

**THE CHARTERED INSTITUTE OF TRANSPORT OF  
SRI LANKA  
Act, No.8 of 2000**

**(Section 5)**

**SCHEDULE  
BY-LAWS OF THE CHARTERED INSTITUTE OF  
TRANSPORT OF SRI LANKA**

**Interpretation**

1. In these By-Laws, if not inconsistent with the context:
  - i. “The Institute” means The Chartered Institute of Transport of Sri Lanka incorporated by Act, No. 8 of 2000.
  - ii. “The Council” means the Council of the Institute.
  - iii. “Financial year” means the period between 1<sup>st</sup> January to 31<sup>st</sup> December in each year.
  - iv. “Month” means calendar month.
  - v. “Rules” means procedures to be followed as decided by Council.
  - vi. Words importing the masculine gender include the feminine gender.
  - vii. Words in the singular shall include the plural, the words in the plural, shall include the singular.
  - viii. “Session” means the period between two annual general meetings.
  - ix. “President-Elect” means a Vice President who will get elected after the first session of the incumbent President which will be effective from session 2021/2022.

**Constitution**

2.
  - i. The Institute shall consist of Fellows, Honorary Fellows and Chartered Members whom are collectively referred to as Chartered Members. The Institute may consist of all members of the Chartered Institute of Transport residing in Sri Lanka on Twenty Seventh day of March 2000.
  - ii. Institute may also have attached to it Members, Corporate Partners, Graduate members, Associate Members, and Student Members all of whom are collectively referred to as Non-Chartered Members.
  - iii. The names of all Chartered members and Non-Chartered members shall be entered on the Roll of the institute (herein referred to as the Roll).
  - iv. Class of membership shall be as follows,

<b>Chartered Member</b>	<b>Abbreviated Designation</b>
Honorary Fellow	Hon FCILT
Chartered Fellow	FCILT
Chartered Member	CMILT

## **Non-Chartered Member**

Member MILT  
Graduate Member  
Associate Member  
Student Member

## **Class of Members**

3. Chartered Fellow shall comprise every person who has been admitted or transformed into the Class of Chartered Fellow as long as his name is on the Roll as such.

Every candidate for admission or transfer to the Class of Fellow shall satisfy the Council that:

- i. a) he is more than 35 years of age;
- b) has minimum 10 years at professional level after award of CMILT and continuing to be involved professionally;
- c) they are Chartered Members who have satisfied the criteria for upgrade to Chartered Fellows.

Criterion to include are;

- (i) self-assessment on leadership, entrepreneurship, research, innovation, responsibility, contribution to Institute, knowledge of transport and logistics and
- (ii) a *viva voce*.

4. Chartered Member comprise every person who has been admitted into the Class of Chartered Member so long as his name is on the Roll as such.

Every candidate for admission or transfer to the Class of Chartered Member shall satisfy the Council that he :

i. a) has seven (07) years at Senior Managerial level and MILT Membership or having fulfilled requirements for admission to MILT Membership and Institute Professional Qualifying Examinations for CMILT.

or

b) five (05) years at Senior Managerial level and MILT Membership or having fulfilled requirements for admission to MILT Membership along with the recognized Post Graduate Diploma.

Recognized Post Graduate Diploma shall be in an area of direct relevance to transport and logistics of not less than one (01) year full time or from a recognized university as per the manual of membership qualifications.

or

c) three (03) years at Senior Managerial level and MILT Membership or having fulfilled admission to MILT Membership along with postgraduate degree in Transport or Logistics or relevant area. Post Graduate Degree shall subscribe to membership rules in an area of direct relevance to transport and logistics of not less than two (02) years full time from a recognized university as per the manual of membership qualifications.

5. Member comprise every person who has been admitted into the Class of Member so long as his name is on the Roll as such.

Every candidate for admission or transfer to the Class of Member shall satisfy the Council that he :

i. a) is a Graduate of Transport and Logistics four (04) year Honors degree program accredited by Institute as per the requirements in the Manual of Accreditation. Four (04) year honors degree in Transport and Logistics accredited by CILT as per the requirement of manual of Accreditation.

or

b) five (05) years at supervisory level experience for those with Institute' s International Certificate as per the requirement of manual of membership qualifications.

or

c) one (01) year at supervisory level after completion of qualifying examination/Graduate membership and Graduate Membership or Requirements for Admission to Graduate Membership as per the requirement of manual of qualifications.

