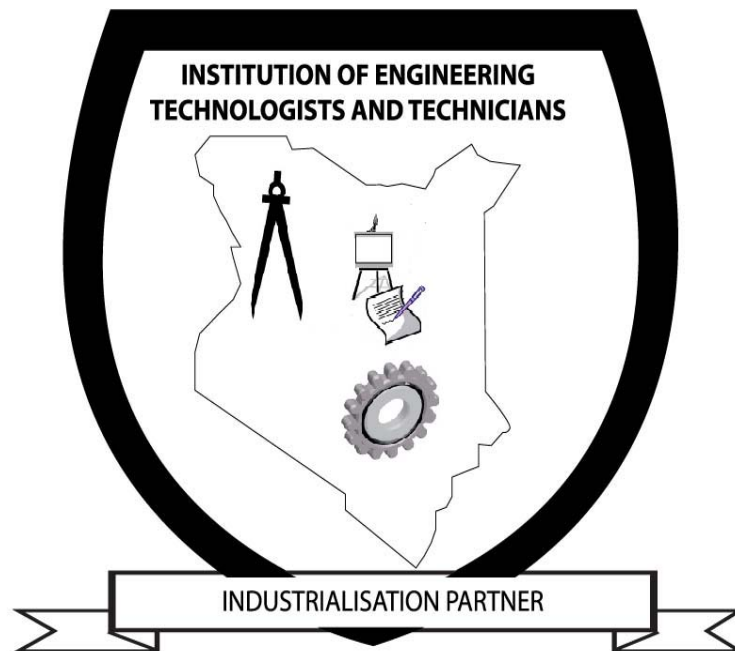


# **INSTITUTION OF ENGINEERING TECHNOLOGISTS AND TECHNICIANS (IET)**

CONSTITUTION, BYE-LAWS AND CODE OF ETHICS



# INSTITUTION OF ENGINEERING TECHNOLOGISTS AND TECHNICIANS (IET)

## CONSTITUTION

### DEFINITIONS

"The Institution" shall mean the Institution of Engineering Technologists and Technicians.

"Member" shall mean members of the Institution in all the categories of honorary fellows, fellows, members, associates, graduates, students and retired members.

"Corporate Members" shall mean the categories of honorary fellow, fellow, member and retired member.

"The Council" shall mean the body elected to manage the affairs of the Institution referred to in Section 4 hereof and who may only be elected out of Corporate Members. "Council Members" or "Members of Council" shall bear the same meaning.

"The Finance Committee" shall mean the committee referred to in Section 9, which manages the finances of the Institution and "Committee" shall bear the same meaning.

### 1. NAME

The name of the Institution shall be "**Institution of Engineering Technologists and Technicians**" (IET)

### 2. MAIN OBJECTIVE

The main objective of the Institution shall be to promote the advancement of the profession of engineering technology (hereinafter referred to as "the Profession") and the science of engineering technology in Kenya.

### 3. ANCILLARY TO THE MAIN OBJECTIVE

Supporting the Main Objective are the following Ancillary Objectives

- 3.1 To advance the profession of Engineering Technologists and Technicians by:
  - 3.1.1 Representing the profession on a national and international basis.
  - 3.1.2 Liaising with the Government on all matters, including policy matters, concerning the Profession.
  - 3.1.3 Assuring the recognition of registered professionals.
  - 3.1.4 Enhancing the professional, technical and ethical reputation of the registered professionals.
- 3.2 To further and promote education and training and to encourage professional development of Engineering Technologists and Technicians by:
  - 3.2.1 Liaising with educational bodies including tertiary technical educational institutions;
  - 3.2.2 Liaising with employers and service providers.
  - 3.2.3 Underwriting and supporting a bursary scheme for education in engineering technology.
  - 3.2.4 Promoting and encouraging Continuous Professional Development.
- 3.3 To advance and uphold the dignity and status of the profession by obtaining recognition from:
  - 3.3.1 All spheres of society;
  - 3.3.2 Statutory bodies and Government;
  - 3.3.3 The engineering Technology profession.
- 3.4 To promote research and encourage the writing and presentation of papers, on matters pertaining to the engineering technology.
- 3.5 To deal with and engage in all matters concerning and relating to the profession.
- 3.6 To form such branch or branches as may from time to time be deemed necessary within the Republic of Kenya.

#### 4. THE COUNCIL OF THE INSTITUTION

4.1 The management of the Institution shall be vested in the Council of the Institution. Only corporate members of the Institute shall have voting rights in Council.

4.2 The Council shall consist of the persons prescribed in the bye laws and elected by corporate members of the Institution. The election will be held annually by postal ballot, conducted in advance of the Annual General Meeting. Council Members shall elect from among themselves, at a meeting of Council preceding the Annual General Meeting, the following **Executive Committee** members:

The Chairperson;  
Two Vice-Chairpersons;  
The Chief Executive Officer who shall act as the Secretary;  
The Treasurer  
The Past-Chairperson

The immediate Past-Chairperson is not voted into office, as the post shall be automatic by reason of the member's holding past office. The position shall continue for the period described below.

4.3 The normal term of office of council members shall be three years. The term of office of the Vice-Chairpersons shall be one year but they may be eligible to be re-elected for another term.

