



Federation of Engineering Institutions
of Asia and the Pacific (FEIAP)

CONSTITUTION

**(Amended & Approved on 5 October 2011
at 19th FEIAP General Assembly)**

Further amendments made on 7 July 2016 at 24th General Assembly

Preface

The Federation of Engineering Institutions of Southeast Asia and the Pacific (FEISEAP), an international non-profit professional organisation, was founded on 6 July 1978. Its establishment followed an exploratory meeting convened and organised by the Engineering Institute of Thailand under The King's Patronage with the support of the United Nations Educational Scientific and Cultural Organisation (UNESCO) on 3 July 1978 in Chiang Mai.

Being an independent umbrella organisation for the engineering institutions in the Southeast Asia and the Pacific region, the objectives of FEISEAP was to encourage the application of technical progress to economic and social advancement throughout the world; to advance engineering as a profession in the interest of all people; and to foster peace throughout the world. The Federation was itself, an international member of the World Federation of Engineering Organisations (WFEO) that pursues objectives similar to those of FEISEAP on a global scale.

The Constitution of the Federation has been amended several times at its biennial General Assemblies. At the 14th General Assembly of FEISEAP held in Cebu, Philippines, on 26 November, 2007 the question of the continuation of FEISEAP was discussed. It was unanimously agreed at that General Assembly, that the Federation should continue provided that its Constitution was reviewed to more clearly define its objectives and to broaden the scope of economies eligible for membership.

The Constitution was reviewed in consultation with all Members. It was unanimously adopted by the Special General Assembly of the Federation held in Hanoi, Viet Nam, on 2 June 2008. The Constitution incorporates a change of its name to the Federation of Engineering Institutions of Asia and the Pacific (FEIAP).

It has subsequently undergone minor amendments to clarify and simplify its provisions and operations.

To enhance the status of FEIAP, this Constitution was further amended to include Members and Regional Members from regions other than Asia and the Pacific that are interested in supporting the objectives of FEIAP. The revised Constitution also allows an economy member of FEIAP to propose other relevant professional bodies within the same economy which share common interest as FEIAP to be Associate Members, with rights to attend all activities of FEIAP.

CONSTITUTION

Article 1 - Name, character and objectives

- 1.1 The Federation of Engineering Institutions of Asia and the Pacific (hereinafter called FEIAP) is an international non-profit professional organisation. Its duration is unlimited.
- 1.2 The objectives of FEIAP are:
 - 1.2.1 To foster cooperation and the exchange of information between its Members;
 - 1.2.2 To facilitate the exchange of members of engineering institutions between different economies in the region;
 - 1.2.3 To encourage the formation and to foster the activities of institutions of engineers in the region;
 - 1.2.4 To sponsor meetings, symposia and congresses of regional interest and relevance;
 - 1.2.5 To study issues concerning the education, continuing professional development and qualifications of engineers; and
 - 1.2.6 To cooperate with international, regional and governmental and non-governmental organisations and to encourage engineers in the region to contribute to the activities of these organisations.

Article 2 – Organisation

- 2.1 The Organisation of FEIAP shall consist of:
 - 2.1.1 Members
 - 2.1.2 General Assembly
 - 2.1.3 Executive Board
 - 2.1.4 Secretariat
 - 2.1.5 Work Groups
 - 2.1.6 Standing Committees
- 2.2 The supreme governing body of FEIAP shall be the General Assembly and between meetings of the General Assembly, the affairs of FEIAP shall be administered by the Executive Board in accordance with the policies laid down by the General Assembly.