6. Graduate Member comprise every person who has been admitted into the Class of Graduate Member so long as his name is on the Roll as such.

Every candidate for admission or transfer to the Class of Graduate Member shall satisfy the Council that he :

i. a) has at least 2 years in relevant Supervisory level as per the requirement of manual of membership qualifications.

or

b) has at least 1 year in relevant Supervisory level after completion of degree and a Degree holder.

or

c) possess Institute Advanced Diploma or is a Graduate of 3 year Transport or Logistics degree program accredited by Institute or final professional examination of a related field as per the requirement of manual of membership qualifications.

7. Associate Member comprise every person who has been admitted into the Class of Associate Member so long as his name is on the Roll as such.

Every candidate for admission or transfer to the Class of Associate Member shall satisfy the Council that :

i. a) At least five (05) years as per the requirement of manual of membership qualifications.

or

b) At least one (01) year at relevant Supervisory Level as per the requirement of manual of membership qualifications.

8. Student Member comprise every person who has been admitted into the Class of Student Member so long as his name is on the Roll as such.

Every candidate for admission or transfer to the Class of Student Member shall satisfy the Council that he :

i. a) is a student registered for Institute courses.

or

b) is a student registered in accredited degree programs in Transport and Logistics.

or

c) is a full time student in Transport and Logistics or related study programs with the approval of the Head of Institution or Department confirming that he is a full time student.

## **Management**

9. Subject always to the provisions of the Royal Charter, Bye-Laws and the Delegation Agreement and with the concurrence of the International Council, the local affairs of the Institute shall be arranged and managed in conformity with the practice of the Institute by a Council which shall consist of :

- (i) A President who shall be an Institute Member not below the rank of Chartered Member;
- (ii) President-Elect (shall not be below the class of Chartered Member) and The Immediate Past President, A Past President (to be appointed at the Annual General Meeting from among those who are Past Presidents); and
- (iii) Two Vice Presidents, an Honorary Secretary, an Honorary Treasurer, an Honorary Assistant Secretary, an Honorary Assistant Treasurer, four Sectional Committee Chairmen, (All of whom shall be Chartered Members): not less than six not more than nine Ordinary Members, all of whom shall be Institute members in the categories Chartered Fellow, Chartered Member, or as co-opted to the council from class of Member, Associate Member, Graduate Member, Student.

10. The Officers and Council shall be elected for each session at the Annual General Meeting and shall hold office for one year (one full session) from the Annual General Meeting at which elected, contested election shall be decided by ballot.

11. A President shall not hold office for more than two consecutive years (two sessions) and shall not be eligible for re-election as President-Elect. A Vice-President shall hold office for more than four consecutive years at the end of which period he shall not be eligible for re-election until after the expiration of two years. A Chartered Member to be eligible for a Vice President post, should hold a Chartered Member position for a minimum of four years.

12. Each nomination for election as an Officer or to the Committee shall be signed as proposer and seconder by at least two Institute Members and deposited in a box with the Honorary

Secretary before seven (07) days of the Annual General Meeting together with the consent in writing of the person nominated to serve (if elected) in the capacity for which he is nominated. All nominees along with the proposer and seconder shall have paid their subscriptions for the relevant calendar year.

13. Council shall send the notices calling for nominations twenty one (21) days before the AGM. Nominations will close seven (07) days before the AGM. All nominees are expected to put their nominations to a sealed box, which is kept at the Institute by the Secretary General. If there are more than one contestant for each post, there has to be an election. No single person shall contest for two posts in the Council at the election.
14. The Honorary Secretary shall always at the request of the President, President-Elect, or two Vice Presidents or any three members of the Council, convene a meeting of the Council.
15. At least seven (07) days' notice shall be given of a meeting of the Council and of the matters to be considered thereat. The business transacted shall be confined to such matters, except in an emergency.
16. A casual or occasional vacancy among the Officers or on the Committee (other than the President] occurring during an year may, subject to the provisions of Rule, be filled by the Council and the name of the member selected shall be reported at the next General Meeting of the Institute; such member shall hold office until the next Annual General Meeting of the Institute. If the Post of President falls vacant, President-Elect will act on behalf of President till the end of the session.
17. The quorum at meetings of the Council shall be eleven (11) members, excluding co-opted members. All questions shall be decided by vote and, in the event of an equality of votes, the President shall have a casting vote in addition to the vote to which he is otherwise entitled. The Council may otherwise regulate its meetings, procedures and proceedings, as it may from time to time deem necessary.
18. Any Council member, who absents himself from any three consecutive Council meeting: without an excuse acceptable to the Council, will be deemed to have ceased to be a member of the Council.
19. The Council may by a 3/4 majority of the total membership of the Council present at the meeting, remove any member from the Council post any inquiry, for conduct, which in their opinion, is likely to be detrimental to the interests of the Institute.

