

# Constitution

*of the*

Ceylon (Sri Lanka) Koi Society





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## ARTICLE 1: INTRODUCTION

**Section 1 : Name**

THE CEYLON (SRI LANKA) KOI SOCIETY  
THE SOCIETY shall be called "THE CEYLON KOI SOCIETY"

**Section 1.2 : Address**

163,  
Udapussellawa Road,  
Hawaeliya,  
Nuwaraeliya,  
SRI LANKA.

**Section 1.3 : Mission**

The aims of THE SOCIETY shall be for the mutual benefit of Members interested in all aspects of keeping Koi Carp, the single or multi-coloured variety of Cyprinus Carpio also known as Nishikigoi.

To promote the enjoyment and better understanding of Koi and the hobby, while creating and enlarging the hobby of koi keeping, breeding, appreciating, exhibiting, disseminate knowledge to promote a spirit of fellowship amongst local and international Koi enthusiasts.

**Section 1.4 : Vision**

To be a Koi Society that is recognized as consistent contributor to the Koi hobby in the country, region and beyond.

**Section 1.5 : Embrace Diversity**

Membership to THE CEYLON KOI SOCIETY is open to all Sri Lankan Residents and individuals who are of Sri Lankan origin but are Non-Resident in Sri Lanka.

THE SOCIETY is trilingual and will actively reach out to anyone in Sinhala, Tamil, or English. The medium of communication will be in English.

Discrimination of Race, Religion, Gender or Sexuality and the LGBTQ Community, will strictly not be tolerated by THE SOCIETY.



**Section 1.6 : Society Logo & Colours**

**Sub Section 1.6.1 : Logo**



**Sub Section 1.6.2 : Colours**

Red, White, and Black

**Section 1.7 : Definitions**

- a) **"THE SOCIETY"** means **THE CEYLON KOI SOCIETY**.
- b) **"Constitution"** means the document that contains the fundamental principles that outline the purpose, structure, and limits of THE SOCIETY. Essentially, providing a foundation upon which THE SOCIETY operates.
- c) **"Code of Conduct and Ethics"** means the document or book where all rules are collated and behaviors expected from Members.
- d) **"Standing Orders"** may be published by THE GENERAL COMMITTEE, from time to time, to assist in the efficient administration of THE SOCIETY under these Standing Orders. THE GENERAL COMMITTEE shall review these Standing Orders annually to ascertain their status and determine whether such Standing Orders should be submitted to the Annual General Meeting (AGM) for approval and incorporation into the Code of Conduct and Ethics.
- e) **"Society Year"** means the Society's Calendar year for Members and Membership and will be 1<sup>st</sup> of January to 31<sup>st</sup> December.
- f) **"Financial Year"** means the Twelve-Month Period that THE SOCIETY'S accounts are prepared for. The Financial Year will be from 1<sup>st</sup> of April to 31<sup>st</sup> of March of the following year.

- g) **"THE CHAIRMAN"**, **"THE SECRETARY"** and **"THE TREASURER"** means respectively THE CHAIRMAN, THE SECRETARY and THE TREASURER of THE SOCIETY.
- h) **"THE GENERAL COMMITTEE"** means The Committee of THE SOCIETY.
- i) The singular includes the plural and vice versa, and words in the masculine gender include the feminine and vice versa.
- j) **Annual General Meeting (AGM)** means the annual meeting of the members of the Society that the Society is required to convene every year.
- k) **Special General Meeting (SGM)** means a meeting of Members other than an Ordinary or Annual General Meeting convened for a special purpose in terms of this Constitution.

**Section 1.8 : Communication**

**Sub Section 1.8.1 : Language**

THE SOCIETY is Tri-Lingual and welcomes Sinhalese, Tamil and English language speaking members. However, the medium of communication of THE SOCIETY will be in English (British English).

**Sub Section 1.8.2 : Communication Methods**

a) Written Communication.

Written Communication will be utilised for;

- Confidential Communication between THE SOCIETY and a Member or vice versa
- General Communication between THE SOCIETY and its Membership
- Giving Notice of a Meeting or Event of THE SOCIETY

b) Verbal Communication.

Verbal Communication will be utilised for;

- Annual General Meetings (AGM) and Special General Meetings (SGM)
- Meetings of THE GENERAL COMMITTEE
- Meetings of Sub Committees
- Events of THE SOCIETY



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**Sub Section 1.8.3 : Information Technology**

THE SOCIETY will utilise communication methods which have evolved with the development of Information Technology.

Efficiency of Information Technology is specially used for approval of resolutions by Electronic circulation.

The following modes of communication will be recognised as being on par with sending Written Communication by Registered Post through the Sri Lanka Postal Department.

a) Written Communication.

- Whatsapp Messages originating through the official mobile phone of THE SOCIETY
- Emails originating from the official email of THE SOCIETY

b) Verbal Communication.

- Conference Calls
- Virtual facilities such as Zoom

**Section 1.9 : Signatories**

a) THE SECRETARY

- All General Communication with the Membership shall be penned under the hand of THE SECRETARY of THE SOCIETY.
- THE SECRETARY can use his discretion, to select a mode of communication as per Article 1, Section 1.8

b) THE CHAIRMAN

- All Official Communication of THE SOCIETY, with Third Parties, outside THE SOCIETY shall be penned under the hand of THE CHAIRMAN of THE SOCIETY.
- THE CHAIRMAN can use his discretion, to select the mode of communication as per Article 1, Section 1.8

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## **ARTICLE 2: MEMBERSHIP**

**Section 2.1 : Eligibility**

**Sub Section 2.1.1 : Individual Membership**

Membership for individuals is open to anyone over Twenty-One (21) years in age, residing in Sri Lanka and individuals of Sri Lankan origin and who are non- residents.

