



Japan International Co - Operation
Agency

Alumni Association of Sri Lanka



CONSTITUTION

Edited 2025

JAPAN INTERNATIONAL CO - OPERATION AGENCY
ALUMNI ASSOCIATION OF SRI LANKA

CONSTITUTION



1. NAME

- (a) The association shall be known as "**Japan International Co-Operation Agency Alumni Association of Sri Lanka**".
- (b) The registered address of the Association shall be Sasakawa Memorial Cultural Centre, Colombo 03.

2. OBJECTS

The objects of the Association shall be:-

- (a) To provide a forum to promote a spirit of fellowship among Members.
- (b) To promote and foster cultural ties between Sri Lanka and Japan.
- (c) To advise Sri Lankan participants proceeding to Japan.
- (d) To assist members to maintain contact with developments in science and technology in Japan and Sri Lanka.
- (e) To engage in social service activities beneficial to the community.
- (f) To cooperate with or obtain assistance from organisations and individuals, as may be appropriate, to further the objectives of the Association.

3. ACTIVITIES

The Association shall be non-political and shall endeavour to attain its objects through meetings, exhibitions, lectures, seminars, establishment and maintenance of an office and headquarters and in such other ways as the Association may determine.

4. PATRON AND VICE PATRON

- (i) The Patron of the Association will be His Excellency the Ambassador for Japan in Sri Lanka. In the absence of His Excellency, the patron *will* be the person acting for His Excellency in Sri Lanka.
- (ii) The *Vice* Patron of the Association will be the Resident Representative/ Director, Japan International Co-operation Agency, Sri Lanka Office. In the absence of the Resident Representative/ Director, the Vice Patron *will* be the person acting in the Post. .

5. MEMBERSHIP

- (i) Sri Lankans who have received training or participated in seminars in Japan under the sponsorship of JICA / C Plan / OTCA and Japanese in Sri Lanka are eligible to apply for membership in the Association.
- (ii) Applications for membership of the Association shall be made on the prescribed form and shall be accompanied by the membership fee. The Executive Committee of the Association shall have the power to accept or to reject (stating reasons) any such application. The decision of the Executive Committee in the matter of acceptance or rejection of an application will be final.
- (iii) Those dismissed from the Public or Corporate sectors or punished by a court of law for criminal offences shall not be enrolled as members .
- (iv) Membership of the Association shall consist of:-
 - (a) **Life Members**
Life Members shall be those admitted by the Executive Committee on application and payment of the Life Membership fee of Rs.1000/-.
 - (b) **Honorary Members**
Honorary members shall be those who have been conferred honorary membership by the Executive Committee to officials of the Japanese Embassy and other persons as may be deemed deserving of such honour through their contributions towards the furtherance of the aims and objectives of the Association.

(c) **Associate Members**

The spouses of deceased life members could opt to become associate members. No membership fee shall be charged from associate members who will have no right to hold office or vote at meetings of the Association.

6. TERMINATION OF MEMBERSHIP

- (i) Membership shall terminate by death or resignation.
- (ii) Any member of the Association may be suspended from membership on a decision of the Executive Committee if he or she is found guilty of any conduct prejudicial to the interest and / or the good name of the Association provided that before an order of suspension is made, the member shall be given an opportunity to show cause in writing why such an order shall not be made. A suspension order shall either be converted to a removal or be reversed at the very next Annual General Meeting held after the suspension order.

7. VOTING AND OTHER RIGHTS

Every member present at a meeting is eligible to vote at such meeting. Associate and honorary members will not have voting rights.

8. EXECUTIVE COMMITTEE

- (i) There shall be an Executive Committee elected at the Annual General Meeting, which shall administer the affairs of the Association in between two Annual General Meetings.

- (ii) The Executive Committee shall consist of :-

President	Four Vice Presidents
Honorary Secretary	Assistant Secretary
Treasurer	Assistant Treasurer
Editor	Fourteen Committee Members

- (iii) An Official of the_ Japanese Embassy may be present at Executive Committee Meetings and participate in the proceedings.
- (iv) Officials of the JICA, Sri Lanka Office, nominated by the Resident representative / Director shall be ex-officio members of the Executive

Committee and may be present at meetings and participate in the proceedings.

