

**CONSTITUTION AND BY-LAWS
OF
THE ENGINEERING SOCIETY OF LIBERIA
SUB-SOCIETY (AUXILARY)
(*SOCIETY OF ELECTRICAL,
ELECTRONICS, IT AND
TELECOMMUNICATIONS ENGINEERS*)**



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Constitution

Preamble

We, the practicing engineers who are Members in good standing of the Engineering Society of Liberia, within the profession of Electrical, Electronics, IT, and Telecommunications Engineering, have organized ourselves as a Sub-Society (Auxiliary) of the Engineering Society of Liberia within the Republic of Liberia and hereby acknowledge the need to support and assist the Engineering Society of Liberia (ESOL) to uphold the dignity of engineering as a science and a profession; exercising the primary and only duty to support and assist the Engineering Society of Liberia to establish a code of conduct consistent with the integrity of its members; realizing the need for every professional requirement for all persons engaged in the practice of engineering in the Republic of Liberia; ensuring a high sense of integrity among members by supporting ESOL in setting ethical standards in the profession; dedicated to supporting and assisting ESOL in the advancement of the profession that will set forth requirements for the licensing of engineers; establishing means through which promising students and skilled technicians may acquire an engineering education; determined that members of this Auxiliary shall be competent in their field according to standards set by the ESOL; engendering gender equality and solidarity; promoting the advancement and wellbeing of the profession with regard to the need for interacting with the government and private institutions; do hereby establish and proclaim the Society of Electrical, Electronics, IT and Telecommunications Engineers (SEEITE) as an official auxiliary of the Engineering Society of Liberia (ESOL), and this constitution for its governance.

ARTICLE – 1 NAME, TYPE AND LOCATION

Section 1: Name

The name of the Sub-Society (auxiliary) shall be **Society of Electrical, Electronics, IT and Telecommunications Engineers** and may be referred to by the acronym **SEEITE**; with a motto **“Connecting Ideas, Powering the Future.”**

Section 2: Type

This ESOL auxiliary shall be a professional non-political and nonprofit organization with the sole and only responsibility to support and assist ESOL within the below listed functions:

- A. Support and assist ESOL in any function as assigned by ESOL Executive Committee and approved by the ESOL Board of Directors
- B. The Society of Electrical, Electronics, IT and Telecommunications Engineers aims to operate in the following areas, subject to review by the ESOL Executive Committee and approval by the ESOL Board of Directors:
 - Promote professional development and training for members through workshops, seminars, and certification programs.
 - Develop and maintain industry standards and best practices.
 - Encourage and support research initiatives and innovation.
 - Advocate for policies and engage with government agencies and stakeholders to influence the profession.
 - Establish mentorship programs and educational outreach to support emerging engineers and students.
 - Provide technical services and consultancy to support projects and initiatives.
 - Facilitate networking and collaboration opportunities among members and other professional organizations.
 - Promote community service and social responsibility through sustainable development and environmental stewardship initiatives.

Establishing mechanisms for addressing ethical violations and promoting accountability These areas of operation will be periodically reviewed and updated to ensure alignment with the evolving needs of the profession and the broader goals of the Engineering Society of Liberia (ESOL).

Section 3: Location

The Headquarters of the **Society of Electrical, Electronics, IT and Telecommunications Engineers** shall be located within 69 miles radius of Monrovia with leverage to have sub-offices in each County or the five regions of Liberia, based on the size of membership at each location. Require size to be establish in the bye-laws.

ARTICLE – 2 OBJECTIVES

Section 1: Exclusive Objective

The SEEITE is organized exclusively to support and assist the Engineering Society of Liberia in contributing to the National Development of the Republic of Liberia

Section 2: Other Objectives

Without contradicting Article 1, the SEEITE shall:

- A. Promote the science and art of engineering in Electrical, IT, Electronics, and Telecommunications.
- B. Encourage original research in Electricity, IT, Electronics, and Telecommunication.
- C. Encourage professional competence among its members.

- D. SEEITE will advise ESOL to approve or adopt any report within its scope of practice, standard, code, or formula but shall forbid the use of its name, emblem, or mark to indicate official or implied approval of any commercial work or business, except to indicate conformity with its standards or recommended practices.

ARTICLE – 3 BY-LAWS

Section 1: Purpose

The By-Laws herein attached shall govern the conduct, operations and administration of the SEEITE.

Section 2 : Definition

The term “By-Laws” as used in this Constitution refers only to the SEEITE Bylaws.

ARTICLE – 4 MEMBERSHIPS

Section 1: Definition

Membership in the Auxiliary is open to engineers and individuals willing to support and promote the interests and objectives of the Auxiliary as well as meet the requirements set forth in the below listed sections.

Members are only considered active as long as they are in Good Standing as describe in this Constitution.

Section 2: Categories

There shall be six categories of membership (Honorary Member, Fellow, Full Member, Associate Member, Affiliate Member, and Student Member). The classification of membership of the Auxiliary, the membership qualifications, privileges and the requirements for admission are stated below.

The categories of membership are:

- A. **Honorary** – An Honorary member shall be defined as an individual who have made outstanding contributions to the work of the Auxiliary and to the promotion and protection of engineering education, research and practice for at least five years. The capitalized word Honorary, when used in this constitution and by-laws, shall refer to this grade of membership. This membership shall be recommended by the Executive Committee of the auxiliary and approved by ESOL’s Board of Directors. He or She shall have full voting rights, no right to contest any Executive Position.
- B. **Fellow** – A Fellow shall be defined as an individual with at least a bachelor degree or its equivalent in the field of engineering; an extraordinary record of accomplishments in any field of engineering that contributed importantly to the advancement or application of engineering, science and technology; distinctive accomplishment in public service and not less than 15 years of active engineering practice. The capitalized word Fellow, when used in this constitution and by-laws, shall refer to this grade of membership. This membership shall be recommended by the Executive Committee of the auxiliary and approved by ESOL’s Board of Directors. He or She shall have full voting rights, no right to contest any Executive Position.
- C. **Full Member** – Must be a full member of the Engineering Society of Liberia (ESOL) in Good Standing as detailed within ESOL’s Constitution. Shall be either a graduate of an accredited school of engineering with a bachelor’s degree in the auxiliary’s professional sector as detailed in this constitution preamble, or must hold an equivalent qualification through training and practice. Qualification through training and practice shall be reviewed and sanctioned by the Membership Committee and approved by the Executive Committee. He or She shall have full voting rights, and the right to contest any Executive Position, serve on the Board of Directors, and apply for certification/ license to ESOL upon meeting all the requirements as stated in ESOL’s constitution, By-Laws and all other regulations as required. The capitalized word Member, when used in this constitution and by-laws, shall refer to this category of membership.

