

# CENTRAL BANK PENSIONERS' ASSOCIATION CONSTITUTION

## 1. Name

1.01 The name of the Association shall be Central Bank Pensioners' Association.

## 2. Address

2.01 Until a permanent office is established the address of the Association shall be determined by the Committee.

## 3. Membership

3.01 The membership of the Association shall be open but limited to

(a) All past employees of the Central Bank of the Sri Lanka (CBSL) in receipt of a pension under the CBSL Pension Scheme, and

(b) All widows and widowers of past employees of the CBSL in receipt of a pension under the CBSL Widows and Orphans Pension Scheme or the CBSL Widowers and Orphans Pension Scheme as the case may be.

## 4. Objects

4.01 The objects of the Association shall be -

a) to provide a forum for members to discuss matters affecting them or problems faced by them.

- b) to act as the principal representative organization in presenting to the CBSL the grievances, requests etc. both individual and common and to make representations for relief and proposals for the improvement of the conditions of members.
- c) to promote a spirit of fellowship, goodwill and cooperation among members.
- d) to maintain a healthy relationship with the CBSL and to act as an effective link between the membership and the CBSL.
- e) to set up schemes to provide financial assistance to members in times of need or in the event of their death to their dependents within the resources available to the Association.
- f) to be constantly alive to the conditions of members and initiate necessary action to enhance their general welfare or alleviate any individual hardship.

## 5. Activities

5.01 Towards the achievement of the objects enumerated under Rule 4, the Association shall perform the following activities -

- a) Endeavour to enrol as many pensioners as possible of the CBSL immediately on their retirement from service
- b) Publish a News Bulletin to disseminate among members information relating to activities of the Association as well as information relating to membership or individual members that merits publicity.
- c) Organize recreational activities for members such as pilgrimages, picnics, sports and cultural events, socials, entertainment functions. etc.
- d) Participate in social and community welfare activities so as to enhance the image of the Association
- e) Visit members who are confined to their homes on account of old age or illness

## **6. Enrolment of Members.**

6.01. Application for membership shall be made to the General Secretary on the prescribed form together with the letter of authorization addressed to the Secretary C.B.S.L for the deduction of monthly membership subscription from the pension.

6.02 Grant of membership is subject to acceptance of the application by the Executive Committee.  
(as amended at the AGM held on 2nd May 2009 by the deletion of Rule 6.02 and renumbering of Rule 6.03 as Rule 6.02)

## **7. Membership Fee**

7.01. Every person admitted to membership shall pay regularly such subscription as determined by the Association.

7.02. Membership subscription is payable monthly by deduction from the pension. It shall be the obligatory for a member to ensure that such deductions are made by the Secretary CBSL and remitted to the Association.

## **8. Termination and Renewal of Membership**

8.01 Membership shall terminate on -

- a) Death of the Member
- b) Resignation signified by a communication in writing addressed to the General Secretary subject to acceptance by the Executive Committee.
- c) Non-payment of monthly subscription for a continuous period of three months.
- d) A special resolution adopted at an A.G.M. to cancel the membership of a member.

8.02. A membership that has terminated for non - payment of membership subscription may be renewed at the discretion of the Executive Committee on an application made on that behalf by the member concerned on payment in full of the arrears of subscription due.

## 9. Executive Committee.

9.01 The Executive Committee shall comprise the following Office Bearers.

- a) The President
- b) The Vice - President
- c) The General Secretary
- d) The Assistant Secretary
- e) The Treasurer
- f) The Social Secretary
- g) The Assistant Treasurer
- h) Three Committee Members

9.02 All Office Bearers shall be elected at the Annual General Meeting or at a special General Meeting specially convened for such purpose by a plurality of votes taken at such meeting.

9.03 Office Bearers, once elected shall hold office till the next election of Office Bearers by the general membership at the Annual General Meeting.

9.04 Outgoing Office Bearers are eligible for re-election subject to the exception that a member who has held office as President, General Secretary or Treasurer for three terms in succession is eligible for re- election to the same post only after he has been out of the same office for at least one term.

9.05 All Office Bearers other than the General Secretary may resign by letter addressed to the General Secretary. The General Secretary may resign by letter addressed to the President.

9.06 Vacancies of Office Bearers that occur during the period between two Annual General Meetings may be filled by appointment made by resolutions of the Executive Committee with the consent of the member concerned.

