



Constitution of the Dozen Group
Charity Organization

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1. Name : Dozen Group Charity Organization
2. Address : 560/5B, Mihindu Mawatha, Malambe.
(Subject to change on the approval of the Executive Committee)
3. Emblem : Vide, Schedule 01.
4. Motto : “Empathy for the wellbeing of the human kind”
5. Flag : Dozen Group emblem in the center of the flag in maroon in colour (Vide, Schedule – 02 for specifications)
6. Official web address : www.dozengroupsrilanka.com
7. Vision : Contributing in our capacity to the children, adults and the elderly, irrespective of their social, religious or caste differences through a humane approach full of empathy and kindness to uplift their living standard.
8. Objectives :
 - 8.1 To provide financial and in kind assistance in order to fulfill the basic needs of under-privileged people.
 - 8.2 Granting of scholarship to the children with financial difficulties when they achieve educational or sports milestones with flying colours.
 - 8.3 Building houses for the people who do not have a shelter of their own or provision of financial / in kind assistance for such households.
 - 8.4 Launching of social service programmes such as; donation of spectacles, wheel chairs or clutches for fully or partially disabled persons, donation of school books and gear for lower income families living in remote areas, donation of drugs and pharmaceutical items to hospitals, Elders’ Homes, Children’s Homes and food items, household utensils etc.

8.5 Donation of medicines and other relief for the sick.

9. Membership: Membership is in three categories, i.e.

9.1 Ordinary membership: Ordinary member is a pioneering member of the establishment of the Charity.

9.2 Volunteer membership: Any member who joins the ad-hoc Charity events organized by the Charity.

9.3 Life-long membership: Members who join with the invitation of the Executive Committee.

9.4 Ordinary membership is offered with the full approval of the Ex-Co and they hold the major functioning role of the Charity. All the rest of the membership shall add their sincere contribution to fulfill the objectives and aims of the Charity. Other than the Chief Advisor (Patron), all the rest shall fill the membership form and submit it to the Secretary and obtain membership.

9.5 Membership fee: Ordinary members shall pay the membership fee. The Ex-Co will decide upon the monthly membership fee, periodically. Only the ordinary members are eligible to be elected for the Ex-Co positions at an AGM.

9.6 Losing of membership: Membership would be ceased in the case of a death, resignation, tarnishing the image of the Charity or else in case of any other misconduct or a malpractice. However, unanimous consent of the Ex-Co is essential to cease the membership of a member.

10. Executive Committee and its powers:

10.1 Office bearers will be appointed in a general meeting with full executive powers according to the objectives of the Charity. Ex-Co holds the powers to deal with all issues of the membership, financial control, implementation of the decisions taken at the AGM, informing of any necessity to amend the constitution, calling of AGM and Special General Meeting, determining of special projects, discharging of such launchings and allocation of petty cash.

10.2 Composition of the Ex-Co and the membership:

President, Hon. Secretary, Hon. Treasurer, Hon. Vice President, Hon. Assistant Secretary and five (05) Committee Members must be appointed at an AGM.

In case of more than one member is proposed to any position a vote shall be held and appoint the candidate who secure majority votes. Such Ex-Co. shall be consists of twelve (12) members.

10.3 Ex-Co. membership is valid only for a year. The next Ex-Co must be duly elected at the AGM.

10.4 Notwithstanding what is defined in the 10.3 above, if any ordinary members elected for the Ex-Co. shall never withdraw after the appointment. Upon such a resignation, another Ex-Co. member shall be appointed to cover up his/her duties until the next AGM is held, with full powers of that position.

10.5 Ex-Co. meetings: must be held at least once a month. A Special General meeting could be held with the discretion of the President.

10.6 Quorum is one third $\frac{1}{3}$ of the Ex-Co. members.

10.7 If six (06) or more members of the Ex-Co. request, an Ex-Co meeting shall be conducted upon that request.

10.8 Losing of membership shall be occurred as in the sub-section 9.6 mentioned above.

11. Hon. Chief Advisor; (Patron)

A Chief Advisor position must be maintained to provide guidance to the progress of the Charity. A senior and respectable personality with integrity who is dedicated towards the achievement of the objectives of the Charity must be appointed. He/ she holds the right for casting vote in case of a tally in any resolution.

12. Hon. President/ (Chairman)

12.1 Hon. President is the chief adjudicator of the Charity.

12.2 President shall conduct in conformity with the objectives and policies of the Charity and shall direct others to adhere to. He/ She shall submit the decisions of the Ex-Co. to the AGM.

12.3 Takes the chair of the Ex-Co. and at the AGM, ex-officio.

12.4 Monitors all the functions of the Charity and appears for the rights of it as per the constitution whenever necessary.