4.4 The immediate Past-Chairperson shall remain in office until the election of a new chairperson.

4.5 The Chairperson shall hold office for a period not exceeding two consecutive years, in addition to the years that the member has already served as member of Council.

4.6 Council may co-opt, by unanimous vote of a quorum present at a Council meeting, a Corporate Member of the Institute to replace a council member who is unable to complete their term of office. Such co-opted member shall serve until the end of the annual session of Council.

4.7 The three council members with the longest years of service on Council shall retire each year. Notwithstanding such retirement any retired Member of Council may stand for re-election.

4.8 Representatives of non-corporate members may be elected to Council as observers as described by the Bye-laws. The election will be held annually by postal ballot prior to the Annual General Meeting.

4.9 Should the need arise the Council may co-opt members of the civil community with a proven interest in matters pertaining to engineering technology as advisors to Council. Their term of office shall normally not exceed one year. The Institution may advertise in the National press to fill these positions.

#### 5. POWERS OF COUNCIL

The Council shall, for purposes of conducting its business, have the power to:

5.1 Appoint officials and determine their duties, responsibilities and functions;

5.2 Acquire and sell movable and immovable property;

5.3 Enter into contracts of lease;

5.4 Enter into contracts of a general nature;

5.5 Determine fees to be paid by Members and to collect funds, donations and sponsorships in order to achieve Council's objectives;

5.6 Invest any moneys collected as Council deems fit;

5.7 Identify categories of membership of the Institution;

- 5.8 Approve a Code of Ethics and Practice and Rules of Conduct for recognition by the Profession and observance by Members;
- 5.9 Convene an ethics committee for purposes of inquiring into alleged misconduct on the part of a Member;
- 5.10 Publicise the objectives of the Institute in any media;
- 5.11 Make representations to the Government in the interests of the profession and be recognised as a prescribed nominating body;
- 5.12 Nominate Members to the Council and committees of the Government.
- 5.13 Make Rules and By-laws for compliance by members and for purposes of good administration;
- 5.14 Constitute committees of Council for purposes of undertaking work assignments for Council, appoint committee members, determine the term of office of committee members and terms of reference of any committee together with the number of committee members that constitute a quorum;
- 5.15 Establish a Finance Committee to manage and administer the finances of the Institution, determine levels of remuneration for services rendered to Council, appoint a Chair and other members to the Finance Committee, determine their term of office and the number of members of the Finance Committee that constitute a quorum;
- 5.16 Empower the Executive Committee, referred to in Clause 4.2, to conduct the day to day business of and directional planning for the Institution.

## **6. DELEGATION OF POWERS OF COUNCIL**

- 6.1 Council may delegate to a committee, established in terms of Clause 5.14 hereof, any powers which it deems fit to delegate, including but not limited to powers to formulate rules and by-laws, but may not divest itself of any responsibilities that it has delegated.
- 6.2 Notwithstanding the delegation of powers referred to herein Council shall also be responsible for acts and omissions of any committee to which power has been delegated and may amend, vary or revoke any such decision or resolution.
- 6.3 Committee members shall, in the first instance, be members of the Institute unless it is necessary to appoint, as a committee member, a non-Institution member by reason of such non-members special knowledge or experience; provided always that the Chair shall be appointed from among Council Members. The Chairperson shall be an ex-officio member of all committees notwithstanding that he/she may not have been specifically appointed to such committee.

## **7. LIABILITY OF COUNCIL AND OF COMMITTEE MEMBERS**

- 7.1 Council Members, elected in terms of Clause 4.2 hereof, committee members of any committee, appointed in terms of Clause 5.14 hereof, or officials appointed in terms of Clause 5.1 hereof, shall be indemnified by the Institution against any loss, expense or damage arising out of the discharge of their duties; provided that such loss, expense or damage cannot be attributable to any negligent or wilful act or omission on the part of such Council Member, committee member or official and provided further that any such act or omission was done in good faith and for the purposes of achieving the objectives of the Institution.

## 8. CONDUCT OF COUNCIL AND COMMITTEE MEETINGS

- 8.1 The Chairperson shall serve as the Chair of Council. In his/her absence the Chair shall be occupied by one of the Vice- Chairpersons and in the absence of all of them, Members of Council shall elect a Chair from among members present, provided that there is a quorum present.
- 8.2 Notwithstanding that the Chairperson or Vice-Chairperson may be present at a meeting of a committee of Council, members of the committee may elect a Chair from among members present, subject to there being a quorum and provided that such Chair is a Member of Council.
- 8.3 A quorum of Council shall be fifty percent of members of Council and for a committee of Council fifty percent of the members appointed to the committee by Council. In the event of a quorum not being present by the time advertised for the meeting to commence its business, the Chair shall adjourn the meeting to a time and day that he/she may direct. At this new meeting, 15 minutes after the announced starting time, provided that at least 30% of the members are present, the meeting will be considered constituted.
- 8.4 Matters shall be decided by majority vote, on a show of hands or ballot, of fifty percent plus one of a quorum of Council or of a committee of Council. Chair of the Council or of a committee of Council shall, in the event of a deadlock being reached, have a casting vote, in addition to the initial vote cast by show of hands or ballot.
- 8.5 Notices and agendas of meetings shall under normal circumstances be served on Council Members and on committee members at least two weeks prior to a scheduled meeting. In case of extraordinary or emergency circumstances a shorter period of notice may be acceptable.
- 8.6 Proper minutes of meetings of Council and of committee's of Council shall be kept and distributed to Council and committee members prior to or at the same time that notices and agendas of forthcoming meetings are distributed.
- 8.7 The form of conduct of meetings of Council and of committees of Council shall *mutatis mutandis* apply to the conduct of meetings of the Finance Committee referred to in Section 9 hereof.

