

CONSTITUTION
THE SRI LANKA-CANADA ASSOCIATION OF OTTAWA



CONSTITUTION THE SRI LANKA-CANADA ASSOCIATION OF OTTAWA

As Amended:

1st AGM	26 May 1977
2nd AGM	28 May 1978
3rd AGM	27 May 1979
Special GM	05 July 1980
Special GM	24 October 1982
15th AGM	26 May 1991
16th AGM	18 October 1992
Special GM	07 April 2002
AGM 2006	05 November 2006
AGM 2013	27 October 2013
AGM 2014	02 November 2014
Special GM	12 April 2015



CONSTITUTION THE SRI LANKA-CANADA ASSOCIATION OF OTTAWA

Table of Contents

1. NAME:.....	4
2. ADDRESS:	4
3. OBJECTIVES:	4
4. BOARD OF DIRECTORS	4
5. LOGO and SEAL.....	4
6. ADVISORY COMMITTEE:	4
7. MEMBERSHIP:.....	6
8. MEMBERSHIP FEES:	6
9. FISCAL YEAR:.....	7
10. OFFICE BEARERS:	7
11. DUTIES & POWERS OF THE EXECUTIVE COMMITTEE:	9
12. DUTIES OF OFFICERS:.....	11
13. ANNUAL GENERAL MEETING (AGM):	13
14. GENERAL GUIDELINES, PROCESSES AND PROCEDURES FOR THE EXECUTIVE COMMITTEE, STEERING COMMITTEES, ORGANIZING COMMITTEES AND THE MEMBERS	14
15. SPECIAL GENERAL MEETING (SGM):.....	15
16. VOTING PROCEDURE:.....	16
17. FINANCE & BANKING:	16
18. AMENDMENTS TO THE CONSTITUTION:	16
19. DISSOLUTION:	16



CONSTITUTION THE SRI LANKA-CANADA ASSOCIATION OF OTTAWA

1. NAME:

The Association shall be called the **SRI LANKA-CANADA ASSOCIATION OF OTTAWA**, hereinafter referred to as the **Association**.

2. ADDRESS:

The address of the Association shall be the residence of the Secretary of the Association unless otherwise notified by the Board of Directors.

3. OBJECTIVES:

The objectives of the Association shall be to promote social, cultural, recreational and economic welfare of members, to assist newly relocated Sri Lankans or former Sri Lankans in whatever ways possible and to create, maintain and promote an awareness of the contribution of Canadian and Sri Lankans and former Sri Lankans resident in Canada to each other by promoting special activities, to help people live in Canada as well as outside Canada in disaster situations, and to undertake any other activities, which in the opinion of the Board of Directors, will further the interests of the Association.

4. BOARD OF DIRECTORS

The Board of Directors shall consist of the Executive Committee members.

5. LOGO and SEAL

The Association shall have the authority to establish a club logo and a seal and the seal shall be kept by the Treasurer, to be used as required.

6. ADVISORY COMMITTEE:

- a) Up to seven (7) and at least five (5) Past Presidents, who have volunteered to serve as members of the Advisory Committee of the Association, and initially confirmed by the general membership of the Association, shall form the Advisory Committee of the Association.



CONSTITUTION

THE SRI LANKA-CANADA ASSOCIATION OF OTTAWA

- b) Thereafter, any vacancies in the Advisory Committee may be filled by any other Past President of the Association, who has volunteered to serve in the Advisory Committee, and confirmed by the Advisory Committee.
- c) The term of office of each Advisory Committee member shall be for a period of two (2) years from date of appointment or from the day following the Annual General Meeting.
- d) The functions and responsibilities of the Advisory Committee shall include –
 - (i) Serve as an Advisory Body as and when requested by the Board of Directors of the Association.
 - (ii) Assist the Board of Directors to carry out its program of activities.
 - (iii) If for any reason the Board of Directors fails to hold the Annual General Meeting (AGM) within six (6) months of the expiry of its term of office, the Advisory Committee shall have the authority to call a General Meeting and elect a new Board of Directors.
 - (iv) In the event the Advisory Committee assumes responsibility to call a General Meeting to elect a new Board of Directors, it shall be empowered to assume the functions and responsibilities vested in the out-going Board of Directors until such time as a new Board of Directors is elected.
 - (v) If and when the Advisory Committee assumes the functions and responsibilities of the Board of Directors, it shall call a General Meeting and elect a new Board of Directors within four (4) months from the day it assumes the said functions and responsibilities.
 - (vi) The Advisory Committee shall appoint one person from among themselves as the Chairperson of the Advisory Committee.
 - (vii) All decision of the Advisory Committee shall be made on a simple majority basis.



