

RULES OF THE SRI LANKA INSTITUTE OF LANDSCAPE ARCHITECTS.

Made under section 12 of the Sri Lanka Institute of Landscape Architects (Incorporation)

Act No. 33 of 2009.

1.0 SHORT TITLE

1.1 These rules may be cited as the rules of the Sri Lanka Institute of Landscape Architects (SLILA).

2.0 REGISTERED OFFICE

2.1 The registered office and place of business of the Institute shall be the address of the Environment and Landscape Division, Urban Development Authority, Sethsiripaya, Battaramulla (Sri Lanka) or such other address as may be directed by the Council from time to time.

3.0 OFFICE BEARERS AND COUNCIL OF THE INSTITUTE

3.1 The Office-Bearers of the Institute shall be the President, the immediate Past-President, the President-Elect, the Vice-President, the Secretary, the Treasurer, the Assistant Secretary and the Assistant Treasurer.

3.2 The President, President-Elect and members of the Board of Landscape Architectural Education (BLAE) shall be Fellows of the Institute. Provided, however, that in the case of the first BLAE, its members may include Honorary Fellows.

3.3 Only a member who has served in the Council for at least one year shall be eligible for election as President, President-Elect, Vice-President, Secretary, Treasurer or Chairman/ BLAE. Provided, however, that in the case of the first such election, this condition shall be waived.

3.4 On the termination of the period of the President, or his ceasing to be the President on the grounds set out in Rule 3.12 or due to death or incapacitation or resignation, the President-Elect shall automatically assume the office of President. [Also vide "Transitional Provision "Rule 31.1].

3.5 A member may not hold the office of President, President- Elect, Vice- President, Secretary, Treasurer, Assistant Secretary or Assistant Treasurer for more than two successive years, but may be re-elected to such office after the lapse of one year. [However this is subject to the provision in Rule 3.6].

- 3.6 In the event of the President opting to continue for a second year, there shall be no election for the office of President-Elect for that year.
- 3.6 (a) However, in the event of the members passing a resolution at a General Meeting that has been duly noticed to the Council, expressing their opposition to the President opting to continue for a second term, the President-Elect shall be treated as elected to the post of President. Thereafter a corporate member who satisfies the requirements of Rules 3.2 and 3.3 shall be elected to the post of President-Elect out of the persons who have submitted nominations for such post. This rule shall take effect from the AGM to be held in the year 2009 .
- 3.6 (b) In this regard the Council, when due notice of the resolution opposing the President's continuance opting is received, shall call for nominations from qualified corporate members giving at least one weeks notice prior to the date of the AGM.
- 3.7 The Immediate Past- President shall be the person who held the office of the President before the election of the current President.
- 3.8 The Council of the Institute shall consist of the office-bearers of the Institute and four other corporate members who are to be elected by the corporate members present at the AGM from their category and all such office-bearers and members so elected shall be deemed to be Council members. The Council may provide for the election or appointment from among the non-corporate members of the Associate and Student categories only, of not more than two other persons as members of the Council who may participate at the Council meetings but shall not have the right to vote.
- 3.8(a) If a sufficient number of nominations have not been submitted for election to the Council, the Council shall fill all such vacancies at its first meeting.
- 3.9 All Council members except the President and Immediate-Past President shall be elected annually and the procedure for election shall be as set out in Appendix "A" of the rules. Also vide provisions in Rule 3.6 above.
- 3.10 Council members shall hold office from the time of closure of business of the Annual General Meeting at which they were elected till the time of closure of business at the next Annual General Meeting.

- 3.11 Only Council members who are corporate members of the Institute are eligible to vote at Council Meetings.
- 3.12 An office bearer or any other Council member of the Institute shall cease to hold office if
- (a) he ceases to be a corporate member of the Institute, or
 - (b) if by letter addressed to the President or to the Secretary he intimates his desire to resign from his membership of the Council, or
 - (c) if he absents himself from attending three consecutive meetings of the Council without any advance intimation to the Secretary of his absence.
- 3.13 In the event of the office of the Secretary falling vacant due to death, incapacitation, resignation or cessation of membership of the Institute, such vacancy shall be filled by the Council at a Council Meeting by the Assistant Secretary until the next Annual General Meeting.
- 3.14 In the event of the office of the Treasurer falling vacant due to death, incapacitation, resignation or cessation of membership of the Institute, such vacancy shall be filled by the Council at a Council Meeting by the Assistant Treasurer until the next Annual General Meeting.
- 3.15 In the event of any other vacancy occurring in the Council, the Council shall appoint a suitably qualified member (a corporate member) to fill the vacancy.
- 3.16 No act or proceedings of the Institute or the Council shall be deemed to be invalid by reason of the existence of a vacancy in the Council or due to any defect in the election or appointment to the Council of any member, provided the number of members of the Council is not reduced below eight.

4.0 POWERS OF THE COUNCIL

- 4.1 Without prejudice to the generality of the powers conferred by provisions in Sections 6 and 7 of the Act, the Council shall have the powers to
- (a) Lay down powers, duties, rights and functions of the office-bearers of the institute and from time to time add, amend, repeal or replace any such powers, duties, rights and functions as and when considered necessary;
 - (b) Formulate membership criteria for election to the various grades of membership of the Institute;

- (c) Co-opt any corporate member of the Institute to the Council provided that such co-opted member shall not have the right to vote at the Council meeting;
- (d) Establish Boards and Standing Committees consisting of corporate members for the purpose of advising the Council on matters of specific concern;
- (e) Refer, when necessary, matters pertaining to the rules of the Institute to the relevant Standing Committees before a final decision is taken; and
- (f) Add, amend, repeal or replace any of the rules of the Institute provided that such addition, amendment, repeal or replacement shall be ratified at a General Meeting of members of the Institute, by a two-third majority of the corporate members present and voting, held in accordance with the provisions of the rules for the time being in force.