## 9. FINANCE COMMITTEE

- 9.1 A Finance Committee, established in accordance with the provisions of Clause 5.15 hereof, shall control, administer and manage the finances of the Institution, derived in terms of Clause 5.5 hereof, in accordance with requirements of the Kenya Revenue Authority (KRA). In order not to affect any tax exempt status, the following requirements, as laid down by the KRA, shall be observed by the Institution and may not be changed without the written consent of the Commissioner General of Kenya Revenue Authority:

### 9.1.1 Financial Control:

- (a) Council shall, in accordance with the provisions of clause 5.15 hereof, appoint at least three (3) members to the Committee, including a Chair and the Treasurer, provided that the number of members including the Chair shall not be less than three and further provided that the Chairperson may not be appointed as Chair. Members of the Committee shall hold office for no longer than two years, but, subject to the provisions of Clause 4.4 hereof relating to the Chairperson, any member of the Committee may stand for re-election.
- (b) Under no circumstances shall financial control be vested solely in the Chairperson, the Chair or in any one person in particular. The Chair of the Committee shall be responsible for ensuring compliance with the provisions contained herein.

- (c) The Committee shall determine fair and reasonable remuneration for services rendered to the Institution, including remuneration to members of Council and of committee members in respect of services rendered by them. The Committee may, in addition, reimburse at cost any person for any expenses actually incurred while undertaking work on behalf of the Institution.
- (d) All assets, property and funds of the Institute shall be held and registered in the name of the Institution. The Committee shall, in addition to the powers identified in Clauses 5.2 to 5.6 inclusive, have the power to raise and borrow money, secure payment of money and lend money, open and operate a banking account/s, as it deems fit, for the purposes of conducting the affairs of the Institution.
- (e) The accounts of the Institution shall be audited at least once a year by an auditor appointed annually by the Council, who may but need not necessarily be a Chartered Accountant. No Council member, committee member or officer appointed by Council of the Institution may be appointed as auditor.
- (f) All documents, cheques or other instruments relating to the finances of the Institution shall be signed, on behalf of the Institution, by at least two persons, one of whom shall be the Treasurer, duly authorised thereto by a resolution of the Committee.
- (g) An annual financial report on the affairs of the Institution shall be sent to its members, together with an audited statement of revenue and expenditure and a balance sheet as accepted at the Annual General Meeting, at the end of each financial year.
- (h) Interim financial reports shall be submitted to Council at least at four-monthly intervals.
- (i) The Institution shall not carry on any profit making activities nor shall it participate in any business, profession or occupation conducted by any of its members. It shall not provide any financial assistance, premises, continuous services or facilities to any of its members for the purpose of their conducting any business of their own.

## 10. MEMBERSHIP OF THE INSTITUTION

10.1 The Institution shall consist of the following categories of members: Honorary Fellows, Fellows, Members, Retired Members, Associates, Graduates and Students. The names of all categories of Members shall be entered in the register of the Institution. Honorary Fellows, Fellows, Members, Retired Members shall be Corporate Members having voting rights and shall be eligible to serve on Council. Associates, Graduates and Students will not be eligible to these rights but may be co-opted to Council if need be.

### 10.1.1 Student:

A student shall, at the time of acceptance, be engaged in pursuing a course acceptable as a requirement for registration as a Candidate Technologist by a given approved Government institution. The membership fees of students shall be adjusted to the equivalent of a graduate after four (4) years have elapsed subsequent obtaining the minimum qualification for the category of Student and they shall be advised accordingly. This will be done automatically unless a student has formally applied to be upgraded to the category of graduate, or has been granted an extension of time in which to remain in the student category by Council.

### 10.1.2 Graduate:

A graduate shall be a person who has obtained a qualification acceptable for registration as a Candidate Technologist by a given approved Government institution. The fees of a graduate shall automatically be adjusted to the equivalent of that of a Member after six (6) years and they shall

be advised accordingly.

**10.1.3 Associate:**

An associate shall be a person who may be registrable by IET as an Engineering Technologist via the Mature Candidate Route, but who may lack experience for registration at a professional level.

**10.1.4 Full Member:**

A Full Member shall be a person who is registered as a Professional Engineering Technologist.

**10.1.5 Fellow:**

Registration in this category shall be reserved for Members who have distinguished themselves in the Profession. Only members of at least five (5) years standing may apply or be appointed to this category. For appointment to the category of fellow, the candidate must show proof of at least five (5) years of superior responsibility and leadership in the Profession and having made an important contribution to the Profession.

**10.1.6 Retired Member:**

A Member of the Institution, who has been a Member in good standing with the Institute for at least five (5) consecutive years, who has attained the age of sixty five (65) years and, who is no longer actively engaged in the engineering profession, or a Member with similar status of any age, who has had to retire permanently from work due to ill health; or retrenched and over the age of sixty (60), may, at the discretion of the Council, be appointed a Retired Member.