12.5 Keeps the official seal of the Charity safe and shall use it for the benefit of the Charity.

12.6 Places his/her signature in the absence of the Secretary/Treasurer and to issue or to realize any cheque relevant to the current account of the Charity.

13. Hon. Secretary

13.1 Secretary shall issue letters inviting to take part at the AGM and in Ex-Co. meetings, maintains minutes and such reports, shall places his/her signature in all formal documents of the Charity.

13.2 Implementation of the decisions arrived at the Ex-Co. appropriately.

13.3 Shall take the responsibility of the activities carried out by the Assistant Secretary and Secretaries of Special Projects.

13.4 Placing his/her signature in issuance of realization of cheques in addition to the Treasurer with the knowledge of the Ex-Co.

14. Hon. Treasurer

14.1 Maintenance of all the financial transactions subject to the decision of the Ex-Co. Submitting of financial records and statements at the Ex-Co. meeting.

14.2 Maintenance of funds and petty cash in a safe manner, keeping all such records of transactions in safe custody and to take responsibility in all items of expenditure.

14.3 Collection of subscription and issuance of a receipt there upon.

14.4 Depositing all moneys received by the Charity, maintenance of all such financial transactions, keeping books of accounts in safe custody.

14.5 Submission of budget reports at the AGM and at the Ex-Co. meetings.

14.6 Placing co-signature together with the Hon. President or the Hon. Secretary.

14.7 Keeping other items and equipment belonging to the Charity in safe custody.

15. Hon. Chief Organizer

15.1 Holds responsibility to carry out all projects decided upon by the Ex-Co. together with its membership.

15.2 Drafting of gross estimates on the projects and submission of them at the Ex-Co. meeting for its approval.

15.3 Establishment of sub-committees to implement projects in conformity with objectives of the Charity and to direct them for the success.

15.4 Reporting of the progress of the on-going projects submitted to the Ex-Co.

16. Holds responsibilities, in case when Hon. Vice President, Hon. Assistant Secretary, Hon. Deputy Treasurer have not been appointed on condition that such position is filled at an AGM.

17. Auditor

17.1 Auditor is an independent person who conducts outside of the Ex-Co.

17.2 Shall be appointed by election at an AGM.

17.3 Must submit an independent report having overseen the annual budget reports presented by the Hon. Treasurer.

17.4 An audit report by a qualified and recognized Auditor or by an Audit firm must be sought regarding all the accounts statements at the end of each financial year, subject to the approval of the Ex-Co.

18. Annual General Meeting / Special General Meeting:

18.1 Must be held once a year before the end of June, having given fourteen days (14) of prior written notice. However, with the consent of the President or else on the written request of 1/3rd of the total ordinary membership, a Special General Meeting could be held with ten (10) days prior notice.

18.2 The AGM or a SGM shall be held with a minimum participation of 1/3rd of the total ordinary membership.

18.3 All the Office bearers shall be elected at an AGM.

18.4 Previous minutes and main financial report shall be passed.

18.5 Holds the power to amend the constitution. Anyway, 2/3rd majority vote of the total membership shall pass such an amendment. Members not present at the AGM shall be counted in such an event.

18.6 Decisions arrived at the Ex-Co. are announced at the AGM, approval shall be sought for if it is necessary.

19. Fund raising

19.1 By way of subscription.

19.2 Any legally organized project decided by the Charity.

19.3 Through volunteer financial transfers or donations in kind, done by locals or Sri Lankan expatriates.

19.4 From the interest income against the Fixed Deposits and Savings Accounts maintained by the Charity.

20. Financial Control

20.1 The Charity maintains Current/ Savings and Fixed Deposits in transparent manner at a recognized bank and the maintenance of such bank account is done by the Secretary, ex-officio, the Treasurer to keep records of such bank statements clearly and to keep such records in his possession.

20.2 The Treasurer shall deposit all the moneys so received in favor of the Charity, at his/her earliest possible day to the credit of the bank accounts of the Charity.

20.3 Expenditure procedure is under the approval of the Ex-Co and it is the duty of the Treasurer to keep books.

20.4 Compilation of the financial accounts is the duty of the Treasurer and he/she should take the accountability of it.

20.5 The financial year of the Charity ends as at the 31st of March each year.

21. Termination of the Charity

21.1 At the termination, the assets of the Charity must be donated to a social service charity organization with similar objectives. It could be done over a decision taken at an AGM or / and on the majority consent of the membership. No member shall claim for any asset of the Charity unless for any loan/ expenditure borne by him/her and only to settle it or reimbursed.

Schedule I



Schedule II

