

**Sri Lanka Association for the Advancement  
of Science**

**Rules and Regulations**

2022

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PART A

**RULES**

## 1. Name, Objectives, and Constitution

- 1.1 The Association shall be named “The Sri Lanka Association for the Advancement of Science” (Formerly known as “The Ceylon Association for the Advancement of Science”). *Name*
- 1.2 The objectives of the Association are to: *Objectives*
- 1.2.1 promote the advancement of science,
  - 1.2.2 provide for systematic direction of scientific inquiry in the interests of the country,
  - 1.2.3 promote contact amongst scientific workers,
  - 1.2.4 hold an Annual Session,
  - 1.2.5 disseminate scientific knowledge,
  - 1.2.6 advise the Government on issues pertaining to application of science and technology, and
  - 1.2.7 do such things as may be necessary for the advancement of science.
- 1.3 The Association shall consist of Foundation Members, Members, Honorary Life Members, Corporate Members, Associate Members, Session Members, Honorary Session Members and Student Members. *Constitution*
- 1.4 The governing body of the Association shall be a General Committee constituted as hereinafter set forth; and its affairs shall be directed by a Council and conducted by the General President, General President-Elect, two General Secretaries, a Secretary for International Relations, a Treasurer, an Assistant Treasurer, an Editor, and an Assistant Editor, elected by the General Committee. *Governing Body*

## 2. The General Committee

- 2.1 The General Committee shall consist of Foundation Members, Members and Honorary Life Members. *Constitution*

2.2 The General Committee shall meet during every Annual Session at a meeting called the Annual Meeting. The General Secretaries shall give at least thirty days' notice of the Annual Meeting to all members of the Committee. *Annual Meeting*

2.3 The General Committee, at the Annual Meeting, shall: *Functions*

2.3.1 receive and consider the reports of the Council and of the Treasurer,

2.3.2 appoint the General President-Elect on the recommendation of the Council as provided for in Rule 3.4 and Regulation 3.3,

2.3.3 elect, except the General President and the General President-Elect, all the Officers of the Association, Members of the Council, Members of the Sectional Committees, and Members of the Statutory Committees, which shall, for the present, be the Board of Trustees, the General Research Committee, the Committee for the Popularization of Science, the Science and Technology Advisory Committee, the Environment Committee, and the Ethics Committee, subject to provisions in Regulation 3.1. All members so elected, having been nominated by the Council, should be present at the Annual Meeting or should have submitted valid and acceptable excuses for their absence to a General Secretary in advance. An unexcused absence at the Annual Meeting may result in a nomination being rejected. Any vacancies in the Statutory Committees (but not the Sectional Committees), which occur as a result of absences at the Meeting, or as a result of insufficient nominations by the Council, may be filled by the General Committee by nomination and election at the Meeting. Any remaining vacancies shall be filled subsequently by the Council in accordance with Rules 3.9 and 6.11.

2.3.4 appoint Auditors, and

2.3.5 consider any other matter on which at least 30 days' notice has been given to the General Secretaries and approved by the Council.

The General Committee as the governing body of the Association, shall exercise all other such functions as by these rules are assigned to it.

- 2.4 In the interval between Annual Meetings, the General Secretaries shall summon a Special Meeting of the General Committee whenever, *Special Meetings*
- 2.4.1 the Council or the General President deems it necessary, or
- 2.4.2 a written request of thirty or more members of the General Committee is made to the General President or the General Secretaries, indicating the business to be discussed. Such a meeting shall be summoned within one month of receiving the request, and giving at least two weeks' notice to all members of the General Committee.
- 2.5 No business other than those for which a Special Meeting was summoned shall be discussed at the meeting.
- 2.6 Fifty members of the General Committee shall form a quorum at either an Annual or a Special Meeting. *Quorum*

### **3. The Council**

- 3.1 The Council shall consist of Officers, nine other members elected by the General Committee as hereinafter provided, one representative from each Provincial Chapter as hereinafter provided, and the Chairpersons of the Statutory Committees. *Constitution*

The Officers shall be: The General President, the General President-Elect, the Immediate Past General President, the two General Secretaries, the Secretary for International Relations, the Treasurer, the Assistant Treasurer, the Editor, the Assistant Editor and the Sectional Presidents.

The Chairperson of a Special Committee may be invited to attend any meeting of the Council, but shall have no right to vote at the meeting.

The officers shall not hold two offices simultaneously.

- 3.2 Nine members of the Council shall form a quorum. Chapter representatives may attend Council meetings either in person or via video conference, provided that facilities for the latter are available. Council meetings may also be held via video conference, or in a hybrid mode, if the circumstances so require. *Quorum*
- 3.3 The Council shall: *Functions*
- 3.3.1 act, in the name of and on behalf of the Association, in all matters which do not conflict with the functions of the General Committee,
- 3.3.2 hold such meetings as it may deem fit, at intervals not exceeding two months, and shall in any case meet during the Annual Session to consider matters to be brought before the General Committee at its Annual Meeting. The Council shall be responsible for conducting the Annual Session,
- 3.3.3 make nominations for election by the General Committee at each Annual Meeting, to fill the vacancies among the Officers of the Association subject to provisions of Regulation 3.1, the members of the Sectional Committees, and members of the Statutory Committees, subject to provisions in Regulation 3.4, as hereinafter provided, and
- 3.3.4 determine the time and place of the Annual Session
- 3.4 The Council at its first meeting for the year shall appoint a Search Committee consisting of at least six past General Presidents and the current General President who shall be the Chairperson. This Search Committee shall propose a panel of three names for consideration by the Council for General President-Elect for the following year. The Council shall select one name from this panel of names for submission to the General Committee at the Annual Meeting for appointment as General President-Elect. Once the panel is announced, a candidate, for valid reasons, may withdraw his/her candidature, by informing the General President in writing prior to the matter being considered by the Council. The person holding the office of the General President-Elect shall *ipso facto* assume the office of the General President in the following year. *Search Committee*

3.5 Nine members of the Council other than the Officers and the Chairpersons of the Statutory Committees shall be elected by the General Committee without nomination by the Council, subject to Regulation 3.1, and this election shall be at the Annual Meeting at which the election of the Officers of the Council takes place. *Elected Members*

3.6 Officers and members of the Council shall hold office for one year beginning on the first day of January following its election except where otherwise provided for in these rules. *Tenure*

Any member of the Council who fails to attend three consecutive meetings for any reason shall be deemed to have resigned from membership of the Council.

3.7 The Council may arrange lectures, seminars, symposia, scientific demonstrations, and exhibitions to which non-members may be admitted; and the Council shall appoint speakers for these purposes, having regard to the scientific and educational needs and interests of the country. *Public Occasions*

3.8 The Council may appoint Special Committees to advise the Council on any matter as may be decided by the Council or the General Committee. The Council will appoint the Chairperson and the Secretary of a Special Committee. *Special Committees*

3.8.1 The Council shall, at its first meeting, appoint a Committee, known as the House and Finance Committee, to advise it on all financial and administrative matters, other than those that fall within the powers and functions of the Board of Trustees, as described in Rule 7.4. This Committee shall be chaired by the President-elect, and shall also include the two General Secretaries, the Treasurer, the Assistant Treasurer, the Editor, and five additional members selected from Council members, members of Statutory Committees, and Past Presidents. The quorum for meetings of the House and Finance Committee shall be five. The term of office of the House and Finance Committee shall continue into the first meeting of the Council for the following year. *House and Finance Committee*

3.8.2 The Council shall, at its first meeting, appoint a Committee, known as the Membership Committee, to review applications for membership of the SLAAS, and *Membership Committee*



make recommendations to the Council regarding those applications. The Committee shall consist of one General Secretary (who shall act as Chairperson), the Assistant Treasurer, and three other members, who shall be Council members. The quorum for meetings of the Membership Committee shall be three.

3.9 In the interval between Annual meetings, the Council may fill vacancies among the Officers (except the General President and the General President-Elect), *and* members of the Council and the Committees appointed by the General Committee, subject to the provisions in Regulations 3.1 and 3.4 and without prejudice to any position which he/she may be entitled to hold the following year. Such Officers or members shall hold office until the 31<sup>st</sup> day of December of that year. Such period of office of the new appointee shall not be taken as the period of office under Rules 4.2, 4.3, 4.4, 4.5, 7.6, 8.5, 9.5, 10.5 and 11.5.

*Vacancies*

3.9.1 In the event of the position of the General President falling vacant, it may be offered to the General President-Elect and if he/she is unwilling to accept the office of General President, the procedure in Rule 3.4 shall be followed to nominate a candidate within one month for the position of the General President, to be elected by the Council for the remaining period of that year. In case the General President-Elect is willing to accept the office of General President, he/she shall continue his/her office in the following year.

3.9.2 In the event of the position of General President-Elect falling vacant, the candidate, if any, who polled the second highest number of votes in the election for that post in the Council the previous year shall be offered the post. In the event that he/she declines the post, the candidate, if any, who polled the third highest number of votes in that election shall be offered the post. In the event that both candidates decline the post, the procedure in Rule 3.4 shall be followed to nominate three candidates within two months for the position of the General President-Elect, to be elected by the Council.

3.10 All members of the Council shall serve in an honorary capacity and shall not be eligible to receive any payment whatsoever for

*Work Being  
Honorary*

the services they render, except as reimbursement of expenses actually incurred in carrying out work as approved by the Council.

#### **4. The General President, General President-Elect, General Secretaries, Treasurers, Editors, and Secretary for International Relations.**

- 4.1 The General President shall preside at all meetings of the Council and of the General Committee and also on public occasions as described in Rule 3.7. His/her ruling shall be final on all points of order that may arise. In the event of the General President being unable due to illness or other cause to exercise the functions of his/her office, the General President-Elect shall exercise such functions. In the event of the General President being unable to preside at a meeting, the General President-Elect or in his/her absence any member of the Council elected at that meeting shall preside. The General President shall deliver a Presidential Address at the Annual Session during his/her year of office.

*General President*

The General President shall have the following powers.

- 4.1.1 A casting vote (in the event of an equality of votes) in addition to his/her own vote.
- 4.1.2 The power to direct any office bearer with regard to the proper functioning of the SLAAS.
- 4.1.3 The power to act on behalf of the Council, in consultation with the General Secretaries and the Treasurer, in matters of urgency, that may arise in between meetings of the Council; all such actions shall be reported by the General President to the members of the Council at its next meeting.
- 4.1.4 The power to summon any meeting of the SLAAS in the event of default of duties by office bearers.
- 4.2 The General Secretaries shall control the general organization and administration and shall be responsible to the Council for conducting the correspondence and for the general routine of the work of the Association, excepting that which relates to finance. They shall be responsible for keeping records of the proceedings

*General Secretaries*

of meetings of the Council, Committees of the Council and the General Committee.

The General Secretaries shall submit to the General Committee at its Annual Meeting an Annual Report containing the names of Officers, List of new members admitted during the year, Minutes of the preceding Annual Meeting, Report of the Council, and the Agenda for the Annual Meeting during the Session.

A General Secretary shall hold office for a period of two years and shall be eligible for re-election only once consecutively.

- 4.3 The Treasurer shall be responsible to the Council for the financial affairs of the Association. The Assistant Treasurer shall assist the Treasurer and shall be responsible for any work assigned to him/her by the Treasurer or the Council.

*Treasurers*

The Treasurer or the Assistant Treasurer shall hold office for a period of two years and shall be eligible for re-election only once consecutively.

The Treasurer shall ensure that the annual accounts are audited by the Auditors of the Association and shall have such audited accounts submitted to the Council for adoption and made available to the membership at least one month before the Annual Meeting.

