

CONSTITUTION OF I.S.K.

1. NAME

The name of the society shall be the Institution of Surveyors of Kenya (In this constitution hereafter referred to as `the institution).

2. OBJECTS

(a) The Institution is established for-the following objects: -

(i) To secure the advancement and facilitate the acquisition of that knowledge which constitutes the profession of a Surveyor, namely, the science of measuring and delineating the physical features of the earth and surveying for the registration of title to land, the art of determining the value of all descriptions of landed property and of the various interests therein, of managing and developing land, the measuring and estimating of artificers' work and the valuation, management, development and survey of mineral property.

(ii) To promote the general interests of the profession, and to maintain and extend its usefulness for
the public advantage.

(b) The institution shall be non-political.

(c) The institution shall encourage the formation of branches, but the headquarters shall be in
Nairobi.

3. MEMBERSHIP

(a) The members of the Institution shall consist of the classes of Patrons, Honorary Members and Full Members. Attached to the Institution shall be the classes of Associates, Technicians and Students who shall be termed affiliated members.

(i) **PATRONS** shall be persons of distinction where membership would, in the opinion of the Council, confer honour upon the Institution.

(ii) **HONORARY MEMBERS** shall be persons of eminence in the arts and sciences or of position or experience whose membership would, in the opinion of the Council, further the aims of the Institution. Such members shall not be engaged in practice as Surveyors.

(iii) **FULL MEMBERS** shall be persons who have:

(1) attained the age of 21 years; and

(2) had practical experience in the profession of a surveyor of such a nature and for such period of time as the Council may approve; and

(3) Passed an examination approved by the Council for such membership.

(iv) **ASSOCIATES** shall be persons who have: -

(1) attained the age of 20 years; and
(2) Passed examination approved by the Council for such membership, or be a person with experience of surveying work whose membership would in the opinion of the Council and its absolute discretion be appropriate to such membership.

(v) **TECHNICIANS** shall be persons who have: -

(1) attained the age of 20 years; and
(2) Passed an examination approved by Council for such membership.

(vi) **STUDENTS** shall be persons who have: attained the age of 18 years and are either:

(1) undergoing training in suitable employment approved by the Council; or
(2) Taking a full-time course of instruction approved by the Council.

(b) The class of Full Members shall be the only one entitled to voting rights.

(c) All Full Members and Affiliated Members shall pay such entrance fees, annual subscriptions and other dues, as the Council shall from time to time prescribe.

(d) Any Full member or Affiliated Member desiring to resign from the Institution shall submit his resignation to the Hon Secretary. The resignation shall take effect from the date of receipt by the Hon Secretary of such notice, subject to all subscriptions and other dues in arrears being fully paid up.

(e) The Council shall have the right to expel or suspend from the Institution or reprimand any Fully Member or Affiliated Member who is guilty of any conduct which shall, in the reasonable opinion of Council, prejudice the professional standing of the Institution. Upon receipt by the Hon Secretary of a written and signed complaint, the Council shall notify the Full Member or Affiliated Member concerned in writing, of the complaint and he shall be asked if he wishes to submit a written explanation to the Council within a period of fourteen days, before action is taken. The Full Member or Affiliated Member and /or his representatives shall be entitled to appear before the Council to state his case. The powers of the Council under this subsection can only be exercised by 3/8 of the Council provided there will be at least one member from the relevant chapter.

(f) Any person who resigns or is removed from membership shall not be entitled to a refund of his subscription, or any part thereof, of any moneys contributed by him at any time.

(g) Entrance fees and initial subscriptions shall be paid on application for membership.

In the event of an application for membership being rejected, these fees

and subscriptions shall be refunded. A Full Member or Affiliated Member whose subscription is six months in arrears shall, if the Council so decide, cease to be a member after due notice has been given.

4. CHAPTER OF MEMBERSHIP

(A) Chapters shall be formed within the Institution to represent each of the sections of the Institution, namely: -

- (i) Land Surveyors
- (ii) Valuation and Estate Management Surveyors
- (iii) Building Surveyors
- (iv) Land Management Surveyors.

