



**INSTITUTION OF INCORPORATED ENGINEERS,  
SRI LANKA**

*Successor to the All Ceylon Engineering Diplomates Association founded in 1977, Incorporated as Institute of Engineering Diplomates, Sri Lanka by Act No. 64 of 1992, and renamed as Institution of Incorporated Engineers, Sri Lanka by Act No.11 of 2000 of Parliament of the Democratic Socialist Republic of Sri Lanka.*

***Bye-Laws of IIESL  
(with the latest amendments approved on  
30.07.2022)***

## **OUR VISION**

**To be the leading Engineering Institution in providing professional excellence in managing and maintaining Engineering Technology at its peak efficiency, to fulfill the future needs of industry, commerce, government and society.**

## **OUR MISSION**

**To provide a framework to elevate the professional status of the Incorporated Engineer to best effect, with frontiers of knowledge by continuous upgrading of skills to keep abreast with the latest Development of Technology, to enable Incorporated Engineer to exert proper influence in the society.**

## CONTENTS

	INTERPRETATION	- Page 1
1.0.0	CONSTITUTION	- Page 3
2.0.0	CORPORATE MEMBERS AND NON-CORPORATE MEMBERS	- Page 3
3.0.0	QUALIFICATION OF MEMBERS	- Page 3
3.1.0	HONORARY FELLOWS	- Page 3
3.2.0	FELLOWS	- Page 4
3.3.0	MEMBERS	- Page 5
3.4.0	ASSOCIATE MEMBER	- Page 6
3.5.0	ASSOCIATES	- Page 8
3.6.0	STUDENTS	- Page 8
3.8.0	MEMBERSHIP PRIOR TO 01.01.1989	- Page 10
4.0.0	DESIGNATIONS	- Page 10
4.1.0	DESIGNATORY ABBREVIATIONS	- Page 10
5.0.0	ELECTION TO MEMBERSHIP	- Page 11
5.3.0	HONORARY FELLOWS	- Page 14
5.4.0	MEMBERSHIP OF THOSE IN THE IEDSL	- Page 14
6.0.0	RIGHTS AND PRIVILEGES	- Page 14
7.0.0	SUBSCRIPTION	- Page 15
8.0.0	ROLL OF THE INSTITUTION	- Page 16
9.0.0	CERTIFICATE OF MEMBERSHIP, MEMBERSHIP CARD, MEMBER'S PROFESSIONAL SEAL	- Page 17
10.0.0	CESSATION OF MEMBERSHIP	- Page 18
11.0.0	MEETINGS	- Page 20
11.1.0	ANNUAL GENERAL MEETING	- Page 20
11.2.0	SPECIAL GENERAL MEETING	- Page 21
11.3.0	EMERGENCY GENERAL MEETING	- Page 21
11.4.0	NOTICE OF MEETINGS	- Page 22
11.5.0	PROCEEDINGS AT MEETINGS	- Page 23
11.6.0	CHAIRMAN AT MEETINGS	- Page 24
11.7.0	VOTING AT MEETINGS	- Page 24

<b>12.1.0</b>	<b>THE COUNCIL</b>	<b>- Page 25</b>
<b>12.2.0</b>	<b>THE OFFICE BEARERS</b>	<b>- Page 25</b>
<b>12.3.0</b>	<b>PAST PRESIDENTS</b>	<b>- Page 25</b>
<b>12.4.0</b>	<b>COUNCIL MEMBERS</b>	<b>- Page 25</b>
<b>13.0.0</b>	<b>POWERS AND DUTIES OF THE COUNCIL</b>	<b>- Page 25</b>
<b>14.0.0</b>	<b>ELIGIBILITY TO BE IN THE COUNCIL</b>	<b>- Page 30</b>
<b>14.1.0</b>	<b>PRESIDENT</b>	<b>- Page 30</b>
<b>14.1.1</b>	<b>PRESIDENT ELECT</b>	<b>- Page 30</b>
<b>14.2.0</b>	<b>VICE-PRESIDENTS</b>	<b>- Page 31</b>
<b>14.3.0</b>	<b>SECRETARY</b>	<b>- Page 32</b>
<b>14.4.0</b>	<b>PAST PRESIDENTS</b>	<b>- Page 33</b>
<b>14.5.0</b>	<b>COUNCIL MEMBERS</b>	<b>- Page 33</b>
<b>14.6.0</b>	<b>ELECTION OF REPRESENTATIVES</b>	<b>- Page 34</b>
<b>15.0.0</b>	<b>ELECTIONS OF THE COUNCIL</b>	<b>- Page 35</b>
<b>15.1.0</b>	<b>RETURNING OFFICERS</b>	<b>- Page 35</b>
<b>15.2.0</b>	<b>NOMINATIONS</b>	<b>- Page 36</b>
<b>15.3.0</b>	<b>SUBMISSION OF NOMINATIONS</b>	<b>- Page 36</b>
<b>15.4.0</b>	<b>PROCEDURE FOR VOTING AND ELECTION</b>	<b>- Page 39</b>
<b>16.0.0</b>	<b>VACATION OF POST</b>	<b>- Page 40</b>
<b>17.0.0</b>	<b>PAST PRESIDENTS' FORUM</b>	<b>- Page 41</b>
<b>18.0.0</b>	<b>EXAMINATIONS</b>	<b>- Page 42</b>
<b>19.0.0</b>	<b>THE EXECUTIVE SECRETARY</b>	<b>- Page 42</b>
<b>20.0.0</b>	<b>ACCOUNTS</b>	<b>- Page 43</b>
<b>21.0.0</b>	<b>BOARD OF TRUSTEES</b>	<b>- Page 44</b>
<b>22.0.0</b>	<b>THE SEAL OF THE INSTITUTION</b>	<b>- Page 45</b>
<b>23.0.0</b>	<b>RESOLUTIONS</b>	<b>- Page 46</b>
<b>24.0.0</b>	<b>ALTERATIONS AND AMENDMENTS TO BYE-LAWS</b>	<b>- Page 46</b>
<b>25.0.0</b>	<b>ROLES, RESPONSIBILITIES, AND COMPETENCIES</b>	<b>- Page 48</b>
	<b>OF CORPORATE MEMBERS AND ASSOCIATE MEMBERS</b>	
	<b>ADDENDUM TO BYE-LAW 7.0.0</b>	<b>- Page 53</b>
	<b>CODE OF ETHICS</b>	<b>- Page 54</b>
	<b>IEDSL ACT NO. 64 OF 1992</b>	<b>- Page 69</b>
	<b>IEDSL (AMENDMENT) ACT NO. 11 OF 2000</b>	<b>- Page 73</b>

**BYE-LAWS OF THE INSTITUTION OF INCORPORATED ENGINEERS,  
SRI LANKA**

**(Approved in terms of Section 6 of the Institute of Engineering Diplomates, Sri Lanka; Act No.64 of 1992)**

**INTERPRETATION**

In these Bye-Laws, unless there be something in the subject matter of context inconsistent therewith:

1. The “Institution” shall mean the Institution of Incorporated Engineers, Sri Lanka. (Successor to the All Ceylon Engineering Diplomates Association founded in 1977, Incorporated as Institute of Engineering Diplomates, Sri Lanka by Act No. 64 of 1992 and renamed as Institution of Incorporated Engineers, Sri Lanka by Act No.11 of 2000).
2. The “Council” shall mean the Council of Management of the Institution of Incorporated Engineers, Sri Lanka.
3. The “Profession” shall mean the Profession of Engineering / Engineering Technology in all fields.
4. Where the masculine gender is used, it also includes the feminine gender.
5. Words in the singular shall include the plural and vice versa.
6. “Full Session” shall mean a period from one Annual General Meeting to the next Annual General Meeting.

7. “Engineering Council, Sri Lanka” shall mean the Engineering Council, Sri Lanka which has been established under Engineering Council, Sri Lanka Act No. 4 of 2017
8. (a) “Registration Fee” shall mean the fee that should be paid by a candidate with his application for membership to the Institution to register his application.  
  
(b) “Transfer Fee” shall mean the fee that should be paid by a member to the Institution with his application requesting to transfer his present class of membership to another membership class.  
  
(c) “Annual Subscription Fee” shall mean the fee to be paid annually by the member to his relevant class of membership  
  
(d) “Life Membership Fee” shall mean the fee to be paid by the member at once throughout his life to his class of membership  
  
(e) “Evaluation Fee” shall mean a variable fee which shall be determined by the Council from time to time for evaluating qualifications for admission to different classes of membership.
9. “Rules” means procedures to be followed as decided by the Council
10. “Regulations” means procedures to be followed as formulated by the Council and approved by the Corporate Membership
11. “Improper Conduct” shall include
  - (i) any breach of Bye-Laws or Regulations for professional conduct or non-observance of Rules, directions, or pronouncements made or given thereunder
  - (ii) any other conduct which is deemed by the Council to be inconsistent with membership of the institution.

12. Branch means any Branch of the Institution established under the resolution namely, “ Rules to Govern Branches of the Institution of Incorporated Engineers, Sri Lanka” approved at the Annual General Meeting of IIESL held on 26.07.2015

**1.0.0 CONSTITUTION**

**1.1.0** The Institution of Incorporated Engineers, Sri Lanka shall consist of the following classes of Membership:

- |                       |                |              |
|-----------------------|----------------|--------------|
| 1.1 Honorary Fellows  | 1.2 Fellows    | 1.3 Members  |
| 1.4 Associate Members | 1.5 Associates | 1.6 Students |

**2.0.0 CORPORATE MEMBERS AND NON-CORPORATE MEMBERS**

The terms "CORPORATE MEMBERS" and "NON-CORPORATE MEMBERS" shall refer to classes of membership as indicated below. All Corporate Members are called "INCORPORATED ENGINEERS".

**CORPORATE MEMBERS:** Fellows  
Members

**NON-CORPORATE MEMBERS:** Honorary Fellows  
Associate Members  
Associates  
Students

**3.0.0 QUALIFICATION OF CLASSES OF MEMBERSHIP**

**3.1.0 HONORARY FELLOW**

The candidate for election to this class of membership shall satisfy the Council that he shall:

- (i) Uphold the prestige of the Institution

**AND**

(ii) Have rendered valuable service to the Profession

**OR**

Have furthered the objectives of the Institution and deemed by the Council worthy of such election.

### **3.2.0 FELLOW**

The candidate for transfer to this class of membership shall satisfy the Council that he shall:

(i) Be not less than thirty five (35) years of age.

**AND**

(ii) Have been in the class of Member for a continuous period of five (5) years prior to the date of application to this class of Membership

**AND**

(iii) Have been holding an executive position for over a period of ten (10) years in a recognized establishment acceptable to the Council.

**AND**

(iv) Have contributed significantly to the development of the Institution

**OR**

Have made significant contributions to the development of Engineering Technology

**OR**

Have in the opinion of the Council merit election on having obtained a higher qualification in Engineering or Engineering Technology.

**AND**

(v) Have faced a Professional review.



**3.3.0 MEMBER**

The candidate for election or transfer to this class of membership shall satisfy the Council that he shall:

**Either**

- 3.3.1** (i) Be not less than twenty seven (27) years of age.

**AND**

- (ii) Have been regularly trained in the profession and have successfully completed a period of five (5) years of experience after the date of admission to the class of Associate Member

**OR**

Possess a Bachelor's degree in engineering or equivalent qualification or Master's degree in engineering/management accepted by the Council and have been regularly trained in the profession and have had more than four (4) years of experience after the date of election to Class of Associate Member

**AND**

- (iii) Have satisfied the requirements of professional review prescribed in the rules and regulations of the Institution conducted by the Council or hold membership of a Professional Institution or equivalent qualification recognized by the Council and faced a Professional review.

**OR**

- 3.3.2** (i) Be not less than thirty (30) years of age.

**AND**

- (ii) In the opinion of the Council have been regularly trained in the profession and have had more than seven (7) years' experience after completion of the prescribed examination to qualify as an Associate Member.

**AND**

- (iii) Have satisfied the requirements of professional review prescribed in the rules and regulations of the Institution conducted by the Council or hold membership of a Professional Institution or equivalent qualification recognized by the Council and faced a Professional review.

