

Bank of Ceylon Pensioners' Association - Constitution
(Revised at Special General Meeting held on 02nd December 2017
Effective from 01st January 2018)

Article 1: Name: The name of the Association shall be
“ **BANK OF CEYLON PENSIONERS' ASSOCIATION**”
(hereinafter referred to as the “Association”)

Article 2: Address:

The address of the Association shall be the Office of the Association 1st Floor, Bank of Ceylon City Office Building, No 41, Sir Razik Fareed Mw., (Bristol Street) Colombo 1, or such other place as may be decided by the Committee of Management

Article 3: Objectives:

The objectives of the Association shall be to:

- i. Promote the welfare of its members and to create a healthy relationship among its members as well as the Bank of Ceylon (hereinafter referred to as the “Bank”)
- ii) Promote, safeguard and further the interests, rights and privileges of the members
- iii) Promote good fellowship among its members.
- iv) Permit the Committee of Management and the District Branches and Decentralized Entities of District Branches to engage in General, Social and Welfare activities in the interest of the members and the public subject to limitations and conditions relating to “Welfare Activities exclusively in the interest of the Public” as set out in Article.26 (iv).

Article 4: Membership:

4.1 Eligibility for membership

- (i) All employees who retired from the service of the Bank, with a monthly pension.
- (ii) All Widows and Widowers of retired Bank employees, who are in receipt of a monthly pension from the Bank.

4.2 Application

Those seeking membership shall do so by submitting a signed

a) Application and

b) Letter of Authority addressed to the Bank,

within three months of retirement or within three months of death of spouse, as applicable, authorizing the remittance of the monthly subscription to the Association from the applicant's monthly pension.

(The necessary forms are available at the Bank's Department that pays the monthly pension and the signed forms should be handed over to that Dept., presently Superannuation Dept.)

4.3 Delayed Applications:

The Committee of Management may accept applications after the time specified, provided all arrears of subscription are paid from the earliest date of eligibility, unless otherwise decided by the Committee of Management based on the merits of each case.

4.4 Eligibility for Monetary Benefits:

A Pensioner of the Bank or a Widow / Widower of a Member, submitting a delayed application shall not be eligible to receive any monetary benefit of any Scheme /Fund of the Association, until three (3) months have lapsed from the date the application is submitted along with arrears of subscriptions.

Article 5: Resignation:

Any member desirous of resigning from the membership of the Association shall do so giving one calendar months' notice in writing to the General Secretary of the Association (hereinafter referred to as the "General Secretary").

Article 6: Management of the affairs of the Association

The Management of the affairs of the Association shall be by the;

- i. Central Committee
- ii. Committee of Management

Article 7: Composition of the Association

7.1 Central Committee (hereinafter referred to as “CC”)

It is the governing body of the Association.

(further described below in sub-sections of Article 7.1)

7.2 Committee of Management (hereinafter referred to as “COM”)

It is the operating body of the Association and shall comprise of Office Bearers and Committee Members.

(further described below in sub-sections of Article.7.2)

7.3 Consultative Council (hereinafter referred to as “CoC”)

It is an advisory body of the Association.

(further described below in sub-sections of Article 7.3)

7.4 District Branches (hereinafter referred to as “DB”)

They are the entities representing members of particular District/s.

(further described below in sub-sections of Article 7.4)

7.5 Decentralized Entities of District Branches (hereinafter referred to as “DEDB”)

They are the entities representing different contiguous units of District Branches

(further described below in sub-sections of Article 7.5)

7.6 Affiliated Overseas Branches (hereinafter referred to as “DEDB”)

They are Branches formed by Bank of Ceylon Pensioners living abroad in any one country.

(further described below in sub-sections of Article 7.6)

Article 7.1.1 Composition of the Central Committee

The Central Committee shall be formed by the elected representatives of the District Branches as per Article. 7.4.3 (i) below.

Article 7.1.2 : Powers of the Central Committee

The Central Committee as the governing body of the Association shall have the authority to

- i. Elect at its Annual General Meeting the Committee of Management and the Committees of the Death Donation Fund /s /any other affiliated Funds, from the members of the Central Committee.
- ii. Control and direct the Committee of Management and confirm, ratify, amend and set aside any decision of Committee of Management.
- iii. Do such acts as it may deem necessary and expedient for the furtherance of the objectives of the Association.

Article 7.2.1 : Composition of the Committee of Management

The following shall form the Committee of Management:-

a) Office Bearers (9)

- i. President
- ii. Three (3) Vice Presidents
- iii. General Secretary
- iv. Two (2) Assistant Secretaries
- v. Treasurer
- vi. Assistant Treasurer

b) Immediate Past President (Ex-officio)

c) Committee Members (11)

- i. President, Secretary and Treasurer of the Death Donation Funds shall be three (3) ex-officio Committee Members
- ii. Six (6) Committee Members elected initially and
- iii. Two (2) other committee members elected to represent any two (2) District Branches not having representation in the elected Committee of Management either as elected members or ex-officio members.

