

Oman Society of Engineers



Constitution & Internal Regulations

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P.O. Box 2922, Postal Code 112, Ruwi - Sultanate of Oman
Tel. : (968) 693899 / 694899, Fax : (968) 699005
E-mail: omansoe@omantel.net.om
Website : www.ose@omantel.net.om

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Oman Society of Engineers

Edited by

Dr. Adil Bin Abdul Aziz Al-Kindy

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CONTENTS

	Page No.
ARTICLES OF ASSOCIATION	1
SECTION ONE: SOCIETY'S NAME, HEAD OFFICE, LANGUAGE AND OBJECTIVES	3
SECTION TWO: MEMBERSHIP OF THE SOCIETY	4
SECTION THREE: BOARD OF DIRECTORS	5
SECTION FOUR: THE GENERAL ASSEMBLY	8
SECTION FIVE: SOCIETY REVENUE	10
SECTION SIX: RESPONSIBILITIES AND RIGHTS OF MEMBERS	12
INTERNAL REGULATIONS	13
SECTION ONE: MEMBERSHIP AND SUBSCRIPTIONS	15
SECTION TWO: MEETINGS	16
SECTION THREE: ELECTIONS	17
SECTION FOUR: THE FINANCIAL REGULATIONS	18
SECTION FIVE: THE COMMITTEES	19

Oman Society of Engineers

ARTICLES OF ASSOCIATION

Section One

Society's Name, Head Office, Language and Objectives

ARTICLE ONE: Society's Name and Head Office

The Society shall be called "Oman Society of Engineers". Established in the Sultanate of Oman on 22 Rabi Al-Akhar 1422 corresponding to 14th July 2001. It is a professional non-profit making Society. The Society's head office is located in Muscat.

ARTICLE TWO: Language

The official language of the Society is Arabic. The Society may authorize the use of other languages as necessary.

ARTICLE THREE: Vision & Mission

Mission: To harness and sustain the development of engineering excellence in Oman.

Vision: To make OSE the recognised centre of engineering and technology by 2015.

1. Contribute in the industrial, agricultural and architectural development in the Sultanate.
2. Regulate and enhance engineering practises.
3. Protect the rights of the engineers and their legitimate interests, and promote networking among its members.
4. Establish and promote technical & scientific cooperation between the Omani Engineers and their counterparts in the Arab and foreign countries.
5. Encourage the engineering and vocational training in the Sultanate of Oman.
6. Preserve the work ethics and rules of conduct.
7. Endeavour to enhance engineering concepts and inform new generations of its importance.

ARTICLE FOUR: Means of Achieving the Objectives

1. Conduct periodical conferences, training courses, seminars and engineering exhibitions.
2. Conduct development and training programs for its members with special rates and within the available resources.
3. Organize seminars and site visits for its members.
4. Prepare and distribute bulletins, circulars, brochures, documents and engineering & scientific studies to the members.
5. Publicize the Society's activities in order to inform the members and the community through issuing a magazine that addresses the members affairs, and publishing the Society's news in the newspapers, magazines and other available media.
6. Provide the opportunity for exchange of engineering and scientific information through different means.
7. Establish a database to facilitate employment opportunities for its members.
8. Establish the rules for classification of engineering consultancy firms.
9. Establish the system for monitoring compliance with the profession rules.
10. Establish an integrated engineering database of Omani Engineering achievements and contributions.
11. Appoint arbitrators and experts in the engineering field and provide means of resolving any disputes that may arise among the engineers or between them and their clients in respect of the engineering works.

Section Two

Membership of the Society

ARTICLE FIVE: Membership Categories

The Society memberships are as follows:

1. Full Member.
2. Associate Member.
3. Student Member.
4. Honorary Members.

ARTICLE SIX: Full Members

The Full Member should:

1. Be an Omani national.
2. Have a bachelor degree or higher in engineering or architecture from a recognized university or institute qualifying him to bear the title of Engineer as per the criteria approved by the Society.
3. Members accepted prior to this regulation are exempted from the above condition.