5.0 MEETINGS OF THE COUNCIL

- 5.1 The Council shall meet at least once a month; or more frequently if the Council decides, and the Secretary shall give at least seven working days' notice to all members of the Council of the date, time and venue of such meeting.
- 5.2 An extraordinary meeting of the Council shall be summoned by the Secretary if decided by the President, or upon the receipt of a written requisition signed by at least four members of the Council to consider any matters specified by the President or contained in such requisition. At least forty-eight hours' notice shall be given to all Council members of the date, time and venue of such meeting, together with the business to be transacted there-at.
- 5.3 The quorum for any meeting of the Council shall be five.

6.0 POWERS AND DUTIES OF OFFICE-BEARERS

6.1 The President

- (a) Shall preside at all constitutionally convened meetings of the Institute at which he is present and shall in that capacity regulate the proceedings;
- (b) Shall advise the Secretary to convene all constitutional meetings of the general membership or of the Council, such meetings being the Annual General Meetings, General Meetings, Special General Meetings, Ordinary Council Meetings and Extraordinary Council Meetings;
- (c) shall be one of the alternative signatories on all cheques issued by the Institute.

6.2 The President-Elect

- (a) Shall preside at all constitutionally convened meetings of the Institute in the absence of the President;

- (b) Shall execute all other duties of the President in his absence;
- (c) Shall perform all such duties delegated to him by the Council or by any constitutional meeting.;
- (d) Shall conduct the election of office-bearers and other Council members at AGMs and other General Meetings when required.

6.3 The Immediate Past-President

- (a) Shall preside at all constitutionally convened meetings of the Institute in the absence of the President and the President-Elect;
- (b) Shall execute all other duties delegated to him by the Council in the absence of the President and President-Elect;
- (c) Shall perform all such duties delegated to him by the Council or by any constitutional meeting.

6.4 The Vice-President

- (a) Shall preside at all constitutionally convened meetings of the Institute in the absence of the President, the President-Elect and the Immediate Past-President;
- (b) Shall execute all other duties of the President in the absence of the President, the President-Elect and the Immediate Past President;
- (c) Shall perform all such duties delegated to him by the Council or by any constitutional meeting.

6.5 The Secretary

- (a) Shall convene all constitutional meetings of the Institute;
- (b) Shall keep all records of the Institute (except financial) and all minutes of the constitutionally convened meetings, and undertake such other matters as the Council may from time to time determine;
- (c) Shall distribute the minutes of the meetings among the membership;
- (d) Shall in consultation with the President prepare the agenda of the meetings and circulate same among the relevant membership within the stipulated period;
- (e) Shall keep an attendance register of members at each meeting;
- (f) Shall keep all other documents belonging to and concerning the Institute;
- (g) Shall maintain a register of corporate and non-corporate members of the Institute;
- (h) Shall receive all communications to the Institute and shall respond to such communications;
- (i) Shall be one of the alternative signatories on all cheques issued by the Institute;
- (j) Shall prepare for the approval of the Council and for the presentation at the Annual General Meeting, the Annual Report of the activities of the Institute during the year;
- (k) Shall be the custodian of the seal of the Institute.

6.6 The Assistant Secretary

- (a) shall record all minutes of constitutionally convened meetings in the absence of the Secretary or when called upon to do so by the Secretary;
- (b) shall execute all other duties of the Secretary in his absence;
- (c) shall perform all such duties delegated to him by the Council or the Secretary or by any constitutional meeting.

6.7 The Treasurer

- (a) shall keep the financial records of the Institute and undertake such other matters as the Council may from time to time determine;
- (b) shall demand and receive registration fees, annual subscriptions, and any other moneys due to the Institute;
- (c) shall deposit moneys received in the name of the Institute in a bank or banks approved by the Council;
- (d) shall retain in hand for current expenses of the Institute a sum of money not exceeding five thousand rupees in cash;
- (e) shall be responsible for making all payments on behalf of the Institute;
- (f) shall prepare the Statement of Accounts as and when necessary;
- (g) shall prepare the Annual Budget;
- (h) shall prepare the Annual Statement of Accounts and get it audited for presentation at the Annual General Meeting and circulate it to the membership at least 35 days prior to the holding of the AGM and in the event of any query made by any member 10 days prior to the AGM, the Treasurer shall respond in writing to such query prior to the date of the AGM;
- (i) shall be the main signatory on all cheques issued by the Institute in connection with all expenses, such expenses having first been approved by the Council.

6.8 The Assistant Treasurer

- (a) shall execute all duties of the Treasurer in his absence;
- (b) shall perform all such duties delegated to him by the Council or the Treasurer or by any constitutional meeting.

6.9 Chairman/BLAE

(Vide Appendix E)

7.0 ANNUAL GENERAL MEETING

7.1 The Annual General Meeting of the Institute shall be held not later than four months after the end of the financial year of the Institute.