9.07 An Office Bearer may be deemed to have vacated his/her post if he/she absents himself/herself from three consecutive meetings of the Executive Committee without a valid reason or approval of the Executive Committee.

#### **10. Powers of the Executive Committee.**

10.01 To interpret the Constitution.

10.02 To authorize the expenditure or disbursement of funds in respect of the activities of the Association.

10.03 To appoint committees for any specific purpose.

10.04 To formulate such procedures that are necessary for the proper functioning and good administration of the Association.

10.05 To determine the date and venue for the holding of Annual General Meetings Special General Meetings and Executive Committee Meetings.

- 10.06 To take decisions in respect of recreational, entertainment, holiday sports, cultural and religious activities and to arrange for all matters connected therewith.
- 10.07 To decide and formulate and cause the implementation of any other matters, programmes, schemes, etc., pertaining to the welfare and interests of the members.

## 11. Executive Committee Meetings

- 11.01 The Executive Committee shall meet at least once a month.
- 11.02 One week's notice in writing shall be given of meetings together with a copy of the agenda wherever possible. An emergency meeting may be held with one day's notice.
- 11.03 The quorum for an Executive Committee shall be five (5) members.
- 11.04 Decisions of the Executive Committee shall be by majority vote and in case of a tie the President or in his absence, the Chairman of such meeting shall have a casting vote.
- 11.05 Where the President and the Vice President are absent any other committee member chosen by the majority of members of the committee shall act as the Chairman.
- 11.06 Voting at Executive Committee meetings shall be by a show of hands. Where, however, the majority of members request a secret ballot the President shall permit it.

## 12. Duties of Office Bearers.

### 12.01 The President shall -

- a). Exercise general supervision over the affairs of the Association.
- b). Preside at the Annual General Meetings, Special General Meetings and Executive Committee Meetings of the Association.
- c). Function as the chief spokesman of the Association and provide proper leadership and guidance for smooth and effective administration.
- d). Arrange for efficient management of various sectors coming under the purview of the Association's functions.
- e). Be an authorized signatory together with the Treasurer for operations on such bank accounts as the Association may hold.
- f). Perform such other duties as the Executive Committee may determine.

### 12.02 The Vice President shall. -

- a) Preside at the Annual General Meetings. Special General Meetings and Executive Committee Meetings of the Association in the absence of the President.



- b) Perform the duties of the President in his/her absence or at his/her request.
- c) Be an authorized signatory together with the Treasurer for operations on such bank accounts as the Association may hold.

12.03 The General Secretary shall -

- a) Convene all meetings of the Association and maintain records/minutes of each meeting.
- b) Maintain registers, books, reports and documents relating to the affairs of the Association other than books of accounts.
- c) Attend to correspondence with members, the CBSL and the public etc.

12.04 The Assistant Secretary shall-

- a) Perform the duties of the Secretary in his / her absence or at his/her request.
- b) Render all such assistance and co-operation to the Secretary as is required generally in the performance of his / her duties

12.05 The Social Secretary shall. -

- a) Attend to all social, cultural and sports activities of the Association.

- b) Handle all work in connection with the printing, publishing and distribution of the Association's Publications.
- c) Handle all affairs in connection with information work and publicity including relationship with electronic and print media.
- d) Act as the liaison officer between the CBSL and the Association and the public at large

12.06 The Treasurer shall -

- a). Keep the books and records in which will be entered income and expenses, receipts and payments, all assets and liabilities of the Association and retain the primary documents in support.
- b). Be in charge, have custody of and be responsible for all monies belonging to the Association, for their collection and disbursement and for deposit, investment in such manner as may be determined by the Executive Committee from time to time.
- c) Be an authorized signatory with the President or Vice President for operation on such bank accounts as the Association may hold.
- d) Be responsible for and keep in his/ her custody all cheque books, pass books etc. relating to the bank accounts of the Association.
- e) Present at the Annual General Meeting an audited statement of accounts relating to the period under review.

12.07 The Assistant Treasurer shall -

- a) Render all possible assistance to the Treasurer in the performance of his/her duties.
- b). Act for and cover the Treasurer's work in his /her absence or at his/her request.
- c) Function as an authorized signatory with the President or Vice President as and when the Treasurer is absent or readily not available.

12.08 The Committee Members shall -

- a) Attend Committee Meetings and participate in the deliberations thereof.
- b). In addition to the duties specified above, the Committee Members shall perform such other duties and functions as the Executive Committee may determine.

