

THE INSTITUTION OF ENGINEERS, SRI LANKA



GUIDELINES FOR THE PROVINCIAL / DISTRICT CENTRES

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PREFACE

Provincial Chapters and the District Centres can be considered as the nerve centres of the Institution in the provinces and the districts ,as the case may be, for the advancement of the engineering profession and the practice of engineering. In this context, the duties and the responsibilities of the Provincial Chapters are wide ranging. They need to attract new members to the Institution , proactively facilitate for potential members to fulfil professional review requirements, facilitate continuous professional development of members, recognize organizations for training of potential members, disseminate knowledge, facilitate networking assist the Institution in all its activities in the provinces and many others.

In order to ensure that Provincial Chapters / District Centres address all relevant issues and carry out their activities in a consistent manner within the administrative framework of the Institution, it was thought appropriate to provide these Council approved guidelines for the Provincial Chapters / District Centres for organizing their activities. These guidelines shall be made available for the perusal of all the members of the Executive Committee of the Chapters/ Centres as well as the members who come within the purview of the Chapters/ Centres so that they can make more concerted efforts in implementing various programmes. In addition to these guidelines the Provincial and their respective District Centres can be innovative to any other activity for fulfilment of their objectives which can later be incorporated to improve these guidelines. Whilst extending my appreciation to all the members of the Provincial and the District Centres for their commitment towards enhancing the standing of the profession and the Institution, I wish the Provincial and their respective District Centres all the very best in all their endeavours.

Eng. Shavindranath Fernando
President 2013/2014

GUIDELINES FOR THE PROVINCIAL CHAPTERS/DISTRICT CENTRES

GENERAL

Currently the following eight Provincial Chapters are in operation:

1. Central Province
2. Eastern Province
3. Northern Province
4. North Central Province
5. Sabaragamuwa Province
6. Southern Province
7. Uva Province
8. Wayamba Province

Each Provincial Chapter may set up District Centres in the districts in the Province towards decentralizing its activities.

The Annual General Meeting (AGM) of each Chapter shall be held on a convenient date between 1st August and 31st October of each year. At this Annual General Meeting, an Executive Committee for the Provincial Chapter along with those of the relevant District Centres shall be appointed.

The Chairman of each Provincial Chapter is invited to attend the meetings of the Council as an observer.

COMPOSITION OF THE EXECUTIVE COMMITTEE

Provincial Chapters

1. Chairman
2. Vice Chairmen
3. Secretary
4. Treasurer
5. Assistant Secretary
6. Editor
7. Five other members, at least three of whom shall be Corporate Members

The Chairman, the Secretary and the Treasurer shall all be Corporate Members of the Institution. The Assistant Secretary and the Editor each shall be either a Corporate Member or an Associate Member. Vice Chairmen shall be Corporate Members and shall be the Chairmen of the District Centre/s

The Executive Committee of a Provincial Chapter can have co-opted members for specialist functions and/or to represent the key organizations in the Province. There can also be a co-opted member to represent engineering students from the Student Chapters of the Institution. These co-opted members will not have any voting rights. If and when a vacancy occurs during the Session, the Executive Committee may take action to fill the vacancy.

District Centres

1. Chairman
2. Treasurer
3. Secretary
4. Five other members, at least three of whom shall be either Associate or Corporate Members

The Chairman shall be a Corporate Member of the Institution. The Secretary and the Treasurer shall each be either a Corporate Member or an Associate Member.

OBJECTIVES

The Provincial Chapters and the District Centres are expected to contribute towards achieving the objectives of the Institution. According to By-Law 121 of the Institution, the Provincial Chapters shall engage in learned society activities and for this purpose shall arrange meetings, seminars, discussions, visits etc. Provincial Chapters shall also promote membership drives in their respective provinces and may arrange to collect the subscription fees of the members according to the rules set up by the Council. The District Centres shall assist their parent Provincial Chapters in furthering the activities of the latter.

RESPONSIBILITIES AND GUIDELINES FOR ACTIVITIES

At its first meeting of a Session the Executive Committee of each Provincial Chapter and each District Centre shall prepare a roadmap for effective implementation of its activities identifying the budget for each of the activities listed indicating the projected income and expenditure.

It shall be the responsibility of the Provincial Chapter / District Centre to carry out all necessary activities to look after the interests of their members of all disciplines in addition to assisting the Council in promoting the engineering profession and the Institution in general.

The Provincial Chapters are expected to do the following for this purpose.

