

Rules

(Rules made under section 6 of the Industrial Security Foundation (Sri Lanka) Incorporation Act No. 51 of 1999)

1. SHORT TITLE

These rules may be cited as the Industrial Security Foundation (Sri Lanka) Rules 2001.

2. MEMBERSHIP

2.1 Admission of persons as members of the Industrial Security Foundation (Sri Lanka), (hereinafter referred to as the "Foundation") shall be to the following categories.

2.1.1 **Founder Members:** Persons who attended the Inaugural Meeting.

2.1.2 **Members:** Persons employed or who had been employed in the field of Commercial and Industrial Security at an executive level, or in an executive level on security functions in public or private security, or in the Defence Services or Police, or has passed examinations recognized by the Executive Committee or who, in the opinion of the Executive Committee, meet the requirements of the Executive Committee for such membership as may be decided by the Executive Committee from time to time.

2.1.3 **Associate Members:** Persons in the field of commercial or industrial security elected by the Executive committee under such regulations as the Executive Committee shall from time to time decide upon.

2.1.4 **Corporate Members:** Corporate Bodies engaged in the field of security or related services.

2.1.5 **Honorary Life-Members:** Persons who have rendered distinguished service in the field of security and who will be appointed at a General Meeting.

2.2 Application for membership for categories 2.1.2, 2.1.3. and 2.1.4 will be made on appropriate forms prepared by the Foundation.

2.3 When accepted as a Member of the Foundation it shall be mandatory for a member to declare the Oath of Allegiance stipulated in the Annexure to this Rule within 90 days in the presence of the President and Hony. Secretary.

- 2.3.1 **Member ISF** - A member with 05 years continuous membership of the ISF conforming to the ISF Code of Ethics, who has served 05 years as an Executive in Commercial or Industrial Security or as a Commissioned Officer in the Armed Services, or as an Inspector or above in the Police Force who has actively supported the pursuits or undertakings of the ISF may be elected as MEMBER of the ISF at the discretion of the Executive Committee. Eligible members may apply to the Executive Committee. On election, a fee of Rs. 1,000/- is levied and the member will be entitled to the letters MISF.
- 2.3.2 **Fellow ISF** - A member with 05 years continuous Membership of the ISF conforming to the Code of Ethics, after being elected as a MEMBER ISF, who has actively supported the pursuits or undertakings of the ISF may be elected a FELLOW of the ISF at the discretion of the Executive Committee. Eligible members may apply to the Executive Committee. On election, a fee of Rs. 2,500/- is levied and the Member will be entitled to the letters FISF.
- 2.3.3 **Honorary Fellow ISF** - Any Honorary Life Member of the ISF who has rendered distinguished service to the ISF may be elected as a Honorary Fellow of the ISF at the discretion of the Executive Committee. On election, the Honorary member will be entitled to the use of the letters FISF.

3. TERMINATION OF MEMBERSHIP

- 3.1 The Executive Committee may on any one or more of the following grounds strike off from the Register of Members, any Member:
- 3.1.1 Found guilty of any act or conduct which is unbecoming a Member of the Security Profession or is convicted for any criminal offence, or
- 3.1.2 Who is certified as being of unsound mind, or
- 3.1.3 Who shall fail or neglect to pay his annual membership fee in respect of any year within the prescribed time, or
- 3.1.4 Who shall neglect or refuse to comply with the provisions of these rules or any by-laws of the Foundation after written notice by registered post, or
- 3.1.5 Who has in any way taken any action detrimental to the interests or objects of the Foundation, or
- 3.1.6 Who ceases to satisfy the requirements of these Rules as to membership.

- 3.2 Before the name of the member is struck off the register, the Executive Committee shall afford the member a reasonable opportunity to tender his explanation, if any, within 30 days of the letter informing him of such intention. Any member who is struck off the Register as from the date of notification thereof shall not be entitled to use any title which has been conferred on him under any by-law of the Foundation.
- 3.3 A Member who is struck off the Register, may if again eligible under these Rules, apply for re-admission after the expiry of twelve months.
- 3.4 The Executive Committee may, at its discretion, re-admit him to membership as a Member.

