

INSTITUTION OF ENGINEERS RWANDA



INTERNAL RULES AND REGULATIONS

FORWARD.....	vii
SECTION 1: INTRODUCTION	1
Article One: Purposes.....	1
Article 2: Definitions	1
SECTION 2: GENERAL PROVISIONS RELATED TO ORGANIZATION, FUNCTIONING AND POWERS.....	3
Article 3: Headquarters of the Institution	3
Article 4: Organs of the Institution of Engineers Rwanda	3
Article 5: Operation of the organs of the Institution.....	3
SECTION 3: PROVISIONS RELATED TO GENERAL ASSEMBLY.....	3
Article 6: Composition	3
Article 7: Responsibilities.....	3
Article 8: Convening meetings	4
Article 9: Validity of General Assembly proceedings and decisions.....	5
Article 10: Quorum	5
Article 11: Participating in the sessions of the General Assembly.....	5
Article 12: Presiding over the General Assembly Meetings	6
Article 13: Modes and majorities for decision making	6
Article 14: Resolutions and minutes of General Assembly meetings.....	6
SECTION 4: PROVISIONS RELATED TO THE GOVERNING COUNCIL.....	7
Article 15: Composition	7
Article 16: Responsibilities of Governing Council	7
Article 17: Requirements for eligibility	8
Article 18: Ballot for Election to Governing Council	8
Article 19: Convening Governing Council meetings and decision making.....	8
Article 20: Resolutions and minutes of meetings	9
Article 21: Vacancy within the Governing Council	9
SECTION 5: PROVISIONS RELATED TO THE PRESIDENT	9
Article 22: Eligibility to be a President of the Institution	9
Article 23: Responsibilities	9
Article 24: Assistance and Replacement.....	10
Article 25: Duties of Vice President.....	10

Article 26: Duties of Registrar	10
Article 27: Duties of Treasurer	10
Article 28 : Responsibilities of other members of Governing Council	11
SECTION 6: PROVISIONS RELATED TO THE ESTABLISHMENT OF BRANCHES AND ASSOCIATIONS	11
Article 29: General provision.....	11
Article 30: Creation of Branches.....	11
Article 31: Working Modalities of Branches	11
Article 32: Dissolution of a Branch.....	11
Article 33: Establishment of an Association	11
Article 34: Working Modalities of Association.....	12
Article 35: Dissolution of an Association.....	12
SECTION 7: PROVISIONS RELATED TO THE COMMITTEES	12
Article 36: General Provision.....	12
Article 37: Appointment of Committee members.....	12
Article 38: Election.....	12
Article 39: Organization of the Committees	13
Article 40: Convening and holding of the meetings of the Committees	13
Article 41: Quorum, deliberations and reports	13
Article 42: Additional operating rules	13
SECTION 8: PROVISIONS RELATED TO RESPONSIBILITIES OF COMMITTEES	14
SUB-SECTION 1: MEMBERSHIP COMMITTEE.....	14
Article 43: Responsibilities	14
SUB-SECTION 2: FINANCE AND RESOURCES MOBILISATION COMMITTEE.....	14
Article 44: Responsibilities of the Committee in charge of Finance and Resources Mobilization	14
SUB-SECTION 3: THE COMMITTEE OF PROFESSIONAL DEVELOPMENT AND RESEARCH.....	15
Article 45: Responsibilities of the Committee in charge of Professional Development and Research	15
SUB-SECTION 4: COMPLIANCE AND INSPECTION COMMITTEE	15
Article 46:Responsibilities	15
SUB-SECTION 5: AUDIT COMMITTEE	16
Article 47: Responsibilities	16
SUB-SECTION 6: DISCIPLINE AND CONFLICT RESOLUTION COMMITTEE;	16
Article 48: Responsibilities	16

SUB-SECTION 7: AD HOC COMMITTEES.....	16
Article 49: Establishment.....	16
SECTION 8: GENERAL PROVISIONS TO ALL ORGANS OF THE INSTITUTION	17
Article 50: Term of office.....	17
Article 51: Conflict of interest	17
Article 52: Facilities extended to members of the organs of the Institution	17
Article 53: Support to the organs of the Institution and supervision of the Committees.....	17
Article 54: Vacancy within the Governing Council and the Committees	17
SECTION 9: PROVISIONS RELATED TO ASSETS AND PROPERTIES	17
Article 55: Assets of the Institution	17
Article 56: Income generating.....	18
Article 57: Purpose of income and property of the Institution	18
SECTION 10: PROVISIONS RELATED TO EXECUTIVE SECRETARIAT	18
Article 58: Procedure for the day-to-day management	18
Article 59: Duties of Executive Secretary of the Institution	18
Article 60: Other Staff of the Institution.....	19
Article 61: Strategic Plan and Action Plan of the Institution	19
Article 62: Performance Contracts.....	19
Article 63: Exceptional Activities and Expenses.....	20
SECTION 11: PROVISIONS RELATED TO ADMISSION AND MEMBERSHIP	20
Article 64: Classes of Membership.....	20
Article 65: Eligibility of Honorary Class of membership	20
Article 66: Eligibility of Fellow class of membership.....	20
Article 67: Eligibility of Corporate Class of membership	21
Article 68: Eligibility of Associate Class of membership.....	22
Article 69: Eligibility of Engineering Technologist Class of membership	22
Article 70: Eligibility of Engineering Technician Class of membership.....	22
Article 71: Eligibility of Graduate Engineer Class of membership	22
Article 72: Eligibility of Graduate Engineering Technologist Class of membership.....	23
Article 73: Eligibility of Graduate Engineering Technician Class of membership.....	23
Article 74: Eligibility of Student Member	23
Article 75: Eligibility of a Life Member.....	23
Article 76: Eligibility of Consulting Firm.....	23

Article 77: Register of Members	24
Article 78: Right of Members not Transferable.....	24
Article 79: Temporary Membership.....	24
SECTION 12: PROVISIONS RELATED TO ELECTIONS AND TRANSFERS OF MEMBERS TO CLASSES.....	24
Article 80: Elections and Transfers of Members to classes	24
Article 81: Proposal of Candidates for Election or Transfer	24
Article 82: Admission of Candidates on Payment of Admission Fee and Annual Subscription Prescribed	25
SECTION 13: PROVISIONS RELATED TO PROFESSIONAL PRACTICES	25
Article 83: Categories of Professional Practices.....	25
Article 84: Members Eligible to Practice	25
Article 85: Qualifications to Practice as Professional or Consulting engineer	26
Article 86: Restrictions on Registration of Foreigners	26
Article 87: Temporary registration.....	26
Article 88: Effect of registration	27
Article 89: Contents of the Register of Members.....	27
Article 90: Removal of a Member from the Register	27
Article 91: Registration of Individual/Local Engineering Consulting Firm	28
Article 92: Registration of Foreign Engineering Consulting firm	28
Article 93: Practicing Certificate	29
Article 94: Renewal of a Practicing Certificate	29
Article 95: Suspension of a Practicing Certificate	29
Article 96: Cancellation of a Practicing Certificate	30
Article 97: Effect of Removal of Name, Suspension or Cancellation of a Practicing Certificate.....	30
Article 98: Publication upon Cancellation, Revocation, of a Practicing Certificate.....	31
SECTION 14: PROVISIONS RELATED TO ADMISSION FEES AND ANNUAL SUBSCRIPTION	31
Article 99: Application Fees	31
Article 100: Payment of Admission/Registration Fees	31
Article 101: Practicing Fees	31
SECTION 15: PROVISIONS RELATED TO RESIGNATION, RE-ADMISSION AND EXPULSION....	32
Article 102: Resignation	32
Article 103: Re-admission.....	32
Article 104: Expulsion	32

SECTION 16: PROVISIONS RELATED TO PROFESSIONAL CONDUCT	32
Article 105: Conduct of Members	32
Article 106: Penalty for Breach of Conduct.....	33
SECTION 17: PROVISIONS RELATED TO THE EMPLOYEES OF THE INSTITUTION	33
Article 107: Employment	33
Article 108: Recruitment.....	33
SECTION 18: PROVISIONS RELATED TO FINANCIAL MANAGEMENT	33
Article 109: Monies and Effects.....	33
Article 110: Accounts	34
Article 111: Financial Year and Presentation of Accounts.....	34
Article 112: Appointment of Internal and External Auditors	34
Article 113: Governing Council may authorise the Payment of Expenses of the Institution...	34
SECTION 19: PROVISION RELATED TO THE SOCIAL WELFARE OF MEMBERS AND SOCIAL WELLBEING	34
Article 114: Welfare Matters	34
Article 115: Procedure for Notification and Attendance.....	35
Article 116: Cash Benefit	35
Article 117: Recreation and Social Events	35
Article 118: Contribution to Social Wellbeing	35
SECTION 20: PROVISIONS RELATED TO CONTINUOUS PROFESSIONAL DEVELOPMENT	36
Article 119: Continuous Professional Development.....	36
Article 120: Benefits for Students in Science, Engineering and Technology in Engineering Fields	36
SECTION 21: PROVISIONS RELATED TO PROMOTION OF RESEARCH AND INNOVATION	36
Article 121: Research and Innovation Undertakings/Collaborations	36
Article 122: Technology Transfer and Publications	36
SECTION 22: PROVISIONS RELATED TO PROFESSIONAL LIFE OF MEMBERS.....	37
Article 123: With Regards the Fellow Members.....	37
Article 124: Relations with the Public, Clients and Employers.....	37
SECTION 23: PROVISIONS RELATING TO OFFENCES AND PENALTIES.....	37
Article 125: False Registration or Practicing.....	37
Article 126: Professional Misconduct.....	37
Article 127: Prohibition for the Use of the term Engineer by Unregistered Persons.....	38
Article 128: Prohibition on Employment of Unregistered Persons.....	38

SECTION 24: PROVISIONS RELATED TO DISSOLUTION OF INSTITUTION, TRANSITIONAL AND FINAL PROVISIONS 38

 Article 129: Procedure and Disposal of Residual Assets 38

 Article 130: Savings 39

 Article 131: Repealing Provision 39

 Article 132: Commencement..... 39

FORWARD

The Institution of Engineers Rwanda is a professional organization of Engineering established in 2012 by the Law N° 26/2012 of 29/06/2012 governing the professions of architecture and engineering and establishing the institution of architects and the institution of engineers in Rwanda. This Law provides for the creation of Internal Rules and Regulations for the members of the institution of Engineers.

