



## **SRI LANKA AMERICA ASSOCIATION OF SOUTHERN CALIFORNIA**

### **The Constitution**

**(as amended June 1, 2003)**

#### **ARTICLE 1.**

***This organization shall henceforth be called the Sri Lanka America Association of Southern California, referred to herein as the "Association" and it's abbreviation as the "SLAASC"***

#### **ARTICLE 2.**

***The objects of the Association shall be:***

- To foster the spirit of fellowship among its members.***
- To provide social, cultural, and recreational activities.***
- To disseminate information pertaining to Sri Lanka and the Southern California Community of Sri Lankan Heritage.***
- To provide means and media of regular social contact.***
- To establish and maintain a fund for charitable purposes as provided for herein.***

#### **ARTICLE 3.**

***The Association shall be a non-profit social and cultural organization under Section 501 (a) and 501 (c) 7 and of the Internal Revenue Code, and shall establish and maintain a separate fund for charitable purposes under Section 501 (c) 3 of the Internal Revenue Code. It shall not be affiliated to any political, religious or trade union organization.***

#### **ARTICLE 4.**

***The Association shall endeavor to provide hospitality for Sri Lanka nationals arriving in Southern California.***

**5A. There shall be two categories of membership, namely Corporate and Ordinary.**

**Corporate Members shall be those persons who shall have agreed to abide by the Constitution of the Association, and shall have been accepted to membership as provided hereinafter, and shall have paid the stipulated dues for the period of membership, and shall have met other requirements as set forth herein. All Corporate Members are entitled to vote at Association Elections and meetings, and are eligible to hold any elective office in the Association. To be eligible for voting and holding office, current years membership fees should be paid before the close of nominations as specified in Article 7 A.**

**Ordinary Members are those Sri Lankan resident in Southern California who have not paid up the membership dues for the current period. They shall not be eligible to either vote at Association meetings, or hold any elective office in the Association.**

**5B. Application for Association Membership:**

**Shall be on prescribed form and the candidate for membership shall be proposed and seconded by the Corporate Members of the Association.**

**The Executive Committee of the Association shall consider all applications for membership and vote to accept or deny membership.**

**Rejected Applications may be appealed by (3) Corporate Members, who will make a personal representation (by their request) at a special executive meeting. A subsequent vote by the committee will be the final determination. No further appeal may be entertained until a lapse of (6) months.**

**5C. The annual membership fee for Corporate Members shall be \$10 and an additional \$5.00 for the spouse and children under 18 years of age who are members.**

**The Corporate Life Membership fee shall be \$100.00 paid in advance. Such members shall not be required to pay any additional membership fees thereafter, including for the spouse and children under 18 years of age who are members.**

**ARTICLE 6. THE EXECUTIVE COMMITTEE**

**6A. The administrative and executive functions of the Association shall be performed by (11) Corporate Members who shall be elected to specific offices by the membership at an annual general meeting or at a special general meeting.**

**6B. Executive Committee**

**The body of (11) elected officers called the Executive Committee of the Associations shall consist of the following honorary offices: President, Vice President, Secretary, Treasurer, Membership Secretary, Social Secretary, Editor, Cultural Secretary, Recreation Secretary, Senior Citizen Member, and Youth Member.**

**6C. Meetings**

**The Executive Committee shall meet as often as it may be necessary, or once a month, to ensure that appropriate actions have been initiated to reasonably guarantee the events, functions and other activities scheduled for the year and to also ensure the continuity of the Association.**

**The quorum for the Executive Committee meeting shall be five (5) members of the committee present.**

**6D. Records**

**The Honorary Secretary shall record and maintain the minutes of Executive Committee and other meetings (officially called) in a book of minutes. A duplicate will be retained separately by the Honorary President.**

**All records and other property shall pass on to successive Executive Committees.**

**The Honorary Secretary shall maintain a "Policies and Procedures Manual", which shall contain all policies and procedures within the framework of this Constitution, as adopted by the Executive Committee. All such items shall be binding upon all Association members and succeeding Executive Committees until such time as a change is made by majority vote of the Executive Committee.**

**6E. TERM OF OFFICE**

**The term of office for duly elected Executive Committee Members shall be one (1) year commencing the 1<sup>st</sup> day of the Month of May and ending on the 30<sup>th</sup> day of April of the following year, or until successors are elected or installed.**