**OR**

- 3.3.3** (i) Be not less than forty five (45) years of age

**AND**

- (ii) Have been trained in the profession and have had more than twenty-five (25) years of continuous experience.

**AND**

- (iii) Have been holding an executive position for a continuous period of at least five (5) years out of the period of twenty-five (25) years in above (ii) in the field of Engineering or Engineering Technology in a recognized establishment accepted to the Council

**AND**

- (iv) Have submitted a thesis on a topic closely related to the personal knowledge and experience gained during the candidate's career and face a Professional Review.

**3.4.0 ASSOCIATE MEMBER**

The candidate for election to this class of membership shall satisfy the Council that the said candidate shall:

**Either**

**3.4.1** (i) Be not less than twenty three (23) years of age.

**AND**

(ii) Have had successfully completed the National Diploma in Technology (abbreviated as NDT, conducted by the University of Moratuwa or Institute of Technology University of Moratuwa or Hardy Senior Technical Institute, Ampara) or Higher National Diploma in Engineering (abbreviated as HNDE, conducted under Sri Lanka Institute of Advanced Technological Education) or National Diploma in Engineering Sciences (abbreviated as NDES, conducted by Institute of Engineering Technology, Katunayake under National Apprenticeship and Industrial Training Authority) or Diploma in Technology of the Open University of Sri Lanka or any other course accepted by the Council from time to time.

**OR**

**3.4.2** (i) Be not less than twenty five (25) years of age.

**AND**

(ii) Have been an Associate of the Institution prior to 31.12.2022 and in the opinion of the Council, have been regularly trained and have successfully completed the prescribed examinations conducted by the Institution for Associates to qualify as an Associate Member.

**OR**

**3.4.3** (i) Be not less than twenty two (22) years of age

**AND**

(ii) Have been a Student of the Institution and have successfully completed the prescribed examinations conducted by the Institution for Students to qualify as an Associate Member.

**OR**

**3.4.4** Be an Associate who possesses the prescribed examination acceptable to the Council and is in the Roll of Associate in the IIESL register prior to 20.8.2005 are eligible to transfer to the class of Associate Member on the due application and payment of the prescribed fee. Such member's period as an Associate shall be taken into account when he applies for a class as laid down in clause 3.3.1

### **3.5.0 ASSOCIATE**

The candidate for election or transfer to this class of membership shall satisfy the Council that he shall:

(i) Be not less than twenty (20) years of age.

**AND**

(ii) Have successfully completed any course accepted by the Council from time to time and have applied for election to this class of membership prior to 31.12.2022.

**OR**

Have been a Student and in the opinion of the Council, have been regularly trained and have successfully completed the prescribed examinations conducted by the Institution for Student to qualify as Associate.

### **3.6.0 STUDENT**

The candidate for the election of this class of membership shall satisfy the Council that the said candidate shall:

**Either**

**3.6.1** (i) Be not less than seventeen (17) years of age.

**AND**

(ii) Be a full time student following the National Diploma in Technology (abbreviated as NDT) conducted by the Institute of Technology, University of Moratuwa (ITUM).

**OR**

Be a full-time student following the Higher National Diploma in Engineering (abbreviated as HNDE) conducted under the Sri Lanka Institute of Advanced Technological Education (SLIATE)

**OR**

Be a full-time student following the National Diploma in Engineering Sciences (abbreviated as NDES) conducted by the Institute of Engineering Technology (IET), Katunayake under the National Apprenticeship and Industrial Training Authority (NAITA).

**OR**

Be a student following Level Three (3) or above of the Diploma in Technology conducted by the Open University of Sri Lanka (OUSL).

**OR**

Be a student following any other course accepted by the Council from time to time.

**OR**

**3.6.2** (i) Be not less than twenty (20) years of age.

**AND**

(ii) Have passed the General Certificate of Education (Advanced Level) examination in Mathematics stream with three subjects, conducted by the Commissioner General of Examinations, Department of Examinations, Sri Lanka, or any other equivalent overseas qualification accepted by the Council from time to time.

**AND**

(iii) Have been working in the field of Engineering Technology for over a period of two (02) years in such a way that he has

received training in the profession and such training being in the opinion of the Council regular and practical

**3.8.0 MEMBERSHIP PRIOR TO 01.01.1989**

**3.8.1** The years of membership prior to 01.01.1989 shall be considered when categorizing members for their membership to fulfill the requirements in clauses 3.2.0 (ii) 3.3.1 (ii) and 3.4.1 (ii) of these Bye-Laws.

**4.0.0 DESIGNATIONS**

**4.1.0 ABBREVIATED DESIGNATIONS**

**4.1.1** The following classes of membership of the Institution shall be entitled to use the appropriate abbreviated designations as mentioned below:

- Honorary Fellow - **Hon. FIIESL**
- Fellow - **FIIESL**
- Member - **MIIESL**
- Associate Member - **AMIIESL**

The main abbreviations stand for the following:

- Hon. FIIESL** - Honorary Fellow of the Institution of Incorporated Engineers, Sri Lanka.
- FIIESL** - Fellow of the Institution of Incorporated Engineers, Sri Lanka
- MIIESL** - Member of the Institution of Incorporated Engineers, Sri Lanka
- AMIIESL** - Associate member of the Institution of Incorporated Engineers, Sri Lanka

**4.1.2** The Institution being the Professional Body for the growth and upliftment of Engineering/ Engineering Technology and which

acts as Qualifying Body in this field, having been incorporated by an Act of Parliament of the Socialist Democratic Republic of Sri Lanka, entitles to the use of the designatory title of Incorporated Engineer with the appellation “IEng” and Engineer with the appellation “Eng.” for its’ Corporate Members as follows, in addition to the abbreviations stated in Bye-Law 4.1.1.

Appellation “Eng.” in front of the names of Corporate Members

**AND**

Appellation “IEng” at the end of the names of Corporate Members.

**4.2.0** Associates and Students shall not be entitled to use any abbreviated designations.

**5.0.0 ELECTION TO MEMBERSHIP**

**5.1.0** The Council alone shall have the power to elect members to the Institution and to decide whether any person proposed for seeking membership has fulfilled the requirement as prescribed in these Bye-Laws from 3.1.0 to 3.6.0.

**5.2.0** (i) Every application for admission or transfer shall be made in the prescribed form. Applications for all classes of membership except for the class of Fellow shall be proposed and seconded by two Corporate Members of the Institution.

(ii) Application for transfer to a class of Fellow shall be certified by four (04) Fellows stating that they recommend the submission of the candidate from his personal knowledge of him and that his application is worthy of consideration.

**5.2.1** Every application for admission or transfer shall contain an undertaking signed by the candidate to the effect that he will

conform to the Bye-Laws, Rules, Regulations, and Code of Ethics of the Institution in force from time to time.

**5.2.2** It shall be the condition for admission of every candidate for membership that:

- (i) If his application for membership contains false, incorrect, or misleading statements relating to himself or has been found to be guilty of conduct unworthy of being a member of the Institution, his application shall be rejected.
- (ii) If after admission or transfer, a member is found to have given in his application for membership false, incorrect, or misleading information, the membership shall be annulled by a resolution passed by the Council.

**5.2.3** Every application shall be scrutinized, in the first instance as per the Current Rules and Regulations governing membership, by the Membership Functional Committee appointed by the Council and its findings submitted to the Council. Membership Functional Committee or any committee appointed by the Council shall not take any application for the election of member or transfer the present class of membership into its consideration if the relevant registration fee or transfer fee has not been paid by the candidate.

- (i) In scrutinizing the application, the Membership Functional Committee shall take into consideration, the Current Rules and Regulations governing membership and the Report by the Professional Review Panel which had been appointed by the Council.



- (ii) The recommendation of the Professional Review Panel shall be forwarded by the Membership Functional Committee for ratification of the Council.
- (iii) Applications for the class of Fellow scrutinized by the Membership Functional Committee, according to the current rules and regulations then referred to the Past Presidents' Forum with the concurrence of the Council to interview the candidate by a Special Review Committee nominated by the Past Presidents' Forum with the approval of the Council. Recommendations of the Special Review Committee shall be forwarded for consideration and final approval of the Council.

**5.2.4** Every candidate shall be informed of the outcome of his application. All due fees in connection with the processing of his membership application and membership subscription as stated under Bye-Law 7.0.0 shall be paid by the candidate prior to being approved by the Council. The effective date of his membership or transfer to the new class of membership shall be the date that it is approved by the Council. Name and allocated membership number of newly elected member or member whose membership class is transferred, shall be entered in the roll of the Institution.

**5.2.5** All candidates for election or transfer to any membership class shall obtain the applied class of membership within twenty four (24) calendar months from the date of payment of the Registration fee or Transfer fee whichever is applicable. Failure to comply with this requirement shall be a reason to invalidate the effectiveness of the application unless otherwise decided by the Council.

**5.3.0 HONORARY FELLOW**

**5.3.1** The names for Honorary Fellow shall be on a proposal by four (04) members of the Council of which at least two (02) shall be Fellows of the Institution.

**5.3.2** The names shall be presented to the Council at least two months before the Annual General Meeting of the Institution. This shall then be scrutinized by the Membership Functional Committee referred to the Past Presidents' Forum and together with its recommendations submitted to the Council. The names shall then be circulated to the Corporate Members for their observations. The Council at a subsequent meeting, after reviewing such observations shall accept the names proposed provided at least seventy five percent (75%) of those present are in favour.

**5.4.0 MEMBERSHIP OF THOSE IN THE IEDSL**

**5.4.1** All Persons whose names were entered in the Roll as members of the Institute of Engineering Diplomates, Sri Lanka (IEDSL), shall be deemed to be members of the Institution and shall be placed under the same category of Membership in which they had been in Institute of Engineering Diplomates, Sri Lanka.

**6.0.0 RIGHTS AND PRIVILEGES**

**6.1.0** The rights and privileges of every member shall be personal to himself and shall not be transferable or transmissible by his own act or by operation of Law.

**6.2.0** Corporate Members shall have the right of voting on all matters put to a vote.

**6.2.1** Non-Corporate Members shall not have the right to vote except in electing their representatives.

- 6.3.0** Members whose names were in the register as members as defined in the Constitution before January 1st, 1989 shall have voting rights and the right to be elected to the Council irrespective of their class of membership as prescribed in these Bye-Laws.
- 6.4.0** All members are required to order their conduct so as to uphold the dignity, standing, and reputation of the Institution.
- 6.5.0** Non-Corporate Members are not permitted to represent the Institution in any capacity in any forum or with any other body/ organization indicating as a member of the Institution other than holding and keeping to his category of Non-Corporate Member status held with the institution.

**7.0.0 SUBSCRIPTION**

- 7.1.0** The fee to be levied for Registration, Life Membership/Annual subscription for all classes of membership, and Transfers shall be determined only by a resolution passed at the Annual General Meeting or at a Special General Meeting. A copy of the fees so determined shall be attached to the current Bye-Laws as an addendum.
- 7.1.1** Payment of all taxes which are / may become payable under the revenue laws of Sri Lanka shall be borne by the payer.
- 7.1.2** All fees shall be paid prior to the membership being formally awarded.
- 7.1.3** All payments shall be made direct to the Institution, via direct payment, cheque payment, and online payment. The annual subscription shall fall due on and be paid by the first of January each year.

- 7.1.4** A life member on being transferred to the next class of membership shall pay the difference in the life membership fee for the class of membership.
- 7.1.5** The Members who have paid life membership subscription prior to 01.04.2020 shall be deemed to have paid Life Membership subscription at the current rate Life Membership subscription applicable to his class of membership.
- 7.1.6** If any member of the Institution of Incorporated Engineers, Sri Lanka remains a member for 45 years, continuously, the Life Membership fee paid by him from the time of election to the membership of the Institution of Incorporated Engineers, Sri Lanka is refunded at the end of 45 years. Even after that, he is considered as a Life Member of the Institution of Incorporated Engineers, Sri Lanka in the respective class of membership up to the time he holds membership of the Institution and he shall not be required to pay any membership subscription.

