

- (ii) Any Member connected to the Investigation either directly or indirectly shall not be appointed to the Investigation Committee.
- (iii) Any Member who has either direct or indirect interest over the investigation shall not accept such appointments. If such appointment is accepted in the Investigation Committee it shall be a violation of the Regulations.
- (iv) In the circumstances where the Vice President is unable to assume duties as the Chairman, Council shall appoint a Council Member (Except Senior Vice President) or a Non Council Fellow Member for such position.

(III) Disciplinary Committee

- (i) The Members of the Disciplinary Committee shall be as follows:
  - (a) Senior Vice President as the Chairman of the Committee.
  - (b) Honorary Secretary as the Secretary to the Committee.
  - (c) Any one (01) Council Member appointed by the Council.
  - (d) Any three (03) Non Council Members appointed by the Council.
- (ii) Any Member connected to the Disciplinary issue either directly or indirectly shall not be appointed to the Disciplinary Committee.
- (iii) Any Member who has either direct or indirect interest over the disciplinary inquiry shall not accept such appointments. If such appointment is accepted in the Disciplinary Committee it shall be a violation of the Regulations.
- (iv) In the circumstances where the Senior Vice President is unable to assume duties as the Chairman, Council shall appoint a Council Member (Except Vice President) or a Non Council Fellow Member for such position.

(IV) Marketing Committee

- (i) The Members of the Marketing Committee shall be as follows:
  - (a) President as the Chairman of the Committee.
  - (b) Honorary Secretary or Honorary Assistant Secretary
  - (c) Honorary Treasurer or Honorary Assistant Treasurer
  - (d) Any one Council Member appointed by the Council.
- (ii) The Marketing Committee may have a maximum of another five Sub Committees. All such Sub Committees could have only three Members in each.

- (iii) All five Sub Committee Chairmen will be Members of the Committee.
- (iv) All Sub Committee appointments shall be made by the Council.
- (V) Annual Sessions Committee
  - (i) The Members of the Annual Sessions Committee shall be as follows:
    - (a) The President as the Chairman of the Committee.
    - (b) Honorary Secretary or Honorary Assistant Secretary
    - (c) Honorary Treasurer or Honorary Assistant Treasurer
    - (d) Any three Non Council Members appointed by the Council.
  - (ii) The Annual Sessions Committee may have a maximum of another five Sub Committees. All such Sub Committees shall have a minimum of three Members and maximum of five Members. The Chairman of Sub Committee may be Council Members or Non Council Members.
  - (iii) All five Sub Committee Chairmen shall be Members of the Annual Sessions Committee.
  - (iv) All Sub Committees shall be appointed by the Council.
  - (v) Any or all the Council Members may be appointed as Members of the Sub Committees.
- (VI) Foreign Relations Committee
  - (i) The Members of the Foreign Relation Committee shall be as follows:
    - (a) The President as the Chairman of the Committee.
    - (b) Honorary Secretary or Honorary Assistant Secretary
    - (c) Any three Non Council Members appointed by the Council.
  - (ii) Committee may have a maximum of another five Sub Committees. All such Sub Committees shall have only three Members.
  - (iii) All five Sub Committee Chairmen shall be Members of the Committee.
- (VII) Regional Affairs Committee
  - (i) The Members of the Regional Affairs Committee shall be as follows:
    - (a) The President as the Chairman of the Committee.
    - (b) Honorary Secretary or Honorary Assistant Secretary.
    - (c) Honorary Treasurer or Honorary Assistant Treasurer.
    - (d) Any three Non Council Members appointed by the Council.
    - (e) Chairmen of Regional Chapters.
  - (ii) Committee may have a maximum of another five Sub Committees. All such Sub Committees shall have only three Members.
  - (iii) All five Sub Committee Chairmen shall be Members of the Committee.

7.8.2 **Working Committees**

The Council may from time to time if it considers necessary and expedient, appoint one or more Working Committees, the number of which shall not exceed three per year to advise the Council on matters which do not fall within the purview of any Board or Standing Committee, provided that such Working Committees shall not carry out the functions of any Board or Standing Committee.

