

CONSTITUTION

(Bye-Laws)

of

ROLL BALL FEDERATION OF SRILANKA

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Bye- Laws

- (01) The name of the Federation is ROLL BALL FEDERATION OF SRILANKA
- (02) The Registered Head Office of the said Federation will be situated in the District of Colombo at : B1,G1,Bloemental flats Kotehena Colombo-13
- (03) The date of commencement of the Federation is 14.01.2013
- (04) The working hours of the office is : 09.00 A.M – 5.00 P.M.

5. OBJECTIVES OF THE FEDERATION:

- a) Promoting Roll ball game(Roller Games) in all the District of Srilanka
- b) Introducing Roll ball game among students and creating awareness of the said Roll ball game.
- c) Ascertaining the Roll Ball game is introduced nearly in all schools and colleges in all the Provinces of Srilanka.
- d) Providing training in this game to the students and the selected players from the trained lot.
- e) Conducting tournament in District level , inter-zone. Provincial, National,southasian,Asian &World level.
- f) Conducting training programmes in District & Provincial level for the players and providing them opportunities for them that they be selected for national team.
- g) Taking this game for recommendation for Govt's sports quota purposes.
- h) Maintaining development in infrastructure facilities on promotion of this Roller games with self resources as well as the support of the Govt. and well wishers and NGO's etc.
- i) Employing the best qualified coaches (approved from Roll Ball Federation of Sri Lanka) for giving training for the players and students.

- j) Having affiliation with the "Ministry of sports Srilanka", for taking forward this game island wide.
- k) Providing assistances to have affiliations with each district for promoting this game in respective districts.
- l) Providing guidance and directions to have affiliations for the units of teams for the enhancement and in promoting of this game.
- m) Training the team of players and make them to take part in tournaments in Provincial, National, South Asian, Asian & World level.
- n) Formation of committees with the members from each district unit or Club for counseling/ training purposes.
- o) Seeking guidance from the world Federation on promotion of the game.
- p) To promote the students/ player from basic skills
- q) To conducting competition for the Players promotion test.
- r) The President/secretary will be the authorized officials for all the legal procedures and actions to take forward in court of law on behalf of the Association.
- s) Federation two Founder members are as life members.

6 (1). Eligibility for holding Membership :

I. MEMBERSHIP AND VOTING RIGHTS

- i) The Founder Members of the Federation Shall be Clubs or Federations which have been in existence for at least three years, and have organized at least two major Roll ball games tournament.
- ii) The Federation shall consist of legally and duly constituted clubs Association and other bodies which have Roller Games as one of their primary objectives.
- iii) Any such club Association or body with a minimum paid up membership of 30 members and has been in existence for at least one year and has during that period held at least two Roll ball games tournament recognized by the RBFSL as qualifying meets in conjunction with an RBFSL affiliated club and thereafter shall be eligible subject to approval for admission to the RBFSL as a

probationary member by the executive council on an application submitted together with a non refundable entrance fee of Rs.25,000/-(Twenty Five Thousand) and any relevant membership fee as specified in Article 5(i) and the other documents prescribed by the RBFSL.

Any such probationary member club Association or body shall have voting rights as detailed under Article 8 conferred upon it by the Executive council after the satisfactory completion of a further probationary period of One year from the date of its gaining the initial probationary membership during which period at least two Roll ball games tournament per year recognized by the RBFSL shall be conducted in conjunction with an RBFSL affiliated club and on its submitting statements of Accounts audited by a qualified Accountant in respect of its two preceding financial years.

- iii) Every club or affiliate which has conducted at least two organized meets approved by the RBFSL during the previous year shall be eligible to vote at the Annual General Meeting of the REFSL.

2) Entrance fee for entrance of a member:

- i) A member Club or association shall pay an annual subscription of Rupees Ten Thousand (Rs10,000.00) as determined by the Council of the Federation before the 31st day of January.
- ii) Any member Club or association whose membership fee has not been paid in terms of (i) above shall not be entitled to be present or to have voting rights at the Annual General Meeting of the Federation.
- iii) Any member Club or association owing any monies to the Federation shall forfeit membership rights of the Federation and such rights shall only be reinstated at the discretion of the Executive Council upon payment of all outstanding dues.