**Sub Section 2.1.2 : Corporate Membership**

Any Proprietorship, Partnership, or a Limited Liability Company, having been duly and legally registered or incorporated in Sri Lanka

A body corporate that is identified by a particular name and identified by the name by which it has been registered. Corporate Membership will be given in the body corporate identified by the name by which it has been registered. - Subject to the Articles of Association (“articles”) of the company, a company has the capacity to carry on or undertake any business or activity, do any act or enter into any transaction within or outside Sri Lanka.

**Section 2.2 : Application for Membership**

Any individual, as described in Section 2.1, may apply for Membership by submitting a Membership Application issued by the Club, duly filled, and signed and must be submitted to THE SECRETARY.

Individuals joining the Club will be governed by the Constitution and the Code of Conduct and Ethics of THE SOCIETY. This will be applicable to all categories of Membership as described in Section 2.3 of this Article.

Applicants shall choose one of the membership categories as described in Section 2.3 of this Article, based on their requirement and eligibility. The category of membership applied for, shall be verified by THE GENERAL COMMITTEE based on the details furnished.

An individual wanting to join as a 'Member' as described in Section 2.3 of this Article will have to be Proposed and Seconded by a current 'Member'.

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**Section 2.3 : Membership Categories**

**Sub Section 2.3.1 : Full Member**

Full Membership is open to any individual as defined in Section 2.1 of this Article who is residing in Sri Lanka.

Membership of this category will have full voting rights at AGM's and SGM's.

Only this Membership allows a member to contest for the Office of THE CHAIRMAN of THE SOCIETY.

**Sub Section 2.3.2 : Non-Resident Member**

Non-Resident Membership is open to any individual as defined in Section 2.1 of this Article who is residing outside of Sri Lanka.

Members of this category will have full voting rights at AGM's and SGM's.

Non-Resident Members cannot be appointed as THE CHAIRMAN, THE SECRETARY or THE TREASURER of THE SOCIETY.

**Sub Section 2.3.3 : Trade Member**

Trade Membership is open to any individual as defined in Section 2.1 of this Article. Trade members of THE SOCIETY shall have the same entitlements as Full Members, but with the following exceptions:

A Trade Member is any individual who is involved in a 'For Profit' business which involves Live fish and/or Dry Goods and any other requirements needed for hobby of keeping live fish in ponds or tanks.

Trade Members, are not permitted to 'privately' promote the sale of fish or dry goods, to the CKS Membership. However, Trade Members are encouraged to offer any fish or dry good, to the Membership, after providing details for approval by THE GENERAL COMMITTEE. Any product so approved for sale, must be offered to the Membership as a whole.

Trade Members will not be allowed to utilise any Society function, news script, web site or the like to promote or advertise a commercial identity. THE GENERAL COMMITTEE may grant approval to advertise for a fee or be approved to advertise for no fee.

Trade members are not allowed to hold any Officer position of THE SOCIETY (Chairman, Secretary, Treasurer and its deputy positions)

A Trade Member is eligible to be elected on to THE GENERAL COMMITTEE of THE SOCIETY



**Failure to disclose any business interest related to Ornamental Fish Keeping, disqualifies the member from membership of THE SOCIETY.**

**Sub Section 2.3.4 : Student Member**

Any individual who is 20 years or younger can join as Student Member. To join as a Student Member, the individual will need to provide a Letter of Consent from a parent or legal guardian. Student Members shall have no voting rights and cannot be elected to any Office or THE GENERAL COMMITTEE of THE SOCIETY.

Upon a Student Member reaching the age of 21 years, the membership will be converted to a Membership of the individual's choice and eligibility as defined in Section 2.1 of this Article.

**Sub Section 2.3.5 : Corporate Member**

A named individual must be nominated by the Corporate Member, to represent and participate in THE SOCIETY. A thus nominated individual, will be valid for only 12 Months, or on expiry of the Membership. On the expiry of 12 Months, the Corporate Member must re-nominate or nominate an individual to represent itself at THE SOCIETY, this must be submitted, 'in writing'.

Corporate Membership is open to any Proprietorship, Partnership or Company as defined in Section 2.1.2 of this Article. A Corporate Member of THE SOCIETY shall have the same entitlements as Full Members, but with the following exceptions:

Corporate Members will not be allowed to utilise any Society function, news script, web site or the like to promote or advertise a commercial identity. THE GENERAL COMMITTEE may grant approval to advertise for a fee or be approved to advertise for no fee.

Corporate Members are not allowed to hold any Officer position of THE SOCIETY (Chairman, Secretary, Treasurer, and its deputy positions). A Corporate Member is eligible to be elected on to THE GENERAL COMMITTEE of THE SOCIETY

**Failure to disclose any business interest, related to Ornamental Fish Keeping, disqualifies the member from membership of THE SOCIETY.**

**Sub Section 2.3.6 : Honorary Member**

THE CHAIRMAN of THE SOCIETY, with advice and guidance from THE GENERAL COMMITTEE can appoint any individual who can assist and help THE SOCIETY for a limited period.