- 4.4 The Editor shall be responsible for all publications of the Association, except the Journal of the Sri Lanka Association for the Advancement of Science, for which a separate editor and editorial board shall be appointed by the Council. The Assistant Editor shall assist the Editor and shall be responsible for any work assigned to him/her by the Editor or the Council.

*Editor*

The Editor or the Assistant Editor shall hold office for a period of **two** years and shall be eligible for re-election only once consecutively.

- 4.5 The Secretary for International Relations shall be responsible to the Council for the conduct of international scientific relations of the Council, and arrange for the participation of foreign guest scientists during the Annual Session.

*Secretary for  
International  
Relations*

He/she shall hold office for a period of two years and shall be eligible for re-election only once consecutively.

- 4.6 If, in the opinion of the Council, an Officer does not fulfil his/her duties, or has conducted himself/herself in a manner detrimental to the interests of the Association, the Council shall, with the concurrence of the General President, have the power to remove that officer by a majority of two-thirds of those present and voting, after giving that officer an adequate opportunity to defend himself/herself.

*Removal of  
Officers*

## **5. Annual Session**

- 5.1 A Session Committee shall be appointed by the Council on the recommendations of the General Secretaries and the Treasurer to make all necessary arrangements for the Annual Session, and shall have power to co-opt additional members.

*Session  
Committee*

- 5.2 The General Secretaries shall give sufficient notice to members to submit, before the stipulated date, abstracts of presentations to be made at the Annual Session. An electronic copy of the abstract of this presentation and of an extended abstract, prepared according to the format laid down by the Council, together with any required supporting documents, shall be submitted to a General Secretary, via the online procedure laid down by the Council, by the prescribed deadline. Alternatively, three printed copies each of the abstract and the extended abstract, together with the supporting documents, may be submitted to reach the office of the SLAAS by the prescribed deadline. Depending on the mode of submission, the General Secretary shall forward either an electronic copy of the abstract and the extended abstract, or two printed copies each of the same, to the appropriate Sectional Secretary, retaining one printed copy each of the abstract and the extended abstract, for his/her records. The Sectional Committee shall decide on the acceptance of this abstract for presentation at the Annual Session, based on an independent peer review of the abstract and the extended abstract. The decision of acceptance or rejection of a presentation shall be final and all reports pertaining to it deemed to be confidential documents.

*Submission of  
Abstracts of  
Presentations*

- 5.3 Only a Foundation Member, Member, or Honorary Life Member, who shall be the Principal (Corresponding) Author, shall be permitted to submit an abstract of a paper for presentation at an Annual Session. A Principal Author may have, as co-authors, Foundation Members, Members, Honorary Life Members, Associate Members, Student Members, or non-members residing overseas, and in such instances shall provide the written consent

*Persons eligible  
to make  
Presentations*

of the co-authors in prescribed form. Upon certification of their status by the Principal Author, membership requirements shall be waived for co-authors who are non-members residing overseas.

- 5.4 Any author or co-author may be designated to make a presentation (oral or poster) at an Annual Session. In the event that the designated Presenting Author is unable to make the presentation due to ill health or any other valid reason, a General Secretary shall be notified in writing prior to the day of the presentation (on the day of the presentation in the event of an emergency), and another co-author shall then be allowed to make the presentation.
- 5.5 The Principal Author shall have the responsibility of ensuring that a listed presentation (oral or poster) is made. In the event that a listed presentation is not made without prior notification, the Principal Author and the designated Presenting Author (if different from the Principal Author) will not be allowed to submit abstracts for a period of three years. If a listed presentation is not made with or without prior notification, the following year's Proceedings Part I will carry a notice indicating that the presentation was not made.

## **6. The Sections and Chapters**

### **6A. The Sections**

- 6.1 For the purpose of scientific deliberation and discussion during the Annual Session, there shall be an appropriate number of Sections corresponding to the main branches of science as may from time to time be constituted by the General Committee on the recommendation of the Council.
- 6.2 The following Sections shall be provided for the present:
- 6.2.1 Section A : Medical, Dental and Veterinary Sciences
  - 6.2.2 Section B : Agricultural Sciences and Forestry
  - 6.2.3 Section C : Engineering, Architecture and Surveying
  - 6.2.4 Section D : Life and Earth Sciences
  - 6.2.5 Section E<sub>1</sub> : Physical Sciences
  - 6.2.6 Section E<sub>2</sub> : Chemical Sciences
  - 6.2.7 Section E<sub>3</sub> : Computer Science and Information
  - 6.2.8 Technology
  - Section F : Social Sciences

*Purpose*

*Sectional  
Disciplines*

6.3 There shall be for each Section a President, a President-Elect, a Secretary and a Rapporteur, who shall be the Officers of the Section. The person holding the office of the President-Elect shall *ipso facto* assume the office of the President of the Section in the following year. *Sectional Officers*

6.4 The work of each Section shall be conducted by a Sectional Committee consisting of the aforementioned Officers of the Section and six other members. The Officers and other members of the Sectional Committee shall be elected by the General Committee as hereinafter provided. A Sectional Committee shall hold office for one year, beginning on the first day of January following its election. Each Sectional Committee shall meet within one month of its appointment and at that meeting shall draw up the programme of work for the year, including an estimate of income and expenditure. *Sectional Committees*

6.5 The President and the Secretary shall have the power to act on behalf of the Sectional Committee; and they shall report such action to the meeting of Sectional Committee immediately following such action. *Functions of Sections' Officers*

The President shall preside at all meetings of the Sectional Committee and of the Section. His/her ruling shall be final on all points of order that may arise. He/she shall deliver a Presidential Address at the Annual Session.

In the event of the President being unable to preside at a meeting, the President-Elect or in his/her absence, any member of the Committee elected at that meeting shall preside.

The Secretary shall be responsible for the organisation of work within the Section, for keeping records of meetings of the Sectional Committee and of the Section. He/she shall hand over all such records to the General Secretary at the termination of his office.

The Rapporteur shall be responsible for keeping records of Sectional activities and for collection of material of public interest coming within the purview of his Section's activities, for release to the news media through the General Secretaries and to the Editor for use in Association's Publications.

6.6 Each Section shall meet during the Annual Session. One of the meetings shall be its Business Meeting at which it shall: *Business Meetings of Sections*

6.6.1 recommend from amongst members of the Section, Sectional Officers and the other members of the

- Sectional Committee for the ensuing year, for nomination by the Council and election by the General Committee,
- 6.6.2 consider means of improving the scientific work of the Section, and
- 6.6.3 consider resolutions, if any, for submission to the Council for taking necessary action as the Council may deem fit.
- 6.7 No presentation shall be made in any Section at the Annual Session unless it has been accepted by the Sectional Committee and entered as accepted in the minutes of the Committee. *Acceptance of Presentations*
- 6.8 Recommendations arising out of the proceedings of any Sectional activity, provided that they have received the sanction of the Sectional Committee, shall be referred to the Council for consideration and necessary action. *Recommendations*
- 6.9 Any Committee Member who fails to attend three consecutive Committee meetings for any reason shall be deemed to have resigned from membership of the Committee. *Non-Attendance*
- 6.10 Four members of the Committee shall form a quorum. *Quorum*
- 6.11 In the event of any vacancies occurring in the Sectional Committees in between Annual Meetings of the General Committee, the Sectional Committees shall recommend to the Council for appointment, names of suitable members to fill the vacancies, subject to provisions in Regulation 3.4. All such appointments shall hold good until the 31<sup>st</sup> December of that year. *Vacancies*
- 6.12 All members of the Sectional Committees shall serve in an honorary capacity and shall not be eligible to receive any payment whatsoever for the services they render, except as reimbursement of expenses actually incurred in carrying out work as approved by the Committees. *Work being Honorary*

## **6B. The Chapters**

- 6.13 For the purpose of promoting the activities of the SLAAS throughout the country and encouraging active participation by scientists in the provinces, an appropriate number of provincial Chapters of the SLAAS shall be established. Each such Chapter shall be associated with a particular Province of Sri Lanka, other than the Western Province. The establishment of each such *Purpose*

Chapter shall be separately approved by the General Committee on the recommendation of the Council.

- 6.14 The Chapters shall be governed by a common set of Rules, as provided below. However, each Chapter may in addition promulgate its own By-Laws as hereinafter further described, provided that these do not conflict with the common Rules. *Rules*
- 6.15 All members of a Chapter must be full members of the SLAAS. A member shall be eligible to join a Chapter if (a) his/her workplace is located in the associated Province, or (b) his/her work requires him/her to spend a significant part of his/her time in that province, or (c) his/her primary or secondary residence is located in that province. *Eligibility for Membership*
- 6.16 Each Chapter shall have an Annual Meeting between eight weeks and four weeks prior to the Annual meeting of the SLAAS. The Secretary of the Chapter shall give at least 60 days notice of the Annual Meeting to the SLAAS Council, together with the audited annual financial statement of the Chapter, and at least 30 days notice to all members of the Chapter. At its Annual Meeting, the members of the Chapter shall *Annual Meeting*
- 6.16.1 receive and consider the report of the Chapter executive committee and the financial report of the Chapter Treasurer.
- 6.16.2 elect Officers and members of the executive committee for the following year.
- 6.16.3 elect a member of the Chapter to serve as its representative on the SLAAS Council during the following year.
- 6.16.4 appoint Auditors.
- 6.16.5 consider any other matter of which at least 30 days notice has been given to the members by the Chapter Secretary.
- 6.17 Each Chapter shall have four Officers, viz., a President, a President-elect, a Secretary, and a Treasurer. The person holding the office of President-elect shall *ipso facto* assume the office of President in the following year. *Officers*



- 6.18 The work of the Chapter shall be carried out by an executive committee consisting of the aforementioned Officers of the Chapter and up to eight other members, each one representing a Section of the SLAAS as described in section 6.2 of the Rules. The Executive Committee of a Chapter shall hold office for one year, beginning on the first day of January following its election. At its first meeting, which should be held in the month of January following its election, the Executive Committee shall draw up a programme of work for the year, in keeping with the functions of the Chapter as described below. *Executive Committee*
- 6.19 The functions of each Chapter are *Functions*
- 6.19.1 to advance and promote science and scientific activities within its province by means of activities initiated by the Chapter.
- 6.19.2 to encourage scientists in the province to join the SLAAS, as well as the Chapter, and to participate in the activities of the SLAAS in the province.
- 6.19.3 to assist and collaborate with SLAAS committees (sectional committees, statutory committees, etc.) in conducting activities in the province.
- 6.19.4 any other activities in keeping with the Objectives of the SLAAS, as decided by the Chapter executive committee from time to time.
- 6.20 Each Chapter may have its own bank account, and shall be responsible for managing its money and maintaining complete financial records. However, Chapter accounts shall be considered part of the SLAAS accounts. Monthly and annual financial statements shall therefore be submitted by the Chapter Treasurer to the Treasurer of the SLAAS, for consideration by the Council and inclusion in the SLAAS annual financial statements. The audited annual financial report shall be submitted to the SLAAS Treasurer within two weeks of approval by the Chapter at its Annual meeting. *Financial Records*
- 6.21 A percentage of the annual and life membership fees, to be decided by the Council, shall be remitted by the SLAAS to each Chapter in respect of members of that Chapter. The SLAAS shall also allocate to each new Chapter a "start-up" fund, based on the number of current life members who would become members of *Chapter Funds*

that Chapter. In addition, Chapters may raise funds through sponsorships, donations, etc., to fund their own activities.

- 6.22 The President and the Secretary of a Chapter shall have the power to act on behalf of the Executive Committee. They shall report such action to the meeting of the Chapter executive committee immediately following such action.

*Functions of  
Chapter Officers*

The President shall preside at all meetings of the Chapter and its executive committee. His/her ruling shall be final on all points of order that may arise. In the event of the President being unable to preside at any meeting, the President-elect or, in his/her absence, any member of the Executive Committee elected at that meeting, shall preside.

