



The Constitution, Bye-Laws and Regulations
And
Code of Ethics

PURPOSE

The Jamaica Institution of Engineers exists to promote and encourage the general advancement of the Engineering profession and the practice and science of Engineering, and to facilitate the exchange of information and ideas among the members of the institution and its public.

DISTINCTIVE COMPETENCE

The JIE, through the knowledge and experience of its members:

- Provides opportunities for professional development
- Assesses the veracity of Engineering Credentials
- Sets standards of Engineering design and monitors their implementation
- Represents the interests of Engineers and fosters the general development of the profession

PRIORITIES

Consequently, the institution's resources are applied primarily to:

- The continuing education of engineers.
- The representation of the interests of engineers in all for a.
- The development and adoption of National Engineering standards.
- The provision of opportunities for ventilating and exchange of technical information and ideas.
- The maintenance of adequate academic standards for Engineers.
- The promotion of Professional Ethics of Engineers.
- The fostering of technology development and transfer
- The provision of information and interface which will advance national engineering product delivery.

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CONSTITUTION

The objects and purposes for which The Jamaica Constitution of Engineers (Limited) - hereinafter called the Institution - is hereby constituted, are to promote and encourage the general advancement of the Engineering Profession and the practice and science of Engineering and to facilitate the exchange of information and ideas on those subjects among the members of the Institution and otherwise.

BYE-LAWS

These Bye-Laws are complementary to the Memorandum and Articles of Association of the Jamaica Institution of Engineers Limited, incorporated under the Companies Act on the 17th of January, 1984.

DEFINITIONS

1. In these Bye-Laws, unless the context requires otherwise:

"Bye-Law" means a Bye-Law under the Constitution of the Institution.

"He", "His" or "Him" or any other words connoting the masculine gender shall be construed as including the feminine.

"Division" means a division of the Institution established under Bye-Law 3.

"Branch" means a branch of the Institution established under Bye-Law 6.

"Divisional Committee" means a committee duly elected under Clause 9 of the Council's Regulation for the Divisions of the Institution.

"Council" means the Council of the Institution as defined under Bye-Laws 42 and 43.

"Overseas" means outside of Jamaica.

HEADQUARTERS

2. Until otherwise determined by the Council, headquarters for the Institution shall be located in the Corporate Area of Kingston and Saint Andrew.

ORGANIZATION

3. In pursuance of the objects of the Institution, the Council may at their discretion set up one or more Divisions of the Institution as they may specify, for the holding of meetings, the reading of papers and for the discussion of subjects, or for other activities falling within the purview of the Institution, and the Council may dissolve any such Division at any time.
4. The constitution of each Division and the conduct of its affairs shall be in accordance with Regulations made by the Council in that behalf under Bye-Law 95 and each Division, shall elect annually a Chairman who shall be a Corporate Member of the Institution.
5. Every Fellow, Member, Graduate Member, Student or Affiliate whose field of engineering recorded in the Register of the Institution falls within that of a Division shall, be deemed to be attached to that Division.
6. The Council may form such Branches as may seem to them desirable, the better to meet the needs of groups of members. The continuance of such Branches and the terms of their

relationship with the Council, and the rules under which they operate shall be as the Council may determine under Bye-Law 95.

MEMBERSHIP

7. The Institution shall consist of:-

Fellows
Members
Graduate Members
Students
Affiliate

Of the above

(i) Fellows
(ii) Members

shall be known as Corporate Members, and all others shall be known as Non-corporate Members.

8. Only such persons as shall be admitted or transferred in accordance with these Bye-Laws, and no others, shall be members of the Institution (either as Fellows, Members, Graduate Members, Students, or Affiliates as the case may be), and be entered on the Register as such.
9. The rights and privileges of every member of any class shall be personal to himself, and shall not be transferable or transmissible by his own act, or by operation of law.
10. No Graduate Member, Student, or Affiliate shall, by reason of being a member of the Institution, be entitled to any rights or privileges other than those which, by these Bye-Laws, attach to the specific class of members of the Institution to which he belongs, and wherever the term "Corporate Member" is used it shall be taken to exclude such Graduate Member, Student, or Affiliate.

11. The Institution may admit such persons as may be qualified and elected in that behalf as Fellows, Members, Graduate Members, Student Members and, Affiliate Members respectively, and such persons shall sign the Form A in that behalf contained in the Schedule hereto, or such form to the like effect as may from time to time be authorized by the Council.

12. Where, in the opinion of the Council, the information available in an application and in any confidential reports which have been obtained is such as not to provide the necessary evidence on which an election or transfer can be made, the Council may require the applicant to attend a professional interview and may appoint two or more members to conduct such interview.

An applicant called upon to attend a professional interview may be required to produce evidence of the work in which he has been engaged in the form of drawings, designs, calculations, or investigations or research data as may be determined by the interviewers. The interviewers may ask him such questions as will enable an assessment to be made of the training and experience the applicant has received and the extent to which he has benefited from this

FELLOWS

13. Every candidate for election to the class of Fellow shall be a person being a Corporate Member of the Institution, who in the opinion of Council has met the requirements for elevation to the class of Fellow. He shall have distinguished himself by his expertise or work in engineering science or practice and have contributed in a particular manner to the engineering profession in Jamaica.

He shall: -

- (a) be a Corporate Member of the Institution for a minimum period of ten (10) years;

- (b) at the time of applying, be engaged in or associated with the practice of engineering;
- (c) occupy a position of responsibility, have performed special duties, acquired expertise in engineering technology, research or development or otherwise distinguished himself in a chosen field of engineering;
- (d) have contributed to the development or practice of Engineering in Jamaica, including service to the Jamaica Institution of Engineers;

Applications for elevation to the class of Fellow shall be sent by the candidate to the Honorary Secretary. The application shall be made on the prescribed form, accompanied by all relevant information and proposed by two (2) Fellows of the Institution with two (2) Corporate members of the Institution as supporters, all of whom shall be in good standing at the date of the application.

MEMBERS

14. Every candidate for election or transfer to the class of Member shall be a person who, in the opinion of Council, is employed in a satisfactory capacity within the engineering profession.

In addition, he shall

either (1) Hold a degree, diploma or award from an institution with an approved course of engineering studies together with:

- (a) One year of approved post graduate engineering and two years of approved experience, or
- (b) Two years of approved experience and not less than one year of approved post graduate degree studies, or

- (c) Four years of approved experience.
- or (2) He shall be, a Corporate Member of an engineering institution or other body, similarly constituted and which is approved by Council,
- or (3) Hold certain non:-engineering degrees approved by Council e.g. Mathematics, Physics together with:
 - (a) One year of approved post graduate engineering training and five years of approved experiences, or
 - (b) Two. years of approved post graduate engineering training and three years of approved experience, or
 - (c) Seven years of approved experience.

GRADUATE MEMBERS

15. Every candidate for election or transfer to the class of Graduate Member, shall possess one of the educational qualifications specified in sub-paragraph (1) of Bye-Law 14 above, excluding (a), (b) and (c) or

hold certain non-engineering degrees approved by Council e.g. Mathematics, Physics together with:

- (a) One year of approved post graduate engineering training and two years of approved experience, or
- (b) Two years of approved post graduate engineering training and one year of approved experience.

STUDENTS AND AFFILIATES

STUDENTS

16. (a) Every candidate for election as a Student shall be:
- (i) Over sixteen years of age, and
 - (ii) Receiving regular training in engineering at an institution of learning approved by Council, which the Council considers will eventually lead to the class of Member of the Institution.

AFFILIATES

16. (b) Every candidate for election as an Affiliate shall be:-

A person who, in the opinion of council, is engaged in the Engineering, and Construction Industry, or related academic areas.

In addition, every candidate nominated to this class shall:-

Hold a degree, diploma or an award in the Sciences including Mathematics, or Geology or Physics from a University, Polytechnic or any other approved institution.

ELECTION

17. The election of candidates for membership of the Institution in any class shall be by the Council.
18. Candidates for election shall be proposed and supported as provided hereunder, from personal knowledge and in writing, according to a form approved by the Council:-

- (a) Any person desirous of election as a Member shall be proposed by two Corporate Members in good standing and supported by two Corporate Members other than the proposing Members.
 - (b) Any person desirous of election as a Graduate Member shall be proposed by two Corporate Members in good standing.
 - (c) Any person desirous of election as a Student Member shall submit with his application written attestation to his academic status from a member of the engineering faculty in an institution of learning approved by the Council.
 - (d) It shall not be mandatory that persons desirous of election as Students or Affiliates be proposed by a Corporate Member of the Institution.
19. A form of proposal for election shall be sent by the candidate to the Honorary Secretary of the Institution. The suitability of a candidate for Election shall be determined by the Council.

If the Council decides that the candidate is eligible for election the Chairman of the meeting of Council shall sign the proposal on which shall be stated the class for 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 one month from the date of such publication, during which time the Secretary will be prepared to receive for report to the Council communications respecting the qualifications or character of any Candidate, the Council, if satisfied that he is a fit and proper person to become a Member, shall declare the candidate elected and he shall be so notified within one calendar month.

ADMISSION

20. A candidate elected shall be admitted a Member, Graduate Member, Student, or Affiliate as the case may be, on payment of such entrance fee or installment thereof and annual subscription as these Bye-Laws may prescribe. Should payment of such dues not be made within a period of three calendar months after the date of notification to the candidate of his election, such election may be declared null and void by the Council and the candidate shall be notified accordingly.
21. All new Corporate Members of the Institution shall, upon payment of dues as required under Bye-Laws 24 to 28 inclusive, be entitled to all the rights and privileges due to Corporate Members of the Institution and shall be issued an official Membership Certificate of the Institution. The Certificate shall remain the property of the Institution.

TRANSFER

22. The transfer of a member from one class to another shall be done by the Council. Every candidate for transfer from one class to another shall be proposed and supported in the manner prescribed in Bye-Law 18 for election to the class to which he is desirous of being transferred.
23. Bye-Laws 18 and 19 shall apply to the transfer of a member from one class to another in like manner as they apply to election to membership.

FEEES AND SUBSCRIPTIONS

24. Entrance fees shall be at rates fixed by the Council from time to time and confirmed by votes of the Corporate Members.