5. DESIGNATIONS

Every Full Member shall be entitled to use after his name the initials M.I.S.K. (i.e. member of the Institution of Surveyors of Kenya), followed by the letters (LS) for Surveyors, (VEMS) for Valuation and Estate Management Surveyors, (BS) for Building Surveyors and (LMS) for Land Management Surveyors.

6. THE COUNCIL

(a) (i) There shall be a Council of the Institution, which shall be responsible for the management of the affairs of the Institution and for that purpose may give directions to the office-bearers as to the manner in which, within the law, they shall perform their duties.

(ii) The Council shall immediately after each annual general meeting constitute the following Council Committees:

- (1) Functions committee
- (2) Professional practice and disciplinary committee
- (3) Education and Foundation committee
- (4) Editorial committee

(iii) The Council may appoint any other committee as it deems fit.

(b) The Council shall be composed of all office bearers of the institution together with the following:

(i) The immediate past Chairman who shall be an ex-officio Council member.

(ii) Two paid up Full Members to represent each Chapter as defined in section 4 hereof to be elected annually. Provided that at least one Full Member elected to represent the Chapter of Land Surveyors shall be a licensed surveyor under the Survey Act (Cap.299).

(iii) The Chairmen of all branches constituted under section 12.

(iv) The Council shall have powers to co-opt Full Members to the Council to take place of elected members of Council who are unable to carry out their duties. In addition not more than three Full Members

may be co-opted at the discretion of the Council.

(c) The office bearers of the Institution shall be: -

- (i) Chairman
- (ii) Vice-Chairman
- (iii) Honorary Secretary
- (iv) Asst. Hon Secretary
- (v) Hon Treasurer
- (vi) Asst. Hon Treasurer

All of who shall be paid up Full Members of the Institution and be elected by Full Members at the Annual General Meeting.

(d) All office bearers and members of Council shall hold office from the date of election until the next succeeding Annual General Meeting and shall be eligible for re-election.

(e) Any office bearer or member of Council who ceases to be a Full Member of the Institution shall automatically cease to be an office bearer or member of Council.

(f) The Council shall meet at such times and places as it shall resolve, but shall meet not less than once in any two months.

(g) The quorum for meeting of the Council shall be not less than five of whom not less than three shall be office bearers or elected members.

(h) The Council except shall authorize all moneys disbursed on behalf of the Institution as specified in Section II d.

(1) The Council shall arrange for any member of the Institution who in accordance with the law existing at that time, desires to inspect the roll of members and/or the books of account of the Institution, to have access to these records. Any member who desires to inspect these records shall give seven days notice, in writing, to the Honorary Secretary.

7. DUTIES OF OFFICE BEARERS

(a) **Chairman:** The Chairman, when present, shall preside over all meetings of Council and all other meetings of the Institution.

(b) **Vice-Chairman:** The Vice-Chairman shall perform the duties delegated to him by the Chairman and deputize for the Chairman in the latter's absence. He shall also perform any other duties assigned to him by the Council.

(c) **Hon Secretary:** The Hon. Secretary shall deal with all the correspondence of the Institution under the general supervision of the Council. In cases of urgent matters where the Council cannot be consulted, he shall consult the Chairman, or if he is not available, the Vice-Chairman. The decisions reached shall be subject to ratification or otherwise at the next Council meeting. He shall issue notices convening all general meetings

of the Institution and shall be responsible for keeping minutes of all such meetings and for the preservation of all records of proceedings of the Institution and of the Council.

(d) **Assistant Secretary:** The Assistant Secretary shall perform duties delegated to him by the Hon Secretary in the latter's absence. He shall also perform any other duties assigned to him by the Council.

(e) **Hon Treasurer:** The Hon. Treasurer shall receive and shall also disburse, under the direction of the Council, all moneys belonging to the Institution and shall issue receipts for all moneys received by him and preserve vouchers for all moneys paid by him. The Hon. Treasurer is responsible to the Council and to the members those proper books of account of all moneys received and paid by the Institution are written up, preserved and available for inspection.