The Secretary shall be responsible for keeping records of meetings of the Chapter and its executive committee, and shall hand over all such records to his/her successor.

The Treasurer shall be responsible for the financial affairs of the Chapter. He/she shall manage the bank account, submit monthly financial statements to the Council and the Chapter executive committee, ensure that the annual accounts are duly audited, and submit the same to the Council, for inclusion with the SLAAS annual accounts, and to the Chapter members for consideration at the Chapter annual meeting.

- 6.23 Four members of a Chapter executive committee shall form a quorum.

*Quorum*

- 6.24 Any member of a Chapter executive committee who fails to attend three consecutive committee meetings for any reason shall be deemed to have resigned from membership of the committee.

*Non-Attendance*

- 6.25 In between the Annual Meetings of a Chapter, if any vacancies should arise for any reason in the Chapter executive committee or the post of Chapter representative in the Council, such vacancies shall be filled by the executive committee from among the members of the Chapter, provided that if the post of President should fall vacant, it shall be filled by the President-elect unless the latter declines. All such appointments shall hold good until the 31st of December of that year.

*Vacancies*

- 6.26 All members of a Chapter executive committee shall serve in an honorary capacity and shall not be eligible to receive any payment whatsoever for the services they render, except as reimbursement

*Work being  
Honorary*

of expenses actually incurred in carrying out work approved by the committee.

- 6.27 Based on the size, composition, circumstances, strengths, and needs of the Chapter, each Chapter may put in place By-laws to address, *inter alia*, the following issues:
- 6.27.1 Procedures for the conduct of Special meetings of the Chapter.
  - 6.27.2 The quorum for Special and Annual meetings.
  - 6.27.3 Chapter Annual Sessions, if any.
  - 6.27.4 The establishment of additional committees and sub-committees to help the Executive Committee carry out the work of the Chapter.
  - 6.27.5 Any other issues of significance to the Chapter, which are not covered by the common Rules.

*By-Laws*

- 6.28 If circumstances arise such that, in the considered opinion of the Council, a particular Chapter is defunct, or not serving the objectives and interests of the SLAAS, or is functioning in such a manner as to bring the SLAAS into disrepute, the Council may, by a two-thirds majority vote, recommend to the General Committee that recognition of that Chapter be withdrawn. Upon receiving such a recommendation, the General Committee shall have the power, by a simple majority vote, to withdraw recognition of that Chapter.

*Withdrawal of Recognition*

## **7. Board of Trustees**

- 7.1 There shall be a Board of Trustees to take and hold any property movable and immovable which may become vested in it by virtue of any purchase, grant, gift, testamentary disposition or otherwise and such property (all of which are hereinafter referred to as the Trust Estate) shall be held by the Board of Trustees for and on behalf of the Corporation (Association) for the purpose of the Act and subject to the rules for the time being of the said Corporation (Association) with full power to sell, mortgage, lease, exchange or otherwise dispose of the same.

*Purpose*

- 7.2 The Board of Trustees shall consist of eight members elected by the General Committee on the nomination of the Council, of whom at least three members shall be Past General Presidents. *Constitution*
- The Treasurer shall be an ex-officio member of the Board. The Board of Trustees shall elect its Chairperson, Vice-Chairperson and Secretary annually and frame its own regulations provided that nothing in the regulations so framed shall be in conflict with the Rules of the Association.
- 7.3 Four members of the Board of Trustees shall form a quorum. *Quorum*
- 7.4 Subject to the ratification of the Council, the Board of Trustees shall have the authority to: *Powers and Functions*
- 7.4.1 sell, realise, call in and convert into money the movable property comprising the Trust Estate or such part thereof as the Council may consider desirable or necessary in the interest of the Corporation (Association),
- 7.4.2 invest, re-invest and generally vary the investments of the Trust Estate or any part thereof in such manner, to such extent and upon such investments as are authorised by law for Trust Funds,
- 7.4.3 draw, make, accept, endorse and negotiate negotiable instruments and commercial or trading documents,
- 7.4.4 borrow or raise, and in any manner to secure the payment of money for the said purpose,
- 7.4.5 receive money on deposit or loan upon such terms,
- 7.4.6 acquire in the name of the Board of Trustees, build upon, pull down, re-build, add to, alter, repair and improve building of premises for the use and purpose of the Corporation (Association),
- 7.4.7 sell, lease or otherwise deal with immovable property of the Trust Estate in such manner and to such extent in the interest of the Corporation (Association),
- 7.4.8 enter into any arrangement with any government or other authorities supreme, municipal, local, or otherwise and to obtain from any such government or an authority all

rights, concessions and privileges that shall be conducive to the said purpose, and

7.4.9 do all other things as are incidental or conducive to the said purpose.

7.5 The Treasurer of the Association shall maintain a separate statement of accounts in relation to the activities of the Board of Trustees.

*Expenditure*

Payments will be made by the Treasurer on presentation of vouchers certified by the Chairperson or the Secretary of the Board of Trustees.

7.6 The term of office of every member, other than an *ex-officio* member, shall be **two** years, with the proviso that a retiring member shall be eligible for re-election only once **consecutively**.

*Tenure*

Any member who fails to attend three consecutive meetings for any reason shall be deemed to have resigned from membership of the Board of Trustees.

7.7 The Board shall meet periodically, and in any case, at intervals not exceeding two months. The Chairperson shall preside at all meetings of the Board; in his/her absence, the Vice-Chairperson or, in his/her absence, a member elected by the members present shall preside.

*Meetings*

7.8 In the event of any vacancies occurring in the Board of Trustees in between Annual Meetings of the General Committee, the remaining members shall recommend to the Council for appointment names of suitable members to fill the vacancies in the Board subject to the provisions of Rule 7.2 and Regulation 3.4. All such appointments shall hold good only until the 31<sup>st</sup> of December of that year.

*Vacancies*

7.9 All members of the Board of Trustees shall serve in an honorary capacity and shall not be eligible to receive any payment whatsoever for the services they render, except as reimbursement of actual expenditure they incur in carrying out work as approved by the Board.

*Work being  
Honorary*

## **8. General Research Committee**

8.1 There shall be within the Association a Committee called the "General Research Committee" for the purpose of furthering

*Purpose*

research in science and technology and of extending and maintaining scientific research of national importance.

- 8.2 The General Research Committee shall consist of 15 members elected by the General Committee on the nomination of the Council. Such members shall be peer-accepted research workers in the field of science and technology.

*Constitution*

The General Research Committee may as it deems necessary seek assistance of any person or persons for a specific purpose arising out of its functions.

The General Research Committee shall elect its Vice-Chairperson and Secretary annually and frame its own regulations provided that nothing in the regulations so framed shall be in conflict with the Rules of the Association. The person holding the office of the Vice-Chairperson shall *ipso facto* assume the office of the Chairperson of the Committee in the following year.

- 8.3 The General Research Committee shall, in accordance with its specific Functions purpose:

*Functions*

8.3.1 study, report and take suitable action on scientific problems with a bearing on the national interest, with special attention to the initiation and/or the development of the necessary research,

8.3.2 advise any member or group of members of the General Committee on a specific research project on which any member or group may need advice,

8.3.3 institute and supervise research studentships and fellowships with the approval of the Council in the name of the Association,

8.3.4 advise the Council on any matter of scientific importance,

8.3.5 recognize the scientific achievements of scientists, including those of young scientists, and make suitable awards at an annual session,

8.3.6 take any other action it considers necessary, and

8.3.7 make an Annual Report to the Council.

- 8.4 The Treasurer of the Association shall maintain a separate statement of accounts of the General Research Committee. *Expenditure*
- Payments will be made by the Treasurer on presentation of vouchers certified by the Chairperson or Secretary of the Committee.
- 8.5 The term of office of every member of the General Research Committee shall be two years with the proviso that a retiring member shall be eligible for re-election only once consecutively. *Tenure*
- Any member who fails to attend three consecutive meetings for any reason shall be deemed to have resigned from membership of the Committee.
- 8.6 The Committee shall meet periodically, and in any case, at intervals not exceeding two months. The Chairperson shall preside at all meetings of the Committee; in his/her absence, the Vice-Chairperson or, in his/her absence, a member elected by the members present shall preside. *Meetings*
- 8.7 Five members of the Committee shall form a quorum *Quorum*
- 8.8 In the event of any vacancies occurring in the General Research Committee in between Annual Meetings of the General Committee, the Committee shall recommend to the Council for appointment names of suitable members to fill the vacancies in the Committee, subject to the provisions in Rule 8.2 and Regulation 3.4. All such appointments shall hold good only until the 31<sup>st</sup> of December of that year. *Vacancies*
- 8.9 All members of the Committee shall serve in an honorary capacity and shall not be eligible to receive any payment whatsoever for the services they render, except as reimbursement of expenses actually incurred in carrying out work as approved by the Committee. *Work being Honorary*

## 9. Committee for the Popularization of Science

- 9.1 There shall be within the Association a Committee called the “Committee for the Popularization of Science” for the purpose of popularizing science. *Purpose*
- 9.2 The Committee for the Popularization of Science shall consist of 21 members elected by the General Committee, on the nomination of the Council. The Committee shall include at least one representative from each Section. The General President-Elect and the Assistant Treasurer of the Association shall be *ex-officio* members of the Committee. *Constitution*
- The Committee for the Popularization of Science shall elect annually its Vice-Chairperson and Secretary from among its elected members and shall frame its own regulations provided that nothing in the regulations so framed shall be in conflict with any of the Rules of the Association. The person holding the office of the Vice-Chairperson shall *ipso facto* assume the office of the Chairperson of the Committee in the following year.
- 9.3 The Committee for the Popularization of Science shall *Functions*
- 9.3.1 take suitable action to popularize science with a bearing on the national interest,
- 9...3.2 advise the general public or any person and/or institution on the application of scientific methods to various activities in their day to day life with a view to creating an attitude in them on the scientific way of thinking,
- 9.3.3 do all other things as may be considered necessary and are relevant to the above functions with the common objective of popularizing science,
- 9.3.4 make an Annual Report to the Council.
- 9.4 The Treasurer of the Association shall maintain a separate statement of expenditure of Accounts of the Committee for the Popularization of Science. *Expenditure*
- Payments will be made by the Treasurer on presentation of vouchers certified by Chairperson or Secretary of the Committee.
- However, vouchers exceeding a specified limit determined by the Council shall be certified by both the Chairperson and Secretary



of the Committee, and approved by the House and Finance Committee, before payment by the Treasurer.

