

# CONSTITUTION OF THE INSTITUTION OF ENGINEERS, SINGAPORE

## 1 NAME

The association as hereunder constituted shall be known as THE INSTITUTION OF ENGINEERS, SINGAPORE, which is hereinafter referred to as "IES".

## 2 PLACE OF BUSINESS

The place of business shall be at 70 Bukit Tinggi Road, Singapore 289758 or such other address as may subsequently be decided upon by the Committee approved by the Registrar of Societies. The IES shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

## 3 MISSION

As the national society of engineering professionals in Singapore, the mission of IES is to advance and promote the science, art and the profession of engineering for the well-being of mankind and national development of Singapore.

## 4 OBJECTIVES

- (a) to enhance the character and status and advance the interest of the profession of engineering and those engaged therein;
- (b) to promote honorable practice and mutual respect, and to decide all questions of engineering practice and etiquette affecting members of IES;
- (c) to provide quality service to its members and the nation;
- (d) to provide opportunity for continuing professional development and promote fellowship among members; and
- (e) to achieve these objectives, IES shall:
  - (i) hold meetings, exhibitions, seminars, conferences, courses and visits and such other activities as IES may deem conducive to promotion or attainment of the above objectives;
  - (ii) communicate to members information on all matters affecting the profession of engineering and print, issue and circulate such publications as may seem conducive to any of the objectives of IES.

## 5 MEMBERSHIP

- (a) Membership of IES shall be divided into six classes, namely:
  - (i) Honorary Fellows;
  - (ii) Fellows;
  - (iii) Senior Members;
  - (iv) Members;
  - (v) Associate Members; and
  - (vi) Student Members.
- (b) The names of all members shall be entered on the Roll of IES (hereinafter referred to as "The Roll"). Members of the IES shall use the following abbreviations corresponding to the respective class of membership as listed:

Class of membership	Abbreviation
Honorary Fellows	Hon.FIES
Fellows	FIES
Senior Members	Sr.MIES
Members	MIES
Associate Members	AMIES

- (c) Student Members shall not be designated by abbreviations.

- (d) Each class of membership shall comprise every person who has been admitted, elected or transferred into the class so long as his name is on the Roll as such.

5 (1) **HONORARY FELLOWS** shall be distinguished and eminent persons whose membership shall in the opinion of the Council add prestige to or advance the interests of IES. Honorary Fellowship shall only be conferred by the Council.

5 (2) **FELLOWS** shall be persons:

- (i) who are not less than 35 years of age and have been Members of IES for a period of three years, or in special instance of such shorter period as the Council may approve, provided that in the case of candidates who possess the qualifications for election to Membership, the Council may waive the stipulation as to their having been Members; and
- (ii) who have been engaged for at least 5 years in a senior position of responsibility in engineering and have made a distinguished contribution to the profession or of equivalent standing; and have satisfied the Council that they are worthy of election as Fellows.

5 (3) **SENIOR MEMBERS** shall be persons:

- (i) who are not less than 32 years of age and have been Members of IES for a period of three years, or in special instance of such shorter period as the Council may approve, provided that in the case of candidates who possess the qualifications for election to Membership, the Council may waive the stipulation as to their having been Members; and
- (ii) who have been engaged for at least 10 years in a position of responsibility in engineering and have made a distinguished contribution to the profession, or are of equivalent standing; and have satisfied the Council that they are worthy of election as Senior Members.

5 (4) **MEMBERS** shall be persons:

- (i) who are engineering graduates of recognized universities or colleges, or in possession of an equivalent qualification thereto,  
or
- (ii) who are not less than 35 years of age, who have had suitable education and training as qualified engineering professionals, who have had at least 10 years employment in positions of full responsibility in the design and execution of important engineering work, and who, in addition, have satisfied the Council that they are worthy of election as Members.

5 (5) **ASSOCIATE MEMBERS** shall be persons who either:

- (i) possess a Diploma in engineering-related discipline or equivalent;  
or
- (ii) possess a NITEC in engineering related discipline;  
or
- (iii) have had at least five years of experience in a responsible position in engineering,

and who in association with engineering, science or the arts or otherwise are capable to interact with engineering professionals in the advancement of engineering-related work.

5 (6) **STUDENT MEMBERS** shall be persons who are undergoing a recognized engineering-related course, or persons of equivalent academic standing.

5 (7) **CORPORATE MEMBERS**

The following:

- (i) Honorary Fellows;
- (ii) Fellows;
- (iii) Senior Members; and
- (iv) Members

shall be known as Corporate Members of the IES.

## **6 VOTING RIGHTS**

Only Corporate Members of IES shall have voting rights, with the following exception: Associate Members are allowed to vote Associate Members into the Council.

## **7 GOVERNING BODY**

The affairs of IES shall be managed by a body to be called "The Council" which shall be the governing body of IES.

The Council may by ordinary resolution appoint such committees as it thinks fit to assist and advise the Council in carrying out its functions and the exercise of its powers.

