

BYLAW OF THE INSTITUTE OF PERSONNEL MANAGEMENT, SRI LANKA (INC)

1) INTERPRETATION

In these bylaws, if not inconsistent with the context

- i. 'The Institute' means the Institute of Personnel Management Sri Lanka, founded in 1959 and incorporated by Act of Parliament No. 24 of 1976.
- ii. 'The Council' means the Council of the Institute
- iii. 'Personnel Management' means all or any of those Key Result Areas of Personnel/Human Resource Management, the advancement of which is recognized by the Council as being within the objects of the Institute as set forth in the Act.
- iv. 'Personnel Manager' means an individual who is engaged in the practice of Personnel/Human Resource Management / Development.
- v. 'Secretary' includes the Hony. Secretary, any Deputy or Assistant Secretary and any other person appointed temporarily by the Council to perform the duties of the Hony. Secretary of the Council.
- vi. 'Month' means Calendar Month.
- vii. 'Act' means Law No. 24 of 1976.
- viii. 'Rules' mean the rules framed under bylaw 104 (a)
- ix. Words importing the masculine gender include females.
- x. Words in the singular shall include the plural and the words in the plural shall include the singular, where the context so requires or admits.
- xi. 'CPD' means Continuous Professional Development as stipulated by the Council.
- xii. 'HRM' means Human Resource Management.
- xiii. 'HRD' means Human Resource Development.
- xiv. Key Results Areas (KRA) as defined in the Annexure A.

2) CONSITUTION

- i. The Institute shall consist of Fellows, Honorary Members, Members and Associate Members all of whom are collectively referred to as Corporate Members. The Institute shall also have Affiliates, duly authorized Representatives of Service Subscribers and Student Members all of whom are collectively referred to as Non-Corporate Members.

- ii. The names of all Corporate and Non-Corporate Members shall be entered on the Roll of the Institute (hereinafter referred to as 'the Roll'). A Member who changes his name shall thereupon inform the Hony. Secretary stating his former name and the Hony. Secretary shall amend the Roll accordingly.
- iii. Corporate Members of the Institute in the various grades shall be entitled to the exclusive use after their names the following abbreviated designations appropriate to their respective grades.

Fellows - F.I.P.M. (SL)

Hony. Members - M.I.P.M. (SL)

Members - M.I.P.M. (SL)

Associate Members - A.M.I.P.M. (SL)

- iv. Non-Corporate members shall not have the right to vote at the Annual General Meetings or at Special General Meetings or to call for any Special General Meeting of the Institute or to hold office or to be appointed a Member of any of the Standing Committees of the Council, except as provided for Section 18, Section 19, Section 41 and Section 56 of the bylaws.
- v. The Membership Selection Upgrading Panel (other than for upgrading to the grade of Fellows and Members) appointed by the Council will consist of the
 - a) The President and any two Past Presidents or
 - b) The President and any two fellow members (Non Council Members) or
 - c) Any two Fellow Members (Non Council members) and a past president or
 - d) Any three Past Presidents or
 - e) Any two past presidents and a fellow member (Non Council Members)

Secretary or in his absence the Assistant Secretary will officiate as the Secretary to the Panel but with no voting rights. The selection panel for Fellow Members and Members shall consist of the President and/or three Past Presidents and/or four Fellow Members (Non Council Members) any five members at any given time. The President will be the Chairman or in his absence the Members present shall appoint a Chairman. Secretary or in his absence the Assistant Secretary will officiate as the Secretary to the Panel but with no voting rights.

3) FELLOWS

Fellows shall comprise every person who has been elected or upgraded to the class of Fellow and whose names appear on the Roll of the Institute as such. Every candidate for election or upgrading to the class of Fellow shall satisfy the Council that:

- a) he has been on the Roll of the Institute in the class of Member for a continuous period of five years and shall be a paid member.

AND

- b)
 - i. he possesses not less than ten years Managerial experience in Personnel / Human Resource Management in a recognized Organization acceptable to the Council out of which five years should be at senior management level,

OR

- ii. ten years full-time Personnel / Human Resource Consultancy in a reputed Organization acceptable to the Council, out of which five years should be at a Senior Consultant level,

OR

- iii. he holds a Senior Management position at General Management Level with not less than ten years experience, out of which five years should have been in a Senior Management position in Human Resource Management in a reputed Organization acceptable to the Council,

AND

- c) he should have a minimum of three years CPD to support his application eligibility at the time of application. All Applications supported by comprehensive bio-data including details of CPD as substantially in the format issued by the Institute with supporting documents, should be submitted to the Hony. Secretary.

4) MEMBERS

Members shall comprise every person who has been elected or upgraded to the class of Member, his name is on the Roll as such. Every candidate for election or upgrading to the class of Member shall satisfy the Council that:

- a) he had been continuously on the Roll of the Institute as an Associate Member for a period of not less than three years,

AND

- b) he has experience in the field of Personnel / Human Resource Management has performed at Executive level in Personnel / Human Resource Management Functions for a period of not less than five years including three years post qualification experience as specified (Qualifications stated in the Section 5(a) or 5(b) or 5(c) covering a minimum of five KRAs as defined in the Annexure A.

AND

- c) he should have a minimum of three years, CPD with supporting documents as stipulated in the format issued by the Institute.

5) ASSOCIATE MEMBERS

Associate Members shall comprise every person who has been elected or upgraded to the class of Associate Member as long as his name remains on the Roll as such. Every candidate for election or upgrading to the class of Associate Member shall satisfy the Council that:

- a) he has obtained the National Diploma in Human Resource Management conducted by the Institute based on the syllabus up to 16-10-2005 or thereafter is a passed finalist in Professional Qualification in Human Resource Management (PQHRM) Course or any equivalent study programme conducted by the Institute.

OR

- b) he holds a Degree in Human Resources Management from a University recognized by the University Grants Commission of Sri Lanka or any equivalent study programme which will have to be verified and accredited for certification of prior learning up to the final stage of the IPM Professional Qualification examinations.

