

The Society of Sri Lankan Engineers and Scientists in the UK

The Constitution

1.0 Introduction

A Society formed by engineers and scientists of Sri Lankan origin for the benefit of the Sri Lankan society and the Sri Lankan professionals of the said disciplines living either in Sri Lanka or in the United Kingdom. This is a non-political professional organisation which respects and accepts all religious and ethnic groups in the Sri Lankan society. Hereinafter, the organisation will be referred as “The Society” within this document.

2.0 Vision

To be a leading professional organisation in the UK and contribute towards the development of Sri Lanka and the Sri Lankan communities in the UK, by helping and encouraging the enhancement of technical, communication and organisational skills of professional Scientists and Engineers of Sri Lankan origin.

3.0 Objectives

To create an ambience of togetherness among our members enabling them to deliver the following:

- 3.1 to exchange and share knowledge among fellow professionals.
- 3.2 to support fellow professionals to achieve the highest potential and make a real contribution to the society.
- 3.3 to participate in and contribute to projects which would deliver measurable results in Sri Lanka or Sri Lankan communities in the UK.
- 3.4 to establish systems and procedures to enhance the welfare of the members.
- 3.5 to provide assistance and guidance, in engineering and scientific disciplines, to Sri Lankan fellow professionals or corporate bodies for advancement or development.
- 3.6 to act as collaborative partner to Sri Lankan Engineering Institutions, Universities and similar professional institutions, where mutual benefits may be achieved.
- 3.7 to provide financial or educational assistance to students in Sri Lanka engaged in studies in engineering and scientific disciplines.
- 3.8 to organise social gatherings for the purpose of generating fellowship and networking.

4.0 Management & Administration

The Society and its property shall be administered and managed in accordance with this Constitution by the members of the Management Committee (hereinafter called "The Committee").

4.1 Management Committee

4.1.1 The Management Committee (MC) shall consist of twenty one (21) members to include:-

President, Two (2) Vice Presidents, General Secretary, Assistant/Membership Secretary, Publicity Secretary, Treasurer, Assistant Treasurer, twelve (12) committee members and the immediate Past President as the Vice Patron.

4.1.2 Election of the Management Committee shall be carried out at the Annual General Meeting (See section 11.1).

4.1.3 Nominations for election to the Management Committee must be made by members of the Society in writing using the prescribed form and must be sent to the General Secretary, with a copy to the Assistant Secretary, at least seven (7) days before the annual general meeting. Should nominations exceed vacancies, election shall be by ballot by those present at the annual general meeting. Such nominations must be proposed and seconded by a Full Member of the Society. Any vacancies for which nominations were not received will be filled at the Annual General Meeting.

4.1.4 If any vacancies arise among Honorary Officers, with the exception of Committee Members, they shall be filled at a Special General Meeting, to be held within three months, for which all members will be invited and all members will be eligible to vote. Notice period will be as per for a normal Committee meeting. The Committee may decide to leave some of the Committee Member positions vacant until appropriate candidates are available.

4.1.5 The proceedings of the Management Committee shall not be invalidated by any vacancy in the Management Committee or by any failure to appoint or any defect in the appointment or qualification of a member.

4.1.6 5 No person shall be appointed to the Management Committee who would, if appointed, be disqualified under the provisions of Clause 4.3.

4.2 Responsibilities & Duties of the Management Committee

To achieve the objectives of The Society, The Committee will exercise the following powers, responsibilities and duties with the assistance of sub-committees as necessary:

4.2.1 organise conferences, symposiums, technical visits, educational tours and visits and similar functions as the Committee deems suitable.

- 4.2.2 establish and maintain a website and email address/addresses and other electronic media supervised and maintained by the Secretary or other Committee Member/Sub-Committee as delegated.
- 4.2.3 inter-relate with other engineering societies in the UK, Sri Lanka and other countries, as appropriate.
- 4.2.4 write, print, publish in whatever form papers, book and periodicals to further its objects.
- 4.2.5 raise funds and invite and receive donations, subscriptions, contributions and gifts.
- 4.2.6 buy, take on rent, lease, hire, sell or dispose of any moveable and immoveable property.
- 4.2.7 open and close bank accounts for the use of The Society.
- 4.2.8 authorise expenditure of funds to fulfil the objectives of the Society
- 4.2.9 engage in any other activities which would help achieve the objectives of The Society.
- 4.2.10 participate in the establishment of sub-committees in accordance with section 4.5.

