



CONSTITUTION

As Amended on 2nd April 2022

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Preamble

WHEREAS in the interest of promoting, advancing and safeguarding the profession of Surveying in Uganda, an Organization known as the Institution of Surveyors of Uganda be established. The same being a replacement of the Association of Surveyors of Uganda provided for in section 15 of the Surveyors Registration Act 1974.

Pursuant to Council's mandate to transform the Institution of Surveyors of Uganda (ISU) into a formidable, visible and relevant professional body,

In light of the changing professional practice dynamics and the ever-changing horizon of the surveying profession,

AND WHEREAS it is desirable that the said Institution operates in accordance with the objectives and regulations set out in a Constitution and Byelaws concurred upon by the Members of the said Institution:

NOW THEREFORE we the Members of the Institution of Surveyors of Uganda do resolve and it is hereby resolved that this Memorandum and Articles of Association shall constitute the Constitution and Bye-Laws of the Institution next following be adopted and are hereby adopted on the **2nd April 2022** as the Constitution and Bye-Laws of the Institution of Surveyors of Uganda to provide for the framework structure for professional surveying practice in Uganda, members' code of conduct, and any other regulations governing the operations of the said Institution; and for other matters connected herewith.

1.0 The Institution of Surveyors of Uganda

1.1 THE INSTITUTION

The Name and Title of the Institution shall be "The Institution of Surveyors of Uganda LTD" hereinafter called the Institution; its Postal address shall be post office Box 2122 Kampala, being the professional association that replaced "The Association of Surveyors of Uganda" referred to under S.15 of the Surveyors Registration Act Cap 275 shall continue its operations under the new name of the Institution of Surveyors of Uganda (ISU).

1.2 OBJECTIVES OF ISU

The Objectives of the Institution are as follows:

- a) To secure the advancement and facilitate the acquisition of that knowledge which constitutes the profession of a surveyor.
- b) To promote the general interest of the profession and the Institution, and to maintain and extend their usefulness for public advantage;
- c) To consider and determine matters of professional practice and conduct;
- d) To act as the voice of the profession in matters affecting its relation with Government, Public bodies and with the public generally, and particularly to advise Government before the issue of work-permits to foreign surveyors, regulation of their professional exposure and conduct while within the territory of Uganda.
- e) To nominate representatives of the profession to Boards and Committees on which representation of the profession is a statutory requirement or desirable as per government or judicial recommendations;
- f) To advise on educational developments for the profession and to arrange for Continuous professional development (CPDs) trainings, professional examinations, interviews and assessments of professional competencies;
- g) To promote, maintain and protect the standards of the surveying profession in Uganda;
- h) To provide a channel/avenue for the collection and dissemination of information relating to the profession, and
- i) To act in liaison with other professional bodies in matters of common interest within local context, and globally.
- j) To promote and develop the Young Surveyors Network in accordance with global trends and international best practices.
- k) To promote and actively participate in the delivery of alternative dispute resolutions-ADRs including negotiation, mediation, adjudication, arbitration and litigation mechanisms to the public, the surveying professionals and to allied sectors.

1.3 SECRETARIAT

The Secretariat of the Institution shall be situated in Kampala or at such other place as the Council shall decide.

The Secretariat shall comprise of the Operations Office situated at the headquarters of the Institution at such a time as determined by Governing Council and will also serve as a depository for records for the Institution

1.4 CHAPTERS OF THE INSTITUTION

There shall be formed Chapters, to cater for specific surveying disciplines in the matter of forming and regulating specific professional practice and ethics, determining scales of professional charges and fees, and advising the council on general matters related to the particular disciplines.

The basis upon which Chapters of this Institution are formed, is Section 1(h), of the Surveyors Registration Act 1974 Cap 275, which interprets Surveyor to include; Land Surveyors, Quantity Surveyors, Building Surveyors, Valuation Surveyors, Mining and Hydrological Surveyors, as well as Land agents and other Professionals responsible for the management of Land or buildings.

These will be the following:

a) Land Surveying (Geomatics) Chapter-

Land surveying is the art and science of establishing or re-establishing corners, lines, boundaries, and monuments of real property (land) based upon recorded documents, historical evidence, and present standards of practice. Land Surveying/Geomatics involves measurement, analysis and management of data relating to the earth and the built environment and therefore is the discipline of gathering, storing, processing, and delivering geographic information or spatially referenced information.

Specialisation of Land Surveying/Geomatics

i. Cadastral and land Management:

Deals with assessing documents relating to the demarcation, registration and transfer of land in order to define, on the ground, the extent of legal and/or registered title. It involves the preparation of expert lucid reports for the legal profession and provision of opinions to the legal profession and property owners.

ii. Engineering and Hydrographical Surveying:

Engineering surveying is the art of determining, and/or setting-out the position of features on, above, or below the earth's surface to facilitate the design and construction of engineering projects, and buildings. Further to this engineering surveying includes those activities involved in the planning and execution of surveys for the planning, design, construction, operation, and maintenance of engineering projects like Dams, bridges Roads, High rise buildings, Rail-way underpasses, Railway lines (Metros) etc. Hydrographic surveying involves precise positioning and data acquisition in marine environments ranging from inland waters and rivers to ports and the deep oceans. Hydrographic Surveying involves the ability to provide precise three-dimensional

position and measurement of various physical features within the marine environment such as bottom depth and structure, currents, tides, and waves.

iii. Geographic Information Science and Cartography:

