

NDES & SPECIAL ENGINEERING APPRENTICE'S ALUMNI ASSOCIATION – SRI LANKA

Constitution and By - Laws

and Organization Structure

August 2016

Article 1 Name

The name of this Association will be “National Diploma in Engineering Sciences & Special Engineering Apprentices Alumni Association – Sri Lanka”, hereafter referred to as the “Association.”

Section 1 Focal Point

Institute of Engineering Technology (IET), previously known as the Technician Training Institute (TTI) Katunayake.

Section 2 Product

Outcome of the IET are Engineering Diplomates by the title of “National Diploma in Engineering Sciences” (NDES).

Section 3

3.1 Official Address

No. 244/1A, St. Francis Mawatha, Dalugama, Kelaniya, Sri Lanka.

3.2 Official Web Address

www.ndesalumni.com/

3.3 Official Email Address

contact@ndesalumni.com

Section 4 Official Logo of the Association



Section 5

5.1 Dissolution of Sri Lanka Special Engineering Apprentices Association

Sri Lanka Special Engineering Apprentices Association is dissolved and all the tangible or intangible assets will be transferred to National Diploma in Engineering Sciences and Special Engineering Apprentices Alumni Association. Members of Sri Lanka Special Engineering Apprentices Association will be enrolled as new members of National Diploma in Engineering Sciences and Special Engineering Apprentices Alumni Association.

5.2 Dissolution of The Special Apprentices Association of Sri Lanka.

Special Apprentices Association of Sri Lanka is dissolved and all the tangible or intangible assets will be transferred to National Diploma in Engineering Sciences and Special Engineering Apprentices Alumni Association. Members of Special Apprentices Association of Sri Lanka will be enrolled as new members of National Diploma in Engineering Sciences and Special Engineering Apprentices Alumni Association.

5.3 Dissolution of Special Engineering Apprentices Society

Special Engineering Apprentices Society is dissolved and all the tangible or intangible assets will be transferred to National Diploma in Engineering Sciences and Special Engineering Apprentices Alumni Association. Members of Special Engineering Apprentices Society will be enrolled as new members of National Diploma in Engineering Sciences and Special Engineering Apprentices Alumni Association.

Article 2 The purpose

Section 1 Vision Statement

Provide healthier fellowship among the Alumni, while Protect, Promote and Facilitate IET as “The Institution of Engineering Technological Excellence” and be the foremost choice of industries.

Section 2 Mission Statement

Become a “Caretaker – Ombudsman” to the Alumni as well as Present Students of IET, while being a part in providing distinguished Diplomates with high academic and technological standings to fulfill demanding challenges of industries.

Section 3 Objectives

1. To serve as the general alumni association of IET.
2. To protect and promote in every proper way the interests of IET and NDES Diplomates.
3. To foster among alumni a sentiment of regard for each other and attachment to their Alma Mater.
4. To promote communications between the IET and alumni through cooperative efforts using Institutional channels.
5. To promote and enhance alumni service to the IET, current students and to Industries.
6. To promote and enhance corporation between alumni and recognized professional bodies both local and international.
7. Raise funds in every proper way to drive alumni interests.

Article 3 Official Membership

Section 1 Eligibility

1. NDES Diplomates
2. Anyone who has completed 4 years as NDES Student.
3. Anyone who has completed 4 years as a Special Engineering Apprentice under the National Apprenticeship Board.

4. Anyone who has completed 4 years as a Special Engineering Apprentice in an organization prior to the establishment of National Apprenticeship Board.

Section 2 Privileges

1. All the official members will be ex-officio “Brand Ambassadors” of NDES.
2. All the official members are eligible to vote, nominate officers, hold an office and participate in the business.

Section 3 Membership Terms and Dues

1. Anyone who is eligible to become an Official Member as per Article 3, Section 1 can forward a duly filled Membership Application Form to the Executive Committee with endorsements of two current Official Members.
2. Upon the approval, applicant will become an Official Member of the Association after paying recommended dues.
3. Membership Categories in terms of Dues
 - 3.1 Life Member (one-time payment) Rs. 1500.00
Executive committee will review and decide the value time to time.

Section 4 Cessation of the Membership

1. A member shall continue to be a member as per Article 3, Section 1, or until his death or ceasing to be a member on his own free will.
2. The Executive Committee shall have the power to suspend or remove from membership, any member who in the opinion of the Executive Committee or a Disciplinary Committee appointed by the Executive Committee, is found guilty of misconduct, any unprofessional conduct or contravention of the Rules, Regulations, By - Laws of the Association or whose continued membership is detrimental to the interests of the Association, provided that before a decision to suspend or remove from membership is taken, the member concerned is given an opportunity of showing cause in writing why such disciplinary action should not be taken.