ARTICLE SEVEN: Associate Members

Associate Member is the non-Omani member who resides in the Sultanate provided that he has the qualification required for full members.

ARTICLE EIGHT: Student Members

The Student Member should be a regular engineering student in a recognized university or institute.

ARTICLE NINE: Honorary Members

The Board of Directors may grant the title of Honorary Member to the person who benefits the Society morally, financially or scientifically, or has merits in engineering related sciences regardless of practicing the engineers profession.

ARTICLE TEN: Joining the Society

Membership application shall be submitted to the Secretary General indicating name, address and qualification of the applicant. The application should be accompanied with the membership form duly completed in addition to the original of the required documents as stated in the form.

ARTICLE ELEVEN: Grant of Membership

The Secretary General of the Society shall forward the membership applications to the Board of Directors in the meeting following receipt of the application. All the Board members should unanimously approve the application. Rejected applications should only be resubmitted after elapse of at least six months from the first application.

ARTICLE TWELVE: Membership Fees

Membership fees shall be paid after notifying the member of approval of his application and in the amount stated in Section One of the Internal Regulations.

Section Three

Board of Directors

ARTICLE THIRTEEN: The Board of Directors

The Board of Directors is the executive authority of the Society. The Board shall execute the policies and resolutions prepared & issued by the General Assembly to achieve its legitimate objectives. The Board of Directors shall manage the Society's affairs and take all necessary actions except those requiring prior approval of the General Assembly.

ARTICLE FOURTEEN: Responsibilities of the Board of Directors

1. Prepare the framework for the general policy of the Society.
2. Prepare plans and programs required to achieving the Society's objectives.
3. Establish the Society's regulations in view of its Articles of Association.
4. Review the proposals prepared by the committees and suggestions of the members and take the appropriate actions accordingly.
5. Prepare the annual budget of the Society and its final accounts.
6. Prepare an annual report on the Society's activities.
7. Approve or reject membership applications or take any necessary decision thereto.
8. Form different committees to achieve the objectives of the Society and to encourage new members to join the Society.

ARTICLE FIFTEEN: Members of the Board of Directors

The Board of Directors comprises of nine members to be elected by the General Assembly through direct secret ballots. The Board membership shall be for two year renewable for further periods and the elected members of the Board shall nominate the Chairman. The Chairman and the other nine members may not be elected for more than three consecutive electoral terms for the same position.

ARTICLE SIXTEEN: The Board member must satisfy the following conditions

The member should be a Full member of the Society for a period not less than two years. He should not have been convicted of felony or dishonourable crime.

ARTICLE SEVENTEEN: Responsibilities and Duties of the Board Members

The Board of Directors consists of the Chairman, the Deputy-Chairman, the Secretary General, the Treasurer and five administrative members to be elected in accordance with Article (15) of these Articles of Association. The responsibilities of the members are as follows:

1. The Chairman:

The Chairman shall act as the formal representative of the Society in dealing with any party and shall chair the Board & the General Assembly meetings. He shall sign - together with the Secretary General - on the minutes of meetings, cheques and payment orders, financial documents and the decisions for terminating the memberships and supervise all activities of the Society. He shall decide on urgent matters that cannot be postponed and the same will be referred to the Board in its following meeting.



2. The Deputy-Chairman: The Deputy-Chairman shall undertake the responsibilities of the Chairman in his absence. The Board may provide him with certain permanent financial, administrative or technical authorities

3. The Secretary General: The Secretary General shall be responsible for preparing the Agenda of the Board and General Assembly meetings and draft its Minutes of Meeting and obtain approval of the Chairman on the same. He shall supervise all office work, correspondence, files, records, books & documents, contracts and the committees' work.

4. The Treasurer: The Treasurer shall be responsible for managing the Society's fund bookkeeping, expenditures & income and deposit the Society's monies in an authorized bank. He shall effect payment of payment orders signed by him and the Chairman. He shall also monitor the collection and recording of subscriptions in the books and the safekeeping of financial documents that represent any financial rights or obligations to the Society. He shall ensure that expenditures and revenues are in compliance with the financial regulations and submit a monthly report on the financial status of expenditures and revenues. He may retain some money for petty cash expenses as specified by the financial regulations of the Society.