Honorary Members will be eligible to enjoy the rights and privileges of a Member, excluding the holding of any office and the right to vote.

**Sub Section 2.3.7 : Honorary Life Member**

The Membership shall have the authority to nominate and offer Honorary Life Memberships to any individual who has made an extraordinary contribution towards the objectives of THE SOCIETY, the hobby of Koi Keeping in Sri Lanka and/or for any other exceptional circumstances nationally or internationally. Individuals, so nominated by the Membership, must be endorsed by the general membership at an AGM or SGM.

Honorary Life Members will be eligible to enjoy the rights and privileges of a Member, excluding the holding of any office and the right to vote.

**Section 2.4 : Entrance Fees and Annual Subscription**

Entrance Fees and Annual Subscription will be revised by THE GENERAL COMMITTEE of THE SOCIETY and ratification by the Membership of THE SOCIETY at an AGM or SGM.

The amounts below will be the Joining Fee and Annual Subscription Fee for the respective Society Year.

	Member	Non-Resident Member	Trade Member	Corporate Member	Student Member
Annual Subscription	Rs. 2,000.00	Rs. 2,000.00	Rs. 3,000.00	Rs. 5,000.00	Rs. 500.00
Registration Fee	Rs. 1,000.00	Rs. 1,000.00	Rs. 1,000.00	Rs. 1,000.00	Rs. 1000.00

Annual Membership Subscription payment is due on or before 15<sup>th</sup> of December, every year. Any member who has not paid the subscription, shall be deemed to be in arrears and will be issued a Reminder by THE SECRETARY of THE SOCIETY.

Any Member whose dues are not settled within Thirty (30) days of the date there on the Reminder will be deemed as a Members in Default.

A Defaulting Member will not be entitled to attend or take part in any meetings and/or activity of the Club, including the rights and privileges of Voting at an AGM or SGM.

Under special circumstances the Member is encouraged to inform THE SECRETARY of THE SOCIETY of any financial difficulties the Member may have and request for Grace Period or to make payments in Instalments of the amount in Default.

**Sub Section 2.4.1 : Prorated Annual Subscription**

New Members joining THE SOCIETY will pay the Annual Subscription, on a Prorated basis, based on the respective Quarter of THE SOCIETY Year.

1 <sup>st</sup> Quarter	100% of the current Annual Subscription
2 <sup>nd</sup> Quarter	75% of the current Annual Subscription
3 <sup>rd</sup> Quarter	50% of the current Annual Subscription
4 <sup>th</sup> Quarter	25% of the current Annual Subscription

**Section 2.5 : Membership Card**

A Membership Card is issued to every Member.

The Membership Card will contain there on, the Members Name, the members unique Membership Number, the Membership Category as described in Section 2.3 of this Article, a specimen of the Members Signature and a current Photograph of the member.

The Membership Card is issued upon the payment of Annual Subscriptions as per Section 2.4 of this Article.

**Sub Section 2.5.1 : Digital Membership Card**

In addition to the Membership Card, more fully described in Section 2.5 of this Article, a Digital Membership Card is also issued with every Membership Card, to every Member, and can be accessed via THE SOCIETY Website and Mobile App.

**Section 2.6 : Benefits and Privileges of Membership**

- a) All Members will have opportunities to gain and share knowledge on koi keeping, pond husbandry, meet and network with like-minded people.

- b) Participate in Workshops and Seminars, organised by THE SOCIETY.
- c) Members will have the opportunity to meet and get information from experts in relation to the many aspects in the hobby of Koi Keeping, THE SOCIETY invite for the members to meet.
- d) Members will benefit from the Price Discounts, THE SOCIETY will obtain from Koi and Koi related industries, dealers and suppliers.
- e) 'Members' will have the opportunity to participate and network with overseas Koi Societies, Clubs, Koi Shows, THE SOCIETY will network with.

**Section 2.7 : Responsibilities**

- a) The facilities, privileges, and rights enjoyed by a member is strictly non-transferable.
- b) Every member shall be bound to contribute to the best of their ability, towards the objectives and interests of the Club.
- c) Every member shall notify THE SECRETARY any changes to their personal details; address / phone number/s, email address.

**Section 2.8 : Termination of Membership**

- a) Failure to pay annual subscriptions within 90 days of the due date.
- b) Acting contrary to the interests and objective of the Club.
- c) Acting in manner which puts the Club in a position of ill repute.
- d) Non-disclosure of conflict of interest.
- e) A violation of the Constitution and/or the Code of Conduct and Ethics.

**Section 2.9 : Disciplinary Committee & Expulsion**

Any violation of the Constitution and/or the Code of Conduct and Ethics of THE SOCIETY will be deemed as an Offence of Club Laws.

When a Member has committed an offence a charge sheet will be issued by THE SECRETARY detailing the offences. The member has the right to respond,

in writing to a Charge Sheet. This response must reach the Club within 14 days and must be posted by Registered Mail.

The CHAIRMAN will appoint a Disciplinary Committee. The Disciplinary Committee will hold an inquiry and inform THE CHAIRMAN, THE CHAIRMAN and THE GENERAL COMMITTEE will decide on the action to be taken.

THE CHAIRMAN and THE GENERAL COMMITTEE can decide to;

- (a) Dismiss the Charge Sheet.
- (b) Warn the Member.
- (c) Suspend the Member for a given period or event of THE SOCIETY.
- (d) Expel the Member from the Club and Blacklist the Member.

