) The Joint Member-Secretary

##### **Ex-Officio Members**

- (iv) The Immediate Past Chairman, EPSSWC
- (v) The Immediate Past Member-Secretary, EPSSWC
- (vi) The Chairman of each Centre and Sub-Centre of the Institution
- (vii) The Honorary Secretary of each Centre and Sub-Centre of , The Institution.

##### **65.02 Nominated Members**

1-5 members to be nominated by the Council of The Institution of Engineers, Bangladesh from amongst the Corporate Members of The Institution.

##### **65.03 Representative Members**

65.03.01 2-8: Members from each of the Engineering Services Association to be nominated by the Association in accordance with Clause 65.03.04 of the Bye-Laws.

65.03.02 In pursuance of the Article 72 (c) of the Constitution the Vice-President (Engineers Professional Services and Social Welfare), the Honorary General Secretary and the Honorary Assistant General Secretary (Service and Social Welfare) of The Institution shall be the ex-officio Chairman, Member-Secretary and the Joint Member-Secretary respectively of the EPSSWC.

65.03.03 The Engineering Services Associations shall be

represented in the EPSSWC on the basis of their membership strengths as follows :

65.03.04 Membership Strength Number of Representatives Members

Upto

200	-	-	2 (two)
201	to	500	3 (three)
501	to	1000	4 (four)
1001	to	1500	5 (five) 6
1501	to	2000	(six)
2000	-	-	8 (eight)

65.03.05 The Engineering Services Associations represented in the EPSSWC at the time of adoption of Article 72 of the Constitution shall continue to be its members. Membership may be conferred on any other Engineering Services Association intending to be a member of the EPSSWC provided it fulfils the conditions laid down by the EPSSWC.

65.03.06 In all cases of the Representative Members (under Clause 65.03.04 shall include the President and the Secretary or the General Secretary or the Secretary General of the Association. Names of the Representative Members shall be communicated to the Chairman, EPSSWC in writing along with the decision of the meeting of the concerned Association at the beginning of each term.

65.03.07 Any Association shall have the authority to replace their Representative Members at any time and the replacement shall be communicated to the Chairman, EPSSWC in writing.

**66.00 Composition of the Executive Committee of the EPSSWC :**

66.01 There shall be an Executive Committee of the EPSSWC to conduct day-to-day business and other functions between the meetings of the EPSSWC.

66.02 The Executive Committee shall be composed of 21 members as follows:

- (i) The Chairman
- (ii) The Member-Secretary

(iii) The Joint Member-Secretary

(iv) 18 (Eighteen) Members to be nominated by the EPSSWC on the recommendation of the Chairman.

66.03 In pursuance of Article 72 (c) of the Constitution, the Vice-President (Engineers Professional Services and Social Welfare), the Honorary General Secretary and the Honorary Assistant General Secretary (Service and Social Welfare) of The Institution shall be the ex-officio Chairman, the Member-Secretary and the Joint Member-Secretary respectively of the Executive Committee.

**67.00 Functions of the EPSSWC**

The EPSSWC shall, under the overall guidance of the Council of The Institution.

67.01 act as a Central Body of the Engineering Services Associations of the different departments, autonomous bodies, sector corporations, consulting /contracting /private firms and self-employed engineers ;

67.02 safeguard and promote the professional and service interest of the members ;

67.03 promote the social welfare of the members ;

67.04 work together and in liaison with other professional bodies having similar objectives and purposes ; ,

67.05 identify the professional bottlenecks and problems prevailing in various engineering organisations, departments,, enterprises, industries, firms, etc. and shall strive to solve the same in the best interest of the engineering services and the profession ;

67.06 advise The Institution in respect of promotion of professional interest and administrative reforms and re-organisation;

67.07 carry out any other activity as assigned by the General Meeting or the Central Council of The Institution.

**68.00** 68.01 The Executive Committee shall perform the day-to-day business of The EPSSWC ;

68.02 The Executive Committee shall have the power to take decision and actions as shall be deemed necessary for the furtherance of the cause of the EPSSWC;

68.03 The Executive Committee may form sub-committees, task forces; as and when necessary assigning specific terms of reference.



**69.00 Duties of the Chairman, the Member-Secretary and the Joint Member-Secretary "**

- 69.01 The Chairman, as the Principal Office-Bearers of the EPSSWC, shall provide overall guidance for running the affairs of EPSSWC and shall preside over the meetings of the EPSSWC. In the absence of the Chairman, the members present shall elect one of the senior members to preside over the meeting ;
- 69.02 The Member-Secretary shall carry out the day-to-day function in close consultation with the Chairman ;
- 69.03 The Member-Secretary shall present a report on the activities of the EPSSWC under a separate agenda to the Annual General Meeting with the approval of the Executive Committee of EPSSWC and the Council of The Institution ;
- 69.04 The Joint Member-Secretary shall assist the Member-Secretary in discharging his duties for smooth functioning of the activities of the EPSSWC. In the absence of the Member-Secretary, he shall perform the duties of the Member-Secretary of the EPSSWC.

**70.00 Meetings**

- 70.01 The EPSSWC shall meet at least quarterly with a notice of 7 (seven) days.
- 70.02 The Meetings of the Executive Committee shall be held at least once every month with a notice of at least 3 days. In case of emergency the meeting may be called with a notice of 6 hours.
- 70.03 All Meetings of the EPSSWC and the Executive Committee shall ordinarily be held in Dhaka at the Headquarters of The Institution.
- 70.04 All activities of the EPSSWC shall be reported regularly (on a monthly basis) to the Central Council.
- 70.05 The EPSSWC or its Executive Committee may request the, President of The Institution to convene an Extra-Ordinary General Meeting to discuss and decide on important issues relating to the EPSSWC.
- 70.06 The quorum of the meetings of the EPSSWC and the Executive Committee shall be 21 and 5 respectively.

**71.00 Fund and Accounts of the EPSSWC**

- 71.01 The fund of the EPSSWC shall consist of the following:
- (i) Yearly recurring grant from members subscription fund as reflected in budget of The Institution.
  - (ii) Regular yearly subscription from the Engineering Services Associations, the amount of which shall be decided by the Executive Committee and approved by the Council.

- (iii) Donations, subscriptions or any other fund raised by the EPSSWC.

