



1. Fundamentals.

- 1.1 The name of the Association - Sri Lanka Association in Sweden (SLAIS)
- 1.2 The Motto - Progress through unity.
- 1.3 The Emblem - Two arms holding a global map of Sri Lanka & the motto should be clearly depicted in the emblem.
- 1.4 Colours – Blue, Maroon & Yellow.
- 1.5 Language - Constitution's base language is Sinhala. Translations shall be available in English, Tamil and Swedish languages.
- 1.6 Sri Lanka Association is a non-Political, non-ethnic and a non-religious organization.
- 1.7 www.slais.se is the official website of SLAIS.

2. Office and post address.

- 2.1 All official correspondences should be referred to the residential address or official email of the Secretary of the Association.
- 2.2 All financial correspondences should be address to the residential address of the Treasurer of the Association.

3. Aims and objectives.

- 3.1 To safeguard the interests of all Sri Lankans in Sweden, irrespective of their current citizenship.
- 3.2 To promote the traditional and cultural attachments of Sri Lankans, provide help and assistance for such activities.
- 3.3 To help Sri Lanka when there is a necessity.
- 3.4 To create and organize activities for all age groups. Priority shall be given to the children and to the youngsters.

4. The management of the Association.

- 4.1 The Annual General Meeting (AGM) has the supreme power of the Association. The executive committee has no right to change or cancel the decisions made at the AGM.
- 4.2 The AGM delegates its powers to the executive committee in order to implement AGM's decisions.
- 4.3 The Executive Committee has full responsibility for the management of the Association.

5. Membership

- 5.1 Membership shall be open to all Sri Lankan origins living in Sweden including their spouses and their descendants.
- 5.2 All members of the home based staff of the embassy of Sri Lanka and their families shall be honorary members of the Association.
- 5.3 Associate membership shall be opened to non Sri Lankans, who are interested in Sri Lanka and its culture.

6. Membership fee.

- 6.1 Membership fee shall be decided at the Annual General Meeting.

7. Election of the office bearers – Executive committee.

- 7.1 The Executive committee and all the other officials will be elected at the Annual general meeting.
- 7.2 a The executive committee should consists of (1) President (2) Vice President (3) Secretary. (4) Asst. Secretary. (5) Treasurer (6) Asst. Treasurer (7) PRO and (8) Eight other committee members.
- 7.2b Members who are willing to contest for the posts of President, Secretary And Treasurer should have served as a committee member of the executive committee for a minimum period of one year.
In the event there are no eligible candidate(s) willing to contest, it is open to any other paid member(s).
- 7.3a If a member wishes to contest at the AGM, it is recommended to submit a nomination paper through the Secretary to the election committee two weeks prior to the AGM stating the category of the post and the name of the nominee.
- 7.3b This procedure is mandatory for the election of the President post and recommended for the other posts.
In the event, if there are no nominations received for the post of President, then nomination for the post of President during AGM is open.
- 7.3c Candidates who are willing to contest for any posts other than presidency have the opportunity to do so by getting proposed their names at the AGM.
- 7.4 H.E.The Ambassador of Sri Lanka, in Sweden will be non-elected patron. Two more Patrons will be elected at the AGM.
- 7.5. Two auditors should be appointed for the purpose of auditing the financial accounts and assets of the Association.
- 7.6 A two-member committee should be appointed to the election preparatory work.

8. Voting rights/procedures.

- 8.1 All members over 18 years of age shall have the right to vote at the AGM provided that they have been accepted as members and have paid their membership fees for the previous calendar year.
- 8.2 Both associate members and honorary members have no voting rights.
- 8.3 A member who is unable to attend the AGM has the right to cast his/her vote by post. Such member is expected to send a written request to the election committee, c/o Secretary to that effect two weeks before the AGM.

