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**CONSTITUTION OF COLLEGE OF MILITARY
ENGINEERING AND TECHNOLOGY, SRI LANKA
(CMETSL)**

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**CONSTITUTION OF THE COLLEGE OF MILITARY
ENGINEERING AND TECHNOLOGY SRI LANKA (CMETSL)**

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**CONSTITUTION OF THE COLLEGE OF MILITARY
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Article I

1. a. **Name**

The name of the institution shall be the ‘College of Military Engineering and Technology, Sri Lanka’, hereinafter referred to as the ‘College’.

b. **Emblem**

The emblem of the College shall be as depicted in the first schedule.

Article II: Office

2. The registered office and place of business of the College shall be the College of Military Engineering and Technology Sri Lanka, Ministry of Defence, Akuregoda hereinafter referred to as the ‘College Office’ or such other address as may be decided by the Executive Committee from time to time.

Article III: Objectives

3. The objectives of the College of Military Engineering and Technology Sri Lanka shall be as follows:

a. Establish collaboration with government & industry to develop multi-disciplined solutions to national security infrastructure challenges.

b. Facilitate/ promote coordination and cooperation among engineers of Armed Forces in Sri Lanka in the fields of technology, knowledge and resource sharing to have synergized outputs.

c. Provide engineering consultancy services for Armed Forces and National Institutes in Sri Lanka and overseas as directed by the Ministry of Defence.

d. Coordination among Tri-Services when engaged in nation-building activities.

e. Formulation, regulation and function of professional standards, practices and ethics of engineering practitioners at various levels at Armed Forces in par with Engineering Council of Sri Lanka (ECSL) and International Standards.

f. Formulation, regulation and function of safety standards for engineering practices at Armed Forces following Local and International Standards.

g. Promote research and development (R & D) activities at Armed Forces and disseminate acquired knowledge through R & D among members by organizing knowledge sharing sessions/ forums.

h. To conduct all types of training to enhance the knowledge of military engineers.

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- i. To represent Engineers of Armed Forces in the ECSL and other National and International forums.

Article IV: Patrons

4. There shall be a Patron and a Senior Vice Patron of the College and they shall be the Secretary to the Ministry of Defence and the Chief of Defence Staff by the appointments respectively. The Commanders of the Army, Navy and Air Force and the Vice Chancellor of KDU will be the Vice Patrons.

Article V: Membership

5. The College shall consist of serving ‘Fellows’ and ‘Members’ all of whom are collectively referred to as Corporate Members. The College may also affiliate ‘Honorary’, ‘Associate’ members, ‘Affiliate’ members, and ‘Engineering Technicians’ all of whom are collectively referred to as Non-Corporate Members. The Classes of membership shall be as follows:

Corporate Member

Fellow
Member

Non-Corporate Member

Honorary Member
Associate Member
Affiliate Member
Engineering Technician

Corporate Member

a. **Fellow Member:** Shall comprise every person who has been admitted or transferred into the Class of ‘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 Executive Committee that he:

- (1) Is more than 45 years of age and in the rank of Lt Colonel, Commander, Wing Commander in active service.
- (2) Is a Member of the College.
- (3) Has sufficient experience acceptable to the Executive Committee involving at least 15 years of responsibility in Engineering and IT fields.
- (4) Is a practicing Engineering / IT professional with at least 15 years of active service after graduation in Armed Forces.
- (5) The Executive Committee may require any candidate to attend an interview conducted on its behalf in order that candidate may better satisfy the Executive Committee that he possesses the requisite qualifications.

b. **Member:** Shall 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 College that he:

- (1) Is more than 35 years of age and in active service in Armed Forces.
- (2) Has a four years degree in Engineering or IT recognized by the College/

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UGC or an equivalent qualification accepted by the College.

- (3) Has discharged or has shown the capacity to take on professional responsibility as an Engineer for a period of more than 10 years.
- (4) Has an aggregate of his Engineering / IT education, training and professional experience which is not less than fifteen years.
- (5) At the time of his application should be engaged in the practice of or associated with engineering / IT related works.
- (6) Has been accepted for admission as a Member through the 'Mature Engineering Candidates Route' (defined below).
- (7) Has been accepted for Admission as a Member through rules approved by the Executive Committee time to time.
- (8) Executive Committee may require any candidate to attend a Professional Review conducted on its behalf in order that the candidate may better satisfy the Executive Committee that he possesses the requisite qualifications.
- (9) 'Mature Engineering Candidates Route' is comprised of candidates those satisfy the following; has successfully completed an Engineering / IT branch training, training in Engineering / IT related courses either local or abroad, which have been awarded by the service or any other institutions recognized by the respective services, and possess 15 years of experience as an Engineer / IT Officer in the respective service.
- (10) 'Mature Engineering Route' shall be the gateway for members of the Class of Associate Member and Class of Affiliate Member to become Corporate Members of the College.