- 71.02 A separate bank Account for the EPSSWC shall be opened with any schedule Bank of Bangladesh.
- 71.03 The bank account of the EPSSWC shall be operated jointly by the Chairman and the Member-Secretary the EPSSWC.
- 71.04 The EPSSWC, with assistance from its Executive Committee, shall prepare its annual budget and place it to the Administrative and Finance Committee for incorporation in the annual budget of The Institution indication the sources of income and expenditures. Re-appropriation on the budget lines may be done by the EPSSWC (with the approval of the Administrative and Finance Committee), if deemed necessary.
- 71.05 The Executive Committee shall apprise the EPSSWC and the Council of The Institution of its income and expenditure position regularly.
- 71.06 The Executive Committee shall prepare annual income and expenditure report which shall be audited along with the annual audit of The Institution and shall be incorporated in the annual audit report of the Institution.

## **72.00 Engineers' Welfare and Benevolent Fund Short title and commencement**

- (i) These Bye-Laws shall be called the Engineers Welfare and . Benevolent Fund Bye-Laws, 1995.
- (ii) These Bye-Laws shall come into force with immediate effect.
- (iii) It shall apply to all Corporate Members and Associate Members of The Institution of Engineers, Bangladesh.

## **73.00 Definitions**

Unless otherwise mentioned in or repugnant to the provision of the Constitution the following definitions will be used for the purpose of these Bye-Laws :

- (i) "Welfare" means Social Welfare of Engineers under Article 4 (g) of the Constitution of The Institution of Engineers, Bangladesh.
- (ii) "Fund" means Benevolent Fund create under Article 73 of the Constitution.
- (iii) "Board" means the Board established under the Bye-Laws.
- (iv) "Engineer" means the Corporate and Associate Members of The Institution.

(v) "Family" means the family of the Engineer consisting of wife/husband and children, wholly dependent upon him/her.

**74.00** The provision of this Bye-Laws shall have effect notwithstanding anything contained in any rules, order, notification, contract or other document or instrument but nothing herein contained shall affect the right to receive any pension, provident fund, gratuity or other benefits accruing to the engineer on his retirement or invalidation or to his family upon his death, otherwise than under this Bye-Law.

**75.00 Board**

75.01 There shall be a Board to regulate Engineers Welfare and Benevolent Fund. The Board shall consist of the following :

- i) The Chairman : Vice-President (EPSSWC)-
- ii) The Member-Secretary : Honorary General Secretary
- iii) The Joint Member : Honorary Assistant General Secretary  
Secretary Secretary (EPSSWC)
- iv) Members:
- v) Immediate past Chairman of the Board
- vi) Immediate Past Member-Secretary of the Board
- vii) 2 (two) Corporate Members nominated by the Council

75.02 Tenure of the Board shall be same as the tenure of the Council of The Institution.

**76.00 Office**

The office of the Board shall be at The Institution of Engineers, Bangladesh, Headquarters, Ramna, Dhaka-1000.

**77.00 Power of the Board**

The Board shall have power

- i) to settle grants. :
- ii) to receive application & sanction grant from the fund to the Engineer or his family in accordance with the provisions of the Bye-Laws.
- iii) to do things necessary for proper administration and management of the fund.
- iv) to sanction expenditure connected with the administration and management of the Fund. '
- v) to invest money of the fund in any profitable concern.

**78.00 Meetings of the Board**

78.01 The meeting of the Board shall be held at such time and place as may be determined by the Chairman and the Member-Secretary

will issue the notice of the meeting giving at least 3'days time.

78.02 To constitute a quorum at a meeting of the Board, the number of members shall be at least 5 (five).

78.03 Each member of the Board shall have one vote and in the event of equality of votes the Chairman of Board shall have a second and casting vote.

78.04 The meeting of the Board shall be presided over by the Chairman of the Board and in his absence by the person decided by the members present.

78.05 All orders and decision of the Board shall be authenticated by the signature of the Chairman.

#### **79.00 Delegation of Powers**

The Board may for facilitating the discharge of its function and ensuring efficient operation of the Fund, by a resolution delegate and re-delegate to any member of the Board, subject to such conditions and limitations, if any, as may be specified therein, such of its powers and duties under these rules as it may deem necessary.

#### **80.00 Operation of Welfare and Benevolent Fund •.**

80.01 There shall be a fund to be called Engineers Benevolent Fund.

80.02 The above fund shall have two components, Permanent Fund and Operational Fund. <sup>1:</sup>

80.03 50% of the sum paid by the Engineers as subscription to the benevolent fund shall accrue to the Permanent Fund from which no Benevolent grant shall made. Profit or interest of the permanent fund shall be transferred to the operational fund.

80.04 For the credit of the operational fund, the following funds shall be placed :

80.04.01 50% amount of Benevolent Fund of The Institution on the date of commencement;

80.04.02 50% of the sums paid by the Engineers in accordance with clause 82 and 83 ;

80.04.03 All grants made by The Institution, Government, Organisations, Institutions or other Authorities ;

80.04.04 Donations made by the private individuals or institutions;

80.04.05 All income, profit or interest accruing from the assets belonging to the Benevolent Fund or from investments made out of money of the fund.

80.04.06 All Benevolent grants shall be made only from the operational fund available at the time it is granted.

80.04.07 The money credited to the Benevolent Fund shall be kept in any scheduled Bank as may be decided by the Board.

80.04.08 The accounts of the fund shall be operated under joint signature of the Chairman and the Member-Secretary of the Board.

**81.00 Subscription to be paid by the Engineers**

25% of Annual Subscription paid by the Members shall be transferred to the Benevolent Fund Account as subscription to Benevolent Fund.

**82.00 Payment of Benevolent Grant**

82.01 Benevolent grant to be paid to the members eligible under the Bye-Laws.

82.02 Family of Engineers qualified under Caluse 82.01 of this clause shall also be entitled to the Benevolent grants.

**83.00 Payment of Benevolent Grant**

The Board shall consider applications in prescribed forms for Benevolent grants, received from any Engineer (an eligible member of the IEB) or his family, if the Engineer :-  
is declared by the prescribed medial authority to have been completely incapacitated physically or mentally to discharge his duties and is for that reason removed from service.

or

is financially incapable of undergoing medical treatment in the country or abroad provided that for treatment abroad his case is referred by the appropriate medical authority.

**84.00** The Board shall cause to maintain the accounts properly and it shall submit its accounts report monthly and audited accounts report yearly to the Council. The Board shall report all cases of grant to the Council.