9. Functions of the management committee.

- 9.1 **President** – Shall have the overall supervision and responsibility over the committee in all actions. It is also the responsibility of the President to prepare a working norm and ethics in consultation with the executive committee.
- 9.2 **V. President** – Shall always assist the President and shall act as President in his absence.
- 9.3 **Secretary** –The Secretary shall maintain the minutes and the proceedings of all meetings. All correspondence shall be dealt by the Secretary in consultation with the President. He / She shall also be responsible for the safe keeping of all records and correspondences of the Association.
- 9.4 **Asst. Secretary** – Shall always assist the Secretary and act as deputy in his/her absence..
- 9.5 **Treasurer**
 - Be responsible for maintaining and keeping the accounts of the Association.
 - Be responsible for maintaining of membership registry including their contact details.
 - Be responsible for holding a petty cash about SEK 2000 to cover Immediate expenses.
 - Provide the current financial status to the executive committee at each meeting.
 - Provide the financial accounts to the executive committee of each event latest at the next executive committee meeting.
 - Take care of the internet bank, swish, paying all invoices and claims received from the association's bank account.
 - Prepare annual financial statements (final accounts) in accordance with The fiscal year.
 - Provide the final accounts and documented proof of this statements to the

auditors elected. This should be at the latest 1 week after the fiscal year ends.

- He should maintain an inventory of all the assets belongs to the Association to be submitted to the auditors. Eventually, annex such statement to the final account statement.
- Letters of taking over/handing over along with the signatures of the officers/members in charge of such goods has to be compiled and filed in a separate file.
- Furthermore, when organizing events, at the beginning and at the end, a list of all materials and cash, taking over and handing over should be filed with letters bearing signatures of both parties.

9.6 Assistant Treasurer.

- Assist the Treasurer in all activities, and act as deputy in his/her absence.

9.7 The P.R.O's.

- Get sponsors and chase grants from authorities and other donors.
- Handle public relations and social media publications.
- Manage the association's website and other social media, in all aspects.
- Publish information as agreed at the executive committee.

10. Election Preparatory committee.

- 10.1 Be responsible to carry out the whole election process of office bearers and other appointments according to conventional voting methodologies and the description in the constitution.
- 10.2 Ensure that the voting process during the AGM carries out according to the basis of the list of eligible voting members has been provided by the Treasurer.
- 10.3 “Calling for nominations” will be announced in our social media. All nomination papers should reach the election committee two weeks before the AGM. Candidates will be published on social medias of SLAIS.
- 10.4 Ballot papers has to be designed in a suitable manner for the Purpose of voting.
- 10.5 a Responsible for ensuring that ballot papers are sent to the members at their request when voting by post.
- 10.5 b Be responsible for ensuring that all participants with voting rights receive their ballot papers at the AGM.
- 10.6 Ballot paper is valid only if it carries the signature of the president and The association seal on the other side of the ballot paper.
- 10.7 Be responsible for counting of votes during the AGM and then handing over the results to the President of the AGM after the election has been processed according to the constitution.

11. Sub Committees.

- 11.1 The AGM or the executive committee may appoint sub-committees when it is necessary for any specific purpose.
- 11.2 Any such sub-committee shall carryout the decisions of the AGM or the executive committee and shall make decisions within the scope of such authority. The executive committee has the right to accept or reject the findings of the sub-committee totally or partially.

12. Auditors

- 12.1 The financial accounts of the Association including materials and Equipment shall be audited each year by two auditors.
- 12.2 Subsequent to major events, financial accounts shall be audited.
- 12.3 The Auditors will have to submit their audit report at least one week before the AGM.

13. Annual General Meeting.

- 13.1 Annual General Meeting of the Association shall be held during the month of February, every year.
- 13.2 The date and the venue for the AGM should be notified at least one month before the AGM.
- 13.3 The agenda for the A.G.M. shall be as per schedule (1) attached.

14. Quorum for the meeting – AG M/ EGM/ EXECUTIVE COMMITTEE

- 14.1 Quorum for the A.G.M. or E.G.M shall be attended by 1/4 of paid members.
- 14.2 Quorum for an executive committee meeting shall comprise of at least 5 committee members including President or vice President, Secretary or Aassistant Secretary.

15. Extraordinary General Meetings

- 15.1 An extraordinary general meeting of the SLAIS may be convened by the election committee together with the two Patrons, if they receive a no confidence motion signed by one of the following groups ;
 - (1) Not less than 50% of the executive committee members.
 - (2) Not less than 50% of the paid members of the Association.

16. Filling of vacant post.

- 16.1 In the event of an office bearer resigning from any position the executive committee after accepting the resignation should take every effort to fill in the vacancy from amongst it's committee members at the next committee meeting.

17. Disciplinary action/ removal of executive committee members from

office.