- (v) The Executive Committee which shall meet at least once a month shall have the power to decide the appropriate date and venue of such meetings. A member of the Executive Committee. Who absents himself from three consecutive meetings without a valid reason, will cease to be a member of the Executive Committee.
- (vi) A member, who has failed to attend at least half the number of Executive Committee Meetings held during a year, shall not be eligible to be considered for re-election as a member of the Executive Committee of the following year.
- (vii) The Executive Committee shall have the power to fill vacancies in the Executive Committee other than that of the President. A vacancy in the office of President shall be filled only at a General Meeting of the Association.
- (viii) If any office-bearer is temporarily unable to discharge the duties of his or her office on account of ill health or absence from Sri Lanka or for any other cause, the Executive Committee shall elect a person from amongst its members to act in place of such office bearer.
- (ix) The Executive Committee may appoint sub-committees for various activities of the Association as deemed necessary from among the members of the Executive Committee with provision to co-opt members outside the Committee as required. The sub-committees shall function under the direction and control of the Executive Committee.

9. FINANCIAL YEAR

The Financial Year of the Association shall begin on 1st April and end on 31st March of the following year.

10. DUTIES OF OFFICE BEARERS

- (i) The President shall preside at all General Meetings of the Association and at meetings of the Executive Committee. In the absence of the President, a Vice President shall preside at a General Meeting or a Meeting of the Executive Committee. In the absence of the President

and the Vice Presidents, an Executive Committee Member shall be elected to preside at such meeting.

- (ii) The Honorary Secretary shall be the Executive Officer of the Association. He shall be in charge of the Seal of the Association and documents and records. He shall maintain a register of members. He shall be responsible for convening all meetings of the Association, coordinating the various activities of the Association, attending to all correspondence, preparing the Annual Report and performing any other work not specifically assigned to any other office-bearer of the Association. He shall also have the right to attend, and participate in the meetings of any sub-committee appointed by the Executive Committee. The Secretary shall also be responsible for the fixed assets of the Association and shall maintain an inventory of the assets. He should get the inventory examined by a sub-committee, which, subcommittee will submit its report at the committee meeting immediately prior to the Annual General Meeting.
- (iii) The Treasurer shall be the Financial Officer of the Association and shall be responsible for the collection, custody and disbursement of all funds of the Association, for maintaining the Cash Book and Ledgers, for the custody of cheque books and operating the Bank Accounts subject to the provisions of the Constitution of the Association, for the issue and the due return of collection lists, subscription papers, ticket books and such other documents, and for the preparation of the Annual Statement of Accounts of the Association. He shall not incur or authorize any expenditure which is not sanctioned by the Executive Committee.

11. QUORUM

The quorum for any general meeting of the Association shall be 30. The quorum for any meeting of the Executive Committees shall be 5.

12. BY-LAWS

The Executive Committee shall have the power to make such by-laws as are not inconsistent with the provisions of this Constitution for regulating the affairs of the Association and for the conduct of its own business and that of any subcommittee that may be appointed by the Executive Committee.

13.FINANCES

- (i) The funds of the Association shall be deposited in a Bank or Banks to be determined by the Executive Committee. The Bank Accounts shall be operated jointly by the Hony. Treasurer and either the President or the Hony. Secretary.
- (ii) The Executive Committee may raise loans or obtain overdrafts from any Commercial Bank with which the Association operates accounts, to meet the financial requirements of the Association.
- (iii) Membership fees shall be placed in a fixed deposit and only interest thereon be utilized.
- (iv) Any member may examine the books, ledgers, receipts and other documents pertaining to the current year's accounts with the Treasurer, on giving notice in writing, of such intention to the Hony. Secretary, who will arrange with the Treasurer to permit such examination, within three weeks of receipt of such intimation.
- (v) There shall be established a "Help a Child Fund" to provide financial assistance to children from low income families, to pursue education from Grade 1 to Grade 12, the management of which shall be as provided for at Appendix 1 to the Constitution.

14.ANNUAL GENERAL MEETING

- (i) The Annual General Meeting of the Association shall be held during the second quarter of the calendar year. Three weeks' notice shall be given of the meeting. Such notice shall be accompanied by the Audited Statement of Accounts of the previous financial year ending 31st March and the Annual Report as approved by the Executive Committee, which shall be tabled at the Annual General Meeting for approval.
- (ii) At such meeting there shall be elected the Executive Committee of the Association.
- (iii) Notice of any resolutions by a member should be sent in writing to reach the Honorary Secretary two weeks prior to the date of the Annual General Meeting. Such resolutions and those formulated

by the Executive Committee shall be circulated among the membership at least five days prior to the Annual General Meeting.

