

# **National Academy of Sciences of Sri Lanka (NASSL)**

## **Rules**

### **Preamble**

These Rules of the National Academy of Sciences of Sri Lanka (hereinafter referred to as the Academy) as approved at its **Annual General Meeting on 8 January 2000** and subsequently amended and approved at its **Special General Meetings on 17 February 2012 and 15 October 2015** came into force from the date of the **Annual General Meeting held on 8 April 2016** and were further amended under the provisions of Clause 5 of the Act at its **Special General Meeting held on 30 July 2021**.

The objects, powers and functions of the Academy shall be those set out in the National Academy of Sciences of Sri Lanka (Incorporation) Act No. 66 of 1988 (hereinafter referred to as the Act).

### **1. Composition**

The Academy shall be composed of **Fellows, Foreign Fellows, Emeritus Fellows** and **Honorary Fellows**.

- 1.1 Fellows shall be outstanding and eminent scientists who are citizens of Sri Lanka and fulfilling the requirements for membership. The number of Fellows shall be limited by the method of selection.
- 1.2 Foreign Fellows shall be outstanding and eminent scientists who fulfill the requirements for membership but are not citizens of Sri Lanka. The number of Foreign Fellows at any given time shall not exceed twenty-five.
- 1.3 Honorary Fellows shall be outstanding and eminent Sri Lankan scientists or other eminent scientists who have an association with Sri Lanka, who had been elected a Fellow of an apex equivalent organization or similarly honored by a world-renowned scientific organization. The number of Honorary Fellows at a given time shall not exceed ten.
- 1.4 Emeritus Fellows shall be Fellows who in the opinion of the General Assembly (vide Rule 2.1) are unable to continue to perform the active duties expected from Fellows due to reasons of ill-health, physical incapacity or other reasons.

### **2. Authorities**

- 2.1 All the Fellows of the Academy shall together constitute the **General Assembly** of the Academy.
- 2.2 The affairs of the Academy shall be managed by a **Council**, which shall be the governing body of the Academy, and which shall be constituted in the manner set forth in Rule 10.

### 3. Election and Admission of New Fellows

- 3.1 There shall be an election every year, by the General Assembly, of new Fellows up to a number not exceeding fifteen in a given year, till such time as the total number of Fellows reaches 250.
- 3.2 The General Secretary shall, in or around the month of June, inform the Fellows by written notice of the last date on which nominations for Fellowship should reach him or her. The Council may also identify candidates for nomination and take action to facilitate their nomination following the procedure set out in Rules 3.3 to 3.8.
- 3.3 Every nominee shall be proposed and recommended by a certificate in the form prescribed by the Council signed by two Fellows, one of whom shall be the proposer and the other the seconder and the nomination shall further conform to the requirements as set out in Rule 3.4.
- 3.4 The certificate shall inter alia specify the name, date of birth, citizenship, scientific discipline as a category identified in the Schedule of the Rules, qualifications, institutional attachment, if any, and usual country of residence of the nominee. It shall contain a statement of between 250 and 300 words consisting of four paragraphs summarizing a. academic achievements, b. recognition and honours received c. contribution to the field and its practical application and d. exercise of scientific leadership of the nominee. The certificate shall be accompanied by (i) a list of his/her original peer-reviewed publications and (ii) an abridged curriculum vitae not exceeding 3 pages, which shall include inter alia a list of no more than ten selected significant peer reviewed publications in recognized journals and/or conference proceedings from those in list (i), books published, achievements, and other relevant activities. The list of peer-reviewed publications and the abridged curriculum vitae must be signed by the nominee confirming their accuracy. A complete curriculum vitae can also be additionally submitted.
- 3.5 The proposer and seconder shall be personally aware of the scientific achievements of the nominee and will be deemed to have certified to the best of their knowledge and belief the nominee's suitability for election as a Fellow.
- 3.6 The proposer shall obtain the consent of the nominee to the nomination, and his agreement that he will, if elected, subscribe to the Rules and Regulations of the Academy.
- 3.7 Each certificate shall be sent by registered post or courier service or personally delivered by the proposer or seconder or by electronic mail with the certificate either in Portable Document Format (PDF) or Graphic Image file (JPEG) to reach the General Secretary of the Academy on or before the date specified by the General Secretary, *vide* Rule 3.2.
- 3.8 The General Secretary shall, as soon as possible but not later than two weeks from the last date for receipt of certificates, acknowledge receipt to the Proposer, by electronic mail, of the nomination, and shall maintain a register of nominees and enter thereon the date of receipt of each certificate and the name and usual address of the nominee.

