



THE ENGINEERS PAKISTAN



BYE-LAWS OF THE ENGINEERS PAKISTAN (Registered Under Act XXI of 1860)

Headquarters & Registered Office:
77 D/1, 1st. floor, Lahore Center, Main Boulevard Gulberg,
Lahore- Pakistan

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1. NAME & REGISTERED OFFICE

The name of the Body shall be '**The Engineers Pakistan**', hereinafter called the '**TEP**', and its Registered Office, called the Headquarters Office shall be at 77 D/1, 1st Floor, Lahore Center, Main Boulevard Gulberg, Lahore - Pakistan.

2. MEANINGS AND INTERPRETATIONS

In this Bye-laws of 'TEP', unless the context otherwise requires, the terms shall have the same meanings as set out below, and the words imparting singular shall include plural and vice versa, and the words imparting masculine shall include the feminine and vice versa:-

- i. The 'Constitution' shall mean the constitution of the 'Body'.
- ii. 'Bye-laws' shall mean the Bye-laws of the 'Body', framed under this constitution.
- iii. 'Central Council' shall mean the Central Council of the 'Body'.
- iv. 'Central Council' at provincial level shall mean central council of the provincial local center.
- v. 'Central Council' at district level shall mean central council of the district local center.
- vi. 'Founder Member' shall mean a Founder Member of the 'Body'.
- vii. 'Fellow' shall mean Fellow of the 'Body'.
- viii. 'Member' shall mean member of the 'Body'.
- ix. 'Associate Member' shall mean Associate Member of the 'Body'.
- x. 'Engineer' shall mean an engineer holding legitimate degree in any discipline of engineering from a university/institution/college at national/international level, duly recognized by Pakistan Engineering Council.
- xi. 'Subscriber' shall mean a subscriber admitted by the Central Council of the 'Body'.
- xii. 'President' shall mean the President of the 'Body'.
- xiii. 'Senior Vice President' shall mean the Senior Vice President of the 'Body'.
- xiv. 'Vice President' shall mean the Vice President of the 'Body'.
- xv. 'Secretary General' shall mean the Secretary General of the 'Body'.
- xvi. 'Deputy Secretary General' shall mean the Deputy Secretary General of the 'Body'.
- xvii. 'Secretary Finance' shall mean the Secretary Finance of the 'Body'.
- xviii. 'Chairman of Local Center' shall mean the Chairman of any local center.
- xix. 'Secretary of Local Center' shall mean the Secretary of any local center.

3. MEMBERSHIP AND QUALIFICATION

3.1 CLASSES OF MEMBERS

The Body shall consist of four classes of members who shall be entitled to the use of abbreviation indicated below:

- i. Founder Member (TEP)

- ii. Fellow (TEP)
 - iii. Member (TEP)
 - iv. Associate Member (TEP)
- a. Founder Members: Group of Engineers who work for the cause of TEP from day of inception
 - b. Minimum academic qualification necessary to become a Fellow and Member of the Body will be a Bachelor's degree in any discipline of engineering, from any national/international educational institution recognized by Pakistan Engineering Council.
 - c. Fellow of the Body shall have minimum 30 years experience or 55 years of age.
 - d. Associate Member of the Body shall be a Final Year student of an Engineering Institution, recognized by PEC

3.2 SUBSCRIBERS

The Central Council at its discretion may admit as a **Subscriber**, an individual or an industrial or commercial establishment, government department or a public body, connected with the field of engineering. A subscriber member shall be entitled to attend himself or depute a representative to attend a general meeting/convention.

A Subscriber shall be entitled to the use of abbreviation indicated below:

- a. Subscriber (TEP)

4. AD-HOC CORE COMMITTEE

- i. Ad-hoc Core Committee comprising of forty members has been nominated by the President with a view to run and regulate organizational and structural issues of the Body. The said Core Committee is mandated to decide all matters presented before it by a majority of those present.
- ii. Ad-hoc Core Committee shall act as an interim functional body of the Body till such time that all elected office bearers are properly elected and installed in office in accordance with the Bye-laws.

