



**The Uganda Institution of Professional Engineers  
(UIPE)**

**Rules for Branches of the Institution**

**2016**

## TABLE OF CONTENTS

	Page
<b>1.0 INTRODUCTION.....</b>	<b>1</b>
1.1 The Institution.....	1
1.2 Establishment of Branches .....	1
1.3 Approval of Branch Rules.....	1
1.4 Opening a Branch .....	1
<b>2.0 MEMBERSHIP AND ORGANISATION.....</b>	<b>2</b>
2.1 Membership .....	2
2.2 Organization .....	2
2.3 Voting Procedure .....	3
<b>3.0 MEETINGS.....</b>	<b>4</b>
3.1 Venue of Meetings .....	4
3.2 Executive Committee Meetings .....	4
3.3 Ordinary Meetings / Social Evenings.....	4
3.4 Annual General Meetings .....	4
<b>4.0 FINANCIAL PROVISIONS.....</b>	<b>5</b>
4.1 Monies and Effects.....	5
4.2 Accounts.....	5
4.3 Allocation of Funds by the Institution .....	5
4.4 Annual Branch Statement of Accounts.....	5

## **1.0 INTRODUCTION**

### **1.1 The Institution**

1.1.1 Uganda Institution of Professional Engineers (UIPE) (hereinafter called "the Institution") is an association of Engineers constituted to promote the general advancement of the science and practice of engineering and its applications, and to facilitate the exchange of information and ideas on those subjects amongst the members of the Institution.

1.1.2 The administrative functions of the Institution and are carried out by a Council as stipulated in Article 11.1 of UIPE Constitution. The day-to-day activities of the Council are carried out by a Secretariat which is headed by an Executive Secretary.

1.1.3 The location of the Institution is until otherwise determined located at Kampala. The Secretariat of the Institution is, to be, located at plot 2, Gloucester Avenue, Kyambogo. .

### **1.2 Establishment of Branches**

1.2.1 In order to further the aims and objectives of the Institution, the Council, under Article 3.2 of its Constitution, is mandated to establish Branches of the Institution in Uganda for the holding of meetings, discussions and other activities falling within the purview of the Institution.

The functions of a Branch shall be determined by the Council and which may dissolve the Branch at any time.

### **1.3 Approval of Branch Rules**

1.3.1 The governing and affairs of the Branches shall be conducted in accordance with these Rules and any other Rules made from time to time by the Council.

Any Branch may propose additions to these Rules which are special or unique to the conduct of its affairs but in line with the objects of the Institution. Such additions to the Rules shall be presented to Council for approval.

1.3.2 To facilitate coordination of activities of the Institution, each Branch shall organize its local activities in consultation with the Secretariat of the Institution.

### **1.4 Opening a Branch**

1.4.1 A Branch of the Institution may be established by the Council pursuant to Article 3.2 of the Constitution on receipt of a written request to that effect and signed by at least five Members of the Institution, one of whom must be a Corporate Member and the second a Graduate Member residing or working in the proposed defined area of the Branch.

A Branch shall entirely be responsible for all its financial commitments. The Institution shall not be responsible for any debts or financial commitments incurred or entered in by the Branch.

- 1.4.1 The boundaries of the proposed Branch shall be clearly defined in the request for establishment of the Branch to the Council.

## **2.0 MEMBERSHIP AND ORGANISATION**

### **2.1 Membership**

- 2.1.1 Membership to a Branch of the Institution shall be by virtue of one being a member of the Institution. No person shall be a member of a Branch unless he or she is a member of the Institution. Every Member of the Institution shall have the right to be a member of a Branch of his or her choice provided that he or she shall either reside or work within the boundaries of the Branch.

Every member of the Institution shall at least belong to a Branch of the Institution and shall cease to be a member of such a Branch once his or her name has been erased from the membership register of the Institution. No person shall be a member of more than one Branch.

Members of the Institution shall be free to participate in the activities of any Branch of the Institution.

- 2.1.2 No application or extra membership fee shall be required to be a member of a Branch. However, a Branch may keep a register of their members but shall ensure that the names and addresses of their members are the same as those in the Register maintained by the Secretariat of the Institution.
- 2.1.3 A Branch may allow participation of any person who is a bonafide visitor to Uganda if such a person is a Corporate member of any engineering institution, institute or society and has been recognized and approved by the Council. The visitor shall not take part in the governing of the Branch and the period of his visiting membership shall not exceed a maximum of six months in respect of any visit to Uganda.

### **2.2 Organization**

- 2.2.1 a) A Branch shall elect from amongst members a branch Executive Committee every two years from its membership comprising of a Chairperson, a Vice-Chairperson, an Honorary Secretary and an Honorary Treasurer and 3 committee members who must be Members of the Institution and these shall constitute the Branch Executive Committee.
- b) The Chairman must be a Corporate member of UIPE
- c.) The term of office of the branch shall be 2 years
- 2.2.2 Other Branch office bearers may be elected by the Branch upon approval by Council.
- 2.2.3 A member of the Executive Committee shall serve for one term in office. He or she shall be eligible for re-election but shall not exceed two consecutive terms in office.