- D. **Graduate Member** - – Must be a full member or graduate member of the Engineering Society of Liberia (ESOL) in Good Standing as detailed within ESOL's Constitution. Shall be either a graduate of an accredited school of engineering with a bachelor's degree within the auxiliary's professional sector as detailed in this constitution preamble, or must hold an equivalent qualification through training and practice. Qualification through training and practice shall be reviewed and sanctioned by the Membership Committee and approved by the Executive Committee. He or She shall have full voting rights, but cannot contest any Executive Position. The capitalized word Graduate Member, when used in this constitution and by-laws, shall refer to this category of membership.
- E. **Associate Member** – An Associate member shall be defined as an individual with an associate degree or its equivalent in the field of engineering within the auxiliary's professional sector as detailed in this constitution preamble. The capitalized word Associate, when used in this constitution and by-laws, shall refer to this grade of membership. He or She shall have full voting rights but cannot contest for any executive position. However, He or She can serve on standing/ad-hoc committees
- F. **Affiliate Member** – An Affiliate member shall be defined as an individual with an interest in SEEITE. The capitalized word Affiliate, when used in this constitution and by-laws, shall refer to this category of membership. He or She shall have no voting rights and no right to contest any elected position.
- G. **Student Member** – Must be a student member of the Engineering Society of Liberia (ESOL) in Good Standing as detailed within ESOL's Constitution. A Student member shall be defined as an individual enrolled in engineering school leading toward at least an associate degree in engineering or engineering applied science or pure science within the auxiliary's professional sector as detailed in this constitution preamble. The capitalized word Student, when used in this constitution and by-laws, shall refer to this category of membership. He or She shall have no voting rights and no right to contest any Elected Position.
- H. **Corporate Member A** – An international entity doing engineering or engineering applied science. The capitalized word Corporate, when used in this constitution and by-laws, shall refer to this category of membership. The corporate member must ensure that engineers in their employ are in compliance with the law of Liberia.
- I. **Corporate Member B** – A local entity doing engineering or engineering applied science. The capitalized word Corporate, when used in this constitution and by-laws, shall refer to this category of membership. The corporate member must ensure that engineers in their employ are in compliance with the law of Liberia.

Section 3: Application

Except for Honorary or Fellow, all other membership categories shall be granted by the application. Thus, candidates for membership shall make an application to the Membership Committee of the auxiliary on the application form provided by the SEEITE.

Section 4: Application Screening

The Membership Committee shall screen and refer all applications to the Executive Committee for actions on admission and classification of membership or rejection.

Section 5: Enrollment

Upon approval by the Executive Committee and payment of the required fees and dues, the applicant shall be enrolled as a member with the appropriate membership grade of the Auxiliary.

Section 6: Honorary or Fellow Membership

Honorary or Fellow membership shall be granted to an individual who meets the requirements for the grade and nominated by the President or the Membership Committee upon a two-third (2/3) majority vote of the committee's quorum and approved by the Board of Directors of the Engineering Society of Liberia provided a quorum is present for conferment of the grade at a constituted meeting.

Section 7: New Membership Package

Every new member shall receive a New Membership Package which includes a membership card, a copy of the Constitution and By-laws, a certificate of membership, copies of all the Engineering Society of Liberia policies, and all policies of the SEEITE.

Section 8: Membership Renewal

Membership will be renewed annually. Dues are to be billed and paid in advance of the annual membership renewal date. Members cannot skip annual payments. All missed annual dues are retroactive and must be paid to current before becoming a member in good standing.

Section 9: Membership Upgrade

Upgrade of membership classification will be made by the Executive Committee as the member meets the requirements for a higher grade either by application submitted by the member or action initiated by the Executive Committee in accordance with the constitution requirements for each grade.

Section 10: Membership Status Change

Except for members of grade Honorary, Fellow or Member, all members are required to report to the Membership Committee any change in education that would change their membership classification.

ARTICLE – 5 RESPONSIBILITIES AND BENEFITS OF MEMBERS

Section 1: Responsibilities

All members of the SEEITE are required to uphold, defend, and respect the Constitution, and By-laws and Code of Ethics of the Engineering Society of Liberia, actively participate in the programs and activities of the SEEITE and the Engineering Society of Liberia, and timely pay dues, fees and assessments as required, except otherwise exempted by the Board of directors of the Engineering Society of Liberia. Compliance with the foregoing requirements constitutes **Good Standing**. The membership and finance committee will jointly agree on a checklist annually which will operationalize the definition of good standing as per this Constitution.

Section 2: Misrepresentation

Members shall not use the SEEITE's name for any personal financial gains, political objective or other activities that could compromise the legal status of the Auxiliary with ESOL.

Section 3: Right to Participate

All members in good standing with ESOL and the Auxiliary shall have the full right to participate in all programs and activities of the Engineering Society of Liberia.

Section 4: Right to Vote

All members who have attained the grade of Associate Member or higher are in good standing with ESOL and the Auxiliary shall have full voting rights in the SEEITE.

Section 5: Right to Contest

Only members who have attained the grade of Full Member in good standing with ESOL and the Auxiliary shall have the full rights to run for any elected office to which their classifications entitle them within the SEEITE.

Section 6: Right to Vote at Meetings

Members of the grades of Honorary, Fellow, Affiliate and Student shall have no voting rights at a Business Meeting of the SEEITE and shall not hold any elective office in the SEEITE.

Section 7: Student Membership Grade Change

A Student member shall not remain in this grade beyond the end of the calendar year of graduation; termination

of enrollment as a student; or non-enrollment for more than a year.

Section 8: Membership Amenities

All members in Good Standing shall have access to amenities including, but not limited to training, career, and professional development, mentoring and networking opportunities, the SEEITE Newsletter and other publications.

