

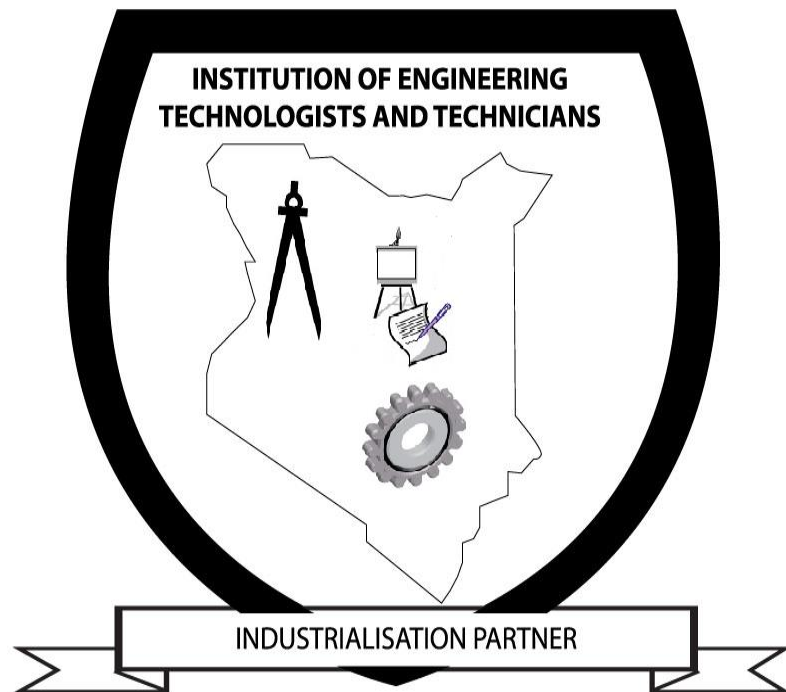
THE BYE-LAWS

OF

INSTITUTION OF ENGINEERING

TECHNOLOGISTS AND

TECHNICIANS (IET), KENYA



BYE-LAWS

1. ADMISSION TO MEMBERSHIP:

- 1.1 Applications for election to membership or for transfer to a higher grade shall be submitted on the prescribed form, duly completed and accompanied by the relevant supporting documentation, to the Executive Officer.
- 1.2 The Executive Officer shall present the application to the Council for consideration and grading in accordance with the Constitution.
- 1.3 The Council may, at its discretion, refuse to admit any person to membership and need not provide the reasons for so doing.
- 1.4 Applications for election to the grade of Student and Graduate need only be supported by one (1) person, preferably a senior member of staff of the academic institution at which the applicant is or was a student.
- 1.5 The application of a candidate for election to the grade of Associate Member shall be proposed by two (2) persons who are corporate members.
- 1.6 Upgrading of members from one level to a higher requires a letter requesting for upgrade.
- 1.7 The Council shall elect an Honorary Fellow as follows:
 - 1.7.1 A Council member, who wishes to propose a person for recognition as worthy of the grade of Honorary Fellowship, shall firstly approach the Council Chairperson about it privately.
 - 1.7.2 The Council Chairperson will then discuss the suitability of the proposed person with the Executive. If the person is on the Executive, they shall be excluded from the discussions.
 - 1.7.3 If the proposal is approved, a formal written motion and citation shall be prepared which shall be read during the Council meeting specifically called to discuss proposed person(s)
 - 1.7.4 Not more than two Honorary Fellows should be elected in any one calendar year.
- 1.8 The names of the members elected and those transferred to a higher grade will appear in the next immediate newsletter.
- 1.9 A member of the Institution shall be entitled to use the following acronyms designating his/her grade of membership:

CATEGORY	INITIALS
Honorary Fellow	HFIETK
Fellow	FIETK
Technologist	TIETK
Technician	TeIETK

Affiliate	AfiETK
Associate	AsiETK
Craft	CIETK
Artisan	AIETK
Graduate	GIETK
Student	SIETK
Retired	RIETK

2. REGISTER

- 2.1 A register of the names, contact and discipline of all members shall be maintained by the Registrar and this information may be made available to the members at the discretion of the Council.
- 2.2 It shall be incumbent upon the members to notify the Registrar in writing of any changes of address. Failure to do so shall imply that such members have waived the right to receive notices or copies of any publications, etc., and the onus shall be on the members to advise the Registrar of such non-service. A notice despatched by hand, fax, e-mail or through the post to the last registered address of any member shall be deemed to have been served on that member. The non-receipt of any such notice shall not exempt the member from his/her liability for any payments due.

3. ANNUAL CONTRIBUTIONS

- 3.1 Members shall pay annual contributions as laid down by Council from time to time. Members shall be notified of any changes in the amounts payable within three (3) months before the date on which these changes will become effective.
- 3.2 The annual fees shall become due in advance on the first day of January in each year. It shall include all per capita levies to other bodies as approved by the Council from time to time.
- 3.3 The first annual fee shall become payable upon receipt by the applicant of the notification of admission as a member. Should payment of the annual fee not be made within three (3) months, the application shall be deemed to have lapsed. The applicant must then re-apply for membership.
- 3.4 A member whose annual fees are unpaid by 31st July of the fiscal year commencing 1st January and who has failed to respond to written advice that annual fees are due may, by resolution of the Council, be considered to have resigned his/her membership and shall forthwith be excluded from the rights and privileges of membership of the Institution. Such exclusion shall not, however, relieve the member from his/her liability for the payment of any outstanding fees due to the Institution. Such exclusion shall not prevent the person from re-applying for membership.
- 3.5 Honorary fellows shall be exempted from the payment of fees.
- 3.6 Retired members shall pay fees as determined by Council.

