



**SINGAPORE INSTITUTION OF
SAFETY OFFICERS**

CONSTITUTION

March 2019

SINGAPORE INSTITUTION OF SAFETY OFFICERS

Our Vision

To be the leading Institution for the advancement of the WSH profession.

Our Mission

We shall establish professional development opportunities to continually enhance the skills, knowledge, attributes and competence of our members.

We shall promote and uphold high standards of professional practice among our members.

We shall advance the Vision Zero philosophy as a strategy for preventing workplace accidents.

SINGAPORE INSTITUTION OF SAFETY OFFICERS

SIGNIFICANCE OF THE SISO LOGO AND COLOURS

- a. The arrow symbolizes the safety professional moving ahead with industry.
- b. The arrow is pointed right signifying the safety professional moving safety in the “right” direction.
- c. The cross and the colour green are trademarks of safety.
- d. The logo as a whole signifies the active and forward-looking safety professional moving ahead with the fast-paced economic landscape.

SINGAPORE INSTITUTION OF SAFETY OFFICERS

Code of Ethics

Members of SISO shall exercise their responsibilities for the protection of people, property, and the environment with integrity, professionalism and honour. Members are also accountable for following this Code of Ethics.

Members shall:

1. Always maintain high standards of integrity, impartiality and loyalty in serving or dealing with their employers, employees, colleagues, clients, the public and the Institution;
2. Continue to improve their knowledge and competence through education, training and networking and provide professional services only in their area of competence;
3. Avoid conflicts of interest and never compromise on their professional conduct;
4. Maintain confidentiality of privileged information and not use such information for their personal gain and
5. When speaking or writing publicly, do so in a responsible, truthful, and objective manner and within the parameters of authority granted.

CONSTITUTION

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1. NAME

- 1.1** The Society shall be known as THE SINGAPORE INSTITUTION OF SAFETY OFFICERS, abbreviated to “SISO”, and hereinafter referred to as the “Institution”.

2. PLACE OF BUSINESS

- 2.1** The place of business of the Institution shall be at Block 167, Jalan Bukit Merah, #02-13 Connection One, Tower 5, Singapore 150167, or at such place or address as may be decided by the Executive Committee from time to time, subject to the approval of the Registrar of Societies.

3. OBJECTS

- 3.1** SISO is a professional organisation providing representation, promotion, and support for members engaged in the practice of Workplace Safety and Health towards the protection of people, property, and the environment.
- 3.2** The objectives of the Institution are to:
- a. Develop and promote high standards of professional ethics and practice among members;
 - b. Provide and/or facilitate continual professional development opportunities to enhance the competence of members; and
 - c. Cultivate affiliation and cooperation with other national and international Occupational Safety and Health organisations to encourage and participate in the development of the profession and to position the Institution on par with similar international organisations.

4. INTERPRETATION

In this Constitution, unless there is anything repugnant in the subject or context:

- a. “Institution” means Singapore Institution of Safety Officers or SISO in short.
- b. “The Executive Committee” means the management of the Institution constituted under Clauses 13 (MANAGEMENT) and 14 (ELECTION OF EXECUTIVE COMMITTEE) herein.
- c. “Member” means Honorary Member, paid-up Chartered Fellow, Fellow, Chartered, Professional, Associate, Student or Corporate Member of the Institution.
- d. “Voting Member” means paid-up Chartered Fellow, Fellow, Chartered or Professional Member.
- e. WSH means Workplace Safety & Health.
- f. Words expressing the plural shall include the singular and the masculine gender shall include the feminine gender and vice versa.
- g. In the event of any question or matter arising out of any point which is not expressly provided for in this Constitution, the Executive Committee shall have the power to use its own discretion and any such decision thus made shall be valid unless otherwise rescinded at a General Meeting.

5. MEMBERSHIP

- 5.1 Any candidate applying to be a member or wishes to continue to be a member shall satisfy the Executive Committee that he has not been incriminated for offences that may be prejudicial or detrimental to the interests or objectives of the Institution and the Profession.

Persons who are below 18 years of age shall not be accepted as members without the written consent of their parents or guardian.

