

ANNEXURE C: GUIDELINES FOR DEVELOPING A VA CONSTITUTION

Note to Voluntary Associations: These clauses have been extracted from many VA Constitutions. Select which ever clauses suit your type of organisation and add additional structures and processes as required.

1 Preamble

The *Engineers' Act xxx (no.) of yyy (year) (EA)*, provides for the Engineering Council of [Country Name] to establish and implement rules/requirements for recognising Voluntary Associations. Any association wishing to be recognised as a voluntary association by the Council, must be governed by a formally accepted constitution which may not conflict with the Constitution of [Country Name]. Guidelines and topics for the drafting of a constitution are provided below.

Note to Voluntary Associations: Please note the terminology differences between Associations and select the appropriate terms for each structure as per the discussion below.

Before marking up the selected sections in this document, use the Find and Replace option in Word to replace:

- [RB Name] with the name of the registering body in the country, if appropriate
- [VA Name] with the name of the organisation
- [VA Acronym] with the acronym for the organisation. If the [VA Name] does not have an acronym, also replace all incidences of [VA Acronym] with the [VA Name]
- [Discipline] with the discipline which the organisation represents. Care will need to be taken in this find and replace, as engineering is used after discipline and in some instances, this may need to be engineer, or the discipline should be replaced with a blank if the organisation represents all fields of engineering
- [Association] with the type of organisation – for instance with Institute, Institution or Society
- [Country Name] with the name of your country

Please note that the square brackets [] must be included in the selection, as they should be removed from the document content. As nomenclature and rules vary per organisation, additional guidance to voluntary associations is highlighted in yellow, and numbers which must be adjusted are highlighted in mustard.

It should also be noted that VAs may use different terminology for the different units as follows:

- The committee of office bearers and senior personnel who handle interim business between the sittings of Council is either known as the *Executive Committee* or the *Executive Board*.
- Technical or special interest groups are either called *Sections* or *Divisions*.
- Members located in different areas form units known as *Regions* or *Branches*.
- Committees which do not report to the Executive Committee are either called *Sub-committees* or *Panels*.
- Student interest groups per tertiary education institution linked with the organisation may be called *Student Chapters* or *Student Committees*.

In the document below, *Executive Committee*, *Section*, *Branch*, *Sub-committee*, and *Student Chapter* have been used.

2 The Association

Topic	Aspects for Consideration
Name	The [Country Name] [Association] of [discipline] engineering
Mission	The mission of the [Association] is to provide for the engineering interests and needs of its members, as well as to promote excellence in the [discipline] engineering profession for the benefit of [Country Name] <i>[See mission statements in different sections of the documents]</i>
Objectives	The objectives of the [Association] are the following: <i>[See Objectives in Voluntary Association sections of the documents].</i>
Conduct	<ul style="list-style-type: none"> The [Association] will conduct its affairs in an ethical and professional manner within the constitutional framework and laws of the [Country Name], taking cognisance of international law. The [Association] will not knowingly become party to an impermissible avoidance arrangement or act in contravention of any provision of the law. The [Association] will comply with all statutory reporting requirements.
Focus Area	The [Association]'s activities will focus on the development and promotion of the engineering profession, in particular [discipline] engineering in terms of its objectives.
Interests	The [Association] will identify, manage, serve, and promote common and collective interests of its members and where relevant, society at large, but members may not directly or indirectly use the [Association] for any personal or business gains.
Interpretation	The interpretation of the Council will be deemed to be final and binding in the event of disputes and doubts about any matters, including interpretation of the English language as used in written documents of the [Association].
Amendments to the Constitution	<ul style="list-style-type: none"> Proposals for constitutional amendments must be considered and supported by the Council, or by the signature of xx corporate members in good standing, before being referred for approval to a secret corporate membership ballot as described in the By-laws. The Constitution may only be amended if the proposed amendment is approved by a two-thirds majority of those voting in a secret ballot of all corporate members in good standing, provided that a minimum of xx% of corporate members respond.
By-laws and Rules	<ul style="list-style-type: none"> The Council considers, approves, repeals and/or amends By-laws for the [Association] that are in line with the Constitution. The Executive Committee considers, approves, repeals or amends Rules for the [Association] and submits them to the Council for ratification prior to implementation. The By-laws and Rules cover any matter which the Council considers necessary or expedient to prescribe and facilitate achieving the objectives and good governance of the [Association] consistent with the Constitution.
Legal Persona	<ul style="list-style-type: none"> The [Association] will exist in its own right, separately from its members; continue to exist even when its membership changes and there are different office bearers; be able to own property and other possessions and be able to sue and be sued in its own name. Legal procedures pertaining to activities of, and actions by the [Association] will be dealt with under the name of [VA Name].
Emergency Powers	In an emergency, the Executive Committee may in the interest of the [Association] take action not covered by the Constitution and By-laws, provided that the decision taken is supported by xx% of the members of the Executive Committee and the Executive Committee reports the decision to the Council within xx days via email and in detail at its next meeting. Such actions may take place physically or electronically as defined in the By-laws.
Indemnity	The Council, Executive Committee, Standing Committees, Sub-committees, Branch Committees and Section Committees and members of the [Association] appointed, elected, nominated or co-opted to these are hereby indemnified against any loss, expense or damage incurred in the discharge of, or arising from their duties, provided that such loss, expense or damage is not attributable to his or her own negligence, and the