- (a) There shall be an Executive Committee of the Council. The Executive Committee shall exercise the authority of the Council in the interval between Council meetings and such other powers as may be delegated to them by the Council, save that the action to be taken by the Executive Committee shall exclude matters which are by virtue of this Constitution solely within the purview of the Council.
- (b) The Executive Committee shall comprise the President and other Council Members as approved by the Council and shall include at least the following Council Members:
  - (i) President;
  - (ii) Deputy President;
  - (iii) Vice-Presidents;
  - (iv) Honorary Secretary;
  - (v) Honorary Treasurer; and
  - (vi) Immediate Past President.

The President of IES shall also serve as Chairman of the Executive Committee.

- (c) The Council may, for the purpose of discharging its functions, do all such things whatsoever as may be necessary, incidental or conducive to the attainment of all its functions, including the setting up and administration of endowment funds or other funds.
- (d) The Council may on behalf of IES accept by way of grant, gift, testamentary disposition or otherwise, property and moneys in aid of the finances of IES on such conditions as it may determine.

The Council shall cause proper minutes to be made of all proceedings of the meetings of the Council and of committees appointed by the Council and all business transacted at such meetings. Such minutes shall be approved by the Chairman of the meeting at which the proceedings were held or by the Chairman of the next succeeding meeting, and if so approved, shall be sufficient evidence without any further proof of the facts therein stated.

## **8 MEMBERS OF COUNCIL**

The Council shall consist of such members of IES holding such qualifications to be elected or nominated in such manner and to hold office for such periods and on such terms as to re-election or re-nomination and otherwise as may be prescribed hereunder. Members of the Council shall not be paid or receive any remuneration or fees for acting as such and no Member of the Council shall be appointed to any salaried office of IES or any office of the IES paid by fees, The Council Members shall be the persons domiciled and residing in Singapore. The Council's interpretation of "domiciled and residing" shall be final.

## **9 COMPOSITION OF COUNCIL**

The Council in any year shall consist of:

The President

One Deputy President\*

Five Vice-Presidents\*

21 General Members including

The Honorary Secretary  
The Assistant Honorary Secretary  
The Honorary Treasurer  
The Assistant Honorary Treasurer

\*For the first year of the President's two-year term, there will be 6 Vice-Presidents and no Deputy President.

Not more than 6 of the 21 General Members may be co-opted by the Council. The co-opted General Members shall hold office for a period of one session only.

In addition, not more than 3 of the Emeritus Presidents, including the Immediate Past President, and 4 other General Members may be appointed by the Council.

In addition, Council may appoint any number of Emeritus Presidents of IES as Honorary Council Members. The Honorary Council Members shall participate in Council Meetings but shall not have voting rights on Council resolutions.

In addition, there shall be 2 Associate Members elected from among the associate members in IES to participate in the Council Meetings but shall not have voting rights on Council resolutions.

## **10 COUNCIL TO CONSIST OF CORPORATE MEMBERS**

All Members of the Council other than the appointed Council Members shall be elected from among the Corporate Members in the manner as hereinafter prescribed. The Associate Members in the Council shall be elected from among the Associate Members of IES.

## **11 COMMENCEMENT OF SESSION OF COUNCIL**

Each session of Council shall commence at the Annual General Meeting.

## **12 ELECTION OF PRESIDENT**

The President shall normally hold office for a period of two sessions. At the end of the second session, the serving Deputy President shall be declared elected by the Council. In the event the Deputy President is unable to accept the office of President, the Honorary Secretary shall call for nominations through Council Members for the office of President from amongst the Present and Past Vice-Presidents. Nominations to be valid must be signed by any three members of the Council. The President in office shall have casting vote.

## **13 ELECTION OF DEPUTY PRESIDENT AND VICE-PRESIDENTS**

The Deputy President and the 5 Vice-Presidents shall as far as practicable, be elected from different divisions of engineering. The Deputy President shall normally hold office for a period of 1 session and shall be elected from the 6 Vice-Presidents. He shall be elected at the end of the first year of the President's term. The Vice-Presidents shall normally hold office for a period of 2 sessions and shall be elected from Fellows of IES who have served or are serving on the Council. However, of the 6 Vice Presidents, 3 of them must be from the 21 General Members. Deputy President and Vice-Presidents shall be elected by a secret ballot vote of the Members of the Council. This follows the election of the President.

## **14 ELECTION OF HONORARY SECRETARY, ASSISTANT HONORARY SECRETARY, HONORARY TREASURER AND ASSISTANT HONORARY TREASURER**

The Honorary Secretary, the Assistant Honorary Secretary, the Honorary Treasurer and the Assistant Honorary Treasurer shall be elected annually by the Council from amongst its members. Subject to Clause 16, the Honorary Secretary, the Assistant Honorary Secretary and the Assistant Honorary Treasurer shall be eligible for re-election for further periods.

The Honorary Treasurer shall normally have served as Assistant Honorary Treasurer in the previous year. He shall not be re-elected for a consecutive session.

## **15 ELECTION OF GENERAL MEMBERS**

Out of twenty General Members, at least four shall be elected from each of the three main divisions of engineering, namely, Civil & Structural, Mechanical, and Electrical; and at least one shall be elected from each of the following two divisions, namely, Chemical, and Electronics & Computer. The remaining General Members, except for the appointed General Members, may be elected from any division of engineering.

