BYLAWS & REGULATIONS

WOMEN ENGINEERS SECTION

OF

THE INSTITUTION OF ENGINEERS, MALAYSIA

Endorsed in 452nd Council Meeting, 20 July 2026

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Part I: Foundation & Identity

1.1 Scope and Functions of the Section

The objects of the Women Engineers Section (hereinafter referred to as "WE") shall be to further the interests of The Institution. WE shall be governed by the Constitution and Bylaws of The Institution.

1.2 Voting Rights

Only members of WE, comprising Corporate Members and Graduate Members, shall be entitled to vote at any relevant WE meetings.

1.3 Governing Body

The affairs of WE shall be managed by a body, to be known as the “WE Committee”, which shall be responsible to and shall report to the Council of The Institution of Engineers, Malaysia.

Part II: Composition and Terms of Office

2.1 Members of Committee

The Committee shall consist of members of WE holding such qualifications as prescribed hereunder. Members of the Committee shall not receive any remuneration or fees for acting as such.

2.2 Composition of Committee

The Committee in any year shall consist of: -

(a) The Chair;
(b) The Chair-Elect;
(c) The Vice Chair;
(d) The Honorary Secretary;
(e) The Honorary Treasurer
(f) Ordinary Committee Members of whom shall be less than three (3) nor more than six (6);

(g) Appointed Corporate Members of whom shall not be more than five (5);

(h) The Immediate Past Chair;

If the Immediate Past Chair declines the position, the most recent Past Chair shall be appointed by the WE Committee.

(i) One (1) female representative from each IEM Branch, who shall be a member of the respective Branch Committee or a member nominated by the Branch Chair.

2.3 Session of WE Committee

The Committee shall remain in office until the next WE Annual General Meeting.

The terms of office of the WE Committees shall be as follows:-

(a) the Chair and Chair-Elect shall hold office for one term of two (2) consecutive sessions,

(b) The Vice Chair shall hold office for a period of two (2) consecutive sessions and shall as far as practicable be elected from members who are serving, or have previously served on WE Committee.

(c) The Appointed Corporate Members shall be appointed by the Committee on the nomination of the Chair for a term of one (1) session, but shall not serve in this capacity for more than two (2) consecutive sessions.

2.4 Vacancies on Committee

If a vacancy occurs in the office of Chair, the Chair-Elect shall assume the position. For other vacancies, the Committee may appoint a member or select the candidate with the next highest votes from the previous election.

Part III: Election Procedures

3.1 Membership of WE Committee

The Chair, The Chair Elect, the Vice Chair and other members of the Committee (excluding the Past Chair) shall be elected from among members in the manner as hereinafter prescribed.

3.2 Chair of Women Engineers Section

The Chair-Elect shall succeed the Chair. The Chair shall hold office for not more than two (2) consecutive sessions.

3.3 Election of Chair-Elect

The Chair-Elect shall be elected only by the existing WE Committee from among the Corporate Members of WE who are serving or have previously served as Vice-Chair.

3.4 Election of Vice Chair, Honorary Secretary, Honorary Treasurer and Ordinary Committee Members

All nomination shall be proposed and seconded by the Corporate Members. Candidates for Vice Chair, Honorary Secretary and Honorary Treasurer must be Corporate Members of WE.

Nominations for Ordinary Committee Members may be drawn from both Corporate and Non-Corporate Members of WE.

In the event that there are insufficient nominations received by the closing date, the Chair shall have the authority to nominate additional eligible members to fill the remaining vacancies to ensure the functional continuity of the Committee.

3.5 Re-Election of Chair and Other Members of Committee

No member may serve continuously in a single capacity for more than two consecutive sessions. After ceasing to hold an office, she shall be eligible for re-election to that same office only after a lapse of one session.

3.6 Voting Procedure

The Committee shall decide whether to conduct elections via electronic form, post, or both. Voting papers shall be sent to all eligible members not less than 28 days before the AGM. Ballots must be returned/submitted online and notified to the Honorary Secretary no later than seven (7) days before the AGM.

3.7 Scrutineers

At a Committee Meeting preceding the AGM, the Committee shall choose three (3) or more members as Scrutineers for the purpose of the ballot. They shall count the votes and report the result to the Chair and the AGM.

