

The
CONSTITUTION
of
Gothatuwa Youth Development Association
(GYDA)


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1. Introduction

- **1.1:** The “Gothatuwa Youth Development Association” (GYDA) is an Association consists of Youth of Gothatuwa area.
- **1.2:** The management committee members inclusive of “Office Bearers” and “Executive Committee Members” shall read as **The Board / Board Members**. Their functioning towards association’s activities shall read as **GYDA Management** herein

2. Description

- **2.1:** Name of the Association: Gothatuwa Youth Development Association
- **2.2:** Short Form: GYDA
- **2.3:** Logo:
- **2.4:** Motto: Strength of Youth
- **2.5:** Registered Address: 309/12 C, Bopatta, Gothatuwa
(Or at any other address decided by the incumbent Board time to time)

3. Vision, Mission and Objective

- **3.1:** VISION:
 - **3.1.1:** To live in a pleasant lifestyle with good citizens and better society
- **3.2:** MISSION:
 - **3.2.1:** Work towards our environment and development of community by using human and other resources of the locality & beyond
- **3.3:** OBJECTIVE(S):
 - **3.3.1:** Cultivate and Promote Religious adherence and Patriotism amongst the members and society
 - **3.3.2:** Promote Peace, Friendship and Co-operation among all believers
 - **3.3.3:** Organizing programs/projects for the youth and their development
 - **3.3.4:** Assist to improve the educational activities of the area students with the collaboration of respective administrative
 - **3.3.5:** Work strategically by identifying the needs of the society

4. Membership

- **4.1:** A person who registered himself by an application with GYDA and made the respective subscription will get the General Membership status. Age category to be within 16 to 50 years old.

5. Subscription

- **5.1:** Fees are consisting of Annual subscription. The amount to be decided by the incumbent Board time to time (preferably at the 1st Board Meeting of the respective term)
- **5.2:** If the member faces difficult of paying the subscription at once, an installment scheme could apply with the approval of the Board.

6. Termination and Reversion of Membership

- **6.1:** If the GYDA getting detriment by a member for his behavior and functioning directly towards GYDA, the Board Members shall call for an inquiry and if he found guilty, have right to terminate his membership or adequate penalization.
- **6.2:** If a terminated member wishes to re-join, he shall write to GYDA and make a request. The Board Members have the rights to cancel his suspension and give the membership again by concern his conduct.

7. Votes and Rights

- **7.1:** Membership will be valid only if he has paid his respective fee at the respective term. These members are eligible to cast their vote at any SGMs and AGMs.
- **7.2:** Those who didn't pay the respective fees on respective term are not eligible to cast their votes at any SGMs and AGMs.

8. Meetings

- **8.1:** ANNUAL GENERAL MEETING (AGM):
The AGM shall be held after 30th November of each year, but not later than 31st December of the same year.
- **8.2:** SPECIAL GENERAL MEETING (SGM):
SGM shall be called by the Secretary on receipt of a request in writing signed by not less than 15 members eligible to vote or may be called at any time by the decision of the incumbent Board Members.
- **8.3:** BOARD MEETING:
Incumbent Board Members should meet at least once a month for their Monthly Board Meeting.

- **8.4: PROJECT MEETING:**
While organizing any projects the organizing committee can meet and discuss the action plan. Project Chairman may preside the meeting. Selected members (who are not in the Board) also can attend this meeting on the invitation of the organizing committee, which need to take the consent from the President.
- **8.5: EMERGENCY MEETING:**
The Board can meet, if needs an urgent collective solution, decision or an approval on a matter or Project.