Topic	Aspects for Consideration
	members of the <i>[Association]</i> will not be held personally liable for acts done in good faith and for the benefit of the <i>[Association]</i> .
Annual General Meeting	<ul style="list-style-type: none"> The <i>[Association]</i> will hold an Annual General Meeting of members not later than xx calendar days after the first Council meeting of each year during which the audited annual financial statements for the previous year, appointment of auditors and legal representatives for the <i>[Association]</i> will be considered for approval. The Annual Report and any other matters, as deemed appropriate at the time, are to be presented for consideration.
Winding up or Amalgamation	The <i>[Association]</i> may be wound up or amalgamated with any similar organisation only if the proposed winding up or amalgamation is approved by a two-thirds majority in a secret ballot of corporate members in which votes are received from no fewer than xx% of the corporate members in good standing. The winding up of the <i>[Association]</i> will be carried out as determined in the By-laws.

3 Membership

Topic	Aspects for Consideration
Categories & Grades	Membership of the <i>[Association]</i> comprises categories and grades complying with requirements for election, admission, transfer to a category and grade as indicated hereunder.
Letters of Designation	Members are authorised to use the letters of designation as indicated hereunder and preceded by letters of designation of professional registration or affiliation of Statutory Councils or bodies recognised for this purpose by the Council.
Admission, Election & Transfer	Admission, election, transfer to and termination of membership grades will be undertaken in accordance with the procedures outlined in the By-laws.
Disciplinary Action & Termination	The Executive Committee may take disciplinary action against a member or participant, including the expulsion of such member or participant from the <i>[Association]</i> in accordance with the provisions of the By-laws, who, as relevant, is found to be in material breach of the Code of Ethics of the <i>[Association]</i> ; has contravened a Code of Conduct established by the Statutory Council or an international body recognised for this purpose by the Council which granted them professional registration by that registration body; or be not in good standing with the <i>[Association]</i> in accordance with the provisions of the By-laws.
Ethics & Conduct	All members in corporate, non-corporate and participant categories will comply with the Code of Ethics of the <i>[Association]</i> , as well as with the Codes of Conduct of Statutory Councils that the Council recognises, and with which members have registered.
Legal Liability	The legal liability of a member or participant of the <i>[Association]</i> is limited to any amounts owed to the <i>[Association]</i> , Branch or Section in terms of membership subscriptions, financial commitments made to, fees levied by, and purchases made from the <i>[Association]</i> .
Due Mandate	A member or participant has no legal liability for actions taken and commitments made that are deemed to be or have been executed under and according to due mandate from the <i>[Association]</i> .
Ownership Rights	A member or participant has no ownership rights to any category of assets of the <i>[Association]</i> .
Categories, Grades, Designations	The <i>[Association]</i> has the following Membership Categories, Grades and Letters of Designation. <ul style="list-style-type: none"> Corporate Members Non-Corporate Members Participants
Corporate Members	Corporate Members in all grades needs to comply with the requirements for such membership grades. <ul style="list-style-type: none"> Honorary Fellow – Hon F[VA Acronym] An Honorary Fellow is elected by the Council to honour a person or member who complies with anyone, or a combination of attributes, such as exemplary service to the <i>[Association]</i> and/or the <i>[discipline]</i> engineering profession or society at large. Fellow – F[VA Acronym] A Fellow is elected according to the process outlined in the By-laws. A Fellow will have achieved appropriate recognition in the <i>[discipline]</i> engineering profession, or in the <i>[Association]</i> owing to a