**13. Auditor**

13.01 The Auditor shall be elected by the members at an Annual General Meeting or at a Special General Meeting.

13.02 The Auditor shall not be a member of the Executive Committee.

## 14. Annual General Meeting

- 14.01 The A.G.M. of the Association shall be held once a year preferably before 30th April unless delayed by circumstances beyond the control of the Executive Committee.
- 14.02. Every member shall be given 14 days notice of an A.G.M. and be furnished with -
- a) A copy of the Agenda
  - b) A copy of the Audited Statement of Accounts and the Balance Sheet.
  - c) A copy of the Hony. Secretary's report approved by the Executive Committee covering the activities of the Association during the period under review, and
  - d) Copies of resolutions either initiated by the Executive Committee or of which due notice has been given by a member.
- 14.03 The quorum for an A.G.M. shall be one tenth ( $1/10^{\text{th}}$ ) of the total number of members.  
(as amended at AGM held on 24 th April 2010)
- 14.04 At the A.G.M. a resolution or any other matter put to the vote shall be decided by show of hands or by secret ballot if so decided by the majority of members. In case of an equality of votes the presiding Chairman shall have a casting vote.

14.05. Notice of resolutions to be moved at an A.G.M. should be sent to the General Secretary to reach him at least 21 days before the date of the A.G.M.

14.06 The election of Office Bearers and the Auditor shall take place at the A.G.M.

### **15. Special General Meeting**

15.01 The Executive Committee may, whenever the need arises, convene a Special General Meeting. It shall also be summoned on a written request of not less than one tenth (1/10<sup>th</sup>) of the total number of members who should state their reasons for requesting such a meeting.

15.02 The quorum for such Special General Meeting shall be one tenth (1/10<sup>th</sup>) of the total of members  
(as amended at the AGM held on 24 th April 2010)

### **16. Financial Year**

16.01 The Financial year of the Association shall be the period from 1st January to 31st December.

### **17. Audit of Accounts**

17.01 The accounts of the Association maintained by the Treasurer shall be subject to an audit inspection by the Auditor who should sign the statement of accounts indicating his views, observations etc.

17.02 The audited statement of accounts signed by the President, the Treasurer and the Auditor shall be tabled at the Annual General Meeting.

## **18. Funds of the Association**

- 18.01 The Funds of the Association shall be deposited in the name of the Association in any recognized bank in Sri Lanka with the approval of the Executive Committee.
- 18.02 The funds may also be invested, if the financial resources permit on terms most favorable to the Association, with the express approval of the Executive Committee.
- 18.03 The funds of the Association shall be used only in respect of matters having a direct bearing on the welfare and interests of the general membership as a whole and shall not be applied in furtherance of any pursuit, services or activity of any individual where such pursuit or activity is not designed to add to the general welfare of the members but is meant to promote purely individualistic gains.

## **19. Bank Accounts**

- 19.01 Bank accounts shall be maintained in any bank approved by the Executive Committee.
- 19.02 The president or the Vice President and the Treasurer or the Asst. Treasurer shall sign all cheques issued by the Association. The same authorized signatories shall operate on the Savings Account of the Association as well.

## **20. Resolutions**

- 20.01 Resolutions duly proposed and seconded by members shall be received by the Secretary within the prescribed time referred to at Rule 14.05

20.02 Such resolutions shall be circulated among the members at least 14 days before they are taken at the Annual General Meeting or the Special General Meeting.

## **21. Rights and Privileges of Members.**

21.01 All the members shall be entitled to equal rights in regard to participation at General Meetings, presentation of views and voting on resolutions and other matters.

21.02 All members are entitled to benefit under any welfare scheme set up by the Association in terms of the rules of such scheme.

## **22. Duties of Members**

22.01 It shall be the duty of every member to uphold and abide by the Constitution and other rules of the Association and decisions taken by the Association.

22.02 It shall be the duty of every member of the Association to attend meetings of the Association unless excused for reasons of illness or other valid cause.

22.03 It shall be the duty of every member to safeguard the good name and reputation of the Association and desist from any act that would bring the Association into disrepute.

**23. Trustees of the Association.**

23.01 The Office Bearers shall be Trustees of the property and assets of the Association.

**24. Amendments**

24.01 All amendments of the constitution shall be made by resolution passed at an Annual General Meeting or at a Special General Meeting after giving 14 days notice.