A GIS specialist uses computer technology to integrate, manipulate and display a wide range of information to create a picture of an area's geography, environment, and socioeconomic characteristics. Beginning with a computerised topographic map as its base, a GIS overlays and integrates graphic and textual information from separate databases. The end result is a tool that can support decision-making, and problem solving and provide almost instantaneous answers to complex questions.

iv. Photogrammetry and Remote Sensing:

Remote sensing and photogrammetry are activities and methods within the Geomatics profession related to provision of spatial information. This involves using photographs and digital imagery to provide information about the Earth's surface and changes which occur within the landscape. It also covers the science and technology of making precise measurements on the imagery to model, in three dimensions, the landscape and features or structures on the Earth's surface.

b) Quantity Surveying Chapter

Quantity surveying is the science and art of measuring, quantifying and pricing components in the built environment, as well as ensuring proficiency in building and engineering construction management. It covers the following core competencies: Commercial management of construction work; Design economics and cost planning; Construction technology and environmental services; Contract practice; Contract administration; Procurement and tendering; Project finance (control and reporting); Project feasibility analysis; Quantification and costing (of construction works).

Due to a strong growth in the built environment as a whole and the importance placed on financial and legal management within the construction sector, the quantity surveying role has been growing in importance for several years and is now seen as one of the key roles in the delivery of successful construction projects.

c) Building Surveying Chapter

Building surveying is the discipline dealing with the inspection, maintenance, and refurbishment of existing buildings, including the provision of advice on sustainable design, planning and conservation, for residential, commercial, and industrial buildings. It covers the following core competencies: Building pathology and defects diagnosis; Building control inspection; Construction technology and environmental services; Contract administration; Fire safety in buildings; Maintenance, conservation, and restoration management.

This Chapter is primarily established for professionals with an interest in building, facilities management or property who wish to further their career or gain professional membership of one of the accrediting organisations (RICS, CIOB, CABE, etc.) and who usually work in, or are associated with, the property and building industries.

d) Valuation Chapter

Valuation refers to the act or process of determining an estimate of value of an asset or liability in adherence to guidelines of the International Valuation Standards (IVS). The term Value refers to the judgement of the valuer of the estimated amount consistent with one of the bases of value set out in the IVS 104 Bases of Value.

A Valuer is an individual, group of individuals or firm who possess the necessary qualifications, ability, and experiences to execute a valuation in an objective, unbiased and competent manner. In some jurisdictions, licencing is required before one can act as a valuer.

The Surveyors Registration Act Cap 275 defines a person authorised to carry out valuation in Uganda as a Valuation Surveyor registered under the Act and referred to as a Registered Surveyor of Uganda.

e) Land & Property Management Chapter

This concerns itself with management of Land and Property to include real estate and property of any description.

f) Mining and Hydrological Surveying Chapter

This chapter is comprised of several lines of disciplines, namely; Geohydrological Surveying, Surface Hydrological Surveying, Economic (mining) Geological Surveying, Petroleum Geological surveying, Environmental Geological Surveying and Engineering Geological Surveying, as provided for hereunder:

Mining and Hydrological Surveying Specialisation

i. Geohydrological Surveying:

A geo-hydrological survey also referred to as hydrogeological or groundwater survey, is an investigation of the hydrologic and geologic parameters at the subsurface level in a particular area. Hydrogeological maps may be formulated with the data gathered during such a study. It involves the detailed evaluation of the water-bearing levels of rocks and their capability for filtration. Moreover, the intrinsic ability of these rocks to either store or resist water is also assessed. The pressure, type and quality of the underground water is noted, delving into the intensity of the water flow through pores or fractures.

A hydrogeological survey is done to determine the underground water level. Hydrogeological surveying is conducted prior to drilling a bore well to ascertain the quality and quantity of water available at a particular location.

ii. Surface Hydrological Surveying:

The objective of a surface hydrological survey is to define flood magnitude for given return periods. As part of the hydrological survey, hydraulic calculations are made with the aim of establishing the levels and velocity of water flowing within a plot or site in question and coming up with a pre-design of a drainage system which can cope with possible flooding during the return periods considered.

iii. Economic (mining) Geological Surveying:

A geological survey is concerned with the methodical study of the subsurface for creation of geological maps. Several geological techniques are used for this purpose, including the conventional visual survey, studying of landforms, hand and machine driven bore holes, remote sensing systems like satellite imagery and aerial photography.

Numerous surveying techniques are used for geological surveys like laboratory test results, and modelling approaches to understand the characteristics of the earth. In the usual geological surveying, the primary information is concerning the study of rocks, their location, and the deformation and examination of the sedimentary layers. In addition, the soils, landscapes, rivers, and glaciers are examined. Usually the surveying tasks include:

- Geological mapping
- Structural mapping to indicate the location of the main rocks and the faults due to which they were placed there
- Surficial mapping for the location of soils
- Survey of topographic features
- Formation of topographic maps
- Survey to identify changes in landscapes, erosion patterns, and river channels
- Subsurface mapping by seismic surveys, ground penetrating radar, and electrical tomography

Economic geological Surveying focuses on earth materials that can be used for economic and/or industrial purposes. These materials include precious and base metals, non-metallic minerals, and construction-grade stone. The techniques employed by other earth science disciplines (such as geochemistry, mineralogy, geophysics, petrology, and structural geology) might all be used to understand, describe, and exploit an ore deposit.

iv. Petroleum Geological surveying:

Petroleum geological surveying is the study of origin, occurrence, movement, accumulation, and exploration of hydrocarbon fuels. It refers to the specific set of geological disciplines that are applied to the search for hydrocarbons (oil exploration).