Non-Corporate Member

c. **Honorary Member:** Shall be distinguished and eminent persons (Retired/Serving in Engineering and IT related profession) who accept the invitation of the College to this class of membership.

d. **Associate Member:** Shall comprise every person who has been admitted to 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 Members shall satisfy the College that he:

- (1) Is more than 21 years of age and in active service in Armed Forces.
- (2) Should possess a four-year full-time degree in Engineering / IT recognized by the College / UGC or an equivalent qualification acceptable by the College.
- (3) Is practicing Engineering / IT profession.

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e. **Affiliate Member:** Shall comprise every person who has been admitted to the Class of 'Affiliate Member' so long as his name is on the Roll as such. Every candidate for admission or transfer to the Class of Affiliate Members shall satisfy the College that he;

(1) Is more than 21 years of age and in active service in Armed Forces.

(2) Should possess a three-year full-time degree/diploma (NVQ 6 equivalent) in Engineering or IT recognized by the College or an equivalent qualification acceptable to the College or any other 3 years Engineering / IT affiliate degree / diploma, which is deemed accepted by the College.

f. **Engineering Technician:** Shall comprise every person who has been admitted to the Class of 'Engineering Technician' so long as his name is on the Roll as such. Every candidate for admission or transfer to the Class of Engineering Technician shall satisfy the College that he;

(1) Is not less than 25 years of age and in active service in Armed Forces.

(2) Should possess a three-year full-time Diploma in Engineering/ IT (NVQ 5 equivalent) recognized by the College or an equivalent qualification acceptable to the College, or having successfully completed Engineering / IT branch training and possesses a minimum experience of 5 years as an Engineering / IT technician in the respective service, as deemed acceptable by the College .

6. All above classes of members are subjected to the following:

a. All Corporate Members of the College shall have the right to vote, right to elect office bearers and to propose and second candidature of another member and to receive all communications from the Secretary of the College.

b. Only the Corporate Members have the right to be nominated as office-bearers of the College.

c. The posts of office bearers shall be filled by persons who become eligible for Corporate Membership in terms of Article V, Paragraph 5 only.

d. The membership fees will be as prescribed by rules made by the Executive Committee from time to time (Rules No 13 – Annex 'B').

e. Any Member (except those who have obtained Life Membership) who has not paid his annual subscription fee for a consecutive period of three years shall automatically cease to be a member.

f. Application for membership shall be proposed and seconded by two Corporate Members and submitted to the Executive Committee for consideration. The Professional Affairs Standing Committee shall evaluate and recommend such application to the Executive Committee.

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- g. All applications for membership shall be on the prescribed form by the Executive Committee.
 - h. The Executive Committee shall have the right either to accept or reject any membership application for any reason, which they think, is justifiable and shall have the right to decide the Class of Membership.
 - i. Any person whom in the opinion of Executive Committee, has conducted himself in a dishonorable manner to the College shall not be eligible to become or remain as a member of the College. The Executive Committee shall appoint a Disciplinary Committee as per Article XIV Paragraph 56 b (1).
7. A member may resign by communicating his resignation to the Secretary of the College and consider as a non-member from the date such request been accepted by the Executive Committee.
8. The Executive Committee shall have the power to terminate the membership of any member who becomes disqualified to be a member in terms of Article V Paragraph 6 (e) and (i).

Article VI: Office Bearers and Executive Committee

9. Office bearers of the College shall be comprised as follows:
- a. President
 - b. President Elect
 - c. Vice President
 - d. Secretary
 - e. Assistant Secretary 1
 - f. Assistant Secretary 2
 - g. Treasurer
 - h. Assistant Treasurer 1
 - i. Assistant Treasurer 2
10. The Executive Committee of the College (Ex-Co) shall consist of following persons:
- a. The Office bearers of the College (09)
 - b. The immediate past-president of the College
 - c. Fifteen (15) members, five (05) each from serving Engineering / IT Officers of the Tri Services whom shall be nominated by the respective Service Commanders.
11. President of the College (hereinafter referred to as 'President' is to be appointed from the senior-most serving Engineering/IT Officer preferably in the Rank of Major General, Rear Admiral and Air Vice Marshal of respective service on rotational basis in the order of Army, Navy and Air Force, for a maximum tenure of one year (will remain in the position until

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completion of tenure irrespective of retirement). He shall preferably be a Chartered Engineer. He shall be a Fellow Member of the College.

