

**EASTERN AFRICA FEDERATION OF ENGINEERING
ORGANISATIONS
(EAFEO)**



“Promotion of Technological and Scientific Development in Eastern Africa”

THE CONSTITUTION

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ABBREVIATIONS AND ACRONYMS:

- COMESA - Common Market for Eastern and Southern Africa
- CEC - Commonwealth Engineer's Council
- EAC - East African Community
- EAFEO - Eastern Africa Federation of Engineering Organisation
- FAEO - Federation of African Engineering Organisations
- SADC - Southern Africa Development Community
- UNESCO - United Nations Education Scientific and Cultural Organisations
- UNDP - United Nations Development Programme.
- UNIDO - United Nations Education Industrial Development Organisations.
- WFEO - World Federation of Engineering Organisations.

Eastern Africa Federation of Engineering Organisations

CONSTITUTION

ARTICLE – 1

Definitions 1.1 In these Articles of the Constitution, unless the context otherwise requires, expressions shall have meaning as defined below:

Furthermore, words implying like males shall include females and words implying the singular number shall include the plural number and vice versa, and words implying individual person or persons shall include body or bodies corporate.

- (i) “**The Constitution**” shall mean the Constitution document of Eastern Africa Federation.
- (ii) “**The Executive Committee**” shall mean the Executive Body of the Federation duly elected at a General Assembly in accordance with Article 7 of the Constitution.
- (iii) “**The Federation**” shall mean Eastern Africa Federation of Engineering Organisations.
- (iv) “**The Financial Year**” shall mean the twelve months commencing on the first day of July of a year and ending with the last day of June of the same calendar year.
- (v) “**The General Assembly**” shall mean the General Assembly of the Federation **duly** convened in accordance with Article 6 of the Constitution.
- (vi) “**The Members**” shall mean the various member institutions of the Federation in accordance with Article 3 as approved by General Assembly
- (vii) “**The President**” shall mean the President of the Federation duly elected at a General Assembly.
- (viii) “**President Elect**” shall mean the President in waiting of the Federation duly elected at a General Assembly.
- (ix) “**The Secretary General**”/“**Executive Director**” shall mean the Secretary General/Executive Director of the Federation duly elected/employed by the General Assembly.
- (x) “**The Vice President**” shall mean Vice President of the Federation nominated by member institution and duly elected at the General Assembly.

ARTICLE-2

Name, Objectives, Vision & Mission 2.1 The Eastern Africa Federation of Engineering Organisations (EAFEO) (hereinafter called the “Federation”) is a regional organization established by the Engineering Institutions of Kenya, Uganda, Tanzania, Rwanda as founder members and in future to include as necessary all countries in the East Africa with the following objectives: -

- (i) to foster co-operation and exchange of information among its National Members, (by establishment of a Data Bank on selected aspects of interest such as engineering expertise, engineering facilities and education systems;).
- (ii) to encourage effective engineering manpower development and utilisation in the region and to facilitate travel of engineers and engineering students between different countries in the region for the purpose;
- (iii) to encourage and to foster the goal-oriented activities of National Institutions and Associations of Engineers in the region;
- (iv) to promote and harmonise engineering education, training and continuing education of the engineers in the region;
- (v) to provide researched solutions to engineering problems in the region.
- (vi) to motivate engineers to work towards the social and economic development of the countries in the region;
- (vii) to promote, in collaboration with national Governments, regional and international agencies, regional co-operation in utilizing science and technology for industrial development in areas such as:
 - working for ecological and environmental issues;
 - improving indigenous engineering capability of the region;
 - studying the utilization of energy resources for optimum benefits in the region;
 - working for balanced industrial growth and mutually advantageous transfer of know-how, technology and similar activities;
- (viii) to win support of the International Organisations such as WFEO, FAEO, UNESCO, UNIDO, UNDP, etc. on issues of engineering interest.
- (ix) to promote and support Cooperation Agreements adopted in the region.
- (x) to advise regional bodies such as EAC, SADC, COMESA, etc on the priority activities applicable to the region;
- (xi) to represent the region in world organisations for fruitful collaborative activities without prejudice to members' National Membership to such bodies as CEC, WFEO and others.
- (xii) to do any other activities to fulfil these objectives.