- 7.2 At least thirty five days notice of the Annual General Meeting shall be given by the Secretary to all the corporate and non-corporate members of the Institute and the Agenda for the Annual General Meeting shall be sent to all members at least seven working days before the date of such meeting.
- 7.3 Notice of resolutions to be moved at any Annual General Meeting should reach the Secretary at least twenty-one days before the date of such meeting.
- 7.4 The business of the Annual General Meeting shall be carried out by the out-going Council and the next Council will take over their duties from the out-going Council immediately after the proceedings of the Annual General Meeting are concluded.
- 7.5 The agenda of the Annual General Meeting shall include
- (a) the election of office-bearers and other members of the Council;
 - (b) the adoption of the Annual Report and the Audited Statement of Accounts for the preceding year; and
 - (c) any other business of which due notice has been given.
- 7.6 The quorum for an Annual General Meeting shall be one-third of the total number of the corporate members. In the event that there is no quorum, the meeting shall be reconvened after 30 minutes and the number of members present shall constitute the requisite quorum, provided that at least one-tenth of the total number of corporate members are present.
- 7.7 If, on such occasion the number of corporate members falls below one-tenth of the total number of corporate members, the meeting shall be reconvened within two weeks and the number of members present shall constitute the requisite quorum.

8.0 GENERAL MEETING

- 8.1 The Council may hold General Meetings of the Institute as and when it is deemed necessary.
- 8.2 The Secretary shall give all the members of the Institute at least fourteen days notice of such General Meetings, specifying the date, time and venue.
- 8.3 The quorum for a General Meeting shall be one-third of the total number of corporate members. In the event that there is no quorum, the meeting shall be reconvened after 30 minutes and the number of members present shall constitute the requisite quorum, provided that at least one-tenth of the total number of corporate members are present.

8.4 If on such occasion the number of members falls below one-tenth of the total number of corporate members, the meeting shall be reconvened within 30 minutes and the number of members present shall constitute the requisite quorum.

9.0 SPECIAL GENERAL MEETING

9.1 A Special General Meeting shall be summoned by the Secretary if directed by the President or upon receipt of a written requisition signed by at least ten corporate members to consider any matter specified by the President or in such requisition.

9.2 At least seven working days notice of such Special General Meeting shall be given by the Secretary to all members of the Institute, specifying the date, time and venue of such meeting together with the business to be transacted thereat.

9.3 The quorum for Special General Meetings shall be one-third of the total number of the corporate members. In the event that there is no quorum, the meeting shall be reconvened after 30 minutes and the number of members present shall constitute the requisite quorum, provided that at least one-tenth of the total number of corporate members are present.

9.4 If, on such occasion the number of members falls below one-tenth of the total number of corporate members, the meeting shall be reconvened within 30 minutes and the number of members present shall constitute the required quorum.

10.0 CONDUCT OF BUSINESS AT MEETINGS

10.1 The President shall chair all meetings of the Institute. In his absence, the President-Elect or if he is also absent, the immediate Past-President or if he too is absent the Vice-President shall preside. In the event of all being absent, a member of the Council other than the Secretary or the Treasurer, elected by the corporate members present, shall chair the meeting.

10.2 On any point of order arising at a meeting, the interpretation given by the Chairman shall be final and conclusive.

10.3 Voting at meetings shall normally be by a show of hands. However, secret ballot may be resorted to if a proposal to that effect is adopted by a simple majority of the corporate members present.

- 10.4 If an equal number of votes are cast for and against the matter at issue, the Chairman shall have the right to cast a vote.
- 10.5 Non-corporate members may be present and participate at all meetings of the general membership of the Institute, but shall not vote at such meetings.

11.0 STANDING COMMITTEES AND BOARDS

- 11.1 Standing Committees shall be established by the Council for the purpose of advising the Council on matters of specific concern.
- 11.2 Standing Committees shall be constituted by corporate members and shall specifically include a Policy Advisory and Constitutional Committee chaired by the President and a Membership Committee.
- 11.3 Every Standing Committee, other than the Policy Advisory and Constitutional Committee which shall be chaired by the President, shall be chaired by a Council member.
- 11.4 Every Standing Committee shall frame rules for the conduct of its business; such rules shall be subject to approval of the Council after which they shall become operative.
- 11.5 A Board of Landscape Architectural Education (BLAE) shall be appointed by the Council.

12.0 MEMBERSHIP OF THE INSTITUTE

- 12.1 The Council may admit as a Fellow of the Institute any person who possesses the qualifications as laid down in the criteria for membership currently in force (vide Appendix B1).
- 12.2 Any person desirous of being admitted a Fellow of the Institute, either by election or transfer from the grade of Member, shall be proposed by a Fellow of the Institute and supported by two corporate members who shall be Council members, on a form prescribed by the Council. This form shall contain full details and the signatures of the candidate, the sponsor and two supporters.
- 12.3 The completed proposal form shall be delivered to the Secretary who will forward it to the Membership Committee for its observations. Once it is received from the Membership Committee the Secretary shall submit it to the Council for its decision. The Secretary, on instructions from the Council, shall notify the candidate of the result of his application.

- 12.4 Every person duly admitted a Fellow shall be required to attend to the following within two months of the date of his admission, which otherwise shall become void; but the Council may in special circumstances extend the time:
- (a) Sign and return the form of promise prescribed by the Council (vide Appendix D1) undertaking that he shall abide by the provisions of the Act and the Rules of the Institute for the time being in force and that he shall not at any time after ceasing to be a member of the Institute use or permit to be used in conjunction with his name, or the name of any firm or undertaking with which he may be associated, any designation suggesting fellowship of the Institute.
 - (b) Pay the registration fee and the annual subscription prescribed for the grade of Fellow (vide Appendix C).
- 12.5 The Council may admit as a Member of the Institute any person who possesses the qualifications as laid down in the criteria for membership currently in force (vide Appendix B1).
- 12.6 Any person desirous of being admitted a Member of the Institute shall be sponsored by two corporate members of the Institute (vide Appendix B 2) on a form prescribed by the Council. This form shall contain full details and the signatures of the candidate and of the two sponsors.
- 12.7 The completed proposal form shall be delivered to the Secretary who shall forward it to the Membership Committee for its recommendation. Once it is received from the Membership Committee, the Secretary shall submit it to the Council for its decision. The Secretary on instructions from the Council shall notify the candidate of the result of his application.
- 12.8 Every person duly admitted a Member shall be required to attend to the following within two months of the date of his admission which otherwise shall become void; but the Council may in special circumstances extend the time.
- (a) Sign and return the form of promise prescribed by the Council (vide Appendix D1) undertaking that he shall abide by the provisions of the Act and the Rules of the Institute for the time being in force and that he shall not at any time after ceasing to be a member of the Institute use or permit to be used in conjunction with his name, or the name of any firm or undertaking with which he may be associated, any designation suggesting membership of the Institute.
 - (b) Pay the registration fee and the annual subscription prescribed for the grade of Member (vide Appendix C).