Article 7.2.2: Powers of the Committee of Management

- i. Committee of Management shall have the power to act on behalf of its membership on all matters coming within the purview of the objectives of the association.
- ii. To authorize Investments and Expenditure .
- iii. Shall appoint, recruit any staff for the work of the Association and Affiliated Funds and take any disciplinary action against such employees where necessary.
- iv. Decisions taken by the Committee of Management concerning the general membership vis-à-vis the Pension, Medical, Loan Schemes and Collective Actions shall be placed before the forthcoming Central Committee for ratification
- v. If a District Branch Committee acts in an unconstitutional manner Or flouts a directive of the Central Committee / Committee of Management Or is found by the Committee of Management to have mismanaged / misappropriated the funds of the District Branch, the Committee of Management shall suspend that District Branch Committee and temporarily take over the management and accounts of such District Branch, and report the matter to the earliest Central Committee meeting.
- vi. The Central Committee may either revoke the suspension and hand back the management to the same District Branch Committee OR dissolve the District Branch Committee and authorize the Committee of Management to manage the affairs of the District Branch till a new committee is elected under the supervision of the Committee of Management within three (3) months or at the next Annual General Meeting which is more appropriate.

Article 7.3.1 : Consultative Council

1. Composition:

- i) All members of the Committee of Management
- ii) Any two of President and Secretary and Treasurer of all District Branches.

(Note: If the President and/ or Secretary or Treasurer of a District Branch is already a member of the Committee of Management or unable to attend meetings regularly for

any reason whatsoever, other permanent replacement/s should be named by the respective District Branch Committee).

2. Frequency of Meetings:

Two meetings or, if necessary more.

Note: *One such meeting should be held after the Annual General Meetings of the District Branches but before the Annual General Meeting of the Association.*

3. Chairperson:

President of the Association or in his/her absence one of the Vice - Presidents will chair the meetings.

4. Secretary:

General Secretary of the Association or in his/her absence, one of the Assistant Secretaries will be responsible to call up meetings and maintain minutes of such meetings.

5. Rights and Responsibilities:

- i. All members of the Consultative Council shall be entitled to receive minutes of the Committee of Management in addition to the minutes of the Consultative Council.
- ii. The Consultative Council shall be the Authority to decide on the necessity and suitability of resolutions sent by the District Branches, in the manner framed and in conformity with Article.27 (ii), being forwarded for the consideration of the Central Committee.
- iii. The Consultative Council may recommend / reject / amend /and / or merge resolutions / amendments to the constitution, forwarded by District Branches.
- iv. The Consultative Council may forward its own resolutions / amendments to the constitution, for the consideration of the Central Committee.
- v. The Consultative Council shall receive and review the quarterly financial statements of the Association.
- vi. The Consultative Council may make suggestions / recommendations to the Committee of Management on Policy.

6. Expenses:

Expenses incurred by the representatives of the District Branches for travelling to attend meetings of the Consultative Council may be reimbursed by the respective District Branches.

Article 7.4.1 Formation of a District Branch

- i. District Branches shall be formed at District level, at the sole discretion of the Central Committee.
- ii. Minimum number of members required to form a District Branch shall be thirty (30). In the absence of the required minimum number of members, two or more districts within the same province may form a District Branch.

Article 7.4.2: Composition of a District Branch Committee

- i. The following shall form the Committee of a District Branch:

a) Office Bearers

- i. President
- ii. Vice President
- iii. Secretary
- iv. Treasurer
- v. Assistant Secretary
- vi. Assistant Treasurer

b) Immediate past President (Ex-Officio)

c) Committee Members

Six (6) Committee members

The Office Bearers and the Committee Members shall be elected by the members of the District Branch at an Annual General Meeting.

Article 7.4.3: Functions of a District Branch

- i. To elect, at an Annual General Meeting, one representative for every twenty (20) members and part thereof as its Representatives to form the Central Committee of the Association.
Such Representatives shall include any member/s of the District Branch Committee only if elected by its membership as such representatives and not by virtue of being in the Committee of the

District Branch.

The Secretary shall inform the General Secretary of the Association in writing the names of the District Branch's elected Representatives to the Central Committee within Four (04) days.

- ii. To represent matters to the Committee of Management relating to
 - a. Pensions, Medical, Loan, Welfare and Services and other issues effecting members
 - b. Association's Welfare and Social Schemes.
- iii. To decide on matters concerning the members of its own District Branch relating to Welfare and Social activities subject to conditions and limitations stated in Article. 26 (iv) below.
- iv. To grant short term recoverable financial assistance to its own members using the funds of the District Branch on terms and conditions approved for each District Branch by and at the sole discretion of the Committee of Management.
- v. To promote good fellowship among its own members and the Bank staff of Branches within the District/s.
- vi. To submit to the Committee of Management quarterly reports and other reports as and when requested.