12. President Elect of the College (hereinafter referred as 'President Elect' is to be the next immediate President and shall be the senior most serving Engineering / IT Officer of the service other than from the service of the President as per the rotation for a maximum tenure of one year. He shall preferably be a Chartered Engineer. He shall be a Fellow Member of the College. The President Elect must have minimum of two (02) years of service period ahead in the respective service from the date of election to the post of President Elect.

13. Vice President is to be the next immediate President Elect and shall be senior most serving Engineering / IT officer from Army, Navy or Air Force other than from the service of President and President Elect for a maximum tenure of one year. He shall preferably be a Chartered Engineer. He shall be a Fellow Member of the College. The Vice President must have minimum of three (03) years of service ahead in the respective service from the date of election to the post of Vice President.

14. Maximum of Fifteen (15) Executive Committee members, nominated by the respective Service Commanders (05 x officers from each service, including the Senior Most Engineering / IT Qualified Officer) for a period of one (01) year. The nominees shall preferably have one (01) year service period ahead and shall be ratified at the AGM.

15. Secretary and Treasurer shall be serving Engineering / IT Officers of the same service of the President and shall be a Corporate Member of the College. Secretary or the Treasurer shall preferably be a Lady Officer and they shall have minimum of one (01) year service ahead in the respective service.

16. Assistant Secretary 1 and Assistant Treasurer 1 shall be serving Engineering / IT Officers of the same service of the President Elect and shall be a Corporate Member of the College. One of them shall preferably be a Lady Officer and they shall have minimum of two (02) years of service ahead in the respective service and shall continue to hold appointments of the College for two years continuously.

17. Assistant Secretary 2 and Assistant Treasurer 2 shall be serving Engineering / IT Officers of the same service of the Vice President and shall be a Corporate Member of the College. One of them shall preferably be a Lady Officer and they shall have minimum of three (03) years of service ahead in the respective service and shall continue to hold appointments of the College for three years continuously.

18. The names of all Corporate and Non-Corporate Members shall be entered in the Roll of the College (hereinafter referred to as the 'Roll'). The Roll shall be in electronic form and shall contain details pertaining to each Corporate and Non-Corporate member in the form specified by the Executive Committee from time to time. A member who changes his name in accordance with established practice, shall thereupon inform the Secretary of his new name with relevant documents / proofs and the Secretary shall amend the Roll accordingly with the approval of Executive Committee.

The Management of Executive Committee

19. Every appointed member of the College shall, unless he vacates office earlier by death, resignation, or removal on disciplinary grounds, be eligible for re-appointment on completion

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of his initial tenure.

- a. The Executive Committee may remove any appointed member from office for reasons deemed necessary.
- b. Any appointed member may resign from office at any time by a letter addressed to the President and such resignation shall take effect upon it is being accepted by the Executive Committee.
- c. The Executive Committee of the College shall have meetings monthly and quorum for Executive Committee meeting shall be Thirteen (13) committee members.
- d. The management of the Roll shall be as directed and specified by the Executive Committee from time to time.

Examinations

- a. The Executive Committee shall conduct the 'College Examinations' for candidates according to rules prescribed from time to time. The Executive Committee may from time to time recognize University degrees or other similar qualifications, after scrutiny, as it deems suitable for exemption from the whole or part of the College Examinations.
- b. The Executive Committee may at any time withdraw recognition of any previously recognized qualification.
- c. The Executive Committee may in its discretion, permit persons not otherwise qualified under Article V, Paragraph 5 of the constitution, to sit the College Examinations.

Article VII: Standing Committees and Sectional Committees

20. The Executive Committee if needed, may appoint Standing Committees on the following; Each Standing Committee shall be chaired by the President, President Elect or Vice President. Nominating members, defining duties, responsibilities and the terms of reference of the Standing Committees shall be done by the Executive Committee from time to time:

- a. Professional Standards Management Committee
- b. Professional Affairs Committee
- c. Education Committee
- d. Finance and Procurement Committee
- e. Elections and Constitutional Matters Committee
- f. Continuing Professional Development Committee

21. Sectional Committees shall be formed as follows to engage in learned society activities and for this purpose shall arrange Meetings, Seminars, Discussions, and Visits...etc.