(f) **Assistant Treasurer:** The Assistant Treasurer shall perform duties delegated to him by the Hon Treasurer and shall deputize for the Hon Treasurer in the latter's absence. He shall also perform any other duties assigned to him by the Council.

8. MEETINGS

There shall be three classes of meetings: Annual General Meeting, General Meetings and Special General Meeting: -

(a) Annual General Meetings

(i) The Annual General Meeting shall be held not later than March 31st in any year. Notice in writing of such Annual General Meeting, accompanied by the annual statement of account (see rule 10 (b) and the agenda for the meeting shall be sent to all Full Members and Affiliated members not less than twenty-one days before the date of the meeting.

(ii) The agenda for any Annual General Meeting shall consist of the following:

(1) Minutes of the previous Annual General Meeting of the Institution and of any subsequent Special Meeting to be read, confirmed, and signed by the Chairman.

(2) Matters arising out of the minutes to be discussed.

(3) Chairman's Annual Report and consideration.

(4) Hon. Treasurer's Report and consideration.

(5) Any other business of which seven days notice has been given to the Hon. Secretary or which has the approval of the Chairman of the meeting, except amendments to the Constitution.

(6) Election of office-bearers and members of the Council.

(7) Appointment of auditors in accordance with Section 10.

(b) General Meetings

General Meetings shall be held as and when considered desirable by the Council for matters of general professional interest.

(c) Special General Meetings

(i) The Council may call a Special General Meeting for any specific purpose. Notice in writing shall be sent to all Full Members and Affiliated Members not less than fourteen days before the date thereof.

(ii) A Special General Meeting may also be requisitioned for a specific purpose by order in writing to the Hon. Secretary of not less than twenty-four members, and such meetings shall be held within twenty-eight days of the requisition. The notice of such meeting shall be as shown in Section 8 c (1) and no matter shall be discussed other than that stated in the requisition.

(d) The quorum for any Annual General Meeting or Special General Meeting shall be one fifth of the number of Full Members recorded on the roll of members of the Institution.

9. PROCEDURE AT MEETINGS

(a) All meetings of the Institution, the Chairman or in his absence, the Vice-Chairman, or the absence of both these officers, a Full Member elected by the Meeting, shall take the chair.

(b) The Chairman may, at his discretion, limit the number and time of persons permitted to speak in favour of and against any motion provided an opportunity is given for both sides to be heard.

(c) Voting shall be by show of hands unless a ballot is requested by a Full Member or the Chairman so directs. In the case of equality of votes, the Chairman shall have a casting vote. Proxy votes may be taken into account.

10. AUDITORS

(a) Auditors shall be appointed for the following year at the Annual General Meeting. All the Institution accounts, records and documents including those of the Branches, shall be open to the inspection by the Auditors at any time. The Hon. Treasurer and Branch Hon. Treasurer shall produce an account of their receipts and payments and statement of assets and liabilities made up to a date which shall not be less than six weeks and not more than three months before the date of the Annual General Meeting. The Auditors shall examine such annual accounts and statements and either certify that they are correct, duly vouched and in accordance with the law or report to the Institution in what respect they are found to be incorrect, unvouched, or not in accordance with the law.

(b) A copy of the Auditors' report on the accounts and statement, together with such accounts and statements shall be furnished to all members at the same time as the notice convening the Annual General

Meeting is set out. Auditors may be paid such honoraria or the Council may resolve fees for their duties as.

(c) No auditor shall be an office-bearer or a member of the Council of the Institution or an office-bearer or member of the council or Branch of the Institution.

11. FUNDS

(a) The funds of the Institution may only be used for the following purposes:

(i) To pay all correspondence expenses undertaken by the Hon. Secretary and other officers on behalf of the Institution.

(ii) To pay, in whole or in part, for the production of approved publications of the Institution.

(iii) To pay for expenses in connection with the meetings.