- 12.9 The Council may admit as an Honorary Fellow or an Honorary Member or an Associate or a Student or a Subscriber or a Supporter of the Institute any person who possesses the qualifications as laid down in the criteria for membership currently in force (vide Appendix B 1).
- 12.10 Any person desirous of being admitted as an Associate or a Student or a Subscriber or a Supporter of the Institute shall be sponsored by two corporate members of the Institute (vide Appendix B2) on a form prescribed by the Council. This form shall contain full details and the signatures of the candidate and the two sponsors.
- 12.11 The completed proposal form shall be delivered to the Secretary who shall forward it to the Membership Committee for its recommendation. Once it is received from the Membership Committee, the Secretary shall submit it to the Council for its decision. The Secretary on instructions from the Council shall notify the candidate of the result of his application.
- 12.12 The Council may in their discretion refuse to admit any person as an Associate or Student or Subscriber or Supporter without being required to give any reason for such refusal.
- 12.13 Every person duly admitted as an Associate or Student or Subscriber or Supporter shall be required to attend to the following within two months of the date of his admission, which otherwise shall become void; but the Council may in special circumstances extend the time.
- (a) Sign and return the form of promise prescribed by the Council (vide Appendix D2) undertaking that he shall abide by the provisions of the Act and the Rules of the Institute for the time being in force.
 - (b) Pay the registration fee and the annual subscription prescribed for the grade of Associate or Student or Subscriber or Supporter, as the case may be (vide Appendix C).
- 12.14 The election of Fellows, Members, Associates, Students, Subscribers and Supporters shall be by the Council at a meeting of which notice of the proposed admission shall have been given by the Secretary, and the number of votes required for election shall be two-thirds of the Council Members present.
- 12.15 The effective date of a candidate's membership for any grade other than that of a Fellow shall be the date on which the Registration Fee is paid to the Treasurer of the Institute. In the case of a Fellow, it shall be the date of the Council Meeting at which the election or the transfer was approved.
- 12.16 Membership of the Institute shall be open to both sexes and shall not be restricted by reasons of citizenship, nationality, race or religion.

12.17 Corporate members who are admitted to the Institute at the first General Meeting of the Institute and who have participated in more than 50% of the meetings of the committee which worked to establish the Institute shall be deemed to be Founder Members of the Institute.

13.0 CERTIFICATE OF MEMBERSHIP

13.1 Every Fellow and every Member of the Institute shall on payment of the prescribed fees under these regulations receive within a reasonable time a certificate appropriate to his grade of membership and shall so long as he remains in membership be entitled to retain his certificate by payment of the annual subscription for the time being in force.

13.2 Every certificate issued by the Institute shall be in such form as the Council may from time to time determine and shall be the property of the Institute. In the event of cessation or suspension of membership, the certificate shall be returned to the Institute and failing this shall be recoverable on demand.

14.0 RESIGNATION OF MEMBERSHIP

14.1 A person shall cease to be a corporate member or non-corporate member if by letter addressed to the Secretary he intimates his desire to resign his membership.

15.0 RE-ADMISSION TO MEMBERSHIP

15.1 A person who has ceased to be a corporate member or a non-corporate member by resignation or by being in arrears of subscription may be re-admitted to membership by the Council provided the Council may so decide with a two-third majority of the Council members present.

15.2 A person to be re-admitted to membership shall have paid all arrears of subscriptions and fees due.

16.0 FEES AND ANNUAL SUBSCRIPTIONS

16.1 The registration fees and annual subscription shall be as given in Appendix C or such other amounts decided from time to time on the proposal of the Council and confirmed by a resolution at a General Meeting or a Special General Meeting of the Institute.

16.2 The annual subscription is due on the first day of January in each year in advance.

16.3 If the annual subscription for the financial year immediately preceding the Annual General Meeting is not paid by the thirty-first day of December of such financial year, the Treasurer will send such members a notice by Registered Post to the last known address and if all arrears are not paid within one month of such notice, such member shall not be entitled to:

attend and take part in discussions at any meeting of the Institute,

vote on any matter,

be elected or appointed to Council,

be appointed to any Standing Committee or any other Committee or Sub-Committee, and

receive any publications or communications of the Institute;

and if the dues are still not paid by the thirtieth day of June of the year following the financial year in question, such member shall cease to be a member.

16.4 The Council, may, where they think it is desirable, defer taking action prescribed in the preceding rules until such later date as they may determine.

16.5 Every person admitted as a corporate member or non-corporate member of the Institute shall remain liable for the payment of his annual subscription until he has either forfeited his claim to membership or has signified to the Secretary in writing his desire to resign.

16.6 When a member is admitted to a higher grade of membership he shall pay the full year's subscription together with the arrears of subscriptions and the registration fees applicable to the new grade of membership. If he has already paid all arrears and the current year's subscription he shall pay the difference of the annual subscription of the two grades together with the relevant registration fee. However if the admission to the higher grade takes place after the 30th day of June of any year he shall pay half the difference of the annual subscription of the two grades together with the relevant registration fees.