Persons transferred from one class to another class shall pay an amount equal to the entrance fee of the class to which they have been transferred, after deducting there-from any

entrance fee or fees previously paid by them.

25. Annual subscriptions shall be at rates fixed by the Council from time to time and confirmed by votes of the Corporate Members.
26. All subscriptions shall become due on election and thereafter on the first day of January of each succeeding year for the year commencing on that day.
27. Members of any class elected before the first day of July in any year shall pay the annual subscription for that year, and those elected on or after the first day of July in any year shall for that year pay half such annual subscription. Those transferred from one class to another before the first day of July shall pay the difference between the annual subscription of the two classes and those transferred after 1st July shall pay one-half such difference.
28. All entrance fees and annual subscriptions shall be deemed debts due to the Institution and shall be recoverable in the name of the Institution.
29. Any member of any class whose annual subscription is more than three (3) months in arrears shall be notified in writing and in the event of continuing in arrears for one (1) month after the date of such notification, will not be entitled to attend or to take part in any meeting of the Institution that may be held, or to receive any notice or publication of the Institution that may be issued, before he has paid in full, his annual subscriptions and a penalty of twenty percent (20%) thereof or, until such payment, to exercise any of the rights and privileges of membership, or to vote.
30. Any member of any class whose annual subscription is six (6) months or more in arrears shall be so notified in writing. In a continuing case of non-payment, notice of expulsion shall be given to the member after expiry of a further three (3) months from the date of the first notice and excluded from the Institution by a Resolution of Council when a total period of

twelve (12) months has elapsed from the due date of the arrears and shall thereupon cease to be a member and his name shall be removed from the Register and his Membership Certificate withdrawn, but such removal shall not relieve him from his liability for the payment of the arrears of subscriptions due from the amount calculated up to the 31st day of December preceding his exclusion.

31. The Council may in special cases, where in their opinion it is desirable to do so, reduce or remit the entrance fee, or annual subscription, or the arrears of the annual subscription, of any member of any class.

RESIGNATION

32. (a) Any member of any class may retire from the Institution by sending his resignation in writing together with his Membership Certificate to the Honorary Secretary of the Institution, after payment of all the subscriptions due from him, including that for the current year.

(b) A member's name shall be removed from the Register as from the date on which his resignation becomes effective.

RE-ADMISSION

33. The Council may re-admit to membership any person whose membership has terminated from any cause, provided he satisfies the council he is worthy of re-admission and pays such amounts in respect of entrance fee and arrears of subscription as the Council may determine. In the event of the Council deciding to refuse re-admission in any particular case, they may do so without assigning any reason.

EXPULSION

34. The Council, in accordance with Bye-Laws 36 to 41, may expel any member who shall have willfully acted in contravention of the Bye-Laws and/or Code of Ethics of the Institution, or who, in the opinion of the Council, shall have been guilty of such conduct as shall render him unfit to continue to belong to the Institution and he shall thereupon cease so be a Fellow, Member, Graduate Member, Student, or Affiliate (as the case may be) of the Institution.

CODE OF ETHICS

35. (a) The council shall prepare and publish from time to time a Code of Ethics containing standards of conduct designed for the protection of the public, which standard members must subscribe to and follow in the practice of professional engineering;
- (b) Copies of the Code of Ethics shall be issued to all members upon their admission to the Institution.

DISCIPLINARY PROCEEDINGS AND PROFESSIONAL CONDUCT

36. The Council may from time to time make, amend, or rescind Regulations for the purpose of:-
- (a) setting up (either temporarily or for a period or ad hoc), a Disciplinary Body or Bodies to investigate any allegation of improper conduct on the part of a member;
- (b) setting up (either temporarily or for a period or ad hoc), a Body or Bodies to adjudicate upon any such complaint or allegation and (if the same shall be held to be justified) to recommend such order (if any) as it or they may consider appropriate;
- (c) providing for the publication of recommendations of the last-mentioned body or bodies;

- (d) determining the constitution and membership and regulating the procedures of any body referred to in this Bye-Law;
- (e) dealing with any other matter which may be relevant to any such body or its functions.

The said Regulations shall be designed to ensure that any allegation of improper conduct shall be properly investigated and (if sufficiently serious) be referred for adjudication by the Disciplinary Body; that before being called on to deal with any complaint or allegation of improper conduct on his own part a member shall know what is the complaint or allegation; that before being found guilty of such conduct the member shall be given full and fair opportunity of being heard; that in all other respects the investigation shall be made and the proceedings conducted and the decision reached in accordance with natural justice; and that any decision shall be made known to members and others so far as may appear to be necessary or desirable.

- 37. Every member of any class is required so to order his own conduct as to uphold the reputation of the Institution.
- 38. For the purpose of this and the next two succeeding Bye-Laws "improper conduct" shall mean:
 - (a) Any breach of these Bye-Laws or any Regulations or Rules or direction made or given hereunder, and
 - (b) any other conduct which shall indicate unfitness to be a member of this Institution.

For the said purpose any member who shall be convicted, by a competent tribunal, of a criminal offence or who may have committed a breach of professional discipline under any Act governing the registration of engineers which, in the opinion of the Council, renders him unfit to be a member, shall be deemed to have been guilty of improper conduct.

39. If a member shall have been guilty of improper conduct, the Disciplinary body may recommend to the Council such order as it may consider appropriate. The orders which the Disciplinary Body shall have power to recommend shall be expulsion from membership of the Institution, suspension of membership for any period, reprimand or admonition, or that further action be taken by any relevant authority.

The Disciplinary Body shall have also, power to recommend that a member found guilty of improper conduct shall make a contribution towards the expense of and cost to the Institution of and incidental to, any hearing before the Disciplinary Body. Membership shall not be suspended, nor shall a member be expelled from the Institution except by a majority of at least two-thirds of the members of the Council present and voting on the consideration of the recommendation of the Disciplinary Body.

40. Every Corporate Member is required to so order his conduct as to uphold the dignity of his profession and to act, in whatever capacity he may be engaged, in a strictly fiduciary manner towards his clients and employers and towards others with whom his work is connected and towards other members, in a manner consistent with the best interest of the Institution.
41. Any alleged breach of Bye-Laws 36 to 40 which may be brought before the Council, properly vouched for and supported by sufficient evidence, shall be dealt with by the Council, either by expulsion of the offender from the Institution under the procedure of Bye-Law 34, as far as it applies, or in such manner as the Council may think fit.

THE COUNCIL AND OFFICERS

42. There shall be a President, a President-Elect, three Vice-

Presidents, an Honorary Secretary and an Honorary Treasurer of the Institution, save that in place of, or in addition to, the Honorary Secretary the Council may appoint a Secretary at such remuneration and on such terms and conditions as they may think fit. A salaried Secretary so appointed shall not be a member of the Council but shall be present at meetings of the Council. All members of the Council shall be residents of Jamaica. The President and President-Elect shall be Jamaican citizens.

43. The Council shall consist of:-

The President
President-Elect
Three (3) Vice-Presidents
Immediate Past President
The Honorary Secretary
The Honorary Treasurer
Chairman of each Division of the Institution
Six (6) ordinary Members of Council, two (2) of whom may be Graduate Members,

whose offices shall be honorary and without remuneration; Provided that the offices of Honorary Secretary and Honorary Treasurer may be combined.

The Chairman of each Division shall be elected by the Division in accordance with the provisions of By-Law 4 and Regulation No. 1, Clause 11.

Any cases of doubt or difficulty as to eligibility for, or retirement from office shall be decided by the Council.

NOMINATIONS

44. Not later than the May meeting of each year, the Council shall appoint a Nominating Committee consisting of three (3)

Corporate Members, one of whom shall be Chairman, and one (1) Graduate Member, who are all Ordinary Members of Council. The Graduate Member on the Committee shall be responsible solely for the nominations of Graduate Members for the two (2) posts on Council.

45. The Committee shall submit to the Council its recommendations for President, President-Elect, Vice-Presidents, Honorary Secretary, Honorary Treasurer and Ordinary Members of Council.
46. The Institution in selecting nominees to fill vacancies on the Council each year, shall follow a procedure which will ensure that as far as possible, the broad categories of engineering interests within the Institution are reflected in the composition of the Council.
47. Not later than the 15th day of July in each year each member eligible to vote may nominate according to Bye-Law 48, any other duly qualified person to fill any of the vacancies specified in Bye-Law 45 by delivering such nomination in writing to the Honorary Secretary together with the written consent of such person to accept office if elected.
48. Any ten (10) Corporate Members of the Institution may nominate candidates for President subject to Bye-Law 49. Any ten (10) Corporate Members may nominate Candidates for President-Elect according to Bye-Law 50. Any five (5) Corporate Members may nominate candidates for Vice-Presidents according to Bye-Law 51. Any two (2) Corporate Members may nominate candidates for Honorary Secretary, Honorary Treasurer and other ordinary members of Council according to Bye-Laws 52, 53, 54. Any two (2) Associate Members may nominate candidates for the post of Ordinary Members of Council to be filled by Associate Members.

THE PRESIDENT

49. The President shall hold office for one (1) year and shall be succeeded by the President-Elect.

THE PRESIDENT-ELECT

50. The President-Elect shall be nominated from those Corporate Members with at least one (1) year's service on Council and at least fifty percent (50%) attendance at Council meetings in that year, the period of service to be within the five (5) years immediately preceding the year of his nomination as President-Elect. He shall hold office for one year and shall assume the office of President when the President demits office. If the office of the President becomes vacant before the expiry of the term of office, a Vice-President shall be elected by Council to fill the vacancy for the remainder of the term of office.

VICE-PRESIDENTS

51. The Vice-Presidents shall be nominated from those Corporate Members with at least one (1) year, of satisfactory service on Council and at least fifty percent (50%) attendance at Council meetings during that year.

Each Vice-President shall hold office for one (1) year and shall be eligible for immediate re-election for the succeeding year, but thereafter shall not again be eligible for election as vice-President until an interval of one (1) year.

THE HONORARY SECRETARY

52. The Honorary Secretary shall be a Corporate Member. He shall hold office for a period of one (1) year and shall be eligible for immediate re-election to the same or any other office in which he is qualified to serve.

THE HONORARY TREASURER

53. The Honorary Treasurer shall be a Corporate Member. He shall hold office in that capacity for one (1) year only, but shall be eligible for immediate re-election to the same or any other office in which he is qualified to serve.