Desk study, aerial survey, seismic survey, exploratory drilling, appraisal, development, and production are steps to assess a designate field for oil or gas prone.

v. Environmental Geological Surveying:

Environmental geological surveying, like hydrogeological surveying, is an applied science concerned with the practical application of the principles of geology in the solving of environmental problems created by man. It is a multidisciplinary field that is closely related to engineering geological and, to a lesser extent, to environmental geography. Each of these fields involves the study of the interaction of humans with the geologic environment, including the biosphere, the lithosphere, the hydrosphere, and to some extent the atmosphere. In other words, environmental geology is the application of geological information to solve conflicts, minimizing possible adverse environmental degradation or maximizing possible advantageous conditions resulting

from the use of natural and modified environment. With an increasing world population and industrialization, the natural environment and resources are under high strain which puts them at the forefront of world issues. Environmental geology is on the rise with these issues as solutions are found by utilizing it.

vi. Engineering Geological Surveying:

Engineering geological surveys are based on information obtained from geological studies. They are supplemented with techniques used in civil engineering investigations such as engineering-geological and hydrogeological mapping, underground exploration, and geophysical, geotechnical, geodetic, and photogrammetric measurements. The basic requirement for an engineering-geological survey is effectiveness. An effective investigation would be insured if the investigation is integrated and carried out in an orderly and prudent fashion. The stages of an engineering-geological survey include reconnaissance investigations, involving an assessment as to whether a proposed structure can be built in the given area; preliminary investigations, involving investigations needed for a basic assessment of engineering-geological conditions with respect to the technical feasibility of the proposed structure; and detailed investigations to provide as complete information as possible about the foundation conditions at the building site. Geological investigations continue during construction, which involve documentation of temporary exposures, correlation of results from preliminary and detailed surveys with actual conditions and, if necessary, conducting control tests.

1.5 BRANCHES

The Council may establish branches of the Institution where in its opinion there is sufficient demand. Such branches shall be governed by the Constitution and Byelaws of the Institution or as the Council shall so otherwise decide.

1.6 AMENDMENTS OF THE OBJECT CLAUSE

The Amendment of these objects shall be by a simple majority vote in a referendum of all Fellow and Professional Members following a resolution of the Institution in a General Meeting at which the proposed amendment is properly listed upon the agenda; such resolution having been carried out with two-thirds of those present and entitled to vote.

2.0 General Meetings

- a) An annual General Meeting shall be held every year at such time and in such place as the Council shall appoint. There shall be biennial elective General Meeting Notwithstanding any other rules of this Constitution and to the extent permitted by law, council may prescribe that a general meeting be held using one or more technologies.
- b) The Council may summon an Extra-Ordinary General Meeting when deemed necessary. An Extraordinary General Meeting shall also be called at the request in writing of not less than hundred members entitled to vote at General Meetings. The request shall specify the purpose for which the meeting is demanded, and it shall be the duty of the council to summon an Extra-Ordinary General Meeting for such purpose within two calendar months from the date of receipt of the request by the Honorary Secretary.
- c) All members shall have not less than three Calendar weeks' notice sent to them by Post of the time and place appointed by the Council for General Meetings. Not less than a-third of paid-up full members at the Annual General Meeting shall constitute a quorum. Where quorum is not raised within a reasonable period of time, the meeting shall proceed as any other General Meeting.
- d) Voting shall normally be done at General Meeting by a show of hands. Any member present who is entitled to vote may demand a secret ballot and the person presiding at the meeting shall direct how such ballot shall be taken and may adjourn the meeting for the purpose. The person presiding shall have a casting vote. All categories of members may vote on issues.
- e) The President or in his absence the Vice-President shall preside over all General Meetings. In the event of both of these office bearers being absent, the meeting shall elect a Fellow to preside from amongst those members of the council present.
- f) The Succession of positions of; Presidency, Vice Presidency, Honorary Secretary, Vice Honorary Secretary, Honorary Treasurer and Vice Honorary Treasurer of the Institution shall be rotational from one Chapter to another respectively for purposes of equity.
- g) The Vice President of preceding council, shall become the President of the Institution, unless he/she chooses not to take up the leadership position or is vetoed. In such a case, elections for the President of the Institution shall take place.
- h) Council shall by all means available to them ensure that there is continued flow and access of Institutional memory for purposes of smooth operations and harmony. This shall be as prescribed in the election rules set forth by the Elections Committee from time to time.
- i) Members who fail to attend meetings of any nature may tender notice of apology to Council.

3.0 Council

There shall be a Council, and other elected members of the Institution; and the management of the affairs and business of the Institution shall be vested in the Council.

3.1 COMPOSITION OF THE COUNCIL

The Council of the Institution shall be composed of the following:

- a) President
- b) Vice-President
- c) Honorary Secretary
- d) Honorary Vice-Secretary
- e) Honorary Treasurer
- f) Honorary Vice-Treasurer
- g) Chapter Chairpersons

3.2 DUTIES OF THE COUNCIL

Council in its first sitting presided over by the President, shall spell out clear and unambiguous roles and responsibilities for each elective position. This may vary from council to council.

3.2.1 President

The President shall in his term of office whenever present preside over all meetings of the Institution and the Council and shall be responsible for the proper conduct of such meetings and for carrying out the policy of the Council and the Institution and shall represent the Institution at all office functions and meetings and shall be the spokesperson of the Institution.

The President shall have a second, or casting vote, in the event of a tie at a meeting.

