



## **INSTITUTION OF INCORORATED 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**

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## CHAPTER 1

### **INSTITUTION OF INCORPORATED ENGINEERS SRI LANKA (IIESL)**

Institution of Incorporated Engineers Sri Lanka (established in 1977) was incorporated by an Act of Parliament of Democratic Socialist Republic of Sri Lanka. IIESL has a wide opening for personnel of all level in the field of Engineering Technology. Several thousands of its members are holding responsible positions in almost every development programmes in Sri Lanka and also in abroad. Incorporated Engineers are the internationally recognised category of Engineers in the field of Engineering Technology, who effectively manage the construction, operation, maintenance and project management functions of projects, by implementing appropriate technology. IIESL is at present has a membership of over 4000.

#### **1.1 BENCHMARKS OF IIESL**

- All Ceylon Engineering Diplomates Association (ACEDA) –Founded in 1977
- Institute of Engineering Diplomates Sri Lanka – Incorporated by an Act of Parliament (Act. No 64 of 1992)
- Institution of Incorporated Engineers, Sri Lanka (amended by Act No. 11 of 2000)

#### **1.2 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.

#### **1.3 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 extract proper influence in the society

#### **1.4 OBJECTIVES OF IIESL**

1. Ensure powerful focus in society of the role of Incorporated Engineer
2. Meet the need of Engineering Diplomates to develop their skills and knowledge by continuing professional development
3. Offer facilities to all members for exchange of information and transfer of technology
4. Set standards of Educational & Engineering proficiency and maintain them by continuing association with industrial and educational process

5. Set an Examination structure to qualify for membership
6. Ensure supply of quality Incorporated Engineers to meet the industry demand
7. Speak with powerful voice to those outside the profession in Sri Lanka and Internationally
8. Co-ordinate all related activities on national relevance, international recognition, innovation, creativity and quality education and training in Engineering Technology
9. Serve public interest in creating wealth, health, safety and environment at high quality
10. Find strategy to influence government policy for sustainable technological, social and economic development of the country
11. Express opinions and act as suitable on issues of relevance to national interest

The main objectives of IIESL are to meet the needs of Incorporated Engineers to develop their skills and knowledge by contributing professional development; set standards of education and engineering proficiency and maintain them by continuing association with educational process; co-ordinate all related activities on national relevance; international recognition; innovation; creativity and quality education and training of Engineering Technology; find strategy to influence government policy for sustenance technological, social and economic development of the country; some public invest in creating wealth, health, safety and environment at high quality. Any profession whilst perusing these arms cannot isolate itself from society at large or the ultimate welfare of the community from which all of us obtain sustenance, and within boundaries of which we have to live. Today it is necessary for each individual and each organisation to contribute seriously to the general welfare of own well-being. Since education, knowledge, competence, attitude, ability to practice ones profession and ones place in society, all become concern of the Institution.

### **1.5 INCORPORATED ENGINEER**

- ★ Incorporated Engineers are specialists in the development and application of today's technology, **managing and maintaining applications of current and developing technology at the highest efficiency**. With their detailed knowledge and understanding of current engineering applications, **they possess the skills and know-how to make things happen and often have key operational management roles**. They have detailed understanding of a recognised field of technology and **exercise independent judgement and management within that field**. They add substantial value, independently and as leaders, to any organisation where technology is a core activity or supports the business.

Incorporated Engineers are key enablers to the elimination of poverty and the sustainable development of any country. They are involved in applied research, delivery, operation and maintenance of public and private infrastructure and organizations. They are actively involved in making all types of processes more cost effective and environmentally responsible. Engineers keep the country abreast of, and out front in the application of new technology. Skilled engineering methods are important to the safety, livelihood and long term health of the public and the environment. Failure to deliver good engineering output can have a dramatic effect on the community, the environment, and the country with degradation in safety and potential loss of life distinct possibilities.

**1.6 COMPETENCIES AND COMMITMENT OF INCORPORATED ENGINEERS.**

Incorporated Engineers are **competent, by virtue of their initial formation and throughout their working life, to:**

<b>C O M P E T E N C E</b>	<b>A.</b> Knowledge and Understand -ding	<p><b>Use a combination of general and specialist engineering knowledge and understanding to apply existing and emerging technology.</b></p> <p>A1. Maintain a sound theoretical approach to the application of technology in engineering practice.</p> <p>A2. Uses appropriate scientific and engineering principles</p>
	<b>B.</b> Application to Practice	<p><b>Apply appropriate theoretical and practical methods to design, develop, manufacture, construct commission, operate and maintain products, equipment, processes, systems and services.</b></p> <p>B1. Develop, review and select techniques, procedures and methods to undertake engineering tasks.</p> <p>B2. Contribute to design and development.</p> <p>B3. Identify problems, evaluate options and formulate solutions; taking cost, benefits,</p>
	<b>C.</b> Leadership and Manageme nt	<p><b>Provide technical and managerial leadership.</b></p> <p>C1. Plan, implement and co-ordinate activities against objectives.</p> <p>C2. Assist in the preparation and control of budgets, and operate within the financial and commercial constraints of an organisation and the overall statutory framework.</p> <p>C4. Use people management skills and provide leadership in the working environment, supporting and developing team members and managing work groups and projects.</p>
	<b>D.</b> Inter- personal Skills	<p><b>Use effective communication and interpersonal skills.</b></p> <p>D1. Work and communicate with others at all levels.</p> <p>D2. Effectively present and discuss ideas and plans.</p> <p>D3. Build teams and negotiate.</p>

<b>C O M M I T M E N T</b>	<b>E.</b>	<b>Make a personal commitment to live by the appropriate code of professional conduct, recognising obligations to society, the profession and the environment.</b>
	<b>Professi onal Conduct</b>	<p>E1. Comply with the Codes and Rules of Conduct.</p> <p>E2. Manage and apply safe systems of work.</p> <p>E3. Undertake engineering work in compliance with the Codes of Practice on Risk and the Environment.</p> <p>E4. Carry out the continuing professional development necessary to ensure competence in areas and at level of future intended practice.</p>

Further the Incorporated Engineers are competent in:

- Cultivate a broader understanding of political, economic, technical and social issues and processes related to sustainable development;
- Acquire the skills, knowledge and information to facilitate sustainable future;
- Develop the tools required to achieve sustainable integration of the environment and development, together with other scientists and practitioners;
- Develop economic approaches that recognize natural resources and our environment as capital assets
- Move beyond their disciplines to evaluate alternatives and to effect policy changes toward sustainable development;
- Develop project teams with other professionals, economists, and social, environmental and physical scientists to arrive at ecologically sustainable solutions;
- Adopt and apply an integrated systems approach where the relationships of the parts to the whole are considered;
- Ability to undertake problem identification, formulation and solution;
- Work collaboratively with other trade and professional organizations that are focused on this issue to minimize duplication and bring the greatest resources to bear on advancing sustainability
- Understanding of professional and ethical responsibilities and commitment to them;
- Ability to function effectively as an individual and in a group with the capacity to be a leader or manager as well as an effective team member;
- Understanding of the social, cultural, global and environmental responsibilities of an Incorporated engineer, and the need for sustainable development;
- Assume responsibility, as an individual or as a member of a team, for the management of resources and/or guidance of technical staff
- Identify and specify resources requirements
- Plan and co-ordinate activities against objectives
- Assist in the preparation and control budgets