(iv) To pay for approved expenses in connection with the established and running of branches.

(v) To pay registration, membership, and all other levies in connection with membership of national and international bodies of a similar nature with which the Institution may seek an affiliation and to pay all necessary legal expenses.

(vi) To pay for approved expenses in connection with the holding of examinations.

(vii) To pay in part or in full expenses approved by the Council in connection with representation in national or international meetings.

(viii) To pay all other expenses properly incurred and approved by the Council.

(b) All moneys and funds shall be received by and paid to the Hon. Treasurer and shall be deposited by him in the name of the Institution in any bank or banks or trustee security approved by the council.

(c) The Hon. Treasurer and either the Chairman or the Hon. Secretary shall sign all cheques on the Institution's bank account. In the event of the authorized persons being unable to sign, the Council may appoint a substitute from among its members.

(d) A sum not exceeding that authorized by the Hon. Treasurer for petty disbursements of which proper account shall be kept.

(e) The council shall have the power to suspend any office-bearer who it has reasonable cause to believe is not properly accounting for any of the funds or property of the Institution and shall have the power to appoint another Full Member in his place. Such suspension shall be reported to a special General Meeting to be convened not later than two months from the date of such suspension.

(f) The financial year of the Institution shall be from 1st January to 31st December of each calendar year.

12. BRANCHES

Branches of the Institution may be formed with the approval of the Council and the Registrar of Societies and they will adopt a constitution approved by the Council and the Registrar of Societies.

13. BY-LAWS

The Council is empowered to enact, revoke or amend by-laws provided these are not incompatible with any of the rules in this constitution. Such enactment revocations or amendments to the by-laws shall not come into operation until a date two calendar months after all Full Members and Affiliated Members have been notified in writing, with a copy of the particular enactment, revocation or amendment. Evidence of posting shall constitute notification.

14. PROFESSIONAL CONDUCT

It is a condition of membership that each and every Full Member and Affiliated Member shall conform to the Rules of Professional Conduct as provided for in the By-laws.

15. AMENDMENT TO THE CONSTITUTION

(a) Amendments to the Constitution of the Institution must be approved by at least a 2/3rd majority of the votes cast at an Annual General Meeting or a Special General Meeting of the Institution and subject to the law existing at that time.

(b) All proposed amendments to the Constitution shall be notified to all Full Members and Affiliated members in writing not less than 14 days before the holding the general meeting at which the proposals shall be discussed. Evidence of posting shall constitute notification.

16. DISSOLUTION

(a) The Institution shall not be dissolved at a Special General Meeting unless at least 75% vote casts are in favour of a resolution to this effect. The quorum of the meeting shall be as shown in Section 8 (d). If no quorum is obtained, the proposal to dissolve the Institution shall be submitted to a further Special General Meeting, which shall be held one month later. Notice of this meeting shall be given to all Full Members and Affiliated Members of the Institution at least 14 days before the date of the meeting. The quorum for this second meeting shall be the number of members present. Notification of these meetings shall be by registered post provided that there are sufficient funds available.

(b) The dissolution shall be subject to the law existing at that time.

(c) When the dissolution of the Institution has been effected in accordance with the law and this Constitution, no further action shall be taken by the Council or any office bearer of the Institution in connection with the aims of the Institution other than notify the trustee, as defined in Section 16 (d), of known existing assets and liabilities of the Institution. Any cash in hand shall be paid to the trustee.

(d) In the event of dissolution, the bank in which the Institution's money are deposited shall act as trustee and liquidator and shall wind up the affairs of the Institution in accordance with the law.

ISK BY – LAWS

SECTION 1

1. DEFINITIONS

"The Constitution" shall mean the Constitution adopted in the General Meeting held on 17th April 1969 and all subsequent amendments thereto.

2. CHAPTERS

(a) As provided in Section 4 of the Constitution, the following Chapters shall be formed: -

(i) Chapter of Land Surveyors

(ii) Chapter of Valuers and Estate Management Surveyors

(iii) Chapter of Building Surveyors

(iv) Chapter of Land Management Surveyors.