5. Other Administrative Members: The Board of Directors shall determine their functions.

ARTICLE EIGHTEEN: Sub-Committees

The Board of Directors may form Sub-Committees from its members or from other members. The Board shall specify the number of each Sub-Committee members and its responsibilities in addition to setting a system for their functions. The Sub-Committee shall forward the conclusions of any studies or researches to the Board for approval as appropriate.

ARTICLE NINETEEN: Meetings of the Board of Directors

The Board of Directors shall convene every month on a regular basis. The meeting shall be valid if attended by two-third of the members provided that the Chairman or his deputy is in attendance. The Secretary General shall prepare the agenda for the Board meetings and forward the same to the Chairman for approval. The Secretary General shall notify the members of the Agenda items at least one week prior to the meeting. The resolutions of the Board shall be adopted by majority votes. In the event of a hung vote, the Chairman's vote shall be the casting vote.



ARTICLE TWENTY: Extraordinary Meetings of the Board of Directors

The Board of Directors may convene in an extraordinary meeting following invitation by the Chairman or at least one-third of the Board members to discuss urgent matters. The meeting discussions shall be limited to the approved Agenda items.

ARTICLE TWENTY-ONE: Resignation of the Board Members

Any member who fails to attend three consecutive meetings or six meetings during one year without providing a valid excuse shall be removed from the Board membership. In case of death or resignation of any member, or if his seat was vacant for any other reason, he shall be substituted by the member who received the higher votes after the elected members in the election of Board members. The term of the new member shall be a continuation to the term of the former member. If the member to be substituted was appointed without election, the Board may continue its functions until the end of its term without appointing a substitute, provided that the vacant seats due to the previous reasons shall not exceed one-third of the Board members. If this condition was not met, the matter may be referred to the General Assembly to elect substitute for the member(s) whose seats were vacant.

ARTICLE TWENTY-TWO: Dissolving of the Board of Directors

The Board of Directors shall be dissolved if at least one-third of its members have jointly resigned or if - for any reasons - the number of the remaining members was less than half of the total members. In such cases, the matter shall be referred to the General Assembly in an extraordinary meeting for electing new members of the Board whose term shall constitute a continuation to the term of the previous Board. The Ministry of Social Development shall take the necessary action to invite the General Assembly to convene within one month from the date of dissolving the Board.

Section Four

The General Assembly

ARTICLE TWENTY-THREE: Definition of the General Assembly

The General Assembly is the ultimate authority in determining the policies of the Society and ensuring its implementation by all members. The General Assembly comprises of all members who have settled the membership fees for the new year and fulfilled their obligations in accordance with the Articles of Association and the Internal Regulations.

ARTICLE TWENTY-FOUR: The Ordinary Meeting of the General Assembly

The General Assembly shall hold its Ordinary Meetings every year at the Society's premises within three months of the end of the financial year. The Board of Directors may invite the General Assembly to convene at any other place. The Board of Directors shall determine the time, location and Agenda of the Meeting and notify the members accordingly by at least two weeks prior to the meeting. The General Assembly may not discuss any matter other than those included in the Agenda unless this was approved by the majority votes of the present members.

ARTICLE TWENTY-FIVE: Meetings of the General Assembly

The meetings of the General Assembly shall be valid only if attended by the majority votes ⁽¹⁾ of the members. If the majority votes were not realized, the meeting shall be postponed to another meeting to be held within a period not less than eight days and not exceeding fifteen days from the date of first meeting. The second meeting shall be valid if attended by one-third of the members and if the quorum ⁽²⁾ was not realized, the meeting shall be postponed to another session to be held within at least half an hour. In such case, the meeting shall be valid if attended personally by ten percent of the members. If the quorum was reached, the validity of decisions shall not be affected by withdrawal of less than half of the members, at the beginning of the meeting.