The decision of THE GENERAL COMMITTEE will be final.

#### **Section 2.10 : Resignation**

A Member can cancel their membership by giving written notice to THE SECRETARY of THE SOCIETY. That Member will lose all his facilities and privileges, from the effective date of resignation.

## **ARTICLE 3: OFFICERS OF THE SOCIETY**

**Section 3.1 : Officers of THE SOCIETY**

Chairman  
Deputy Chairman  
Secretary  
Deputy Secretary  
Treasurer  
Deputy Treasurer

**Section 3.2 : Disclosure & Conflict of Interest**

No member of THE CEYLON KOI SOCIETY may hold any committee position, if they hold a council or committee position with any other Koi association or body in Sri Lanka.

**Section 3.3 : Eligibility**

**Sub Section 3.3.1 : Chairman**

Only Full Members as per Article 2, Sub Section 2.3.1 can be nominated and elected as THE CHAIRMAN of THE SOCIETY.

**Sub Section 3.3.2 : Deputy Chairman**

Full Members as per Article 2, Sub Section 2.3.1 and Non-Resident Members as per Article 2, Sub Section 2.3.2 can be nominated and elected as The Deputy Chairman of THE SOCIETY.

**Sub Section 3.3.3 : Secretary**

Only Full Members as per Article 2, Sub Section 2.3.1 can be nominated and elected as THE SECRETARY of THE SOCIETY.

**Sub Section 3.3.4 : Deputy Secretary**

Full Members as per Article 2, Sub Section 2.3.1, and Non-Resident Members as per Article 2, Sub Section 2.3.2 can be nominated and elected as The Deputy Secretary of THE SOCIETY.

**Sub Section 3.3.5 : Treasurer**

Only Full Members as per Article 2, Sub Section 2.3.1 can be nominated and elected as THE TREASURER of THE SOCIETY.

**Sub Section 3.3.6 : Deputy Treasurer**

Full Members as per Article 2, Sub Section 2.3.1, and Non-Resident Members as per Article 2, Sub Section 2.3.2 can be nominated and elected as The Deputy Treasurer of THE SOCIETY.

**Sub Section 3.3.7 : Other Non-Office Appointments**

Honorary Counsel  
Consultant

**a) Honorary Counsel**

THE CHAIRMAN and THE GENERAL COMMITTEE are authorized to nominate any individual, whether Member of the Society or an independent individual to be a Counsel to THE SOCIETY and/or THE GENERAL COMMITTEE.

A Counsel will be appointed for a fixed period with a clearly defined mandate. Any appointed Counsel will be answerable to THE CHAIRMAN of THE SOCIETY.

A Counsel for THE SOCIETY will be an HONORARY appointment.

**b) Consultant**

THE CHAIRMAN and THE GENERAL COMMITTEE are authorized to nominate any individual, whether Member of the Society or an independent individual to be a Consultant to THE SOCIETY and/or THE GENERAL COMMITTEE.

A Consultant will be appointed for a fixed period with a clearly defined mandate. Any appointed Consultant will be answerable to THE CHAIRMAN of THE SOCIETY.

A Consultant for THE SOCIETY will be paid for by THE SOCIETY. When a Consultant is paid for by THE SOCIETY, THE SECRETARY is bound to present a Report to the Membership of THE SOCIETY at the next AGM or SGM of THE SOCIETY, appraising the MEMBERSHIP of the work done by the said Consultant.

A Consultant who is appointed to THE SOCIETY, but paid for by a 3<sup>rd</sup> Party Well-Wisher a Report is not necessary, however in the case of a sponsor who is doing business, directly to Koi Keeping, a Report to the Membership is required.

**Section 3.4 : Appointment to Office of THE SOCIETY**

Officers of THE SOCIETY as per Section 3.1 of this Article will be appointed by a ballot of the MEMBERSHIP of THE SOCIETY at an Annual General Meeting (AGM) or Special General Meeting (SGM).

An Annual General Meeting (AGM) of THE SOCIETY must be held every year. One (01) year will be determined as per the Society Year.

An Appointment to an Office of THE SOCIETY will be ratified by a simple majority (50% + 1 vote) of the vote cast for that Office.

**Sub Section 3.4.1 : Period or Term of Office**

The appointment of a Member to an Office by vote, will be for a period of One (01) year. One (01) year will be determined as per the Society Year.

A Member of THE SOCIETY can contest and be re-elected to the same Office, continuously, for a maximum of Two (02) Years.

**Sub Section 3.4.2 : Resignation from Office**

If a holder of Office resigns from Office or resigns from his Membership as per Article 2, Section 2.10, or the respective Office held, the Office held will be deemed as vacated.

**Sub Section 3.4.3 : Termination**

If a holder of Office, has his Membership Terminated as per Article 2, Section 2.8 the respective Office held will be deemed as vacant.

**Sub Section 3.4.4 : Vacancy of Office**

Other than for the Office of THE CHAIRMAN, THE GENERAL COMMITTEE can decide if it needs to fill the vacancy of Office, if THE GENERAL COMMITTEE deems that it will not be able to fulfill its function, a SGM must called to fill in the vacancy. The vacancy of Office of THE CHAIRMAN will need to be appointed by a SGM.



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## **ARTICLE 4: DUTIES AND RESPONSIBILITIES OF OFFICERS OF THE SOCIETY**

**Section 4.1 : Chairman**

- a) Preside at meetings of THE GENERAL COMMITTEE of THE SOCIETY.
- b) Appoint Sub-Committees and its Chairman, subject to the approval of THE GENERAL COMMITTEE.
- c) Perform any such duties pertaining to this office.