Under Any Division of Engineering (total 6 places), not more than 1 shall be elected from each of the three main divisions of engineering, namely, Civil & Structural, Mechanical and Electrical.

In addition, there shall be one General Member elected from members not more than the age of 35. The General Members shall hold office for a period of 2 sessions.

## **16 RE-ELECTION OF PRESIDENT AND OTHER MEMBERS OF COUNCIL**

A President may be re-elected to the office of President, provided he shall not hold office for more than 2 sessions consecutively. On ceasing to be President he shall be eligible for re-election after a lapse of not less than one session. A Vice-President may be re-elected to the office of Vice-President, provided he shall not hold office for more than 4 sessions consecutively. On ceasing to be Vice-President, he shall be eligible for re-election after a lapse of not less than one session. Other Members of the Council may not serve continuously on the Council for more than 4 sessions. However, they may be co-opted by the Council.

## **17 METHOD OF ELECTION OF COUNCIL**

The election of other Members of the Council shall be by secret ballot. The Council shall be responsible for the proper conduct of the election.

## **18 NOMINATION OF CORPORATE AND ASSOCIATE MEMBERS FOR ELECTION**

Not less than six weeks before the date of the Annual General Meeting, nominations for such vacancies as may arise in the Council for the ensuing session shall be invited from Corporate Members. Any three Corporate Members may nominate any other Corporate Member for inclusion in the voting paper by sending, by a date to be fixed by the Council, such nomination in writing to the Honorary Secretary, together with the written consent of the person so nominated, but no Corporate Member shall propose or second more than two nominations in any election. The Council may nominate one or more names for any particular office for the purpose of ballot.

Nomination of Associate Members into the Council shall follow the same process as the Corporate Members, except that Associate Members will propose and second their Associate Members for the Council.

## **19 VOTING PROCEDURE**

The voting paper shall, not less than 28 clear days before the date of the Annual General Meeting, be sent by post to all Corporate Members. The Voting paper shall be returned to the Honorary Secretary in a sealed envelope so as to reach him by a specified date not less than 7 days before the Annual General Meeting.

## **20 SCRUTINEERS**

At a Council Meeting of IES preceding the Annual General Meeting the Council shall choose three or more Corporate Members as Scrutineers for purpose of the ballot. They will do the same for election of Associate Members into the Council. The Scrutineers shall open the envelopes received by the Honorary Secretary by the date indicated and shall count the votes and report the result to the President and to the Annual General Meeting. The Scrutineers shall reject any voting paper on which a member has voted for a number more than that prescribed on the voting paper.

## **21 BALLOTING LISTS**

The ballots after examination by the Scrutineers shall be placed in a packet which shall be sealed and delivered to the Honorary Secretary, who shall retain the ballots until one month after the General Meeting and shall then cause them to be destroyed.

## **22 CHAIRMAN'S CASTING VOTE**

In the event of the Scrutineers being unable to report the election of Members of the Council, owing to an equality of votes the Chairman of the Annual General Meeting shall decide which of the persons who have received equal votes shall be deemed to be elected.

## **23 VACANCIES ON COUNCIL**

In the event of a vacancy occurring in the office of President, the Deputy President shall act as President until the Council declares him President for the remaining part of the Presidential term as well as the next two sessions. Should the Deputy President be unable to serve for the next two sessions, a Presidential election shall be held before the end of the term. Should there be no Deputy President, one of the Vice Presidents shall be elected by Council to serve as President for the remainder of the Presidential term, and a Presidential election shall be held before the end of the term.

In the event of a vacancy occurring in the office of the Deputy President, Vice-Presidents or any of the Council Members, the Council may elect any suitably qualified Corporate Member to fill such vacancy until the end of the session.

A Council Member who without leave of the Council is absent either from 3 consecutive Council Meetings or from more than half the meetings of the Council in any one sessional year shall be deemed to have vacated his office, subject to the Council so resolving.

## **24 CHAIRMAN OF COUNCIL**

The President shall take the Chair at all meetings of IES and of the Council at which he is present and shall regulate the proceedings.

## **25 ABSENCE OF PRESIDENT**

In the absence of the President, the Deputy President shall preside at Annual General Meeting and Council Meetings and shall regulate the proceedings. In the absence of the President and the Deputy President, the Chair may be taken by one of the Vice Presidents and in the absence of all Vice Presidents, the Council may elect a Member to take the chair.

## **26 AUTHORITY VESTED IN COUNCIL**

The direction and management of the concerns of IES shall be vested in the Council, subject to the provisions of the Constitution and By-Laws, and all resolutions of Special General Meetings of Corporate Members which have been duly summoned and held in accordance with the By-Laws, when such Resolutions have been duly entered in the minutes and signed by the Chairman of the meetings.

The Council may prescribe By-Laws for IES but such By-Laws shall not be inconsistent with the Constitution of IES.

## **27 DECISION BY COUNCIL FINAL**

The decision of the Council on all matters dealt with by them in accordance with the provisions of the Constitution and By-Laws, and such Resolutions as aforesaid shall be final and binding on all members of IES.