3.8 Ballot Papers / Electronic Vote Records

Ballot papers or electronic records shall be sealed or encrypted and delivered to the Honorary Secretary, who shall retain them for three (3) months after the AGM, after which they shall be destroyed or deleted.

3.9 Chair's Casting Vote

In the event of an equality of votes, the Chair of the Annual General Meeting shall cast the decisive vote to ensure a conclusive result.

Part IV: Administration and Meetings

4.1 Duties of Chair

The Chair shall have general supervision over all affairs of WE, chair official meetings, and nominate a Chairperson for specific discussion topics/sessions as approved by the Council of the IEM.

4.2 Duties of Chair-Elect

The Chair-Elect shall assist the Chair in the management of the Section and perform the duties of the Chair in her absence.

4.3 Duties of Honorary Secretary

It shall be the duty of the Honorary Secretary under the direction of the Committee, to conduct the correspondence of WE, to attend the Committee meetings of WE, to take minutes of the proceedings of such meetings, to read the minutes of the preceding meeting and such communications as may be ordered to be read.

She shall be in charge of all persons employed by WE. She shall forward to the Honorary Secretary of The Institution on request, any document or copy thereof, which may be required for the information of the Council. She shall maintain a record of membership of WE.

4.4 Duties of Honorary Secretary and Honorary Treasurer

It shall also be the duty of the Honorary Treasurer under the direction of the Committee, to take charge of all the financial matters of WE, and the preparation of the statement of accounts, if any, the expenditure of the funds, as approved by the Committee, and to present all accounts to the Committee for inspection and approval. She shall forward to the Honorary Treasurer of The Institution on request, any document or copy thereof, which may be required for the information of the Council.

4.5 Duties of Immediate Past Chair

The Immediate Past Chair shall be invited to serve as the Advisor to WE. She shall assist and guide the Committee. She has no voting rights in all Committee meetings.

The Immediate Past Chair, should she decline the position, the most recent Past Chair shall be appointed by the WE Committee.

4.6 Duties of The Branch Representative

Each IEM Branch shall appoint a female representative to be inducted as part of the Committee. The representative shall champion the mission and vision of WE at the Branch level.

4.7 Council Representative

The Chair of the Women Engineers Section shall represent WE at meetings of the Council, in accordance to the Institutions By-Laws. No other officer shall represent WE unless specifically appointed by the Chair, under exceptional circumstances.

4.8 Chair of Committee

The Chair shall take the Chair at all meetings of WE and of the Committee at which she is present, and shall regulate these proceedings.

4.9 Absence of Chair

In the absence of the Chair, the Chair-Elect shall preside at General and Committee meetings and shall regulate the proceedings.

In the absence of the Chair, Chair-Elect and the Vice Chair, the meeting may elect any member of the Committee to take the Chair.

4.10 Authority Vested in Committee

The direction and management of WE shall be vested in the Committee, subject to the Bylaws and resolutions of General Meetings. A copy of the minutes of all meetings shall be forwarded to the Honorary Secretary of The Institution within 21 days.

4.11 Decision of Committee Final

The decision of the Committee on all matters dealt with in accordance with these Bylaws shall be final and binding on all members of WE.

4.12 Quorum for Committee

The Committee shall meet as often as business requires. Not less than seven (7) days' notice shall be given for each meeting. Four (4) members shall constitute a quorum. If a quorum is not present within 60 minutes, the meeting shall stand adjourned to the same day and hour the following week, where members present shall constitute a quorum.

4.13 Delegation of Powers to Sub Committees

The Committee may delegate powers to Sub-Committees. Upon completion of the assigned business, the Sub-Committee shall be dissolved.

4.14 Majority Vote

All questions shall be decided by a majority vote of those present. In the event of a tie, the Chair shall have a second or casting vote.

4.15 Annual Report

The Committee shall draw up a yearly report on the state of WE to be presented at the AGM. A copy shall be forwarded to the Secretary of The Institution.