ARTICLE TWENTY-SIX: The Extraordinary Meetings

The Extraordinary Meeting shall convene in the following cases:

1. Invitation by the Board of Directors.
2. A written request to the Board of Directors by at least one-third of the members authorized to attend the General Assembly. The invitation shall specify the purpose of the meeting and the subjects to be discussed. The normal procedures for convening the ordinary Meeting shall be followed in convening the extraordinary Meeting as to the time, location, the required quorum and any other requirements.

ARTICLE TWENTY-SEVEN: Decisions of the General Assembly

The decisions of the General Assembly shall be adopted by the majority votes that attended the meeting. However, decisions to amend the Articles of Association, dissolution of the Society, removal of the Board members, merging or dividing the Society or establishing branches shall require two-third of the members votes in order to be adopted.

(1) The Majority votes: Half of the full members plus one or more members.

(2) Legal Quorum: The number required for the meeting to be valid.



ARTICLE TWENTY-EIGHT: Authorization to Attend the Meetings

A member may authorize a proxy to attend the General Assembly on his behalf. The proxy is not permitted to represent more than one member and the authorization should be personal and in writing. The authorization shall not carry the right to vote for electing or removing all or some of the Board's members, amending the Society's Articles of Association, dissolving, merging, dividing or opening branches of the Society.

ARTICLE TWENTY-NINE: Responsibilities of the ordinary General Assembly

The ordinary General Assembly shall be responsible for the following issues:

1. Review reports or proposals presented by the Board of Directors or the committees and obtain comments of other members on the said reports as required.
2. Discuss the proposed budget for the following year and obtain comments of the members.
3. Discuss the final account of expenditures and revenues and obtain comments of the members.
4. Review the Board's report regarding the activities during the completed year.
5. Appoint the financial auditor and review the auditor's report subject to the provisions of Article (35) of the Articles of Association.
6. Electing members of the Board of Directors for the first time and electing new members to fill the vacant seats.
7. Approvals to join or subscribe or affiliate with other Societies or Associations outside the Sultanate and cancellation of the same.
8. Other issues in the Agenda as determined by the Board of Directors.

ARTICLE THIRTY: Responsibilities of the extraordinary General Assembly

1. Amending the Articles of Association of the Society.
2. Merging the Society with other Societies with similar objectives or opening of branches.

Section Five Society Revenue

ARTICLE THIRTY-ONE: Society Revenue

The Society's revenue comprises:

1. Membership fee payable upon registering renewal of membership.
2. Subscription fees of members.
3. Fees for registering consultancy firms.
4. Donations and contributions.
5. Income from parties, exhibitions & charity fairs which are organized or co-sponsored by the Society.
6. Dividends and profits of investing the Society's funds in accordance with the applicable regulations.
7. The Revenue from different activities such as seminars, conferences, workshops and issuing of books.

ARTICLE THIRTY-TWO: Sources of Funds

In the event that the Society receives money from a foreign party or sends money to a foreign party, the Society shall notify the Ministry of Social Development accordingly. Exception to this are the monies related to the cost of books and bulletins, technical & scientific documents, training courses and subscription fees to engineering organizations, unions, establishments and institutes.

ARTICLE THIRTY-THREE: Financial Year

The financial year of the Society commences on 1st January and ends on 31st December of every year.

ARTICLE THIRTY-FOUR: Responsibility of Funds

The Chairman and the members of the Board of Directors are responsible for the funds of the Society and any dealing which may violate the provisions of the Articles of Association, the Internal Regulations of the Society and the decisions of the General Assembly.

ARTICLE THIRTY-FIVE: Financial Regulations

The Board of Directors shall establish the financial regulations to organize the financial affairs of the Society, particularly the expenditure and deposit of funds and the membership & subscription fees, and the imprest account with the Treasurer for urgent expenses and other related matters. The financial regulations shall take effect after being approved by the General Assembly only. The Board of Directors shall present the proposed budget of the following year for comments of the members. The invitation to attend the General Assembly shall be accompanied with a copy of the final account, the balance sheet, the Auditor's and Board of Director's reports. The said documents shall be posted at the Society's premises prior to the General Assembly by at least fifteen days and shall remain posted until approved.