In the event of his resignation, or inability to act as a President, the Vice President shall assume the presidency for the remainder of the term. In case of permanent absence of both the President, and Vice President the Council shall elect one of its members to carry out the functions of the President and convene a Special General Meeting of the Institution as herein prescribed to elect a new President, Vice President and / or any other office bearers for the remainder of the term.

The President or his/her delegate shall be the Public Relations officer of the Institution.

3.2.2 Vice President

The Vice President shall deputise for the President in his/her absence.

3.2.3 Honorary Secretary

The Honorary Secretary shall administer the affairs of the Institution under the general direction of the Council and shall be responsible for the safe custody of the Institution's records.

3.2.4 Honorary Vice-Secretary

Vice-Secretary shall deputize for the Honorary Secretary.

3.2.5 Honorary Treasurer

The Honorary Treasurer shall, under the direction of the Council, receive all monies belonging to the Institution, disburse all charges thereto and shall issue receipts for all monies received by him and preserve vouchers for all monies paid by him and shall be responsible for maintaining proper books of accounts and for preparing an Annual Budget and balance sheet.

3.2.6 Honorary Vice-Treasurer

The Vice-Treasurer shall deputize the Honorary Treasurer.

3.3 STANDING COMMITTEES

There shall be standing committees to cater for specific areas of interest of the Institution as follows:

- a) Membership and education Committee
- b) Disciplinary Committee
- c) Publications Committee
- d) Social Affairs Committee
- e) Professional Standards and Development Committee
- f) Elections Committee
- g) Women Surveyors Committee
- h) Young Surveyors Committee
- i) Technicians Committee
- j) Students Committee

The Council shall appoint all the standing Committees to consist of members of Council, or members of Council and other persons.

Council shall provide for criteria for appointment of some members to committees, including their composition and term of service.

All Committees shall conform to any direction that may be given to them by the Council and, subject to such directions, may regulate their procedure as they think fit.

At least one graduate member, shall be elected at a General Meeting, to serve in each of the committees or appointed by Council to serve on such a committee upon expressing Interest in doing so

The Chairperson of the Elections Committee shall be elected in any General Meeting prior to the elective Annual General Meeting of members. The Chairperson, who shall be a fellow in good standing, impartial as well as a fit and proper person morally, shall be assisted by two other members in good standing, one of which shall be a graduate member. The committee can on a need basis appoint temporary members to the committee.

Young Surveyors are taken to be those who are still students or are below the age of 35 years. They also include those in their first five years of apprenticeship-practice after graduating.

And that Chairpersons of the Publications Committee, Elections Committee, Social Affairs Committee, Professional Standards and Development Committee, Women Surveyors Committee, Young Surveyors Committee, Technicians Committee, and Students Committee shall be elected at the AGM.

The President and Hon. Secretary shall be members of all Committees.

3.4 COMPOSITION AND DUTIES OF THE COUNCIL

- a) The Management of the affairs and business of the Institution shall be vested in the Council. All members of Council shall be elected every after two years in the manner hereinafter provided.
- b) The Council shall meet at least once every three months. Five council members shall constitute a quorum at meetings of the Council.
- c) Voting shall normally be done in the Council by a show of hands. Any member of the Council may demand a secret ballot and the person presiding at the meeting shall direct how such ballot shall be taken and may adjourn the meeting for the purpose. The person presiding shall have a casting vote.
- d) The President, or in his absence the Vice-President shall preside over all meetings of the Council. In the events of both these absent, the Council members present shall elect a member who is a Fellow to preside from amongst those present.
- e) The Council shall have the power to delegate any part of its authority to any committee appointed by the Council and such delegation of authority shall remain in force until it is withdrawn by the Council.
- f) The Council shall recommend members for registration to the Surveyors Registration Board.
- g) Council shall recommend eligible members to the Minister(s) for vetting and appointment to the Surveyors Registration Board.
- h) Council shall oversee the smooth secession of a given Chapter or Chapters through a detailed secession plan to manage the process in a reasonable period of time and manner. The secession of a Chapter or Chapters shall be ratified or modified at a General Meeting.

- i) Council shall, while relying upon the law in Section 1(h) of SRA Cap 275, as a basis establish Chapters for the Institution. The newly created chapters and specialisations shall be ratified, modified or rejected at a General Meeting.
- j) Council shall have powers to establish and provide for management of a SACCO of members of the Institution. Council shall appoint members to the Board of the SACCO for purposes of oversight.
- k) Council shall establish and ensure the update of two registries: for Full Members & Associate Members, respectively.
- l) Upon death, resignation or for by any other cause, an elected member ceases to hold a position in the Institution, council shall direct the Elections Committee to organise by-elections, within a reasonable period of time.
- m) Council shall have powers to enter into agreements and memoranda with other legal entities. Such arrangements shall be in the best interest of the Institution. The same shall be ratified, modified or rejected by members at a General Meeting.
- n) Council shall at all times act in and ensure that, affairs of the Institution are managed in a manner that is non-discriminative to members of the institution or the public by; race, colour, creed, gender or sexual orientation.
- o) The Council of the Institution of Surveyors of Uganda (ISU) shall determine the fees to be paid from time to time.