- 9.5 The term of office of a member other than an ex-officio member of the Committee for the Popularization of Science shall be two years. A retiring member shall be eligible for re-election once consecutively. *Tenure*
- Any member other than an ex-officio member, who fails to attend three consecutive meetings for any reason shall be deemed to have resigned from membership of the Committee.
- 9.6 The Committee for the Popularization of Science shall have the right to co-opt members provided that Council ratification is obtained. It shall also have the right to invite persons to attend its meetings but such person or persons and co-opted members shall have no voting rights in the Committee. *Co-opting*
- 9.7 The Committee for the Popularization of Science shall meet periodically, and in any case, at intervals not exceeding two months. The Chairperson shall preside at all meetings of the Committee; in his/her absence, the Vice-Chairperson, or in his/her absence a member elected by the members present shall preside. *Meetings*
- 9.8 Seven members of the Committee shall form a quorum *Quorum*
- 9.9 In the event of any vacancies occurring in the Committee for the Popularization of Science in between Annual Meetings of the General Committee, the Committee shall recommend to the Council for appointment names of suitable members to fill the vacancies, subject to the provisions in Rule 9.2 and Regulation 3.4. All such appointments shall hold good only until the 31st of December of that year. *Vacancies*
- 9.10 All members of the Committee for the Popularization of Science shall be honorary members and shall not be eligible to receive any payment from the Popularization of Science funds, provided, however, they shall be eligible solely for reimbursement of expenses for work as approved by the Committee for the Popularization of Science. *Work being Honorary*
- 9.11 On all matters not provided for in these rules the decision of the Council shall be final and binding on all members of the Committee. *Matters not Provided for*

## 10. Science and Technology Advisory Committee

- 10.1 There shall be within the Association, a Committee called the “Science and Technology Advisory Committee” for the purpose of advising the Council on the application of science and technology in the development of the country. *Purpose*
- 10.2 The Science and Technology Advisory Committee shall consist of the General President in office, Immediate Past General President, General President-Elect and eight other members elected by the General Committee on the nomination of the Council. Such members shall be persons who have gained recognition in the areas of science and technology studies. *Constitution*
- The General President shall be the Chairperson of the Committee, and the General President-Elect its Vice-Chairperson. The Committee shall elect its own Secretary each year and shall frame its own regulations provided that nothing in the Regulations so framed shall be in conflict with the Rules of the Association.
- 10.3 The Science and Technology Advisory Committee shall: *Functions*
- 10.3.1 advise the Council in achieving the objectives of the Association,
  - 10.3.2 assist in the formulation of the National Science and Technology Policy and recommend matters to be included in its updating, and in the monitoring of its implementation,
  - 10.3.3 identify problem areas in Science and Technology in which urgent studies are required and to bring them to the notice of the Council for necessary action,
  - 10.3.4 identify competent persons who can be brought together to study and make recommendations on the urgent problem areas,
  - 10.3.5 organize seminars, workshops and discussion groups with a view to address such problem areas and to create an awareness among the scientific community.
- 10.4 The Treasurer of the Association shall maintain a separate statement of Accounts in relation to the activities of the Committee. *Expenditure*

Payments will be made by the Treasurer on presentation of vouchers certified by the Chairperson or the Secretary.

- 10.5 The term of office of a member of the Committee other than the *ex-officio* members shall be two years with the proviso that a retiring member shall be eligible for re-election **only** once consecutively. *Tenure*
- Any member, other than an ex-officio member, who fails to attend three consecutive meetings for any reason shall be deemed to have resigned from membership of the Committee.
- 10.6 The Committee shall meet periodically, and in any case, at intervals not exceeding two months. The Chairperson shall preside at all meetings of the Committee; in his/her absence, the Vice-Chairperson or, in his/her absence, a member elected by the members present shall preside. *Meetings*
- 10.7 Four members of the Committee shall form a quorum *Quorum*
- 10.8 In the event of any vacancies occurring in the Committee in between Annual Meetings of the General Committee, the remaining members of the Committee shall recommend to Council for appointment names of suitable members to fill such vacancies in the Committee, subject to the provisions in Rule 10.2 and Regulation 3.4. All such appointments shall hold good only until the 31<sup>st</sup> December of that year. *Vacancies*
- 10.9 All members of the Committee shall serve in an honorary capacity and shall not be eligible to receive any payment whatsoever for the services they render, except as reimbursement of expenses actually incurred in carrying out work as approved by the Committee. *Work being Honorary*

## **11. Environment Committee**

- 11.1 There shall be within the Association, a Committee called the “Environment Committee”, to initiate activities for the conservation of the Environment. *Purpose*
- 11.2 The Environment Committee shall consist of 15 members elected by the General Committee, on the nomination of the Council. The Committee shall include at least one representative from each of *Constitution*

the Sections, preferably four members representing different geographic and ecological regions in the country.

The Environment Committee shall elect its Vice-Chairperson and Secretary annually and frame its own regulations provided that nothing in the regulations so framed shall be in conflict, with the Rules of the Association. The person holding the office of Vice-Chairperson shall *ipso facto* assume the office of the Chairperson of the Committee in the following year.

11.3 The Environment Committee shall:

*Functions*

11.3.1 identify environmental issues and bring these to the attention of the scientific community through the Association,

11.3.2 assist in the identification of areas for environmental studies and in the establishment of a database of the state of the environment,

11.3.3 promote public awareness on environmental issues and matters,

11.3.4 advise the Council in any matter of environmental importance,

11.3.5 respond immediately to critical environmental issues and problems as and when they arise,

11.3.6 take any other action it consider necessary, and

11.3.7 submit an Annual Report to the Council.

11.4 The Treasurer of the Association shall maintain a separate statement of accounts of the Environment Committee.

*Expenditure*

Payments will be made by the Treasurer on presentation of vouchers certified by the Chairperson or Secretary of the Committee.

11.5 The term of office of every member other than an ex-officio member shall be two years with the proviso that a retiring member shall be eligible for re-election only once consequently.

*Tenure*

Any member other than an ex-officio member who fails to attend three consecutive meetings for any reason shall be deemed to have resigned from membership of the Committee.

- 11.6 The Committee shall have the right to co-opt members provided that Council ratification is obtained. It shall also have the right to invite persons to attend its meetings but such persons and co-opted members shall have no voting rights in the Committee. *Co-opting*
- 11.7 The Committee shall meet periodically, and in any case, at intervals not exceeding two months. The Chairperson shall preside at all meetings of the Committee; in his/her absence, the Vice-Chairperson or, in his/her absence, a member elected by the members present shall preside. *Meetings*
- 11.8 Five members of the Committee shall form a quorum *Quorum*
- 11.9 In the event of any vacancies occurring in the Committee in between Annual Meetings of the General Committee, the remaining members shall recommend to the Council for appointment names of suitable members to fill the vacancies in the Committee subject to the provisions of Rule 11.2 and Regulation 3.4. All such appointments shall hold good only until the 31<sup>st</sup> of December of that year. *Vacancies*
- 11.10 All members of the Committee shall serve in an honorary capacity and shall not be eligible to receive any payment whatsoever for the services they render, except as reimbursement of expenses actually incurred in carrying out work as approved by the Committee. *Work being Honorary*

## **12. Ethics Committee**

- 12.1 There shall be within the Association a Committee, called the "Ethics Committee," to deal with ethical issues in science and technology and matters pertaining to the ethical conduct of members. *Purpose*
- 12.2 The Ethics Committee shall consist of thirteen (13) members including the Immediate Past President, who shall be its Chairperson ex-officio. The remaining twelve (12) members shall be nominated by the General Committee on the recommendation of the Council. The aforesaid 12 members shall include at least one representative from each of the Sections. *Constitution*

The Ethics Committee shall elect its Vice-Chairperson and Secretary annually and frame its regulations, provided that nothing in the regulations so framed shall be in conflict with the Rules of the Association.

The Committee shall, as it deems necessary, seek assistance of any person for a specific purpose arising out of its functions.

12.3 The Ethics Committee shall:

*Functions*

12.3.1 Upon request, advise the Council on matters concerning ethics and ethical conduct.

12.3.2 Keep track of trends in national and international opinions and decisions relating to ethics in science and technology.

12.3.3 Review and recommend changes to the existing SLAAS Code of Ethics and its applications if and when necessary.

12.3.4 Submit to the Council for approval, adoption and implementation a Code of Conduct for scientists, including a formal Procedure incorporating due process, for dealing with violations of the same by members of the SLAAS.

12.3.5 Periodically review and recommend changes to the Code of Conduct, after adoption of the same.

12.3.6 Organise activities to bring about awareness of scientific ethics within the Sri Lankan community.

12.4 The Treasurer of the Association shall maintain a separate statement of accounts of the Ethics Committee.

*Expenditure*

Payments will be made by the Treasurer upon presentation of vouchers certified by the Chair or Secretary of the Committee.

12.5 The term of office of every member other than the *ex-officio* Chairperson shall be 2 years with the proviso that a retiring member shall be eligible for re-election.

*Tenure*

Any member other than the *ex-officio* Chairperson who fails to attend three consecutive meetings for any reason shall be deemed to have resigned from membership of the Committee.

- 12.6 The Committee shall meet periodically, and in any case at intervals not exceeding two months. The Chairperson shall preside at all meetings of the Committee; in his/her absence the Vice-Chairperson, or in his/her absence a member elected by the members present, shall preside. *Meetings*
- 12.7 Four members of the Committee shall form a quorum. *Quorum*
- 12.8 In the event of any vacancies occurring in the Committee in between Annual Meetings of the General Committee, the remaining members of the Committee shall recommend to the Council, for appointment, names of suitable members to fill such vacancies, subject to the Provisions in Rule 12.2 and Regulation 3.4. All such appointments shall be good only until the 31<sup>st</sup> of December of that year. *Vacancies*
- 12.9 All members of the Committee shall serve in an honorary capacity, and shall not be eligible to receive any payment whatsoever for the services they render, except as reimbursement of expenses actually incurred in carrying out work as approved by the Committee. *Work being Honorary*

### **13. Finances**

- 13.1 The Treasurer, in consultation with the General Secretaries, Sectional **Presidents** or Secretaries, and **Chairpersons** or Secretaries of Committees, shall, **as early as possible**, prepare and present to the Council for consideration and approval a draft budget for the current calendar year. *Budget*
- 13.2 The Treasurer shall, except at the first meeting of the year, present to the Council once a month a statement of accounts showing the income and expenditure completed up to the end of the month preceding the Council Meeting,. He/she shall present, in addition, an interim balance sheet showing the funds of the Association as at the end of the 3<sup>rd</sup> quarter, preferably subject to an interim audit, to the Council at its meeting prior to the Annual Session and thereafter to the General Committee at its Annual Meeting. *Financial Statement*
- 13.3 The Accounts of the Association shall be audited annually by the Auditor appointed by the General Committee at its Annual *Audit*

Meeting. Any expenses incurred by the Auditor in the audit of accounts of the Association may be reimbursed.

- 13.4 The Treasurer shall prepare and present to a Council Meeting before the end of the first quarter an income and expenditure statement and a balance sheet of the funds of the Association as at 31<sup>st</sup> December of the previous year, and shall submit the approved balance sheet to the Auditors for auditing. He/she shall submit the audited income and expenditure statement and the balance sheet to a Council Meeting before the Annual Meeting, and submit same to the General Committee at its Annual Meeting. *Balance Sheet*
- 13.5 The Treasurer shall make all payments authorised by the Council subject to budgetary provision. The Assistant Treasurer may be authorised by the Treasurer to make payments on his/her behalf. *Payments*
- 13.6 The Association may solicit funds from Governments, funding agencies both foreign and local, and the private sector for use in its activities or in infrastructure development. All such financial contributions, grants, donations and other funds of a similar nature solicited by Officers of the Association, Officers of the Sections or members of the Association on behalf of the Association shall be channelled through the Treasurer, who will acknowledge all such receipts. *Contributions and Donations*
- 13.7 The Treasurer is empowered to open and maintain current and savings accounts in any Bank or Banks as authorised by the Council. Where funds are collected for a specific activity as approved by the Council, the Treasurer may deposit such funds in a separate bank account, either current or savings, as appropriate. *Bank Accounts*
- 13.8 The Treasurer is empowered to draw on the account of the Association and, with the authority of the Council, to invest on behalf of the Association part or all of the balance standing at any time to the credit of the Association in the books of the Association's bankers, in such investments as may be recommended by the Council. *Investments*
- 13.9 All cheques shall be signed by the Treasurer and one or other of the General Secretaries or the General President. In the event of the Treasurer being unable to exercise the functions of his/her office for any reason, or on the authority of the Treasurer, the Assistant Treasurer shall sign cheques on behalf of the Treasurer. *Cheques*



## 14. Admission and Privileges of Members

*Admissions*

- 14.1 Admission to membership of the Association shall be made as follows:
- 14.1.1 As Foundation Members, persons who attended the inaugural meeting or persons who being unable to be present at the meeting communicated their names to the convenors of the said meeting,
  - 14.1.2 As Members, persons with degrees (Bachelor's, Master's, or Doctoral), or equivalent qualifications recognised by the Council, in areas or disciplines covered by the Sections of the SLAAS as further described in Regulation 4, or persons who, in the opinion of the Council, have made **significant** contributions to the advancement of science.
  - 14.1.3 As Honorary Life Members, Past General Presidents of the Association who have held membership for 25 years and who are over sixty years of age,
  - 14.1.4 As Corporate Members, corporate bodies engaged in or closely associated with the pursuit, promotion or application of science,
  - 14.1.5 As Associate Members, persons interested in science, including persons not qualified for other categories of membership who wish to be listed as co-authors of papers submitted for presentation.
  - 14.1.6 As Session Members, students not already accepted as student members and other non-members who wish to attend the Annual Session.
  - 14.1.7 As Honorary Session Members, distinguished scientists from foreign countries, representatives of international scientific organisations, or other prominent individuals invited by the Council to attend the Annual Session.
  - 14.1.8 As Student Members, undergraduates of higher educational institutions, proposed and seconded by a Member. Student memberships are limited to one year, subject to renewal upon application only, and shall terminate when the student ceases to be an undergraduate, through graduation or otherwise, subject

to the proviso that if the Annual Session occurs within six months of that event and the student is a co-author of a paper scheduled to be presented at that Session, his/her student membership will continue until the conclusion of that Session. Any Student Member who graduates is eligible to re-apply for regular membership.