- 3.9 All communications in respect of the nomination shall be conducted only with the proposer and/or seconder. The nominee shall not communicate with the Academy regarding his nomination except indicating his consent for nomination and confirming the accuracy of documents submitted.
- 3.10 The General Secretary shall, in or around the month of August, prepare a list of nominees proposed on or before the final date specified for the receipt of nominations. Any nomination that does not conform to the requirements specified under Rule 3.4 shall not be included in the list. The list shall be classified according to scientific disciplines (as set out in the Schedule to the Rules) and, under each discipline, in alphabetical order of the names of the nominees. The list shall, in respect of each nominee, include a copy of the certificate of nomination and the statement of his scientific achievements appearing in or attached to the certificate. A copy of the list shall be sent by the General Secretary to each member of the Council on or before 30th September. The General Secretary shall also include a list of nominations whose certificates are valid in terms of Rule 3.23 and state the number of elections for which the certificates have been valid in terms of the said Rule.
- 3.11 At the meeting of the Council following the circulation of the list referred to in Rule 3.10, and where at least ten members are present at the commencement of the meeting, the Council shall (a) screen the nominations and reject any nominee whose ethical and/or professional conduct as shown by records of reprimands and/or punishments for such conduct made in the past ten years is deemed to be unacceptable to the Academy and (b) by a careful evaluation of the certificates of the accepted nominations (other than those falling in the category of Rule 3.23), select those nominations which merit consideration of the Academy for election as Fellows and recommend such nominations for election. Actions on (a) and (b) shall be by a unanimous decision of the Council members present. In the case of nominees whose ethical and/or professional conduct is deemed unacceptable, the nominations shall be deferred until the next call for nomination of Fellows and the Council shall in the meantime appoint a committee to inquire into the reasons for rejection and report to the Council so that a final decision can be taken. In the case of nominations which are not unanimously recommended, the Council shall nominate Review Committees for the disciplines concerned, whose function would be to review and evaluate the nominations in their respective disciplines. A Review Committee shall comprise Fellows of the Academy, and each Review Committee shall have at least three members, one of whom shall be appointed Chairperson. For each discipline, the General Secretary shall send the list of nominees relating to that discipline together with other relevant information appearing in or attached to the certificates of nomination to each member of that Review Committee. Each Review Committee shall report in writing to the Council giving its recommendations and reasons therefore. The functions and procedures to be followed by the Review Committees are set out below.
- (a) The General Secretary shall convene the meetings of the Review Committees for evaluating nominations. Each Review Committee, after discussion among the members present, shall through its Chairperson send a duly signed report to the General Secretary not later than the 31<sup>st</sup> day of December setting out the

names recommended for consideration by the Council, giving comments and reasons for the recommendations. In case attendance at the Review Committee is not full, recommendations by the members attending the meetings may be sent to the members absent for their observations. If such observations are not received within a prescribed period, then approval of the recommendations of the members not attending the Review Committee shall be presumed.