Topic	Aspects for Consideration
	<p>combination of attributes, including having significantly contributed to the [discipline] engineering profession and displaying substantial responsibility and initiative in the practice of [discipline] engineering and has at least xx years of appropriate professional experience.</p> <ul style="list-style-type: none"> Member – M[VA Acronym] A Member is admitted according to the processes outlined in the By-laws and is at the time of admission actively engaged in [discipline] engineering and either holds an academic qualification from a tertiary educational institution recognised for this purpose by the Council, or is a corporate member of an engineering [Association] recognised for this purpose by the Council, and is professionally registered with a statutory body or international body recognised for this purpose by the Council.
Non-Corporate Members	<ul style="list-style-type: none"> Associate Member – AM[VA Acronym] An Associate Member is admitted according to the processes outlined in the By-laws and at the time of admission either, holds a [discipline] engineering related academic qualification from a tertiary educational institution recognised by the Council for this purpose, or does not hold a [discipline] engineering qualification or professional status, but who is actively connected with [discipline] engineering and who has achieved a status in a profession which is comparable to that of a Member of the [Association]. Student A Student is admitted according to the processes outlined in the By-laws and is at the time of admission and for the duration of studies registered for a [discipline] engineering degree, diploma or certificated educational programme that is accredited or recognised by the Council for this purpose.
Participants	A Participant is a person who does not qualify for the above categories of membership, or a group of persons, who could be natural, juristic or with or without legal persona or a company or business who which has an interest in or a relationship with [discipline] engineering or associated discipline.
Termination of Membership	Termination of membership or affiliation at any level for any reason whatsoever will result in forfeiture of all rights of membership, including the use of letters of designation.

4 The Council

Topic	Aspects for Consideration
Role of Council	Council is the custodian of the Constitution of the [Association], related values and principles.
Decision Making	Council represents and constitutes the highest level of decision-making and direction of the [Association].
Policy & Strategy	Council establishes and oversees the execution of policy and strategy of the [Association] as deemed appropriate to achieve the mission and objectives of the [Association].
Membership of Executive Committee & Council	Council annually considers recommendations from the Executive Committee regarding the composition and membership of the Executive Committee and appoints the Council members, in accordance with the By-laws, to serve on the Executive Committee for each ensuing year.
Membership & Budget Approvals	Approves annual membership subscriptions and the Annual Financial Budget of the [Association] for the ensuing year prepared by the Financial Affairs Committee in detail for consideration and recommendation by the Executive Committee.
Annual Financial Statements	Considers submissions by the Executive Committee concerning the draft Audited Annual Financial Statements and makes recommendations regarding approval thereof to the Annual General Meeting.
Auditors & Legal Advisors	Considers submissions by the Executive Committee and recommends the appointment of Auditors and Legal Advisors for approval to the Annual General Meeting.
Delegation	Council may delegate authority to the Executive Committee to organise and manage various matters on its behalf as described in the Constitution, By-laws and Rules.
Election of Office Bearers	Elects the President-elect and Vice Presidents and/or co-opts other Council members in accordance with Clause x.x and the By-laws.
Establish Companies	Establishes companies in terms of the ruling legislation and in accordance with the By-laws to undertake special projects or functions that are consistent with the objectives of the [Association].

