SRI LANKA AIR FORCE
EX-SERVICEMEN’S ASSOCIATION

RULES OF THE CONSTITUTION
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SRI LANKA AIR FORCE EX-SERVICEMEN’S ASSOCIATION

INDEX OF THE RULES OF THE CONSTITUTION

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NAME

1. The Association shall be called and known as "Sri Lanka Air Force Ex Servicemen’s Association", or by the acronym “AFESA”

OFFICE OF THE ASSOCIATION

2. The office of the Association will be located at Sri Lanka Air Force Head Quarters, Sir Chittampalam A. Gardiner Mawatha, P.O. Box 594, and Colombo. Any change to this address of the office shall be intimated to all members by a newspaper advertisement.

3. All meetings and official activities related to the Association will be held at the office of the Association and/or at a location specified by the Sri Lanka Air Force and/or at the Sri Lanka Ex Servicemen Association, Colombo 1 and/or at the Veteran's Home of the Sri Lanka Ex Servicemen Association at Bolagala, Katana.

OBJECTIVES

4. The objectives of the Sri Lanka Air Force Ex Servicemen's Association (hereinafter sometimes called and referred to as “The Association” which term as herein used where the context so requires or admits means Sri Lanka Air Force Ex Servicemen's Association) shall be;

   a. To affiliate with the Sri Lanka Ex Servicemen’s Association (hereinafter called and referred to as SLESA) in terms of Clause 5 of schedule II of LAW No 8 of 1976 – Chapter 636 of Legislative enactments of the Democratic Socialist Republic of Sri Lanka and to promote cordial relations with other Organizations that have similar objectives.

   b. To foster an esprit of comradeship and esprit-de-corps among its members.

   c. To assist in the rehabilitation or re-employment of its members.

   d. To promote and assist in the establishment of provincial Air Force Clubs, Associations, confined to a particular Branch or Trade for the welfare of its members. Rules pertaining to the Affiliated Associations are incorporated in the Sri Lanka Air Force Ex-Servicemen’s Association Constitution as Rule 39. From the date of this Constitution becomes effective, new Associations for Affiliation should conform to Rule 39. However, those that are affiliated already may continue to affiliate. The Current list of Affiliated Associations are listed at First Schedule.

   e. To create and maintain following Funds, or any other Funds approved at an Annual General Meeting in accordance with the Constitution.

      i. Benevolent Fund
      ii. Accumulated Fund
      iii. Suwa Surakum Welfare Fund
f. To grant financial and other assistance to its members and their immediate dependents who, in the opinion of the Executive Committee are in need of such assistance. The financial amount to be decided by the Executive Committee from time to time.

g. To promote and safeguard the interest of its members, to create the infrastructure that could effectively implement these objectives.

GENERAL POLICY

5. The Association is formed so that those who are no longer serving can help to maintain the traditions of the past and keep in touch with their fellow members. The Association will extend such help as is possible to all members when in necessitous circumstances.

6. The Association is non-sectarian and non-political in the strictest sense. In no circumstances shall it, as a body, take sides in any political, sectarian or industrial dispute but it may if the need arises make representations to the government or any other body on any matters regarding the welfare of members of the Sri Lanka Air Force Ex-Servicemen’s Association generally. In all other matters individual members are free, as far as they themselves, are concerned, to act as their conscience may dictate. Apart from this, it is in accordance with the spirit of the Association, that its members should irrespective of politics at all times do their utmost to uphold and protect the Government in power, in respect of any call made on them with the object of maintaining the good order and general welfare of the community at large.

MEMBERSHIP

Eligibility

7. a. Members of the Sri Lanka Air Force who have completed a minimum of five years regular service and have left the Air Force and Volunteer Members with a minimum of five years total mobilized service and have left the Air Force shall be eligible for Membership in the Association.

b. An Officer whose commission has been withdrawn by a proclamation in the Government Gazette, Airman/Airwoman who have been discharged from the service due to disciplinary reasons will not be eligible for membership of the Association.

c. Any Officer / Airman / Airwoman who has been convicted of an offence by a Criminal Court in Sri Lanka or abroad shall not be eligible for a membership in the Association.

Membership Application

8. a. Admission for membership shall be on application made to the Secretary, Executive Committee with documentary proof complying with Rule 7 section (a) and subjected to proviso of Rule 7 sections (b) & (c).

b. An application may be rejected by the, Executive Committee. Any person aggrieved by such decision may appeal to the Executive Committee with relevant proof for reconsideration of his/her application.
c. An application submitted on appeal to the Executive Committee for re-consideration after scrutinizing shall be accepted if approved by a majority of Executive Committee.

Types of memberships

9. Persons may be admitted for memberships of the Association as stipulated in sections (a) to (e) given below.

Life Membership

a. As per Rule 7 section (a) after a serviceman is accepted by the Executive Committee of the Association and he / she will be enrolled as a life member of the Association.

Honorary Membership

b. The Executive Committee may admit all retired Commanders to be Honorary Members. Any member of an Air Force of a Country recognized by the United Nations (both serving and non-serving members) may also be admitted as an Honorary Member of the Association. An Honorary Member shall not be eligible to vote or hold office.