**85.00** The Institution shall provide necessary officer and staffs for efficient management of the Board.

**86.00 Accreditation Board for Engineering & Technical Education**

86.01 The Institution of Engineers, Bangladesh the only professional body of the Engineers of Bangladesh having its membership at WFEO, CEC, FEISCA, FBI 1C and having bi-lateral agreement with ASCE, ASME, IEEE, ICE (UK), CSE (CANADA), JSCE (Japan), KSCE (Korea), Malaysia, IE (India) etc. countries formed

the Board of Accreditation for Engineering & Technical Education (BAETE) in the year July, 2000 in order to oversee the growth and quality of engineering and technical education of Bangladesh. The BAETE will assess and assure the quality of the various constituent elements of these educational institutions of engineering & technology, such as academic ambience, administrative infrastructure, physical resources and avenues for moulding and developing the student's personality and learning characteristics as per national and international standards and guidelines.

#### **86.02 ACCREDITATION**

Accreditation is a process of quality assurance whereby a programme in an approved Institution is critically appraised at intervals not exceeding six years to verify that the Institution or programme meets the Norms and Standards prescribed by the UGC/DTE/BUET/ Council of IEB and Professional Engineering Registration Board from time to time. Accreditation does not seek to replace the system of award of degrees and diplomas by Universities and Boards of Technical Education. Accreditation provides quality assurance that the academic aims and objectives of the Institution are known to be honestly pursued and effectively achieved by the resources currently available and that the Institution has demonstrated capabilities to ensure continued effectiveness of the educational programme, over the period of Accreditation.

The major policy adopted by the BAETE is to accord Accreditation, not to the Institutions as a whole, but at the programme level, viz., the four-year undergraduate after bachelor's degree. Furthermore, the programmes are to be graded into categories A,B,C & N A depending on the rating they achieve on a 1000 point scale. This is especially significant for promoting healthy competition for quality among the different degree programmes of the same institution, as well as among similar programmes in different institutions. Thus in a given Institution some degree programmes may be accredited with high grades, while some weak programmes may be rated low, or even denied Accreditation.

#### **86.03 NEED FOR ACCREDITATION**

The need and demand for Accreditation to Engineering & Technical Education Programmes has arisen in view of the extraordinary quantitative growth in the number and variety of such

educational Institutions and Programmes over the last 15 years, though education in Engineering and Technology continues to be .., available only to approximately 5 percent of eligible 10+2 graduates, it is not possible to meaningfully sustain the present growth rate without a parallel exercise in quality assessment and assurance of the Programmes and Institutions. Such an exercise will ensure that the Institutions indeed have and is likely to continue to have in the near future, the necessary instruments and resources and the Programmes to produce technical manpower that not only meets the local industry requirements, but is also an acceptable human resource for the global job market in the Engineering and Technology sector.

The overwhelming aim and objective of the Accreditation is to recognise and acknowledge the value-addition in transforming the admitted raw student into a capable engineer, having sound knowledge of fundamentals and an acceptable level of professional and personal competence for ready employment in responsible engineering assignments.

#### **86.04 Who will be Accredited?**

Programmes approved by UGC/BUET/ DUET/KUET/ CUET/RUET which have graduated at least two batches of : students are eligible to apply for Accreditation.

The BAETE has already received proposals for Accreditation from several technical Institutions covering a wide spectrum, that includes full-fledged Technical Universities, autonomous aided Institutions, Engineering Colleges, affiliated Government Colleges as well as private self-financing Engineering and Technical

Institutions.

**86.05 What is the structure of the BAETE?**

The present structure of the Board is as follows :

- Chairman of the Board	1
- Vice-President (Academic)The Institution of Engineers, Bangladesh (Ex-Officio)	1
- Vice-Chancellor BUET or his Nominee at the level of Senior Profession (Ex-Officio)	1
- Chairman/Member or UGC (with background of Science/Technical Education (Ex-Officio)	1
- One Vice-Chancellor from DUET/KUET/CUET/RUET to be nominated by the Council (Ex-Officio)	1
- Representative of Ministry of Education - not below Joint Secretary level. Government of Bangladesh (with background of Science/Technology) (Ex-Office)	1
- Representative from Industry (i) R&D establishment (1) and eminent educationnists (5)	7
- Representative from the Accreditation Board/ regional body of Asia Pacific Countries	2
- Chairman, BPERB (Ex-Officio)	1
- Member Secretary	1
- <b>Total number of Members</b>	<b>17</b>

The Chairman Board BAETE may co-opt additional members to the Board.

The President and Council of IEB will nominate the Chairman and the members of the first Board of Accreditation. Nominations to the subsequent Boards may be

made by the President of IEB in consultation with the outgoing Chairman of the Board and other professionals/experts in the field. The term of office of Chairman and members, other than ex-officio members of the Board, shall be three years. One third of the Board would continue for another term to ensure continuity. However, no member will continue for more than two terms.

The Board will work independently within IEB, and as far as possible will be financially self-supporting. The IEB headquarters with Centre Offices will serve as the Secretariat of the Board. The Board shall meet at such time and places and at such frequency as decided by the Chairman. However, the Board shall meet at least twice in a calendar year. There shall be Sectorial Committees consisting of Chairmen of Board of Studies and experts in respective areas of concern to assist the Board in its task. The Board shall constitute Sectorial Committees for Programmes of Undergraduate studies in Engineering & Technology, Postgraduate studies in Engineering & Technology. The Board may appoint additional Sectorial Committees for other disciplines or entrust such disciplines to one of the above Sectorial Committees. The term of office of all members of the Sectorial Committees shall be co-terminus with that of the Board. To assist the Sectorial Committee *in its task*, panels of experts (*Visiting Teams*) *subject-wise* shall be drawn up for undertaking the evaluation of the Programmes.

The Sectorial Committee will consider the report submitted by the Visiting Team and verify adherence of the recommendations to the policies and criteria for Accreditation enunciated by the Board, and make its own recommendation.

The Chairpersons of the Sectorial Committees or their nominated member will be invited to the Board meeting and will present the reports. The Board will finally decide on the Accreditation action.

In case of differences in the recommendations of the Visiting Team and the Sectorial committee, the reasons in this regard shall be sent to the Board by the Sectorial Committee, while forwarding the recommendations of the visiting Team. The Member Secretary of the Board shall communicate the Accreditation decision to the Institution, along with that part of the report showing weaknesses and strengths of the Institution or the Programme(s).

#### **86.06      What is the Action Plan?**

The BAETE will develop the necessary infrastructure for initiating the process of Accreditation by formulating important policy initiatives for undergraduate and post-graduate programmes in Engineering and Technology.

The policy guidelines have been translated into a working plan of action by developing a systematic, logical and transparent procedure of Accreditation through a process of discussions, deliberations and national consensus. Various Accreditation parameters have been identified and benchmarks have been established for their levels of acceptance.