Topic	Aspects for Consideration
Revise or amend Constitution	Considers and recommends revisions and amendments to the Constitution for submission to the corporate membership for a ballot as documented in the By-laws.
Revise or amend By-laws	Considers, makes, amends or repeals resolutions about the By-laws in accordance with the procedure as described in the By-laws.
Ratify Rules	Ratifies, amends or repeals Rules in accordance with the procedure as described in the By-laws.
Approve Educational Institutions	Approves tertiary education institutions and statutory bodies that are to be recognised for the purpose of membership and participation in the activities of the <i>[Association]</i> .
Establish Branches	Establishes Branches, Sections and Student Chapters in accordance with the By-laws and Rules for Branches and Sections.
Oversees adherence to By-laws & Rules	Council oversees that effect is given to the By-laws and Rules.
Holds Institutional assets in Trust	Holds in trust on behalf of the membership of the <i>[Association]</i> , all assets, including property and funds of all units of the <i>[Association]</i> .
Council Membership	<p>Council consists of the following members who will be elected according to procedures outlined in By-laws by not later than the last Council meeting of the year prior to their assuming office as:</p> <ul style="list-style-type: none"> • President. • President-elect. • The number of Vice Presidents as specified in the By-laws. • The immediate Past President. • xx elected Corporate members, at least xx of whom will be under 35 years of age at 1 January under the year of consideration. • One representative from each Branch and Section. • Two additional Corporate Members of the <i>[Association]</i> whom the Council co-opts if it considers such co-option to be advantageous.
President	<ul style="list-style-type: none"> • The President-elect will assume office on 1 January as the President and serve for xx years. • In the event of the death, resignation, or the termination of the membership of the <i>[Association]</i> of the President, the President-elect will take the office of the President and serve until the end of the term. Should the Council so decide, and the President-elect agrees, he or she may also complete the following term as President, as originally intended.
President-elect	<ul style="list-style-type: none"> • Candidates for election to the office of President-elect will be Fellows of the <i>[Association]</i> and will each be nominated in accordance with the procedures in the By-laws. • In the event of more than one candidate being nominated, a secret ballot of the Council will be held. • If only one qualifying candidate is nominated, this candidate will be deemed duly elected unless the Council decides otherwise. • In the event of the death, resignation, or the termination of the membership of the <i>[Association]</i> of the President-elect, the Council will call for nominations for a President-elect as provided for in the By-laws for the remainder of the term of office of the President- elect.
Vice Presidents	<ul style="list-style-type: none"> • Candidates for election to the office of Vice Presidents will be Fellows of the <i>[Association]</i> and will each be nominated by xx members of the Council. • In the event of more candidates being nominated than required, a secret ballot of the Council will be held.
Members of Council	<ul style="list-style-type: none"> • Candidates for election to serve as members of the Council for xx years in the category of xx Corporate Members, xx of whom will be nominated and elected annually in terms of the By-laws. • One designated representative of each Branch in accordance with the Branch Rules. • One designated representative of each Section in accordance with the Section Rules.
Council Meetings	<ul style="list-style-type: none"> • Ordinary meetings of the Council must be held at least twice a year. • A Special Meeting of the Council must be held if the Executive Committee resolves to call a Council meeting or upon receipt by the Chief Executive Officer of a written request from at least xx Corporate Council members calling for such a meeting. The meeting must be convened not less than 30 days nor more than 60 days after such resolution or receipt of the request.