ORDINARY MEMBERS OF COUNCIL

54. Ordinary Members of Council shall be nominated from among the Corporate Members and Graduate Members, with two (2) posts to be filled by Graduate Members. The Graduate Members on Council shall be entitled to participate in all the deliberations of Council but shall be non-voting members. The period of office of any Ordinary Member shall be one (1) year and he shall be eligible for immediate re-election. No Ordinary Member of Council shall hold office for more than two consecutive years. In the event of no Graduate Members being elected, Council shall deal with the resulting vacancies as casual vacancies and shall fill these in accordance with Bye-Law 60.

BALLOT AND BALLOTING PROCEDURE

55. Vacancies in the offices of President, President Elect, Vice-Presidents, Honorary Secretary, Honorary Treasurer, and Ordinary Members of the Council shall, subject to the provisions of Bye-Law 60, be filled annually by a ballot of Corporate Members of the Institution in respect of offices for Corporate Members, and by a ballot of the Graduate Members of the Institution in respect of offices for Graduate Members.
56. Not later than the 1st day of August in each year, or such later date as the Council may approve, the Council shall send to each member eligible to vote a ballot paper containing the name of all persons duly nominated, whether by Council or otherwise, to fill the vacancies referred to in Bye-Laws 45 to

46.

Provided that if the candidates nominated for any class of vacancy are not more in number than the vacancies of that class the person so nominated shall be deemed to be duly elected and there shall be no ballot with respect to that class of vacancy.

In the event of there being a ballot, each eligible member voting shall delete sufficient names to reduce the number of names on the ballot paper after such deletion to the number to be elected to the respective offices. The ballot papers shall be returned to the Honorary Secretary of the Institution so as to reach him no later than the 31st day of August in each year, and they shall be so marked and returned as may from time to time be determined by the council.

57. Not later than the Council meeting held in August each year, the Council shall choose two or more members to be scrutineers for the purpose of the ballot. The ballot papers shall be delivered unopened by the Honorary Secretary to the scrutineers, who shall open them and count the votes and report the results to the President of the Institution prior to the Annual General meeting.

In the event of the scrutineers being unable to report the election of the prescribed number of persons to fill the vacancies in the Council owing to an equality of votes, they shall submit names of the candidates having the same number of votes to the President, who shall determine by his casting vote, or votes which such Candidate or Candidates having such an equality of votes shall be elected.

58. The names of the officers and members of Council for the ensuing year shall be announced by the President, or in his absence by the Chairman of the meeting, at the Annual General meeting, and they shall assume office immediately after the conclusion of the business of that meeting.

VACATION OF OFFICE

59. The office of member of the Council shall ipso facto be vacated:
- (a) If he becomes bankrupt or lunatic, or
 - (b) If by notice in writing to the Institution he resigns his office, or
 - (c) If he ceases to be a Corporate Member or Graduate Member of the Institution, or
 - (d) If he is absent from three (3) consecutive meetings of Council without the approval of Council.

CASUAL VACANCIES

60. Casual vacancies in the offices of President, President-Elect, Vice-President, Honorary Secretary, Honorary Treasurer and Ordinary Members of Council may be filled by the Council. The Council shall determine the period for which the person so chosen shall hold office provided that such period shall not be longer than the vacating member of Council would in the ordinary course have retained office, and any period of office so served shall not be taken into account in computing the period of office under the provision of Bye-Laws 49, 50, 51, 52, 53 and 54.

PROCEEDINGS, POWERS AND DUTIES OF THE COUNCIL

61. The Council shall direct and manage the property and affairs of the Institution in accordance with the Regulations and the Bye-Laws of the Institution and may exercise all such powers of the Institution as may be exercised by the Institution and which are not required by these Bye-Laws to be exercised by the

Institution in General Meeting.

62. No action or other proceedings for damages shall be taken against the Council, or any member or official of the Council, or any person appointed by the Council, by any member of the Institution, for any Act done in good faith in the performance or intended performance of any duty or in the exercise or intended exercise of any power under the Constitution, a Regulation or a Bye-Law, or for any neglect or default in the performance or exercise in good faith of any such duty or power.
63. The Council may meet as often as the business of the Institution may require, and in any event not less than once per month, and meetings shall be held at the Headquarters of the Institution or such other places as the President may decide. At every meeting of the Council seven (7) members entitled to vote shall constitute a quorum, and all matters shall be decided by a majority, except as otherwise herein provided for.

The Honorary Secretary shall, on the request of the President or any two (2) Vice-Presidents or any three (3) members of the Council, convene a meeting of the Council.

It shall be competent for the Council to seek by post the views of the members of the Council on any matters, including those concerned with applications for membership of the Institution.

64. At any meeting of the council each voting member of Council present shall have one (1) vote. The Chairman shall have a casting vote. The Chairman may direct, or any two (2) voting members present may demand, that the voting shall be by secret ballot.
65. At each meeting of the Council the Chair shall be taken by the President or, in his absence, a Vice-President elected by the members present, or in the absence of all Vice-Presidents, a member of the Council elected by the members present.

66. On the demand of any five (5) members of Council present at any meeting of Council, any Resolution of the Council passed at such Meeting shall be deferred to the next meeting for further consideration, and in such case the Resolution shall not become effective unless it is confirmed by a majority at the next such meeting.

Provided always that the consideration of such Resolution shall not be further deferred at such next meeting except by a Resolution of the Council.

67. The Council may appoint or dissolve committees for particular purposes, consisting of members of Council and Corporate members and others.

The Council may delegate its power of appointment in whole or in part to the President with an obligation to report back for the record.

The Committees shall be organized under two (2) categories:-

- (a) Standing Committees which are chiefly concerned with administrative matters.
- (b) Special Committees which are concerned with Professional and Technical matters and which may operate jointly with other organizations.

The President shall be Ex-officio member of all Committees of the Institution.

68. The Council may appoint representatives for such purpose and with such powers as they may determine. Such appointment may be made from members of the Institution or from such persons as the Council may select to further the interests and work of the Institution and may be canceled at any time by the Council.
69. Minutes shall be kept of all Annual General meetings, Special General meetings and of all meetings of Council.

The Council may cause minutes to be kept of the proceedings of all meetings of the Institution.

DUTIES OF THE HONORARY SECRETARY (OR THE SECRETARY)

70. Subject to the direction of the Council, The Honorary Secretary, or the Secretary as Council may determine, shall conduct the correspondence of the Institution, give notices to the members of all Ordinary meetings Council meetings, Special meetings and Annual General meetings, attend all meetings of the Institution, and of Council, and of Committees. He shall take minutes of the proceedings of such meetings and keep a permanent record thereof, read all minutes and communications that may be ordered to be read and superintend the publication of such papers and publications as the Council may direct. He shall be the custodian of all official records of the Institution. He shall also engage, subject to the approval of the Council, and be responsible for all persons employed as servants of the Institution and shall generally conduct the ordinary business of the Institution under the direction of Council. He shall also act as Registrar for the Institution.

DUTIES OF THE HONORARY TREASURER

71. Subject to the direction of Council, The Honorary Treasurer shall keep the books of Accounts of the Institution, issue notices of Fees and Subscriptions payable and be responsible for the collection thereof, disburse funds at the direction of the Council only, and be responsible to Council for all assets abilities and property of the Institution. He shall prepare a Balance Sheet and Financial Report for presentation at the Annual General meeting, be responsible for obtaining from the Auditors an audited Balance Sheet and Financial Report and shall report on the financial condition of the Institution at such times as may be directed by Council.

MEETINGS

72. General meetings of the Institution shall be held at such places and at such times as the Council may appoint.
73. The meetings of the Institution shall be as follows:-
 - (a) Ordinary meetings for the reading and discussion of papers on engineering and allied subjects, for lecturers and discussions on those subjects, and for visits to works of engineering interest;
 - (b) The Annual General meeting;
 - (c) Special General meetings;
74. The Corporate Members shall alone be competent to vote at the meetings specified in Bye-Law 73 (b) and (c). Subject to Bye-Law 29, each Corporate Member voting shall have one (1) vote.
75. In addition to the Ordinary meetings specified by Bye-Law 73, the Council may at their discretion arrange for other meetings to be held for the dissemination of engineering knowledge by means of lectures or cinematograph or other pictorial representations, or for the discussion of papers thereon, and the Council shall determine the conditions of admission to such meetings, and the manner in which they shall be conducted.
76. The Ordinary meetings of the Institution shall be conducted as prescribed by the Council from time to time and the Council shall determine the conditions of admission to such meetings.
77. At the Ordinary meetings no questions shall be discussed, or motion be made, relating to the direction and management of the Institution.
78. Every member of any class shall have the privilege of introducing one or more visitors at each Ordinary meeting of the Institution, by writing his or their names in the book

provided for that purpose.

79. The Annual General meeting shall be held in the month of September or at such earlier time as the Council may determine. The business of the Annual General meeting shall be to receive and consider the Report of the Council and the accounts of the Institution for the past year; to elect Auditors; and (with the approval of the Council) to transact any other business of which notice in writing shall have been given to the Honorary Secretary at least twenty-eight (28) days before such meeting. [*see Resolution V. p,78*]
80. A Special General meeting may be called at any time by the Council for any specific purpose relating to the direction and management of the affairs of the Institution or for revoking, altering or amending any Bye-Laws of the Institution and the Council shall at all times call such meeting on a requisition of ten (10) Corporate Members, specifying the nature of the business to be transacted.

PROCEEDINGS AT MEETINGS

81. The President shall preside at all Ordinary and General meetings of the Institution at which he is present. In the absence of the President, one of the Vice-Presidents, or if none be present, a member of the Council shall preside, provided always that the President may in any case designate the member of Council who shall act in his place.
82. Votes may be given at any Annual or Special General meeting either personally or by proxy. On a show of hands every member of any class present in person and entitled to vote at such meeting shall have one (1) vote. In case of a poll every member of any class present in person or by proxy and entitled to vote at such meeting shall have one (1) vote.
83. No person shall be appointed a proxy to vote at any meeting who is not entitled in his own right to vote at such meeting.

84. The instrument appointing a proxy shall be in writing under the hand of the appointer or his Attorney, and shall as nearly as circumstances admit follow Form B in that behalf contained in the Schedule hereto.