5. QUALIFICATIONS OF OFFICE BEARERS & AGE LIMIT OF FELLOW

Minimum academic qualification necessary to become an office bearer of the Body viz, President, Sr. Vice President, Vice President, Secretary General, Deputy Secretary General, Secretary Finance or Secretary of a local center will be a Bachelor's degree in any discipline of engineering, from any national/international educational Body recognized by the Pakistan Engineering Council. However the President, Sr. Vice President and Vice President shall also be a Fellow of the Body.

- i. Fellow of the Body shall have minimum 30 years experience or 55 years of age.

6. TERMS OF OFFICE OF THE OFFICE BEARERS

- i. The President, Sr. Vice President, Vice President, Secretary General, Deputy Secretary General, and Secretary Finance shall ordinarily hold office for the period between three consecutive Annual General Meetings. They shall not be eligible for the same office for more than two consecutive terms. They shall however, be eligible for re-election after a gap of one term.
- ii. The Chairman Local Center and Secretary Local Center shall hold office for the period between three consecutive Annual General Meetings. They shall however, be eligible for re-election provided that no person shall hold any of these offices for more than two such consecutive terms. They shall however, be eligible for re-election after a gap of one term.
- iii. The President, Sr. Vice Presidents, Vice Presidents, Secretary General, Deputy Secretary General, Secretary Finance and Chairmen/ Secretaries of Local Centers will all be Fellows/Members of the Body. They will be elected in accordance with election procedure prescribed in the Bye-laws. First ever elections of the Body will be held within a period of two years of registration/incorporation of the Body. The officer bearer of TEP & members of Central Council for the first term of 2 years shall be nominated by the President in consultation with Secretary General.

7. TAKING OVER AND VACATION OF OFFICE

The President, Sr. Vice President, Vice president, Secretary General, Deputy Secretary General, Secretary Finance, Chairman Local Center and Secretary of Local Center shall relinquish office at the end of the Annual General Meeting on the expiry of their respective term of office but the incoming Secretary General shall officially take over charge of the office within 15 days from the date of the close of the Annual General Meeting, from the outgoing Secretary General who shall hand over the charge within the said period.

8. CASUAL VACANCIES OF OFFICE BEARERS

- i. The Central Council members may fill up any vacancy or vacancies (from among the Central Council Members) for the office of the President, Sr. Vice President, Vice president, Secretary General, Deputy Secretary General and Secretary Finance.
- ii. Local Council members will use same discretion as 8(i) above, to fill up any vacancy or vacancies for the office of the Chairman Local Center and Secretary Local Center.
- iii. An office will be declared vacant in the event of death, resignation, transfer or any other incapacitating event faced by the incumbent office bearer.

9. DUTIES OF OFFICE BEARERS

i. President

The President shall preside over all Council Meetings, General Meetings and the Conventions. He shall discharge all other responsibilities and functions as provided in the Rules of Business and Bye-laws. He shall have the right of a casting vote. The President at his discretion may form any committee for smooth functioning of Body in line with objectives of the Body.

ii. Sr. Vice President

The Sr. Vice President shall preside over all Council Meetings, General Meetings and the Conventions in the absence of the President or on special instruction of the President. He shall discharge any responsibility and function exercising same powers as that of the President. He shall have the right of a casting vote.

iii. Vice President

The Vice President shall preside over all Council Meetings, General Meetings and the Conventions in the absence of the President and the Sr. Vice President. He shall discharge any responsibility and function exercising same powers as that of the President. He shall have the right of a casting vote.

iv. Secretary General

The Secretary General shall be responsible for the running of the Head Office and as such he shall be directly in-charge thereof. He shall, however, have the power, if necessary, to entrust any part of his normal duties to any other officer working under him. The overall responsibility shall in any case remain with him.