Topic	Aspects for Consideration
Observer	The Council Meetings will not be open to the public, but any member of the <i>[Association]</i> or person invited by the Council or the Executive Committee in terms of the By-laws, may attend Ordinary Meetings of the Council as an observer, but may not vote in matters under discussion.
Meeting Procedures	The Council Meetings will be conducted according to the procedures for meetings as indicated in the By-laws and General Guidelines.
Recommendations & Reports	The Council will consider recommendations and reports regarding all the activities of Executive Committee, Branches and Sections to ensure the mission and objectives of the <i>[Association]</i> are met.
Voting (quorum)	<ul style="list-style-type: none"> The quorum at a Council meeting is 50% + 1 of the Council members. The Council may not consider motions or recommendations or election related activities that require a vote if a quorum is not present at the time of voting. If no quorum is achieved, a meeting will be reconvened in accordance with the By-laws.
One Vote	<ul style="list-style-type: none"> All members of the Council who represent a Branch or Section have 1 vote each at Council Meetings. If a Branch or Section representative is also an elected Council member, this individual has only 1 vote on any matter on which a vote is required.
Simple Majority	<ul style="list-style-type: none"> All motions and recommendations at the Council meetings must be decided by a simple majority of votes by a show of hands, except items as listed in Clause x.x.x and results must be recorded. In the event of equal votes being cast for any specific issue, the President has a discretionary deliberative and final vote if he/she has not already voted on the matter.
Proxies	Proxies for voting on Council matters are not allowed.
Secret Ballot	<p>The following voting activities will be conducted by secret ballot:</p> <ul style="list-style-type: none"> Elections of President-elect and Vice Presidents Voting for Membership subscriptions. Voting for special membership grades and awards. Any matter that the President deems to be of such a nature that he/she considers necessary to conduct a secret ballot.

5 Executive Committee

Topic	Aspects for Consideration
Manages & Administers	The Executive Committee manages and administers the affairs of the <i>[Association]</i> within the policies and strategies established by the Council with assistance of the Chief Executive Officer.
Develops & Monitors	Develops and implements the policies and strategies established by the Council and monitors the results.
Establishes Committees	Establishes Standing Committees and Sub-committees.
Oversees Financials	Oversees the administration of all financial matters of all the units of the <i>[Association]</i> and associated established companies.
Reviews Budget	Considers and recommends the Annual Financial Budget for the ensuing year for submission to the Council for consideration and approval at the last Council Meeting of the year.
Reviews Membership Subscriptions	Considers and recommends membership subscriptions for the ensuing year for submission to the Council for consideration and approval at the last the Council Meeting of the year.
Manages Finances	Manages the approved annual financial budget, financial risks and the financial viability of the <i>[Association]</i> .
Appoints CEO	Appoints the Chief Executive Officer. Other senior management will be appointed as outlined in the By-laws.
Establishes Committees	Constitutes the membership of Standing Committees as provided for in the By-laws.
Guides Committees	Guides, monitors and manages the terms of reference of Committees, Sub-committees, Branches, Sections and Companies in terms of the strategic objectives and policy of the <i>[Association]</i> or signed agreements.

Topic	Aspects for Consideration
Delegates	Delegates relevant and reasonable powers to and sets duties for Committees, Sub-committees, Branches, Sections and Companies.
Reviews Reports	Receives and considers reports from the Committees, Sub-committees, Branches, Sections and Companies at the time and manner determined by the Executive Committee.
Submits Reports	Considers and submits reports and recommendations to the Council regarding Strategic Plans, Policy and [Association] structures.
Membership of Executive Committee	<p>Membership of the Executive Committee may not consist of less than xx persons, who are not connected in relation to each other, to accept fiduciary responsibility of the [Association].</p> <ul style="list-style-type: none"> • President • President-elect and Vice-Presidents • Immediate Past President • Members appointed by the Council in terms of the By-laws. The appointments will be for xx years with 50% replacements being made annually. • Chairs of the Finance and Administration, Membership and Education and Training Committees.
Quorum	The Executive Committee may not consider motions or recommendations or election related activities that require a vote if a quorum is not present at the time of voting.
Voting	<ul style="list-style-type: none"> • All members of the Executive Committee have one vote each at Executive Committee meetings. • All motions and recommendations and election related activities at Executive Committee meetings must be decided by a simple majority of votes or by a show of hands and results must be recorded. • No member of the Executive Committee may have direct or indirect control over decision making. Motions must be decided by a simple majority of votes. • In the case of a tied vote the Chair may cast a deciding vote, if the Chair did not initially cast a vote or the matter being voted on fails.
Meetings	Executive Committee meetings will be held at least xx times per annum.
Protocol & Rules	Executive Committee meetings are conducted in terms of the By-laws and general guidelines.