- 3.12 If the scientific work of a nominee does not fall within the purview of the Review Committee of the Academy, the Council shall obtain opinions on the nominee's work from experts in the relevant field in Sri Lanka or overseas and shall proceed to consider this nomination at the time of selecting nominees to be placed before the Academy for election.
- 3.13 The recommendations of the Review Committees in respect of the nominees referred to such committees for evaluation shall be circulated to all members of the Council at least two weeks before the date of the meeting of the Council to be held in or around January. The Council members shall have access to the recommendations, if any, made by individual members of the Review Committees and to any other documents relating to the recommendations of the Review Committees. At this meeting, the Council, taking into consideration the reports of the Review Committees, shall select (by a majority of Council members voting in favour) the nominees from those evaluated by the Review Committees to be placed before the Fellows of the Academy for election. Such a selection will not be valid unless at least ten members of the Council are present and vote. In the event of a tie, the President shall have a second or casting vote. The list of nominees to be recommended for election will comprise the nominees recommended by the Council under this Rule, the nominees recommended by the Council *vide* Rule 3.11 and the nominees eligible for election *vide* Rule 3.23.
- 3.14 The election of Fellows shall take place at the Annual General Meeting as per Rule 15.5.
- 3.15 Every ballot paper shall contain the names of all nominees recommended by the Council in alphabetical order, together with the names of the Proposer and the Secunder, under the different scientific disciplines listed in the Schedule and shall be validated by having the Academy rubber stamp and the signature of the President or the General Secretary.
- 3.16 The names in the order specified in Rule 3.15 of the nominees recommended to be nominated for election in terms of these Rules together with copies of the certificates of nomination and the statements of scientific achievements of the nominees shall be sent by the General Secretary by electronic mail to each Fellow of the Academy at least six weeks prior to the Annual General Meeting. It shall be sent by post or courier service to those Fellows who request so. In the same communication, the General Secretary shall notify the date of the Annual General Meeting, and the procedure for voting.
- 3.17 The Fellows will receive the ballot paper by one of the following methods not later than three weeks prior to the Annual General Meeting:

- (a) The General Secretary shall send the web-link to the electronic ballot paper to the registered email address of all Fellows.
- (b) The ballot paper will be sent by post or courier service to those Fellows who request a normal ballot paper.

Proof of outgoing email and receipt thereof by the recipient and proof of posting or acknowledgement from the courier service of having provided the ballot paper shall be the only obligation of the General Secretary to Fellows.

3.18 Each Fellow shall vote by one of the following methods:

- (a) By completing the online ballot paper after having marked against the name or names of those whom he or she wishes to be elected and its submission as per the procedure laid out by the General Secretary, *vide* Rule 3.16.
- (b) Send the ballot paper by post, courier service or hand delivery to the registered address of the Academy after having marked a cross (X) or any other unambiguous mark against the name or names of those whom he or she wishes to be elected. Such a marked ballot paper should be enclosed in a sealed envelope, and this should be placed in another envelope before forwarding.

3.19 The Council shall appoint an Election Panel consisting of such number of members of the Council as it deems fit to assist the General Secretary and oversee the conduct of the election of Fellows including the issue of ballot papers. No member of the Election Panel shall serve as the Returning Officer or Assistants, *vide* Rule 3.22 at the corresponding Annual General Meeting where the report of the same Election Panel is considered.

3.20 A ballot paper shall be declared null and void,

- (a) If it is not a valid ballot paper issued by the Academy in terms of Rule 3.15,
- (b) If it contains any signature or name other than those specified in Rule 3.15.
- (c) In respect of ballot papers received in terms of Rule 3.18, if a ballot paper is not enclosed in a sealed envelope and is placed in another envelop for posting or delivery.

3.21 The Election Panel shall meet after the closing date on a date specified by the Council for receipt of ballot papers to

- (a) access all online votes, scrutinize them in terms of Rule 3.20, and print them;
- (b) Open all envelopes containing ballot papers and scrutinize them in terms of Rule 3.20;
- (c) Make a signed report of the total number of ballot papers received by different methods, and indicate the valid number of ballot papers after scrutiny *vide* Rule 3.20;
- (d) Place the valid and invalid ballot papers in two separate envelopes, seal them with the signatures of the Election Panel Members, and place the two envelopes in another envelop, seal it as aforementioned, and hand over it, together with the Report, to the General Secretary.