Honorary Life Membership

c. The Executive Committee will consider and recommend to the General Body any suitable member of the Sri Lanka Air Force Ex-Servicemen’s Association who in its opinion has rendered outstanding service to the Association for Honorary Life Membership and if accepted by two thirds (2/3) majority of those present at an Annual General Meeting will be admitted as a Honorary Life Member.

President Honoris Causa

d. Executive Committee will consider and recommend to the General Body any former President of the Association who has rendered extraordinary, exceptional and proven service which has resulted in the qualitative upliftment of the Association for President Honoris Causa and if accepted by a two third (2/3) majority of those present at an Annual General Meeting will be admitted as a President Honoris Causa. A President Honoris Causa once elected, shall hold office for life or at the holder’s pleasure.

Member Honorius Causa

e. The Executive Committee will consider and recommend to the General Body any suitable member who has rendered extraordinary, exceptional and proven service which has resulted in the qualitative upliftment of the Sri Lanka Air Force Ex-Servicemen’s Association for Member Honoris Causa and if accepted by a two third (2/3) majority by those present at an Annual General Meeting will be admitted as a Member Honoris Causa.
Membership Card

10. A person whose application for membership if accepted, may on payment of a fee stipulated by the Executive Committee from time to time, will be issued with a membership card. It will entitle him or her to participate in the affairs of the Association.

MANAGEMENT

Patron of the Association

11. The Patron of the Association will be the Commander of the Air Force

Executive Committee

12. The affairs of the Association shall be managed by an Executive Committee, (hereinafter called and referred to sometimes as "Exco") consisting of the following elected and nominated office bearers.

Elected Office Bearers

13. The office bearers listed under sections (a) to (g) as given below will be elected to the Exco at the Annual General Meeting. The duties of the elected office bearers are listed at the Second Schedule.

a. The President  
b. Three (3) Vice Presidents  
c. Secretary  
d. Two (2) Assistant Secretaries  
e. Treasurer  
f. Assistant Treasurer  
g. Seven (7) Committee Members

Nominated Office Bearers

14. The office bearers listed under sections (a) to (d) given below will be appointed to the Exco once office bearers under Rule 13 are elected at the AGM. The office bearers appointed to the Exco shall not have voting rights in the Exco.

a. Immediate Past President. (In event of a vacancy, the person who was the past president before the vacancy was created shall be invited to fill office).

b. A SLAF representative nominated by the Commander of the Air Force

c. Coordinator appointed by the executive committee from the life members. He or she will be responsible to assist the Association in promoting an easy and a cordial relationship with the Air Force Headquarters, referred to sometimes as AFHQ, concerning day to day matters of the association and to act as an intermediate facilitator on communications between the Association and the AFHQ.
d. Each Affiliated Association will nominate one of its members who shall represent the respective Affiliated Association in the Exco of the Association.

**Election of Office Bearers**

15. All members of the Executive Committee except those in Rule 14 sections (a) to (d) shall be elected at the Annual General meeting of the Association by the nominations received in advance as per Rule 15 section (e).

16. Three (3) Vice Presidents elected at the Annual General Meeting will be designated as 1st, 2nd and 3rd Vice Presidents according to Rule 25 section (a) at the First Executive Committee Meeting after the Annual General Meeting. The 1st Vice President will act as President whenever the President is away.

17. The Assistant Secretaries will be designated as 1st and 2nd Assistant Secretary as per Rule 25 section (b)

18. The Seven Committee Members who shall be designated as 1st, 2nd, 3rd, 4th, 5th, 6th and 7th according Rule 25 section (c) at the First Executive Meeting after the Annual General Meeting. A vacancy to be filled among the seven (7) Committee members shall be considered as per Rule 29 section (b)

19. A member desirous of contesting any position of the Executive Committee as stipulated in Rule 13 sections (a) to (g) should forward a written nomination and consent form as per Third Schedule to this Constitution to the Secretary of the Executive Committee, proposed and seconded by two members and duly signed, fourteen (14) working days before the Annual General Meeting. They should be present in person at the time of election and inability to be present will disqualify the member from seeking election unless prior approval is obtained from the Executive Committee. In the event there being no nomination for a particular post, the outgoing Executive Committee, before the Protem Chairman takes chair, will propose and second a nomination to the members present at the Annual General Meeting.

20. The Elections including printing of ballot papers will only be done by a Sri Lanka Air Force (SLAF) team appointed for the purpose by the Sri Lanka Air Force representative. To ensure a free and fair poll no individual canvassing or distributing of literature supporting a particular candidate will be performed during the day of the poll.

21. Sri Lanka Air Force representative will be in charge of the election process and the results given by him or her to the Protem Chairman or President for announcing will be taken as final.

22. No member of the Association shall get involved in election process and all election related administrative arrangements that needs to be done prior to and at the day of the Annual General Meeting shall be done by a Sri Lanka Air Force team appointed for the purpose by the Sri Lanka Air Force representative of the Association. The candidate for a particular post or his representative authorized in writing, may be present at the location where the ballot papers are counted.
23. All nominations shall be scrutinized by the Executive Committee. The Executive Committee may reject any nominations for valid reasons given. The nominee shall be informed in writing of such rejection. In the event of disagreement, the decision of the Executive Committee shall be final.