These Internal Rules and Regulations and the Law refers to them in most of its provisions, mainly regulates the organizational aspects of the Institution as well as the terms and conditions for application and practicing the engineering profession. In particular it regulates:

- a. the procedures for entry into the Engineering profession and Practicing;
- b. practicing as professional internship;
- c. the organization and functioning of the organs;
- d. the establishment of Committees to support the Governing Council of the Institution and the precise determination of their functioning
- e. the continuing professional development requirements/training;
- f. the framework for the participation of members of the organs of the Institution in the meetings and work of those organs for which they are members,
- g. establishment of the Executive Secretariat of the Institution, responsible for the day-to-day management of the activities etc..;

Therefore, these Internal Rules and Regulations aim to equip the Institution of Engineers Rwanda with integrate, shiny professionalism where competence and the ethics of members will serve as pillars for a profession of Engineering and worthy of being the supporter of the Development of the Country and the World at large.

It is worth mentioning that the Governing Council engaged senior professional who enlightened debate of the Clauses on the provisions in these Internal Rules and Regulations and adopted unanimously. The General Assembly, thereafter at its meeting on April 01, 2017 approved and adopted these Rules and Regulations and ordered for its immediate implementation.

It is with my greater honour, gratitude and expectations that these Internal Rules and Regulations shall be strictly adhered by all Engineering professionals towards enjoyable professional interaction.

Long Live the Institution of Engineers Rwanda!

Eng. NKUBANA Dismas

The President of Institution of Engineers Rwanda

INTERNAL RULES & REGULATIONS OF INSTITUTION OF ENGINEERS RWANDA

SECTION 1: INTRODUCTION

Article One: Purposes

The Law N° 26/2012 of 29/06/2012 governing the professions of architecture and engineering and establishing the Institution of architects and the Institution of engineers Rwanda refers to Rules and Regulations in most of its provisions, with a view mainly to regulate in detail the organizational aspects of the Institution;

This text establishes the Internal Rules and Regulations of the Institution of Engineers Rwanda as determined by the above said law;

These Rules and Regulations determine the organisation, functioning and powers of the organs of the Institution of Engineers Rwanda.

They also set up the terms and requirements to the profession and the conditions and procedures for practicing the profession of Engineering.

Article 2: Definitions

In these Rules and Regulations the following terms shall have the following meanings:

- i) **Ad hoc Committee:** Is a Committee whose creation is simply justified by the circumstances and the mandate, duration and logistical means as shall be determined by the Governing Council.
- ii) **"Branch"** means a Branch of the Institution established under these Rules and Regulations;
- iii) **"Class"** means category of membership;
- iv) **"Code of Ethics"** means sets of standards for engineers' obligations to the public, their clients, employers and the profession encompassing right conduct;
- v) **"Day"** means a calendar day;
- vi) **"Engineer"** a person holding at least a bachelor degree in Engineering from a legally recognized university or institution of higher learning who is a licensed member of the Institution of Engineers Rwanda. It shall also mean a registered professional whose experience is less than 10 years from the date of graduation;

- vii) **Specialist Engineer** shall mean a top practitioner whose expertise and relevant experience is exceptional and is nationally or internationally recognized as that of an expert on a particular subject.
- viii) **Principal Engineer** shall mean a Director, an Associate or a Senior Engineer in the firm registered by IER as a Consulting Engineer
- ix) **Senior Engineer** Shall mean a registered professional engineer by IER with a minimum experience of ten (10) years from the date of graduation
- x) **Graduate Engineer/Technologist/Technician** shall mean a registered Graduate Engineer/ Technologist/Technician by IER considered to be undergoing Internship under the supervision of the professional member of the Institution.
- xi) **Senior Technologist** shall mean an A₁ Diploma holder from a recognized College with a minimum experience of ten (10) years from the date of graduation.
- xii) **Technologist** shall mean an A₁ Diploma holder from a recognized College with a minimum experience of ten (10) years from the date of graduation.
- xiii) **Senior Technician** shall mean an A₂ Certificate holder from a recognized College with a minimum experience of ten (10) years from the date of graduation.
- xiv) **Technician** shall mean an A₂ Certificate holder from a recognized College whose experience is less than ten (10) years from the date of graduation.
- xv) **Artisan** shall mean a person such as craftsman, with hands-on technical know-how whose experience is more than five (5) years from the date of engagement in the specific engineering activities.
- xvi) **"Foreign engineer"** means a person who is an engineer but is not a citizen of East African member States;
- xvii) **"Member"** means a registered person in the register of the Institution as determined by these Internal Rules and Regulations;
- xviii) **"Registration"** means the process of assessment of competency of applicants for the purpose of registration and of entering the names of the applicants who qualify into the roll of engineers;
- xix) **"Institution of Engineers"** a professional organization responsible for promoting best practices and regulation of practitioners involved in the engineering activities while protecting the public interests on quality, safety and health;
- xx) **"The Registrar"** means a member of Governing Council elected by the General Assembly to coordinate registration process and to keep a register and records of members;
- xxi) **"The Roll"** means a list of compliant members of the Institution;
- xxii) **"The Standing Committee "** Is a permanent Committee within the Institution, its mandate is determined by these Internal Rules and Regulations.

- xxiii) **“The Professional ”** means a person engaged as main paid occupation in the engineering field conforming to all acceptable technical and ethical standards.

SECTION 2: GENERAL PROVISIONS RELATED TO ORGANIZATION, FUNCTIONING AND POWERS

Article 3: Headquarters of the Institution

The Headquarters of the Institution is located in Kigali; it can be shifted to other place in the Republic of Rwanda through the decision of General Assembly. The Institution may have other Branches in the territory of the Republic of Rwanda.

Article 4: Organs of the Institution of Engineers Rwanda

The Institution of Engineers Rwanda shall comprise the following organs:

- i) The General Assembly;
- ii) The Governing Council;
- iii) The Executive Secretariat.

Article 5: Operation of the organs of the Institution

The organs of the Institution work in complementarity while respecting the competences and the responsibilities of each of the organs in accordance with the law and other by-laws.

SECTION 3: PROVISIONS RELATED TO GENERAL ASSEMBLY

Article 6: Composition

The General Assembly of the Institution of Engineers Rwanda consists of all members of the Institution. The decisions of the General Assembly taken in accordance with the law and these Rules and Regulations, are binding for all members.

Article 7: Responsibilities

The General Assembly shall be competent to:

- i) Adopt the annual budget and all plans of the Institution;
- ii) Receive, consider and adopt the annual activity report, the financial report and the external audit report;
- iii) Designates, upon proposal of the Governing Council of the Institution external auditors; receive their reports and decide thereon;
- iv) Elect and dismiss the President of the Institution and the members of the Governing Council of the Institution, as well as committee members;
- v) Decide on all matters related to membership;

- vi) Authorize the Governing Council of the Institution to carry out the management;
- vii) Hear and decide on the report of the Committees;
- viii) Decide on amending and or changing of laws and by-laws governing the Institution;
- ix) Decide on convening General Assembly meeting as provided in these rules and regulations;
- x) Adopting the agenda of the General Assembly meetings;
- xi) Decide and approve all other operating documents of the Institution;
- xii) Ratification of the commitments engaging the Institution;
- xiii) Proposing to the General Assembly on dissolution of the Institution in accordance with the Law.

Article 8: Convening meetings

The ordinary Annual General Assembly meeting is held once a year at the date, time and place indicated in the invitation. This meeting shall be convened in the first quarter of the year;

Extraordinary General Assembly meetings may also be held at any time when required by the interest of the Institution. The General Assembly meeting is convened by the President of the Institution on decision of the Governing Council of the Institution, or upon written request of one third (1/3) of Members of the Institution;

In case the meeting is convened upon written request of one third (1/3) of the ordinary members of the Institution in the absence of the President of the Institution or the Vice President, the meeting shall decide on whom to preside over that meeting by consensus;

The convening period shall be at least fifteen (15) calendar days between the sending of the invitations and the holding of the meeting. Such period shall not be required:

For General Assembly convened urgently to examine a matter endangering the life of the Institution, paralyzing the functioning of its organs or the exercise of the profession, and any other matter deemed urgent, in which case the meeting shall be convened within eight days(8);

The convening is brought to the attention of Members by any means of communication determined by the President of the Institution, but ensuring the traceability in the event

of dispute. The minimum means of communication shall include electronic messaging and or email.

Article 9: Validity of General Assembly proceedings and decisions

In case a member proves without any reasonable doubt to have intentionally not been invited in a General Assembly meeting, the decisions of the meeting shall be null and void;

The accidental omission to send notice of a meeting to or the non-receipt of a notice by any member of any class shall not invalidate the proceedings at the meeting.