- 3.22 The President of the Academy, with the concurrence of the Fellows present, shall appoint a Returning Officer and any assistants he or she may require to scrutinize the ballot papers provided to him in a sealed envelope by the General Secretary, *vide* Rule 3.21 (d), and report to the President the number of votes received by each nominee. The President shall announce the nominees, not exceeding fifteen, who received the greatest number of votes and who would be admitted as Fellows, provided that no nominee who received less than one half of the ballots returned shall be admitted as Fellows. If two or more candidates tie for the last place, the President shall have a second or casting vote.
- 3.23 A nominee whose name was included in the ballot paper of the previous election and was not elected a Fellow shall continue to be included in the ballot paper so long as the certificate relevant to his/her nomination remains valid, and a certificate shall remain valid for only three successive elections from the date of the certificate.
- 3.24 The General Secretary shall inform, by email, all candidates who have been duly elected together with a copy of the obligation to be signed (*vide* Rule 7) and the Rules of the Academy for the time being in force. The General Secretary shall also inform the candidate of the requirement that he or she should be present at an induction ceremony to be organized by the Academy where those elected will be admitted as Fellows of the Academy, and that they will be deemed to be Fellows only after such induction and payment of subscription fees (*vide* Rule 8.2). The Council may, under exceptional circumstances, decide to hold the induction ceremony as a virtual meeting.
- 3.25 A nominee whose nomination has been rejected by the review committee or a nominee whose certificate has ceased to be valid under Rule 3.23 shall not respectively be eligible for nomination until five years are completed after the election for which such nomination had been rejected or three years are completed from the date of his/her name last appearing in the ballot paper.

#### **4. Election of Foreign Fellows**

The procedure of electing Foreign Fellows shall be the same as for the election of Fellows. Foreign Fellows shall be required to present themselves for induction (*vide* Rule 3.24).

#### **5. Honorary Fellows and Emeritus Fellows**

##### **5.1. Honorary Fellows**

The Council shall recommend the names of Honorary Fellows, if any, to an Annual General Meeting for approval. Honorary Fellows shall not be required to be present at the induction ceremony (*vide* Rule 3.24) and shall be exempt from the payment of subscriptions (*vide* Rule 8) but are encouraged to make themselves available in Sri Lanka at their convenience to make a presentation on their work to the academy

##### **5.2. Emeritus Fellows**

It shall be the duty of the Council to place before the Annual General Meeting the names of those Fellows who have made a written request to the Council to be

transferred to the category of Emeritus Fellows according to the provisions of Rule 1.4. If an Emeritus Fellow should make a written request to the Council to be transferred to the category of Fellow, the Council shall so recommend this request to the Annual General Meeting.

## **6. Register of Fellows**

The General Secretary shall maintain a register of Fellows, Foreign Fellows, Honorary Fellows, and Emeritus Fellows, indicating *inter alia* the name, physical and email addresses, date of election and scientific discipline of each of them. The death or recess of any Fellow shall forthwith be recorded in the Register of Fellows and the names so recorded shall be so announced from the Chair at the Annual General Meeting of the Academy.

## **7. Obligation to be subscribed to by Fellows**

Every Fellow shall sign a Charter Book containing the obligation in the following words:

*I hereby solemnly promise to promote the aims and objectives of the National Academy of Sciences of Sri Lanka and serve it according to its Rules and participate in its activities to the best of my ability.*

However, Honorary Fellows may be permitted to send a signed letter by post, containing the obligation in the above words.