Members, Associate Members, Corporate Members, and Student Members shall be elected by the Council, after being duly proposed and seconded by two members of the Association.

Honorary Life Members shall be elected by the General Committee on the nomination of the Council.

Admission of students and other non-members as Session Members shall be by payment of the relevant fee to the Session Office. The payment receipt shall serve as the admission ticket.

14.2 The Council shall have the power to refuse any application for membership, without giving reasons for such action.

*Refusal of Applications*

14.3 Every person or corporate body admitted as a member shall conform to the Rules and Regulations of the Association, and for any infringement thereof, shall be liable to exclusion by the Council, who have authority, if they deem it necessary to withhold from any person the privilege of attending any meeting or to cancel the ticket of admission already issued.

*Obligations*

14.4 The annual subscriptions payable by Foundation Members, Members, Corporate Members, Associate members, and Student Members, the life composition fees for Foundation Members, Members and Associate Members, and the admission fees for Session Members shall be decided by the General Committee from time to time.

*Conditions and Privileges*

14.4.1 Foundation Members and Members shall have the right to attend all meetings of the Association, to make presentations at the Annual session, to take part in discussions, to vote on any matter coming up for discussion and to fill any office of the Association, subject to the proviso that Sectional Office shall be filled by members of the relevant Sections.

14.4.2 All Foundation Members and Members who are over 60 years of age and have paid membership fees for a

period of not less than 25 years, will be exempted from paying further subscriptions.

- 14.4.3 Corporate Members shall have the right to be represented by no more than two nominees at meetings other than Business Meetings of the Association. Such nominees have the right to make presentations, provided they hold the qualifications required for a Member.
  - 14.4.4 Associate Members shall have the right to attend all meetings of the Association, to make presentations co-authored with a Foundation Members, Members or Honorary Life Members as provided for under Rules 5.3 at the Annual Session and to take part in discussions. They shall however not have the right to attend any Business Meeting and shall not be eligible to any Office in the Association.
  - 14.4.5 Session Members shall have the right to attend all meetings, other than Business Meetings, of the Annual Session for which such ticket has been obtained, and to take part in discussions. They shall, however, not have the right to vote at any meeting and shall not be eligible for any office in the Association.
  - 14.4.6 Honorary Life Members shall be entitled to all the privileges of Foundation Members or Members.
  - 14.4.7 Honorary Session Members shall have the right to attend all meetings, other than Business Meetings, and to take part in discussions. They shall, however, not have the right to vote at any meeting.
  - 14.4.8 Student Members shall have the right to attend all meetings, other than Business Meetings, to make presentations co-authored with a Foundation Members, Members or Honorary Life Members as provided for under Rules 5.3 at the Annual Session and to take part in discussions. They shall however, not have the right to 'vote' at any meeting and shall not be eligible for any office in the Association.
- 14.5 Annual subscriptions shall become due on the first day of January every year and shall be in respect of the year ending on the thirty-

*Annual  
Subscription*

first day of December next following the actual date of payment in each case, provided that a Member shall not by this be prevented from making good arrears of subscription.

- 14.6 The membership of a Member or Corporate Member or Associate Member who defaults in the payment of his/her annual subscription for a period of two years shall be terminated after the member has been duly informed by the Treasurer. *Termination of Membership*
- 14.7 A Foundation Member, Member, or Associate Member who is out of the Island for a period not less than one year may apply to the Council for a waiver of his/her subscription, provided that written notice has been given to the General Secretaries of the departure of the member from the island. Waiver of subscriptions shall not exceed a period of five years and thereafter the membership of such member shall automatically lapse, unless the member concerned resumes payment of subscriptions; *Members out of the Island*
- 14.8 The General Committee, on the recommendation of the Council, shall have the power to remove from membership any member who, in the opinion of the Council, has brought disrepute to the Association or violated the Code of Ethics of the Association or conducted himself/herself in any manner detrimental to the interests of the Association. *Removal from Membership*
- 14.9 There shall be in effect for all members of the SLAAS a Code of Conduct, which shall be annexed to the Rules and Regulations as Appendix I. The Code of Conduct may be amended by the General Committee, upon the recommendation of the Council. *Code of Conduct*
- 14.10 All members are responsible for abiding by the SLAAS Code of Conduct. Violations of the same shall be dealt with according to a Procedure, which shall be annexed to the Rules and Regulations as Appendix II. The Procedure may be amended by the General Committee, upon the recommendation of the Council. *Violations of Code of Conduct*

## **15. Amendments and New Rules**

- 15.1 Any alteration of, or addition to any of the Rules, and new Rules, may be proposed by the Council or by individual members of the General Committee, provided that such proposal from individual members shall have been communicated to the Council in writing through the General Secretaries at least two months before the

Annual Meeting, or any other meeting convened specially for the purpose.

- 15.2 It shall be within the power of the Council to make its own observations on proposals for amendment of the Rules made by individual members.

## PART B

# **REGULATIONS**

## **1. Annual Session**

- 1.1 The President and Secretary of every Section shall in consultation with the other members of their Sectional Committee make proposals to the Sections General Secretary regarding the programme of the Section for the Annual Session. Such proposals shall reach the General Secretary not later than six weeks before the Annual Session.

*Programme of  
Sections*

General discussions on question of importance held either by a single Section or jointly by two or more Sections shall be encouraged. The Sectional Presidents concerned shall communicate to the General Secretary before the end of August preceding the Annual Session, the titles of such discussions, names of the speakers and such further information as may be considered necessary. The President and the Secretary of the Section arranging a discussion shall carry out the necessary correspondence throughout the year during which they hold office.

- 1.2 The time allowed for a Presidential Address in a Section shall not normally exceed forty-five minutes. The manuscript of every Sectional President's Address, ready for publication in the Proceedings of the Annual Session, shall be forwarded to the General Secretary, so as to reach him/her six weeks before the commencement of the Session at which the address is to be delivered.

*Presidential  
Address*

## **2. Publications**

- 2.1 The publications relating to the Annual Session shall be published in three Parts as described below. The General Programme and Annual Report shall be printed. Parts I and II of the Proceedings will be published online and made freely available for downloading. They may also be printed, or distributed via electronic media at the discretion of the Council.

General Programme and Annual Report – This shall contain the names of the Officers and past General Presidents, General Programme of the Session, List of new members, Minutes of the preceding Annual Meeting, Report of the Council

describing the activities of the Sections and Statutory Committees in sufficient detail, Statement of audited accounts and the Agenda for the Annual Meeting during the Session.

Part 1 of the Proceedings of the Annual Session - This shall contain the titles, authors and abstracts of presentations at the Annual Session.

Part II of the Proceedings of the Annual Session - This shall contain the Opening Addresses, the General President's Address, Sectional Presidents' Addresses, the Invitation lectures and any other addresses delivered at the Annual Session as may be decided on by the Council.

- 2.2 Foundation Members, Members, and Associate Members who are not in arrears of subscription as at 31<sup>st</sup> August of the current year and Honorary Life Members shall be entitled to receive the General Programme and Annual Report. They shall also be entitled to receive printed or electronic versions of Parts I and II of the Proceedings if the Council has decided to publish them using either of those media. Corporate Members shall be entitled to receive the General Programme and Annual Report, as well as the other documents, if available, in duplicate.
- 2.3 A list of members of the Association shall be published once every five years excluding those who are in arrears of subscription for more than 2 years at the time of publishing.

### **3. Election of Officers and Members of the Council**

- 3.1 Persons who have been Members of the Association for a period of at least two years and not in arrears of subscription shall be eligible to hold any position as an Officer other than as General President-Elect, or as a Member of the Council of the Association,.
- Officers or  
Council  
Members*
- 3.2 One of the General Secretaries shall be resident or in employment in Colombo or its suburbs.
- General  
Secretaries*
- 3.3 A person nominated for the position of General President - Elect should have been a Member of the Association for at least fifteen years, actively involved in its work, and held at least one of the following positions:
- President-Elect*



- (a) The position of a Sectional President **for a full year.**
- (b) The position of Chair of the Environment Committee and/or the General Research Committee and/or the Committee for the Popularisation of Science **for a full year.**
- (c) The position of General Secretary or the Treasurer of the Association for a **Period of two full years.**

3.4 A person nominated to be a member of any Committee shall not be in arrears of subscription.

*Committee  
Members*

#### **4. Membership Qualifications and Criteria**

4.1 Other than individuals not otherwise qualified who are singled out by the Council for having made significant contributions to the advancement of science, membership of the SLAAS should ordinarily be limited to those with academic or professional qualifications in science or related fields. An official transcript from the relevant academic or professional institution, indicating that degree or equivalent qualification has been completed, shall be taken as sufficient evidence of such qualification. This regulation is intended to guide the Membership Committee in identifying and selecting such individuals.

*Qualifications  
for Membership*

4.2 For purposes of these regulations, scientific disciplines are defined as ones that fall into one of the three following categories: (i) disciplines that use the scientific method as the main procedure for seeking knowledge, (ii) mathematics and related disciplines, which develop logically from a set of arbitrary axioms, (iii) technologies which are dependent applications of one or both of the foregoing. The criteria implied by these categories may be used by the Membership Committee to determine whether a new or unknown discipline should be considered "science."

*Scientific  
Disciplines*

4.3 While traditional scientific disciplines are covered by particular Sections of the SLAAS, as listed in Section 6.2 of the Rules, many disciplines and inter-disciplinary fields may be covered by more than one Section. In such cases, when assigning an initial Section to an applicant, the Membership Committee should be guided by the applicant's preference, supported by degree transcripts, publications, or other

*Disciplines and  
Sections*

supporting documents. Members may subsequently join additional Sections.