The instrument appointing a proxy, and the Power of Attorney (if any) under which it is signed shall be deposited at the office of the Institution not less than forty-eight (48) hours before the time for holding the meeting at which the person named in the proxy proposes to vote, but no instrument appointing a proxy shall be valid after the expiration of six (6) calendar months from its date except on a poll demanded at a meeting in cases where the meeting was originally held within six (6) calendar months of such date.

A vote given in accordance with the terms of an instrument appointing a proxy shall be valid notwithstanding the previous death of the principal or revocation of the proxy unless intimation in writing of the death or revocation shall have been received at the office of the Institution prior to the meeting.

85. A poll may be demanded by the Chairman of any Annual or Special General meeting or by any six (6) persons personally entitled to vote thereat and if so demanded shall be taken in such manner and in such time within twenty-eight (28) days next after the meeting and at such place as the Chairman of the meeting directs and either immediately or after an interval or at an adjourned meeting. The result of the poll shall be deemed to be the Resolution of the meeting at which the poll was demanded. The fact that a poll has been demanded shall not prevent the continuance of the meeting for the transaction of any business other than the question on which a poll has been demanded. A demand for a poll may be withdrawn. No Notice need be given of a poll not taken immediately.
86. In the case of an equality of votes the Chairman of the meeting shall both on a show of hands and at a poll have a casting vote in addition to his personal vote.

87. The quorum of any Annual or Special General meeting shall be twenty-five (25) of those persons entitled to be present and vote thereat and no business shall be transacted at any such meeting unless the quorum be present. If a quorum be not present within half-an-hour from the time appointed for holding the meeting, the meeting may be postponed.
88. Fourteen (14) days' notice at the least shall be given of all Annual and Special General meetings. The notice shall specify the nature of the business to be transacted, and no other business shall be transacted at these meetings except such business (if any) at an Annual General meeting of which notice shall have been given as provided in Bye-Law 79.
89. The accidental omission to give notice of a meeting to any member of any class shall not invalidate the meeting.

FINANCE

90. The Council shall cause to be kept proper and sufficient accounts of the capital, funds, receipts and expenditure of the Institution so that the true financial state and condition of the Institution may at all times be exhibited by such accounts.
91. The financial year of the Institution shall end on the 31st day of July in each year; and the accounts of the Institution shall be made up to that date, and after having been approved by the Council and audited by an Auditor or Auditors, shall, together with the Auditor's Report be laid before the Annual General meeting next following.
92. The appointment, powers and duties of the Auditor or Auditors shall be regulated as nearly as may be and with the necessary modifications in accordance with the provisions of the Companies Act 1965, or with any statutory modification thereof for the time being in force, as if the Institution were a Friendly Society registered under that Act.

93. The Council shall allocate and remit to each Division such monies as may be fixed under Clause 7 of Regulation 1 made under the provisions of Bye-Law 95 and such further monies additional thereto as the Council may consider necessary for the efficient administration of such Division or for the promotion of some special activity such as to foster the aims and objectives of the Institution.

BYE-LAWS AND REGULATIONS, ETC.

94. These Bye-Laws or any other Bye-Laws for the time being in force may be added to, revoked, altered or amended only at a Special General meeting convened for the purpose under the provisions of sub-paragraph (c) of Bye-Law 73 and Bye-Law 80. Such addition, revocation, alteration and amendment shall have immediate effect if two-thirds or more of the Corporate Members present in person or by proxy at such Special Meeting vote in favor thereof.
95. The Council may make Regulations, and may from time to time amend or revoke such Regulations, for
- (i) the conduct of the affairs of any Division or Branch of the Institution established under the provision of Bye-Laws 3 or 6, and
 - (ii) any other purpose not inconsistent with these Bye-Laws.
96. The Council may approve any local Rules presented by any Division under the provisions of any Regulations made under Bye-Law 95.
97. No Report of the proceedings of any meeting of the Institution or of the Divisions shall be published except with the previous consent of the Council.

COPYRIGHT

98. Every paper presented to the Institution and accepted for reading or for publication in full or in abstract, and every paper read before the Institution or Division and the copyright thereof, shall be the property of the Author.

The agreement to read a paper to the Institution shall confer the rights to publish the paper together with reports of the proceedings and discussions at the meeting.

The rights of publishing all such papers inclusive of the reports of the proceedings and discussions at meetings of the Institution and of the Divisions shall be reserved to the Council who may, as they think fit, give their consent to the publication in approved cases.

NOTICES

99. Any notice may be served or any communication may be sent by the Council or by the Honorary Secretary of the Institution upon or to any member of any class either personally or by sending it prepaid through the post addressed to such person at his address as registered in the books of the Institution.

Any notice or communication, if served or sent by post, shall be deemed to have been served or delivered on the tenth (10) day following that on which the same is posted; and in proving such service or sending, it shall be sufficient to prove that the notice or communication was properly addressed and posted.

INCORPORATION OF KINDRED SOCIETIES

100. The Council may, upon receipt of a request to the effect from any Society with objects kindred to those of the Institution; arrange for the union, alliance or incorporation of such Society with the Institution and may also if they think fit, remit or reduce the entrance fees of the members of such Society at the time of union, alliance or incorporation; provided that

no such union, alliance or incorporation shall be effective unless it is sanctioned by a Special General meeting.

SCHEDULE
FORM A

(Bye-Law 11 refers)

I, the undersigned, agree that, in the event of my election to membership of any class in the Jamaica Institution of Engineers, I will be governed by the Constitution and Bye-Laws of the Institution, as they now are or as they may hereafter be altered; and that I will advance the objects of the Institution as far as shall be in my power: provided that, whenever I shall signify in writing to The Honorary Secretary of the Institution that I am desirous of withdrawing from the Institution I shall, after payment of any arrears which may be due by me at that period, be free from this obligation.

SCHEDULE

FORM B

(Bye-Law 84 refers)

Jamaica Institution of Engineers,

I, _____ of _____

being a Corporate Member of the above Institution hereby appoint

_____ of _____ or

failing him _____ of _____ as my

proxy at the Annual General meeting/Special General meeting of

the Institution to be held on the _____ day of _____,

20 ____ and at any poll held in connection t herewith.

And witness my hand this _____ day

of _____ 20 _____.

Signature _____

Class of membership of the Institution _____

JAMAICA INSTITUTION OF ENGINEERS
REGULATION NO. 1
MADE BY THE COUNCIL OF THE INSTITUTION
UNDER BYE-LAW 3
FOR THE DIVISIONS OF THE INSTITUTION

1. The Divisions when constituted shall, until otherwise determined by the Council, be as follows:

Civil Engineering
Electrical Engineering
Mechanical Engineering
Chemical Engineering

2. The Headquarters of each Division when constituted shall, unless otherwise determined by the Council, be located at the Headquarters of the Institution.

MEMBERSHIP

3. In accordance with Bye-Law 5, any member may be registered in more than one (1) Division but shall be deemed to be attached to one (1) Division for the purpose of election to Council.

4. A Divisional Register of all members attached to the Division showing their classes of membership and addresses and such other particulars as the Divisional Committee may from time to time prescribe, shall be kept at the Headquarters of the Institution.

5. A Divisional Committee may admit as a visiting member any person who, being a Corporate Member of an Engineering Institution, Institute or Society recognized by the Council, is a bona fide visitor to Jamaica. He shall take no part in the government of the Division and the period of his visiting membership shall not extend beyond a maximum of six (6) months in respect of his visit to Jamaica.

FINANCE

6. No subscription shall be required from a member of a Division in addition to that payable to the Institution under its Bye-Laws.
7. The Institution shall bear the ordinary expenses of each Division, which expenses shall have the prior approval of the Council.
8. The Divisional Committee shall cause a true account to be kept of all sums of money received and expended by the Committee and of matters in respect of which such receipt and expenditures take place and of all the effects, credits and liabilities for which the Division is held responsible by the Institution. This account shall be presented, on demand, to The Honorary Treasurer of the Institution.

MANAGEMENT

9. The affairs of each Division shall be managed by a Divisional Committee constituted as follows:-

A Chairman

A Past-Chairman

A Divisional Honorary Secretary /Treasurer

One (1) Ordinary Member of Committee

whose offices shall be honorary and without remuneration. The Chairman and Past-Chairman shall be Corporate Members. The Honorary Secretary/Treasurer and Ordinary members of Committee may be Corporate or Non-Corporate Members.

10. The Divisional Committee shall assume office immediately after the Divisional Annual General meeting at which the result of the ballot of its election is declared and shall remain in office until the conclusion of the next Annual General meeting of the Division.

A member of the Divisional Committee desiring to resign from that Committee shall tender his resignation in writing to the Honorary Secretary of the Division, or to the Chairman as appropriate.

ELECTION OF DIVISIONAL COMMITTEE

11. (1) When a Division is first formed, the election of a complete Divisional Committee shall take place at a Special General meeting of members of the Institution registered in such Division, and thereafter the election of the Divisional Committee shall be in accordance with the provisions of sub-clause (2) of this clause.
- (2) The mode of election of the Divisional Committee shall be by the vote of members present at the Divisional Annual General meeting. The election shall be held not later than the 31st day of July in each year and shall be subject to the approval of Council, provided that:-
- (a) The Chairman shall be nominated by the Division from the Corporate Members of that Division. He shall not hold office in that capacity for more than two (2) years in succession.
 - (b) The Ordinary Member of Committee shall hold office for one (1) year but shall be eligible for immediate re-election to the same or any other office;
 - (c) The Divisional Secretary/Treasurer shall retire annually and each shall be eligible for immediate re-election in that office.
 - (d) On an appropriate date in the later part of each session the Divisional Committee shall prepare a list of duly qualified persons nominated by the Divisional Committee for election to the vacancies about to occur

in the offices of Chairman, Divisional Honorary Secretary/Treasurer, and Ordinary Member of Committee.