**10.1.7 Honorary Fellow:**

The election to the category of Honorary Fellow shall only be by invitation of Council. The candidate shall be a person whom the Institution specifically wishes to honour at the time of the election to honorary fellow. The appointment of honorary fellows shall be in accordance with the provisions of the relevant Bye-Laws.

**10.1.8 Certified Engineering Technician:**

A certified engineering technician shall be a person that has undergone prescribed training to Diploma level with three years industrial experience and whose name is entered in the register as a certified engineering technician.

**10.1.9 Dully Qualified Craft people/Artisan:**

A Dully Qualified Craft person/Artisan shall be a person that has undergone prescribed training to Craft certificate/ government trade test level with three years industrial experience and whose name is entered in the register as a Dully Qualified Craft person/Artisan.

10.2 A member may resign from the Institution by submitting a written resignation, together with their Membership Certificate, to the Institution, but shall remain liable for any outstanding fees due to the Institution.

10.3 The name of a member who has resigned from membership of the Institution shall be removed from the register of the Institution.

10.4 Any member who has resigned their membership of the Institution may apply for re-admission, but shall be liable for the payment of any outstanding fees. A Fellow, formerly eligible for membership under clause 10.1.6, who has resigned will have to comply with clause 10.1.6 before re-admission to that grade of membership will be allowed.

10.5 Membership of the Institution shall not confer upon any member any right to a share of or participation in any assets belonging to the Institution.

- 10.6 Any member may have their membership cancelled or suspended, in accordance with the provisions of the By-laws dealing with non-payment of subscriptions or disciplinary matters, and punishments that may be imposed. A member whose membership has been cancelled or suspended shall have the right to appeal to Council. The decision of Council shall be final.
- 10.7 Every member of the Institution shall conduct themselves in a manner which upholds the dignity, standing, reputation and integrity of the Institution and shall subscribe to the code of professional conduct as laid down by the SRA and the code of ethical conduct laid down by the Institution.

## **11. BRANCHES AND SECTIONS**

- 11.1 The Institution may, at its discretion, after receipt of a written request signed by at least ten (10) Members resident in a specific county, form a branch of the Institution in such a county. The affairs of branches shall be conducted as laid down in the Bye-laws promulgated in terms of this constitution.
- 11.2 The Institution may form sections within it, to encourage the presentation of papers and discussions on technical or other subjects of specific interest to Members. The affairs of such sections shall be conducted as laid down in the Bye-laws promulgated in terms of this constitution.

## **12. LIQUIDATION OR AMALGAMATION**

- 12.1 The Institution may be wound up and liquidated, or amalgamated, with any body having the same or similar objectives as the Institution, by resolution of Members at a Special General Meeting called for that purpose. Notwithstanding voting by a show of hands or ballot referred to elsewhere in this constitution postal votes shall be counted at such meeting. Adoption of the resolution shall require not less than two-thirds of total votes cast by Members by a show of hands or ballot including postal votes.
- 12.2 If, upon the winding up or the dissolution of the Institution there remains, after the settlement of all debts and liabilities, any assets, such assets shall not be paid to or distributed amongst the Members of the Institution. The assets shall be transferred to some other body having the same or similar objectives as the Institution and which is exempt from liability for tax as is the Institution. In the absence of any body, referred to herein to which assets can be transferred, assets shall be transferred to an engineering bursary fund or tertiary technical education institution as determined on the basis set out in Clause 12.1

## **13. AMENDMENTS TO THE CONSTITUTION**

- 13.1 This Constitution shall only be amended by resolution of Members at an Annual or Special General Meeting called for that purpose. Notwithstanding votes by a show of hands referred to elsewhere in this constitution, postal votes shall be counted at such meeting. Adoption of the resolution shall require not less than two-thirds of votes cast by members by a show of hands or ballot including postal votes of Members.
- 13.2 Any amendment to the Constitution shall be submitted to the Commissioner General of KRA as defined in Section 9.



## **APPENDIX 1**

### **INSTITUTION OF ENGINEERING TECHNOLOGISTS AND TECHNICIANS (IET)**

#### **BYE-LAWS**

#### **1. ADMISSION TO MEMBERSHIP:**

- 1.1 Applications for election to membership or for transfer to a higher grade shall be submitted on the prescribed form, duly completed and accompanied by the relevant supporting documentation, to the Executive Officer.
- 1.2 The Executive Officer shall consider the application and grade the applicant in accordance with the Constitution.
- 1.3 The Council may, at its discretion, refuse to admit any person to membership and need not provide the reasons for so doing.
- 1.4 Applications for election to the grade of Student and Graduate need only be supported by one (1) person, preferably a senior member of staff of the academic institution at which the applicant is or was a student.
- 1.5 The application of a candidate for election to the grade of Associate Member shall be proposed by two (2) persons who are graded Member or higher, or two (2) persons with equivalent qualifications and experience.
- 1.6 Additional members need not propose applications by Registered Technologists for election as a Full Member, or by Registered Candidate Technologists for upgrading from Graduate to a Full Member, since qualified persons have previously refereed their registration application forms.
- 1.7 Applications for election or transfer to Fellow shall be proposed by two (2) members who shall themselves be Fellows, or two (2) persons with equivalent qualifications and experience.
- 1.8 The Council shall elect an Honorary Fellow as follows:
  - 1.8.1 A Council member, who wishes to propose a person for recognition as worthy of the grade of Honorary Fellowship, shall firstly approach the Council Chairperson about it privately.
  - 1.8.2 The Council Chairperson will then discuss the suitability of the proposed person with the Executive. If the person is on the Executive, they shall be excluded from the discussions.
  - 1.8.3 If the proposal is approved, a formal written motion and citation shall be prepared and a seconder sought. These documents shall then be posted to all Council Members, excluding the person if a Council Member. The documents, which shall also include a ballot paper, must be returned to the Executive Officer within one month from the date the documents are released.
  - 1.8.4 A Council Member returning an adverse vote must give the reason for his/her decision.
  - 1.8.5 A person shall not be elected if more than two (2) adverse votes are recorded.
  - 1.8.6 Not more than two Honorary Fellows should be elected in any one calendar year.