Article 3 – Membership

- 3.1 Members of FEIAP shall consist of:
- 3.1.1 Members (Organisations)
 - 3.1.2 Regional Members(Organisations)
 - 3.1.3 Associate Members (Organisations)
- 3.2 Eligible as Members are professional engineering organisations of the economies of the Asia and Pacific area representing engineers of high level of professional competence according to the standards of each economy concerned
- 3.3 Except as provided for in Clauses 3.4 and 3.5, FEIAP shall have one Member from each economy. This will normally be the major institution or association of professional engineers in that economy. In the event of there being several organisations of equal standing in an economy, only one body representing these organisations shall be admitted as the Member.
- 3.4 Where more than more than one professional engineering organisation from any one economy was members of the former FEISEAP at the time of adoption of this Constitution by the General Assembly in Hanoi in June 2008, those members shall remain as members of FEIAP until such time as they discontinue their membership.
- 3.5 Eligible as Regional Members are regional engineering organisations from within Asia and the Pacific area that are interested in supporting the objectives of FEIAP.
- 3.6 Eligible as Associate Members are organisations or bodies organised on an economy other than Asia and Pacific area, regional or international basis that are interested in supporting the objectives of FEIAP.
- 3.7 The institutions or associations represented at the meeting which decided on the formation of FEIAP and whose authorised representatives have signed the document of admission shall become Members of FEIAP. Other institutions or associations and organisations may be admitted as Members of FEIAP from time to time in accordance with the provision of this Constitution.
- 3.8 In the event of doubt as to which is the eligible institution or committee to represent an economy as the Member of FEIAP, the Executive Board shall, if requested, enquire into the matter and thereafter propose to the General Assembly of FEIAP a solution in conformity with the interests of FEIAP.
- 3.9 In the interest of the Federation, the General Assembly may also accept Members and Regional Members from regions other than Asia and the Pacific that are interested in supporting the objectives of FEIAP.
- 3.10 Notwithstanding Clause 3.6, an economy member of FEIAP may propose other relevant professional bodies within the same economy which share common interest as FEIAP to be Associate Members, with rights to attend all activities of FEIAP

Amended -24th GA
on 7/7/2016, Perth
Australia

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on 7/7/2016, Perth
Australia

Article 4 - Admission to FEIAP

- 4.1 Application of membership by an institutions or associations of professional engineers shall submit their application in writing to Secretary-General three months before the General Assembly.
- 4.2 The Executive Board shall examine each application for membership of FEIAP and shall inform all Members of its receipt and of the recommendation of the Executive Board. Approval of the application for membership requires a two-third majority of all Members eligible to vote, either by vote at a General Assembly or by postal or electronic ballot.

Article 5 - Resignation and expulsion of members

- 5.1 A member wishing to resign from FEIAP shall give six months' notice of resignation in writing, addressed to the Secretary-General.
- 5.2 A member whose subscription is two years in arrears shall be reported to the General Assembly. The General Assembly shall, after suitable remonstrance by letter in the form so provided and if subscriptions remain unpaid, expel the defaulter from FEIAP by erasing its membership from the Roll.
- 5.3 The General Assembly may by a two-third majority of Members eligible to vote decide to terminate the membership of any Member who has failed to fulfil its obligations to FEIAP or has engaged in activities which run counter to the objectives of FEIAP.

Article 6 - General Assembly

- 6.1 The General Assembly shall consist of the nominated representatives of Members, the Immediate Past President, President, one Vice President and the Secretary-General. In the event that a representative member is unable to attend the General Assembly, a written proxy may be given to another member of the General Assembly. Each member shall be limited to represent one proxy only.
- 6.2 Representatives of one-half of all Members shall constitute a quorum.
- 6.3 In any meeting of the General Assembly each Member and Regional Member shall be entitled to only one vote. Members not completing their dues obligations for the year in accord with Clause 10.4 and Associate Members are not eligible to vote. Every member of the Executive Board shall have no right to vote except on those occasions when authorised to vote on behalf of a Member. At meetings of the General Assembly decisions shall be made by majority vote of Members present, except otherwise specified in this Constitution.

