



**JAMAICA INSTITUTION OF ENGINEERS**  
**P.O BOX 122, KINGSTON 10**

**PROPOSAL FOR ELECTION TO THE CLASS OF \_\_\_\_\_ OF THE INSTITUTION**

**APPLICATION No.**

(Please refer to page number 4 for classes of membership)

**1. NAME & ADDRESS**

**Name:** (Mr./Mrs./Miss/Dr.) \_\_\_\_\_  
FIRST MIDDLE LAST

**Date of birth:** (DD/MM/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_ **Gender:** M / F

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**2. PROPOSERS & SECONDRS**

*Proposer*

I, having known the applicant professionally for \_\_\_\_\_ year(s)/month(s) and having read the regulations related to membership, propose that the applicant be considered by the Council for election to the class of \_\_\_\_\_ in the institution

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Initials:** \_\_\_\_\_  
 (PRINT)

**Office Telephone:** \_\_\_\_\_ **Fax No:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

*Supporter*

I, having known the applicant personally for \_\_\_\_\_ year(s)/month(s)

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Initials:** \_\_\_\_\_  
 (PRINT)

**Office Telephone:** \_\_\_\_\_ **Fax No:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

<p><b>APPLICATION APPROVED BY COUNCIL</b></p> <p>President's Initials: _____</p> <p>Secretary's Initials: _____</p> <p>Date: _____</p>
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<p><b>APPLICATION NOT APPROVED BY COUNCIL</b></p> <p>President's Initials: _____</p> <p>Secretary's Initials: _____</p> <p>Date: _____</p>
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3. **DETAILS OF DOCUMENTS** ((e.g: Certificates, Diplomas, etc.) accompanying the applications

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4. **OBLIGATIONS & CERTIFICATE**

I, the undersigned, agree that in the event of my admission to membership of any class in the Institution, I will be governed by the Constitution, Bylaws and Regulations of the Institution, as they now are, or as they may hereafter be altered; and that I will advance the objects of the Institution as far as shall be in my power, provided that, whenever I shall signify in writing to the Secretary that I am desirous of withdrawing from the Institution, I shall, after the payment of any arrears that may be due by me at that period be from this obligation.

I certify that the statements as to my training experience, position and other matters are in every respect complete and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

5. **ACADEMIC QUALIFICATIONS**

5.1 **Secondary Education**

NAME OF HIGH SCHOOL(S) ATTENDED	FROM: Month & Year	TO: Month & Year	VERIFYING INITIALS

5.2 **Tertiary Education**

NAME OF UNIVERSITY /COLLEGE POLYTECHNIC	FROM: Month & Year	TO: Month & Year	SPECIALIZATION	VERIFYING INITIALS

Attach certified copies of degrees, etc.

6. **PROFESSIONAL REGISTRATION**

DATE REGISTERED	REGISTRATION	DESIGNATORY LETTERS	VERIFYING INITIALS

7. MEMBERSHIP OF OTHER INSTITUTIONS/SOCIETIES

DATE ELECTED	BODY	MEMBERSHIP CLASS	VERIFYING INITIALS

8. WORKING EXPERIENCE

A. Present Employer

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Since: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail Address \_\_\_\_\_

Nature of Employers' Duties or Business \_\_\_\_\_

\_\_\_\_\_

**Organization Tree:** Kindly include an organization tree in your present employment, showing your position in relation to your superior and subordinate staff. Indicate against each post the name and qualification(s) of the holder.

*Brief description of current responsibilities & duties* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. PREVIOUS EMPLOYERS

NAME OF PREVIOUS EMPLOYERS	FROM Month & Year	TO Month & Year	POSITION HELD	VERIFYING INITIALS

Kindly attach to application, the address and telephone numbers of each employer along with a brief description of the work done in each position in the form of a **resume**.

