



RULES OF THE INSTITUTE OF TOWN PLANNERS SRI LANKA

(Prepared under the provisions of section 8(1) of the Institute of Town Planners, Sri Lanka (Incorporation) Act No. 23 of 1986)

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RULES OF THE INSTITUTE OF TOWN PLANNERS, SRI LANKA

(Rules made under section 8(1) of the Institute of Town Planners, Sri Lanka (Incorporation) Act No. 23 of 1986)

1.0 SHORT TITLE

1.1 These rules may be cited as the Rules of the Institute of Town Planners, Sri Lanka

2.0 REGISTERED OFFICE

2.1 The registered office and place of business of the Institute shall be the Professional Center, 275/75, Bauddhaloka Mawatha, Colombo 7 (Sri Lanka) or such other address as may be decided by the Council from time to time.

3.0 OFFICE BEARERS AND COUNCIL OF THE INSTITUTE

3.1 The Office- bearers of the Institute shall be the President, the Immediate Past-President, the President- elect, the Vice-President, the secretary, the Treasurer, the Assistant Secretary and the Assistant Treasurer.

3.2 The President and the President-elect shall be a Fellow Member of the Institute.

3.3 Only a member who has served in the council for at least one year shall be eligible for election as President, President-elect, Vice- President, Secretary or Treasurer.

3.4 On the termination of the period of office of the President, or his ceasing to be the president on the grounds set out in Rule 3.12 or due to death or incapacitation or registration, the president- elect shall automatically assume the office of President. (Also vide 'Transitional Provision' Rule 32.1)

3.5 A member may not hold the office of President, President-Elect, Vice- President, Secretary, Treasurer, Asst. Secretary or Asst. Treasurer for more than two successive years, but may be re-elected to such office after the lapse of one year. However this is subject to the provisions in Rule 3.6

3.6 In the event of the President opting to continue for a second year, there shall be no election for the office of President-Elect for that year.

3.6(a) However in the event of the members passing a resolution that has been duly noticed to the council, expressing their opposition to the president opting to continue for a second term the president elect shall be treated elected to the post of the president. Thereafter corporate members who satisfy the requirements of rule 3.2 and 3.3 shall be elected out of the persons who have submitted nominations for such post.

Amendment
28/03/1998
AGM

- 3.6(b) In this regards the council when due notice of the resolution opposing the presidents opting is received shall call for nominations from qualified corporate members giving at least one week notice to prior to the date of the Annual General Meeting. *Amendment 28/03/1998 AGM*
- 3.7 The Immediate Past-President shall be the person who held the office of President before the election of the current President.
- 3.8 The Council of the Institute shall consist of the Office-bearers of the Institute and eight of which 5 are to be elected by the corporate members from their category and rest are to be appointed” by the president from among the corporate members and all such office bearers and members so elected or appointed shall deem to be council members. *Amendment 28/03/1998 AGM*
- 3.8(a) Where a sufficient number of nominations have not been submitted for election to the council, the council shall fill all such vacancies at its first meeting. *Amendment 28/03/1998 AGM*
- 3.9 All Council Members except President and the Immediate Past-President shall be elected annually and the procedure for election shall be as set out in “Appendix A” of the Rules. Also vide provisions in Rule 3.6 above.
- 3.10 Council Members shall hold office from the time of closure of business of the Annual General Meeting at which they were elected till the time of closure of business at the next Annual General Meeting.
- 3.11 Only Council Members are eligible to vote at Council Meetings.
- 3.12 An Office-bearer or any other Council Member of the Institute shall cease to hold office if he ceases to be a Corporate Member of the Institute or if by letter address to the President or to the Secretary he intimate his desire to resign his membership of the Council or if he absent himself from attending three consecutive meetings of the Council without any advanced intimation to the President or to the Secretary of his absence.
- 3.13 In the event of the office of the Secretary falling vacant due to death, incapacitation, resignation or cessation of membership of the Institute, such vacancy shall be filled at a Council Meeting by the Asst. Secretary until the next Annual General Meeting.
- 3.14 In the event of the office of the Treasurer falling vacant due to death, incapacitation, resignation or cessation of membership of the Institute, such vacancy shall be filled at a Council Meeting by the Asst. Treasurer until the next Annual General Meeting.
- 3.15 In the event of any other vacancy occurring in the council, the Council at a meeting shall appoint a corporate member as a Member of the Council until the next General Meeting.
- 3.16 No act or proceedings of the Institute or the Council shall deem to be invalid by reason of the existence of a vacancy in the Council or due to any defect in the

election of any Member to the Council provided the Member of the Council is not reduced below eight.

4.0 POWERS OF THE COUNCIL

4.1 Without prejudice to the generality of the powers conferred by provisions in Section 8 of the Act the Council shall have the powers to;

4.1(a) lay down powers, duties, rights and functions of the Office-bearers of the Institute and from time to time add, amend, repeal or replace any such powers duties, rights and functions as and when considered necessary;

4.1(b) formulate membership criteria for election to the various grades of membership of the Institute;

4.1(c) co-opt any Corporate Member of the Institute, to the Council provided that such co-opted members shall not have the right to vote at Council Meeting;

4.1(d) establish Standing Committees consisting of Corporate Members for the purpose of advising the Council on matters of specific concern;

4.1(e) refer, when necessary, matters pertaining to the Rules of the Institute to the relevant Standing Committees before a final decision is taken; and

4.1(f) add, amend, repeal or replace any of the Rules of the Institute provided that such addition, amendment, repeal or replacement shall be ratified at a General Meeting of Members of the Institute, by a two- thirds majority of the Corporate Members present and voting, held in accordance with the provisions of the Rules for time being in force.

5.0 MEETINGS OF THE COUNCIL

5.1 The Council shall meet at least once in every two months; or more frequently if the Council so decides and the Secretary shall give at least seven days' notice to all members of the Council of the date, time and venue of such meeting.

*Amendment
28/03/1998
AGM*

5.2 An extraordinary meeting of the Council shall be summoned by the Secretary if decided by the President, or upon the receipt of a written requisition signed by at least four members of the Council to consider any matters specified by the President or contained in such requisition. At least forty eight hours' notice shall be given to all Council Members of the date, time and venue of such meeting, together with the business to be transacted there-at.

