



**CONSTITUTION AND BY-LAWS  
OF THE  
ASEAN FEDERATION OF  
ENGINEERING  
ORGANISATIONS**

**AND**

**OPERATING PROCEDURES**

3<sup>rd</sup> Edition  
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Adopted on 2 December 2006  
Kuala Lumpur, Malaysia

CAFEO 24

# **CONSTITUTION AND BY-LAWS OF THE ASEAN FEDERATION OF ENGINEERING ORGANISATIONS**

## **PREAMBLE**

We, representing the national engineering organisations in the ASEAN Region, comprising members engaged in the common professional pursuit of engineering, aware of the important role of engineering to the advancement of the social, economic, and industrial development of the ASEAN Region; concerted in the effort to elevate and improve the quality of life of the ASEAN people through dynamic actions, productivity, increased employment opportunities and equitable distribution of wealth among the masses of the ASEAN nations; united in our consensus to participate actively in any industrial technological programmes, environmental conservation and sustainable development of the ASEAN; desirous of exchanging and sharing engineering technology; concerned in rendering protection of our basic professional rights; cognizant of the need to establish harmony and rapport among the members of our profession; and having formally associated ourselves, do hereby ordain and promulgate these Constitution and By-Laws.

Amended on  
23/10/03 at  
21<sup>st</sup> AFEO Meeting  
in Yogyakarta,  
Indonesia

## **ARTICLE I - NAME**

The name of the organisation shall be the ASEAN FEDERATION OF ENGINEERING ORGANISATIONS (AFEO).

Amended on  
09/12/05 at  
23rd AFEO  
Meeting  
in Vientiane,  
Lao PDR

## **ARTICLE II – OFFICE**

The office of the Federation shall be located in the country of the member organisation hosting the Secretariat of ASEAN Federation of Engineering Organisations (AFEO).

Amended on  
09/12/05 at  
23rd AFEO  
Meeting  
in Vientiane,  
Lao PDR

## **ARTICLE III – PURPOSE AND OBJECTIVES**

The purposes and objectives of the Federation are as follows:

1. To promote the formulation and implementation of policies, plans and projects for the development of the country of the member organisation or the entire ASEAN Region that is relevant to the needs and economic capabilities of each country;
2. To promote opportunity in the field of education, research and practice, to exchange ideas, experiences and to discuss problems of common interest amongst national engineering organisations and their members;

3. To promote understanding, goodwill and cooperation amongst national engineering organisations and their members;
4. To promote and recommend rules and standards that will govern the regional operation of the Federation in the ASEAN Region;
5. To support researches and studies that will improve and maximise benefits of the national engineering organisations and their members in the developing economy of the ASEAN Region;
6. To formally affiliate with the pertinent ASEAN Authority or Group by promoting close cooperation and relationship with the ASEAN Secretariat, Chambers of Commerce and Industries, Federation of Manufacturers, Academics of Engineering and Technology and end users, with the end in view of actively participating in any ASEAN industrial and technological programmes and other activities;
7. To generate and maintain mutually beneficial relationship and cooperation with regional and international organisations with similar goals and objectives;
8. To encourage interchange of ideas and technology and to promote dialogues with other related professional groups and federations engaged in similar activities.

Amended on  
09/12/05 at  
23rd AFEO  
Meeting  
in Vientiane,  
Lao PDR

#### **ARTICLE IV – CONFERENCE OF ASEAN FEDERATION OF ENGINEERING ORGANISATIONS (CAFEO)**

The Federation shall organise CAFEO in keeping with the spirit of the Convention of Engineering Institutions of Southeast Asian Nations (CEISEAN) in accordance with the attached guiding principles.

#### **ARTICLE V – MEMBERSHIP**

There shall be two categories of Membership:

- a) National Membership (with voting rights)
- b) Individual Members (no voting rights)

**Section 1.** *National* Membership of the Federation shall be available to the national engineering organisation in each ASEAN country. The Federation shall recognise and admit only ONE engineering organisation, known as *National Membership*, from each ASEAN country. Where multiple engineering organisations exist in a country these organisations

Amended on  
03/9/02 at 20<sup>th</sup>  
AFEO Meeting in  
Phnom Pehn  
Cambodia

shall group themselves under one umbrella organisation before seeking membership to the Federation. The Federation shall admit as a member the umbrella organisation as the sole representative of engineering profession in that country provided always that the Federation is satisfied that the said umbrella organisation does in fact effectively represent the engineering profession in that country.