Vision	2.2	To be a reputable and respectable Federation of Engineering institutions in the East of Africa.
Mission	2.3	To promote technology and science through partnering, collaborating, teaming and articulating to create a sustainable living in the region
Core values	2.4	(i) Strive to adopt and adapt appropriate technologies.

- (ii) Maintaining highest degree of Professionalism and Ethical standards.
- (iii) Empower and respect engineers to enable them make decisions which commensurate with developmental plans.
- (iv) Encourage creativity and innovations to enhance capability in resolving engineering challenges.
- (v) Enhance integrity, teamwork, accountability and non discrimination.

ARTICLE – 3

- Membership
- 3.1 Membership of the Federation shall consist of National Members, Associate Members, and Benefactor Members.
- 3.2 One national professional engineering organization in each of the countries of Eastern Africa representing engineers engaged which a high level of technical competence according to the respective national standards, shall be eligible to become National Member.
- Provided, that the Federation shall not have more than one National Member from each country of Eastern Africa. If there are several organizations in a country, only one unit in the form of a group officially designated as Apex National Committee and accepted by these organizations, may be admitted as a National Member of the Federation.
- Provided further that in case of difference of opinion at a national level of a country on the composition of the national group of engineers or otherwise, the Executive Committee brought about by the creation of a new national group of engineers or otherwise, shall enquire into the matter and thereafter propose to the next General Assembly of the Federation a solution in conformity with the interests of the Federation.
- 3.3 Any organization, organized on a regional or international basis that is interested in supporting the objectives of the Federation shall be eligible to become an Associate Member.
- 3.4 Industrial units, firms and institutions engaged in engineering education and/or research and all other national Associations having interests in the promotion of the objectives of the Federation and financially contributing to the running of the Federation in a manner stipulated by the Executive Committee shall be eligible to become Benefactor Members.
- 3.5 The following engineering organisation which were represented at the inaugural meeting of the Federation and whose delegates signed the Agreement of Admission are the Permanent National Members of the Federation:-
- The Institution of Engineers Tanzania
 - The Institution of Engineers of Kenya
 - Uganda Institution of Professional Engineers
 - Institution of Engineers Rwanda

ARTICLE - 4

- Admission to the Federation 4.1 The Executive Committee shall examine each application for the Membership of the Federation and shall inform all National Members of its receipt and of the recommendations of the Committee as early as possible. Approval of application for membership shall require a two thirds majority of National Members either by voting at a General Assembly, by a registered postal ballot or electronic mail.

ARTICLE – 5

- Registration & Termination of Membership 5.1 A member wishing to resign from the Federation shall give six months notice of resignation in writing addressed to the Secretary General/Executive Director and the Secretary General/Executive Director shall obtain the approval of the Executive Committee within three months from the receipt of such application and thereafter inform the concerned member such resignation shall be reported at the ensuing meeting of the General Assembly.
- 5.2 The General Assembly shall have the right to terminate the membership of a member institution that has failed to fulfil its obligation to the Federation.
- 5.3 The General Assembly shall also have the right to terminate the membership of a member institution that has engaged itself in activities which contradict with the objectives of the Federation.

Provided, however, that the Secretary General/Executive Director on receipt of any complaint against a member to this respect shall call for, within one month of receipt of such complaint, an explanation from the concerned party to be submitted to the Secretary General/Executive Director within two months from the date of the letter of the Secretary General/ Executive Director asking for an explanation. The Secretary General/ Executive Director, thereafter, shall place the explanation with his comments and recommendations before a duly convened meeting of the Executive Committee within three months after receipt of such explanation for its consideration.

The matter shall then be considered at the ensuing meeting of the General Assembly or Special General Assembly.