5.3 The quorum for any Meeting of the Council shall be six.

6.0 POWERS AND DUTIES OF OFFICE-BEARERS

6.1 The President

6.1(a) shall preside at all constitutionally convened meetings of the Institute at which he is present and shall in that capacity regulate the proceedings;

6.1(b) shall advise the Secretary to convene all constitutional meetings of the general membership or of the Council, such meetings begin the Annual General Meeting, General Meeting, Special General Meeting, Ordinary Council Meetings and extra ordinary Council Meetings;

6.1(c) shall have a meeting casting vote; and

6.1(d) shall be one of the alternative signatories on all cheques issued by the Institute.

6.2 The President-Elect

6.2(a) shall preside at all constitutionally convened meetings of the Institute in the absence of the President; and

6.2(b) shall execute all other duties of the President in his absence.

6.2(c) shall perform all such duties delegated to him by the President or by any constitutional meeting.

*Amendment
28/03/1998
AGM*

6.3 The Immediate Past President

6.3(a) shall preside at all constitutionally convened meetings of the Institute in the absence of the President, and the President- Elect;

6.3(b) shall execute all other duties delegated to him in the absence of the President and the President-Elect; and

6.3(c) shall perform all such duties delegated to him by the President or by any constitutional meeting.

*Amendment
28/03/1998
AGM*

6.4 The Vice-President

6.4(a) shall preside at all constitutionally convened meetings of the Institute in the absence of the President, President-Elect and the Immediate Past- President.

6.4(b) shall execute all other duties of the President in the absence of the President, the President- Elect and the Immediate Past-President; and

6.4(c) shall perform all such duties delegated to him by the President or by any constitutional meeting.

6.5 The Secretary

- 6.5(a) Shall convene all constitutional meetings of the Institute;
- 6.5(b) shall keep all records of the Institute (except financial) and all minutes of the constitutionally convened meetings, and undertake such other matters as the Council may from time to time determine;
- 6.5(c) shall distribute the minutes of the meetings among the membership;
- 6.5(d) shall in consultation with the President prepare the agenda of the meetings and circulate same among the membership within the stipulated periods;
- 6.5(e) shall keep an attendance register of members at each meetings;
- 6.5(f) shall keep all other documents belonging to and concerning the Institute;
- 6.5(g) shall maintain a register of Corporate and Non-Corporate Members of the Institute;
- 6.5(h) shall receive all communications to the Institute and shall respond to such communications;
- 6.5(i) shall be one of the alternative signatories on all cheques issued by the Institute;
- 6.5(j) shall prepare for the approval of the Council and for the presentation at the Annual General Meeting, the Annual Report of the activities of the Institute during the year; and
- 6.5(k) shall be the custodian of the seal of the Institute.

6.6 The Assistant Secretary

- 6.6(a) shall record all minutes of the constitutionally convened meetings in the absence of the Secretary or when called upon to do so by the Secretary;
- 6.6(b) shall execute all other duties of the Secretary in his absence;
- 6.6(c) shall perform all such duties delegated to him by the President or the Secretary or by any constitutional meeting.

6.7 The Treasurer

- 6.7(a) shall keep the financial records of the Institute and undertake such other matters as the council may from time determine;
- 6.7(b) shall demand and receive registration fees, annual subscriptions, and any other moneys due to the Institute;

- 6.7(c) shall deposit moneys received in the name of the Institute in a Bank or Banks approved by the Council;
- 6.7(d) shall retain in hand/current expense of the Institute a sum of money not exceeding one thousand and five hundred rupees in cash;
- 6.7(e) shall be responsible for making all payment on behalf of the Institute;
- 6.7(f) Shall prepare the Statement of Accounts as and when necessary;
- 6.7(g) shall prepare the Annual Budget;
- 6.7(h) shall prepare the Annual Statement of Accounts and get it audited for presentation at the Annual General Meeting and circulate to the membership at least 35 days prior to the holding of the Annual General Meeting and in the event of any query made by any Member 10 days prior to the Annual General Meeting, the Treasurer shall respond in writing to such query prior to the date of the AGM;
- 6.7(i) shall be the main signatory on all cheques issued by the Institute in connection with all expenses. Such expenses shall first be approved by the Council.

*Amendment
28/03/1998
AGM*

6.8 The Assistant Treasurer

- 6.8(a) shall execute all duties of the Treasurer in his absence; and
- 6.8(b) shall perform all such duties delegated to him by the President or the Treasure or by any constitutional meeting.

7.0 ANNUAL GENERAL MEETING

- 7.1 The Annual General Meeting of the Institute shall be held not later than three months after the end of the financial year of the Institute.
- 7.2 At least thirty five days' notice of the Annual General Meeting shall be given by the Secretary to all the Corporate and Non-Corporate Members of the Institute and the Agenda for the Annual General Meeting shall be sent to all members at least seven days before the date of such meeting.
- 7.3 Notice of resolutions to be moved at any Annual General Meeting should reach the Secretary at least twenty one days before the date of such meeting.
- 7.4 The business of the Annual General Meeting shall be carried out by the out- going Council and the next Council will take over their duties from the out-going Council immediately after the proceedings of the Annual General Meeting are concluded.
- 7.5 The agenda of the Annual General Meeting shall include

- 7.5(a) the election of Office- Bearers and other members of the Council;
- 7.5(b) the adoption of the Annual Report and the Audited Statement of Accounts for the preceding year; and
- 7.5(c) any other business of which due notice has been given.
- 7.6 ~~The quorum for an Annual General Meeting shall be one third of the total number of the Corporate members. In the event that there is no quorum, the meeting shall be reconvened after 15 minutes and one fifth of the total number of corporate members present shall constitute the requisite quorum.~~ *Amendment
28/03/1998
AGM*
- 7.7 ~~If, on such occasion the number of members falls below one fifth of the total number of corporate members, the meeting shall be reconvened within two weeks and the number of members present shall constitute the requisite quorum.~~ *Amendment
28/03/1998
AGM*
- 8.0 GENERAL MEETINGS
- 8.1 The Council may hold General Meetings of the Institute as and when it is deemed necessary.
- 8.2 The Secretary shall be given all the Members of the Institute at least fourteen days' notice of such General Meetings specifying the date, time and venue.
- 8.3 ~~The quorum of the General Meeting shall be one third of the total number of corporate members. In the event that there is no quorum, the meeting shall be reconvened after 15 minutes and one fifth of the total number of corporate members shall constitute the quorum. If on such occasion the number of members falls below one fifth of the total number of corporate members, the meeting shall be reconvened within two weeks and the number of members present shall constitute the requisite quorum.~~ *Amendment
28/03/1998
AGM*
- 9.0 SPECIAL GENERAL MEETING
- 9.1 A Special General Meeting shall be summoned by the Secretary if directed by the President or upon receipt of a written requisition signed by at least ten corporate members to consider any matter specified by the President or in such requisition.
- 9.2 At least seven days' notice of such Special General Meeting shall be given by the Secretary to all members of the Institute, specifying the date, time and venue of such meeting together with the business to be transacted thereat.
- 9.A.1 The quorum of the Annual General Meetings, General Meetings and Special General Meetings shall be one-third of the total number of the corporate Members. In the event that there is no quorum, the meeting shall be reconvened after 15 minutes and one-fifth of the total number of Corporate Members shall constitute the quorum. *Amendment
28/03/1998
AGM*