17 MEMBERSHIP REGISTER

The Council shall maintain a Membership Register for the eight grades of membership, namely Fellows, Members, Honorary Fellows, Honorary Members, Associates, Students, Subscribers and Supporters, and such register shall be made available for inspection by the membership, after a request has been made to the Secretary in writing giving him at least seven days notice.

18.0 EDUCATION AND EXAMINATIONS

- 18.1 The Council may appoint a Board of Landscape Architectural Education and such other committees or sub-committees for the purpose of advising and assisting the Board upon specific matters concerned with landscape architectural education.
- 18.1 (a) With effect from the year 2009 the Chairman of the Board of Landscape Architectural Education shall be elected at an Annual General Meeting by the members, from among the Fellows and Members of the Institute.
- (b) The Chairman of the Board of Landscape Architectural Education shall be an ex-officio member of the Council.
- 18.2 The Board of Landscape Architectural Education shall deal with education of students in Landscape Architecture, the conduct of examinations and all matters concerned therewith. The President shall be an ex-officio member of the Board.
- 18.3 The Council may delegate to the Board of Landscape Architectural Education the conduct of courses of study for the qualifying examinations for membership of the Institute and the conduct of such examinations.
- 18.4 The Board of Landscape Architectural Education shall publish Rules of Examinations in which shall be defined
- (a) the academic qualifications required for admission as students;
 - (b) the nature of each such examination, including subjects and syllabuses, that candidates seeking admission to any of the several grades of membership shall be required to sit;
 - (c) the interval at which these examinations shall be held;
 - (d) the fee and/or deposits that shall be paid by the candidates in respect of such examinations; and
 - (d) the general rules for the conduct of examinations.
- 18.5 The Board of Landscape Architectural Education shall make rules for the conduct of its business and submit them to the AGM through the Council.
- However until such rules of conduct are passed at the AGM they shall be applied with the concurrence of the Council as interim rules.

19.0 DISCIPLINE

- 19.1 No member shall conduct himself in such a manner, as would in the opinion of the Council prejudice his professional status or the reputation of the Institute.

19.2 No member shall in any way be connected with any occupation or business if such connection is in the opinion of the Council; inconsistent with membership of the Institute.

19.3 Where a Disciplinary Committee appointed by the Council to conduct an inquiry is of the opinion that the evidence of any person or the production by any person of any document would be relevant to or necessary for such inquiry, it may, by a notice in writing, request such person to attend at such time and place as shall be specified in such notice, in order to give evidence or to provide such document.

20.0 FINANCIAL YEAR

20.1 The Financial Year of the Institute shall be from the first day of January to the thirty first day of December of any year.

21.0 FINANCIAL MATTERS

21.1 The Council shall cause to be kept proper books of accounts with respect to all sums of money received and expended by the Institute and the matters in respect of which such receipts and expenditure take place and the assets and liabilities of the Institute, and all other matters necessary for showing the true state and condition of the funds of the Institute.

21.2 The Council may approve a bank or banks where a current account or a savings account or both on behalf of the Institute may be opened.

21.3 All cheques drawn on behalf of the Institute shall be signed by the Treasurer and either by the President or the Secretary.

21.4 No receipt issued on behalf of the Institute shall bind the Institute unless it bears the signature of the Treasurer.

22.0 AUDIT

22.1 The accounts of the Institute shall be subject to audit by a professional auditor or a firm of auditors who shall be appointed for the purpose in each year by the Council. The provisions of Section of the Companies Ordinance shall apply to such auditor or auditors as if the words “the Institute” were therein substituted for the words “the company”.

23.0 RULES OF THE INSTITUTE

- 23.1 The Council when they consider it expedient to propose the framing of any new rule or amendment or replacement or repeal of any existing rules, shall summon a Special General Meeting to decide thereon; and the Council are at all times bound to do so on a requisition in writing by one-third of the number of Corporate members or twenty Corporate members, whichever is less, specifying the particular new rule or rules or the amendment or replacement or repeal of any existing rule or rules which they recommend.
- 23.2 All members shall have not less than seven working days written notice of the time appointed by the Council for such meeting summoned to decide on the enactment of any new rule or amendment or replacement or repeal of any existing rule.
- 23.3 The notice shall state the general terms and objects of any new rule or amendment or replacement or repeal of any existing rule which is to be proposed and discussed and the business of such meeting shall be limited thereto.
- 23.4 The voting at such meeting shall be either by secret ballot or by an open show of hands, whichever method is decided by a simple majority at such meeting, and the number of votes required for the adoption of such resolution shall be two-third of the corporate members present and voting.
- 23.5 No new rule or amendment or replacement or repeal of any existing rule shall be proposed at any meeting of the Institute, except in the manner above prescribed.
- 23.6 Without prejudice to the foregoing provisions of this rule, any new rule or the amendment or replacement or repeal of any existing rule may be proposed at an Annual General Meeting, if due notice has been given and such item is included in the agenda of the Annual General Meeting.

24.0 BOOKS OF THE INSTITUTE

- 24.1 The Council shall cause to be maintained by the respective Officers a register of Fellows, Members, Honorary Fellows, Honorary Members, Associates, Students, Subscribers and Supporters, minutes of meetings, a register of attendance at any such meetings, books of accounts or any other books as the Council deems necessary.
- 24.2 The books and accounts of the Institute shall be open to inspection by any corporate member of the Institute after a request has been made to the Secretary or to the Treasurer, as the case may be, in writing, giving him at least seven working days' notice.

25.0 COMMON SEAL

25.1 The common seal of the Institute shall be of such shape, size and design as the Council may by resolution determine.