**Section 4.2 : Deputy Chairman**

- a) Act for and on behalf of THE CHAIRMAN in the event of his absence.
- b) Assist THE CHAIRMAN as and when required.

**Section 4.3 : Secretary**

- a) Attend Meetings of THE GENERAL COMMITTEE of THE SOCIETY, In the event of being unable to attend, inform and instruct The Deputy Secretary.
- b) Summon meetings as provided for, in the Constitution or as directed by THE CHAIRMAN.
- c) Keep and maintain a Members Register which must be a 'hard copy', containing;
  - Membership Number
  - Full Name (as per the Application Form) of Member
  - Complete Postal Address
  - Mobile Phone Number
  - Email Address
  - Membership Category
- d) Keep and maintain a Minute Book as a 'hard copy'.
- e) The Minute Book must contain a summary of proceedings of all THE GENERAL COMMITTEE Meetings.

- f) Every General Committee Meeting, minutes must show;
  - General Committee Members Attended
  - General Committee Members Apologised
- g) Circulate to the General Membership of THE SOCIETY, a copy of the Annual Report of the Club and THE TREASURER's Statement of Accounts. These documents are circulated at least seven (7) days before an AGM.
- h) Issue notices of the AGM and SGMs or any other Meetings to the General Membership.
- i) Perform any other duties pertaining to this office.
- j) To perform other duties as from time to time may be assigned by THE CHAIRMAN.

**Section 4.4 : Deputy Secretary**

- a) Act for and on behalf of THE SECRETARY in the event of absence.
- b) Assist THE SECRETARY as and when required.

**Section 4.5 : Treasurer**

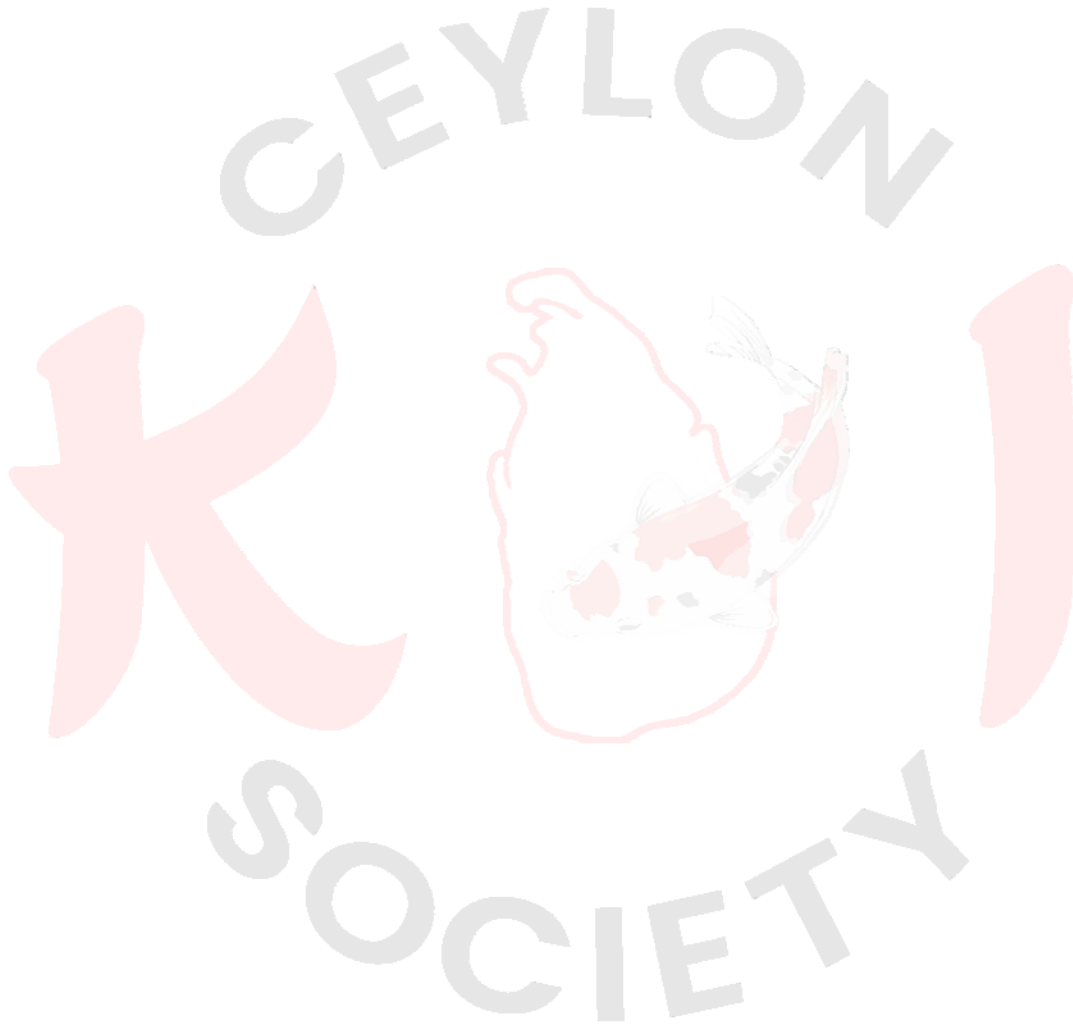
- a) Maintain THE SOCIETY'S;
  - i. Cash Book
  - ii. Asset Register
  - iii. Members Subscription Register
- b) Deposit all Cash Receipts of THE SOCIETY to the credit of a Bank Account maintained by THE CEYLON KOI SOCIETY.
- c) Ensuring that THE SOCIETY'S annual Financial Accounts are audited at the end of each Financial Year and Audited Accounts be circulated amongst the General Membership within Three (03) months after the ending financial year.
- d) Table at every meeting of THE GENERAL COMMITTEE, a financial statement summarising income and expenditure, bank balances, creditors, debtors etc.
- e) Perform such other duties as ordinarily pertaining to this office.