- 9.A.2 If, on such occasion the number of Members falls below one-fifth of the total number of Corporate members, the meeting shall be reconvened after 15 minutes and the number of members present shall constitute the required quorum. *Amendment
28/03/1998
AGM*

10.0 CONDUCT OF BUSINESS AT MEETINGS

- 10.1 The President shall preside at all meetings of the Institute. In his absence, the President-Elect or if he is also absent the Immediate Past- President or if he too is absent the Vice- President shall preside. In the event of all been absent, a Member of the Council other than the Secretary or the Treasurer, elect by the Corporate Members shall preside. *Amendment
28/03/1998
AGM*
- 10.2 On any point of order arising at a meeting, the interpretation given by the chairman of the meeting shall be final and conclusive.
- 10.3 Voting at meetings shall normally be by a show of hands. However, secret ballot may be resorted to if a proposal to that effect is adopted by a simple majority of the Corporate Members present.
- 10.4 If a ballot is taken on any matter arising at a meeting, and an equal number of votes are cast for or against the matter at issue, the chairman of the meeting shall have the right to cast a vote.
- 10.5 Non- corporate members may be present and participate at all meetings of the general membership of the Institute, but shall not vote at such meetings.

11.0 STANDING COMMITTEES

- 11.1 Standing Committees shall be established by the Council for the purpose of advising the Council on matters of specific concern.
- 11.2 Standing Committee shall be constituted by corporate members and shall specifically include a Policy Advisory and Constitutional Committee chaired by the President and a Membership Committee.
- 11.3 Every Standing Committee, other than the Policy Advisory and Constitutional Committee which shall be chaired by the President, shall be chaired by a Council Member.
- 11.4 Every Standing Committee shall frame regulations for the conduct of its business; such regulations shall be subject to approval of the Council after which they shall become operative.

12.0 MEMBER OF THE INSTITUTE

- 12.1 The Council may admit as a Fellow of the Institute any person who possess the

qualifications as laid down in the criteria for Membership currently in force. (Vide Appendix B1)

- 12.2 Any person desirous of being admitted a Fellow of the Institute, either by election or transfer from the grade of member, shall be proposed by a Fellow of the Institute and supported by two corporate members who shall be Council Members, on a form prescribed by the Council. This form shall contain full details and the signatures of the candidate, the sponsor and two supporters.
- 12.3 The completed proposal form shall be delivered to the Secretary who will forward it to the Membership Committee for its observations. Once it is received from the Membership Committee the Secretary shall submit it to the Council for its decision. The Secretary, on instructions from the Council shall notify the candidate on the result of his application.
- 12.4 Every person duly admitted a Fellow shall be required to attend to the following, within two months of the date of his admission, which otherwise shall become void; but the Council may in special circumstances extend the time.
- 12.5 The Council may admit as a Member of the Institute any persons who possesses the qualifications as laid down in the criteria for Membership currently in force. (Vide Appendix B1)
- 12.6 Any person desirous of being admitted a Member of the Institute shall be sponsored by two corporate members of the Institute (Vide Appendix B2) on a form prescribed by the Council. This form shall contain full details and the signatures of the candidate and the two sponsors.
- 12.7 The completed proposals form shall be delivered to the Secretary who shall forward it to the Membership Committee for its recommendation. Once it is received from the Membership Committee, the Secretary shall submit it to the Council for its decision. The Secretary on instructions from the Council shall notify the candidate of the result of his application.
- 12.8 Every person duly admitted a Member shall be required to attend to the following within two months of the date of his admission which otherwise shall become void, but the Council may in special circumstances extend time.
 - 12.8(a) sign and return the form of promise prescribed by the council (Vide Appendix D1) undertaking that he shall abide by the provisions of the Act and the Rules of the Institute for the time being in force and that he shall not at any time after ceasing to be a member of the Institute use or permit to be used in conjunction with his name, or the name of any firm or undertaking with which he maybe associated, any designation suggesting membership of the Institute.
 - 12.8(b) pay the Registration Fee and the Annual Subscription prescribed for the grade of Member. (Vide Appendix C)
- 12.9 The Council may admit as an Associate or a Student of the Institute any person

who possesses the qualifications as laid down in the Criteria for Membership currently in force. (Vide Appendix B1)

- 12.10 Any person desirous of being admitted an Associate or a Student of the Institute shall be sponsored by two corporate members of the Institute (Vide Appendix B2) on a form prescribed by the Council. This form shall contain full details and the signatures of the candidates and the two sponsors.
 - 12.11 The completed proposal form shall be delivered to the Secretary who shall forward it to the Membership Committee for its recommendation. Once it is received from the Membership Committee, the Secretary shall submit it to the Council for its decision. The Secretary on instructions from the Council shall notify the candidate of the result of his application.
 - 12.12 The Council may in their discretion refuse to admit any person as an Associate or Student without being required to give any reason for such refusal.
 - 12.13 Every person duly admitted as an Associate or a Student shall be required to attend to the following within two months of the date of his admission, which otherwise shall become void; but the Council may in special circumstances extend the time.
 - 12.13(a) Sign and return the form of promise prescribed by the Council (Vide Appendix D2) undertaking that he shall abide by the provisions of the Act and the Rules of the Institute for the time begin in force.
 - 12.13(b) Pay the Registration Fee and the Annual Subscription prescribed for the grade of Associate or of Student, as the case may be. (Vide Appendix C)
 - 12.14 The election of Fellows, Members, Associates or Students shall be by the Council at a meeting of which notice of the proposed admission shall have been given by the Secretary, and the number of Votes required for election shall be two-third of the Council Members present.
 - 12.15 The effective date of a candidate's membership for any grade other than that a Fellow shall be the date on which the Registration Fee is paid to the Treasurer of the Institute. In the case of a Fellow, it shall be the date of the Council Meeting at which the election or the transfer was approved.
 - 12.16 Membership of the Institute shall be open to both sexes and shall not be restricted by reasons of citizenship, nationality, race or religion.
 - 12.17 Corporate Members who were admitted to the Institute at the First General Meeting of the Institute shall be deemed to be Founder Member of the Institute.
- 13.0 DIPLOMA OF MEMBERSHIP
- 13.1 Every Fellow and every Member of the Institute shall on payment of the prescribed fees under these Rules shall receive within a reasonable time a