1. Participation at the annual Techno Exhibition by organizing a stall for promoting the Chapter and the profession;
2. Organising at least one Public Lecture / Presentation by an expert per month on a topic relevant to the engineering profession with a view to improving the practice of engineering and enhancing the knowledge of members;
3. Organising field trips to sites/locations of practical interest to the members;
4. Recommending any new organizations that could be registered with the Institution to provide training to prospective aspirants of Corporate Membership;
5. Holding conferences/seminars/symposia/workshops/ Continuing Professional Development (CPD) courses in areas of interest that are either organised by the Provincial Chapter by itself or in collaboration with other bodies;
6. Organising members' get-togethers and fellowship activities;
7. Implementing programmes for membership drives;
8. Encouraging /facilitating participation by the members in the other activities organised by the Institution such as Continuing Professional Development (CPD) programmes/Techno Exhibition etc.;
9. Recommending expert members as panel members for Professional Review Examinations when requested;
10. Recommending expert members as referees for publications of the institution – Engineer Journal, Annual Sessions Proceedings etc.;
11. Recommending expert members as resource persons for CPD programmes;
12. Recommending members who could act as panel members to visit potential organisations to be recognized for provision of training for charter aspirants;
13. Identifying important books to be ordered to the Institution's Library;
14. Encouraging the Provincial Chapter members to pay their subscriptions on time;
15. Nominating potential candidates for eminence/ excellence awards or encouraging them to apply for same;
16. Lending assistance to the Headquarters in organizing competitions, exhibitions etc., at provincial level.
17. Raising funding for activities of the Provincial Chapter;
18. Promoting the Junior Inventor of the Year competition among the schools in the Province;
19. Representing the Chapter at the meetings of the Provincial Chapters organized by the Institution;
20. Encouraging members to make submissions to the Journal and the Transactions;
21. Arranging to publish in the newsletter articles on provincial projects and activities carried out by the Provincial Chapter; and

22. Engaging in any other activity which the Provincial Chapter considers as appropriate in promoting the knowledge and competencies of the members and enhancing the profession and the standing of the Institution.

The District Centres are expected to do the following for this purpose.

1. Organising at least one Public Lecture / Presentation by an expert per month on a topic relevant to the engineering profession with a view to improving the practice of engineering and enhancing the knowledge of members;
2. Organising field trips to sites/locations of practical interest to the members;
3. Holding conferences/seminars/symposia/workshops/ Continuing Professional Development (CPD) courses in areas of interest that are either organised by the District Centre by itself or in collaboration with other bodies;
4. Organising members' get-togethers and fellowship activities;
5. Implementing programmes for membership drives;
6. Encourageing/facilitating participation by the members in the other activities organised by the Institution such as Continuing Professional Development (CPD) programmes/Techno Exhibition etc. and;
7. Engaging through the respective Provincial Chapter in any other activity which the District Centre considers as appropriate in promoting the knowledge and competencies of the members and enhancing the profession and the standing of the Institution.

OPERATING GUIDELINES

The Executive Committee of a Provincial Chapter a District Centre shall meet at least once a month regularly at a venue convenient to the members of the Committee. The quorum shall be eight members for the Executive Committee of a Provincial Chapter and five members for the Executive Committee of a District Centre. If the Chairman is unable to attend any particular meeting and preside, the Vice Chairman in the case of Provincial Chapters or another senior member in the case of District Centres shall preside.

The Chairmen shall ensure that the proceedings of the meetings are recorded in the form of minutes and that the minutes are circulated in advance among the members of the Committee prior to the date of the next meeting.

The Chairman of each Provincial Chapter shall submit to the headquarters by 31st August every year, the Annual Report of the Committee to enable it to be published in the Transactions of the Session. The Chairman of each District Centre shall submit its Annual Report to the parent Chapter to be presented at the Annual General Meeting of the parent Chapter.

FINANCIAL GUIDELINES

1. Each Provincial Chapter/ District Centre shall be provided with a financial allocation every year as provided in the approved budget of the Headquarters to meet the expenses related to its regular and routine activities such as monthly lectures, continuing professional development of the members, rental for office space, utility bills, salaries of office staff, Annual General Meeting, etc as appropriate. If the Chapter is unable to meet the expenditure related to these activities from this allocation, the excess expenditure shall be met through contributions received from external sources.
2. The expenses incurred on entertainment i.e. meals, light refreshments, music etc., during a calendar year which has to be met through the annual allocation, shall not exceed the amount decided upon by the Council.
3. If any additional funds are anticipated from the headquarters for expenses related to special events or for the purchase of capital items, **which should be only under exceptional circumstances**, prior approval of the Council for same shall be sought before incurring the expenditure concerned indicating clearly the purpose and the reasons.
4. The Provincial Chapters / District Centres may levy fees from members to follow courses related to their Continuing Professional Development and for social functions and networking.
5. The Provincial Chapters and District Centres shall also earn operating funds by organizing events.
6. The Provincial Chapter may collect subscriptions from members in their respective provinces and remit same to the headquarters monthly and a percentage of the subscriptions so collected, the amount of which shall be decided by the Council from time to time, will be remitted to the respective Chapter at the end of each financial year.
7. Each Provincial Chapter /District Centre shall maintain an updated Assets Register.
8. The Provincial Chapters and District Centres shall submit to the Headquarters following the end of each calendar year, an audited financial statement as per the approved format before seeking funds for the calendar year that follows.

USE OF LOGOS

The Provincial Chapters and District Centres shall not have logos of their own. The logo of the Institution will be compulsory on all the letter heads, news bulletins and other publicity material released by the Centers.

Wherever necessary, in relevant documents the name of the Provincial Chapter and/or the District Centre may be indicated below the logo of the Institution to identify the Provincial Chapter/ District Centre.