### **Corporate Partnership**

20. Institute shall induct Corporates as Corporate Partners to promote Institute's interest from time to time as per the Institute's guidelines for Corporate Partnership Program.

## **Subscription**

21. The Annual Subscriptions and Registration Fees payable by members shall be at rates proposed by the Council from time to time and passed by resolution at the Annual General Meeting.

22. It shall be the responsibility and duty of members to ensure that their annual subscriptions remain paid up to date. The annual subscriptions are reckoned for the financial year 1<sup>st</sup> January to 31<sup>st</sup> December each year.

23. A candidate for admission to the class of Student Member shall only pay a concessionary subscription fee as determined by the Council up to a maximum of four (04) year duration.

24. Member who has retired from active service and who is over 60 years of age and had continuously paid his subscriptions for the past 10 years will be eligible for a concessionary rate determined by the Council on a case by case basis.

25. Annual subscriptions are due on 1<sup>st</sup> January of each year for the year then commencing. If subscriptions are not paid by 31<sup>st</sup> December of a year, names of such members shall be removed from the Roll of members, after giving a period of three month's notice, by letter sent under Registered Post.

26. Every member shall be liable for the payment of his annual subscription until he has signified 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.

27. Every member on transfer to another class shall pay the full subscription for the current year for that class and any subscription he may have already paid for that year shall be accounted as part payment thereof.

28. Every member who shall gain membership of the institute after June of that year, the subscription fee to be charged shall be considered on a pro rata basis.

## **Re-instatement of former members**

29. Any application for re-instatement as a member shall be examined on a case by case basis and reported upon by a Committee appointed by the Council. The member so applying shall be liable to pay the arrears of subscription due at the time his name was removed from the Roll. Council may re-instate the applicant under such terms and conditions as it deems fit. In addition to any penalties, which the Council may impose at its discretion in special cases, the member upon re-

instatement may be called upon to pay the total of annual subscriptions covering the period and an additional one year subscription as a penalty, when his name was off the Roll at the discretion of the Council.

30. In any matter concerning the consideration of any nomination or application for membership or any other matter pertaining to membership of the Institute applicants or members have a right of appeal to the Council, but the Council may act in its absolute discretion and the decision of the Council in each case shall be final and the Council shall not be obliged to give any reason for reaching any particular decision.

### **Termination of Membership**

31. The Council may revoke the membership for non-payment of subscription fees for a consecutive period of two (02) years or for misconduct.

(a). Any member whose Membership is revoked for non payment of subscription fees shall if so notified in writing and he shall stop using the post nominal and surrender the CILT Certificate and membership card to the Honorary Secretary within fourteen (14) days from the date of the revocation.

Even after the notification to surrender the CILT certificate and card if the member continues to use CILT post nominal and it is noted, the secretariat shall write to the person to refrain from using the post nominal.

(b) In the event the membership is being terminated for misconduct, the defaulting member shall:

- i. be convened before the Council to show cause as to why his membership should not be terminated.
- ii. be entitled to call witnesses to depend on his behalf if he so wishes.
- iii. shall be notified of the decision of the Council by way of "Advice of Delivery".

### **Appeal**

32. (a) Any member whose membership has been terminated as the case may be shall have a right of appeal against the decision taken by the Council, Such appeal shall be made in writing to the Honorary Secretary of the Institute, not later than fourteen (14) days of the date of the letter of notification. Any appeal not made within the period shall not be accepted.

(b) The Council shall call a Special General Meeting to be held within twenty eight (28) days) of the receipt of the notice of such appeal.

(c) The decision of the Special General Meeting shall be final and binding.

Any person who has ceased to be a Chartered Member or non-Chartered Member of the Institute *ipso facto*, cease to be a Member of the Institute and shall surrender all relevant certificates and shall have no right to use any post nominal.