7.9 **Annual Awards of the Institute**

All the awards listed below shall be made by the Council by a Resolution as specified in Standing Orders in Schedule 10.8. Such recipient Member or Principal, Partner, Shareholder or Director of a Practice shall not have been found guilty of breaching the Regulations, reprimanded or suspended by Council for a period of five years from the date of action by the Institute.

7.9.1 **The “Gold Medal”**

- (1) The Council may, once a year award a “Gold Medal” to a Member or a Practice for any outstanding contribution to Architecture.
- (2) Only one such award shall be made each year.

7.9.2 **“SLIA Presidents Award for Excellence in Architecture”**

- (1) The President may once a year in consultation with the Council award the “Presidents Award for Excellence in Architecture” to a Member or a Practice for any outstanding contribution to Architecture.
- (2) Only one such award shall be made each year.

7.9.3 **“Young Architect’s Award”**

- (1) The Council may once a year award the “Young Architect’s Award” to a Member of the Institute registered with the ARB and who is below forty years of age at March of each year and who has applied for this award.
- (2) Any Individual Practitioner, Sole Proprietor, Partner, Director of a Company or Salaried Employee in the Private sector or Public sector may apply for the award under the preceding paragraph.
- (3) If such applicant is an employee under any employer, he shall produce a certificate of Authorship or Joint Authorship issued by the employer, along with such application.
- (4) Only one such award shall be made each year.

7.9.4 “Awards to Outstanding Students of Architecture”

The Council may from time to time present to outstanding students of Architecture of Sri Lanka awards as specified in Standing Orders in Schedule 10.8.

7.9.5 Any Other Awards or Certificates

(a) The Council may from time to time present to any Member or a Practice any other award.

(b) The Boards may from time to time present to any Member or Practice any other certificate.

8. **MEETINGS OF THE GENERAL MEMBERSHIP**

- (1) The meetings of the Institute can be attended only by Members who have paid their Membership Fee as per the Regulations.
- (2) The President shall preside at all Meetings of the Members of the Institute; in his absence the Immediate Past President or the Senior Vice-President or the Vice-President, or in their absence, a Member of the Council appointed by the Members present, shall preside.
- (3) In the absence of any person as specified above the meeting shall be presided by a Member appointed by the Members present, to decide to postpone such meeting to a future date and inform the Council and the General Membership.
- (4) The quorum for a meeting of the Members of the Institute shall be fifty Members of the Institute entitled to attend and vote there at. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting if convened upon the requisition of Members shall be dissolved; in any other case, it shall stand adjourned for a further half an hour and be reconvened at the same place and if at the adjourned meeting a quorum is not present the Members present subject to a minimum of thirty Members shall form a quorum.
- (5) Only Corporate Members and Registered Members are entitled to attend and vote at Meetings of the Institute. Graduate Members and Student Members are not entitled to attend or vote at Meetings of the Institute.
- (6) The decisions arrived at a meeting of the General Membership shall come in to effect from the date, so decided at such meeting.

8.1 **Annual General Meeting**

Annual General Meeting shall be held in February each year. If the Annual General Meeting is not held in February, a Special Annual General Meeting shall be summoned before the end of April.

8.1.1 **Notice of Annual General Meeting**

At least thirty days notice shall be given to all Members of the date, time and venue of the Annual General Meeting. In the case of Special Annual General Meeting, the notice required shall be fourteen days.

8.1.2 **Agenda for the Annual General Meeting**

The Agenda of the Annual General Meeting shall include the following:

- (a) Address by the outgoing President or President, where applicable.
- (b) Adoption of Minutes of the last Annual General Meeting.