1.9 The names of the members elected or those transferred to a higher grade will appear in the newsletters.

1.10 A member of the Institute shall be entitled to use the following acronyms designating his/her grade of membership:

Honorary Fellow	Hon FIET
Fellow	FIET
Full Member	MIET
Associate Member	AIET
Retired Member	RIET
Graduate	GIET
Student	SIET
Certified Engineering Technician	CET
Dully Qualified Craftperson	DQC
Dully Qualified Artisan	DQA

## 2. REGISTER

2.1 A register of the names and addresses of all members shall be maintained and this information may be made available to the members at the discretion of the Council.

2.2 It shall be incumbent upon the members to notify the Executive Officer in writing of any changes of address. Failure to do so shall imply that such members have waived the right to receive notices or copies of any publications, etc., and the onus shall be on the members to advise the Executive Officer of such non-service. A notice despatched by hand, fax, e-mail or through the post to the last registered address of any member shall be deemed to have been served on that member. The non-receipt of any such notice shall not exempt the member from his/her liability for any payments due.

## 3. MONTHLY AND ANNUAL CONTRIBUTIONS

3.1 Members shall pay monthly and annual contributions as laid down by Council from time to time. Members shall be notified of any changes in the amounts payable within three (3) months before the date on which these changes will become effective.

3.2 The annual fees shall become due in advance on the first day of January in each year. It shall include all per capita levies to other bodies as approved by the Council from time to time.

3.3 The first annual fee shall become payable upon receipt by the applicant of the notification of admission as a member. Should payment of the annual fee not be made within three (3) months, the application shall be deemed to have lapsed. The applicant must then re-apply for membership.

3.4 A member whose annual fees are unpaid by 31<sup>st</sup> July of the financial year commencing 1<sup>st</sup> January and who has failed to respond to written advice that annual fees are due may, by resolution of the Council, be considered to have resigned his/her membership and shall forthwith be excluded from the rights and privileges of membership of the Institution. Such exclusion shall not, however, relieve the member from his/her liability for the payment of any outstanding fees due to the Institution. Such exclusion shall not prevent the person from re-applying for membership.

3.5 Honorary fellows shall be exempt from the payment of fees.

3.6 Retired members shall pay fees as determined by Council.

## 4. MEETINGS

4.1 The Council of the Institution shall normally meet six times a year. These meetings shall routinely be held in Nairobi, but may take place at such other regions in Kenya as the Council may decide.

4.2 A Council member may be requested by the Council to vacate his/her office if he/she has been absent

from three (3) consecutive meetings without having tendered an acceptable reason.

- 4.3 The Annual General Meeting of the Institution shall be held as soon as possible after the end of the financial year.
- 4.4 Council may convene a Special General Meeting at any time that it may deem necessary.
- 4.5 Council shall arrange a Special General Meeting within thirty (30) days after receipt of a written request supported by at least twenty (20) Members.
- 4.6 Only such business as has been specified in the notices convening Special General Meetings shall be transacted.
- 4.7 Notices convening Annual General Meetings and Special General Meetings shall be despatched to members not less than fourteen (14) days prior to the dates decided for such meetings and shall include the agendas and other materials for the meetings.
- 4.8 The quorum at Annual General Meetings and Special General Meetings shall not be less than a third of the total membership. In the event of a quorum not being present at the advertised time of the meeting, the Chairperson shall adjourn the meeting to such other time as they may decide when those members present shall constitute a quorum.
- 4.9 A member who is unable to be present at an Annual General Meeting or a Special General Meeting may vote by proxy. The person appointed as proxy shall be a corporate member of the Institution and shall be appointed in writing.
- 4.10 Any motion tabled at any General Meeting of the Institution, except where otherwise provided for, shall in the first instance be decided by a show of hands of those present and entitled to vote, but a ballot may be demanded by the majority of members present. Such a ballot shall be taken forthwith and shall be supervised by two (2) scrutinisers appointed by the meeting.
- 4.11 The Council Chairperson, or in his/her absence, the Vice-Council Chairperson, or in the absence of both of them, a member elected by the meeting, shall take the Chair at meetings of the Institution.
- 4.12 The Chairperson of a general meeting shall have both a deliberative and a casting vote.

## **5. ELECTION OF MEMBERS TO COUNCIL:**

- 5.1 The Council of the Institution shall comprise of a minimum of ten (10) members, including the Executive defined in the IET Constitution. Only Members shall qualify for nomination to Council.
- 5.2 Candidates for election to Council shall only be nominated by the members, each of whom shall only be entitled to nominate as many candidates as there are vacancies occurring on the Council. All such nominations, duly signed by a proposer and seconder, shall be lodged with the Secretary not less than ten (10) days prior to the date of the Annual General Meeting.
- 5.3 Should the nominations received contain an insufficient number of candidates to fill the vacancies that will be occurring on the Council, the outgoing Council shall nominate additional members to complete the list. These nominated members shall then be declared elected at the Annual General Meeting.