Article 10: Quorum

Unless otherwise provided by these internal rules and regulations, the General Assembly regularly convened shall be held and deliberate validly when the number of compliant members of the Institution present is not less than 2/3;

In case the quorum is not attained, the general assembly meeting is adjourned for another date to be communicated as provided in the article 8 above and on the date of the meeting the quorum in paragraph one (1) of this article shall not be considered.

Article 11: Participating in the sessions of the General Assembly

Each ordinary member of the Institution must personally and promptly participate in the sessions of the General Assembly from the beginning up to the closing of the meeting;

For the purposes of compliance with these requirements, a list of attendance is held at the entrance of the venue of the meeting, and shall be signed by each participant upon arrival;

Unjustified absence as well as failure to participate in General Assembly meetings constitutes a breach of code of ethics of the Institution and shall attract a fine to be decided by the General Assembly;

The number of members attending the meeting shall be proved by the attendance list and physical verification. It is an obligation of every compliant member to sign the attendance list;

Other interested person can attend the meetings of the General Assembly but do not participate in any votes.

Article 12: Presiding over the General Assembly Meetings

The General Assembly meetings are chaired by the President of the Institution or, if absent, by the Vice president of the Institution. In case the latter are absent, the General Assembly is convened and chaired by any Governing Council member on consensus of the members present;

In case all Governing Council members are absent, then the General Assembly meeting shall be chaired by any Ordinary member on consensus of the members present.

Article 13: Modes and majorities for decision making

Subject to the provisions laid down in these Rules and Regulations, particularly with regard to the elections, the decisions of the General Assembly shall be taken by consensus of the members present or, failing that, the absolute majority of the members present. While deciding on the transfer of the members, the required majority shall be 2/3 of the members present;

Votes are conducted by show of hand or by another means agreed by an absolute majority of the members present. In the event of a tie, the Chairperson of the meeting shall have the casting vote without prejudice to conflict of interest;

However, decisions concerning the appointments, the election of the Governing Council of the Institution and of the Committees, and decisions on dismissal of a member and the latter must be conducted by secret ballot, so as to be valid.

Article 14: Resolutions and minutes of General Assembly meetings

General Assembly meetings resolutions are immediately approved and signed by the Chairperson and the Secretary of the meeting. A register of such decisions shall be held in the meeting.

Each meeting of the General Assembly is Subject, depending on the situation, to minutes prepared by the Executive Secretary or other secretary of the meeting and submitted via e-mail for comments to the members present in the General Assembly within five (5) days from the day the meeting ended;

Members present to the General Assembly must give their observations within five (5) working days from the receipt of the draft of minutes and resolutions. Minutes and resolutions of the meeting are approved by the General Assembly in its next meeting;

Any delay to release the minutes and or resolutions of the meeting may lead to disciplinary sanctions against the Secretary of the meeting.

SECTION 4: PROVISIONS RELATED TO THE GOVERNING COUNCIL

Article 15: Composition

The Governing Council of the Institution shall be composed of seven (7) members:

- i) The President who is a Fellow or a Corporate Member;
- ii) The Vice-President who is a Fellow or Corporate Member;
- iii) The Treasurer who is a Fellow or a Corporate Member;
- iv) The Institution Registrar who is a Fellow or a Corporate member;
- v) And other three (3) Professional Members.

In any case, Gender balance shall be considered and respected.

Article 16: Responsibilities of Governing Council

The activities of the Institution are monitored by the Governing Council of the Institution;

Without prejudice to the responsibilities provided in article 25 of the Law N° 26/2012 of 29/06/2012 governing the professions of architecture and engineering and establishing the Institution of architects and the Institution of engineers Rwanda, the Governing Council shall have the following functions:

- i) To review and decide on all matters in connection with the practice of the profession of Engineers and advise, on its own initiative or upon request, on any matter in connection with the Institution;
- ii) To set up regulations meant for the promotion of the Engineering profession to be approved by the General Assembly.
- iii) To implement the decisions in relation to the disciplinary measures provided by these Rules and Regulations;
- iv) To recruit the Executive Secretary of the Institution of Engineers Rwanda;
- v) To approve the recruitment of other Staff of the Institution made by the Executive Secretariat;
- vi) To take decision on the dismissal of Staff of the Institution including Executive Secretary;
- vii) To propose for adoption the strategic plan and the operational plan of the Institution by the General Assembly;
- viii) To determine the seal and logo of the Institution;
- ix) To propose on the professional fees;
- x) Oversee Trainings, and other forms of professional development;

- xi) To take part in the accreditation process of engineering programs and curricula at all High Level learning Institutions;
- xii) To decide on decisions recommended by the committees.

Article 17: Requirements for eligibility

In order to be elected member of the Governing Council of the Institution, the applicant must fulfill at least the following:

- i) The assiduity, dedication, availability in carrying out the activities assigned by the Institution;
- ii) To have not been dismissed for any Engineering malpractice or act of indiscipline ;
- iii) To be enrolled on the roll of the Institution and have practiced effectively and continuously the Engineering profession during at least the last three (3) years;
- iv) Never have been subject to the sanction of disbarment from the roll, even when rehabilitated.

Article 18: Ballot for Election to Governing Council

The General Assembly shall vote by secret ballot and by an absolute majority of the votes the members of Governing Council. There shall be an Electoral Committee of not more than five but not less than three Corporate Members constituted by the General Assembly through a simple majority vote of members present at the Annual General Meeting, to conduct the elections.

Guidelines for the conduct of elections are to be formulated by the Electoral Committee and adopted by the General Assembly before the elections.

In any case the electoral Committee shall put in place a system that allows a voter to record his or her secure and secret ballot.

Article 19: Convening Governing Council meetings and decision making

The Governing Council shall meet as often as the business of the Institution may require and in any event not less than once every three months, Meetings shall be held at the Headquarters of the Institution or such other place as the President may decide. At every meeting of the Council, five (5) members entitled to vote shall constitute a quorum, and all matters shall be decided by consensus of the members present or, failing that, the absolute majority of all 7 council members. In absence of the President, the meeting is convened and chaired by the Vice-President. When both are absent, while the quorum attained, the members present shall decide on who to chair the meeting.

Unjustified absence of a member in the Governing Council meetings for three consecutive meetings shall lead to replacement.

Article 20: Resolutions and minutes of meetings

Governing Council's resolutions and minutes are approved in the following meeting and signed by the Chairperson and the Secretary of the meeting. A register of such decisions shall be held in the meeting and the minutes shall be communicated to the members of the Council within one week via emails and the resolutions shall be emailed to all IER members and posted to the web site of IER.

Article 21: Vacancy within the Governing Council

In case of resignation of a member of the Council of the Institution, or departure for any reason whatsoever before the expiry of his/her term of office, the replacement is made in the next General Assembly meeting. His/her successor elected on this occasion shall serve the remaining term of office.

SECTION 5: PROVISIONS RELATED TO THE PRESIDENT

Article 22: Eligibility to be a President of the Institution

- i) A Rwandan Nationality;
- ii) To be a Fellow or a Corporate Member;
- iv) The assiduity, dedication, availability in carrying out the activities assigned by the Institution;
- v) To be enrolled as compliant member on the roll of the Institution and have practiced effectively and continuously the Engineering profession during at least the last five (5) years;
- vi) Never have been subject to the sanction of disbarment from the roll, even when rehabilitated.

Article 23: Responsibilities

The President of the Institution has the following functions:

- i) To represent the Institution;
- ii) To monitor the daily operations of the Institution;
- iii) To convene and chair meetings of the General Assembly and the Governing Council of the Institution;
- iv) To ensure the timely availability of all documents required for the review of General Assembly meetings and Governing Council;
- v) To seek and obtain opinion of the Committees of the Institution;
- vi) To take any decision within his/her competence over the reports, opinions and recommendations of the Committees of the Institution;

- vii) To perform any other activities assigned to him/her by the General Assembly or the Council of the Institution.

Article 24: Assistance and Replacement

In all his/her activities, the President of the Institution is assisted and/or replaced by the Vice-President in accordance with these Rules and Regulations.

The Vice-President of the Institution shall also fulfill the conditions mentioned in article 22 of these regulations for eligibility.

Article 25: Duties of Vice President

The Vice President shall deputize the President in all functions.

In absence of both, any Council member duly nominated at the meeting shall preside.

In absence of the Registrar, the Vice- President acts on his/her behalf.

Article 26: Duties of Registrar

The Registrar shall be responsible for:

- i) To review all applications in collaboration with membership committee;
- ii) To be a permanent member of Membership Committee;
- iii) To review the Application Policy for the approval of the Council;
- iv) To maintain the Register of persons registered in accordance with the Laws;
- v) To sign, issue, renew and cancel certificates of registration and licences as may be decided by Governing Council;

Article 27: Duties of Treasurer

The Treasurer shall:

- i) To Oversee the preparation of annual budget, strategic plans, action plans and any other related plans useful for the Institution;
- ii) To oversee on matters of collection of subscriptions, entrance fees and any other monies due to the Institution;
- iii) To ensure that Executive Secretary timely prepares and pays accounts of expenditure;
- iv) Present the audited accounts to the General Assembly for inspection and approval;
- v) To be a Signatory to the accounts of the Institution;
- vi) Undertake any other duties assigned to him/her by the General Assembly and/or the Governing Council.

Article 28 : Responsibilities of other members of Governing Council

Other members of Governing Council shall:

- i) Participate in all meetings of the General Assembly and Governing Council;
- ii) Participate in decision making of the meetings of the Governing Council;
- iii) Undertake any other duties assigned to them by the General Assembly and/or the Governing Council.