- a. Until otherwise determined by the Central Council and subject to their control, supervision and guidance, the Secretary General shall have charge of the correspondence, proceedings of the Central Council and General Meetings, elections, documents and deeds and records of the Body and for the due discharge of duties and responsibilities, as laid down in the Constitution and Bye-laws. He shall take such steps in the interest of the Body as he may deem expedient and necessary in his own individual judgment or in consultation with the President or other Office Bearers or in compliance of any order of the Central Council, and shall exercise all powers to discharge the duties laid down by and incidental to enforcing of the Constitution and Bye-laws thereof.
- b. He shall prepare the Annual Report of the Body, in consultation with different Standing Committees, on the activities of the Body and review problems of the profession and place them before the Central Council at least two months ahead of the Annual General Meeting. This report shall be printed and circulated among Members two weeks before the Annual General Meeting.
- c. He shall circulate among members, all notices and other information.
- d. He shall enforce, supervise and control working of all the staff placed under him and assign duties to them to achieve greater efficiency.
- e. He shall grant leave to the staff, maintain their individual service records and disburse salary and allowances and recommend increments.
- f. He shall have the authority to incur contingent expenses pertaining to office requirements up to Rs. 5,000 at a time subject to availability of funds. The yearly expenditure must be limited to the budgetary provision under the head "Contingencies". For any single item of expenditure exceeding the above amount; concurrence of the President shall be obtained.
- g. He shall represent the Body for all purposes, whenever an occasion arises, before any Court of Law in any suit of proceedings initiated by or against the Body but shall not be competent to compromise any suit or proceedings without prior sanction of the Central Council.
- h. He shall have the right of initiating and taking all such measures which are deemed to be necessary in urgency to maintain administration or in furtherance of the objects of the Body or conducive to the interests but shall obtain formal approval thereto in the first meeting of the Central Council held thereafter.

v. Secretary Finance

- a. He shall maintain the accounts of all income and expenditure of the Body and shall deposit all money received in cash or by cheques, in favor of the Body, in the bank/s and shall ordinarily operate the bank accounts jointly with the designated/nominated office bearers unless otherwise ordered by the Central Council.
- b. He shall keep the Central Council informed of the position of realization of subscription and other dues at each Central Council Meeting and shall bring the general financial position of the Body to the notice of the General Council in all its meetings.

vi. Deputy Secretary General

- a. He shall assist the Secretary General in his work and shall perform all such duties as may be assigned to him by the Secretary General.
- b. He shall supervise the work of maintaining record of all applications for membership and the subsequent processing of all such applications.
- c. He will keep and maintain close liaison with all members of the Body to apprise them of the activities of the Body.
- d. He shall organize campaign for enrolment of members.

10. THE CENTRAL COUNCIL

The Central Council of the Body shall comprise:

- i. The Office Bearers viz:
 - a. The President
 - b. The Immediate Past President
 - c. Senior Vice President
 - d. Vice President
 - e. Secretary General
 - f. Secretary Finance
 - g. Deputy Secretary General
 - h. Forty Members, elected from various engineering disciplines provided that all disciplines shall be duly represented in the Central Council. President has the right to enhance the members, if required

11. ELECTIONS

- i. An Election Commission shall be appointed by the President in consultation with office bearers of the Council whenever due as per Bye-laws, to conduct elections of the Central & Local Councils.
- ii. The Election Commission shall comprise of the Chief Election Commissioner and eight members.
- iii. Chief Election Commissioner shall be a Fellow of the Body.
- iv. Members of the Election Commission shall be from all provinces/federating units of the country and should preferably be having at least 10 years standing in the profession.
- v. The Election shall be held in accordance with “Rules for the Election of Central Council” of the Body.
- vi. Election shall be held by postal balloting. Postal ballots shall be dispatched at least 15 days before they are due to be received.

12. CASUAL VACANCIES OF MEMBERS OF THE CENTRAL COUNCIL

Casual vacancies of the Ordinary Members of the Central Council/Local Council may be filled by the Central Council/Local Council by nomination.

13. TERMS OF OFFICE OF MEMBERS OF THE CENTRAL COUNCIL/LOCAL COUNCIL

- i. The term of office of Members of the Central Council/Local Council shall be for the duration between three consecutive Annual General Meetings.
- ii. A Member of the Body shall be eligible for election as Member of the Central Council for two consecutive terms.
- iii. The retiring President shall retain a seat in the Central Council as immediate Past President during the presidential term of office immediately following his own.
- iv. Any case of doubt or difficulty regarding the eligibility of office or service on the Central Council or retirement there-from shall be decided by the Central Council.
- v. A Member of the Central Council ceases to be on the Central Council in any of the following events:
 - a. If he has become insane.
 - b. If he resigns his office by writing under his hand addressed to the Secretary General.
 - c. If he ceases to be a Member of the Body.
 - d. If he is removed from his office in pursuance to the provisions of these Bye-Laws.