## **6. CERTIFICATES OF MEMBERSHIP**

- 6.1 On acceptance of membership, the Council shall issue certificates of membership of the Institution.
- 6.2 The Council Chairperson and the Executive Officer shall normally sign membership certificates, but other members may sign as the Council may decide.
- 6.3 Valid membership certificates shall remain the property of the Institution and shall be returned to the Executive Officer upon cessation of membership.

## 7. BRANCHES AND SECTIONS

- 7.1 Any Branch or Section established by the Institution shall be constituted and their affairs conducted in accordance with the Constitution and Bye-Laws.
- 7.2 A Committee elected from among its corporate members shall, subject to control by the Council, manage the affairs of a Branch or Section.
- 7.3 A Committee shall consist of the following Officers:
- The Chairperson,
  - The Vice-Chairperson,
  - The Honorary Secretary
  - The Honorary Treasurer,
  - Plus four (4) other members
- 7.4 The Committee shall have the power of co-option of not more than two (2) members.
- 7.5 The Chairperson and Vice-Chairperson shall have served on the Committee for not less than one (1) year prior to their election. All Officers shall hold office for a period approved by the Council.
- 7.6 Two (2) members of the Committee shall retire annually in rotation but shall be eligible for re-election once.
- 7.7 At Committee meetings, five (5) members shall form a quorum and all matters shall be decided by a majority vote. The Chairperson shall have a casting vote in the event of a tie.
- 7.8 At each Committee meeting, the Chair shall be taken by the Chairperson or, in his/her absence, the Vice-Chairperson or, in the absence of both of them, a member of the Committee elected by those members present.
- 7.9 The duties of the Committee shall be:
- 7.9.1. To organise meetings for the presentation and discussion of papers.
  - 7.9.2. To consider any matters that may, from time to time, be referred to it by the Council, and to deal with any other matters within the scope of the Branch or Section.
- 7.10 The Branches and Sections shall not undertake any activities involving the expenditure of the Institution's funds without prior approval from the Council, and no debts shall be incurred in the name of the Institution.
- 7.11 Funds allocated for the activities of a Branch shall be deposited in a registered bank or other financial institution in the name of and for the use of the Branch. The Chairperson or Vice-Chairperson and the Honorary Treasurer shall sign all cheques drawn. An audited copy of the annual accounts of the Branch shall be submitted to the Council.
- The financial year of a Branch shall be from 1<sup>st</sup> January of each year to 31<sup>st</sup> December of the following year.
- 7.12 Proper minutes of meetings of Branches and Sections shall be kept. Copies of all minutes shall be sent to the Executive Officer for submission to the Council.
- 7.13 The Annual General Meeting of a Branch or Section shall be held as soon as possible after the end of the financial year. At least three (3) further meetings shall be held during the term of office of the Committee.
- 7.14 The process of election of the members of the Committees shall be the same as for the members of Council.

## **APPENDIX 2**

### **THE INSTITUTION OF ENGINEERING TECHNOLOGISTS AND TECHNICIANS (IET)**

#### **CODE OF ETHICS FOR REGISTERED ENGINEERING TECHNOLOGISTS AND TECHNICIANS**

##### **Preamble**

Engineering is an important and learned profession that requires a high standard of scientific education, together with specialised training, development and experience. Engineering Technologists and Technicians are expected to show the highest standards of honesty, integrity, impartiality and fairness towards all persons connected with their work. They must also be dedicated to the protection of public health, safety and well being. Professional Engineering Technologists and Technicians must perform to a standard of behaviour that requires utmost adherence to the highest principles of ethical conduct. Ethics are generally understood as the discipline or field of study dealing with moral duty or obligation. This typically gives rise to a set of governing principles or values that in turn are used to judge the appropriateness of particular conduct or behaviour.

##### **Applicability**

It shall be the duty of each and every Registered Engineering Technologist, Technician, Craft person and Artisan to comply with the code of ethics of the institution.

The Code shall address several areas in the working life of technologists, technicians, craft people and artisans, including;

- a) Relations with colleagues, clients, employers and society in general.
- b) Environmental and social obligations.
- c) Maintenance and development of professional conduct and standards.
- d) Enforcement procedures and disciplinary action.