SECTION 6: PROVISIONS RELATED TO THE ESTABLISHMENT OF BRANCHES AND ASSOCIATIONS

Article 29: General provision

A Branch may be created in relation to locations and an Association shall base on specific engineering disciplines;

The overriding Laws and by-laws governing the branches and Associations shall be those of the Institution.

Article 30: Creation of Branches

In order to expand the aims and objectives of the institution, on the proposal of the Governing Council or at the request of members, the General Assembly may set up Branches of the Institution.

Article 31: Working Modalities of Branches

The working modalities, duties and responsibilities of Branches shall be governed by the rules and regulations governing Branches. The Governing Council is delegated to establish Instructions on commencement and operation of branches. The committee of the Branch shall be determined and selected through elections.

Article 32: Dissolution of a Branch

The Governing Council may propose to the General Assembly the dissolution of a branch if it is not complying with laws and by-laws set out by Institution and or it is deemed irrelevant in the interests of the Institution. However the Governing Council may suspend any Branch for any breach of the laws and by-laws of the Institution.

Article 33: Establishment of an Association

In order to further the aims and objectives of the institution, on the proposal of the Governing Council or at the request of members, the General Assembly may allow the establishment of Associations within the Institution. Any such association may be formed with respect to specialisations and/or categorisations of practice.

Article 34: Working Modalities of Association

The working modalities, duties and responsibilities of Associations shall be governed by the rules and regulations governing Associations within the Institution. The Governing Council shall be delegated to establish Instructions on commencement and operation of Associations.

Any activity of the association shall be approved by the Governing Council.

Article 35: Dissolution of an Association

The Governing Council may propose to the General Assembly the dissolution of an Association if it is not complying with by-laws set out by Institution and or it is deemed irrelevant in the interests of the Institution. However the Governing Council may suspend any Association for any breach of the laws and by-laws of the Institution.

SECTION 7: PROVISIONS RELATED TO THE COMMITTEES

Article 36: General Provision

The Institution through its General Assembly may establish standing and ad hoc committees which shall consist of such number of members as it may deem appropriate to perform such functions and duties as the Institution may determine;

The Standing Committees shall include ;

- i) Membership Committee;
- ii) Finance and resources mobilization Committee;
- iii) Professional Development and Research Committee;
- iv) Compliance and Inspection Committee.
- v) Audit Committee;
- vi) Discipline and Conflict Resolution Committee;

Article 37: Appointment of Committee members

The Institution through General Assembly shall appoint chairpersons and members of committees from among its members.

The Institution may where it considers appropriate, co-opt persons by virtue of their knowledge or expertise in specific areas to be part of its committees.

All recommendations of the committees shall be approved by Governing Council and ratified by the General Assembly.

Article 38: Election

The General Assembly of the Institution of Engineers shall elect among its roll of members, by simple majority, at least five (5) engineers to be members of the each standing Committee.

Article 39: Organization of the Committees

At its first meeting after the appointment of its members, the Committee shall elect among its members a Vice-Chairperson and a Secretary.

The Secretary is responsible for the preparation of any report, minutes of the meeting and correspondence from the Committee. Each report and minutes must be signed by the Chairperson of the meeting and the Secretary and submitted to the Governing Council.

Article 40: Convening and holding of the meetings of the Committees

Each meeting of the Committee is convened and chaired by its Chairperson and, in his/her absence, by the Vice-Chairperson;

The invitation to the meetings, which must indicate agenda, place and time of the meeting, shall be served through appropriate channels of communication, including electronic mail.

Article 41: Quorum, deliberations and reports

The Committees may meet and deliberate validly if the present members are at least the absolute majority.

Deliberation is made in consensus, failure to this by absolute majority of vote. The Chairperson has no right of casting vote.

At each meeting of the General Assembly of the Institution, the Chairperson of the Committee gives a brief report on the status of the issues that have been addressed by the Committee.

Article 42: Additional operating rules

The Committee may develop additional operating rules but not contrary to these Regulations.

SECTION 8: PROVISIONS RELATED TO RESPONSIBILITIES OF COMMITTEES

SUB-SECTION 1: MEMBERSHIP COMMITTEE

Article 43: Responsibilities

The Membership Committee shall be competent to propose and give opinion on matters relating to membership in compliance with laws and regulations. Specifically the committee is responsible for:

- i) Ensuring all matters in relation to membership, Registration, Admission and Transfer are done in accordance with the laws and regulations.
- ii) Analyzing applications for membership to the Institution and organize tests for candidates whose files are complete;
- iii) Establishing the list of members fulfilling the requirements of supervisors of interns;
- iv) Receiving and approving the reports of the interns and propose for promotion to the other Class of membership;
- v) Perform any other task given by the Governing Council and/or the General Assembly.

SUB-SECTION 2: FINANCE AND RESOURCES MOBILISATION COMMITTEE

Article 44: Responsibilities of the Committee in charge of Finance and Resources Mobilization

This Committee shall have, inter alia, the following functions:

- i) To review the preparation of the draft budget of the Institution in collaboration with the Executive Secretary and present it to the Governing Council and to be approved by the General Assembly;
- ii) To monitor the implementation of the budget;
- iii) To develop and implement processes and procedures for proper management and control of the Institution;
- iv) To monitor the proper use of the assets and submit ad hoc reports to the Governing Council;
- v) To participate in the development of the draft annual action plans, five-year plan and the strategic plan;
- vi) To participate in the identification of revenue sources for the Institution in order to promote its activities;
- vii) To participate in the study and development of the income-generating projects for the Institution;
- viii) To develop the framework for social and economic welfare of the Institution;
- ix) Perform any other task given by the Governing Council and/or the General Assembly.

SUB-SECTION 3: THE COMMITTEE OF PROFESSIONAL DEVELOPMENT AND RESEARCH

Article 45: Responsibilities of the Committee in charge of Continuous Professional Development and Research

This Committee shall have, inter alia, the following functions:

- i) Promoting research within the Institution;
- ii) To propose demand driven knowledge and skills to the Institutions of learning;
- iii) Preparing continuing training for Members of the Institution in the modalities described and accepted by the members;
- iv) Proposing and following up the training of the interns ;
- v) Proposing the procedures for the absorption of students in Industrial Trainings;
- vi) Developing the guidelines for the supervision of internship;
- vii) Preparing assessments of internships and make reports of results;
- viii) Receiving and approving the reports of the interns and submit them to the Governing Council;
- ix) Prioritize investment areas in engineering research;
- x) Perform any other task given by the Governing Council and/or the General Assembly.

SUB-SECTION 4: COMPLIANCE AND INSPECTION COMMITTEE

Article 46: Responsibilities

The duties and Responsibilities of Compliance and Inspection Committee shall include but not limited to the following:

- i) Advise the Governing Council and General Assembly on such issues as:
 - a) How IER's mission, programs, and goals can best serve the community;
 - b) Important issues in institutional administration and policy;
 - c) How IER can promote quality and competence of its members in engineering;
- ii) Conduct Field Inspections on the following issues:
 - a) General Compliance of practioners to the law and regulations in place;
 - b) Compliance of members to Rwanda Building Code and standards;
 - c) Compliance of membersto Urban Planning Code ;
 - d) Develop plan for regular Inspection of new and existing buildings and other infrastructures;
 - e) Develop plan for regular inspection of practioners in engineering field;

- iii) Recommend to the Governing Council on the findings and mitigation of the inspection conducted.
- iv) Perform any other task given by the Governing Council and/or the General Assembly.

SUB-SECTION 5: AUDIT COMMITTEE

Article 47: Responsibilities

The Audit committee shall have the following responsibilities:

- i) Audit Compliance with laws, Regulations and Processes and Procedures governing the Institution
- ii) Audit the Accounts of the Institution and submit a report to Treasurer to present annually to the General Assembly;
- iii) To look into and report on the finances of the Institution to the Governing Council from time to time;
- iv) Audit the Physical Assets of the Institution;
- v) Decide on sale of assets of the Institution;
- vi) Decide on the disposal of Institution Assets;
- vii) Perform any other task given by the Governing Council and/or the General Assembly.

SUB-SECTION 6: DISCIPLINE AND CONFLICT RESOLUTION COMMITTEE;

Article 48: Responsibilities

The Disciplinary Committee shall be competent to decide on matters relating to discipline, behavior and compliance with laws and regulations by members. Specifically the committee is responsible:

- i) To consider all claims that is linked with the discipline of Members;
- ii) To examine on all issues referred to it and make recommendations in accordance with the Law, Internal Rules and Regulations and code of ethics;
- iii) To fight injustice and discrimination;
- iv) To monitor the conduct and the practice of members;
- v) To Perform any other task given by the Governing Council and/or the General Assembly.

SUB-SECTION 7: AD HOC COMMITTEES

Article 49: Establishment

The General Assembly or the Governing Council may occasionally establish an ad hoc Committees responsible for specific issues which fall out of the authority of the existing Committees within or whose creation would simply be justified by the circumstances and the mandate, duration and logistical means necessary shall be availed accordingly.

SECTION 8: GENERAL PROVISIONS TO ALL ORGANS OF THE INSTITUTION

Article 50: Term of office

The members of Governing Council and Standing Committees of the Institution shall be elected for a term of office of three (3) years renewable only once. The Registrar shall serve for two consecutive terms non-renewable.

The term of office of the Governing Council and the Committees which expires during the year shall be extended until the next General Assembly.