The BAETE will provide a set of minimum essential requirements, both in terms of the academic infrastructure as well as physical and other resources essential for starting a new degree programme. These represent the minimum requirements for approval of new Programmes. It is expected that institutions desiring and deserving "Accreditation" will substantially exceed these norms. This will ensure the current competence of the Institutions to provide an adequate level of teaching and learning processes as well as a capability to retain this competence in the future.

#### **86.07      The Accreditation Process of BAETE**

##### **86.07.01    POLICIES OF THE BAETE**

- i.      The Board will undertake evaluation, for purpose of Accreditation, of all Institutions and Programmes approved by the Council, at regular intervals not exceeding six years ; the fifth year will be the preparatory period for the next Accreditation.
- ii.     The Board will provide feedback information to



the Institutions, Universities and Boards of Technical Education on innovative activities and commendable achievement by the Institutions to assist further initiatives or improvement of the quality of education.

- iii. The Board will communicate its findings and recommendations to the Institutions concerned, and also give reasons for the intended action, including "No Accreditation".
- iv. The Board will periodically publish a list of Accredited Programmes.
- v. The Institutions is expected to continue to maintain the standards on the basis of which Accreditation was given to its Programmes. If, at any time, the Board considers that the Accredited Programmes are no longer in conformity with the required criteria, the Accreditation can be revoked. The reasons for the revocation, however, will be communicated to the Institution, the University or the Board of Technical Education.
- vi. The Board will undertake Accreditation of only those programmes from which at least two batches of student have graduated.

#### **86.08 Aims and Objectives**

The chief purpose as well as the ultimate objective of the Accreditation process is twofold :

- i. To assist all stakeholders (parents, students, teachers, educational institutions, professional societies, potential employees, Government agencies, etc.) in identifying those Institutions and their specific Programmes which meet the current Norms and Standards as well as other quality indicators specified by BAETE.
- ii. To provide guidelines for desirable up-gradation of existing Programmes and for development of new Programmes.
- iii. To encourage the maintenance of a standard of excellence and to stimulate the process of continual improvement in Technical Education in the country.

#### **86.09 Pprogramme-Level Accreditation**

The BAETE has, after considerable deliberation and extensive

debate, taken a conscious decision to focus the Accreditation process on the individual degree Programmes offered by an Institution rather than on the Institution itself. This is because of the fact that the aspiring students usually aim at making a career in specific engineering disciplines like Computer Science and Engineering, Mechanical Engineering, Chemical Engineering etc.

#### **86.10 Grading of Degree Programmes**

Unlike many other countries, the process of Accreditation by the BAETE is a multilevel one rather than a "yes" or "no" type single level Accreditation. Individual Programmes shall be classified into one of the following categories :

'A' Excellent/Very Good : meets all Accreditation criteria or exceeds them.

'B' Good : meets the minimum criteria, and deficiencies are marginal and can be improved within a short time.

‘C’ Satisfactory : deficiencies exist, but the Institution has the potential to make up in the near future, say 1 to 2 years.

'NA' Not Accredited : not ripe for Accreditation, in view of the seriousness of the deficiencies.

**86.11 Provision for Withdrawal**

The Institutions have the option to withdraw a programme from the Accreditation process by a written request to the Visiting Team Chairman, after being informed of the strengths and weakness, but before the Visiting Team holds formal discussions among its members for finalising its report.

The purpose of this provision is to enable the Institutions to improve the programme quality after making the necessary investments and corrections to overcome the indicated weaknesses, rather than be assigned a lower grade or not being accredited at all.

**86.12 Accreditation Parameters & Criteria**

The criteria or standards, by which individual Programme in any Institution will be judged, have been carefully formulated so as to give a clear transparent indication of the strengths and weaknesses of the Programmes. These are classified into Indices that measure the quality of different aspects of the Program: Organizational/Infrastructure, Academic Performance and Industry-Interaction Contributions. Under each are included typical criteria for measurement of performance.

**86.13 Organisational/Infrastructure Performance Indices**

Criterion I.MISSION, GOALS AND ORGANISATION

- a. Management :Mission and Goals, Commitment, Attitude, Planning and Monitoring, Incentives, Effectiveness,
- b. Organization and Governance: Leadership, Motivation, Transparency, Decentralization and Delegation, Involvement of Faculty, Efficiency.

Criterion II : FINANCIAL & PHYSICAL RESOURCES AND THEIR UTILISATION

- a. Capital resources. Operational budget. Maintenance budget, Development resources and budget,
- b. Land, Buildings, Hostels, Support services (water, electricity, communication, etc.) Office Equipment, Canteen, Transport, Medical facilities.

**86.14 Academic Performance Indices**

Criterion III. HUMAN RESOURCES-FACULTY & STAFF

- a. Faculty: Numbers, Qualifications, Recruitment Procedures, Workload (Teaching, Research, Consultancy, Administration), Attitudes and Commitment, Faculty Development (QIP, Conferences, Continuing Education, Professional Societies, Industrial Exposure, Sabbatical leave, etc.), Performance Appraisal by students/others.
- b. Supporting Staff (Technical/Administrative)": Numbers, Qualifications/Skills, Recruitment Procedures, Attitudes and Involvement, Skill Upgradation, Performance Appraisal..

Criterion IV. HUMAN RESOURCES - STUDENTS

- a. Admission : Central or Institutional Criteria (minimum criteria for different categories), Admission policy for lateral entry, if any.
- b. Academic Results: Performance in competitive examinations, Admission to postgraduate courses, Employment of graduating students during the past year. Feedback from employers, Dropouts during the past three years.

Criterion V. TEACHING-LEARNING PROCESSES

- a. Syllabus (contents, frequency of revision), Academic calendar, Registration announcement, Number of instructional days, Contact hours per week, Evaluation procedures and involvement of external examiners, system of feedback, Laboratories, Workshops and Equipment  
  
(facilities, maintenance and utilization), Library, IT facilities, Instructional materials. Budget for consumables, Instructional Programme implementation (Lectures, tutorials, assessment and grading of student performance). Maintenance of course files. Workshops, Laboratory Classes, Colloquia, Projects, Teaching aids. Removal of obsolete experiments and introduction of contemporary experiments. System of academic records, Answer books, Project reports.

Criterion VI. SUPPLEMENTARY PROCESSES

- a. Extra and co-curriculum activities, Student counseling and guidance. Professional Society activities, Entrepreneurship development, Alumni information, Campus recruitment. Training and Placement activities.