25.2 The Council shall be responsible for the safe custody of the seal.

25.3 The seal shall not be affixed to such certificates, deeds or documents except at a meeting of the Council or by their authority.

26.0 PUBLICATIONS OF THE INSTITUTE

26.1 The Institute shall publish a journal at least once a year.

26.2 The Publications Committee shall handle all aspects pertaining to the publications of the Institute.

27.0 PUBLICATION OF NAMES OF MEMBERS

27.1 The Council, at its discretion, may publish in one or more national newspapers, once a year, a list of members who are in good stead and are entitled to use the designatory letters F.I.L.A (Sri Lanka) or M.I.L.A (Sri Lanka) after their names.

28.0 DECISION OF THE COUNCIL FINAL

28.1 In the interpretation of any of the foregoing regulations in any matter not provided for therein, the decision of the Council shall be final.

29.0 CONSTITUTION OF THE INSTITUTE

29.1 The Sri Lanka Institute of Landscape Architects (Incorporation) Act No.33 of 2009 read together with the foregoing rules of the Institute will generally be referred to as the Constitution of the Sri Lanka Institute of Landscape Architects.

30.0 INTERPRETATION

30.1 In the Rules, if not inconsistent with the context:

- (a) “*The Institute*” means the Sri Lanka Institute of Landscape Architects as incorporated by Act of Parliament, No.33 of 2009.
- (b) The “*Council*” means the Council of the Sri Lanka Institute of Landscape Architects.
- (c) “*Council Members*” means any office-bearer or any other member of the Council.
- (d) “*Landscape Architecture*” means the science and art of landscape architecture, the advancement of which is recognized by the Institute as being within the objects of the Institute.
- (e) “*Landscape Architect*” means a Fellow or Member or Associate of the Sri Lanka Institute of Landscape Architects.
- (f) “*Corporate member*” means a Fellow or Member of the Institute.
- (g) “*Non-corporate member*” means an Honorary Fellow or Honorary Member or Associate or Student or Subscriber or Supporter of the Institute.
- (h) “*Act*” means the Sri Lanka Institute of Landscape Architects (Incorporation) Act No.33 of 2009 together with any amendment thereof.
- (i) “*Rule*” means any of the foregoing rules adopted at the First General meeting held on 24th July 2009 and any other rule or rules adopted at subsequent Annual General Meetings or Special General Meetings.
- (j) Words in the singular number shall include the plural number and words in the plural number shall include the singular number.
- (k) Words in the masculine gender shall include both the masculine as well as the feminine gender.

31.0 TRANSITIONARY PROVISIONS

- 31.1 In the event of the incumbent President opting not to continue for a second year in office, there shall be an election for the post of President for the second year.

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APPENDIX A (Rule 3.9)

PROCEDURE FOR ELECTION OF OFFICE-BEARERS AND OTHER MEMBERS OF COUNCIL

1. The Council shall appoint an Election Panel consisting of one Past-President and two other corporate members for the purpose of election of office-bearers and other members of the Council. The Secretary shall furnish all necessary information to the Election Panel.
2. The office-bearers, except the President and the immediate Past-President, and other members of the Council shall be elected according to the procedure laid down hereinafter, at the Annual General Meeting.
3. A candidate for the post of any office-bearer or other member of the Council shall be nominated by means of a nomination paper signed by two corporate members who are eligible to vote at the Annual General Meeting at which the election is due to take place, as the persons who propose and second the nominee. The written consent of the candidate, who shall be a corporate member, eligible to vote at the Annual General Meeting, must be endorsed by the candidate on the nomination paper.
4. The Secretary shall call for nominations from corporate members of the Institute by a notice circulated among them, thirty-five days before the Annual General Meeting.
5. The nominations will be received on or before a day fixed for the acceptance of nominations at the office of the Institute. Upon tender of such nomination papers, the Election Panel shall accept them unless they are rejected with reasons for so doing within three days after the closing date of nominations.
6. Where only one candidate is duly nominated for each post of office-bearer, and there are not more than four nominations for posts of other members of the Council, the Election Panel shall declare such candidates duly elected to the respective posts.
7. When there are no nominations for any post of office-bearer, or the number of nominations for the posts of other members of the Council is less than four, such vacancies will be filled by candidates who shall be proposed and seconded by corporate members attending the Annual General Meeting. If there is any contest, the candidate shall be elected by the corporate members by a majority, at the Annual General Meeting, by a show of hands.

8. When there is more than one nomination received for each post if Office-bearer, and more than eight nominations for posts of other members of Council, the Election Panel shall inform all corporate members eligible to vote of the names of such nominees as being candidates for the respective posts, at least fourteen days prior to the Annual General Meeting at which the election shall take place. Every such corporate member shall be issued with a serially numbered polling card which has to be surrendered to the Election Panel at the time of voting.
9. The election shall take place at the Annual General Meeting, by a majority of votes of the members and shall be by secret ballot.
10. The Election Panel shall count the votes and declare as duly elected those with a majority of votes as office-bearers and other members of Council as the case may be, and convey such results to the Chairman of the Annual General Meeting.
11. The Chairman of the Annual General Meeting shall then announce the results to the general membership.
12. All ballot papers shall be destroyed as soon as results have been finally accepted and recorded

APPENDIX B 1 (Rules 12.1, 12.5 and 12.9)

CRITERIA FOR MEMBERSHIP

1.0 Qualifications required for corporate membership of the Institute:

1.1 FELLOW

Every candidate for transfer to the grade of Fellow should satisfy the Council that he/she;

- (a) has been a Member of the Sri Lanka Institute of Landscape Architects for a continuous period of not less than ten years;
- (b) has been engaged for a period of not less than ten years in the practice or teaching of Landscape Architecture in a position of responsibility as a Corporate member and has made a contribution acceptable to the Council, adequate credit being given to professional consultancy experience gained after corporate membership and to research papers on topics related to Landscape Architecture carried out after Corporate membership;
- (c) has not been found guilty of reprimand or suspension by the Council for a period of ten years;
- (d) at the time of applying for Fellow membership, has attended Annual General Meetings and Quarterly General Meetings, unless otherwise for valid reasons.