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- a. Mechanical / Automobile and Hull Engineering
 - b. Marine Engineering and Naval Architecture
 - c. Aeronautical Engineering
 - d. Electrical, Electronic & Telecommunication Engineering
 - e. Mechatronics
 - f. Building Service Engineering
 - g. Civil Engineering
 - h. Chemical and Process Engineering
 - i. Information Technology & Computer Engineering
 - j. Biomedical Engineering
22. The Sections may be increased or decreased in number by the Executive Committee as and when it becomes necessary to do so by the Executive Committee.
23. Each Sectional Committee shall comprise a Chairman appointed by the Executive Committee who shall be a Corporate Member, and representatives with 2 x Fellows, 4 x Members, 3 x Associate Members, 3 x Affiliate Members and 3 x Engineering Technicians.
24. The Chairman shall hold office for one Session. He shall not hold the office for more than three consecutive Sessions.
25. Immediately after a new Executive Committee takes office, the Chairman of each Sectional Committee shall summon a General Meeting of all Corporate Members, Associate Members, Affiliate Members and Engineering Technicians in the respective discipline. Such a meeting shall elect 2 Fellows, 4 Members, 3 Associate Members, 3 Affiliate Members and 3 Engineering Technicians to form the Committee for the ensuing Session.

Article VIII: Meetings

26. The Annual General Meeting

- a. The Annual General Meeting shall be held at a Convenient date between 1st August and 31st October at such place and at such hour as may be decided by the Executive Committee, to receive and deliberate upon the Report of the Executive Committee on the state of the College, the Annual Statement of Accounts with the report of the Auditor thereon, to receive reports on the election to the Executive Committee, to appoint an Auditor and to consider and decide upon any motions duly received. Notice of the Annual General Meeting shall be given to each member (Corporate/Non-Corporate) not less than ninety (90) days before the meeting and shall be sent to each Members. Twenty-Five Corporate Members shall be a quorum at an Annual General Meeting.
- b. Any resolutions which are to be taken up at the Annual General Meeting must be received by the Secretary at least 42 days before such meeting except in the case of those relating to By- laws which must be received by the Secretary at least 90 days before the meeting.

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Resolutions relating to Clauses of the constitution shall be passed on to Elections and Constitutional Matters Committee by the Executive Committee to obtain its observations. These resolutions when presented to the AGM should accompany the observations of the Election and Constitutional Matters Committee.

Resolutions shall be passed by a simple majority except in the case of those relating to Clauses of the constitution which shall require a majority of two-thirds. There shall be at least 50 Corporate Members present at the time of voting for Clauses of the constitution.

“Two thirds majority shall mean that the number voting in favour is equal to or more than two thirds of the total number of eligible voters present in the house at the time of voting.”

- c. All resolutions received, duly proposed and seconded by Corporate Members shall be circulated with the comments of College, if any.
- d. The Executive Committee shall not veto or refrain from circulating any resolution proposed by any Corporate Member.
- e. The responsibility for the proper arrangement of the Annual General Meeting, the presentation of the Minutes of previous meetings and College’s Annual Report will rest with the Honorary Secretary. The responsibility for the proper conduct of the AGM will rest with the President. The responsibility of presenting Annual Statement of Accounts with audit report is vest with the Treasurer.
- f. Minutes of AGM shall be circulated to all members by the Secretary within fourteen (14) days of AGM and such minutes shall be confirmed in the next AGM.

27. Special General Meeting

- a. A Special General Meeting of Corporate Members may be convened by the Executive Committee at any time for the purpose of considering and deciding upon motions proposed by the Executive Committee.
- b. The Secretary shall in consultation with the Executive Committee call a Special General Meeting on a request in writing of 20 Corporate 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 42 days on receipt of such requisition to the President except in the case of motions relating to Clauses of the constitution. In the cases of requisition relating to Clause of the constitution, Special General Meeting shall be called within 90 days on receipt of such requisition.
- c. At least 14 days’ notice shall be given to each member of Special General Meetings.
- d. Resolutions shall be passed by a simple majority except in the case of those relating to Clauses of the constitution which shall require a majority of two-thirds. Resolutions so passed shall be binding.