Membership shall consist of:

- a. Chartered Fellow
- b. Fellow
- c. Chartered Member
- d. Professional Member
- e. Associate Member
- f. Student Member
- g. Corporate Member
- h. Honorary Member

5.1 Chartered Fellow

- 5.1.1 An applicant for Chartered Fellow shall satisfy the Executive Committee that he:

- a. has met the criteria as a Chartered Member AND
- b. has met the criteria as a Fellow

5.2 Fellow

- 5.2.1 An Applicant for Fellow shall satisfy the Executive Committee that he:

- a. has been, and still is, an eligible voting member of the Institution for a period of not less than ten (10) continuous years, including serving at least six (6) years in the Executive Committee.
- b. holds a responsible position in the field of WSH, and is knowledgeable on matters pertaining to occupational safety and health management and practices.

- 5.2.2 Application to this position must be proposed by two (2) eligible voting members of the Institution.

5.3 Chartered Member

- 5.3.1 An applicant for Chartered Member shall satisfy the Executive Committee that he:

- a. has at least 10 years professional experience; AND
- b. has been a Professional Member of SISO for at least five (5) continuous years; AND
- c. has completed the relevant SISO accredited qualification

5.4 Professional Member

5.4.1 An applicant for Professional Member shall satisfy the Executive Committee that he has acquired one of the prerequisite qualification criteria to be a Workplace Safety & Health Officer in Singapore AND

5.4.2 He is a REGISTERED WSH OFFICER with the Commissioner for Workplace Safety and Health, Ministry of Manpower

5.5 Associate Member

5.5.1 Any applicant, including overseas applicants, who does not fulfil the requirement of a Professional Member can apply to be an Associate Member.

5.5.2 He shall satisfy the Executive Committee that he holds a responsible position in occupational safety and health, environment, engineering or science and by virtue of his position is qualified to make a positive contribution in the field of occupational safety, health and environment.

5.6 Student Member

5.6.1 An applicant for Student Member shall satisfy the Executive Committee that he is:

- a. at least 16 years of age at time of application, AND
- b. currently enrolled in and pursuing a full-time or part-time Safety, Health & Environment or related programme.

5.7 Corporate Member

5.7.1 Any organisation applying to be a Corporate Member shall satisfy the Executive Committee that:

- a. it is embodied or incorporated in law as a Corporation, Company, Society, Institution or Association, AND
- b. one or more of its objectives which it actively pursues is closely identified with one or more of the objectives of the Institution, AND
- c. none of its objectives is detrimental to the interests of the Institution or the profession.

5.8 Honorary Member

5.8.1 Any individual who has rendered distinguished service to the Institution and/or the community in the field of occupational safety, health and environment may be conferred Honorary Membership by the Executive Committee.

5.8.2 The decision to confer Honorary Membership shall be through a unanimous vote by the Executive Committee and this shall remain, until such time it is revoked by the Executive Committee

5.9 Members Residing Overseas

5.9.1 The privileges of any member residing outside of Singapore may not be similar to that of members residing in Singapore.

6. TITLES

- 6.1 Members of the Institution shall be entitled to use the following designations:
- a. Chartered Fellow : CFSISO
 - b. Fellow : FSISO
 - c. Chartered Member : CMSISO
 - d. Professional Member : PMSISO
 - e. Associate Member : AMSISO
 - f. Honorary Member : HMSISO
 - g. Student Member : SMSISO