9. Meeting Quorum and Notice Period:

MEETINGS	QUORUM	NOTICE (MINIMUM)
AGM	30	14 days
SGM	25	7 days
BOARD MEETING	1/3 rd of Board	3 days
PROJECT MEETING	1/3 rd of Organizing Committee	n/a
EMERGENCY MEETING	1/3 rd of Board	n/a

10. Agenda of the AGM

10.1: LINE UP

- Religious Observation
- National Anthem
- Address by the President
- Adoption / Matters of the Minutes of Last AGM
- Adoption / Matters of the Annual Report
- Adoption / Matters of Audited Accounts
- Dissolution of the incumbent Board
- Appointing of Presiding Officer
- Electing of the New President for the new term
- Appointing of Advisors / Patrons
- Electing of the New General Secretary and Treasurer
- Electing the rest of the Office Bearers
- Electing the Executive Committee Members
- Appointing of an Auditor for the New Term
- Address by the newly elected President
- New Proposals and Suggestion from General Membership
- Any Other Business
- Vote of thanks by the Secretary

10.2: FINAL ACCOUNTS AND AUDITED ACCOUNTS

10.2.1: Before present the accounts details to the General Members at the AGM, should take prior approval from the Board at Board Meeting on Final accounts and given for audit.

11. Agenda of the Board Meeting

- Religious Observation
- Adoption of Last Meeting minutes
- Matters arising of minutes
- New Agenda Item(s)
- Adoption of Monthly Accounts
- Any Other Business (prior notice given)
- Adjourning the meeting

12. Appointment of Advisors

- **12.1:** Advisors will be as follows:
 - Imaams of Gothatuwa Jumma Masjid will be nominated at the AGM
 - Any other person will be nominated by the Board at the 1st Board Meeting preferably and these appointments are not mandatory.

13. Duty of Advisors

- **13.1:** They will give their advises, concerns and recommendations to the Management of GYDA on projects

14. Term

- **14.1:** Newly elected Board could function only for 1 term, which is 12 calendar months continuously. It is the duty of the incumbent Board to have the AGM within 1 year term. Adjustable of 1 month +/- is applicable when a need arises base on the decision made by the incumbent Board.

15. Board Members

- **15.1:** The Management of the GYDA shall be assigned in the following designations who shall be elected at the Annual General Meeting and serve in the Board as Board Members in total 23.

■ 1 President	■ 1 Treasurer
■ 1 Deputy President	■ 2 Joint Assistant Treasurers
■ 1 Vice President	■ 1 Project Coordinator
■ 1 General Secretary	■ 1 Assistant Project Coordinator
■ 2 Joint Assistant Secretaries	■ 12 Committee Members

16. Eligibilities/Requirements for Board Member:

- **16.1:** Should hold the General Membership with no overdue of subscription
- **16.2:** After serving minimum 1 term as a Board Member, he will eligible to nominate as the President and General Secretary of very next term.
- **16.3:** All persons eligible to be nominated as candidate for all the post of "The Board" (other than the President and General Secretary as mentioned above)

- **16.4:** No Board Member shall hold the post of President, General Secretary or Treasurer for more than 2 consecutive terms.
- **16.5:** It is advisable to get nominated as an “Office Bearer” by being as an “Executive Committee Member” in previous term
- **16.6:** Any Board Members, who have not attended 3 consecutive Board Meetings without a valid reason, the said member and executive committee shall come for a mutual understanding to withdraw or remain in the Board.
- **16.7:** If any Board Member resigns or are unable to carry-out his function the rest of the Board Members have the right to appoint a new member for the vacant post.
- **16.8:** Any Office Bearers or Executive Committee Members, shall not campaign for government elections or hold any positions in the Trustee Board of Masjidul Jabbar Jumma Mosque, Gothatuwa. If any member campaign or elect, he will be automatically removed from the post of Office Bearer and Executive Committee and remain as a General member of GYDA.
- **16.9:** If there’s any need arises to be a member of Trustee board in the area for small mosques (Thakkiya) other than the Masjidul Jabbar Jumma Mosque, Gothatuwa, decision will be taken from the incumbent executive committee at that time.