7.4.4 Powers of a District Branch

- i. To recommend policy matters to the Committee of Management in writing through the General Secretary.
- ii. Its Investments and Expenditure to be Authorised by its Committee
- iii. To raise funds on its own for Social, Welfare and religious projects.
- iv. However, the District Branch is not empowered to take unilateral action on any matter affecting the general membership without approval of the Committee of Management.
- v. If the Committee of a Decentralized Entity acts in an unconstitutional manner OR flouts a directive of the Central Committee / Committee of Management / District Branch Committee OR is found by the Committee of the District Branch to have mismanaged / misappropriated the funds of the Decentralized Entity, the District Branch Committee shall suspend the Committee of the Decentralized Entity and temporarily take over the management and accounts of such Decentralized Entity, and report the matter to the Committee of Management.

- vi. The Committee of Management may either revoke the suspension and hand back the management to the same Committee of the Decentralized Entity OR dissolve the Committee of the Decentralized Entity and authorize the District Branch Committee to manage the affairs of the Decentralized Entity till a new committee is elected under the supervision of the District Branch Committee within three (3) months or at the next Annual General Meeting which is more appropriate.

Article 7.5.1: Decentralized Entities of District Branches

- i. District Branch, having a membership over 100, may seek approval of the Committee of Management to decentralize further into Sub Entities for different contiguous geographical areas of the relevant district to facilitate greater participation of its members residing in that geographical area for furthering the objectives of the Association.
- ii. The Committee of Management may approve such request provided that:
 - a) Each such sub entity, encompassing a contiguous geographical area shall comprise of at least 30 members and
 - b) The members of that District Branch approve at an Annual General Meeting /Special General meeting by 2/3rd of members present and voting in support of
 - 1) the proposal to Decentralize into sub-entities
 - 2) the proposed demarcation of contiguous geographical areas of each sub-entity and
 - 3) adopt the Rules and Regulations, specified for sub entities in Annexure (I) referred to in Article.7.5.2
- iii. The Decentralized Entities of District Branches already in existence shall now comply with the Rules and Regulations referred to in (3) above.

Article 7.5.2: Rules and Regulations for Decentralized Entities of District Branches

Rules and Regulations for Decentralized Entities of District Branches are attached as Annex 1, to this document.

Article 7.6.1 : Affiliated Overseas Branches

- i. Bank of Ceylon Pensioners living abroad in any one country may form an Association and seek affiliation to the Association, subject however that the name being "Bank of Ceylon Pensioners' Association - city or state".
- ii. They will be exempted from the minimum membership requirement stated in Article. 7.4.1(ii) above.
- iii. Whilst they will not have membership rights in the Central Committee a representative of an affiliated Association may attend a Central Committee Meeting on the invitation of the General Secretary as an observer.
- iv. A once and for all affiliation fee of US\$100/= or its equivalent in Sri Lanka Rupees shall be paid.
- v. The Central Committee may, if deemed necessary, withdraw the affiliation of any Overseas Branch

Article 8: Period of Office/ Death, Resignation & Vacation of Post/ Change of Residence, by Members of the Central Committee/ Committee(s) of Management / District Branches/ Decentralized Entities of District Branches

- i. Members of the Central Committee/Committee of Management /Committees of District Branches/ Committees of the Decentralized Units of the District Branches shall hold office until the next Annual General Meeting of the Central Committee/ District Branches/ Decentralized Entities of the District Branches respectively.
- ii. Should a vacancy occur by Death/Vacation of Post /Resignation, Change of Residence to an area outside the District Branch or Decentralized Entity of the District Branch such person represents, the relevant Committee shall have the power to fill the vacancy for the duration of the relevant year, subject to condition that in all such entities,
 - a) An Office Bearer should be replaced only by a Committee Member, of such Entity.
 - b) Committee Member of such Entity replaced only by a member of the Central Committee/ District Branch/ Decentralized entity as the case may be.

- iii. Any member of the Committee of Management or Committee of a District Branch or Committee of a Decentralized Entity of a District Branch absenting oneself for three (3) consecutive meetings of the Committee of Management or District Committee or Committee of the Decentralized Entity of a District Branch without notice and providing reasons acceptable to the respective committee shall be deemed to have vacated his post unless he has given an explanation within fourteen (14) days which is accepted by the relevant committee.
- iv. Should a vacancy occur in the Central Committee for reasons similar to those in 8(ii) above, such vacancy shall be filled by the District Branch that the vacated member represented, for the unexpired period.

