



c/o Environment & Landscape Division,
Urban Development Authority,
7th Floor, Sethsiripaya,
Battaramulla,
Sri Lanka.
Tel: +94-11-2875912
E-mail: membership@slila.lk

SRI LANKA INSTITUTE OF LANDSCAPE ARCHITECTS

APPLICATION FOR MEMBERSHIP

Application No.:

Please refer to Appendix B2 of the Rules before filling the application form.
See Instructions at end of this form.

- FELLOW
MEMBER
ASSOCIATE
STUDENT
SUBSCRIBER
SUPPORTER

(Passport size
photograph
should be
affixed here)

Application for SLILA Membership

1. NAME IN FULL:

[IN BLOCK CAPITALS PLEASE. UNDERLINE SURNAME]

PREVIOUS NAMES (IF ANY):

2. ADDRESS FOR CORRESPONDENCE:

Tel. No. [Res.] [Office]

Mobile Telephone No. Fax No.

Email Address:

3. Date of Birth

Nationality

National Identity Card / Passport No.

4. ACADEMIC OR PROFESSIONAL QUALIFICATIONS IN LANDSCAPE ARCHITECTURE:

Abbreviation:

Place obtained:

Date qualified:

5. PERIOD AND NATURE OF RELEVANT EXPERIENCE:

Application for SLILA Membership

.....
.....

6. PRESENT EMPLOYMENT:

Employer:

Employer's address:

Position held:

Responsibility:

.....
.....

Period in position:

7. **PREVIOUS EMPLOYMENT:** Applicants should submit an attached outline (set out as for “Present Employment”):

8. **MEMBERSHIP OF OTHER PROFESSIONAL INSTITUTIONS:**

.....
.....
.....

APPLICANT’S DECLARATION

I, the undersigned, wish to become a Fellow/Member/Associate/Student Member/Subscriber/Supporter (cross out inapplicable categories) of the Sri Lanka Institute of Landscape Architects.

If elected, I agree to be bound by the Constitution and Rules of the Institute for the time being in force.

I declare the particulars furnished in this application to be correct.

.....
Signature of Applicant

.....
Date

DECLARATION BY PROPOSER

I endorse and propose the applicant for Membership and certify that I have personal knowledge of the professional ability and character, methods of practice, and experience of the applicant. To the best of my knowledge the applicant has satisfied the requirements for membership, and observes and upholds the SLILA Rules.

.....
Signature and
Name of proposer who must be
A Corporate Member

.....
Date

.....

DECLARATION BY SECONDER

I endorse and second the proposal of the applicant for Membership and certify that I have personal knowledge of the professional ability and character, methods of practice, and experience of the applicant. To the best of my knowledge the applicant has satisfied the requirements for membership, and observes and upholds the SLILA Rules.

.....
Signature and
Name of proposer who must be
A Corporate Member

.....
Date

.....

FOR OFFICE USE

Recommended by the Membership Enrolment Committee and forwarded to Council.

Date :

- Corporate
- Non-Corporate

.....
 Chairman / Chairperson
**MEMBERSHIP ENROLMENT
 COMMITTEE**

Fees received :

Application fee:Date:.....
 Registration fee:Date:.....
 Subscription:Date:.....

.....
ACCOUNTS & ADMINISTRATIVE DIVISION

.....
 Elected by The Council on
 [Applicant's Name]
 [Date]

Application for SLILA Membership

.....
HONY. SECRETARY, SLILA :
 Date

.....
PRESIDENT, SLILA :
 Date :

Important – Instructions to Applicants:

1. Please refer to Appendix B2 of the Rules before filling the application form.
2. The above is available with the Secretariat of SLILA or on the website.....
 (presently under construction)
3. Duly perfected application should be handed over to the Secretariat as per Appendix B2 of the Rules of SLILA.
4. Attention is drawn to Appendices D1 or D2 as relevant.

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/Landscape Design 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/Landscape Design 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/Landscape 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/Landscape 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/Landscape Design 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/Landscape Design 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/Landscape 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/Landscape 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/Landscape 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/Landscape 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/Landscape 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/Landscape Design at a recognized University or equivalent institution, or
- (c) a Diploma or Certificate course in Landscape Design/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/Landscape 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 should be neatly and clearly typed or hand-written. If any part is illegible, the application will be rejected.
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 and certificates 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, i.e. the proposer or the seconder, certifies the authenticity of a photocopy. In the case of such documents in languages other than English, a translation certified by a sworn translator should be submitted.

7. Only post-secondary educational qualifications need be given when filling the application form.
8. It is incumbent upon the applicant to see that the proposer and the seconder, 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 and the subscription for the year of election.

SPONSORS/PROPOSER & SECONDER

18. Two corporate members (Fellows or Members) should propose and second 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 proposer and seconder should see that he signs in all relevant places of the candidate's application form.
19. Proposers and Seconders should peruse the certificates and other documents attached by an applicant to his application. As applicants should not submit originals of certificates, the proposers and seconders 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, proposers and seconders 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, the proposer and seconder should be fully satisfied that the applicant's professional experience conforms to what the Institute expects.

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