6 (3) The Procedures to dismiss a member:

1. Those who act against the aims and the rules and regulations of the Association can be dismissed by the executive committee.
2. Those who are committing criminal offence and convicted by a court of law will be dismissed from the membership.
3. Those who have not paid their yearly subscriptions continuously for more than three months from the date fixed may be dismissed from the membership by the Executive Committee.
4. Those who are affected for the aforesaid reasons and dismissed from the membership by the Executive Committee, can make their appeals to the general body of the Association and the decision of the General Body will be the final.

07. PATRON AND VICE PATRON OF THE FEDERATION

The executive Council at their first meeting after the Annual General Meeting shall first invite to serve as Patron and Vice Patron of the Federation the Honorable Minister responsible for Sports and the Deputy Minister, respectively. In the event of either of them declining, invite a suitable eminent person to such post.

08. VOTING RIGHTS

- i) The President, Vice Presidents, Honorary Secretary and Honorary Treasurer shall have the right to cast one vote each at all meetings of the Federation.
- ii) Member clubs or associations shall be entitled to cast two votes each at all meetings of the Federation other than at Annual General Meetings.

10. The Methods and Procedures for the functions of the Association:

The Association will be consisting of Eleven members of the Executive Committee. The period of office of the Executive Committee will be two years. The General body of the Association will elect the Executive Committee members with the majority votes once in two years.

11. The Executive Committee:

There shall be Eleven members (including the members who are selected on voting) in the Executive Committee consisting of one President, two Vice President, one General Secretary, ~~two~~ Joint Secretary, one Treasurer, four E.C. members that will be consistent of in the Executive Committee. The period of office of the Executive will be two years. After lapse of two years, new executive committee members shall be elected by the general body. Those who like to continue as a Executive Committee member, can contest in the election as a candidate for new executive committee election , for the subsequent period in office. None will be allowed to continue as an Executive Committee members unless they are elected in the general election. if there ariswes any vacancy for the office bearers, the Executive Committee itself has the power to nominate an Executive Committee member to such a post and such a person will continue in his post up to the date of next election.

12. The Activities of the Executive Committee:

The Executive Committee meeting shall be held at least once in three months. The notice at least, prior to three days of the said meeting shall be sent to the Executive Committee members for their information. The quorum for a meeting shall be half of the numbers of the members of the Executive Committee if the quorum of the meeting. If there is no quorum, at such circumstances, holding of meeting, will be postponed for the subsequent week, by an order taken on the same day and at the same time. At the time of conclusion of the term of the Executive Committee , Quorum is not necessary for

holding such meetings. On completion of the term of the Executive Committee , members shall hand over all the records and properties of the Association to new Executive Committee office bearers. All the properties belonged to the Association will be under the custody of the Executive Committee. The executive members should act in terms of the resolution of the General body, They should hold the office without expecting any remunerations. They can have the expenses incurred on behalf of the Association, which can be received from the funds of the Association.

13. The duties of the Executive Committee:

1. The committee should frame and formulate the plans of the Association and documentation has to be detailed and drawn.
2. The committee should take the necessary steps against the members who act against the rules and aims of the Association.
3. The committee should verify and inspect all the expenses were spent appropriately only for the purpose of the Association.
4. The committee should prepare annual budget displaying receipt and expenditure of the association and statement has to be submitted to the General body.
5. The committee should submit reports of changes, if any, to the executive committee and to the Registrar of the societies within three months of the changes with the details of remittance fees accordingly.
6. The committee should submit the information about the change of the office address, if any, within three months of such change to the Registrar of the societies.

7. The committee can bring amendments as sub sections to the present by laws, that must be in compliances with the terms and conditions of the present Bye-laws. it must be tabled for approval before the General body and then only it can be recognized.

14. The office bearers in the cenral committee.

1. The President.
2. Vice President: (two)
3. General Secretary:
4. Joint Secretary: (two)
5. Treasurer.
6. Two Representatives from each of the member Clubs or associations

15. The duties of the office bearers:

1. President:

- a. The President shall preside in all the executive committee meetings as well as the General Body meetings at all times.
- b. The President is responsible, on behalf of the Association , on filing any suits before the Court of law.
- c. In case if there are any cases field against the Association, that can be instituted only against the President and the entire responsibility of such cases will be lying on the President.
- d. The President will have the power to take any actions upon the administrative servants if they commit any offences or act against the rules of the Association. In such events the president has to l get the prior sanction to file such action or to take steps on such matters from the executive committee.