7. RIGHTS AND PRIVILEGES OF MEMBERS

- 7.1 Unless otherwise indicated herein, all members of the Institution shall be entitled to;
- a. receive a copy of the latest edition of the Constitution upon admission;
 - b. receive notifications, circulars, newsletters and other publications concerning the affairs of the Institution.
 - c. the same rights and privileges as may be provided from time to time by the Institution on matters pertaining to the functions and affairs of the Institution, such as seminars or talks, conferences, and social functions, organised wholly or jointly by the Institution.
- 7.2 A person conferred Honorary Membership by the Executive Committee shall not be required to pay an Entrance Fee or the Annual Subscription.
- 7.3 An Honorary Member shall be eligible to attend and speak at General Meetings of the Institution but shall not be eligible to hold office or have any voting rights.
- 7.4 Voting Members shall have the right to propose or second an application for Chartered Fellow or Fellow Member of the Institution; to propose or second a candidate for election; to offer himself for election; and to attend, speak and be entitled to one vote at all General Meetings of the Institution. All proposers and seconders shall be paid-up members of the Institution.
- 7.5 An Associate Member shall have the right to attend and speak at any General Meeting of the Institution but shall not be eligible to hold office or to vote at such meetings of the Institution.
- 7.6 A Corporate Member shall be entitled to nominate one company representative, accepted by the Executive Committee, to represent the Corporate Member at any General Meeting of the Institution. A Corporate Member shall not be eligible to hold office or to vote at such meetings of the Institution.
- 7.7 A Student Member shall;
- a. not be eligible to attend General Meetings of the Institution
 - b. have no voting rights, AND
 - c. not be eligible to hold office

8. APPLICATION FOR MEMBERSHIP

- 8.1 All applications for membership of the Institution shall be submitted in writing in the appropriate forms prescribed by the Executive Committee or in a manner as may be prescribed by the Executive Committee from time to time.
- 8.2 All applications for membership shall be referred to the Executive Committee for approval. The Executive Committee is however not obliged to assign any reason should an application be rejected.
- 8.3 The name of any applicant whose membership is approved by the Executive Committee shall be entered into the Membership Register, subject to payment of the appropriate Entrance and Subscription fees.

9. CERTIFICATE OF MEMBERSHIP

- 9.1 On admission, every member shall receive a Membership identification and shall be entitled to hold the said identification subject to the validity period based on the payment of the Annual Subscription fees.

No membership identification will be issued to Honorary Members and Corporate Members.

- 9.2 The Membership identification shall remain the property of the Institution.
- 9.3 In the event of cessation of Membership, the Membership identification shall be null and void.

10. SUSPENSION OR CESSATION OF MEMBERSHIP

- 10.1 The Executive Committee may suspend a member for such period as it decides, or may declare cessation of membership, if a member:
 - a. in the opinion of the Executive Committee, gained admission by improper means;
 - b. is an undischarged bankrupt;
 - c. has not paid subscriptions by 31st March of every calendar year
 - d. tenders his resignation in writing or via email and whose resignation is accepted by the Executive Committee;
 - e. commits an act which is considered by the Executive Committee to be prejudicial or detrimental to the interests or objectives of the Institution.
- 10.2 The name of any person who ceases to be a member of the Institution shall be removed from the Institution's Membership Register.

11. REINSTATEMENT OF MEMBERSHIP

- 11.1 A person whose name has been removed from the Institution's Membership Register may apply at any time to the Institution for reinstatement.
- 11.2 The Executive Committee shall determine the application on its individual merits and may reinstate the person conditionally or otherwise. The Executive Committee's decision on any application for reinstatement of membership shall be final, and it shall not be obliged to disclose any reason for its decision.

12. ENTRANCE FEES AND SUBSCRIPTIONS

- 12.1 The Entrance Fees and Subscriptions for the various grades of Membership shall be as determined by the Executive Committee from time to time and shall be available at the SISO website.
- 12.2 All applications for membership must be submitted with the appropriate Entrance and Subscription fees. If the application is rejected, the amount paid shall be refunded to the applicant.
- 12.3 Annual Subscriptions shall be paid in advance at the beginning of each calendar year, but not later than the date of the Annual General meeting for that year.
- 12.4 A member may, when eligible, apply to the Institution for a transfer of membership to another grade.
- 12.5 The payment for such an application for transfer shall be the difference in subscription rates and must be made upon the submission of the application.
- 12.6 If for whatever reason the application for transfer is rejected, the amount so paid shall be refunded to the member.
- 12.7 If any member joins the Institution after 30th June, the subscription payable for that year shall be half the prescribed rate for that year.

13. MANAGEMENT

- 13.1 The Management of the Institution shall be vested in the Executive Committee constituted under Clauses 13 herein and 14 (ELECTION OF EXECUTIVE COMMITTEE).
- 13.2 The Executive Committee of the Institution shall comprise of five (5) Office Bearers and five (5) Committee Members as follows;
 - A President
 - Two (2) Vice Presidents
 - An Honorary Secretary
 - An Honorary Treasurer
 - Five (5) Committee MembersAll Executive Committee Members shall be Singapore Citizens or Singapore Permanent Residents.
- 13.3 All Office Bearers, except the Honorary Treasurer, are eligible for re-election for a consecutive term of office.