- (e) The Division in selecting its nominees to fill vacancies on the Committee each year shall follow a procedure which will ensure that as far as possible the broad categories of engineering interests within the Division are reflected in the composition of the Divisional Committee.
- (f) Not later than the 15th day of June in each year any five (5) members of the Division may nominate any other duly qualified person to fill the vacancies occurring in the office of the Chairman and any two (2) members attached to the Division may nominate any other duly qualified person to fill any vacancy about to occur on the Divisional Committee by delivering such nomination in writing to the Divisional Honorary Secretary, together with the written consent of such person to accept office if elected, but each such nominator shall be debarred from nominating more than three (3) persons for the same election. Provided that if the candidates nominated for any class of vacancy are not more in number than the vacancies of that class the persons so nominated shall be deemed to be duly elected and there shall be no ballot with respect to that class of vacancy.
- (g) In the event of there being a ballot the Divisional Committee shall, at the Divisional Annual General meeting, present to each member of the Division entitled to vote a ballot paper containing the names of all persons duly nominated, whether by the Divisional Committee or otherwise, whether to fill the vacancies referred to in paragraphs (d) and (f) above.
- (h) In the ballot each Corporate Member, or Graduate Member voting shall delete sufficient names to reduce the number of names on the ballot paper after such

deletions to the number to be elected to the respective offices. The ballot papers shall be returned to the Divisional Honorary Secretary so marked and returned as may be from time to time determined by the Divisional Committee; and the Divisional Chairman shall declare the results of the election before the end of the meeting. Any matters of procedure arising in the election of a Divisional Committee other than those dealt with in paragraphs (a) to (h) above, shall be dealt with by the Divisional Committee who shall follow as nearly as possible the practice applying from time to time to the election of the Council unless any specific variation therefrom is confirmed by the Council for inclusion in the Rules of the Division, or, in the absence of any such Rules, in the standing procedure adopted by the Divisional Committee.

12. Immediately following the election of the Divisional Committee each Divisional Honorary Secretary shall send to the Honorary Secretary of the Institution a list of the names and offices of the Divisional Committee.
13. The provisions of Bye-Laws 58 and 59 shall apply mutatis mutandis to Divisional Committees as though the members concerned were members of the Council.

PROCEEDINGS, POWERS AND DUTIES OF THE DIVISIONAL COMMITTEE

14. The Divisional Committee shall arrange and manage the affairs of the Division in conformity with the practice of the Institution. The Committee may, as far as it deems expedient, delegate any of the duties falling to it under these Regulations to a Subcommittee or Sub-Committees, but it shall not so delegate matters delegated to it by the Council under Bye-Law 67.
15. The Divisional Committee shall meet as often as the business of the Division may require and in any event not less than once

a quarter.

Meetings shall be held at the Headquarters of the Division or such other places as the Chairman may decide.

16. Each member of the Divisional Committee shall, irrespective of the capacity or capacities in which he is serving, have one (1) vote, and the Chairman shall have a casting vote in addition to his deliberative vote.
17. At each meeting of the Divisional Committee the Chair shall be taken by the Chairman or in his absence, the Past-Chairman.
18. On the demand of any two (2) members of the Divisional Committee present at any meeting of such Committee any resolution of the Divisional Committee passed at such meeting shall be adjourned to the next meeting for further consideration, and in such case the resolution shall not become effective unless it be confirmed by a majority at such next meeting;

Provided always that the consideration of such resolution shall not be further adjourned at such next meeting except by a resolution of the Divisional Committee.

19. Each Division shall be at liberty to prescribe its own local Rules and to amend or revoke them, subject to confirmation by the Council in accordance with Bye-Law 95.
20. A Division shall not, without the sanction of the Council do anything which affects the interests of the Institution as a whole or involves questions of Institution policy, which should therefore be dealt with by the Council.
21. Copies of all documents or papers printed or issued by the Divisional Committee shall be forwarded to the Honorary Secretary of the Institution for record by the Institution.
22. Complete copies of the minutes of all meetings of a Division and of its Committee shall be forwarded to the Honorary Secretary of the Institution and to the Divisional Honorary Secretaries of all other Divisions promptly after each meeting.

23. It shall be the duty of the Divisional Honorary Secretary, under the direction of the Divisional Committee, to conduct the ordinary business of the Division in accordance with the bye-Laws and this
Regulation and on behalf of the Divisional Committee to supervise such officials as the Committee may appoint. He shall be required to keep an accurate record of the proceedings of the Division and of the Divisional Committee, and forward copies thereof to the Council; to keep a register of the membership of the Division, and to send to members notices of meetings and such other matters as may be decided by the Committee; to conduct the correspondence of the Division: to edit and to arrange for the printing of such publications as the Division may issue; and to carry out such other duties as may be prescribed in these Regulations or determined by the Divisional Committee.
24. It shall be the duty of the Divisional Honorary Secretary/Treasurer to conduct and record the financial transactions of the Division.
25. The Divisional Committee may appoint or employ a Divisional Assistant Secretary and or such other staff or agents as may be deemed necessary for the effective administration of the affairs of the Division, and shall define their duties and determine from time to time their remuneration. The Divisional Committee may suspend or terminate the appointment of any person so appointed or employed.
26. The Divisional Committee may direct the Divisional Assistant Secretary or any other person appointed under Clause 25 to perform such of the duties of the Divisional Honorary Secretary/Treasurer under his supervision and such other duties as it may from time to time determine.

MEETINGS

27. The meetings of the Committee shall be held at such places at such times as the Divisional Committee appoint.
28. Meetings of the Division shall be as follows:-
 - (a) Ordinary meetings for the reading and discussion of papers on engineering and allied subjects, for lectures and discussions on those subjects, and for visits to works of engineering interest;
 - (b) The Divisional Annual General meeting;
 - (c) Special General meetings of Corporate Members, and Graduate Members for the purpose of revoking, altering or amending any local Rules of the Division.
29. The Corporate Members, and Associate Members shall alone be competent to vote at the meetings specified in paragraphs (a), (b) and (c) of Clause 28. Subject to Bye-Law 30, each person voting shall have one (1) vote.
30. In addition to the ordinary meetings specified in Clause 28, the Divisional Committee may at their discretion arrange for other meetings to be held for the dissemination of engineering knowledge by means of lecture or cinematograph or other pictorial representations, or for the discussion of engineering and allied subjects and the reading of papers thereon; and the Divisional Committee shall determine the conditions of admission to such meetings, and the manner in which they shall be conducted.
31. The Ordinary meetings of the Division shall be conducted as prescribed by the Divisional Committee from time to time, and the Divisional Committee shall determine the conditions of admission to such meetings.
32. At an Ordinary meeting no question shall be discussed, or mention be made, relating to the direction and management of

the Division or of the Institution.

33. Every member of any class shall have the privilege of introducing one (1) or more visitors at each Ordinary meeting of the Division, by writing his or their names in a book provided for that purpose, or supplying him or them with admission tickets to be obtained from the Divisional Honorary Secretary/Treasurer.
34. The Annual General meeting of each Division shall be held not later than the 31st day of July in each year as the Divisional Committee may determine. The business of the Divisional Annual General meeting shall be to receive and consider the Report of the Divisional Committee,, to elect the new Divisional Committee, to elect the new Divisional Committee for the ensuing year, and (with the approval of the Divisional Committee) to transact any other business of which notice in writing shall have been given to the Divisional Honorary Secretary at least seven (7) days before such meeting.
35.
 - (1) A Special General meeting of Corporate Members, and Graduate Members of the Division may be called at any time by the Divisional Committee for any specific purpose relating to the direction and management of the affairs of the Division, and the Divisional Committee shall at all times call such a meeting on a requisition, in writing, of ten (10) Corporate or Graduate Members, specifying the general nature of the business to be transacted.
 - (2) A Special General meeting of Corporate Members, and Graduate Members may be called at any time by the Divisional Committee, for the purpose of revoking, altering or amending any local Rules of the Division; and the Divisional Committee shall at all times call such a meeting on a requisition, in writing, of ten (10) Corporate Members, and Graduate Members specifying the alterations in or amendments of the local Rules.
36. The meetings of the Division shall be regulated as nearly as possible by those of the Institution and for this purpose the

provision of Bye-Laws 81 to 89 inclusive, shall apply mutatis mutandis as though the Division were the Institution and the Divisional Committee and its officers and members were the Council and its officers and members.

Provided that the quorum referred to in Bye-Law 87 shall be ten (10) (which shall be the minimum number required to form the Division).

ORGANIZATION-COUNCIL/DIVISIONAL COMMITTEE

COUNCIL

DIVISIONAL COMMITTEE

PRESIDENT
 PRESIDENT-ELECT
 PAST PRESIDENT
 THREE (3) VICE-PRESIDENTS
 HONORARY SECRETARY

 HONORARY TREASURER
 CHAIRMAN (CIVIL DIVISION)
 CHAIRMAN (ELECTRICAL DIVISION)
 CHAIRMAN (MECHANICAL DIVISION)
 SIX (6) ORDINARY MEMBERS

CHAIRMAN
 PAST CHAIRMAN

 HONORARY
 SECRETARY/TREASURER

ONE (1) ORDINARY MEMBER

Total - 17 Members

Total - 4 Members

(Election by vote of Corporate Members of Institution only, except for Divisional Chairmen and Graduate Member positions on council)

(Election in accordance with the provisions of Regulation No. 1 Clause12 by votes of all Classes of Division)

JAMAICA INSTITUTION OF ENGINEERS
REGULATION NO. 2
MADE BY THE COUNCIL OF THE INSTITUTION
UNDER BYE-LAW 14
FOR APPROVAL OF QUALIFICATIONS
APPROVED SYLLABUSES AND CURRICULA

DEFINITIONS

1. In this Regulation the following definitions shall be used as applicable:-

A "Professional Engineer" is an engineer who satisfies the requirements of Bye-Laws in respect of Corporate Membership of the Institution.

"Approved Syllabuses" means syllabuses approved by the Council, from which degrees, diplomas and other awards are issued.

"Approved Engineering Institutions and Other Bodies" mean those Institutions and other Associations of Professional Engineers or other Registration Boards approved by the Council from time to time whose corporate voting members are eligible for similar professional status in the Institution.

"Approved Post Graduate Training" means training and experience under the guidance of a professional engineer over a specified period and on a basis approved by the Council.

"Approved Experience" means experience gained in the practice of engineering which in the opinion of Council is satisfactory for the attainment of the professional status.

"Approved Post Graduate Degree Studies" means studies considered by Council as relating to recognizable practical pursuits or fields of engineering activity.