##### **Code of Ethics**

It is essential that members of the Institution of IET comply with these rules with the following Code of Ethics to ensure that they:

1. Seek to enhance and promote the standard of the profession and its practitioners;
2. Act as faithful agents or trustees for each employer or client.;
3. At all times avoid deceptive acts and conduct or practice that deceives the public;
4. Take reasonable steps where relevant to inform themselves, their clients and employers of the social, environmental, economic and other possible consequences which may arise from their actions;
5. Not disclose, without consent, confidential information concerning the business affairs or technical processes of any present or former client or employer or public body on which they serve;
6. Express opinions, make statements or give evidence with fairness and honesty and only on the basis of adequate knowledge;
7. Accept personal responsibility for their professional activities, provided however that members may seek indemnification for services arising out of their practice for other than gross negligence, where the technologists interests cannot otherwise be protected;
8. Continue to develop relevant knowledge, skill and expertise throughout their careers and actively assist and encourage those with whom they are associated to do likewise;

9. Be aware of and ensure that clients and employers are made aware of societal and environmental consequences of actions or projects and endeavour to interpret engineering issues to the public in an objective and truthful manner;
10. Must clearly present to clients and employers the possible consequences if engineering decisions or judgements are overruled or disregarded;
11. When serving as expert witnesses, express an engineering opinion only when it is founded upon adequate knowledge of all facts, based on a background of technical competence and honest conviction;
12. Not accept compensation from more than one party for services on the same project, or for services pertaining to the same project, unless the circumstances are fully disclosed to and agreed to by all interested parties;
13. Not use confidential information coming to them in the course of their assignments as a means of making personal profit.;
14. Not solicit any engineering contract from a government body or other entity on which a member, officer or employee of their organisation serves as a member, without disclosing their relationship and removing themselves from any activity of the body which concerns their organisation;
15. Admit their own errors when proven wrong and refrain from distorting or altering the facts to justify mistakes or decisions;
16. Recognise that lives, safety, health and well being of the general public are dependent upon engineering judgements, decisions and practices incorporated into structures machines, products, processes and devices;
17. Before undertaking work for others in connection with which the technologist may make improvements, plans, designs, inventions or other records that may justify copyright or patents, should enter into an agreement regarding ownership;
18. Avoid using any Institution with non engineers, corporations or partnerships to disguise unethical acts;
19. Issue no anonymous statements, criticisms or arguments on engineering matters that are inspired or paid for by an interested party, or parties. Any comments made must clearly identify the originator, disclosing the identities of the party/parties on whose behalf they are made and reveal the existence of any financial interest they may have in matters under discussion;
20. Promote the engineering profession through personal leadership and example and endeavour to advance its standing in society;
21. Use any appropriate opportunity to outline and explain the contribution of the engineering profession in enhancing society's well being and respond positively to unfair criticism or comment about the profession.

### **Patterns of Behaviour**

IET requires from all its members that when developing any professional activity they always:

- i) Try to the best of their ability, courage, enthusiasm and dedication to obtain a superior technical achievement;
- ii) Strive to accomplish the beneficial objects of work with the lowest consumption of raw materials and energy and the minimum production of wastes and pollution;
- iii) Discuss in particular the consequences of proposals and actions, direct or indirect, short or long term, upon the health of people, social equity and any accepted local system of values;
- iv) Make a thorough study of the environment that will be affected, assess all the impacts that might arise and select the best option for an environmentally sound and sustainable development;

- v) Promote a clear understanding of the actions required to restore and possibly improve the environment that may be disturbed and include these in project proposals;
- vi) Reject any kind of commitment that involves unfair damage for human surroundings and nature and negotiate the best possible social and political solution;
- vii) Always keep in mind that the principles of eco-systemic interdependence, diversity maintenance, resource recovery and inter-relational harmony form the basis of our continued existence and that each of these bases set a threshold of sustainability that should not be compromised;
- viii) Remember that war, greed, misery and ignorance, plus natural disasters, human induced pollution and destruction of resources are the main causes of the progressive impairment of the environment. Active members of the engineering profession, deeply involved in the promotion of development, must use their talent, knowledge and imagination to assist IET in removing these evils and improving the quality of life for all people.

**Conclusion:** Engineering Technologists, Technicians, craft people and Artisans accepting membership of *IET* agree by this action to comply with the rules of Conduct for the Profession, 2011 and this Code of Conduct.

### APPENDIX 3

#### INSTITUTION OF ENGINEERING TECHNOLOGISTS AND TECHNICIANS (IET)

#### FINANCIAL REQUIREMENTS AND FORMS FOR REGISTRATION

##### REGISTRATION FOR KENYAN CITIZENS

Every bonafide Kenyan citizen in the engineering Technology profession is eligible to apply for admission onto the various categories of membership detailed below, upon paying a non-refundable application fee of Kshs.1,000/= (USD 15) in full.

##### REGISTRATION FOR NON-KENYANS

An Expatriate wishing to register with IET shall pay a non-refundable application fee of Kshs.5,000/= (USD 70) for admission onto the various categories of membership detailed below.

S/No.	Membership Type	Kenyan (Kshs.)	Non-Kenyan	Remarks
1.	Application fees	1,000 (USD 15)	5,000 (USD 70)	Payable once
2.	Student Member	1,000 (USD 15)	5,000 (USD 70)	Payable yearly
3.	Retired Member	2,000 (USD 30)	10,000 (USD 145)	Payable yearly
4.	Graduate Member	2,500 (USD 36)	12,500 (USD 180)	Payable yearly
5.	Associate Member	2,500 (USD 36)	12,500 (USD 180)	Payable yearly
6.	Member	4,000 (USD 58)	20,000 (USD 290)	Payable yearly
7.	Fellow member	7,000 (USD 100)	28,000 (USD 400)	Payable yearly
8.	Honorary Member	8,000 (USD115)		

All payments shall be made through the Equity Bank within the Kenya Polytechnic University College Campus, Haile Selassie Avenue, into the account notified by the Institution.