15.SPECIAL GENERAL MEETING

A special General Meeting may be convened by the Honorary Secretary on a decision of the Executive Committee, or on a requisition in writing signed by 25% of the members, and who shall state the purpose for which the meeting is to be called. Fourteen days' notice shall be given for a Special General Meeting.

16. AMENDMENTS TO THE CONSTITUTION

Any amendment to the Constitution shall be made only at a General Meeting by a majority of two-thirds of the members present and voting.

17. INTERPRETATION OF THE CONSTITUTION

In the event of any doubt arising, regarding the interpretation of any of the provisions of this constitution, the decision of the Executive Committee shall be binding and will be in force unless and until such decision is altered or modified at a General Meeting of the Association.

18. DISSOLUTION

The Association may, subject to rights of any undischarged debenture holders, be dissolved and the funds and belongings thereof disposed of in any manner decided upon at a Special General Meeting convened for the purpose provided that at least three fourths of the total number of members attend the meeting and vote for such dissolution.

Appendix 1

"HELP A CHILD FUND"

1. The "Help a Child Fund" shall function under the control of the Executive Committee of the Japan International Co-operation Agency Alumni Association of Sri Lanka.

2. Board Of Directors

- (i) There shall be a Board of Directors comprised as follows to administer the Fund:

The President of the Association, who shall be the Chairman of the Board.

The Resident Representative / Director, JICA, Sri Lanka Office.

The Secretary of the Association, who shall be the Secretary of the Board

The Treasurer of the Association, who shall be the Treasurer of the Board.

One member nominated by the JICA, Sri Lanka Office Two members nominated by the Executive Committee, on an annual basis.

(ii) It shall be the responsibility of the Board of Directors to:

- (a) Examine and review the financial position of the Fund.
- (b) Select students for granting of scholarships, in consultation with school authorities.
- (c) Study progress reports sent by school authorities in regard to students who have been granted scholarships and determine the justification of the continuity of the payment. It will also be proper for members of the Board of Directors to visit students for the purpose if deemed necessary.

(iii) The Board of Directors shall convey their recommendations on all matters concerning the scholarships to the Executive Committee for implementation.

(iv) The Board of Directors shall meet at least once in three months or as often as necessary.

3. Funding

Funding shall be through voluntary contributions from members, Japanese residents in Sri Lanka and the public. Funds may also be raised as decided by the Executive Committee, on its own or on the recommendation of the Board of Directors.

4. Use of Funds for Awarding Scholarships

Award of Scholarships will be based on:

Total interest on deposits.

Fifty percent of the contributions received during the financial year. The balance 50% of contributions shall be invested in fixed income security.

5. Granting of Scholarships

- (i) The number of scholarships to be granted in any financial year shall be determined by the Board of Directors taking into consideration the monies available for the granting of scholarships.
- (ii) A student selected for the granting of a scholarship shall receive an amount of Rs.400.00 monthly by transferring such amount to his or her Bank Account.
- (iii) The Executive Committee may however increase or decrease the quantum of payment to new selectees considering the financial position of the Fund.
- (iv) The performance of students who have been awarded scholarships will be assessed every six months and the scholarships of those whose standard has fallen below expectations will be terminated. For this purpose, progress reports from the relevant school authorities shall be obtained.
- (v) The decisions of the Executive Committee in regard to the granting and termination of scholarships shall be final.

6. Financial Year

The Financial Year shall be the same as that of the Association.

7. Investment of Funds

- (i) The Funds relating to the Fund shall be deposited in any Commercial Bank and as decided by the Executive Committee on the recommendations of the Board of Directors.
- (ii) The Accounts of the Fund shall be operated jointly by the Treasurer and the President or Secretary.

8. Accounts

- (i) The Treasurer shall table a financial statement pertaining to the Fund at every meeting of the Executive Committee and the Board of Directors.
- (ii) It will be the responsibility of the Treasurer to maintain the accounts pertaining to the Fund and have the accounts audited and table the audited statement of accounts to the Board of Directors / Executive Committee prior to being circulated to members before an Annual General Meeting.
- (iii) The audited statement of accounts shall be tabled at the Annual General Meeting for approval.

9. Closure of the Fund

In the event of the termination of the Fund, monies lying to the credit of "Help a Child Fund" shall be transferred to the credit of the Association.

(As amended at the Annual General Meetings held on 26.6.99, 1.7.2000, 9.6.2002, 24.6.2006 and 25.6.2011)