- 5.4 The member institution resigning from the Federation as per provision of Article 5.1, or whose membership has been terminated in terms of provision of Article 5.2 or 5.3 shall remain liable to pay the subscription payable by it till the year during which it to be a member of the Federation.

ARTICLE – 6

- General Assembly 6.1 The supreme governing body of the Federation shall be the General Assembly.
- 6.2 The General Assembly shall comprise of:
- i) The President,
 - ii) Vice Presidents, one from each member institution,
 - iii) The Secretary General/Executive Director,
 - iv) Three representatives from each of the Permanent National Members,
 - v) One representative from each Associate Members,
 - vi) One representative from each Benefactor Member.

6.3 The General Assembly shall be held after every two years and generally not later than the last day of the month of June and the President shall be the Chairman of the General Assembly. In case of absence of the President, President Elect will take the seat and in the absent of both, one of the Vice Presidents shall be the Chairman and in case of absence of both, the members will elect one amongst the accredited representatives of National Members.

N.B. The Secretary General/Executive Director shall not vote since he/she is ex-official.

6.4 In addition to the President, the Vice Presidents, the Secretary General/ Executive Director, three representatives of duly accredited by National Members, one representative duly accredited by each Associate Member, and one representative duly accredited by each Benefactor Member shall participate in the General Assembly. Council members of the host member institution will attend as ex-official with no voting right.

6.5 50% of all National Members shall form the quorum.

6.6 At the General Assembly, each National Member shall have one vote. The vote of each shall be cast by the duly accredited leader of the team of representatives at the General Assembly at which the vote is to be cast. Any member of the Federation who will not have paid the annual dues by the date of the General Assembly shall not be entitled to exercise or benefit from any right or privilege of membership until the sum due has been fully paid.

6.7 The General Assembly shall have the following functions without prejudice to the generality of its responsibilities.

- (i) to elect the President, President Elect, confirm Vice Presidents and elect/appoint the Secretary General/Executive Director for the ensuing term;
- (ii) to elect the members of the Executive Committee for the ensuing term;
- (iii) to confirm upon the location of the Secretariat to be in Dar es Salaam. Pending shifting to Arusha, the designated Headquarters for the Federation;
- (iv) to receive the report of the Executive Committee including those of the other Committees, and Task Forces of the Federation appointed to address specific tasks;
- (v) to receive and approve the Annual Budget.
- (vi) to receive and approve the Audited Accounts.
- (vii) to examine, on the recommendation of the Executive Committee, amendments to the Constitution, notice about which should be issued to National Members at least three months before the meeting of the General Assembly, and to adopt it if approved;

- (viii) to terminate, if it so decides, in accordance with Article 5, the membership of any member of the Federation that has failed to fulfil its obligations to the Federation or has engaged in the activities which contradict with the objectives of the Federation;
- (ix) to decide, on the proposals of the Executive Committee, in accordance with Article 12, the annual subscription to be paid by members of the Federation;
- (x) to appoint Auditors and to fix their remuneration;
- (xi) to decide on any other matter relevant to the activities and functioning of the Federation.

ARTICLE – 7

Executive
Committee

- 7.1 The Executive Committee, responsible to the General Assembly, shall consist of:
- (i) One President, the Vice Presidents from other countries other than that of the President, one Secretary General/Executive Director, and three representatives of each National Member.
 - (ii) The President Elect, Secretary General/ Executive Director and other members approved by the General Assembly shall be ex-officio members of the Executive Committee.
- The Presidents of the organizations which are National Members of the Federation shall be Members, as they are Vice Presidents to the Federation.
- 7.2 The President shall be the Chairman of the Executive Committee. In the absence of the President, President Elect shall function as Chairman.
- 7.3 The term of office of the Executive Committee shall be two years from the date of the General Assembly.
- 7.4 The Executive Committee shall be appointed and installed by the General Assembly.
- 7.5 The Executive Committee may appoint Committees and Task Forces in furtherance of the objectives of the Federation and shall monitor the progress of their activities and may advise them of their effective functioning.
- 7.6 The Executive Committee shall have powers to source funds for the Federation's use.
- 7.7 At the Executive Committee meetings, decisions shall be made by **majority vote** of the members present. Each member of the Committee present shall have one vote save the Secretary General/Executive Director, and if there is equality of votes, the Chairman shall have a casting vote.
- 7.8 The Executive Committee shall meet Four Times a year and one of its meetings shall be held after the General Assembly. One third of the total number of members representing not less than 50% of the National Members shall constitute the quorum.