- e. President shall oversee the administration works of the office servants and the duties of the executive committee.
- f. If there are any matters arose at the time of voting and if there are equal votes casted for both sides, the President can cast his vote and finalize the quandary.
- g. Whenever the President is unable to act and function in his office, he can confer his power to any other member of the executive committee and the said person can be allowed to act on his behalf.
- h. The President has got the power to select the office servants for the administration purpose.
- i. The President is the only person who has got the absolute powers on the activities of the Association.
- j. The President shall have the power to allow the expenditure of Rs.10,000/- for the purpose of the Association and this should be got approved in the subsequent executive meeting.

2. Vice President:

- a. The Vice President will assist the president in all respects to execute functioning of the Association and provide his assistances.
- b. Whenever the president is unable to attend the office, he should take charge of his work and at the time of meeting he should act on behalf of president, by possessing his seat. He has the power to act as president, at the time of absence of the president.
- c. When both the president and vice president are unable to attend the duty of works, the Executive members should elect one of the members amongst them to act on behalf of the president and such member can act in his position, and conduct the meetings.

3. General Secretary:

1. Generally the secretary will govern all the actions of the Association.
2. General Secretary will function under the control of the President, and in terms of the resolutions of the associations made by the Executive Committee, and he should function in all other necessary proceedings.
3. General Secretary should safeguard all the correspondences on behalf of the Association.
4. General Secretary should discuss with the President from time to time, and make all the necessary arrangements to hold the meetings and to send circulars for such meeting, with the information of the agenda and other information on preparation.
5. The Secretary shall record the minutes of the general body and special general body meetings and the Executive Committee meeting.
6. Whenever President is not available, the Secretary will discuss with the Vice President and arrange for a meetings giving prior information appropriately.
7. The Secretary shall maintain all the minute books and other Registers and records and protect them in his custody at the office.
8. Secretary shall implement the resolutions passed in the General Body, or in the Special General Body or in the Executive Committee meeting.
9. Secretary will prepare the annual reports, and got the financial statements prepared through the accountant, which must be consisting of receipts and expenses reports etc and submit them at the General Body meeting.
10. General Secretary must work for the improvement of the Association and for the benefits of the administration, whatever action required may be taken by the Secretary obtaining consent or permission from the President and the Secretary is obliged to attend such all the activities.

7. The Treasurer shall produce the monthly accounts from time to time before the Executive Committee

8. Bank account shall be operated by either the president or Secretary along with the signature of the Treasurer.

6. E.C. Members:

They are responsible and in charge of reports of the Executive Committee.

16. Accounts of the Association:

The accounts of the association will be maintained in compliance with the terms and regulation of the SRI LANKA ACCOUNTING AND AUDITING STANDARDS ACT and the following accounts books shall be maintained by writing daily.

- a. Day Book & General Ledger
- b. Monthly register for Income and Expenditure
- c. Receipt book
- d. Minute book
- e. Register of Member
- f. File of Debit vouchers
- g. File of Notice to Meeting
- h. Bank Pass book
- i. Other registers maintained by the Association.

In the registers maintained by the Association, the following declaration will be signed by any one of the Executive Committee members.

Declaration

The entries recorded in this register are true and correct to the best of my knowledge and belief. I do hereby declare that this is true and correct.


PRESIDENT

President

ROLL BALL FEDERATION OF SRI LANKA

11. The monthly transactions of the Association must be verified and the receipts and expenses statements must be prepared by the Treasurer and same must be produced at the Executive Committee meeting and approval must be sanctioned on same by the Executive Committee. The Statements should be exhibited in the office notice boards for the information of the members.

4. Joint Secretary:

1. Joint Secretary will assist the general secretary in discharging of his duties.
2. In the absence of the General Secretary, Joint Secretary will perform on behalf of the General Secretary.