- Monitor and control performance against agreed targets (criteria), manage change
- Exhibit leadership in the working environment, supporting team members and managing work groups and projects.
- Develop, manufacture, commission, operate and maintain products, equipment, processes and services.
- Identify problems
- Formulate solutions
- Evaluate options, considering cost, safety, quality, reliability appearance and environmental impact
- Prepare and implement plans
- Evaluate results
- Technical proficiency of a high level in a major field of engineering, including the ability to tackle a wide variety of practical problems, however specialized
- Professional attitude towards matters such as the design reliability and maintenance, product quality and value, marketing, safety

**1.7 THE DIFFERENCE BETWEEN THE CHARTERED ENGINEER AND INCORPORATED ENGINEER**

<b>Chartered Engineer</b>	<b>Incorporated Engineer</b>
Knowledge/understanding led but needs appropriate know-how	Know-how led but needs appropriate knowledge/understanding
Top-class innovative engineering - technical and managerial leadership	Top-class applications engineering
Mathematical modelling - understanding of theory and IT	Application of appropriate mathematics, science and IT
System orientation (e.g. combining options for design and continuous improvement)	Detailed implementation of today's knowledge (e.g. design, marketing and maintenance management)
Pure and applied research and development	Comprehensive quality assurance of products and services
Designing beyond the limits of current practice, inventing new technology, and new ways of manufacturing	Developing cost effective systems and safe procedures, using the technology of today to enhance products and systems and
Creating the medium and long-term perspective and defining the vision of the future	Creating a short and medium-term perspective, achieving the goals of today
Team and resource management - prospective promotion to middle/top management	Team and resource management - possible promotion to middle/top management

## **1.8 BENCH MARK QUALIFICATION**

- Qualification for Associate Member Grade in IIESL is either National Diploma in Technology (NDT) or Junior Technical Officers (JTO) conducted by the University of Moratuwa or Hardy Senior Technical Institute. The NDT programme is now being conducted at the newly established Institute of Technology (ITUM) under University of Moratuwa. All the other courses conducted by the Government of Sri Lanka will be evaluated taking NDT as bench mark.

## **1.9 QUALIFICATIONS RECOGNIZED BY IIESL EQUIVALENT TO NDT**

- ★ **NDT, HND, NDES or Diploma in Technology OUSL, leads to an accredited qualifications to become an Incorporated Engineer.**
- **Diploma in Technology** conducted by Open University of Sri Lanka (OUSL). 2 year programme is conducted through distant learning Techniques. The Diploma programmes are primarily designed for persons presently employed and those who seek employment in various middle grade technical fields in the industry.
- **National Diploma in Engineering Science (NDES)** conducted by the Institute of Engineering Technology (IET) coming under the pervue of the National Apprentice and Industrial Training Authority (NAITA). The institute funded by UNDP commenced activities in October 1985.  
  
Duration of the training is four years, comprising
  - (1) 03 years practical training made up of one year Basic Instructions and two Years of one year each after General and Specialized Instructions at IET
  - (2) The duration of instruction shall be 6 months for Basic and 3 months each for General and Specialized Instruction
- **Higher National Diploma in Engineering (HNDE)** by the Advanced Technical Institute (ATI) coming under the pervue of the Sri Lanka Advanced Technical Education (SLIATE)

## **1.10 FIELDS OF SPECIALIZATION OF ENGINEERING DIPLOMAS**

*NDT Programme has 11 different fields of specialization*

- ★ Civil Engineering Technology
- ★ Chemical and Process Engineering Technology
- ★ Electrical Engineering Technology
- ★ Electronic & Telecommunication Engineering Technology
- ★ Marine Engineering Technology

- ★ Mechanical Engineering Technology
- ★ Nautical Studies & Technology
- ★ Polymer Engineering Technology
- ★ Textile & Clothing Technology
- ★ Information Technology (yet to be commenced)
- ★ Agriculture Technology (conducted at Hardy Senior Technical Institute)

***Fields of Specialization- HNDE***

- ★ **Mechanical Engineering**
  1. Automobile Engineering
  2. Refrigeration & Air Conditioning Engineering
  3. Production Engineering
- ★ **Electrical Engineering**
  1. Power
  2. Electronic
- ★ **Civil Engineering**
  1. Water
  2. Building

***Fields of Specialization-Diploma in Technology-OUSL***

- ★ Agricultural Engineering Technology
- ★ Automobile Technology
- ★ Civil Technology
- ★ Communication Technology
- ★ Computer Technology
- ★ Electrical Technology
- ★ Electronic Technology
- ★ Manufacturing Technology
- ★ Textile Technology

***Fields of Specialization-NEDS***

- ★ Mechanical Engineering
  1. Mechanical (General)
  2. Automotive Engineering
  3. Marine Engineering
- ★ Civil Engineering
  1. Building & Structural
  2. Highway & Railway
  3. Water & Environment
- ★ Electrical Engineering
  1. Electrical Power
  2. Electronics
  3. Telecommunication

### **1.11 REGISTRATION REQUIREMENTS OF IIESL**

Candidate for registration who possesses Engineering Diploma recognised by the Institution of Incorporated Engineers must provide evidence of:

- ★ A satisfactory educational base- preferably by means of an accredited course. 3 Years academic study for INCORPORATED ENGINEER. For e.g. Higher National Diploma and a matching section

Registration is assessed on the following three elements:

1. Academic proficiency;
2. Initial Professional Development (IPD);
3. And, professional review.

Members should take responsibility for their own Professional Development (PD) and thus employability by developing and following individual personal development plans. The plans should take into account their own needs, the needs of their employers and also the needs of society.

#### ***Initial Professional Development (IPD)***

Preferably by means of an accredited programs involving the building of confidence and professional breadth inclusive of the business aspects of engineering.

