



Professional Chartered Engineers
in the United Arab Emirates

The
CONSTITUTION of the PROFESSIONAL
CHARTERED ENGINEERS in the
UNITED ARAB EMIRATES

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The constitution of the Professional Chartered Engineers in the United Arab Emirates is enumerated below. It defines the activities, and rules which govern the manner in which the business of PCE-UAE is conducted.

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1. Name

The name of the organisation is the PROFESSIONAL CHARTERED ENGINEERS IN THE UNITED ARAB EMIRATES: PCE-UAE.

2. Definitions

Committee: Members that have been elected by the membership at an Annual General Meeting and vested with the responsibility(s) of enacting the constitution of the organisation.

Engineering Council: The UK regulatory body for the engineering profession. The EC hold the national registers of 235,000 Chartered Engineers (CEng), Incorporated Engineers (IEng), Engineering Technicians (EngTech) and Information and Communications Technology Technicians (ICTTech).

Member: Any person with a background in an Engineering discipline as defined by the Engineering Council and who has completed a registration form which has been accepted by the committee.

Organisation: Where used in this document the word "organisation" shall mean PCEUAE.

PPE: Personal Protective Equipment

PEI's: Professional Engineering Institutions

Sponsoring Institutions: The Institution of Mechanical Engineers (IMechE) and the Institution of Engineering and Technology (IET).

3. Aims and Objectives

PCE-UAE aims and objectives are:

- 3.1 In the spirit of the Charters of the UK Sponsoring Institutions, to promote and encourage the acquisition and sharing of knowledge pertinent to the engineering profession and to the general public.
- 3.2 To inculcate the code of ethics promulgated by the Engineering Council.
- 3.3 To foster close relationships with members of the 36 UK engineering institutions (PEI's) residing in the UAE.
- 3.4 To guide engineers in gaining membership of any of the 36 United Kingdom Professional Engineering Institutions (PEIs).
- 3.5 To work with the Engineering Council for the promotion and acceptance of nominations for Chartered Engineer, Incorporated Engineer, or Engineering Technician.

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- 3.6 To undertake Professional Performance Reviews and interviews.
- 3.7 To promote engineering activities by providing diverse presentations on engineering topics.
- 3.8 To liaise and develop working relationships with local engineering related institutions such as the UAE Society of Engineers and representatives of branches of the 36 Engineering Institutions (PEI'S) within the UAE.
- 3.9 To organise visits of engineering interest.
- 3.10 To arrange meetings for the reading and discussion of engineering papers.
- 3.11 To aid young engineers with Initial Professional Development and promote Continuing Professional Development.
- 3.12 To encourage and facilitate the efforts of members to maintain personal programmes of Continued Professional Development.

4. Membership

- 4.1 Membership shall be open to all individuals engaged in a recognised engineering discipline in the United Arab Emirates.
- 4.2 Membership shall begin on January 1st and end on December 31st of every year.
- 4.3 New members may apply by completing the approved PCE-UAE registration form.
- 4.4 New members may join at any time during the year. Membership for members joining during the year may be renewed on January 1st the following year.
- 4.5 Members shall be classified as Chartered, Incorporated, Engineering Technical or Graduate.

5. Committee

- 5.1 The affairs of the Organisation shall be managed by a Committee all of whom shall be members of the Organisation. At least three-quarters of the Committee shall be members of one or more of the UK Professional Engineering Institutions. The composition of the Committee shall reflect the interests of the members of the Organisation. The Committee shall comprise:

Officers

- Honorary Chairman
- Honorary Vice Chairman (Abu Dhabi)
- Honorary Vice Chairman (Northern Emirates)
- Honorary Secretary
- Honorary Treasurer
- Honorary Members Secretary
- Honorary Programme Secretary
- Liaison/Coordinating Officer

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Professional Development Officer