- 13.4. The Executive Committee may invite the Past President to be an Honorary Past President for the duration of the Executive Committee's term of office.
- 13.5. The Honorary Past President may be invited to attend Executive Committee meetings but shall not have any voting rights at Executive Committee meetings.
- 13.6. The Institution may invite a Government or Quasi-Government body directly involved in safety management to nominate a representative to serve on the Executive Committee as ex-officio with no voting rights.

The Institution may increase the number of ex-officio invited to the Executive Committee as it deems necessary.

14. ELECTION OF EXECUTIVE COMMITTEE

- 14.1 The Executive Committee of the Institution shall be elected from amongst voting Members by secret ballot at the Annual General Meeting of the Institution.
- 14.2. No member shall be nominated or agree to be nominated for election to the Executive Committee for more than one position at any one time.
- 14.3 The Executive Committee of the Institution elected at an Annual General Meeting shall hold office for a term of two (2) years.
- 14.4 Every candidate for election to the Executive Committee is required to file his nomination in the prescribed Nomination Form. Each nomination shall be proposed by a voting Member and seconded by another voting Member of the Institution.
- 14.5 Every Nomination Form, together with the candidate's consent to his nomination shall be submitted to the Honorary Secretary not less than seven (7) consecutive days before the scheduled date of the Annual General Meeting of the Institution.

15. DUTIES OF OFFICE BEARERS

15.1 President

The President shall normally chair all Ordinary, General and Extra-Ordinary General Meetings of the Institution. He shall represent the Institution in its dealings with persons and organisations in accordance with the principles and policies as determined by the Executive Committee.

15.2 Vice-President(s)

The Vice-President(s) shall assist the President in his duties and deputize for him in his absence.

15.3 Honorary Secretary

The Honorary Secretary shall be responsible for:

- a. issuing proper notices of all Committee, Annual General and Extra-Ordinary General Meetings;
- b. keeping all records and minutes of all Committee, Annual General and Extra-Ordinary General Meetings;
- c. conducting and signing all correspondence on behalf of the Institution;
- d. such other duties as may be assigned by the President or the Executive Committee.

15.4 Honorary Treasurer

The Honorary Treasurer shall be responsible for:

- a. keeping all funds, collecting and disbursing all monies on behalf of the Institution in accordance with the direction of the Executive Committee;
- b. keeping proper accounts of all monetary transactions and other financial records and be responsible for their correctness;
- c. maintaining and expending a petty cash float of S\$500.00 (Singapore Dollars Five Hundred Only), or such sum as the Executive Committee may approve from time to time, for miscellaneous expenses to be reimbursed as and when required;
- d. depositing in the banks named by the Executive Committee all monies received by the Institution;
- e. signing cheques for withdrawal of monies. The cheques must be counter-signed by the President, Vice-President or the Honorary Secretary;
- f. maintaining the correctness of the Membership Register of the Institution;
- g. preparing and presenting to the Annual General Meeting a duly audited Financial Statement for the preceding year ending 31st December;
- h. such other financial duties as may be assigned by the President or the Executive Committee.

16. RESPONSIBILITIES AND FUNCTIONS OF THE EXECUTIVE COMMITTEE

- 16.1 The Executive Committee shall meet at least once a month at the office of the Institution or at such other place as it may decide from time to time.
- 16.2 In addition to the monthly meetings, the Executive Committee shall also meet whenever it may decide to so do, or when it is considered necessary by the President, or upon a requisition in writing signed by at least half of its members stating the business to be transacted, provided fourteen (14) consecutive days' notice is given.
- 16.3 Notice of all meetings of the Executive Committee with its agenda shall be sent to each Committee member at least seven (7) days prior to the date of the meeting.
- 16.4 The quorum for the meeting of the Executive Committee shall be not less than half of its total members.
- 16.5 In the absence of the President, one of the Vice-Presidents shall take the chair. If both the President and the Vice-Presidents are absent, the Committee Members present shall elect one of their members to preside at the meeting.
- 16.6 Each member of the Executive Committee shall be entitled to one (1) vote. In the absence of a simple majority in voting, the President shall have a casting vote.
- 16.7 Any member of the Executive Committee who absents himself from three (3) consecutive meetings without any explanation acceptable to the Executive Committee shall ipso facto cease to be a member thereof.
- 16.8 Any member of the Executive Committee, who absents himself from more than 50% of the meetings conducted during the term of office, shall be barred from seeking office in the next term.
- 16.9 The Office Bearers shall have the power to hire, dismiss and determine the remuneration of the Institution's employees.