#### **8.0.0 ROLL OF THE INSTITUTION.**

- 8.1.0** The names of all members shall be entered in the “Roll of the Institution” in the Bye-Laws referred to as the “Roll”. Secretary shall be responsible for maintaining and updating the Roll of the Institution which shall not be transmitted to anyone without the approval of the Council.

A member who changes his name in accordance with established practice shall thereupon make a written request to Secretary to change his name and Secretary shall thereafter table his request at the meeting of the Council held immediately after the receipt of such request; for the acceptance of the Council and Secretary shall amend his name in the Roll accordingly.

**8.2.0** A Register shall be maintained of the Members whom the Council has accepted as Corporate Members and duly confirmed as Incorporated Engineers. Another separate Register shall be maintained for Non-Corporate Members.

**8.2.1** Any payment made by any member or any applicant to the Institution in respect of the processing of any type of membership application prior to becoming a member and thereafter; including Registration Fee, Transfer Fee, Annual Subscription Fee, Life Membership Fee, Evaluation fee as applicable and any other fee specified by the Council; shall not be refundable unless otherwise decided by the Council. This shall not be applicable in the case of refunding the Life Membership Fee according to Bye-Law 7.1.6.

**8.3.0** No Person who has ceased to be on the Roll shall make use of any designation implying connection with the Institution.

**9.0.0 CERTIFICATE OF MEMBERSHIP, MEMBERSHIP CARD, MEMBER'S PROFESSIONAL SEAL**

**9.1.0** Every Corporate Member and Non-Corporate Member except the class of Student shall receive an appropriate certificate given under the seal of the Institution.

The Membership Certificate shall give the full name of the member, class of membership concerned, the date of admission to such class of membership, and his registered membership number.

A Membership Certificate is valid only when it is forwarded with the current Membership Card. Content, fee, and validity period of membership card shall be as decided by the Council.

Council may issue a Professional Seal to every Corporate Member, every Honorary Fellow and every Associate Member which is to be affixed in documents connected to their professional matters. Content, quality, and the fee of Professional Seal shall be as decided by the Council.

- 9.2.0** All Membership Certificates shall be signed by the President, Secretary, and Executive Secretary.
- 9.3.0** The Executive Secretary or the Secretary may issue letters to Students at their request, to certify that they are bona-fide students of the Institution.
- 9.4.0** All membership certificates and membership cards shall remain the property of the Institution and may be recalled upon by the Council at any time. The membership certificate and membership card shall be surrendered to the Executive Secretary or the Secretary when recalled upon or on cessation of membership.
- 9.5.0** Members receiving such certificates shall be responsible for their safe-keeping and shall be subjected to whatever action or payment of compensation the Council may deem necessary in the case of loss or damage before the issue of a duplicate certificate.

#### **10.0.0 CESSATION OF MEMBERSHIP**

- 10.1.0** A member shall continue to be a member until his death or on his ceasing to be a member under the provision in the succeeding Bye-Laws hereof.
- 10.2.0** Any member may indicate by notice in writing to the Council of the Institution his desire to resign his membership. Such notice shall be accompanied by his membership certificate and his membership card. If he has lost his membership certificate or his

membership card or both this notice shall be accompanied by an affidavit acceptable to the Council affirming before a Justice of Peace that he lost the said items and he is unable to hand over those items to the Institution. He shall cease to be a member upon the Council indicating in writing that his resignation has been accepted and his name has been removed from the Roll of the Institution.

- 10.3.0** If a member fails to pay the subscription due from him under the provision of Bye-Laws thereof, within three months after it has become due and shall fail to pay such arrears within three months after written notice has been sent to him by the Institution, he shall be liable to have his membership suspended. However, on payment of the arrears and if the reasons for the delay in payment are acceptable to the Council his membership shall be restored.

The Council may, however, waive off or reduce the arrears under extra-ordinary circumstances, such reasons being deemed satisfactory.

The Treasurer is responsible for collecting all the fees liable to the Institution.

- 10.4.0** If a member continues to be in default of payment of subscriptions for a period of six months after it has become due, the Council may call upon the member, by registered mail or by reputed courier service sent to the last given address to show cause as to why his name should not be deleted from the Roll and if no satisfactory answer is received within one month thereof the Council shall then remove his name from the Roll and request the return of his membership certificate and his membership card.

**10.5.0** The Council shall have the power to suspend or remove from membership, any member who in the opinion of the Council is guilty of misconduct, any unprofessional conduct, or contravention of the Rules, Regulations, Bye-Laws of the Institution or whose continued membership is detrimental to the interests of the Institution and the goodwill of the institution, provided that before a decision to suspend or remove from membership is taken, the member concerned shall be given an opportunity of showing cause in writing why such disciplinary action should not be taken.

The voting related to disciplinary action against a member is to be done as a secret vote in the Council & if this particular member is a Council member, he should not be present in the meeting of the Council when it is being discussed in the Council.

In the event the name of the member is removed from the “Roll” he shall not be entitled to a refund of any payments that had been made by him.

**10.6.0** A member suspended from membership shall not, during the period of suspension, enjoy or exercise any of the privileges of membership.

**10.7.0** No member shall have the right to participate in any proceedings of the Institution if his membership is not in force.

## **11.0.0 MEETINGS**

### **11.1.0 ANNUAL GENERAL MEETING (AGM)**

**11.1.1** The Annual General Meeting shall be held once every calendar year in the middle of that year. The quorum at the Annual General Meeting shall be forty-one (41) Corporate Members.



**11.1.2** Notice of the Annual General Meeting shall be given by the Secretary not less than eight (08) weeks before the date of the meeting.

**11.2.0 SPECIAL GENERAL MEETING (SGM)**

**11.2.1** A Special General Meeting may be convened to discuss and decide on specific matters that may affect the Institution or its members and no other than that in the agenda shall be discussed at such meeting.

**11.2.2** A Special General Meeting may be convened:

(i) By the Secretary of the Institution on the instruction of the Council

**OR**

(ii) By a requisition in writing to President or Secretary, made by twenty-five (25) Corporate Members of the Institution and shall specify in it the matters to be discussed.

Secretary shall then summon a Special General Meeting as per the Bye-Law 11.2.2(i) within four (04) weeks of such request, except in the case of resolutions relating to Bye-Laws.

In the case of a requisition relating to Bye-Laws, the Special General Meeting shall be called within ten (10) weeks of the presentation of such requisition.

**11.2.3** The quorum at Special General Meetings shall be sixty (60) Corporate Members.

**11.3.0 EMERGENCY GENERAL MEETING (EGM)**

**11.3.1** (i) An Emergency General Meeting may be convened to discuss matters that may seriously and urgently affect the good name of the Institution, its aims, and policies or its movable properties.

(ii) In the case of an uncontrollable situation that will affect the normal operation or works of the Institution

**11.3.2** EGM can be convened on a request made in writing by the President or by three members of the Council, of which one shall be the President-Elect or a Vice President. Such a meeting shall be convened by the Secretary or in his absence by the Assistant Secretary and his absence by a member of the Council nominated by the President of the Institution.

**11.3.3** The quorum at such meetings shall be twenty-five (25) Corporate Members.

**11.4.0 NOTICE OF MEETINGS.**

**11.4.1** (i) Annual General Meeting:

At least eight (08) weeks' notice shall be given.

(ii) Special General Meeting:

At least two (02) weeks' notice shall be given.

(iii) Emergency General Meeting:

At least one (01) day notice shall be given.

**11.4.2** (i) Notice for the Annual General Meeting and the Special General Meeting shall be conveyed by a special letter from the Secretary to members by one or many of the following modes as decided by the Council;

a) Post to the latest address given by the member.

b) Electronic mail to the latest address given by the member.

- c) Notice in the Institution's Newsletter and the institution's website.
- d) Notice in one of the recognized national newspapers in the country.

Such notice shall be deemed to be true and proper.

- (ii) Notice for the Emergency General Meeting shall be by notice in one of the recognized National News Papers or notice on the website of the Institution or announcement on the Radio or Television or Electronic Mail. Such notice shall be deemed to be true and proper.

**11.4.3** Non-receipt of the notice of a meeting by a member from any mode shall not invalidate the proceedings of any meeting.

## **11.5.0 PROCEEDINGS AT MEETINGS**

### **11.5.1 THE FOLLOWING SHALL BE THE PROCEEDINGS AT MEETINGS.**

- (i) At Annual General Meeting shall include the adoption of minutes, approval of the Audited Statement of Accounts and Balance Sheet, Presentation of Annual Report and any other reports, the election of members to the Council, the election of Representatives, the appointment of External Financial Auditors, the appointment of Trustees, adoption of Resolutions, amendment of Bye-Laws and other matters as stated in the agenda for the meeting.
- (ii) Special General Meetings shall be solely to discuss matters for which the meeting was summoned. No, any other business shall be taken up.

No Business shall be transacted unless the quorum of sixty (60) Corporate Members as specified are present. If within

half an hour from the fixed time in the notice for the meeting, there is no quorum, such meeting shall be called off.

(iii) At Emergency General Meetings, the proceedings will be the same as for Special General Meetings as stated in 11.5.1(ii) but the quorum shall be twenty-five (25) Corporate Members.

(iv) In pandemic and difficult situations where physical meetings cannot be held, any meeting could be conducted on a virtual platform with reasonable prior notice as decided by the Council.

### **11.6.0 CHAIRMAN AT MEETINGS**

**11.6.1** All General Meetings shall be presided by the President of the Institution.

**11.6.2** If the President is not available or if he is not present within fifteen minutes of the time fixed for a meeting, the President-Elect shall preside, and in his absence, one of the Vice-Presidents shall preside. In the event of the Vice Presidents too are not present, such General Meeting shall be called off.

### **11.7.0 VOTING AT MEETINGS**

**11.7.1** Except where otherwise provided in the Bye-Laws, the decision arrived at a meeting shall be ascertained by a simple majority of those present. The voting shall normally be by a show of hands unless a specific request is made by the members present. If anyone requests secret voting, the necessity of it should be decided by the Chairperson of the meeting.

**11.7.2** In the case of a tie of votes, the Chairman at that meeting shall be entitled to a second or casting vote in addition to his original vote.

### **12.1.0 THE COUNCIL**

**12.1.1** The Council shall be constituted with forty-one (41) Corporate Members as follows:

### **12.2.0 THE OFFICE BEARERS**

**12.2.1** Thirteen office bearers (13) consisting of the President, Immediate Past President, President-Elect, Five (05) Vice-Presidents, Secretary, Treasurer, Editor, Assistant Secretary, and Assistant Treasurer.

### **12.3.0 PAST PRESIDENTS**

**12.3.1** Three (03) Past Presidents. Out of three one shall be the Immediate Past President stated in 12.2.1

### **12.4.0 COUNCIL MEMBERS**

**12.4.1** Twenty-Six (26) Corporate Members

### **13.0.0 POWERS AND DUTIES OF THE COUNCIL**

**13.1.0** The management of the affairs and business of the Institution shall be vested in the Council, who may exercise all such power required to be exercised by the Institution, but no new Bye-Laws made or adopted shall invalidate any prior acts of the Council.

**13.2.0** The Council shall exercise all the powers of the Institution to borrow or raise money and mortgage the properties and change the undertakings of the Institution. Money paid to the Institution by any payer under any circumstance except the life membership

fee which is to be refunded according to Bye-Law 7.1.6, is not refundable unless it is decided by the Council.

- 13.3.0** The Chief Patron shall be the executive head of the Country. The Council may elect Patrons, Vice Patrons and other Honorary Officers as it may consider necessary.
- 13.4.0** Any decision of the Council in General Business, shall be final and binding on all members of the Institution. Such decisions shall be made aware of the members of the Institution by the Council.
- 13.5.0** No individual officer or Member of the Council nor any member of the Institution shall have the powers to make any official decisions, actions, statements or other implications as officially given by the Council unless otherwise authorized by the Council.
- 13.6.0** The Council shall have the power to appoint standing or special committees and may create such regulations concerning these committees as may be necessary provided that members of such committees are restricted to members of the Institution.
- 13.7.0** The quorum at Council meetings shall be ten (10) Corporate Members.
- 13.8.0** The Council shall have the power to take necessary decisions and implement further objectives of the Institution, such decisions shall be adopted at meetings of the Council by a simple majority.