17. Responsibilities of Board Members

17.1: RESPONSIBILITIES OF PRESIDENT

- Preside all the meetings.
- Signs relevant documents on behalf of the Association.
- Plan and Execute activities of the Association.
- Appoint “Sub Committees” and “Working Committees” on projects or other matters
- Authority to sign cheques of the Association
- Shall have a good communication with all members
- Work towards the association’s objective collectively with the GYDA Management

17.2: RESPONSIBILITIES OF DEPUTY PRESIDENT AND VICE PRESIDENT

- Acting on behalf of the President, on his absence, with his consent and his constituted responsibilities (excluding signing cheques).
- Assisting and working together with President’s and Board’s direction together GYDA’s objective as a whole

17.3: RESPONSIBILITIES OF GENERAL SECRETARY

- Calling all type of meetings with logistic arrangements
- Take all the necessary action for the implementation of the decision made by the Board.
- Prepare and present reports monthly and annually.
- Maintain all the correspondence of the association
- Signs relevant documents on behalf of the Association.
- Make decisions on implementation of projects, with the President and the Board.
- Authority to sign cheques of the Association
- Shall have a good communication with all members
- Work towards the association’s objective collectively with the GYDA Management

17.4: RESPONSIBILITIES OF JOINT ASSISTANT SECRETARIES

- Acting on behalf of the General Secretary, on his absence with his consent and his constituted responsibilities (excluding signing cheques).
- Assisting and working together with General Secretary's and Board's direction together GYDA's objective as a whole

17.5: RESPONSIBILITIES OF TREASURER

- Maintain all the books of Accounts, Receipts, Payment and also the assets and the liabilities.
- Submit the Monthly and Annual financial details to the Board.
- Collect subscription fee from members and maintain the same in a proper way.
- Authorized to keep around Rs.2000/- as Petty cash, and other funds must be deposited.
- Obtain permission from the Board to spend the funds when necessary
- Authority to sign cheques of the Association
- Work towards the association's objective collectively with the GYDA Management

17.6: RESPONSIBILITIES OF JOINT ASSISTANT TREASURERS

- Acting on behalf of the Treasurer on his absence with his consent and his constituted responsibilities (except signing cheques).
- Assisting and working together with General Secretary's and Board's direction together GYDA's objective as a whole

17.7: RESPONSIBILITIES OF PROJECT COORDINATOR

- Will liaise with the Project Chairman on project execution and follow-ups
- Coordinating and Supporting organizing committee members on projects

17.8: RESPONSIBILITIES OF ASSISTANT PROJECT COORDINATOR

- Acting on behalf of the project coordinator on his absence with his consent and his constituted responsibilities,
- Assisting and working together with the Board's direction together GYDA's objective as a whole

17.9: RESPONSIBILITIES OF COMMITTEE MEMBERS

- Give their fullest co-operations to the Office Bearers, Association and its projects.
- Give suggestions and ideas for the improvement of the Association
- Work towards the association's objective collectively with the GYDA Management

18. Amendment to the Constitution

- **18.1:** Any proposed amendment to this constitution or any resolution shall be submitted in writing by 2/3rd voting members to reach the Secretary.
- **18.2:** The incumbent Board has the right to amend the constitution, if a need arise for the best interest of the Association's functioning with majority agrees

19. Bank Account and Authorized Signatories

- **19.1:** The Board may decide to continue with the same bank (which the account already exists) or to open a new account in a separate bank.

- **19.2:** Nomination for Signatories will be the President, General Secretary and Treasurer. Operating instruction will be ANY TWO of the authorized signatories and Treasurer's signature will be mandatory.

20. Cheque Book

- **20.1:** Withdrawal of funds shall be done by the Treasurer with another signature of the President or the Secretary in the cheque(s).
- **20.2:** The Cheque book shall be kept under the custody of the Treasurer at all times.

21. Prohibition

- **21.1:** GYDA shall not involve in any political activity or allow its funds and/or premises to be used for political purposes.
- **21.2:** GYDA shall not involve in promote any personal businesses, to the address bases of contacts in any means

22. Dissolution

- **22.1:** The GYDA shall not be dissolved except with the consent of not less than 2/3rd of the members and for this time being live in Sri Lanka.
- **22.2:** On the dissolution of the GYDA, any remaining funds of the association shall be donated towards a worthy cause as decided by the incumbent Board Members.

23. Interpretation

- **23.1:** In the event of any question matter arising out of any point, which is not expressly provided in this constitution, the Board Members shall have the power to decide by a simple majority and any such decision shall be the final.