(b) A Chapter shall be composed of all members of the Institution of that section of the profession, provided always that a member who is so qualified may at his discretion join more than one Chapter.

(c) Mining and Hydrographic Surveyors shall be part of the Chapter of Land Surveyors.

3. DECLARATION BY FULL AND AFFILIATED MEMBERS

All persons who are declared or are invited to be Full Members or Affiliated Members and all candidates for election as Full Members or Affiliated Members of whatever class shall agree to abide by the Constitution and By-laws of the Institution. All members are bound by the principles and code of professional conduct promulgated by the Institution and shall sign a declaration to this effect.

4. ELECTION OF FULL AND AFFILIATED MEMBERS

(a) All candidates for election to Full and Affiliated membership shall complete an application form sign the declaration required under Bylaw 3 and submit the completed form together with the requisite fees to the Hon. Secretary.

(b) Four Full Members of the Chapter, which they propose to, join except that this requirement shall not apply to Technician and student members shall propose all candidates for election.

(c) In the event that a candidate is unable to find the requisite proposers referred to in By-law 4 (b) the Chairman and either the Vice Chairman or the Chairman of the Chapter concerned may, at their discretion, submit

the application to the Council for consideration.

(d) When applying for full or affiliated membership, each candidate shall state the class of membership and the Chapter (or Chapters) for which he considers himself eligible but the Council may, in its discretion vary either the class of the chapter if such action is deemed appropriate.

(e) All applications for Full and Affiliated membership shall be considered by the Council as soon as possible after receipt of the application by the Hon. Secretary.

(f) The Council, in its absolute discretion, may require additional information from the candidate for election and may investigate an application without divulging reasons. No rejected candidate may again apply for full or affiliated membership within a period of one year from the date of such rejection.

(g) Upon a candidate being elected, the Hon. Secretary shall inform him that his name has been inscribed on the roll of members in the appropriate class.

(h) A member wishing to transfer from one class of membership to another and/or join another chapter shall complete an application form and the Council shall consider his application.

5. SUBSCRIPTIONS

(a) The last Annual General meeting shall approve entrance fees payable on application for membership to another.

Provided that in cases where the candidate is a member of the Architectural Association of Kenya, the fees as approved of AGM shall be reduced by fifty percent.

(b) Annual subscription payable on application for membership and on the 1st January in each succeeding year shall be as approved by the last Annual general Meeting.

(c) Annual subscription paid between April and June would be subjected to a penalty of 25% of the annual subscription. Clause 3 (g) of the Constitution will be invoked for members whose subscriptions are not paid by 3rd June of every year.

Provided that in cases where the candidate or member is member of the Architectural Association of Kenya, the fees approved by AGM shall be reduced by fifty percent.

(d) In the case of members elected after 1st October in any year, the subscription for the following year shall be waived.

(e) In the event of any other professional body remitting directly to the Institution a sum of money representing part of a subscription to that body the annual subscription of the member shown in By-law 5 (b) shall be reduced by that sum.

6. QUALIFICATIONS OF FULL AND AFFILIATED MEMBERS

(a) Chapter of Land Surveyors

To qualify for election as a full member a candidate should:

(1) Have been an active associate member and have at least two years practical or research experience in any of the following:

- (a) Cadastral Surveying.
- (b) Control of Geodetic or Hydrographic Surveying.
- (c) Mining or Engineering or Topographical Surveying.
- (d) Photogrammetry or Remote Sensing or Cartography.
- (e) Geographical Information Systems or Land Information Systems.

A candidate must produce evidence of the experience, through principal, in a manner acceptable to the ISK Council.

(2) (a) have carried out a fixed Survey of at least thirty (30) plots in one or several schemes in which one of the schemes has at least seven (7) plots. A curvilinear boundary should be included in at least one (1) of the schemes or

(b) have carried out a fixed Survey of at least thirty (30) plots in one or several schemes in which one of the schemes has at least seven (7) plots. A curvilinear boundary should be included in at least one (1) of the schemes

(c) have carried out control of geodetic of hydrographic surveying task of an acceptable size or

(d) have carried out;

(i) Setting out of Engineering structures, such as roads, dams buildings, and e.t.c.