17. VACANCIES

- 17.1 If a vacancy occurs amongst the Executive Committee, the Executive Committee shall have the power to co-opt and appoint another member to fill such vacancy until the next Annual General Meeting.

18. STANDING AND AD-HOC COMMITTEES

- 18.1 The Executive Committee shall appoint Standing Committees as deemed necessary to undertake the various functions of the Institution.
- 18.2 The Executive Committee shall have the power to appoint Ad-Hoc Committees for special purposes.
- 18.3 All members of the Institution are eligible to serve on Standing or Ad-Hoc Committees appointed by the Executive Committee.
- 18.4 The decision of any Standing or Ad-Hoc Committee shall be subject to the approval of the Executive Committee.
- 18.5 The Chairman of each Standing or Ad-Hoc Committee shall normally be a member of the Executive Committee.

19. ANNUAL GENERAL MEETING

- 19.1 The Institution shall hold an Annual General Meeting of members, not later than 31st March of each year for the following purposes:
- a. to confirm the Minutes of the last Annual General Meeting;
 - b. to receive and, if approved, pass the Annual Report of the Executive Committee and the audited Statement of Accounts;
 - c. to transact any other business of which notice has been given to the Honorary Secretary at least seven (7) consecutive days before the Annual General Meeting.
- 19.2 Executive Committee members are elected at the Annual General meeting every alternate year.
- 19.3. The quorum at any Annual General Meeting shall be 25% of the voting members or 50 voting members, whichever is lower, being present for the proceedings to be valid.
- 19.4 Notice of every Annual General Meeting together with the Agenda shall be given to all members in writing at least twenty-one (21) consecutive days before the meeting.
- 19.5 The Annual Report and the audited Statement of Accounts shall be given to all members at least fourteen (14) consecutive days before the Annual General Meeting.
- 19.6 Voting by proxy shall not be allowed at all General Meetings except for General Meetings for the purpose of dissolution of the Institution.

20. EXTRA-ORDINARY GENERAL MEETING

- 20.1 The Executive Committee may convene an Extra-Ordinary General Meeting at any time to conduct any business as it may decide.
- 20.2 Notice of an Extra-Ordinary General Meeting convened by the Executive Committee together with the business to be transacted, shall be given to all members in writing not less than fourteen (14) consecutive days before the date fixed for the meeting.

- 20.3 The quorum for an Extra-Ordinary General Meeting convened by the Executive Committee shall not be less than 25% of the voting members or fifty (50) voting members, whichever is the lower, being present for the proceedings to be valid.
- 20.4 An Extra-Ordinary General Meeting shall also be convened when a requisition signed by two-thirds (2/3) of the total voting membership of the Institution is received by the Executive Committee. Any requisition for the convening of an Extra-Ordinary General Meeting shall state specifically the purpose for which the Extra-Ordinary General Meeting is to be convened.
- 20.5 An Extra-Ordinary General Meeting convened on the basis of the requisition shall be called not later than twenty-one (21) consecutive days after the receipt of the requisition.
- 20.6 Notice of an Extra-Ordinary General Meeting convened on the basis of a Requisition together with the business to be transacted shall be given to all members in writing no less than fourteen (14) consecutive days before the date fixed for the meeting.
- 20.7 No business except that which has been duly notified may be transacted at an Extra-Ordinary General Meeting.
- 20.8 In the case of a requisitioned Extra-Ordinary General Meeting, the quorum shall be 25% of the voting members or fifty (50) voting members, whichever is the lower, being present for its proceedings to be valid.