- Expansion of Initial Professional Development to improve the acquisition of and development of the skills specialist knowledge and competence needed to practice in a specific area of engineering.
  - The requirement that IPD is recorded by the trainee and certified by a supervisor or a member
- 
- ★ Institution has taken the first step in signifying member's commitment to Professional Development (PD) by becoming a member of the IIESL.
  - ★ One of the most important benefits of membership is that Institution can help the member to plan his PD. All have a need for 'life long learning' to maintain current skills and capabilities honed and to expand within and beyond engineering.
  - ★ Evidence of PD would be required for membership progression
  - ★ Initial professional development includes aspects of science and technology; business, management and leadership; and broadly based personal development. Where appropriate, it may also include additional job-related non engineering requirements, such as modern foreign languages and training and development skills. It adds to the learning achieved within the Engineering Diploma level 'educational base', addressing specialist applications, in-filling areas of weakness,

and meeting specific employment and business needs. In many cases, the Matching Section of the Educational Base will be integrated within it, where one is required. The programme should provide a balance between preparation for an immediate job-specific role and contributing to breadth of development for the future.

### *Aims of IPD*

- a. Extend the scope of the trainees' **knowledge** and to apply their **understanding** of engineering principles and theory to the solving of real problems in a working environment.
  - b. Develop, through training and experience, the **professional competence** to perform the roles and accept the responsibilities required for employment and registration as an Incorporated Engineer, within a particular field of work.
  - C. Develop the **professional commitment** of the candidates, to satisfy the broad requirements of the profession and the particular perspective of the professional institution concerned.
- ★ continuum of education, training and personal development, which builds upon the 'educational base', in order to achieve the professional competence required for registration as an Incorporated Engineer in a particular field of work.

The Engineering Diploma is designed to meet the IEng requirement and it should cultivate

- Technical proficiency of a high level in a major field of engineering, including the ability tackle a wide variety of practical problems, however specialized
- A professional attitude towards matters such as the design reliability and maintenance, product quality and value, marketing safety
- Facility in oral and written communication
- A professional approach to relationships with clients, customers and colleagues, including the supervision of staff, and the ability to work as a member of the engineering team

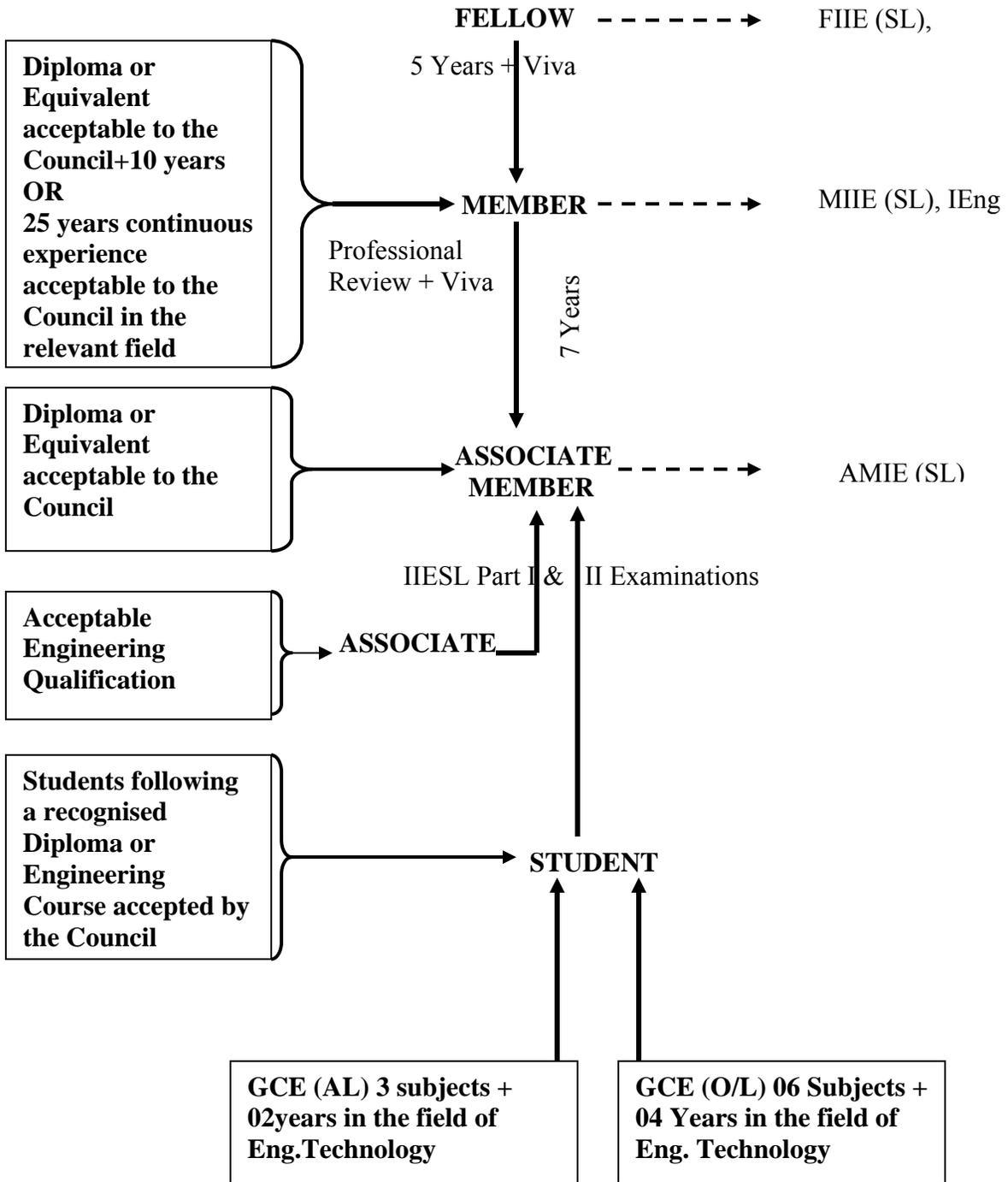
### *Professional Review*

Assessment of competence and commitment

- The competence achieved through IPD is demonstrated & assessed to a more stringent Professional Review process. This is the final step for registration. This will require a written report and in depth interview by three suitably qualified Incorporated Engineers. Candidate should get minimum of 60% marks at the Professional Review
- The Professional Review will require the candidates to demonstrate a commitment to Continuing Professional Development CPD.