**86.15 Industry-Interaction indices**

Criterion VII. INDUSTRY-INSTITUTION INTERACTION

- a. Industry participation in curriculum planning, Continuing education and industrial internship for faculty, Consultancy, Industry visits and Training, Project work, Extension lectures, Placement

Criterion VIII. RESEARCH AND DEVELOPMENT

- a. Institutional budget for Research and Development, Academic/ Sponsored/ Industrial Research and Development, Publication and Patents.
- b. Recognition as Centre of Excellence/Special Assistance/Department Support programme, Fellowships/Assistantships, Joint guidance with industry/R&D Labs/other institutions for Ph.D. theses/ MScEngg/ MEngg. Projects, Criteria for Evaluation of Ph.D. Theses/ MScEngg/ MEngg. Project.

**86.16 STEPS INVOLVED IN THE ACCREDITATION PROCESS**

STEP 1 : Submission (by the Institution) of the information and data, according to the proforma provided by BAETE

STEP 2 : Selection of Visiting Team and Chairman by BAETE.

STEP 3 : Providing the Visiting Team with the information furnished in the proforma.

STEP 4 : Critical study (by the Visiting Team) of the information furnished by the BAETE.

STEP 5 : Furnishing additional information sought by the Visiting team (through correspondence).

STEP 6 : Visit to the Institution (Laboratory, Libraries, Workshops and other infrastructure) as per schedule.

STEP 7 : Discussions with the Management, Principal, Deans, etc., enumerating the Programme's strengths and weaknesses.  
At this stage the institution may decide to withdraw the Programme/Programmes from consideration for Accreditation.

STEP 8 : Discussions among the members of the Visiting Team for finalization of the report.

STEP 9 : Submission of the report by the Chairman of the Visiting Team to the Sectorial Committee.

STEP 10 : Consideration of the report of the Visiting Team by the Sectorial Committee and forwarding of the report with its observations to the NBA.

STEP 11 : Consideration of the Visiting Team report and the Sectorial Committee observations by the BAETE.

STEP 12 : Decision of the BAETE on the assignment of grade.

STEP 13: Reporting the decision of BAETE to IEB.

STEP 14 : Issue of separate certificates assigning the appropriate grade to each Programme in the Institution.

STEP 15 : Entry into the Directory (to be published annually) of the name of the Programme, the Accreditation grade and the date of issue of certificate. After talcing action on these fifteen steps, should a Programme be successful in obtaining Accreditation, the entire process will be repeated at the expiry of the specified Accreditation period.

86.17      The normal period of Accreditation shall be 5 years. The Board may however accredit a Programme for a shorter period if the overall criteria are satisfied while some weaknesses have been noticed in some critical areas.

- 86.18 In case an Institution wishes to appeal for a review of the action of Accreditation taken by the Board, a written application along with a prescribed fee should be sent to the Board within 30 days of the date of notification of the Board action. On receipt of such an application, and being satisfied about a prima facie case, the Chairman of the Board may appoint a special Committee consisting of a minimum of three members. A meeting of the committee will be convened wherein the Institution may be invited to present its case for review through its officers. This Committee may visit the Institution, if necessary. The recommendations of this Committee will be considered by the Board to review its earlier decision.

## **87.00 The Bangladesh Professional Engineers Registration Board**

Whereas it is expedient to provide for regulating the profession of engineers and matters connected therewith as well as development and maintenance of the profession of Engineers :

It is hereby enacted as follows :

### **87.01 Short Title, Extent and Commencement**

- i) This document may be called "The Bangladesh Professional Engineers Registration Board Bye-Laws 2000."
- ii) It extends to the whole of Bangladesh ; It will come into force as decided by the functional body of the Institution.

### **87.02 Definitions :**

87.02.01 In these Bye-Laws unless there is anything repugnant in the subject or context:

- (i) "Government" means Government of the People's Republic of Bangladesh.
- (ii) "Board" means the Bangladesh Professional Engineers Registration Board constituted under this document for the purpose of the registration of Professional Engineers;
- (iii) "Institution" means the Institution of Engineers, Bangladesh ;
- (iv) "Council" means the Council of the Institution of Engineers, Bangladesh elected according to its Constitution to act as its governing body ;
- (v) "Corporate Member" means such a person who has been elected as a Corporate Member

of the Institution of Engineers, Bangladesh as provided in its constitution ;

- vi) "Professional Engineer" means a person who by virtue of his/her professional and academic qualifications has been elected as a Corporate Member of the Institution and accepted by the Board to be registered as a Professional Engineer which expression shall include all regular, temporary and provisional enrolments as Professional Engineer;
- vii) "Constitution" means The Constitution of the Institution of Engineers, Bangladesh ;

- viii) "Register" means the Register of Professional Engineers approved by the Board ;
- ix) "Regulations" means a regulation made by the Bangladesh Professional Engineers Registration Board as provided in Section 10 of this document.
- (x) "Bye-Laws of the Institution" means the Bye-Laws of the Institution of Engineers, Bangladesh framed under its Constitution ;
- (xi) "Centre" means the centres of the. Institution of Engineers, Bangladesh ;
- xii) "Conduct" means professional conduct prescribed by the Bangladesh Professional Engineers Registration Board ;
- xiii) "Recognised Qualifications" means qualifications that are prescribed sufficient to enroll a person as a Professional Engineers as provided in Sections 9 and 10 of this document.

87.02.02 A Professional Engineer shall be deemed "to be in practice" when individually or in partnership with other Professional Engineers in practice, being self-employed or being engaged by others on a part time or full time basis who in consideration of remuneration received or to be received or otherwise :-

- i) Engages himself/herself in the practice of Engineering;
- ii) Offers to perform or performs services involving Engineering studies, forecasting, planning, recording, design, construction, manufacture, operation, maintenance and any associated works or renders professional . , services or assistance in or about matters or principle or details relating to engineering analysis, evaluation, estimation or quality and quantity of works and their cost, techno-economic analysis, interpretation, inspection, certification and the like ;
- iii) Renders professional services or assistance in or about any matter of engineering connected with organisation and methods, staffing, programming, policy formulation, management systems, procedures for : maintaining or improving efficiency of an organisation in matters of planning, design, construction, production marketing, operation, maintenance, development, etc. ;
- iv) Offers to perform or performs or renders professional services in or about any matter of engineering linked with or applied to any other branch of human knowledge and profession such as medicine, economics, agriculture, industry, law, business administration, marketing, journalism and so on ;
- v) Renders professional services or assistance in or about any matter of engineering research and development, personnel development teaching, training and publication ;
- vi) Renders such other services as, in the opinion of the Board, are or may be rendered by a Professional Engineer in practice and the words "to be in practice" with their grammatical variations and cognate expressions shall be construed accordingly.

