



**International Academy
Engineering & Technology**

**International Academy of Engineering and Technology
(AET)**

Internal Regulations

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Article 1 - Field of Work of the AET

International Academy of Engineering and Technology (AET) has set itself the task of promoting international collaboration between academia and industry of all aspects of engineering, with due consideration for Emerging Technologies.

An essential aim of the AET is to develop cooperative research among the Members of the Academy and to create opportunities for informal contacts among research workers in its field of work.

It is expected that the AET Members should emphasize the industrial applications of the fundamental research work performed and orient their choice of subjects for research towards the changing needs of industry.

Article 2 - Membership Fees

The AET is a non-profit organization and is registered as a legal entity (charity/learned society/community) in Ireland. The Academy will not require membership fees from the Members for the time being although a reasonable amount of membership may be charged in the future subject to the approval of the AET council.

However, the AET accepts the donation or sponsorship from the Members or external non-members for specific usage, such as organizing the events or making publications.

Article 3 - The Council and its Members

The administration of the AET is the responsibility of a Council consisting of the President, the Vice President, the Founding President, the Secretary General and three Council Members. All Members of the Council should be Fellows of the AET.

The Secretary General can share the work of his/her office (as defined in Appendix 1) with a Technical Secretary. The Secretary General and the Technical Secretary are elected by the AET for two-year terms and are eligible for immediate re-election. They should be Fellows of the AET. In exceptional cases, the Secretary General may also act as Vice-President or President.

The President and the Vice President are each appointed by the Council for two-year terms.

The nomination of the Vice President candidate is made by the Senate of Past Presidents and approved by the Council. If the Council does not approve this individual, it will request the Senate to nominate another candidate. The Senate election for the Vice President candidate is conducted by a secret ballot and decided by a simple majority of the valid votes cast.

Article 4 - The Finance Management

The Secretary General is responsible for the management of the AET finances. Secretary General has the right to request the Members who are glad to assist to give specific support. Secretary General is obligatory to keep the accounts clear.

The Secretary General makes the financial report to the Council annually during the Council Meeting.

Article 5 - The Senate of Past Presidents

The Senate of Past Presidents consists of all of the Past Presidents of the AET. This group forms an Advisory Senate with the Council with the purpose to nominate candidates for future membership on the Council and to provide advice on proposals for modifications to the Statutes and Internal Regulations of the AET.

The Senate may also give advice to the Council on any general matters affecting the continuity and the well-being of the AET.

A meeting of the Senate shall be held during each General Meeting.

Article 6 - The Seat of the AET

The seat of the AET is in Belfield, Dublin, Ireland.

Article 7 - Fellows

7.1 Candidates for Fellowship must be nominated by two AET Fellows.

7.2 To be proposed, the candidate must have proven active work within the AET, i.e. personally presented at least one original paper/abstract/talk at an AET international conference and sustained track record of leading academic and industrial collaborative work/project. The subject of the paper and the active work must be within a field of interest to AET.

7.3 The nominators are responsible for submitting a complete set of the following documents (in electronic format only) to the AET office:

- I. A filled out **official Fellow Nomination Form** available online in "[Download](#)" of the AET website.
- II. A complete curriculum vitae of the candidate, including a photograph, a list of publications and a list of projects involved (issued call for proposal, or sponsorship to projects, or led/undertook research project and/or knowledge exchange (if applicable));

The deadline for submitting the complete set of documents by email to the AET office is **May 15th**. Ensure receipt of the acknowledgment by the AET office.

7.4 The Secretary General shall retain all documents referenced in Article 7.3 in the AET's confidential records and cause to be prepared copies for transmission to the members of the Fellowship Committee.

7.5 The proposals describing the candidates will be examined by the Fellowship Committee and their recommendations will be forwarded to the Vice President. The decisions shall be submitted to the Council by the Vice President.

7.6 No later than two months before the opening date of the General Meeting, a ballot on each Fellow candidate will be made available to all Fellows together with the Council's recommendation and the information named in items 7.3. For a candidate to be accepted, at least 75% of all Fellows who cast a vote must have voted in the affirmative for the candidate and, in addition, the number of votes in the affirmative for any candidate must exceed 50% of the current number of Fellows in AET.