Section 9: Code of Ethics

The SEEITE and its members shall be governed by a code of ethics to be defined by the Engineering Society of Liberia Board of Directors as part of the Engineering Society of Liberia policies.

Section 10: Waiver

It is understood that by applying for and being granted membership in the SEEITE, a member accepts all provisions of the Constitution and By-Laws and waives any and all legal recourse against the SEEITE, its officers, members, staff and ESOL for actions resulting from the application of such provisions.

ARTICLE 6: Board of Directors

Section 1: Composition

The Board of Directors of Engineering Society of Liberia (ESOL) as detailed in the Constitution of ESOL shall be the only body to serve as Board of Directors for ESOL and all Auxiliaries of the Engineering Society of Liberia, including SEEITE. The ESOL Board of Directors functions and responsibilities as detailed in ESOL Constitution automatically applies to all ESOL's auxiliaries, including SEEITE.

ARTICLE – 7 EXECUTIVE COMMITTEE

Section 1: Officers

The Executive Committee shall be the administrative body of the SEEITE. The duties of the Executive Committee shall be as specified in the By-laws of this constitution. The officers of the Executive Committee shall be elected and comprise the following:

- President
- Vice President
- General Secretary
- Chief Financial Officer
- Religious Officer
- Assistant Secretary for Programs, Research, Training, and Institutional Development
- Assistant Secretary for Membership, Publicity, and Media
- Assistant Secretary for Standards and Ethics
- Assistant Secretary for Financial Development

Section 2: Terms of Office

All officers shall be elected for a term of two (2) years except the General Secretary. Officers elected for a first term of two years may be re-elected for only one additional successive term. However, after serving two terms in an office, a member may be elected to the same office if there is a break of at least one term of office served by someone else. The General Secretary shall be elected for a single term of three (3) years. Notwithstanding, he/she may be re-elected to a second term only if two-thirds of the quorum at the time approves his/her re-election.

Section 3: Time of Election

The Elections and subsequent inauguration of all elected positions shall be held at the Annual Conference of the Engineering Society of Liberia upon expiration of each tenure.

Section 4: Inaugural Date

The incoming officers shall be inaugurated at the conference of the elections.

Section 5: Occupying Multiple Elected Positions

No individual shall hold more than one elected position in the Engineering Society of Liberia at one time.

Section 6: Duties of Officers

The duties of the officers shall be specified in the By-laws of this constitution.

Section 7: Mandatory Election Requirements

All individuals running for office must meet the below requirements:

- At the time of their nomination and election shall be electable, a member of ESOL and SEEITE in good standing. Good standing is defined in this Constitution.
- At the time of their election shall be present in person at the ballot box venue.

Section 8: Failure to Have Elections and Turnover Leadership

- Failure on the part of the Executive Committee of the Auxiliary to conduct elections as scheduled in this constitution shall result in the immediate dissolution of the entire Executive Committee except for the General Secretary. The Board of Directors of the Engineering Society of Liberia shall within two weeks of the election date appoint an interim leadership to include the Secretary-General maintaining his/her position. The single function of the interim Leadership is to conduct elections no more than six weeks after being appointed by the Board. In the event the Board of Directors is incapacitated to appoint an interim leadership, the General Secretary along with the secretariat shall appoint an election commission and conduct elections no more the six weeks. In the event all the above is not possible, concerned members of the Auxiliary shall call a meeting that meets the constitutional requirements for meetings to vote on an interim leadership that shall be mandated to conduct an election no later the six weeks after being appointed. In the event of an act of God and/or a major epidemic nationwide, and the above stated procedures cannot be met, concern members of the Auxiliary shall call a meeting that meets the constitutional requirements for meetings to vote on an interim leadership that shall be mandated to conduct election no later the six weeks after being elected.

ARTICLE – 8 COMMITTEES

Section 1: Categories

The SEEITE shall have two categories of the committee, Standing and Ad- hoc. The Standing Committees shall have continuing functions and existence after being appointed by the Executive Committee. The Ad-hoc Committees shall have temporary functions and existence.

Section 2: Standing Committees

The listed committees below are established by this constitution. functions and responsibilities are detailed in the By-Laws of this constitution.

Section 3: Ad-hoc Committees

Ad-hoc committees shall be established and dissolved by the President with the advice and consent of the Executive Committee. The scope and duties of these committees shall be defined at the time of establishment.

ARTICLE – 9 Board of Accreditation

Section 1: Purpose

The Sole Purpose of ESOL Board of Accreditation is to accredit, license and/or certify all engineers wanting to practice engineering in Liberia.

Section 2: Establishment of the Board of Accreditation

ESOL auxiliary, including SEEITE shall not have the authority to establish a Board of Accreditation. The Board of Accreditation shall be established by the

Engineering Society of Liberia Board of Directors and the Executive Committee. The Board shall be comprised of seven professional and experienced Engineers that are members in Good Standing with ESOL.

The ESOL Board of Directors shall appoint four (4) members and the Executive Committee appoints three (3) members. The Board of Accreditation shall elect its own leadership and assign responsibilities as required. Each member will only serve for two (2) years.

Section 3: Authority, Functions and Responsibilities

The Board of Accreditation shall report to the combined leadership of ESOL Executive Committee and the Board of Directors. The authority, functions and responsibilities of the Board of Accreditation shall be detailed in ESOL By-Laws of this Constitution and as stated by the combined leadership of ESOL.

ARTICLE – 10 CHAPTERS & AUXILIARIES

Section 1: Establishment

ESOL auxiliaries, including SEEITE shall not establish chapters or auxiliaries.

ARTICLE – 11 Sub-Auxiliaries

Section 1: Establishment

A. ESOL auxiliaries, including SEEITE shall not establish sub-auxiliaries or auxiliaries. The Executive Committee of the Engineering Society of Liberia (ESOL), with the approval of the ESOL Board of Directors shall help establish and certify the establishment of professional Sub-Societies (Auxiliaries). These Sub-Society must be intended to improve the Engineering Society. No duplication of function for these Sub-Society shall be established or certified. In the event of duplication, the Executive Committee of ESOL shall seek the Board of Directors' approval to reconstitute, unrecognize or dissolve the newest Sub-Society. Each Professional Sub- Society shall provide a forum and community for the exchange of technical information among members in its respective specialties and subspecialties of related engineering disciplines and related engineering allied sciences. Each professional Sub-Society (Auxiliary), including SEEITE shall work with ESOL's Executive Committee program and Institutional Development Committee to formulate specifications and operating rules for the Sub- Society, which are subject to approval by ESOL's Board.