- Candidate should get over 50% marks from the Management Paper set on Management Topics relevant to Engineering Technology

**1.12 MEMBERSHIP ROUTE OF IIESL**



### **1.13 RECOGNITION OF IIESL QUALIFICATIONS**

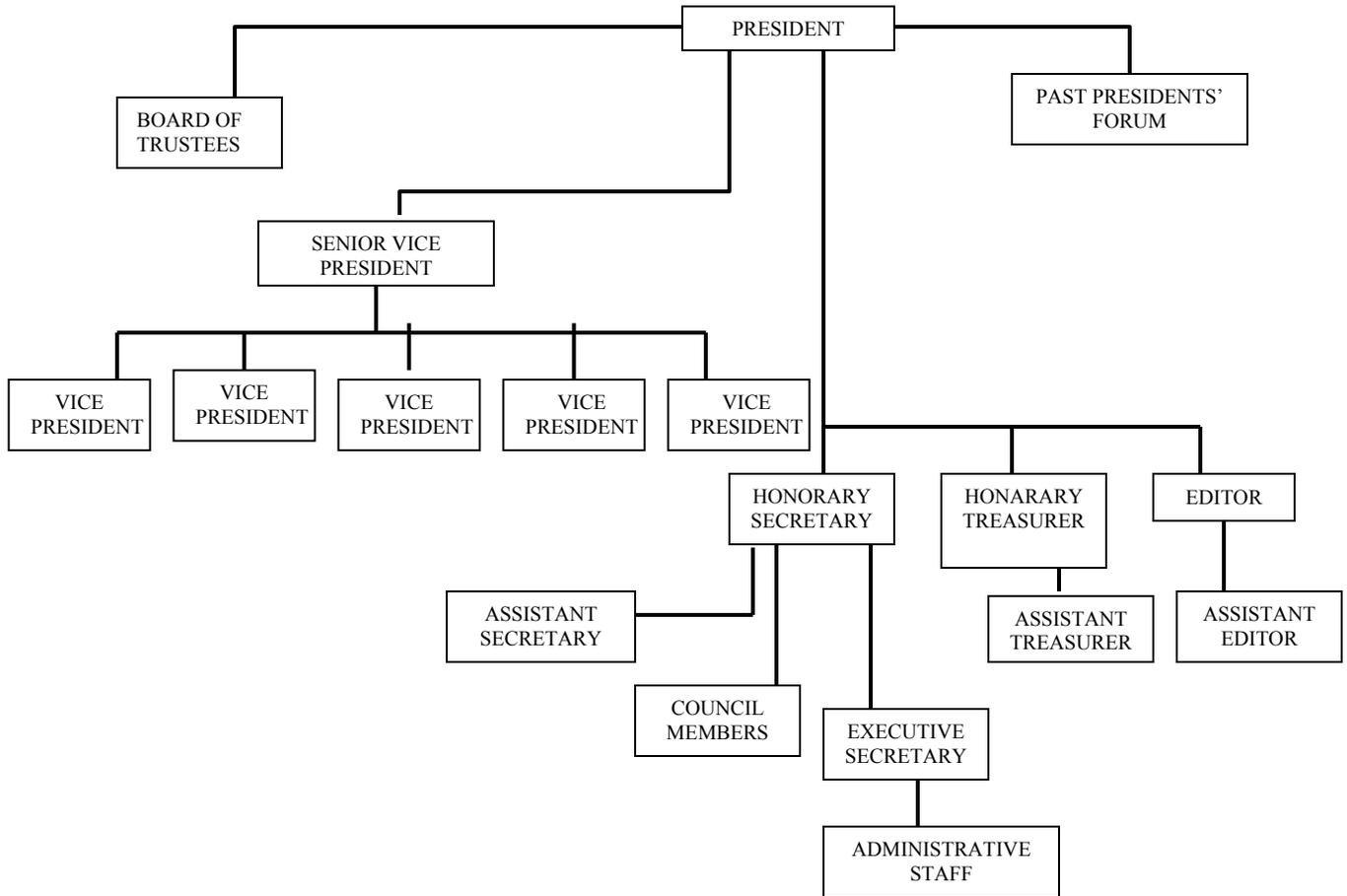
1. NDT with 10 years executive experience is accepted to follow Master of Business Administration (MBA) Programme conducted by the Post Graduate Institute of Management (PGIM) of the University of Sri Jayawardenapura Sri Lanka
2. NDT,HNDE,NDES,DT(OUSL) Diploma Holders could apply for admission of Bachelor of Industrial Studies degree programme conducted by the Open University of Sri Lanka
3. NDT, HNDE, NDES, DT (OUSL) Diploma holders could apply for Advanced Diploma in Industrial Management one year programme Programme conducted by the Open University of Sri Lanka. Those who are successful can apply for the final year of the Bachelor of Industrial Studies degree programme
4. Associate Members of IIESL are admitted to follow the Master of Business Administration (MBA) Conducted by the Wayamba University of Sri Lanka
5. NDT,HNDE,NDES,DT(OUSL) Diploma Holders are admitted to follow Bachelor of Technology programme conducted by the Open University of Sri Lanka

### **1.14 OFFICIAL ADDRESS OF THE INSTITUTION**

Head Office: Institution of Incorporated Engineers, Sri Lanka  
Hardy Centre,511/1, Galle Road,Ratmalana, Sri Lanka  
Telephone: 94 011 2611430  
Fax: 94 011 2637026  
E-mail: [iee@sltnet.lk](mailto:iee@sltnet.lk)  
Website: [www.iie.lk](http://www.iie.lk)

City Office: Institution of Incorporated Engineers, Sri Lanka  
inco Secretariat  
490, Oceanica Building, Galle Road, Colombo03, Sri Lanka  
Telephone:94 011 4736708  
Telephone /Fax:94 011 4734298  
E-mail:[inco@wow.lk](mailto:inco@wow.lk)

**1.15 ORGANISATION STRUCTURE OF IIESL**





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

### **3.0.0 QUALIFICATION OF MEMBERS.**

#### **3.1.0 Honorary Fellows**

Honorary Fellowship may be offered by the Council to a person, who in its opinion 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 FELLOWS**

The candidate for election and 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 immediately prior to the date of application to this class of Membership

**AND**

(iii) Have been in a recognized establishment acceptable to the Council

**AND**

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

**AND**

(v) Have been holding an executive position for over a period of ten (10) years.

**OR**

Have made significant contributions to the development of Engineering Technology

**OR**

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

### 3.3.0 MEMBERS

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 the interim evaluation conducted on the completion of 4years experience after date of admission to class of Associate Member.  
**AND**
- (iii) Have had three years experience after the date of completion of (ii) above.  
**AND**
- (iv) Have satisfied the requirements of professional review examination prescribed in the rules and regulations of the Institution conducted by the Council or hold membership of an Institution or equivalent qualification recognized by the Council and faced a Viva-voce.  
**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 ten (10) years experience after completion of the prescribed examination to qualify as an Associate.
- (iii) Have successfully completed the examination conducted by the Institution.  
**AND**
- (iv) Have satisfied the requirements of professional review examination prescribed in the rules and regulations of the Institution conducted by the Council or hold membership of an Institution or equivalent qualification recognized by the Council and faced a Viva-voce.  
**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 submitted a thesis on a topic closely related to the personnel knowledge and experience gained during the candidate's career and face a Viva-voce.