**Section 2.** *National* Membership of the Federation shall entitle the organisations and their members to all rights and privileges pertaining to membership; and shall likewise subject said members to all appurtenant duties and responsibilities thereof.

**Section 3.** *National* Membership to the Federation shall become effective upon full payment of fees as provided for in Article XI of the Constitution and By-Laws.

**Section 4.** *Individual* Honorary Membership

- i) The Individual Honorary Membership shall consist of the following categories:-
  - a) Honorary Distinguished Fellow
  - b) Honorary Fellow
  - c) Honorary Member
- ii) The Governing Board may at its absolute discretion and from time to time appoint or invite suitable persons for Individual Honorary Membership.
- iii) The member of individual Honorary Members shall be decided by the Governing Board and adjusted as and when it is deemed necessary.
- iv) The procedure for conferment of Individual Honorary Membership shall be as follows:-
  - a) A member may by an official proposal nominate any qualified and deserving candidate(s) to be conferred the Individual Honorary Membership.
  - b) The approval and acceptance of the candidate as an Individual Honorary Member as the case shall be by a two third (2/3) majority of members present at the Governing Board Meeting or two thirds (2/3) of membership by postal balloting.

Amended on  
26/4/02 at  
1<sup>st</sup> Mid Term  
AFEO Meeting in  
Rangsit University,  
Thailand.

Amended on  
19/12/04 at 22<sup>nd</sup>  
AFEO Meeting in  
Yangon, Myanmar

- c) Details of the candidate nominated shall be submitted as per the prescribed form available from the Secretary – General.
- d) The candidate shall not be informed of the nomination until the approval of the Governing Board is confirmed.

Amended on  
2/12/06 at 24<sup>th</sup>  
AFEO meeting in  
Kuala Lumpur,  
Malaysia

- e) The candidate so conferred shall accept in writing, or in the event the candidate accepted the certificate through an appointed representative or personally, it is deemed that the candidate had accepted the conferment

Amended on  
2/12/06 at 24<sup>th</sup>  
AFEO meeting in  
Kuala Lumpur,  
Malaysia

**Section 5 – Honorary Advisor of AFEO** to be appointed by the AFEO Board of Governor. The election should be not more than 5 Honorary Advisor on an annual basis. Each Honorary Advisor should not serve for more than a 2 year term.

## **ARTICLE VI – THE GOVERNING BOARD**

**Section 1.** The governing and policy making body of the Federation shall be the Governing Board.

**Section 2.** The membership of the Board shall consist of :

- a) The President of each respective national member organisation, who shall have the privilege of one (1) vote; and
- b) One (1) additional representative from each national member organisation (*preferably the Hon Secretary/Secretary General of the National member*), who may participate in the deliberations but may not vote, except in the absence of the principal representative provided for above.

Amended on  
2/12/06 at 24<sup>th</sup>  
AFEO meeting in  
Kuala Lumpur,  
Malaysia

**Section 3.** A Chairman and a Vice-Chairman shall be elected by the Board from amongst its own members. The Chairman shall be the President of the member organisation hosting the next CAFEO and the Vice-Chairman shall be the President of the member organisation hosting the CAFEO following the next one.

**Section 4.** Committees shall be formed and their officers appointed by the Board as may be required in relation to specific objectives and programmes of the Federation.

Amended on  
23/10/93 at 21<sup>st</sup>  
AFEO Meeting in  
Yogyakarta  
Indonesia

**Section 5.** Meetings of the Board shall be held *bi-annually* and as far as possible with one meeting at CAFEO. As the need arises, Board meetings may be held more often upon written request of at least three (3) members. Notices of meetings shall be sent out at least six (6) weeks in advance.

**Section 6. Election** - The election shall normally be held during the CAFEO in accordance with the provision of Section 3 of this Article.

Amended on  
23/11/98 at  
16<sup>th</sup> AFEO Meeting  
in Clarkfield,  
Pampanga,  
Philippines.

**Section 7. Tenure** - In normal cases, the tenure of any Board member shall be on calendar year except:

- (a) Where the terms of the Board member within their organisation expires prior to the expiration of his term on the Board, his position shall be filled by the new President of the subject organisation, or
- (b) Where the term of the President of the subject organisation is more than one (1) year, then the particular Board member shall continue his term until such time he is no longer President of their organisation.
- (c) The above provision in (b) above is applicable to the additional Representative from the subject organisation.