**6F. Any Corporate Member shall not be entitled to hold office of President for more than two (2) consecutive terms (2 Years), and shall become eligible for re-election for the office of President only after a lapse of one (1) year (during which he or she will not hold any but an ex-officio office).**

**6G. Vacancies**

**Vacancies in the Executive Committee caused by the unexpected resignation (in writing) or the vacating of the office by any other reason, shall be filled by the appointment of a Corporate member, by the remaining members of the Executive Committee. At no stage during the term of office of the Executive Committee shall the committee consist of less than three (3) elected members. In the event of a vacancy in the position of the President in mid-term, the Vice President will automatically fill that vacancy as President.**

**6H. Attendance**

**An Executive Committee Member who absents himself, without excuse, from three (3) consecutive executive meetings of which he/she has been given adequate notice of, would be deemed to have vacated his or her office.**

**The remaining members of the Executive Committee will after reasonable inquiry, fill the vacated office by selecting and appointing a Corporate Member who agrees to accept the responsibility of the office.**

**6I. Members Pro Tem**

**In the event of the number of the elected members of the Executive Committee becoming less than three (3), the committee will, in the duly prescribed manner, call a special general meeting to elect new office bearers. All appointed members will be considered members pro-tem of the Executive Committee and will be required to become candidates for the vacant offices, if they so desire.**

**6J. Copies to Members**

**A certified copy of the records, transactions and minutes of the Executive Committee meetings pertaining to specifically identified subjects, will be made available to any Corporate member for perusal. The Corporate member requesting the copy of the records, must do so in writing and must indicate the specific portion of the records he desires and indicate the reason for the request.**

**6K. Representations from members**

**The Executive Committee shall upon request, avail themselves to hear representations from not more than three (3) Corporate members at an Executive Committee meeting, on subjects that the committee must be notified of at least two (2) weeks prior to the next scheduled executive meeting.**

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**Such representations will be heard, considered, discussed, and voted on by the members of the Executive Committee, who will duly record the proceedings.**

**6L. Sub Committees**

**The Executive Committee may appoint specific sub committees for the specific programs or reasons, and for a specified time.**

**6M. Funds**

**The Honorary Treasurer shall receive, deposit, and disburse all monies of the Association under the direction of the President of the Association and the Executive Committee.**

**6N. All funds of the Association shall be deposited in an account in the name of the Association at a bank designated by the Executive Committee.**

**6O. All withdrawals and disbursements of monies (over \$25.00) shall be by association check and shall be signed by the Honorary Treasurer, and counter signed by the Honorary President of the Association.**

**6P. Assets**

**All property and equipment owned by the Association shall be the responsibility of the Honorary President.**

**He/she will maintain the records and inventory of the property.**

**ARTICLE 7. ELECTIONS**

**7A. Notice of elections and nominations.**

**The Executive Committee shall send out to all Corporate and eligible student members, at least 30 days prior to the date fixed for an annual or special general meeting, a notice convening such a meeting and a nomination form for each elective office.**

**The nomination forms shall provide a space for the name, address, and signature of the Corporate member being nominated. Nomination forms (completed) shall be returned to the Honorary Secretary no later than fourteen (14) days before the annual general meeting or the special general meeting.**

**7B. Candidates**

**The Executive Committee shall prepare a list of the names of the eligible members who have been nominated and are candidates for the Executive Committee for the next term.**

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*All candidates must accept the nomination and indicate their acceptance in writing and by affixing their signature to the nomination form.*

*The listed nominations shall be mailed to all eligible members, at least seven (7) days prior to the election meeting.*

**7C. Election Meeting**

*At the annual or special general meeting (election), the membership present will elect three (3) election supervisors to administer the election.*

*They shall be charged with the task of conducting the election by secret ballot and reporting the results to the membership. The election supervisors will elect a chairman for the meeting from among them.*

*All election equipment and forms will be turned over to the Chairman of the meeting by the outgoing Secretary prior to the election.*

*7D. All candidates for the offices of the Executive Committee must be present at the meeting. No absentee candidates will be accepted for election.*

*7E. No absentee ballots will be considered. Voting will be only by the members present at the meeting.*

**ARTICLE 8. MEETINGS**

**8A. Method**

*All meetings shall be convened by the Executive Committee by notices mailed or sent out in advance to the addresses on the current list of members.*