Diploma appropriate to his Grade of Membership and shall so long as he remains in membership he is entitled to retain his Diploma by payment of the Annual Subscription for the time being in force.

- 13.2 Every Diploma issued by the Institute shall be in such form as the Council may from time to time determine and shall be the property of the Institute. In the event of cessation or suspension of membership, the Diploma shall be returned to the Institute and failing this shall be recoverable on demand.

14.0 RESIGNATION OF MEMBERSHIP

- 14.1 A person shall cease to be a Corporate Member on Non- corporate Member if by letter addressed to the Secretary he intimates his desire to resign his membership.

15.0 RE- ADMISSION TO MEMBERSHIP

- 15.1 A person who has ceased to be a Corporate Member or a Non- corporate Member by resignation or by being in arrears of subscription may be re-admitted to membership by the council provided that the council may so decide with a two-third majority of the Council Members present.

- 15.2 A person to be re-admitted to membership shall have paid all arrears of subscriptions and fees due.

16.0 FEES AND ANNUAL SUBSCRIPTIONS

- 16.1 The Registration Fees and the Annual Subscriptions shall be as given in Appendix C or such other amounts decided from time to time on the proposal of the Council and confirmed by a resolution at a General Meeting or a Special General Meeting of the Institute.

- 16.2 The Annual Subscription is due on the Fifteenth of March in each year in advance.

Amendment
29/03/2011
AGM

- 16.3 The Annual Subscription for the financial year immediately preceding the Annual General Meeting is not paid by the Fifteenth day of March* of such financial year the Treasurer will send such members a notice by Registered Post to the last known address and if all arrears are not paid within one month of such notice, such member shall not be entitled to:

Amendment
31/03/2007
AGM

And

**Amendment*
29/03/2011
AGM

Attend and take part in discussions at any meeting of the Institute,

Vote on any matter,

Be elected or appointed to Council,

Be appointed to any Standing Committee or any other Committee or Sub

Committee, and

Receive any publications or communications of the Institute;

and still the dues are not paid for consecutive three years, such member shall cease to be a member.

16.4 The Council may where they think it is desirable, defer taking action prescribed Rules until such later date as they determine.

16.5 Every person admitted as Corporate Member or Non- Corporate Member of the Institute shall remain liable to the payment of his Annual Subscription until he has either forfeited his claim to membership or has signified to the Secretary in writing his desire to resign.

16.6 When a Member is admitted to a higher grade of membership he shall pay the full year's subscription together with the arrears of subscriptions and the Registration Fee applicable to the new grade of membership. If he has already paid all arrears and the current year's subscription he shall pay the difference of the annual subscription of the two grades together with the relevant Registration Fee. However if the admission to the higher grade take place after the 30th day of June of any year he shall pay half the difference of the annual subscription of the two grades together with the relevant Registration Fee.

16.7 The annual subscription of members who requires a waiver be considered by the Council on a case by case basis on receipt of a written request from the member and the exemption made annually.

*Amendment
21/03/2009
AGM*

17.0 MEMBERSHIP REGISTER

17.1 The Council shall maintain a Membership Register for the Four Grade of membership, namely Fellows, Members, Associates and Students and such Register shall be made available for inspection to the membership, after a request has been to the Secretary in writing giving him at least seven days' notice.

18.0 EDUCATION & EXAMINATIONS

18.1 The Council may appoint a Board of Town Planning Education and such other Committees or Sub- Committees for the purpose of advising and assisting the Board upon specific matters concerned with Town Planning education.

18.1(a) The Chairman of the of the Board of Town Planning Education shall be elected at an Annual General Meeting by the members, from the FELLOW Members of the Institute

*Amendment
28/03/1998
AGM*

18.1(b) Chairman of the Board of Town Planning Education shall be ex-office Member of the Council.

18.2 The Board of Town Planning Education shall deal with education of students in town planning, the conduct of examinations and all matters concerned therewith.

The President shall be an Ex-Officio member of the Board.

18.3 The Council may delegate to the Board of Town Planning Education the conduct of course of study for the qualifying examinations for membership of the Institute and the conduct of such examinations.

18.4 The Board of Town Planning Education shall publish Rules of examinations in which shall be defined.

18.4(a) The academic qualifications required for admission as Students;

18.4(b) The nature of each such examination including subjects and syllabuses that candidates seeking admission to any of the several grades of membership shall require to sit;

18.4(c) The interval at which these examinations shall be held;

18.4(d) The fee and/ or deposits that shall be paid by the candidate in respect of such examinations; and

18.4(e) The general regulations for the conduct of examinations.

18.5 The Board of Town Planning Education shall make rules for the conduct of its business and submit to the AGM through the Council.

*Amendment
28/03/1998
AGM*

However until such rules of conduct are passed at the AGM they shall be applied within the concurrence of the Council as interim regulations.

19.0 DISCIPLINE

19.1 No member shall conduct himself in such a manner as would in the opinion of the council prejudice his professional status or the reputation of the Institute.

19.2 No member shall in any way be connected with any occupation or business if such connection is in the opinion of the Council; inconsistent with the membership of the Institute.

19.3 Where a disciplinary Committee appointed by the Council is of the opinion that evidences of any person or the production by any person of any document would be relevant to or necessary for such inquiry, it may by a notice in writing request such person to attend at such time and place as shall be specified in such notice, in order to give evidence or to provide such document.

20.0 FINANCIAL YEAR

20.1 The financial year of the institute shall be from the first day of January to the thirty-first day of December of any year.