Article 4 Standing Committees

Section 1 The Executive Committee is the standing committee of the Association and comprised of the members outlined in Article 4, Section 3. The Executive Committee will meet at least once in three months to carry out and monitor regular business of the Association and quorum shall be set at 50% of voting members plus one.

Section 2 There are five (5) other Sub - Committees (Article 4, Section 4) where five (5) Vice – Presidents shall be elected and appointed to chair each committee. Respective vice presidents are empowered to nominate an assistant secretary to each subcommittee subjected to approval of executive committee.

Minimum of 3 official members are to be appointed as members of each Sub – Committee and respective Vice – Presidents are empowered to select and appoint members from the Official Member Cadre to each committee, subjected to the approval of the Executive Committee.

Section 3 Executive Committee

Term: Two years from the date of election.

Responsibilities:

1. Active and effective leadership in steering the Association and its membership to fulfill objectives of the Association.
2. Periodic reviews of performance of activities.

Membership:

1. To be elected in an AGM. Any official member who has served minimum of one year in the current Executive Committee or any of the Sub – Committees is eligible to be elected.
2. Voting Members: President, Senior Vice - President, Immediate Past – President, Five Vice Presidents, General Secretary, Assistant Secretary, Treasurer, Deputy Treasurer.
3. Non – Voting Members: Members of the Senior Advisory Committee.

Section 4 Sub – Committees and Responsibilities

1. Sub – Committee – I Legal and Administration

- 1.1 Registration and legal obligations
- 1.2 Accreditations and affiliations with other professional bodies
- 1.3 Recognition in professional and Industrial sector
- 1.4 Maintaining and managing data and reports
- 1.5 Record keeping and updating

2. Sub – Committee - II Academic and Industrial Training

- 2.1 Maintaining Standards and setting Benchmarks
- 2.2 Identification and implementation of Developments
- 2.3 Periodic reviews of syllabuses with IET Management
- 2.4 Assist in upgrading and acquisitions of Equipment
- 2.5 Involve on solving problems related to lecturing staff
- 2.6 Conducting student development programs

3. Sub – Committee - III Membership and Member Development

- 3.1 Membership drives and public awareness programs
- 3.2 Conducting CPD programs
- 3.3 Maintaining and promoting a web based Job Portal
- 3.4 Promotional activities in local and international job market (conceptual)
- 3.6 Media campaigns and promotions

4. Sub – Committee - IV Event Organization

- 4.1 AGM
- 4.2 Get-togethers
- 4.3 Scheduled and un-scheduled meetings
- 4.4 NDES Brand Promotional activities
- 4.5 Special Events such as fund raising

5. Sub – Committee - V Public and International Relations

- 5.1 Commencing local chapters
- 5.2 Commencing International chapters
- 5.3 Maintaining Relationships with these chapters
- 5.4 Maintaining the association web site

Section 5 Adhoc Committees

The President, upon approval of the Executive Committee, may create other committees as necessary to carry out special purposes of the Association.

Section 6 Senior Advisory Panel

Should comprise of;

1. Minimum of one member from each decade from the last 10th year.
2. Any other resource person/s from outside the official membership, with the discretion of the Executive Committee.

Section 7 Internal/External Auditor

Nominations should be in the Annual General Meeting. Term should be limited to the maximum of 2 consecutive years.

Article 5 Duties of Executive Committee Members

1. President

- 1.1 Should Chair Executive meetings.
- 1.2 Attend Sub – Committee meetings when necessary and monitor all the work carry out by the Association.
- 1.3 Lead delegations of the Association in discussions with outside parties and authorities.
- 1.4 Active leadership in accomplishing common goals of the Association.
- 1.5 Monitoring individual performance in fulfilling responsibilities of respective roles of the Executive Committee members.
- 1.6 Motivational and capacity enhancement of Official Members.

2. Senior Vice – President

- 2.1 Chair Meetings in the absence of the President.
- 2.2 Attend Sub – Committee meetings as directed by the President and maintain a closer relationship with Sub – Committees.
- 2.3 Attend to any other business delegated by the Executive Committee.

3. Immediate Past – President

- 3.1 Chair Meetings in the absence of the President and the Senior Vice – President.
- 3.2 Contribute in advisory level.
- 3.3 Attend to any other business delegated by the Executive Committee.

4. Five Vice Presidents

- 4.1 Upon election to the office of respective Sub – Committee chair, appoint required number of capable members to serve as members and guide them to reach Sub - Committee goals.
- 4.2 Prepare an action plan and a budget proposal for the year. Present them to the Executive Committee for approval within one month from the appointment.
- 4.3 Vice presidents are to be presented previous respective sub – committee progress reports to the Executive Committee.
- 4.4 Submit previous sub – committee meeting minutes to the General Secretary.

5. General Secretary

- 5.1 Handle all the correspondence of the Association.
- 5.2 Attend all Executive Committee meetings and when necessary, Sub - Committee meetings.
- 5.3 Circulate notices and other information as instructed by the Executive Committee or in consultation with the President.
- 5.4 Administration of Assistant Secretaries.
- 5.5 Any other functions as directed by the Executive Committee.