Amended on  
23/10/03 at 21<sup>st</sup>  
AFEO Board in  
Yogyakarta  
Indonesia

**Section 8. Quorum.** To constitute a quorum, the presence of a simple majority of the voting members of the Board in any duly convened meeting shall be necessary.

## **ARTICLE VII – RESOLUTIONS**

The Federation shall announce its official positions through duly ratified resolutions of all the Board members.

## **ARTICLE VIII – DUTIES AND RESPONSIBILITIES OF OFFICE BEARERS**

Section 1. The Chief Executive of the Federation shall be the Chairman with, among others, the following duties and responsibilities;

- a) Execute all policies adopted by the Board;
- b) Represent the Federation in all functions;
- c) Perform such other duties and functions as may be assigned by

the Board.

**Section 2.** The Vice-Chairman shall have the function of assisting the Chairman on all affairs of the Federation and shall exercise such other functions as may be delegated to him from time to time by the Chairman of the Board.

Amended on  
19/12/04 at  
22<sup>nd</sup> AFEO  
Meeting  
in Yangon,  
Myanmar

## **ARTICLE IX – SECRETARIAT AND SECRETARY-GENERAL**

**Section 1.** The Secretary-General shall have the functions of administering the daily affairs of the Federation. He shall be appointed by the national member organisation hosting the AFEO Secretariat.

Amended on  
26/05/16 at 15<sup>th</sup>  
AFEO Mid-term  
meeting in Hanoi,  
Vietnam

The tenure of the Secretary General shall be for a period of one year. The appointment of the person holding the position shall be named yearly by the national member organization hosting the AFEO Secretariat based on their electoral date.

Amended on  
19/12/04 at  
22<sup>nd</sup> AFEO  
Meeting  
in Yangon,  
Myanmar

**Section 2.** The responsibilities of the Secretary-General shall be:

- a) To keep minutes and record of all meetings and dialogues of the Federation;
- b) To distribute minutes of meetings, circulars, materials and information of interest to the Federation;
- c) To oversee the administrative affairs of the Secretariat;
- d) To administer the funds of the Federation under the guidance of the Chairman and as the Governing Board may direct;
- e) To transfer all records and funds of the Federation to the next Secretary- General.
- f) To assist the Chairman in executing decisions of the Governing Board;
- g) To represent the Governing Board in the absence of the Chairman of Vice Chairman;
- h) To call and arrange Governing Board meetings;
- i) To prepare agenda, papers and minutes of Governing Board meetings including circulation;
- j) To carry out follow up actions on decision taken at meetings and report on progress;
- k) To keep record of minutes and document of AFEO, YEAFEO and AER as well as all documentation of the AFEO Awards
- l) To monitor the Honorary Membership Award including
  - Supervising the preparation of certificates and medallions
  - Maintenance of the list of Honorary Membership
- m) To monitor the AER activities

Amended on  
23/10/03 at 21<sup>st</sup>  
AFEO Board in  
Yogyakarta  
Indonesia

Amended on  
09/12/05 at  
23<sup>rd</sup> AFEO  
Meeting  
in Vientiane,  
Laos PDR

## **ARTICLE X – FUNDS**

**Section 1.** The assets of the Federation shall comprise all its funds and properties, and shall be utilised solely for the use of the Federation,

pursuant to its goals and objectives.

**Section 2.** In the event of the dissolution of the Federation, the funds and properties shall be disposed of in accordance with the recommendations of the Board and the approval of its members.

Amended on  
26/11/08 at 26<sup>th</sup>  
AFEO Meeting in  
Bangkok, Thailand

## **ARTICLE XI – FEES AND DUES**

**Section 1. Fees.** The Board shall determine membership fees, dues, assessments and other expenses, which shall be payable within sixty (60) days upon receipt of statement of account, subject to any eventual revision by the Board, the entrance fee shall be: US\$100 and the annual dues shall be US\$200.

IEM is appointed the permanent Treasurer of AFEO and the use of MYR as the denomination/currency (on ASEAN currency) for payment. All ASEAN currencies are interchanged with minor fluctuation.