14. PROCEEDINGS, POWERS AND DUTIES OF THE CENTRAL COUNCIL

- i. The Central Council may appoint Committee or Sub-Committees chosen from its own Members and Subscribers. A Committee so appointed shall be designated Committee of the Central Council. The Council may prescribe any power to Committees or Sub-Committees so appointed.
- ii. The Central Council may, upon receipt of request to that effect from any Society with objects similar to those of the Body, arrange for the union, alliance or incorporation of such Society with the Body and may also, if it thinks fit, remit or reduce the entrance fee of the members of such society at the time of the union, alliance or incorporation, provided that no such union, alliance or incorporation shall be effective unless it is sanctioned by a Special General Meeting of the Members held for the purpose.

15. SESSIONS AND MEETINGS

- i. The Meetings of the Body shall be as follows:
 - a. Ordinary Meetings for reading and discussion of papers on different engineering and allied subjects and for lectures and discussions on those subjects.
 - b. Annual General Meeting shall be held within 12 to 15 months of the preceding such Meeting. In the Annual General Meeting the accounts of the preceding year shall be presented for approval and other business of the Body shall be transacted and elections of the Office Bearers and Members of the Central Council where necessary shall be announced.
 - c. Special General Meeting shall be held for discussing and taking decisions on specially important issues requiring approval of the general Body of Fellows, Members and Subscribers.
 - d. Extra Ordinary General Meetings shall be convened when there are issues requiring immediate and urgent attention and/or decisions of the general Body of Fellows, Members and Subscribers.
- ii. The Fellows, Members and Subscribers alone shall be competent to vote at the meetings specified in (b), (c) and (d) above. For the purpose of this Bye-Law, all Members of the Central Council shall be deemed to Members.
- iii. A Special General Meeting of Fellows, Members and Subscribers may be called at any time by the Central Council for any specific purpose. For this purpose a requisition in writing shall be made by at least seventy five

Fellows, Members or Subscribers, specifying the general nature of the business proposed to be transacted.

16. QUORUM

The Quorum of the Annual, Special and Extra-Ordinary General Meetings shall be 75 Members. In case of lack of quorum the meeting shall be adjourned to be held at the same place and time on the following day and the proceedings of this latter meeting shall be valid even though there is lack of quorum.

- i. The quorum of a meeting of the Central Council of the Body shall not be less than fifteen.

17. PROCEEDINGS AT MEETINGS

The instrument appointing a proxy shall be in writing under the hand of the Appointing Fellow/Member/Subscriber/Person or his Attorney, and shall as nearly as circumstances admit, be in the form or to the following effect.

"I being a Fellow/Member of the Body hereby appoint Mr. as my proxy at the Annual/ Special/Extra-Ordinary General Meeting of the Body to be held on the day of 20..... and at any poll held in connection herewith.

Witness my hand this day of

(Signature)

(Membership No.)

JUDICIAL PAPER
OF
Rs. 20.00

18. PUBLICATION OF PROCEEDINGS

No report of the proceedings at any meeting of the Body or of the Local Centre or Branches of the Professional Groups shall be taken or published except with the prior written consent of the Central Council.

19. LOCAL CENTRES OTHER THAN PROVINCIAL LOCAL CENTERS

The Central Council may, at their discretion, upon receipt of a request to that effect from minimum twenty Members, resident in any district, create a Local

Centre of the Body in such a district for the holding of regular meetings, for the reading of papers and for discussions on engineering matters. The Central

Council shall have the power to dissolve any such Local Centre at any time if it considers it deviating from the aims and objective of the Body. Each Local Centre shall be constituted and its affairs shall be carried on in accordance with the rules and regulations to be laid down from time to time by the Central Council.

20. DIVISIONS / BRANCHES / GROUPS

The Central Council may at its discretion, create one or more Divisions/Branches/ Groups of the Body, for fostering such branches of engineering as they shall specify, by holding of meeting for the reading of papers and for discussions on technical subjects and by such other means as the Central Council shall deem fit, and the Council shall have the power to dissolve any Division/Branch/Group at any time. Each Division/Branch/Group shall be constituted and its affairs shall be carried on in accordance with the rules and regulations to be laid down from time to time by the Central Council.