ARTICLE THIRTY-SIX: Deposit of Funds

The Society's cash money shall be deposited in a bank account to be opened by its registered name. The Ministry of Social Development shall be notified accordingly and shall also be notified for any change to the bank account within one week from the date of such change. No money can be withdrawn from the bank unless the Chairman and the Treasurer or their designees - authorized by a Board's decision - sign the cheque.

ARTICLE THIRTY-SEVEN: Expenditure of Funds

All expenditures from the Society's funds shall only be made by a decision from the Board of Directors and within the Society's objectives and as specified in the provisions of the Articles of Association and the Financial Regulations. In urgent cases, the Chairman of the Board of Directors may approve the expenditure following prior approval by the Board. The matter shall be referred to the Board in the following meeting indicating the reasons and the supporting documents.

ARTICLE THIRTY-EIGHT: Accounts Controller

The General Assembly shall select the accounts controller from the nominees provided by the Board of Directors subject to the provisions of Article (35) of the Articles of Association. The General Assembly shall decide the remuneration of the accounts controller. However, in the first year after establishing the Society, the members shall appoint the accounts' controller in their first meeting, which shall take the form of General Assembly.

Section Six

Responsibilities and Rights of Members

ARTICLE THIRTY-NINE: Responsibilities of Members

1. Compliance with the Society's Articles of Association, Internal Regulations and the decisions of the General Assembly and the Board of Directors.
2. Payment of membership and subscription fees as specified by the financial regulations.
3. Endeavour to achieve the Society's objective through participation in its programs and activities.
4. Enhance friendship and mutual respect among members.
5. Compliance with the rules of professional practices approved by the Society.

ARTICLE FORTY: Rights of Members

1. Attend the General Assembly meetings and discuss the subjects included in the agenda.
2. Obtain a membership card indicating the member's name, membership number, validity period and any other information.
3. Obtain a copy of the Articles of Association.
4. Obtain a copy of the Internal Regulations.
5. Receive free copies of any bulletins or publications with the exception of any material that requires charges to cover its cost in accordance with the provision of Article Thirteen of the Internal Regulations.
6. Review any documents, records and correspondence of the Society during the time specified by the Board of Directors following a written request.
7. Participate in all activities of the Society.
8. Associate members shall enjoy all rights except the right to apply for membership of the Board of Directors.
9. Inquire about any measures taken by the Board regarding any subject following a written request to the Secretary General.
10. Full and Associate members have the right to vote, elect and make the legal quorum. Student and honorary members are not eligible for this right but have the right to attend the General Assembly meetings
11. Members have the right to use the membership title in accordance with the relevant category.

Oman Society of Engineers

Internal Regulations

Section One

Membership and Subscriptions

ARTICLE ONE: Registration Fees

Each member shall pay five Omani Rials registration fee upon acceptance as a member.

ARTICLE TWO: Membership Fees

- | | |
|---------------------|-----------|
| 1. Full member | O.R. 15/- |
| 2. Associate member | O.R. 15/- |
| 3. Student Member | O.R. 5/- |
| 4. Honorary Member | Gratis |

ARTICLE THREE: Payment of Membership Fees

The member shall pay the membership fee in full upon being officially notified that he has been accepted as a member prior to 1st June of each year. The member shall pay half of the fee amount if he is accepted after this date. The annual fee shall be paid in January each year and the membership shall be suspended if the member fails to settle the annual fee for more than two consecutive years until payment of the outstanding amounts.

Section Two Meetings

ARTICLE FOUR: the Annual General Assembly

The Annual General Assembly shall be valid if it is in accordance with the provisions of Article Twenty-Four of the Articles of Association. All membership categories have the right to attend the meeting as per the regulations.

ARTICLE FIVE: Meetings of the Board of Directors

The Board of Directors shall convene on monthly basis and may hold an extraordinary meeting following invitation by the Chairman or a written request from at least three members of the Board. The meetings shall be valid if attended by five members. The Board of Directors shall convene at least ten times during the year.