All decisions of the Council supported by reasons shall be in writing and affixed the seal of the Institution thereto then bind in every session. The Council shall maintain a separate record of all the Council decisions taken both physically & electronically as session wise, to make it convenient for the members of the Council along with the total membership to refer to the decisions taken.

**13.9.0** The Council may fill vacancies in the Council that fall vacant for the posts namely Vice President, Secretary, Treasurer, Editor, Assistant Secretary, Assistant Treasurer, Council Member and in the Board of Trustees that fall vacant by appointing Members who are qualified for election and such appointments shall be valid for the balance period of the term of office of respective predecessors. The date of eligibility of Members to be appointed to fill vacancies shall be the date stated in Bye-Law 15.3.5 (iii)

If a vacancy occurred due to resignation and or cessation of any office bearer, until the vacancy is filled, the President shall become responsible for such activities.

**13.10.0** The Council shall have the power to change Bye-Laws only as stated in Bye-Laws 24.0.0. The effective date of the bye-law amended by the Council shall be the date decided by the Council.

**13.11.0** All decisions at Council meetings shall be by a simple majority of the Council members present at that meeting; In the case of a tie, the Chairman shall have the casting vote.

**13.12.0** The President shall preside at all Council meetings. In his absence, the President-Elect shall take the Chair; and if he too is absent, it shall be taken over by one of the Vice-Presidents. In the event of the President and all the Vice Presidents being absent, such a meeting shall be called off.

**13.13.0** The Council may, from time to time:

- (i) Set up a Disciplinary Committees from a Disciplinary Panel comprising three Fellows of which at least one shall be a Past President to investigate and report to the Council on

allegations of improper conduct by any member of the Institution.

The Disciplinary Panel shall be appointed by the Council at the first meeting of any session and shall comprise not more than six (06) Fellows.

(ii) Determine the terms of reference of such Disciplinary Committees.

**13.13.1** Any member against whom an allegation of improper conduct has been made and who, in the opinion of the Council, based on findings of a Disciplinary Committee set up under Bye-Law 13.13.0 is guilty of such conduct shall be liable to such penalties as the Council may determine.

**13.13.2** The Council may, by resolution expel or suspend for any period from membership, reprimand or admonish any member found guilty of improper conduct.

**13.13.3** All Members of the Council, All Members of the Board of Trustees and any other member appointed to any committee of the Institution; who cease their term of office, shall hand over the properties and documents of the Institution which were in their custody to the successors or any other person nominated by the Council with handing over notes; within twenty-eight (28) days from such cessation and the successor or the person so nominated shall take over such items after duly checked.

**13.13.4** Quality Management System of the Institution should be according to International Standards. All Members of the Council and staff of the Institution should adhere to the prescribed Quality Management System of the Institution. All



processes of the Institution and its' documentation system should be in accordance with the prescribed Quality Management System of the Institution.

**13.13.5** The Finance and Administration Committee, comprising of office bearers and the two Past Presidents nominated as per bye-law 14.4.0, shall have the power to make final recommendations regarding the matters described in Bye-Law 17.2.0 for the approval of the Council.

**13.13.6** Council shall have powers to request to resign office bearers, Chairman of a committee or committee members, to resign from a post if they seem to be not interested, not perform to the expectation of the Council & not attending the Council meetings & functions, considering the betterment of the Institution.

Such request to be made in writing & forward to the Council by the President or by two Members of the Council, of which one shall be President-Elect or a Vice President. If the particular member does not surrender his resignation, the decision is to be taken by the Council. In the case of voting, it should be conducted as a secret vote or show of hands as decided by the Council.

**13.13.7** If any member of the Council who resigns as per bye-law 13.13.6 from the office he shall not be eligible to hold any post for the succeeding session.

**13.13.8** Performances of all members of the Council and each functional and other committee shall be monitored and evaluated at the end of the session through a proper evaluation procedure.

**14.0.0 ELIGIBILITY TO BE IN THE COUNCIL****14.1.0 PRESIDENT**

- (i) The President Elect of a session shall assume the post of the President of the succeeding session at the end of the session.
- (ii) He shall hold office for one (01) full session. However, he shall be eligible to hold the Post of President for the next session if President Elect fails to assume the office of President.
- (iii) If the President after assuming the office is unable to function as President due to illness, long absence from the country, or any other cause, the President Elect will assume the post of the President. If the President Elect is unable to assume the post of President for that Session, the President for the balance period of the session shall be elected at the Annual General Meeting or a Special General Meeting whatever applicable and the provisions of Bye-Law 14.1.1 on qualification of President Elect shall mutatis mutandis apply.

**14.1.1 PRESIDENT ELECT**

- (i) The President-Elect shall be elected by Corporate Members from any of those who have held office as;  
A Vice President for not less than two (02) full sessions.  
**OR**  
A Fellow who has served as Secretary for one (01) full session and one (01) full session as Vice President.  
**OR**  
A Fellow who has served as Treasurer for one (01) full session and one (01) full session as Vice President
- (ii) He should be a Fellow for at least two (02) years on the date which is four (04) weeks before the date of closing nominations

- (iii) He shall hold office in Council for one (01) full session
- (iv) The President-Elect shall carry out such functions as assigned under Bye-Laws or by a decision of the Council of Management or upon delegation by the President.
- (v) If the President Elect is unable to assume office due to illness, absence from the country or any other cause, the President-Elect for such balance period of the Session shall be elected at a Special General Meeting or at an Emergency General Meeting whatever applicable, and the provisions for qualification stated in Bye-Law 14.1.1 on President-Elect shall mutatis mutandis apply.

#### **14.2.0 VICE PRESIDENTS**

- 14.2.1** (i) There shall be five (05) Vice Presidents.

They shall be elected by Corporate Members from among Fellows who have served the Council for at least two (02) full sessions after becoming a Fellow

**OR**

Fellows who have served the Council for at least one (01) full session after becoming a Fellow and another three (03) full sessions prior to becoming a Fellow

**OR**

Fellows who have served the Council for at least one (01) full session after becoming a Fellow and another three (03) full sessions as an office bearer in Executive Committee of any branch of the Institution.

**OR**

Members who have served the Council for at least six (06) full sessions.

- (ii) The term of office of the Vice President shall be two (02) consecutive full sessions.

(iii) At the end of each session, at least one (01) Vice President shall retire but shall be eligible for re-election.

#### **14.3.0 SECRETARY**

Shall be elected by the Corporate Membership from among those who have served the Council as a Member for at least two (02) full sessions. His term of office shall be one (01) full session and shall be eligible for re-election.

#### **TREASURER.**

Shall be elected by the Corporate Membership from among those who have served the Council as a Member for at least two (02) full sessions. His term of office shall be one (01) full session and shall be eligible for re-election.

Unless he desires for re-election as Treasurer or election as any other office bearer stated in Bye-Law 12.2.1, for the succeeding session, he shall serve as a Council Member for the succeeding session. In such an event he shall submit his nomination to be a Council Member for the succeeding session as per Bye-Law 15.3.1. Such appointment shall be exempted from the "Procedure for Voting and Election" stated in Bye-Law 15.4.1 and he shall be elected uncontested. His term of office shall be one session and shall be eligible for re-election but Bye-Law 14.5.2 shall be applicable for re-election.

#### **EDITOR**

Shall be elected by the Corporate Membership from among those who have served the Council as a member for at least two (02) full sessions. His term of office shall be one (01) full session and shall be eligible for re-election.

**ASSISTANT SECRETARY**

Shall be elected by the Corporate Membership from among those who have served the Council as a Member for at least one (01) full session. His term of office shall be one (01) full session and shall be eligible for re-election.

**ASSISTANT TREASURER**

Shall be elected by the Corporate Membership from among those who have served the Council as a Member for at least one (01) full session. His term of office shall be one (01) full session and shall be eligible for re-election.

**14.4.0 PAST PRESIDENTS**

There shall be three (03) Past Presidents.

One (01) shall be the Immediate Past President and the other two (02) nominated by the Past Presidents' Forum. If for any reason, the outgoing President ceases to be a Member of the Council or is unable to perform as a Member of the Council, the Past Presidents' Forum shall nominate another. Term of office of Past Presidents shall be one (01) full session and shall be eligible for re-election.

**14.5.0 COUNCIL MEMBERS**

**14.5.1** There shall be Twenty Six (26) Council Members, elected by Corporate Members, from among Corporate Members who have been on the Roll for more than one (01) year. The composition of Twenty Six (26) Council Members shall satisfy the following requirements.

- (i) At least two (02) shall be females out of Twenty Six (26)

(ii) A minimum of five (05) shall be under the age of forty (40) years on the date which is eight (08) weeks before the date of closing nominations.

**14.5.2** They shall serve the Council for a period of two consecutive sessions. If a Council Member is appointed by exempting from the “Procedure for Voting and Election” in compliance with Bye-Law 14.3.0 he shall serve the Council for the first (01) full session only.

**14.5.3** Of the Twenty Six (26) Council Members, at least Ten (10) Members shall retire at the end of every session. However, those retiring shall be eligible for re-election.

**14.5.4** Any member of the Council shall not serve in the same post for more than four (4) consecutive sessions. However, he shall be eligible for election to the same post after a lapse of one (01) full session.

#### **14.6.0 ELECTION OF REPRESENTATIVES**

**14.6.1** Representatives from each of the following classes of membership shall be elected from among themselves at the Annual General Meeting to represent matters pertaining to their class of membership at the meeting of the Council as decided by the Council.

Their terms of office shall be one (01) full session and shall be eligible for re-election.

- (i) Associate member six (06) Representatives
- (ii) Associate two (02) Representatives
- (iii) Student two (02) Representatives

The council may fill vacancies occurred for the positions of Representatives by appointing members of relevant membership classes and such appointments shall be valid until the next Annual General Meeting.

#### **15.0.0 ELECTIONS OF THE COUNCIL.**

##### **15.1.0 RETURNING OFFICERS.**

**15.1.1** The Council shall appoint a Past President or a Fellow as Chief Returning Officer (CRO) who shall be solely responsible for calling nominations, receiving nominations, conducting the election, and releasing the names of the newly elected Members for the succeeding session at the Annual General Meeting. He shall be assisted by the Executive Secretary and two Corporate Members as Assistant Returning Officers who shall be appointed by the Council.

**15.1.2** Returning Officers shall be appointed by the Council on the date of the first Council Meeting of a new session. Their term of office shall be from the date of appointment to the date on which the first Council Meeting of the succeeding session is held.

**15.1.3** Chief Returning Officer and Assistant Returning Officers and the Executive Secretary (if he is a Corporate Member of the Institution) shall not be eligible to submit nominations or be elected to any post in the Council or to sign others' nomination papers in any manner during the period of calling nominations, conducting of elections and releasing the names of the newly elected Members for the succeeding session at the Annual General Meeting.

**15.1.4** The posts of Returning officers are independent offices and their duties shall not be interfered by anyone.

## **15.2.0 NOMINATIONS**

**15.2.1** At least eight (08) weeks prior to an Annual General Meeting notice shall be given by Chief Returning Officer to all Corporate Members of the Institution calling for nominations. Notice in the Institution's Newsletter or notice on the website of the Institution or notice conveyed by post or electronic mail to the last address given by the member shall be deemed full and proper notice. The closing date for the nominations shall be four (04) weeks from the date of the notice.

**15.2.2** In case of a restrictive environment caused by critical conditions in the country resulting in travel restrictions being imposed by the State Authorities in Sri Lanka and/or banning large gatherings convening physically in one location, the Council is authorized the use of electronic platforms for conducting the proceedings of elections, mentioned under Bye-Laws 15.3.5 and 15.3.6 at the Annual General Meeting.

**15.2.3** The Council shall develop the details of proceedings required under Bye-Law 15.2.2. to suit the occasion and approve the same.

## **15.3.0 SUBMISSION OF NOMINATIONS**

**15.3.1** (i) Each nomination shall be proposed and seconded by Corporate Members. The nomination papers duly signed by the proposer and seconder along with the written consent of the member shall

### **EITHER**

be submitted in a sealed envelope marked "Nomination Paper" on the left-hand corner and addressed to Chief Returning Officer through registered post or be deposited in the Nomination Box provided at the Head Quarters of IIESL



prior to the time and the date of closing of receiving nominations.