5. Treasurer:

1. Treasurer shall collect the entrance fees, subscriptions, other funds and donations etc on behalf of the Association and issue the original receipts towards the relevant payments.
2. The appropriate details receipts and expenses should be reported to the meeting held from time to time.
3. The treasurer should carry on the maintenance of the proper accounts on receipts and vouchers for the receipts and expenses.
4. The Treasurer shall submit the audited annual income and expenditure statements, through the Secretary to the General body.
5. The Treasurer will have a minimum cash amount of Rs.10 000/- in his custody for the urgent expenses. And all the amount of money above the said amount, must be remitted into the Bank accounts of the Association.
6. The Treasure shall maintain the Daily Cash book, exhibiting the actual balance for the day, along with the vouchers for the expenses, office accounts, files and other connected records, general ledgers, monthly registers etc. without any discrepancies. This is the duty of the Treasurer.

All the above said Book and records shall be made available at the time of inspection by Registrar or the officials.

17. The methods of expending the funds:

For any one of the following purposes of the Association as prescribed in the aims of the federation, the funds should be spent in case any one of the members of the federation passes away or becomes handicapped, any financial assistance may be granted to the dependents of the said member of his family. This mercy grant may be disbursed in terms of the financial regulations of the federation and as per the decision of the majority of members.

18. The disallowed expenses and methods of spending the Funds:

1. No salary or wages shall be paid to any of the member, or Executive committee member or to any one of office bearers of the federation for any cause.
2. The funds of the Federation will not issued as gifts or shares in any profits. But as per RULE 17 of this by law, funds may be granted to any of the demised members, heirs or to any of the family handicapped members, on sympathetic and humanitarian basis.

19. The procedures for investments of the funds of the Federation:

The fund of the federation shall be not be deposited with any of the individuals, the assets of the immovable kinds, province government's loan Certificate, Central government loan Certificates and national savings certificates can be purchased from the funds, in the name of the federation. In the case of depositing any amounts into the banks, The savings bank accounts, the certificate of central government scheme of loan and other

investments of the funds of the federation will be kept under the control of this Federation.

22. Methods for loans permitted to obtain through mortgaging the property of the Federation

Whenever any of the loans received by the manner of pledging the property of the federation through a registered document, such as copy of the document should be signed by the president of the federation to effect that it is certified. Necessary forms in this regard shall be filed with the Registrar.

20. Accounts of the federation and auditing:

Financial year shall be the period from January 1st to 31st December. Each year's account shall be audited by a Chartered Accountant Audit report shall be read over in the General body meeting and got approved.

1. OPERATION THE BANK ACCOUNTS

The monies received for the Association should be remitted into any of the bank/s and the accounts must be opened in such banks. The opening of the accounts with any of such bank and maintaining and operation of the account, is the responsibilities of the executive committee, in the manner that is detailed by the bank and setting the signature in any documents, belonged to any such accounts and with regard to the such accounts are the responsibilities of either the President or Secretary along with the Treasurer.

21. FINANCIAL YEAR OF THE FEDERATION:

The federation's financials year will from the 1st January to succeeding 31st December.

22. GENERAL BODY MEETING:

The general body meeting should be convened once in a year. It should be convened within 6 months time of the period of subsequent to financial year ending. Before convening the General body meeting, notice should be sent prior to 21 days of the said meeting. The said 21 days should be exclusive of the day of the General body meeting proposed. One copy of the General body meeting notice may be sent on the following methods of any once,

1. Personal delivery
2. postal delivery
3. Sending circulars to members.
4. By publishing in the newspapers

The general body notice may be sent in any one of the methods described above. The notice shall be exhibited in the office notice board also. The quorum for the General body meeting will be the presence of 2/3 members. If the minimum members will not arrive even after one hour of the commencement of the meeting, the meeting may be postponed for the same day and to a day on the next week to be held at the same place. In case of urgency even though there is non availability of quorum, the meeting could be held. There is no need of quorum for such meeting.