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**Section 4.6 : Deputy Treasurer**

- a) Act for and on behalf of THE TREASURER in the event of absence.
- b) Assist THE TREASURER as and when required.



## **ARTICLE 5: THE GENERAL COMMITTEE AND SUBCOMMITTEES**

### **Section 5.1 : Scope of THE GENERAL COMMITTEE**

THE GENERAL COMMITTEE is empowered to manage and give direction to THE SOCIETY. THE GENERAL COMMITTEE functions on trust and is responsible to the entire Membership.

THE GENERAL COMMITTEE is responsible to ensure that the Constitution is upheld and reigns supreme.

All Members of THE GENERAL COMMITTEE must attend the Committee Meetings, as informed by THE SECRETARY. Failure to attend Three (03) consecutive meeting will be considered as resignation of the Member from THE GENERAL COMMITTEE.

#### **Sub Section 5.1.1 : Term**

The term of THE GENERAL COMMITTEE will be One (01) year, defined as Society Year.

#### **Sub Section 5.1.2 : Composition**

THE GENERAL COMMITTEE shall comprise with the Six (06) Members elected to Office as per Article 4, Sections 4.1 to 4.6 and the Members elected as THE GENERAL COMMITTEE Members.

A maximum of Twelve (12) Members can be elected as THE GENERAL COMMITTEE Members.

Year One	-	Eight (08)	General Committee Members
Year Two	-	Ten (10)	General Committee Members
Year Three	-	Twelve (12)	General Committee Members

Maximum number in THE GENERAL COMMITTEE shall not exceed Twelve (12), including the Six (06) Members elected to Offices.

#### **Sub Section 5.1.3 : Embrace Diversity**

The Membership of THE SOCIETY is strongly advised to Embrace Diversity as per Section 1.5 of Article 1 when proposing and electing Members for Office to THE GENERAL COMMITTEE.

It is strongly desired to have at least One (01) General Member, when possible, who is;

- a) A Lady Member.
- b) A Member strong in all aspects of the Sinhala Language.
- c) A Member strong in all aspects of the Tamil Language.
- d) A Member strong in all aspects of the English Language.

**Sub Section 5.1.4 : Quorum**

The minimum number of Members of THE GENERAL COMMITTEE that must be present at a General Committee Meeting to make the proceedings of that meeting valid is Eight (08) General Committee Members.

**Section 5.2 : Function & Authority of THE GENERAL COMMITTEE**

**Sub Section 5.2.1 :** THE GENERAL COMMITTEE that has been duly voted in and ratified by the Membership shall be the sole Governing Body of THE SOCIETY.

**Sub Section 5.2.2 :** The Constitution of THE SOCIETY reign supreme and THE GENERAL COMMITTEE shall function as per the Laws and Standing orders enshrined in the Constitution and the Code of Conduct and Ethics.

**Sub Section 5.2.3 :** THE GENERAL COMMITTEE shall be the Trustee of all monies and assets belonging to THE SOCIETY and is answerable to the Membership.

**Sub Section 5.2.4 :** THE CHAIRMAN of THE SOCIETY, with the approval of THE GENERAL COMMITTEE, is empowered to appoint SUB-COMMITTEES, and delegate powers to such SUB-COMMITTEES, as deemed necessary.

**Sub Section 5.2.5 :** THE CHAIRMAN, along with THE GENERAL COMMITTEE are bound to arrange the Annual General Meeting (AGM) at the end of its Tenor and successfully handover, to the Newly Appointed Chairman and THE GENERAL COMMITTEE.

**Sub Section 5.2.6 :** THE SECRETARY of THE SOCIETY, with the approval of THE GENERAL COMMITTEE; can summon a Special General Meeting (SGM) when deemed necessary.

**Sub Section 5.2.7 :** THE CHAIRMAN and THE GENERAL COMMITTEE will function as an Advisor to THE SOCIETY and Membership.

**Sub Section 5.2.8** : THE TREASURER, along with THE GENERAL COMMITTEE must appoint the Auditor's for THE SOCIETY.

**Section 5.3 : Removal from THE GENERAL COMMITTEE**

A Member of THE GENERAL COMMITTEE, who has been duly voted for and appointed by the Members of THE SOCIETY at an AGM or SGM, to THE GENERAL COMMITTEE cannot be removed under any circumstance.

The following circumstances are the only way a General Committee Member can be removed.

- a) Failure to attend three meetings of THE GENERAL COMMITTEE.
- b) Resignation by the Member from THE GENERAL COMMITTEE.
- c) Resignation from THE SOCIETY.
- d) Termination of Membership as per Section 2.8, Article 2
- e) Expulsion from THE SOCIETY.
- f) Removal by Members of THE SOCIETY through a censure motion at an SGM.