CONSTITUTION THE SRI LANKA-CANADA ASSOCIATION OF OTTAWA

7. MEMBERSHIP:

- a) The membership shall be open to any person over eighteen (18) years of age, who share in the objectives of the Association.
- b) Children of the members under 18 years of age shall be eligible for the benefits of the Association, but shall not have voting rights at any meeting of the Association.
- c) The Executive Committee shall have the right to refuse membership to any person or to suspend or expel from membership any person who in the unanimous opinion of the Executive Committee is likely to bring discredit to the Association. The Executive Committee shall inform the person concerned the action it has taken and the reasons for such action. However, the decision of the Executive Committee shall be final and shall not be subject to any action in any Court of Law.

8. MEMBERSHIP FEES:

- a) The Association shall offer the following classes of Membership:
 - i) ADULT: Open to any person over 18 years of age, or a single parent with young children.
 - ii) STUDENT: Open to all full-time students over 18 years of age.
 - iii) SENIOR: Open to any person over 65 years of age.
 - iv) FAMILY: Two adults living together as a family and their children.
- b) The annual Membership Fees shall be as follows:
 - i) ADULT: \$10.00
 - ii) STUDENT: \$ 5.00 (25 and under)
 - iii) SENIOR: \$ 5.00
 - iv) FAMILY: \$20.00

The above fee schedule may be amended by a simple majority of the votes cast at any AGM of the Association.

- c) Membership fee shall be based on the Fiscal Year of the Association, as set out in Article 9 herein, and shall be payable on or before 31 December of



CONSTITUTION THE SRI LANKA-CANADA ASSOCIATION OF OTTAWA

each year. Those members who are in arrears with respect to membership fees as of that above-stated date shall cease to be members of the Association.

- d) The Executive Committee shall have the power to collect additional funds for special activities organized by the Association.

9. FISCAL YEAR:

The Fiscal Year (FY) of the Association shall be from 1 September to 31 August.

10. OFFICE BEARERS:

- a) An Executive Committee composed of the following shall be elected at each AGM to hold office until the succeeding AGM:

PRESIDENT

VICE-PRESIDENT

SECRETARY

TREASURER

DIRECTOR, COMMUNICATION AND TECHNOLOGY

DIRECTOR, MEMBERSHIP AFFAIRS

DIRECTOR OF ASSETS AND FUND RAISING

Member of the Past Executive Committee and

CHAIRS of the Steering Committees listed in Article 10(c)



CONSTITUTION THE SRI LANKA-CANADA ASSOCIATION OF OTTAWA

- b) The immediate Past President shall serve on the Executive Committee as the Past Executive. In the event that the immediate Past President is unable to assume this position on the Executive Committee, the Executive Committee shall appoint the immediate Past Vice-President to fill the vacancy. Should the immediate Past Vice-President is unable to assume this position, then the Executive Committee shall appoint any member from the immediate past executive committee to this position. If none of them are unable to assume this position, the executive committee shall request the Advisory Committee to appoint a Past President from the Advisory Committee to fill the vacancy. In the AGM, if previous president, vice president, secretary, treasurer or any director was selected to any other executive position this past executive position may not be filled if another past executive to fill this position is not available.
- c) The following steering committees shall be formed.
- Cultural Committee
 - Sports Committee
 - Youth Committee
 - Community Outreach Committee
 - Editorial Committee
 - Regional Committee (Ottawa East)
 - Regional Committee (Ottawa West)
 - Regional Committee (Ottawa South)
 - Regional Committee (Ottawa Central and Hull)

Each committee shall have a chair person and a secretary and should at least have a total of 3 members. The number of members in each committee and the roles and responsibilities of each committee will be described in one of the SLCAO guideline documents entitled "Scope and Responsibilities of the Steering Committees and Guidelines for Operation" as described in Section 12.



