



**ASSOCIATION OF KOICA FELLOWS IN
SRI LANKA (AKOFE)**

CONSTITUTION

MAY 2013

(Amended on 17th May 2013)

Association of KOICA Fellows in Sri Lanka (AKOFE)

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(Amended on 17th May 2013, as the First Amendment to the original in Nov., 1999)

01.INTRODUCTION :

- a) The name of the Association shall be known as:
“Association of KOICA Fellows in Sri Lanka”.
- b) Abbreviation of the Association is (akofe)
- c) “Association “means in this constitution is akofe
- d) Emblem of the Association is as tagged above.
- e) The registered address of Association shall be the address of the KOICA office in Sri Lanka.

02.OBJECTIVES:

The objectives of the Association shall be:

- a. To provide a forum to promote a spirit of fellowship among the members.
- b. To provide a forum to promote a close relationship and understanding with Korean Embassy, KOICA Korean Establishments and the Korean Community living in Sri Lanka.
- c. To promote and foster social and cultural ties between the two countries.
- d. To facilitate the Sri Lankan Participants proceeding to Republic of Korea or to a third country on KOICA fellowships.
- e. To facilitate members to make contributions in the respective sectors of development in which they have gained knowledge, skills and experience by undergoing training under the KOICA fellowships.
- f. To promote understanding and collaborative activities with the other Associations in Sri Lanka linked with Korea.

03.ACTIVITIES

- a. The activities of the Association shall be non-political unbiased and purely official and professional.
- b. The Association shall endeavor to attain its objects through academic, professional, social and cultural means in understanding with KOICA.
- c. The Association implements 'Annual Activity Plans' recommended by the members of Executive Committee.
- d. The Association submits selected list of activities in the 'Annual Activity Plans' to the Resident Representative of KOICA in Sri Lanka by the closing date scheduled by KOICA for funding.
- e. The Association implements 'activities in collaborations with the other appropriate co-financing agencies

04.MAINTENANCE OF THE FUND:

- a. KOICA provides annual grants based on the "Annual action Plans".
- b. The Association launched fund raising activities as approved by the Executive Committee.
- c. The Association accepts special donations from the recognized well-wishers with the approval of the Executive Committee.
- d. The Funds of the Association shall be deposited in a Bank of Banks to be determined by the Executive Committee.
- e. The Bank Accounts shall be operated jointly by the Treasurer and either with the President or the Secretary.
- f. Any member may examine the books, ledgers, receipts and other documents pertaining to the current years account with the treasurer, on giving notice in writing, of such intention to the Honorary Secretary, who will arrange with the treasurer to permit such examination, within three weeks of receipt of such intimation

05.MEMBER AUDITOR

There shall be a member an auditor elected at the Annual General Meeting who will audit the annual statement of accounts.

06.FINANCIAL YEAR

The Financial year of the Association shall begin on 1st January and end on 31st December of the Calendar year.

07.PATRON AND VICE PATRON:

- a. The patron of the Association will be His Excellency the Ambassador of the Republic of Korea in Sri Lanka. In the absence of His Excellency, the patron will be the person acting for His Excellency in Sri Lanka.
- b. The Vice Patron of the Association will be Resident Representative/Korea International CO-operation Agency, Sri Lanka Office, In the absence of the Resident Representative, the Vice Patron will be the person acting for the Resident Representative, KOICA, Sri Lanka Office.

08.ENROLMENT OF MEMBERSHIP:

- a. Sri Lankans who have received training or participated in seminars, workshops etc . funded by KOICA of the Government of the Republic of Korea are eligible to apply for membership in the Association.
- b. Application for the membership of the Association shall be made on the prescribed form and shall be accompanied by the membership fee and the enrolment fee.
- c. 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 the final.

