

CONSTITUTION OF THE SRI LANKA ASSOCIATION IN JAPAN

(As revised at the Special General Meeting held on 04 June 2006)

I. ASSOCIATION

- Article 1 (a) NAME: The Association shall be called: The Sri Lanka Association in Japan
(b) ADDRESS: Association's Office is at: 401, Sri Lanka Embassy, 2-1-54, Takanawa, Minato-ku, Tokyo 108-0074
(c) E-MAIL: slajnew@yahoo.com
(d) TELEPHONE 81-3-3440-6911
(e) FACSIMILE: 81-3-3440-69..
- Article 2 OBJECTS OF THE ASSOCIATION: The objects of the Association shall be:
(a) To strengthen the Sri Lankan community in Japan;
(b) To promote social and cultural relations between Sri Lanka and Japan; and
(c) To contribute to the socioeconomic development of Sri Lanka
- Article 3 CHARACTER The nature of the Association is:
(a) non-political;
(b) non-profit; and
(c) non-discriminatory.

II. MEMBERSHIP

- Article 4 ELIGIBILITY: Members shall be citizens of Sri Lanka resident in Japan.
- Article 5 MEMBERS WITH VOTING RIGHTS: (a) **Ordinary Members:**
Adults residing or intending to reside in Japan for a period of not less than one year shall be eligible for Ordinary Membership. Ordinary Members, who have paid the membership fee fully up to the current year, shall have the voting rights. The spouse of every Ordinary Member with voting rights, irrespective of the nationality, nominated by the Ordinary Member, shall be eligible for free Ordinary Membership. The Executive Committee, at its discretion, may grant ordinary membership to the Sri Lankan employees of the Sri Lankan Embassy in Japan who are actively involved and supporting the activities of the Association, free of admission and membership fees,
(b) **Corporate Members:**
Corporate citizens or organizations registered and/or operating in Japan shall be eligible for Corporate Membership. Corporate Members, who have paid the membership fee fully up to the current year, shall have the voting rights. Corporate Members can nominate two persons as their representatives in all activities of the Association.
(c) **Life Members:**
Any person eligible for Ordinary Membership, on payment of ¥50,000 or any corporate citizen eligible for Corporate Membership, on payment of ¥100,000, become eligible for Life Membership. No payment of annual membership fee shall be required for Life Members.
- Article 6 MEMBERS WITHOUT VOTING RIGHTS (a) **Associate Members:**
Adults residing or intending to reside in Japan for a period less than one year, on being nominated by ordinary members shall be eligible for Associate Membership. Such membership shall automatically be terminated on completion of the term of stay in Japan.
(b) **Junior Members:**
Children of ordinary members under 18 years and above 12 years of age and, nominated by their parents shall be eligible for Junior Membership. Such membership shall automatically be terminated when they exceed the age of 18 years.
(c) **Visiting Members:**
Non-resident visitors on being nominated by an Ordinary Member shall be eligible for Visiting Membership.
(d) **Honorary Members:**
The executive committee shall at its absolute discretion confer Honorary Membership on any person worthy of distinction. However, if they do not attend any of the meetings for a period of two consecutive years, their membership shall automatically be ceased.