## **28 QUORUM FOR COUNCIL**

The Council shall meet as often as the business of IES may require, and may act notwithstanding any vacancy in their body. At every meeting except as otherwise provided in these By-Laws, six Members shall constitute a quorum.

## **29 DELEGATION OF POWERS TO COMMITTEES**

The Council may so far as it deems expedient delegate any of its powers to Committees appointed to deal with special matters or business.

## **30 MAJORITY VOTE**

Questions relating to investment of shares and landed properties under Clause 79 shall only be decided by at least two-thirds of all Council Members and not by a majority vote of those present at any particular meeting.

## **31 THE ENGINEERING ACCREDITATION BOARD**

The Engineering Accreditation Board (EAB) is established within IES to accredit engineering programmes under the framework of the Washington Accord. It will ensure that these programmes satisfy the requirements for Corporate Membership of the IES in the area of academic qualifications and are benchmarked to meet the standards of the Washington Accord of which IES is a signatory. The Council delegates power to EAB to work independently on matters related to accreditation of engineering programmes under the framework of Washington Accord. The EAB shall submit an annual report of its activities to IES President.

## **32 APPOINTMENT OF EAB MEMBERS AND COMPOSITION OF EAB**

The IES President shall be an ex-officio member of EAB. Other members of EAB shall be appointed by IES President in consultation with the various stakeholders for a period of up to three years in accordance with the following composition:

Up to ten (10) Members from among IES membership, and the relevant government agencies, non-government organizations, industry and business community.

Three (3) Members from Professional Engineers Board, Singapore (PEB).

One (1) Member from Association of Consulting Engineers, Singapore (ACES).

One (1) Member from National University of Singapore (NUS).

One (1) Member from Nanyang Technological University (NTU).

Up to three (3) Members from other universities with engineering programmes.

The EAB chairman is appointed by IES President, and shall hold office for the duration of his appointment as EAB member.

## **33 STATEMENT OF FUNDS**

A statement of the funds of IES, and of the receipts and payments during the past year, terminating on the thirty-first (31st) December, shall be made under the direction of the Council, and after having been verified and signed by the Honorary Auditors shall be laid before the Annual General Meeting.

## **34 ANNUAL REPORT**

The Council shall draw up a yearly report on the state of Institution, which shall be presented at the Annual General Meeting.

## **35 DUTIES OF HONORARY SECRETARY AND ASSISTANT HONORARY SECRETARY**

It shall be the duty of the Honorary Secretary, under the direction of Council, to conduct the correspondence of IES, to attend the Council Meetings of IES, to take minutes of the proceedings of such Meetings, to read the minutes of the proceeding Meeting and such communications as may be ordered to be read, to superintend the publication of such papers as the Council may direct, and to have charge of the library. He shall, with the approval of the Council, appoint such persons as may be necessary to assist in the discharge of his duties. He shall be in charge of all persons employed by IES, and shall generally conduct the ordinary business of IES.

The Assistant Honorary Secretary shall assist the Honorary Secretary in discharging his functions and shall deputise for Honorary Secretary in the latter's absence.

### **36 DUTIES OF HONORARY TREASURER AND ASSISTANT HONORARY TREASURER**

It shall be the duty of the Honorary Treasurer to direct the collection of the subscriptions and the preparation of the accounts, the expenditure of the funds as approved by the Council, and to present all accounts to the Council for inspection and approval. The Assistant Honorary Treasurer shall assist the Honorary Treasurer in discharging his functions and shall deputise for the Honorary Treasurer in the latter's absence.

### **37 ACCOUNTS**

The Council shall cause true accounts to be kept of all sums of money received and expended by IES and of all matters in respect of which such receipts and expenditure take place and of all properties, credits and liabilities of IES.

### **38 CARE OF FUNDS**

All monies belonging to IES received by the Honorary Treasurer shall be deposited in the account of IES to be opened at a bank approved by the Council and payments of all accounts that are certified as correct by the Council shall be made there from by cheque signed by any two of the following:-

- (i) The President
- (ii) The Honorary Secretary, or in his absence, the Assistant Honorary Secretary
- (iii) The Honorary Treasurer, or in his absence, the Assistant Honorary Treasurer

The Council may authorize the Honorary Treasurer to make payments on account of recurrent expenditure not exceeding one thousand dollars per month without the prior approval of the Council.

### **39 FINANCIAL YEAR**

The financial year of IES shall close on the thirty-first (31st) day of December in each year.

### **40 FINANCIAL PROCEDURE**

The Council shall adopt regulations governing procedure in connection with all financial matters for which the Committees are held responsible under this Constitution including, inter alia, the compilation of a record of membership, subscriptions and fees payable, of accounts and the preparation of periodical returns and annual audited statements.

### **41 APPOINTMENT OF HONORARY AUDITORS**

Two Honorary Auditors for the ensuing year shall be appointed by a resolution of the Corporate Members at each Annual General Meeting. They shall hold office for one session only and may not be re-elected for the following session.

### **42 VERIFICATION OF ACCOUNTS**

The Honorary Auditors shall have access at all reasonable times to the accounts of the pecuniary transactions of IES and they shall verify and sign the annual statement of the accounts before it is submitted by the Council to the Annual General Meeting.