3.5 DISCIPLINARY POWERS OF THE COUNCIL

Upon recommendation from the Disciplinary Committee, Council shall have power to be exercised in the circumstances set out in sub- paragraph (a), (b) and (c) of this Clause by a majority of three quarters of those present and voting at a meeting of the Council convened for the purpose:

- a) To reprimand a member, to suspend a member from exercising any rights or privileges of membership of the Institution for such a period or on such conditions as the Council may determine;
- b) To expel a member from the Institution, at least six members of the council must be present at such a meeting, and the member against whom action is considered, must be given the opportunity of presenting his case to the meeting either in writing or in person as one chooses.
- c) The Council may expel a member convicted of embezzlement, larceny, fraud or other criminal offence upon proof to the satisfaction of such a commission.
- d) The Council may temporarily suspend, a member pending an inquiry for not more than six months with an option of extension in the event of an ongoing inquiry.
- e) The Council may temporarily suspend, expel or reprimand a member who:
 - i. in their opinion has been found guilty (upon conviction in courts of law) and whose conduct is deemed disgraceful to the profession such as fraud, embezzlement or,
 - ii. has violated any of the provision of the rules of conduct, or,
 - iii. is adjudged bankrupt individually or as partner; makes an assignment for

the benefit of creditors under any resolution of creditors, or under the order of a court bankruptcy; under any deed or document has his estate placed in liquidation for the benefit of creditors; makes any arrangement for payment of a composition of creditors; or,

- iv. uses any professional designation or initials to which one is not entitled.

3.6 ELECTIONS

The elections shall be presided over by the Elections Committee Chair. The Elections Committee shall draw an elections road map and guidelines for all candidates, as well make arrangements to print sealed voting material, secure all voting material at closure of the voting process, and issue a clear voting process in pursuit of a free and fair election within four months to Annual General Meeting.

- a) The Vice President in the previous Council shall become the President in the incoming Council, unless vetoed.
- b) The office bearers and members of Council shall be elected at the Annual General Meeting and shall continue in office until new office bearers and members of Council have been elected at the next Annual General Meeting.
- c) Any member entitled to vote as aforesaid may nominate further candidates by sending nomination duly seconded by another member entitled to vote as aforesaid so as to reach the Elections committee Chair not less than one month before the Annual General Meeting.
- d) In the absence of nominated candidates for the membership of Council or any other electable positions prior to the AGM, new candidates may be nominated by Council itself.
- e) Candidates may not propose or second their own nominations.
- f) Voting in the referendum may be by proxy in the manner prescribed by the Council.
- g) The Council shall have the power to appoint any eligible member to fill any vacancy amongst the members of Council. Members so appointed shall remain members at the discretion of the Council.
- h) That tenure of Council shall be for a period of two years.
- i) That persons serving in all portfolios of Council shall be legible for re-election for one further term, except for the President.
- j) Associate members such as Graduates, Technicians, students, shall be eligible to vote and get elected as Chairpersons of their respective Committees elected at the Annual General Meetings.
- k) Graduate Members shall have the right to vote for their respective Chapter Chairs at the AGM.

3.7 BYE-LAWS

The Council of the Institution is empowered to enact, revoke or amend bye-laws consistent with the Constitution to govern any matters which regulations are required. Such enactments, repeals, amendments to the byelaws shall not come into operation until at a date two calendar months after all Full Members have been notified in writing, with a copy of the particular enactment, repeal or amendment. Evidence of posting or a general notice in the public media shall constitute notification. Council may delegate powers to make byelaws to various Chapters, as the case may be. Fully paid-up Members can by two thirds majority vote at a General Meeting to; modify, defer or reject a byelaw entirely or in part.

3.8 AMALGAMATION

Following a referendum of all members entitled to vote of which not less than three-quarters shall have voted in favour; the Council shall have power to enter into an amalgamation with other allied professional bodies or Institutions which subscribe to the principles and objects of the Institution, and which maintain the same professional standards.

3.9 TRUSTEES OF ISU

- a) Trustees of the Institution may from time to time be appointed by the President on the advice of the Council at any Council Meeting at which the appointment of Trustees is properly placed upon the agenda. There shall be not less than two nor more than four Trustees who shall be selected from persons who are Fellows.
- b) Investments, securities and immovable property acquired by the Institution shall be vested in the names of the Trustees.

3.10 PATRONS OF THE INSTITUTION

The Council shall have power to invite prominent persons to become patrons of the Institution.

4.0 Finance

- A) The funds of the Institution will include entrance fees, annual subscriptions, contributions, grants, proceeds from sales, or any other source. The Institution shall operate and maintain a bank account.
- b) Signatories to the accounts shall be the President, Honorary Secretary and Honorary Treasurer

4.1 OTHER FINANCIAL PROVISIONS

- a) All collected funds shall be deposited in the official accounts of the Institution
- b) Cheques drawn on any of the Institution's funds shall bear such signature or signatures as the Council may from time to time determine.
- c) No liability of over Shs. 100,000/= shall be incurred by any official without the sanction of the relevant Committee of the Council SAVE that the liability limit may annually be reviewed by the Council in line with the prevailing economic conditions.
- d) The Council, shall, subject to such limitations and restrictions as Byelaws may prescribe, apply the funds for the administration of the business of the Institution, and use it for promoting the objectives of the Institution.

4.2 AUDITORS

- a) Shall be appointed at the Annual General Meeting at which elections of Council Members are due. The auditors shall have access at all reasonable times to the accounts and securities of the Institution and shall report thereon to the next Annual General Meeting. Auditors shall be appointed (or reappointed) annually.
- b) Audited accounts must be presented to the Annual General Meeting, which should take place within 60 days from the end of the Institution's financial year.

5.0 Conferences

As and when directed by the Council or by the President on their behalf, the Secretary shall arrange conferences, meetings, lectures, and functions.

The fees due for the services of experts who may be engaged to give lectures or read papers before such Conferences shall be payable out of the Institution's funds.