4. MEMBERSHIP FEES

- 4.1 A Registration Fee of Rupees Two Thousand Five Hundred (Rs.2,500.00) plus the membership fee shall be paid by all persons on being notified of the acceptance of the application for Membership.
- 4.2 The Annual Membership Fee shall be payable on or before the 31st day of January each year at the following rates:

A. Founder Members	Rs.	250.00
B. Members	Rs.	5,000.00
C. Associate Members	Rs.	7,500.00
D. Corporate Members	Rs.	10,000.00

- 4.3 The Fee of Corporate Members and Life Members shall be as follows:
- A. **Corporate Members** - a once for all payment of Rs. 30,000.00 after being an annually subscribing member for a period of 3 consecutive years.
- B. **Life Members** - For members, a payment of Rs. 10,000.00 after being an annually subscribing member for a period of 3 consecutive years. Provided that he/she has attended the Annual General Meetings during those three years, unless he has been excused from attending such meetings by the Executive Committee of each year.
- 4.4 Membership Fees may be revised from time to time at a General Meeting of the Foundation with a simple majority.

5. LIST OF MEMBERS

5.1 A List of Members shall be maintained by the Secretary at the Office of the Foundation.

5.2 The List of Members shall be available for inspection by any Member at the Office of the Foundation, by appointment, during normal Office Hours (except on Public Holidays)

6. POLITICAL OBJECTS AND FUNDS

The Foundation shall not have any political objects or political funds within the meaning of section 47 of the Trade Union Ordinance.

7. FUNDS OF THE FOUNDATION

7.1 The funds of the Foundation may be applied for any lawful purpose for the furtherance of the Objects.

7.2 The funds shall be deposited in a Bank or Banks approved by the Executive Committee, in the name of the Foundation.

7.3 Any investment or expenditure of funds shall be made by the Executive Committee subject to any special or general directions of the Foundation given in that behalf at a General Meeting of the Foundation.

7.4 Cheques Withdrawals shall be signed by (a.)President Vice President and Treasurer
or

(b.) President/Vice President and the Secretary in the absence of the Treasurer.

7.5 The Treasurer may retain a sum not exceeding Rs. 2,000/- to meet the current expenses.

8. ACCOUNTS

8.1 The accounts of the Foundation shall be available for inspection by any Member on written application made to the Treasurer.

8.2 The Treasurer shall present the accounts yearly at the Annual General Meeting, after approval of the Executive Committee, and on any occasion he is required to do so by the Executive Committee.

8.3 The Accounting Year shall be from 1st January to 31st December of the same year.

8.4 The Accounts of the Foundation shall be audited by a qualified auditor, as stipulated under section 10 of the Incorporation Act, prior to submission to the Annual General Meeting.

9. GENERAL MEETINGS

- 9.1 The Notice and Agenda of the Annual General Meeting shall be sent by ordinary post to members 21 days before such meeting is held and of a special General Meeting, 14 days before such meeting is held. A press notice shall be published in the newspapers 14 days before such a Meeting.
- 9.2 The Annual General Meeting shall be held each year not later than 31st March of that year.
- 9.3 At a General Meeting Twenty Five (25) members eligible to vote shall form a quorum.
- 9.4 The Honorary Secretary shall record the minutes of all General Meetings.
- 9.5 The minutes shall be approved at the next Executive Committee Meeting and confirmed at the following General Meeting.
- 9.6 Copies of the minutes of the Annual General Meeting and any other General Meeting shall be sent to Members at least 14 days before the next Annual General Meeting along with the Annual Report,
- 9.7 The President and 3 Members of the Committee or 25% of the members of the Foundation may, at any time, through the Secretary, call for a Special General Meeting for discussion of a specified subject or subjects. The Secretary shall within 21 days of such notice, convene such a Meeting.
- 9.8 The Chairman at all General Meetings shall have both a Vote and a Casting Vote.
- 9.9 Members whose membership fees are in arrears shall not be entitled to attend any Meetings.
- 9.10 Any Resolution on the Agenda of a General Meeting and discussed shall not be reintroduced until a period of 6 months has elapsed, except with the permission of the Executive Committee previously obtained.
- 9.11 Founder Members, Members and Corporate Members shall have voting rights, with Corporate Members only having one Vote, provided however, that any individual shall have only one vote.
- 9.12 The Executive Committee will be elected, and the auditors appointed at the Annual General Meeting. This will not apply in the case of all the Past President who will be appointed automatically to the Executive Committee.