B. ESOL's Executive Committee, with the approval of the Board of Directors shall establish new Sub- Society(ies) (Auxiliaries) as deemed necessary. Any newly formed Sub-Society shall not

replace the Sub- societies as listed in Section 2 (Sub-Society) of ESOL Constitution and By-Laws.

- C. No Sub-Society shall be established within the boundaries of the Republic of Liberia without obtaining approval and certification from ESOL.

Section 2: Sub-Society

These are the following recognized Sub-Society:

1. Society of Civil Engineers
2. Society of Electrical, Electronic, IT, and Telecommunication Engineers (SEEITE)
3. Society of Mechanical Engineers
4. Society of Architecture Engineers
5. Society of Environmental and Resource Engineers
6. Society of Geology and Mining Engineers
7. Society of Surveying Engineers (Surveyors)
8. Society of Construction Engineering Managers
9. Women in Engineering (WINE)
10. Young Professional Engineers Liberia (YPEL)
11. Society of Engineering Students (SES)

Section 3: Membership & Fees

All professional Sub-societies (Auxiliaries) shall consist exclusively of members of ESOL. All fees and dues levied by Sub- societies shall not exceed that of ESOL's.

ARTICLE – 12 MEETINGS

Section 1: Guide for All Meetings

The By-Laws attached to this Constitution shall govern all business, special and called meetings of the Auxiliary.

Section 2: Quorum

Any business or called meeting, fifteen percent (25%) of the Auxiliary's membership in good standing shall constitute a quorum. Notwithstanding, at special meetings called to either provide information or at the Auxiliary's programs, a quorum shall not be necessary unless a vote on any item of the agenda is required.

Section3: National Annual Conference

At the Engineering Society of Liberia conference, the Auxiliary shall have a breakout session to review and highlight the activities of the Auxiliary to members and the public at large. The Leadership of the Engineering Society of Liberia shall approve all plans and budgets for operations and programs for the Auxiliary. The Executive Committee shall make all annual reports (Financial, Committees, etc.) during the Engineering Society of Liberia Conference.

Section 4: Executive Meeting

The Executive shall conduct monthly and quarterly meetings of the Sub-Society (Auxiliary) to get the members, and the public at large involved and engaged in the Auxiliary's operations. Each meeting shall be publicized through print and electronic media. All rules as stated in Article VII of this constitution shall apply to these meetings.

ARTICLE – 13 DUES AND FINES

Section 1: Annual Dues

Annual Dues shall be levied on each member in an amount and payable according to the By-Laws. All Annual Dues shall be paid in full before the end of the third Quarter of each year. Such an amount shall be reviewed every two (2) years to reflect the financial situation in the country.

Annual Dues shall not exceed that of the Engineering Society of Liberia (ESOL)

Section 2: Non-Payment of Dues

Non-payment of dues for six consecutive months shall result in the suspension of the voting rights of that member and non-payment for a full year shall lead to the suspension of his/her membership pending full payment of arrears. Notwithstanding, the above, any delinquent member may be considered for dispensation by the Standard and Ethics Committee and recommended to Executive Committee depending on the situation.

Section 3: Fines

Appropriate fines not exceeding the annual due shall be levied against delinquent members based on a recommendation of the standards and ethic committee for violations of the constitution, by-laws and established policies.

ARTICLE – 14 PUBLICATION AND MEDIA

Section 1: Requirements

The Auxiliary shall publish Newsletters, establish, and maintain a website, and other forms of publications and communication media as deemed necessary.

Section 2: Distribution

The Auxiliary Newsletter shall be posted and/or sent out to every active member in a periodic cycle as determined by the Executive Committee during the fiscal year. The Auxiliary's website and other electronic Application shall be used to keep members and the public informed about the Auxiliary as well as increase membership. The website shall be interactive to serve members and the public. The publication and distribution of other publications shall be defined whenever the publication is earmarked.

Section 4: Authority

The Membership and Publicity Committee shall be the sole publisher and custodian of all publications and media operations for the institution but serving at the directive of the executive committee.

ARTICLE – 15 AMENDMENTS

Section 1: Rule for amendment

The constitution may be amended by a two-thirds majority vote at a specified meeting or at a National Convention provided that all members of the Auxiliary will be notified in advance of the intended amendment to the constitution. The two-thirds will be active and functioning member that has a track record of being present at about fifty percent or more of the Monthly Schedule Meeting of the Auxiliary.

Furthermore, their due payment for the period under review must be current. Excused absence(s) shall not be counted against the two-thirds.

Section 2: Publication

Before the voting is taken on the proposed amendment or amendments, the General Secretary must publish the eligible members two weeks or fourteen days before the date of the amendment.

Section 3: Submission

A proposal for amendment must be submitted in writing at a regular meeting and shall not be voted on until the next specified meeting. The Secretariat shall circulate all or any proposed amendments to the constitution no later than two (2) weeks from the date of the National Convention or General Meeting for members' review and input.

Section 4: Time and Type of Meeting for Amendment

The body must decide on the time and type of meeting for the amendment to vote upon either at the General Meeting or Convention.

ARTICLE – 16 General Rules for Meetings

Robert's Rules of Order or traditional accept methodology of conducting meetings shall govern all proceedings of the Engineering Society of Liberia.

ARTICLE – 17 Dissolution, Termination, Suspension, or Restructuring

In the event an Auxiliary is recommended for dissolution, termination, suspension or restructuring the following conditions and procedures shall apply:

Section 1: Authority and Causes for Dissolution, Termination, Suspension, or Restructuring of an Auxiliary

The Auxiliary SEEITE can only be dissolved, terminated, suspended, or restructured upon request from sixty percent (60%) of its voting members in Good Standing, ESOL Executive Committee, or ESOL Board of Directors. If the request is from the Auxiliary, the request shall be submitted to ESOL Executive Committee for investigation and recommendation to ESOL Board of Directors for approval or rejection with a cause. If the request is from ESOL Executive Committee, an investigative committee will setup by ESOL Board of Directors, consisting of seven members; three from ESOL Board, two from ESOL Executive Committee, and two from the Auxiliary. This committee shall perform a no more than three weeks investigation and submit a report to ESOL Board of Directors for approval or rejection with a cause. If the request is from ESOL Board of Directors, the investigative committee shall be the same as that of request from ESOL Executive Committee. The Committee shall perform a no more than four weeks investigation and submit to a Joint Leadership meeting of ESOL Board, ESOL Executive Committee, and the Auxiliary Executive Committee for decision making. A simple Majority vote will decide the outcome.