23. THE POWERS OF THE GENERAL BODY:

- a. Take charge to elect Executive committee members once in years.
- b. Take charge to approve the annual accounts placed by the executive committee before the general body.
- c. Take charge to approve the annual Income and expenditure reports.
- d. Take charge to appoint an Auditor to audit the transactions and accounts

of the Federation

- e. Take charge to make amendments in bye-laws or in sub sections of relevant bye-laws, for correction, deletions or inclusions or changing.
- f. Take charge to enquire the appeal petitions by the members and to decide about the cases.
- g. Take charge to come to a conclusion, on the No confidence motion if any against the Executive committee or against any member of the executive committee and decide.
- h. Take charge to increase or reduce the members subscription or entrance fee.
- i. Take charge to finalize any other special resolutions brought up the member.

24. SPECIAL GENERAL BODY MEETING

The special General body meeting shall be held on the following times:

- a. If the executive committee requires any special permission of General body on any specific matters.
- b. This meeting shall be held if $2/3^{\text{rd}}$ of the members wish to convene or 51% of the Executive committee members wish to convene the meeting. Such members or the Executive must make this in writing. These applications must be addressed to the president or the secretary. On receipt of such applications the special General body meeting should be convened within one month's time. Otherwise, the member who has sent for request for convening this special general body meeting may themselves unite together and send a notice about the date of commencement of such meeting and convene the special general body accordingly. This notice

also must be 21 days previous to the meeting. The quorum for this meeting will also apply equally to the usual General procedure of the ordinary general body meeting.

25. MINUTE BOOK REGISTER:

The Executive committee meeting functions and the General body meeting functions will be recorded separately in the minute book. The secretary will take short notes of the functioning of the meeting during that time and after the ending of the meeting. He will show them to the President making serially numbered and register the same in the minute book. The minute books of executive committee meeting and the general body meeting should be maintained separately, recorded and duly signed by the members who attended the meetings,

26. ORDINARY RESOLUTIONS

The ordinary resolutions will be approved of consent if it is signed by more than 51% of the members of the General body meeting.

27. SPECIALS RESOLUTIONS

The following activities should be carried out only through passing the special Resolutions

1. The documentary changes in any manner.
2. The change of sub sections of the bye-laws
3. The changing of the name of the Federation.

28. THE DISTRIBUTION OF THE COPY OF DOCUMENTS OF THE FEDERATION TO THE MEMBERS DULY CERTIFIED

a. The bye-laws, sub sections of the bye-laws, reports of the income and expenditure, property assessment report can be obtained by payment of Rs.10/- per page of each document.

b. The members who want to get the copies above should submit their applications to the president or secretary. They should remit the prescribed fee at the office hours and receive the copy

c. The members can always inspect the original Minute book record of the general meeting. Executive meetings, minute records the members register and other office accounts register with the permission of the President at the office hours. No fee may be levied for this. The members should not take any copies, at the time of inspection.

29. THE METHODS OF ALTERATIONS IN THE BYE-LAWS OR IN THE SUB SECTIONS OF THE BYE-LAWS:

If any alterations in the main bye-laws or in the sub sections of the bye-laws, this should be passed as a special resolution for doing so in a General body or in a special body meeting.

30. FUNDS OF THE FEDERATION:

1. Collection through member's subscription.
2. Collection of donations.
3. Subsidy or grants received from the Government or from the Government Institutions of any loans.
4. Income derived from the investments of the federation.

31. ELECTIONS:

1. All the members are eligible [except those who are noted in rule No 06]to stand for the election or to vote.

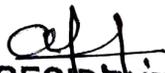
2. Those who wish to contest in the elections, they should fill up the application form and submit before 15 days to the Election officers.
3. Those nominations [applications] can be withdrawn within the stipulated dates for this purpose.
4. The final candidates list will be exhibited in the notice before 5 days at the office.
5. The Election officers will be nominated by the Executive committee members and act accordingly.
6. If there are contest, secret ballot voting's will be conducted.

32. DISSOLUTION OF THE ASSOCIATION:

If the Association did not find possibility to run the administration and the Executive committee peacefully, the General body shall pass a special resolution for the closure of the federation or to dissolve the Association and execute the same. If there are any assets to the federation, these may be transferred to a similar federation's account. The properties could not be divided amongst the members. (This has to be done with the permission of the direction of the Department of Sports and/ or the Ministry of Sports.

33. GENERAL

Those things which are not stated in the above bye-laws, they will be in use according to the SriLanka societies Registration Act.1973


PRESIDENT

President

ROLL BALL FEDERATION OF SRILANKA