**OR**

be conveyed by the nominee via electronic mail (email) to the email address specified by the Chief Returning Officer prior to the time and the date of closing of receiving nominations.

- (ii) The maximum number of candidates who can either be proposed or seconded by any Corporate Member, for the election of Council for a particular session shall be two (02). Any Corporate Member who signs the nomination paper of such a candidate as proposer or seconder shall declare in the respective nomination paper, that he has not signed more than two (02) nomination papers as a proposer or as a seconder for the election of Council of the session concerned. In the case where any Corporate Member has signed nomination papers of three (03) candidates or more than three (03) candidates, all such candidates shall be considered as not eligible for the election to applied posts and their nomination papers shall be rejected by the Chief Returning Officer. Disciplinary action, in terms of Bye-Laws 13.13.0, 13.13.1, 13.13.2 shall be taken against any Corporate Member who signed nomination papers thus.

**15.3.2** A Candidate may seek election to only one post at an election. No candidate who has submitted one nomination paper shall submit another nomination paper for another post, unless and until the previous nomination paper is withdrawn in writing addressed to the Chief Returning Officer, before the time fixed for the closing of nominations

- 15.3.3** A Member of the Council who is eligible to continue in the same post for the succeeding session under Bye-Law 14.0.0 shall not be eligible to contest another post unless he first resigns from the post held to be effective at the end of the current session. The letter of resignation shall be conveyed to the Secretary of the Institution with a copy to the Chief Returning Officer. However, such a Member shall not be eligible to be elected to the same post for the succeeding session.
- 15.3.4** As per Bye-Law 13.13.1, a member who has been found guilty of improper conduct by the Council shall not be eligible to contest any post or sit in the Council, and the Candidates are required to make a mandatory declaration in their Nomination Form stating that they have never been proved guilty of such improper conduct.
- 15.3.5** (i) The conduct of Elections including an Annual General Meeting shall be based on the Roll of the Institution on the date nominations closed. Only the Corporate Members whose names are on the Roll on or before the date of closing nominations including members stated under Bye-Law 6.3.0 shall have voting rights for election of Council at any time.
- (ii) Duly filled Nomination Form together with the Bio-Data shall be furnished by each Candidate in the formats approved by the Council. The nominations that have been submitted deviating from the prescribed formats and incomplete nomination forms or nomination forms with false particulars shall be rejected by the Chief Returning Officer whose decision shall be final and cannot be challenged by anyone. The Candidate shall take full responsibility for the correctness and accuracy of the Bio Data furnished by making a declaration to that effect in the biodata form.

(iii) The date of eligibility of any candidate for the election to the Council shall be the date which is four (04) weeks before the date of closing nominations. The candidate shall have fulfilled all requirements on or before this date to be eligible for the submission of his nomination for the election to the Council.

(iv) The rejected candidates at the Nomination cannot be proposed for any post at the same Annual General Meeting

**15.3.6** In the case of a contest the names of candidates for a particular post shall be given in ascending order of membership number on the Voting Paper. The Voting Paper shall carry the signature or authenticated seal of the Chief Returning Officer. Voting Papers will be issued to all the eligible Corporate Members whose names are on the Roll of the Institution and physically present at the Annual General Meeting or those who have been registered for the Annual General Meeting in the case of meetings conducted on a virtual platform.

#### **15.4.0 PROCEDURE FOR VOTING AND ELECTION.**

The President of the current session shall hand over the chair to CRO to conduct elections for the appointment of the Council of Management for the succeeding session. The CRO shall announce the outcome of nominations received including duly elected names and rejected names with reasons for rejection.

**15.4.1** In the event of the number of nominations received exceeds the number of vacancies, a vote by secret ballot shall be taken at the Annual General Meeting. In the case of a tie, the member to serve shall be decided by the toss of a coin.

- 15.4.2** (i) In the event of the number of nominations received is less than the number of vacancies, names of Members who satisfy the eligibility requirements as per Bye-Law 15.3.5 (iii) shall be proposed and seconded by the Members present at the Annual General Meeting for the filling of the posts on the invitation of the Chief Returning Officer. Eligibility of the members proposed at the AGM shall be confirmed by the CRO and his decision on the election of such members shall be informed to the President and general membership by suitable means preferably within 3 working days after the AGM.
- (ii) These selected names shall then be presented at the first meeting of the Council by the CRO after the Annual General Meeting. Those who have fulfilled eligibility requirements are considered as duly elected to the respective post in the Council and their date of the election shall be the same as the date of election of other members to the Council who are elected by submission of nominations.

**15.4.3** A Member elected as representative of his class of membership shall continue to be a representative for that class not withstanding his transfer to another class.

#### **16.0.0 VACATION OF POST**

**16.1.0** A Member of the Council shall be deemed to have vacated if the Member:

Absents himself from the meetings of the Council for three (03) consecutive meetings without special leave approval from the Council.

**OR**

Be prohibited from being a member of the Institution by reason of any order made by the Council.

**OR**

Is removed from office by a resolution duly passed at a General Meeting.

**OR**

Becomes unsound in the mind.

**OR**

Whose attendance is less than 60% at any instance beyond the third meeting of the Council

#### **17.0.0 PAST PRESIDENTS' FORUM**

**17.1.0** There shall be a Past Presidents' Forum consisting of all Past Presidents whose names are on the Roll of Past Presidents.

**17.2.0** The Function of the Past Presidents' Forum shall be to advise the Council on the functioning of the Council in general and in particular on matters pertaining to Finance, Administration, and International Affairs.

**17.3.0** The above mentioned Forum shall elect a Chairman and Secretary from among its Roll and shall meet at least once in two months.

**17.4.0** The Forum shall nominate two (02) of the Past Presidents to serve as members of the Council and submit such names to reach the Council before its last meeting prior to the Annual General Meeting.

**17.5.0** The Forum shall nominate two (02) of the Past Presidents to serve as Trustees.

**17.6.0** Three (03) Past Presidents who serve in the Council shall inform the decisions taken as per the Bye-Law 13.13.5 to the Past Presidents' Forum.

### **18.0.0 EXAMINATIONS**

**18.1.0** The Council shall prescribe such examinations as it may think fit to test the standard of the candidate for admission to any class of membership and may charge such fees as may be necessary from the candidates for the examinations. The Council shall publish specified regulations of such examinations, fees, and exemptions that shall be made available to all candidates.

**18.2.0** The Council shall publish in detail the subject of the examinations, the syllabus for each subject, and the standard a candidate should achieve.

**18.3.0** All applications for examinations or exemptions shall be made on the appropriate form and shall be accompanied by appropriate fees.

### **19.0.0 THE EXECUTIVE SECRETARY**

**19.1.0** The Executive Secretary shall be appointed by the Council and shall be directly under the direction of the Secretary.

**19.2.0** It shall be the Executive Secretary's duty to:

- (i) Handle the correspondence of the Institution.
- (ii) Attend all Council meetings and when necessary other meetings.
- (iii) Circulate notice and other information as instructed by the Council or in consultation with the President or Secretary.
- (iv) Be in charge of the library.

- (v) Collect subscription fees, grants, and other revenues and issue receipts for the same.
- (vi) Administration of the Secretariat and day-to-day financial commitments.
- (vii) Any other functions as directed by the Secretary.

### **20.0.0 ACCOUNTS**

**20.1.0** The Council shall cause true, up-to-date, and proper accounts to be kept with respect to:

- (i) All sums of money received and expended by the Institution and the manner in which such receipts and expenditure took place.
- (ii) All sales and purchase of goods by the Institution.
- (iii) Assets and Liabilities of the Institution.

**20.2.0** The books of accounts shall be kept at the registered office or at such other place as the Council may determine.

It shall be made available for inspection by Corporate Members subject to any reasonable restriction to the time and manner.

**20.3.0** At every Annual General Meeting the Income and Expenditure Accounts, Balance sheets and reports certified by the External Financial Auditor shall be laid before Corporate Members.

**20.4.0** All payments shall be made on specified forms supported by receipts. Payments shall be approved by the President or the Secretary pending ratification by the Council.

**20.5.0** All cheques shall be signed by the President or Treasurer with the Secretary or Assistant Secretary.

Online payments shall be approved by the President or Treasurer with the Secretary or Assistant Secretary who have different passwords.

**20.6.0** The Financial year shall be from the first (01) of April of a year to the thirty first (31) of March of the succeeding year.

**20.7.0** The External Financial Auditors shall be appointed at each Annual General Meeting. They shall bring to the notice of the Council, if in their opinion, any of the books, documents or records which the Institution should maintain are not being properly maintained or if they are unable to obtain any information or explanation required from any officer.

**20.8.0** An Internal Financial Auditor shall be appointed by the Council and his functions shall be determined by the Council.

#### **21.0.0 BOARD OF TRUSTEES**

**21.1.0** The Institution shall have a Board of Trustees and shall consist of the President, Secretary, Treasurer, Immediate Past President and President Elect of the Council, Two (02) Past Presidents, and Four (04) Fellows.

President, Secretary, Treasurer, Immediate Past President, and President Elect shall be ex-officio members of the Board of Trustees.

The outgoing Council shall have its' last meeting before the Annual General Meeting recommend the names of four (04) Fellows as members of the Board of Trustees. These names shall be ratified at the Annual General Meeting. If, however, valid objections are raised on any of those recommended, new names shall be proposed at the meeting to fill such vacancy. The Past Presidents' Forum shall nominate the names of two (02) Past



Presidents to serve as members of the Board of Trustees and those names shall be ratified at the Annual General Meeting.

- 21.2.0** The term of office of each Past President and Fellow elected shall be two (02) consecutive full Sessions. He may however be re-elected for a further period of two (02) consecutive full sessions. No Members of the Board of Trustees shall serve on the Board for a continuous period of over four (04) consecutive full sessions.
- 21.2.1** The Board of Trustees shall meet at least quarterly. The quorum for such a meeting shall be six (06).
- 21.3.0** The President, Secretary, and Treasurer of the institution shall be respectively the Chairman, Secretary, and Treasurer of the Board of Trustees.
- 21.4.0** The Trustees shall be the sole custodians of the fixed assets owned by or leased in the name of the Institution. They shall also have overall management of all constructions for the Institution and have the authority to oversee the current assets when necessary.
- 21.5.0** The Board of Trustees may receive grants and be authorized to open separate accounts with a recognized Bank. The Accounts shall be operated as in the case of the accounts of the Institution, by the President or Treasurer with the Secretary or Assistant Secretary.

## **22.0.0 THE SEAL OF THE INSTITUTION**

The Secretary shall be responsible for the safe custody of the Seal of the Institution and it should be duly handed over to the successor in writing and maintaining a book for handing over and taking over. The Seal of the Institution shall not be affixed to any

instrument except by the authorization of the Council and in the presence of at least two officers of the Institution under the bye-Law 12.2.1 provided that one such signatory shall be the President or President Elect or a Vice President and they shall sign every instrument to which the Seal of the Institution is so affixed in their presence.

### **23.0.0 RESOLUTIONS**

**23.1.0** Resolutions other than an amendment to Bye-Laws duly proposed and seconded shall be sent by Corporate Members to the Secretary of the Institution at least four (04) weeks before the Annual General Meeting. This shall then be circulated among the Corporate Members at least two (02) weeks before the Annual General Meeting.

**23.2.0** The Resolutions other than the amendment to Bye-Laws to which due notice had been given other than as stated in clause 24.1.1 shall orally be presented by the Proposer or Secunder at the Annual General Meeting and passed if accepted by a simple majority of Corporate Members present. If the proposer and secunder are not available at the time allocated to move resolutions, the relevant resolution shall be ruled out by the Chairman at the meeting.