- 6.4 The General Assembly:
- 6.4.1 Shall appoint the President, who shall usually be the Vice President in office, for a term of two years;
 - 6.4.2 May extend the term of the President for one term of two years following the initial term where it considers it in the best interests of FEIAP to do so;
 - 6.4.3 Shall elect the Vice President and Six General Members as members of the Executive Board, each for a term of two years;
 - 6.4.4 May extend the term of the Vice President and members of the Executive Board for one term of two years following the initial term where it considers it in the best interests of FEIAP to do so;
 - 6.4.5 May, in subsequent terms, where considered desirable to ensure continuity, extend an Executive Board General Member's term by one additional two-year term
 - 6.4.6 Shall appoint a Permanent Secretariat, including a Secretary-General, which shall be hosted by one of the Members for a term of five years;
 - 6.4.7 May extend or terminate the term of the Permanent Secretariat following review of the performance of the Secretariat by the Executive Board prior to completion of the normal term or when circumstances indicate that an earlier review should be conducted;
 - 6.4.8 May appoint any Work Group or Standing Committee that it may deem necessary for the conduct and administration of the work of FEIAP in accordance with Article 13 or 14;
 - 6.4.9 Shall review the work carried out by the Work Groups and Standing Committees of FEIAP;
 - 6.4.10 Shall, on the recommendation of the Executive Board, determine the amount of annual dues from members;
 - 6.4.11 Shall, examine and approve FEIAP's accounts for the period since the previous ordinary meeting of the General Assembly;
 - 6.4.12 Shall, at the request of the Executive Board or Member Economy via Executive Board, examine proposed amendments to the Constitution and to adopt those that it approves; and
 - 6.4.13 May delegate, to the Executive Board, responsibility and authority to determine routine administrative matters relating to the operation of FEIAP and arrangements for General Assembly and Executive Board meetings; and to make, vary or terminate contracts where provision has been made in the annual FEIAP budget.
- 6.5 The General Assembly shall hold an ordinary meeting once every year. The venue of the ordinary meetings shall be rotated as far as possible. The ordinary meetings of the General Assembly shall be convened by the Executive Board.

- 6.6 The Executive Board may call an extraordinary General Assembly meeting, at its discretion, when in its opinion, such a meeting is warranted. The meeting may be conducted face-to-face, telephonically or electronically.

Article 7 - Executive Board

- 7.1 The Executive Board, which shall be responsible to the General Assembly, shall consist of:
- 7.1.1 The President, the Vice President, the Secretary-General, and the Immediate Past President; and
 - 7.1.2 Representatives of Six General Members who do not hold other executive positions.
- 7.2 The President, the Vice President, the Immediate Past President and representatives of the Members shall be from different member economies of FEIAP.
- 7.3 The President of FEIAP shall be the chairman of the Executive Board.
- 7.4 Office-bearers shall hold office until the end of the ordinary meeting of the General Assembly two years after their election.
- 7.5 If the President is unable to complete his or her term, the Vice President will assume the role for the balance of the two-year term and the subsequent two-year term, after the approval of the General Assembly.
- 7.6 The General Assembly may appoint a new Vice President at its next meeting.
- 7.7 In other cases, where a Member's representative is no longer able to serve the Executive Board effectively, the Member concerned may recommend a replacement for the consideration and acceptance of the Executive Board.
- 7.8 The Executive Board shall submit to all Members, preferably three months in advance of the General Assembly nominations, received from Members for the offices of the Vice President and the other Members of the Executive Board. The Secretary-General shall make adequate and appropriate arrangements for the calling of nominations.
- 7.9 At the meetings of the Executive Board decisions shall be by majority vote of the members present. The Secretary-General shall have no right to vote. Each other member of the Executive Board present shall have one vote, and if there is equality of votes, the Chairman shall have the casting vote. One half or more of the voting members of the Executive Board shall constitute a quorum. In the event that a member of the Executive Board is unable to attend a meeting, he/she may be represented by another of the Executive Board as proxy.