7.7 The sponsors should ensure that the newly elected Fellows are properly introduced to their colleagues.

7.8 Any Fellow who has not taken part in activities of the AET for two consecutive years may be considered by the Council as resigning from fellowship. The Fellow shall be warned by a letter from the President. The President shall ask for more active participation before a final decision is made regarding the termination of fellowship of the Fellow.

7.9 Fellows whose fellowship is terminated can still own the membership of the AET.

7.10 The Secretary General shall maintain accurate records of Fellow participation in the AET and shall report this information to the Council each year.

Article 8 - Members

8.1 Members are researchers and engineers who contribute to the work of the AET through participation in the AET activities.

8.2 Each candidate for Membership must have participated in at least one AET event. The candidate is responsible for submitting a complete set of the following documents (in electronic format only) to the AET office:

- I. A filled out official **Membership Application Form** available online.
- II. A complete curriculum vitae of the candidate, including a photograph, a list of publications and a list of projects involved (issued call for proposal, or sponsorship to projects, or led/undertook research project and/or knowledge exchange (if applicable));

The application of the membership can be submitted with the complete set of documents at any time during the year, via AET website (www.aet-ac.org/membership-aet) or email to InternationalAET@gmail.com. Ensure receipt of the acknowledgment by the AET office.

8.3 The application of the membership is examined by the Secretary General. The recommendation along with the documents clarified in 8.2 is submitted to the President for the final approval of the membership.

8.4 The membership shall be for an initial period of 2 years. A renewal is also subject to the participation in AET events by the candidate. It is strongly advised that the candidate attends the AET activities at least once per term.

The Membership Renewal Form (available online in "[Download](#)") will be initially reviewed by the Secretary General who will forward their findings to the President. The President will approve the renewal finally.

8.5 If the President denies the application or renewal of a Member candidate, a new application of that candidate may not be submitted for at least 2 years from the time that the denied application/renewal was submitted to the AET office by the candidate.

8.6 The President should report the new membership (including renewal) and denials of membership applications to the Council every year

at the Council Meeting.

8.7 Members have a voting right on the location of future General Meetings

Article 9 - Activities of the AET

In particular, AET shall organize the following activities:

1. A General Meeting that takes place annually and consisting of:
 - Council meeting
 - AET member meeting
 - Senate meeting of past presidents
2. Publications (Proceedings of abstract of the AET International conferences and special issue of Nanomanufacturing and Metrology (A Springer Journal) for the full papers.
3. Organization of international conferences.
4. Organization of workshops/forums/trainings on selected topics, including the AET Academic Summer Camps.

Article 10 - Participation of the AET Activities

The AET international conferences/workshops/forums/trainings are open to all the registered participants.

APPENDIX 1**SECRETARY GENERAL- TECHNICAL SECRETARY****Definition of the role of the Secretary General**

As a Member of the Council, the Secretary General is party to all decisions relevant to the present and future aims and developments of AET.

The responsibilities of this position include:

1. Efficient execution of all the decisions taken by the Council and the General Meeting,
2. The publications of AET,
3. Running of the Secretariat administratively and financially and also being responsible for the staff of the Secretariat.

The Secretary General also carries responsibility for working with the Council, and particularly the Technical Secretary, in enhancing and developing relationships with appropriate international organizations.

If necessary, and in agreement with the Council, The Secretary General can be assisted in these functions by an Assistant Secretary General, who may be one secretary of the AET office.

Definition of the role of the Technical Secretary

The Technical Secretary is responsible for all matters of a technical character handled by AET, distinct from those of an administrative and financial character that are handled by the Secretary General.

The role of the Technical Secretary includes:

1. Prepare the minutes of the meetings,
2. Promote the preparation and application of unification work,
3. Recommend, promote and help coordinate, in relation to the Council and the Secretary General, ways and means of strengthening cooperation between AET, industry and appropriate international bodies,
4. Recommend, promote and coordinate recruitment of Members in order to enhance AET international influence and also gain extra resources for international collaborative research, etc.