### **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, Higher National Diploma in Engineering, National Diploma in Engineering Science or Diploma in Technology of the Open University 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 and in the opinion of the Council, have been regularly trained and have more than five years (05) experience after completion of the prescribed examination to qualify as an Associate.

**AND**

- (iii) Have satisfied the requirement of the professional review conducted by the Council

**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 examinations conducted by the Council

**AND**

- 3.4.4** (iii) Any member 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 prescribed fee. Such member's period as Associate shall be taken into account when he applies for class as laid down in clause 3.3.1

### **3.5.0 ASSOCIATES**

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 age.

**AND**

- (ii) Have successfully completed any course accepted by the Council from time to time.

**3.6.0 STUDENTS**

The candidate for 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 Junior Technical Officers Course, National Diploma in Technology, Higher National Diploma in Engineering, National Diploma in Engineering Science or Diploma in Technology of the Open University or any other course accepted by the Council from time to time.

**OR**

- 3.6.2** (i) Be not less than nineteen (19) years of age.

**AND**

- (ii) Have passed the G.C.E. (A/L) Examination in three subjects.

**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.

**OR**

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

**AND**

- (ii) Have passed the G.C.E. (O/L) Examination in six subjects.

**AND**

- (iii) Have been working in the field of Engineering Technology for over a period of four (04) years in such a way that he will receive training in the profession and such training being in the opinion of the Council regular and practical.

**3.7.0 COMPANIONS**

**3.7.1** Companionship may be given by the Council to a person:

- (i) Who in its opinion is engaged directly in the field of Engineering Technology for a period of over ten (10) years but does not possess the requirements to be a Member.

**AND**

- (ii) Who is not less than thirty five (35) years of age.
- (iii) For an initial period of Five (5) years and his renewal will be subjected to review by the Council and the decision to renew his membership is conclusive and final.

**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 DESIGNATORY ABBREVIATIONS**

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

Honorary Fellow - Hon.FIIESL

Fellow - FIIESL

Member - MIIESL

Associate Member - AMIISL

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 Institute 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 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 use of designatory title of Incorporated Engineer with abbreviations IEng. for its Corporate Members in addition to the abbreviations stated in clause 4.1.1.

**4.2.0** Associates, Students and Companions shall not be entitled to use any designatory abbreviations.

## **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 3.7.0.

**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 class of Fellow shall be proposed and seconded by two Corporate Members of the Institution.

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

**5.2.1** Every proposal 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, by the Membership Functional Committee of the Council and its findings submitted to the Council.

(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 Examination Panel which had been appointed by the Council.

(ii) Application for the class of Fellow shall be scrutinized by the membership Functional Committee, referred to the Past Presidents Forum and together with its comments shall be forwarded to the Council for consideration and final approval.

**5.2.4** Every candidate shall be informed on the outcome of his application and if admitted the name shall be entered in the Roll of the Institution. The effective date of his membership shall be the date of payment of all dues.

**5.3.0 HONORARY FELLOWS:**

**5.3.1** The names for Honorary Fellowship 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 in the Institute of Engineering Diplomates, Sri Lanka, 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 Institution 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 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** A Corporate Member practicing in partnership with any person who is not an Incorporated Engineer recognized by the Institution shall not use or permit to be used after the title of such firm, the designation "Incorporated Engineer" or describe or permit the description of such firm in any way as "Incorporated Engineers".

**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. 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; Annual subscription shall fall due on and paid by 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 contributed life membership subscription prior to the 3<sup>rd</sup> June, 2000 shall be deemed to have contributed Life Membership subscription at the current rate applicable to his class of membership.

## **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”.

A member who changes his name in accordance with established practice shall thereupon inform Honorary Secretary of his new name and Honorary Secretary shall amend 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.
- 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**

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

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

- 9.2.0** All Certificates shall be signed by the President, Honorary Secretary and Executive Secretary.
- 9.3.0** The Executive Secretary or the Honorary Secretary may issue letters to Student Members at their request, to certify that they are bonafide students of the Institution.
- 9.4.0** All membership certificates shall remain the property of the Institution and may be recalled upon by the Council at any time. The certificate shall be surrendered to the Executive Secretary or the Honorary 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. 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 is 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.

**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 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.

**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, 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.

In the event the name of the member is removed from the "Roll" he shall not be entitled for refund of any payments that had been made by the member.

**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**

**11.1.1** The Annual General Meeting for the conduct of elections, receiving of annual reports and accounts, appointing of Auditors and otherwise as may be described shall be held once every calendar year in the middle of that year.

**11.1.2** Notice of the Annual general Meeting shall be given not less than thirty (30) days before the date of the meeting. Such notice shall be through the News Letter of the Institution or National Newspapers in the country.

### **11.2.0 SPECIAL GENERAL MEETING**

**11.2.1** A Special General Meeting may be convened to discuss and decide on specific matters that may affect the Institution or its membership 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 Honorary Secretary of the Institution on the instruction of the Council

**OR**

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

Honorary Secretary shall then summon a Special General Meeting within four weeks of such request, except in the case of motions 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 presentation of such requisition.

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

**11.2.4** No business other than that for which the request had been made shall be discussed at such meetings.

### **11.3.0 EMERGENCY GENERAL MEETING**

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

**11.3.2** Such meeting shall be convened by the Honorary Secretary or in his absence by the Honorary Assistant Secretary and in his absence by a person from the Council nominated by the President of the Institution, on a request made in writing by the President or by three Members of the Council, of which one shall be a Vice President.

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

**11.3.4** No business other than that for which the request had been made shall be discussed at such meetings.

#### **11.4.0 NOTICE OF MEETINGS.**

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

At least thirty (30) days notice shall be given.

##### **(ii) Special General Meeting:**

At least fourteen (14) days 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 by a special letter from the Honorary Secretary; notice in the Institution's News Letter or in one of recognized National News Papers. Such notice shall be deemed to be true and proper

**(ii)** Notice for the Emergency General Meeting shall be by a notice in a recognized National News Paper or announcement in the Radio or Television.

**11.4.3** Non-receipt of the notice of a meeting by a member 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, election of members to the Council, election of Representatives, appointment of Auditors, 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 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 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).

##### **11.6.0 CHAIRMAN AT MEETINGS**

**11.6.1** All 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 Senior Vice-President shall preside and in his absence, one of the Vice-Presidents shall preside. In the event of the Vice

Presidents too are not present, the members shall elect one from among them to preside at that meeting.

#### **11.7.0 VOTING AT MEERINGS**

**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.

**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 as follows:

#### **12.2.0 THE OFFICE BEARERS**

**12.2.1** President, Senior Vice-President, Five (05) Vice-Presidents, Honorary Secretary, Honorary Treasurer, Honorary Assistant Secretary, Honorary Assistant Treasurer and Editor.

