CONSTITUTION

OF THE

ASSOCIATION OF RETIRED FLAG RANK OFFICERS

(ARFRO)

7th May 2022

CONSTITUTION OF THE

ASSOCIATION OF RETIRED FLAG RANK OFFICERS (ARFRO)

Index

Clause		Page
1.	PREAMBLE	1
2.	OBJECTIVES	1
3.	MEMBERSHIP	2
4.	OFFICE BEARERS AND COMMITTEE MEMBERS	3
5	MEETINGS	4
6.	QUORUM	6
7.	FINANCE	6
8	DUTIES AND FUNCTIONS OF OFFICE BEARERS	7
9	RULES	12
10	AMENDMENTS TO CONSTITUTION	12
	SCHEDULE ONE – APPLICATION FORM	
	SCHEDULE TWO – RULES OF THE ASSOCIATION	

CONSTITUTION OF THE ASSOCIATION OF RETIRED FLAG RANK OFFICERS (ARFRO)

1. PREAMBLE

a. This association shall be called and known as the Association of Retired Flag Rank Officers or by the acronym ARFRO (hereinafter referred to in this text as 'The Association') and is a voluntary, non-political, gathering of officers who held one star rank or above while in service in the Armed Forces of Sri Lanka.

b. The current office of the Association of Retired Flag Rank Officers is at Regimental Headquarters, SLCMP, Army Camp, Polhengoda, Colombo – 05, Sri Lanka.

2. OBJECTIVES

The objectives of the Association shall be;

a. To foster esprit de corps amongst the membership.

b. To promote and participate in the study of professional subjects and matters of national interest concerning defence and National Security and to make such studies available to the Government.

c. To organize lectures, discussions, seminars and other knowledge-based events with participation of professionals to further the objective of para 2b above.

d. In the event of a National Crisis, to place the services of the Association at the disposal of the Government of Sri Lanka.

e. To conduct activities of the 'General Deshamanya Denis Perera Foundation' i.e. General Deshamanya Denis Perera Oration or any other similar event in memory of the founding President of ARFRO, for which purpose the Foundation has been established.

f. To promote and participate in the objectives and activities of the 'Ranaviru Family Counselling and Support Service' (RFCSS), which has been formed as an appendage to ARFRO, to look after the economic and social needs of war widows and orphans of Ranaviru families.

g. To promote and participate in the activities of the Organisation of Professional Associations (OPA) of Sri Lanka.

3. **MEMBERSHIP**

a. **Life Member:**

(i) All retired Officers of the ARMED FORCES of Sri Lanka who held the rank of Brigadier, Commodore, Air Commodore or above at the time of retirement are eligible to be members of the Association.

(ii) Admission for membership shall be on application made to the Secretary of the Association as per format at Schedule One, along with a one-time payment of Rs.5,000.00 as a membership fee.

(iii) Only those who obtain approval of the Executive Committee of ARFRO will be enrolled as Life Members.

(iv) Once enrolled, a Life Member shall participate in all activities of the Association, shall be eligible to cast a vote when required, and stand to be elected as an Office Bearer.

b. **Associate Member:**

(i) Associate membership may be granted to serving officers of the rank of Brigadier, Commodore or Air Commodore and above in the three services who are willing to continue as members of the Association after retirement.

(ii) Admission for membership shall be on application made to the Secretary of the Association as per format at Schedule One, with a recommendation from the respective Service HQ, along with a one-time payment of Rs.5,000.00 as a membership fee.

Only those whose application has been approved by the Executive Committee may be enrolled as an Associate Member.

(iii) Once enrolled, an Associate Member shall participate in all general activities of the Association and attend meetings but will not be entitled to vote or stand for election as an Office Bearer.

(iv) On retirement from service an Associate Member may opt to become a Life Member with all rights and privileges without the payment of an additional fee.

c. **Honorary Member:**

(i) Honorary membership may be granted to distinguished non-nationals, with a military background who have held Flag Rank in their respective country's Armed Forces.