### **24.0.0 ALTERATIONS AND AMENDMENTS TO BYE-LAWS**

**24.1.0** Alterations and amendments to Bye-Laws shall be at Council meetings or Annual General Meeting or Special General Meetings as laid down in Bye-Laws 11.5.1(i) and 11.5.2(ii)

**24.1.1** (i) The Council shall have the power to alter or amend only Bye-Law No. 16 at a Council Meeting.

(ii) In the case of alterations and amendments to Bye-Laws by the Council the Proposals duly proposed and seconded shall be presented in writing at an ordinary meeting of the Council. This shall then be circulated among all Council Members and entered into the agenda for a subsequent meeting. At this meeting, it shall be considered in detail and shall be accepted provided three fourth of the majority of the Council Members present are in favour of such alteration or amendment. The decision shall then be conveyed to all members within two (02) weeks.

**24.1.2** Corporate Members shall have the right to submit alterations and amendments to Bye-Laws. Proposals by Corporate Members duly proposed and seconded shall be sent to the Secretary of the Institution at least four (04) weeks before the Annual General Meeting. The received proposals from Corporate Members and proposals made by the Council shall then be circulated to Corporate Members at least two (02) weeks prior to the Annual General Meeting.

**24.1.3** The Proposed alterations and amendments shall then orally be presented at the Annual General Meeting by the Proposer or Secunder of their submission and Council Proposals can be presented by the chair. It shall require a two-thirds majority of the Members present voting to be accepted. In the case of an equality of votes, the Chairman of the meeting shall be entitled to a second or casting vote in addition to his own vote. If the proposer and seconder are not available at the meeting at the time allocated to present alterations and amendments to Bye-Laws, the relevant alterations and amendments shall be ruled out by the Chairman of the meeting.

The effective date of any amended bye-law at any General Meeting shall be the first day of the succeeding session unless otherwise specified in these bye-laws.

## **25.0.0 Roles, Responsibilities, and Competencies of Corporate Members and Associate Members**

### **25.1.0 Roles of Corporate Members and Associate Members of the institution shall be as stated in Schedule 01 appended below**

#### Schedule 01

<b>Sequ ence</b>	<b>Corporate Member</b>	<b>Associate Member</b>
(i)	Take accountability and responsibility for the planning, designing, analysing, maintenance, and/or administration of broadly-defined engineering problems, systems, and /or organization within their competencies.	Take responsibility for the planning, designing, analysing, maintenance broadly-defined engineering problems within their competencies.
(ii)	Make a professional judgment in the field of engineering related to broadly-defined engineering problems as requested by other parties or courts of law including disciplinary matters related to work in engineering or related services within their competencies.	Exercise professional judgment within their competencies.

(iii)	<p>Maintain, manage and apply current and developing technology. Manage projects, marketing of engineering products and services, finance, and human resources. Manage trade-offs between technical and socio-economic factors within the field of engineering within their competencies.</p>	<p>Work in the services, production, building, and manufacturing sector of relevant organizations. Maintain and apply current and developing technology within their competencies.</p>
(iv)	<p>Approve/certify applicable engineering designs, drawings, estimates, and project proposal recommendations, provide relevant certifications, provide professional evidence for their suitability at any forum including in courts of law within their competencies.</p>	<p>Prepare/check Engineering drawings, estimates, and project proposal recommendations within their competencies.</p>
(v)	<p>Work in a wide variety of projects by applying engineering principles and technical skills, usually focusing on the portion of the technological spectrum closest to product improvement, manufacturing, construction, and engineering operational functions within their competencies.</p>	<p>Installation of equipment, troubleshooting, and repair, testing and measuring, maintenance and adjustment, manufacturing, or operation. within their competencies.</p>

**25.2.0 Responsibilities of Corporate Members and Associate Members of the institution shall be as stated in Schedule 02 appended below**

Schedule 02

<b>Sequ ence</b>	<b>Corporate Member</b>	<b>Associate Member</b>
(i)	Responsible to the society.	Responsible to the society.
(ii)	Exercise principles of safety.	Exercise principles of safety.
(iii)	Develop creative and innovative engineering solutions,	Solve routine engineering problems applying engineering principles (operation and maintenance).
(iv)	Develop, Implement, and maintain sustainable solutions.	Maintain sustainable solutions.
(v)	Solve engineering problems partially outside those encompassed by standards or code of practice. Apply knowledge and attributes to use local resources	Solve frequently encountered engineering problems familiar to most practitioners in the area of application using standard methods. Apply knowledge and attributes to use local resources
(vi)	Manage several groups of stakeholders with widely varying factors with differing and occasionally conflicting needs.	Manage a limited range of stakeholders and/or issues with differing needs, only a few of these exert conflicting constraints.
(vii)	Resolve conflicting technical, engineering, and other issues.	Preparation of drawings, estimates, and project proposals for broadly-defined problems.

(viii)	Use engineering principles and research-based knowledge. Facilitate in design, development, manufacture, construction, commissioning, operation, or maintenance of products, equipment, processes, systems, or services.	
(ix)	Introduce newer and more efficient production techniques, marketing, and construction concepts.	Introduce efficient production techniques, marketing, and construction concepts.
(x)	Manage human, material, financial resources & engineering services efficiently.	Administer human, material, financial resources & engineering services efficiently.

**25.3.0 Competencies of Corporate Members and Associate Members of the institution shall be as stated in Schedule 03 appended below**

Schedule 03

<b>Sequence</b>	<b>Corporate Members</b>	<b>Associate Members</b>
(i)	Ability to apply knowledge of mathematics, natural science, and engineering principles, knowledge, and understanding to optimize the application of existing and emerging technologies engineering problems, procedures, processes, systems, or methodologies.	Develop an ability to apply appropriate theoretical knowledge and practical methods for engineering problems.

(ii)	Ability to create solutions for broadly-defined engineering problems and the design of systems, components, or processes to meet specified needs.	Develop an ability to comprehend, interpret and implement engineering drawings, procedures, and standards.
(iii)	Ability to provide technical and commercial leadership to large engineering projects.	Ability to provide technical leadership to engineering projects.
(iv)	Ability to apply professional standards, recognizing obligations to society, the profession and the environment.	Ability to apply professional standards, recognizing obligations to society, the profession and the environment.
(v)	Possess and demonstrate effective interpersonal and communication skills.	Possess and demonstrate effective interpersonal and communication skills.



**INSTITUTION OF INCORPORATED ENGINEERS, SRI LANKA****ADDENDUM TO BYE-LAW 7.0.0.**

The following rates of fees shall be in force with effect from 01.04.2020.

**ANNUAL SUBSCRIPTION FEES.**

1 Fellow	Rs. 5,800.00
2 Member	Rs. 4,000.00
3 Associate Member	Rs. 3,200.00
4 Associate	Rs. 2,200.00
5 Student	Rs. 700.00

**REGISTRATION FEES**

1 Member	Rs. 5,800.00
2 Associate Member	Rs. 4,000.00
3 Associate	Rs. 2,000.00
4 Student	Rs. 800.00

(Registration Fee is not applicable to membership class of Fellow)

**TRANSFER FEES**

1 Fellow	Rs. 8,000.00
2 Member	Rs. 4,800.00
3 Associate Member	Rs. 3,400.00
4 Associate	Rs. 2,000.00

**LIFE MEMBERSHIP FEES**

1 Fellow	Rs. 50,000.00
2 Member	Rs. 33,800.00
3 Associate Member	Rs. 20,300.00
4 Associate	Rs. 14,500.00

**EVALUATION FEES**

Evaluation fees are to be decided by the Council from time to time.

**CODE OF ETHICS FOR MEMBERS OF THE INSTITUTION OF  
INCORPORATED ENGINEERS SRI LANKA**

**1. PREAMBLE**

The objects of the Institution of Incorporated Engineers, Sri Lanka (IIESL) are the advancement of Engineering Technology and the promotion of the acquirement of the knowledge of Engineering Technology connected therewith. The objective of this Code of Ethics is to promote the standard of professional conduct or self-discipline, required of Members of IIESL in the interest of the public. The Members of IIESL are governed by its Act, Byelaws, Regulations, and this Code in addition to the Common Law.

This Code of Ethics outlines the standards to which members of the group subscribe and gives an understanding of what the public can expect in its relationship with the profession. The Code of Ethics also serves as a guide to the members of the profession in their conduct and relations with each other. The IIESL member, to uphold and advance the honor and dignity of the Engineering Profession and in keeping with the high standard of ethical conduct will (1) be honest and impartial and will serve the employer, client, and public with devotion; (2) strive to increase the competence and prestige of their profession; and (3) will apply knowledge and skill in advance human welfare.

A Member must always be guided by the spirit of the Code as well as by its precise terms. Compliance with an Undertaking will not of itself be conclusive evidence that the relevant Principle has been honoured, nor will the fact that no particular undertaking has been included to prevent a misdemeanor amounting to a contravention of the code being judged to have taken place. Members must have regard to the provisions of this Code irrespective of their field of activity, contract of employment, or membership in an association. A Member is liable to reprimand, suspension or expulsion under Byelaws 13.13.0 to 13.13.2 of IIESL if his conduct is found by the Disciplinary Committee to be in contravention of the Code or otherwise inconsistent with his status as a Member or derogatory to his professional character.

## 2. INTERPRETATION

Throughout this Code:

‘Institution’ means Institution of Incorporated Engineers, Sri Lanka (IIESL)

‘Member’ means a Corporate Member or Non-Corporate Member of IIESL.

‘Client’ means the person or body corporate or incorporated with whom the Member makes an agreement or contract for the provision of services or the supply of goods.

‘Contractor’ means a member who undertakes the performance of works and/or supply of goods.

‘Body corporate or incorporate’ includes a central government department, a local authority, a public board or corporation, or any society, firm, or company.

In particular, one gender shall be read as including the other gender; a word in the singular as including the plural; and a word in the plural as including the singular.

## 3. THE PROFESSIONAL ROLE OF THE ENGINEER

- A. Engineers would employ the word "professional," restricted to a particular and specialized group of people, identified by distinguishing characteristics that separate its members from non-professionals.
- B. Member shall abide by the standards of training, skills, achievement, and service sets by IIESL in order to call itself a professional group.
- C. Member as a professional person applies certain knowledge and skill, usually obtained by education, for the service of people.
- D. Member as a professional person observes all acceptable Code of Conduct, uses discretion and judgment in dealing with people and respects their confidences.

- E. Engineers in the industry should be especially conscious of their responsibility in protecting “company proprietary” designs or processes. They should establish performance standards and safety criteria, which protect the purchaser while maintaining a satisfactory return to the manufacturer.
- F. Engineer in government or engineer in private practice, professionalism should mean capitalizing on a special opportunity to project the profession to the public as a constructive force in society.
- G. Engineer in education, professionalism should mean practicing at the frontier of knowledge in some field and pushing against that boundary, thus impressing on his students those boundaries need not be (and are rarely) static.
- H. Professionalism for all engineers means active participation in community life.

#### **4. PROFESSIONALISM FOR ENGINEER**

- A. The Member joins with members of other learned professional groups in placing honesty and integrity of action above the legal or minimum level allowable.
- B. For the Member professionalism implies that he will make maximum use of his skill and knowledge and that he will use his competence to its fullest extent:
  - With complete honesty and integrity.
  - With his best effort although frequently neither client nor employer is able to evaluate that effort.
  - With the avoidance of all possible conflicts of interest.
  - With the consciousness that the profession of engineering is often judged by the performance of a single individual.
- C. The Member, to uphold and advance the honor and dignity of the engineering profession and in keeping with high standards of ethical conduct:
  - Will be honest and impartial, and will serve with devotion his employer, his clients, and the public.