21.0 FINANCIAL MATTERS

- 21.1 The council shall cause to be kept proper books of accounts with respect to all sums of money received and expected by the institute and the matters in respect of which such receipts and expenditure take place and the assets and liabilities of the institute, and all other matters necessary for showing the true state and condition of the funds of the institute.
- 21.2 The council may approve a bank or banks where a current account or savings account or both on behalf of the institute may be opened.
- 21.3 All cheques drawn on behalf of the institute shall be signed by the treasurer and either by the president or the secretary.
- 21.4 No receipt issued on behalf of the institute shall bind the institute unless it bears the signature of the treasurer.

22.0 AUDIT

- 22.1 The accounts of the institute shall be subject to audit by a professional auditor or a firm of auditors who shall be elected annually at the Annual General Meeting.

23.0 RULES OF THE INSTITUTE

- 23.1 The council when they consider it expedient to propose the framing of any new rules or amendment or replacement or repeal of any existing rules, shall summon a special general meeting to decide thereon; and the council are at all times bound to do so on a requisition in writing by one-third of the numbers of corporate member or twenty corporate members, whichever is less, specifying the particular new rule or rules or the amendment or replacement or repeal of any existing rule or rules which they recommend.
- 23.2 All members shall have not less than seven days 'written notice of the time appointed by the council, for such meeting summoned to decide on the enactment of any new rules or amendment or replacement or repeal of any existing rule.
- 23.3 The notice shall state the general terms and objects of any existing rule, which is to be proposed and discussed and the business of such meeting shall be limited thereto.
- 23.4 The voting at such Meeting shall be either by secret ballot or by an open show of hands, which ever method is decided by a simple majority at such Meeting and the number of votes required for the adaptation of such Meeting and the number of votes required for the adoption of such resolution shall be two-third of the

Corporate Members present and voting.

23.5 No one Rule or amendment or replacement or repeal of any existing Rule shall be proposed at any meeting of the Institute, except in the manner alone prescribed.

23.6 Without prejudice to the foregoing provisions of this Rule, any new Rule or the amendment or replacement or repeal of any existing Rule may be proposed at Annual General Meeting, if due notice has been given and such item is included in the agenda of the Annual General Meeting.

24.0 BOOKS OF THE INSTITUTE

24.1 The Council shall cause to be maintained by the respective Officers a Register of Fellows, Members, Associates and Students, Minutes of meetings, a Register of attendance at any such meetings, books of accounts or any other books as the Council deem necessary.

24.2 The books and accounts of the Institute shall be open to inspection by any Corporate Member of the Institute after a request has been made to the Secretary or to the Treasurer as the case may be, in writing giving him at least seven days' notice.

25.0 COMMON SEAL

25.1 The common seal of the institute shall be of such shape, size and design as the council may by resolution determine.

25.2 The council shall be responsible for the safe custody of the seal.

25.3 The seal shall not be affixed to such certificates, deeds or documents except at a meeting of the council or by their authority.

26.0 JOURNAL OF THE INSTITUTE

26.1 The council shall publish a journal at least twice a year.

26.2 The journal committee shall handle all aspects pertaining to the publication of the journal.

27.0 PUBLICATION OF THE NAMES OF MEMBERS

27.1 The Council at its discretion may publish in one or more national newspapers, once a year a list of members who are in good stead and are entitled to use the designatory letters FITP or MITP after their names.

28.0 DECISION OF THE COUNCIL FINAL

28.1 In the interpretation of any of the foregoing Rules and in any matter not provided for therein, the decision of the Council shall be final.

29.0 RESCISSION OF EARLIER REGULATIONS OF THE INSTITUTE

29.1 The regulation of the Institute in force prior to the adoption of these Rules are hereby rescinded.

30.0 CONSTITUTION OF THE INSTITUTE

30.1 The Institute of Town Planners, Sri Lanka (Incorporate) Act, and no. 23 of 1986 read together with the foregoing Rules of the Institute will generally referred to as the Constitution of the Institute of Town Planners, Sri Lanka.

31.0 INTERPRETATION

31.1 In the Rules, if not inconsistent with the context:

31.1(a) 'The Institute' means the Institute of Town Planners, Sri Lanka as incorporated by Act of Parliament, No. 23 of 1986.

31.1(b) The 'Council' means the Council of the Institute of Town Planners, Sri Lanka.

31.1(c) 'Council Members' means the any office- bearers or any other Member of the Council.

31.1(d) 'Town Planning' means the science or art of town and country planning the advancement of which is recognized by the Institute as being within the objects of the Institute.

31.1(e) 'Town Planners' means a person engaged in the practice of town planning.

31.1(f) 'Corporate Member' means a Fellow or Member of the Institute.

31.1(g) 'Non-corporate Member' means an Associate or Student of the Institute.

31.1(h) 'Act' means the Institute of Town Planners, Sri Lanka (Incorporation) Act No. 23 of 1986 together with any amendment thereof.

31.1(i) 'Rule' means any of the foregoing rules adopted at the Special General Meeting held on..... and any other rule or rules adopted at subsequent

Annual General Meetings or Special General Meetings.

31.1(j) Words in the singular number shall include the plural number and words in the plural number shall include the singular number.

31.1(k) Words in the masculine gender shall include both the masculine as well as the feminine gender.

32.0 TRANSITIONARY PROVISIONS

32.1 In the event of the incumbent President opting not to continue for a second year in office, there shall be an election for the post of President for the relevant year. If he opts to continue there shall be an election for the post of President Elect for the relevant year.

33.0 ACCREDITATION

33.1 The Institute may undertake the accreditation of courses on a regular basis for the purpose of consideration of granting membership of the Institute. Such accreditation shall be undertaken in every three years interval and a register of accredited courses shall be maintained by the Institute, facilitated by the BOE in keeping with the requirements of core planning subjects, specified in the rules of the Institute applicable at the time of accreditation.

33.2 The Council will appoint the accreditation board chaired by a Fellow Member with two members nominated from the BOE, and the Membership and Professional Conduct Committee, and another two members, one with a distinct academic record and one with a distinct practice record. Total number of members in the accreditation board shall be five.

*Amendment
27/03/2010
AGM*

34.0 CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAMMES

34.1 The Institute shall organize at-least four (04) CPD events per year including the Annual Sessions organized together with the Annual General Meeting. The Institute shall also develop alternative options to qualify for the mandatory requirement of attending CPD events.