(ii) Admission will be by invitation made by the Secretary on behalf of the Association, on recommendation and approval of the Executive Committee.

(iii) No membership fee shall be charged from an Honorary Member.

(iv) An Honorary Member shall participate in all activities and general meetings of the Association, but shall not have a right to vote or hold office in the Association.

4. OFFICE BEARERS AND COMMITTEE MEMBERS

a. Affairs of the Association will be managed by an Executive Committee, (hereinafter called and referred to sometimes as 'EXCO') consisting of the following elected and nominated office bearers, who shall be elected/nominated at an Annual General Meeting.

(i) The President.

(ii) Two Vice Presidents (from two services other than that of the President).

(iii) Honorary Secretary.

(iv) Honorary Treasurer.

(v) Honorary Chairman RFCSS.

(vi) Twelve (12) Committee Members

b. Of the 12 committee members, two shall be nominated and appointed by the EXCO as Assistant Secretary and Assistant Treasurer. Three shall be nominated and assigned by the EXCO to liaise with the Army, Navy and the Air Force respectively. Seven other members shall serve in the EXCO.

c. The Office Bearers and Committee Members shall be proposed by the outgoing EXCO, and the names circulated to all members 30 days before the AGM. Any member desirous of proposing names for Office Bearers and Committee Members should submit their proposal with a seconder's endorsement and the written consent of the nominee, to reach the Hon. Secretary 14 days prior to the AGM.

d. The immediate past President of the Association shall be an ex-officio member of the EXCO.

5. MEETINGS

a. Annual General Meeting (AGM)

Annual General Meeting (AGM) of the Association shall be held before the 31st of May of each calendar year. At least Twenty-Eight (28) working days' notice of the Annual General Meeting along with an agenda and notice of meeting indicating the place, date, and hour at which time the meeting will commence shall be given to all members. Inter alia, the following items shall be presented at the Meeting.

(i) Minutes of the last AGM for adoption.
(ii) Audited Accounts for the year ended on last 31st December for adoption.
(iii) Annual Report by the President.
(iv) Appointment of Auditors.
(v) Appointment of Office Bearers.

(vi) Amendments to Constitution if any.

(vii) Any resolutions to be passed and adopted of which due notice has been given.

(viii) Any other matter of importance to the Association of which due notice has been given.

b. **Special General Meeting (SGM) And General Meeting (GM)**

(i) A Special General Meeting shall be convened by the Honorary Secretary as requested by the President or on a written request made by not less than one-fifth of the membership having voting rights.

(ii) The meeting shall be called within twenty-one (21) days of receiving such a request.

(iii) At least fourteen (14) days' notice specifying the place, the day and the hour of the meeting and the nature of business / agenda shall be provided to the General Membership concerning a Special General Meeting (SGM).

(iv) A General Meeting (GM) may be convened when the EXCO deems it necessary.

c. **Executive Committee Meeting (EXCO Meeting)**

(i) Unless circumstances deem otherwise, there shall be not less than ten (10) EXCO meetings in a given year.

(ii) At least 10 days' notice shall be given of an EXCO meeting, specifying place, date, and hour of the meeting along with the agenda for the meeting.

(iii) All Executive Committee Members are required to attend all EXCO meetings. If any EXCO member does not attend three consecutive EXCO meetings without a reasonable and valid reason, the President shall cause for his name to be taken out of the Executive Committee list.

(iv) The President along with other members of the EXCO shall determine how reasonable and valid are the reasons offered, and their decision shall not be contested.

6. **QUORUM**

a. The quorum for an AGM and SGM shall be one fifth of the membership or fifty (50) whichever is higher.

b. The quorum for a GM shall be one third the membership.

c. The quorum for EXCO meetings shall be eight (8).