Article 51: Conflict of interest

No one shall intervene or take part in the vote on a question in which he/she has, directly or indirectly, a personal interest, unless specifically invited to clarify by the Chairperson of the meeting.

Article 52: Facilities extended to members of the organs of the Institution

The President, the Governing Council and Committees shall receive facilitation and sitting allowances under the conditions determined and updated from time to time in the procedure manual and approved by the General Assembly.

Article 53: Support to the organs of the Institution and supervision of the Committees

The President and the Executive Secretary of the Institution provides permanent support to the organs and Committees of the Institution.

The Executive Secretariat of the Institution coordinates the work of the Committees, receives their reports and remit them to the Governing Council.

Article 54: Vacancy within the Governing Council and the Committees

In case of a vacancy within the organs of the Institution, the President shall organize the replacement in the next General Assembly. The election to fill any vacant post shall be conducted only if the term of office remaining is equal or more than one year.

SECTION 9: PROVISIONS RELATED TO ASSETS AND PROPERTIES

Article 55: Assets of the Institution

The assets of the Institution shall comprise, either in possession or property, movable property and real estate necessary for the fulfillment of its mission. It shall emanate from contributions, donations, legacies, revenues, and grants from the State and/or any other organisation.

Article 56: Income generating

The Institution shall have the right to generate its own income through its expertise in collaboration with members and/or partners;

Any member who shall perform any activity generating income on behalf of the Institution shall have a right on a portion of money on the work performed as a payment. And any such portion to be paid the member shall be determined in consensus, on a case by case basis and nature of the work(s).

Article 57: Purpose of income and property of the Institution

The income and property of the Institution, when derived, shall be applied solely towards the promotion of the objectives of the Institution.

SECTION 10: PROVISIONS RELATED TO EXECUTIVE SECRETARIAT

Article 58: Procedure for the day-to-day management

The day-to-day management of the Institution shall be done according to its Manuals of Procedures formulated by the Governing Council, and in any case approved by the General Assembly prior to application. The Manuals must include specific provisions concerning:

- i) Administrative processes and procedures;
- ii) Financial and Accounting processes and procedures;
- iii) Assets management;
- iv) Processes and Procedures for auditing;
- v) Processes and Procedures for the procurement;
- vi) Reporting Processes and Procedures;
- vii) Human resources management procedures.

The Manuals shall be regularly updated to reflect the needs of the Institution and the requirements for accurate management. The General Assembly shall determine any other provisions required, as needs arise. Any such need for update shall be initiated by the Executive Secretariat, Governing Council or General Assembly.

Article 59: Duties of Executive Secretary of the Institution

The day-to-day management of the Institution shall be carried out by an Executive Secretary assisted by a set of staff recruited by the Governing Council.

The Executive Secretary shall serve as a Chief Budget Manager of the Institution regularly and joint signatory of accounts of the Institution.

In addition to the day-to-day management of the Institution, the Executive Secretary shall assist on daily basis the President, the Governing Council as well as the Committees for the accomplishment of the mission of the Institution.

Subject to the direction of the members of the Institution, it shall be the duty of the Executive Secretary:

- i) To conduct all correspondences;
- ii) To attend all meetings of the Governing Council;
- iii) To read all minutes and communications that may be ordered to be read;
- iv) To superintend the publication of such papers and publications as the Governing Council may direct. He or she shall also engage, subject to the approval of the Governing Council;
- v) To be responsible for all persons employees of the Institution;
- vi) To conduct the ordinary business of the Institution in accordance with the Internal Rules and Regulations as well as the directions of the Governing Council, and shall refer to the President, Vice-President and/or Registrar available any matters of importance or difficulty requiring urgent decisions.
- v) To keep all documents and records including records of all assets of the Institution;
- vi) To prepare all documents due for gazetting as directed by the Governing Council;
- vii) To take and keep minutes of the Governing Council meetings;
- viii) To Enforce decisions of the General Assembly and Governing Council;
- ix) To keep the seal and the stamp of the Institution in such custody as the Governing Council may direct; and
- x) To exercise and perform any other functions which the General Assembly and/or the Governing Council may determine from time to time.

Article 60: Other Staff of the Institution

Other staff shall be the employees of the Institution and shall work under the supervision of the Executive Secretary.

Article 61: Strategic Plan and Action Plan of the Institution

The Institution shall be managed in accordance with the strategic plan and the subsequent plans of action formulated by the Governing Council and adopted by the General Assembly.

Article 62: Performance Contracts

On the basis of the strategic plan, the plans of action, adopted programs and budget, the Governing Council of the Institution and the Executive Secretary shall conclude a performance contract for the year. The Executive Secretary shall also conclude performance contracts with the secretariat staff. At the end of the fiscal year, the

Governing Council shall evaluate the performance contract and report to the General Assembly.

Article 63: Exceptional Activities and Expenses

Unforeseen activities and expenses shall be authorised by the Governing Council by reallocation of the budget line or budget review without exceeding 20% of the amount of the budget approved by the General Assembly. Any unforeseen activities and expenses approved by the Governing Council shall be reported through minutes and resolutions of the Governing Council meetings. Additionally, the Governing Council shall also present to the next General Assembly on any such unforeseen activities and expenses.

SECTION 11: PROVISIONS RELATED TO ADMISSION AND MEMBERSHIP

Article 64: Classes of Membership

The Institution shall consist of the following members:

- i) Honorary ;
- ii) Fellow;
- iii) Corporate ;
- iv) Associate;
- v) Graduate Engineers/Technologists/Technicians;
- vi) Technologists;
- vii) Technicians;
- viii) Students;
- ix) Affiliate Firm / Organization;
- x) Life Member.

Article 65: Eligibility of Honorary Class of membership

Every candidate for election to the class of Honorary Member shall be a person, not being an engineer, has rendered noticeable service to the Institution or the profession of engineering or is eminent in engineering or in public service that admission of the candidate as Honorary Member would be in the interest of the Institution. A Honorary member shall be elected by the General Assembly, following nominations by the Governing Council. Every such election shall be announced at the subsequent Annual General Assembly.

Article 66: Eligibility of Fellow class of membership

Every candidate for election or transfer to the class of Fellow shall satisfy the Institution that:

EITHER:

- a) That he/she:
- i) Has been practicing for at least fifteen (15) years;
 - ii) Has been a Corporate Member for a period of at least seven (7) years.
 - iii) Has held a position of such responsibility for at least five years in the Science or Practice of engineering as in the opinion of the Council justifies his or her election by the General Assembly.
 - iv) Has provided proven leadership and service of an engineering nature to the society.
 - v) Has rendered distinguished service to the Institution.

OR

- b) That he/she:
- i) Has such knowledge of the science or practice of Engineering and has acquired such eminence in his or her profession that in the opinion of the Council his or her admission as a member would conduce to the interests of the Institution;
 - ii) Is engaged in the science or practice of Engineering.
- c) Is current on the register of Institution of Engineers Rwanda.
- d) Is a Fellow of an Engineering Institution in Eastern Africa that has ratified the Mutual Recognition Agreement as deposited at the EAC offices Arusha or any other Institution that has MRA with IER.

Article 67: Eligibility of Corporate Class of membership

Every candidate for election or transfer to the class of Corporate Member shall satisfy the Institution, through its Governing Council, who may at their discretion call the candidate for interview, that he/she:

- i) Has obtained the degree of a Bachelor of Engineering or its equivalent awarded by a University or School of Engineering approved for the purpose by the Institution;
- ii) Has passed the technical requirements and approved by the Institution to practice as an Engineer;
- iii) Had at least two (2) years adequate practical experience in the practice of engineering, engineering research or engineering education, preferably under a Fellow or Corporate Member of the Institution, or under a member of another institution recognised by the Institution, through its competent authority; provided that this period shall be in a position of responsibility;
- iv) To maintain a corporate Class he or she should attain the minimum allowable number of credit points in Continuous Professional Development assessment;**or**;
- v) Is a Corporate member of an Engineering Institution in Eastern Africa that has ratified the Mutual Recognition Agreement signed by Rwanda;

- vi) His/her Country of origin has Mutual Recognition Agreement with Institution of Engineers Rwanda.
- vii) For a foreigner who is a professional shall only need to provide the current practicing certificates to be registered as a professional.

Article 68: Eligibility of Associate Class of membership

Every candidate for election or transfer to the class of Associate shall satisfy the Institution, through its Council that he or she:-

- i) is not qualified for admission as a Corporate member but has qualifications and competences rendering him or her to work in the engineering field; and
- ii) has had at least five (5) years' experience in a position of responsibility related to engineering.

Article 69: Eligibility of Engineering Technologist Class of membership

Every candidate shall be eligible for registration as an engineering technologist if that person is:-

- i) a holder of Advanced Diploma(A₁) in Technology/ in Engineering or other qualifications from a recognised program of study for the course;
- ii) Has passed professional assessment conducted by the Institution of Engineers Rwanda.

Article 70: Eligibility of Engineering Technician Class of membership

Every candidate shall be eligible for registration as an engineering technician if that person is:-

- i) a holder of a Certificate (A₂) or any Prior Learning Recognition tests in Engineering from a recognised program of study for the course;
- ii) Has passed professional assessment conducted by the Institution of Engineers Rwanda.

Article 71: Eligibility of Graduate Engineer Class of membership

Every candidate for admission or transfer to the class of Graduate shall satisfy the Institution, through its Council that he or she:-

- i) Has obtained the degree of a Bachelors in Engineering or its equivalent awarded by a University or School of Engineering approved for the purpose by the Institution
- ii) Has passed the technical requirements (technical report and interview) and approved by the Institution to practice as an Engineer.
- iii) No person shall remain a Graduate after 5 years in this class

- iv) Is registered with the Institution of Engineers Rwanda as a graduate member.