4.3 Termination of the membership of Management Committee

A Member of the Management Committee shall cease to hold office if the member:

- 4.3.1 becomes incapable of acting by reason of mental disorder, illness or injury.

or

- 4.3.2 Does not attend two consecutive meetings without a valid reason where the Management Committee can treat that as the relevant member forfeiting his/her membership of the management committee.

or

- 4.3.3 notifies the Management Committee his/her wish to resign. (If as a result, the number within the committee drops below the quorum, the General Secretary shall call a Special General Meeting and elect new members in to the Management Committee)

or

- 4.3.4 he/she ceases to be a member of The Society.

4.4 Conflicts of interests

Unless otherwise agreed specifically by the Management Committee, no member of the Management Committee or members of the Sub-Committees, shall receive remuneration or have an interest in any business or activities carried out by The Society.

4.5 Sub-Committees:

4.5.1 The President shall appoint sub-committees in consultation with the General Secretary and other committee members, for keeping any topic or subject under review and report to The Committee on a regular basis.

4.5.2 Sub committees may also be established to deal with specific matters for a limited length of time.

4.5.3 Such a sub-committee will be given delegated authority to make decisions on behalf of the management committee on such specific matters for which the sub-committee is responsible. Each subcommittee will have a chairman and at least two committee members.

4.5.4 The President may, where beneficial, appoint other ordinary members or associated members to the sub-committees in consultation with the General Secretary and other appropriate committee members.

5.0 Patron & Vice Patron

5.1 Patron

There shall be a Patron of the Society who shall be appointed by the Management Committee. The Sri Lankan High Commissioner in the UK will be invited to hold this office. If the High Commissioner declines, the management committee will decide whom it should invite for this office. The Patron has no voting rights.

5.2 Vice Patron

The immediate Past President by virtue of his position will be the Vice Patron with all voting rights and be a member of The Committee.

6.0 Membership

6.1 Subject to the acceptance of the Management Committee, any person who satisfies the eligibility criteria in following sections and paid appropriate fees shall be considered as members.

6.2 Any Engineer or Scientist of Sri Lankan origin, who -

is a corporate member of an appropriate professional institution in the UK or overseas.

or possess a degree in Engineering or Science from a recognised University
or possess a qualification acceptable to the Management Committee,
may apply for Full Membership with voting rights.

- 6.3 Anyone not falling within clause 6.2 may apply to become Associate Members or Student Members (subject to clauses 7.5 and 7.6). They will have no voting rights but can be co-opted to serve in sub-committees.
- 6.4 The Management Committee may refuse any application for admission by simple majority without giving any reasons.
- 6.5 All members shall contribute to the achievement of the objectives of The Society, and shall abide by its constitution and pay the annual subscription as applicable (subject to clause 7.4).
- 6.6 Every Full Member shall have one vote, provided he or she has been a member continuously for six months prior to any voting.
- 6.7 Any Member who has deemed to have brought The Society into disrepute or refuses to abide by the Constitution of the Society may be asked to show cause by the Management Committee to be answered within four weeks. If a satisfactory explanation is not received the Management Committee shall expel the member.
- 6.8 No member shall be expelled without a resolution endorsed by two thirds of the members present at the Management Committee meeting.

7.0 Members

7.1 Full Members

Full members are those who have satisfied criteria in sections 6.1 and 6.2. Full Members are entitled to vote at all General Meetings.

7.2 Founder Members

All members with full membership, who were present at the inaugural meeting on 23 June 2007 and continued as members without a break are Founder Members. Founder members are eligible to be a committee member uncontested and also eligible to be elected to any other office.

7.3 Senior Members

Any member who has had the Full Membership continuously for five years will become a Senior Member of The Society, subject to the payment of appropriate membership fees.