7. **FINANCE**

a. Finances of the Association will comprise of the ARFRO account, the Ranaviru Family Counselling & Support Service (RFCSS) account and General Deshamanya Denis Perera Foundation account.

b. The financial year of ARFRO shall be the calendar year.

c. The Treasurer shall;
(i) Table the financial position of the association at meetings of the EXCO and at Annual General Meetings.
(ii) Table the audited statement of accounts at the Annual General Meeting.

d. The accounts of the Association shall be audited by a board of three members appointed by the general body at the Annual General Meeting.

e. The EXCO shall open through the Treasurer, separate bank accounts for the Association, which shall be for ARFRO, RFCSS & Deshamanya General Denis Perera Foundation accounts.

f. All receipts shall be banked to the relevant accounts.

g. Cheques shall be signed by the Treasurer and either the President, or Senior Vice President or the Honorary Secretary.

h. For purpose of determining Senior Vice President as appears in this clause or anywhere else hereafter in the text, Senior Vice President shall be;
(i) The VP who has held that designation for the longer period.
(ii) If same, it will be the VP who has in total served in the EXCO for the longer period (irrespective of number of occurrences).
(iii) If still the same, it will be the VP who has been a member of ARFRO for the longer period.
(iv) If still it holds same, it will be the VP who had seniority in rank while in service.

i. The cash in hand shall not exceed Rs.5,000.00 at any time.

j. A petty cash imprest may be maintained. It shall not exceed Rs.10,000.00 at any given time.

k. All payments shall be approved by the EXCO.

8. DUTIES AND FUNCTIONS OF OFFICE BEARERS

a. President

The President shall;
(i) Be the head of the Association and represent the Association in all official matters.
(ii) Preside at all Meetings of the Association. 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.

(iii) Represent the Association at all official functions and if unable to do so shall nominate one of the Vice Presidents to attend accordingly.
(iv) Represent the ARFRO at OPA.
(v) Shall issue such statements for and on behalf of ARFRO subject to ratification by the Executive Committee.
(vi) Shall nominate (when necessary) one of the Vice Presidents to chair any one or more of the Sub Committees.
(vii) Shall oversee the work of the Secretary and the Treasurer and ensure that they perform their duties and functions in the best interests of ARFRO.
(viii)Shall carryout a proper handing over/taking over of duties on cessation/assumption of Association Office within seven (07) working days.

b. **Vice President**

The Vice Presidents shall;
(i) Preside (one of them) at meetings of the Association during the absence of the President.
(ii) Represent the President and the Association at official functions if the President is not available.
(iii) Assist the President in the proper conduct of the Association's affairs by performing functions/tasks that shall be assigned by the President to each of the Vice Presidents.

c. **Honorary Secretary**

The Honorary Secretary shall;
(i) Be responsible to summon all meetings of the Association.
(ii) Prepare the agenda for meetings in consultation with the President.
(iii) Maintain proper and true records of all meetings i.e. Annual and/or Special General Meetings and Executive Committee Meetings.
(iv) Attend to all correspondence of the Association and table all relevant documents at EXCO and other meetings.

(v) Process all applications for membership and on approval maintain a record of members.

(vi) Implement secretarial work regarding decisions taken by the EXCO.

(vii) Prepare and table the annual report for approval by the Executive Committee, one calendar month prior to the Annual General Meeting and present same at the Annual General Meeting.

(viii) Shall circulate minutes of the previous meeting to all members of the Executive Committee at least Ten (10) working days prior to the next Executive Committee meeting.

(ix) Coordinate with Asst. Secretary to take down/record minutes in his absence.

d. **Honorary Treasurer**

The Honorary Treasurer shall;

(i) Be custodian of all funds of the Association, the Ranaviru Family Counselling and Support Service fund, and the Deshamanya General Denis Perera Foundation fund; being responsible for the correct and proper care, maintenance and operation of the funds according to accepted accounting standards and practices.