6.0 Publications & Notices

6.1 PUBLICATIONS

- a) The Institution shall publish such newsletters, information sheets or other documents containing reports of matters of interest to the profession. Such publications shall be published as frequently as may be decided by the Council.
- b) The editorial control of the publications shall be delegated in such manner as the Council from time to time directs.
- c) The Institution shall, at the discretion of the Council, publish periodically a list of members and issue one copy free to each member.

6.2 NOTICES

A notice and any other document may be served by the institution upon a member of the public:

- a) Hand delivery to registered address
- b) Sending by post
- c) Fax to a fax number notified by a member in writing
- d) Electronic mail to an address notified by a member in writing
- e) By a website, the address of which shall be notified by members in writing.
- f) By advert in at least one newspaper of wide readership.

7.0 Library and Resource Centre

- a) The Institution's Library exists for the use of members, and the books contained therein shall be available on the conditions as prescribed from time to time by the Council.
- b) The Council may from time to time allocate such sum of money for the purchase of new books as it thinks fit.

8.0 Examination Interviews & Assessment of Professional Competence

- A) Upon recommendation by the relevant committee, Council may cause assessment, whether oral or written to be held for approved candidates for admission as; Associates or Full members and shall frame regulations for such examinations or interviews; defining the times and the place where they shall be held; the subjects which they shall comprise; the fees to be paid or deposited by candidates in respect of such examination; and the conditions under which the candidates may be admitted thereto.
- b) The Council may however from time to time add to or vary or rescind any of the aforesaid examination regulations.

9.0 Membership

Membership of the Institution shall be open to the people practicing in the professions subscribing to the aims and objectives of the Institution, or those persons pursuing professional studies related to the surveying profession and are constituted in a manner consistent with the policies thereof. Members can only have single membership to the Institution but can belong to more than one chapter, as the case may be. Members of the Institution may also belong to other professional institutions that are not hostile to the aspirations of the Institution.

Members shall have to attain a minimum number of Continued Professional Development (CPD) points, as prescribed by Council, in order to renew the same in the subsequent year.

9.1 CLASSES OF MEMBERS

There shall be two classes of membership of the Institution namely: - Full members and Associate members. Full members shall include Fellows, Professional members and professional Associates. Associate members shall include those other members in the categories of graduates, technicians, corporates, associates, students and temporary.

9.2 DEFINITION OF MEMBERS

9.2.1 Full Members

9.2.1.1 Fellows

The Council may elect as a Fellow at and during the pleasure of the Council, any person who:

- 1.0 Has attained the age of thirty-five years; and
 - a) Holds a professional qualification acceptable to the Council; and
 - b) Is at the time of one's application engaged and has been engaged in some branch of the profession in Uganda for at least three years; and
 - c) Has had at least five years post professional qualification of acceptable practical experience in the profession, and
 - d) Has made outstanding contribution towards the advancement of the profession, or
- 2.0 Has attained the age of thirty-five years; and
 - a) holds a professional qualification acceptable to the Council;

- b) Is a principal in a professional firm or a senior partner of a firm or holding a senior position in Government or public body; and
- c) has made outstanding contribution towards the advancement of the profession.

3.0 Has fulfilled such other conditions as Bye-Laws of the Institution may prescribe
Fellows have the right to attend and vote at any General Meeting of the Institution and are eligible for election to the Council and to any office of the Institution.

Every Fellow shall be entitled to use the suffix F.I.S.U.

Unsuccessful candidates may appeal to council who shall refer the matter to an independent committee for redress. Such decision of the committee shall be binding upon council.

9.2.1.2 Life Fellows

A fellow who has retired and complies with regulations as set forth by council.

9.2.1.3 Professional Members and Professional Associates

The Council may elect as Professional Associate at and during the pleasure of the Council, any person who:

- 1.0 Has attained the age of twenty-one years, and
- 2.0 Holds a professional qualification acceptable to the Council, and
- 3.0 Is at the time of one's application engaged and has been engaged in some branch of the profession in Uganda for at least one year, and
- 4.0 Has had at least two years post professional qualification of acceptable practical experience in the profession, and has fulfilled such other conditions as the Bye-Laws of the Institution may prescribe.

OR is a Professional Member of any other Surveying Professional Institution for the time being recognized by the Council as offering sufficient guarantee of knowledge and professional competence; and is ordinarily resident in Uganda

- 5.0 Professional Associates and Professional Members have a right to attend and vote at any Annual General Meeting and shall be eligible for election to the Council and to any office of the Institution except that of the President and Vice President.
- 6.0 Professional Associates shall be entitled to use the suffix A.I.S.U.
- 7.0 Unless cause is shown, one can only be a Professional Associate for a period not exceeding two years.
- 8.0 Professional Associates shall on registration with the Surveyors Registration Board be designated as Profession Members and shall be entitled to use the suffix "M.I.S.U"
- 9.0 Unsuccessful candidates may appeal to council who shall refer the matter to an independent committee for redress. Such decision of the committee shall be binding upon council

9.2.1.4 Life Members

A fellow who has retired, has no gainful employment and complies with regulations as set forth by council.