Article 72: Eligibility of Graduate Engineering Technologist Class of membership

Every candidate for admission to the class of graduate Engineering Technologist shall satisfy the Institution, through its Council that he or she:-

- i) holds an Advanced Diploma in technology (A₁) / in Engineering from a recognised program of study for the course;
- ii) No person shall remain a Graduate after 5 years in this class

Article 73: Eligibility of Graduate Engineering Technician Class of membership

Every Candidate for admission to the class of graduate Engineering Technician shall satisfy the Institution, through its council, that he or she:-

- i) holds a Certificate in Engineering from a recognised program of study for the course;
- ii) No person shall remain a Graduate after 7 years in this class.

Article 74: Eligibility of Student Member

Every candidate for election to the class of student shall satisfy the Institution, through its Council that he or she:-

- i) Is receiving adequate instruction in the theory of engineering through a recognised engineering or technology in engineering program; and
- ii) No person shall remain a Student after 10 years in this class.

Article 75: Eligibility of a Life Member

Every candidate for election of the class for Life membership shall satisfy the Institution that he or she:

- i) Has been a Fellow or a Corporate member of the IER;
- ii) Has an age of 65yrs and above;
- iii) Has been on a roll of members with the IER;
- iv) Has played key role in mentorship/ Leadership during his/her engineering career;
- v) Has applied for this category.

Article 76: Eligibility of Consulting Firm

Organisation of Engineering Consulting Firm shall comprise:

- i) An applicant to this category shall provide proof of registration by a statutory body in Rwanda.
- ii) The owner of an Engineering Consulting Firm shall be a registered Engineer ;
- iii) Must Fulfill other registration requirements.

Article 77: Register of Members

The name and address of every member of the Institution shall be entered on The Register maintained at the Headquarters of the Institution in the appropriate class of Membership, and such other particulars as the General Assembly may from time to time authorise. Such Register shall be available for inspection by members, if requested. Every Registered Member shall have a registration number.

Article 78: Right of Members not Transferable

The rights and privileges of each member of any class shall be personal to him/her, and shall not be transferable or transmissible by him/herself or by operation of Law.

Article 79: Temporary Membership

The Institution, through its Governing Council, may admit as a temporary member in the appropriate class of membership any person who is a bona-fide visitor and who is engaged in Engineering Works in Rwanda for a period not exceeding two years. The entrance fee for such a temporary member shall be waived, but he or she shall pay subscription appropriate to his or her class of membership and he or she shall take no part in the decisions of the Institution. The period of his or her Temporary Membership shall not be extended beyond a maximum of contract period.

SECTION 12: PROVISIONS RELATED TO ELECTIONS AND TRANSFERS OF MEMBERS TO CLASSES

Article 80: Elections and Transfers of Members to classes

The election of candidates for membership in any class and the transfer of members from one class to another shall be done by the next General Assembly every year, on the recommendation of the Governing Council on the demand of concerned Members. Application for election to membership in any class and the transfer of membership from one class to another shall be submitted using standard forms issued by the Governing Council, and shall be addressed to the President of the Institution.

In the event of the Governing Council declining the application for admission in any particular case, the Governing Council shall do so by assigning reason(s). Any such rejection shall be communicated to the Next General Assembly .

Article 81: Proposal of Candidates for Election or Transfer

The Institution, through its Governing Council, at its discretion shall reject election to membership or transfer from one class to another or remove from its register, persons

proven to have breached the Code of ethics, these regulations, and/or the Laws of Rwanda. All such actions shall only be temporary until approved by the Next General Assembly .

Article 82: Admission of Candidates on Payment of Admission Fee and Annual Subscription Prescribed

A candidate elected or transferred shall be admitted to the requisite class, as the case may be, on payment of such entrance fee, annual subscription and/or transfer fee as these regulations shall be prescribed and updated from time to time.

Should payment of such dues not be made within a period of three (3) calendar months after the date of notification to the candidate of his or her election or transfer, such election or transfer may be declared null and void by the Governing Council and the candidate shall be notified accordingly.

A candidate for transfer to another class of membership shall have no arrears for the class of membership he or she is transferring from.

SECTION 13: PROVISIONS RELATED TO PROFESSIONAL PRACTICES

Article 83: Categories of Professional Practices

Categories of practice shall be as follows:

- i) Specialist Engineer
- ii) Principal Engineer
- iii) Senior Engineer
- iv) Engineer
- v) Senior Technologist
- vi) Technologist
- vii) Senior Technician
- viii) Technician
- ix) Artisan

Article 84: Members Eligible to Practice

Subsequent to Article 64 of these regulations:

- i) Fellow, Corporate and Associate Members are eligible to practice as professionals, as may be applicable;
- ii) Engineering Technologists and Engineering Technicians and Artisans are eligible to practice the profession of engineering as Technologists, Technicians and Artisans respectively.

Article 85: Qualifications to Practice as Professional or Consulting engineer

Subject to the provisions of regulations:

- i) A Corporate member shall be eligible to practice as a professional engineer;
- ii) A corporate member or fellow who meets the following requirements shall be eligible to practice as a consulting engineer:
 - a) Has practiced in a specialised engineering field as a professional engineer for a period determined by the Governing Council on approval by the General Assembly, and;
 - b) Has achieved a standard of competence, through advanced knowledge and skills or otherwise, to enable him or her to practice as a consulting engineer in that particular specialisation.

Article 86: Restrictions on Registration of Foreigners

- a) A foreign person shall not be registered as a professional or consulting engineer unless: In the case of a natural person:
 - i) That person possesses the necessary qualifications recognised for the practice of engineering as a professional or consulting engineer in the country where he or she normally practices, and that immediately before entering Rwanda he or she was practicing as a professional or consulting engineer and holds a valid license; and
 - ii) He or she is a resident of Rwanda with a valid working permit.

In the event of the Governing Council declining the application for registration in any particular case, the Governing Council shall do so by assigning reason(s). Any such rejection shall be communicated to the Next General Assembly .

Article 87: Temporary registration

- i) A foreign person may be considered for registration as a temporary professional engineer if that person satisfies the Institution, through its Governing Council, that:
 - (a) He or she is not ordinarily resident in Rwanda;
 - (b) He or she intends to be present in Rwanda in the capacity of a professional engineer or consulting engineer for the express purpose of carrying out specific work; and
 - (c) He/she possesses the necessary qualifications recognised for the practice of engineering as a professional engineer or consulting engineer in the country where he or she normally practices;
- ii) An application for registration under this section shall be in the prescribed form and shall be accompanied by the prescribed fee as determined by the General Assembly;

- iii) The Governing Council may require an applicant to appear before it, when it is in the process of considering his or her application and shall require every applicant to produce documentary evidence of his or her work or employment immediately prior to entering Rwanda;
- iv) The registration of such person under this article shall be valid for the duration of the work specified by the Institution, through its Governing Council;
- v) Subject to sub-clause (iv) above, the Membership Committee may propose to the Governing Council to approve temporary registration as prescribed in Article 79 of these Internal Rules and Regulations.

Article 88: Effect of registration

All persons whose name has been entered in the Register as a professional engineers or shall, for as long as their names remain in the Register, have the sole discretion of using the title "**engineer**" before their names.

Article 89: Contents of the Register of Members

- i) The Institution, through Registrar, shall keep and maintain a Register of all registered Members in such manner as the General Assembly may direct;
- ii) The Register shall show the following details against the names of Members entered in the Register:
 - (a) Date of entry;
 - (b) Address;
 - (c) Qualifications;
 - (d) Class of membership and category;
 - (e) Engineering discipline;
 - (f) Nationality; and
 - (g) Such other particulars as the General Assembly may direct.
- iii) Any interested person may inspect the Register and obtain from the Registrar a copy of or an extract from the Register, on payment of a fee prescribed by the General Assembly, through the Governing Council.

Article 90: Removal of a Member from the Register

The Registrar shall remove from the Register, subject to approval by the Next General Assembly , the name of:

- (a) any Member:
 - (i) Found to be of unsound mind;
 - (ii) convicted of an offence under these Regulations or any other applicable laws;
 - (iii) Who has failed to satisfy requirements for continuing profession development programme for the time being in force;

- (iv) Who requests that his or her name be removed from the Register, in which case that person may be required to satisfy the Governing Council for his or her reason;
- (b) Any person whose name has been incorrectly or fraudulently entered.

In case of the Registrar's failure to Institute any desired removals approved by the Governing Council within ten (10) workingdays, the President shall ensure such removals, and requisite disciplinary action to be taken against him/her.

Article 91: Registration of Individual/Local Engineering Consulting Firm

(i) A person or Firm wishing to be registered as Local Engineering Consulting Firm shall make an application through the Governing Council, in the manner and form adopted by the General Assembly and shall be accompanied by a fee of an amount as described.

And shall submit:

- a) Copy of certificate of incorporation from the competent authority
 - b) Company profile of previous consulting works, and
 - c) Physical Office Address details,
 - d) List of key professionals and their profiles in the firm,
 - e) Proof of payment of application fees, and;
- (ii) In every engineering discipline in which an Engineering Consulting firm is desirous of practicing there shall be a registered professional working in that specialised discipline;
- (iii) The Governing Council may, through a suitably formulated committee (ad hoc or otherwise) inspect office premises of the applying firms from time to time or otherwise undertake to verify engineering capacity within the firm;
- (iv) A firm whose application for registration as an engineering consulting firm has been approved shall pay registration fees; and
- (v) A registered consulting firm shall pay an annual membership fees.