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- e. Minutes of a Special General Meeting shall be circulated to all Corporate Members by the Secretary within 14 days of such meeting.
 - f. Such minutes shall be confirmed at the next General Meeting of the College's Annual, Special or otherwise.
28. Resolutions passed at Annual General Meetings or Special General Meetings must be in conformity with the constitution.
29. Ordinary meetings of Executive Committee shall be held monthly on such days and at such hours as decided by the President for the reading and discussion of original communications submitted by or through a member and/or for such other purposes as in the opinion of the Executive Committee. Wherever possible ten clear days' notice of Ordinary Meetings shall be given to each member.
30. No question shall be discussed or motion be proposed at any ordinary meeting relating to the direction and management of the concerns of the College.

Proceedings of Meetings

31. Subject to the provisions of the Clauses of the constitution, the meetings of the College shall be conducted as prescribed by the Executive Committee from time to time. The Chairman shall regulate the proceedings and his ruling shall be final on all matters not specifically dealt within the Clauses of the constitution.
32. In the absence of the President, President Elect and Vice-President, the Chair shall be taken by a Member of the Executive Committee; but if no Member of the Executive Committee present is willing to act, the meeting shall elect a chairman from the Corporate Members present.
33. The accidental omission to give notice of a meeting of the College to, or the non-receipt of notice of such a meeting by members whom entitled to receive notice, shall not invalidate the proceedings of that meeting.
34. No business shall be transacted at any meeting of the College 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 College shall be held if there is no quorum within half an hour of the time prescribed for such meeting.
35. At all meetings of the College, the decision shall be taken according to the requisite majority of votes properly given and in the case of a tie the Chairman shall cast his vote.
36. The Chairman may 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 days' notice of adjournment and of the business to be transacted at the adjourned meeting shall be given to all members.
37. The Chairman shall not terminate the meeting without the consent of the members present.

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Article IX: Finance

38. The Executive Committee shall cause keeping true and up-to-date accounts to be kept of all sums of money received and expended by the College and of any matters in respect of which such receipt or expenditure takes place and of all the property, credits and liabilities of the College.
39. All moneys received by or on behalf of the College shall be deposited into the account of the College at a State Bank approved by the Executive Committee. The receipt notes of all money received shall be signed by the Treasurer or other Officer authorized by the Executive Committee.
40. All cheques, drafts or orders for the payment of money, notes or other evidence of indebtedness issued in the name of the College shall be signed by the Treasurer and either by the President or the Secretary.
41. The Executive Committee may accept on behalf of the College any gift for general or for special purpose of the College. Such a gift shall become the property of the College and shall be duly inventoried and accounted for.
42. Any withdrawal from the fund shall be restricted only to the interest accrued from the capital fund. Such withdrawals shall be authorized by the Executive Committee.
43. The Executive Committee shall from time to time decide what portion of its funds should be invested.
44. The financial year of the College shall close on the thirty first (31) day of December in each year until otherwise determined by the Executive Committee.

Article X: Fiscal Year

45. The Fiscal Year of the College shall be from the 1st day of April to the 31st day of March of following year.
46. The accounts of the Treasurer shall be in respect of the Fiscal Year of the College and shall be audited at the end of the Fiscal Year by a registered auditor or a firm of auditors approved by the Executive Committee. The Treasurer shall;
- a. Table the financial position of the College at the Annual General Meetings.
 - b. Table an audited statement of account at the Annual General Meeting.
47. The accounts of the College shall be audited by a board of three Corporate members appointed by the Executive Committee before forwarding for the professional auditor / firm.
48. All receipts shall be banked in credit of the College in the College's bank account.
49. The cash in hand shall not exceed Rs. 10,000.00 at any given time.
50. A petty cash imprest may be maintained. It shall not exceed Rs.25,000.00 at any given time.

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Article XI: The Seal

51. The Honorary Secretary shall be responsible for the safe custody of the official seal of the College. The seal shall be affixed to such certificates, and documents are authorized only by the Executive Committee provided that one such signatory shall be the President or President Elect, and they shall sign every instrument to which the seal of the College is affixed in the presence of the Secretary.

Article XII: Rules

52. The Executive Committee may with the approval of two third of its members present, make Rules to regulate the work of the College, the Executive Committee, and any of the Standing Committees with regard to:

- a. The procedure at respective meetings.
- b. The manner of reaching decisions.
- c. Any other matters which in the opinion of the Executive Committee requires to be governed by a set of Rules.