24. Rules to be complied with by the Election Committee in conducting a poll are in the Fourth Schedule.

**Seniority of Office Bearers**

25. Office bearers elected under Rule 13 sections (b), (d) and (g) will be placed according to their seniority of membership of the Executive Committee as stipulated under sections (a) to (d) given below.

   a. Vice Presidents will be designated as 1st, 2nd and 3rd Vice Presidents according to their current seniority of membership of the Executive Committee after the election. In the event two or more Vice Presidents have the equal seniority in the Executive Committee, the seniority in the association also shall be considered to decide the ranking of such Vice Presidents.

   b. The Assistant Secretaries will be designated as 1st and 2nd Assistant Secretary at the initial election of such Assistant Secretaries as per their seniority of their membership in the Association and thereafter according to their current seniority of membership in the Exco.

   c. The Committee Members shall be designated as 1st, 2nd, 3rd, 4th, 5th, 6th and 7th as per their current seniority in the Exco. A vacancy to be filled among the seven (07) Committee members shall be considered as per their seniority of their membership in the Exco. In the event two or more committee has the equal seniority in the Executive Committee, the seniority in the association also shall be considered to decide the ranking of such committee members.

   d. In the event new Exco members are elected at the same election conducted at the same time for the post of Three (3) Vice Presidents/Two (2) Assistant Secretaries / Seven (7) Executive Committee Members, the seniority shall be as per the membership in the association.

**Tenure of Office Bearers**

26. Periods of office of office bearers elected for the Exco under Rule 13 sections (a), (c) and (d) will be limited to periods stipulated under section (a) given below.

   a. President, Secretary and Treasurer shall hold office for a continuous maximum period of Three (3) years from the date of assumption of office, provided they are elected annually at the Annual General meeting. After a lapse of One (1) year they may contest for any of the post in the Executive Committee. The proviso shall apply in the event members are elected intermittently for a total period of Three years.

   b. The Secretary or Treasurer may contest for the post of President or Vice President before the lapse of One (1) year.
c. All other office bearers of the Executive Committee may continuously be re-elected to hold any office they previously held.

**Financial benefits for Office Bearers**

27. Members of the Executive Committee shall not be entitled to any financial benefits except reimbursement of personal expenditure incurred on behalf of the Association approved by the Executive Committee.

**Resignation from Executive Committee**

28. Any member of the Executive Committee may resign by a letter addressed to the Secretary of the Executive Committee.

**Vacancy created in the Executive Committee**

29. If any vacancy is created in the Exco that is established after an Annual General Meeting as stipulated in sections (a) of this rule the vacancy such created shall be filled as stipulated in section (b) given below.

a. A member of the Executive Committee shall be deemed to have vacated office if he fails to be present for three consecutive meetings of the Executive Committee without prior permission of the Exco.

b. A vacancy created by a member by vacating office of the Executive Committee as stipulated under Rule 29 section (a) or if vacated for any other reason accepted by the Exco shall be filled by the Executive Committee and such appointed member shall hold office until the next Annual General Meeting.

**Carrying on Business of the Executive Committee**

30. The Exco shall carry on with its business as stipulated in sections (a) to (e) given below.

a. The Executive Committee shall meet as and when necessary, but shall meet at least once a month.

b. The Executive Committee has authority to appoint sub-Committees as and when necessary for the furtherance of the objectives of the Association and shall have the power to co-opt any member of the Association to such sub-committees.

c. The quorum for any meeting of the Executive Committee shall be One Third (1/3) of the voting members

d. Executive Committee may regulate their own procedures in regard to the meetings and the transaction of business at the meetings of the Executive Committee.

e. Executive Committee may carry on with its normal business notwithstanding any vacancy among of the Executive Committee Members.
ANNUAL GENERAL MEETING OF THE ASSOCIATION

Date of the Meeting

31. The annual General Meeting of the Association shall be held before the 31st day of August each year.

Notices & Documents of the Meeting

32. a. At least Twenty-Eight (28) working days’ notice of the Annual General Meeting shall be given by notice published in any leading newspaper engaged by the Executive Committee and informed in writing to Affiliated Associations.

b. The News Letter, Notice with the Agenda convening the meeting and the Courtesy Letter will be posted to the Members. Members may give their E-mail addresses in advance to the Secretary, Executive Committee in writing and receive the soft copies of the above referred documents.

c. Items to be presented for adoption at the Meeting shall be,

i. The Annual Report of the Executive Committee.
ii. Minutes and Audited Accounts for the current year.
iii. Appointment of Auditors.
iv. Any matter of importance to the Association.
vi. Resolutions pertaining to the Constitution of the Association.

d. The quorum for the Meeting shall be,

i. Two Hundred and Fifty (250) Members shall constitute the quorum for the Annual General Meeting

ii. A simple majority of one vote, of the total votes cast by the members present in person and eligible to vote at the Annual General meeting is required for adoption of items mentioned at Rule 32 section (c) sub sections (i) to (iv).

iii. A majority of not less than Two Thirds (2/3) of the votes cast by members present in person and eligible to vote at the Annual General meeting is required for approval of item mentioned at Rule 32 section (c), sub section (v) and item mentioned at Rule 32 section (c), sub section (vi).