## **8. Subscription**

- 8.1 The Council shall make recommendations and the Academy shall determine at a General Meeting the life membership fee, life membership fees for Foreign Fellows (Rule 1.2) which may be higher, and any exemptions in the payment of subscriptions for Fellows over prescribed ages. Any subsequent revisions in respect of these matters would be similarly determined.
- 8.2 With effect from the coming into force of these Rules, every person elected as a Fellow shall pay a life membership fee as prescribed by the Academy within three months of being inducted at the Induction Ceremony.
- 8.3 Fellows who have not paid a life membership fee would be entitled to obtain life membership on payment of a sum equal to ten times the annual membership subscription. No fee shall be levied from Honorary Fellows and Emeritus Fellows (*vide* Rule 5).
- 8.4 Any Fellow who has paid membership fees for a continuous period of 10 years provided that he/she is 70 years or more in age and certifies that he/she is not in receipt of regular income or is over 80 years of age shall be exempted from the payment of membership fees for future years on making a request to the Council.
- 8.5 In all cases, the levy of the life membership fee shall be without prejudice to any action that can be taken as per Rule 9c pertaining to termination of fellowship.

## **9. Termination of Fellowship**

A Fellow shall cease to be a member of the Academy under any one of the circumstances indicated below:

- (a) if he/she resigns from the academy
- (b) if his/her payment of all arrears of subscription, the Council shall reinstate him/her as a member by resolution of the Council.
- (c) if any Fellow of the Academy acts in any manner detrimental to the Academy, he/she shall be removed from the Academy. Whenever there shall appear cause for the removal of a Fellow from the Academy, he/she shall be informed of the conduct complained of and given reasonable opportunity to show cause against his/her removal. The Council shall after due deliberation and by a resolution passed by ballot, at least ten members voting for the resolution, propose to the Academy at any General Meeting the removal of the Fellow. The President, having enumerated the reason for such a removal of the Fellow, shall put the resolution to the ballot; if two-thirds of the Fellows present and voting at such a meeting vote for the removal of the Fellow, he/she shall be removed from the Academy.
- (d) A Fellow removed as aforesaid in paragraph (c) shall not be eligible for re-election as a Fellow for a period of five years from the date of his/her removal.

## **10. The Council, its constitution, powers and functions**

- 10.1 The Council shall consist of a President, Vice President, Immediate Past-President, General Secretary, Treasurer, Secretary Foreign Relations, Editor and Assistant Secretary (all of whom shall be called officers) and nine other Fellows (called ordinary members of the Council), all of whom shall be elected by the General Assembly from among the Fellows in such a manner as may be prescribed in these Rules.
- 10.2 Members of the Council shall not be paid or receive any remuneration or fees for acting as such.
- 10.3 The Council of the Academy shall have the power to act on behalf of the Academy in all matters, provided that such actions are not contrary to the Rules of the Academy.
- 10.4 The Council shall have the sole control, management and superintendence of the property, income, affairs and concerns of the Academy and may appoint such employees as it deems necessary and if not contrary to the Rules and Regulations of the Academy may do all acts as may appear to be necessary or desirable for the purpose of carrying into effect the objectives of the Academy and in particular and without prejudice to the foregoing powers, the Council may–
  - (a) admit new Fellows of the Academy after their election by the General Assembly;
  - (b) grant awards on behalf of the Academy;
  - (c) on behalf of the Academy, take and hold any property, movable or immovable, which may become vested in the Academy by virtue of any purpose, grant, gift,



testamentary disposition or otherwise and all such property shall be held by the Academy subject to the Rules and Regulations of the Academy with full power to sell, mortgage, lease, exchange or otherwise dispose of the same.