21. COPYRIGHT

Every paper presented to the Body, and accepted for reading or for publication in full or in abstract, and every paper read before the Body or a Local Centre/Division/Branch or a Professional Group thereof and the copyright therein, shall be the property of the Body. A copyright form is attached with these bye-laws as also a guide for the author/s. The Central Council in such cases as they may think fit, shall have the power to release or surrender the copyrights therein. The right of publishing all such papers and the reports of the proceedings and discussions at meetings of the Local Centers/Branches or of the Professional Groups thereof, shall be reserved to the Central Council who may, as it think appropriate, give its consent to publication in approved cases.

22. PAYMENTS AGAINST SUBSCRIPTIONS / CHARGES AND PUBLICATIONS

All subscriptions/charges as decided by Ad-hoc Core Committee or Central Council become payable by the Member on the 1st day of January in each calendar year in advance to the Body direct and not to or through a Local Centre/Branch. Payment of such subscription/charges shall entitle the Member to all publications of the F, published on or subsequent to that 1st day of January provided that if a Member be elected or admitted as the case may be after the last day of December in any year, he shall only be entitled to publications published on or after the date of his election or admission.

23. PAYMENT OF REGISTRATION FEE AND LIFE MEMBERSHIP CHARGES



Fellows/Members will be required to pay Registration Fee and Life Membership charges according to the following schedule of payments:

i. WITHIN PAKISTAN

Registration Fee = Rs. 1500.00

Life membership = Rs. 2000.00

A Subscriber will be required to pay Registration fee and life membership charges at the following rate:

Registration fee = Rs. 50,000.00

Life membership = Rs. 20,000.00

ii. OVERSEAS

Registration Fee = US\$ 100.00

Life membership = US\$ 300.00

A Subscriber will be required to pay Registration fee and life membership charges at the following rate:

Registration fee = US\$ 1000.00

Life membership = US\$ 5000.00

Funds so generated will be used to run the Body as a vibrant engineering body responsible for promotion of laid down Aims and Objectives. Following matters will be taken care of:

Establishing and running of **THE ENGINEERS PAKISTAN WELFARE ORGANIZATION (TEPWO)** as a mainstream welfare body, catering for the needs of deserving members of the engineering community.

NOTE:

A significant amount of welfare funds will be contributed through business and commercial activities of the Body as spelled under Aims and Objectives.

24. RESIGNATION

Any person admitted to the Body as Fellow/Member/Subscriber, shall have the right to resign without explaining the reasons for tendering such resignation. A resignation may with the consent of the Central Council be withdrawn within six months of its tendering.

25. **GROUND FOR EXPULSION**

The Central Council shall have the right to expel from the Body any Fellow/Member/Subscriber who shall have, in the opinion of the Central Council, willfully acted in contravention of the Constitution or Bye-Laws or any rules or regulation enforced from time to time under the Bye-Laws or who, in the opinion of the Central Council, is found guilty of such conduct as shall render him unfit to belong to the Body provided that:

- i. The person concerned shall have been given notice that his conduct is to be enquired into and has been given an opportunity of stating his case to the Central Council.
- ii. The meeting of the Central Council at which the resolution shall be passed shall be specially convened for the purpose, and
- iii. The resolution shall be passed by a majority of two-thirds of those present.

Upon a resolution of expulsion being passed, the Member concerned shall cease to have any connection with the Body. Neither the Central Council nor any one serving on the Central Council shall be liable for anything done under this Bye-Law, and any Member/Subscriber shall be deemed to agree to accept any decision of the Central Council under this Bye-Law as final.

26. **BOARD OF PUBLICATIONS**

The Body shall have a Board of Publications such as:

- i. A journal (to be suitably named) containing the latest researches/contributions in different engineering and sciences disciplines by Members and other engineers working in these fields.
- ii. A News Bulletin of 'TEP'.
- iii. "Who is Who" of all Engineers registered with 'TEP'.
- iv. Any other publication including the reports of special committees appointed by the Central Council.

The Board shall be nominated each year after the Annual General Meeting by the incoming President. The Secretary General shall act as Secretary of the Board (Ex-Officio). The rules and regulations, under which the Board shall function, shall be framed by the Central Council.

27. **LIBRARY**

The Body shall give special attention to develop an up-to-date library comprising technical books in the field of engineering, sciences and contemporary issues. The rules and regulations for the library shall be framed by a Library Committee to be formed by the Central Council.