SPECIAL GENERAL MEETING OF THE ASSOCIATION

Special General Meeting on urgent matters

33. a. The Executive Committee may summon a special general Meeting at any time, to deal with urgent matters. The Executive Committee shall also be bound to summon a Special General meeting within a calendar month of receiving a written request from at least one hundred (100) members of the Association and such request shall specify
matters to be brought before the Special General Meeting. However, no other business than that specified in the notice summoning a Special General Meeting shall be raised at such a meeting. At least Fourteen (14) working days' notice of the Special General Meeting shall be given by a notice published in any newspaper decided by the Executive Committee.

b. The Quorum at Special General Meeting shall be One Hundred Fifty (150) and a simple majority of one vote of the total votes cast by the members present in person and eligible to vote at the Special General meeting for approval of a proposal.

Special General Meeting on Constitutional Matters

34. The Rule 32 sections (a) to (d) shall be complied for Special General Meeting on Constitutional Matters.

FINANCE

Financial Year

35. Financial year of Sri Lanka Air Force Ex Servicemen's Association shall commence on 01st June of each year and shall terminate on 31st May of the following year.

Bank Accounts

36. Bank Accounts / Fixed Deposits shall be opened in State Banks in the name of the Association and all money received shall be paid into these accounts. Treasurer shall maintain separate accounts for:

a. The Benevolent Fund - Managed by the Executive Committee
b. The Accumulated Fund - Managed by the Executive Committee
c. Suwa Surakum Welfare Fund – Managed by an Independent Board of Trustees appointed by the Executive Committee which shall include the Representative of the Sri Lanka Air Force appointed as per Rule 14 section (b)

Approval of Payments

37. a. No payment from the Benevolent Fund or the Accumulated Fund of the Association shall be made, unless it is approved by the Executive Committee. Signatories on the cheques and all Bank documents shall be the Treasurer whose signature is mandatory with anyone of the following as the second signatory.

i. The President
ii. 1st Vice President
iv. Secretary

b. In the event the Treasurer’s signature is not made available the Executive Committee shall authorize the Assistant Treasurer to be the Signatory during the period of absence.
**Petty Cash Imprest**

38. Petty cash account amounting to Rs.5,000/- (Five Thousand) to be held by the Treasurer. An account of all expenses incurred from this imprest shall be submitted for approval at the next meeting of the Executive committee. This limit may be increased as and when required with the approval of the Executive committee.

**Audits**

39. Accounts of the Association shall be audited by the Auditors appointed at the Annual General Meeting.

**DISCIPLINARY INQUIRIES**

**Inquiry Process**

40. The Executive Committee shall refer to the Disciplinary Committee to inquire into complaints received on breach of discipline or any matter that warrants an inquiry against a member(s). The Disciplinary Committee shall conduct the inquiry and submit its report to the Executive committee within One (1) Calendar Month.

**The Composition of the Disciplinary Committee**

41. The Disciplinary Committee consisting of not less than Three Members (3) and not more than Five Members (5) shall be convened, as and when the need arises, by the Executive Committee from members who have been in the Association for Ten (10) years or more and the most senior member among the members of such a Committee will be nominated as Chairman.

**Action by the Executive Committee**

42. The Executive Committee based on the report of the Disciplinary Committee may at any time suspend the membership of any member by a simple majority vote if it is of the opinion that such member should be removed from the membership of the Association. Such decision shall be conveyed to the member in writing within Seven (07) working days of receiving the Disciplinary Committee report. The Member may appeal to the Executive Committee against such decision within one (01) Calendar Month of the decision been conveyed to him/her.

43. The Executive Committee shall then refer such appeal to the Disciplinary Committee to convey its recommendations within one (01) Calendar Month. The Executive Committee shall take appropriate action as recommended and inform the member in writing. The decision of the Executive Committee shall be final.

44. The Executive Committee will have the right to suspend a member for a period not exceeding three (3) months who has been reported by the AFHQ that he / she has acted against the air force or filed a case against the air force. At the end of the three (3) months, the Disciplinary Committee to study the reason for suspension and recommend to the Executive Committee whether suspension period is to be extended or membership is to be cancelled. In such a case the decision of the Executive Committee shall be final.
AMENDMENTS TO THE CONSTITUTION

Forum to Amend

45. Any motion to amend, add or recess from the Rules of the Constitution or any constitutional issue not provided in the constitution shall be taken up at an Annual General Meeting or at a Special General Meeting convened for this purpose.

The time required for the Notice

46. Notice of any motion to amend, add or recess from the Rules of the Constitution or any constitutional issue not provided in the constitution shall be given in writing to the Secretary of the Executive Committee at least Twenty-Eight (28) working days before the Annual General Meeting or Special General Meeting is convened.