Provided, however, that until the Sri Lanka Institute of Landscape Architects has been in existence for ten years, all Members who have been engaged for a period of not less than ten years after obtaining their qualification and experience as specified in 1.2 in the practice or teaching of Landscape Architecture in a position of responsibility, have made a contribution acceptable to the Council, and also satisfy the criterion (d), shall be eligible to apply for transfer to the grade of Fellow.

1.2 MEMBER

Every candidate for admission to the grade of Member should possess any one of the following:

- (a) a Post-Graduate Degree of not less than two full-time academic years or equivalent part-time duration in Landscape Architecture/Design, equivalent at least to the M.Sc. in Landscape Design of the University of Moratuwa, from a recognized university or equivalent institution, and not less than two years of practice or teaching of landscape architecture after obtaining such qualifications, until such time as a Professional Practice Examination and a system of accreditation of courses are established under the direction of the Board of Landscape Architectural Education or a pass at the Professional Practice Examination of the Sri Lanka Institute of Landscape Architects.
- (b) A first Degree of not less than four full-time academic years or equivalent part-time duration in Landscape Architecture/Design, from a recognized University or equivalent institution, and not less than four years of practice or teaching of landscape architecture after obtaining such qualifications, until such time as a Professional Practice Examination and a system of accreditation of courses are established under the direction of the Board of Landscape Architectural Education, or a pass at the Professional Practice Examination of the Sri Lanka Institute of Landscape Architects.

2.0 Qualifications required for non-corporate membership of the Institute

2.1 HONORARY FELLOW

Honorary Fellows shall be elected by the Council in recognition of their long experience and distinguished accomplishments in the practice or teaching of Landscape Architecture although they are not eligible for corporate membership of the Institute, provided, however, that the Council shall not admit more than one Honorary Fellow in each year and that the total number of Honorary Fellows shall not exceed five at any time.

2.2 HONORARY MEMBER

Honorary Members shall be elected by the Council in recognition of their significant accomplishments in the practice or teaching of landscape architecture although they are not eligible for corporate membership of the Institute, provided, however, that the Council shall not admit more than one Honorary Member in each year and that the total number of Honorary Members shall not exceed five at any time.

2.3 ASSOCIATE

Every candidate for admission to the grade of Associate should possess:

A Post-Graduate Degree of not less than two full-time academic years or equivalent part-time duration in Landscape Architecture/Design, equivalent at least to the M.Sc. in Landscape Design of the University of Moratuwa, from a recognized University or equivalent institution, until such time as a system of accreditation of courses is established under the direction of the Board of Landscape Architectural Education, or

a Post-Graduate Degree of not less than two full-time academic years or equivalent part-time duration in Landscape Architecture/Design, accredited by the Institute, or

a first Degree of not less than four full-time academic years or equivalent part-time duration in Landscape Architecture/Design from a recognized University or equivalent institution, accredited by the Institute.

2.4 STUDENT

Every candidate for admission to the grade of Student should be following a Post-Graduate Degree or first Degree course in Landscape Architecture/Design on successful completion of which he/she would be eligible for Associate membership of the Institute.

2.5 SUBSCRIBER

The Council may admit as a Subscriber a person who has successfully completed

- (a) a post-graduate degree course including at least six full-time academic months or an equivalent part-time duration in subjects directly relevant to the practice of Landscape Architecture/Design at a recognized University or equivalent institution, or

- (b) a first degree course including at least one full-time academic year or an equivalent part-time duration in subjects directly relevant to the practice of Landscape Architecture/Design at a recognized University or equivalent institution, or
- (c) a Diploma or Certificate course in Landscape/Garden Design of at least two full-time academic years or an equivalent part-time duration at a recognized institution.

2.6 SUPPORTER

The Council may admit as a Supporter a person who

- (a) is interested in Landscape Architecture/Design and has made a contribution to its study or appreciation and wishes to support the further advancement of the profession, or
- (b) is a participant in the landscape industry and wishes to support the objects of the Institute.

APPENDIX B2

PROCEDURE FOR APPLICATION FOR MEMBERSHIP (Rules 12.6, 12.10)

APPLICANTS

1. Applicants should use only the official application form issued by the Institute. Applications made on any other form, such as photocopies of the form, will be rejected.
2. All information contained in the application, except for signatures, must be typewritten.
3. The postal address given by the applicant will be used in all correspondence. If there is any change of address, the Institute should be notified immediately. Forwarding of all correspondence to the last given address is considered proof of delivery.
4. Applicants are reminded of the importance of supplying all the information asked for and they are specially requested to ensure that official position held, giving dates including month and year, together with names of employing authorities, are clearly indicated. An application form can only be assessed in the light of the information supplied and the onus is on the applicant to present this in such a way as to adequately convey the exact nature of his qualifications, and where necessary, the extent of experience gained, with clarity and precision.
5. At any time, if it is proven that the information given in the application is not true or accurate, the Institute has the power to reject such application if the inaccuracy is detected before the application is considered, or to remove such persons from membership of the Institute if the inaccuracy is detected after the person is elected to any grade of membership. Therefore, it is in the best interest of the candidate that he/she provides only authentic and verifiable information.
6. No originals of any testimonials should be sent along with the application. However, certified photocopies of all such documents should be attached. It would be sufficient if one of the sponsors certifies the authenticity of a photocopy.
7. Only post-secondary educational qualifications need be given when filling the application form.
8. It is incumbent upon the applicant to see that both sponsors, who are corporate members of the Institute, initial each part of each relevant section of the application. One of the sponsors should, wherever possible, be the Head of the organization in which the candidate is employed, provided such Head is a corporate member of the Sri Lanka Institute of Landscape Architects.