#### **12.3.0 PAST PRESIDENTS**

**12.3.1** Three (03) Past Presidents

#### **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 to mortgage the properties and change the undertakings of the Institution.

**13.3.0** The Council may elect Patrons and other Honorary Officers as it may consider necessary. The Chief Patron shall be the executive Head of the Country.

**13.4.0** Any decision of the Council in General Business, shall be final and binding on all members of the Institution.

**13.5.0** No individual officer of 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 to such committees is restricted to members of the Institution.
- 13.7.0** Ten (10) Members of the Council shall form the quorum for Council Meetings.
- 13.8.0** The Council shall have the power to take necessary decisions and implement further objectives of the Institution, such decision shall be adopted at meetings of the Council by a simple majority.
- 13.9.0** The Council may fill any vacancy in the Council and the Board of Trustees that fall vacant by appointing a Member who is qualified for election until the next Annual General Meeting.
- 13.10.0** The Council shall have power to change Bye Laws only as stated in Bye Laws 24.0.0
- 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 Senior Vice President 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, the Council Members shall elect one among themselves to preside.
- 13.13.0** The Council may, from time to time:
- (i) Set up Disciplinary Committees comprising three Fellow members of which at least one shall be a Past President to investigate and report to Council on allegations of improper conduct on the part of a member.
  - (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.

## **14.0.0 ELIGIBILITY TO BE IN THE COUNCIL**

### **14.1.0 PRESIDENT**

The President shall be elected by the Corporate Members from among those who have held office as:

- a. Vice-President for not less than two (02) full sessions.
- b. A Fellow Member who has served as Honorary Secretary for one (01) full session and one session as Vice President.
- c. A Fellow Member who has served as Honorary Treasurer for one (01) full session and one session as Vice President.

He shall hold office for one session. However, he shall be eligible to hold the Post of President for a maximum of any two sessions.

#### **14.2.0 VICE-PRESIDENTS**

##### **14.2.1 (I) There shall be six (06) Vice-Presidents.**

They shall be elected by Corporate Members from among Fellows who have served the Council for at least two (02) full sessions or Members who have served the council for at least six (06) full sessions.

- (ii) The term of office of Vice-President shall be two sessions.
- (iii) At the end of each session three (03) Vice-Presidents shall retire but shall be eligible for re-election.
- (iv) The Council at its first meeting after the Annual General Meeting shall nominate one of the Vice-Presidents as the Senior Vice-President. He shall act for the President in his absence.
- (v) In selecting the Senior Vice-President, preference shall be given to the following:

Seniority as Vice-President.

Attendance at Council meetings in the previous year.

Seniority in the 'Roll' of Members.

If there are more than one nominee, voting shall be by secret ballot.

#### **14.3.0 HONORARY SECRETARY.**

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

#### **HONORARY TREASURER.**

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

**HONORARY ASSISTANT SECRETARY.**

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

**14.4.0 PAST PRESIDENTS.**

There shall be three (03) Past Presidents.

One shall be the Immediate Past President and the other two 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.

**14.5.0 COUNCIL MEMBERS**

**14.5.1** There shall be Twenty-Six (26) Council Members, elected by Corporate Members, from among Members who have been on the Roll for more than one year. Of the Twenty Six, minimum of Five (05) shall be under the age of 45 years on the date of closing nominations and a minimum of two shall be female Members.

**14.5.2** They shall serve the Council for a period of two consecutive sessions.

**14.5.3** Of the Twenty Six (26) Council Members, Thirteen (13) Members shall retire at the end of every session. However, those retiring shall be eligible for re-election.

**14.6.0 ELECTION OF REPRESENTATIVES**

**14.6.1** Two representatives from each of the following classes of membership shall be elected at the Annual General Meeting to represent that class of membership at the meeting of the Council when necessary.

- (i) Associate Members
- (ii) Associates
- (iii) Students

The representative for each class of membership shall be elected from among themselves.

**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 who shall be solely responsible for calling nominations, receiving nominations,

conducting of election and releasing the names of the newly elected Members at the Annual General Meeting. He shall be assisted by the Executive Secretary and two Corporate Members as Assistant Returning Officers.

**15.1.2** Returning Officers shall be appointed by the Council at the beginning of a new session.

**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 during the period of calling nominations, conducting of elections and releasing the names of the newly elected Members at the Annual General Meeting.

## **15.2.0 NOMINATIONS**

**15.2.1** At least eight (08) weeks prior to an Annual General Meeting notice shall be given to all Corporate Members of the Institution calling for nominations. Notice in the Institution's News Letter shall be deemed full and proper notice. The closing date for the nominations shall be four (04) weeks from the date of notice.

## **15.3.0 SUBMISSION OF NOMINATIONS**

**15.3.1** 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 so nominated shall be submitted to the registered office of the Institution prior to the date of closing nominations.

**15.3.2** A Candidate may seek election to only one post at an election.

**15.3.3** A continuing Member of the Council under Bye Law 14.0.0 shall not be eligible to contest another post unless he first resigns from the post held.

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

**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** In the event of the number of nominations received is less than the number of vacancies, names shall be recommended by the Members present at the Annual General Meeting for the filling of the posts. These names shall then be presented at the first meeting of the Council after the Annual General Meeting for clarification on the eligibility of the candidates.

**15.4.3** A Member elected as representative of his class of Membership shall continue to be a member of the Council for that class notwithstanding 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 of absence 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 mind.

**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.

**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 grade 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, syllabus for each subjects 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 Honorary 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 Honorary Secretary.
- (iv) Be in charge of the Library.
- (v) Collect subscription fees, grants and other revenues and issue of receipts for the same.
- (vi) Administration of the Secretariat and day to day financial commitments.
- (vii) Any other functions as directed by the Honorary 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 shall be laid before Corporate Members certified by the Auditor.

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

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

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

**20.7.0** The 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 is not being properly maintained or if they are unable to obtain any information or explanation required from any officer.

### **21.0.0 BOARD OF TRUSTEES**

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

The outgoing Council shall at its last meeting before the Annual General Meeting recommend names of four (04) Fellows. 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 recommend the names of two (02) Past Presidents to serve as Trustees.

**21.2.0** The term of office of each Past President, and Fellow elected shall be two (02) Sessions. He may, however be re-elected for a further period of two (02) sessions. No Members of the Board of Trustees shall serve on the Board for a continuous period of over four (04) sessions.

**21.2.1** The Board of Trustees shall meet at least quarterly. The quorum for such meeting shall be six (06).

**21.3.0** The President, Honorary Secretary, Honorary Treasurer 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.

**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 Honorary Treasurer with the Executive Secretary or Honorary Secretary.