53. The Executive Committee may amend, modify or rescind any Rule made by them by two third approval. Detailed Rules are at Annex 'B'.

Article XIII: Amendments

54. This Constitution shall not be amended except with the approval of at least two-thirds of the members present or seventy-five, whichever is higher, and voting at the Annual General Meeting or at a Special General meeting.

Article XIV: Dispute Resolution and Disciplinary Action

55. All disputes shall be settled amicably in the spirit and brotherhood of the College, failing which such dispute shall be referred to the President of the College, whose decision shall be the final and conclusive and binding upon all members.

Disciplinary Action

56. Any member of the College against whom an allegation of misconduct is made shall be dealt with the appointed Disciplinary Committee according to the procedures set out in the Disciplinary Procedure approved by the Executive Committee from time to time.

- a. For this purpose, 'misconduct' shall include but not be limited to the followings:
 - (1) Breach of any Clause of the constitution or Regulations relating to Professional Conduct or the Code of Ethics or non-observance of Rules, Directions or Pronouncements made or given there under.
 - (2) Holding membership of a college or body which is engaged in activities detrimental to the objects of the College as well as of respective Armed Services.

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- (3) Any other conduct which is deemed by the Executive Committee as improper.
- b. The Executive Committee shall from time to time;
 - (1) Set up a Disciplinary Committee comprising three Fellows at least one of whom preferably be a Past President to investigate and report to Executive Committee on any allegation of improper conduct of a member
 - (2) Determine the terms of references of such Disciplinary Committee
- c. If a Disciplinary Inquiry is against the President or the President Elect, all of the three members of the Disciplinary Committee shall be Past Presidents. The Executive Committee may select these three Past Presidents.
- d. Any member against whom an allegation of improper conduct has been made and whom, in the opinion of the Executive Committee, based on the findings of a Disciplinary Committee set up under Article XIV Paragraph 57 b(1) is guilty of such conduct shall be liable to such penalties as the Executive Committee may determine in accordance with below (e).
- e. Any member against whom a complaint is received by the Executive Committee shall be informed in writing by the President of the College of the alleged complaints and shall be given an opportunity to vindicate himself of the charges. If the member concerned is President himself, he shall be informed in writing by the President-Elect or in his absence the Vice President, on a decision of the Executive Committee, of the alleged complaints and shall be given an opportunity to vindicate himself of the charges.
- f. If the member is unable to vindicate himself, his case will be referred by the Executive Committee to the Disciplinary Committee for investigation and report to Executive Committee.
- g. The Executive Committee may by a resolution expel or suspend membership for any period, reprimand, admonish or otherwise penalize/punish any member found guilty of improper conduct. Where any member has been suspended or otherwise penalized/punished by the College, the Executive Committee shall state the period for which such punishment shall be effective depending on the gravity of the offence the member has been found guilty of. The Executive Committee may direct that such member shall make a contribution towards the expenses of the hearing before the Disciplinary Committee.
- h. A member shall not be expelled except by a majority decision taken at a meeting of the Executive committee at which at least two thirds of the membership of the Executive Committee is present.

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Article XV: Interpretation

57. Following interpretations are made in this constitution:

- a. The '**College**' means the College of Military Engineering and Technology Sri Lanka.
- b. The '**Constitution**' means the constitution of the college for the time being in force. 'Engineering' means all or any of those branches of Engineering and practice, the advancement of which is recognized by College, as being within the objects of the college.
- c. '**Engineer**' means an individual who is engaged in the practice of Engineering or IT.
- d. '**Corporate Member**' shall comprise every person who has been admitted or transferred into the Class of the Fellow and Member.
- e. '**Non-Corporate Member**' shall comprise every person who has been admitted or transferred into the Class of the Honorary, Associate, Affiliate and Engineering Technician.
- f. '**Regulation**' means procedures to be followed as formulated by the Executive Committee and approved by the Corporate Membership.
- g. '**Rule**' means procedures to be followed as decided by Executive committee.
- h. '**Prescribed**' means prescribed by Regulations, Rules or decisions of the Executive committee.
- i. '**Roll**' means the register of members of the College.
- j. '**Session**' means the period of time between the date of one Annual General Meeting and the date of the succeeding Annual General Meeting.
- k. '**Norms & Rules**' means Norms & Rules for the functioning of the College as approved by the Executive Committee from time to time.
- l. '**House**' means all Corporate Members present at an Annual General Meeting or a Special General Meeting convened in accordance with the By Laws.
- m. Words importing the masculine gender include the feminine gender.
- n. Words in the singular shall include the plural, and words in the plural, shall include the singular.
- o. '**Month**' means calendar month.
- p. When the duration of a session is in question, both terms 'session and full session' shall imply the same period which is the duration between two consecutive AGMs of the College.