### **43 THE SEAL**

The Seal of IES shall be affixed to such certificates, deeds and documents that require to be sealed, only in the presence of the President and the Honorary Secretary, or such other persons as they may respectively appoint for the purpose; and the President and the Honorary Secretary or such other persons as aforesaid, shall sign every instrument to which the Seal of IES is affixed.

### **44 MEETINGS**

The Meetings of IES shall be classified as follows;

- (i) The Annual General Meeting



- (ii) Special General Meeting of Corporate Members only, for the purpose of making, altering and establishing By-Laws and or for any other special business for which such meetings may be convened.
- (iii) Ordinary Meetings
- (iv) Council Meetings
- (v) Committee Meetings

#### **45 ANNUAL GENERAL MEETING**

The Annual General Meeting of IES shall be held during the during the month of May on a date to be fixed by the Council, to receive and deliberate upon the report of the Scrutineers, to appoint Auditors for the ensuing year, to amend the Constitution and By-Laws of IES by moving Resolutions for which notice had been given to all Corporate members at least 21 days before the Annual General Meeting, such resolutions having been agreed by the Council or been requested in writing by 10% of the total Corporate Membership and to consider any other business which the Council may put forward to this meeting. Not less than 4 weeks' notice shall be given to Corporate Members for the Annual General Meeting. At least 100 Corporate Members shall be present at every Annual General Meeting for its proceedings to be valid.

In the event of a quorum not being present within thirty-minutes of the fixed time for the commencement of the meeting, the meeting shall adjourned to the same place and the same day and hour in the following week, or to any other venue or date as the Council may direct but subject to a minimum notice of 7 days in this case, when the Corporate Members present, whatever their number, shall constitute a quorum. The accidental omission to send notice of a meeting to or the non-receipt of a notice by any member shall not invalidate the proceedings at the meeting. The adjourned meeting with insufficient quorum shall have no power to alter, amend or make additions to the existing Constitution and By-Laws.

#### **46 VOTING AT GENERAL MEETINGS**

At all General Meetings subject to the provisions of Clause 58, questions shall be decided according to the majority of votes properly cast thereat, and in the case of equality the President or other person presiding shall have a second or casting vote.

#### **47 ORDINARY MEETINGS**

It shall be the power of the Council to arrange for Ordinary Meetings of IES for the discussion of engineering subjects, and the reading of technical papers, under such clauses as the Council may prescribe from time to time, provided that no other business of any kind shall be transacted at such meetings. The Ordinary Meetings shall be held at such time as may be appointed by the Council.

#### **48 PROCEDURE OF MEETINGS**

Subject to the provisions of the Constitution and By-Laws and Regulations, the Meetings of IES shall be conducted as prescribed by the Council from time to time.

#### **49 STRANGERS TO ORDINARY MEETINGS**

Each member of whatever class shall have the privilege of introducing at every Ordinary Meeting, two strangers to be present thereat, by furnishing him with a signed card of introduction, according to a form provided.

#### **50 SCOPE OF ORDINARY MEETINGS**

No question shall be discussed, or motion be made, at any Ordinary Meeting relating to the direction and management of IES, such direction and management being vested in the Council, subject to the provisions of the Constitution and By-Laws, and of the Resolutions of Special General Meeting.

#### **51 SPECIAL GENERAL MEETINGS**

The Council may at any time call a Special General Meeting of Corporate Members for a specific purpose relating to the direction and management of the concerns of IES; and the Council are at all times bound to do so on a requisition in writing of

10% of the total Corporate Membership. Such requisition shall state the matters to be brought before and the Resolutions (if any) to be moved at such Special General Meeting.

## **52 PROCEDURE FOR SPECIAL GENERAL MEETINGS**

In either case (subject to this Constitution) a notice shall be sent to all Corporate Members at least twenty-one days before the time appointed by the Council for such Special General Meeting, and the notice shall specify the general nature of the matters to be brought before and the Resolutions (if any) to be moved at such meeting, and no other than that business shall be transferred at that meeting. All Corporate Members shall have the right to attend and vote, and 15% of the total resident Corporate Membership present shall constitute a quorum, and each such member shall have one vote. In the event of a quorum not being present within thirty minutes of the time fixed for the commencement of the meeting, the meeting shall stand adjourned to the same place and the same day and hour in the following week, or to any other venue or date as the Council may direct but subject to a minimum notice of 7 days in this case, when the Corporate Members present, whatever their number, shall constitute a quorum. The accidental omission to send notice of a meeting to or the non-receipt of a notice by any member shall not invalidate the proceedings at the meeting. The adjourned meeting with insufficient quorum shall have no power to alter, amend or make additions to the existing Constitution and By-Laws.

## **53 VOTING PAPER FOR SPECIAL GENERAL MEETING**

In the event of the Council deeming it desirable that the votes of Corporate Members of IES not present at any Special General Meeting should be taken into account by means of voting papers, notice of the Special General Meeting in question containing particulars of the Resolutions to be submitted to the meeting, shall be posted by the Honorary Secretary of IES together with the voting paper to each Corporate Member of IES, at least twenty-one days before the date of the Special General Meeting, in an envelope marked as being from IES and addressed to each Corporate Member at the Address of the Corporate Member for the time being appearing on the books of IES.