Non-Officer Members

Country Representative IMechE

Nominee of the IET

Five (5) other elected persons

- 5.2 At least five of the Non-Officer Members must be deputised to act for the Officers during their absence.
- 5.3 The local representative (if any) of each of the Institutions and Societies from which the membership of the Organisation is made up are encouraged to actively participate on the committee.
- 5.4 Wherever possible the Chairman shall be a Fellow, but if not, he/she shall be a Corporate Member of one or more of the UK Professional Engineering Institutions (PEI's). The committee nominations for the forthcoming year should be such that the Committee reflects the proportion of members from the UK Professional Engineering Institutions and participating Societies comprising the Organisation. The office of Chairman shall be, as far as practicable, rotated accordingly, and there should be due representation of younger members.
- 5.5 Any committee member wishing to resign from the Organisation shall give notice of this intention in writing to the Honorary Secretary of the Organisation before the commencement of the next session.
- 5.6 All members of the Committee must be UAE residents.
- 5.7 Country Representatives or nominees of the sponsoring institutions shall have a place on the committee.
- 5.8 Committee Officers shall comprise those members that have attained the level of Chartered Engineer or equivalent.
- 5.9 Ordinary committee members should be a member of one or more of the PEI's.
- 5.10 The Committee shall maintain a list of Advisors whose specialist knowledge would be helpful when requested, from time to time, to the committee and members. The Advisors, however, have no voting rights at committee meetings.

6. Election of Committee

The Committee shall be appointed at the Annual General Meeting of the Organisation, or in such other manner as may be prescribed in the Constitution of the Organisation, and in accordance with the following requirements:

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- 6.1 The Chairman shall not hold office in that capacity for more than two years in succession unless an extension is agreed by a majority of the Membership attending the Annual General Meeting.
- 6.2 The Chairman shall not simultaneously hold any other office.
- 6.3 The Officers and Ordinary Members of Committee shall not hold office in their respective capacities for more than three years in succession without re-election.
- 6.4 The Honorary Secretary and Honorary Treasurer shall retire annually, but each shall be eligible for immediate re-election. The Honorary Secretary and Honorary Treasurer shall be members of one of the UK Professional Engineering Institutions, and shall not normally hold office in that capacity for more than five years in succession, unless the membership approves the same at the Annual General Meeting.
- 6.5 Except in special circumstances, to be approved at an Annual General Meeting, at no time shall the Committee comprise, in any capacity, a majority of persons employed by or otherwise engaged with any one company, public service undertaking, firm or other organisation, that would constitute a majority of the members of the Committee.
- 6.6 The procedure to be followed for the election of Officers and Ordinary Members of Committee shall be defined by the Committee to suit local conditions. The mode of election shall be such as to enable members of the Organisation to submit nominations, in addition to those which the Committee may submit, to fill vacancies occurring each year and to record their election votes, either in person at the Annual General Meeting or by means of Ballot Papers to be returned before the day of the meeting.
- 6.7 The Committee shall have the power to fill casual vacancies occurring on the Committee by appointing Officers or Ordinary Members of Committee to hold office for the unexpired portion of service of the vacating member. Members so appointed will be eligible for immediate election and any period of such appointed service shall not be taken into account in computing the period of office under the provisions of sub-paragraphs 6.1, 6.2, 6.3 above.
- 6.8 Each member of the Organisation shall have a single vote, and, in the event of there being an equality of votes, the Chairman shall have a casting vote.
- 6.9 The committee may appoint Advisers to assist with Project Review Preparation and to provide expert advice on their specialisation. The Advisers shall be listed on the PCEUAE website.

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7. Honorary Chairman

The Honorary Chairman appointed under Clause 6 shall act under the direction of the Committee and shall:

- 7.1 In coordination with the Secretary prepare the agenda for meetings;
- 7.2 Chair committee meetings, the Annual General Meeting and any Special or Extraordinary Meetings;
- 7.3 Ensure that there is a quorum prior to commencement of a meeting;
- 7.4 Represent PCEUAE and speak on its behalf;
- 7.5 Have an overview of PCEUAE and its purpose;
- 7.6 Lead, produce ideas and maintain PCEUAE's focus on its aims;
- 7.7 Support and encourage other members (and any volunteers the organisation may have) and help to resolve conflicts;
- 7.8 Make sure the business of a meeting is completed;
- 7.9 Help members to work together so that they leave the meeting feeling that something has been achieved;
- 7.10 Ensure the affairs of PCEUAE are conducted ethically and in line with its precepts of the sponsoring institutions.
- 7.11 In the absence of the Chairman, the Honorary Vice-Chairman shall deputise and undertake the duties.