- 7.10 The responsibilities of the Executive Board shall include, but not be limited to:
- 7.10.1 Arrangements for the election of the Vice President of FEIAP and other members of the Executive Board;
 - 7.10.2 Consideration of applications and resignations for Members of FEIAP and making recommendations to the General Assembly;
 - 7.10.3 Consideration of proposals submitted by Members of FEIAP and making recommendations to the General Assembly where appropriate;
 - 7.10.4 Reviewing reports by the Secretary-General on the activities and finances of FEIAP, in particular, the measures taken to implement the decisions of the General Assembly;
 - 7.10.5 Monitoring of the financial performance of FEIAP;
 - 7.10.6 Reviewing of the program of activities and the budget;
 - 7.10.7 Developing proposals for annual subscriptions of the Members of FEIAP for consideration by the General Assembly;
 - 7.10.8 Appointing an auditor to conduct an annual financial audit of FEIAP;
 - 7.10.9 Selecting the recipients of the FEIAP Award of Engineering Achievement (as set forth in the Addendum), provided that no member of the Executive Board who represents a FEIAP Member from which a nomination for an award shall be involved in the evaluation of the nominations or selection of the winners;
 - 7.10.10 Appointing an auditor to review the evaluation and selection process and outcomes under Clause 7.9.8;
 - 7.10.11 Fixing of the date and the venue of the next meeting of the General Assembly; and
 - 7.10.12 Other business approved by the President.
- 7.11 The Executive Board shall meet as often as is necessary and during each ordinary meeting of the General Assembly. The business of the Executive Board may be conducted telephonically or electronically when it is impracticable to conduct face-to-face meetings.
- 7.12 Any casual vacancy arising in the position of Vice President, Secretary-General and Work Group and Standing Committee Chairmen may be filled, on the decision of the President, for the remaining period of the terms of office.

Article 8 - President, Vice President and Immediate Past President

- 8.1 The President of FEIAP shall have, among others, the following duties and responsibilities:

- 8.1.1 Chair all meetings of the Executive Board and the General Assembly;
 - 8.1.2 Direct the execution of all policies adopted by the General Assembly and the Executive Board;
 - 8.1.3 Represent FEIAP at functions;
 - 8.1.4 Perform such other duties and functions as may be assigned by the General Assembly and the Executive Board.
- 8.2 The Vice President shall assist the President and in the event of the latter's absence or inability, shall undertake the functions of the President.
- 8.3 The Immediate Past President shall serve as a member of the Executive Board for one two-year term. Where considered desirable to ensure continuity, the General Assembly may extend this by one additional two-year term.

Article 9–Permanent Secretariat and Secretary-General

- 9.1 FEIAP shall have a Permanent Secretariat appointed in accordance with Clauses 6.4.5 and 6.4.6 of Article 6.
- 9.2 The Permanent Secretariat shall be headed by a Secretary-General appointed by the Member hosting the Permanent Secretariat. The Secretary-General shall keep Members informed of important proposals, decisions and actions of the Executive Board. The Secretary-General shall also arrange for a record of the proceedings of the Executive Board meetings including an audited statement of accounts to be communicated to each Member of FEIAP at least three months before the first day of each ordinary meeting of the General Assembly.
- 9.3 As chief executive officer of FEIAP, the Secretary-General shall furthermore be responsible for the administration and supervision of the Secretariat and shall carry out such duties as are necessary to execute and foster the objectives, policies and instructions of FEIAP including:
- 9.3.1 Organising and managing meetings of FEIAP;
 - 9.3.2 Implementing the decisions of meetings of FEIAP;
 - 9.3.3 Preparing the draft budget of FEIAP;
 - 9.3.4 Compiling and disseminating appropriate information;
 - 9.3.5 Preparing and issuing publications;
 - 9.3.6 Assisting Members in obtaining information;
 - 9.3.7 Administering the property and the funds of FEIAP;
 - 9.3.8 Making adequate and appropriate arrangements for the calling of nominations from Members for the offices of the President, Vice President and the other members of the Executive Board; and
 - 9.3.9 Representing FEIAP when the President or Vice President is unavailable, or when instructed by the Executive Board.

- 9.4 At the end of his/her term of office the Secretary-General shall, without delay, hand over all documents, records, accounts and all other properties belonging to FEIAP to the incoming Secretary-General.

Article 10 – Finance

- 10.1 The resources of FEIAP shall be derived from:
- 10.1.1 Annual dues paid by Members;
 - 10.1.2 Contributions from other sources;
 - 10.1.3 Income from activities of FEIAP.
- 10.2 The amount of annual dues from Members shall be determined by the General Assembly.
- 10.3 The financial year shall be from the 1st January to 31st December each year.
- 10.4 The payment of annual dues from Members for any financial year shall be made not later than the 31st January in that year.
- 10.5 Members not completing their dues obligations for the year in accord with Clause 10.4 shall not have the rights and privileges of membership.
- 10.6 Provided that a Member has not been expelled in accordance with the provisions of Article 3, Members not completing their dues obligations for the year in accord with Clause 10.4 may resume their full member status after paying past years' dues by 31st January and current year's dues by 31st January of the current year.
- 10.7 In the event of any resignation or termination of membership of a Member, the Member concerned shall be liable to pay its dues for the current financial year, and shall have no claim on the moneys of FEIAP or any part thereof.
- 10.8 FEIAP shall have power to accept donations to its funds from any source or sources which the Executive Board approves subject to report to the General Assembly.