- Article 7 APPROVAL OF MEMBERSHIP The Executive Committee shall at its absolute discretion, either approve or reject any application for membership, in the interest of the Association without any prejudice. Where an application is rejected no reason may be stated.
- Article 8 CONDUCT OF MEMBERS The members shall conduct themselves in a manner that would protect and ensure the dignity, character and interests of the Association.
- III. SUBSCRIPTONS**
- Article 9 ADMISSION FEE: An admission fee of ¥10,000.00 shall be payable by Ordinary Members and Corporate Members as once only payment. However, any person whose membership is once ceased shall pay the admission fee for rejoining the Association if this requirement is not waived off by a decision of the Executive Committee. The spouses of Ordinary Members with voting rights shall be eligible to become an Ordinary Member of the Association without any admission fee
- Article 10 ANNUAL MEMBERSHIP FEE (ORDINARY MEMBERS, CORPORATE MEMBERS, AND LIFE MEMBERS):
- (a) Each Ordinary Member and Corporate Member shall pay ¥6,000.00 and ¥12,000, respectively for each year or part thereof, in full without any arrears. The spouse of an Ordinary Member, who has paid the membership fee without any arrears, shall be eligible for free Ordinary Membership. The children of Ordinary Members above 18 years of age shall be required to pay one half the Ordinary Membership fee if they are enrolled as an Ordinary Member.
- (b) Life Members: The Ordinary Members and Corporate Members on payment of the life membership fee of ¥50,000.00 and ¥100,000 respectively, shall become life members and they are not required to pay annual membership for ever. The members already paid the annual membership shall become Life Members if they pay the difference between the life membership fee and the annual membership fee already paid, within the same financial year.
- Article 11 ANNUAL MEMBERSHIP FEE (OTHER MEMBERS):
- (a) Associate Members: ¥1,000.00
 (b) Junior Members: free membership
 (c) Visiting Members: ¥1,000.00
 (d) Honorary Members: free membership
- Article 12 FISCAL YEAR Fiscal year of the Association shall be from 1 April to 31 March. Annual membership fees should be paid before 30 April of the year.
- Article 13 REFUND OF FEES Once paid, neither admission fee nor membership fee or part thereof shall be refundable to any person for any reason whatsoever.
- Article 14 ARREARS OF MEMBERSHIP FEES Where any Ordinary Member is in arrears of his/her membership fee for a period more than three months, he/she shall thereafter not be allowed the privileges of the association until all arrears have been paid in full. If he or she fails to pay all arrears within a further period of nine months his/her membership shall thereafter be terminated. When any Ordinary Member loses his privileges or membership of the Association, his or her spouse shall also lose the privileges and membership, accordingly.
- Article 15 RESIGNATION FROM MEMBERSHIP Any member may resign from the membership through a notification made in writing by him/her addressed to the Hon. Secretary at least one month prior to effective date provided, he/she had handed over all documents, assets and properties of the Association to the Hon. Secretary.
- Article 16 TERMINATION
- (a) If the conduct of any member is found to be injurious to the character or interests of the Association, the Executive Committee shall consider termination of the membership of him or her. However, such member has the right to appeal to the executive committee with explanation to the satisfaction of the executive committee for reconsideration of the decision.
- (b) If any member does not pay due membership fees for a period of two consecutive years, his or her membership shall be automatically terminated.
- (c) The membership of non-voting members shall cease automatically when they lose their eligibility.
- Article 17 RENEWAL OF MEMBERSHIP Any person whose membership shall have ceased under Article 16 (b) above, shall not be eligible to apply for renewal of membership or fresh membership unless he/she shall have paid all arrears incurred while he/she was a member, provided the member has not informed reasons for defaulting payment, acceptable to the Executive Committee, to the Hon. Secretary in advance.

IV. GENERAL MEETINGS

- Article 18 (a) TYPES OF GENERAL MEETINGS The General Meetings of the Association shall be:
(a) An Annual General Meeting, or
(b) A Special General Meeting.
At least seven days prior to every General Meeting, every member of the Association shall be notified of the date, time, venue and agenda of such meeting.
- (b) ANNUAL GENERAL MEETING The Annual General Meeting shall be held during the month of April every year and the agenda shall include, among others:
(a) The election of members of the executive committee including office bearers.
(b) Consideration of the Annual Report of the Hon. President/Secretary.
(c) Consideration of the Statement of audited Accounts of the Association for the preceding year.
(d) Resolutions provided that, notice of any resolution to be moved at the General Meeting shall, together with a copy of its text, be given to the Hon. Secretary at least 10 days prior to the March meeting of the executive committee. Every such resolution shall be placed before the executive committee for approval. No resolution is moved at a General Meeting unless it is considered and approved by the executive committee.
- (c) SPECIAL GENERAL MEETING A Special General Meeting of the Association shall be held:
(a) Whenever, there is an urgent need to summon a General Meeting, in the opinion of the Hon. President and the Hon. Secretary to report to or discuss or consult with or make a decision on an important matter;
(b) Whenever, the executive committee resolves that it is necessary to hold a General Meeting of the Association; or
(c) When any fifteen or more ordinary, corporate or life members including any office bearers of the Association, by a written requisition addressed to the Hon. Secretary, call for a General Meeting of the Association to transact such business as stated in the requisition such a meeting shall be summoned by the Hon. Secretary on a day falling within twenty one days of the receipt of such written requisition by him. Notification to the member of such date shall be completed within ten days of receipt of the written requisition.
- Article 19 THE QUORUM FOR A GENERAL MEETING The quorum for a General Meeting shall be one fifth the total number of members or 15 members, whichever is less, inclusive of the President or a Vice-President and the Hon. Secretary or Hon. Assistant Secretary and the Treasurer or Assistant Treasurer