*SOCIETY OF ELECTRICAL,
ELECTRONICS, IT AND
TELECOMMUNICATIONS
ENGINEERS (SEEITE)*

BY-LAWS

ARTICLE – 1 RULES OF BUSINESS

Section 1: Quorum Requirements

A twenty-five (25) percent of voting members present shall constitute a quorum to transact business at the Annual Conference, Special Meeting, or Regular Meeting of the Sub-Society (Auxiliary). A majority of Committee members or of Committee's meeting provided sufficient notification was given as provided by the By-laws.

Section 2: Order of Business

The Executive Committee shall determine the order of business at the Annual Conference, Regular Meeting, or Special Called Meetings.

Section 3: Mode of Conducting Business

The General Membership, Executive Committee, Standing Committees, Special Committees, Subcommittees, or constituent bodies of the Auxiliary may conduct business by conventional or electronic communication, media so long all the members may simultaneously hear each other and participate during the meeting.

Section 4: Parliamentary rules.

In the absence of any provision to the contrary in the Constitution or By-laws, all business meetings of the Auxiliary, Executive Committee, Units, Committees, and other subsidiary bodies shall be governed by the parliamentary rules and usages contained in the current edition of "Robert's Rules of Order Newly Revised."

ARTICLE – 2 FISCAL YEAR

Section 1: Duration of the Fiscal Year

The Auxiliary fiscal year shall be from January 1 through December 31.

ARTICLE – 3 MEMBERSHIPS

Section 1: Eligibility for Membership

An individual meeting the requirements set forth in the sections following may apply for or be conferred membership in the Auxiliary under the applicable grade of membership.

Section 2: Application Screening.

The Membership Committee shall screen, classify, and refer all applications to the Executive Committee for the Executive Committee's actions on the admission of membership.

Section 3: Enrollment Process.

Upon approval by the Executive Committee and payment of the required fees and dues, the applicant shall be enrolled as a member with the appropriate membership grade of the Auxiliary.

Section 4: Honorary and Fellow Membership

Honorary or Fellow membership shall be granted to an individual who meets the requirements for the grade and nominated by the President or the Membership Services Committee upon a two-thirds (2/3) majority vote of the committee and approved by ESOL Board of Directors provided a quorum is present for conferment of the grade at a constituted meeting.

Section 5: New membership package

Every new member shall receive a New Membership Package which includes a membership card, a

copy of the Constitution and By-laws, a certificate of membership and a copy of the Auxiliary and ESOL's policies.

Section 6: Membership renewal

Membership will be renewed annually. Dues are to be billed and paid in advance of the annual membership renewal date.

Section 7: Membership Classification Changes

Change of membership classification will be made by the Executive Committee as the education of a member qualifies for such change, either by application submitted by the member or action initiated by the Executive Committee.

Section 8: Reporting Educational Changes

Except for members of grade Honorary, Fellow, or Member, all members are required to report to the Membership Committee any change in education that would change their membership classification.

ARTICLE – 4 RESPONSIBILITIES AND BENEFITS OF MEMBERS

Section 1: Upholding Society Standards

All members are required to uphold and respect the Constitution and By-laws of the Auxiliary and ESOL, actively participate in the programs and activities of the Sub-Society (Auxiliary), and pay dues, fees and assessments as required, except otherwise. This constitutes good standing.

Section 2: Misuse of the Society's Name

Members should not use the Auxiliary's name for any personal financial gains, political objective or other activities that could compromise the legal status of the Auxiliary.

Section 3: Participation rights

All members in good standing shall have full rights to participate in all programs and activities of the Auxiliary.

Section 4: Voting Rights

All members of grade Member or Associate in good standing shall have full voting rights in the Auxiliary.

Section 5: Eligibility for Office

Only members of grade Member or Associate in good standing shall have the full rights to run for any elective office which their classifications entitle them within the Auxiliary.

Section 6: Voting at Meetings

Members of grade Honorary, Fellow, Affiliate or Student shall have no voting rights at a Business Meeting of the Auxiliary or shall not hold any elective office in the Auxiliary.

Section 7: Student Membership Transition

A Student member shall not remain in this grade beyond the end of the calendar year of graduation or termination of enrollment as a student.

Section 8: Access to Benefits

The members in good standing shall have access to amenities such as, but not limited to training, career and professional development, mentoring and networking opportunities, the Auxiliary Newsletter and other publications.

Section 9: Ethical Conduct

The Auxiliary and its members shall be governed by a code of ethics to be defined by ESOL Ethics Committee and approved by ESOL Board of Directors as part of the Auxiliary's policies.

Section 10: Acceptance of Society Rules

It is understood that by applying for and being granted membership in the Auxiliary, a member accepts all provisions of the Constitution and By-Laws and waives any and all legal recourse against the Auxiliary and ESOL, its officers, directors, members and staff for actions resulting from the application of such provisions.

ARTICLE – 5 FEES, DUES AND ASSESSMENTS

Section 1: Application Fees

The application fee is paid once and applies for Affiliate, Associate, or Full Member and is fixed at 40.00 United States dollars or its equivalent in Liberian dollars. Fees are not refundable and will cover forms and the constitution. Students are to pay 5.00 United States dollars for the application.

Membership dues are classified in the following:

- ❖ Full Member and fellow \$ 50.00 USD annually
- ❖ Graduate Member \$ 2.50 USD annually
- ❖ Associate Member \$ 35.00 USD annually
- ❖ Student Member \$ 2.50 USD annually
- ❖ Affiliate Member \$ 10.00 USD annually

The voting right shall apply only to Full Members who are current with all of their financial obligations to Auxiliary and regular in the monthly meeting. Some members working Group, therefore, met and developed the following fee schedule:

Registration

- Liberians - \$ 20.00
- Non-Liberians - \$ 100.00

Membership Dues

- Liberians - As per the schedule above
- Non-Liberians - 480.00 USD

Section 2: Annual dues

Annual dues shall remain unchanged from year to year unless acted upon at the Annual Conference.