- 4.4 Many academic and professional disciplines cannot be classified as "science," and individuals whose sole qualification is a degree in one of these disciplines are not admissible to membership. These disciplines include languages, literature, theology (the study of any religion), philosophy, visual and performing arts (including graphic design, drama, music, etc.), law, and accountancy. This list is not comprehensive, and the criteria in Regulation 4.2 may be used to resolve any doubts. *Disciplines not Admissible*
- 4.5 A partial list of disciplines coming under Social Science includes the following: Anthropology, Archaeology, Demographics, Economics, Human Geography, History, Linguistics, Political Science, Psychology, and Sociology. This list is not comprehensive, and the criteria in Regulation 4.2 may be used to resolve any doubts. *Social Sciences*
- 4.6 Many modern academic programmes are composed of multiple disciplines, including both scientific and non-scientific ones, integrated around a theme, *e.g.*, religious studies, women's studies, mass communication, business administration, etc. In order to determine whether a graduate of a particular programme is eligible for membership or not, the following criterion should be used: the curriculum of the programme and/or degree transcripts should be evaluated for scientific content (percentage of credits of science courses, as defined in terms of Regulation 4.2), and if the scientific content is approximately 50% or higher, the candidate should be deemed eligible for membership, and recommended to be initially assigned either the Section of his/her reasonable choice, or the Section which, in the opinion of the Membership Committee, best covers the programme. *Multi-Disciplinary Programmes*
- 4.7 If doubts or concerns exist or are raised about the scientific content of a degree programme, graduates of which have applied for membership of the SLAAS, the Council shall appoint a committee to examine and evaluate the curriculum of that programme for its scientific content in terms of Regulation 4.6 above. In order to carry out this evaluation, the detailed curriculum should be obtained by the General Secretary chairing the membership committee, either from legitimate online sources or by a written request to the authority administering the programme. The committee should make its *Evaluation of Programmes for Scientific Content*

recommendations to the Council and the Membership Committee regarding the admissibility of graduates of the programme within three months of the receipt of the detailed curriculum. The Council shall take the final decision on this matter.

## **5. Amendments of Regulations**

Any alteration, or addition in any of the regulations, or any new regulation, shall be considered by the Council, and if they so decide, recommend to the General Committee for approval and confirmation, provided that the Council may bring into operation in the interval between Annual Meetings any amendment consistent with the Rules and shall report such amendment to the General Committee at the ensuing Annual Meeting.

# **APPENDICES**

# **Appendix I**

## **FRAMEWORK FOR ETHICAL BEHAVIOUR AND CODE OF CONDUCT**

### **1.0 TITLE**

This may be cited as the General Framework for Ethical Behaviour and Code of Conduct of the Sri Lanka Association for the Advancement of Science (SLAAS) herein after referred to in combined form or separately as the “general framework” and the “code”.

### **2.0 AIM AND APPLICABILITY**

This Framework for Ethical Behaviour and Code of Conduct has two aims;

1. To provide a general framework of ethical standards for emulation by members of SLAAS, as persons of high integrity, accountability, professional rectitude and of exemplary social responsibility, and
2. To provide a code with a set of rules binding upon all members of SLAAS involving liability for disciplinary action, through a due process, against members by SLAAS, in cases of transgression of these rules by members.

### **3.0 GENERAL PURPOSES AND PRINCIPLES**

The general framework and the code with its set of binding rules have the purpose of safeguarding the prestige of SLAAS as the premier scientific association of Sri Lanka. The general framework for conduct of members of SLAAS, provides indicative standards of conduct to be set voluntarily for oneself. Although the standards are set for oneself voluntarily, the SLAAS may cite cases of departure from these standards for bringing to the notice of members of the need to observe the general framework of ethical behaviour expected from members. The standards indicated in the framework will feature among the criteria used by SLAAS to enrol new members. In selections to posts in the SLAAS, particularly in the short listing of members for selection to positions such as that of the General President and membership in the Ethics Committee, these will feature as necessary criteria.

The binding set of rules encompasses the Code to be abided by all members while providing the basis for determining liability of disciplinary action against members for their willful transgression. Transgression of the rules given in this Code may lead to taking disciplinary action through a due process against such members by the SLAAS. The due process has already been approved by SLAAS as the “Procedure for Dealing with Alleged Transgressions by the Members of SLAAS”.

The standards in the framework and the rules in the code may be referred to by the numbers indicated and cited as such when required by SLAAS.

## **4.0 FRAMEWORK FOR ETHICAL BEHAVIOUR**

This framework for ethical behaviour encompasses broadly, the attitudes, concerns and mores expected by members of SLAAS as persons of high integrity, accountability, professional rectitude and of exemplary social responsibility. The indicative standards to be voluntarily set for oneself are grouped for convenience of citing under the following headings, although the indicative items may not entirely be confined within a particular heading.

### **4.1 High integrity**

- 4.1.1 Members shall at all times demonstrate integrity and professionalism and observe fairness and equity in all aspects of the application of science and technology and in the transfer of technology.
- 4.1.2 Members shall at all times be scrupulously honest in the application of science and technology and in transfer of technology.
- 4.1.3 Members shall at all times render service to clients with absolute fidelity.
- 4.1.4 Members shall give evidence, express opinions or make statements only in a truthful manner.
- 4.1.5 Members shall not suppress any relevant and pertinent information in their reports, statements or testimony.
- 4.1.6 Members shall refrain from giving misleading information with regard to their emerging research outcomes so as to put their fellow members off track.
- 4.1.7 Members shall review the work of colleagues without bias and treat all information so provided as privileged and confidential.

### **4.2 Accountability**

- 4.2.1 Members shall apply universal principles of good governance – rigour, transparency, responsibility, and control – at all levels of scientific activity.
- 4.2.2 Members shall hold paramount the proper utilization of funds in the performance of their professional duties.
- 4.2.3 Members shall not use equipment, supplies, laboratory, or office facilities of an employer to carry out outside work without the consent of the employer.
- 4.2.4 Members shall advise their clients or employers, when as a result of their studies and experience they consider a project is unlikely to be viable.
- 4.2.5 Members shall provide reports which are accurate in keeping with contractual obligations.
- 4.2.6 Members shall retain all research records, including raw data, for as long as the outcomes are subject to review, and, where not commercially or personally sensitive, make them available for others to access.
- 4.2.7 Members shall apply their skills and knowledge in the interest of their employer or client, for whom they shall act in professional matters, as faithful agents or trustees, so far as they do not conflict with the other requirements listed here and the general public interest.

- 4.2.8 Members shall when acting as administrators of a contract be impartial to the parties in the interpretation of the contract.

### **4.3 Professional rectitude**

- 4.3.1 Members shall promote the principle of engagement of fellow professionals upon the basis of merit. Members shall build their reputation on merit and shall not compete unfairly.
- 4.3.2 Members shall at all times conduct themselves in a manner that strives to enhance the reputation of the SLAAS and their profession
- 4.3.3 Members shall at all times promote and maintain proper standards of professionalism
- 4.3.4 Members shall not use the advantage of a privileged position to compete unfairly with other members of SLAAS.
- 4.3.5 Members shall at all times show respect, consideration and courtesy to clients and the public
- 4.3.6 Members shall avoid any act tending to promote their own interest at the expense of the dignity and integrity of the profession.
- 4.3.7 Members shall at all times observe fairness and equity in research and management of the research.
- 4.3.8 Members, as teachers and directors of research shall not withhold knowledge necessary for the students to achieve their tasks.
- 4.3.9 Members shall perform professional services only in the areas of their competence as defined by formal qualifications or subsequent experience.
- 4.3.10 Members shall ensure that there is appropriate disclosure of any limitations on their work due to insufficient resources.

### **4.4 Refraining from conduct which can be broadly considered as harassment**

- 4.4.1 Members shall refrain from conduct in their official capacity in any manner which will hurt the susceptibilities of their colleagues overtly or even by way of innuendo relating to ethnicity, religion, caste, gender, social status etc.
- 4.4.2 Members shall refrain from conduct by use of language, behaviour or gestures which can be considered as sexual harassment in the work place.
- 4.4.3 Members shall refrain from actions and use of language which can directly or indirectly be considered as threats by way of denying privileges or of ostracizing.
- 4.4.4 Members shall not attempt to curtail the freedom of colleagues in the work place through use of 'informers' etc. to report on their legitimate activities.
- 4.4.5 Members shall not use their position as superiors to block or delay communications which are required by junior colleagues to obtain legitimate promotions, leave or approval for their proposed activities.

### **4.5 Exemplary social responsibility**

- 4.5.1 Members shall at all times strive to be aware of any unethical aims or practices of any organization or institution which they may have joined or consider joining.

- 4.5.2 Members shall at all times strive to be aware of the ethical, social, legal and environmental implications and consequences of their scientific and technological pursuits.
- 4.5.3 Members shall not compromise their academic or social standing by way letting the use of their names as patrons of organizations or institutions which have overt or covert aims prejudicial to national interest, or which are suspect as regards their practices towards their clients, even as sinecures.
- 4.5.4 Members shall at all times strive not to compromise the welfare, health and safety of the community and sustainability of the environment.
- 4.5.5 Members shall, in the event of their judgment being over-ruled in matters pertaining to welfare, health or safety of the community, inform their clients or employers of the possible consequences and bring to their notice their (scientists') obligations as professionals to inform the relevant authority.
- 4.5.6 Members shall endeavour at all times to maintain professional services essential to public welfare.
- 4.5.7 Members shall work in conformity with recognized professional standards, so as not to jeopardize the public welfare, health or safety. If the client or employer insists on such unprofessional conduct, they shall notify the respective authorities and withdraw from further service on the project.
- 4.5.8 Members shall not use their association with other persons, corporations, or partnerships to conceal unethical acts.
- 4.5.9 Professional reports, statements or testimony by members before any tribunal shall be objective and such opinions shall be expressed on the basis of adequate knowledge and technical competence in the area. This, however, does not preclude a considered speculation based intuitively or on experience and wide relevant knowledge.
- 4.5.10 Members shall not attempt to influence public policy decisions, on issues where the scientific evidence is inconclusive or contradictory, and where there is a high probability of social or economic harm.

## **5.0 CODE OF CONDUCT - SET OF RULES**

This binding set of rules, in contrast to the framework for ethical behaviour, encompasses the Code to be abided by all members while providing the basis for determining liability of disciplinary action against members for their wilful transgression. Transgression of the rules given in this Code may lead to taking disciplinary action through a due process against such members by the SLAAS. The due process has already been approved by SLAAS as the "Procedure for dealing with Alleged Transgressions by the Members of SLAAS".

The rules in the code may be referred to by the numbers indicated and cited as such when required by SLAAS.

This code of conduct, which constitutes a binding set of rules, encompasses broadly, the Attitudes, Concerns and Mores expected by members of SLAAS as persons of high integrity, accountability, professional rectitude and of exemplary social responsibility. The rules are



grouped for convenience of citing under the following headings, although the indicative items may not entirely be confined within a particular heading.

### **5.1 High integrity**

- 5.1.1 Members shall neither solicit nor accept gratuities, directly or indirectly from contractors or their agents, or other parties dealing with their clients or employers in connection with work for which they are responsible.
- 5.1.2 Members shall not involve themselves with any business or professional practice which they know to be fraudulent or dishonest in nature.
- 5.1.3 Members, when publishing articles shall neither allow or commit plagiarism nor claim credit for work performed by others.
- 5.1.4 Members shall at all times ensure that joint authors of publications and reports share responsibility for their contents.

### **5.2 Accountability**

- 5.2.1 Members shall not accept compensation, financial or otherwise, from more than one party for services on the same activity or task, unless the circumstances are fully disclosed and agreed to by all interested parties.
- 5.2.2 Members shall not knowingly participate in any act which will result in waste, or misappropriation of funds and resources.
- 5.2.3 Members, as teachers and directors of research shall not appropriate the outputs and outcomes of the studies of their students and colleagues in their publications without due acknowledgement and recognition of the contribution of their students and colleagues.