**8B. NUMBER**

*At least one general meeting shall be convened annually at which the agenda shall include:*

- 1. Report of the Executive Committee for the last year.*
- 2. Statement of Accounts*
- 3. Election of Executive Committee as appropriate for the new term if offices are vacated by end of term for any reason.*
- 4. Any special resolutions by any Corporate members who are given, at least fourteen (14) days notice of the subject of the resolution. No unscheduled business will be entertained at any meeting.*

**8C. Quorum**

*The quorum for an annual or special general meeting shall be thirty (30) Corporate members present.*

**ARTICLE 9. AMENDMENTS AND VOTES OF NO CONFIDENCE**

**9A. METHOD**

*Any proposed amendments to the Constitution, resolutions or motions of no confidence shall be submitted to the Executive Committee in writing. The proposed resolution or motion must be signed by at least fifteen (15) Corporate members.*

*9B. Upon receipt of a resolution or motion, signed by the required number of Corporate members, the Executive Committee shall immediately initiate action to convene a special general meeting within thirty (30) days.*

*9C. Amendments to, or repeal of any article or section of the Constitution shall require the same process of enactment.*

*The acceptance of a motion, resolution, or amendment to the Constitution shall be decided by a majority vote of two thirds of the eligible members present.*

**ARTICLE 10. DONATIONS, CONTRIBUTIONS, GRANTS**

*10A. Unless categorically specified for a particular reason, event or program, all donations, contributions, and/or grants shall be maintained in a separate account (savings) as a reserve fund (building, equipment, etc.). These funds will not be utilized to subsidize, purely social or sports activities.*

**ARTICLE 11. PROCEDURE**

*11A. Notwithstanding the above articles of the Constitution, the final authority in matters concerning proper procedure at meetings, will be as indicated in the "Robert's Rules of Order and Parliamentary Procedure". A copy of this book will be retained by the Association's Honorary Secretary, brought to all meetings and made available for referral when necessary.*

**ARTICLE 12. TRUST FUND**

*12A. The Association shall establish and maintain a Trust Fund for charitable purposes which qualifies under Section 501 C3 of the Internal Revenue Code and Section 23701d of the California Revenue and Taxation Code, and donations to which shall be tax deductible to the donors.*

*12B. The Trust Fund shall maintain its own bank account and its own books of accounting records.*

*12C. The Trust Fund shall be administered by a Board of Trustees consisting of five (5) persons appointed by the Executive Committee of the Association, who shall be referred to henceforth as the "Trustees".*

*The Trustees shall be appointed, and shall serve a maximum term of three (3) years, being eligible again after the lapse of one year.*

*12D. The operating procedures of the Trust Fund shall be delineated in a "Trust Fund Procedures Manual" which shall contain detailed procedures for the administration and operation of the Trust Fund. The procedures shall be adopted by a majority vote of the Executive Committee. All changes shall be executed in the same manner. All procedures so adopted shall be binding on the Trustees with regard to any and all Trust Fund operations.*

### **ARTICLE 13. YOUTH LEAGUE**

*13A. The Association shall establish and maintain a Youth League for the Youth members of the Association.*

*13B. The Youth League's members shall conform with all the Articles of this Constitution, as applicable and without exception unless as specified herein.*

*13C. The Youth League shall have its own Committee consisting of members duly elected by its membership.*

*13D. The Youth League and its committee shall function in a semi-autonomous manner under the auspices of the Association and its Executive Committee such that it shall be within the spirit of this Constitution and such other rules and regulations set forth from time to time by the Executive Committee.*

*13E. The Youth League and its Committee shall draw up its own Constitution which shall be in conformity with this Constitution and shall function in accordance thereof.*

*13F. The Committee of the Youth League shall designate its committee members to act as a liaison between the Youth League and Executive Committee in order to facilitate good communication.*

*13G. The Executive Committee shall have the right to vote over all rules, regulations, acts, and activities of the Youth League in the event that just cause be present. Such action shall only be taken in extreme case and shall be in keeping with the spirit of this clause and shall not unjustly violate the autonomy granted under Article 13D herein.*

**Amendment Dated: June 1, 2003**

**Signed by:**

**Jayam Rutnam  
President**

**Alex Perera  
Vice President**

**Palitha Pelpola  
Secretary**