4.16 Meetings

The meetings of WE shall be classified as follows:

- (a) The Annual General Meeting of members
- (b) Special General Meetings of members only, for the purpose of making, altering, and establishing Bylaws and

Regulations or for any other special business for which such meetings may be convened.

(c) Committee Meetings

(d) Sub-Committee Meetings

4.17 Annual General Meeting

The AGM shall be held during the third quarter of the year. Not less than six (6) weeks' notice shall be given. A quorum shall be 10% of total membership or 20 members, whichever is lesser.

4.18 Voting at Annual General Meeting

Questions shall be decided according to the majority of votes properly cast. The Chair shall have a casting vote in the event of a tie.

4.19 Procedure of Meetings

Meetings shall be conducted as prescribed by the Committee from time to time, subject to the IEM Bylaws.

4.20 Scope of Committee Meetings

The Committee may arrange meetings for the discussion of engineering subjects. No other business shall be transacted at such meetings unless appointed by the Committee.

4.21 Care of Funds

All monies belonging to WE shall be deposited in an approved bank account. Payments shall be made by cheques signed by the Honorary Treasurer and countersigned by either the Chair or the Honorary Secretary of The Institution.

4.22 Financial Year

The Financial Year of WE shall close on the 30th day of June each year.

4.23 Financial Procedure

The Committee shall adopt regulations governing financial matters, including the preparation of audited statements and the compilation of membership records.

4.24 Income of Section

WE shall not impose a levy of any kind on its members without the prior approval of the Council of The Institution of Engineers Malaysia. It shall maintain itself entirely upon such subsidy as The Institution may provide from time to time.

4.25 Appointment of Internal Auditors

Two (2) Internal Auditors for the ensuring year shall be appointed from Corporate Members by a resolution at each Annual General Meeting.

4.26 Verification of Accounts

Internal Auditors shall have access at all reasonable times to the Accounts of the pecuniary transactions of WE and they shall verify and sign the annual statement of the accounts before it is submitted to the Annual General Meeting.

4.27 Special General Meeting (SGM)

A Special General Meeting may be called by the Committee or upon a written requisition of one-third (1/3) of the membership or 20 members, whichever is lesser.

4.28 Procedure for Special General Meeting

A notice shall be sent to all members at least 21 days before the date of the SGM. Quorum shall be 10% of total membership or 20 members personally present.

4.29 Resolution at Special General Meeting

No resolutions other than the resolutions as circulated for the purpose of a postal vote and no amendment or variation of any such resolution shall be proposed or voted upon at the meeting.

4.30 Voting Papers for Special General Meeting

In the event the Committee deems it desirable that the votes of members not present at a Special General Meeting be taken into account, voting may be conducted by postal ballot, electronic voting, or any other method approved by the Committee.

Notice of the Special General Meeting, together with the relevant resolutions and voting instructions, shall be sent to members at least twenty-one (21) days before the meeting.

4.31 Voting at Special General Meeting (SGM)

In the event the Committee deems it desirable that the votes of members not present at a Special General Meeting be taken into account, voting may be conducted by postal ballot, electronic voting, or any other method approved by the Committee.

Notice of the Special General Meeting, together with the relevant resolutions and voting instructions, shall be sent to members at least twenty-one (21) days before the meeting.

4.32 IEM Women Engineers Groups at Branch Level

An IEM Branch may establish an **IEM Women Engineers Group** to organise activities that promote the objectives of the Women Engineers Section within the Branch.

Such groups shall operate under the governance and authority of the respective Branch Committee.

4.33 Naming and Branding

Branch Women Engineers groups may use the name:

“IEM Women Engineers Section – [Branch Name]”

Examples:

- **IEM Women Engineers Section – Sabah**
- **IEM Women Engineers Section – Penang**

The use of the name, WE logo, and branding shall comply with the branding guidelines of The Institution of Engineers, Malaysia.

4.34 Financial Responsibility

Branch Women Engineers groups shall be financially managed by the respective Branch. Activities organised at the Branch level may be funded through:

(a) Branch allocations

(b) Sponsorship or industry collaboration

(c) Participation fees

(d) Other sources approved by the Branch Committee

The Women Engineers Section of The Institution of Engineers, Malaysia, shall not be financially responsible for activities organised at the Branch level, unless such activities form part of jointly approved national programmes.