- 17.1 The election committee together with the elected patrons of the Association act as a consolidated disciplinary committee(CDC) to investigate and make decisions regarding allegations of violating rules or misconduct.
- 17.2 In order to take any disciplinary action it is required; not less than 50%, the Executive committee members or not less than 50% of the paid members of the association to sign and submit a petition/appeal to the CDC.
- 17.3 The CDC has the right to take disciplinary action against any member in the executive committee if he/she proves guilty of
 - (1) Violation of rules and regulations laid down in the constitution of the Association.
 - (2) Misappropriation of finance of the Association.
 - (3) Misconduct; engaging in any criminal activity, criticizing and bringing false allegation against the association or it's executive committee. social media and in public places, not in keeping with the behavior expected from a member of the Association.
 - (4) Engaging in political activities using the name of the Association.
- 17.4 In such situation the CDC after investigating into such matters, if unable to make a decision, has the right to convene an EGM. Subsequently submit their recommendations to the EGM to take further action.

18. Taking over and handing over assets of the Association.

- 18.1 Out going office bearers should hand over association assets and responsibilities to the incoming committee members who are taking over their role at the AGM ensuring continuation of work.
- 18.2 In the event of any office bearer resigning from her/his position should Hand over all association assets and responsibilities to his/her successor at a committee meeting along with the letter of resignation.

19. Financial Year, Finances and funds of the Association.

- 19.1 The financial year of the Association should be from 1st January to 31st December.
- 19.2 The finances of the Association should be deposited in a reputed Bank. Withdrawals from the Bank should bear the signatures of any two of the following Executive committee members (1) President (2) Secretary (3) Treasurer (4) Asst. Treasurer
- 19.3 All receipts shall be acknowledged by the Treasurer.
- 19.4 Two weeks after every event, the balance money in hand should be deposited in the Bank. A special dispensation shall be obtained from the executive committee if two weeks is not sufficient.

20. Press or other releases of the Association.

20.1 All press/ media and other releases communiques issued by the Association shall have the prior approval of the executive committee.

21 Incoming letters and outgoing letters of the Association.

21.1 All letters should be read by the secretary and inform the committee members.

21.2 No other committee member has the right to write letters on behalf of the Association.

22. Amendments to the constitution.

22.1 Amendments to the constitution shall only be made at an A.G.M. or EGM. Such amendments shall be approved by the majority of the members present.

22.2 A sub committee can be appointed at the AGM for this purpose.

22.3 Any proposals to amend the constitution shall be submitted to the Executive committee.

23. Organizing events.

23.1 Lanka nite, Bakmaha ullela, and the summer outing shall be celebrated every year.

23.2a "Lanka Nite" - This event shall be celebrated in December highlighting Season's traditions.

23.2b Bakmaha Ullela - This event has to be celebrated in April highlighting Sinhala and Tamil New year traditions.

23.2c Summer outing - This event could be celebrated during the summer season. Priority should be given to the National games and competitions etc.

23.2d Special event can be organized to raise funds for a particular purpose with the consent of the committee members without affecting the main three events.

24. Winding up and / or dissolution of the Association.

24.1 When there is a necessity to wind up or dissolve the Association an extraordinary general meeting should be convened and a decision should be taken from the paid members who are present at the meeting.

24.2 In the event of the motion of dissolution is accepted by the paid membership, any remaining assets of the Association shall be donated to a deserving charitable Organization in Sri Lanka.

AGENDA FOR THE ANNUAL GENERAL MEETING

1. National anthem of Sri Lanka.
2. Welcome speech by the President.
3. Appoint temporary president and a temporary Secretary for the day's proceedings.
4. Approve that the A.G.M is called according to the constitution.
5. Approve the agenda proposed for the AGM.
6. Present the minutes of the previous AGM - proposed and seconded by two members.
7. Present financial statements. Present auditors report. Approve financial statements by the AGM.
8. Present the progress report by the president.
9. Release all office bearers of previous year from their responsibilities.
10. Appointing new office bearers for the year.
11. Appointing two auditors.
12. Appointing two Patrons.
13. Appointing two members to the election committee.
14. Election of two members to check minutes of the AGM.
15. Any other Business.
16. Address by the newly elected President.
17. AGM ends.

Annex 1 :: Constitution amendment Sub Committee Members

1. Mr. Sunil Kahapolarachchi - Chairman
2. Mr. Sarath Wattegedera
3. Mr. Trevor Buultjens
4. Mr. Harry Withana
5. Mr. Ranjith Ratnapala
6. Mr. Senarath Weerathna
7. Mrs. Mali Perera
8. Mr. Nameen Abeyratne – Assistant Secretary

The work was spanned from May 2016 to May 2017.