2. The Council may add to, omit or otherwise vary the Syllabuses or Institutions or Other bodies in the Schedule to this

Regulation from time to time as they see fit.

SCHEDULE TO REGULATION ON APPROVAL OF QUALIFICATIONS APPROVED SYLLABUSES

- satisfying the requirements of Bye-Law 14 Clause (1):-

The University of the West Indies Faculty of Engineering (Civil, Mechanical, Electrical, Chemical Engineering Degrees).

Curricula leading to first degrees in Engineering in the United States accredited by the Engineers' Council for Professional Development, New York.

Curricula leading to degrees in Engineering in Canada accredited by the Canadian Council of Professional Engineers.

University Degrees in Engineering accepted by the Council of Engineering Institutions, United Kingdom, for exemption from their Examinations.

APPROVED ENGINEERING INSTITUTION AND OTHER BODIES
satisfying the requirement of Bye-Law 14 Clause (2):

The Association of Professional Engineers of Trinidad
and Tobago

The Antigua Association of Professional Engineers

The Bahamas Association of Professional Engineers.

The Barbados Association of Professional Engineers

The Dominica Association of Technical Professionals

The Grenada Institute of Professional Engineers

The Guyana Association of Professional Engineers

The St. Lucia Association of Professional engineers

The St. Vincent Association of Professional Engineers

Approved Member Institutions of the Council of Engineering
Institutions (CEI) United Kingdom.

Approved Member Associations of the Canadian Council

of Professional Engineers.

The Registration Board or other appropriate Body of any state of the United States of America subject to the approval by the Council of the Registration requirements of that Body.

NOTES

1. Associate Members of the Approved Member Institutions of the CEI may be elected to Graduate Member class in JIE but no higher.
2. Corporate Members of the Approved Member Institutions of the CEI may be elected member grade in JIE.

JAMAICA INSTITUTION OF ENGINEERS
REGULATION NO. 3

(1) DEFINITION OF FOUNDING BODIES AND FOUNDING MEMBERS

- (i) Wherever the phrase "Founding Bodies" appears in these Bye-Laws or Regulations, it shall be understood to refer specifically to the two (2) bodies formerly known as the Institution of Engineers, Jamaica and the Jamaica Association of Engineers.
- (ii) The phrase "Founding Members" shall be understood to refer to those members of the Founding Bodies whose names appear on the initial register of membership of the Jamaica Institution of Engineers at the time of its inception.

(2) TRANSFER OF ASSETS, LIABILITIES AND INDIVIDUAL INDEBTEDNESS

- (i) ASSETS AND LIABILITIES OF THE FOUNDING BODIES. All assets and liabilities of the Founding bodies existing immediately before the inauguration of the Jamaica Institution of Engineers shall be transferred to and vested in the Jamaica Institution of Engineers.
- (ii) INDEBTEDNESS OF THE INDIVIDUAL FOUNDING MEMBERS TO THE FOUNDING BODIES. Indebtedness of individual Founding Members to the Founding Bodies shall, at the inauguration of the Jamaica Institution of Engineers, be transferred as indebtedness to the Jamaica Institution of Engineers.

JAMAICA INSTITUTION OF ENGINEERS
REGULATION NO. 4

MADE BY THE CARETAKER COUNCIL OF THE JAMAICA INSTITUTION
OF ENGINEERS, ON ALTERATION AND SUSPENSION OF CERTAIN
BYE-LAWS:

1. In order to ensure that payment of subscriptions by Founding Members can be made without conflicting with the requirements of the Bye-Laws, the said requirements of the following Bye-Laws shall be altered as indicated below:-

Bye-Law 24

Founding Members in all categories will not be required to pay any entrance fees.

Bye-Law 26

All subscriptions from Founding Members shall become due on the first day of January, 1978 except as required under the provisions for alteration of Bye-Law 27 set out below.

Bye-Law 27

Founding Members from the former Jamaica Association of Engineers shall be required to pay the portion of the annual subscription due to the Institution for the period from the date of inception to the thirty-first day of December, 1977.

Founding Members from the former Institution of Engineers, Jamaica shall not be required to pay any subscription to the Institution before the first day of January, 1978.

It shall be the prerogative of the elected Council(s) to maintain or revoke the above alterations as it sees fit.

2. In order to ensure that election of the first Council can take place without conflicting with the requirements of the Bye-Laws the said requirements of the following Bye-Laws shall be so suspended.

Bye-Law 43

There shall be no Past President for the first year and only

one for the second year.

Bye-Law 44

The date of appointment and the constitution of the Nominating Committee shall be altered.

Bye-Law 45

The Committee shall submit to the Caretaker Council its nominations for the first Council.

Bye-Law 47

The date for return of nominations shall be altered.

Bye-Laws 50 and 51

For the first election, any Corporate or Associate Member may be considered for election to any office on the Council for which he is eligible.

Bye-Law 56

The day on which the Caretaker Council shall send ballot papers to members, and the date of their return, shall be altered.

Bye-Law 57

The date for appointing scrutineers shall be altered.

The period of suspension shall end when the first elected Council takes up office.

Made : 19th July, 1977

Signed : A.A. Dove
(Chairman - Caretaker Council)

D.A. Dunkley
Hon. Secretary - Caretaker Council)

JAMAICA INSTITUTION OF ENGINEERS
REGULATION NO. 5
USE OF INSTITUTION INITIALS

Members of the Institution may use the following initials to indicate Membership in the Institution in the following manner only:

- | | | |
|--------------------------|---|-------|
| Class of Fellow | - | FJIE |
| Class of Member | - | MJIE |
| Class of Graduate Member | - | GMJIE |

JAMAICA INSTITUTION OF ENGINEERS
REGULATION No. 6
CODE OF PROFESSIONAL ETHICS

A Professional Engineer

1. Owes Certain duties to the public, to his employers, to other members of his Profession and to himself and shall act at all times with:
 - (a) Fidelity to the public needs;
 - (b) fairness and loyalty to his associates, employers, clients, subordinates and employees;
and
 - (c) devotion to high ideals of personal honour and professional integrity.
2. Shall express opinions on engineering matters only on the basis of adequate knowledge and honest conviction.
3. Shall have proper regard for the safety, health and welfare of the public in the performance of his professional duties.
4. Shall endeavour to extend public understanding of engineering and its place in the society.
5. Shall not be associated with enterprises contrary to the public interest or sponsored by persons of questionable integrity, or which does not conform to the basic principles of the Code.
6. Shall sign or seal only those plans, specifications and reports actually prepared by him or under his direct professional supervision.
7. Shall act for his client or employer as a faithful agent or trustee.
8. Shall not disclose confidential information pertaining to the

interests of his clients or employers without their consent.

9. Shall present clearly to his clients or employers the consequences to be expected if his professional judgment is overruled by non-technical authority in matters pertaining to work for which he is professionally responsible.
10. Shall not undertake any assignment which may create a conflict of interest with his clients or without the full knowledge of his clients or employers.
11. Shall not accept remuneration for services rendered other than from his client or employer.
12. Shall conduct himself towards other professional engineers with courtesy, fairness and good faith.
13. Shall not compete unfairly with another engineer by attempting to obtain employment, advancement of professional engagements by competitive bidding, by taking advantage of a salaried position or by criticizing other engineers.
14. Shall undertake only such work as he is competent to perform by virtue of his training and experience.
15. Shall not advertise his work or merit in a self-laudatory manner, and shall avoid all conduct or practice likely to discredit or unfavorably reflect upon the dignity or honour of the profession.
16. Shall advise his Association or institution or the Council of any practice by another Professional Engineer which he believes to be contrary to the Code of Ethics.

GUIDE TO PRACTICE UNDER THE CODE OF ETHICS
GENERAL:

- Article 1 A Professional Engineer owes certain duties to the public, to his employers, to other members of his profession and to himself and shall act at all times with:
- (a) fidelity to public needs;
 - (b) fairness and loyalty to his associates, employers, clients, subordinates and employees, and
 - (c) devotion to high ideals of personal honour and professional integrity.

DUTIES OF THE PROFESSIONAL ENGINEER TO THE PUBLIC:

- A Professional Engineer
- Article 2 shall express opinions on engineering matters only on the basis of adequate knowledge and honest conviction.
- (a) He shall ensure that to the best of his ability, the statements on engineering matters attributed to him are not misleading and properly reflect his professional opinion;
 - (b) He shall not express publicly or while he is serving as a witness before a court, commission or other tribunal opinions on professional engineering matters that are not founded on adequate knowledge and honest conviction.
- Article 3 shall have proper regard for the safety and welfare of the public in the performance of his professional duties.
- (a) He shall notify the proper authorities of any situation which he considers, on the basis of his professional knowledge, to be a danger to public safety or public health.

- (b) He shall not give opinions or make statements on professional engineering projects connected with public policy where such statements are inspired or paid for by private interests unless he clearly discloses on whose behalf he is giving the opinions or making the statements.

Article 4 shall endeavour to extend public understanding of engineering and its place in society.

- (a) He shall endeavour at all times to enhance the public regard for, and its understanding of, his profession by extending the public knowledge thereof and discouraging untrue, unfair or exaggerated statements with respect to professional engineering.

- (b) He shall not give opinions or make statements on professional engineering connected with public policy where such statements are inspired or paid for by private interests unless he clearly discloses on whose behalf he is giving the opinions or making the statements.

Article 5 shall not be associated with enterprises contrary to the public interest or sponsored by persons of questionable integrity, or persons who do not conform to the basic principles of the Code.

- (a) He shall conform with registration laws in his practice engineering.

- (b) He shall not sanction the publication of his reports in part or in whole in a manner calculated to mislead and if it comes to his knowledge that they are so published, he will take immediate steps to correct any false impressions given by them.

Article 6 shall sign and/or seal only those plans, specifications and reports actually prepared by him or under his direct professional supervision.

DUTIES OF THE PROFESSIONAL ENGINEER TO HIS CLIENT OR EMPLOYER:

A Professional Engineer

Article 7 shall act for his client or employer as a faithful agent or trustee.