## **54 NOTICE FOR RETURN OF VOTING PAPER**

The Honorary Secretary shall also send in such envelope an intimation of the last date by which the voting paper must be received back by the Honorary Secretary, and an envelope addressed to the Honorary Secretary for the return of said voting paper.

## **55 RETURN OF VOTING PAPER**

The Corporate Member on receipt of his voting paper, if he is unable to be present to vote at the Special General Meeting shall record his vote and return the voting paper through the post to the Honorary Secretary.

## **56 VOTING AT SPECIAL GENERAL MEETING**

Each voting paper so received by the Honorary Secretary shall, three days before the date of the Special General Meeting, be handed by him to the Chairman of the Meeting, and the vote given thereby shall be duly counted at the meeting by or under the direction of the Chairman during the counting of votes cast by the Corporate Members entitled to vote at such meeting; provided that if a Corporate Member who has duly recorded his vote upon a voting paper as provided aforesaid shall be present at the meeting, such recorded vote may be counted or if the Chairman of the meeting shall so direct, the Corporate Member shall be entitled to withdraw such recorded vote and to vote at such Special General Meeting, but in no case shall he be entitled to vote twice. The decision of the Chairman upon any question as to the right to vote or manner of voting or the recording or counting of votes shall be final.

## **57 RESOLUTION AT GENERAL MEETING**

No Resolutions other than the Resolutions circulated as for the purpose of a postal vote and no amendments or variation of any such Resolution shall be proposed or voted upon at the meeting.

## **58 AMENDMENTS TO THE CONSTITUTION AND BY-LAWS**

Any proposal involving an amendment to the Constitution and the By-Laws shall not be carried except by a 2/3 majority vote expressed at an Annual General Meeting or a Special General Meeting called for the purpose. The amendments shall not come into force without the sanction of the Registrar of Societies.

## **59 ELECTION OF HONORARY FELLOWS**

The election of an Honorary Fellow shall be effected by the Council, and the person so elected shall be informed thereof without delay.

## **60 APPLICATION FORM FOR CORPORATE MEMBERS AND ASSOCIATES**

Any person desirous of being elected a Fellow, Senior Member, Member or Associate shall be proposed and seconded according to such form as the Council may prescribe. The proposal form shall be signed by at least two Corporate Members, both of whom shall be Fellows of IES in case of election as Fellow. The proposer and seconder shall certify a personal knowledge of the candidate and that he is a fit and proper person for consideration of the Council for membership in IES. The candidate shall sign the undertaking appended to the form.

## **61 ANNULMENT OF ELECTIONS**

It shall be a condition of transfer or election of every Fellow, Senior Member, Member or Associate, that his recommendation contains no untrue or misleading statement relating to himself; and the election of any such person may be set aside by a Resolution of the Council expressing the belief that the particulars given in his recommendation were in some respect untrue or misleading and declaring such election to be annulled. The person concerned shall be notified of the intention to propose any such Resolution and the Council shall first consider any statement or explanation in regard to the matter in question which such person may think fit to give, either verbally or in writing at his opinion: and shall make such other investigation as they may consider necessary. Forthwith after the passing of any such Resolution the name of the person to whom it relates shall be removed from the Roll.

## **62 ELECTION OF MEMBERS**

Every proposal for the election of Fellow, Senior Member, Member or Associate, shall be duly completed and delivered to the Honorary Secretary and shall be submitted by him to the Council, who shall determine whether the candidate is eligible for election and the class for which he is eligible. If the Council decide that the candidate is eligible for election, the Chairman of the meeting of the Council shall sign the proposal on which shall be stated the class of which the candidate is eligible. A list of such candidates shall as soon as possible after such meeting of Council be published and issued to all Corporate Members. After the lapse of at least fourteen days from the date of such communications respecting the qualifications or character of any candidate, the Council if satisfied that he is fit and proper person to belong IES shall declare the candidate elected.

## **63 TRANSFER OF MEMBERSHIP FROM MEMBER TO SENIOR MEMBER**

Every proposal for transfer of Membership from Member to Senior Member shall be according to such form as the Council may prescribe. This form having been subscribed by at least two Senior Members/Fellows of IES, and delivered, duly completed, to the Honorary Secretary, shall be submitted to the Council, who, subject to conditions herein before set forth, may, if they think fit, make the proposed transfer.

## **64 TRANSFER OF MEMBERSHIP FROM SENIOR MEMBER TO FELLOW**

Every proposal for transfer of member from a Senior Member to Fellow shall be according to such form as the Council may prescribe. This form having been subscribed by at least two Fellows of IES and delivered, duly completed, to the Honorary Secretary, shall be submitted to the Council, who, subject to conditions herein before set forth, may, if they think fit, make the proposed transfer.

## **65 FEES DUE FOR ADMISSION, ELECTION, OR TRANSFER**

Every person duly admitted, elected or transferred from one class to another, shall be so informed in writing by the Honorary Secretary. He shall pay entrance or transfer fees and annual subscription for the current year (or increase thereof in case of transfer) within two months after the date of his election or transfer which otherwise shall become void, but the Council may in particular cases extend this period.