## **88.00 Terms of Office**

88.01 The Ex-officio member will hold the office of the Board during the tenure of his appointment as Vice-President (Academic) of the IEB. There will be no bar on the re-nomination of the nominated

members by the competent authority beyond their term of four years, or two in the case of the first Board. Provided that a member of the Board shall be deemed to have vacated his/her seat if he/she becomes insane or is declared as insolvent by any competent court or convicted for a criminal offence which implies moral turpitude or, in the case of engineering members, the offence includes unprofessional or infamous conduct or he or she loses his or her corporate membership of the Institution of Engineers, Bangladesh or his/her name is removed from the Register.

88.02 Any member may resign his or her membership by writing under his/her hand to the Chairman of the Board and the seat of such member shall be deemed to have fallen vacant from the date of acceptance of the resignation by the Chairman. The Chairman may then nominate a replacement to fill this vacancy.

88.03 The person nominated to hold a casual vacancy, as allowed for in article 4.4 above shall hold office for the remaining period of the term.

88.04 No member of Board shall hold office for more than two consecutive terms.

#### **89.00 Meeting of the Board**

89.01 The Board shall meet at least four times in a year at such time and place as may be decided by the Chairman. In case of emergency, the Registrar of the Board, with the consent of the Chairman, may call a meeting. The notice period of meetings of the Board shall be 15 days except, in cases of emergency, when the notice period shall be at least 7 days.

89.02 Every meeting of the Board shall be presided over by the Chairman or, if absent, by a Chairman to be elected by the members of the Board present amongst themselves.

89.03 Unless otherwise provided by Regulation, one third of the Board members shall form a quorum and all the Acts of the Board shall be decided by the majority of the members present and voting.

#### **90.00 Incorporation of The Engineer's Registration Board**

The Bangladesh Professional Engineer's Registration Board shall be a body corporate by the same name having perpetual succession and common seal, with power to acquire, hold and dispose of property, both movable and immovable, and to contract, and shall be the said name sue and be sued.

#### **91.00 Officers, Committees and Employees of the Board**

The Board shall:

- (i) Appoint or nominate such other officers and employees or engage such consultants, contractors, etc. As the Board deems necessary to carry out the purposes of these Bye-Laws.
- (ii) Constitute from amongst its members or outside such Committee, Sub-Committees, Tribunals and other bodies for general or special purposes as it deems necessary to carry out the purposes of these Bye-Laws.
- (iii) Fix remuneration, allowances, honoraria as well as other terms and conditions for its office bearers, employees, advisers, consultants, contractors and others as the case may be, for services rendered to the Board.
- (iv) Require and take from any officer or servant of the Board such security for the performance of his duties as the Board may deem fit.
- (v) Appoint a Registrar.
- (vi) All officers and other person appointed or employed by it on a full or part time basis, on payment of salaries or otherwise, shall be deemed to be public servants within the meaning of Section 21 of the Bangladesh Penal Code (The Act XLV of 1860).
- (vii) No other Act of the Board or any Committee or Tribunal set by it shall be called into question on the grounds merely of existence of any vacancy in or any defect in the constitution of such Committee, Tribunal, etc.
- (viii) Manage the funds and properties of the Board and account for them to the Council.

**92.00 Headquarters of the Board and Branches**

92.01 The Headquarters of the Board shall be at Dhaka.

92.02 The Bangladesh Professional Engineers Registration Board may establish branch offices at other places if it finds so necessary to carry out the purposes of these Bye-Laws.

**93.00 Indemnity**

The Board will not be liable for anything which is in good faith done or intended to be done under these Bye-Laws.

**94.00 Responsibilities of the Board**

94.01 The responsibilities for carrying out the purpose of these Bye-Laws shall be vested in the Board.

94.02 In particular, and without prejudice to the generality of the foregoing provision, the responsibilities of the Board shall include:

94.02.01 The pursuit of international recognition for Professional Engineers who are registered with the



Board including;

- The establishment of standards for enrolment as Professional Engineers.
- Ensuring that the prescribed standards are maintained.
- Development of these standards such they eventually become accepted internationally.
- Negotiating with other overseas professional bodies the mutual recognition of standards.

94.02.02 Prescribing of conditions for permanent, temporary and provisional enrolment as Professional Engineers, including :

- Mandatory Continuing Professional Development (CPD)
- Training under Agreement Professional Reviews.

94.02.03 Recognition of foreign and local qualifications and training for purposes of permanent, temporary and provisional enrolment in the Register;

94.02.04 Promotion to Government of legislation regulation the performance, conduct and standards of Professional Engineers;

94.02.05 Promotion of reforms in the engineering profession ;

94.02.06 Establishment of levels of fees for registration as a Professional Engineer;

94.02.07 Granting or refusal of registration for practice under these Bye-Laws ;

94.02.08 Maintenance and publication of a Register of persons qualified to practice within the jurisdiction of Bangladesh as Professional Engineers and issuance of certificates confirming registration ;

94.02.09 Removal of names from the Register and restoration of the names which have been removed ;

94.02.10 Regulation and maintenance of the status and standards of professional qualifications of professional Engineers ;

94.02.11 Exercise, of such disciplinary powers over Professional Engineers and servants of the Board as may be prescribed ;

- 94.02.12 Formation of such Standing Committees, ad-hoc Committees, Enquiry Committees and Tribunal for carrying out the purposes of these Bye-Laws, taking disciplinary actions and hearing of complaints against Professional Engineers as the Board deems necessary;
- 94.02.13 Levy and collecting of annual Registration fees and CPD assessment fees from the Institution or individuals for all enrolled Professional Engineers ;
- 94.02.14 Delegation of powers to its Officers and Committees as necessary for smooth discharge of its functions ;
- 94.02.15 Exercise of such other powers and taking such other steps as may be necessary for efficient functioning of the Bangladesh Professional Engineers Registration Board and carrying out the purposes of these Bye-Laws ;
- 94.02.16 Prescribing Rules of Conduct for Professional Engineers ;
- 94.02.17 Accreditation of graduate and post graduate engineering qualifications ;
- 94.02.18 Establishment of budgets for the financial management of the Board and presentation to Council annually of the following approval:
  - Audited accounts
  - Annual report
  - Budget for the coming year
- Proposals for appointment of auditors

## **95.00 Power to Make Regulations**

- 95.01 The Board, may make regulations generally to carry out the purposes of these Bye-Laws and without prejudice to the generality of this power, such Regulations may provide for :-
- (i) The management of the property of the Board and the maintenance and audit of its accounts.
  - (ii) The summoning and holding meetings of the Board conducting of the business in such meetings and maintenance of records and decisions thereof.
  - (iii) The powers and duties of the Chairman, Registrar and other officers of the Board.
  - (iv) The mode of appointment of ad-hoc Committees, Sub-Committees, Standing Committees, Enquiry Committees, Tribunals, Complaints Committees, etc.