(ii) Table financial position of the Association at all meetings. Treasurer shall table a Statement of Accounts of the previous month at the monthly EXCO Meeting.

(iii) Table the audited statement of Annual Accounts at the EXCO meeting preceding the Annual General Meeting for approval and present the same at the Annual General Meeting.

(iv) Prepare the Association's Annual Budget and cash flow and submit to EXCO by November of each financial year.

(v) Shall sign all Cheques and all relevant Bank Documents on behalf of the Association with the President or Senior Vice President or the Secretary**.**

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

(vii) Shall maintain a Property Book of all inventoried properties of the Association maintaining a true and proper record of all items and notify any changes to the Executive Committee.

(viii) With approval of the President, shall delegate such authority as is necessary to the Assistant Treasurer.

(ix) Shall prepare a handing-over and taking-over of duties / responsibilities on cessation/assumption of office within fourteen (14) working days.

e. **Assistant Secretary**

(i) Shall deputise and assist the Secretary in all the duties and functions assigned to him / her.

(ii) Shall act and perform duties of the Secretary during his / her absence.

(iii) The Assistant Secretary may be assigned additional duties and functions by the Executive Committee.

f. **Assistant Treasurer**

(i) Shall assist the Treasurer and deputise for him in all duties and functions assigned to him/her.

(ii) Shall act and perform duties of the Treasurer in his/her absence.

(iii) The Assistant Treasurer may be assigned additional duties and functions by the Executive Committee.

g. **Liaison Officers (LOs)**

(i) The Association shall have one LO each to liaise with the Army, the Navy and the Air Force.

(ii) As LOs, they shall so conduct themselves to promote the objectives of the Association and improve membership of the Association.

(iii) The President shall instruct them on functions to perform as and when the situation demands.

h. **The Executive Committee (EXCO)**

(i) The Executive Committee also called as EXCO, is the supreme executive body of the Association.

(ii) It is answerable to the general body for its activities.

(iii) Its members shall be assigned duties i.e. coordinating with, Ministry of Defence, Army, Navy and Air Force, OPA etc. as deemed necessary by the President from time to time, and perform tasks as instructed.

(iv) EXCO shall report their activities to the General Body through the annual Report and Accounts.

(v) The EXCO may co-opt any member of ARFRO to the EXCO to perform project specific tasks of the Association. During the period of the project they may be called upon to sit at Executive Committee meetings.

i. **Project Chairman, RFCSS**

The Chairman of RFCSS shall;

(i) Be responsible to the President ARFRO for all projects conducted with prior approval.

(ii) Regularly conduct work-shops on self-employment projects and counselling to war widows (and orphans where applicable), at District level.

(iii) Arrange educational visits for the benefit of war widows and children.

(iv) Organise and provide Scholarships for needy children of war victims.

(v) Assist the treasurer to maintain a proper system of accounts of RFCSS.

9. **RULES**

a. The rules of the Association are placed at schedule Two.

b. The Association may make rules amplifying any of these provisions or those dealing with procedural matters. But they should not conflict with any provision of the constitution.

c. The rules shall be adopted at an AGM, SGM or GM by a simple majority of those present and eligible to vote.

d. Any rule may be amended or rescinded at an AGM, SGM or GM by a two third majority of those present and eligible to vote.

10. **AMENDMENTS TO CONSTITUTION**

a. Any provision of the constitution may be amended by the General Body (i.e. at an AGM or SGM), subject to conditions in sub para 10 b & 10 c.

b. Proposed amendment/s along with the existing clause being amended should be circulated to all members at least fourteen (14) days prior to the AGM or SGM.

c. The amendments proposed shall be adopted by not less than two thirds (2/3) majority of votes cast by members present and eligible to vote at an AGM or SGM.