Article 11 - Coming into force, and alteration of the Constitution

- 11.1 Upon its approval this Constitution shall come into force and FEIAP shall thereby be created.
- 11.2 No change shall be made to this Constitution except by the General Assembly with the approval of a majority of two-thirds of all Members which, being eligible to do so, vote by representatives present or by proxy.

Article 12 - Dissolution of FEIAP

- 12.1 The General Assembly if convened for the purpose may dissolve FEIAP with the approval of a majority of two-thirds of all Members which, being eligible to do so, vote by representatives present or by proxy. In the event of the dissolution of FEIAP for any reason the General Assembly shall appoint a Liquidator and shall determine the Liquidator's powers and, if required, remuneration, and shall designate the recipient or recipients of the residue of the moneys of FEIAP.

Article 13–Work Groups

- 13.1 The General Assembly or Executive Board may appoint Work Groups.
- 13.2 A Work Group will normally have a specific task or tasks and a life specified at the time of its creation. The life of a Work Group will not normally extend beyond the General Assembly after the appointment of the Work Group.
- 13.3 The General Assembly or Executive Board as appropriate to the Work Group's creation shall appoint the Chairman and the Members to serve on each Work Group.
- 13.4 The Members shall appoint the persons to represent them. It is desirable to preserve continuity.
- 13.5 The Secretariat for a Work Group shall be in the economy of the Chairman and shall be the responsibility of that Member.
- 13.6 Where a Member's representative is no longer able to serve the Work Group effectively, the Member concerned may recommend a replacement for the consideration and acceptance of the Executive Board.
- 13.7 Each Work Group shall report on progress to each Executive Board and General Assembly meeting.
- 13.8 Programs of activities of each Work Group shall be approved by the Executive Board or the General Assembly as appropriate to the Work Group's creation.

Article 14 – Standing Committees

- 14.1 In special circumstances where a specific task is of a continuing nature or is anticipated to have a life greater than the normal term for a Work Group, the General Assembly or Executive Board may appoint a Standing Committee.
- 14.2 A Standing Committee will normally have a specific task or tasks. The continuing need for each Standing Committee shall be reviewed regularly (not less frequently than once every two years) by the Executive Board or the General Assembly as appropriate to the Standing Committee's creation.

- 14.3 The General Assembly or Executive Board as appropriate to the Standing Committee's creation shall appoint the Chairman and the Members to serve on each Standing Committee.
- 14.4 The Members shall appoint the persons to represent them. It is desirable to preserve continuity.
- 14.5 The Secretariat for a Standing Committee shall be in the economy of the Chairman and shall be the responsibility of that Member.
- 14.6 Members of Standing Committees shall hold office until the end of the ordinary meeting of the General Assembly two years after their appointment. The Executive Board or the General Assembly as appropriate to the Standing Committee's creation may extend the term of the Chairman and Members of the Standing Committee for one term of two years following the initial term where it considers it is in the best interests of FEIAP to do so.
- 14.7 If the Chairman of a Standing Committee is unable to complete his or her term, the General Assembly or Executive Board as appropriate to the Standing Committee's creation shall appoint a replacement Chairman.
- 14.8 Where a Member's representative is no longer able to serve the Standing Committee effectively, the Member concerned may recommend a replacement for the consideration and acceptance of the Executive Board.
- 14.9 Each Standing Committee shall report on progress to each Executive Board and General Assembly meeting.
- 14.10 Programs of activities of each Standing Committees shall be approved by the Executive Board or the General Assembly as appropriate to the Standing Committee's creation.

Statutes of the FEIAP Engineer of the Year Award

1. Purpose

The purpose of the Award is to recognise engineers both young and veterans who has make great contributions in engineering within Asia and Pacific region.

