

BY-LAWS FOR COMMITTEES

Date: 15 Jan 2007

1. Appointment

The Council shall appoint Standing Committees, Sub-committees and Ad Hoc Committees to deal with various aspects of the Association's work, with such powers and under such conditions as from time to time shall be fixed by the Council. The committee shall be responsible to the Council. The Sub-committee shall be responsible to the respective Committee. A Committee may appoint its own Sub-committee, Chairman and members as required.

2. Terms of reference

- a. The terms of reference of a Committee shall be determined by the Council.
- b. All Committees of the Association shall be bound by their terms of reference, and no Committee shall take any action, other than by the recommendation to the Council, which is not specifically authorised by these terms. In particular, no Committee nor any of its members acting as such shall take any action which may affect the Association in its external relations.

3. Terms of Office

- a. The term of every Committee which is not designated a Standing committee shall expire at the Commencement of the first meeting of the Council following the Annual General Meeting in each year. The Council may reconstitute any such Committee and reappoint its members.
- b. Standing Committees shall remain in existence until discharged. The tenure of members of the Standing Committees shall be determined by the Council. The Council may reappoint its members.

4. Membership

- a. The Chairman of a Committee shall be appointed by Council by a simple majority vote. He shall hold office for not more than two consecutive years. Notwithstanding this, Council is empowered to extend the period.
- b. The members of a Committee shall be appointed by Council upon recommendation by the Chairman of the Committee as deemed necessary. The Chairman and members of the Committee or Sub-committee who are eligible for Professional membership under Article V 1 (a) must be registered Professional members of the Association.

Notwithstanding, other persons who are not members of the Association may be appointed members of such Committees and Sub-Committees, but shall not vote upon questions involving expenditures.

- c. The Chairman of the Committee shall appoint an Honorary Secretary, and if deemed necessary, an Honorary Treasurer.
- d. In the event of any vacancy in the office of Chairman or Secretary, the Committee may appoint an acting Chairman or Secretary, but the vacancy shall be reported forthwith to the Council, who shall take steps to have it filled.
- e. The Committee itself may fill any vacancy other than Chairman and Secretary.
- f. Membership of Committees shall cease when a member fails to attend three consecutive meetings.
- g. The President and the Honorary Secretary are ex-officio members for all Committees, or any one Council member so appointed by the President to liaise on behalf of the Council.

5. Duties

- a. The Chairman of the Committee shall be responsible for the work of the Committee.
- b. The Chairman of the Committee shall handle and keep accounts for any funds, which it may hold from time to time. The Chairman may delegate the duties to the Secretary.
- c. The Secretary shall keep records of the Committees and shall be responsible for their correctness. He shall keep minutes of all Committee meetings and conduct the correspondence of the Committee.
- d. The Secretary of the Committee shall send notice of all meetings to Committee members at least 7 days before such meetings and shall circulate minutes of the meetings to all Council and Committee members within two weeks after each meeting.

6. Meetings

- a. Meetings of the Committee shall be called by the Chairman.
- b. Notice of meeting shall be sent by the Secretary at least seven days before each meeting.
- c. Any committee, which cannot meet readily, may conduct its business by correspondence, and the Chairman shall ensure that all members have full opportunity and time for consideration and that action taken or proposed reflects the majority opinion of the members of the Committee.
- d. A Committee may resolve to invite a non-member to attend for a particular purpose any meeting of any Committee. In an emergency

the Chairman may invite non-members but the invitation must be confirmed at the meeting before any other business may be taken.

- e. The quorum at Committee meeting shall be half the strength of the Committee.

7. Records

- a. Minutes of Committee meetings shall be circulated to all Council and Committee members within two weeks after each meeting.
- b. Files of minutes, correspondence and other paper shall be property of the Association. The retiring Hon Secretary shall transmit the files to the Hon Secretary of the Association. Files no longer in active use shall be transmitted to the registered office of the Association for its archives.

8. Finance

- a. Financial procedures shall be maintained in accordance with the regulations prescribed in Article VIII (5).
- b. Any committee planning for substantial expenditure shall apply to Council for financial assistance. The applications should be accompanied by a budget proposal.
- c. Request for travelling and similar expenses shall be approved by the Council. All accounts for expenditure approved by the Council for payment shall be submitted to the Hon Treasurer for payment except where a special grant has been made, and in such case, the expenditure shall be accounted for to the Hon Treasurer.

9. Reports

- a. Every Committee and representative to outside bodies shall provide to every Council member a report and statement of accounts up to the end of each calendar year on the work of the Committee and sub-committees by the end of January of the following year.
- b. Reports with recommendations for action by Council shall be submitted by the Committees and sub-committees from time to time. The contents of these reports shall not be made public unless the Council agrees to do so.
- c. A copy of all notices issued, minutes and ad hoc reports of Committees shall be provided to each Council member as and when they are issued.