### **5.3 Professional rectitude**

- 5.3.1 Members shall not conduct themselves in a way which will bring the Association or the discipline of science into disrepute.
- 5.3.2 Members shall neither attempt to injure, maliciously or falsely, (directly or indirectly) the professional reputations, prospects, practice or employment of other scientists, nor indiscriminately criticize the work of other scientists.
- 5.3.3 Members shall not falsely or maliciously attempt to impugn the reputation of colleagues.
- 5.3.4 Members shall neither falsify nor misrepresent their own or their associates' qualifications, experience and prior responsibilities.
- 5.3.5 Members shall adhere to the requirements specified in appropriate codes of work practice or ethical standards
- 5.3.6 Members shall at all times not distort or in any other way falsify results and shall represent results as they honestly perceive them.
- 5.3.7 Members shall not condone the manipulation of results to meet the perceived needs, or requirements of employers, funding agencies, the media or other interested parties.
- 5.3.8 Members shall at all times strictly observe the required ethical standards in use of animals for study and research purposes

#### **5.4 Refraining from conduct which can be broadly considered as harassment**

- 5.4.1 Members shall not engage in conduct by use of language or gestures which can be considered as sexual harassment in the work place.
- 5.4.2 Members shall not engage in actions and use of language which can directly or indirectly be considered as threats by way of denying privileges or ostracizing.
- 5.4.3 Members shall not use their position as superiors to block or delay communications which are required by the subordinates to obtain legitimate promotions, leave or approval for their proposed activities.

#### **5.5 Social responsibility**

- 5.5.1 Members shall at all times not compromise the welfare, health and safety of human participants or fellow workers and the general public in the conduct of their scientific and technological pursuits.

## Appendix II

### PROCEDURE FOR DEALING WITH ALLEGED TRANSGRESSIONS BY THE MEMBERS OF SLAAS

#### Referral

1. A complaint or information relating to transgressions of the SLAAS code of Conduct or any generally accepted norms of scientific ethics by a member of SLAAS of any category of membership may be notified in writing to the General President or General Secretary of the SLAAS by the following persons or institutions:
  - A member of the SLAAS of any category.
  - A non-member of SLAAS who is able to demonstrate that he/she has the standing to make a complaint.

*A complaint may also originate in the Council of the SLAAS as a result of information made available to it.*

2. *Such a complaint or information shall be referred by the Council, to the Ethics Committee for appropriate action.*
3. The Ethics Committee on the receipt of such referral, shall decide at its next immediate meeting whether or not a *prima facie* case exists.
4. If a *prima facie* case is not evident, the Ethics Committee will report to the Council that no further action is required on this matter.

#### Preliminary Investigation

5. If a *prima facie* case is evident, the Chairperson of the Ethics Committee shall write to the party against whom complaints have been made (the alleged transgressor), asking him/her for an explanation in writing. The explanation should be received within a period of 21 days from the date of mailing of the request, addressed to the Chairperson of the Ethics Committee and marked "Confidential." After the explanation has been received (or the time for receiving it has elapsed), the Ethics Committee will consider the explanation and decide whether or not there still exist grounds to proceed to a preliminary investigation. If it is decided that there are no further grounds to proceed, the Ethics Committee will inform the Council accordingly. It will also inform the alleged transgressor that no further action is contemplated.
6. If the explanations are deemed unsatisfactory, or no explanations are received by the prescribed date, the Ethics Committee shall carry out, or cause to be carried out, a preliminary investigation to determine the facts of the case, including statements by

concerned parties and witnesses, documentary evidence, etc., unless in its judgment the evidence already submitted is of sufficient weight to proceed to a formal inquiry without further delay. Depending on the nature of the case, the preliminary investigation may be carried out by the Ethics Committee as a whole, or by a sub-committee thereof or an individual member of the committee, appointed for that purpose. The preliminary investigation shall be completed, except under exceptional circumstances, within three months from the date the Ethics Committee decides that a *prima facie* case is evident.

7. If, after such an investigation, the Ethics Committee determines that sufficient evidence of transgression exists to warrant a formal disciplinary inquiry, a Committee of Inquiry shall be appointed by the Ethics Committee. The Committee shall consist of not less than three persons and shall comprise one Past General President of the SLAAS, and senior members of SLAAS, all of whom are currently not members of the Council or the Ethics Committee. Wherever feasible, the Committee of Inquiry shall include a member/members with scientific competence and background in the area concerned, if, in the judgment of the Ethics Committee, such competence is relevant to the Inquiry.

### **Formal Inquiry**

8. The Ethics Committee shall appoint a member of the SLAAS to act as Prosecuting Officer in the case, who may or may not be a member of the Ethics Committee. However, he/she should be neither in the legal profession nor an Attorney-at-Law.
9. In consultation with the Prosecuting Officer, the Ethics Committee should carefully formulate the exact charge or charges against the alleged transgressor, and should prepare a charge sheet accordingly. Lists of relevant documents and other evidence to be submitted to the Committee of Inquiry, lists of witnesses to be called, etc., should also be compiled. The charge sheet signed by the Chairperson of the Ethics Committee should be given to a General Secretary under confidential cover to be sent with the relevant information to the alleged transgressor, hereinafter referred to as the defendant.
10. The General Secretary shall in consultation with the members of the Committee of Inquiry set the date, time, and venue for the formal inquiry. The General Secretary shall thereafter, communicate with the defendant, under registered cover, with at least 21 days notice, sending him/her the following documents:
  - (a) a formal notice of the inquiry signed by the General Secretary, specifying the time, date and venue of the inquiry, and requesting the defendant to attend it
  - (b) the signed charge sheet
  - (c) a document listing the rights of the defendant, as specified in Section 11.
11. The defendant must be given opportunity to defend him/herself against the specified charges. He/she has the right to be assisted by a Defending Officer of his/her choosing, who should be a member of the SLAAS, but neither in the legal profession nor an Attorney-at-Law. He/she (or the defending officer) has the right to present evidence,

including documentary evidence, and call witnesses. He/she shall also have the right of access to the documents submitted to the Committee of Inquiry by the Ethics Committee.

12. The Inquiry should be attended by the members of the Committee of Inquiry, the Prosecuting Officer, the Defendant (unless he/she chooses not to attend), the Defending Officer (if any), the witnesses called by either side (if any), the Secretary of the Ethics Committee, and the General Secretary of the SLAAS who handled the correspondence with the Defendant. Other members of the Ethics Committee may attend as observers. Either side may request the Committee of Inquiry to exclude witnesses from the hearing except when their testimony is being heard.
13. During the Inquiry, the prosecuting officer shall present his/her case first, after which the defence will respond. Both sides have the right to cross-examine witnesses.
14. If neither the defendant nor the defending officer is present at the inquiry without the prior submission of reasons acceptable to the Committee of Inquiry, the latter may arrive at a decision *ex parte* after hearing the prosecuting officer's case and examining the relevant documents. In the event that acceptable reasons are given for the defendant's absence, the formal inquiry may be postponed no more than once. If the proceedings of the inquiry cannot be completed at one sitting, it may be adjourned.

### **Outcome of Inquiry**

15. The Committee of Inquiry may obtain legal advice if it deems necessary. However, in no case shall members of the legal profession be present at the inquiry itself.
16. The Committee of Inquiry shall conclude the inquiry and report on the matter to the Ethics Committee with findings within a period of three (03) months.
17. The reports of the Committee of Inquiry shall be confidential.
18. The Ethics Committee shall, on receiving the report of the Committee of Inquiry,
  - (a) in the event of no transgression being deemed to have taken place, recommend to the Council that the alleged transgressor be exonerated of any breach.
  - (b) in the event of confirmation of a transgression, recommend to the Council , with a summary of findings with respect to each charge, the disciplinary action to be taken.
19. In accordance with the severity of the transgression the mode of disciplinary action recommended by the Ethics Committee shall be one or more of the following: simple warning/s, debarring from activities of the SLAAS for a specified period of time, suspension from membership of the SLAAS for a specified period of time, or expulsion from membership of the SLAAS, as laid down in the regulations, and recorded as such

in the Annual Report. The decision of the Ethics Committee should be by a majority vote, with members having the right to have their dissent recorded.

20. The Council shall reserve the right to approve or amend any recommendation of the Ethics Committee regarding the disciplinary action to be taken. However, if the Council decides to disapprove or amend the recommendation of the Ethics Committee such decision should be taken by a majority vote of those present. The decision of the Council shall be communicated to the Ethics Committee.
21. The General Secretary of the SLAAS shall inform the defendant and complainant of the outcome of the Inquiry under registered cover within two weeks of the confirmation of minutes of the Council meeting. In the event that the defendant is found guilty of an offence, the General Secretary shall allow the stipulated period for an appeal to elapse, and if no appeal has been made during that period, he/she shall inform the Head of the Institution of the defendant regarding the disciplinary action taken against the latter.

### **Appeal to Council**

22. A member found to be guilty of transgression would notwithstanding such decision have the right of appeal to the General President or General Secretary of SLAAS within a period of three weeks (21 days) from the date of registration of the letter informing him/her of the decision of the Council. Such an appeal must clearly state the grounds under which the appeal is made. Failure to state the grounds, or grounds that are frivolous in the considered opinion of the Council, will result in the appeal being rejected.
23. Appeals shall be heard by a Panel appointed by the Council of the SLAAS. The composition of the Panel will be similar to that of the Committee of Inquiry, *i.e.*, it will consist of a Past President and senior members of the SLAAS who are not members of the Council or the Ethics Committee.
24. The appeal shall not consider matters unrelated to the grounds under which the appeal is made. The Appeal Panel shall neither reconsider findings of fact based on the evidence presented during the formal inquiry, nor consider new evidence. It may, however, review conclusions drawn from the evidence presented, as well as interpretations of regulations or codes, breaches of procedure, etc.
25. The Appeals Panel shall report the outcome of the appeal to the Council, together with its recommendations, which could include rejecting the appeal or partial or full exoneration of the defendant, with reasons given.
26. The Council shall reserve the right to approve, disapprove or amend any recommendation of the Appeals Panel regarding the disciplinary action to be taken. The decision of the Council shall be final.

27. The General Secretary of the SLAAS shall inform the transgressor and the complainant of the outcome of the appeal, under registered cover within two weeks of the confirmation of minutes of the Council meeting. In the event that the transgressor has been found guilty of an offence after the appeal, the General Secretary shall also inform the Head of the Institution of the transgressor of the outcome of the inquiry and the appeal.

## OFFICE PROCEDURE

**All office matters relating to** breaches of the SLAAS Code of Ethics shall be personally handled by the Administrative Officer, except when delegated in his/her absence or in cases of inadvertence of staff who open routine correspondence. In the latter case the remedial action is indicated below.

### 1. Complaints

#### (a) By letter

- (i) All letters addressed under confidential cover have to be kept securely to be delivered to the addressee, by enclosing the confidential cover in another envelope addressed to the addressee. The date of receipt should be marked on the confidential cover. If there is no addressee, the second envelope should be addressed to the General President.
- (ii) All letters not received under confidential cover pertaining to breaches of the SLAAS Code of Ethics, if inadvertently opened, have to be given to the Administrative Officer who will make the remarks as to the inadvertent opening (by whom and when) on the original cover, then enclose it in a Confidential Cover and put it into an envelope addressed to General President / Chairperson Ethics Committee (EC), and kept securely for delivery to the addressee.
- (iii) All letters handed over but not under confidential cover pertaining to breaches of the SLAAS Code of Ethics, **should be** enclosed in a Confidential Cover and put it into an envelope addressed to General President / Chairperson Ethics Committee (EC), and kept securely for delivery to the addressee. The name of the person if disclosed should be written and the date and time of delivery should be written on the original cover in the presence of the person delivering the letter.
- (iv) For complaints received by Fax the Administrative Officer will put the faxed note into a confidential cover, making note of the time and date, and proceed thereafter as in (a) (ii) above.