Amended on  
23/11/98 at  
16<sup>th</sup> AFEO Meeting  
in Clarkfield,  
Pampanga,  
Philippines

- (a) Entrance fee USD100.00
- (b) Annual Subscription USD200.00

Amended on  
12/11/14 32<sup>nd</sup>  
AFEO Meeting in  
Yangon, Myanmar

The Board agreed that decisions on any request for changes in exchange rate to be used for conversion be presented for to the Board's Mid-term meeting for reaffirmation.

Agreed on  
25/11/2015 at 33<sup>rd</sup>  
AFEO Meeting in  
Penang, Malaysia

*Point to note: As IEM is the Hon Treasurer, the exchange rate in the past years was agreed at USD\$1 to RM3.80. In the recent floatation of the Ringgit Malaysia it was agreed that the adjustment would be USD\$1 to RM4.20.*

## **ARTICLE XII – AMENDMENT**

Amended on  
23/10/03 at 21<sup>st</sup>  
AFEO Meeting in  
Yogyakarta  
Indonesia

Any proposals involving an amendment to the By-Laws shall not be carried except by a two-third (2/3) majority i.e. seven (7) out of the ten (10) Board members

## **ARTICLE XIII – EFFECTIVITY**

Amended on  
23/10/04 at 21<sup>st</sup>  
AFEO Meeting in  
Yogyakarta  
Indonesia

This Constitution and By-Laws shall take effect immediately upon written ratification by the ten (10) ASEAN member organisations of Brunei Darussalam, Cambodia, Indonesia, Malaysia, Myanmar, Laos, Philippines, Singapore, Thailand, and Vietnam

Amended on  
12/11/04 at 31<sup>st</sup>  
AFEO Meeting in  
Jakarta  
Indonesia

## **ARTICLE XIV – FISCAL YEAR**

The fiscal year of the Federation shall cover the period from September to August of each year.



## **ARTICLE XV – INTERPRETATIONS**

Amended on  
23/10/04 at 21<sup>st</sup>  
AFEO Meeting in  
Yogyakarta  
Indonesia

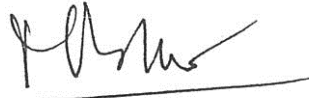
Word importing the masculine general includes the feminine gender, and words in the singular shall include the plural and words in the plural shall include the singular.

**APPROVED IN PRINCIPLE FOR ENDORSEMENT AND RATIFICATION BY THE  
CONSTITUENT MEMBERS OF THE TEN (10) ASEAN ENGINEERING ORGANISATIONS  
THIS 2<sup>ND</sup> DECEMBER 2006**

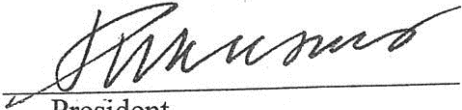
Signed at the 24<sup>th</sup> AFEO Governing Board meeting held at Giza Room, Level 11, Sunway Pyramid Convention Centre, Kuala Lumpur, Malaysia



\_\_\_\_\_  
President  
Pertubuhan Ukur, Jurutera dan Arkitek (PUJA)



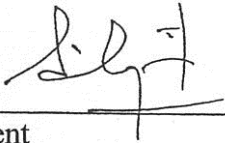
\_\_\_\_\_  
President  
The Engineering Institution of Cambodia  
(EIC)



\_\_\_\_\_  
President  
Persatuan Insinyur Indonesia  
(PII)



\_\_\_\_\_  
President  
The Institution of Engineers, Malaysia  
(IEM)




\_\_\_\_\_  
President  
Myanmar Engineering Society  
(MES)



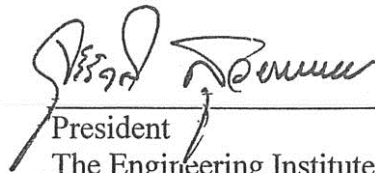
\_\_\_\_\_  
President  
Lao Union of Science and Engineering  
Associations (LUSEA)



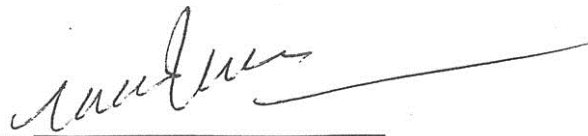
\_\_\_\_\_  
President  
The Philippine Technological Council  
(PTC)



\_\_\_\_\_  
President  
The Institution of Engineers, Singapore  
(IES)



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President  
The Engineering Institute of Thailand Under H.M.  
The King's Patronage  
(EIT)



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President  
Vietnam Union of Science and Technology  
Associations  
(VUSTA)