CONSTITUTION

THE SRI LANKA-CANADA ASSOCIATION OF OTTAWA

If for some reason these steering committees cannot be elected at an AGM or if the Executive Committee feels that more members should be included in a steering committee, the Executive Committee has the authority to appoint additional members to those steering committees.

- d) The election of office bearers shall be co-coordinated by a Nominating Committee (NC) consisting of two (2) to five (5) members, who are to be appointed by the out-going Executive Committee at least thirty (30) days before the end of the FY. The NC shall consist of one member of the out-going Executive Committee and up to four (4) from the general membership, which shall include at least two (2) Past Presidents of the Association. A Returning Officer shall be appointed from the five (5) members of the NC.
- e) The NC shall be responsible for canvassing candidates and receiving nominations for the election of Office Bearers of the Association. All nominations shall be in writing, addressed to the Returning Officer, proposed and seconded by two (2) members of the NC and shall have the endorsement by the candidate of his/her willingness to stand for the proposed office.
- f) An Auditor shall be elected at each AGM among the members of the Association to hold office until the succeeding AGM. The Auditor shall not hold office in the Executive Committee.

11. DUTIES & POWERS OF THE EXECUTIVE COMMITTEE:

- a) The Executive Committee shall have the power to make any decisions it deems fit in the interest of the Association, provided that such decisions are not ultra vires the Constitution.
- b) The Executive Committee shall have the power to form Steering committees and organizing committees for special activities and to invite members to participate in such committees. Executive committee can also suspend any steering committee or organizing committee when in the opinion of the majority of the executive committee members, the continuation of a committee is not for the best interest of SLCAO. The reasons for suspension



CONSTITUTION THE SRI LANKA-CANADA ASSOCIATION OF OTTAWA

- need to be stated in the subsequent general meeting (SGM or AGM) and consent obtained for the decision from the majority of members.
- c) The Secretary has power to appoint another executive committee member to act as the Secretary for a continuous maximum period of three months. Similarly, The Treasurer has the authority to appoint another executive committee member to act as the Treasurer for a continuous maximum period of three months.
- d) Quorum for the Executive Committee Meetings:
Either president or Vice President, The Secretary or another executive committee member to whom the secretary has delegated her/his duties, the treasurer or another executive committee member to whom the treasurer has delegated her or his duties must be present in an Executive Committee Meeting.
- e) Any member of the Executive Committee who absents himself/herself from three (3) 'scheduled' consecutive meetings (The chair person of a steering committee can send any member of the steering committee to the Executive Committee Meeting and therefore is exempted from this requirement) without sending an eligible representative and without reasons acceptable to the Executive Committee may be removed from his/her position by the Executive Committee. A meeting is considered 'scheduled' if that meeting venue is informed to the members at least one week prior to the meeting.
- f) The Executive Committee shall have the power to fill vacancies in the Executive Committee or in the office of the Auditor that may arise from time to time.
- g) Each regional committee can send two representatives to attend executive committee meetings. Only the representative who represents the chair person has the voting rights. The president has the power to invite any steering committee member, organizing committee member or any member of SLCAO to participate in the executive committee meetings as a non-voting participant.
- h) Regular meetings with steering committees: The executive committee shall have regular meetings with all the steering committees to obtain feedback, to discuss the progress, future work, any current issues and to take actions to



CONSTITUTION

THE SRI LANKA-CANADA ASSOCIATION OF OTTAWA

improve the guidelines, processes and procedures. The frequency of these meetings may be decided by the executive committee in co-ordination with the steering committee members but at least quarterly meetings are recommended (for example, January, April, July and October).