OR

- c) he holds a Master's Degree in Human Resources Management from a university recognized by the University Grants Commission of Sri Lanka.

AND

- d) he holds a position at Executive level in Human Resource Management / Human Resource Development functions or works as a full time Consultant in Human Resource Management / Human Resource Development with three years post qualifying experience (qualifications stated in the Section 5(a) or 5(b) or 5(c)) at Executive Level covering minimum of four KRAs of Human Resource functions as defined in Annexure A.

OR

- e) Applicants who do not possess the qualifications as stipulated above in 5 (a) or (b) or (c) but have not less than fifteen years experience at senior managerial level in Human Resources Management/Human Resources Development functions in a reputed Organization acceptable to the Council, may be assessed using a Professional Assessment Scheme formulated by the Council, including a Management Report that demonstrates professional competence.

6) AFFILIATES

Affiliates shall comprise every person who has been admitted to the class of Affiliate as long as his name is on the Roll as such. Every candidate for admission to the class of Affiliate shall satisfy the Council that:

a) he is more than 21 years of age,

AND

b) he performs at an Executive Level in Personnel / Human Resource Functions of a recognized Organization acceptable to the Council / consultancy or research in HRM at a recognized professional body acceptable to the Council not less than for three years,

OR

c) he has passed the Certificate Course or Stage I / Operational level of the IPM Professional Qualifications in Human Resource Management and has one year experience at executive level in Human Resource Management / Human Resource Development in a reputed Organization acceptable to the Council.

7) STUDENT MEMBERS

Student Members shall comprise students who enroll for any regular course of study (Foundation / Certificate / Diploma / Professional) approved by the Council and admitted to the class of Student Member, as long as his name is on the Roll as such.

8) HONORARY MEMBERS

Honorary Members shall comprise of every person who has been appointed to the class of Honorary Member as long as his name remains on the Roll as such.

a) The Institute will confer Honorary Membership in the grade of Member on not more than three persons in any one year based on the criteria that such persons have completed fifteen or more years service in the Human Resource Management / Human Resource Development field, including a minimum of ten years in a Senior Management Position in Human Resource Management / Human Resource Development, together with outstanding services rendered in the field of Human Resource Management / Development or persons who are engaged in Human Resource / Personnel functions or full-time Human Resource Consultancy or have functioned as Senior Lecturer or above in Human

Resource Management / Development and have rendered significant service to the development of the discipline.

- b) Selections will be made by a Panel comprising the President and three Past presidents. Council shall ratify the final selection recommended by the said panel.

Membership will be made by invitation. Honorary Members shall come within the class of Corporate Members.

9) SERVICE SUBSCRIBERS

Service Subscribers shall comprise any reputed Company, Institute, Corporation or other Organization invited and admitted by the Council at its sole discretion into the class of Service Subscriber as long as the name of the Company, Institute, Corporation or other Organization, remains admitted by the Council as such. Service Subscribers shall nominate their representatives and be approved by the Council. Organizations may also apply for election to the class of Service Subscriber and shall satisfy the Council that such Company, Institute, Corporation or other Organization subscribes to the aims and objectives of the Institute and/or wishes to obtain the benefits of the service of the Institute.

10) ELECTION, UPGRADING AND EXPULSION OF FELLOWS, MEMBERS, MEMBERS, ASSOCIATE MEMBERS, AFFILIATES, SERVICE SUBSCRIBERS AND STUDENT MEMBERS

- a) Every application for election or upgrading, shall be signed by one paid Corporate Member not below the level of the candidate applying for the category of membership and the Head of the Organization of the Applicant certifying the election or upgrading of the candidate from their best of knowledge that such candidate is in every respect a proper person to be enrolled to the Institute and to the best of their knowledge he possesses the requisite qualifications. Every such proposal shall contain such undertaking signed by the candidate and be in all other respects in such form as the Council may prescribe.
- b) It shall be a condition of the election of every Fellow, Member, Associate Member, Affiliate or Service Subscriber, that his/its application/nomination contains false or misleading

statement / recommendation relating to himself by the Organization; and the election of any person may be set aside by a resolution of the Council expressing the belief that the particulars given in his application or on his behalf by the Organization, were in some respect false or misleading and declaring such election to be annulled; however that the person / Organization concerned shall be notified of the intention to propose any such resolution and the Council shall first consider any statement or explanation in regard to the matter in question, which such person / Organization may think fit to give, in writing ; and make such other investigation as they may think proper. After passing of any such resolution the name of the person to whom it relates shall be removed from the Roll forthwith.

11)

- a) Every application made in accordance with the bylaw 10(a) and nomination under bylaw 10 (b) shall be delivered to the Hony. Secretary who shall submit the same at the next immediate Council Meeting. The Council, subject to the conditions hereinbefore set forth may, if it thinks fit make the proposed election/ upgrading.
- b) A list of the candidates whom the Council has approved to be enrolled as Corporate Members shall, after such meeting of the Council, be published and issued to all Corporate Members.

12) Every application for upgrading a Member shall be substantially in such form as the Council may prescribe. This form having been duly completed and subscribed by a Corporate Member shall be delivered to the Hony. Secretary, who shall submit same to the selection and upgrading panel. The Council, subject to the conditions hereinbefore set forth, may if satisfied, approve the upgrading on the recommendation of the selection / upgrading panel who shall act as per the bylaw 2 (v).

13) Every person duly elected a Fellow, Member, Associate or Affiliate Member or upgraded from one class to another, shall be informed thereof. Every person so elected or upgraded shall pay the entrance fees as applicable, if any and the annual subscription for the current year (or the increase thereof in case of upgrading) within one month after the date of his election or upgrading, which otherwise shall become void.