### **The Officers**

33. The Officers of the Institute shall be the President, The President-Elect, the two Vice Presidents, The Honorary Secretary, The Honorary Treasurer.

In future Chairman will be named as President and all Vice Chairmen will be referred to as Vice Presidents.

### **The Council**

34. The Council shall consist of the following members :

- i. The President
- ii. President - Elect
- iii. Two Vice Presidents
- iv. Immediate Past President
- v. Past President
- vi. Honorary Secretary
- vii. Honorary Treasurer
- viii. Four Sectional Committees Chairmen as per By-law 90
- ix. Assistant Secretary
- x. Assistant Treasurer
- xi. Nine Chartered Members

35. The Council shall hold office from one Annual General Meeting to the next, which period shall be deemed to be one session.

36. If a situation arises where a Council cannot function due to an insufficiency of Members of Council in office to form a quorum, then the President, if he is in office, or the President-Elect or the Immediate Past President available for the purpose of this By-law, or the Honorary Secretary shall summon a Special General Meeting to fill vacancies in Council for the remainder of the year. Such appointments will be deemed to have been made under By-law 79.

37. President-Elect shall be elected by the Chartered Membership from among those who have held office as Vice President for at least two (02) full sessions at the time of Annual General Meeting. The President-Elect shall hold office in Council for a maximum of two (02) full Sessions and shall assume the post of President at the end of the session.

38. In the absence of the President or in his absence the President-Elect shall officiate as President.

39. The Council shall draw up an yearly report on the state of the Institute, which shall be presented at the Annual General Meeting.

40. The Council may make, amend and rescind Regulations for-the purpose specified in the By-laws, but so that the same be not repugnant to those By-laws and provided that no such Regulation, amendment or rescission shall come into operation until the same has been approved by a General Meeting of the Institute.

41. The Council may make, amend and rescind Rules for the better ordering of any matters referred to in the By-laws, other than matters to be governed by Regulations, but so that the same be not repugnant to these By-laws or Regulations.

### **Elections**

42. The Officers and Council shall be elected each year at the Annual General Meeting and shall hold office for one (01) year from the Annual General Meeting at which elected or contested election shall be decided by ballot.

- a) The Council may appoint a member of the Council to be Assistant Secretary, and an Assistant Treasurer,
- b) The Council may also co-opt Student members and Associates Members, Graduate Members and Members (MILT) not exceeding two (02) in each category to the managing council.

43. A President shall not hold office for more than two (02) consecutive years and shall not be eligible for re-election as President-Elect. A Vice-President, The Honorary Secretary and Honorary Treasurer shall hold office for more than four (04) consecutive years at the end of which period they shall not be eligible for re-election until after the expiration of two (02) years.

44. Each nomination for election as an Officer or to the Committee shall be signed by at least two (02) Institute Members and deposited with the Secretary not less than seven (07) days before the Annual General Meeting together with the consent in writing of the person nominated to serve (if elected) in the capacity for which he is nominated.

45. The Secretary shall issue to all Chartered members whose addresses are registered at the institute at least twenty one (21) days before the annual general meeting, a notice calling for nominations for all positions in councils. He will list the positions and clearly the basis on which such nominations should be made.

46. A candidate may seek elections to one post only at the election. Nominations shall close fourteen (14) days from the date of the issue of notice calling such nominations. If nominations received exceeds the stipulated number of positions, election shall be decided by ballot.

47. The Council shall appoint an Election Committee (EC) from among Past Presidents/Fellow Members to observe and conduct the election process from the time of the closing of nominations. This committee shall consist of a maximum of five members and a minimum of three members. Further, the committee shall consist of an odd number of members (3 or 5). The expected nominees of the envisaged Council or Proposers/Seconders for such nominees shall not be appointed to the EC. Such members of the EC should come forward on their own will to serve in the EC and shall submit a declaration form stating that they shall not tender any nomination nor be a proposer or a seconder for any nominee.

### **Powers and Proceedings of the Council**

48. Subject to the provisions of the By-laws, the meetings of the Institute shall be conducted as prescribed by the Council from time to time. The President shall regulate the proceedings and his ruling shall be final on all matters not specifically dealt within the By-laws.