9. An application for any grade of membership must not be submitted prior to full compliance with the requirement as to academic status and the minimum period of total experience, etc. at the time of submission. The application should be in full conformity with the current membership criteria of the Institute. Applications submitted prematurely will not be accepted for earlier consideration and may be returned.
10. All applications received by the Secretary will be forwarded to the Membership Committee to make recommendations to the Council of the Institute on each individual application, in the light of the information given and also, if necessary, after making such further inquiries as the Membership Committee sees fit to make.
11. Where necessary, an applicant may be asked to attend an interview before the Membership Committee of the Institute, at his/her own expense, prior to a final recommendation being made of his/her application to the Council.
12. The Council will consider the recommendation of the Membership Committee in taking the final decision on an application. However, the Council is not bound to state reasons for its decisions.
13. Registration and subscription fees are payable only on election, and no money should be sent with the application.
14. Incomplete applications will be processed and will be returned to the applicant.
15. Applications will be acknowledged as soon as possible after receipt. Successful applicants will be notified of their election and of the subscription due, after the appropriate Council meeting.
16. All correspondence regarding membership applications must be addressed to the Secretary of the Institute.
17. A certificate of membership will be issued to newly elected members on receipt of the registration fee, the certificate fee and the subscription for the year of election.

SPONSORS

18. Two corporate members (Fellows or Members) should sponsor each candidate for any grade of membership and they must be fully satisfied with all statements made by the applicant. They may request

the candidate to produce documentary evidence when in doubt. Each sponsor should see that he signs in all relevant places of the candidate's application form.

19. Sponsors should peruse the certificates and other documents attached by an applicant to his application. As applicants should not submit originals of certificates, the sponsors should check the authenticity of the photocopies submitted and certify them as true copies by placing their signatures on them.
20. When recommending candidates for various grades of membership, sponsors should be fully satisfied that an applicant complies with the current membership criteria of the Institute for the selected grade.
21. In recommending an application of a candidate for the grade of Member, a sponsor should be fully satisfied that the applicant's professional experience conforms to what the Institute expects.

APPENDIX C Rules 12.4, 12.8(b), 12.13(b))

Sri Lanka Institute of Landscape Architects

SUBSCRIPTION AND FEES

Corporate Members

	Application Fee (Rs.)	Registration Fee (Rs.)	Certificate Fee (Rs.)	Annual Subscription Fee (Rs.)
Fellows	200.00	4000.00	200.00	3000.00
Members	200.00	3000.00	200.00	2000.00

Non Corporate Members

	Application Fee Rs.	Registration Fee Rs.	Certificate Fee Rs.	Annual Subscription Fee (Rs.)
Associates	200.00	2000.00	-	1000.00
Students	100.00	1000.00	-	250.00
Subscribers	200.00	5000.00	-	2000.00
Supporters	200.00	8000.00	-	2000.00

APPENDIX D1

FORM OF PROMISE TO BE SIGNED BY FELLOWS AND MEMBERS

(Rule 12.4 (a) and 12.8 (a))

I,, being admitted a Fellow/Member* of the Sri Lanka Institute of Landscape Architects, do hereby declare and affirm/swear* that

I will faithfully and diligently abide by the provisions in the Sri Lanka Institute of Landscape Architects (Incorporation) Act No.33 of 2009 and the Rules of the Institute for the time being in force,

I will pay the annual subscription prescribed for the grade of Fellow/Member* regularly,

I will, in the event of cessation or suspension of membership, return the Certificate to the Institute,

I will not conduct myself in such a manner as would, in the opinion of the Council, prejudice my professional status or the reputation of the Institute,

I will not, in any way, be connected with any occupation or business if such connection is, in the opinion of the Council, inconsistent with the membership of the Institute,

I will not, at any time after ceasing to be a Fellow/Member* of the Institute, use or permit to be used in conjunction with my name or the name of any firm or undertaking with which I may be associated, any designation suggesting membership of the Institute, and

I will, to the best of my ability, uphold the objects of the Institute at all times.

.....

Signature of Fellow/Member*

Date.....

Before me at on this day of 20.....

Signature

Name.....

F.I.L.A. (Sri Lanka)/M.I.L.A. (Sri Lanka)/Justice of Peace*

- Strike out whichever is inapplicable

APPENDIX D2

FORM OF PROMISE TO BE SIGNED BY ASSOCIATES, STUDENTS, SUBSCRIBERS AND SUPPORTERS

(Rule 12.13 (a))

I,, being admitted an Associate/Student/Subscriber/Supporter* of the Sri Lanka Institute of Landscape Architects, do hereby declare and swear that I will faithfully and diligently abide by the provisions in the Sri Lanka Institute of Landscape Architects (Incorporation) Act No.33 of 2009 and the Rules of the Institute for the time being in force and that I will pay the annual subscription prescribed for the grade of Associate/Student/Subscriber/Supporter* regularly and further that I will, to the best of my ability, uphold the objects of the Institute at all times.

.....
Signature of Associate/Student/Subscriber/Supporter*

Date.....

Before me at on this day of 20.....

.....
Signature of corporate member

Name.....

Fellow/Member* of Sri Lanka Institute of Landscape Architects

- Strike out whichever is inapplicable