(ii) A Topographical Survey of at least 5 hectares of a medium density area or

(e) have comprehensively planned and implemented at least three production jobs in either Photogrammetry, Remote Sensing or Cartography or

(f) have comprehensively planned and implemented at least three jobs in GIS/LIS.

(g) Any other survey tasks acceptable to the ISK Council.

Submit an acceptable written Technical Report in any of the Surveying disciplines or be a holder or a M.Sc degree from an institution recognized by the ISK Council in any of the surveying disciplines.

(ii) To qualify for election as an associate, a candidate shall:

Have attained the age of 21 years, and is the holder of one of the following qualifications: -

(a) B. Sc. degree in Surveying of the University of Nairobi.

(b) Any other qualification which the Council in its absolute discretion may accept as being equivalent to the B.Sc. in Surveying of the University of Nairobi.

(iii) To qualify as a technician, a candidate shall. (a) Have attained the age of 20 years.

(b) Have obtained ordinary Diploma in Surveying or Grade 1 in occupational tests in surveying or equivalent.

(c) Be otherwise qualified for technician membership in a manner acceptable to Council.

(iv) To qualify for election as a student a candidate shall: Have attained the age of 18 years and either.

(a) Be undergoing training in suitable employment approved by the Council or

(b) Be taking a full time course of instructions for the B.Sc. Degree in Surveying of the University of Nairobi or

(c) is otherwise qualified for student membership in a manner acceptable to Council.

(b) Chapter of Valuers and Estate Managers

(i) To qualify for election as a full member a candidate shall have attained the age of 21 years and be a holder of one of the following qualifications:

(a) Post-graduate Diploma of the Institution of Surveyors of Kenya (Valuation and Estate Management).

(b) Corporate membership of any Institution or have passed any such other examinations in Valuation and Estate Management as the Council in its absolute discretion, may accept as being equivalent to the qualifications in by-law 6(b), (i) (a) and have had practical post qualification experience in Kenya approved by the Council for a period of not less than 12 months.

(ii) To qualify for election as an Associate, a candidate shall have attained the age of 21 years and be the holder of one of the following qualification:

(a) B.A Degree in Land Economics of the University of Nairobi.

(b) Any other Degree which the Council in its absolute discretion may accept as being equivalent to the B.A Degree in Land Economics of the University of Nairobi.

(iii) To qualify for election as a student a candidate shall have attained the age of 18 years and fulfil one of the following requirements:

(a) Be undergoing training in suitable employment approved by the Council or

(b) be taking a full time course of instruction for the B.A Degree in Land

Economics or the University of Nairobi or (c) be otherwise qualified for student membership in a manner acceptable to Council.

(c) Chapter of Building Surveyors

(i) To qualify for election as a full member a candidate shall have attained the age of 21 years and be a holder of one of the following qualifications:

(a) Post-graduate Diploma of the Institution of Surveyors of Kenya (Building Survey).

(b) Corporate membership of any Institution or have passed any such other examinations in Building Survey as the Council in its absolute discretion, may accept as being equivalent to the qualifications in bylaw 6 (b) (i) (a) and have had practical post qualification experience in Kenya approved by the Council for a period of not less than twelve months.

(ii) To qualify for election as an Associate:-As in by-law 6(b)(ii)

(iii) to qualify for election as a student:As in by-law 6 (b) (iii).

(d) Chapter of Land Management Surveyors.

To qualify for election as a full member, a candidate shall have attained the age of 21 years and is a holder of one of the following qualifications:

(a) Post-graduate Diploma of the Institution of Surveyors of Kenya (Land Management).

(b) Corporate membership of any Institution or have passed such other examinations in Land Management as the Council in its absolute discretion may accept as being equivalent to the qualifications in bylaw 6 (d) (i) (a).