10. THE EXECUTIVE COMMITTEE

10.1 The Executive Committee shall consist of:

President
All Past Presidents
Senior Vice President
Vice President
Secretary
Assistant Secretary
Treasurer
Assistant Treasurer and
8 (Eight) Committee Members

10.2 No Office Bearer or Committee Member shall hold the same Office for more than three (3) consecutive year. This shall not be applicable for the Past Presidents.

10.3 No Office Barer or Committee Member shall be removed except by a Vote of Censure passed against him / her at a General Meeting with a two third Majority of Members present at the Meeting.

10.4 The Executive Committee may, if necessary, nominate any Members to a subcommittee appointed to report on any matter.

10.5 Nominations shall be received for the election of Members of the Executive Committee and shall be sent to reach the Secretary at least two (2) weeks before the Annual General Meeting. The Nomination Papers shall be signed by two (2) Members and have the consent of the candidate, which shall not be applicable to all Past Presidents who shall be appointed Ex-Officio, subject to the following,

10.5.1 Only members having two (2) consecutive years of membership and who have contributed towards the progress of the ISF are eligible to seek nomination for election to the Executive Committee.

10.5.2 Only members having two (2) consecutive years of membership are eligible to propose or second the name of a candidate to be elected to the Executive Committee.

10.5.3 The Past Presidents or any Past President will not be required to attend Executive Committee meetings unless invited to do so with regard to a particular meeting by the Hon. Secretary, after a decision of the Executive Committee.

10.6 A candidate is entitled to withdraw his nomination.

10.7 Any vacancy occurring in the Executive Committee except that of President, may be filled by the Executive Committee from among the members of the Foundation. In the case of a vacancy in the post of President, the Senior Vice President will be the President until the next A.G.M.

10.8 Representatives of Corporate Bodies are not eligible to hold Office in the Executive Committee.

10.9 The General management of the Foundation shall be vested in the Executive Committee of the Foundation.

10.10 The Secretary shall keep Minutes of all Executive Committee Meetings.

10.11 A quorum at an Executive Committee Meeting shall be six (6) provided however, that the presence of any of the Past Presidents shall not be counted for the quorum of an Executive Committee Meeting.

10.12 The Executive Committee shall conduct all ordinary business of the Foundation, subject to the Provisions of these Rules.

10.13 A Committee Member who fails to attend three (3) consecutive meetings without valid excuses shall cease to be a member of the Executive Committee. This shall not apply to the Past President.

10.14 The Secretary shall convene Executive Committee Meetings at least once in two months. 10
15 The Executive Committee may for the purpose of conferring titles cite and style itself as the 'COUNCIL' of the Foundation.

10.15.1 The Council may confer the Title of Fellow, Member and Associate at a General Meeting or at any special occasion as determined by the Executive Committee in accordance with Rule 2- "Membership."

10.16 There shall be a panel of Advisors to the Executive Committee. The Panel of Advisors will consist of all Past Presidents, in addition to any other office any one of them may hold within the Executive Committee.

10.16.1 The Panel of Advisors will hold this post ipso facto and no election will be required.

10.16.2 The Panel of Advisors will not be required to attend Executive Committee meetings unless invited to do so by the Executive Committee.

10.16.3 The presence of the Panel of Advisors at an Executive meeting, in that capacity shall not be counted for the quorum of an Executive Committee meeting.

11. AMENDMENTS TO THE RULES

11.1 No. amendment, addition to or recession from these Rules shall be valid unless it is effected by a resolution at a General Meeting.

11.2 Notice of such resolutions to the Hony. Secretary two weeks prior to the date of The General Meeting shall be deemed to be sufficient notice to the Executive Committee.

11.3 Seven days notice of such resolutions shall be given to Members of the Foundation, by the Hony. Secretary

11.4 "To pass any resolution to be with a simple majority"

12. DISSOLUTION

12.1 The Foundation shall be dissolved on such a decision being reached by a two third majority of Members present at a Meeting called for such purpose.