Article 92: Registration of Foreign Engineering Consulting firm

(i) A person or Firm wishing to be registered as Foreign Engineering Consulting Firm shall make an application through the Governing Council, in the manner and form adopted by the General Assembly and shall be accompanied by a fee of an amount as described. And shall submit:

- (a) Copy of certificate of incorporation from the competent authority
- (b) Company profile of previous consulting works, and
- (c) List of key professionals and their profiles in the firm,
- (d) Physical Office Address Details,
- (e) Proof of payment of application fees and;

- (ii) In every engineering discipline in which an Engineering Consulting firm is desirous of practicing there shall be a registered professional working in that specialised discipline;
- (iii) The Governing Council may, through a suitably formulated committee (ad hoc or otherwise) inspect office premises of the applying firms from time to time or otherwise undertake to verify engineering capacity within the firm;
- (iv) A firm whose application for registration as an engineering consulting firm has been approved shall pay registration fees; and
- (v) A registered consulting firm shall pay an annual membership fee prescribed by the General Assembly.

Article 93: Practicing Certificate

- (i) A person shall not engage in the practice of engineering unless that person has been issued with a practicing certificate and has complied with the requirements of these regulations;
- (ii) A practicing certificate issued under sub-clause (i) of this article shall be valid for one year, and shall upon expiry be renewed on payment of requisite fees and meeting of set conditions for prior to such renewal;
- (iii) The Registrar shall enter into the Register the date of issuance of a practicing certificate of every person registered to practice in line with these regulations.

Article 94: Renewal of a Practicing Certificate

- (i) A person or a Firm whose practicing certificate has not been renewed for a year or longer and who wishes to have it renewed may apply to the Institution, through its Governing Council. An application made shall be accompanied by:
 - (a) An affidavit in a prescribed form explaining the reasons for non-renewal;
 - (b) Annual subscription/practice fees for the current practicing period and any unpaid fees outstanding including penalties as prescribed by the General Assembly (except subject to justifiable and Governing Council approved special circumstances); and
 - (c) Proof of fulfillment of all applicable conditions for renewal of a practicing certificate.
- (ii) The Governing Council may, with sufficient cause, refuse to issue or renew a practicing certificate, and shall communicate the refusal and give reasons for such refusal to the applicant within Thirty (30) days of making the decision. Any such refusal shall be communicated to the Next General Assembly .

Article 95: Suspension of a Practicing Certificate

The Institution, through its Governing Council may suspend a practicing certificate issued under these regulations where:

- (a) An offence under these rules and regulations in relation to the practicing member is being investigated;
- (b) Allegations of misconduct have been investigated and proved against a practicing member;
- (c) A false declaration was made in an application for a practicing certificate;
- (d) A practicing member has contravened any provision of these rules and regulations;
- (e) A practicing member who did not attain CPD credits prescribed.

Article 96: Cancellation of a Practicing Certificate

The Institution, through its Governing Council, shall cancel a practicing certificate where a practicing member:

- i) Is convicted of an offence under these rules and regulations; or
- ii) Ceases to be qualified for the issue of a practicing certificate under these rules and regulations;
- iii) Fails to obtain the required CPD credits consecutively for time period of 3 years

All such cancelations shall be approved by the Next General Assembly .

Article 97: Effect of Removal of Name, Suspension or Cancellation of a Practicing Certificate

- (i) A person whose name has been removed from the Register or whose practicing certificate issued under these rules and regulations has been suspended or cancelled shall not engage in the practice of engineering or offer professional engineering services during the duration of removal of his/her name, suspension or cancellation of the practicing certificate;
- (ii) Subject to sub-clause (3) of this article below, the President of the Institution shall notify a person whose name has been removed from the Register, by registered electronic mail or registered mail sent to the address appearing in the Register against his or her name immediately before the removal;
- (iii) Sub-clause (2) of this article shall not apply where a person's name has been removed from the Register at his or her request or with his or her consent;
- (iv) Where a directive has been made by the Governing Council and General Assembly for the removal of a person's name from the Register, or for suspending a person's registration under these rules and regulations or for cancelling or suspending a practicing certificate issued to that person under these rules and regulations, the Governing Council may, on application in a prescribed manner by the person concerned and after holding such inquiry as the Governing Council may consider necessary:

- (a) Cause the removal from the Register to be confirmed and direct the surrender of the practicing certificate within fifteen (15) calendar days after notification to that person by way of registered electronic mail communication or registered post;
- (b) Cause the name of the person to be restored on the Register;
- (c) Terminate the suspension of the registration;
- (d) As the case may be, issue a new practicing certificate; or
- (e) Terminate the suspension of the existing practicing certificate:
 - (i) Without a fee; or
 - (ii) On payment of such fee not exceeding the fee chargeable upon registration or issuance of a practicing certificate, as the Governing Council may determine.

All such undertakings must be communicated to the Next General Assembly .

Article 98: Publication upon Cancellation, Revocation, of a Practicing Certificate

The cancellation, revocation or withdrawal of a practicing certificate under these rules and regulations shall be published via electronic mail communication to all members, published on the IER website, and also published in at least One (1) newspaper with a national circulation determined by the Governing Council. Such publication shall be notified to the Next General Assembly .

SECTION 14: PROVISIONS RELATED TO ADMISSION FEES AND ANNUAL SUBSCRIPTION

Article 99: Application Fees

Subsequent to article 64 of the regulations, application fees prescribed by the General Assembly shall be applied to all classes of membership except students and Honorary Members. The proof of payment of application fees shall be paid together with the application forms. This money shall be non-refundable.

Article 100: Payment of Admission/Registration Fees

Admission fees prescribed by General Assembly shall be applicable for all classes of membership except students and honorary members. This money shall be nonrefundable.

Article 101: Practicing Fees

Subsequent to article 83, practicing fees shall be determined and updated from time to time for all categories of practice in the manner and form adopted by the General Assembly. These fees shall be payable every year no later than 30th March of every year. These fees shall be non-refundable in any case.

SECTION 15: PROVISIONS RELATED TO RESIGNATION, RE-ADMISSION AND EXPULSION

Article 102: Resignation

Any member of Institution, apart from honorary member, may resign as a member of the Institution by sending his or her resignation in writing to the President of the Institution, after payment of all the outstanding dues; including those for the current year. A member's name shall be removed from the Roll of Register as from the date on which the resignation becomes effective.

Article 103: Re-admission

The General Assembly, on recommendation of the Governing Council, may re-admit to membership, in the class to which a member formerly belonged, any person whose membership was terminated for any cause provided the member satisfies the Governing Council concerning any established procedures and practices approved by the General Assembly on the matter of re-admission;

Any such member re-admitted to membership shall first pay all such amounts in respect of admission fees and any arrears of dues as the General Assembly may determine from time to time;

In the event of the Governing Council declining the application for re-admission in any particular case, the Governing Council shall do so by assigning reason(s). Any such rejection shall be communicated to the Next General Assembly .

Article 104: Expulsion

The Governing Council, by resolution of General Assembly, may refuse to continue to receive the subscription of any member who shall have willfully acted in contravention of the Laws and Regulations of the Institution or who shall have been guilty of such conduct as shall render him or her unfit to continue to belong to the Institution, and may provisionally erase his or her name from the Register and he or she shall thereupon cease to be a member of the Institution until the decision of the General Assembly is communicated.

It shall be provided that before taking such action, the Governing Council shall afford the member the opportunity of appearing before them or of making representations to them in writing.

SECTION 16: PROVISIONS RELATED TO PROFESSIONAL CONDUCT

Article 105: Conduct of Members

Every member of Institution shall be required to order his or her conduct in accordance with the Laws, Bye-laws and Code of Ethics of the Institution.

Article 106: Penalty for Breach of Conduct

Any alleged breach of Laws, By-Laws, Code of Conduct which may be brought before the Governing Council following review by the appropriate committee properly assured for and supported by sufficient evidence, shall be dealt with by the Governing Council either by recommendation to the General Assembly of expulsion of the offender from the Institution under the procedure of the Bye-Law, as far as it applies, or in such manner as the General Assembly may think adequate.

SECTION 17: PROVISIONS RELATED TO THE EMPLOYEES OF THE INSTITUTION

Article 107: Employment

The Governing Council shall have the power to employ the necessary staff of the Institution. All employment Contracts shall be approved by the Governing Council, and signed by the Executive Secretary;

The employment contract for Executive Secretary shall be signed by the President;

All staff employed by the Institution shall be governed by the Labor Law in force in accomplishment of their duties, and shall be under supervision of the Executive Secretary.

Article 108: Recruitment

The recruitment shall be done on competition basis and only when there is a vacancy duly approved by decision of the Governing Council. All recruitment needs and undertakings shall be in line with the Institution's strategic plan and action plans, and must be communicated to the Next General Assembly ;

The practical arrangements for recruitment, the responsibilities, rights and obligations, as well as the career management of staff shall be determined by the Governing Council, in line with Manual of Procedures;

SECTION 18: PROVISIONS RELATED TO FINANCIAL MANAGEMENT

Article 109: Monies and Effects

The money and effects of the Institution shall be controlled by the Governing Council for the use of the Institution in the continuance of its objects. The institution's Treasurer shall be directly involved in all such controls. All usages of monies and effects shall be regularly communicated to the General Assembly through audited accounts and financial reports, as appropriate.

