

The Constitution Of **Nawarathna Wijekoon Foundation**

01 Introduction :-

- I Name :- It is Nawarathna Wijekoon Foundation.
Hereafter in this Constitution it is stated as **"Foundation"**.
- II Date of inauguration :- The Sunday, 30th of January 2011

02 Address :-

Address of the foundation and the office is at No. 111, Viharamulla, Monaragala or any other place which will be decided by the executive Committee in future.

03 Jurisdiction :-

The jurisdiction of the Foundation is Monaragala District.

04 Objectives :-

- (a) To Coordinate the foster Parents who cater the educational needs of the children of poor families to continue there studies successfully ..
- (b) To donate sports instruments, Library Books and First Aid Boxes to Schools, places of worship, sports clubs and other public places in rural areas..
- (c) To settle the expenses of surgeries of selected serious ailments from which poor villagers suffer ..
- (d) To take necessary actions for protecting the environment and conducting programs to conserve the environment ..
- (e) To take necessary steps to supply the rural people with sanitary facilities ..
- (f) To take steps to supply the schools in the area with necessary facilities to promote English Language and Information Technology among children ..
- (g) To establish branches of National vocational training institutions and supply the children of the area with vocational education facilities ..
- (h) To assist and support the organizations of the public which promote the poor people's religious, cultural and social development..

.. in Monaragala District

05 Membership :-

- (a) Any male or female above 18 years, living in Sri Lanka or over seas is entitled to get the membership of the foundation.

- (b) Any person applying for the membership, should fill the form in annex no 01 format and submit it according to the constitution
- (c) Executive committee has the authority to expel from the membership, if it is proved that the constitution is being violated or has behaved as to humiliate the Foundation.

06 The Directory Of Members :-

The General Secretary with the assistance of the treasurer gets the responsibility of maintaining a directory of members considering abolishment, resignations, ejection or deaths of members.

07 Executive Committee :-

- (a) Executive Committee consists of following members. The Chairman, The Secretary, The Treasure, (03) Vice Chairman and Vice Secretary (02) and four (04) other executive members.
- (b) Members for the executive committee should be elected from the members, at an annual General meeting of the Foundation.

08 Patrons :-

- (a) The foundation can have One or several clergy appointed as patrons.
- (b) Three lay patrons can be appointed for the foundation. One should be a physician working at District General Hospital of Monaragala for getting advice according to the paragraph 4(C) of this constitution.
- (c) All these patrons should be appointed unanimously from the members present at an annual general meeting. If a patron finds difficulty to perform his duties between two annual General meetings, the executive committee has the authority of appointing a temporary patron.
- (d) The council of Patrons gets the opportunity of supervising all the procedures of the foundation. It is the responsibility of the general secretary to work under the supervision of the council of patrons.

09 Auditor :-

The General Committee should appoint an Auditor to check the accounts of the Foundation. This task should be completed before the annual general meeting of the foundation.

10 Discontinuing From The Post :-

Any elected executive committee member or an auditor can be discontinued from the post only with the proposal by two third (2/3) votes, of the General meeting, not otherwise. But however the executive committee has the authority of discontinuing above office bears temporally. When the above decision is taken it should be informed to the next general meeting to get the approval or to proceed further. The executive committee should fill the vacancies that get vacated between two general meetings.

11 Checking Account Details and Ledgers :-

Any member of the foundation who is really keen on the funds of it can check the directory of members, Accounts books and Ledgers. But it should be requested in written form before 14 days from the secretary.

12 Meetings :-

I) Annual General Meetings (AGM)

- (a) The Annual General Meeting (AGM) of the Foundation should be held once in three years. It should be before 31st of March just after the financial year. (That is from January 1st of the first year till December 31st of the third year) For this meeting there should be at least one third (1/3) of members.
- (b) The secretary should inform all the members at least before 21 days about the AGM.
- (c) The written proposals for electing new office bearers and the amendments for the constitution should be submitted to the secretary between seven (7) days after getting the announcement about the AGM.
- (d) The secretary should prepare an agenda after consulting the executive committee including the above mentioned proposals and should be sent to the members before seven (7) days of the date of AGM.

II) Special General Meetings

- (a) When The Chairman makes a demand by a letter or
- (b) When the executive committee decides or
- (c) When at least one third (1/3) of members make a request by a letter from the secretary before 14 days,

Special General Meeting can be summoned.

Before the meeting within 7 days of the request or decision taken the secretary must inform the purpose of the meeting in written form to the members. Only their objective must be discussed. For any sort of general meeting the quorum is a must. That is the quorum which the constitution has stated in the chapter 12), I), a).

III) The executive Board meeting and the General Meetings

In only essential situations or at least once in three months executive board meeting should be held. The quorum should be more than half of the members. For the general meetings it should be at least one third of the entire member population.

13 Minutes :-

It is the responsibility of the secretary to note down the points for the minutes in all the meetings (Executive Committee/ General Meeting/ Special General Meetings/ Annual General Meetings) and submit the minutes to the members and get it seconded.

14 Elections :-

Except in the situations in which the majority of the members make a request for a secret ballot, in all the other occasions the preference should be done by raising the hands.

15 Payments :-

- (a) All the members must pay one hundred and twenty rupees (Rs. 120/=) as their annual membership fee. This amount membership fee can be changed at a Annual General Meeting.
- (b) For every payment paid for the foundation, an official receipt should be issued by the treasure.

16 Funds :-

- (a) Legally accepted fund raising activities can be launched with the approval of the executive committee or the general meeting. Apart from that donations or funds from any person or organization can be accepted.
- (b) the funds of the foundation should not be used over any purpose unless executive committee approves for expenditure of the approval of general meeting for common good according to the constitution.
- (c) Funds of the foundation should be deposited in saving or current accounts in state banks or if necessary Co-Operative or Private banks, which the general meeting decides by the name of the foundation itself. But it should cater the needs of programmes. The signature of the chairman secretary and the treasurer must get authorized. When the accounts are opened it should be informed to the members at the next general meeting.
- (d) on the signatures of the chairman and treasurer or secretary, funds can be withdrawn from accounts.
- (e) The treasurer is not permitted to keep more than Rs. 2,500/= with him in any circumstance the membership fee or any other money that belongs to the foundation.

17 Amending the Constitution :-

If it is necessary to make any amendments, that is to add certain things or delete things from the constitution, it should be done with the majority of two third (2/3) votes of members at the annual general meeting.

18 Dissolving :-

Dissolving the foundation should be done under the decision taken after a proposal made by the majority of two third (2/3) votes of members who are authorized for voting at a special general meeting which is summoned for the same purpose. The decision about the funds must be worked out after paying all the legal payments.

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Signature of the Secretary