12.2 Property available at the time of dissolution shall be disposed of in terms of section 11 of the Incorporation Act.

13. DISPUTES

In the event of any dispute arising as to the interpretation of a Rule, the decision of the President on that matter shall be final and in the event of any unforeseen or special circumstances for which no specified provision has been made in these Rules, a decision of the Executive Committee shall be final.

14. DEFINITION

The term “President”, “Hony. Secretary” shall in these Rules be deemed to include an Acting President and an Acting Hony. Secretary.

(Original Rules were adopted unanimously at the A.G.M. held on 30th March 2001. All amendments adopted up to and including the A.G.M. of 32nd in March 2024 are Included. Reprinted in April 2009 and October 2013 previously)

Reprinted in March 2024
GUIDE TO AMENDMENTS

Rule	Date of A.G.M. where amendment was adopted
2.3	26.03.2003
2.3.1	28.03.2005
2.3.2	28.03.2005
2.3.3	24.03.2006
4.2	26.03.2003
4.3	26.03.2003
4.3B	08.06.2007
10.1	28.03.2005
10.5.1	24.03.2004
10.5.2	28.03.2005
10.7	28.03.2005
10.11	07.10.2002
10.15	24.03.2004
10.15.1	07.10.2002
10.16.to 10.16.3	24.03.2004
10.1	28.03.2009
10.2	28.03.2009
10.5	28.03.2009
10.5.3	28.03.2009
10.11	28.03.2009
10.13	28.03.2009
4.1	28.03.2009
4.2	28.03.2009
4.3	28.03.2009
9.3	26.03.2015
9.12	26.03.2021
10.2	26.03.2021
10.13	26.03.2021

AMENDMENTS

Date	Rule	Amendments

CODE OF PROFESSIONAL CONDUCT AND ETHICS

1. CONCEPT

- 1.1 Professionals, whatever their profession, must function as to promote the common good. It is therefore customary and necessary for professional bodies to promulgate codes of ethics and to establish means for ensuring their observance.
- 1.2 The purpose of this code is the maintenance of standards of excellence in the Service safeguarding the socio-economic life of the community.
- 1.3 In the true sense, ethical conduct is more than merely abiding by the letter of explicit prohibitions. Rather it requires answering commitment to honorable behavior, even the sacrifice of personal advantage.

2. PRINCIPLES

- I. Integrity
- II. Objectivity
- III. Independence
- IV. Competence
- V. Courtesy
- VI. Accountability

3. INTEGRITY

- 3.1 The conduct of members shall always be such as to uphold and enhance the honour, integrity and dignity of the profession.
- 3.2 They should endeavor by their behavior to merit the highest esteem of the community.
- 3.3 They should refrain from engaging in any business or professional practice which they know to be fraudulent or dishonest in nature.
- 3.4 They shall not resort to subterfuges to conceal unethical acts.
- 3.5 They shall not continue in partnership with or act in professional matters with any member who has been removed from membership of the Foundation because of improper conduct.

- 3.6 They shall avoid any act tending to promote their own interest at the expense of the dignity and integrity of the profession.
- 3.7 They shall refrain from all conduct or practices which are likely to discredit the profession or deceive the public.
- 3.8 They should not compromise their professional judgment for an inducement, promise or reward.
- 3.9 They shall discharge their duties with due professional competence and diligence.

4. OBJECTIVES

- 4.1 Members shall express opinions, make statements or give evidence in an objective and truthful manner.
- 4.2 Their professional reports, statements or testimony before any tribunal shall be objective and such opinions shall be expressed only on the basis of adequate knowledge and technical competence in the area.
- 4.3 Members shall reveal the existence of any interest, pecuniary or otherwise likely to affect their judgment on any matter in issue.

5. INDEPENDENCE

- 5.1 Members shall apply their knowledge and skills in the interest of their employer or client for whom they shall act, in professional matters, as faithful agents or trustees provided however that such acts are not repugnant to the public interest or any of the provisions of this Code.
- 5.2 They should keep their employees or clients fully informed of all matters bearing on the issue. They shall not conceal any information for personal advantage.
- 5.3 In a situation where more than one party is involved, they shall be impartial and fair. However this requirement will not diminish their duty to apply their skill and knowledge in the interest of their employers or clients.
- 5.4 They shall not accept compensation, financial or otherwise from more than one party for the same service unless the circumstances are fully disclosed and agreed to by all parties.
- 5.5 They shall neither solicit nor accept financial or valuable consideration from equipment suppliers specifying their products with the knowledge and consent of the employer or client.