Article 9: Disciplinary Proceedings

They are detailed in Articles 9.1, 9.2 , 9.3 and 10. During the Disciplinary Proceedings, the President of the Association, shall have voting rights only at the Adjudicating Panel referred to in Article.10(iv) and the COM meeting referred to in Article 10(v).

Article 9.1 Offences for which Disciplinary Proceedings can be initiated are

9.1.1 Minor Offences

- a) Acting against the objectives of the Association.
- b) Bringing disrepute to the Association.
- c) Using the name of the Association for personal gain.
- d) Misuse / Abuse of Authority as an Office Bearer/ a Committee Member of any of its Entities or Affiliated Funds.
- e) Other offences of similar nature

9.1.2 Major Offences.

- a) Misuse of Funds of any of its Entities or Affiliated Funds
- b) Misappropriation of Funds belonging to any of its Entities or Affiliated Funds.
- c) Other offences of similar nature

Article 9.2: Procedure in the Disciplinary Proceedings

9.2.1 If the President of the Association hereinafter referred to as “President”) is made aware that a member of the Association has committed one or more of offences specified in Article 9.1 above:-

- i. The President shall appoint a Preliminary Investigating Committee (“PIC”) comprising of One (1) Office Bearer of the Association(other than the President and Vice Presidents) as its Chairman and two Committee Members of the COM to conduct a Preliminary Investigation and report within thirty (30) days, whether there is a Prima Facie case. .
- ii. If the PIC finds that there is no Prima Facie case, there will be no further action on the issue.
- iii. If the PIC reports that there are sufficient grounds to initiate a Formal Disciplinary Inquiry for offences listed in Article 9.1.1, the member concerned shall be notified

under

Registered Post by the President of the Association to appear before the Committee of Management (COM) on a given date and time to provide his explanation in defense or mitigation, after which the COM shall take a decision, in his absence, and the President shall convey to the member by Registered Post the decision of the COM to Exonerate or Advice the member to desist from such actions OR Warn / Caution / Reprimand the member, with the member, being given 14 days’ of notice from the date of the President’s letter to lodge an appeal against the COM decision.

iv. If the PIC reports that there are sufficient grounds to have Formal Disciplinary Inquiry under one or both offences named in Article.9.1.2, a Formal Disciplinary Inquiry shall be initiated as set out in Article 9.3 below.

Article 9.3 Formal Inquiry

In the event that,

- a member issued with a Disciplinary order for charges under 9.1.1 has appealed against the order of being Warned/ Cautioned / reprimanded, OR

- the "PIC" has recommended that the member be formally charged for one or both offences under Article.9.1.2:-
 - i. The President shall issue a Show Cause Letter detailing the charges giving him Fourteen (14) days to reply.
 - ii. On receipt of the answer to the Show Cause Letter, if the COM is satisfied with the answer given, there will be no further action on this matter.
 - iii. If the COM is not satisfied with the answer, President shall appoint a Formal Inquiry Panel ("FIP"). comprising of one Vice President of the Association as Chairman and two (2) members of the Committee of Management, who were not members of the "PIC", to hold a Formal Inquiry and submit its report to the President within Six (6) weeks of the appointment.
 - iv. The President shall make available to the "FIP" material evidence available regarding the charges, inclusive of the findings / recommendations of "PIC", the decision of the COM and the appeal against the disciplinary order of the COM (if applicable).
 - v. The President in consultation with the Chairman of the "FIP" shall give notice to the member concerned the date, time and venue of the Formal Disciplinary Inquiry -the date being at least two (2) weeks from the date of notice- stating that the member has the option to being represented by a "friend", only if the member is in attendance, who is a member of the Association but not a member of the Committee of Management or of the Committees of its Affiliated Funds, and providing documents and witnesses at the inquiry.
 - vi. The Inquiry shall proceed ex-parte in the event that the member concerned does not attend even after being given an extension of two (2) weeks.
 - vii. The inquiry findings along with reasons bearing all signatures of the panel members shall be submitted to the President of the Association by the Chairman of "FIP".
 - viii. The "FIP" findings shall be discussed at the first possible meeting of the COM from which the "FIP" members will recuse themselves.
 - ix. If the COM is in agreement with the findings of the "FIP" that the member is guilty of the charges, that relate to
 - a) Minor Offence, the Original Disciplinary Order will be confirmed.

b) Major Offence, it shall determine the Disciplinary Order/s to be issued from the list of Disciplinary Orders given in Article.9.4 below.

x. If the COM is not in agreement with the findings of the “FIP”, the COM shall reject the findings and minute the reasons for so doing, and exercise its discretion to determine the Disciplinary Order/s on the offences charged.

xi. The decisions under (ix) or (x), as the case may be, shall be communicated to the concerned member under Registered Post by the General Secretary within Five (5) working days of the decision of the COM.