### **22.0.0 SEAL**

The Honorary Secretary shall be responsible for the safe custody of the Common Seal of the Institution. The Seal of the Institution shall not be affixed to any instrument except by the authorisation 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 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 amendment to Bye Laws duly proposed and seconded shall be sent by Corporate Members to the Honorary Secretary of the Institution at least 30 days before the Annual General Meeting. This shall then be circulated among the Corporate Members at least fourteen days before the Annual General Meeting.

**23.2.0** The Resolutions to which due notice had been given other than as stated in clause 24.1.1 shall be presented at the Annual General Meeting and passed if accepted by a simple majority of Corporate Members present.

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

**24.1.0** Alterations and amendments to Bye Laws shall be at Council meetings or at General meetings as laid down in clauses 11.1.1 and 11.2.1.

**24.1.1** (i) The Council shall have the power to alter or amend Bye Laws other than Bye-Laws 1,2,3,4,5,6,7,11,12,13,14,19,20 and 21.

(ii) 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 in the agenda for 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.

**24.1.2** Corporate Members shall have the right to move alterations and amendments. Proposals by Corporate Members duly proposed and seconded shall be sent to the Honorary Secretary of the Institution at least 30 days before the Annual General Meeting. This shall then be circulated to Corporate Members at least 14 days prior to the Annual General Meeting.

**24.1.3** The Proposed alterations and amendments shall then be presented at the Annual General Meeting and shall require 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 his own vote.

**INSTITUTION OF INCORPORATED ENGINEERS, SRI LANKA**

**ADDENDUM TO BYE LAW 7.0.0.**

Resolution adopted at Annual General Meeting held on 14 th July, 2003.

This house resolves that the following rates of fees shall be in force with effect from 15th July, 2003.

**ANNUAL SUBSCRIPTION FEES.**

1 Fellow	Rs.850/=
2 Member	Rs.600/=
3 Associate Member	Rs.450/=
4 Associate	Rs.250/=
5 Student	Rs.100/=
6 Companion	Rs.1750/=

(for item 6 each 5yr. period no annual subscription scheme)

**REGISTRATION FEES**

1 Fellow	Rs1000/=
2 Member	Rs.850/=
3 Associate Member	Rs.600/=
4 Associate	Rs.300/=
5 Student	Rs.100/=
6Companion	Rs.850/=

**TRANSFER APPLICATION FEES**

1 Fellow	Rs.850/=
2 Member	Rs.600/=
3 Associate Member	Rs.350/=
4 Associate	Rs.150/=

**LIFE MEMBERSHIP FEES.**

(i) Fellow	Rs.7000/=
(ii) Member	Rs.5000/=
(iii) Associate Member	Rs.3000/=
(iv) Associate	Rs.1800/=

## **CHAPTER 3**

### **THE MATURE CANDIDATE SCHEME**

#### **THE INSTITUTION OF INCORPORATED ENGINEERS, SRI LANKA**

#### **3.1 INTRODUCTION**

The purpose of the mature candidate scheme is to provide a route to registration for experienced candidates who, although they do not have the formal academic qualifications at the required level, are able to demonstrate that they have achieved a standard technical competence comparable to that of their contemporaries who became Corporate Members of the Institution of Incorporated Engineers, Sri Lanka by the traditional route. A conventional route would not be appropriate method of testing such individuals. The Institution accepts the fact that those who achieve a high standard of professional competence in the course of their carriers should not shut down avenues of obtaining the Corporate Membership due to lack of early formal educational achievements for obtaining Corporate Membership by normal route.

#### **3.2 DEFINITION**

A Mature Candidate is defined as a person with considerable experience and responsibility as an Incorporated Engineer who has had experience in posts of increasing responsibility in a relevant branch of engineering for a period not less than 25 years.

#### **3.3 ENTRY REQUIREMENTS**

To gain entry to Scheme, candidate must

- (a) be not less than forty five (45) years of age  
AND
- (b) have been trained in the profession and have more than twenty five (25) years continued experience  
AND
- (c) have submitted a thesis on a topic closely related to the personal knowledge and experience during the candidate's career and face a Viva-Voce

#### **3.4 METHOD OF APPLICATION**

- (a) Candidate should apply to the Institution for admission to Corporate Membership by the Mature Candidate Route on the appropriate form

- (b) The candidate must be proposed and supported by two Corporate Members. One such proposer or supporter should certify the correctness of the experience mentioned in the application. They must be aware that he intends to attempt to satisfy the educational requirements by the Mature Candidate Scheme.

### **3.5 PHASE I**

Training qualifications and professional responsibility are assessed in exactly the same way as in a normal application.

In Phase I assessment process candidate will have to provide a Professional Review Report of 1000-2000 words. In this report the candidate will be expected to show that he has held posts of increasing engineering responsibility over at least 25-year period. During Phase I interview, in addition to an examination of the professional responsibility described in the application and report, a judgement is made on candidate's perceived ability to write a paper demonstrating a standard of technical competence.

The Panel I must be satisfied on the following areas

- (a) Professional judgement
- (b) Increasing responsibility over 25 years
- (c) Responsibility and Period as an Incorporated Engineer
- (d) Knowledge of Engineering fundamentals
- (e) Awareness of Role of the Incorporated Engineer in Society

On completion of Phase I, if the application is accepted by the panel, they pronounce, "Elected Member subjected to satisfactory completion of Mature Candidate Scheme".

### **3.6 PHASE II**

Academic worth of the candidate will be accessed in Phase II. The candidate will have to show that he has thorough grasp of engineering fundamentals that would possessed by an Incorporated Engineer.

From the completion period of Phase I to the submission of the Report in Phase II, a candidate will be allowed a period of 2 years. If due to exceptional circumstances, a candidate is concerned that completion may not be achieved within that period, request for short extension may be approved.

### **3.7 THE SYNOPSIS**

Having decided on the subject area, to be covered by the Report, the candidate will be required to submit a synopsis approximately 1000 words in length and should be of

sufficient depth to give the assessors an indication of the standard of the candidate's choice or, submit a paper describing project or decision for which the candidate has been responsible. The paper can have a variety of origins but it must provide clear evidence of engineering knowledge and understanding.

The Assessors will access the synopsis and decide whether it contains enough evidence to show that the paper will satisfy the Institution's requirements. The Assessors may make recommendation where the candidate should take into consideration before proceeding with the paper. The candidates are advised not to proceed with the paper until Assessors' judgement on the synopsis has been received.

### **3.8 PAPER**

When the Synopsis is approved the candidate may proceed to prepare the paper. The paper should normally be 5000-10000 words in length on an approved subject, which demonstrates the candidate's specialized knowledge in the field of engineering. The candidate is expected to offer an orderly and critical exposition demonstrates their resolution or achievement by the application of engineering principles and knowledge. Where appropriate, the text is illustrated by clearly drawn sketches and/or diagrams. A reference list should provide if the candidate makes use of any spare material. A signed declaration must accompany the three copies of the Paper that the text of the Paper is the Candidate's own unaided work.