24.02 Such amendments shall be valid if the resolution is passed with at least two thirds of the members present at the meeting voting in its favour.

**25. Matters not provided for**

25.01 Any matter not covered in the foregoing articles shall be determined, decided upon or disposed of by the Executive Committee at its discretion.

25.02 In any such instances the decisions so taken by the Executive Committee on matters of major importance shall be referred to the next Annual General Meeting for ratifications.



**ADDENDUM TO THE CONSTITUTION**  
**DEATH DONATIONS SCHEME**  
**RULES**

1. A Welfare Scheme called the "Pensioners Association Death Donation Scheme" is set up under Rule 4.01 paragraph (e) of the Constitution.
2. All the members who have completed at least one year are eligible to receive benefits under the death Donation Scheme.
3. A member may nominate a person to receive the death donation after his/her death . Information relating to nominee's Full Name, Address and National Identity Card No. shall be furnished to the Secretary.
4. A nominee may collect the death donation from the Association by presenting identity papers, copy of Death Certificate and a receipt duly signed on a stamp.
5. The quantum of the death donation shall be as determined by the Executive Committee.
6. The donation is not payable under the following circumstances. -
  - a) Where membership had lapsed owing non - payment of subscription for more than three months.
  - b) Where the member had resigned or ceased to be a member
  - c) Where a person had not been a member for at least twelve consecutive months at a stretch.

**Pensioners' Contributory Death Donation Scheme  
(PCDDS) operated by the Central Bank  
Pensioners' Association (CBPA) of the Central  
Bank of Sri Lanka. (CBSL)**

**RULES**

**Establishment**

1. The Scheme to be called Pensioners' Contributory Death Donation Scheme (hereinafter referred to as PCDDS) is set up effective from.....2006.

**Membership :**

2. Membership in the PCDDS is open only to those holding membership in the CBPA

**Application For Membership & Registration**

- 3.I Application for membership shall be on a form prescribed by the Executive Committee (Ex. Co.) of CBPA
- 3.II Membership in the PCDDS shall commence only after the application is approved by the Ex. Co. of CBPA.

## **Secretary & Documentation**

- 4 The Secretary of the CBPA shall maintain the records of the Nominees and address all correspondence subject to the directions of the Ex. Co. CBPA

## **Contributions**

- 5.I Each member, by submitting an irrevocable authority to the Chief Accountant, shall pay a sum prescribed, from time to time, by the CBPA and communicated by the Secretary of the CBPA to the Chief Accountant of CBSL.

## **Revision Of Contributions**

- 5.II In the event the Ex. Co. CBPA revising the sum to be contributed the sum so communicated by the Secretary of CBPA is deemed sufficient authority to the Chief Accountant of CBSL to deduct the revised sum from the pension of the member.

## **Communication To Chief Accountant**

- 6.I On receipt of information of the death of a pensioner in the PCDDS, and on submission of relevant documents to the Secretary CBPA, the Secretary shall instruct the Chief Accountant of CBSL, to deduct such amounts as contributions from the pension payable for the following month, as agreed to and provided for in the Rules. 5.I and 5.II as the case may be, and request the Chief Accountant that such total sum so deducted to be sent to the credit of A/C No.....at Hatton National Bank, Fort Branch, Colombo - 01

## **Ceasing Of Membership**

- 7.I The membership shall cease on the death of the member.

## **Determination of the Donation**

- 8.I Donation payable shall be the total contributions collected from the Members of the PCDDS upon notifying for deduction by the Secretary. C.B.P.A. under Rule 5.I
- 8.II Upon the death of a Member of the PCDDS, the Secretary of the CBPA shall determine the entitlement payable to the nominee of the deceased member upon the total contributions collected under Rule 5.I and 5.II

## **When Donation not payable**

9. The donation is not payable under the following circumstances
  - 9.I Where membership contribution has not been received consecutively for more than 03 months.
  - 9.II Where the member has resigned or ceased to be a Member pensioner.
  - 9.III. Fraudulent action of the Member/Nominee

## **Decision of the Ex.co. of CBPA to be Final & Conclusive**

10. The Ex. Co. of CBPA shall operate the Scheme and in case of any dispute in the interpretation of these Rules and matters not provided for in the Rules, the decision of the Ex. Co. of CBPA shall be final and conclusive.