(ii) To qualify for election as an Associate: - As in by-law 6 (b) (ii).

(iii) To qualify for election as a Student: - As in by-law 6 (b) (iii).

7. ELECTION OF THE INSTITUTIONS REPRESENTATIVE TO STATUTORY AND OTHER BOARD, ETC.

Only Full Members of the Chapter of Land Surveyors defined as Licensed under the Survey Act (Cap.299) shall be entitled to elect the Institution's representatives to the Land Surveyors Board of Kenya.

8. EXAMINATIONS

The Council may appoint such examiners and officials, as it deems necessary for the holding of any examinations for membership of the Institution.

SECTION II

9. DISCIPLINE AND RULE OF CONDUCT

- (a) No Full Member shall conduct himself in such a manner as would in the opinion of the Council prejudice his professional status and in the case of an Affiliated Member prejudice the reputation of the Institution.
- (b) No Full Member or Affiliated Member shall in any way be connected with any occupation or business if such connection is, in the opinion of the Council, inconsistent with membership of the Institution.
- (c) Full Members who are Principals shall be held responsible for the acts of their partners, fellow directors and staff so far as they relate to matters coming within the scope of professional practice.
- (d) All members of the Institution who are employees of firms which do not abide by the principles and rules of professional conduct of the Institution may be required either to resign from their employment or resign from the Institution.
- (e) No Full Member or Affiliated Member shall accept or give any illicit or secret trade or other discounts, commission or allowance in connection with any professional business which may be entrusted to him or any goods he may order on behalf of clients.
- (f) In work other than sales and letting.
 - (i) Except in the case of a client for whom a Full Member or Affiliated Member regularly acts, no Full Member or Affiliated Member shall in any circumstances solicit instructions in any manner whatsoever or
 - (ii) No Full Member or Affiliated Member shall offer to accept instructions on the basis that no charge will be made unless a successful result is attained.
- (g) In work concerned with sales and letting.
 - (i) No Full Member or Affiliated member shall, either directly or Indirectly, orally or in writing, seek instructions for business which he Knows, or with ordinary care could have ascertain is in the hands of Another agent.
 - (ii) A Full Member or Affiliated Member who seeks instructions to deal with a property on which another agent's board or notice is exhibited will be deemed knowingly to have disregarded this injunction.
 - (iii) The seeking of instruction by a Full Member or Affiliated Member or one of his staff by personal call or by any communication, which in the opinion of the Council constitutes a circular, is prohibited.
- (h) Full Members and Affiliated Members shall ensure that advertisements and other public announcements with which their names are associated are not such as would in the opinion of Council bring the Institution into disrepute.
 - (i) No Full Member or Affiliated Member shall carry on his business under a name of style, which would be in the opinion of the Council

being inconsistent with the profession.

(j) The Council may issue directions for the regulation of Full Members and Affiliated Members' publicity and such directions may be applicable generally or to particular sections of the profession, Full Members and Affiliated Members shall conform to such directions.

(k) The Council may recommend scales of fees for professional services and may, if called upon to do so, determine disputes over fees.

SECTION III

10. DIPLOMAS

(a) Every Full Member shall, upon payment of the first subscription due from him under these By-laws or within a reasonable time thereafter, receive a diploma of membership in respect of the year or portion of a year to which the said first subscription applies, and shall so long as he remains a Full Member of the Institution, be entitled to renew his diploma annually subject to the provision of the By-laws.

(b) Every diploma issued to a Full Member shall be in such form as the Council may from time to time determine and shall be the property of the Institution. In the event of cessation or suspension of membership for any of the causes set forth in the Constitution or Bylaws, diplomas shall be returned to the Council and failing this shall be recoverable on demand.

11. PETTY CASH

The Hon. Treasurer may keep up to Shs.5,000/= for petty disbursements.

12. COPIES OF THE CONSTITUTION AND BY-LAWS

All members as soon as possible after election shall receive copy of the Constitution and By-laws.