12. DUTIES OF OFFICERS:

- a) **PRESIDENT:** The President shall be responsible for planning, co-coordinating and directing the activities of the Association and the Executive Committee. He/she shall be an ex-officio member of all Sub-committees. The President shall have a casting vote at all Association and Executive Committee meetings.
- b) **VICE-PRESIDENT:** The Vice-President shall perform the duties of the President in his/her absence and be responsible for creating, maintaining and furthering interests in the Association by Canadians, other ethnic groups and other organizations and keeping the general membership informed of the activities of the Association and carry out such other duties as assigned by the Executive Committee.
- c) **SECRETARY:** The Secretary shall perform the general administrative functions of the Association, maintain proper records of the minutes of general meetings and Executive Committee meetings, maintain proper records of all correspondence, maintain an up-to-date register of members of the Association, assist Director (Information) and Director (Membership) on information, communication and membership matters, and perform other duties as specified elsewhere in the Constitution.
- d) **TREASURER:** The Treasurer shall maintain proper books of accounts, records and documents, submit to the AGM for approval of audited Financial Statements, submit to the Executive Committee audited statements of receipts and expenditures on the conclusion of each Association function involving the use of funds, submit to the Executive Committee financial reports whenever directed and perform other duties as specified elsewhere in the Constitution.



CONSTITUTION THE SRI LANKA-CANADA ASSOCIATION OF OTTAWA

e) **MEMBER OF THE PAST EXECUTIVE COMMITTEE:** The Past Executive shall assist the Executive Committee in continuing to perform the functions and activities that had been carried out by the Association in the past years.

f) **DIRECTOR COMMUNICATION AND TECHNOLOGY**

The Director, Information (DI) shall be in charge of maintaining the web and sending out emails and other information to the members under the direction of the secretary of SLCAO. The Director Communication and Technology has the authority to decide what information is to be included and how they are organized in the web. For this purpose, there will be an official guidelines document accessible to the membership.

Any official notices sent to the members on behalf of the executive committee shall be approved by the executive committee. Any other information sent to the members should be approved by the secretary of the association. All the advertisements or third party involvements displayed in the web must be approved by the Executive Committee.

g) **DIRECTOR, MEMBERSHIP AFFAIRS**

Director (Membership Affairs) shall keep updated membership information, canvass for new members in co-ordination with the regional committees.

h) **DIRECTOR OF ASSETS AND FUND RAISING**

Director of Assets and Fund Raising is responsible for handling, maintaining, monitoring and tracking of SLCAO assets. Also responsible for initiating fund raising activities in an innovative manner.

i) **AUDITOR:**

The Auditor shall be responsible for the audit of the books and records of the Association and report thereon to the members of the Association at the AGM. He/she shall also audit the books and records of the Association or Sub-committees and report thereon to the Executive Committee whenever so requested by the Executive Committee.



CONSTITUTION THE SRI LANKA-CANADA ASSOCIATION OF OTTAWA

13. ANNUAL GENERAL MEETING (AGM):

- a) The Association shall hold its AGM no later than thirty (30) days after the end of its Fiscal Year.
- b) A notice in writing convening the AGM and calling for the nominations of Office Bearers shall be issued to all members of the Association by the Executive Committee at least twenty-one (21) days prior to the date of the meeting.
- c) All members shall have the right to submit resolutions to be considered at an AGM, provided such resolutions are duly proposed and seconded and received by the Secretary at least seven (7) days prior to the date of the meeting.
- d) The Agenda for an AGM shall consist of:
 - (1) Adoption of the Minutes of the previous AGM.
 - (2) Consideration of matters arising from the Minutes of the previous AGM.
 - (3) Consideration of the Annual Report on the activities of the Association.
 - (4) Consideration of the Annual Financial Report of the Association, and the Auditor's Report thereon.
 - (5) Election of Office Bearers of the Association.
 - (6) Consideration of other specified business submitted by the members of the Association, in accordance with Article 13(c) herein.
- e) The quorum for an AGM shall be twenty (20%) percent of the membership of the Association.