## **66 CERTIFICATE OF ELECTION**

Every person who has been elected and has made the proper payments shall receive the certificate of his election. This certificate shall remain the property of IES and in the event of the holder ceasing to be a member otherwise than by death or voluntary retirement shall on request be returned to IES.

## **67 EXPULSION FROM IES**

If an Honorary Fellow, Fellow, Senior Member, Member, Associate, or Student be convicted by a competent tribunal of felony, embezzlement, larceny, misdemeanour or other offence which in opinion of the Council renders him unfit to be a member, the Council shall have the right to remove his name from the Roll thereby expelling him from IES.

## **68 DISCIPLINARY ACTION**

In any instance in which the Council shall be of the opinion that the conduct of any Honorary Fellow, Fellow, Senior Member, Member, Associate or Student should become the enquiry with a view to ascertaining whether in the interests of IES there are grounds for disciplinary action, or in any case in which twenty or more Corporate Members shall think fit to draw up and sign a proposal for disciplinary enquiry to be taken against an Honorary Fellow, Fellow, Senior Member, Member, Associate or Student on any ground whatever, and shall deliver the same to the Honorary Secretary to lay before the Council for consideration, the Council shall make such enquiry and take such action in accordance with such Disciplinary Regulations as may be promulgated by the Council from time to time.

## **69 PROFESSIONAL CONDUCT**

All Corporate and non-Corporate Members are required to order their conduct so as to uphold the dignity, standing and reputation of IES. For the purpose of ensuring the fulfillment of this requirement, the Council may make, amend and rescind Clauses to be observed by Corporate and non-Corporate Members with regard to their conduct in any respect which may be relevant to their position or intended position as members of IES and may publish directions or pronouncements as to specific conduct which is to be regarded as proper or improper as the case may be.

## **70 ADMISSION OF STUDENTS**

Upon producing evidence of being a student taking a regular course of engineering in a recognized tertiary institution, a person may be admitted as a Student according to such form as the Council may prescribe. No person who is eligible for admission as a Member shall be admitted to Studentship.

## **71 ADMISSION OF ORGANISATION MEMBERS**

Companies and organisations registered in Singapore and which are engaged in engineering practice, research and development, contracting and manufacturing and so on, may be admitted as Organisation Members. Organisation Members may nominate 2 employees to represent them in the IES. The 2 employees shall be persons who have fulfilled the requirements of clauses 5(3), 5(4) or 5(5) in the IES Constitution.

## **72 PRIVILEGES OF ORGANISATION MEMBERS**

Nominated Employees of the Organisation Members may participate in all activities of IES such as seminars, workshops training courses, technical talks, technical visits and social events at Members' rate. They will also be given the same privileges as any IES Corporate Member except that they have no voting rights.

### **73 NOTIFICATION OF CHANGE OF ADDRESS**

Any alterations in the residence, place of business or employment of any Honorary Fellow, Fellow, Senior Member, Member, Associate, or Student, shall be notified by him to the Honorary Secretary.

### **74 ANNUAL SUBSCRIPTIONS**

The annual subscription, transfer and entrance fees payable by Fellows, Senior Members, Members, Associates, and Students shall be at rates proposed by the Council from time to time. Honorary Fellows shall be exempted from payment of all fees.

### **75 DATE FOR PAYMENT OF ANNUAL SUBSCRIPTION**

All annual subscriptions are due on the 1st day of April in each year for the year then commencing.

### **76 CONCESSION OF ANNUAL SUBSCRIPTION**

The first annual subscription of Fellows, Senior Members, Members, Associates, or Students transferred, elected or admitted between the first day of January and the thirty-first day of March in any year, or the increase thereof in case of transfer during this period, shall be in respect of the year commencing on the first day of April next ensuing.

### **77 PAYMENT OF ANNUAL SUBSCRIPTION**

Every Fellow, Senior Member, Member, Associate, or Student shall be liable for payment of his annual subscription until he has signified to the Honorary Secretary in writing his desire to resign, having previously paid all arrears, including the subscription for the year current at the date of his notice, or until he has forfeited his right to remain in, or be attached to IES.

### **78 PAYMENT OF FULL SUBSCRIPTIONS**

Every Member on transfer to Senior Member, every Senior Member on transfer to Fellow and every Student on election to Member, shall pay the full subscription of the current year as a Fellow, Senior Member or Member, as the case may be except as may be provided for in the By-Laws and the subscription he has already paid for that year shall be taken as part payment therefore.