Article 9.4 : Recommended List of Disciplinary Orders

- i. Caution
- ii. Warning
- iii. Reprimand
- iv. Request to tender an apology. If not complied within 30 days, (viii) below will apply.
- v. (a) Demand restitution for the monetary loss caused, within three (3) months from the date of the Disciplinary order, and
(b) Debar holding any office in the entities of the Association or its Allied Funds, for a specific period.
- vi. Failure to comply with v(a) above, may lead to termination of membership. Recovery of the sum by litigation may be proceeded with at the sole discretion of the Central Committee.
- vii. Call for resignation from all positions in the Association or from all positions held in the Association’s entities and Affiliated Funds. If not complied with remove the member from all such positions for a specified period.
- viii. Suspend membership /Debar holding any office in the entities of the Association or its Allied Funds, for a specific period.

Article 10 : Procedure for Appeals to the Committee of Management

- i. In the event of any member served with Disciplinary Order/s, desiring to appeal against the decision of the Committee of Management, such person shall appeal in writing to the President of the Association, within 14 days’ of the date of the General Secretary’s letter communicating the Disciplinary Order.
- ii. In the event of any such appeal, the President shall appoint an Appeal

Committee (“AC”) comprising of Three (3)) members of the Association who are not members of the COM, with one of them as the Chairman and provide to it all documents pertaining to the issue.

- iii. The Appeal Committee (AC) shall study the material, arrive at a decision, and communicate its decision to the President of the Association within thirty (30) days along with its recommendations.
- iv. An Adjudicating Panel (“AP”) comprising of the President (as Chairman) and members of the FIP and AC, shall reconcile the respective views as far as possible and thereafter decide by a majority vote of those present and voting, with the Chairman having an additional vote (in the event of a tie), to exonerate or find the member guilty of one or more of the charges.
- v. Based on the decision of the “AP”, the Committee of Management shall exonerate or issue appropriate Disciplinary Order/s. Thereafter the General Secretary shall advise the member accordingly by registered post”.
- vi. This matter shall be reported to the Central Committee at its very next . meeting.

Article 11: Annual General Meetings

- i. The Annual General Meeting of the Central Committee shall be held not later than April 30th each year. However under exceptional circumstances, it may be extended up to May 15th.
- ii. The Annual General Meetings of the District Branches shall be held not later than March 20th each year.
- iii. Annual General Meetings of the Decentralized Entities of the District Branches shall be held not later than February 25th each year.
- iv. If any District Branch fails to hold its Annual General Meeting, the Central Committee may hold its Annual General Meeting without representatives of such a District Branch being present

Article 11.1: Agenda for the Annual General Meetings of the Association

The Agenda for the Annual General meeting shall among other things include:-

- a) Reading of the Notice convening the meeting.
- b) In memoriam.
- c) Reading and adoption of the Minutes of the last Annual General Meeting.

- d) Reading and adoption of the minutes of any Special General Meeting /General Meetings held during the period.
- e) General Secretary's Annual report.
- f) Adoption of the Audited Statement of Accounts of the Association.
- g) Table the Management Accounts for the 1st quarter.
- h) Report of the Secretary Death Donation Funds.
- i) Adoption of the Audited Statement of Accounts of the Pensioners' Death Donation Fund.
- j) Adoption of the Audited Statement of accounts of the Widows'/Widowers' Death Donation fund.
- k) Adoption of the Audited Statement of Accounts of any other affiliated fund/s.
- l) Adoption of resolutions from the
 - i) Committee of Management.
 - ii) District Branches recommended by the Consultative Council
 - iii) Consultative Council
- m) Election of the Death Donation Funds Committee.
- n) Address of the outgoing President of the Association
- o) Election of a pro-tem Chairman.
- p) Election of Committee of Management
- q) Election of an Auditor as per Article 25(i) for the Audit of the Accounts and certification of the Statements of Accounts of the (i) Association (ii) Death Donation Funds and (iii) any other Affiliated Funds
- r) Appointment of an Internal Auditor for the Accounts operated by the Committee of Management
- s) Address by the new President
- t) Any other business

Article 11.2: Agenda for the Annual General Meetings of District Branches

The Agenda for the Annual General Meeting shall, among other things, include:-

- a) Reading of the Notice convening the meeting.

- b) In memoriam.
- c) Reading and adoption of the Minutes of the last Annual General Meeting.
- d) Reading and adoption of the minutes of any Special General Meeting held during the period.
- e) Secretary's Annual report.
- f) Adoption of the Audited Statement of Accounts of the District Branch.
- g) Adoption of resolutions proposed and seconded by members to be placed before the Central Committee.
- h) Address of the outgoing President of the Association
 - i) Election of a pro-tem Chairman.
 - j) Election of the Committee of the District Branch.
- k) Election of an Auditor as described in Article. 25(iii) below.
 - l) Election of representatives to the Central Committee as per Article. 7.4.3.(i) above
- m) Any other business.