- (c) Adoption of Minutes of the 3<sup>rd</sup> Quarterly General Meeting of the last year.
- (d) The adoption of the Annual Report of the Honorary Secretary.
- (e) Audited Statement of Accounts and Treasurer's report for the preceding year.
- (f) The Election of the Office Bearers and Members in Council as per Regulations.
- (g) Address by the Incoming President, where applicable.
- (h) Any other business of which due notice has been given.

## 8.2 Quarterly General Meetings

The Council shall hold at least three Quarterly General Meetings of the Members of the Institute, in addition to the Annual General Meeting. These Meetings shall be held in the months of May, August and November of each year.

### 8.2.1 Notice of Quarterly General Meeting

At least fourteen days notice shall be given to all Members of the date, time, the venue of the Quarterly General Meeting.

### 8.2.2 Agenda for the Quarterly General Meeting

The Agenda of the Quarterly General Meeting shall include the following:

- (a) Address by the President.
- (b) Adoption of minutes of last QGM.
- (c) Adoption of Secretary's Report.
- (d) Adoption of Treasurer's Report for the Quarter.
- (e) Any other matters as may be decided by Council.
- (f) Any other matters of which due notice has been given.

### 8.2.3 Voting at Quarterly General Meeting

- (a) In the event of a need for a vote to be taken at a Quarterly General Meeting, the Chairman of the meeting shall be the presiding officer. Decisions arrived at such Quarterly General Meetings shall be conveyed by the Chairman to Council for its implementation.
- (b) The presiding officer may appoint two Members as Counting Officers with the consent of the majority of the General Membership.

## 8.3 Special General Meetings

### 8.3.1 Special Provisions for Convening Meetings

A Special General Meeting of the Members of the Institute shall be summoned as per the following conditions :

- (1) By the Honorary Secretary,
  - (a) if directed by the President ; or
  - (b) if directed by seven Council Members ; or
  - (c) upon receipt of a written requisition signed by at least thirty Corporate Members,

to consider any matter specified by the President or in such requisition.

- (2) Such request should be notified to all the Council Members by the Honorary Secretary within two days and a Special Council Meeting held within two days from such requisition, to study the subject under requisition.
- (3) The Honorary Secretary should summon a Special General Meeting within seven working days from the date of receipt of such notice.
- (4) If Honorary Secretary fails to summon the Special General Meeting, within the specified period, a request may be made to the President to direct a Member of the Council to summon a Special General Meeting within fourteen calendar days, where not withstanding the receipt of a written request as provided for in the preceding sections. The Honorary Secretary or the President or any other person nominated by the President fails to summon, within seven calendar days a Special General Meeting of the Institute with a written notice and paper advertisement, the requisitionists themselves may summon such meeting with the written consent of ten percent of the Corporate Membership of the Institute giving the requisite notice of the date, time and venue thereof and the nature of business to be transacted there at.

#### 8.3.2 Notice of a Special General Meeting

At least seven days notice shall be given to all Members of the date, time and venue of such meetings and the nature of the business to be transacted there-at. Such notice may be given by means of a notification, in two daily newspapers.

#### 8.3.3 Agenda for the Special General Meeting

The Agenda for a Special General Meeting shall include the following:

- (a) Address by the Chairman / Convener.
- (b) Presentation of Subject Matters.
- (c) Discussion and Decision making.

#### 8.3.4 Voting at Special General Meeting

- (a) If the necessity arises for voting the Counting Officer shall be any Corporate Member elected by the Members but not a direct or indirect party to the request.
- (b) The presiding officer may appoint two Members as Counting Officers with the consent of the majority of the General Membership.

#### 8.3.5 Implementation of Decisions at Special General Meetings

- (a) The decisions arrived at Special General Meetings shall be informed to the Honorary Secretary within three (03) working days.
- (b) Decisions arrived at a Special General Meeting shall be adopted at the immediate Council Meeting and thereafter implemented.
- (c) Such decisions shall be informed to the Members.

### 8.4 Financial Year

The Financial year of the Institute shall be from the first day of January to the Thirty First day of December of the same year. However, for tax purposes the Financial year shall be from First of April to Thirty First of March the following Year.