09.COMPOSITION OF THE MEMEBERSHIP:

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/- and enrolment fee of Rs. 200/-

b. Honorary Members:

Honorary Members shall be those who have been conferred honorary membership by the Executive committee to officials of the Embassy of the Republic of Korea, KOICA, Associations of the Korean community in Sri Lanka and Collaborative Associations of Sri Lankans and Koreans as may be deemed deserving of such honor through their contributions towards the Furtherance of the aims and objective of the Association. No membership fee shall be charged from honorary members who will have no right to hold office or vote at meetings of the Association.

c. Associate Members:

The spouse 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.

- e. A member of the Executive Committee, who absents himself from three consecutive meeting without a valid reason, will cease to be a member of the Executive committee.
- f. 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 Annual General Meetings of the Association.
- g. In case of the elected President reign or unable to continue as the president , then the Senior Vice-President should act as the President until the next Annual general Meeting. If the Senior Vice President is also unable , then the Vice President should act until the next Annual general Meeting.
- h. If any office- bearer is temporarily unable to discharge the duties of his 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.
- i. 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.

13. TERMS OF OFFICE OF THE PRESIDENT AND THE MEMBERS OF THE EXECUTIVE COMMITTEE:

- a. All Officers of the Association shall hold office for one year subject to re-election
- b. It has to be decided by the general membership at Annual General Meetings either by unanimously or by majority of the life members attended, if elections held.

14. DUTIES OF OFFICE BEARERS

- a. The president is the Chief Executive and the Chief Accounting Officer of the Association:

The President shall preside at Annual General meetings of the Association and at Meetings of the executive committee.

- i. In the absence of the President, the Senior Vice President shall preside at an Annual general meeting or a Meeting of the Executive Committee.
- ii. In the absence of the President and the Senior Vice Presidents, then the Vice President or an Executive Committee member shall be elected to preside at such meeting.

b. The Secretary shall be the Executive Officer of the Association

- I. Shall be in charge of the Seal of the Association and documents and recodes.
- II. Shall maintain a register of members. He shall be responsible for convening all meetings of the Association, Co-ordinating the various activities of the Association.
- III. Attending to all correspondence preparing the Annual Report and performing any other work not specifically assigned to any other office bearer of the Association.
- IV. Shall also have the right to attend and participate in the meetings of any sub-committee appointed by the Executive Committee.
- V. Shall also be responsible for the fixed assets of the Association and shall maintain an inventory of the assets.
- VI. Should get the inventory examined by a sub-committee, which sub-committee will submit its report at the committee meeting immediately prior to the Annual General Meeting.

c. The Treasurer shall be Accounting Officer of the Association

- I. 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 eh Banks Accounts subject to the provisions of collection lists, subscription papers, ticket books and such other documents.
- II. Preparation of the monthly Financial statements and submit at the monthly meetings of the Executive Committee.
- III. Preparation of the audited Annual statement of Accounts and submit at Annual General Meetings.
- IV. Informing the Bank of authorized signatories along with the certified minutes of the Annual general Meetings-certified by the President and the Secretary
- V. Shall not incur or authorized any expenditure which is not sanctioned by the president or / and Executive Committee.

15. QUORUM

The Quorum for any Annual General Meeting (AGM) of the Association shall be 30 members. The quorum for any meeting of the Executive Committee shall be 5 members.

16. BY – LAWS

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

17. ANNUAL GENERAL MEETING

- a. The Annual General Meeting of the Association shall be held during the first quarter of the calendar year
- b. 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 December and the Annual Report as approved by the executive Committee which shall be tabled at the Annual General meeting for approval.
- c. At such meeting there shall be elected the office bearers of the Association.
- d. Notice of any resolutions by a member should be sent in writing to reach the secretary two weeks prior to the date of the Annual General Meeting. Such resolutions and tossed formulated by the Executive Committee shall be circulated among the membership at least five days prior to the Annual General Meeting.

18. SPECIAL GENERAL MEETING

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

19. 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.

20. 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.

21. DISSOLUTION

The Association may, subject to rights of any un-discharged debentures holders be dissolved and the funds and belongings therefore 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.