Should there be insufficient members to make up a quorum at the time of the meeting, the President shall dissolve the proposed Extra-Ordinary General Meeting.

21. FINANCIAL YEAR

- 21.1 The Financial Year of the Institution shall be a twelve (12) month period from the 1st of January to the 31st of December of each year.

22. AUDITORS

- 22.1 The Executive Committee may appoint or re-appoint a professional auditor or a firm of professional auditors for the purposes of audit.
- 22.2 The professional auditor or firm of professional auditors so appointed:
- a. shall be required to audit each year's accounts and present a report to the Executive Committee;
 - b. may be required by the President or the Executive Committee to audit the accounts for any period within their term of office at any date and to make a report to the Executive Committee.

23. PATRONS AND ADVISORS

- 23.1 The Institution may from time to time invite prominent or distinguished person or persons who are citizens of the Republic of Singapore to be Patron or Advisor of the Institution.

24. NOTICE OF MOTIONS, AMENDMENTS TO CONSTITUTION, RULES, ETC.

24.1 Notice of motions to be dealt with at an Annual General Meeting shall be delivered in writing to the Honorary Secretary not later than fourteen (14) consecutive days prior to the date of the meeting.

25. AMENDMENTS TO THE CONSTITUTION, RULES, ETC.

25.1 A motion for amendments to the Constitution, Rules, etc., of which due notice has been given to the Honorary Secretary shall only be made at a General Meeting of the Institution.

25.2 No amendment to the Constitution, Rules, etc., shall be made unless a quorum prescribed for the General Meeting is present and the motion is carried by 25% of the voting members or fifty (50) voting member, whichever is the lower, being present for the proceedings to be valid.

25.3 Amendments to the Constitution, Rules, etc. as provided at a General Meeting in accordance with Rule 25.2 above shall not come into force without the prior sanction of the Registrar of the Societies.

26. PROHIBITIONS

26.1 Gambling of any kind, whether for stakes or not, is forbidden on the Institution's premises. The introduction of materials for gambling or drug taking, or any bad or undesirable characters into the premises is prohibited.

26.2 The funds of the Institution shall not be used to pay the fines of members who have been convicted in a court of law.

26.3 The Institution shall not attempt to restrict or interfere with trade or make directly or indirectly any recommendation to any arrangement with its members which has the purpose or is likely to have the effect of fixing or controlling the price or any discount, allowance or rebate relating to any goods or service which adversely affects consumer interests.

26.4 The Institution shall not hold any lottery whether confined to its members or not, in the name of the Institution or its Office Bearers, Committee or members, unless with the prior approval of the relevant authorities.

26.5 The Institution shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

26.6 The Institution shall not raise funds from the public for whatever purposes without the prior approval in writing of the Head, Licensing Division, Singapore Police Force and other relevant authorities.

26.7 The Institution shall not engage in activities outside of Singapore which are not in accordance with the laws of the foreign country or Singapore.

27 DISSOLUTIONS

- 27.1 The Institution shall not be dissolved except with the consent of not less than two-thirds (2/3) of the voting members of the Institution for the time being resident in the Republic of Singapore, expressed either in person, or by proxy at a General Meeting convened for the purpose.
- 27.2 Notice of any proposal to dissolve the Institution shall be given to all members not less than one (1) calendar month before the date fixed for the meeting.
- 27.3 In the event of the Institution being dissolved, its assets, if any and all debts and liabilities legally incurred on behalf of the Institution shall be fully discharged and the remaining funds distributed either:
- a. to bona fide safety organisations having similar objectives; OR
 - b. to gazetted local charitable institutions; OR
 - c. as directed by the members at the General Meeting convened for the purpose of dissolution.
- 27.4 The Honorary Secretary of the Institution shall inform the Registrar of Societies within seven (7) days of the meeting at which the Institution is dissolved.

28. DISPUTES

- 28.1 In the event of any dispute arising amongst the members, they shall table the matter for resolution before an Extra-Ordinary General Meeting to be held in accordance with the Constitution. If the members fail to resolve the matter at the Extra-Ordinary General Meeting, they shall bring the matter before a court of law for resolution.