6 Management and Administration - Head Office

Topic	Aspects for Consideration
Chief Executive Officer	The business affairs of the [Association] will be managed by the Chief Executive Officer and will be based in the Head Office, in City Name.
Structure & Roles	The Head Office will consist of structures and roles required to achieve the strategic objectives and business plan as proposed by the Chief Executive Officer and ratified by the Executive Committee.
Membership Roll	The Chief Executive Officer is responsible for maintaining the Membership Roll of the [Association].
Remuneration	<ul style="list-style-type: none"> • Remuneration of the Chief Executive Officer will be determined by the Executive Committee. • Remuneration of management staff and other staff will be determined in accordance with the By-laws. • All remuneration will be market related to the extent that resources permit but will not be excessive in relation to the service rendered.
Minutes of Meetings	Minutes of all formal scheduled meetings within the [Association] will be produced in accordance with the By-laws, Rules and Guidelines.
Documentation Control	All documents, publications and records of the [Association] will be handled in accordance with the By-laws.
Information Register	An Official Register containing all pertinent information regarding the [Association] will be compiled annually in accordance with the guidelines given in the By-laws.

7 Finance and Funding

Topic	Aspects for Consideration
Tax Exempt Funds	The portion of the <i>[Association]</i> 's funds that are tax exempt will be substantially derived from its members, donors or from government.
Funding Objectives	The funds of the <i>[Association]</i> will be used in furtherance of the objectives of the <i>[Association]</i> . The <i>[Association]</i> may not directly or indirectly distribute any of its funds or assets to any person other than in the course of furthering its objectives.
Shares	The <i>[Association]</i> will not own shares or have any other interest in the businesses, professions or occupations which are related to its members.
Financial Management	The <i>[Association]</i> will be financially managed in accordance with the By-laws.
Winding Up	Upon the winding-up or liquidation of the <i>[Association]</i> any assets remaining after fulfilling and settling liabilities of the <i>[Association]</i> , will be donated or transferred to another tax-exempt company, society, public benefit organisation or association with objectives similar to those of the <i>[Association]</i> as approved by the Council and acceptable to the Commissioner: <i>[Country Name]</i> Revenue Service.

8 General Meetings

Topic	Aspects for Consideration
Annual General Meeting	The Annual General Meeting of the <i>[Association]</i> will: <ul style="list-style-type: none"> • Consider for noting the report of the Executive Committee for the previous year. • Consider and approve the audited income and expenditure accounts and the balance sheet of the <i>[Association]</i> for the previous financial year. • Appoint Auditors and Legal Advisors to serve until the next Annual General Meeting. • Consider such other business as the Council may decide from time to time.
Notices	Notices for convening and Agendas of any Annual or Special General Meeting of the <i>[Association]</i> will be communicated to all members as set out in the By-laws.
Presiding Officer	The President will preside at General Meetings, unless he or she is unable to take the chair in which case the President-elect will chair the meeting, failing which the meeting will elect a Chair.
Voting Rights	Corporate members who participate at a general meeting will have one vote each for each recommendation duly submitted to General Meetings of the <i>[Association]</i> .
Quorum	The quorum at Annual General Meetings will be 2.5% corporate members as determined in the By-laws as duly advertised and communicated. General Meetings will be adjourned, if a quorum is not present, to a time, not being less than 7 days after the date of and at a place determined by the Corporate Member's participating. Due notice will be given to this effect. Corporate Members participating at such an adjourned meeting will form a quorum.
Simple Majority	Motions will be decided by a simple majority of votes.
Casting Vote	The Chair of a General Meeting will have a deliberative and a casting vote.
Minutes	Proceedings will be recorded, and minutes will be produced for General Meetings in accordance with the requirements of the By-laws.
Special General Meeting	<ul style="list-style-type: none"> • Special General Meetings of the <i>[Association]</i> will be held as and where the Council may from time to time determine. • A Special General Meeting of the <i>[Association]</i> may be called by the Council to consider business as set in the agenda for such meeting. • Questions of policy may be considered at such General Meetings provided that no resolutions binding on the <i>[Association]</i> will be put to such meetings.