- 7.9 The functions of the Executive Committee shall include but not limited to:
- (i) Considering applications for enrolment and resignation of Members if any.
 - (ii) Considering reports of the Secretary General/Executive Director on the activities of the Federation since reported previously and in particular the measures taken to the decisions of the General Assembly.
 - (iii) Consider the reports received from the Sub-committees and Task Forces.
 - (iv) Considering proposals submitted by members and office bearers of the Federation for the furtherance of the objectives, and proposals for forming Committees and Task Forces if any.
 - (v) Examining and approve the accounts for the previous period since its last meeting and also the annual accounts.
 - (vi) Consider and review the Calendar of activities and the budget of the Federation.
 - (vii) Fix the date and the venue for the General Assembly.
 - (viii) Consider other matters authorised by the General Assembly.
- 7.10 A special meeting of the Executive Committee may be called by the President when requested by at least 3 members of the Committee representing not less than 50% if the National Members.
- 7.11 Transacting urgent business of the Federation shall be vested in the office bearers (President, Vice Presidents and Secretary General). All decisions of these office bearers shall be submitted for approval of the Executive Committee at its next meeting.

ARTICLE – 8

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|------------------------------|-----|---|
| President and Vice President | 8.1 | The Federation shall be managed by the President elected on rotational basis among paid-up member institutions and in his absence by President Elect by a representative nominated by the President. |
| | 8.2 | The President, assisted by Secretary General/Executive Director shall have the powers, subject to the approval of the Executive Committee to implement specific project/study/task provided that the tasks and studies to be undertaken fall within the broad objectives of the Federation. |
| | 8.3 | The President may advise/direct the Secretary General/Executive Director on certain task performance and may invite reports/advices from Committees and Task Forces of the Federation. |
| | 8.4 | The Vice Presidents shall assist the President and may be appointed chairpersons of the Committees and Task Forces. |

ARTICLE – 9

- Secretariat 9.1 The Federation shall have a Secretariat which shall be the office of the Secretary General/Executive Director. It shall be located at a place determined by the General Assembly of the Federation. The General Assembly may change the location of the Secretariat for convenience.

ARTICLE – 10

- Secretary General/ Executive Director
- 10.1 The Secretary General/ Executive Director shall be and shall keep members informed of the important proposals, decisions and actions of the Executive Committee; shall attend the meetings of the Executive Committee and the General Assembly and record the proceedings of these meetings; shall be in charge of the funds of the Federation and shall submit an audited statement of accounts to each member of the Federation at least three months before the General Assembly.
- 10.2 The Secretary General/ Executive Director shall furthermore be responsible for the administration of the Secretariat and shall carry out such secretarial services as is necessary to:
- (i) manage, and organise the meetings of the Federation;
 - (ii) implement the decisions of the meetings of the Federation;
 - (iii) prepare and draft the budget of the Federation;
 - (iv) collect relevant materials and information and keep them updated;
 - (v) issue publications;
 - (vi) assist members in obtaining information;
 - (vii) administer and control the property and funds of the Federation, maintaining proper books of accounts, have the same audited by the Auditors duly appointed and place the same before the Executive Committee;
 - (viii) keep members informed of the important proposals, decisions and actions of the Executive Committee and of any action taken by officers.
 - (ix) liaise with the Committees and Task Forces for effective co-ordination and efficient functioning of these organs;
 - (x) be in constant touch with International and regional bodies as well as other Organizations interested in seeking the assistance of the Federation for the implementation of specific projects or for undertaking special studies in the region in furtherance of the objectives of the Federation;
 - (xi) perform such other duties as directed by the President, Executive Committee and/or General Assembly.