**Section 5.4 : Sub-Committees**

THE CHAIRMAN of THE SOCIETY, as per Sub Section 5.2.4 of this Article has the authority to appoint Sub-Committees.

**Sub Section 5.4.1 : Tenor**

A Sub-Committee must be appointed for a specified period.

**Sub Section 5.4.2 : Mandate**

A Sub-Committee must have a clearly defined Mandate. The specific reason the Sub-Committee was appointed for and expected result must be clearly communicated to such Sub-Committee.

**Sub Section 5.4.3 : Composition**

A Sub-Committee must comprise of a maximum of Six (06) Members of THE SOCIETY, of which Two (02) Members must be from THE GENERAL COMMITTEE and the balance from the General Membership.

If the expertise of a non-member is required, prior approval of THE GENERAL COMMITTEE must be obtained. A non-member who is

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included in a Sub-Committee, will not be included in the total number of Members.

**Sub Section 5.4.4 : Removal**

Upon the advice of THE GENERAL COMMITTEE, THE CHAIRMAN can remove any Member of a Sub-Committee. Such a removed Member can request THE CHAIRMAN to provide the reasons for removal from the Sub-Committee.

**Sub Section 5.4.5 : Resignation**

A Member of THE SOCIETY who is representing a Sub-Committee, can resign from such position by informing THE CHAIRMAN, in writing.

**Sub Section 5.4.6 : Dissolution**

A Sub-Committee will stand dissolved on completion of its Mandate or Tenor. THE GENERAL COMMITTEE has the discretion to extend the period of a Sub-Committee, if required.



## **ARTICLE 6: FINANCES**

THE GENERAL COMMITTEE shall be the Trustee of all monies and assets belonging to THE SOCIETY and is answerable to the Membership as defined by Article 2, Section 2.3

**Section 6.1 : Primary Responsibility**

**Sub Section 6.1.1 : Treasurer**

The Primary Responsibility of the finances and monies of THE SOCIETY is with THE TREASURER, who has been duly elected and ratified by the Membership of THE SOCIETY at an Annual General Meeting (AGM) or by a Special General Meeting (SGM) of THE SOCIETY as per Article 3, Section 3.4

**Sub Section 6.1.3 : Deputy Treasurer**

The Deputy Treasurer, who has been duly elected and ratified by the Membership of THE SOCIETY at an Annual General Meeting (AGM) or by a Special General Meeting (SGM) of THE SOCIETY as per Article 3, Section 3.4

The Deputy Treasurer will be in a supporting role to THE TREASURER.

**Section 6.2 : Collective Responsibility**

THE GENERAL COMMITTEE will be collectively responsible for all monies, assets, and movables of THE SOCIETY.

**Section 6.3 : Bank Account**

THE SOCIETY must maintain a Current Account and Savings Account at an established Commercial Bank in Sri Lanka.

It is the responsibility of THE GENERAL COMMITTEE to decide on which Commercial Bank the respective Accounts will be opened at.

The Bank Account will be opened and operated as;

‘CEYLON KOI SOCIETY’



**Sub Section 6.3.1 : Operating Bank Accounts**

- a) The Accounts will be opened in the name of THE SOCIETY.
- b) Cheque Leaves and all other the Bank Documents must be signed by Two (02) Signatories of THE GENERAL COMMITTEE.
- c) THE CHAIRMAN, THE SECRETARY and THE TREASURER will be Signatories. THE GENERAL COMMITTEE can appoint another Two (02) General Committee Members as Signatories.
- d) Bank Cheques and any other instrument must be signed by Two (02) Authorised Signatories and One (01) of the Signatories must be THE TREASURER or THE CHAIRMAN.
- e) There can be only a maximum of Five (05) Signatories.
- f) All Documents, Statements, Savings Books, and Cheque Books must always be in the custody of THE TREASURER.

**Section 6.4 : Cash Inflows / Receipts**

- a) All Cash Inflows must be Receipted, and the original issued leaf issued to the payee.
- b) All cash inflows must be entered in the Cash Book.
- c) All 'Cash in Hand' must be kept safely under responsibility of THE TREASURER.
- d) If 'Cash in Hand' exceeds Rupees Fifty Thousand (Rs. 50,000.00) and there is no specific requirement of cash, the monies must be deposited in THE SOCIETIES respective Bank Account.

**Section 6.5 : Cash Outflows / Payments**

- a) All payments must be approved by THE GENERAL COMMITTEE.
- b) There must be Supporting Document and a Receipt received for every payment.

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**Section 6.6 : Assets**

**Sub Section 6.6.1 : Assets in Hand**

- a) All Assets must be clearly listed on the Assets Registry of THE SOCIETY with the value stated.
- b) All the Assets must be inventoried and the physical location must be clearly defined.
- c) It is the responsibility of THE GENERAL COMMITTEE to ensure that all Assets belonging to THE SOCIETY are stored in secure and protected (from the weather etc.,) facility.
- d) THE GENERAL COMMITTEE may take on lease or rent a storage facility to ensure proper storage of Assets.
- e) THE GENERAL COMMITTEE may Insure any Asset of THE SOCIETY if deems a necessary precaution.