The information required in the notice

47. Notice convening the Annual General Meeting mentioned at Rule 32 shall mention the proposed changes to the Constitution in the Agenda of the meeting. If a Special General Meeting is to be convened as per Rule 33, the notice for the same shall mention the proposed changes to the Constitution in the Agenda of the meeting.

REPRESENTATION AT THE GENERAL COUNCIL AND EXECUTIVE COMMITTEE OF THE SRI LANKA EX SERVICEMEN’S ASSOCIATION

Representation at the General Council

48. Twenty-Five (25) members from the Association will be nominated by the Executive Committee to represent the Association in the General Council of the Sri Lanka Ex Servicemen’s Association. These nominees shall exclude members of Affiliated Associations who have been appointed to represent their respective Associations at the Sri Lanka Ex-Servicemen’s Association also referred to as SLESA.

Representation at the Executive Committee

49. President, Secretary and a Committee Member shall represent the Executive Committee of the Sri Lanka Ex Servicemen’s Association.

RULES GOVERNING AFFILIATED ASSOCIATIONS

Eligibility to Affiliate with AFESA

50. Affiliate Associations representing only Branches and Trades within separate Directorates of the Sri Lanka Air Force will be eligible to apply for affiliation as a separate Association. Sub Trades will not be granted for affiliation to Sri Lanka Air Force Ex Servicemen’s Association.
Approval of the Constitution by AFESA

51. The Constitution of an Association requesting affiliation shall be forwarded to the Executive Committee of the Sri Lanka Air Force Ex Servicemen’s Association for approval along with a list of members who have to be members of the Sri Lanka Air Force Ex Servicemen’s Association. The Executive Committee will notify the approval or non-approval within one (01) calendar month of receiving such Constitution.

Approval of the Amendments to the Constitution by AFESA

52. Any proposed amendments to the Constitution of Affiliated Associations shall be notified in writing to the Sri Lanka Air Force Ex-servicemen’s Association for approval and the Sri Lanka Air Force Ex Servicemen’s Association will notify the approval or non-approval within One (01) calendar month of receiving notice for such amendments. In case of non-approval, the Office Bearers of such Association shall be invited by the Executive Committee of the Sri Lanka Air Force Ex-Servicemen’s Association for a discussion to amicably settle any disputed issue.

Communication with Sri Lanka Air Force

53. Affiliated Associations shall not communicate official matters directly with members of the Sri Lanka Air Force and such communications shall be through the Executive Committee of the Sri Lanka Air Force Ex-Servicemen’s Association.

Compliance to rules of AFESA regarding Individual Membership

54. It is mandatory that Affiliated Associations comply with the Rules 50 to 53 of the Sri Lanka Air Force Ex- Servicemen’s Association regarding the membership and any breach of these rules will disqualify the Association being an Affiliated Association.

Submission of Annual General Meetings Minutes

55. Affiliated Associations shall inform the date of their Annual General Meetings and forward the Minutes of the Annual General Meetings within Seven (07) working days of such meetings to the Secretary.

Representation at the meetings of the Executive Committee of AFESA

56. Affiliated Associations may nominate one of its Committee Members to represent its Association at the meetings of the Executive Committee of the Sri Lanka Air Force Ex-Servicemen’s Association.

Membership Card

57. The Membership Card of the Affiliated Association should be in line with that of the Sri Lanka Air Force Ex Servicemen’s Association and should maintain uniformity. A Specimen Card shall be submitted to the Secretary Sri Lanka Air Force Ex-servicemen’s Association when seeking approval.
Suspension of any Membership

58. Suspension of any Membership shall be notified in writing to the Secretary Sri Lanka Air Force Ex-Servicemen’s Association within One (01) calendar month of such suspension.

Membership of AFESA

59. The members of the Affiliated Associations do not become members of the Sri Lanka Air Force Ex-Servicemen’s Association automatically by virtue of the fact that such Association is affiliated to the main Body. Such members who so desire may apply independently for Membership of the Sri Lanka Air Force Ex-Servicemen’s Association.

Compliance to the Constitution of AFESA


Representing AFESA at SLESA

61. Neither Members of the Affiliated Associations nor the Associations will under any circumstance represent the Sri Lanka Air Force Ex-Servicemen’s Association at SLESA or any other forum, unless duly authorized in writing by the Executive Committee of the Sri Lanka Air Force Ex-Servicemen’s Association.

Claims against AFESA

62. Sri Lanka Air Force Ex-Servicemen’s Association shall be indemnified against any claims made by any party as a result of any act engaged by the Affiliated Association or its members.

Election or appointment of a member of an Affiliated Association to Sri Lanka Ex-Servicemen’s Association or Sri Lanka Ex-Servicemen’s Institute

63. Any Affiliated Association of the Sri Lanka Air Force Ex-Servicemen’s Association shall inform the Secretary of the Executive Committee in writing, if any of their member/members are elected or appointed to Sri Lanka Ex-Servicemen’s Association or Sri Lanka Ex-Servicemen’s Institute within Fourteen (14) working days of such appointment.