9.2.2 Associates

9.2.2.1 Graduate Members

Upon recommendation by the relevant committee, Council may elect as a Graduate Member at and during the pleasure of the Council any person who:-

- 1.0 Has attained the age of twenty-one years and
- 2.0 Is at the time of one's application engaged in some branch of the professional body in Uganda, and
- 3.0 Has obtained graduate or equivalent membership of another professional body approved by the Council,
- 4.0 Has obtained a basic degree or other approved qualification in one of the branches of surveying profession as approved by Council.
- 5.0 Graduate member shall not be entitled to use any suffix referring to Membership of the Institution.
- 6.0 Graduate Members shall have the right to attend any General Meeting of the Institution and shall vote to elect one of their members to each of the standing committees but not any other position on Council with the exception of their respective Chapter Chairs, who shall strictly be a Fellow.
- 7.0 Unsuccessful candidates may appeal to council who shall refer the matter to an independent committee for redress. Such decision of the committee shall be binding upon council.

9.2.2.2 Technician Members

Upon recommendation by the relevant committee, Council may elect as a technician member at and during the pleasure of the Council, any person who:

- 1.0 Has attained the age of twenty-one years, and
- 2.0 Is at the time of one's application engaged in some branches of the profession in Uganda, and
- 3.0 Either possesses a technician's qualification in the surveying profession as approved by the Council,
OR has passed one of the laid down examinations.
- 4.0 Technician Members have the right to attend any General Meeting of the Institution. They may vote at such meetings to elect one of their members to a Committee that shall be decided by Council of the Institution. Technician members are not eligible for election to any other office of the Institution
- 5.0 No technician member shall be entitled to use any suffix referring to membership of the Institution; or to officially/independently be accountable for work done without the support of a full member.

- 6.0 Unsuccessful candidates may appeal to council who shall refer the matter to an independent committee for redress. Such decision of the committee may be considered by council.

9.2.2.3 Students

Upon recommendation by the relevant committee, Council may elect as a Student Member at and during the pleasure of the Council, any person who:

- 1.0 Has attained the age of eighteen years, and
- 2.0 Is an employee in approved employment and/or a student of an approved educational establishment, and
- 3.0 Has attained an academic standard approved by the Council.
- 4.0 Student Membership shall be limited to a period of study in a tertiary institution approved by Council.
- 5.0 Unsuccessful candidates may appeal to council who shall refer the matter to an independent committee for redress. Such decision of the committee shall be binding upon council.
- 6.0 Student Members shall have the right to attend any General Meeting of the Institution and shall not vote at such meetings and are not eligible for election to Council or to any office of the Institution. They may however elect a representative to a committee to be decided by Council.

9.2.2.4 Corporate Members

- 1.0 Corporate membership shall be limited to incorporated companies/firms practicing in relevant surveying disciplines approved through the ISU Council. These should be practicing in accepted surveying disciplines/practices and at all-time such companies/firms shall have at least one of their directors registered (through the ISU Council and the Surveyors' Registration Board) as a member for each and every one of the approved surveying discipline/practices in the company/firm.
- 2.0 Estate Agency Practice, Building Maintenance Surveying, Land Management Surveying and any other disciplines to be approved in future by Council shall fall in this category of membership.

9.2.2.5 Honorary Members

- 1.0 The Council may elect as an Honorary Member any person who by reason of either his/her past or present position or experience of his/her eminence in the profession may be able to render assistance in promoting the objectives of the Institution but who is not engaged in the practice in the profession in Uganda.
- 2.0 Honorary members shall be entitled to the same privileges as fellows except that they shall not be entitled to vote at General Meetings and shall not take any part in the Management of the Institution.

9.2.2.6 Temporary Members

Council shall at their own discretion elect persons to become temporary members of the Institution. These shall be non-resident/or resident persons who shall satisfy Council that they possess the relevant qualifications, and do possess sufficient,

knowledge of professional practice in the local environment. Such membership shall be considered annually.

9.3 MEMBERSHIP FEES

9.3.1 Entrance Fees

The Council shall from time to time fix fees payable by members.

9.3.2 Annual Subscriptions

- a) All classes of members other than Honorary Members shall pay such annual subscriptions as may be laid down from time to time.
- b) All subscriptions shall become due on elections and thereafter on the first day of January of each succeeding year for the year commencing on that day, but a member transferred from one class to another shall not be required to pay the subscription appropriate to the class to which he has been transferred until 1st January next following his transfer.
- c) A member of any class elected before the first day of July in any year shall pay the annual subscription of that calendar year. A member elected on or after the first day of July in any year shall for the calendar year pay half such annual subscription, provided that if one be elected in the last two months of any calendar year and elects to pay the first subscription at the full rate it shall cover the remainder of that calendar year as well as the succeeding year.
- d) A member of any class whose annual subscription or entrance fee is more than three months in arrears shall not be entitled to attend or to take part in any meeting or function of the Institution that may be held, or publication of the Institution that may be issued, or to exercise any of the rights or privileges of membership or to vote, before paying all dues in full.
- e) The Council may in any special case, where in their opinion it is desirable to do so, reduce or remit the entrance fee, or annual subscription, or the arrears of annual subscription of a member of any class.

9.4 ELECTION OF MEMBERS (CLASS OF MEMBERSHIP)

- a) Candidates for the class of Fellowship shall be proposed by a Fellow and seconded by two other Fellows.
- b) Candidates for other classes (other than the class of honorary member) shall be proposed by a Fellow and seconded by a Professional Member and as well meet any other conditions prescribed by Council.
- c) Every member shall undertake to observe and uphold the Constitution, Regulations, Byelaws and Rules in force for the time being of the Institution.
- d) Election to all classes of membership shall be by the Council and the proportion of favourable votes required for election shall be not less than three-quarters of the members of Council present and voting.

