

Bank of Ceylon Pensioners' Association

Rules and Regulations for Decentralized Entities of District Branches

(Approved at the Special General Meeting held on December 2nd 2017 and effective from January 1st 2018)

1. Name: Bank of Ceylon Pensioners' Association
.....District Branch..... Region / Zone.
(with the blanks being filled as appropriate)

2. Address: A suitable place as decided by the Committee of the respective Region /Zone.

3. Objectives:

- i. Promote mutual understanding and friendship among the members of the Region / Zone.
- ii. Improve the welfare of the members in the Region / Zone.
- iii. Represent matters of importance and issues of such members to the relevant District Branch.
- iv. Maintain cordial relationships with Management and staff of Bank of Ceylon branches within the area covered by the Region / Zone.
- v. Enable the Pensioners to act as a group of social activists.
- vi. Promote and create a happy, carefree group of Pensioners with a healthy lifestyle.

4. Membership:

- i. Every member of a District Branch will automatically become a member of the respective Region /Zone covering the contiguous area in which the member resides permanently.
- ii. The minimum membership for a Region /Zone shall be 30.

5. Cessation of Membership of the Region / Zone:

Membership of the Region / Zone shall cease, when membership in the Bank of Ceylon Pensioners' Association is terminated or his permanent residence is changed from the Region / Zone or District.

6. Region / Zone Committee:

The Committee of the Region / Zone shall comprise of

- i) **Office Bearers**, namely
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Assistant Secretary
 - e. Treasurer
 - f. Assistant Treasurer

ii) **Immediate Past President** (Ex-Officio)

iii) Committee Members

The number of committee members shall be a minimum of five (5) and maximum of twenty (20) on the basis of one committee member per 10 members

7. Election of the Region / Zone Committee:

- i. The Region / Zone Committee shall be elected by a majority vote at the Annual General Meeting of the Region / Zone.
- ii. A vacancy among the Office Bearers may be filled by Region /Zone Committee from among the members of the Region /Zone Committee.
- iii. A vacancy among the Committee members may be filled by the Region / Zone Committee from members of the Region / Zone.

8. Functions of the Region / Zone Committee

- i. All administrative and Management functions of the Region /Zone inclusive of Approving Investments and Expenditure
- ii. Carry out all instructions and directives issued by the Bank of Ceylon Pensioners' Association and the relevant District Branch.

9. Duties of President, Secretary and Treasurer

9.1 President :

- i. Shall preside at all meetings of the Region / Zone.

- ii. Shall ensure that action is taken on all decisions taken at the above meetings
- iii. The Vice President shall act for the President in his absence.

9.2 Secretary:

- i. Shall attend and record minutes of all meetings of the Region / Zone
- ii. Shall carry out the decisions of the above meetings.
- iii. Shall be responsible for the General Administration of the Region / Zone.
- iv. Shall maintain an inventory of all the movable properties of the Region / Zone.
- v. In the absence of the Secretary for whatever reason, all duties of the Secretary shall be performed by the Assistant Secretary.

9.3 Treasurer:

- i. Shall keep a true record of all monies received and paid by the Region/ Zone
- ii. Shall be responsible for all assets of the Region / Zone and its general finances.
- iii. Limits of Authority for making payments from the funds of the Region /Zone for an entire period between two Committee Meetings of the Region / Zone are:-
 - a) Rupees Five Thousand (Rs. 5,000/=) under his own responsibility.
 - b) Above Rupees Five Thousand (Rs.5,000/=) up to Rupees Ten Thousand (Rs.10,000/=) with prior approval of the President.
 - c) Above Rupees Ten Thousand (Rs.10,000/=) only with prior approval of the Committee.
- iv. All expenditure shall be reported to the next meeting of the Committee for ratification. If however, a meeting of the Committee is not held within a period of Two (2) months, from the date of such expenditure, the Treasurer shall obtain ratification by circulation among members of the Committee.
- v. The Treasurer shall have the authority to have in his custody Rupees Five Thousand (5,000/=) as an Imprest.
- vi. The Assistant Treasurer shall assist the Treasurer in all matters falling within the purview of the Treasurer and act in the absence of the Treasurer.

10. Misconduct of Members:

If any member is reported to have Committed acts of misconduct as detailed in Article 9.1 of the Constitution of the Bank of Ceylon Pensioners' Association, it should be reported to the President of the respective District Branch for appropriate action in terms of Article 9 of the Constitution of the Bank of Ceylon Pensioners' Association.