The paper must be type written or printed in double spacing on one side of A4 size paper. Three copies, separately bind in a separate folder have to be submitted. It is the candidate's responsibility to obtain the permission of employers and/or any other concerned to submit work of confidential nature. The Institution Assessors will also look clearly to ensure that recommendations made following reading of the Synopsis have been incorporated into the Paper.

The Assessors having read the paper may reject it as unsuitable or suggest that it should be amended and they will make recommendations, which will be passed on, to the candidate. In the latter situation, the Candidate will be invited to submit a revised Paper.

If upon completion of the original or revised Paper, the contents are deemed by the Assessors to be acceptable, the candidate will be invited for the Final Interview.

### **3.9 FINAL INTERVIEW (ORAL ASSESSMENT)**

It is very important for Candidate to be fully conversant with the content of the Paper and also engineering development, which have taken place in the particular level of the Paper. This advice is particularly relevant if some time has elapsed since the work contained in the paper is carried out. Candidates should also be able to prove their understanding of the theories and practice referred to or involved in the Paper. Three Assessors who are Fellow Members of IIESL appointed by the Membership Committee will interview the

Candidate. A Candidate who fails in Oral Examination will, only under exceptional circumstances, be allowed to repeat the entire procedure and then on a different topic.

### **3.10 NOTIFICATION OF RESULTS**

As soon as the Institution receive a favourable report from the Phase II Assessors, the provisional Membership election, agreed by the Committee at the end of Phase I, is ratified and approved by the Council on the recommendation of the Membership Committee and the Candidate will be declared elected without further examination by the Committee. The Institution will not enter into correspondence concerning the final decision or divulge the reports of the Assessors or interviewers.

## **CHAPTER 4**

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

#### **4.1 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 Engineering Profession and in keeping with the high standard of ethical conduct will (1) be honest and impartial and will serve 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 at all times 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 prevent a misdemeanour 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 of 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.

#### **4.2 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, 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.

#### **4.3 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.** Engineer in 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 the 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 an active participation in community life.

#### **4.4 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 in spite of the fact that frequently neither client nor employer is able to evaluate that effort.

- . With 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.
  - . 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 hallmarks 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.

#### **4.5 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 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 well being 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 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 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 jeopardise the public welfare, health, or safety.
  - H. Members shall endeavour at all times 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.

#### **4.6 DEALINGS WITH EMPLOYERS AND CLIENTS**

- A. 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.
- B. Members shall at all times avoid all known or potential conflict 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.
- C. Members should act fairly towards clients and will not accept any commission or allowances from them without prior approval from their employers.
- D. Members shall undertake only those engineering assignments for which they are qualified.
- E. 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.
- F. 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.

- G. Employed Members shall engage in supplementary employment or consulting practice with the consent of their employer or without violating the conditions of employment contract.
- H. Members shall not use resources of their employer to carry an outside private practice without consent of their employers.
- I. Members shall advise their clients or employers when as a result of their studies they believe a project(s) will not be successful or viable.
- J. 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.
- K. 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.
- L. The Member shall act with fairness and justice to all parties when administering a contract.
- M. 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.
- N. Members shall admit and accept their own errors when proven wrong and refrain distorting or altering the facts to justify their decisions.
- O. Members shall not attempt to attract an employee from another employee by false or misleading representations.
- P. Members shall exercise their discretion and judgment on any work assign to them
- Q. Members should establish a relation of confidence between the engineer and client or the engineer and employer.
- R. Members will be realistic and honest in all estimates, reports, statements, and testimony.
- S. Member shall faithfully carryout 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.

#### **4.7 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 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 a 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 him informed of any changes in them.
- H.** Member will endeavour to provide 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.

#### **4.8 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 eleemosynary 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 the 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 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 which they do not have, nor accept commissions which 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 likely to raise doubts about his integrity
- P.** Members shall always respect and honour other professions and professionals in their workplace or in the society in all their activities.
- Q.** Member shall undertake to fulfill Continuing Professional Development (CPD) obligations and 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 declare 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, or 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 interest 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 which 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 which 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 offence including a suspended sentence or court order and personal or professional disqualification.

#### **4.9 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 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 at 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 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 it should always be done on 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 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 spent on the approval of the proper authorities. Members responsible for such transaction should maintain proper records pertaining to such transaction and transparency of such transactions should be maintained at all levels.
- L.** When Members represent IIESL in any local or foreign fora he should at all times uphold the dignity of the Institution

**CHAPTER 5**



**PARLIAMENT OF THE DEMOCRATIC  
SOCIALIST REPUBLIC OF  
SRI LANKA**

**INSTITUTE OF ENGINEERING DIPLOMATES,  
SRI LANKA (INCORPORATION)  
ACT, NO.64 OF 1992**

[Certified on 8<sup>th</sup> December, 1992]

(Printed on the Orders of Government)

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*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:-

**1.** This Act may be cited as the Institute of Engineering Diplomates, Sri Lanka (Incorporation) Act, No 64 of 1992.

Short title.

**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 a common seal and to change and alter the same at its will and pleasure.

Incorporation of the  
Institute of  
Engineering  
Diplomates Sri  
Lanka.

**3.** The following shall be eligible for membership of the Corporation:-

Eligibility for  
membership.

- (a) any person holding the Junior Technical Officers (J.T.O.) Certificate;
- (b) a person holding the National Diploma in Technology (N.D.T.) from the University of Moratuwa or from any other Technical College; and
- (c) any person holding any other qualification recognized by the rules of the Corporation or who has passed the examination conducted by the Corporation

2. *Institute of Engineering Diplomates, Sri Lanka (Incorporation) Act, No 64 of 1992*
- 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.

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*(Incorporation ) Act, No.64 of 1992*

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-

Powers of the Corporation to hold property.

(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.

**4** *Institute of Engineering Diplomates, Sri Lanka  
(Incorporation) Act, No 64 of 1992*

Power to charge fees and subscription.

9. The Corporation shall be able and capable in law to charge-
- (a) such fees, as the Corporation may deem reasonable, for admission to any examination conducted by the Corporation;
  - (b) fees for the election of persons to any class of membership of the Corporation; and
  - (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.

Debts 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.

How the seal of Corporation is to be affixed.

11. The seal of the Corporation shall be in the custody of the honorary 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.

Limitation of liability of members.

12.. No member of he 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.

Saving of 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.

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.



**PARLIAMENT OF THE DEMOCRATIC  
SOCIALIST REPUBLIC OF  
SRI LANKA**

**INSTITUTE OF ENGINEERING DIPLOMATES,  
SRI LANKA (INCORPORATION) (AMENDMENT)  
ACT, NO.11 OF 2000**

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

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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 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.