ARTICLE SIX: Meeting of the Committees

The Committees shall convene once every month to follow-up the Agenda items. The Committees may meet more frequently following a request from the Chairman of the Committee or from two members.

Section Three Elections

ARTICLE SEVEN: Elections

1. The Society shall form a three member committee to supervise the election process provided that none of them is a member of the former Board or a candidate for the new Board. The task of the said committee shall be completed after completion of the election process. The former Board of Directors shall supervise the selection of the said committee.
2. The members of the Board of Directors shall be elected through secret ballot.
3. The new Board of Directors shall convene as soon as possible to elect the Chairman, the Deputy-Chairman, the Secretary General, the Treasurer and five members for other positions as deemed appropriate by the Board of Directors.

ARTICLE EIGHT: Election of the Board Members

The elections shall be as follows:

1. Applying for the Board membership shall be received at least one month before the election date until one week before the said date. Applications shall be posted in the bulletin board at the Society's premises and the candidate may withdraw his application prior to election date.
2. Elections for the Board membership shall be held every two years.

ARTICLE NINE:

The nine members of the Board of Directors may not be elected for more than three consecutive terms for the same position. In case any member has resigned during any term, he will be considered as having served the full term.

Section Four

The Financial Regulations

ARTICLE TEN: Membership and Subscription Fees

In accordance with paragraph (1) & (2) of Article (30) of the Articles of Association, the membership and annual subscription fees are as indicated in Articles (1) & (2) of the Internal Regulations.

ARTICLE ELEVEN: Procurement System

The Board of Directors shall approve the procurement system to organize all purchases of the Society. The system shall include the following:

1. Formation of a Financial Committee responsible for supervising the tendering process and tender award.
2. Three tenders should be obtained as a minimum.

ARTICLE TWELVE: Expenditure of Funds

1. The Treasurer may keep in his possession an amount to be specified by the Board of Directors to meet the petty cash expenses.
2. The Head of each committee may receive, from the Treasurer an amount not exceeding thirty Omani Rials per month.

ARTICLE THIRTEEN: Publications Charge and Other Charges

The Board of Directors has the right to specify the appropriate charges for any publications, bulletins or certificates issued by the Society, in addition to the charges for attending any seminars, training courses and workshops organized by the Society.

ARTICLE FOURTEEN: Remuneration and Fees

If the Society nominates any member to represent the Society in matters related to engineering contests, arbitration or providing expertise or any other services within the Society's responsibility, the Society shall charge a percentage from the remuneration or fees received by the member. The Board of Directors shall specify such percentage provided that it will not exceed 10% of the total remuneration.

ARTICLE FIFTEEN: Travel expenses for Business Trips

If the Society nominates any member to represent the Society in any events outside the Sultanate, the Board of Directors shall specify the daily allowance to be paid for travel expenses provided that it shall not exceed the allowances specified by the Ministry of Civil Service Regulations.

Section Five The Committees

ARTICLE SIXTEEN: Committees

The Board of Directors shall form committees consisting of members of the Society in order to achieve the stipulated objectives. The number of members in each committee shall not be less than three members and shall not exceed the number deemed appropriate by the Board. The formed committee shall be:

1. Permanent Committees
2. Temporary Committees

The Board of Directors shall follow the following steps to form a committee:

1. Announce the formation of the committees through a circular issued by the Secretariat calling upon the members to present themselves to the Secretariat within two weeks from the date of the circular or as specified therein.
2. The Board of Directors shall select the required number of the committee's members from the applicants or nominate the appropriate persons.

ARTICLE SEVENTEEN: Permanent Committee

The term of the committee is two years commencing from the date of electing a new Board or the new term of the Board. The Board of Directors may form permanent or temporary committees other than those indicated below:

The Permanent Committees are:

1. Planning Committee
2. Information, Public Relations and Exhibits Committee
3. Engineers Affairs Committee
4. Technology Transfer Committee
5. Qualifications Assessment Committee
6. Professional Engineer Committee
7. Engineering Offices Committee
8. Training and Conferences Committee