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CONSTITUTION OF THE COLLEGE OF MILITARY ENGINEERING AND
TECHNOLOGY SRI LANKA (CMETSL)

First Schedule

Emblem of the College of Military Engineering and Technology Sri Lanka



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DUTIES AND FUNCTIONS OF OFFICE BEARERS

The duties and responsibilities of the Office Bearers shall be as follows:

1. The President shall;
 - a. Be the Head of the College and act for and on behalf of the College in all official matters.
 - b. Preside at meetings of the Executive Committee, Special General Meetings and Annual General Meeting (AGM). In his absence the President Elect or Vice President shall preside.
 - c. Represent the College in all official functions.
 - d. Be responsible for the proper conduct of the College and for the implementation of all decisions taken by the Executive Committee and the General Membership.
 - e. Oversee the work of the Secretary and the Treasurer and ensure that they perform their duties and functions in the best interest of the College.
 - f. Carryout a proper Handing Over/ Taking Over of duties on cessation /assumption of office within fourteen (14) days.
 - g. Arranging auditing of College Accounts yearly.
2. President Elect/Vice President;
 - a. Preside (one of them) at meetings in the absence of the President.
 - b. Represent the President and the College at official functions if the President is not available.
 - c. Assist the President for the proper conduct of the College's affairs, by performing duties/tasks those assigned by the President to them.
3. The Secretary shall;
 - a. Be responsible to summon all meetings (physical/virtual) of the College.
 - b. Obtain agenda points from Corporate Members and prepare the agenda for the meetings in consultation with the President.
 - c. Maintain proper and true records of all meetings i.e. Annual and Special General Meetings and Executive Committee Meetings.

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- d. Write Minute of Meeting (MoM) and circulate them among members within fourteen (14) days of such meeting.
 - e. Attend to all correspondence of the College and table all relevant documents at Executive Committee and other meetings.
 - f. Process all applications for the membership and maintain and updated records of the members.
 - g. Implement decisions taken by the Executive Committee in consultation of the President.
 - h. Prepare and present Annual Report and table the Annual Report for the approval of the Executive Committee, one calendar month prior to be taken up at the Annual General Meeting.
 - i. Be responsible to summon all meetings of the College with the approved agenda in consultation of the President.
 - j. Be responsible for all items of the inventory, belonging to the College and maintain a true and accurate record of all items.
 - k. Request the Assistant Secretary in writing to act for him during his absence.
 - l. Only the Secretary is authorized to use the seal of the College.
 - m. Be responsible for the safe custody of the seal of the College.
4. The Treasurer shall;
- a. Be the custodian of the finances of the College.
 - b. Maintain bank account of the College and maintain a proper system of accounting.
 - c. Maintain proper and accurate records of all payments, receipts and disbursements of income and expenditure in accordance with the accepted accounting standards and practices.
 - d. Table financial position of the College at all meetings and table a statement of accounts at Executive Committee Meetings.
 - e. Table an audited statement of accounts at the Executive Committee meeting prior the Annual General Meeting in order to obtain approval to be presented to the Annual General Meeting.
 - f. Prepare the College's Annual Budget and cash flow.
 - g. Shall sign cheques and all relevant bank documents on behalf of the College along with the President or the Secretary.

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- h. Submit all relevant account books, records and documents to the auditors as and when called for.
 - i. Ensure the safe custody all cheque books, account books, fixed deposit certificates and all accounts related documents.
 - j. Maintain a Ledger Book of all properties of the Alumni Association and notify any changes to the President.
 - k. With the approval of the President, shall delegate such authorities as is necessary to the Assistant Treasurers.
 - l. Do a proper Handing/Taking Over of duties on cessation /assumption of office within fourteen (14) working days.
5. Assistant Secretary 1 and 2;
- a. Shall act for the Secretary during his absence with the approval of the President.
 - b. Shall assist the Secretary in all duties and responsibilities assigned to him.
6. Assistant Treasurer 1 and 2;
- a. Shall assist the Treasurer in all the duties and all responsibilities assigned to him.
 - b. Shall act for the Treasurer during his absence, with the approval of the President.
7. The Executive Committee;
- a. The Executive Committee is the supreme executive body of the College.
 - b. Executive Committee is answerable to the general body for its activities.
 - c. Executive Committee shall report their activities to the general body.