**JAMAICA INSTITUTION OF ENGINEERS  
EXTRACTS FROM THE BYLAWS (1977)**

**MEMBERS**

14. Every candidate for election or transfer to the class of Member shall be a person who, in the opinion of Council, is engaged by occupation in a satisfactory capacity within the engineering profession.
- In addition he shall either:
1. Hold a Degree, Diploma or other award from an approved course of engineering studies together with:
    - (a) One year of Approved Post Graduate Training and Two years of Approved experience.
  - or (b) Two years of Approved Experience and not less than one year of Approved Post Graduate Degree Studies,
  - or (c) Four years of Approved experience.
- or 2 He shall be a Corporate Member of an Engineering Institution similarly constituted and which is approved by The Council or is a Registered Professional of a body approved by the Council
- or 3 Hold certain non-engineering degrees approved by Council e.g. Mathematics, Physics together with:
- (a) One year of Approved post graduate Engineering Training and Five years of Approved Experience,
  - or (b) Two Years of Approved Post Graduate Engineering Training and Three years of Approved Experience,
  - or (c) Seven years of Approved Experience.

**GRADUATE MEMBERS**

15. Every candidate for election or transfer to the class of Graduate Member shall possess one of the educational qualifications specified in sub-paragraph (1) of Bye Law, 14 above excluding (a), (b) and (c) or hold certain non-engineering degrees approved by Council, e.g. Mathematics, Physics, together with:
- (a) One year of Approved Post Graduate Engineering Training and Two years of Approved Experience, or
  - (b) Two years of Approved Post Graduate Engineering Training and One year of Approved Experience

**STUDENTS**

16. (a) Every candidate for election as a Student shall be:
- (i) Over sixteen years of age, and
  - (ii) Receiving regular training in engineering at an Institution of Learning approved by Council, which the Council considers will eventually lead to the class of Member of the Institution

**AFFILIATES**

16. (b) Every candidate for election as an Affiliate shall be:
- A person who, in the opinion of council, is engaged in the Engineering, and Construction Industry, or related academic areas.
- In addition, every candidate nominated to this class shall:
- Hold a degree, diploma or an award in the Sciences including Mathematics, or Geology or Physics from a University, Polytechnic or any other approved institution.

**ELECTION**

17. The election of candidates for membership of the Institution in any class shall be by the Council.
18. Candidates for election shall be proposed and supported as provided hereunder, from personal knowledge and in writing, according to a form approved by the Council:
- (a) Any person desirous of election as a member shall be proposed by one Corporate Member in good standing and supported by one Corporate Member other than the proposing Member.
  - (b) Any person desirous of election as a Graduate Member shall be proposed by one Corporate Member in good standing.
  - (c) Any person desirous of election as a Student shall submit with his application written attestation to his academic status from a member of the Engineering Faculty in an Institution of learning approved by the Council. It shall not be mandatory that persons desirous of election as Students be proposed by a Corporate Member of the Institution
19. A form of proposal for election shall be sent by the candidate to the Honorary Secretary of the Institution. The suitability of a candidate for election shall be determined by the Council. If the Council decides that the candidate is eligible for election the Chairman of the Meeting of Council shall sign the proposal on which shall be stated the class for which the Candidate is eligible. A list of such candidates shall as soon as possible after such meeting of Council, be published and issued to all Corporate Members.
- After the lapse of at least one month from the date of such publication, during which time the Secretary will be prepared to receive for report to the character of any candidate, the Council, if satisfied that he is a fit and proper person to become a Member, shall declare the candidate elected and he shall be so notified within one calendar month.

**FEES AND SUBSCRIPTIONS**

24. Entrance fees shall be at rates fixed by the Council from time to time and confirmed by votes of the Corporate Members. Persons transferred from one class to another class shall pay an amount equal to the entrance fee of the class to which they have been transferred, after deducting therefrom any entrance fee or fees previously paid by them.
25. Annual subscriptions shall be at rates fixed by the Council from time to time and confirmed by votes of the Corporate Members.
25. All subscriptions shall become due on election and thereafter on the first day of January of each succeeding year for the year commencing on that day
29. Any member of any class whose annual subscription is more than three months in arrears shall be notified in writing and in the event of continuing in arrears for one month after the date of such notification, will not be entitled to attend or to take part in any meeting of the Institution that may be held, or to receive any publication of the institution that may be issued, before he has paid in full, his annual subscriptions and a payment of twenty percent (20%) thereof or, until such payment, to exercise any of the rights and privileges of membership, or to vote.

## **REQUIREMENTS**

- 1. Resume showing design experience**
- 2. Organization tree**
- 3. Take along original certificates for verification of copies**
- 4. Signatures should be made by current corporate members of the JIE in particular the proposer and seconder.**