4.35 Branch Representation

Each Branch of The Institution may nominate one (1) female representative to serve as the Branch Women Engineers Representative in the Committee of the Women Engineers Section.

The Branch Women Engineers Representative shall serve as the liaison between the Branch and the Women Engineers Section of The Institution of Engineers, Malaysia.

4.36 Nomination of Branch Representative

The Branch Women Engineers Representative shall:

a) Be a female member of The Institution in good standing; and

b) Be nominated or endorsed by the respective Branch Committee.

The name of the nominated representative shall be communicated, after WE's AGM, to the Women Engineers Section Committee.

4.37 Coordination with Women Engineers Section

Branch Women Engineers Representatives are encouraged to maintain close coordination with the Women Engineers Section Committee and to participate in national programmes and initiatives organised by WE.

Branch Women Engineers groups may share information on their activities with the Women Engineers Section to facilitate collaboration and the exchange of good practices among Branches.

4.38 Reporting and Coordination

Branch Women Engineers groups shall operate under the governance of the respective Branch Committee.

Branch Women Engineers Groups may conduct meetings or a simple selection process at Branch level for the purpose of forming the group's committee line-up, subject to the approval of the respective Branch Committee.

Activities of the Branch Women Engineers Groups shall be reported through the respective Branch Committee and shared with the Women Engineers Section Committee for coordination, record and reporting purposes.

Branch Women Engineers groups may organise meetings, programmes, and activities necessary to support the objectives of the Women Engineers Section, subject to the approval of the Branch Committee.

Branch Women Engineers Groups are encouraged to submit an annual summary of activities to the Women Engineers Section Committee.

4.39 Status and Compliance

Branch Women Engineers groups shall not constitute a separate legal or administrative entity from the respective Branch of The Institution of Engineers, Malaysia. All activities conducted under Branch Women Engineers groups shall comply with:

- The Constitution and Bylaws of The Institution of Engineers, Malaysia
- The Rules governing Branch operations
- By-laws & Regulation Women Engineers Section of The Institution of Engineers, Malaysia

Part V: Amendments and Dissolution

5.1 Amendments to the Bylaws and Regulations

Any proposal involving the enactment of any new Bylaws and Regulations or the alternation of the Bylaws shall not be carried except by a two-third (2/3) majority vote expressed at a Special General Meeting called for the purpose or by ballot.

No amendment to these Bylaws and Regulations shall take effect without the prior approval of the Council of The Institution of Engineers, Malaysia.

5.2 Suspension

If the Committee is found to have failed to function in accordance with the Constitutions of The Institution, or these Bylaws and Regulations, or to have conducted its business in such manner as shall be considered by the Council to be detrimental to the interests of The Institution, the Council shall call a Special Meeting of the Council to consider the suspension or dissolution of the Committee, which shall be decided by a two-third (2/3) majority votes expressed by those present and eligible to vote at the Special General Meeting of the Council, provided the Committee upon notice of a “show-cause” letter issued at least a month.

Upon a decision of suspension, the Chair of WE shall be served with a notice of suspension under the hand of the President of The Institution and the Committee shall thrive upon cease to carry on any activities under the name of The Institution of Engineers, Malaysia.

On the Committee being served with a notice of dissolution by the Council of The Institution of Engineers, Malaysia, the Committee shall take such steps as are necessary to wind up its affairs within three (3) months or within such extended period as shall be approved by the Council of The Institution of Engineers, Malaysia. The Committee shall discharge all its debts and liabilities and shall hand over the remaining funds, if any, to a Caretaker-Committee to be appointed by the Council of The Institution of Engineers, Malaysia until a new Committee is formed through fresh election, within a period of three (3) months.

5.3 Dissolution

On WE being served with a notice of dissolution by the Council of The Institution of Engineers, Malaysia, the Committee of WE shall take such steps as are necessary to wind up its affairs within three (3) months or within such extended period as shall be approved by the Council of The Institution of Engineers, Malaysia. WE shall discharge all its debts and liabilities and shall return the remaining funds, if any, to The Institution of Engineers, Malaysia.

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