11. Period of Office of the Region / Zone Committee:

Annual Period of Office of a Region /Zone Committee shall be from one General Meeting to the next Annual General Meeting.

12. Financial year of the Region / Zone :

The Financial year of a Region / Zone shall close on December 31st.

13. Annual General Meeting / Special General Meetings/ General Membership Meetings:

13.1 Annual General Meetings ("AGM")

13.1.1 The AGM shall be held on or before February 25th each year.

13.1.2 Notice of the AGM shall be dispatched by the Secretary at least fourteen (14) days prior to the AGM indicating that any resolution to be discussed at the AGM , duly proposed and seconded by two members of the Region/ Zone should reach the Secretary seven days before the AGM.

13.1.3 Mandatory items on the agenda of the AGM

- a) Reading the notice convening the meeting by the Secretary.
- b) In Memoriam.
- c) Reading of the Secretary's Annual report.
- d) Reading and adoption of the Minutes of the previous AGM / SGM/ General Membership Meeting.
- e) Approval of the Audited Statement of Accounts for the Financial Year.
- f) Adoption of Resolutions (if any)
- g) Election of the new Region / Zone Committee
- h) Election of an Auditor as per Article 25 (i) (e) of the constitution.
- i) Address by the new President.

13.2 Special General Meetings (SGM)/General Membership Meetings (GMM)

SGMs/GMMs shall be convened by the Secretary on a decision of the Region / Zone Committee or on a request signed by not less than 1/4th of the membership that indicates the specific purpose. The Secretary shall convene the meeting within thirty (30) days and give ten (10) days' notice to the members stating the purpose and at whose request the meeting is being called.

14. Region / Zone Committee Meetings:

- i. Meetings of the Region / Zone committee should be held at least once in two (2) months.
- ii. At least seven (7) days' notice shall be given prior to the date of the meeting, indicating the agenda. However, an emergency meeting could be called with 24 hours' notice.
- iii. Minutes of the previous meeting, presented by the Secretary should be adopted.
- iv. A Statement of Income and Expenditure (unaudited) for the period should be tabled by the treasurer.
- v. If any member of the Committee is absent for three (03) consecutive meetings, the provisions of Art 8(iii) of the constitution shall apply

15. Quorum for Meetings

i. Committee Meetings:

1/3rd of the Committee members inclusive of at least two (2) Office Bearers.

ii. Annual / Special / General Membership Meetings:

25% of the total membership Or 30 members, whichever is less.

16. Funds:

- i. Funds shall be utilized towards achieving the objectives of the Region /Zone and the Treasurer should submit a report at every Region / Zone Committee Meeting.
- ii. Funds released by the District Branch should be utilized for activities carried out in conformity with the objectives of the District Branch.
- iii. Regions / Zones are empowered to raise funds on their own from various projects and as voluntary donations from their membership, outside of Article 18 of the Constitution and from others for special projects subject to the condition that for “Welfare Activities exclusively for the benefit of the Public”, the provisions of Art.26 (iv)(c) of the Constitution shall apply.
- iv. Excess funds shall be invested by the Region / Zone Committee at Bank of Ceylon.

17. Bank Accounts and Operating Instructions:

- i. Every Region / Zone shall maintain accounts in its own name at Branches of the Bank of Ceylon located in the area.
- ii. The Bank accounts shall be operated by the Treasurer / Assistant Treasurer jointly with the President or Secretary.
- iii. In the prolonged absence of both alternates of any category of signatories, the Region / Zone Committee may empower substitutes from within the Region / Zone Committee for a specific period by an approved resolution communicated to the Bank where the accounts are held.

18. Audit:

- i. At the Annual General Meeting of the Region Zone, an Auditor shall be elected as per Article 25(i) e of the Constitution.
- ii. The Auditor shall scrutinize all Financial Statements and Accounts and certify the correctness.

19. Reports:

The Region /Zone shall submit a report on the projects undertaken along with an Income and Expenditure statement quarterly to the Secretary of the relevant District Branch distinguishing between those carried out from funds provided by the District Branch and from other sources.

20. Consequences of Acts of Misdemeanour of a Region / Zone Committee

If a Committee of a Region / Zone of a District Branch is found to have carried out Acts of Misdemeanour by the District Branch Committee, the procedure in Art. 7.4.4 (v & vi) of the CONSTITUTION shall be implemented by the District Branch Committee

21. Any other Matters:

The District Branch has the authority to take final decisions on any matters which are not provided for or require clarifications in these Rules and Regulations.

.....The End.....