Section 3: Payment of New Member Dues

New members must pay dues in advance of receiving membership benefits and privileges for the membership year. Dues shall be prorated accordingly.

Section 5: Exemption for Honorary or Fellow Members

Honorary or Fellow members may attend Auxiliary meetings but shall not be required to pay dues.

Section 6: First annual dues payment

The first annual membership dues shall be payable upon acceptance of application and admission for new members in each membership category. The annual dues for each ensuing year shall be due and payable on or before January 15 each year.

Section 7: Annual Dues Billing

A statement for annual dues shall be sent to each member before January 15 each year. Notice of arrears shall be sent thereafter.

Section 8: Suspension for Non-Payment

Any member who fails to pay dues within sixty (60) days shall be suspended after due notice has been given to a said individual of his/her delinquency.

Section 9: Removal for Non-Payment

Any member whose dues remain unpaid for a period of four months shall be stricken from the roll of membership of the Auxiliary after a final due notice has been given to said member of his/her delinquency.

Section 10: Reinstatement of Delinquent Members

Delinquent members may reinstate their membership in good standing at any time during the period of delinquency by payment in full of all dues and fees owed and payable for time lapse and not previously paid for. There will be no skipping of passed year(s) due not paid for five (5) years. They shall be entitled to receive membership benefits and services commencing with the month following that in which the payment is made.

Section 11: Assessments for Specific Purposes

The Auxiliary may at any time or session of the Annual Conference, by a vote of a majority of the members present at that conference, vote for an assessment for any purpose and in whatever amount it may deem necessary, but not exceed that of ESOL.

ARTICLE – 6 DUTIES OF ESOL BOARD OF DIRECTORS

Section 1: ESOL Board as Decision-Making Body

The ESOL Board of Directors shall serve as the Board of Directors for all ESOL Sub-societies (Auxiliaries) and be the highest decision-making body of ESOL and all the Auxiliaries, including SEEITE when the Auxiliary Annual Conference is not in session.

Section 2: Duties and Responsibilities of ESOL Board

The duties and responsibilities of the ESOL Board of Directors to the Auxiliary shall be to:

- Establish and/or approve policies to maintain the general direction and control of ESOL and its Auxiliaries.
- Perform in an advisory capacity for the Executive Committee and the President.
- Evaluate the state of affairs and management practices of the Auxiliary.
- Call for an audit of the performance and finances of the Auxiliary.
- Provide final arbitration for internal conflicts within the Auxiliary.
- Resolve conflicts within the Auxiliary.
- Preside over the dissolution process of the Auxiliary.

ARTICLE – 7 DUTIES OF THE EXECUTIVE COMMITTEE

Section 1: Policy and Program Administration

The Executive Committee shall administer the established policies and programs of the Auxiliary.

Section 2: Management of Daily Activities

The Executive Committee shall manage and control the affairs and daily activities of the Auxiliary.

Section 3: Oversight of Committees

The Executive Committee shall exercise oversight responsibility of the activities of all committees of the Auxiliary.

Section 4: Acting on behalf of Members

The Executive Committee as the administrative body of the Auxiliary shall act on behalf of the Auxiliary members on all matters for the Auxiliary unless otherwise directed by ESOL Board of Directors.

ARTICLE – 8 DUTIES OF OFFICERS

Section 1: President

The President is the Head of the Executive Committee and the Official Representative of the Auxiliary.

The duties of the President shall be to:

- Preside over all meetings of the Auxiliary and of the Executive Committee.
- With the advice and consent of the Executive Committee, appoint members and chairpersons to all standing and ad-hoc committees and serve as an ex-officio member of all committees.
- Create and dissolve ad-hoc committees with the advice and consent of the Executive Committee.
- Enforce the Constitution and Bylaws of the Auxiliary and ESOL as applied, and perform all other duties assigned by ESOL Executive Committee and ESOL Board of Directors

Section 2: Vice President

The Vice President is the Deputy Head of the Executive committee of the Auxiliary. The duties of the Vice President shall be to:

- Assist the President in running the affairs of the Auxiliary.
- If, for any reason, the President is not available, have the powers and prerogatives of the President.
- Carry out other duties that may be assigned by the President.

Section 3: General Secretary

The General Secretary shall be the Chief Correspondent of the Auxiliary. The duties of the General Secretary shall be to:

- Be in charge of accurate records of all meetings.
- Handle correspondence.
- Head the Secretariat
- Provide notice of meetings.
- Maintain a register of the members of the Auxiliary.
- Carry out other duties as assigned by the President.

The General Secretary shall be assisted by the below-listed Assistant Secretaries

- Assistant Secretary for Programs, Research, Training, and Institutional Development

- Assistant Secretary for Membership, Publicity, and Media
- Assistant Secretary for Standards and Ethics
- Assistant Secretary for Financial Development

Section 4: Chief Financial Officer (CFO)

The CFO is the collector and accountant of the Auxiliary. The duties of the CFO shall be to:

- Collect dues, fees and assessments, giving a proper receipt therefore
- Write orders of payment, affixing the CFO's signature thereon, together with that of the President and/or the General Secretary.
- Make up and keep up-to-date financial records. Those financial records are, but are not limited to the ledger, the journal book, the financial statements, and the orders of payment;
- Produce financial records when required by the Board of Directors, Executive Committee or the General Membership;
- Notify by mail or email those members who are in default with the payment of dues, fees, and assessments;
- Communicate, at the end of each meeting of the Auxiliary, the total collections and disbursements on the day of the meeting;
- Make a quarterly financial report, in writing, on the first Saturdays in January, April, July, and October of each fiscal year – the report is to be audited and signed by no less than two members of the Budget and Finance Committee and
- In the name of the Auxiliary, maintain bank account(s) at a recognized bank
- Record in and keep up to date the cash book of the Auxiliary and shall produce these records when required by the Board of Directors, Executive Committee or the General Membership;
- Not later than three days after each meeting, deposit in previously designated banks the funds received in accounts opened in the name of the Auxiliary;

Section 5: Religious Officer

Shall be responsible to improve the spiritual well-being of the Auxiliary members as well as, maintain religious tolerance.