49. In the absence of the President, The President-Elect, failing which a Vice President present shall take the Chair. In the absence of the President, President Elect and all the Vice Presidents, shall be taken by a Member of the Council; but if none of the above Member of the Council present is willing to act, the meeting shall elect a President from the Chartered Members present.

50. The accidental omission to give notice of a meeting of the Institute to, or the non-receipt of notice of such a meeting by, members entitled to receive notice shall not invalidate the proceedings of that meeting.

51. No business shall be transacted at any meeting of the Institute unless a quorum is present. If the number of members present is not sufficient to form a quorum the meeting shall not be held. No General Meeting of the Institute shall be held if there is no quorum within half an hour of the time prescribed for such meeting. At all meetings of the Institute, questions shall be decided according to the requisite majority of votes properly given thereat and in the case of a tie the President shall have a casting vote.

52. The President shall not terminate the meeting without the consent of the majority of the Council members present.

### **The Honorary Secretary**

53. The Honorary Secretary shall be elected by the Chartered Membership from among the Chartered Members and shall hold office for one (01) year. He shall not hold office for more than four (04) consecutive years.

54. It shall be the duty of the Honorary Secretary under the direction of the Council to arrange the Council's Agenda, to attend meetings of the Council, to make minutes of the proceedings of such meeting and to circulate or read the minutes of the preceding meeting and such communications that may be required to be circulated or read.

55. The Honorary Assistant Secretary shall be appointed by the Council and shall assist the Honorary Secretary in the discharge of his duties, and will also act for the Honorary Secretary in his absence, unless specified otherwise.

### **The Honorary Treasurer**

56. The Honorary Treasurer shall be elected by the Chartered Membership from the Chartered Members and shall hold office for one (01) year. He shall not hold this office for more than four (04) consecutive years.

57. It shall be the duty of the Honorary Treasurer under the direction of Council to prepare for approval to statement of estimated revenue and expenditure for the new financial year and to present to the Annual General meeting the Statement of Accounts for the previous financial year. He shall also prepare such other reports as may be required from time to time in respect of Council's finances.

58. The Honorary Assistant Treasurer shall be appointed by the Council and shall assist Honorary Treasurer in the discharge of his duties, and will also act for the Honorary Treasurer in his absence, unless specified otherwise.

### **The Auditors**

59. The Auditors shall be elected at each Annual General Meeting. The Auditor shall retire at the next Annual General Meeting but shall be eligible for re-election.

60. 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 its place to act till the next Annual General Meeting.

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

62. The Auditor shall forthwith bring to the notice of the Council if in his opinion any of the 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.

63. The Auditor shall make 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 view 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.

## **Finance**

64. The Council shall cause true and up-to-date accounts to be kept of all sums of money received and expended by the Institution and of matters in respect of which such receipt or expenditure takes place and of all the property, credits and liabilities of the Institution.

65. All monies received by or on behalf of the Institute shall be paid into the account of the Institute at a Bank approved by the Council. The Institute receipts signed by the Honorary Treasurer or other officer authorized by Council shall be issued in respect of all money received.

66. The Council shall from time to time decide what portion of its funds should be invested. The Council may also at any time, sell the whole or any part of such investments and appropriate the proceeds of such sales to current expenditure.

67. All monies of the Institute not required to meet current expenditure of the Institute may be deposited in Central Bank approved Banks as appropriately invested in the purchase of land buildings or other property as the Council may determine and the Council shall have power from time to time to vary such deposits or investments.

68. The Financial year of the Institute shall close on the 31<sup>st</sup> (thirty first day) of December in each year.

## **The Seal**

69. The Honorary Secretary shall be responsible for the safe custody of the common seal of the Institute.

## **Annual General Meeting**

70. An Annual General Meeting shall be held not later than 30<sup>th</sup> April in each year and the business there at shall be to receive and consider the annual reports and accounts of the institute to elect Officers and members of Committee and the Auditors for the ensuing year, and to transact any other business relating to the Management of Institute.

71. At least twenty one (21) days' notice of an Annual General Meeting and a Special General Meeting shall be given. Only Chartered Members who are members of the institute shall be entitled to vote there at and the quorum shall be thirty (30) members of the total membership entitled to vote. At the time of taking a vote, for any resolutions the quorum shall be fifty (50). In the event of a vote, the President shall have a casting vote in addition to the vote to which he is otherwise entitled.