34.2 The participation in at least one CPD event per year is mandatory for annual membership renewal effective from the year 2018.

*Amendment
08/08/2017
QGM*

35.0 A MEMBER'S OFFICIAL SEAL

35.1 It is mandatory to use the official seal issued from the Institute, which is valid for the date, for signing, or certifying formal documents in the capacity of a Professional Town Planner.

*Amendment
08/08/2017
QGM*

I APPENDIX- A (Rule 3.9)

ELECTION OF OFFICE-BEARERS AND OTHER MEMBERS OF COUNCIL

- 01 The Council shall appoint an Election Panel consisting of one Past- President and two other Corporate Members for the purpose of Election of Office- bearers and other Members of Council. The Secretary shall furnish all necessary information to the Election Panel.
- 02 The Office- bearers, except the President and the Immediate Past- President, and other Members of Council shall the elected according to the procedure laid down hereinafter, at the Annual General Meeting.
- 03 A candidate for any post of Office-bearer or other Member of Council shall be nominated by means of a nomination paper signed by two Corporate Members who are eligible to vote at the Annual General Meeting at which the election is due to take place as proposer and seconder respectively. The written consent of the candidate, who shall be a corporate member eligible to vote at the Annual General Meeting, must be endorsed by the candidate on the nomination paper.
- 04 The Secretary shall call for the respective nominations from Corporate Members of the Institute by a notice circulated among them, thirty- five days before the Annual General Meeting.
- 05 The nominations will be received on or before a day fixed for the acceptance of nominations at the office of the Institute. Upon tender of such nomination papers, the Panel shall accept same unless they are rejected with reasons for so doing within three days after the closing date of nominations.
- 06 Where only one candidate is duly nominated for each post of office-bearer and not more than eight nominations for posts of other Members of Council, the Election Panel shall declare such candidates duly elected to the respective posts.
- 07 When there are no nominations for any post of Office-bearer or the number of nominations for the posts of other Members of the Council is less than eight, such vacancies will be filled by candidates who shall be proposed and second by Corporate Members attending the Annual General Meeting. If there is any contest, the candidate shall be elected by the Corporate Members by a majority, at the Annual General Meeting, by a show of hands.
- 08 When there is more than one nomination received for each post of Office-bearer, and more than eight nominations for posts of other Members of Council, the Election Panel shall inform all Corporate Members eligible to vote the names of such nominees as being candidates for the respective posts, at least fourteen days prior to the Annual General Meeting at which the election shall take place. Every such Corporate Member shall be issued with a serially numbered polling card which has to be surrendered to the Election Panel at the time of voting.
- 09 The election shall take place at the Annual General Meeting, by a majority of votes of the Members and shall be by secret ballot.

- 10 The Election Panel shall count the votes and declare as duly elected those with a majority of votes as Office- bearers and other Members of the Council as the case may be, and convey such results to the Chairman of the Annual General Meeting.
- 11 The Chairman of the Annual General Meeting shall then announce the results to the general membership.

II APPENDIX- B1 (Rules 12.1, 12.5 & 12.9)

CRITERIA FOR MEMBERSHIP

*Amendment
29/03/2011
AGM*

1.0 GENERAL

A candidate seeking a Membership of the Institute at any category:

- 1.1 Shall be nominated for the membership of the respective category by two members in the manner prescribed by the Institute. In case of Corporate Membership, at least one of these Nominators shall be a Fellow Member and the other shall be a Corporate Member, and in case of Fellow Membership both the Nominators shall be Fellow Members.
- 1.2 Shall have submitted all necessary documents as required by the Institute.
- 1.3 Shall have paid due fees, upon the notice made by the Institute.

2.0 QUALIFICATIONS REQUIRED FOR MEMBERSHIP OF THE INSTITUTE:

A candidate who is seeking for any of the categories of the Membership of the Institute shall satisfy the Council of the Institute with the following:

2.1 Fellow Member

2.1.1 Every candidate for the admission to the grade of Fellow Member shall:

- 2.1.1(a) Have been a Corporate Member of the Institute of Town Planners, Sri Lanka for a continuous period of not less than seven years

AND

- 2.1.1(b) Have been engaged for a period of not less than seven years in the practice in the field of Town & Country Planning in a middle management position or above and has made a contribution, acceptable to the Council.

2.1.2 In considering a nomination for the Fellow Membership the Council shall:

- 2.1.2(a) Award credits to experience in the teaching of the field of Town & Country Planning at a recognized academic institute, after gaining the Corporate Membership of the Institute.
- 2.1.2(b) Award adequate credit to professional consultancy experience gained after Corporate Membership, and
- 2.1.2(c) Award adequate credit to research papers on topics related to Town and Country planning carried out after Corporate

Membership.

2.1.2(d) Appoint a committee that shall consist of two Past Presidents to scrutinize the nomination and make recommendations to the Council.

2.1.3 The Council may at its discretion consider a Fellow of a recognized Institute to Town Planners to confer Honorary Fellowship taking into account the contribution made by him to the furtherance of the field of Town & Country Planning in Sri Lanka. Such Honorary fellowship will not provide any right to practice Town Planning in Sri Lanka and hold office or voting rights in the Institute.

2.2 Corporate Member

2.2.1 Every candidate for admission to the grade of Corporate Member shall:

2.2.1(a) Have passed the Part III of the Eligibility for Membership examination, annually conducted by the Institute

AND:

2.2.1(b) Have obtained Associate Membership of the Institute by the date of the application for the Corporate Membership

AND:

2.2.1(c) Have planning related work experience for three years in Sri Lanka after obtaining the Associate Membership, and out of these three years minimum of one year shall be under the direct supervision of a Chartered Town Planner, as defined in section 4.1

Or

All three years of experience under the direct supervision of a Chartered Town Planner, as defined in section 4.1 and, out these three years minimum of one year shall be after the fulfillment of all qualifications required to be admitted to the Associate Membership of the Institute as mentioned in section 2.3.1.

AND:

2.2.1(d) Submitted the duly completed Log Sheets of work experience as specified in 2.2.1(c) above, and assessed by a panel appointed for the same by the Council of the Institute.