Article 110: Accounts

The Executive Secretary shall keep proper and sufficient accounts of the capital, funds, income and expenditure of the Institution, so that the true financial state and condition of the Institution may be at all times exhibited by such accounts.

The signatories of the Accounts of the Institution shall be the Treasurer, one member of the Governing Council appointed by the Governing Council and the Executive Secretary of the Institution.

Article 111: Financial Year and Presentation of Accounts

The financial year of the Institution shall end on the 31st Day of December of each year. And the accounts of the Institution shall be made up each year to that date and, after having been audited, presented to the Governing Council and approved by the General Assembly.

Article 112: Appointment of Internal and External Auditors

The appointment, powers and duties of the Auditor or Auditors shall be regulated by the IER Procedure Manual as nearly shall be deemed necessary in accordance with the Rules and Regulations governing auditing and accounting profession in Rwanda.

Article 113: Governing Council may authorise the Payment of Expenses of the Institution

It is provided that nothing herein shall prevent the payment in good faith or reasonable and proper remuneration to any Staff or Employee of the Institution or to any Member of the Institution or other party in return for any service actually rendered to the Institution.

SECTION 19: PROVISION RELATED TO THE SOCIAL WELFARE OF MEMBERS AND SOCIAL WELLBEING

Article 114: Welfare Matters

The Institution shall encourage and endorse all matters that seek to enhance the welfare of members.

Welfare matters shall include but not limited to the following:

- i) Weddings;
- ii) Employment Seeking;
- iii) Job Placement;
- iv) Entrepreneurship opportunities and promotion;
- v) Severe (medically approved) incapacitation of a member; and

- vi) Death of a member.

Article 115: Procedure for Notification and Attendance

- i) A member on their own behalf or another member shall notify the President of the Institution and copy the appropriate committee(s) in writing of his welfare need(s);
- ii) The Governing Council shall appoint a delegation of suitable number of members to represent the Institution in such matter, including those from of the requisite committee(s);
- iii) The Governing Council shall encourage members to attend or visit, on such aforesaid matters;

All such matters shall be communicated to the Next General Assembly .

Article 116: Cash Benefit

- i) The above provisions shall be carried out in the event of severe incapacitation or death of a member;
- ii) The Next General Assembly shall determine the Cash benefit to be given to the severely incapacitated member and decujus of a member;
- iii) The Governing Council shall encourage individual goodwill or donations of members in addition to (ii) above.

Article 117: Recreation and Social Events

The Institution shall, through its Governing Council formulate recreational programs and social events as a social welfare and health component of the institution's strategic and action planning. Such activities shall be contributed to by members, following the General Assembly's direction.

Article 118: Contribution to Social Wellbeing

In addition to its social contributions in community work programs (umuganda) and the engineering week, the Institution shall, through its Governing Council, formulate programs and events that contribute to societal wellbeing principally through applying science, engineering and technology to varied community challenges as well as national poverty reduction strategies; encouraging members to actively participate in all parts of the country and the region. Such activities shall be contributed to by members, following the General Assembly's direction.

SECTION 20: PROVISIONS RELATED TO CONTINUOUS PROFESSIONAL DEVELOPMENT

Article 119: Continuous Professional Development

The institution shall ensure that its members consistently get appropriate Continuous Professional Development trainings courses through coaching, mentoring, Seminars, Workshops, Conferences, internships and apprenticeships, amongst others.

Any member proposed to attend such capacity building courses shall contribute towards the facilitation fees.

The Governing Council shall formulate and recommend to the General Assembly modalities, policy and guidelines/manuals for Continuous Professional Development (CPD) activities and programs.

Article 120: Benefits for Students in Science, Engineering and Technology in Engineering Fields

The Institution of Engineers Rwanda membership shall offer but not limited to benefits and opportunities for Engineering Students. Additionally, students may derive the following benefits whose list is by no means exhaustive as may be advised by the Governing Council from time to time. Students may:

- i) Have access to IER publications and can also publish articles in them;
- ii) Network with Professionals in the field and benefit from their knowledge and experience;
- iii) Make use of the IER library and other facilities;
- iv) Request specific members' assistance when doing project work or academic research;
- v) Benefit from the IER's varied links with other engineering bodies;
- vi) Benefit from IER assisted industrial placements and internships; and
- vii) Benefit from IER hardship Bursary/scholarship schemes.

SECTION 21: PROVISIONS RELATED TO PROMOTION OF RESEARCH AND INNOVATION

Article 121: Research and Innovation Undertakings/Collaborations

The Governing Council shall formulate and recommend to the General Assembly research and innovation activities, to be undertaken within IER and/or through collaborations with members or academic and research organisations of interest. Such activities shall be focused on promoting, adapting and devising solutions to national, regional and international sustainable development challenges and job creation efforts.

Article 122: Technology Transfer and Publications

The Institution, through its Governing Council, shall devise modalities for communication and transfer of technologies and solutions in line with Article 119 above,

through but not limited to journal publications, documentaries, nation community work programs (umuganda), engineering week, multimedia supplements, books, conferences, seminars and workshops.

SECTION 22: PROVISIONS RELATED TO PROFESSIONAL LIFE OF MEMBERS

Article 123: With Regards the Fellow Members

Notwithstanding of the Professional Code of Ethics, IER members shall owe regard to each other; ensuring courtesy governs relationships in all circumstances bound by the IER Code of Ethics.

Article 124: Relations with the Public, Clients and Employers

Notwithstanding of the Professional Code of Ethics, IER members shall owe regard to the public, clients and employers; showing dignity, delicacy and loyalty in all dealings bound by the IER Code of Ethics.

All members of the Institution shall be obliged to take an oath of Code of Ethics to be presided over by the Governing Council.

SECTION 23: PROVISIONS RELATING TO OFFENCES AND PENALTIES

Article 125: False Registration or Practicing

- i) Without prejudice to Organic Law instituting the Penal Code in Rwanda, a person who willingly procures or attempts to procure registration or practicing under the provisions of these rules and regulations by making or producing or causing to be made or produced any false or fraudulent representation or declaration, either orally or in writing, commits a fault and is liable on conviction to a fine of amount of money determined by Governing Council and approved by the General Assembly annually;
- ii) Where an offence under this section is committed by a legal person, that legal person shall be liable on conviction to a fine of amount of money determined by Governing Council and approved by General Assembly annually;
- iii) The Registrar shall remove from the Register the name of any person registered or practicing under these rules and regulations who is convicted of an offence under this section and cancel the practicing certificate held.

Article 126: Professional Misconduct

Without prejudice to the IER Code of Ethics provisions, a person who is registered to practice as a professional engineer, consulting engineer, engineering technologist or engineering technician under these rules and regulations commits an offence of professional misconduct if that person:

- i) Deliberately fails to follow the standards of conduct and practice of the engineering profession set by the members;
- ii) Commits gross negligence in the conduct of his professional duties;
- iii) Allows another person to practice in his or her name, where that person:
 - a) is not a holder of a practicing certificate;
 - b) is not in partnership with him or her;
- (iv) Takes advantage of a client by abusing position of trust, expertise or authority;
- (v) Lacks regard or concern for client's needs or rights; or
- (vi) Shows incompetence or inability to render professional engineering services or works.

Article 127: Prohibition for the Use of the term Engineer by Unregistered Persons

- (i) The terms "engineer" and "engineers" are protected under these rules and regulations and shall only be applied to persons or bodies certified by competent authority mandated by the Law.
- (ii) A person who, being not registered and authorised to practice under these rules and regulations willfully and falsely takes or uses in any way the style or form or title of "engineer" or „engineers" in describing his occupation or his or her business or any other name, style, title, addition or description implying whether in itself or in the circumstances in which it is used, that such person or body or persons shall commit an offence of abuse of power and shall be liable and punished by the Organic Law instituting the Penal Code in Rwanda into force.

Article 128: Prohibition on Employment of Unregistered Persons

Without prejudice to the provisions of Organic Law instituting the Penal Code in Rwanda, any registered organisation or firm which willfully and falsely employ unregistered person to act as an Engineer, technologist or Technician shall be committed a professional fault in relation with these rules and regulations and shall be liable for a fine of an amount of money prescribed by the General Assembly annually. In case such organisation or firm is not registered within the Institution, the Institution shall be obligated to sue such organisation or firm in pursuant of the law governing the practice of the engineering profession in Rwanda.

SECTION 24: PROVISIONS RELATED TO DISSOLUTION OF INSTITUTION, TRANSITIONAL AND FINAL PROVISIONS

Article 129: Procedure and Disposal of Residual Assets

If upon the winding up or dissolution of the Institution there remains after the satisfaction of all debts and liabilities, any property whatsoever, the same shall not be

paid to or distributed among the members of the Institution but shall be given or transferred to some other Institution or Institutions having objects similar to the objects of the Institution. Such Institution or Institutions shall be determined by the General Assembly of the Institution at or before the time of dissolution.

Article 130: Savings

All undertakings done before the coming into effect of these Rules and Regulations, that were/are in line with the Law governing the practice of the profession of engineering in Rwanda, shall be treated as lawfully done and the registrations shall continue to be valid until they are cancelled or otherwise rendered invalid under these Rules and Regulations.

Article 131: Repealing Provision

All prior provisions contrary to these rules and regulations are hereby repealed.

Article 132: Commencement

These rules and regulations come into force on the date of their adoption by members of the Institution of Engineers in Rwanda.

Vice President of the Institution of Engineers Rwanda:
SE

President of the Institution of Engineers Rwanda:
Seen and Sealed by the Seal of the Institution
SE