Original copies of the Bank Teller and the completed Membership Application Form with the relevant documents and a self addressed stamped envelope to be sent to the IET National Secretariat, P.O. Box 52428-00200 NAIROBI, or pay at the National Secretariat Office, The Kenya Polytechnic University College and obtain a receipt.

Prof. George M.Thumbi  
+254 724814436  
[georgethumbi@yahoo.com](mailto:georgethumbi@yahoo.com)  
Interim National Chairperson

Prof. Wilson O.Ogola  
+254722906168  
wogola@hotmail.co.uk  
Interim National Honorable Secretary

### Chapter Recommendation

Chapter Recommending \_\_\_\_\_

Name of chapter Chairperson \_\_\_\_\_ M/No \_\_\_\_\_

Name of chapter Secretary \_\_\_\_\_ M/No \_\_\_\_\_

Name of chapter Treasurer \_\_\_\_\_ M/No \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

**NOTE:**

**Please forward along with your Form the following:-**

1. A detailed Curriculum Vitae.
2. Copies of your Certificates.
3. Your Two Nos. Passport Size Photograph.
4. Photocopy of Membership Application Form Receipts.
5. For Corporate Membership, you are required to submit a bound copy of technical write-up on your post-graduation practical experience containing details of a chosen topic of study containing not more than 2000 words.

#### **MEMBERSHIP GRADE AND THEIR QUALIFICATIONS**

##### **1. FULL MEMBERS**

**To be eligible for election or transfer to this class of membership, a candidate must fulfill the following conditions.**

- (a) Must possess one or more of the following academic qualifications:  
B.Tech.;  
HND Engineering;  
H.Dip. Engineering;  
Any other qualification which in the opinion of the Council is equivalent to any of the qualifications stated above.
- (b) Must have had three years experience in practical engineering work, at least two years of which must have been spent in appropriate training supervised by a qualified and experienced Engineering Technologist.
- (c) Must be ready, if the Council so desires or deems it fit, to attend an interview to enable the office further, to determine the suitability of the candidate for this class of membership.

##### **2. GRADUATE MEMBERS**

Graduate Membership is open to Engineering graduates of Universities, National Polytechnics, Colleges of Technology and any other accredited technical institution recognized and approved by the council who are newly qualified and without adequate industrial experience.

In addition:

- (a) He/She must be over 18 years of age at the time of application.

##### **3. ASSOCIATE MEMBERS**

**Associate Members shall be**

- a. Persons elected as such by the Council who are not qualified in the opinion of the Council for Corporate membership of the Institution by virtue of academic qualifications held but who work in field of Engineering and wish to be associated with the Institute and its activities. They will also fulfill the following additional conditions:



- (i) Be not less than 21 years of age at the time of application for admission.
  - (ii) Have had at least 5 years continuous employment in a responsible position in any branch of science and/or engineering in either private or public sectors
  - (iii) Satisfy the Council that by their qualifications and previous experience in the position they occupy at the time of election, their admittance as Associates will promote the declared objects of the Institution and its further developments.
- b. Graduates of Polytechnic Colleges of Technology and similar Institutions at the Diploma level or equivalents as may be determined by the Council from time to time. In addition:-
- (i) Candidate must not be less than 18 years of age at the time of application.
  - (ii) Must show evidence of continuous employment for at least 2 years after qualification.

**NOTE ON ADMISSION OF MEMBERS**

- (a) Every application for election, re-election or transfer to any of the categories of membership shall be made by filling and signing the official application form as may be described by the Council.
- (b) Every completed application form shall be accompanied by the appropriate fee as may be prescribed by the Council and also the evidence of the qualification for the category of membership being applied for.
- (c) The Council shall at its own discretion determine the eligibility of each applicant for the category of membership being applied for and the decision of the Council in this regard shall be final. To reach its decision the Council may or may not invite the applicant for a personal interview.
- (d) It shall be the absolute right of the Council to refuse to give any reason for rejecting an applicant.
- (e) Every applicant shall be informed in writing whatever be the Council's decision on his/her application.

**4.. Declaration by Candidate**

1. I declare that all the above statements are complete and correct to the best of my knowledge and belief. I agree to give additional information if the Council so requires. I understand that a false statement or misrepresentation may disqualify me for registration and hence blacklisting.
2. I grant permission to IET to obtain such additional information, as they may deem appropriate from such additional sources as they may deem necessary for the progression of my application.
3. I will conform to the constitution, the bye-laws and the code of Ethics, if granted membership.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Official Use Only**

Recommendation \_\_\_\_\_ Sign (Membership Sec.) \_\_\_\_\_

Interview \_\_\_\_\_ Date \_\_\_\_\_

Amount to be paid \_\_\_\_\_

Project Submitted                      Yes                       No



III. Employment History/Work Experience

Employer	Post Held	Job Description/Duties	Duration

IV. Resume

For each position/post indicated above, please expatiate on the type of work. Include technical responsibilities and accomplishment, management responsibilities, communication skills acquired, an understanding of the societal implication of your work.

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Attach more papers if necessary \_\_\_\_\_

V. Sponsors

Your sponsors must be familiar with the significant time element, of your experience and preferably all your sponsors, should be professional Engineers and /or Engineering Technologists. At least one of your sponsors must be an ACTIVE AND FINANCIALLY up to date member of IET.

	Name	Professional Body	Status	M/No + Tel.	Signature
1					
2					