Current Affiliated Associations

64. The list of Affiliated Associations as at 11th August 2019 are listed in First Schedule. This schedule may be updated by the Executive Committee as and when necessary without a change to this Constitution. Any new Affiliated Association formed and / or obtained affiliation with AFESA after 11th August 2019 will be considered as valid under this constitution.
DEFINITIONS

In this Constitution “Air Force” means;

i. The Royal Ceylon Air Force (Regular and Reserve).
ii. The Sri Lanka Air Force (Regular and Volunteer).
iii. Sri Lanka Air Force Ex-Servicemen’s Association refers to both male and female service personnel.
iv. Rules are referred by Arabic Numerical from 1 to 13.
v. Sections are sub clauses under rules, numbered in English letters.
vi. Sub Section and sub-sub Section are clauses under sections numbered in Roman Numerical Characters and followed by Arabic Numerical Characters in brackets.
vii. Headings and sub headings appearing above rules are for guidance to the respective rules and set of rules covering such headings and sub headings.
**FIRST SCHEDULE**

**Affiliated Associations**

<table>
<thead>
<tr>
<th>NAME OF THE ASSOCIATION</th>
<th>DATE JOINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sri Lanka Air Force Régiment Past Members’ Association</td>
<td>24.03.1990</td>
</tr>
<tr>
<td>7. Sri Lanka Ex-Air Force Women’s Association</td>
<td>07.03.2007</td>
</tr>
<tr>
<td>12. Sri Lanka Ex-Air Force Dental Association</td>
<td>08.08.2013</td>
</tr>
</tbody>
</table>
SECOND SCHEDULE

Duties, Functions, and Responsibilities of the Office Bearers in the
Sri Lanka Air Force Ex Servicemen’s Association

1. PRESIDENT

a. Shall be responsible for the implementation of all decisions taken by the Executive Committee and the General Membership.

b. Shall be the Head of the Association, and act for and on behalf of the Association in all official matters. Shall preside at all meetings of Sri Lanka Air Force Ex-Servicemen’s Association Executive committee meetings. In his absence the most senior Vice President present shall preside. When the President and all Vice Presidents are absent, the meeting shall elect the most senior Member of the Executive Committee present to chair the meeting.

c. Shall conduct all meetings in a fair and impartial manner maintaining dignity and decorum.

d. Shall issue such statements for and on behalf of the Sri Lanka Air Force Ex-Servicemen’s Association subject to ratification by the Executive Committee.

e. Shall nominate (when necessary) one of the Vice Presidents to chair any one or more of the Sub Committees and ensure that they function in a proper manner.

f. Shall represent Sri Lanka Air Force Ex-Servicemen’s Association at all official functions and if unable to do so shall nominate one of the Vice Presidents to attend accordingly.

g. Shall oversee the work of the Secretary and the Treasurer and ensure that they perform their duties and functions in the best interest of Sri Lanka Air Force Ex-Servicemen’s Association.

h. Shall carryout a proper handing / taking over of duties on cessation /assumption of Association Office within seven (07) working days.

2. VICE PRESIDENTS

a. During the absence of the President, 1st Vice President shall preside at meetings.

b. Each of the Vice Presidents shall be assigned his / her functions / tasks by the President.

c. Each of them shall be assigned to chair at least one of the Sub-Committees of the Association when necessary.
3. **SECRETARY**

   a. Shall be responsible to summon all meetings of the Association with the appropriate Agenda.

   b. Shall maintain proper and true records of the Annual, and Special General Meeting and Executive Committee meetings. He shall circulate minutes of such meetings to all the relevant members of the Executive Committee Ten (10) working days prior to the next Executive Committee meeting.

   c. Shall attend to all correspondence and routine matters of the Association, and table all letters and documents received at the next Executive Committee meeting.

   d. Shall be responsible for all items of inventory, belonging to the Association, and maintain a true and accurate record of all items.

   e. Shall prepare and table the Annual Report for approval by the Executive Committee, one calendar month prior to the Annual General Meeting.

   f. Shall request the Senior Assistant Secretary in writing to act for him during his absence.

   g. Shall maintain a fully compiled Manual Register and a Digital Record indicating Life Membership Number, Service Number, Rank, Full Name, Present Address, Phone number Email (if available) Date of Payment of Subscription, Date of Admission, Date Membership ceased and also the details of Honorary Presidents / Members referred at Rule 5 sections (c) (ii) to (iv).

   h. The Manual Register of Members should be available in the Association Office for perusal by any member on a written request made to the Executive Committee.

   i. The Secretary who ceases to hold office shall hand over all items of inventory and documents to the new Secretary and a signed document of the proper handing over shall be provided to the Executive Committee within Fourteen (14) working days of handing over.