- Will strive to increase the competence and prestige of the engineering profession.
  - Will use his knowledge and skill for the advancement of human welfare.
- D. Professionalism for a Member begins with good moral character because he occupies a position of trust where he personally must set the standards.**
- E. Professionalism for a Member means:**
- **Striving to improve his work until it becomes a model for those in his field, using the most up-to-date techniques and procedures.**
  - Proper credit for work done and ideas developed by subordinates.
  - Loyalty to his employer or client, always with concern for the public safety in construction, product design, plant operation, and all other phases of engineering.
  - The leadership of less experienced colleagues and subordinates toward personal development and an enthusiasm for the profession.
  - Activity in technical societies in order to keep current in his field, and encouragement of those working under him to improve their technical competence the same way.
  - Participation in professional societies, as well as technical societies, thereby demonstrating his interest in the profession and encouraging his coworkers to recognize the technical and the professional as of equal ranking
  - Registration, not simply because it may be a legal requirement, but more particularly as a demonstration to his coworkers and the public that this is one important hallmark of a professional, a willingness to go beyond the minimum to help and encourage others to realize their full Potential.
- F. Members will work through professional societies to encourage and support others who follow the concepts.**

**5. ``DEALING WITH PUBLIC**

- A.** Members will hold paramount the safety, health, and welfare of the public, and proper utilization of funds in the performance of professional duties. If the member's engineering judgment is overruled by a non-technical authority, the member will clearly point out the consequences. The member will notify the proper authority of any observed conditions, which endanger public safety and health.
- B.** Member shall seek opportunities to be of constructive service in civic affairs and work for the advancement of the safety, health, and wellbeing of his community.
- C.** Members will approve or seal only those documents, reviewed or prepared by them, which are determined to be safe for public health and welfare in conformity with accepted engineering standards
- D.** Members shall be objective and truthful in professional reports, statements, or testimony. They shall include all relevant and pertinent information in such reports, statements, and testimony.
- E.** Members will be dignified and modest, ever upholding the honour and dignity of their profession, and will refrain from self-laudatory advertising.
- F.** Members will express an opinion on an engineering subject only when it is founded on adequate knowledge and honest conviction.
- G.** Members shall work in conformity with recognized engineering standards so as not to jeopardize the public welfare, health, or safety.
- H.** Members shall always endeavor to maintain engineering services essential to public welfare.
- I.** On engineering, Members will issue no statements, criticism, or arguments that are inspired or paid for by an interested party or parties, unless they prefer their comments by identifying themselves, by disclosing the identities of the party or parties on whose behalf they are speaking, and by revealing the existence

of any pecuniary interest they may have in matters under discussion.

## **6. ``DEALINGS WITH EMPLOYERS AND CLIENTS**

- . . Member will be guided in all his professional relations by the highest standards of integrity and will act in professional matters for each client or employer as a faithful agent or trustee.
  - A.** Members shall at all times avoid all known or potential conflicts of interest. They should inform their employer or client on all matters, including financial interest which could lead to such a conflict. Members should not allow such interest to affect any decision regarding engineering services that may be called upon to perform.
  - B.** Members should act fairly towards clients and will not accept any commission or allowances from them without prior approval from their employers.
  - C.** Members shall undertake only those engineering assignments for which they are qualified.
  - D.** Members shall treat information coming to them in their course of assignments as confidential and shall not use such information as making a personal profit if such action is adverse to the interest of their clients, their employers, or the public.
  - E.** Members neither shall nor accept compensation – financial or otherwise- from more than one party for the same service, or for other services pertaining to the same work, without the consent of all interested parties.
  - F.** Employed Members shall engage in supplementary employment or consulting practice with the consent of their employer or without violating the conditions of the employment contract.
  - G.** Members shall not use the resources of their employer to carry out an outside private practice without the consent of their employers.
  - H.** Members shall advise their clients or employers when because of their studies they believe a project(s) will not be successful or viable.

- I. Members shall neither solicit nor accept gratuities, directly or indirectly from the clients or other parties dealing with their clients unless authorized by the employer.
- J. Members neither shall nor solicit a contract from a state organization on which a principal officer or employer of their organization serves as a member.
- K. The Member shall act with fairness and justice to all parties when administering a contract.
- L. The Member shall not complete, sign or seal and/or specifications that are not of a design safe to public health, welfare, occupation, and in conformity with accepted engineering standards. If the client or employer insists on such unprofessional conduct, they should immediately notify the proper authorities and withdraw from further service on the project.
- M. Members shall admit and accept their own errors when proven wrong and refrain from distorting or altering the facts to justify their decisions.
- N. Members shall not attempt to attract an employee from another employee by false or misleading representations.
- O. Members shall exercise their discretion and judgment on any work assigned to them
- P. Members should establish a relation of confidence between the engineer and client or the engineer and employer.
- Q. Members will be realistic and honest in all estimates, reports, statements, and testimony.
- R. Member shall faithfully carry out his duties applying his knowledge and experience with efficiency and loyalty towards his client or employer, and being mindful of the interest of those who may be expected to use or enjoy the product of his work
  - a. Member undertakes when acting between parties or giving advice, to exercise his independent professional judgment impartially to the best of his ability and understanding.
  - b. Member undertakes not to transfer his responsibilities, nor reduce the scope of his services by sub-contracting, without the prior consent of his client, nor without defining the



changes in the responsibilities of those concerned.

## **7. ``RELATIONS WITH OTHER PROFESSIONALS**

- A.** Members will provide prospective employees with complete information on working conditions and their proposed status of employment. After employment begins, they will keep the employee informed of any changes in status and working conditions.
- B.** Member will not compete unfairly with another Member by attempting to obtain employment or advancement or professional engagements by competitive bidding, by taking advantage of a salaried position, by criticizing other Member, or by other improper or questionable methods.
- C.** Member will not attempt to supplant another Member in a particular employment after becoming aware that definite steps have been taken toward the other's employment.
- D.** Member shall not attempt to injure, maliciously or falsely, directly or indirectly, the professional reputation, prospects, practice, or employment of another Member, nor shall he indiscriminately criticize another Member's work in public. If he believes that another Member is guilty of unethical or illegal practice, he shall present such information to the proper authority for action.
- E.** Members will not compete unfairly with other engineering professionals.
- F.** Member will not associate with or allow the use of his name by an enterprise of questionable character, nor will he become professionally associated with engineers who do not conform to ethical practices, or with persons not legally qualified to render the professional services for which the association is intended.
- G.** The Member will cooperate in extending the effectiveness of the profession by interchanging information and experience with other engineers and students and will endeavor to provide an opportunity for the professional development and advancement of engineers under his supervision.

- a. He will encourage his engineering employees' efforts to improve their education.
  - b. He will encourage engineering employees to attend and present papers at professional and technical society meetings and to attend training programmes etc.
  - c. He will assign professional engineer duties of nature to utilize his full training and experience, as far as possible,
  - e. He will provide a prospective engineering employee with complete information on working conditions and his proposed status of employment and after employment will keep informed of any changes in them.
- H. Member will endeavour to provide an opportunity for the professional development and advancement of individuals in their employment or under their supervision.
  - I. Member may prepare articles for the lay or technical press, which are factual, dignified, and free from ostentatious or laudatory implications. Such articles shall not imply other than his direct participation in the work described unless credit is given to others for their share of the work
  - J. Members will not request, propose, or accept unethical professional commissions on a contingent basis under circumstances that compromise their professional judgments.
  - K. Members will not falsify or permit misrepresentation of their own or their associates' academic professional qualifications. They shall not misrepresent or exaggerate their degrees of responsibility in or for the subject matter of prior assignments. Brochures or other presentations incident to the solicitation of employment shall not misrepresent pertinent facts concerning employers, employees, associates, joint ventures, accomplishments, or membership in technical societies.

## **8. STANDARDS OF PROFESSIONAL PERFORMANCE**

- A. Member will avoid all conduct or practice likely to discredit or unfavorably reflect upon the dignity or honor of the profession.

- B.** Member will endeavor to extend public knowledge and appreciation of engineering and its achievements and to protect the engineering profession from misrepresentation and misunderstanding.
- C.** Member shall not issue statements, criticisms, or arguments on matters connected with public policy, which are inspired or paid for by private interests unless he indicates on whose behalf, he is making the statement.
- D.** Member will express an opinion of an engineering subject only when founded on adequate knowledge and honest conviction.
- E.** Member will undertake engineering assignments for which he will be responsible only when qualified by training or experience; and he will engage, or advise engaging, experts and specialists whenever the client's or employer's interests are best served by such service.
- F.** Member will not disclose confidential information concerning the business affairs or technical processes of any present or former client or employer without his consent.
- G.** Member will endeavor to avoid a conflict of interest with his employer or client, but when unavoidable, the Member shall fully disclose the circumstances to his employer or client.
  - a.** Member will inform his client or employer of any business connections, interests, or circumstances which may be deemed as influencing his judgment or the quality of his services to his client or employer.
  - b.** When in public service as a member, advisor, or employee of a governmental body or department, a Member shall not participate in considerations or actions with respect to services provided by him or his organization in private engineering practice.
- H.** Member will uphold the principle of appropriate and adequate compensation for those engaged in engineering work.
  - a.** He will not undertake or agree to perform any engineering service on a free basis, except for civic, charitable, religious,

- or nonprofit organizations when the professional services are advisory in nature.
- b. When hiring other engineers, he shall offer a salary according to the engineer's qualifications, relevant experience, and recognized standards.
  - I. Member will not accept compensation, financial or otherwise, from more than one interested party for the same service, or for services pertaining to the same work, unless there is full disclosure to and consent of all interested parties.
  - J. Member in governmental, industrial, or educational employment is entitled to review and evaluate the work of other engineers when so required by his employment duties.
  - K. Member will give credit for engineering work to who credit is due and will recognize the proprietary interests of others.
    - a. Whenever possible, he will name the person or persons who may be individually responsible for designs, inventions, writings, or other accomplishments.
    - b. When a Member uses designs supplied to him by a client, the designs remain the property of the client and should not be duplicated by the Member for others without express permission.
    - c. Before undertaking work for others in connection with which he may make improvements, plans, designs, inventions, or other records which may justify copyrights or patents, the Member should enter into a positive agreement regarding the ownership.
    - d. Designs, data, records, and notes made by a Member and referring exclusively to his employer's work are his employer's property.
  - L. Members shall be dignified and modest in explaining their work and merit and will avoid any act tending to promote their own interest at the expense of the integrity, honour, and dignity of the profession.
  - M. Members, when serving as an expert witness, shall express opinions or make statements only when it is found upon

adequate knowledge of the facts, upon a background of technical competence, and upon honest conviction.

- N.** Members should not lay to claim to expertise that they do not have, nor accept commissions that they know are beyond their skill and experience, without arranging for appropriate assistance and advice which will enable them to satisfy the Standard of Professional Performance in the discharge of their professional duties
- O.** Member shall at all times, avoid any action or situation which is inconsistent with his professional obligations or which is likely to raise doubts about his integrity
- P.** Members shall always respect and honour other professions and professionals in their workplace or in society in all their activities. Member shall undertake to fulfill Continuing Professional Development (CPD) obligations when employing other Members.
  - a) Member undertakes to declare in writing to any prospective client or employer any business interest, the existence of which, if not so declared would, or might be likely to raise a conflict of interest and doubts about his integrity by reason of an actual or apparent connection with or effect upon his engagement. If the prospective client or employer does not in writing accept these circumstances, the Member must withdraw from the situation.
  - b) Member undertakes when finding that in circumstances not specifically covered elsewhere in this Code his personal or professional interests' conflict so as to risk a breach of this Principle, either to withdraw from the situation or remove the source of conflict or declare it and obtain the agreement of the parties concerned to the continuance of the engagement.
  - c) Member undertakes not to make, support, or acquiesce in any statement, written or otherwise which is contrary to his own knowledge or bona fide professional opinion, or which he knows to be misleading, unfair to others, or otherwise discreditable to the profession.

- d) Member undertakes not to carry out, nor purport to carry out, the independent functions of a Member or any similar independent functions in relation to a contract in which he or his employer is the contractor, or where the engineering practice and the contractor's firm are under substantially the same management or control.
  - e) Member undertakes not to disclose or use to the benefit of him or others confidential information acquired in the course of his work without the prior written consent of the parties concerned.
  - f) Member undertakes irrespective of the form of his practice, and notwithstanding the provisions of the Companies Acts, to conduct his business in a manner consistent with this Principle.
  - g) Member undertakes on becoming personally or professionally insolvent or being disqualified under the Company Directors Disqualification Act, to notify the IIESL's principal executive officer of the facts.
- R.** Member shall in every circumstance conduct himself in a manner which respects the legitimate rights and interests of others
- a) Member undertakes when offering services as an independent consultant, not to quote a fee without receiving an invitation to do so and sufficient information on the nature and scope of the project to enable a quotation to be prepared that clearly indicates the service covered by the fee.
  - b) Member undertakes not to attempt to oust another Member from an engagement.
  - c) Member undertakes not to enter any engineering competition that the IIESL has declared to be unacceptable.
  - d) Member undertakes not when appointed as a competition assessor subsequently to act in any other capacity for the work.
  - e) Member undertakes not maliciously or unfairly to criticize or attempt to discredit another Member or his work.