7.4 Life Members

Any Full Member who has paid the life membership fee is considered a Life Member and no further membership fee has to be paid.

7.5 Associate Members

The spouse of a Full Member or any person engaged with The Society's activities and making a significant contribution may be awarded associate membership at the discretion of the Management Committee.

7.6 Student Members

Any undergraduate student of Sri Lankan origin following a course of engineering or science at a University is eligible to become a student member.

8.0 Membership fees.

8.1 Membership fee is due on the first of June for the current year up to thirty first of May the following year. Those who become members on or after First of March in any year deem to be considered paid for the remaining part of the current year and the following year.

8.2 Once paid the membership fee is not refundable

8.3 Current Membership fees are as follows and may be changed at the Annual General Meeting, by a special resolution.

Full Members	- Twenty Pounds (£ 20.00) per annum
Life membership	- One off payment of One Hundred and Fifty Pounds (£150.00)
Associated members (spouses)	- Free
Associated members (others)	- Ten Pounds (£ 10.00) per annum
Student Members	- Five Pounds (£ 5.00) per annum

9.0 Honorary Office Bearers

9.1 The President and the General Secretary shall be Senior Members of The Society or have achieved a corporate member status of an Engineering institution which awards Chartered status or in the case of a Scientist; the member should have a post graduate qualification or a professional qualification equivalent to a chartered status as determined by the Management Committee. They must have served the Society in the Management Committee for a minimum period of two (2) years.

9.2 The Vice Presidents and the Treasurer must have served The Society in the Management Committee for a minimum of two (2) years.

9.3 All other members of the Management Committee must have been members of the Society for a minimum period of six (6) months.

- 9.4 The term of office of the President is limited to two consecutive terms between Annual General Meetings and may be re-elected after a lapse of three years.
- 9.5 The term of office of the General Secretary, the Vice President and the Treasurer is limited to three consecutive terms between AGM's and may be re-elected after a lapse of two years.
- 9.6 The President, the Vice Presidents, the Secretary and the Treasurer shall not hold any office bearer positions of any political party or politically related organisations in Sri Lanka or in the UK.

10.0 Responsibilities of Office Bearers

- 10.1 The President: Shall hold the responsibility for strategic planning and management control, implementing Management Committee decisions and managing formal communications with external organisations together with the General Secretary.

He/she shall chair all General Meetings and Committee Meetings. In the event of the absence of the President at such a meeting the members present shall by vote appoint one of the vice presidents. In the absence of President and the Vice Presidents the members present at such meeting may by vote appoint any member to chair the meeting.

The President or the elected chair at such meeting shall have a casting vote in the event of a tie in any such committee or disciplinary meeting.

- 10.2 The General Secretary: Shall be responsible for the day to day management of the Society matters under the direction of the President. He/she shall convene all meetings, prepare and present minutes of all meetings. He/she shall co-ordinate with external parties where appropriate and deals with any such matters as requested by the Management Committee. He/she shall be responsible for the membership register.
- 10.3 Vice Presidents: shall deputise in the absence of the President.
- 10.4 The Treasurer: The treasurer shall be responsible for the funds of the Society and shall be subject to the decisions of the Management Committee. He/she shall present financial statements at each committee meetings. He/she shall present the final annual accounts including the accounting reports of any affiliated Clubs or Trusts of The Society. The final accounting report should have been certified by an auditor or an examiner if such a person has been appointed at the last AGM.
- 10.5 The Assistant Secretary/ Membership Secretary shall be assisting the General Secretary as required, particularly maintaining and dealing with membership matters and deputise in the absence of the General Secretary.
- 10.6 The Publicity Secretary shall be responsible for maintaining the website and any other activities agreed by the Management Committee under the direction of the General Secretary.

10.7 The Assistant Treasurer shall be responsible for assisting the treasurer and deputise the treasurer in his/her absence.

11.0 Meetings of The Society

11.1 Annual General Meeting

11.1.1 There shall be an annual general meeting (AGM) of the Society, which shall be held annually. Notice to the members should be given at least eight weeks before the fixed date. All Full Members of the Society shall be entitled to attend and vote at the meeting.