- 5.6 They shall neither solicit nor accept gratuities, directly indirectly from contractors or agents or other parties dealing with their clients or employers in connection with work for which they are responsible.
- 5.7 They shall advise their clients or employers if as a result of their studies they believe that any proposal should not be implemented.
- 5.8 Except where public interest and safety are involved, they should not disclose nor should they use confidential information gained in the course of their employment without the express permission of their employers.
- 5.9 They shall not implement proposals or measures which would jeopardies public safety or are not in keeping with the accepted standards of the profession. If any client or employer insists on such unprofessional conduct, the member shall notify the relevant authorities of the Foundation and withdraw from further service.
- 5.10 Members shall not render any professional services to a business or activity of an illegal nature.

6. COMPETENCE

- 6.1 Members shall build their reputation on merit and shall not compete unfairly.
- 6.2 They shall strive to widen their knowledge and improve their skills thereby contributing to the continuous improvement of the profession.
- 6.3 They shall continue their professional development throughout their careers.
- 6.4 They shall actively assist and encourage their juniors and subordinate employees to advance their knowledge experience.
- 6.5 They shall take a positive interest in and encourage their brethren to actively support the Foundation which further he general interest of the profession.
- 6.6 They shall contribute to public discussion on security matters and constructively advance the well-being of the community by improving public awareness.
- 6.7 They shall render service only in the areas of their competence.
- 6.8 If an assignment requires qualifications and experience outside their field of competence, they shall engage competent professionals with the necessary qualifications and experience and keep the employers or clients informed of such arrangements.
- 6.9 They shall not affix their signatures to any document dealing with any matter in which they lack competence; or to a document not prepared under their direction or control.

- 6.10 They shall not compete with each other unfairly.
- 6.11 They shall not seek to gain any benefits by improper means.
- 6.12 They shall neither pay nor offer inducements directly or indirectly.
- 6.13 A member shall not recommend or allow his name to be used as recommending any service or project in advertisements.
- 6.14 They shall uphold the principle of adequate and appropriate remuneration to professional staff; and give due consideration to terms of engagement.
- 6.15 They shall not attempt to supplant another member who has been appointed already or has received an assignment.
- 6.16 They shall neither falsify nor misrepresent their own or their fellow members' qualifications, experience and their responsibilities.
- 6.17 They shall not maliciously do anything to injure directly or indirectly the reputation, prospects or business of fellow members.
- 6.18 They shall not use the advantage of a privileged position to compete unfairly with other members.
- 6.19 They shall exercise due restraint in explaining their own work and shall refrain from unfair criticism, of work of fellow members.
- 6.20 They shall give proper credit for professional work to those whom credit is due and acknowledge the contribution of subordinates and others.
- 6.21 They shall utilise funds properly and economically in the performance of their professional duties.
- 6.22 They shall not knowingly participate in any act which will result in waste or misappropriation of funds.

7. COURTESY

- 7.1 Members should conduct themselves with courtesy and consideration towards all those they come into contact with in the course of their professional work.
- 7.2 It shall be their duty to impart proper training to their subordinate staff in the art of questioning and searching without compromising the need for courtesy.

8. ACCOUNTABILITY

- 8.1 Members shall accept personal responsibility for their professional activities.
- 8.2 They shall comply with the laws and regulations of Sri Lanka and the rules laid down by the Foundation from time to time.

- 8.3 They shall admit and accept their own errors and shall refrain from distorting or altering the facts in attempting to justify their decisions.
- 8.4 Having knowledge of any alleged violation of this code, they shall co-operate with the proper authorities in furnishing such information or assistance as may be required.
- 8.5 A member can be removed from the membership of the Foundation for improper conduct.
- 8.6 In case of a doubt a member should seek clarification and direction from the Foundation which shall act without delay in such a matter.

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