Article 11.3: Annual General Meetings of Decentralized Entities of District Branches

The procedure to be adopted by the Decentralized Entities of District Branches is spelt out in Annex 1

Article 12: Frequency of Meetings of the Committee of Management and Committees of District Branches

The Committee of Management and the Committees of the District Branches shall meet at least once in two (2) months

Article 13: Special General Meetings

- i. A Special General Meeting of the Central Committee shall be convened by the Committee of Management on its own initiative or when a requisition signed by not less than Fifty (50) members of the Central Committee is received , for a very important reason , but in all such instances the purpose of the meeting shall be clearly conveyed to the Central Committee members.
- ii. A Special General Meeting of a District Branch shall be convened by the

committee of the District Branch on its own initiative or when a requisition signed by not less than Twenty (20) members of the District Branch is received, for a very important reason, but in all such instances the purpose of the meeting shall be clearly conveyed to the District Branch members.

Article 14: General Membership Meetings

- i. A meeting of the General membership may be summoned by the Central Committee on its own initiative or by a requisition signed by not less than Two Hundred (200) members of the Association but in all such instances the purpose of the meeting shall be clearly conveyed to the General Membership.
- ii). The General Membership shall have the power to decide on any matter, by a majority vote, including to endorse or set aside the decisions of the Central Committee.

Article 15: Voting at Meetings

Each member shall be entitled to one vote. Voting shall be by the show of hand, unless and otherwise decided by the house. In the event the voting being even, the President shall have a casting vote.

Article 16: Notice of Meetings

- i. Two weeks' notice shall be given for a Central Committee Meeting.
- ii. One week's notice shall be given for a meeting of the Committee of Management and for a meeting of the Committee of a District Branch.
- iii. Two (2) weeks' notice of meetings shall be given to the members of the Consultative Council.
- iv. Two (2) weeks' notice shall be given for a Special General Meeting.
- v. Two (2) weeks' notice shall be given for a General Membership Meeting.
- vi. Two weeks' notice in writing shall be given for the Annual General Meeting of the Central Committee / District Branches together with the copy of the agenda.
- vii. Twenty Four (24) hours' notice shall be given for an emergency meeting of the Central Committee/ Committee of Management /and the Committee of the District Branches.

Article 17: Quorum for Meetings

- i. **Central Committee Meetings:-**
One hundred and Fifty (150) members
- ii. **General Membership Meetings:-**
Five hundred (500) members
- iii. **Committee of Management Meetings:-**
Eight (8) members inclusive of at least two (02) Office Bearers
- iv. **District Branch: Annual General /Special General Meetings**
30% of the membership or One Hundred (100) members, whichever is less
- v. **Consultative Council Meetings:-**
Twenty (20) members
- vi. **District Branch: Committee Meetings :-**
Five (5) members inclusive of at least two (02) Office Bearers

Article 18: Subscriptions

- i. Every member shall pay a monthly subscription of Rupees One hundred and Fifty (Rs.150/=) only, to the Association and such amount shall be deducted from the member's monthly Pension, against a letter of authority given to the Bank.
- ii. The Central Committee shall direct the COM to pay the District Branches Rupees One hundred (Rs100/=) only, per month per member of each District Branch.

Article 19 : Special Voluntary Contributions / Donations / Fund Raisers

The Committee of Management of the Association and/ or the Committee of the District Branch may call for Special Voluntary Contributions from members (outside of Article. 18 above) and well-wishers and accept donations for Fund Raisers or Special Projects.

Article 20: Default

Any member who defaults the payment of membership subscriptions for a period of three (3) months shall cease to be a member, unless the Committee of Management decides otherwise.

Article 21: Duties of the President of the Association

- i. Shall preside at all meetings of the Central Committee, Meetings of the Committee of Management and Meetings of the Consultative Council.
- ii. Ensure that action is taken on all decisions of meetings mentioned in Article. 21 (i) above.
- iii. Shall be Ex- officio member of all sub committees of the Association.
- iv. One of the Vice Presidents shall act for the President in his absence.

Article 21.1: Duties of the President of a District Branch

- i. Shall preside at all meetings of the District Branch and its committee.
- ii. Ensure that action is taken on all decisions taken at such meetings.
- iii. Shall be Ex -officio member of all sub- committees of the District Branch.
- iv. The Vice President shall act for the President in his absence.

Article 22: Duties of the General Secretary of the Association

- i. Shall attend and record the minutes of all meetings of the Central Committee, Committee of Management and Consultative Council.
- ii. Shall convey and carry out the decisions of the Central Committee / Committee of Management/ Consultative Council.
- iii. Shall be an Ex -officio member of all sub committees of the Association.
- iv. Shall be responsible for the General Administration of the Association.
- v. Shall maintain an inventory of all movable properties of the Association.
- vi. The Assistant Secretaries of the Association shall assist the General Secretary.