- 14) Every Fellow, Member, Associate or Affiliate Member who has been elected and had made proper payments shall receive a Certificate of Membership and in addition every Fellow Member shall be awarded an appropriately designed Cloak and also an Insignia depicting the IPM Logo with the 'Fellow Member' wordings, date of award and the recipient's name engraved on the reverse side, which is valid as long as he pays his subscriptions. This Certificate and the Insignia shall remain the property of the Institute. In the event of the holder ceasing to be a Member, otherwise than by death or cessation of Membership, shall on request be returned to the Institute.
- 15) A member of any class may, by notice in writing to the Secretary, resign his Membership of the Institute after payment of all sums due from him in respect of subscriptions or otherwise. In the event of such resignation the Certificate and or Insignia shall be returned to the Institute forthwith and/or failure to do so would result in the Certificate and Insignia be made invalid. The Institute reserves the right to publish in the National Press, from time to time, all such cancellations.
- 16) Any member whose membership is invalidated or who has resigned from membership shall be barred from using any title referred to in Section 2(iii) of the bylaw or claim to be a Member of the Institute in any category whatsoever or claim any connection with the Institute.
- 17) The admission to all classes of membership shall be by the Council. The Continuance of any person as a Member of any class of membership shall be subject to the provisions contained herein.

PRIVILEGES OF AFFILIATES AND SERVICE SUBSCRIBERS

- 18) Affiliates and duly authorized representatives of Service Subscribers who are nominated / admitted by the Council as members of the Council and / or members of committees are entitled to attend all meetings of the Institute but not entitled for voting rights. They have the use of the Library and Reading rooms (subject to the rules) and other facilities available in the Institute. They shall be entitled to receive copies of such Institute publications as the rules may provide. Affiliates in common with other members shall be eligible to apply for the Scholarships, Premiums and Prizes.

19) Affiliates and Service Subscribers' authorized Representatives and Student Members shall have such other privileges as Rules may provide.

STUDY PROGRAMMES & EXAMINATIONS

20) The Council shall cause examinations to be held for approved candidates for admission as Associate Members or for election as Members or Affiliate Members or for the grant of Certificate of Competence. The time and place or places at which such examinations shall be held, the subjects which they shall comprise, the fees to be paid or deposited by candidates in respect of such examinations, and the conditions under which candidates may be admitted thereto shall be prescribed by Rules that may be made by the Council from time to time in accordance with bylaw 104 (a).

21) The examinations for admission as Members or Associate Members or for any other purpose are called the "Institute Examinations".

22) The examinations shall be directed by the Council, which shall obtain such assistance as may be necessary from qualified persons to be appointed by them as examiners. The remuneration of such examiners shall be fixed by the Council. The Council may in their discretion, permit persons who are not at the time candidates for election, to present themselves for any examination, and if they pass such examination the Council may exempt them (wholly or partly) from further examinations if they subsequently apply for election. After each examination held under the direction of the Council, the Council shall receive the report of the examiner and shall determine which candidate shall be deemed to have passed.

23) The Council shall have the power to recognize such University Degree and Collegiate Institution or other equivalent certificates, if after scrutiny, may deem to prove as sufficient standard of attainment in the subjects referred to; and may exempt such graduates or holders of such certificates from passing in whole or part of the aforesaid examination.

PROFESSIONAL CONDUCT

- 24) No person who has ceased to be on the Roll is entitled to make use of any designation implying connection with the Institute.
- 25) All Corporate and Non-Corporate Members are required to conduct themselves so as to uphold the dignity, standing and reputation of the Institute and are bound by the Code of Conduct of the Institute that may be prescribed by the Institute from time to time under bylaw 26. A copy of the Code of Conduct shall be handed over to all members in all categories and acknowledgement be obtained and filed of record in their respective files at the time of enrollment.
- 26)
- a) Without prejudice to the generality of the last preceding bylaw the Council may for the purpose of ensuring the fulfilment of this requirement and the provisions in Section 9 of the Law No. 24 of 1976, make, amend and rescind rules to be observed by Corporate and Non-Corporate Members or persons practicing or acting as Personnel / Human Resource Managers /Consultants in Sri Lanka with regard to their conduct in any respect which may be relevant to their position or intended position as Members of the Institute and may publish directions or pronouncements as to specific conduct which is to be regarded as proper or as improper (as the case may be).
 - b) No Council Member shall enter into any formal or informal contract with the Institute for financial consideration or hold any paid office other than in the case of an ad-hoc arrangement with an honorarium except in respect of providing services such as Lecturing, Consulting and Research assignments or any other similar service.
 - c) Fees paid to each of the Council Members for any services referred to in bylaw no 26 (b) shall be stated in the monthly accounts and the aggregate payment shall be stated in the final accounts.

27) EXPULSION OR OTHER DISCIPLINARY ACTION

For the purpose of this and next three succeeding bylaw 'Members' shall include both a Corporate Member and a Non- Corporate Member and “Improper Conduct” shall mean

- a)** Improper conduct shall mean (as defined by the Code of Conduct of the Institute)
- Any breach of Acts, bylaws, rules or professional conduct or directions made or given there under, and
 - Any fraudulent conduct or any conduct which entails undue and improper advantages, gains.
 - Any conduct which causes financial loss and/or anticipated losses or damage to the Institute.
 - Bringing disrepute to the Institute and/or adversely affecting the image and goodwill of the Institute
 - Conviction by a competent tribunal of a criminal offence and or an offence of moral turpitude.
 - Any other form of misconduct which is detrimental to the interests of the Institute and the Profession.
 - Acting contrary to the Code of Conduct of the Institute and any unethical conduct.
- b)** Any other conduct which shall indicate unfitness to be a Member or shall otherwise be unbecoming to and unbecoming of a Member as such.
- In the event of any act of misconduct is reported to the Council, the Council shall appoint an independent inquiring/investigation officer to hold a preliminary inquiry/ investigation to determine whether there is a prima facie case. The inquiry/Investigation Officer shall be a non-member of the Institute.
 - If there is a prima facie case against the member a Disciplinary Body consisting minimum of three Corporate members in the category of Member or Fellow/ any other external panel shall be appointed by the Council for a formal inquiry. On a prima facie case of misconduct being established, a Charge Sheet/ a show cause letter shall be sent to the Member/party concerned, signed by the Honorary Secretary or in his absence by the Honorary Assistant Secretary to show cause before a given date. If the answer to the charge sheet is not acceptable or if the charge sheet is not answered, it will be referred to a duly appointed Disciplinary Body for formal inquiry.