- (a) He shall be realistic and honest in all estimates, reports, statements and testimony.
- (b) He shall admit and accept his own errors when proven obviously wrong and refrain from distorting or altering the facts in an attempt to justify his decision.
- (c) He shall advise his client or employee when he believes a project will not be successful.
- (d) He shall not accept outside employment to the detriment of his regular work or interest, or without the consent of his employer.
- (e) He shall not attempt to attract an engineer from another employer by unfair methods.
- (f) He shall engage, or advise engaging, experts and specialists when such services are in his client's or employer's best interest.

Article 8 shall not disclose confidential information pertaining to the interests of his clients or employers without their consent.

- (a) He shall not use information coming to him confidentially in the course of his assignment as a means of making personal gain except with the

knowledge and consent of his client or employer.

- (b) He shall not divulge, without official consent, any confidential findings resulting from studies or actions of any commission or board of which, he is a member or for which is acting.

Article 9 shall present clearly to his clients or employers the consequences to be expected if his professional judgment is overruled by non-technical authority in matters pertaining to work for which he is professionally responsible.

Article 10 shall not undertake assignment which may create a conflict of interest with his clients or employers without the full knowledge of his clients or employers.

- (a) He shall inform his client or employer of any business connections, interests or circumstances which may be deemed as influencing his judgment or the quality of his service to his client or employer.

- (b) When in public service as a member, advisor or employee of a governmental body or department, he shall not participate in considerations or actions with respect to services provided by him or his organization in private engineering practice.

- (c) He shall not solicit or accept an engineering contract from a governmental body on which a principal or officer of his organization serves as a member.

Article 11 shall not accept remuneration for services rendered other than from his client or employer.

- (a) He shall not accept compensation from more than one interested party for the same service

or for services pertaining to the same work, under circumstances that may involve a conflict of interest, without the consent of all interested parties.

- (b) He shall not accept any royalty or commission on any article or process used on the work for which he is responsible without the consent of his client or employer.
- (c) He shall not undertake work at a fee or salary below the accepted standards of the profession in the area.
- (d) He shall not tender on competitive work upon which he may be acting as a consulting engineer.
- (e) He shall not act as consulting engineer in respect of any work upon which he may be the contractor.

DUTIES OF THE PROFESSIONAL ENGINEER TO THE PROFESSION:

A Professional Engineer

Article 12 shall conduct himself towards other professional engineers with courtesy, fairness and good faith.

- (a) He shall not accept any engagement to review the work of another professional engineer for the same employer or client except with the knowledge of such engineer, unless such engineer's engagement on the work has been terminated.
- (b) He shall not maliciously injure the reputation or business of another professional engineer.

Article 13 shall not compete unfairly with another engineer by attempting to obtain employment, advancement or professional engagements by competitive bidding, by taking advantage of a salaried position, or by criticizing other engineers.

(a) He shall not attempt to supplant another engineer in a particular employment after becoming aware that definite steps have been taken towards the other's employment.

(b) He shall not offer to pay, either directly or indirectly, any commission, political contribution, or a gift or other consideration in order to secure professional engineering work.

(c) He shall not solicit or submit engineering proposals on the basis of competitive bidding.

(d) He shall not use equipment, supplies, laboratory or office facilities of his employer to carry on outside private practice without consent.

Article 14 shall undertake only such work as he is competent to perform by virtue of his training and experience. He shall not misrepresent his qualifications.

Article 15 shall not advertise his work or merit in a self-laudatory manner and shall avoid all conduct or practice likely to discredit or unfavorably reflect upon the dignity or honor of the profession.

Circumspect advertising may be properly employed by the Engineer to announce his practice and availability. Only those media shall be used as are necessary to reach directly an interested and potential client or employer, and such media shall in themselves be dignified, reputable and characteristically free of any factor or circumstance that would bring disrepute to

the profession or to the professional using them. The substance of such advertising shall be limited to fact and shall contain no statement or offer intended to discredit or displace another engineer, either specifically or by implication.

Article 16 shall advise his Association or Institution or the Council of any practice by another Professional Engineer which he believes to be contrary to the Code of Ethics.

JAMAICA INSTITUTION OF ENGINEERS
REGULATION NO. 7
REGIONAL BRANCHES OF THE INSTITUTION

CONSTITUTION OF REGIONAL BRANCH

1. The Regional Branch shall be a group of members of the Institution established by Council to promote and encourage the general advancement of the engineering profession and practice and science of engineering and to facilitate the exchange of information and ideas on those subjects among the members of the Institution and otherwise.
2. The constitution of each Regional Branch and the conduct of its affairs shall be in accordance with Regulations made by the Council in that behalf under Bye-Law 95.
3. The Headquarters of each Regional Branch shall be approved by council.

MEMBERSHIP

4. Every Fellow, Member, Graduate Member, or Student of the Institution shall be deemed eligible for membership of a Regional Branch.

MANAGEMENT

5. The affairs of each Regional Branch shall be managed by a Regional Branch Committee constituted as follows:

Chairman
Secretary
Treasurer

whose offices shall be honorary and without remuneration.
The Chairman and Secretary shall be Corporate Members.

Other officers may be Corporate or Non-Corporate Members.

6. Each Regional Branch shall be at liberty to prescribe its own local rules pertaining to routine activities and to amend or revoke them. All such rules shall be subject to confirmation by Council.
7. Council requires a Regional Branch to conduct its activities in a manner which will enhance the image of the Institution and such activities shall be conducted in accordance with the policies of the Institution as established by Council.
8. Copies of all documents or papers printed or issued by the Regional Branch shall be forwarded to the Honorary Secretary of the Institution for record by the Institution.
9. Complete copies of all minutes and notes of meetings of a Regional Branch and of its Committee shall be forwarded to the Vice-President having responsibility for Regional Activities and the Honorary Secretary promptly after each meeting.
10. The Regional Branch shall meet as often as the business of the Region may require, and in any event not less than once each quarter.
11. The Council may allocate funds to a Regional Branch in accordance with Bye-Law 93, the disbursement of which shall be at the behest of the Honorary Treasurer of the Institution.
12. This Regulation is made in accordance with Bye/Law 95, which shall be exercised in the best interest of the Institution.

Approved: Annual General Meeting
October 25, 1985

JAMAICA INSTITUTION OF ENGINEERS
REGULATION 8
FOR RECOGNITION OF THE PROFESSIONAL ENGINEERS
REGISTRATION ACT 1987

1. In this Regulation the following expressions apply:

"The Institution" means The Jamaica Institution of Engineers.

"The Act" refers to The Professional Engineers Registration Act 1987.

2. The purpose of this Regulation is to recognize, accept and adopt the contents of the Act as being consistent with the aims and objectives of the Institution.
Further, that the provisions of the Act is hereby adopted as guiding principle for the practice of engineering by the membership of the Institution.
3. In witness of the foregoing, this Regulation is adopted by Resolution passed in accordance with the provisions of Bye-Law 95.

Approved: Annual General Meeting
October 26, 1990

JAMAICA INSTITUTION OF ENGINEERS
REGULATION NO. 9
ELECTION TO THE CLASS OF FELLOW

1. All applications for election to the class of Fellow of the Institution shall be submitted to the Honorary Secretary of the Institution on the prescribed Form;
2. Qualified applications shall be assessed by an Evaluating Committee appointed by Council, comprised of four (4) members as follows:-
 - (i) A Fellow of the Institution
 - (ii) A Past President
 - (iii) Chairman of the Membership Committee
 - (iv) Another Past President or Fellow
3. Applicants seeking elevation to the class of Fellow of the Institution shall meet the minimum qualifications and requirements specified under Bye-Law 13;
4. In evaluating applications, the Evaluation Committee shall take into consideration the following factors:-
 - (a) Position in organization, whether partner, director, senior manager and the number, specialist skills and educational level of employees over which supervision or management is exercised.
 - (b) In the case of educational institutions, the level of tutorship and position of responsibility or duties;
 - (c) Technical projects handled directly, their type, value and scope of work including those of a research and development nature;
 - (d) Years and experience of engineering practice at a senior level and period of membership as Corporate Member of the Institution; (minimum of ten (10) years);

- (e) Contribution to the science and practice of engineering;
 - (f) Contribution to the engineering profession through service to the Institution;
5. Applicants recommended for elevation to the class of Fellow shall satisfy the Evaluation Committee in full in each of the categories listed under Clause 4 above.
 6. The recommendation of the Evaluation Committee shall have the support of all of its sitting members:
 7. A member shall be elected to the class of Fellow when a resolution to that effect is approved by Council, which shall carry by a unanimous vote of Council of members present at the meeting.
 8. A member elected to the class of Fellow should be so notified in writing by the Honorary Secretary and such election published and issued to all Corporate Members of the Institution.
 9. A member elected to the class of Fellow shall be entitled to use the designation FJIE after his name.

Approved: Annual General Meeting
October 28, 1991.

JAMAICA INSTITUTION OF ENGINEERS
REGULATION NO. 10
ANNUAL AWARDS IN RECOGNITION OF CONTRIBUTION
TO THE ENGINEERING PROFESSION IN JAMAICA

1. The Institution shall give recognition each year to the contributions made by its members and technical organizations, to the Engineering Profession in Jamaica;
2. Such recognition may be made in respect of any of the following categories:-
 - (i) Noteworthy engineering project successfully completed within the previous twelve (12) months;
 - (ii) Individual, company, institution or organization whom or which may have made an outstanding standing contribution;
 - (iii) Outstanding Graduate Member, excelling in his/her chosen field of work;
 - (iv) Outstanding student member/graduate of an approved educational institution:
3. The period of consideration shall be from October of the preceding year to September of the year of the award;
4. Nomination for Awards accompanied by supporting information shall be solicited from the membership;
5. Nominations received shall be evaluated by a special Panel comprised of three (3) eminent members of the Institution, approved by Council and including the Chairmen of the Civil and Electrical/Mechanical Divisions.
6. The Panel is also empowered to make its own nominations and shall not be obligated to accept any or all of the nominations submitted by members;
7. Announcement of the Award(s) and presentation each year

shall take place on the occasion of the Institution's Annual Dinner.

Approved: Annual General Meeting
October 28, 1991

JAMAICA INSTITUTION OF ENGINEERS
REGULATION NO. 11
LIFE MEMBERSHIP

1. Corporate Members of the Institution on attaining the age of sixty-five (65) shall be entitled to Life Membership, provided that such person has been a Corporate Member of the Institution for a minimum period of fifteen (15) years:
2. This honour shall apply to the class of Member as well as Fellow of the Institution;
3. Such persons shall not be required to pay the annual fees stipulated under Bye-Law 27 of the Constitution, however, shall continue to enjoy all the rights and privileges of the Institution;
4. This honour shall be conferred upon qualifying Corporate Members, subject to recommendations by the Membership Committee and ratification by council.