Article 22.1 : Duties of the Secretary of a District Branch

- i. Shall attend and record the minutes of all meetings of the District Branch and its Committee.
- ii. Shall convey and carry out the decisions of such meetings.
- iii. Shall be responsible for the General Administration of the District Branch.
- iv. Shall maintain an inventory of all the movable properties of the District Branch.
- v. Shall be Ex- officio member of all sub committees of the District Branch.
- vi. The Assistant Secretary of the District Branch shall assist the Secretary.

Article 23 : Duties of the Treasurer of the Association

- i. The Treasurer shall keep a true record of all receipts and payments of the District Branch through two separate sub accounts to reflect receipts and disbursements thereof in respect of funds received (a) through the Committee of Management (b) from other
- ii. Shall be responsible for all Assets and General Finances of the Association.
- iii. Limits of Authority for making payments from the funds of the Association for an entire period between two Meetings of the Committee of Management are:-
 - (a) Rupees Twenty Thousand (Rs.20,000/=) only, under his/her own responsibility.
 - (b) Above Rupees Twenty Thousand (Rs.20,000/-) to Rupees Fifty Thousand (Rs.50,000/-), only with prior approval of the President .
 - (c) Above Rupees Fifty Thousand (Rs.50,000/-), only with prior approval of the Committee of Management.
- iv. All expenditure as per Article. 23 (iii) above shall be reported at the next meeting of the Committee of the Management for ratification. If however a meeting of the Committee of Management 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 of Management.
- v. The Treasurer of the Association shall have the authority to have in his custody a sum of Rupees Fifteen Thousand (Rs.15,000/=) as an imprest.
- vi. The Assistant Treasurer shall assist the Treasurer in all matters falling within the purview of the Treasurer and shall act in the absence of the Treasurer.
- vii. Shall be an Ex -officio member of all sub committees of the Association

Article 23.1: Duties of the Treasurer of a District Branch

- i. The Treasurer shall keep a true record of all receipts and payments of the District Branch through two separate sub accounts to reflect receipts and disbursements thereof in respect of funds received (a) through the Committee of Management (b) from other

sources

ii. Shall be responsible for all Assets and General Finances of the District Branch

iii. Limits of Authority for making payments from the funds of the District Branch for an entire period between two committee meetings of the District Branch are:-

(a) Rupees Ten Thousand (Rs.10,000/=) only under his/her own responsibility .

(b) Above Rupees Ten Thousand (Rs.10,000/-) to Rupees Twenty Thousand (Rs.20,000/-) with prior approval of the President .

(c) Above Rupees Twenty Thousand (Rs.20,000/-), only with prior approval of the District Branch Committee

iv. All expenditure as per Article. 23.1 (iii) above shall be reported at the meeting of the Committee of the District Branch for ratification. If however a meeting of the District Branch 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 District Branch committees.

v. The treasurer of the District Branch shall have the authority to have in his custody a sum of Rupees Seven Thousand Five Hundred Rs.7,500/=)as petty cash as an imprest.

vi. The Assistant Treasurer shall assist the Treasurer in all matters falling within the purview of the Treasurer and shall act in the absence of the Treasurer.

Vii. Shall be an ex-officio member of all sub-committees of the District Branch

Article 24: Financial Year

The Financial Year of the Association / District Branch shall close on 31st December

Article 25: Audits

i) An Auditor/s shall be elected at the Annual General Meeting of the Central Committee from among Chartered Accountants / Chartered Management Accountants / Certified Public Accountants to carry out Audits of the Accounts of

- (a) the Association,
- (b) the Death Donation Funds
- (c) any other Affiliated Funds

and certify their Financial Statements for the year.

- ii. **Internal Auditor:** A suitable member of the Association - who is not in the COM- shall be appointed as the Internal Auditor at the Annual General Meeting of the Central Committee, to carry out monthly or more frequent audits of the Accounts operated by the Committee of Management and make reports to the Committee of Management and attend its meetings if necessary or when invited, but having no voting rights.
- iii) The District Branches and Decentralized Entities of District Branches at their Annual General Meetings shall elect suitable Auditors as per Article 25 (i) above to carry out Audits of their Accounts and certify their Statements of Accounts which will be placed before the respective Annual General meetings for adoption.
- (d) However for a District Branch the Auditor, elected at its AGM, shall be a member from another District Branch or an Officer not below Grade of Assistant Manager of Bank of Ceylon
- (e) However for Decentralized Entity of District Branch the Auditor, elected at its AGM, shall be a member from another Region / Zone