- 2.2.4 The names of office bearers of a Branch on being elected shall be submitted to the Council for approval before such officers take on office.
- 2.2.5 The Chairperson of the Branch shall undertake the general supervision of the Branch affairs and shall preside over all Branch meetings. In the absence of the Chairperson of the Branch, the Vice-Chairperson shall deputise for the Chairperson. In the absence of both the Chairperson and the Vice Chairperson, the members present shall elect a member of the executive to chair.
- 2.2.6 A Branch sub-committee may be appointed by the Branch Executive Committee as may be considered necessary to deal with various activities and work of the Branch and which shall be in conformity with the constitution of the Institution.
- 2.2.7 Branches shall have a maximum of three representatives to sit on UIPE Council. The Branches shall sit and agree on who to represent them on Council.
- 2.2.8 The branch Executive shall submit an annual report to Council. The report shall be submitted to the Honorary Secretary of the Institution thirty days before Annual General Meeting.

### **2.3 Voting Procedure**

- 2.3.1 The Branch shall, not later than 21 days after the Institution's Annual General Meeting, hold its Annual General Meeting and conduct elections for its new executive committee members, among other Agenda items.
- 2.3.2 For purposes of conducting fair and free elections, one of the UIPE Council members will be appointed Returning Officer by Council and will be assisted in his duties by any Branch member nominated by the members which member shall be eligible for any post on the executive committee.
- 2.3.3 For each of the posts, the Returning Officer shall invite nominations, not exceeding four names. Any person vying for any post shall be proposed and seconded thereafter declared candidate for the post. The persons proposing and seconding any candidate shall be members of the Branch.

Any Member who is absent from the AGM may be nominated and elected in absentia for any post other than the post of Chairperson, provided such person shall have notified the Returning Officer in writing before nominations start.

- 2.3.4 The Branch, in electing members to fill vacancies on the executive committee, will ensure that as far as possible, the distribution of members of the Institution among the broad categories of engineering interests within the Institution appears are considered. Furthermore, as far as possible gender balance shall be considered with at least both women and men being represented on the executive committee.
- 2.3.5 Voting shall be by show of hands and a candidate shall be declared winner by a simple majority. In case of a tie in votes, the voting shall be repeated for those who will have tied, the process shall be repeated until there is a clear winner.
- 2.3.6 No person shall vote by proxy.

### **3.0 MEETINGS**

#### **3.1 Venue of Meetings**

- 3.1.1 Meetings of the Branch shall be held at such places and at such times as the Executive Committee may decide.
- 3.1.2 The year-planner showing the schedule of meetings throughout the year shall be submitted to UIPE Council for synchronization with the other UIPE activities in the year.
- 3.1.3 The meetings of the Branch shall be as follows:
  - (i) Executive Committee Meetings
  - (ii) Ordinary Meetings /Social Evenings
  - (iii) Annual General Meeting

#### **3.2 Executive Committee Meetings**

- 3.2.1 The Executive Committee meetings shall be held at least once a month. The Chairperson or Vice Chairperson shall preside over the meetings. The meetings shall discuss matters of the Branch aimed at advancing technology and the engineering profession. The quorum for the meetings shall be four members.

#### **3.3 Ordinary Meetings / Social Evenings**

- 3.3.1 Ordinary meetings / Social Evenings shall be held at least once every month. The meetings shall be for the reading and discussion of papers on engineering and allied subjects, for lectures and discussions on those subjects, for the display of technological developments, purely to socialize and for visits to works and other places of engineering interest.

#### **3.4 Annual General Meetings**

- 3.4.1 The Annual General Meeting shall be held not later than 21 days after the annual general meeting of the Institution has been held at such place as the Executive Committee shall determine.
- 3.4.2 At least fourteen days' notice shall be given of all Annual General Meetings. The notice shall specify the general nature of the business to be transacted.
- 3.4.3 The accidental omission to send notice of a meeting to, or the non-receipt of notice by, any Member of any class shall not invalidate the proceedings at the meeting.
- 3.4.4 The Annual General Meeting shall be responsible for the following:
  - (i) Receive and deliberate upon the annual report of the Executive Committee and the annual accounts; and
  - (ii) Elect a new Executive Committee.

## **4 FINANCIAL PROVISIONS**

### **4.4 Monies and Effects**

- 4.1.1 The monies and effects of the Branch shall be controlled by the Executive Committee for the use of the Branch in the furtherance of the objects of the Institution.
- 4.1.2 A Branch shall entirely be responsible for all its financial commitments. The Institution shall not be responsible for any debits or financial commitments incurred or entered in by the Branch.

### **4.5 Accounts**

- 4.2.1 The Executive Committee shall cause to be kept proper and sufficient accounts of the funds, receipts and expenditure of the Branch, so that the true financial statement and condition of the Branch may at all times be exhibited by such accounts.
- 4.2.2 A Branch shall submit its books of accounts to the Institution's Auditors twenty-one days before the Annual General Meeting.
- 4.2.3 The financial year of the Branch shall coincide with the Institution's financial year that ends on the 31<sup>st</sup> day of December in each year. The accounts of the Branch shall be made up each year to that date and, after having been approved by the Executive Committee and audited by an auditor, shall together with the Auditors' report be laid before the next Annual General Meeting.

### **4.6 Allocation of Funds by the Institution**

- 4.3.1 Council shall allocate and remit to each Branch such funds as may be fixed by the Rules and additional funds as Council may consider necessary for the efficient administration of the Branch or for promotion of some special activity

### **4.7 Annual Branch Statement of Accounts**

- 4.4.1 The Branch Honorary Treasurer shall prepare for delivery an audited statement of accounts audited by the Institution's auditor for the Branch for the preceding year to be incorporated in the report in of the Chairperson of the Branch for the Annual General Meeting.