2.2.1(e) Submit the evidences for participation of;

1. At-least TWO Continuing Professional Development programme, organized by the Young Planners' Forum,

*Amendment
29/03/2019*

	which is approved by the Executive Council of the Institute;	AGM
	AND	
	2. At-least ONE Continuing Professional Development Programme, organized by the Professional Affairs Board of the Institute	
2.2.2	The Council will consider to exempt requirement in Section 2.2.1(b) above only under special circumstances, provided a candidate has fulfilled all other requirements.	
2.2.3	Every candidate for admission to the grade of Corporate Member shall pass an oral examination (viva voice), conducted by an examination panel, which shall be appointed by the Executive Council of the Institute.	<i>Amendment</i> 29/03/2019 AGM
2.2.4	Every candidate for facing the oral examination (viva voice), shall have planning related work experience for one year in Sri Lanka, after passing the Part III examination.	<i>Amendment</i> 29/03/2019 AGM
2.3	Associate Member	
2.3.1	Every candidate for admission to the grade of Associate Member shall:	
	2.3.1(a) Have Passed the Part II of the Eligibility for Membership examination, conducted by the Institute	
	OR	
	2.3.1(b) Hold a Postgraduate Degree of not less than two academic years duration in the field of Town & Country Planning as per the definition given in sections 4.2 (a) and section 4.3 below from a University, accredited by the Institute,	
	OR	
	2.3.1(c) Hold a Postgraduate Degree or Postgraduate Diploma of not less than one academic year in the field of Town & Country Planning as per the definition given in section 4.2 (a) and section 4.3 below from a University, accredited by the Institute,	
	and	
	Minimum of one year experience in the field of Town & Country Planning after obtaining the qualification	
	OR	

2.3.1(d) Hold a Bachelors Degree of not less than four academic years in the field of Town & Country Planning as per the definition given in section 4.2 (a) and section 4.3 below from a University, accredited by the Institute,

OR

2.3.1(e) Hold a Postgraduate qualification in an allied discipline as per the definition given in section 4.2 (b) and section 4.3 below and posses not less than ten years experience in the field of Town & Country Planning of which not less than five years in a middle management position or above

and

Having passed Part II of the Eligibility for Membership examination of the Institute.

2.3.2 All academic qualifications given in sections (b), (c), (d) and (e) of 2.3.1 above shall be awarded by the programmes periodically accredited by the Board of Education of the Institute

2.3.3 Every applicant for the grade of Member, possessing a qualification in Town & Country Planning from a foreign University as per the definition given in section 4.2

2.3.3(a) and section 4.3 below, in addition to the academic requirements given above shall sit for an examination in “Planning Legislation and Procedure in Sri Lanka” conducted by the Institute and reach pass standard at such examination.

2.3.4 Every candidate for admission to the grade of Associate Member shall hold the Student Membership;

AND

shall attend at-least ONE Continuing Professional Development program organized by the Young Planners’ Forum, which is approved by the Executive Council of ITPSL.

2.4 Student Member

2.4.1 Every candidate for admission to the grade of Student Member shall:

2.4.1(a) currently registered to follow a study programme leading to a qualification in the field of Town & Country Planning being conducted by an academic institution accredited by the Institute.

*Amendment
29/03/2019
AGM*

3.0 CONTINUATION OF THE MEMBERSHIP OF THE INSTITUTE

3.1 Upon admission to any category of Membership the Member shall continue his/her membership annually by:

3.1(a) Payment of Relevant Membership Fee, as prescribed by the Institute, before Fifteenth of March every year

AND

3.1(b) Clearing all dues to the Institute as a Member, if there are any,

AND

3.1(c) Clearing him/her from all inquiries, related to the professional conduct of the Member, carried out by the Institute.

AND

3.1(d) Attending at-least one Continuing Professional Development Programmes, organized by the Institute;

or

Providing evidences of engaging in career development programmes in equal capacity, upon the prior Council's approval.

3.2 Any Member who has failed to continue the membership as given in 3.1 above shall apply to the Council do so by:

3.2(a) Submitting a new application.

AND

3.2(b) Paying all arrears for the period since the last date of the valid membership. (Repetition)

4.0 DEFINITIONS

4.1 "Chartered Town Planner" is a Corporate Member of the Institute of Town Planners Sri Lanka.

4.2(a) A degree or Diploma in the field of Town & Country Planning referred to have mean a University Degree or Diploma of Higher Education Institution in any planning discipline related to Town & Country Planning, Urban Planning, Urban & Regional Planning, Urban Development, Housing Development, Physical Planning, Spatial Planning, Development Planning, Environmental Planning and Urban Design that fulfills the requirements given in section 4.3.

4.2(b) A degree or Diploma in an "Allied Discipline" referred to have mean a University Degree or Diploma or a Diploma of Higher Education.

*Amendment
08/08/2017
QGM*

Institution in any discipline indirectly related to the field of Town & Country Planning that fulfills the requirement given in section 4.3.

4.3 Any academic programme recognized for the above purpose shall consist of:

4.3(a) National, Regional and Local Planning Projects and Planning related Research Projects as the core modules, and carry minimum of 20% of the total weight of the course

AND:

4.3(b) Also include Planning Legislation, Planning Methods and Policies, Regional Planning, Local Planning, Community Planning, Infrastructure Planning, Urban Management, Environment Planning, Planning History, Planning Theory and Planning Techniques in the core composition of the other modules which carry minimum 30% of the total weight of the course.

4.4 The “Institute” is the “Institute of Town Planners Sri Lanka”

III APPENDIX- B2 (Rules 12.6 & 12.10)

GUIDANCE NOTES FOR APPLICANTS AND SPONSORS COMPLETING FORMS (Membership Forms and Associate and Student Membership Forms)