SCHEDULE ONE – MEMBERSHIP APPLICATION FORM

ASSOCIATION OF RETIRED FLAG RANK OFFICERS (ARFRO)

LIFE MEMBERSHIP APPLICATION FORM

Enrolment as a Life Member of the Association of Retired Flag Rank Officers is requested by,

1. Rank & Name with initials (in block CAPITALS): ……

   First Name: ……. Service No. …….

2. Decorations ……

3. N.I.C No: …….. 4. DOB: (dd mm yyyy) …. …. ……

5. DOR: (dd mm yyyy) …. …. ……

6. Address: ……

   ……

7. Telephone Nos: a. official: …… b. Private (Land): ……. c. Mobile…… d. E-mail: ……

8. Present Occupation, (if any): ……

I enclose herewith Cash/Cheque for Rupees five thousand (Rs.5,000.00) only being Life Membership Fees.

Cheque No: …… Date : …… Bank & Branch : ……. ..

I certify that particulars furnished by me above are true and correct.

……. ……

Signature of Applicant Date

Note:

1. Cheque should be drawn in favour of 'Association of Retired Flag Rank Officers' and handed over or deposited to SEYLAN Bank, Cinnamon Gardens branch, Account Number 032 000 601 253 001 indicating the purpose as 'Membership Fee'. A copy of the deposit slip should be attached to the Application Form.
2. Onetime payment of Rs. 5,000.00 is payable for Life Membership. An additional payment of Rs.250.00 should be made for the membership card.
3. Please send the completed application form along with proof of payment to:

……(NAME)……..

Secretary – ARFRO, c/o Regimental Headquarters – SLCMP, Army Camp, Polhengoda, Colombo 05

(for Official use only)

Proposed by: …… Seconded by: ……

Approved at the Ex Co on: …… Secretary: ……..

Membership No: …… Receipt No…….

SCHEDULE TWO – RULES OF THE ASSOCIATION

(Prepared under clause 9 of the Constitution)

1. ACTIVITIES

The Association through the EXCO, may engage in any activity designed to promote any objective of the Association such as fund raising or knowledge enhancing, provided such activity is not illegal.

2. MEMBERSHIP

a. Membership of the Association could be obtained, subject to approval of the EXCO, by making a written application to the Secretary of the Association on the prescribed form and upon payment of the life membership fee. A person whose application for membership if accepted, will be issued with a Membership Card.

b. The Honorary Secretary shall maintain a record of such members in a Manual Register as well as in Digital form; indicating Membership Number, Service Number, Rank, Full Name, Present Address, Phone number and Email address (if available), Date of Payment of Subscription, Date of Admission, Date Membership Ceased.

c. Any member charged before a court of law for a criminal offence will be temporarily suspended from membership as decided by the EXCO until legal clearance is granted. Those found guilty will be struck off the roll of members and will not be eligible to become members again unless his conviction is overruled by a superior court.

3. THE EXECUTIVE COMMITTEE

a. The EXCO shall conduct the affairs of the Association in accordance with the general policy laid down by the General Body.

b. The EXCO shall be elected at an Annual General Meeting.

c. In between Annual General Meetings, the EXCO shall fill any vacancy occurring in any office of the Association.

d. The EXCO shall hold office until the election of new office bearers at the following AGM.

4. THE GENERAL BODY

a. The General Body shall comprise of all retired flag rank officers who have been enrolled as members of the Association.

b. The General Body shall;
   (i) Elect office bearers of the Association.
   (ii) Decide policy of the Association on any matter.
   (iii) Approve the programme of work drawn by the EXCO (The programme may cover a quarterly period or the whole year).
   (iv) Approve the audited statement of accounts at the Annual General Meeting.

5. HANDING OVER/TAKING OVER DUTIES

a. All office bearers who cease to hold office shall hand over duties to the incoming office bearers.

b. A certificate to the proper hand over / take-over of duties in any office of the Association shall be furnished by the Honorary Secretary to the EXCO within fourteen days of taking over duties by the incoming office bearer.

7th May 2022