72. Any resolutions, which are to be taken up at the Annual General Meeting, must be received by the Honorary Secretary at least twenty one (21) days before such meeting except in the case of those relating to By-laws, which must be received by the Honorary Secretary at least sixty (60) days before the meeting.

73. Resolutions relating to By-laws shall be passed on to By-laws Revision Committee by the Council to obtain its observations. These resolutions when presented to the general membership should accompany the observations of the By-laws Revision Committee.

74. Resolutions shall be passed by a simple majority except in the case of those relating to By-laws, which shall require a majority of two-thirds of the members entitled to vote present at the time of voting. There shall be at least fifty (50) Chartered Members present at the time of voting.

75. All resolutions received and duly proposed and seconded by Corporate Members shall be circulated with the comments of Council, if any. The responsibility for the proper arrangement of the Annual General Meeting, the presentation of the minutes and Council's Annual Report will rest with the Honorary Secretary. The responsibility for the proper conduct of the Annual General Meeting will rest with the President.

76. Immediately following the Annual General Meeting, copies of the Minutes thereof, the Annual Report, and the audited statement of accounts and vouchers relating thereto shall be sent to CILT International.

### **Special General Meeting**

77. A Special General Meeting of Chartered Members may be convened by the Council at any time for the purpose of considering and deciding upon motions proposed by the Council.

78. The Secretary shall in consultation with the Council, shall call a Special General Meeting on a requisition in writing of fifty (50) Chartered Members. Such requisition shall state the matters to be brought before and the motions if any to be considered at such Special General Meeting. A Special General Meeting on such requisition shall be called within forty two (42) days of the presentation of such requisition to the Secretary except in the case of motions relating to By-laws. In the case of requisition relating to By-laws, Special General Meeting shall be called within ninety (90) days of the presentation of such requisition.

79. At least fourteen (14) days notice shall be given to each member of the Special General Meeting and forty (40) members entitled to vote shall be a quorum. The presence of the proposer and seconder of the issue to be taken up at the Special General Meeting is mandatory.

80. Resolutions shall be passed by a simple majority except in the case of those relating to By-laws, which shall require a majority of two-thirds, of those who are present at the time of voting. Resolutions so passed shall be binding. Minimum of 40 members shall be present at the time of voting.

81. Draft minutes of a Special General Meeting shall be circulated to all Chartered Members by the Honorary Secretary within thirty (30) days of such meeting. Such minutes shall be confirmed at the next General Meeting of the Institute's Special, Annual or otherwise.

82. Resolutions passed at Annual General Meetings or Special General Meetings must be in conformity with the Act.

83. Ordinary meetings shall be held on such days and at such hours as may be appointed by the Council for the reading and discussion of original communications submitted by on through a member and/or for such other purposes as in the opinion of the Council will further the objects of the Institute. Wherever possible ten (10) clear days' notice of Ordinary Meetings shall be given to each member.

84. No question shall be discussed or motion be proposed at any ordinary meeting relating to the direction and management of the concerns of the Institute.

### **Proceedings of General Meetings**

85. Subject to the provisions of the By-laws the meetings of the Institute shall be conducted as prescribed by the Council from time to time. The President shall regulate the proceedings and his ruling shall be final on all matters not specifically dealt within the By-laws.

86. In the absence of the President, President-Elect and all the Vice-Presidents, the Chair shall be taken by a Member of the Council; but if no Member of the Council present is willing to act, the meeting shall elect a Chairman from the Chartered Members present.

87. The accidental omission to give notice of a meeting of the Institute to, or the non-receipt of notice of such a meeting by, members entitled to receive notice shall not invalidate the proceedings of that meeting.

88. No business shall be transacted at any meeting of the Institute unless a quorum is present. If the number of members present is not sufficient to form a quorum the meeting shall not be held. No General Meeting of the Institute shall be held if there is no quorum within half an hour of the time prescribed for such meeting.

At all meetings of the Institute questions shall be decided according to the requisite majority of votes properly given thereat and in the case of a tie the Chairman shall have a casting vote.

89. The President with the consent of the members present (and shall if so directed by the members present), adjourn the meeting but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. Seven (07) days' notice of adjournment and of the business to be transacted at the adjourned meeting shall be given to all members.

## **Sectional Committees**

90. Sectional Committees shall be formed to engage in learned society activities, and for this purpose shall arrange meetings, seminars, workshops, discussions, visits and the like.