- f) Member undertakes on being approached to undertake work upon which he knows or can ascertain by reasonable inquiry that another Member has an engagement with the same client, to notify the fact to such Member.
- g) Member undertakes when engaged to give an opinion on the work of another Member, to notify the fact to that Member unless it can be shown to be prejudicial to prospective or actual litigation to do so.
- h) Member undertakes appropriately to acknowledge the contribution made to his work by others.
- i) Member undertakes subject to any restriction imposed by law or the courts, to report to the IIESL any alleged breach of code of which he may become aware and assist the IIESL in its investigation.
- j) Member undertakes subject to the Byelaws governing the IIESL's disciplinary procedures, to respect and maintain confidentiality in any matter involving breaches, either alleged or proven, of the Code of Professional Conduct or the Standard of Professional Performance by a Member of the IIESL.
- k) Member undertakes to report to the IIESL if convicted of any indictable criminal offense including a suspended sentence or court order and personal or professional disqualification.

## **9. OTHER MATTERS ON PROFESSIONAL CONDUCT**

- A.** Members shall be guided in all their professional relations by the highest standard of integrity.
- B.** Members shall avoid any act tending to promote their own interest at the expense of the dignity and integrity of the profession
- C.** Members shall refrain from attending official meetings and functions if the Member feels he is not in the proper mental state due to the influence of liquor or otherwise.
- D.** Members should respect each other and should cooperate with each other in carrying out their duties for the Institution

- E.** Members should always keep the Institution in high esteem and should not make any derogatory remarks about the Institution
- F.** Members should not utilize the resources of the Institution for their personal gain or their image building
- G.** Members should adhere to the dress code decided by the Management of the Institution for official meetings and functions
- H.** Important decisions regarding the activities of the Institution at the Council Level or Functional Committee Level or Sub Committee Level should always be taken on the will of the majority in the order of authority level stated. Such decisions taken should not be altered single-handedly but they should always be done with the majority consent.
- I.** Members should recognize and respect the expertise of other Members and collaborate with them in the interest of the profession.
- J.** Members appointed by the Institution to participate on various committees of the Institution or as an official representative of the Institution to outside organizations should serve such committees regularly. Those who are unable to fulfill this obligation should tender resignation honorably leaving the Institution to appoint another member to serve in place of them.
- K.** Institution funds should always be spent on the approval of the proper authorities. Members responsible for such transactions should maintain proper records pertaining to such transactions and transparency of such transactions should be maintained at all levels.
- L.** When Members represent IIESL in any local or foreign forum he should always uphold the dignity of the Institution



***Institute of Engineering Diplomates, Sri Lanka  
(Incorporation) Act, No 64 of 1992***  
[Certified on 8<sup>th</sup> December 1992]

L.D.-O. 13/90

AN ACT TO INCORPORATE THE INSTITUTE OF ENGINEERING  
DIPLOMATES, SRI LANKA

WHEREAS an Institute called and known as “the Institute of Engineering Diplomates, Sri Lanka” has heretofore been established for the purpose of effectively carrying out and transacting all objects and matters connected with the said Institute according to the rules agreed to by its members.

AND WHEREAS the said Institute has heretofore successfully carried out and transacted the several objects and matters for which it was established and has applied to be incorporated, and it will be for the public advantage to grant the application:

BE it therefore enacted by the Parliament of the Democratic Socialist Republic of Sri Lanka as follows:-

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|---|---|
| <p>1. This Act may be cited as the Institute of Engineering Diplomates, Sri Lanka (Incorporation) Act, No 64 of 1992.</p>   | <p>Short title</p>  |
| <p>2. From and after the date of commencement of this Act, such and so many persons as now are members of the Institute of Engineering Diplomates, Sri Lanka (hereinafter referred to as “the Institute” ) or shall hereafter be admitted as members of the Corporation hereby constituted, shall be a body corporate with perpetual succession under the name and style of “the Institute of Engineering Diplomates, Sri Lanka” (hereinafter referred to as “the Corporation”) and by that name may sue and be sued with full power and authority to have and use a common seal and to change and alter the same at its will and pleasure.</p> | <p>Incorporation of the Institute of Engineering Diplomates Sri Lanka</p> |
| <p>3. The following shall be eligible for membership of the Corporation:-</p> <ul style="list-style-type: none"> <li>(a) any person holding the Junior Technical Officers (J.T.O.) Certificate;</li> <li>(b) a person holding the National Diploma in Technology (N.D.T.) from the University of Moratuwa or from any other Technical College; and</li> <li>(c) any person holding any other qualification recognized by the rules of the Corporation or who has passed the examination conducted by the Corporation</li> </ul>   | <p>Eligibility for membership</p>   |

General  
objects of  
the  
Corporation

4. The general objects for which the Corporation is constituted are hereby declared to be-
- (a) to disseminate information on subjects relating to, or affecting engineering technology by lectures, seminars, discussions, technical literature or otherwise;
  - (b) to encourage the pursuit of higher studies and for that purpose to encourage the donation, on such terms and conditions as from time to time shall be prescribed by rules, of a prize or prizes or other awards as distinctions;
  - (c) to conduct examinations in theory and practice of engineering technology to ascertain suitability of persons for admission to membership of the Corporation;
  - (d) to borrow any moneys required for the purposes of the Corporation, upon such terms and on such securities as may be determined by it;
  - (e) to invest the money of the Corporation not immediately required for its purpose in, or upon, such investments securities or property as may be thought fit;
  - (f) to form or acquire, by purchase, donation, bequest or otherwise, a library and a collection of maps, models, drawings, and other material, and to maintain, extend and improve the same;
  - (g) to foster co-operation with similar Institutes and associations in Sri Lanka and abroad;
  - (h) to take such other measures as may be necessary for accomplishment of all or any of the objects of the Corporation.

General  
powers  
of the  
Corporation

5. Subject to the provisions of this Act and any other written law, the Corporation shall have the power to do, perform and execute all such acts, matters, and things whatsoever as are necessary or the desirable for the promotion or furtherance of the objects of the Corporation or any one of them, including the power to open, operate and close bank accounts, to borrow or raise moneys, with or without security; to rescind or collect grants and other assistance from the State or any other bodies or organizations, to invest its funds, and to engage, employ and dismiss officers and servants required for the carrying out of the objects of the Corporation.

6. (1) It shall be lawful for the Corporation, from time to time, at a special general meeting of the members and by a majority of not less than two-thirds of the members present and voting, to make rules, not inconsistent with the provisions of this Act or any other written law, for the admission, withdrawal, or expulsion of members, for the classification of the duties of the Council of Management and of the various officers, agents and servants of the Corporation, for the procedure to be followed in the transaction of business, and otherwise generally, for the management of affairs of the Corporation and the accomplishment of its objects. Such rules when made may, at a like meeting and in like manner be altered, added to, amended or cancelled.

Rules of the Corporation

(2) The members of the Corporation shall be subject to the rules of the Corporation.

7. (1) The affairs of the Corporation shall subject to the rules in force for the time being of the Corporation as hereinafter provided, be administered by a Council of Management.

The Council of Management

(2) Unless otherwise provided by the rules of the Corporation, general membership, the Council of Management shall consist of the president, two past presidents, one senior vice president, three vice presidents, secretary, assistant secretary, treasurer, editor, and twenty-eight corporate members, to represent the various fields of engineering technology.

(3) The first Council of Management of the Corporation shall be the Council of the Institute holding office of the day prior to the date of commencement of this Act.

8. Subject to the provisions of this Act and any other written law subject to the rules for the time being in force, of the Corporation, the Corporation shall be able and capable in law-

(a) of acquiring by purchase, exchange, gift, devise or bequest or in any other manner, and of holding and enjoying in perpetually or for any lesser term subject to any express trust or otherwise, any property, movable of any nature or kind whatsoever;

(b) of selling, granting, conveying, assigning or otherwise disposing of, any of its properties.

Powers of the Corporation to hold property

9. The Corporation shall be able and capable in law to charge-

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|---------------------------------------|---|
| Power to charge fees and subscription | <ul style="list-style-type: none"> <li>(a) such fees, as the Corporation may deem reasonable, for admission to any examination conducted by the Corporation;</li> <li>(b) fees for the election of persons to any class of membership of the Corporation; and</li> <li>(c) such subscription and charges from members of the Corporation, as the Corporation may deem reasonable in respect of the services provided by the Corporation.</li> </ul> |
|---------------------------------------|---|

Debs due by and payable to the Institute	10. All debts and liabilities of the Institute existing on the day preceding the date of commencement of this Act shall be paid by the Corporation hereby constitute, and all debts due to and subscriptions, contributions and fees payable to the Institute on that day shall be paid to the Corporation for the purpose of this Act.
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How the seal of Corporation is to be affixed.	11. The seal of the Corporation shall be in the custody of the Secretary of the Corporation and shall not be affixed to any instrument except by the authority of a resolution of the Council of Management and in the presence of two office-bearers, nominated by the Council of Management who shall sign their names to the instrument in token of their presence and such signing shall be independent of the signing of any person as a witness.
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Limitation of liability of Members.	12.. No member of the Corporation shall for the purpose of discharging the debts and liabilities of the Corporation, or for any other purpose, be liable to make any contribution exceeding the amount of such membership, fees as may be due from lieu to the Corporation.
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Saving of the rights of the Republic and others.	13. Nothing in this Act contained shall prejudice or affect the rights of the Republic or of any body politic or corporate, or of any other person except such as are mentioned in this Act and those claiming by, from, or under, them.
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Sinhala text to prevail in case of inconsistency	14. In the event of any inconsistency between the Sinhala and Tamil texts of this Act, the Sinhala text shall prevail.
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*Institute of Engineering Diplomates, Sri Lanka  
(Incorporation) (Amendment) Act, No.11 of 2000*

[Certified on 4<sup>th</sup> May, 2000]

L.D. – O.45/98

AN ACT TO AMEND THE INSTITUTE OF ENGINEERING DIPLOMATES, SRI LANKA  
(INCORPORATION) ACT, NO.64 OF 1992

WHEREAS the Institute of Engineering Diplomates, Sri Lanka has passed a resolution, to amend the name of the Institute: (And Whereas the said Institute, for the purpose of giving effect to such resolution has applied to change the name of such Institute and it will expedient to grant such application:

Preamble

NOW therefore be it enacted by the Parliament of the Democratic Socialist Republic of Sri Lanka as follows:-

1. This Act may be cited as the Institute of Engineering Diplomates, Sri Lanka (Incorporation) (Amendment) Act, No. 11 of 2000.

Short title

2. In every context in which the Institute of Engineering Diplomates, Sri Lanka, is mentioned (whether by that name or by the abbreviation of the “Institute”) in the Institute of Engineering Diplomates, Sri Lanka (Incorporation) Act, No 64 of 1992 or any rule, notice or other document made or issued under the Institute of Engineering Diplomates, Sri Lanka (Incorporation) Act, No.64 of 1992, there shall, unless the context otherwise requires, be substituted for the expression the “Institute of Engineering Diplomates, Sri Lanka”, of the expression, “Institution of Incorporated Engineers, Sri Lanka”.

General amendments to the Act No 64 of 1992

3. Every contract, agreement, certificate or other instrument or document whatsoever made, issued or executed prior to the date of commencement of this Act, by or in favour of the “Institute of Engineering Diplomates, Sri Lanka” shall be deemed on and after the date of commencement of this Act, to be, and to have been made, issued or executed by or in favour of, the “Institution of Incorporated Engineers, Sri Lanka”.

Savings for contracts

4. In the event of any inconsistency between the Sinhala and Tamil texts of this Act, the Sinhala text shall prevail.

Sinhala text to prevail in the event of inconsistency