ARTICLE – 9 COMMITTEES

Section 1: Creation and Classification

To effectively carry out the functions and activities of the Auxiliary, the President shall constitute recognized committees provided for in the By-Laws as stated below and create temporary Committees as found necessary. Except as otherwise specifically provided, the President shall appoint the members, designate the Chairman, and outline the duties of all committees with the approval of the Executive Committee, and such committees shall report directly to the Auxiliary's Secretariat and executive committee as a whole and perform their duties as directed.

Section 2: Standing Committees

The Standing Committees shall be organized under the following categories: Programs & Institutional Development; Membership & Publicity; Finance, Grants & Financial Development; and Certification, License, Standards & ethics.

Section 3: Temporary or Ad Hoc Committees

The Temporary Committees may be established on an ad hoc basis as determined by the President. The

duration of the life of these committees shall be at the discretion of the President.

Section 4: Executive Committee

The Executive Committees shall be composed of all elected officers. This Committee shall be headed by the President and is authorized to make decisions for the Auxiliary in the absence off a mandate taken at a regular or called meeting, General Assemble but must report in writing and publish to the General Membership of said decision.

Section 5: Program and Institutional Development

The Program & Institutional Development Committee shall prepare an Annual Calendar of developmental activities for the Auxiliary which shall be presented at the first meeting in January of each year. The committee shall also prepare appropriate draft programs for all events of the Auxiliary which shall be presented to the body for approval. The Vice President shall serve as an Ex-official and members shall be appointed by the President.

Section 6: Membership, Publicity, and Media Committee

The Membership, Media & Publicity Committee shall contact Universities, Government Agencies, private institutions and other employers of Engineers of various disciplines to recruit practicing engineers for membership. The committees shall also keep complete bio-data information of all members of the Auxiliary. The committee shall work with the secretariat in developing and managing means of publicity like websites, newsletters, etc. The General Secretary shall serve as Ex-official on this Committee and members shall be appointed by the President.

Section 7: Grant and Financial Development Committee

The Finance, Grant & and Financial Development Committee shall work with the secretariat in developing means of getting funds for the institution through fundraising, grants, etc. It shall open appropriate means of financial development for Auxiliary. The Ex-official on this committee shall be the Chief Financial Officer and members shall be appointed by the President.

Section 8: Research and Innovation Committee

The Research Committee will be responsible for developing research and innovation topics and ideals needed for studies annually. The Chairperson shall develop programs for all high schools and technological high schools on innovation. The committee shall work with university students in developing their research papers for graduation.

ARTICLE– 10 ELECTIONS AND NOMINATION

Section 1: Election Commission

1. A commission shall be constituted by the Auxiliary to be known as the Election Commission.
2. The Commission shall consist of five (5) members of the Auxiliary, one Ex-official from ESOL Executive Committee, appointed by ESOL President, and one Observer from ESOL Board of Directors, appointed by the Board Chairman.
3. All members of the Auxiliary are eligible for membership in the commission.
4. Members of the Commission shall be elected by a secret ballot.
5. At its first sitting, the Commission shall elect a chairman, a vice-Chairman, and a Recorder. It shall also establish the procedure for elections including how candidates are to be nominated; and how to resolve a tie if two or more candidates poll the same number of votes. Said procedures must be submitted to the Auxiliary's Executive Committee for approval at the next business meeting following the first sitting of the Commission and after to ESOL Board of Directors for attestation within ten (10) weekdays.
6. The tenure of the Commission shall be for one general election six (6) months prior to the next general election.

Section 2 – Guidelines for Members of the Commission

1. Members of the Election Commission shall be barred from vying for elected positions.
2. Members of the Election Commission are also barred from engaging in any of the campaign processes that lead to the election of officers.
3. Members of the Election Commission shall exercise their right to vote in any election for officers.
4. Any member of the Election Commission wishing to vie for an elected position should declare his/her intention at least six (6) months prior to the ensuing election and concomitantly extract his membership from the Commission.
5. All rules and regulations governing the Auxiliary also apply to members of the Commission except their desire to hold elected office while serving on the Commission.

Section 3 – Commission Finances

1. The Commission shall operate a budget approved by the Auxiliary.
2. Replenishment of funds will be made only after an accepted and approved detailed breakdown of previous expenditures is approved by the Auxiliary.

Section 4 – Electoral positions Registration fees and Requirements

1. Position: **President**

Fees: US \$**50.00** or the equivalent in Liberian dollars

Requirements:

- a. Present a valid clearance from the membership committee.
- b. Present a valid clearance from the general Secretary attested by the Chief Financial Officer that he/she is cleared from all financial obligations.
- c. Work experience of not less than five (5) years in an **engineering field related to Electrical, Electronics, IT or Telecommunications** and about two (2) years in administration.
- d. Must be an active Full Member of the Auxiliary or Similar Auxiliary/Auxiliary Internationally for two (2) consecutive years.

2. Position: **Vice President**

Fees: US \$ **35.00** or the equivalent in Liberian dollars

Requirements:

- a. Present a valid clearance from the Membership Committee.
- b. Present a valid clearance from the General Secretary attested by the Chief Financial Officer that he/she is cleared of all financial obligations.
- c. Working experience of not less than Five (5) years in an **engineering field related to Electrical, Electronics, IT or Telecommunications** and about two (2) years in administration and supervision.
- d. Must be an active Full Member of the Auxiliary or Similar Auxiliary/Association Internationally for two (2) consecutive years.

3. Position: **General Secretary**

Fees: US \$ **25.00** or the equivalent in Liberia dollars

Requirements:

- a. Present a valid clearance from the Membership Committee.
- b. Present a valid clearance from the General Secretary attested by the Chief Financial Officer that he/she is cleared from financial obligations.
- c. Has a working experience of not less than Three (3) years and about one (1) year in administration and supervision.
- d. Must be an active Full Member of the Auxiliary or Similar Auxiliary/Association Internationally for two (2) consecutive years.