- (v) The mode of engaging employees, advisers, consultants, contractors, etc.
- (vi) The method of enrolment and the procedure for maintenance and compilation of the Register and publication of the list of practicing Professional Engineers intending to practice in engineering within the jurisdiction of Bangladesh.
- (vii) The procedure for holding enquires and taking disciplinary actions should the Institution fail to resolve the complaints about the professional conduct of Professional Engineers including those having provisional or temporary registration, (viii) Any other matter for which under these Bye-Laws provision may be made by Regulations.

95.02 Notwithstanding anything contained in the above Sub-section, the Board in consultation with the concerned agencies and the Institution may make regulations provide for the recognition of academic qualifications and other matters as follows :

- (i) Prescribing the conditions and standards to be achieved and maintained for permanent, temporary and provisional enrolment as Professional Engineers;
- (ii) Prescribing a uniform minimum standard of courses of training for obtaining accredited graduate and postgraduate Engineering qualifications ;
- (iii) Prescribing minimum requirements for the content and duration of courses of stud as aforesaid ;
- (iv) Prescribing the minimum requirements for admission to courses of training as aforesaid ;
- (v) Notifying which Engineering qualifications granted by the Engineering Institutions in Bangladesh and outside are recognised by the Board;
- (vi) Prescribing the qualifications and experience required for professional qualifications in all branches of Engineering antecedent to granting of recognised Engineering qualifications;
- (vii) Suggesting model terms of contract for providing professional services in different disciplines;
- (viii) Prescribing professional conduct for individuals, groups and enterprises engaged in Engineering works in Bangladesh.

## **96.00 Liaison with Engineering Institutions and the Public Service Commission**

96.01 The Board shall maintain liaison with Engineering Educational Institutions, the Public Service Commission, the Institution of Engineers, Bangladesh and such other bodies which hold examinations for grant of academic and professional degree and selecting persons for entry into public and other services in order to ensure that a uniform standard is maintained in prescribing the professional qualifications as mentioned in section 96.02

96.02 In matters of registration of Professional Engineers, the decision of the Board about prescribing the examination standards, or the recognised qualifications or such qualifications possession of which may exempt a person form passing a prescribed examination shall be final.

## **97.00 Maintenance of Register of Professional Engineers**

- 97.01 The Board shall maintain a Register of Professional Engineers
- 97.02 The names of only those Engineers who possess recognised qualifications and maintain the standards of professional development as prescribed in these Bye-Laws and the regulations provided for in clause 11, will be entered into the said Register and as a result of which they will be called Professional Engineers.
- 97.03 The Board may also enter provisionally or for a temporary period of specified duration, names of such persons in the Register who may qualify for such provisional and temporary registration as may be provided in the Regulation framed under this document.
- 97.04 The register shall include the following particulars about every Professional Engineer:
- (i) His or her full name, date of birth, domicile, residential and professional address;
  - (ii) The date on which his or her name is entered in this Register;
  - (iii) His or her qualification;
  - (iv) Professional disciplines in which he or she intends to practise Engineering;
  - (v) Any other particulars that may be prescribed.
- 97.05 The Board shall cause to be published in the national press, in manner as may be prescribed, a list of the new Professional Engineers as on the first day of July of each year.
- 97.06 The Register may be in separate volumes and separate Registers

may be maintained for the regular Professional Engineers and the provisional and temporary entries.

**98.00 Registers to be Public documents**

The Register maintained under Clause 98 shall be deemed to be a public document.

**99.00 Removal of names from the Register**

99.01 The Board may remove from the Register the name of any Professional Engineer.

- i. Who is dead, or
- ii. From whom a request has been received to that effect;
- iii. Who has not paid within a period to be defined by the Board, ; any prescribed fee required to be paid by him/her and prescribed by the Board ;

- iv. Who after enquiry is found to have broken the Rules of Conduct;
- v. Who has not attained the required level of CPD in the given time period, as prescribed in 95.02 (ii);

99.02 The Bangladesh Professional Engineers Registration Board may also remove the name of any person from the Register who suffers disabilities in the following respects :-

- i. Is of "nso" nd mind and stands so adjudged by a competent court ; or
- ii. Is an undischarged insolvent ; or
- iii. Having been discharged of insolvency, has not obtained from the Court a certificate confirming that his/her insolvency was caused by misfortune, without any misconduct from his or her part : or
- iv. Has been convicted by a competent court, whether within or without Bangladesh, of an offence involving moral turpitude and punishable with imprisonment and/or responsible for an offence, not of a technical nature, committed by him/her in his/her professional capacity unless in respect of the offence committed, he/she has either been granted a pardon or on an application made by him/her in this behalf, the Government has, by an order in writing removed the disability.

99.03 The Boards in its discretion may remove from the Register the name of any person who has been adjudged guilty of infamous conduct in any professional respect, after holding an enquiry at which opportunity has been given to such person to be heard in person or through advocate or pleader, and dealing with the case

in the manner prescribed in the regulations framed for this purpose under this Bye-Laws. For the purpose of enquiry in this respect, the Board shall be deemed to be a Court within the meaning of the Evidence of the Act 1972 (I of 1972). and shall exercise all the powers of a Commissioner appointed under the Public Servant's (Inquires) Act 1850 (XXXVII of 1850).

99.04 The name of any person whose Corporate Membership of the Institution of Engineers. Bangladesh or any other Professional Engineering body, is withdrawn or suspended shall also be removed from the register for the duration of suspension or withdrawal of such corporate membership.

#### **100.00 Privileges of the Professional Engineer**

A person who has fulfilled the prescribed requirements and whose name has been entered and remains in the Register at the order of the Board will be called a Professional Engineer and will be entitled to use the abbreviations P.Eng after his or her name, and will be able to use such insignia, emblems, etc. as the Board may prescribe and award.

#### **101.00 Responsibilities of a Professional Engineer**

101.01 Every Professional Engineer shall notify any transfer of his or her residence or practice to the Board within 60 days of such transfer.

101.02 No professional Engineer shall use or publish in any way whatsoever any name, title, description or symbol indicating or calculated to lead persons to infer that he or she possesses any professional qualification unless the same has been conferred upon him by a legally constituted authority within or outside Bangladesh.