- e) Honorary Members shall be admitted on accepting the invitation of the Council after having been voted eligible by three-quarters of the members present and voting at Meeting of Council.
- f) The Council may at their discretion refuse to admit any person to membership and shall within one month of such a decision notify such person with reasons for declining the admission.
- g) All Applications shall be made on prescribed Institution of Surveyors forms.
- h) Unsuccessful candidates shall have a right of appeal to Council or an independent committee as Council may deem it fit. The appellant Shall bare all costs of the appeal process.

9.5 RESIGNATION OF A MEMBER

Any member may resign on giving three (3) months' notice in writing to Council.

9.6 SUSPENSION FOR NON-PAYMENT OF FEES

- a) Members of the Institution whose annual subscription are in arrears for two years (2) may, after one (1) months' notice from the Honorary Secretary, be suspended from membership by the Council, but shall continue to be liable for the arrears.
- b) The Council may re-instate such persons on payment of all arrears and penalties determined by Council.

9.7 REMOVAL FROM THE MEMBERS' REGISTER FOR NON-PAYMENT OF FEES

A member of any class, who has been suspended for non-payment of dues and whose entrance fee and or annual subscription is one year or more in arrears, shall be so notified and in the event of continuing in arrears for three months after such a notification shall thereupon cease to be a member; the name will be removed from the register, and one shall be required to return any Diploma(s) to the Institution.

9.8 CODE OF CONDUCT

- a) All members shall comply with the code of conduct contained in this Constitution.
- b) Certificate of Good Conduct shall be issued by the Institution of Surveyors of Uganda annually to fully paid-up members, who also satisfy the Code of Conduct as well as the Surveyors' Registration Board requirements.

9.8.1 PRINCIPLES OF PROFESSIONAL CONDUCT

- a) A member shall at all times fully discharge one's duties and shall not commit any act which will have the effect of avoiding responsibility.
- b) A member shall at all times be honest in one's dealings and one's decisions shall be made with integrity purpose.
- c) A member shall at all times be free from corruption.
- d) A member's advice shall at all times be impartial.

- e) A member must never place himself in a position where his duties are liable to conflict.
- f) A member shall at all times act in an honourable manner.
- g) A member must not accept any discount gift or commission, which is in any way related either directly or indirectly to one's professional activity.
- h) A member must not advertise one's professional services in an indiscrete manner, or in a manner in conflict with principles of professional conduct.
- i) Professional development activities.
- j) Undertake a prescribed minimum level of continuing

9.9 PROFESSIONAL MISCONDUCT

The following shall constitute Professional Misconduct. A member shall be guilty of professional misconduct if one should:

- a) Accept any work, which involves the giving or receiving of discounts or commission;
- b) Accept any discount, gifts or commission from contractors or tradesmen whether employed upon his work or not;
- c) Own or have a commercial interest, either as a director of a company or as a consultant or adviser or as shareholder in any materials device or invention used in a building without informing his client thereof and obtaining his sanction before specifying the use of it in works under his direction;
- d) Advertise or tout one's professional services or make announcements in the press; except for purposes of notifying, one's correspondents by-post once of any change of address, opening of a new firm or branch; employment, office or alterations in the partnership, or constitution of the firm;
- e) Issue any drawing or prints, specifications, bills of quantities, certificate, final account, or report, unless the same bears one's name or signature;
- f) Wilfully destroy his original dimensions, measurements, field notes, bill/report and any other documentary evidence necessary to verify one's bill of quantities or report until six years after the final completion of the contract and the settlement of all accounts;
- g) Attempt to supplant another member to compete by means of reduction of fees or by other inducement;
- h) Knowingly proceed with (major) work which was previously to another member before communication with the member previously employed and taking steps to ensure that the other member's engagement has been terminated;
- i) Obtain or attempt to obtain professional work by means of offering or paying monetary or other valuable consideration of inducement to any person or persons or by any improper means;
- j) Act other than in an impartial manner between the employer or the contractor or client and third party, or interpret the conditions of a contract other than with entire fairness as between all parties to the contract;

- k) Make a false declaration in one's application for membership;
- l) Not comply with the Professional Practice Fees issued by Council;
- m) Conduct over self in a manner which the Institution may deem incompetent, dishonourable, or negligent in connection with the work performed by one as a professional member of the Institution.
- n) Acting with malice against any member of the Institution or public.

Where it is established that any person is found to have engaged in any of the above practices, the Council Disciplinary Committee shall suspend such a member for a specified period not exceeding 1 year, expel such member from the Institution, administer financial penalties, give notice to the public of such findings, as well as recommend further disciplinary action by the Surveyors Registration Board or any other regulatory body as the case may be.

10.0 Emblem

The Institution shall have an emblem as approved and endorsed by the Council.

11.0 The Common Seal

The Institution shall have a common seal which shall be in the custody of the Honorary Secretary. The common seal shall not be affixed to any certificate or any other document except on the prior authority of the Council and such authority shall be recorded in the minutes of the Council. Such deed or document shall after the Seal has been affixed be signed by the President and in his absence by the Vice-President and one other member of the Council and counter signed by the Honorary Secretary.

12.0 Dissolution

The dissolution of the Institution at a General meeting shall be by a simple majority vote in a referendum of all full members following a resolution at the same meeting but this resolution should have been proposed and properly listed upon the agenda; such resolution having been carried with two-thirds of those present and entitled to vote. In the event of dissolution, the General Meeting dissolving the Institution shall decide how best to dispose of the assets, including movable property.

13.0 Amendments of Articles

The Amendment of the Articles shall be by a majority vote in a referendum of full members following a resolution of the Institution in a General Meeting at which the proposed amendment is properly listed upon the agenda; such resolution having been carried with two-thirds of those present and entitled to vote.