- (d) appoint such staff as may be necessary for carrying out the office and administrative work of the Academy and determine the remuneration and conditions of their appointment. Such staff shall not include Fellows of the Academy.
- 10.5 The President shall preside at every General Meeting of the Academy and meetings of the Council at which he is present. In the absence of the President, the Vice-President shall perform the duties of the President. In the absence of both the President and Vice President, the Council shall elect a pro-tem Chairperson at a duly convened Council meeting.
- 10.6 The General Secretary assisted by the Assistant Secretary shall be responsible, subject to the directions of the Council, for the following:
  - (a) recording the proceedings of the Academy
  - (b) keeping the minutes of the meetings of the Academy and of the Council
  - (c) conducting the Academy's correspondence
  - (d) Keeping the records of the Academy, including proceedings of the General Meetings and of meetings of the Council, and of any other business except for those relating to finances and to international relations. Any Fellow of the Academy shall be entitled to peruse such records.
- 10.7 The Secretary for Foreign Relations shall be responsible, subject to the directions of the Council, for the international relations of the Academy and for the conduct of the relevant correspondence.
- 10.8 The Treasurer shall, subject to the general direction of the Council and any other Rules in regard to finance made by the Council, receive and hold for the use of the Academy all money paid to the Academy, disburse all sums due from the Academy, and keep accounts of all such receipts and payments.
- 10.9 The Editor shall be responsible for the preparation and printing of the publications of the Academy and maintaining the website of the Academy.

## **11. Election of the Council**

- 11.1 The members of the Council shall be elected from among the Fellows at the Annual General meeting.
- 11.2 The Council shall recommend to the Academy the names of persons for election as President, Vice-president, General Secretary, Treasurer, Secretary Foreign Relations, Editor, Assistant Secretary, and other members of the Council, and take action as follows.
- 11.3 The Council shall inform every Fellow by a circular setting out the nature and number of vacancies that have to be filled at the succeeding Annual General Meeting along with the recommendations of the Council and shall call for

nominations by a date specified by the Council. Every such nomination shall be duly proposed and seconded and should contain the written consent of the candidate.

- 11.4 If, for any vacancy in the Council, more valid nominations are received than the vacancies, election to fill these vacancies shall be by ballot at the Annual General Meeting.
- 11.5 Where a ballot has been held in accordance with Rule 11.2 (b), election to fill the vacancies concerned shall be determined on the basis of the number of votes received by each candidate. If there are an equal number of votes received by two or more candidates, the President shall proceed to decide by lot which candidate shall be elected

## **12. Term of Office of the members of the Council**

- 12.1 The term of office of the President, Vice-President and immediate Past-President shall be two years. The President shall not be eligible for re-election to the office of President or Vice-President. On the expiry of the term of office of the President, he/she shall succeed to the office of the immediate Past President.
- 12.2 On the expiry of the term of office of the President, the Vice-President shall succeed to the office of President
- 12.3 The term of office of the General Secretary, Treasurer, and Assistant Secretary shall be four years and they shall not be eligible for re-election to the same office until at least three years have lapsed since the date on which such officers retired from office.
- 12.4 The Secretary Foreign Relations, Editor and the nine ordinary members of the Council shall each hold office for a period of two years and shall be eligible for re-election for a further period of two years, provided that such Fellow who has held office as one of the nine ordinary members of the Council (*vide* Rule 10.1) for a consecutive period of four years shall not be eligible for re-election in the same category until at least three years have elapsed since the date on which such Fellow completes four years of office as an ordinary member of the Council.

## **13. Period of Office of Council**

- 13.1 The new Council shall assume office after the Annual General Meeting.
- 13.2 In the event of a vacancy occurring during the year in the office of the President, Vice-President, General Secretary, Treasurer, Secretary for Foreign Relations, Editor and Assistant Secretary or other member of the Council, it shall be competent for the remaining members of the Council to fill such vacancy from among the Fellows, subject to its confirmation by the next subsequent General Meeting. Such tenure of office by the appointee shall not be taken into account for the purpose of Rules 12.1, 12.2, 12.3 and 12.4 above.

- 13.3 The Council, as constituted in accordance with these Rules, shall continue in office notwithstanding that its period of office may have in fact expired, until the next succeeding Council has been duly elected.