## **CHAPTER-X MISCELLANEOUS**

### **102.00      Bye-Laws**

Notice of making, revocation, alteration or amendment of any of the Bye-Law 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, Students, Affiliates, Subscribers and Honorary Members and such service shall be deemed to be effected, unless a later date is specifically stated in the notice, on the date of issue of the publication in which the notice appears.

### **103.00      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 a previous notice to the Honorary General Secretary in writing. The Minutes of any Meeting of the Council, shall be open to the inspection of any Member of the Council, at all reasonable times. The accounts of The Institution shall be open to any member of the Finance Committee or the Council and on a previous notice in writing to the Honorary General Secretary by any Fellow and Member.

### **104.00      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, Affiliate 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.

### **105.00      Interpretation**

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

### **106.00      Arbitration**

For the purpose of setting any dispute by arbitration under Article 57 of the Constitution the parties in dispute shall until regulations in this behalf are framed by the Council will be governed by the provisions of the Arbitration Act subject to the provision that the Board of Arbitration shall consist of one representative from each party and an umpire who shall be the President or his nominee.

### **108.00      Absentees**

A Fellow, Member, Associate Member, Student, Affiliate or Subscriber who shall have given due notice to the Honorary General Secretary in writing before his departure shall be entitled during his non-residence within the limits of Bangladesh territory for a period of not less than six months, retain his connection with The Institution and to receive his copies of the publications provided he continues to pay his Annual Subscription and other dues.

### **109.00      Dissolution**

If upon winding up or dissolution of The Institution at any time, there remain after satisfaction of all its debts and liabilities, any property whatsoever the same shall not be parted with or distributed among members of The Institution but shall be given or transferred to some other Institution or Institutions having objects similar to the objects of The Institution of Engineers, Bangladesh, to be determined by the members of The Institution at or before the time of dissolution and in default thereby such Judge of the High Court in Dhaka or any Court of Law in Bangladesh as may have or acquire jurisdiction over the matter.

**Appendix-A**  
**THE INSTITUTION OF ENGINEERS, BANGLADESH**

**CODE OF ETHICS**  
**(Approved in the 476th Central Council Meeting IEB held on 6.8.2003)**

1. I solemnly promise that as a member of The Institution of Engineers, Bangladesh I shall uphold and advance the integrity, honor and dignity of the engineering profession using my knowledge and skill and shall hold paramount the safety, health and welfare of the public and shall try to comply with the principles of sustainable development in the performance of my professional duties.
2. I shall be honest and impartial and serve with complete fidelity the public, employer and clients I shall not accept remuneration for services rendered other than that from my employer or with my employer's permission
3. I shall perform services only in areas of my competence
4. I shall build my professional reputation on the merit of my services and shall not compete unfairly with others
5. I shall act in professional matters for my employer or client as faithful agent or trustee and shall avoid conflict of interest and avoid deceptive acts.
6. I shall issue public statements only in an objective and truthful manner, and shall not in a self-laudatory language or in any manner derogatory to the dignity of the profession, or professional bodies, neither advise or write articles for publication, nor shall authorize such advertisements to be written or published by any other person
7. I, without disclosing the fact to my employer in writing shall not be director of or have a substantial financial interest in, nor be an agent for any company, firm or person carrying on any contracting, consulting or manufacturing business which is or may be involved in the work to which my employment relates, nor shall I receive directly or indirectly any royalty, gratuity or commission or any article or process used in or for the purpose of the work in respect of which I am employed unless of until such royalty, gratuity or commission has been authorized in writing by the employer
8. I shall support the professional and technical societies of my discipline
9. I, in connection with work in country other than my own shall order my conduct according to these rules, as far as they are applicable ; but where the country has recognized standards of professional conduct, I shall adhere to them
10. I shall not offer, guide, solicit or receive, either directly or indirectly any political contribution in an amount intended to influence the award of a contract by the public authority
11. I solemnly promise I shall avoid bribery and extortion in any form. If I encounter such acts done by any member. I shall be ethically bound to report it to the Ethical Review Board (ERB) of IEB (ERB is to be formed)
12. I shall continue my professional development throughout my career, and shall provide opportunities and support for the professional development of the engineers under

my supervision

- 13.** A member who shall be convicted by a competent tribunal of ^criminal offence, which in the opinion of the disciplinary body renders him unfit to be a member, shall deemed to have been guilty of improper conduct.

Signature\_\_\_\_\_

Name\_\_\_\_\_

Membership no F/M/AM\_\_\_\_\_(to be filled up by office)



**Appendix-C**  
**CONVENTION MANUAL**

- 1.00** The Convention of The Institution of Engineers, Bangladesh shall normally be held every year concurrently with the Annual General Meeting unless the Council decide otherwise.
- 2.00** The Convention of IEB will be held at any of the Centres or Sub-Centres as decided in the Annual General Meeting.
- 3.00** The Centre organizing the Convention will be the "Host Centre" or "Host Sub-Centre" and they will work for and on behalf of the Headquarters.
- 4.00** The Convention will be Inaugurated by the Head of the Government while in the Closing Function, the Head of the Opposition in Parliament will be the Chief Guest. In case of non-availability of any of the two, the Council may decide to invite some other person(s) as Chief Guest(s).
- 5.00** The "Host Centre" will prepare the programme of the Convention in consultation with Headquarters which will be approved by the Council.
- 6.00** The Council will finalize the "Theme" of the Convention and subject of "National Seminar" for the Convention.
- 7.00** Honorary General Secretary will invite foreign delegations and will issue cards for the Inaugural, Closing Ceremonies, Memorial Lectures, National Seminar and Annual Dinner.
- 8.00** Seating arrangements for the Inaugural & Closing Function will be, facing the audience:
- Chairman of Host Centre or Host Sub-Centre
  - President, IEB
  - Chief Guest
  - Honorary General Secretary
  - Honorary Secretary of Host Centre/Host Sub Centre.
- 9.00** Programme for Inaugural Function
- Welcome Address by Chairman of Host Centre/Host Sub-Centre
  - Address by Honorary General Secretary, IEB
  - Address by President, IEB
  - Award of AM IE Degrees
  - Award of PEng. Holders
  - Award of Prizes, Medals Address by the Chief Guest
  - Presentation of Convention Crest to the Chief Guest
  - Vote of thanks by Honorary Secretary of Host Centre/Host Sub-Centre
  - Refreshment.

**10.00**

Programme for Closing Function

-

Welcome Address by Chairman of Host Centre/Host Sub-Centre