6. Treasurer

- 6.1 Handling and monitoring all the financial activities of the Association while adhering to Sri Lanka Accounting Standards.
- 6.2 Attend all Executive Committee meetings and when necessary, Sub - Committee meetings.

6.3 Prepare a corporate budget at the beginning of the term and obtain approval from the Executive Committee.

6.4 Prepare annual accounts and present them to the Executive Committee for approval.

6.5 Corporate with the Internal Auditor and submit final accounts to the External Auditors appointed by the Association.

7. Internal Auditor.

7.1 Prepare an annual audit program and obtain approval from the Executive Committee.

7.2 Carry out periodic audits of the affairs of the Association and Sub – Committee affairs.

7.3 Prepare and submit audit reports to the Executive Committee.

8. Senior Advisory Committee

8.1 Attend Executive Meetings in the capacity of advisory on invitation by the General Secretary.

Article 6 Powers

All officers and members are abided by Constitutional By – Laws. Following activities may carryout in good faith and essentially with prior approval of the executive committee.

1. Raise money
2. Employ paid staff or recruit volunteers
3. Buy or rent premises/equipment
4. Conduct research
5. Receive contributions through a membership fee
6. Work in partnership with different organizations
7. Carry out anything else within the law necessary to reach the group's objectives.

Article 7 Meetings

Section 1 General Meeting

1. To be conducted once in two years period to elect Office Bearers,

Present reports and Accounts, appoint Auditors and otherwise as may be described.

2. Notice of the general Meeting shall be issued minimum of (30) days prior to the date of the meeting. Such notice shall be announced through the regular mail or e-mail or public announcement by Printed Media (National News Paper) in the country.

Section 2 Special General Meeting

1. A Special General Meeting may be conducted to discuss and decide on specific matters that may affect the Association or its membership, and no other than that in the agenda shall be discussed at such meeting.
2. A Special General Meeting may be convened by the General Secretary of the Association on the instruction of the Executive Committee.

OR

3. By a requisition in writing, made by one third of the Membership of the Association where specific matters to be discussed is clearly mentioned. General Secretary shall then summon a Special General Meeting within two weeks of such request, except in the case of motions relating to By - Laws. In the case of a requisition relating to By – Laws, the Special General Meeting shall be called within six (6) weeks of presentation of such requisition.
4. The quorum at Special General Meetings shall be one third of the Membership.
5. No business other than that for which the request had been made shall be discussed at such meetings.

Article 8 Elections

Section 1 Procedure

1. Elections shall be held at least one month prior to the end of the fiscal year, June 30th. Any official member may nominate a

candidate for office and winners are declared with a margin of 50% of the votes cast, plus one. Recall elections can be called by a two-thirds vote of the active membership.

2. One of the Past Presidents and a Nominations Committee, appointed and empowered to conduct the election by the Executive Committee, shall prepare a slate of officers to be approved upon vote of the membership.

Section 2 Appointments

Vacancy in an office occurring during a term shall be filled by appointment by the Executive Committee.

Article 9 Finances

Section 1 Fiscal Year

The fiscal year for the Association runs from July 1st of each year until June 30th of the following year.

Section 2 Budget

1. The Executive Committee must submit a proposed annual budget to the Association by June 1st of each year.
2. Sub – Committees must submit their proposed annual budgets to the Executive Committee by May 15th of each year.

Section 3 Accounts and Auditing

1. Association must adhere to Sri Lanka Accounting Standards.
2. Association must adhere to Sri Lanka Auditing Standards.
3. Final Accounts of the respective fiscal year must be audited by a registered Auditing Firm.

Section 4 Funding

The Association's programs may be funded through a variety of sources including but not limited to;

1. Membership Dues
2. Grants
3. Fees from fund raising events approved by the Executive Committee
4. Donations

Article 10 Local and Foreign Chapters

Commencing of local or foreign chapters of NDES and Special Engineering Apprentices alumni association shall be carried out with the approval of the Executive Committee under the rules and regulations set out in article ten (10) of the association.(See the separate annexure for Article 10)

Article 11 Dissolution

Upon the dissolution or other termination of the Association, the balance of the assets, after the payment or provision for payment of its debts and expenses of dissolution, shall be transferred to any non- profit organization which may succeed it as the general alumni organization of IET/NDES, or if there be no such successor organization, then to the Institute (IET).

Article 12 Amendments

1. Amendments may be made to these bylaws by a two –thirds vote of the Official Membership in a General Meeting.
2. The Association Executive Committee must approve all the amendments prior to present it to the Official Membership.

Adopted 26th August 2016.

ORGANIZATION STRUCTURE- NDES & SPECIAL ENGINEERING APPRENTICES ALUMNI ASSOCIATION