**Sub Section 6.6.2 : Acquiring Assets**

- a) THE SOCIETY may acquire Assets as deemed necessary for the functioning of THE SOCIETY'S business and/or for the collective benefit of the Membership.
- b) Prior Approval of THE GENERAL COMMITTEE is required to purchase any Assets.
- c) Where possible, more than one Price Quotation must be obtained from different vendors, with which THE GENERAL COMMITTEE must take a studied decision.
- d) Any Asset donated or gifted to THE SOCIETY, will be considered, and recorded as per the same methodology of a purchased Asset.

**Sub Section 6.6.3 : Disposal of Assets**

- a) Any Asset that has become redundant, past its service life, uneconomical to keep or must be written off as scrap, can be disposed of by THE SOCIETY.
- b) THE GENERAL COMMITTEE must approve the sale of any Asset that belongs to THE SOCIETY and the reason for such a sale or disposal must be Minuted by THE SECRETARY.

- c) The sale price must be determined by THE GENERAL COMMITTEE.
- d) If the best offer for the said Asset is below the sale price determined, THE GENERAL COMMITTEE must decide and approve the lower sales price.
- e) The sales proceeds of Asset sales must be receipted and deposited in the Bank Account of the Society.

**Section 6.7 : Petty Cash**

- a) THE TREASURER can maintain a 'Petty Cash Float' for the 'day to day' operations of THE SOCIETY or a Temporary Float for a Society Event or Function – This must be authorised by THE GENERAL COMMITTEE.
- b) The Amount of the Petty Cash Float will be decided by THE TREASURER and must be approved by THE GENERAL COMMITTEE.
- c) A Petty Cash Book must be and maintained by THE TREASURER, all payments must be recorded with supporting documents.

**Section 6.8 : Bookkeeping**

THE TREASURER must maintain a basic set of Books;

- a) Cash – Bank Book.
- b) Petty Cash Book.
- c) Debtors and Creditors Register.
- d) Asset Register.
- e) Inventory, with details of reference numbers of assets and locations.

**Section 6.9 : Monthly Accounts**

- a) THE TREASURER must prepare a basic Income and Expenditure Statement and a simple Balance Sheet.
- b) Monthly Accounts must be circulated to all THE GENERAL COMMITTEE Members.

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**Section 6.10 : Annual Accounts**

- a) Annual Accounts must be prepared as per the Financial Year, for the year ending on March Thirty First.
- b) THE TREASURER has the privilege to get the paid services of a Bookkeeper to prepare the final accounts.
- c) THE TREASURER must get the Fee payable to a professional Bookkeeper approved by THE GENERAL COMMITTEE.
- d) The Annual Accounts must be Certified and Confirmed by THE TREASURER and THE CHAIRMAN respectively.
- e) The Annual Accounts prepared and finalised must be submitted to the Appointed Auditors as per Article 5, Sub Section 5.2.8
- f) Audited Accounts must be circulated to the Membership of THE SOCIETY no later than Fourteen (14) Days before the following Annual General Meeting (AGM) of THE SOCIETY.

## **ARTICLE 7: GENERAL MEETINGS**

### **Section 7.1 : Annual General Meeting (AGM)**

The Annual General Meeting (AGM) will be held before the 1<sup>st</sup> of January each year.

The arrangement for the conducting of a successful Annual General Meeting is the last responsibility of the outgoing General Committee.

#### **Sub Section 7.1.1 : Notice**

Notice of the Annual General Meeting (AGM) must be given to the entire Membership of THE SOCIETY at least Thirty (30) days prior to the scheduled date.

The Notice must clearly state;

- a) The Date and Time of the Annual General Meeting (AGM).
- b) Venue.
- c) Dress Code.

### **Section 7.2 : Special General Meeting (SGM)**

THE CHAIRMAN and THE GENERAL COMMITTEE have the authority to call for a Special General Meeting (SGM) and in such case, THE SECRETARY will give Notice to the Membership.

Such Notice must be circulated amongst the Membership at least Fourteen (14) days prior to the date.

The notice relating to such meetings shall state the objective for meeting.

The Notice must clearly state;

- a) The Date and Time of the Annual General Meeting (AGM).
- b) Venue.
- c) Dress Code.

### **Section 7.3 : Quorum for General Meetings**

One Third (1/3) of the entire Membership will be Quorum.

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## **ARTICLE 8: AMENDMENTS TO CONSTITUTION**

### **Section 8.1 : Amendments**

Amendments to constitution can be;

- a) The Amending / Changing of an Existing Clause.
- b) The Removal of an Existing Clause.
- c) The introduction of a New Clause.

### **Section 8.2 : Procedure for Amending the Constitution**

- a) Any Amendments to the Constitution must be ratified by the Membership at an Annual General Meeting (AGM) or a Special General Meeting (SGM) of THE SOCIETY.
- b) THE SECRETARY must give to the Membership, Thirty (30) Days prior to Annual General Meeting (AGM) or a Special General Meeting (SGM) of THE SOCIETY, a detailed Minute with reasons for the proposed Amendment to Constitution.
- c) Two Thirds (2/3) of the Membership must vote in favour of any Amendments to the Constitution for it to become binding and included in the Constitution.



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## **ARTICLE 9: WINDING UP OF THE SOCIETY**

THE SOCIETY can be wound up only by a motion moved at a Special General Meeting (SGM).

Such a motion can be presented only by a Three-Fourth's (3/4) majority of the Membership.

Once tabled, the motion will require a Three-Fourth's (3/4) majority vote of the Total Membership for its adoption.

In such an event, THE SOCIETY will be wound up.

The monies and assets of the club will be disposed of, as decided at the same Special General Meeting (SGM).

