



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

**Rules for Branches of the Institution**

**October 2007**

## TABLE OF CONTENTS

	<b>Page</b>
<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 Organisation .....	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.

*What is UIPE*

1.1.2 The administrative functions of the Institution and carried out by a Council which comprises a President, 3 Vice Presidents, Honorary Secretary, Honorary Treasurer and 14 members including representatives of UIPE Branches. The council operates through its 9 Committees and 3 Divisions of Civil, Electrical and Mechanical. To-date Council has held 2 meetings.

*Administration of UIPE*

The Council conducts most of its activities through its Branches, Divisions and Committees. The day-to-day activities of the Council are carried out by a Secretariat which is headed by an Administrative Secretary.

1.1.3 The location of the Institution is until otherwise determined located at Kampala. The Secretariat of the Institution is, too, located in Kampala at the Management Support Unit Building of the Ministry of Works Training Centre, Kyambogo.

*Location of UIPE*

### **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 preview of the Institution.

*Establishment of Branches*

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.

*Approval of Rules*

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.

*Coordination of Activities*

### **1.4 Opening a Branch**

1.4.1 A Branch of the Institution may be established by the Council pursuant to

*Request to open a Branch*

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 function at the pleasure of the Council.

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

*Boundaries of a Branch*

## **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.

*Branch Membership*

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.

*Register of Branch Members*

- 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 recognised 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.

*Visiting Membership*

### **2.2 Organisation**

- 2.2.1 A Branch shall elect annually from its membership a Chairperson, a Vice-Chairperson, Honorary Secretary, Honorary Treasurer and three ordinary members all of whom shall be members of the Institution and these shall constitute the Branch Executive Committee.

*Composition of Executive Committee*

Other Branch office bearers may be elected as the Branch may so wish for its proper functioning.

- 2.2.2 A member of the Executive Committee shall serve for one year in office. He or she shall be eligible for re-election but shall not exceed three consecutive years in office.

*Tenure of office*

- 2.2.3 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. *Approval of Executive Committee*
- 2.2.4 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. *Supervision of Branch*
- 2.2.5 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. *Branch Sub-committee*
- 2.2.6 A Branch shall name one or two representatives to sit on UIPE Council. *Representation on Council*
- 2.2.7 A Chairperson of the Branch shall prepare and deliver at the annual general meeting of the institution a written summary report of the activities of the said Branch for the preceding year, the report shall be submitted to the Honorary Secretary of the Institution fourteen days before the 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. *Time of elections*
- 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. *Returning Officer*
- 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. *Nominations*
- 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. *Gender representation*
- 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 *Voting Procedure*

repeated for those who will have tied, the process shall be repeated until there is a clear winner.

2.3.6 No person vote by proxy. *Proxy voting*

2.3.7 The Executive Committee officers of the Branch shall be elected annually by its members. *Tenure of office*

### **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. *Schedule of meetings*

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. *Executive Committee 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 socialise and for visits to works and other places of engineering interest. *Ordinary meetings / Social evenings*

#### **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. *Notice of AGM meetings*

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: *Agenda of AGM*

- (i) Receive and deliberate upon the annual report of the Executive Committee and the annual accounts; and
- (ii) Elect a new Executive Committee.

## **4.0 FINANCIAL PROVISIONS**

### **4.1 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.

*Financial responsibility*

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.

### **4.2 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.

*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.

*Books of Accounts*

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.

*Financial year*

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

4.3.1 The Institution shall allocate and remit to each Branch such monies as may be provided in the Institutions annual budget and additional monies as the Council may consider necessary for the efficient administration of the Branch or for the promotion of some special activity.

*Funds from Council*

### **4.4 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.

*Audited accounts*