V. EXECUTIVE COMMITTEE

- Article 20 OFFICE BEARERS His Excellency the Ambassador for Sri Lanka in Japan will be Hon. Patron. In addition, Annual General Meeting can appoint four more Hon. Patrons who are Sri Lankan religious or social leaders resident in Japan.
(a) Hon. President
(b) Hon. Deputy President
(c) Hon. Vice President (Asset Management)
(d) Hon. Vice President (Social Welfare)
(e) Hon. Vice President (Sports)
(f) Hon. Vice President (Cultural Affairs)
(g) Hon. Vice President (Public Relations and Promotion)
(h) Hon. Vice President (Academic and Professional)
(i) Hon. Secretary
(j) Hon. Assistant Secretary
(k) Hon. Treasurer
(l) Hon. Assistant Treasurer
(m) Hon. Internal Auditor
- Article 21 EXECUTIVE COMMITTEE The Executive Committee shall consist of
(a) all office bearers and
(b) not more than 14 representing individual prefectures and metropolitan areas
(c) a representative nominated by each of the organizations operated in Japan by and/or for Sri Lankans including the following in writing under the signature of its President/Chairperson/Secretary shall be ex-officio members of the executive committee.

		<ul style="list-style-type: none"> i. Sri Lanka Business Council ii. Sri Lanka Students Association iii. Sri Lanka Forum
Article 22	ELECTION OF EXECUTIVE COMMITTEE	All members of the Executive Committee shall have voting rights. Executive committee members including office bearers mentioned above in Article 20, other than ex-officio members, shall be elected at a General Meeting.
Article 23	TERM OF OFFICE	The members of the Executive Committee shall hold office until the election of office bearers at the succeeding Annual General Meeting except the persons: <ul style="list-style-type: none"> (a) who shall have lost the membership of the Association; (b) who shall become incapable of performing the duties and responsibilities assigned to his or her position due to physical or mental weakness; (c) acceptance of the resignation from office by letter addressed to the Hon. Secretary submitted along with all documents and assets of the Association kept in his/her charge, by the Executive Committee; and (d) who has been removed from the Executive Committee by a decision made by the Executive Committee for <ul style="list-style-type: none"> i. not attending three consecutive committee meetings without valid reasons informed to the Hon. Secretary in writing at least three days before the meetings, or ii. considering the conduct found to be injurious to the character or interests of the association.
Article 24	EXECUTIVE COMMITTEE MEETINGS	The executive committee shall hold: <ul style="list-style-type: none"> (a) regular meetings once in two months; and (b) special meetings when a sudden need arises. At least five days prior to every meeting of the executive committee every member shall be notified in writing of the date, time, venue and agenda of such meeting by the Hon. Secretary.
Article 25	THE QUORUM FOR EXECUTIVE COMMITTEE MEETINGS	The quorum for the meeting of the executive committee shall be five, provided the Hon. President or a Deputy-President, and the Hon. Secretary or the Assistant Secretary is present.
Article 26	FILLING OF VACANCIES IN THE EXECUTIVE COMMITTEE	Where a vacancy is created in the Executive Committee after the appointment, Executive Committee shall elect a member of the Association to fill such vacancy until the election of Executive Committee at the next Annual General Meeting.
Article 27	GENERAL POWERS AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE	Without prejudice to general powers and responsibilities referred to in other articles in this constitution, the Executive Committee is empowered to: <ul style="list-style-type: none"> (a) Appoint any member or members of the Association to form a sub-committee for any defined purpose and to hold a specific responsibility. (b) Implement activities in line with the objects of the Association (c) Collect and spend money for the purpose of achievement of the objects of the Association The Executive Committee is collectively responsible for implementing the annual plan of action and accountable to the General Meeting of the Association.
		VI. FINANCES AND ACCOUNTS
Article 28	FINANCE OF THE ASSOCIATION	(a) All monies collected including admission fees, membership fees, donations and other revenues shall be assets of the Association and be under the charge of the Hon. Treasurer who is accountable to the Executive Committee. (b) However, if Executive Committee considers necessary, it may assign any other member of the Executive Committee to take charge of financial assets of the Association.
Article 29	DEPOSIT OF MONEY IN A BANK	Without unreasonable delay, all monies of the Association shall be deposited in an account in the name of the Association in a bank approved by the executive committee, and such account shall be operated by two office bearers, one of whom shall be the Hon. Treasurer and the other should be either the Hon. President or the Hon. Secretary.
Article 30	MONEY FOR INCIDENTAL EXPENSES	Notwithstanding anything to the contrary in preceding articles, the Hon. Treasurer may retain with him a reasonable amount of money of which the upper limit is approved by the executive committee at any given time out of the Association funds for urgent incidental expenses.
Article 31	RECORDS OF INCOMES AND EXPENDITURES	Hon. Treasurer shall maintain proper up to date records of all incomes and expenditures ready for inspection at any point of time by the Hon. President or Hon. Secretary if a need arises to report to the Executive Committee.