For the said purpose any member who shall be convicted by a competent tribunal of a criminal offence of moral turpitude which in the opinion of the disciplinary body, approved by the Council, hereinafter referred to and called 'the Disciplinary Body' which renders him/her unfit to be a member shall be deemed to have been guilty of improper conduct.

28) If a member shall have been guilty of improper conduct by the disciplinary body or any court of law in the island such disciplinary body may make recommendations to the Council as it may consider appropriate. On the basis of recommendation given by the disciplinary body the Council shall have power to take action against the member who is found guilty by expulsion from membership, suspension for any period, reprimand or admonition. The Council shall also have power to direct that a member found guilty of improper conduct shall make a contribution towards the costs and expenses of the Institute as incidental to any hearing before the disciplinary body.

29) The Council may from time to time make, amend or rescind rules for the purpose of

- a) Setting up (either temporary or for a period or ad-hoc) a Disciplinary Body or bodies to investigate any allegation of improper conduct, described hereinbefore or any other act undeserving as a professional or detrimental to the profession of a personnel manager on the part of a member or any person practicing or acting as Personnel/Human Resource Lecturer / Executive/ Manager or Consultant in Sri Lanka.
- b) Setting up (either temporarily or for a period or ad-hoc) a body or bodies to adjudicate upon any such complaint or allegation and if the same shall be held to be justified to make such order (if any) as it or they may consider appropriate.
- c) Providing for the publication of decisions of the last-mentioned body or bodies.
- d) Determining the constitution and membership of such bodies and regulating the procedure of its functions.
- e) Dealing with any other matter which may be relevant to any such body or its functions.

The said Rules shall be designed to secure, that any allegation of improper conduct shall be properly investigated and (if sufficiently serious) be referred for adjudication by an impartial tribunal consisting either wholly or partly of members of the Council, to investigate or inquire into such allegation and alleged person shall be given an opportunity of being heard or represented and that in all other respects the investigation shall be made and the proceedings conducted and the decision shall be made known to members and others so far as may be necessary or desirable with a view to the furtherance of the objects of the Institute.

30) Subject to any Rules made under the last preceding bylaw, any 'Body' set up hereunder shall regulate its own procedure.

31) **SUBSCRIPTIONS, ETC.**

a) The Annual subscriptions, upgrading and entrance fees payable by the Fellows, Members, Associate Members, Affiliates, Service Subscribers and Student Members shall be at rates fixed by the Council from time to time.

b) Fellow Members, Members or Associate Members may on retirement, on leaving Sri Lanka and on completion of Twenty-Five years of continuous service as a Corporate member of the Institute and contributed appreciable service to the well-being of the Institute, can continue Membership on payment of half rates for the respective class, depending on the merits of each case, as decided by the Council.

c) A Fellow Member, Members or Associate Member, with ten years of continuous Membership as a Corporate Member of the Institute, can, on completion of Sixty Years of age, continue Membership without further payment of Annual Subscriptions that fall due from such Member.

32) All annual subscriptions are due on the 31st of January, each year for the year then commencing. The acceptance of an annual subscription from a person who has ceased to be a member shall not create any presumption as to Membership of the Institute.

33) The first annual subscription of any Fellow, Member, Associate Member or Affiliate elected between the first of September and the thirty first of December in any year, or the

increase thereof in the case of Member upgraded to the class of Fellow, an Associate Member upgraded to the class of Member and Affiliate upgraded to the class of Associate Member and the first annual subscription of any Member, Associate Member, Affiliate, Service Subscriber or Student Member admitted during that period, shall be in respect of the year following, commencing the first of January.

34) Every Member shall be liable for the payment of his annual subscription until he has intimated to the Secretary in writing his desire to resign, having previously paid all arrears including the subscription for the current year, at the date of his notice, or until he has forfeited his right to remain in or be attached to the Institute.

35) Any Fellow, Member, Associate Member, Affiliate, Service Subscriber and Student Member, whose subscription for the current year has not been paid before the first day of February, shall be 'in arrears of subscriptions' and shall not be entitled to receive the Institute publications until such subscription has been paid.

36) Every Member on upgrading to another class of Membership shall pay the full subscription for the current year as a Fellow, Member or Associate Member, as the case may be, except as is provided for in bylaw 33, and the subscription he has already paid for that year shall be taken as a part payment of the subscription due.

EXCLUSION (NON PAYMENT OF DUES) AND CONTINUATION OF MEMBERSHIP WITHOUT PAYMENT OF MEMBERSHIP FEES

37) If any Fellow, Member, Associate Member or an Affiliate Member or Service Subscriber, shall leave his subscription in arrears for two years and shall fail to pay such arrears within three months after a written notice has been sent to him by the Hony. Secretary, his name shall be struck off the Roll, unless the Council shall otherwise decide on any acceptable reasons for such non-payment and he shall thereupon cease to have any rights as a Fellow, Member, Associate Member, Affiliate or Service Subscriber, but he shall nevertheless continue to be liable to pay the arrears of subscription due at the time of his name being struck off the Roll, The Certificate of Membership of every person so excluded shall be returned under Section 14 of the bylaw to the Hony. Secretary of the Institute immediately.

38) In the case of any Corporate Member or a Non-Corporate Member whose earning capacity has been adversely affected by ill-health, advanced age, or otherwise losing his earning capacity, the Council may, at their discretion, maintain his name on the Roll without further payment of the annual subscription which are due from such an individual.

39) **REINSTATEMENT OF FORMER FELLOWS, MEMBERS, ASSOCIATE MEMBERS AND AFFILIATE MEMBERS**

The Council may, if they find good reason to do so, reinstate, under such conditions as they may seem fit, any person other than those struck off the roll on disciplinary grounds, who has been a Fellow, Member, Associate Member or Affiliate Member, and whose name has been struck off the Roll. These cases shall be considered and reported to the Council by a Committee appointed by the Council consisting of five Corporate Members in the category of Member or Fellow Member including two past presidents for the purpose.

40) **CONSTITUTION OF THE COUNCIL**

The Council shall consist of the following:

- The President
- The Vice-President
- The Secretary
- The Treasurer
- The Assistant Secretary
- The Assistant Treasurer
- The Editor
- Six Council Members
- The Immediate Past President

41) The Council at its discretion may co-opt not more than four Corporate and Non Corporate Members other than Student Members and such Non Corporate Members are not entitled to voting rights. In co-opting the four members, the Council as far as possible may select such Members from those employment sectors which are not represented in the “Elected Council”. Past presidents shall not be entitled to be co-opted to the Council.

- 42) The Council shall hold office from one Annual General Meeting to the next Annual General Meeting.
- 43) The President shall be a Corporate Member of the Institute who will be invited by the outgoing Council to assume this position. His term of office may be renewed from year to year.
- 44) In the absence of the President, the Vice – President appointed under the provision of By – Law shall act as the President.
- 45) The following office-bearers, viz, The Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Editor and Six Council Members shall be Corporate Members of the Institute and shall be elected annually in accordance with the procedure stipulated below.
- 46) The Hony. Secretary shall send notices to all Corporate Members inviting nominations for election of office-bearers. The notice shall be issued six weeks prior to the date of the ANNUAL GENERAL MEEETING. The Notice shall be accompanied by lists of names of Corporate Members eligible for election indicating their membership grading.
- 47) All nominations for election of office bearers, shall be sent to the Hony. Secretary in closed covers marked “NOMINATIONS”, four weeks before the date of the Annual General Meeting. One candidate shall apply for only one position referred to in the bylaw Section 45. Such nominations shall be proposed and seconded by Corporate members: the consent of the persons so nominated shall be obtained by the proposer in writing and shall be forwarded along with the nominations. A Corporate Member can propose/ second only one nomination. No nomination shall be valid unless the proposer, the seconder and the person nominated have paid their subscriptions for the current year at the time of opening the nominations and are eligible for election.
- 48) The Hony. Secretary shall table such closed covers unopened at the meeting of the Council prior to the Annual General Meeting. The Council shall scrutinize nominations and declare them valid, if found in conformity with Rules hereof.

49) The members who have submitted valid nominations shall be duly elected at the Annual General Meeting. In the event of more than one candidate is proposed for any post, there shall be an election by secret ballot to be administered by a senior member of the Institute at the Annual General Meeting. The voting shall be by members present at the Annual General Meeting and the postal votes received from the eligible members to vote. Postal voting is permitted. In the event of any equality of votes for any office, the Chairman of the election panel at the Annual General Meeting shall adapt the process of tossing a coin in order to determine the winner. The President shall announce the names of the candidates duly elected, at the Annual General Meeting and inform all the Members of the Institute within fourteen days from the date of Annual General Meeting.

50) In the event, vacancies still exist subsequent to the adoption of the said procedure, the incumbent President shall call nominations from the chair and fill such vacancies at the Annual General Meeting. Thereafter the Council shall be competent to fill any vacancy that might occur, by invitations by among the Corporate Members.

51) The office of a Member of the Council shall be vacated if notice is given in writing to the Council of his wish to resign, or if he ceases to be a Corporate Member of the Institute: or if he fails to attend three consecutive meetings of the Council without valid reasons acceptable to the Council, and fails to respond to any relevant communications from the Council, on the bankruptcy in the case of Service Subscriber representatives, or member being unsound mind and the Council resolves that it be vacated. Any such resolution shall be conclusive as to the fact and grounds of vacation stated in the notice. Any resulting vacancy may be filled by the Council by appointing a Corporate Member who is qualified for election to the office in which the vacancy has occurred.

POWERS AND PROCEEDINGS OF THE COUNCIL

52) The Council is the Executive Body of the Institute. The Members of the Council are individually and collectively responsible for the overall management of its activities. To recognize the dignity of office and for professional identification the Council Members shall wear a Cloak appropriately designed and issued by the Institute. The said Cloak shall

be worn at special and important ceremonies of the Institute as long as one remains a Member of the Council.

- 53) The direction and management of the Institute are vested in the Council, subject to the provisions in the Act, bylaw and Rules of the Institute and of all resolutions of Special General Meetings of Corporate Members which has been duly summoned and held in accordance with the bylaw when such resolutions have been duly entered on the Minutes and signed by the Chairman of such meetings.
- 54) The Council shall meet as often as necessary, provided that there shall be at least one meeting per month. All decisions of the Council shall be by majority vote of those having the right to vote properly given thereat and in the case of a tie the President or other person presiding shall have a second or casting vote and one third of the total number of the Corporate Members in the Council shall be the quorum.
- 55) The decisions of the Council on all matters dealt with by them in accordance with the provisions of the Act bylaw and Rules as aforesaid shall be final and binding on all Fellows, Members, Associate Members, Affiliates, Service Subscriber Representatives and Student Members, Such decisions shall be properly recorded by the Hony. Secretary.
- 56) The Council may appoint Standing Committees for a specific period which may consist of Members of the Council and other Members including non-corporate Members and wherever appropriate or necessary persons from different fields of experience to facilitate the achieving of objectives of the Institute. All Standing Committees shall conform to the directions from the Council and subject to such directions, may regulate their procedure appropriate. A standing committee will comprise maximum of fifteen members and all names shall be approved by the Council.
- 57) In the event of the absence of the President and the Vice President, at a duly notified regular meeting of the Council, any member of the Council may be appointed to take the Chair.
- 58) The newly elected Council shall meet within fourteen days of such election and shall formulate the Annual Budget of the Institute comprising the expected income and the predicted expenditure for the ensuing year which shall be formally adopted at the first

monthly Council meeting to be held within Thirty days of the Annual General Meeting thereafter shall be closely monitored by the Hony. Treasurer and on a monthly basis shall notify the Council and obtain approval for any change in expenditure.

- 59) A Statement of the funds of the Institute and of the receipts and payments during the past financial year, terminating on the 31st March, shall be made under the direction of the Council, and after having been verified and signed by the Auditor, shall be placed before the Annual General Meeting.
- 60) The Council shall draw up a Yearly Performance Report on the state of the Institute, which shall be presented at the Annual General Meeting.
- 61) The Council may make, amend and rescind Rules for the purposes specified in the bylaw but the same be not repugnant to the bylaw and provided that no such Rules, amendment or rescission shall come into operation until the same has been approved at a Special General Meeting of the Institute, whether before or after the same has been made, amended or rescinded by the Council.
- 62) The Council may make, amend and rescind Rules for the better ordering of any matter referred to in bylaw, other than matters to be governed by Rules or otherwise so that the same be not repugnant to the bylaw or the Rules for the better governance of the Institute and its affairs.
- 63) The Council shall maintain or cause to be maintained and publish a Register of the Members of the Institute which is referred herein as Roll.
- 64) The Council shall ensure the maintenance of professional standards among the members of the Institute and other personnel practicing or acting as Personnel / Human Resource Managers or Consultants and take all actions deemed necessary to see that the members adhere to the professional ethics and conduct as stipulated and reviewed from time to time by the Council.
- 65) The Institute with the view to support the operations and management of its activities and to uphold highest standards in professionalism, is empowered to engage

Secretarial Staff, permanent, temporary or casual, as approved and decided by the Council for the smooth functioning of the Institute, The selection of such staff, remuneration and other terms of employment shall be approved by the Council on written recommendation of the President and the Hony. Secretary.

66) The Council shall ensure that the proper financial administration procedures in keeping with the generally accepted accounting principles are strictly followed by those authorized to handle the finances of the Institute. All expenditure has to be incurred in accordance with a regulatory system set out by the Council and in accordance with delegated authority by the Council. In an emergency, the written prior approval of the President, Hony. Secretary and the Hony. Treasurer should be obtained and thereafter submitted for ratification at the next Council Meeting with due notice in the form of a Council Paper.

THE HONY. SECRETARY

67) The Honorary Secretary shall be elected annually from among the Corporate Members. It shall be the duty of the Hony. Secretary, under the general direction of the Council, to the correspondence of the Institute; to attend the meetings of the Institute and of the Council; to take minutes of the proceedings of such meetings; to circulate or read the minutes of the preceding meeting and such communications as may be required to be circulated or read; to be responsible for all persons employed under Section. 65 of the bylaw; and to monitor all other ordinary business of the Institute. The Hony. Secretary shall be responsible for the preparation of the Yearly Performance Report referred to in bylaw 60. The Hony. Secretary shall be responsible for the smooth and efficient operations of the Secretariat of the Institute.

68) THE HONY. TREASURER

The Honorary Treasurer shall be elected annually from among the Corporate Members. It shall be the duty of the Hony. Treasurer under the general direction of the Council to ensure the collection of subscriptions, fees, grants and donations; to direct the keeping of accounts of all receipts and of the expenditure of the funds; to present monthly and annually the Statement of Accounts including the audited accounts for the financial year; and to superintend and be

responsible for presenting of such papers and transactions to the Council and as required bylaw. The Hony. Treasurer shall be accountable to the Council of the Institute in regard to the proper management of finances of the Institute and shall hold the position of Chairman of the Standing Committee on Finance & Administration.

69) THE AUDITOR AND THE AUDIT

The Auditor shall be elected by the Corporate Members at the Annual General Meeting. The Auditor shall retire at the following Annual General Meeting, but shall be eligible for re- election. A nomination for the office of Auditor shall be submitted by the Council at the Annual General Meeting and the members are eligible to make a further nomination or nominations. The same auditor shall not be continued over and above five consecutive years.

70) The Auditor shall be a firm qualified to practice as Auditors in Sri Lanka. In the event of an elected Auditor being unable to act, the Council shall appoint another qualified Auditor in his place to act till the next Annual General Meeting.

71) The Auditor shall have access at reasonable times to the books of accounts and all relevant documents of the Institute and shall be entitled to receive such information and explanation as may be required from the members of the Institute.

72) The Auditor shall forthwith bring to the notice of the Council in writing if in his opinion any books, documents or records which the Institute should maintain are not being properly kept or if he is unable to obtain any information or explanation required from any officer.

73) The Auditor shall submit a report to the Council on the accounts examined by him and the report shall state whether in his opinion the balance sheet for the financial year is properly drawn up so as to exhibit a true and correct position of the state of the Institute's affairs according to the best of his information and the explanations given to him and as shown by the books of the Institute.

74) THE IMMEDIATE PAST PRESIDENT

The president who relinquished his duties immediately before, after serving his full term of office shall be the Immediate Past President and shall serve on the Council in such capacity. In the

permanent absence of the immediate past president due to death/migration/permanent disability/Imprisonment/Resignation, the Council shall appoint the president who relinquished his duties immediately before the immediate past president or on his non availability any other past presidents in place of the immediate past president.

75) COLLEGE OF PAST PRESIDENTS

The Institute shall establish a College of Past Presidents for the purpose of fostering good relations with the Council and the Membership and for the purpose of working towards the goodwill and further development of the Institute. The immediate Past President shall act as the convener of the College of Past Presidents and he shall be prepared minutes of the meeting. The College of Past Presidents shall meet at least once in two months and submit such minutes to the Council. The Council shall have powers to appoint any other past president as convener in the absence of the Immediate Past President.

76) FINANCE

The finances of the Institute will comprise all monies received by way of entrance fees or any other fees, membership dues, subscriptions, other charges, special contributions from members, donations, grants interest on deposits and other savings and all other monies including revenue from study programmes, seminars, conferences etc. received by the Institute. The Council shall cause true, proper and up-to-date accounts to be maintained of all sums of monies received and expended by the Institute and the explanation of such receipt or expenditure and of records of all the property, credits and liabilities of the Institute.

77)

- a) All monies received by or on behalf of the Institute shall be paid into the account of the Institute at a Bank or Banks approved by the Council. The receipts acknowledging the monies on behalf of the Institute, signed by the Hony. Treasurer or by a person authorized by the Council shall be issued in respect of all such monies received.
- b) The Council shall frame necessary rules for the proper control and management of the finances of the Institute.

78)

- i. All monies of the Institute shall be applied for implementation of the aims and objects of the Institute as stipulated in the Act.
- ii. All such monies shall be credited to the account of the Institute maintained at any Bank / Financial Institution approved by the Council and shall be used / utilized specifically for the purpose for which such receipts are approved.
- iii. The Institute is entitled to borrow or raise and in any manner secure the payment of monies from banks, financial institutions or any other source deemed appropriate for the purpose of or in connection with the Institute's business.
- iv. The Institute may mortgage and charge the Institute, all or any of the movable and immovable property and assets, present or future and make and issue other forms of security and collateral of further secure any securities of the Institute by a trust deed or other assurance.

79) All payments / expenditure from the funds of the Institute shall be effected by order of the Council. The Hony. Treasurer shall be responsible to ensure obtaining receipts in respect of all such payments and maintain correct and accurate records.

80) The Council, through the Hony. Treasurer, shall ensure that bylaw 58 and 66 are observed with utmost importance and be responsible to the General Membership and to the authorities.

81) All monies of the Institute not required to meet the current expenditure of the Institute may be invested in the purchase of or on the security of any stocks, shares, debentures, lands, buildings or other property of any nature as the Council may determine and the Council shall have power to decide on such investments, from time to time.

82) The financial year of the Institute shall close on the Thirty First day of March in each year until otherwise determined by the Council on exceptional circumstances.

83) The Council shall provide a Common Seal of the Institute and the Secretary shall be responsible for the safe custody thereof. The Seal shall be affixed to such certificates, deeds and documents as are authorized by the Council to be sealed only in the presence of the President and the Secretary or such other person as they may respectively appoint for the purpose 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.

ANNUAL GENERAL MEETING

84) The Annual General Meeting of the Institute shall be held on or before 31st day of July as may be fixed by the Council, at such place and at such hours as may be appointed by the Council. Four weeks notice shall be given to the Membership by the Hony. Secretary of the Annual General Meeting.

85) The business of the Annual General Meeting shall be :

- (a) The confirmation of the minutes of the previous Annual General Meeting.
- (b) Consideration and adoption of the Annual Report of the Council.
- (c) Consideration and adoption of the Balance Sheet and the Audited Accounts.
- (d) Induction of the President on the invitation of the Council.
- (e) Election of the Vice President, Secretary, Treasurer, Assistant Secretary, Assistant Treasurer, Editor and six members of the Council.
- (f) Appointment of the Auditor.
- (g) Resolutions of which due notice had been given.
- (h) Any other business as the Council shall think as appropriate.

86) RESOLUTIONS AT THE ANNUAL GENERAL MEETING

Any member desiring to move any resolution at the Annual General Meeting shall give notice along with a copy of the resolution or motion to the Hony. Secretary to reach him/her fourteen days before the meeting. On receipt of resolution, if the Council is of the view that such resolution or motion is detrimental to the objects of the Institute the Hony. Secretary shall forward to the College of Past Presidents to review and recommend such resolutions prior to excluding them on the agenda.

87) SPECIAL GENERAL MEETINGS

A Special General Meeting of the Corporate Members only be convened by the Council at any time:

- a) On the requisition in writing of twenty five Corporate Members (such requisitions shall state the matters to be moved at such special General Meetings) or,

- b) For the purpose of confirming any resolution duly passed by the Council for the confirmation of any new bylaw or Rules, for the alteration or recession of any existing bylaw or Rules or for any other specific purpose or purposes relative to the direction and management of the Institute.
- c) Notice of such Special General Meeting shall be given by the Hony. Secretary to every Corporate Member fourteen days prior to the date of the meeting and shall be held within 45 Days from the date of receipt of such requirement or decision of the Council.

88) PROCEEDINGS AT MEETINGS

Subject to the provisions of the bylaw, the meetings of the Institute shall be conducted as prescribed by the Council from time to time. The Chairman shall regulate the proceedings and his ruling shall be final on all matters not specifically dealt with in the bylaws.

89)

- a) In the absence of the President and of the Vice Presidents, the Chair shall be taken by a member of the Council, but if no Member of the Council is present and willing to act, the meeting shall elect a Chairman from the Corporate Members present.
- b) Any Council member who fails to attend three consecutive meetings of the Council without being excused on reasonable/ valid grounds acceptable to the Council shall cease to be a Council member and the Council shall appoint a replacement.

90) The omission to give notice of a meeting of the Institute or the non- receipt of notice of such a meeting by any member entitled to receive notice, shall not invalidate the proceedings of that meeting.

91) No business shall be transacted at any meeting of the Institute unless a quorum is present when the meeting proceeds to business. If within twenty minutes after the time appointed for a meeting the requisite quorum is not present, the meeting shall be dissolved.

92) At all meetings of the Institute, all matters shall be decided according to the majority of votes casted properly thereat and in the case of tie the President or other person presiding shall have a second or casting vote.

93) The Chairman may with the consent of the meeting (and shall if so directed by the meeting), adjourn the meeting at any stage of proceedings and from place but no new business shall be transacted at any adjourned meeting other than the business left unfinished at a meeting from which the adjournment took place. Notice of adjournment and of the business to be transacted at the adjourned meeting shall be given as in the case of an original meeting.