8. Honorary Secretary

The Honorary Secretary appointed under Clause 6 shall act under the direction of the Committee and shall:

- 8.1 Conduct the correspondence of the Organisation;
- 8.2 Prepare the Agenda in consultation with the chairman for every meeting;
- 8.3 Take Minutes of the proceedings of all meetings thereof;
- 8.4 Keep all records and act as librarian;
- 8.5 Notify members of the Annual General Meeting or Special General Meetings;
- 8.6 Notify Committee Members of committee meetings;
- 8.7 To request the PEI's to advise its members of forthcoming presentations and upcoming events organised by PCEUAE;
- 8.8 Keep the sponsoring institutions updated of the activities of PCEUAE by forwarding Minutes of all meetings held;
- 8.9 Following notification by the Treasurer, to keep the sponsoring institutions apprised of the financial status of PCEUAE.

9. Honorary Treasurer

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The Honorary Treasurer appointed under Clause 6 shall, under the direction of the Committee:

- 9.1 Collect all sums due to the Organisation and pay the same into an approved banking account;
- 9.2 Pay all sums due by the Organisation when authorised so to do by the Committee;
- 9.3 Keep an account of the income and expenditure in books or online which shall be available for inspection at every Committee Meeting;
- 9.4 Present at the Annual General Meeting of PCEUAE a Balance Sheet and Statement of the Income and Expenditure of the Organisation;
- 9.5 Prepare the budget for the forthcoming session showing the funds required and the objects on which they are intended to be spent, for submission to the Committee and any Sponsoring Institutions requiring the information.

10. Honorary Members Secretary

The Honorary Members Secretary appointed under Clause 6 is responsible for keeping track of Members and informing them of the business of the organisation. In particular, the Honorary Members Secretary shall

- 10.1 Maintain a data base of all members;
- 10.2 Advise members of upcoming events;
- 10.3 Handle member registration forms;
- 10.4 Present list of applicants for membership to committee for acceptance/rejection;
- 10.5 Advise the Hon. Treasurer of new members.

11 Honorary Programme Secretary

The Honorary Programme Secretary appointed under Clause 6 is responsible for organising and coordinating all events undertaken by the organisation. In particular, the Honorary Programme Secretary shall:

- 11.1 Arrange for and organise presentations, site visits and any social gathering of the members;
- 11.2 Ensure the subject topic reflects the interest of the membership;
- 11.3 Endeavour to vary the subject topic as far as is practicable;
- 11.4 Liaise with the Hon. Secretary to inform members of upcoming events in due time, by email at least one week prior to the presentation;
- 11.5 Ensure that site visits are well coordinated with the host and that all necessary requirements of the members are advised (PPE e.g.);

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- 11.6 Coordinate with other PEI's for mutual interest and combining of events, cross invitations etc;
- 11.7 Ensure that the venue for presentations is available and has all the necessary presentation equipment and materials on hand for the presenter.

12. Activities

The Organisation shall not carry out any political activity, or express approval or disapproval of any law of any country or become involved in any matter affecting the management or administration of any or all of the UK Engineering Institutions, or of Societies, whose members are members of the Organisation, but shall abide by the Objects as specified in this constitution.

13. Auditors

An auditor for the ensuing year shall be appointed at the Annual General Meeting. The Auditor shall not be a member of the Committee. The auditor shall audit and sign the Annual Statement prepared and presented by the Honorary Treasurer. If the committee so chooses, a third party auditor may be appointed to guide the internally appointed nominees or conduct the audit in its entirety.

14. Finance

- 14.1 PCE-UAE is a non profit making organisation. Funding is provided through the Sponsoring Institutions namely the IMechE and the IET. The IMechE is the lead institution and all enquiries shall be initiated through them.
- 14.2 Additional funding may be from donations through sponsorship, members' donations, and from UK or worldwide based institutions which have an interest in supporting PCE-UAE. Any funding external to the sponsoring institutions shall be reported to the IMechE.
- 14.3 Funding is required to become and remain a legitimate organisation within the UAE, meeting rooms (when required), web-site, special events and materials for administration. Funding shall not be provided to cover travelling expenses within the UAE for Members.
- 14.4 The Honorary Treasurer shall prepare a budget for the activities proposed for the forthcoming year which is subject to the approval of the committee.
- 14.5 The approved budget shall be submitted to the sponsoring institutions via the IMechE according to their procedures and in due time.