VII. FINANCIAL MANAGEMENT OF THE ASSOCIATION

- Article 32 ANNUAL BUDGET (a) The executive committee shall draft an annual plan of action for the following fiscal year along with budget estimates and place before the Annual General Meeting for consideration and approval, after new executive committee is elected.
(b) The executive committee shall endeavor to implement such approved plan of action and other activities which may be needed to address the emerging situations.
- Article 33 EXPENDITURE (a) All expenses, above a reasonable limit to be decided by the executive committee, shall be incurred with the prior approval of the executive committee.
(b) Documentary proof should be retained by the Hon. Treasurer in respect of all expenses for auditing purposes.
- Article 34 MONTHLY STATEMENT OF ACCOUNTS At every bimonthly meeting of the executive committee, the Hon. Treasurer shall place before the committee a monthly statement of accounts of the Association for the preceding month.
- Article 35 ANNUAL STATEMENT OF ACCOUNTS Every year, the Hon. Treasurer shall prepare the annual statement of accounts for income and expenditure covering the period starting from 01 April to 31 March of the year and submit to the Hon. Internal Auditor 14 days prior to the Annual General Meeting, at which audited accounts shall be placed by the Hon. Treasurer with the report of the Auditor.
- Article 36 ACQUISITION AND DISPOSAL OF ASSETS The executive committee may, on behalf of the Association acquire, utilize, and dispose of or create at its discretion, ownership of other interests in property both movable and immovable which may be required for the operations of the Association. Subject to the provisions of this constitution and any other rules and regulations of the Association, the control and administration of the properties of the Association both movable and immovable shall be vested in the executive committee.

VIII. CONSTITUTION OF THE ASSOCIATION

- Article 37 EFFECTIVE DATE This constitution, amended and revised in terms of the provisions of the Constitution approved at the Annual General Meeting of 1984, will take effect from the date of approval by the Special General Meeting.
- Article 38 AMENDMENTS TO THE CONSTITUTION The Association shall have the power to make a fresh constitution, or add to, vary from, amend or cancel any provisions of this constitution by a resolution passed by a majority of not less than two-thirds of the members present and voting at a General Meeting of the Association or one half of the total membership, whichever is greater, provided that 14 days notice shall be given of such meeting.

IX. FILES AND BOOKS OF THE ASSOCIATION

- Article 39 MAINTENANCE OF FILES AND BOOKS OF THE ASSOCIATION The members of the Executive Committee shall maintain proper records in appropriate documents including files and books in respect of activities carried out by them personally or under their charge ready for inspection at any point of time and for handing over to the next Executive Committee elected at the next Annual General Meeting.
- Article 40 INSPECTION OF FILES AND BOOKS OF THE ASSOCIATION Every member with voting rights of the Association, who has made an application addressed to the Hon. Secretary/Hon. Treasurer at least fourteen days prior, may inspect any of the books, files or correspondences of the Association, which shall have been specified in such application on a date and time fixed in consultation with the office bearer of whom such documents are kept in custody.

X. DISSOLUTION OF THE ASSOCIATION

- Article 41 DISSOLUTION OF THE ASSOCIATION (a) In case the Association has to be dissolved for any reason, it can only be done by the decision of the General Meeting called for that purpose at which minimum of three fourths of the total members with voting rights should be in favor of the dissolution.
(b) Should the Association be dissolved and wound up, funds remaining after paying all liabilities shall by a resolution of the General Meeting be contributed to the Public Trustee in Sri Lanka.

This revised Constitution is approved at the Special General Meeting held on 4 June 2006.

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Dilantha Malagauwa
Hon. President

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Kularatne Gamage
Hon. Joint Secretary

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Siri Herath
Hon. Joint Secretary