4. Position: **Chief Financial Officer**

Fees: US \$ **25.00** or equivalent in Liberian dollars

Requirements:

- a. Present a valid clearance from the Membership Committee.
- b. Present a valid clearance from the General Secretary attested by the Chief Financial Officer that he/she is cleared from financial obligations.
- c. Has a working experience of not less than Three (3) years and about one (1) year in administration and supervision
- d. Must be an active Full, Associate or Graduate member for at least two (2) years.
However, if he/she is an Associate Member he/she cannot succeed as the General Secretary.

5. Position: **Assistant Secretary (For All Assistant Secretaries Positions)**

Fees: US \$ **15.00** or the equivalent in Liberian dollars

Requirements:

- a. Present a valid clearance from Membership Committee
- b. Present a valid clearance from the General Secretary attested by the Chief Financial Officer that he/she is cleared from financial obligations.
- c. Must be an active Full, Associate or Graduate member for at least two (2) years.
However, if he/she is an Associate Member he/she cannot succeed as the General Secretary.

6. Position: **Religious Officer**

Fees: US \$ **15.00** or equivalent in Liberia dollars

Requirements:

- a. Present a valid clearance from the Membership Committee.
- b. Present a valid clearance from the General Secretary attested by the Treasurer that he/she is cleared from financial obligations.
- c. Must be an active Full, Associate or Graduate member for at least One (1) year.
However, if he/she is an Associate Member he/she cannot succeed as the General Secretary.

Any candidate interested in vying for any of the above positions should declare his/her intention through the Election Commission not less than the number of days required by the Election Commission prior to the ensuing election.

Said candidate must have met all financial obligations to the Auxiliary and ESOL and have attended more than sixty percent (60%) of the regular meetings during the two years prior to the sitting of the Election Commission.

Section 5: Election Result Challenges

1. Election Challenges prior to election, as well as after elections but before inauguration shall be investigated by the election commission first with authority to give a verdict and further appeal to ESOL Board of Directors for investigation and final verdict.
2. Election challenges after inauguration shall be sent to ESOL Board of Director for investigation and final verdict. No further appeal is allowed as the decision of the Board is final.
3. In the event the decision from the Board of Directors is to remove the elected staff from office, the Auxiliary shall conduct an election within 30days to fill out the position. No other process is acceptable.

ARTICLE – 11 REMOVAL, RESIGNATION AND EXPULSION

Section 1: Removal by Membership Vote

The Auxiliary may remove any member of the Executive Committee from office by a vote of two-thirds (2/3) majority of its entire membership if that individual member fails to perform his/her duties in accordance with the Constitution and By-laws or behavior causes some damage to the interest and reputation of the Engineering Auxiliary of Liberia.

Section 2: Executive Committee Removal Recommendation

The Auxiliary Executive Committee may recommend the removal of members of the Executive Committee to the ESOL's Board of Directors when said member(s) fails/fail to perform the required duties. ESOL Board of Director shall investigate and execute the removal or decline for a cause. Upon removal, the Auxiliary's Constitution accession clause shall take immediate effect or if not applicable, the Auxiliary's Executive Committee shall vote on an acting replacement until the next election.

Section 3: Voluntary Resignation

Any member of the Executive Committee may choose to resign his/her position at any time for any reason by forwarding a written notice to the Auxiliary's President. In the case of the President, to ESOL Board.

Section 5: Presidential Vacancy Succession

In the event of a vacancy in the office of President, the Vice President shall assume all duties of the office until the Auxiliary Election Commission conducts a special election or the incoming officers take office depending on the circumstances.

Section 6: Expulsion for Violations

Any member who has been found guilty of a charge of violating the Constitution, By-laws, or Code of Ethics of the Auxiliary and/or the Engineering Society of Liberia, may be expelled by the affirmative vote of six members of the ESOL Board of Directors after being given the opportunity to be heard.

Section 7: Lifetime Tenure and Removal of Honorary/Fellow Members

Honorary or Fellow members shall be for life. However, an honorary or Fellow Member of the Auxiliary may decline his/her nomination or relinquish his/her membership if and when he/she so desires. The ESOL Board of Directors, by a two-thirds (2/3) majority vote, may also request an honorary or Fellow Member to sever his/her membership of the Auxiliary if his/her conduct or activities in the community bring in any way dishonor to the Auxiliary and/or the Engineering Society of Liberia.

Section 8: Expulsion Process by Ad-Hoc Committee

ESOL Board of Directors shall vote on the expulsion of any Auxiliary member only upon the recommendation of an ad-hoc hearing committee appointed by the Auxiliary President in consultation with the Executive Committee to hear the accusation and the defense.

ARTICLE – 12 AMENDMENTS

Section 1: Amendment Approval Process

All amendments to this By-Laws and the Auxiliary's Constitution shall be approved or unapproved by ESOL Board of Director after being reviewed by ESOL Executive Committee. Prior to the ESOL Board approval, amendments to this By-Laws may be adopted, changed or discontinued by a majority affirmative vote of the Auxiliary members present at any official called Auxiliary meeting. A change to the By-Laws, of any kind, shall not conflict with the tax-exempt status of the Auxiliary and/or the ESOL's Constitutions.

Section 2: Proposal Submission

Any Auxiliary member may propose a change in the By-Laws, either in writing to the President at any time or, in writing or verbally at a Business Auxiliary meeting. The proposal must be sent to the general membership, prior to a vote at the next meeting and sent to ESOL Board of Directors for final approval.

Section 3: Committee Review

Proposed Constitutional Amendments or changes in the By-Laws may be referred to the Constitution and By-Laws Committee for review or further study, with the actual vote to occur at a subsequent meeting.

Section 4: Modification of Proposals

Amendments may be made to a proposal for change in the constitution or By-Laws with the approval of the majority of the members present, prior to the vote and onward submission to ESOL for Approval.

ARTICLE – 13 EFFECTIVE DATES

This Constitution and By-Laws shall become effective on adoption by the General Membership of the Auxiliary.

Section 1: Effective Date of Amendments

Any amendment adopted according to the procedure herein specified shall become effective on the date it is approved by ESOL Board of Directors.

Section 2: Recording and Preservation of Amendments

The adoption date and dates of all amendments of this Constitution and By-Laws shall be indicated hereon and become a part of this Constitution and By-Laws. These, original and all subsequent amended versions of this Constitution and By-laws shall be preserved in the permanent file of the Auxiliary SEEITE

Adopted this 11th day of October 2024.