2. The Award

The award shall consist of a certificate, and a commemorative souvenir.

The Member Economy will pay for the cost of the commemorative souvenir for the winner(s) from their Economy. The cost will be decided by Executive Board Meeting.

(Approved at 7th Executive Board meeting in Penang, Malaysia on 25 November 2015)

3. Periodicity

Maximum of three (3) awards shall be given annually by the President during the function of FEIAP General Assembly.

4. Selection of Award Winner

The recipient of the award shall be assessed by the FEIAP Executive Board based on the nomination and recommendations from the member economies. If the candidates nominated do not meet the selection criteria, the Executive Board reserve the right not to recommend the award.

4.1 Only a maximum of three winners are to be given in each year.

(Approved at 23rd FEIAP General Assembly in Taipei, Taiwan on 7 July 2015)

4.2 Member economy whose nomination was successful as FEIAP Engineer of the Year in the year will not be allowed to nominate any candidate in the following year (i.e. there shall be a lapse of one year for next nomination from the same economy).

(Approved at 23rd FEIAP General Assembly in Taipei, Taiwan on 7 July 2015)

4.3 Member Economy may send in as many entries as they desire. Each member economy is only entitled to one winner for the year. In the case of more than one nominee from a particular member economy, then the nominee with the highest total number of score from that member economy will be considered for the Award.

(Approved at 21st FEIAP General Assembly in Hyderabad, India on 9 May 2012)

5. *Presentation of Candidates*

The Secretary-General will send notice for nomination of candidates. Economy members will have one month to propose nominations. All nomination proposals shall reach the Secretary-General by the closing date stipulated in the notice.

6. *Criteria*

6.1 The work for the Award shall be substantial with the contribution for the advancement and development of engineering professions in the Asia Pacific region, and/or the progress of scientific research in the field of engineering as judged by the quality of his or her publications and/or patents.

6.2 The recipient should be an engineer having the highest standard of ethics and conduct, and should have made a substantial contribution in the field of engineering benefiting society as a whole.

6.3 Nominations of the Award are open to all members of the economies; however each FEIAP member economy can only propose one nominee.

- Invitation for nominations will be announced annually by the Secretary-General
- Award recipient and the relevant member economy will be notified one month before the General Assembly for them to make preparation to attend the award ceremony. All costs shall be borne by the member economy.
- Nominations may be made by any member economy but must be submitted to the FEIAP Secretary-General.
- Each nomination shall be made on a prescribed form and accompanied by a brief write-up giving details of the professional achievements, the contributions made, and the services rendered. Missing information may disqualify the entry from further consideration. The Executive Board reserves the right not to provide any explanation for any disqualification.

7. *Appointment of Evaluators for the Award*

7.1 Five (5) Evaluators will be nominated and appointed by the General Assembly as a pool of Evaluators.

7.2 The Evaluation Team and the Award Auditor must not be from the same member economy for the same year, and must not be from a member economy where there is a nominee.

(Approved at 20th FEIAP General Assembly in Seoul, Korea on 17 May 2012)

- 7.3 Award Auditor is to be appointed by the General Assembly and he shall be the immediate winner of the Engineer of the Year.

(Example: The winner of the 2013 award shall automatically be the nominated Award Auditor for 2014).

(Approved at 20th FEIAP General Assembly in Seoul, Korea on 17 May 2012)

- 7.4 The General Assembly can appoint an alternate Award Auditor if there is more than one award winner the year before.

(Approved at 20th FEIAP General Assembly in Seoul, Korea on 17 May 2012)

- 7.5 In order to meet the deadline for scoring, the results from 3 of the 5 Evaluators who have submitted their scores will be sufficient for the Secretary- General to plot the score and announce the results of the winners

(Approved at 22nd FEIAP General Assembly in Beijing, China on 30 May 2014)

The results from 3 of the 5 Evaluators submitted will be sufficient for the Secretary-General to plot the score and announce the result of the winners.

(Approved at 23rd FEIAP General Assembly in Taipei, Taiwan on 7 July 2015)

- 7.6 Passing score based on the award criteria is at 75 points.

Organisation Structure of



Federation of Engineering Institutions
of Asia and the Pacific **(FEIAP)**