For the present the Sections shall be

- a) Aviation
- b) Land Transport
- c) Maritime
- d) Supply Chain Management and Logistics

91. The Sections may be increased in number by the Council as and when it becomes necessary to do so, with approval of the Council.

92. Each Sectional Committee shall comprise a Chairman who shall be a Chartered Member and six (06) Committee members, with at least one (1) Fellow, two (02) Chartered Members, two (02) Members and one (01) Associate.

93. The Chairman shall hold office for one (01) year. Immediately after the new Council takes office, each Sectional Committee Chairman shall summon a meeting of all members to form the Committee for the ensuing year.

## **Panel of Past Presidents**

94. There shall be a Panel of Past Presidents consisting of all Past Presidents of the Institute who shall meet biannually to discuss aspects related to the betterment of the Institute. The Council will have a position for a Past Presidents for the ensuing year to represent the Panel of Past Presidents. The points discussed at the Past Presidents Panel, will be conveyed to the Council, by the Council representative of the Panel of Presidents.

## **Advisory Committee**

95. There shall be an Advisory Committee headed by a Senior Past President who will be acting as a Patron and consisting of four (04) Past Presidents who are Fellow Members subjected to the direction of the Council to act as Advisors to the Council on critical matters related to the institute.

## **John Diandas Memorial Trust**

96. John Diandas Memorial Trust shall be managed by a Management Committee whose objectives are as follows;

- a) Conduct a memorial lecture annually on a topic related to land transport.
- b) Grant a scholarship for a postgraduate research student annually to promote research in the area of land transport.

97. The Management Committee consists of five members; Immediate Past President, three Chartered Fellows and two Chartered Members. One of the members shall be a member of the Council and The Management Committee is responsible for the Council. Funds shall be released for the activities in the ensuing year with the approval of the Council.

### **By-laws Revision Committee**

98. There shall be a By-Laws Revision Committee, whose responsibility shall be to study and review and make recommendations regarding deleting, amending or adding By-laws in keeping with the Act. The Committee shall consist of five members with the President as Chairman consisting of two Past Presidents, Honorary Secretary and three (03) Chartered Members.

### **Women in Logistics and Transport**

99. There shall be Women in Logistics and Transport (WiLAT) Forum, which is the women's forum of the Institute. WiLAT is governed by Institute's By-laws and regulations. WiLAT is managed by a Committee, which consists of twenty (20) members, representing four sectors (aviation, maritime, land transport, supply chain/logistics) and representation from public, private and academia. WiLAT Chairperson should be the most senior Vice Chairperson who is a Chartered Member. She will be co-opted to the Council. She will not have any voting rights in the Council.

### **Young Professional Forum**

100. There shall be a Young Professional Forum (YPF), which is the young Professional forum of the Institute. YPF is governed by Institute's By-laws and regulations. YPF is managed by a Committee, which consists of 25 members, with representation from YPF. Chairperson should be the most senior Vice Chairperson who is a student & above member. He will be co-opted to the Council. He will not have any voting rights in the Council.

### **Provincial and District Chapters**

101. Provincial Chapters may be formed for the benefit of members residing in outstations and shall operate according to the rules set up by the Council for all members in the respective discipline to plan the activities for the ensuing year.

- i) Provincial Chapters shall engage in activities and or for the purpose of meetings, continuing professional development programs, seminars, discussions, visits and the like.
- ii) Provincial Chapters also shall also promote membership drives in their respective provinces and may arrange to collect the subscription fees of the members according to rules set up by the council.

- iii) Provincial chapter may set up district centers in their respective provinces with a view to decentralize their activities which shall operate according to the rules set up by the council.

## **CODE OF CONDUCT**

1. Members shall support the general objects of the institute and at all times;
2. Act with integrity and professionalism and carry out their duties in such a way as to promote a positive image of the institute and their profession.
3. Act responsibly to secure the welfare, health and safety of all members of their organizations and take account of the impact of their activities on the environment and the community.
4. Continue their professional development throughout their careers and actively assist and encourage fellow members, as well as non-members, to advance their knowledge and expertise.
5. Endeavour to serve the interests of their employers and employees without compromising professional integrity or ethics
6. Strive to build their professional reputation on merit and compete fairly where competition is appropriate
7. Promote actively international understanding, goodwill and co-operation.