Article 26: Funds

- i. Funds of the Association /District Branches shall be deposited in Bank Accounts to be opened at Bank of Ceylon Branches while investments may be made at Bank of Ceylon and other licensed commercial banks, subsidiaries of Bank of Ceylon, National Savings Bank or in Government Securities as decided upon by the respective committees.
- ii. The signatories for the withdrawal of funds shall be the Treasurer or the Assistant Treasurer together with the President or the General Secretary/ Secretary of the respective entities.
- iii. In the prolonged absence of both alternates of any category of

signatories, the Committee of Management of the Association / Committee of the District Branch may empower substitutes from within the Committee of Management / Committee of the District Branch for a specific period by an approved resolution communicated to the Bank where the accounts are held.

iv. **Welfare activities exclusively for benefit of the Public.**

Expenditure of funds for the above purpose shall be subject to the following terms and conditions:-

a) Committee of Management

1. Committee of Management may utilize the Association's funds, that are directly under its purview, for the above purpose in any financial year only up to Rs.50/= multiplied by the number of members of the Association at end of the previous financial year.
2. Prior approval of the Central Committee shall be required to exceed this limit.
3. A statement of Accounts of each project shall be tabled at the earliest meeting of the Committee of Management and at a meeting of the Central Committee for ratification.

b) District Branches

1. District Branch Committee may utilize its own funds (provided that the amount is affordable), funds raised from voluntary contributions and fund raisers.
2. District Branch Committee may subsidize expenditure incurred by its Decentralized Entities for this purpose.
3. Statement of accounts of such projects shall be tabled at the earliest Committee Meeting and a General Meeting of the District Branch.

c) Decentralized Entities of District Branches

1. Decentralized Entities of a District Branch may utilize its own funds (provided that amount is affordable), funds raised from voluntary contributions and fund raisers as well as subsidies granted by its District Branch for the above purpose.

2. Statement of Accounts of the project be tabled at the earliest committee meeting of the Decentralized Entity, forwarded to its District Branch Committee and tabled at the Annual General Meeting of the Decentralized Entity.

Article 27: Affiliated Funds

- i. The Association shall have independent Funds affiliated to it for the benefit of its members.
- ii. Two such Funds are named as the “Bank of Ceylon Pensioners’ Association Death Donation Fund” and “Bank of Ceylon Pensioners’ Association Widows and Widowers’ Death Donation Fund”.
- iii. These two funds shall be managed by the Death Donation Funds Committee which shall be elected at the Annual General Meeting of the Association.
- iv. These two Funds shall be under the purview of the Committee of Management of the Association.
- v. Any other funds shall be managed by the Committee of Management directly or indirectly.
- vi. The financial position of such funds shall be submitted to the Committee of Management monthly.
- vii. The Rules and Regulations of the Bank of Ceylon Pensioners’ Association Death Donation Funds are attached as Annex ii

Article 28: Resolutions

- i. All resolutions proposed and seconded by the members of the same District Branch shall need to be received by the Secretary of the District Branch before the last day of the month of January each year.
- ii. The District Branch shall, if deemed suitable, forward such resolutions to the General Secretary of the Association before the last day of the month of February each year.
- iii. The General Secretary shall arrange to place the resolutions so received before the next meeting of the Consultative Council.
- iv. The Consultative Council shall have the right to recommend / amend / reject / merge resolutions sent by the District Branches and also propose its own resolutions to the Central Committee.
- v. The Committee of Management shall have the right to forward its own resolutions to the Central Committee.

- vi. The Central Committee shall have the right to amend / approve / reject any resolution recommended by the Committee of Management / Consultative Council

Article 29 : Amendments to the Constitution

- i. No amendments to the Constitution shall be made, except at an Annual General Meeting or a Special General Meeting of the Central Committee or at a meeting of the General Membership of the Association, where the quorum is present.
- ii. The Committee of Management and the Consultative Council may recommend amendments to the Constitution directly to the Central Committee.
- iii. District Branches may, in writing, recommend amendments to the Constitution to the Committee of Management, which will be referred to the Consultative Council and the Consultative Council may recommend / amend / reject / merge such amendments sent by the District Branches for the consideration of the Central Committee.
- iv. Amendments to the Constitution shall be passed only with a majority of 2/3rd of the members present and voting at such meetings of the Central Committee.

Article 30: Winding Up

In the event of winding up of the Association the disbursement of funds lying to the credit of the Association shall be decided by the Central Committee.

Article 31: Matters not provided for / Interpretation

- i. Any matters arising, which are not provided for in the foregoing Articles shall be referred to the Committee of Management, for its decision and ratification thereafter by the Central Committee
- ii. In the interpretation of the foregoing Articles, majority decision of the members present at the Central Committee meeting shall be final

Article 32 : Inconsistencies

In the event of any inconsistency between the English version and the Sinhala and Tamil versions of these Articles, the English version shall prevail and be conclusive.

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