

# GUIDELINES FOR THE SECTIONAL COMMITTEES



**THE INSTITUTION OF ENGINEERS, SRI LANKA**

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## PREFACE

Sectional Committees of the IESL can be considered as the drivers for the advancement of their specific discipline or related disciplines. In this context, the duties and the responsibilities of the Sectional Committees are wide ranging. They need to attract new members to the discipline and the IESL, proactively facilitate for potential members to fulfill professional review requirements, ensure the current professional review rules and training guidelines are appropriate and up to date, facilitate continuous professional development of members, recognize organizations for training of potential members, disseminate knowledge, facilitate networking and many others.

In order to ensure that Sectional Committees address all relevant issues and carry out their activities in a consistent manner within the administrative framework of the IESL, it was thought appropriate to provide these Council approved guidelines for the Sectional Committees in organizing their activities. It is expected that these guidelines be given to all the members of the Sectional Committees so that a more concerted effort can be taken to implement various programmes. In addition to these guidelines the Sectional Committees can be innovative and initiate any other activity for fulfillment of its objectives which can later be incorporated to improve these guidelines. While extending my appreciation to all the members of the Sectional Committees for their commitment for enhancing the standing of the profession and the IESL, I wish the Sectional Committees all the very best in their endeavours.

Eng.(Prof) Ananda Jayawardane  
President 2010/2011

# GUIDELINES FOR THE SECTIONAL COMMITTEES

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## GENERAL

The Chairman of each Sectional Committee shall be a member of the Council.

Currently the following seven Sectional Committees are in operation:

- Agricultural and Plantation Engineering Sectional Committee
- Building Services Engineering Sectional Committee
- Chemical Engineering Sectional Committee
- Civil engineering Sectional Committee
- Electrical and Electronics Engineering Sectional Committee
- IT and Communications Engineering Sectional Committee
- Mechanical Engineering Sectional Committee

The Chairman and members of the Sectional Committee shall be from the relevant discipline and the Chairman shall be a Corporate Member elected by postal vote along with other members of the Council in accordance with By-Laws 51 to 56. The Chairman shall hold office for one Session and shall not hold office for more than three consecutive Sessions. Immediately after the new Council takes office, the Chairman with the assistance of the Secretariat shall convene a General Meeting of all Corporate Members, Companions, Associate Members and Associates in the respective disciplines and form the Committee for the ensuing Session.

## COMPOSITION

1. Chairman
2. Two members representing Fellows
3. Four members representing Members
4. Three Associate Members
5. Three Companions and/or Associates

## OBJECTIVES

As per the By-Laws of the Institution, the Sectional Committees shall engage in learned society activities and for this purpose shall arrange meetings, seminars, discussions, visits etc.

## RESPONSIBILITIES AND EXPECTED ACTIVITIES

It shall be the responsibility of the Sectional Committees to carry out all necessary activities to look after the interests of their specific disciplines and those of the members in addition to assisting the Council in promoting the engineering profession and the IESL in general. The Sectional Committees are expected to do the following for this purpose.

- a. Participate at the annual Techno Exhibition by organizing a stall for promoting the profession and the Sectional Committee activities;
- b. Organize at least one monthly Public Lecture / presentation by an expert on a topic relevant to the areas covered under the Sectional Committee or of general interest to engineering profession for improving the practice of engineering and enhancing the knowledge of members;
- c. Organise field trips to sites/locations of practical interest to the members in the relevant discipline;
- d. Recommend any new organizations that could be registered with the Institution to provide training to prospective aspirants of Corporate Membership in the respective discipline;
- e. Organise any memorial lectures coming under the purview of the Sectional Committee;
- f. Hold National/International Conferences/Seminars/Symposia/Workshops/ Continuing Professional Development (CPD) Courses in areas of interest organised by the Sectional Committee or in collaboration with other bodies;
- g. Organise Members' get-togethers and fellowship activities;
- h. Implement programmes for membership drive;
- i. Organise competitions among members/potential members to attract them to the profession and to enhance their awareness of the profession;
- j. Carry out Community Services Projects that will enhance the public image of the Institution;
- k. Encourage/facilitate participation by the members in the other activities organised by the Institution such as CPD courses /Techno Exhibition etc.;
- l. Recommend expert members as panel members for Professional Review Examinations when requested;
- m. Recommend expert members as referees for publications of the Institution – Engineer Journal, Annual Sessions Proceedings etc.;
- n. Recommend expert members as resource persons for programmes;

- o. Encourage expert members to contribute to the Technical Information Publication Series published by the Institution;
- p. Identify important books to be ordered to the Library of the Institution;
- q. Nominate potential candidates for eminence/ excellence awards or encourage them to apply for same;
- r. Arrange to publish in the newsletter articles relevant to the discipline and activities carried out by the Sectional Committee;
- s. Arrange to post information pertaining to the activities undertaken by the Committee on the website of the Institution and ensure that the information so posted is up to date;
- t. Liaise closely with the University Liaison officers and the Student Chapters in the Universities and also with the Education and Training Division at the Institution and promote membership drives and conduct awareness programmes among students;
- u. Collaborate with professional bodies/groups of similar interests such as IET, IMechE, ICE etc.) for mutual benefits; and
- v. Engage in any other activity which the Sectional Committee considers appropriate in promoting the knowledge and competencies of the members and enhancing the profession and standing of the Institution.

## **OPERATING GUIDELINES**

The Committee shall meet at least once a month regularly at the Secretariat. If the Chairman is unable to attend any particular meeting and preside, the members present shall elect a chairman from among the Corporate Members present.

The quorum shall be five members.

The Chairman shall ensure that the proceedings of the meetings are recorded in the form of minutes and that the minutes are circulated in advance among the members of the Committee prior to the date of the next meeting. The copies of the minutes shall be sent to the President and the Executive Secretary.

It will be the responsibility of the Chairman to prepare the Annual Report of the Committee on time to enable it to be published in the Transactions of the Session.

## FINANCIAL GUIDELINES

- a. Each Sectional Committee shall be provided with a financial allocation every year as set out in the approved budget of the Institution and the Committee shall make every effort to meet the expenditure related to the activities of the Committee to be within this allocation.
- b. Any expenditure that cannot be met within the budgetary allocation provided shall be arranged through external funding with the letters requesting such funding originating under the signature of the President/ Executive Secretary. Due acknowledgements of receipt of such funds shall be made by the Director (Finance).
- c. Any fees collected from participants of the activities of the Committee for their participation shall be channelled through the Secretariat with due acknowledgements issued by the Director (Finance) for fees so collected.
- d. Requests for cash advances shall be made to the Executive Secretary who shall release them as per the procedures laid down in the Manual of Financial Procedures in force at the time. He shall ensure that the advances so taken are settled in accordance the guidelines provided in the Manual of Financial procedures.

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