CONSTITUTION THE SRI LANKA-CANADA ASSOCIATION OF OTTAWA

14. GENERAL GUIDELINES, PROCESSES AND PROCEDURES FOR THE EXECUTIVE COMMITTEE, STEERING COMMITTEES, ORGANIZING COMMITTEES AND THE MEMBERS

- a) SLCAO shall adopt guidelines, processes, procedures and official forms, as amended from time to time by the executive committee and/or the membership, to provide detailed descriptions of the procedures that need to be followed by its Executive Committee, Steering Committees, Organizing Committees and the members and of anyone of an affiliated institution when they are carrying out duties for the SLCAO. In the case where the SLCAO has an official web site, these documents shall be posted on that site and access to them shall be provided by using a link named "Official Documents and Guidelines" on the SLCAO home page to direct persons to the page containing these documents. In addition, the copies of the past versions (up to the last 5 years) and the latest version of all the documents and forms will be kept with the secretary. These guidelines include, for example, tri-city cricket team selection guidelines, subcommittee responsibilities, what and how the information should be stored in the web, waiver forms and membership forms. As indicated above, these guidelines and procedures may be changed from time to time without altering the constitution with the provisions given in Section 12(c) and Section 12(d).
- b) In all cases, the provisions of this constitution overrule and supersede the provisions of the guidelines, procedures and forms mentioned in Section 12(a).
- c) Inclusion of any new set of guidelines or any amendment to the guidelines can be done by the executive committee. However, all such changes are required to be approved in the following AGM or in a specified SGM. If any changes made by the executive committee to a document are not approved at the next AGM, the document will revert to its previous



CONSTITUTION THE SRI LANKA-CANADA ASSOCIATION OF OTTAWA

- version, previously approved or endorsed by the general membership, which would then be in effect.
- d) All documents should have a version number and a version history with the information about the date they have been approved by the Executive Committee, and the date of approval given by the general membership.
 - e) The association shall be non-political and non-sectarian in all of its relationships.

15. SPECIAL GENERAL MEETING (SGM):

- a) The Executive Committee shall have the power to convene SGM to consider any special business, provided written notice indicating the nature of the special business is issued to all members at least fourteen (14) days prior to the date of the meeting.
- b) The Executive Committee shall convene a SGM upon the written request of not less than one-fifth (1/5) of the total membership for consideration of any specified special business. Within twenty-one (21) days of receiving such written request, the Executive Committee shall convene an extra-ordinary General Meeting of all members of the Association to be held at least fourteen (14) days from the date of issue of the notice of meeting.
- c) The quorum for a SGM shall be twenty (20%) percent of the membership of the Association.
- d) If a quorum for SGM requested by the members in accordance with Article 15(b) herein is not present within sixty (60) minutes of the stated time of commencement of the meeting, the meeting shall be terminated and the Executive Committee shall be under no obligation to reconvene the meeting for the stated purpose.



CONSTITUTION THE SRI LANKA-CANADA ASSOCIATION OF OTTAWA

16. VOTING PROCEDURE:

- a) All decisions at General Meeting(s) shall be by a simple majority vote, unless otherwise provided by the Constitution. All voting shall be by show of hands unless a majority of the members decide otherwise and such decisions are not ultra vires the Constitution.
- b) All secret balloting shall be supervised by two (2) scrutinizers, who shall be elected by the members present in person at the meeting.

17. FINANCE & BANKING:

- a) The Treasurer shall maintain a petty cash fund not exceeding \$100.00. All other funds of the Association shall be deposited in a Canadian Chartered Bank or Trust Company in the name of the Association. All withdrawals shall be under the signatures of the Treasurer and President or Secretary, provided the prior approval had been obtained from the Executive Committee for withdrawals exceeding \$200.00.
- b) The Treasurer shall issue to all Executive Committee members statements of receipts and payments. The frequency of such statements shall be decided by the Executive Committee.

18. AMENDMENTS TO THE CONSTITUTION:

The Constitution of the Association shall not be amended whether in whole or in part unless prior written notice detailing the proposed changes are submitted to the Executive Committee at least fourteen (14) days prior to the date of the meeting for discussion at least two-thirds (2/3) of the members present approve such amendment(s).

19. DISSOLUTION:

The Association shall not be dissolved unless at least three-fourths (3/4) of the total membership present at a General Meeting convened for such purpose, approve such dissolution. Upon receiving such dissolution, the members present shall decide by a simple majority vote the manner of disposing the assets and fulfilling any financial liabilities of the Association.