#### **14. Meetings of the Council**

- 14.1 The Council shall meet at least four times each year, either physically or virtually, as decided by a simple majority of the Council.
- 14.2 The quorum for a meeting of the Council shall be six. No decisions requiring a vote shall be taken unless a quorum is present at the commencement of a meeting. Any other business transacted at a meeting where a quorum is not present at the commencement of the meeting shall be valid only if ratified by a resolution of a subsequent meeting at which a quorum is present or by the written approval of a sufficient number of members of the Council to constitute a quorum.
- 14.3 Except as otherwise provided by the Rules all questions shall be decided by a majority of votes. The Chairman shall be entitled to vote with the other Fellows, and when the votes are equal, he shall have a second and casting vote.
- 14.4 Any member of the Council who fails to attend three consecutive meetings of the Council without valid reasons shall cease to be a member of the Council unless it otherwise determines.

#### **15. General Meetings**

- 15.1 General meetings of the Academy may be held physically or virtually, as decided by a simple majority of the Council.
- 15.2 Unless for special reasons the Council otherwise determines, an Annual General Meeting of the Academy shall be held not later than 31st March each year, at such time and place as the Council decides.
- 15.3 A Special General Meeting of the Academy may be convened by the Council at any time, and the Council shall convene such meeting on the written requisition of at least ten Fellows specifying the agenda for such meeting, and in this case, the meeting shall be convened for a date not later than thirty days after receipt of such requisition. Amendments to Rules of the Academy shall be passed by a majority of those present at a Special General Meeting. A Special General Meeting shall discuss only matters specified in the agenda which shall not include the consideration of any other business.
- 15.4 The notice of every General Meeting (confirming the place, day and time of the meeting, together with the agenda) shall be sent by electronic mail to the registered email address of all Fellows not less than 14 days prior to the Meeting. The notice shall be sent by post or courier service to those Fellows who request so.
- 15.5 The Agenda of the Annual General Meeting shall include,
- (a) the reading of the notice convening the meeting;
  - (b) presenting of the Minutes of the previous Annual General Meeting and of any Special General Meetings held during the year;

- (c) considering matters arising from the Minutes;
  - (d) receiving and considering the Report of the Council;
  - (e) receiving and considering the Balance Sheet, Statement of Accounts and the Auditor's Report;
  - (f) considering business brought up by the Council;
  - (g) considering business brought up by Fellows of the Academy;
  - (h) electing of Fellows in accordance with the provisions of Rules 3.13 to 3.23;
  - (i) electing the officers and ordinary members of the Council in accordance with the provisions of Rules 11.1 and 11.2.; and
  - (j) the consideration of any other business.
- 15.6 Eighteen Fellows present shall be the quorum for General Meetings and for an Annual General Meeting.
- 15.7 The President shall be entitled to take the chair at every General Meeting at which he/she is present; in his/her absence from any General Meeting the Vice-President shall take the chair; and in the absence of both of them the Fellows present shall elect one of the other members of the Council as Chairperson of the meeting.
- 15.8 Except as otherwise provided by the Rules, all questions before a General Meeting shall be decided by a majority of the votes of the Fellows present. The Chairperson shall vote with the rest of the meeting and in the case of an equality of voting he shall have a casting vote.
- 15.9 Every question submitted to a General Meeting shall be decided by a show of hands unless the Rules require a ballot, or a ballot is requested by any of the Fellows present.

## **16. Finance and Accounts**

- 16.1 All expenditure by or on behalf of the Academy shall be incurred or made only with the authority of the Council. The Council may, however, delegate to any Committee the power to authorize any expenditure to be incurred provided that a financial statement of accounts of the expenditure so authorized shall be submitted by the Chairperson of the Committee to the Treasurer. The Council may also authorize the Treasurer to incur expenditure for any specified purpose, or for miscellaneous items of expenditure up to a specified limit, and the Treasurer shall report on these expenditures to the Council through a statement of accounts within three months of such authorization.
- 16.2 The Council may approve the opening by the Treasurer of one or more accounts in one or more commercial or savings banks, as and when the need arises. Cheques or other negotiable instruments drawn, made or accepted on behalf of the Academy shall be signed by any two of the following officers of the Academy: the Treasurer, General Secretary, Vice President or President.
- 16.3 The funds of the Academy may be invested in a manner determined by the Board of Trustees with the approval of the Council.