Approved: Annual General Meeting
October 28, 1991

JAMAICA INSTITUTION OF ENGINEERS
RESOLUTION 1
AFFILIATE CLASS OF MEMBERSHIP

On 17 October 2003 the formation of a new class of member called “AFFILIATE MEMBER” was approved and the class of member called “ASSOCIATE MEMBER” was re-named “GRADUATE MEMBER”. All prior references to “Associate Member” in the main body of the JIE’s Constitution and Bye-Laws have been replaced with “Graduate Member”, and where all definitions and subsequent references to the new class of membership, “Affiliate Member” were inserted into the Constitution and Bye-Laws.

Approved: Annual General Meeting
17 October 2003

HISTORY NOTE

Over the years, Engineering institutions in Jamaica have existed under various names, with the earliest known organization being the Jamaica Association of Professional Engineers, in the 1940's. The main objectives of this association at that time, were the advancement of Engineering knowledge the promotion and maintenance of a high standard of work in the Engineering field, and to promote the recognition of the Engineers' importance to the welfare of every community. It also sought to guarantee professional integrity and to protect the engineer.

Later on, from 1960 to 1966, the Joint Group of Professional Engineers was formed. This was made up essentially of Jamaican Engineers, who were corporate members of the various existing professional engineering institutions in the United Kingdom.

In 1966, this group was formed into the Institution of Engineers, Jamaica. In the early 1970's, a second and competing association, the Jamaica Association of Engineers was formed, promoting less demanding requirements for corporate membership. However, after some years of discussion, negotiation and compromise, in 1977, Jamaican Engineers were finally united by a merger between the two organizations, under a new name, the JAMAICA INSTITUTION OF ENGINEERS, which is the current Institution.

FILE = JIECONS2.DOC
REVISIONS FOR THE PURPOSE OF THE CREATION OF THE NEW
CLASS OF AFFILIATE

ADDED 23 JULY 2003 (Noted H. Chin)
CORRECTED TO 14 JULY 2004

JAMAICA INSTITUTION OF ENGINEERS
RESOLUTION I
CORPORATE MEMBERSHIP

The Annual General Meeting of October authorizes the Council to draft the necessary changes to the Constitution Bye-laws and Regulations so that Bye-Law 18a shall read as follows:

“Any person desirous of election as a member shall be proposed by one Corporate Member who is in good standing and supported by one Corporate Member other than the proposing member.

Approved: Annual General Meeting
20 October 2006

JAMAICA INSTITUTION OF ENGINEERS
RESOLUTION II
GRADUATE MEMBERSHIP

The Annual General Meeting authorizes the Council to draft the necessary changes to the Constitution Bye-laws and regulations so that Bye-Law 18b shall read as follows:

“Any person desirous of election as a Graduate Member Shall be proposed by one Corporate Member who is in good standing.”

Approved: Annual General Meeting
20 October 2006

JAMAICA INSTITUTION OF ENGINEERS
RESOLUTION III
THE CLASS OF FELLOW

Be it resolved that: The Annual General Meeting authorizes the Council to submit the following amendment of Bye-Law 13 to the general membership for comments:

13. No later than the July meeting each year, the Council shall appoint a Sub-committee to review nominations and applications submitted for the election of members to the class of Fellow. The sub-committee shall comprise four (4) members and shall include one Fellow, one Past President, the chairman of the Membership Committee and one Corporate Member. The members of the Sub-committee shall be in good standing and the Corporate Member shall be a member of the institution for at least five (5) years.

13.1 Every candidate for election to the class of Fellow shall be a person being a Corporate Member of the Institution, who in the opinion of Council has met the requirements for elevation to the class of Fellow. He shall have distinguished himself by his expertise or work in engineering science or practice and have contributed in a particular manner to the engineering profession in Jamaica.

He shall:

- a) Be a Corporate Member of the Institution for a minimum period of ten (10) years.

- b) Be nominated by two (2) Fellows of the Institution and supported by two (2) Corporate Members of the Institution, all of whom shall be in good standing at the date of the nomination

OR

- c) Apply to Council and be supported by two (2) Corporate Members of the Institution, all of whom shall be in good standing at the date of the application.
- d) At the time of nomination, be engaged in or associated with the practice of engineering.
- e) Occupy a position of responsibility, have performed special duties, acquired expertise in engineering technology, research or development or otherwise distinguished himself in a chosen field of engineering.
- f) Have contributed to the development or practice of engineering in Jamaica, including service to the Jamaica Institution of Engineers.

Approved: Annual General Meeting
18 October 2007

JAMAICA INSTITUTION OF ENGINEERS
RESOLUTION IV
THE COUNCIL AND OFFICERS

Be it resolved that: The Annual General Meeting authorizes the Council to draft the following change to the Bye-Laws:

42a: The Council of the Jamaica Institution of Engineers shall include at least one member from the Western Chapter and at least one member from the Central Chapter. Such persons shall satisfy all the requirements for election as members of Council.

Approved: Annual General Meeting
16 October 2008

JAMAICA INSTITUTION OF ENGINEERS
RESOLUTION V
MEETING-AGM

Be it resolved that: The Special General Meeting authorizes the Council to draft the following change to the Bye-Laws:

“79a:

The Annual General meeting shall be held in the month of October or at such earlier time as the Council may determine. The business of the Annual General meeting shall be to receive and consider the Report of the Council and the accounts of the Institution for the past year; to elect Auditors; and (with the approval of the Council) to transact any other business of which notice in writing shall have been given to the Honorary Secretary at least twenty-eight (28) days before such meeting.”

Approved: Special General Meeting
January 26, 2010

JAMAICA INSTITUTION OF ENGINEERS
RESOLUTION VI
TAX EXEMPTION

Be it resolved that:

This Annual General Meeting authorizes the Council to Draft the appropriate changes to the Memorandum and Articles of Association of the Jamaica Institution of Engineers to allow the institution to seek the obtainment of Tax exempt Status.

Approved: Annual General Meeting
21 October 2010

JAMAICA INSTITUTION OF ENGINEERS
RESOLUTION VII
AFFILIATE MEMBERSHIP

Be it resolved that: By-Law 16 (b) of the Institution be amended as set forth below.

AFFILIATES

16 (b) every candidate for election as an Affiliate shall be:-

A person who, in the opinion of council, has an interest or is engaged in the Engineering, and Construction Industry or related academic areas. Hold a degree, diploma or an award in the Sciences including Mathematics, or Geology or Physics from a University, Polytechnic or any other approved institution.

Approved: Annual General Meeting
21 October 2010

JAMAICA INSTITUTION OF ENGINEERS
RESOLUTION VIII

Be it resolved that: By-Law 16 (b) of the Institution be amended as set forth in the attached document.

A person who, in the opinion of council, has an interest or is engaged in the Engineering, and Construction Industry, or related academic areas. It shall not be mandatory that persons desirous of election as Affiliates hold a degree, diploma or an award in the Sciences including Mathematics, or Geology or Physics from a University, Polytechnic or any other approved institution.

Approved: Special General Meeting
July 22, 2011

JAMAICA INSTITUTION OF ENGINEERS
RESOLUTION IX

To require that appropriate articles for the institution be put in place, as should allow for the desired tax relief to be obtained and to file for the institution new articles of incorporation.

Approved: Special General Meeting
July 22, 2011

JAMAICA INSTITUTION OF ENGINEERS
RESOLUTION XI

Be it resolved that: By-Law 63 of the Institution be amended as set forth in the attached document.

MEMBERSHIP RESOLUTION XI

“Members of Council may attend/participate in Council meetings via electronic means and be recorded as being present on the condition that the meeting makes necessary arrangements for such attendance”.

Approved: Annual General Meeting
19 October 2017

JAMAICA INSTITUTION OF ENGINEERS
RESOLUTION XII

Be it resolved that: By-Law 43 of the Institution be amended as set forth in the attached document.

MEMBERSHIP RESOLUTION XII

“The Council shall consist of:-

The President
President-Elect
Three (3) Vice-Presidents
Immediate Past President
The Honorary Secretary
The Honorary Treasurer

Chairman of each Division of the Institution Six (6) ordinary Members of Council, two (2) of whom may be Graduate Members and two (2) of whom may be Chairmen of the Western and Central Chapters of the JIE, provided these Chapters are operational at the time of nominations and elections, whose offices shall be honorary and without remuneration. The offices of Honorary Secretary and Honorary Treasurer may be combined.

The Western Chapter of the JIE may consist of members residing or working in any of the following parishes: Trelawny, St. James, Hanover, Westmoreland.

The Central Chapter of the JIE may consist of members residing or working in any of the following parishes: Clarendon, Manchester, St. Elizabeth, St. Ann.

The Chairman of each Division and Non-Student Chapter shall be elected by the Division /Non Student Chapter in accordance with the provisions of By-Law 4 and Regulation No. 1, Clause 11.

The Non- Student Chapter Governance will be in accordance with By-Law 3 Regulation 1 that covers the operation of a Division.

Approved: Special General Meeting
16 May 2018

KEY DATES

DATE	DELIVERABLE	REFERENCE
May Council Meeting	Nominations Committee appointed	Bye-law 44
June 15	JIE Divisions membership identify persons to fill vacancies	Regulation 1 para. 11, section (a)
July 15	All nominations for JIE posts for new council year delivered to Hon. Secretary	Bye-law 47
July 31	End of financial yr. Audited Accounts prepared	
July 31	AGM for Divisions	Bye-law 3 Regulation 1 (34)
August 1	Election ballots distributed to all eligible voting members	Bye-law 56
August Council Meeting	Two or more scrutineers appointed by council to facilitate election balloting	Bye-law 57
August 31	<ul style="list-style-type: none"> i. Hon. Secretary collects unopened ballot papers ii. Scrutineers open ballots, counts votes and reports to President 	By-law 57
September	Engineers Week	
October	Annual General Meeting	Bye-law 79
	Announce new council slate	Bye-law 58
November	Annual Awards Dinner	