9 Branches

Topic	Aspects for Consideration
Branch Establishment	<ul style="list-style-type: none"> The Council may approve establishment of Branches according to geographical boundaries to promote the objectives of the Institution. A written request from xx% of member's resident in the area needs to be submitted to Council.
Changes	<ul style="list-style-type: none"> The Council may change boundaries of or disband a Branch in accordance with the By-laws.
Committee	<ul style="list-style-type: none"> A Branch needs to establish a committee to conduct its affairs in accordance with the Constitution, By-laws and Standard Branch Rules.
Amendments to Rules	<ul style="list-style-type: none"> Specific amendments to or deviations from the standard Branch Rules and Guidelines need to be approved by the Executive Committee and ratification by Council
Administration Grant	<ul style="list-style-type: none"> Branches will receive an annual administration grant from the funds of the Institution subject to compliance with procedures contained in the By-laws.
Annual Report	<ul style="list-style-type: none"> Each Branch Committee needs to submit an annual report on its activities.
Council Representative	<ul style="list-style-type: none"> Each Branch needs to elect a Council representative for the ensuing year.

10 Sections

Topic	Aspects for Consideration
Section Establishment	<ul style="list-style-type: none"> The Council may approve establishment of Sections to represent or promote special interest groups. These may represent technical interest groups representing sub-disciplines, young members, women's grouping or any other groups of interest. A written request from xx members that have an interest in a specialisation area of <i>[discipline]</i> engineering practice needs to be submitted to Council.
Disbandment	<ul style="list-style-type: none"> The Council could disband a Section if such an action is in the interests of the membership of Institution in accordance with the By-laws.
Committee	<ul style="list-style-type: none"> A Section needs to establish a committee to conduct its affairs in accordance with the Constitution and By-laws and Section Rules.
Joint Sections	<ul style="list-style-type: none"> Should a Section be operating as a Joint Section between <i>[VA Acronym]</i> and another such organisation, its operational structure shall be governed by the Joint Agreement between the parties. Such arrangements may be re-negotiated to be in-line with both organisations' Constitutions, By-laws and Rules at the first opportunity.
Amendments to Rules	<ul style="list-style-type: none"> Specific amendments to or deviations from the Standard Rules for Sections needs to be approved by the Executive Committee and ratified by Council.
Administration Grant	<ul style="list-style-type: none"> Sections will receive an annual administration grant from the funds of the Institution subject to compliance with procedures contained in the By-laws.
Section Annual Report	<ul style="list-style-type: none"> Sections needs to submit an annual report on its activities.
Council Representative	<ul style="list-style-type: none"> Each Section needs to elect a Council representative for the ensuing year.

11 Student Chapters

Topic	Aspects for Consideration
Student Chapter Establishment	<ul style="list-style-type: none"> Council may approve the establishment of a Student Chapter. The Student Chapter is subject to the terms and conditions prescribed by the Educational Institution on which Campus the Student Chapter is established. A Student Chapter shall not be established unless a written request to that effect has been received from not fewer than xx student members within such group.

Topic	Aspects for Consideration
Committee	<ul style="list-style-type: none">• The Student Chapter needs to establish a committee and administration structures and conduct its affairs in accordance with the rules and terms of conditions of the tertiary Institution where it is situated, as well as the Constitution and By-laws and Student Chapter Rules.
Branch Assistance	<ul style="list-style-type: none">• Student Chapters will be assisted and facilitated by the Branch that initiates its establishment.
Annual Financial Grant	<ul style="list-style-type: none">• Student Chapters will receive an annual financial grant from the National Office. This grant will be held in trust by the Branch that initiates its establishment.
Annual Report	<ul style="list-style-type: none">• Each Student Chapter needs to submit an annual report on its activities (in respect of the preceding year) to the Branch as set out in the Student Chapter Rules and Branch Rules.
Disbandment	<ul style="list-style-type: none">• The Council could disband a Student Chapter if such action is considered to be in the interests of the Institution.