4. **ASSISTANT SECRETARIES**

   a. Each of the Assistant Secretaries will be assigned his / her functions by the Executive Committee.

   b. Shall assist the Secretary in all the duties and functions assigned to him/her.

   c. Shall act for the Secretary during his/her absence.
5. **TREASURER**

   a. He / She shall be responsible for the proper maintenance of the accounts of Sri Lanka Air Force Ex-Servicemen’s Association.

   b. He / She shall table a Statement of Accounts of the previous month at the monthly Executive Committee Meeting.

   c. Shall be the custodian of all funds belonging to the Association.

   d. Shall sign all Cheques and all relevant Bank Documents on behalf of the Association with either the President, Senior Vice President or the Secretary.

   e. Shall maintain proper and accurate records of all payments, receipts and disbursements of income and expenditure in accordance with the accepted accounting standards and practices.

   f. Shall submit a duly prepared and audited Balance Sheet and Accounts with the final report of the Auditors, to the Executive Committee for approval to be presented at the Annual General Meeting.

   g. Shall submit relevant Accounts Books, Records and documents to the Auditors as and when called for.

   h. Shall maintain a Property Book of all properties of Sri Lanka Air Force Ex-Servicemen’s Association and notify any changes to the Executive Committee.

   i. Shall ensure that properties belonging to the Association shall not be disposed of, without the authority of the Executive Committee.

   j. With the approval of President, shall delegate such authority as is necessary to the Assistant Treasurer, who shall work under his / her strict supervision.

   k. Shall do a proper handing / taking over of duties on cessation / assumption of office within Fourteen (14) working days.

6. **ASSISTANT TREASURER**

   Shall assist the Treasurer in all the duties and functions assigned to him, and act for him during his absence.

7. **SEVEN COMMITTEE MEMBERS**

   Each of the Committee Members will be assigned his / her functions by the Executive Committee.
THIRD SCHEDULE

Nomination and Consent to Contest a Position in the Executive Committee

SPECIMEN FORM FOR NOMINATION TO THE EXECUTIVE COMMITTEE
SRI LANKA AIR FORCE EX-SERVICEMEN’S ASSOCIATION,

Nomination for the post of........................................in the Executive Committee of the Sri Lanka Air Force Ex-Servicemen’s Association at the Annual General Meeting to be held on..............................at............................................................

I Membership No.............................. Service No........................................ Name and Initials..............................................................do hereby give my consent to contest for the post of.................................................................

................................................. ........................................
Signature Date

PROPOSED BY:

Name and Initials.................................................
Service No.........................................................
Membership No..................................................
Signature............................................................. Date..............................

SECONDED BY:

Name and Initials.................................................
Service No.........................................................
Membership No..................................................
Signature............................................................. Date..............................

SPECIMEN FORM FOR CONSENT TO BE ELECTED TO THE EXECUTIVE COMMITTEE
SRI LANKA AIR FORCE EX-SERVICEMEN’S ASSOCIATION

The Secretary,
Executive Committee,
Sri Lanka Air Force Ex-Servicemen’s Association.

I, Service Number ..................................Full Name ........................................residing permanently at.................................. being a member of The Sri Lanka Air Force Ex-Servicemen’s Association registered by Membership Number.......................... do hereby give my consent to be elected to the post of..............................................at the forthcoming Annual General Meeting of the Sri Lanka Air Force Ex-Servicemen’s Association scheduled to be held on ........................................... at .............................................................

................................................. ........................................
Signature Date
FOURTH SCHEDULE

Rules to be complied by the Election Committee appointed to conduct a Poll

1. PROCEDURE

   a. The procedure detailed herein are for the conduct of two types of polling:

      i. Poll at an AGM for the election of office bearers.
      ii. Poll at an election for any other purpose.

   b. The ballot paper for the AGM the election of office bearers is as per the specimen shown in annex “A”. The procedure for both types of polls shall be the same except for the ballot paper and the declaration of the result sheets may be prepared using the same format with suitable changes to the text as required.

   c. Eligibility of all members to vote shall be verified on entry with the Association Membership Card and National Identity Card/Pass Port/Driving License by members appointed to do so by the Air Force Team appointed to conduct the election and ballot paper shall be issued to the member.

   d. Thereafter he/she will proceed to the place reserved for marking the ballot paper and mark the figure X in the space provided in the right hand side of annex A opposite the name of candidate for whom he/she votes cast his/her vote.

   e. The voter shall then fold the ballot paper and put the paper into the ballot box and forthwith leave the polling room/place.

   f. If the voter places a mark other than X against the name of a candidate or votes for more candidates other than the number of posts specified at annex A, his/her ballot paper will be void and shall not be counted.

   g. If a voter inadvertently spoils a ballot paper he/she may return it to the election official who if satisfied of such inadvertence will give him/her another ballot paper.

2. BALLOT BOXES & STATIONARY

   a. Sufficient quantity of ballot boxes shall be made available, calculated as one box per 50 members based on the anticipated number of members expected to be present to vote.

   b. The boxes must be tamper proof and sealed by two members of the election committee.

   c. The Committee after ensuring that the boxes do not contain any items inside the ballot boxes shall be placed at suitable distances from one another to prevent congestion by the voters.

   d. All items of stationery required to conduct the poll must be available at the polling Centre.
3. **CONDUCT OF THE POLL**

   a. The polling time shall be decided by the Executive Committee Sri Lanka Air Force Ex-Servicemen’s Association.

   b. All ballot boxes shall be sealed by two members of the Election Committee to prevent any unauthorized ballot papers being introduced after the polling time.