#### (b) By telephone

The Administrative Officer or SLAAS Office Staff shall not entertain telephone calls regarding breaches of the SLAAS Code of Ethics, except to the extent of asking the caller to make/confirm the complaint in writing or to contact the General President / Chairperson Ethics Committee (EC). If the caller insists and is ready to

disclose his/her name it shall be recorded and the General President / Chairperson Ethics Committee (EC) informed of it.

## **2. Safe-keeping of Documents**

- (a) The documents will be normally be personally handled by the General President / Chairperson Ethics Committee (EC), or persons authorized by them.
- (b) In cases of documents given to the Administrative Officer, or left inadvertently at the desk, the procedure at 1 above shall apply as relevant.
- (c) The Ethics Committee has a special Filing Cabinet for safe keeping of documents pertaining to breaches of the SLAAS Code of Ethics. The keys to the Cabinet shall be in the custody of Chairperson / Secretary Ethics Committee.

## **3. Outgoing mail**

All outgoing documents pertaining to breaches of the SLAAS code of Conduct should be sent under registered cover. The date and evidence of postage should be attached in the Special Register described below.

## **4. Special Register**

The Administrative Officer shall maintain a Special Register to record all matters pertaining to breaches of the SLAAS Code of Conduct as may be necessary, in terms of 1, 2, and 3 above. The records shall also be considered confidential and treated as such.

## **DEFINITIONS**

**‘Prima facie’** means that that on first examination, it appears that there is sufficient evidence of an act of transgression.

**‘SLAAS’** means the Sri Lanka Association for the Advancement of Science.

**‘Transgressions’** mean any breach of the Code of Conduct of the SLAAS or any generally accepted norms of scientific ethics as decided by the Ethics Committee of the SLAAS.

**‘Transgressor’** means a member of SLAAS who is alleged to be in breach of the SLAAS Code of Conduct or any generally accepted norms of scientific ethics.

**‘Defendant’** means a person against whom a Charge Sheet has been served.



## Appendix III

### AWARDS: GUIDELINES FOR SECTIONAL AND STATUTORY COMMITTEES

1. **TRANSPARENCY AND FAIRNESS.** Every sectional and statutory committee, as well as Council-appointed non-statutory committees, which may offer prizes, medals, certificates, or other monetary or non-monetary awards in recognition of various achievements, should prepare and document a clear and transparent set of **criteria** upon which such awards are to be made, and a fair and reasonable, yet efficient **process** to be followed when applying those criteria and deciding upon the winners of the awards.
2. **CONFORMITY.** While all such committees may formulate criteria and processes appropriate to the nature and conditions of the particular award, all such criteria and processes should conform to the general guidelines given below.
3. **COUNCIL OVERSIGHT.** Every document describing criteria and processes for giving awards should have been approved by the Council prior to implementation.
4. **COUNCIL APPROVAL.** All awards should be approved by the Council. Formally, all decisions by committees to give an award are recommendations to the Council. Under unusual circumstances, if the Council has reason to believe that the criteria or the process have not been properly followed, it may (i) defer a decision pending further clarification, (ii) refer the matter to the Awards Committee for inquiry and a recommendation, or (iii) disapprove the award. However, the Council should not substitute its judgment for that of the committee, or a duly appointed subcommittee or panel of judges recommending the award.
5. **AWARDS COMMITTEE.** All awards which are given, or intended to be given, at the Annual Sessions Inauguration should be submitted to the Awards Committee in a timely manner, so that the Awards Committee can review them and make a recommendation to the Council in time for Council approval as scheduled.
6. **ELIGIBILITY.** The criteria upon which the awards is given should clearly specify (i) the minimum criteria for eligibility for the award, and (ii) any categories of people who are NOT eligible. In general, members of the Council (unless otherwise specified for good and sufficient reasons), members of the Awards Committee who are not already members of the Council, and members of the Committee recommending the award, as well as their immediate family members (parents, siblings, spouses, and children) are NOT eligible for such awards.

7. **CRITERIA.** The criteria should be reasonably clear and specific, but should avoid unnecessary detail. They should be capable of being interpreted broadly and flexibly, so that the judges are not tied down to a formula, but have room to make a reasoned judgment.
8. **PROCESS.** The process should specify what material candidates for awards should submit, whether and when they should give presentations (and if so, the nature and duration of those presentations), and who would act as judges in making the decision (the entire committee, a subcommittee thereof, or a duly appointed panel of judges who may or may not be members of the committee). A reasonable timetable for the entire process should be included, though the dates may vary from year to year.
9. **APPEALS.** Appeals against awards decisions should not generally be allowed.
10. **OBJECTIVITY.** It should be recognised that individual judgments are nearly always subjective, regardless of attempts to quantify them by marking schemes, etc. Objectivity is achieved by the combined judgment of a group of diverse individuals. Panels of judges should have a minimum of **three** members. At the same time, it must be understood and accepted, by the Council as well as the relevant Committee, that some subjectivity is inevitable, and that the selected panel may not give an expected decision. This should not be seen as a weakness of the process.
11. **QUANTIFICATION.** Marking schemes are a common method of arriving at a decision regarding giving an award, though in some cases they may be inappropriate, or decisions could be made without attempted quantification. They should be used wherever it is possible to do so, and if used, they should be included in the written process. At the same time, they should be as flexible and simple as possible, avoiding unnecessary detail or subdivision of categories.
12. **CONFLICTS OF INTEREST.** Members of the SLAAS, and especially members in decision-making positions (Council, Committees, etc.), should be always aware of possible conflicts of interest. Members of subcommittees or panels of judges should recuse themselves if conflicts of interest arise, *e.g.*, close friends (or even bitter foes), relatives, or immediate colleagues applying for an award. As a general principle, a conflict of interest should be declared, and the affected individual should refrain from participating in a process or discussion leading to a decision. Ideally, potential candidates for awards should also avoid situations where conflicts of interest arise, even if nominally eligible for the award.

## **Appendix IV**

### **ENDOWMENT FUND: BY-LAWS**

#### **Clause 1: Objectives**

The Objectives of the Endowment Fund are

- (a) To provide an additional income stream for the SLAAS,
- (b) To serve as an emergency reserve.

#### **Clause 2: Endowment Board**

- (a) The SLAAS Council shall appoint an Endowment Board to manage the Endowment Fund. The composition of the Board shall be as follows.
  - (i) The Chairperson and the Vice-Chairperson, who shall be senior members of the SLAAS with some knowledge of finance and investment, each appointed for a two-year term and eligible for re-appointment for no more than one more two-year term, consecutively. In order to promote independent operation of the Board, neither the Chairperson nor the Vice-Chairperson shall concurrently serve as a member of the Council of the SLAAS.
  - (ii) The Immediate Past General President and the Treasurer of the SLAAS, *ex officio*.
  - (iii) The Chairperson of the Board of Trustees of the SLAAS, *or* a member of the Board of Trustees who shall be a Past General President of the SLAAS.
  - (iv) The Secretary of the Endowment Board, who shall serve as the principal operating officer of the Endowment Fund, and who shall be appointed for a two-year term and be eligible for re-appointment for no more than one more two-year term, consecutively. He/she should have made an active contribution to the SLAAS over a considerable period of time, but shall not concurrently serve as a member of the SLAAS Council.
  - (v) Three other members, of whom at least one shall be a Past General President, and none of whom shall concurrently be a member of the SLAAS Council. Each shall be appointed for a two-year term and be eligible for re-appointment for no more than one more two-year term, consecutively. Appointment of members with some knowledge of finance and investment is recommended.
- (b) All members of the Endowment Board shall serve in an honorary capacity.
- (c) The Endowment Board shall have the right to consult financial or investment experts, for advice on optimizing investments.
- (d) The Endowment Board shall meet at least once every two months, or more frequently, if necessary, in order to monitor the progress of donations and

investments. The Secretary of the Board shall provide the SLAAS Treasurer with monthly accounts, so that these may be included with the monthly statements of accounts provided by the Treasurer to the House and Finance Committee and the Council.

### **Clause 3: Establishment of Bank Account**

The SLAAS shall open a separate current account with a reputed local bank, into which donations received can be deposited in the first instance. Receipts for these donations shall be issued under the authority of the Treasurer. This account shall be known as the SLAAS Endowment Fund Current Account. Other accounts, such as fixed deposits, and instruments such as Treasury bills/bonds, may be subsequently opened in order to invest the funds accumulating in the Current Account. The operating officers of these accounts shall be the Secretary of the Endowment Board (required) and either the Chairperson or the Vice-Chairperson of the Endowment Board.

### **Clause 4: Types of Donations**

All donations shall be considered part of the Endowment Fund which is a Capital Reserve, and will not be considered income to the SLAAS, for accounting purposes until they are used for expenditure. Two types of donations to the endowment shall be accepted.

- (a) Capital donations. These shall be donations intended for investment only. The capital so invested shall not be used for any other purpose, except under the conditions discussed below. The gains, interest, or dividends from such investment may be re-invested or disbursed according to the needs of the Association. Reinvested gains shall be part of the Endowment Fund (Capital Reserve), while disbursed amounts shall be considered income.
- (b) Special donations. These may be earmarked by the donor(s) for particular projects or expenses, and must be available for disbursement in a timeline mutually agreed upon by the donor(s) and the Association. The amounts so donated shall remain in the Capital account, subject to short-term investments to maximize returns, until the time of disbursement, at which point they will be recorded as income.

Donations intended for immediate use should not be deposited in the Endowment Fund Current Account, but in the SLAAS General Account instead.

### **Clause 5: Investment**

The Endowment Board shall decide from time to time how the funds from capital donations should be invested (*e.g.*, Treasury bills/bonds, fixed deposits or any other financial instruments in reputed banks, shares in public companies etc.), but in such a way as to maximize the return while minimizing the risk of the investments. The Current

Account and the sum of the investment accounts and instruments shall constitute the Endowment Fund (Capital Reserve) of the SLAAS.

### **Clause 6: Disbursement**

Disbursement shall be the transfer of funds from the Current Account to the SLAAS General Account, for purposes of expenditure, it being understood that only special donations and proceeds from investment not re-invested can be so transferred. Every such disbursement shall be requested by the Council, but requires the approval of the Endowment Board, subject to the availability of funds. Requests for such disbursements may be made by the Council only for the following purposes:

- (a) The purposes for which special donations were earmarked by the donor(s).
- (b) Expenditure, whether general or specific, associated with the Annual Sessions.
- (c) Meeting shortfalls in staff salaries.
- (d) Meeting shortfalls in monthly utility, security, and janitorial payments.
- (e) Rates and taxes.
- (f) Non-routine unexpected maintenance costs.
- (g) Airfare, hotel, and other expenses of invited overseas guests.
- (h) Legal expenses.

However, endowment funds shall not be used for Sectional or Committee activities.

### **Clause 7: Disbursement of Endowment Funds**

Endowment Funds identified as Capital may be uplifted and disbursed only under one or more of the following circumstances.

- (a) If mandated by a decision of a Court of Law or required as the result of such a decision.
- (b) If the Council of the SLAAS determines, by a two-thirds majority vote of those present, that an emergency exists which requires as a matter of urgency and immediacy that the some of the Capital funds be made available for expenditure, other than funds earmarked by the donors for specific purposes. Such a decision should only be made after all other sources have been exhausted, and must receive the concurrence of the Endowment Board.

### **Clause 8: Ethical Management**

The Endowment Board and the Council of the SLAAS shall take all necessary steps to ensure that the endowment is managed in a sustainable and ethical manner.

**Clause 9: Amendments to By-Laws**

These By-laws may be approved and amended by the Council by a two-thirds majority vote of those present.