- 16.4 The Financial Year of the Academy shall be the calendar year. A Statement of Income and Expenditure and a Balance Sheet shall be prepared by the Treasurer, audited and submitted to the Council. The Council shall submit to the Academy at the Annual General Meeting the Statement of Income and Expenditure and Balance Sheet.
- 16.5 The accounts of the Academy shall be annually examined and audited by an auditor. The auditor shall be elected at an Annual General Meeting. Any vacancy in the office of Auditor shall be filled by the Council and ratified at the next Annual General Meeting, and the Auditor so appointed shall hold office until such meeting. An Auditor shall not be a Fellow of the Academy, and his/her remuneration shall be fixed by the Council.

## **17. Committees**

- 17.1 The Council may from time to time appoint such Committees as may be necessary for the furtherance of the objectives of the Academy.
- 17.2 The Council shall appoint the Chairperson of each Committee. The Council shall also determine the terms of reference of each Committee and the period for which the members of such Committees are to hold office and may make Rules for the conduct of their proceedings.
- 17.3 A meeting of a Committee may be convened at any time by its Chairperson. On a requisition for a meeting of a Committee signed by a majority of its members or by the General Secretary, a meeting of a Committee shall be convened by the Chairperson thereof within 30 days.

## **18. Board of Trustees**

- 18.1 There shall be a Board of Trustees to take and hold any property, movable or immovable, which may become vested in it by virtue of any purchase, grant, gift, testamentary disposition or otherwise, and such property shall be held by the Board of Trustees for and on behalf of the Academy with full power to sell, mortgage, lease, exchange or otherwise dispose of the same.
- 18.2 The Board of Trustees shall consist of five Trustees elected from the Fellows of the Academy by the General Body on the recommendation of the Council. The Board of Trustees shall elect its Chairperson.
- 18.3 Three Trustees shall form a quorum.
- 18.4 The term of office of a Trustee shall be three years, with the proviso that a retiring Trustee shall be eligible for re-election.

## **19. Income and Property**

The income and property of the Academy, howsoever derived, shall be applied solely towards the promotion of the objects of the Academy and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise,

howsoever, by way of profit to persons who at any time are or have been Fellows of the Academy or to any person claiming through any of them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any staff of the Academy or to any Fellow thereof or other persons in return for services rendered to the Academy or for goods supplied in the ordinary way of business nor prevent the payment of interest on money borrowed or the payment of rent for premises let to the Academy.

## **20. Miscellaneous**

- 20.1 The Academy may from time to time publish journals, papers and other documents as determined by the Council.
- 20.2 The Academy shall correspond with Fellows by email on all its businesses. However, under exceptional circumstances when a Fellow specifically request, the Academy shall use the postal or courier service to communicate with such Fellows.

## **21. Amendments, additions and revocation of Rules**

- 21.1 The Academy may amend the Rules, make new Rules or revoke any Rules in accordance with Section 5 of the Act, following the procedure set out hereunder.
  - (a) The Council may propose to the General Assembly amendments to Rules, introduction of new Rules, or revocation of existing Rules.
  - (b) Any Fellow proposing amendments to any Rules, the introduction of new Rules or the revocation of existing Rules should submit such proposals to the General Secretary by the 31<sup>st</sup> of December. The Council shall consider such proposals at its meeting and shall recommend to the general body of the Academy the approval or rejection or amendment of such proposals.

## **Schedule**

The categories of scientific disciplines recognized by the Academy are as follows:

- Medical, Dental and Veterinary Sciences
- Agriculture, Forestry and Fisheries
- Engineering, Architecture and Surveying
- Life and Earth Sciences
- Physical Sciences
- Chemical Sciences
- Social Sciences and Anthropology