   c. Counting of the ballot papers shall begin at the Counting Centre provided for the purpose immediately after all the ballot boxes are brought to the venue after Closing time.

   d. Entry to the counting center is restricted to the members of the Election Committee and the candidates contesting at the election or the proxies one per each candidate, named in writing by them.

   e. The number of votes received by each candidate will be entered in the Certificate according to the highest number of votes of each candidate, as per the specimen shown in annex “B”.

   f. On completion of counting the ballot papers a Certificate signed by the officer in charge of the election committee shall complete and sign the document declaring the election results, as per the specimen shown in annex “C”.

   g. The completed Certificate shall be handed over only to the pro-tem chairman to declare the results of the election, immediately the election result is received by him.

   h. A candidate challenging the results declared may do so in writing to the President Election Committee giving the reasons immediately the results are declared. President of the Election Committee, on receiving such letter shall investigate the reasons immediately and decide immediately whether the reasons are accepted or rejected.

   i. If the candidate still does not agree with President, Election Committee, he may write to the Secretary Executive Committee giving his reasons within twenty four hours. The Secretary Executive Committee, who, on receipt of the letter challenging the election result shall notify the Executive Committee immediately in writing of the challenge. The Executive Committee shall then convene a Disciplinary Committee as per rule 9b within Fourteen (14) working days to inquire into the objections.

   j. All documents pertaining to the conduct of the election shall be kept secured for a period of one calendar month after the election or until the inquiry in to an Election of a member is completed and verdict given.
**ANNEX “A” OF FOURTH SCHEDULE – BALLOT PAPER**

Election of Office Bearers of the Executive Committee of AFESA

At the Annual General Meeting held on.................................at..............................

<table>
<thead>
<tr>
<th>POSTS CONTESTING &amp; NAMES</th>
<th>MEMBERSHIP NUMBER(S)</th>
<th>VOTE HERE MARK ‘X’</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRESIDENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VICE PRESIDENTS (THREE POSTS ONLY)</td>
<td></td>
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<tr>
<td>SECRETARY</td>
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<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td>ASSISTANT SECRETARIES (TWO POSTS ONLY)</td>
<td></td>
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<tr>
<td>TREASURER</td>
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<tr>
<td>ASSISTANT TREASURER</td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMMITTEE MEMBERS (SEVEN POSTS ONLY)</td>
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</tr>
</tbody>
</table>

Signature  :- .................................

Name  :- .................................

President, Election Committee appointed by Sri Lanka Air Force Representative

* This is a specimen form. The number of rows will be decided according the number of nominations received for each post.
ANNEX “B” OF THE FOURTH SCHEDULE

The Results of the Poll conducted on…………………………………at…………………………to elect

Members to the Executive Committee of the AFESA

<table>
<thead>
<tr>
<th>POSTS CONTESTING &amp; NAMES</th>
<th>MEMBERSHIP NUMBER(S)</th>
<th>VOTES RECEIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRESIDENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VICE PRESIDENTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SECRETARY</td>
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<td></td>
</tr>
<tr>
<td>ASSISTANT SECRETARIES</td>
<td></td>
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<tr>
<td>TREASURER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASSISTANT TREASURER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMMITTEE MEMBERS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature :- ………………………

Name :- ………………………  Date……………………

Place………………………

President, (Election Committee Appointed by Sri Lanka Air Force Representative)

* This is a specimen form. The number of rows will be decided according the number of nominations received for each post.
ANNEX “C” OF FOURTH SCHEDULE

Certificate of Results of the Candidates elected to the Executive Committee of AFESA at the election held on ................................ at ..................................................

<table>
<thead>
<tr>
<th>POST</th>
<th>NAME</th>
<th>MEMBERSHIP NUMBER</th>
<th>TOTAL VOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRESIDENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>THREE VICE PRESIDENT</td>
<td></td>
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<tr>
<td>SECRETARY</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TWO ASSISTANT SECRETARIES</td>
<td></td>
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<td></td>
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<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>TREASURER</td>
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<td></td>
<td></td>
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<tr>
<td>ASSISTANT TREASURER</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEVEN COMMITTEE MEMBERS</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

I.........................................................................................................................officer appointed to conduct the poll for the election of office bearers as per Rule 6 section (c) of the constitution here by certify that the election was conducted as per the rules of the constitution and declare the above results as correct.

NAME AND SIGNATURE OF OFFICER APPOINTED TO CONDUCTED THE ELECTION

NAME AND SIGNATURE TWO OF WITNESSES OF THE ELECTION COMMITTEE

1..................................................

2..................................................

DATE :............................................. PLACE :.............................................
CONCLUSION

These rules governing AFESA which were amended by the Constitution Amendment Committee chaired by Wing Commander (Retd) S.R. Ratnapala and presented to the general membership were ratified by the Executive Committee of AFESA and adopted unanimously at the Annual General Meeting attended by 386 members chaired by Group Captain (Retd) K.W. Kirinde USP, psc, President, Sri Lanka Air Force Ex-Servicemen’s Association on 11th August 2019.

R.M. Rathnayake
Hony. Secretary
Sri Lanka Air Force Ex-Servicemen’s Association

11th August 2019