28. **ADMINISTRATIVE AND FINANCE COMMITTEE**

- i. This committee shall be formed and terminated by the President at his discretion. The committee shall consist of Chairman, Secretary and two members, to be nominated from the Central Council.
- ii. The Chairman of the Admin & Finance Committee shall have the power to co-opt any other member or members on the Committee if their membership shall, in his opinion, be beneficial to the deliberations and discussions of the Committee. One of the duties of the Committee shall be the arrangement and management of the Body's finances. It shall supervise expenditure in relation to income and ensure that expenditure are contained within predetermined limits. At the start of each financial year the Committee shall prepare a budget of income and expenditure which shall be presented by the Secretary of said committee before the Central Council. The Committee shall devise ways and means of improving the financial position of the Body and suggest steps to be taken in this direction.

29. **ADMINISTRATIVE POWERS OF THE PRESIDENT**

The office establishment of the Body will function under administrative control of the President through Secretary General.

Appointing authority for all the above establishment shall be the President. Their designation, pay & allowances and grant of award/honoraria will all be decided by the President. Similarly power for their removal, dismissal and imposition of any penalty shall rest with the President.

30. **FINANCIAL POWERS**

President = Expenditure up to Rs. 500,000

Secretary General = Expenditure up to Rs. 100,000

Committee of Office bearers (President, Sr. Vice President,
Vice Presidents, Secretary General & Secretary Finance) = Full powers

31. **BANKS**

All funds of the Body shall be deposited with a Scheduled Bank. All withdrawals from the Body funds shall be affected by means of cheques signed jointly by any two officers from amongst the President, Sr. President, Secretary Finance and Secretary General or as the Central Council may decide. The Central Council may direct payments to be made into an Imprest Account standing in the name of the Secretary General for the purpose of paying current expenses in accordance with the instructions to be given by it.

32. AUDITORS

A firm of Chartered Accountants shall be appointed by a resolution at each Annual General Meeting for the ensuing year for auditing the accounts of The Body. The Auditors shall have access at all times to the accounts of The Body and they shall verify and sign the annual statement of accounts before it is submitted by the Secretary Finance at the Annual General Meeting.

33. RECEIPT AND CASH EXPENDITURE

The Secretary Finance shall receive all payments due from the members and others, for The Body and in respect of each such payment received, issue a machine numbered printed receipt from a Bound Receipt Book for the time being in use. Only one Receipt Book shall be in use at a time. The Central Council may delegate powers to receive such Payments and issue such receipts as mentioned above to any other officer of the Head Office, if it considers expedient to do so for any period of time.

34. MAINTENANCE OF CASH BOOK

The Secretary Finance shall maintain a Cash Book for the record of his daily receipts and payments and the procedure for the maintenance of the Cash Book shall be in accordance with the normal Government practice or as advised by the Auditors of the Body.

35. MAINTENANCE OF ACCOUNTS BY THE LOCAL CENTRES/BRANCHES

The Central Council shall form rules and regulations for the maintenance of accounts of Local Centers/Branches in consultation with the Administrative and Finance committee.

36. THE SEAL

The Body shall have a Seal which shall remain in the custody of the Secretary General or as may be prescribed by the Central Council. This Seal shall be affixed on all documents of the Body.

37. ARBITRATION

For the purpose of settling any dispute by arbitration, the parties in dispute shall until such time as regulations in this behalf are framed by the Central Council, be governed by the provisions of the Pakistan Arbitration Act of 1940 provided that the Board of Arbitration shall consist of one representative from each party and an umpire who shall be the President of the Body or his nominee to be appointed in writing.

38. DISSOLUTION

In case of dissolution of the 'Body' at any time, after settlement of all its debts and liabilities, any property/assets left whatsoever, shall not be parted with or distributed among members of the Body but shall be transferred to some other Body/Organization having similar aims and objectives and which is also approved under Section 47(1) (d) of the Income Tax Ordinance, 1979. Transfer of property/assets will be decided and determined by Members of the Body at or before the time of dissolution and in default thereby, by such Judge of the High Court in Lahore or in Court of Law in Pakistan as may have acquired jurisdiction over the matter. Such Dissolution will be strictly carried out as provided under Section-13 of Societies Registration Act No. XXI of 1860.

END