### **79 INVESTMENT AT DISCRETION OF COUNCIL**

- (a) All the monies of IES not required to meet the current expenditure of IES may be invested in the purchase, or on the security of any stocks, shares, debentures, debenture stocks, land, building or other property of any nature and in any part of the world, as the Council may determine, and the Council shall have power to vary such investment from time to time. For the purpose of such investment, the Council may appoint not less than TWO nominated trustees under whose joint names the investment shall be made.
- (b) The trustees shall be appointed by the Council and the property of IES (other than cash which shall be under the control of the Honorary Treasurer) may be vested in them to be dealt with them as the Council shall from time to time direct by resolution (of which an entry in the minute book shall be conclusive evidence).
- (c) The trustees shall be indemnified against risk and expense out of the properties of IES.
- (d) The trustees shall hold office until death or resignation or until removed from office by resolution passed by two-thirds of the Council.
- (e) Where by reason of any such death or resignation or removal, it appears necessary to the Council that a new trustee or trustees be appoint or if the Council deems it expedient to appoint an additional trustee or additional trustees Council may by resolution nominate a person or persons to be appointed the new trustee or trustees.
- (f) For the purpose of giving effect to (v) above, the President is hereby nominated as the person to appoint new trustees of IES and he shall by deed duly appoint the person or persons so nominated by the Council as the new trustee or trustees of IES and the provisions of the Trustee Act (Chapter 40 of 1970 Edition) shall apply to any such appointment.
- (g) Any statement of fact in any such deed of appointment shall in favour of a person dealing bona fide and for value with IES or the Council be conclusive evidence of the fact so stated.
- (h) Trustees shall be Singapore Citizens and their names shall be submitted to the Registrar of Societies after they have been appointed by the Council.

## **80**

- (a) The Council shall have power to raise or borrow from any person or company on behalf of IES and upon such terms as they may think fit such sums as they may from time to time think fit and secure or direct the Trustees of the Institution to secure the repayment of such sums by mortgage or charge over or any of the property or assets for the time being of the Institution or in such other manner as they may deem necessary and may make such arrangements for the repayment thereof as they may think fit and it is expressly agreed and declared that any lender dealing with the Trustees and/or the Council in good faith shall not be put to any inquiry as to the propriety of any such dealing or be concerned in any way as to the purpose for which such money is being raised or is in fact expended.
- (b) The Council shall also have power from time to time to purchase, take on lease, exchange or otherwise acquire or mortgage on behalf of IES upon such terms as they think fit any property, whether movable or immovable, which they may consider proper or necessary and no vendor or other person dealing with them in good faith shall be put to inquiry as to the propriety of such transaction.
- (c) The Council shall also have full power from time to time to sell, lease, mortgage exchange or deal in any other manner with all or any of the property or assets, whether movable or immovable, for the time being belonging to IES upon such term and subject to such conditions as they think fit and to direct the Trustees to do all such acts and things as may be necessary to carry any such transactions into effect and no person dealing in good faith with the Trustees and/or the Council in any such transaction shall be put to any inquiry as to the propriety of the same or be concerned in any way as to the purpose for which any money occurring therefrom is being expended or in fact expended.

## **81 ARREARS OF SUBSCRIPTION**

Every person whose subscription is two years in arrears, that is to say, whose arrears and current subscription shall not have been paid on or before the first day of May , shall be reported to the Council, who shall direct application to be made to him according to such form as the Council may prescribe and in the event of its becoming one additional month in arrears, after such application, the Council shall have the power, after suitable remonstrance by letter in the form so provided, of expelling the defaulter from IES by erasing his name from the Roll.

## **82 EXEMPTION FROM SUBSCRIPTION FOR ADVANCED AGE**

Where the Council in their discretion consider that the advanced age and long period of membership of a Corporate Member or Associate justify their doing so, or under exceptional circumstances, the Council may maintain his name on the Roll without payment of subscription for a period to be determined by the Council.

Corporate Members or Associates whose years of continuous subscriptions and age total ninety-five years (95) years or more are exempted from further payment of subscription for life.

## **83 EXEMPTION FROM SUBSCRIPTION DUE TO ILL HEALTH**

In the case of any Corporate Member or Associate whose earning capacity has been adversely affected by ill-health, or otherwise, the Council may at their discretion, remit the annual subscription or the arrears of the annual subscription which are due from such an individual.

## **84 REINSTATEMENT OF FORMER MEMBERS**

The Council may, if they find good reason to do so, reinstate under such conditions as they may see fit, any person who had been a Corporate Member, Associate, or Student and whose name has been removed from the Roll. These cases must be considered and reported upon to the Council by a Committee appointed by the Council for the purpose.

## **85 MATTERS NOT PROVIDED FOR**

The Council may decide on any matter not provided for in the Constitution and By-Laws, subject to such decision being not repugnant to the Constitution and By-Laws and being ratified at the next Annual General Meeting.

## **86 DISSOLUTION OF THE INSTITUTION**

IES shall not be dissolved except with the consent of not less than 2/3 of the Corporate Members expressed at a Special General Meeting called for the purpose or by ballot. In the event of IES being dissolved as above, all debts and liabilities legally incurred shall be fully discharged. The remaining funds shall be donated to approved charitable organizations in Singapore. A Certificate of Dissolution shall be given within seven days of the dissolution to the Registrar of Societies.

## **87 PROHIBITIONS**

- (a) The funds of the IES shall not be used to pay the fines of members who have been convicted in Court.
- (b) The IES shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any Trade Union activity as defined in the Trade Union Ordinance.
- (c) The IES shall not hold any lottery, whether confined to its members or not, in the name of the IES or its office-bearers, or Council or members unless it is with the approval of the Commissioner of Estate Duty.
- (d) The IES shall not indulge in any political activity or allow its funds and/or premises to be used for political purpose.
- (e) The IES shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities.