



# **Constitution & By-Laws**

23rd March 2019



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## 1) INTERPRETATION

In these By-Laws, if not inconsistent with the context

- i. 'The Institute' means the Chartered Institute of Personnel Management (CIPM), Sri Lanka. The Institute was founded in 1959 as the Institute of Personnel Management Ceylon and was incorporated by Act of Parliament No. 24 of 1976 as the Institute of Personnel Management Sri Lanka and amended by Act No. 31 of 2018 as the Chartered Institute of Personnel Management Sri Lanka.
- ii. 'The Council' means the Council of the Institute.
- iii. 'Personnel Management' means all or any of those Key Result Areas (KRA's) of Personnel/Human Resource Management, the advancement of which is recognized by the Council as being within the objectives of the Institute as set forth in the Act(Annexure 01).
- iv. 'Personnel Manager/Human Resource 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. 'Acts' mean Act No. 24 of 1976 and Amended Act No. 31 of 2018.
- viii. 'Rules' mean the rules framed by the Institute and amended from time to time under By-Law 104 (a) and (b).
- ix. Words importing the masculine gender include all genders.
- 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 Annexure01.

## 2) CONSTITUTION

- i. The Institute shall consist of Chartered Fellows, Chartered Members and

Associate Members all of whom are collectively referred to as Corporate Members. The Institute shall also have Affiliates 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 amended name and the Honorary Secretary shall amend the Roll accordingly.
- iii. Corporate Members of the Institute in the various grades shall be entitled to the exclusive use of the following abbreviations after their names as appropriate to their respective grades:
  - a) Chartered Fellows - Chartered F.C.I.P.M
  - b) Hony. Members - Hony. M.I.P.M. (SL)
  - c) Chartered Members - Chartered M.C.I.P.M
  - d) Associate Members - A.M.C.I.P.M
  - e) Affiliate Member - Affiliate C.I.P.M.

Special Note: Those admitted as Honorary Members shall use the term Honorary Member of the Chartered Institute of Personnel Management. Honorary Members admitted after 01.04.2019 shall not be entitled to voting rights.

- 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 by Section 18, Section 19, Section 41 and Section 56 of the By-Laws.
- v. The Selection Panel for selection or upgrading of Chartered Fellow Members / Chartered Members shall consist of the following as nominated by the Hony. Secretary and ratified by the Council.
  - a) The President and any four Members (Past Presidents/Chartered Fellow Members) or
  - b) A Past President and any four Chartered Fellow Members (Non-Council Members) or
  - c) Any three Past Presidents and two Chartered Fellow Members.
- vi. The Selection Panel for selection or upgrading of Associate Members / Affiliate Members shall consist of members as nominated by the Hony.

Secretary and ratified by the Council.

- vii. The Secretary or in his absence the Assistant Secretary shall function ex-officio as the Secretary to the Panel but with no voting rights. The President will be the Chairman, or in his absence, the most senior member present shall be the Chairman of the Panel.
- viii. Any members employed by CIPM shall not be included to serve in the selection panel referred in the forgoing clauses from v to vii.

### 3) CHARTERED FELLOWS

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

- a) He has been on the Roll of the Institute in the class of Chartered Member for a continuous period of five years and shall be a paid-up member unless exempted from payment of membership fee as per provisions of the By-Laws.

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, having proficiency in at least five KRAs(as per Annexure 01).

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, with proficiency in at least five KRAs(as per Annexure 01).

OR

- III. He holds a Senior Management position at General Management Level in the field of HRM with proficiency in at least five KRAs(as per Annexure 01) 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 obtain a minimum of 120 CPD points which should be supported by comprehensive details of such CPD in the format issued by the Institute. This format must be submitted to the Honorary Secretary together with all supporting documents. Applicants should obtain 120 points, from the date of becoming a Chartered Member at the assessment of CPD.

#### 4) CHARTERED MEMBERS

Chartered Members shall comprise all persons who have been elected or upgraded to the class of Chartered Member, and their names are on the Roll as such. Every candidate for election or upgrading to the class of Chartered 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 at managerial level for a period of not less than five years with a minimum of 5 KRAs as defined in Annexure 01.

AND

- c) He should obtain a minimum of 120 CPD points which should be supported by comprehensive details of such CPD in the format issued by the Institute. This format must be submitted to the Honorary Secretary together with all supporting documents. Applicants should obtain 120 points, from the date of election as an Associate Member at the assessment of CPD.

AND

- d) That he should successfully pass a Competency-Based Evaluation by the Membership Selection Panel nominated by the Council.

#### 5) ASSOCIATE MEMBERS

Associate Members shall comprise all persons who have been elected or upgraded to the class of Associate Member as long as their names remain 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 fully qualified by successfully completing the Professional Qualification in Human Resource Management (PQHRM) Course conducted by the Institute together with three years' experience in HRM at Executive level/full-time Consultant in Human Resource Management/Human Resource Development with three years' experience in a recognized Private or Public Organization covering at least three KRAs of the Human Resource function as defined in Annexure 01.

OR

- b) He holds a degree in Human Resources Management from a University recognized by the University Grants Commission (UGC) of Sri Lanka and has completed the final stage (Strategic level I and Strategic level II) of the Professional Qualification in HRM conducted by the CIPM together with three years' experience in HRM at Executive level in a recognized private or public organization covering at least three KRAs of the Human Resource function as defined in Annexure 01.

OR

- c) He holds a Master's degree in Human Resource Management from a University recognized by the University Grants Commission of Sri Lanka and accepted by CIPM and has completed stage II (Strategic Level II) of PQHRM together with two years of experience in HRM at Executive level in a recognized private or public sector organization covering at least three KRAs of Human Resource functions as defined in Annexure 01.

OR

- d) Applicants who do not possess qualifications as stipulated above in 5(a) or (b) or (c) but have a minimum of 8 years' experience at senior managerial level in HRM/HRD in a reputed organization acceptable to the Council will be assessed using a Competency Based Interview formulated by the Council.

OR

- e) Candidates who have applied for membership, and who have not been in the field of HRM as a practitioner will not be considered for membership. Such candidates may re-apply if and when they complete not less than 3 years' hands-on experience in HRM in a recognized organization.

OR

- f) Only Degrees of Universities accredited by CIPM will be accepted when considering membership applications.

## 6) AFFILIATES

Affiliates shall comprise all persons who have been admitted to the class of Affiliate as long as their names are 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) a student who has successfully completed the PQHRM Programme.

OR

- c) He has completed the Diploma in HRM, or the National Diploma in Training & Human Resource Development (NDTHRD) conducted by CIPM or any other qualification recognized and approved by the Council reviewed every two years and possesses two years' executive experience in HRM/HRD.

## 7) STUDENT MEMBERS

Student Members shall comprise those who enroll at CIPM for a course of studies in Foundation / Certificate / Diploma / Bachelor's Degree / Master's Degree / Professional Qualification in HRM as approved by the Council and admitted to the class of Student Members, as long as their names are on the Roll as such.

## 8) HONORARY MEMBERS

Honorary Members shall comprise all persons who have been appointed to the class of Honorary Member as long as their names remain on the Roll as such.

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

Consultancy or have functioned as Senior Lecturer or higher level in HRM/HRD and have rendered significant service to the development of the discipline.

b) Recommendation for the selection will be by a Panel comprising of the President and three Past Presidents. The Council shall ratify the final selection recommended by the said Panel.

Membership will be by invitation. Honorary Members shall be in the category of Member. Honorary Members admitted from 01st April 2019 shall have no voting rights.

## 9) ELECTION, UPGRADING, AND EXPULSION OF CHARTERED FELLOWS, CHARTERED MEMBERS, ASSOCIATE MEMBERS, AFFILIATES AND STUDENT MEMBERS

a) Every application for election or upgrading, shall be signed by one paid Corporate Member not below the rank 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 their knowledge that such candidate is in every respect a fit and proper person to be enrolled to the Institute and that 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 in the election of every Chartered Fellow, Chartered Member, Associate Member, Affiliate that the application of the candidate shall not contain false or misleading statements/ recommendations by the candidate or on his behalf by the organization. The election of any person may be set aside by a resolution of the Council on the basis that the application did contain false or misleading statements/recommendations. However, the candidate/shall be given due notice to submit a statement/explanation on the alleged, false or misleading statements/recommendations, after which due consideration will be given to such an explanation. In the event such an explanation is unacceptable, the Council shall propose a resolution, and

on it being passed, the application of the candidate shall be disqualified, and membership shall not be granted. Where the candidate has been granted membership on the strength of the information provided by him and on it being revealed that the information, such candidate has provided is false or has been misleading statements/ recommendations, his explanation shall be called for in writing, and if such explanation is found unsatisfactory, his membership shall be terminated forthwith.

## 10) APPLICATION OF MEMBERSHIP

- a) Every application made in accordance with By-Law 10(a) and a nomination under By-Law 10 (b) shall be delivered to the Honorary Secretary who shall submit the same at the next Council Meeting. The Council, subject to the conditions hereinbefore set forth may, if it thinks fit, approve the proposed election/upgrading.
- b) The list of the candidates approved by the Council to be enrolled as Corporate Members shall be published and issued to all Corporate Members.

## 11) APPLICATION FOR UPGRADING

Every application for upgrading a Member shall be substantially in such form as the Council may prescribe. This form (Annexure 02) having been duly completed and subscribed by a Corporate Member shall be delivered to the Honorary 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 By-Law 2 (v and vi).

## 12) PAYMENT FOR ELECTION/UPGRADING

Every person duly elected a Chartered Fellow, Chartered 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 prescribed 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.

## 13) AWARDING OF CLOAK AND INSIGNIA

Every Chartered Fellow, Chartered Member, Associate or Affiliate Member who has been elected and had made proper payments shall receive a Certificate of Membership and in addition every Past President/Chartered Fellow shall be awarded an appropriately designed Cloak and an Insignia depicting the CIPM Logo with the wording Past President/Chartered Fellow, 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, by death or cessation of Membership, he shall on request return the cloak and Insignia to the Institute.

## 14) RESIGNATION FROM MEMBERSHIP

A member of any class may, by notice in writing to the Secretary, resign his Membership in 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 failure to do so would result in the Certificate and Insignia being made invalid. The Institute reserves the right to publish in the National Press, from time to time, all such cancellations.

## 15) CANCELLATION OF MEMBERSHIP TITLE

Any member whose membership is invalidated or who has resigned from membership shall be barred from using the title referred to in Section 2(iii) of the By-Laws nor will he be entitled to claim Membership of the Institute in any category whatsoever or claim any connection with the Institute.

## 16) ADMISSION TO ALL CLASSES OF MEMBERSHIP

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.

## 17) PRIVILEGES OF AFFILIATES

Affiliates 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 are entitled to use 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.

## 18) PRIVILEGES OF STUDENT MEMBERS

Affiliates and authorized Representatives and Student Members shall have such other privileges as the Rules may provide.

## 19) STUDY PROGRAMMES AND EXAMINATIONS

The Council shall cause study programmes and examinations to be held for approved candidates to enable them to be admitted as Chartered Members, Associate Members or Affiliate Members or for the grant of a 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 By-Law 104 (a).

## 20) EXAMINATIONS

The study programmes and examinations referred to in rule (19) above shall be called the “Institute study programmes and the Institute Examinations.”

## 21) ACCREDITATION

The Council shall have the power to recognize such University Degree 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 as recommended by the Board of Accreditation appointed by the Council.

## 22) PROFESSIONAL CONDUCT

No person who has ceased to be on the Roll is entitled to make use of any designation implying connection with the Institute.

## 23) CODE OF CONDUCT

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 By-Law (26). A copy of the Code of Conduct shall be handed over to all members in all categories and acknowledgment be obtained and filed of record in their respective files.

## 24) FRAMING OF BY-LAWS AND ADHERENCE TO SPECIFIC RULES FOR COUNCIL MEMBERS

- a) Without prejudice to the generality of the last preceding By-Law 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 and Amended Law No. 31 of 2018 make, amend and rescind rules to be observed by Corporate and Non-Corporate Members or persons practicing or acting as Personnel/HR Managers/HR 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 assigned by the Council.
- c) Fees paid to each of the Council Members for any services referred to in By-Law no 26 (b) shall be stated in the monthly accounts and the aggregate payment shall be stated in the Final accounts.

## 25) EXPULSION OR OTHER DISCIPLINARY ACTION

For the purpose of this and the next three succeeding By-Laws 'Members' shall include both Corporate Members and Non- Corporate Members and "Improper Conduct" shall mean;

- a) Any breach of Acts, By-Laws, Rules or Provisions of the Code of Professional Conduct or acting contrary to the directions made by the Council or given thereunder, and or acting in any manner which is inconsistent with the expected decorum or conduct befitting a Member of the Institute.
- b) Any fraudulent conduct or any conduct which entails undue and improper financial/ material advantages, or other gains.
- c) Any conduct which causes financial loss and/or anticipated losses or damage to the Institute.
- d) Bringing disrepute to the Institute and/or adversely affecting the image and goodwill of the Institute
- e) Conviction by a Court of Law of a criminal offense and or of an offense of moral turpitude.
- f) Any other form of misconduct which is detrimental to the interests of the Institute and the Profession.
- g) Acting contrary to the Code of Professional Conduct of the Institute.
- h) Any act or omission which renders a person being unsuitable to hold Membership in the Institute.

The following procedure shall be adhered to in cases of misconduct:

- i. In the event of any act of misconduct being 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 Chartered Member or Chartered Fellow Member/of the Institute or a non-member.

- ii. 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.
- iii. If the charge sheet is not answered by the given date, a letter will be sent to the Member/Party concerned providing him a final date by which he should reply. If he fails to reply it will be deemed that he has no explanation to the charges and action will be taken against him on that basis
- iv. If a reply is received and the explanation is not acceptable, a formal disciplinary inquiry will be conducted into the charges by a Disciplinary Body consisting a minimum of three Corporate members in the category of Chartered Fellow or Chartered Member or any other External Panel shall be appointed by the Council to conduct formal inquiry.
- v. If the accused Member fails to appear for the inquiry, he shall be advised in writing that a further date has been fixed for the inquiry and if he fails to attend, the inquiry will be held ex-parte.
- vi. The Inquiring Officer/Panel of Inquiry Officers shall hear all evidence of witnesses and examine all relevant documents and provide an opportunity to the accused party to cross-examine witnesses and examine documents in his defense.
- vii. The Inquiring Officer/Panel of Inquiry Officers shall prepare a comprehensive report based on recorded evidence and facts of the case. They shall give their findings with clear reasons for each charge.
- viii. The report of the inquiring officer/panel of inquiry officers shall be carefully studied by the Council which will take a decision on final disposal of the case.
- ix. The Council for due disposal of the case shall appoint a five-member disciplinary committee comprising of Chartered Fellow Members for the purpose of studying the report and findings of the Inquiring Officer/Panel of Inquiring Officers and making recommendations to the

Council on the nature of punishment to be meted out to the accused Member who has been found guilty.

- x. On the basis of recommendations made by the said disciplinary committee, the Council shall have power to take action against the Member found guilty by expulsion from membership or, suspension for any specific period or, severe reprimand or admonition. The Council shall also have the power to direct at its discretion 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.

## 26) PUNISHMENT ON DISCIPLINARY GROUNDS

If a member shall have been found 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 the 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 the 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.

## 27) MAKING, AMENDING, OR RESCINDING RULES

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

- a) Setting up (either temporarily or for a specific period or as an ad-hoc measure) a Disciplinary Officer or Panel of Disciplinary Officers to investigate any allegation of improper conduct, described hereinbefore or any other act unbecoming of a Professional or any act detrimental to the Profession of a Personnel/HR Manager/Practitioner who is a Member of the CIPM or any person who is practicing or acting as a Lecturer/Executive/Manager or Consultant in Personnel/HRM in Sri Lanka irrespective of being a CIPM Member or not as empowered by

Parliamentary Act no 24 of 1976 and as amended by Act no 31 of 2018.

- b) Setting up (either temporarily or for a specific period or as an ad-hoc measure) a Disciplinary Officer or Panel of Disciplinary Officers 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 such officer or panel may consider appropriate.
- c) Providing for the publication of decisions of the said Disciplinary Officer or Panel of Disciplinary Officers.
- d) Determining the constitution and composition of the membership of such a Disciplinary Officer or Panel of Disciplinary Officers and regulating the procedure of its functions.
- e) Dealing with any other matter which may be relevant to any such Disciplinary Officer or Panel of Disciplinary Officers or its functions.

## 28) SUBSCRIPTIONS, ETC.

- a) The Annual subscriptions, upgrading and entrance fees payable by the Chartered Fellows, Chartered Members, Associate Members and Affiliates of CIPM, and Student Members shall be at rates fixed by the Council from time to time.
- b) Chartered Fellow Members, Chartered Members or Associate Members may on retirement from employment before attaining of sixty years of age, migrating from Sri Lanka and on completion of Twenty-Five years of continuous service as a Corporate Member of the Institute and having contributed commendable service for the well-being of the Institute, 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 Chartered Fellow Member, Chartered Member or Associate Member, with ten years of continuous Membership as a Corporate Member of the Institute, will on completion of sixty years of age be exempted from payment of Annual Subscriptions.

## 29) ANNUAL SUBSCRIPTIONS

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.

### 30) VALIDITY PERIOD OF ANNUAL SUBSCRIPTIONS

The first annual subscription of any Chartered Fellow, Chartered 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 Chartered Fellow, an Associate Member upgraded to the class of Chartered 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 on the first of January.

### 31) LIABILITY OF MEMBERS TO PAY ANNUAL SUBSCRIPTIONS

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.

### 32) ARREARS OF ANNUAL SUBSCRIPTIONS

Any Chartered Fellow, Chartered Member, Associate Member, Affiliate, 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.

### 33) ANNUAL SUBSCRIPTION ON UPGRADING OF MEMBERSHIP

Every Member on upgrading to another class of Membership shall pay the full subscription for the current year as a Chartered Fellow, Chartered

Member or Associate Member, as the case may be, except as is provided for in By-Law 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**

**34) ACTION FOR NON PAYMENT OF ANNUAL MEMBERSHIP AREARS**

If any Chartered Fellow, Chartered Member, Associate Member or an Affiliate Member, shall leave his subscription in arrears for one year and shall fail to pay such arrears within three months after written notice has been sent to him by the Hon. 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 Chartered Fellow, Chartered Member, Associate Member, Affiliate, 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 By-Laws to the Hon. Secretary of the Institute immediately.

**35) SPECIAL CONSIDERATIONS FOR NON PAYMENT OF ANNUAL SUBSCRIPTIONS**

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 is due from such an individual. Non-Corporate Member shall mean to include all those members who are below the level of Associate Member and who have no voting rights.

## 36) REINSTATEMENT OF FORMER CHARTERED FELLOWS, CHARTERED MEMBERS, ASSOCIATE MEMBERS, AND AFFILIATE MEMBERS

The Council may if they find a good reason to do so, reinstate, under such conditions as they may deem fit, any persons who have been a Chartered Fellow, Chartered Member, Associate Member or Affiliate Member. Such cases shall be considered and reported to the Council by a Committee appointed by the Council consisting of five Fellow Members. The persons covered under this clause will not include those struck off the Roll on the grounds of disciplinary action, conviction by a Criminal Court of Law/ or punishment under any other Legal Body.

## 37) CONSTITUTION OF THE COUNCIL

The Council shall consist of the following:

- i. The President
- ii. The Vice-President
- iii. The Secretary
- iv. The Treasurer
- v. The Assistant Secretary
- vi. The Assistant Treasurer
- vii. The Editor
- viii. Six (6) Council Members
- ix. The Immediate Past President

## 38) CO-OPTED COUNCIL MEMBERS

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. Any member who has contested at the election of the Annual General

Meeting in the particular year and who has failed to secure election to the Council shall not be co-opted to the Council to fill any ensuing vacancy.

39) TERM OF OFFICE OF THE COUNCIL

The Council shall hold office from one Annual General Meeting to the next Annual General Meeting.

40) APPOINTMENT OF THE PRESIDENT

The President shall be a Chartered Fellow Member or a Chartered Member who will be invited by the outgoing Council to hold the position of President. His term of office may be renewed from year to year by the Council.

41) ACTING ARRANGEMENTS IN THE ABSENCE OF THE PRESIDENT

In the absence of the President, the Vice – President appointed under the provision of By-Laws shall act as the President.

42) ELECTION OF OFFICE BEARERS AND COUNCIL MEMBERS

The main Office Bearers namely Vice President, Secretary, and Treasurer shall be Chartered Fellows/Chartered Members of the Institute and shall be elected at the Annual General Meeting. All other office bearers namely Assistant Secretary, 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.

43) NOTICE OF ANNUAL GENERAL MEETING

The Hony. Secretary shall issue notices to all Corporate Members inviting nominations for the election of Office-Bearers and Council Members. The notice shall be issued six weeks prior to the date of the ANNUAL GENERAL

MEETING. The Notice shall be accompanied by lists of names of Corporate Members eligible for election indicating their membership grading.

#### 44) CALLING OF NOMINATIONS

All nominations for the election of office bearers shall be sent to the Hon. Secretary in closed cover marked “NOMINATIONS” 28 calendar days before the date of the Annual General Meeting. One candidate shall apply for only one position referred to in the By-Law 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.

#### 45) OPENING OF NOMINATIONS

The Hon. Secretary shall table such closed covers un-opened 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.

#### 46) PROCEDURE FOR ELECTION OF OFFICE BEARERS AND COUNCIL MEMBERS

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 being 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 equality of votes for any office, the Chairman of the Election Panel at the Annual General Meeting shall adopt 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.

#### 47) PROCEDURE TO FILL VACANCIES DUE TO SHORTFALL IN NOMINATIONS

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 invitation with names which shall be proposed and seconded by the Corporate Members present at the Annual General Meeting. The nominations so made shall be added to the existing nominations received and the normal process of elections carried out with all Corporate Members eligible to vote, casting their votes at the election.

#### 48) CESSATION/ FILLING OF VACANCIES OF MEMBERSHIP OF OFFICE BEARERS/COUNCIL MEMBERS

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, or the member being of unsound mind and the Council resolves that it be vacated. Any such resolution shall be conclusive with regard to 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.

#### 49) POWERS AND PROCEEDINGS OF THE COUNCIL

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 the 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.

## 50) DIRECTION AND MANAGEMENT OF AFFAIRS OF THE INSTITUTE

The direction and management of the Institute are vested in the Council, subject to the provisions in the Acts, By-Laws 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 By-Laws when such resolutions have been duly entered in the Minutes and signed by the Chairman of such meetings.

## 51) PROCEDURE FOR CONDUCTING COUNCIL MEETINGS

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 another 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.

## 52) DECISIONS OF THE COUNCIL

The decisions of the Council on all matters dealt with by them in accordance with the provisions of the Acts, By-Laws, and Rules as aforesaid shall be final and binding on all Chartered Fellows, Chartered Members, Associate Members, Affiliates and Student Members. Such decisions shall be properly recorded by the Hon. Secretary.

## 53) APPOINTMENT OF STANDING COMMITTEES

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 procedures appropriately. A Standing Committee will comprise a maximum of twelve members, and all names shall be approved by the Council.

**54) CHAIRING COUNCIL MEETINGS IN THE ABSENCE OF PRESIDENT AND VICE PRESIDENT**

In the absence of the President and the Vice President, at a duly notified regular meeting of the Council, any member of the Council shall be appointed by a majority of the Council to take the Chair.

**55) FORMULATION OF THE ANNUAL BUDGET**

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 the Annual Budget shall be closely monitored by the Hon. Treasurer and on a monthly basis shall notify the Council and obtain approval for any change in expenditure.

**56) PRESENTATION OF FINAL AUDITED ACCOUNTS TO THE MEMBERSHIP**

A Statement of the funds of the Institute and of the receipts and payments during the past financial year, terminating on the 31st March each year, shall be made under the direction of the Council, and after having been verified and signed by the Auditor, shall be tabled at the Annual General Meeting.

57) SUBMISSION OF YEARLY PERFORMANCE REPORT AT THE ANNUAL GENERAL MEETING

The Council shall draw up a Yearly Performance Report on the state of the Institute, which shall be presented at the Annual General Meeting.

58) PROCEDURE FOR MAKING, AMENDING AND RESCINDING RULES AT THE SPECIAL GENERAL MEETING

The Council may make, amend and rescind Rules for the purposes specified in the By-Laws but the same shall not be repugnant to the By-Laws and provided that no such Rules, amendments or rescissions 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.

59) PROVISION FOR MAKING, AMENDING AND RESCINDING RULES FOR BETTER INTERPRETATION

The Council may make, amend and rescind Rules for the better interpretation of any matter referred to in By-Laws, other than matters to be governed by Rules or otherwise so that the same be not repugnant to the By-Laws or the Rules for the better governance of the Institute and its affairs.

60) REGISTER OF MEMBERS

The Council shall maintain or cause to be maintained and published, a Register of the Members of the Institute which is referred to herein as the Roll.

61) PROFESSIONAL STANDARDS

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 action deemed necessary to ensure that the members adhere to the professional

ethics and standard of conduct as stipulated and reviewed from time to time by the Council.

## 62) OPERATIONS AND MANAGEMENT OF CIPM

The Institute with the view to support the operations and management of its activities as well as 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 the written recommendation of the President and the Hony. Secretary.

## 63) FINANCIAL ADMINISTRATION

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 shall 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 adhering to the limitations referred in the Financial Procedure Manual.

## 64) THE HONORARY SECRETARY

The Honorary Secretary shall be elected annually from among the Chartered Fellow Members/Chartered Members. It shall be the duty of the Hony. Secretary, under the general direction of the Council, to attend to the correspondence of the Institute, to attend the meetings of the Institute and of the Council, to record the 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 By-Laws, 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 By-Law 60. The Hon. Secretary shall be responsible for the smooth and efficient operations of the Secretariat of the Institute. The Hon. Secretary shall be the Chairman of the Standing Committee for Administration.

## 65) THE HONORARY TREASURER

The Honorary Treasurer shall be elected annually from among the Chartered Fellow Members /Chartered Members. It shall be the duty of the Hon. Treasurer under the general direction of the Council to ensure the collection of subscriptions, fees, grants and donations, to direct the maintaining 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 by the By-Laws. The Hon. Treasurer shall be accountable to the Council of the Institute for the proper management of finances of the Institute and shall hold the position of Chairman of the Standing Committee on Finance.

## 66) THE APPOINTMENT OF AUDITOR

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. No auditor shall be continued over and above five consecutive years.

## 67) QUALIFICATIONS OF AUDITORS

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

## 68) POWERS OF AUDITORS

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.

## 69) PROCEDURE WHEN AUDITORS HAVE NOT PROVIDED INFORMATION

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.

## 70) AUDITOR'S REPORT ON FINDINGS TO COUNCIL

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.

## 71) THE IMMEDIATE PAST PRESIDENT

The Immediate Past President shall be the President who relinquished his duties after serving his full term of office immediately before; the new President is appointed in the next succeeding Council year. The Immediate Past President shall serve on the Council in such capacity. In the permanent absence of the Immediate Past President due to death/migration/ill health/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.

## 72) 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 prepare minutes of each 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.

## 73) 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 monies received and expended by the Institute and the explanation of such receipts or expenditure and of records of all the property, credits and liabilities of the Institute. The Hon. Treasurer together with the Council shall be individually and collectively responsible and accountable for the proper management of all finances, business transactions, fixed assets, liabilities, bad debts, money recoveries, etc.

## 74) BANKING OF FUNDS / TREASURER'S DUTIES

- 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 Hon. Treasurer or by a person authorized by the Council shall be issued in respect of all such monies received.
- b) The Council shall formulate necessary rules for the proper control and management of the finances in the Institute's Financial Procedure Manual.

## 75) UTILIZATION OF INSTITUTE FUNDS

- 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 authorized by the Central Bank of Sri Lanka (CBSL) 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, for the purpose of or in connection with the Institute's business.
- iv. The Institute may as the Council deems fit and proper mortgage movable and immovable property and assets or any part thereof, owned by the Institute and/or make and issue other forms of security and collateral or further secure any securities of the Institute by a trust deed or other assurance, for the purpose of securing funds for meaningful development projects approved by the Council.

## 76) PAYMENTS AND EXPENDITURE/TREASURER'S RESPONSIBILITY

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.

## 77) RESPONSIBILITY OF THE COUNCIL ON BY-LAW 58 AND 66

The Council, through the Hony. Treasurer, shall ensure that By-law 58 and 66 are observed with utmost importance and be responsible to the General Membership and to the authorities/stakeholders.

## 78) INVESTMENT OF FUNDS

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 the power to decide on such investments, from time to time.

## 79) CLOSURE OF FINANCIAL YEAR

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.

## 80) COMMON SEAL/RESPONSIBILITY OF HONY SECRETARY

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 proof of their presence and such signing shall be independent of the signing of any person as a witness.

## 81) ANNUAL GENERAL MEETING

The Annual General Meeting of the Institute shall be held on or before the 31st day of July each year 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.

## 82) PROCEEDINGS OF ANNUAL GENERAL MEETING

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.

## 83) RESOLUTIONS

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 Hon. Secretary to reach him fourteen days before the meeting. On receipt of the resolution, if the Council is of the view that such resolution or motion is detrimental to the objects of the Institute the Hon. Secretary shall forward it to the College of Past Presidents to review and recommend such resolutions prior to excluding them on the agenda. On the College of Past Presidents being in agreement with such resolution/s or agreeing with such resolution/s with certain amendments, the council shall circulate the said resolution/s to the general membership with fourteen days' notice of a Special General Meeting to consider such resolution/s.

## 84) 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 By-Law or Rules, for the alteration or rescinding of any existing By-Law 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 Hon. 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.

85) PROCEEDINGS AT COUNCIL MEETINGS

- a) In the absence of the President, the Vice President shall preside at the council meeting. In the absence of the Vice President, the Chair shall be taken by the next senior most Council Member.
- 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

86) PROCEEDINGS AT MEETINGS OF STANDING COMMITTEES

- a) Subject to the provisions of the By-Laws, the Standing Committee 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 By-Laws.
- b) Where any matter concerning the conduct of the meeting and its procedure which is not covered by any By-Law of the Institute, the Robert Rules may be applicable to resolve the emerging issue.

87) NOTICE OF COUNCIL/STANDING COMMITTEE MEETING –FAILURE/OMISSIONS

The failure/omission to give notice of Council Meeting or Standing Committee meeting of the Institute or the non-receipt of notice of such a meeting by any member entitled to receive such notice, shall not invalidate the proceedings of that meeting.

88) QUORUM AT MEETINGS

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.

## 89) VOTING AT MEETINGS

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

## 90) ADJOURNMENT OF MEETINGS

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. On the meeting being reconvened the business left unfinished at the adjourned meeting shall be continued.

## 91) QUORUM AT A.G.M.'S AND S.G.M.'S

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.

## 92) SERVING NOTICE/COMMUNICATION TO MEMBERS

Any notice may be served, or any communication may be sent by the Council or by the Hon. Secretary of the Institute to any member in any category of membership either personally or by sending it prepaid by post addressed to such person at his address as registered in the books of the Institute.

## 93) PROOF OF NOTICE SERVED

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.

## 94) NOTICES TO MEMBERS LIVING OVERSEAS

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 he has been given due notice.

## 95) 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 obligatory on the Council to refer any question which the Council is of opinion that it 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. 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 him/her 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 is supported by the requisite majority of the votes polled, it shall be declared carried and shall be the resolution of the Institute.

## 96) 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 for inspection of any Corporate Member 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 Chartered Fellow, Chartered Member or Associate Member and (with the previous consent of the Council) to any other person elected or attached to the Institute.

## 97) ACCESS TO PROPERTY OF THE INSTITUTE

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. No Property of the Institute shall be taken out of the premises of the Institute without the approval of the Council or persons authorized by the Council.

## 98) ENACTMENT OF BY-LAWS

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 By-Law 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.

## 99) ESTABLISHMENT OF BRANCHES/UNITS/CHAPTERS

The Council of the Institute may establish Branches/Units/Chapters 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.

## 100) CREATION OF TRUST

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

## 101) AMENDMENTS TO RULES

a) The Council may from time to time make, amend or rescind Rules for the purpose of carrying out and giving effect to the By-Laws 20, 26, 29 and 77 (b) read with By-Laws 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 By-Laws 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-thirds majority of those voting.

## 102) GENERAL CLAUSE

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

## ANNEXURE – 01

### **CIPM Definition of HRM**

A strategic and integrated approach in acquisition, development, and engagement of talent, using relevant tools, with proper policies, practices and processes in creating a conducive climate towards achieving organizational excellence and societal well-being.  
(CIPM Sri Lanka, 2013)

### **CIPM Definition of Chartered HR Professional**

Chartered HR Professional is a person occupying a strategic position in an organization, who has gained a specific level of required competencies in the field of HRM, which has been recognized by the award of a formal Charter by the Chartered Institute of Personnel Management of Sri Lanka.

### **Key Result Areas of HRM**

Key Result Areas (KRAs) typically refer to specific outcomes of tasks performed by an HR professional. KRAs also can be interpreted as key deliverables, based on which the respective person's performance can be evaluated.

Key Result Areas (KRAs) of HRM - CIPM

- a) HR Planning
- b) Employee Resourcing (Recruitment, Selection, Induction, Placement)
- c) Reward Management (Pay and benefits)
- d) Training and Development
- e) Performance Management
- f) Employee Relations and Industrial Relations
- g) Organization Design and Development
- h) Digital HR and HR Analytics
- i) Human Resource Audit and HR Accounting