11.1.2 The AGM should be held at a convenient date after the First of June, not later than Fifteenth of July of each year. Under special circumstances, the AGM may be brought back or postponed or by a period up to 1 month.
Amended on 4th July 2015 at the AGM

11.1.3 Quorum for AGM will be fifteen (15) eligible members.

11.1.4 The President shall act as the chairperson (see also clause 10.1)

11.1.5 The Management Committee shall present to each Annual General Meeting the report and accounts of the Society for the preceding year.

11.1.6 At the AGM, after the conclusion of the ordinary business, the election of the new Management Committee will be conducted by the Patron based on nominations received by the secretary. In the event the patron is not available the outgoing president or a person, acceptable to those present shall conduct the election.
Amended on 4th July 2015 at the AGM

11.1.7 To be eligible for voting at the AGM subscription payment for the current year must have been paid (see also clause 6.6).

11.2 Special General Meeting / Other General Meetings

11.2.1 A Special General / General meeting of The Society may be called at any time by the General Secretary in consultation with the President, by giving at least two (2) weeks' notice to the all members. To constitute a quorum, at least fifteen (15) eligible members must be present (see also section 11.1.1).

11.2.2 A request for a Special General meeting of The Society shall be made by not less than fifteen (15) paid up Full Members in writing giving full details of the matter to be discussed to the Secretary.

11.3 Management Committee Meetings

11.3.1 The Management Committee shall hold at least three ordinary meetings each year. To constitute a quorum, at least eight (8) members of the Management

Committee must be present. A notice period of at least two weeks will have to be given to the committee members.

11.3.2 The President shall act as chairperson of the Management Committee (see clause 10.1).

11.3.3 The Management Committee may agree on procedures for the conduct of their business. Such procedures should not be inconsistent with the Constitution.

11.4 Sub Committee Meetings

11.4.1 Sub-Committee meetings may be arranged as and when required and shall be chaired by the nominated chair person.

12.0 Amendments to the Constitution

12.1 The Constitution may be amended by a resolution passed by not less than two thirds of the eligible members present and voting at a General Meeting. The notice of the general meeting must include notice of the resolutions, setting out terms of the amendment proposed.

12.2 Any proposed amendments to the Constitution, to be discussed at the AGM should be forwarded to the General Secretary in writing at least forty two (42) days before the Annual General Meeting. Any such proposals need a proposer and two seconders.

12.3 Under special circumstances, if the Management Committee decides the Constitutional Changes are needed, the Secretary shall communicate such amendments to the General membership giving at least one month's notice and call a Special General Meeting to agree such amendments.

13.0 Bank Account

Bank Accounts to be open under the name of Society of Sri Lankan Engineers and Scientists in the UK. Treasurer should sign all cheques with another signatory from either the President or the Secretary.

14.0 Dissolution

If the Management Committee decides that it is necessary or advisable to dissolve the Society, it shall call a meeting of all members of The Society by giving not less than twenty one (21) days' notice stating the terms of the resolution to be proposed. The proposal shall be confirmed by a two-thirds majority of those present and voting. The Management Committee through the treasurer shall submit the final statement of account to the meeting and shall give or transfer the remaining assets, if any, as per the decision of the meeting.

15.0 Abbreviations

"The Society", "SSLES" & "SSLES in the UK" shall mean The Society of Sri Lankan Engineers and Scientists in the U.K.

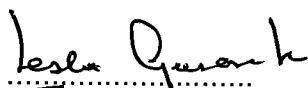
"Sri Lankan" shall mean a person of Sri Lankan ethnic origin or citizenship (irrespective of whether such person is a citizen of another country of choice).

"AGM" means the Annual General Meeting

"The Committee" or "MC" means the Management Committee.

This amended Constitution was adopted by the Special General Meeting of The Society on the Fourth day of July in the year Two Thousand and fifteen and attested by the persons whose signatures appear below.

Signed



Leslie Gunaratne
President



Tissa Wellappili
Secretary