ARTICLE – 11

Committees
and Task
Forces

- 11.1 Sub-committees and Task Forces shall be formed from all member institutions in the region with their Secretariats located at suitable places. As a general policy, each National Member of the Federation will have at least one Task Force Secretariat within the country to ensure effective distribution of the activities.
- 11.2 Sub-committees and Task Forces of the Federation appointed to operate with specific functions and terms of reference shall report to the Executive Committee and submit periodic reports as required by the Secretary General/Executive Director acting on behalf of the Executive Committee.
- 11.3 The President, assisted by the Secretary General/Executive Director may appoint an ad-hoc Task Forces on behalf of the Executive Committee for carrying out specific assignment/project in the region falling within the broad objectives of the Federation subject to the approval by the Executive Committee in its next meeting.
- 11.4 The Associate Members and Benefactors may be represented in the Committee and Task Forces.
- 11.5 Membership of the Committee and Task Forces shall consist of representatives nominated by the Executive Committee considering their ability to perform the required functions.

ARTICLE – 12

Finance

- 12.1 The funds of the Federations shall be composed of:
 - (i) the annual subscription paid by the National Members, the Associate Members and the Benefactor Members.
 - (ii) contributions from sponsors of specific projects and other sources.
 - (iii) income from chargeable capacity building activities of the Federation.
 - (iv) donations received from time to time.
 - (v) organise fundraising activities like Exhibitors etc.
- 12.2 The amount of annual subscription of the National Members, the Associate Members and the Benefactor Members shall be fixed/and or revised by the General Assembly.
- 12.3 The payment of subscription by Members for any financial year shall be made not later than the last day of June of the year.
- 12.4 Funds shall be utilized and accounted for as per clause 10.1 and 10.3(iii).

ARTICLE – 13

Coming into
force and
amendment
of the
Constitution

- 13.1 This Constitution shall be created upon its approval by the General Assembly and shall come into force with immediate effect unless otherwise decided by the General Assembly.
- 13.2 No change shall be made in this Constitution except by the General Assembly with the approval of two thirds majority of all National Members which, being entitled to do so, vote by representative present or by postal email/ballot.

ARTICLE – 14

- Interpretation of the Constitution
- 14.1 The decisions of the General Assembly in respect of interpretation of the Constitution shall be binding on all Members.
- 14.2 Any member who will be aggrieved by decisions made by the General Assembly may appeal to the East African Court of Justice for interpretation.

ARTICLE – 15

- Dissolutions of the Federation
- 15.1 The General Assembly, if convened for the purpose, may dissolve the Federation by a vote pursuant to Article 13.2. In the event of the dissolution of the Federation, the General Assembly shall appoint a liquidator and shall determine his powers and, if required, his remuneration and shall designate the recipient or recipients of the residues of the monies of the Federation.
- 15.2 Any liabilities of any shall be taken care of.

ARTICLE – 16

- Language
- 16.1 The official language of the Federation shall be English. Kiswahili will be recognised as a second language in the region.

ARTICLE – 17

- Resolution of disputed
- 17.1 Any dispute shall be referred to the East African Court of Justice after an amicable resolution has failed.
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This Constitution shall be binding on all Parties:

Signed for and on behalf of
The Institution of Engineers
of Kenya(IEK)

Seal:
Date.....

President :.....

Signed for and on behalf of:
The Institution of Engineers
Tanzania (IET)

Seal:
Date.....

President:.....

Signed for and on behalf of:
The Ugandan Institution of
Professional Engineers (UIPE)

Seal:
Date:.....

President:.....

Signed for and on behalf of:
The Institution of Rwanda Engineers (IER)

Seal:
Date:.....

President:.....