QUORUM

94) The quorum for an Annual General Meeting and Special General Meeting shall be twenty five Corporate Members on the roll of the Institute and no business shall be transacted unless there is a quorum. A member without voting right shall not constitute a quorum. For Council Meetings the quorum shall be one third of the total number of Corporate Members in the Council.

NOTICE

95) Any notice may be served or any communication may be sent by the Council or by the Hony. Secretary of the Institute to any member of any class either personally or by sending it prepaid through by post addressed to such person at his address as registered in the books of the Institute.

96) Any notice or communication, if served or sent by post shall be deemed to have been served or delivered on the day following on which the same is posted; and in proving such service or delivery, sending it shall be sufficient to prove that the notice or communication was properly addressed and posted.

97) No member of any class, whose registered address is abroad, shall be entitled to any notice; and all proceedings may be had and taken without notice to such person in the same manner as if has been given due notice.

98) REFERENDUM BY POSTAL VOTE

Upon a resolution of the Council of which due notice has been given to every member of the Council and which has been carried by a two- third majority of those present and voting at a meeting of the Council, it shall be competent for the Council to refer any question which the Council are of opinion is of sufficient importance to take a poll of all the members resident in the Island and who have a right to vote on the matters in question, and thereupon a postal vote shall be taken by sending a copy of the proposed resolution/s and a voting paper by post to each member resident in the island. The voting paper shall be returned to the Secretary to reach not later than fourteen days after it has been posted. Scrutinizers appointed by the Council shall count the votes and their decision on any matter relating thereto shall be final, and if the resolution so submitted to a general poll be supported by the requisite majority of the votes polled, it shall be declared carried and shall be the resolution of the Institute.

MISCELLANEOUS

99) INSPECTION OF RECORDS AND ACCOUNTS

The minutes of all General Meetings of the Institute shall be open to all Corporate Members at all reasonable times on previous notice to the Hony. Secretary in writing. The minutes of any meeting of the Council shall be open to inspection of any Corporate Member of the Council at all reasonable times. The Accounts of the Institute shall be open, at all reasonable times, to any member of the Council and, on prior notice in writing to the Hony. Secretary, to any Fellow, Member or Associate Member and (with the previous consent of the Council) to any other person elected or attached to the Institute.

ACCESS TO PROPERTY OF THE INSTITUTE

100) All books, drawings, communications, etc., the property of the Institute, not being on loan, with the consent of the Council, shall be accessible to the Corporate Members, at all reasonable times. None of the Property of the Institute shall be taken out of the premises of the Institute without the approval of the Council or authorized persons.

ENACTMENT OF BYLAW

101) The Council, if deemed expedient or when directed by a resolution at a Special General Meeting, to make a recommendation to the members for a new bylaw or the alteration or rescission of an existing one, shall frame the new or amended clause and shall submit the proposed addition, amendment or rescission to the Corporate Members to be voted upon by them at a Special General Meeting or by means of a postal vote; and no such addition, amendment or rescission shall come into operation until the same has been approved by a two-thirds majority of those voting.

ESTABLISHMENT OF BRANCHES/UNITS/CHAPTERS

102) The Council of the Institute may establish Branches/ Units/ Chapters or Footings, as deemed necessary in the provinces or, on any such geographical basis, in order to fulfill the achievements of its objectives and details of such establishments shall be circulated to the members as early as possible.

CREATION OF TRUST

103) The Council may, subject to the approval of the General membership, create a Trust for any purpose that is deemed necessary to safeguard the interest and the property of the Institute.

AMENDMENTS TO RULES

104)

a) The Council may from time to time make, amend or rescind Rules for the purpose of carrying out and giving effect to the bylaws 20, 26, 29 and 77 (b) read with bylaws 61 and 62, for better control of the finances, staff administration and discipline and for any other purpose which the Council may think it necessary to set out Rules for the better management and conduct of the affairs of the Institute and to give effect to the bylaws of the Institute.

- b) No Rule shall have effect until it has been approved at a Special General Meeting of the Institute, by a two-third majority of those voting.

GENERAL CLAUSE

- 105) Any matter not covered or not provided in these bylaw shall be governed by the provisions of the relevant Laws of the Country

ANNEXURE A

KEY RESULT AREAS OF HUMAN RESOURCES MANAGEMENT

(Key Results Area is defined as the Results or Outcomes for which the job holders are accountable)

1. Role of HRM in organizational context
2. Strategic HRM : The Preparation and Implementation of the HR Strategy Component of the Strategic Plan
3. Human Resource Planning/ Manpower Planning
4. Employee Resourcing: Recruitment and Selection including Onboarding/ Induction; Placement/ Job matching; Employee Assessment and Development Centers; Psychometric Tests.
5. Employee Performance Review System and Follow-up Process
6. Talent Management including Career Planning, Succession Planning
7. Employee Learning and Development including Coaching and Mentoring; 360⁰ Feedback: Online Education and E-Learning
8. Reward Management including Compensation and Wage Administration
9. Employee Relations including Employee Engagement, Employee Branding, Grievance Handling Process, Maintenance of Discipline, Leave and Absenteeism
10. Industrial Relations and Legal Framework of Contract of Employment
11. Employee Safety and Health, Welfare Schemes
12. Human Resource Information System
13. Organizational Development
14. HR Audit and Score Card
15. Competency based HRM System
16. International HRM

17. Digital HRM : Technology Driven HR; Present and Future
18. HR Research and /or Consultancy
19. Intellectual Capital Creation and Management
20. Human Resource Economics: ROI in HR Practices
21. Leadership and Self-Management
22. Formulation of HR Polices, Systems / Processes & Practices

An applicant for an associate membership should be competent (In-depth conceptual knowledge and practical understanding supported by adequate hands on experience) in at least ten key results areas mentioned above.