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- 14.6 At the end of each year the Honorary Treasurer shall submit a duly audited statement of accounts, and balance sheet for committee approval and submission to the Sponsoring Institutions.
- 14.7 A banking account shall be opened for the benefit of PCEUAE at such Bank as the Committee may approve, into which account all monies received shall be promptly deposited. Cheques drawn on such account shall be approved by the Committee and a letter to the Treasurer signed by two members of the committee shall confirm this action.
- 14.8 Notwithstanding clause 13 the Treasurer may wish to use the service of an external approved Auditor at the end of each year, however, every two years an approved external Auditor must audit the accounts.

15 Meetings

- 15.1 Each Session of PCEUAE shall last for a period of one year beginning on 1st January and ending on 31st December;
- 15.2 Committee Meetings of PCEUAE shall be held at such times and intervals as the affairs of the PCEUAE require, but the interval between meetings shall in no case exceed three months. It is intended that such meetings will take place every two months with the venue being alternated between Abu Dhabi and Dubai;
- 15.3 The Honorary Secretary shall provide the Agenda for all meetings a minimum of one week in advance of the proposed date of such meeting;
- 15.4 The quorum for committee meetings shall be 5 members.
- 15.5 The Annual General Meeting of PCEUAE shall be held towards the end of each Session, when the Committee shall present their Report upon the work of the Session, and the Committee for the ensuing Session shall be elected;
- 15.6 The quorum for the Annual General Meeting of PCEUAE shall be ten members of PCEUAE;
- 15.7 Special General Meetings (SGM) may be called but this shall require a majority vote of the Committee. The agenda for an SGM must be posted a minimum of two weeks prior to the meeting;
- 15.8 PCEUAE should aim to hold two members' sessions every month for the purpose of providing presentations on an engineering topic; one session to be held in Abu Dhabi on the first Tuesday of each month and the second session to be held on the second Tuesday of each month in Dubai;

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15.9 The committee, at its discretion, may suspend such events during the summer months if a majority of members are on vacation.

16 Papers and Communications

The Committee shall have authority to accept or reject papers or communications to be read at the meetings arranged by PCEUAE.

A web site with information on the activities of the organisation shall be maintained and updated on a weekly basis. Input and content of the website shall be approved by the committee.

17 Amendment(s) to the Constitution

Amendment(s) to this constitution shall only be approved at an AGM or an SGM. Any member may submit a proposed and seconded amendment(s) to the constitution in writing. The wording must be clear and concise and with an explanation of the need for the amendment(s). For the proposed amendment(s) to move forward to an AGM or SGM for acceptance and, at least, two thirds of the full committee must agree with it. On receipt of the proposed amendment(s), the Honorary Secretary shall send copies to all Committee Members and request their reaction. The Member raising the proposed amendment(s) shall be asked to present the amendment(s) to the Committee following which the Committee shall vote on whether to call an SGM or wait for the next AGM to ratify the amendment(s). If two thirds of the committee agree then the proposed amendment(s) shall be presented at an SGM or next AGM for approval. If agreed by the members by a simple majority vote, the Honorary Secretary shall forward the proposed amendment(s) to the sponsoring institutions for ratification. On receipt of the ratification the amendment(s) shall come into effect immediately. The amendment(s) shall be appended to the constitution and posted on the web site.

18. Competition Laws

The organisation shall act and conduct its activities in accordance with the laws of the United Arab Emirates and any applicable international competition and anti-trust laws.

19. Dissolution

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- 19.1 The Committee shall have the power to dissolve the PCEUAE Organisation at any time if it is considered that there is no longer sufficient local interest to support PCEUAE activities. The Sponsoring Institutions shall be advised in advance in case they wish to intercede.
- 19.2 A wind-up notice shall be issued and an audit of the Organisation's accounts shall be made. All outstanding bills and costs shall be settled and any residual funds shall be handed over to the sponsors or, should there be no sponsorship, the remaining committee shall disburse the funds to local charities.

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AMENDMENTS