A Applicants

- 01 Applicants should use only the official Application Form issued by the Institute. Applications made on any other Form such as photo copies etc. will be REJECTED.
- 02 All information contained in this Application, except for signatures must be TYPEWRITTEN.
- 03 The postal address given on pages 1 and 6 will be used in all correspondence. If there is any change of address, the Institute should be notified immediately. Forwarding of all correspondence to the last given address is considered proof of delivery.
- 04 Applicants are reminded of the importance of supplying all the information asked for and they are specially asked to ensure that official position held giving dates 9 months and year together with names of employing authorities are clearly indicated. An application can only be assessed in the light of information supplied and the onus is on the Applicant to present this in such a way as to convey the exact nature of his qualifications, and where necessary, the extent of experience gained adequately and with clarity and precision.
- 05 At any time, if it is proved that the information given in the application is not true or accurate, the Institute has the power to reject such application if the inaccuracy is detected before the application is considered, or to remove such persons from membership of the institute if such inaccuracy is detected after the person is elected to any grade of membership. Therefore it is in the best interest of the candidate that he/she provides only authentic and verifiable information.
- 06 No original of any testimonials should be sent along with the application. However certified photocopies of all such documents must be attached. It would be sufficient if one of the sponsors certifies as to the authenticity of a photocopy.
- 07 Only post-secondary educational qualifications need be given in filling section C of the Application Form.
- 08 It is incumbent upon the Applicant to see that both sponsors who are Corporate Members of the Institute of Town Planners, Sri Lanka, initial each part of each relevant section of the Application. One of the sponsors should, wherever possible, be the Head of the organization in which the candidate is employed, if such Head is a Corporate Member of the Institute of Town Planners, Sri Lanka.
- 09 If the space provided in the Section E of the Application Form is not sufficient, the Applicant may attach a separate sheet. However, in this sheet too the signatures of the two sponsors should be placed.

- 10 An application for any grade of membership must NOT be submitted in application of or prior to full compliance with the requirements as to academic status and the minimum period of total experience etc. at the time of submission. The Application should be in full conformity with current Membership Criteria of the Institute (attached herewith). Applications submitted prematurely will not be accepted for earlier consideration, and may be returned.
- 11 All applications received by the Hon. Secretary will be forwarded to the Membership Committee to make recommendations to the Council of the Institute on each individual application, in the light of the information given and also, if necessary, after making such further enquiries as the Membership Committee sees fit to make. The Membership Committee ordinarily meets only twice a year.
- 12 Where necessary an applicant may be asked to attend an interview before the Membership Committee of the Institute, at his/her own expense, prior to making a final recommendation of his/her application to the council.
- 13 The Council will consider the recommendation of the Membership Committee in taking the final decision on an application. However, the council is not bound to state reasons for its decisions.
- 14 Registration and Subscription Fees are payable only on election, and no money should be sent with the application.
- 15 Incomplete applications will be processed and will be returned to the applicant.
- 16 Applications will be acknowledged as soon as possible after receipt. Successful applicants will be notified of their election and of subscription due after the appropriate Council meetings.
- 17 All correspondence regarding membership applications must be addressed to the Hon. Secretary of the Institute.
- 18 A Certificate of Membership will be issued to newly elected members on receipt of the Registration Fee, the Certificate Fee and the Subscription for the year of election.

B SPONSORS

- 19 It is required that two Corporate Members (Fellow or Member) Sponsor each candidate for any grade of membership. It is incumbent upon the sponsors to be fully satisfied about all the statements made by an applicant. He may request the candidate to produce any documentary evidences when in doubt. Each sponsor should see that he signs in all the relevant places in Section C, D, E and F of the candidate's Application Form.
- 20 Sponsors should peruse the certificates and other documents when an applicant is attaching such documents to his application. As candidates should not submit originals of certificates but only photocopies of such documents with their applications, the sponsors should check as to the authenticity of the photocopies

and certify them as true copies by placing their signatures on them.

- 21 When recommending candidates for various grade of membership, Sponsors should be fully satisfied that an applicant complies with the current Membership Criteria of the Institute (attached herewith) in the selected grade.
- 22 It is preferable if the first sponsor is usually the Head of the organization (or the Head of the Department/ Division/ Section) if such person is a Corporate Member of the Institute of Town Planners, Sri Lanka, However this is not a compulsory requirement.
- 23 In recommending an application of a candidate for the grade of MEMBER, a sponsor should be fully satisfied that the Applicant's professional experience conforms to what the Institute expects. The aim of the practical experience in Town Planning is to enable the Council to be satisfied that a candidate has appropriate experience which, coupled with his/her educational achievement warrant his/her engaging in and contributing towards the profession of Town Planning.

IV APPENDIX- C (Rules 12.8(b) & 12.13(b))

FEES AND SUBSCRIPTIONS

Grade of Membership	Annual Subscription (Rs)	Registration Fee (Rs)
Fellow	3000.00	500.00
Corporate	2000.00	500.00
Associate	1000.00	500.00
Student	400.00 Free	500.00
Certificate Fee for FELLOW and MEMBERS: 150.00		

Amendment
26/03/2016
AGM

Amendment
29/03/2019
AGM

THE OATH OF FELLOW AND CORPORATE MEMBERS OF THE INSTITUTE

I,.....,
being admitted a Fellow/Corporate* Member of the Institute of Town Planners,
Sri Lanka do here by declare and affirm/swear* that,

I will faithfully and diligently abide by the provisions of the Institute of Town Planners, Sri Lanka (Incorporation) Act No.23 Of 1986 and the Code of Professional Conduct, and the Rules of the Institute for the time being in force,

I will pay the Annual Subscription prescribed for the grade of Fellow/Corporate* Member regularly,

I will in the event of cessation or suspension of membership return the Diploma to the Institute,

I will not conduct myself in such a manner as would in the opinion of the Council prejudice my professional status or the reputation of the Institute,

I will not in any way be connected with any occupation or business if such connection is, in the opinion of the Council, inconsistent with the membership of the Institute, I will not at any time after ceasing to be a Fellow/Corporate* Member of the Institute use or permit to be used in conjunction with my name, or the name of any firm or undertaking with which I may be associated, any designation suggesting membership of the Institute, and

I will to the best of my ability uphold the objects of the Institute of Town Planners, Sri Lanka, at all times.

.....

Signature of the Fellow/Corporate* Member

Date:

*Strike out whichever is inapplicable

THE OATH OF ASSOCIATE AND STUDENT MEMBERS OF THE INSTITUTE

I,.....,
being admitted a Associate/Student* Member of the Institute of Town Planners,
Sri Lanka do here by declare and affirm/swear* that,

I will faithfully and diligently abide by the provisions in the Institute of Town Planners, Sri Lanka (Incorporate) Act, No 23 of 1986 and the Rules of the Institute for the time being in force and that I will pay the Annual Subscription prescribed for the grade of Associate/ Student* regularly and further that I will, to the best of my ability, uphold the objects of the Institute of Town Planners, Sri Lanka, at all time.

.....

Signature of the Associate/Student* Member

Date:

*Strike out whichever is inapplicable