4. MEETINGS

- 4.1 The Council of the Institution shall meet a maximum of six times a year. These meetings shall routinely be held in Nairobi, but may take place at such other regions in Kenya as the Council may decide.
- 4.2 A Council member may be requested by the Council to vacate his/her office if he/she has been absent

from three (3) consecutive meetings without having tendered an acceptable reason.

- 4.3 The Annual General Meeting of the Institution shall be held as soon as possible after the end of the fiscal year.
- 4.4 The Council may convene a Special General Meeting at any time that it may deem necessary.
- 4.5 The Council shall arrange a Special General Meeting within thirty (30) days after receipt of a written request supported by at least two hundred (200) Members spread across formed and unconstituted branches.
- 4.6 Only such business as has been specified in the notices convening Special General Meetings shall be transacted.
- 4.7 Notices convening Annual General Meetings and Special General Meetings shall be despatched to members not less than fourteen (14) days prior to the dates decided for such meetings and shall include the agendas and other materials for the meetings.
- 4.8 The quorum at Annual General Meetings and Special General Meetings shall not be less than a third of the total membership. In the event of a quorum not being present at the advertised time of the meeting, the Chairperson shall adjourn the meeting to such other time as they may decide when those members present shall constitute a quorum.
- 4.9 A member who is unable to be present at an Annual General Meeting or a Special General Meeting may vote by proxy. The person appointed as proxy shall be a registered member of the Institution and shall be appointed in writing.
- 4.10 Any motion tabled at any General Meeting of the Institution, except where otherwise provided for, shall in the first instance be decided by a show of hands of those present and entitled to vote, but a ballot may be demanded by the majority of members present. Such a ballot shall be taken forthwith and shall be supervised by two (2) scrutiners appointed by the meeting.
- 4.11 The Chairperson, or in his/her absence, the Vice-Chairperson, or in the absence of both of them, a member elected by the meeting, shall take the Chair at meetings of the Institution.
- 4.12 The Chairperson of a general meeting shall have both a deliberative and a casting vote.

5. ELECTION OF MEMBERS TO COUNCIL:

- 5.1 The Council of the Institution shall comprise of a minimum of seven (7) members. These include the Executive committee as defined in the IET Constitution.
- 5.2 Candidates for election to Council shall be nominated by the corporate members of the Institution during an AGM, each of whom shall be entitled to nominate as many candidates as there are vacancies occurring in the Council as declared by the Registrar.
- 5.3 Should the nominations received contain an insufficient number of candidates to fill the vacancies that will be occurring on the Council, the outgoing Council shall nominate additional members to complete the list. These nominated members shall then be declared elected at the Annual General Meeting.

6. CERTIFICATES OF MEMBERSHIP

- 6.1 On acceptance of membership, the Council shall issue certificates of membership of the Institution.

- 6.2 The Council Chairperson and the Registrar shall normally sign membership certificates, but other members may sign as the Council may decide.
- 6.3 Valid membership certificates shall remain the property of the Institution and shall be returned to the Registrar upon cessation of membership.

7. BRANCHES AND SECTIONS OF ENGINEERING

- 7.1 Any Branch or Section of engineering established by the Institution shall be constituted and their affairs conducted in accordance with the Constitution and Bye-Laws.
- 7.2 A Committee elected from among its bona fide members shall, subject to control by the Council, manage the affairs of a Branch or Section.
- 7.3 The Committee shall consist of the following Officers:
 - The Chairperson,
 - The Vice-Chairperson,
 - The Secretary
 - The Treasurer,
 - Plus three (3) other members
- 7.4 The Committee shall have the powers to co-opt not more than two (2) members.
- 7.5 All Officers shall hold office for a period approved by the Council.
- 7.6 Two (2) members of the Committee shall retire annually in rotation but shall be eligible for re-election once.
- 7.7 At Committee meetings, five (5) members shall form a quorum and all matters shall be decided by a majority vote. The Chairperson shall have a casting vote in the event of a tie.
- 7.8 At each Committee meeting, the Chair shall be taken by the Chairperson or, in his/her absence, the Vice-Chairperson or, in the absence of both of them, a member of the Committee elected by those members present.
- 7.9 The duties of the Committee shall be:
 - 7.9.1. To organise meetings for the presentation and discussion of innovations and research papers.
 - 7.9.2 To consider any matters that may, from time to time, be referred to it by the Council, and to deal with any other matters within the scope of the Branch or Section.
- 7.10 The Branches and Sections shall not undertake any activities involving the expenditure of the Institution's funds without prior approval from the Council, and no debts shall be incurred in the name of the Institution without approval by the Council.
- 7.11 Funds allocated for the activities of a Branch shall be deposited in a registered bank or other financial institution in the name of and for the use of the Branch. The Chairperson or Vice-Chairperson and the Treasurer shall sign all cheques drawn. An audited copy of the annual accounts of the Branch shall be submitted to the Council.

The financial year of a Branch shall be from 1st January of each year to 31st December of the same year.
- 7.12 Proper minutes of meetings of Branches and Sections shall be kept. Copies of all minutes shall be sent

to the Registrar for submission to the Council.

7.13 The Annual General Meeting of a Branch or Section shall be held as soon as possible after the end of the financial year. At least three (3) further meetings shall be held during the term of office of the Committee.

7.14 The process of election of the members of the Committees shall be the same as for the members of Council.