RULES

The Rules of the College are as follows:

1. The President shall exercise the powers normally incidental to the situation. He shall have responsibility for the interpretation and clarification of all procedural questions, which may arise. He shall preside at all meetings of the College and of the Executive Committee.
2. The Secretary shall be responsible for recording minutes of all meetings and keeping all records of the College and of the Executive Committee.
 - a. He shall have the responsibility for giving notice of meetings of the College to all its members and notice of Executive Committee meetings to such Executive Committee members.
 - b. At least fifteen days' notice of the Annual General Meeting shall be given at the Agenda for the Annual General Meeting and minutes of such previous meetings shall be sent with the notice of the Annual General Meeting.
 - c. Where a Special General Meeting is summoned at the direction of the President or on a written request by a number of members of the College, as provided for in Article VII, Paragraph 27 of the Constitution, the Secretary shall give at least fourteen days notice specifying the date, time and venue of such meeting and the business to be transacted thereof. In the case of an Executive Committee meeting, he shall give twelve days' notice together with the agenda for such meeting and the minutes of the previous Executive Committee meeting.
 - d. The Secretary shall maintain an up-to-date Membership Register, which shall be made available at all general meetings of the College.
 - e. The Secretary shall prepare and present the Annual Report at the Annual General Meeting.
3. The Treasurer shall keep the financial records of the College. He shall demand and receive all money due to the College and deposit those received in the bank or banks as in Article X, Paragraph 40 of the Constitution. He shall have the power to retain in hand for current expenses of the College a sum of money as may be decided by the Executive Committee from time to time. The Treasurer shall assist the Executive Committee and any other committee referred to in Article VII in the financial planning of the College. He shall also prepare and present the audited Annual Statement of Accounts.
4. The outgoing President, Secretary, Treasurer and other relevant office-bearers shall hand over all documents, materials and inventory items under their charge to the respective new office-bearers and obtain proper authentication.
5. The Committee on Professional Standards Management shall maintain the professional standards among the members of the College and the other institutions.

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6. The Committee on Professional Affairs shall maintain the professional affairs between the College and the other institutions.
7. The Committee on Education shall be responsible for promoting educational and professional development programs such as CPDs among the members by organizing such programs as well as promoting the professional standard of the members.
8. The Committee on Elections and Constitutional Matters shall be in charge of conducting elections of office-bearers and of the Executive Committee members of the College, and shall make recommendations for any modification or amendment to the Constitution or Rules.
9. The Committee on Finance and Procurement shall from time to time inquire into and report on the conditions prevailing in the College in relation to finance and procurement with a view to guide future development. The Committee may suggest how financial assistance and co-operation may be obtained to implement such development programs.
10. The Committee on Continuing Professional Development shall act as a consultative and advisory committee to the College on Continuing Professional Development and shall promote understanding among the members about Continuing Professional Development. The Committee shall from time to time make recommendations on this subject to the Executive Committee and shall consider such related matters as the Executive Committee may refer to it.
11. All office-bearers and other members of the Executive Committee shall be elected at the Annual General Meeting. If there is more than one candidate for any post, such election shall be held in the manner decided by the College at such meeting.
 - a. In the event of any post of office-bearer falling vacant, the Executive Committee shall appoint a member from the Executive Committee to fill such post until the next Annual General Meeting.
 - b. In the event of any post of an Executive Committee member other than an office-bearer falling vacant, the Executive Committee shall invite a suitable member from the general membership to fill such post until the next Annual General Meeting.
12. The annual subscription for Corporate, Associate and Affiliate members shall be Rs. 2,000.00 and for Engineering Technician Rs. 500.00. If any member who pays Rs. 25,000.00 shall become a Life Member. All monies received for **Life Membership** shall be kept in a fixed deposit at a state financial institution. Only the interest of such deposits may be used for expenses.
13. In the interpretation of any of the Articles in the Constitution or any of the Rules in the Annexes and in any matter not provided for therein, the decision of the Executive Committee shall be the final.