

CONSTITUTION OF SPORTS AND WELFARE CLUB OF FINTREX FINANCE LTD**1. NAME OF THE SPORTS CLUB**

“Fintrex Sports and Welfare Club” (Herein under referred to as “Fintrex SC”). This is the sports and welfare club of Fintrex Finance Limited.

2. OBJECTIVES

- 2.1. Promote, organize, encourage team building, fellowship and understanding among members of Fintrex SC and their families
- 2.2. To provide death donations and several other benefits for members. (Such as a child of a member get through grade 05 scholarship examination, O/L exam with 9As, University Selection, New Child born, Wedding or Engagement.
- 2.2. Participate in competitive sports, music, dance, reality shows, quiz competitions etc to showcase the talents of the members.
- 2.3. Go on picnics, trips/ voyages
- 2.4. To undertake Social Responsibility activities and celebrate religious events for the general welfare of the members and the general public.
- 2.5. To raise funds through various legitimate activities to provide benefit to members.
- 2.6. Any additional activities to be done not described above can be proposed by the Executive Committee and approved by the Patron - CEO of The Company.

3. MEMBERSHIP

- 3.1. Membership is open to any permanent, contract employee and consultant of the Company and who are seconded to work for the Company.
- 3.2. All employees of the Company are compulsory to be a Member and staff member will automatically enroll for his/her membership with his employment.

4. MONTHLY SUBSCRIPTION

- 4.1 Every member will be required to pay a Monthly Subscription fee to retain his/her membership.
- 4.2. Monthly Subscription fee amount to be approved at a Special General Meeting or at the Annual General Meeting (AGM) on the recommendation of the Executive Committee of Fintrex SC by a simple majority of the Membership present and voted.
- 4.3. Such approved amount will be valid until it is revised at an AGM or at an Extraordinary General Meeting
- 4.4. Based on the employment categories of the Company the Monthly Subscription amount could vary.
- 4.5. The Monthly Subscription to be deducted from the monthly salary of each member and paid to the Fintrex SC account.

5. VOLUNTARY CONTRIBUTIONS

- 5.2. The Executive Committee with the approval of the Patron may requests from members for voluntary contributions for any activities as described with in the Objectives as per Clause 1.
- 5.1. Each member should agree in writing for all such Voluntary Contributions.

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- 5.2. Such Voluntary Contributions can be done either through salary deduction or through deposit of funds to the Fintrex SC account.
- 5.3. Any objections or erroneous deductions to be brought to the notice of the Hon. Treasurer with 15 days of receipt of the Salary Slip indicating the deduction.

6. MEMBERS – CONDUCT/ DISCIPLINE

Should any complaint be made against a Member in the Fintrex SC, the Executive Committee shall have the power to inquire in to any complain and report to Executive Committee to enable then to arrive at a decision. An appeal against such decision may be made within 14 (Fourteen) days of such a decision to a summon a Special Meeting of the membership, provided that such an appeal is requested by at least 10 (Ten) members of the Fintrex SC.

7. TERMINATION OF MEMBERSHIP

A member once enrolled is not allowed to cease membership unless in the following circumstances.

- 7.1. When a Members ceases employment with The Company (permanent, contractual or consultative).
- 7.2. A member is expelled due to Conduct/Discipline.
- 7.3. If a member submits a request in writing to terminate his/her membership from Fintrex SC with valid reason such requests will be tabled at the first available Executive Committee Meeting and decision to accept or reject such request will be vested with the Patron on the recommendation of the Executive Committee.
- 7.4. Any Monthly Subscription collected or any Voluntary Contributions collected up to the date of termination of the membership will not be refunded under any circumstances.

8. COMPOSITION OF EXECUTIVE COMMITTEE

The Executive Committee members of Fintrex SC to be Nominated/Elected at an Annual General Meeting will be as follows.

#	Position	Number of Positions
1	Patron	Always the CEO of the Company
2	President	One
3	Vice President	One
4	Hon General Secretary	One
5	Asst. Secretary	One
6	Hon Treasurer	One
7	Asst. Treasurer	One

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8	Social Secretary	One
9	Sport Secretary	One
10	Committee Members	Eight (8)
	Total	Seventeen (17)

9. ELECTION & TERMINATION OF EXECUTIVE COMMITTEE MEMBERS

- 9.1. For a member to be eligible to seek nominations he/she should be in service or a member for at least 3 months preceding the AGM.
- 9.2. All eligible members seeking election to any of the posts of the Executive Committee shall forward their nominations for such posts 14 (Fourteen) days prior to the date of the Annual General Meeting, to the Hon General Secretary of the Fintrex SC. All nominations to be proposed and seconded by another Member. If there are no prior nominations received, names can be proposed and seconded at the AGM by the members.
- 9.3. The nominations so received will be informed by the Hon General Secretary to the Membership on or before 7 (seven) days prior to the Annual General Meeting.
- 9.4. In the event of a competition for any of the posts of Office Bearers, election shall be by secret ballot. If the voting is equal, then the patron has the right to vote to elect one person.
- 9.5. If no nominations are received for any or more of the posts in the Executive Committee, eligible Members of Fintrex SC can propose and second members of their choice at the Annual General Meeting to form the Executive Committee until the next Annual General Meeting 12 months' period from that Calendar year. If there is a competition the above rule will apply.
- 9.6. The president can hold his post for a maximum of 1 years continuously if required. Reaching his term, he then will step down and will be eligible to contests or re-elected for the Presidency or any other ex officio position after 1 year from the year he stepped down.
- 9.7. All other Executive Committee members can hold post of a maximum of 2 years. However, any members who wish to contest to be reinstated or to be elected by the Membership present at the AGM can do so by electing the said member immediately for the next term of 2 years.
- 9.8. An Executive Committee member who does not attend 3 consecutive meetings without been excused will be called upon to provide explanation in writing by the Honorary Secretary. The letter which will then be tabled at an Executive Committee meeting and the decision of the Executive Committee to either to retain or expel from the Executive Committee will be notified to the Member by the Hon General Secretary.

10. DUTIES OF THE EXECUTIVE COMMITTEE

- 10.1. The Executive Committee elected at an Annual General Meeting of Fintrex SC will manage all affairs and shall hold office till the subsequent Annual General Meeting.
- 10.2. They need to decide on a calendar of events and make sure that all are effectively done during the year of operations
- 10.3. Get the accounts prepared, audited in time circulated to members and hold the AGM in time

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- 10.4. The members of the Executive Committee will ensure that all objectives of Fintrex SC are achieved by organizing events and participating in competitions.
- 10.5. The control of the finances of the Fintrex SC shall be vested in the Executive Committee.
- 10.6. Decision making at the Executive Committee will be through show of hands and approved by simple majority.

11. DUTIES OF THE HONORARY GENERAL SECRETARY

- 11.1. The Honorary General Secretary shall keep minutes of all proceedings of all Executive Committee and General Meetings during his tenure. These proceedings shall be open to the inspection of the Members on a written application to the Honorary General Secretary
- 11.2. The Honorary General Secretary shall have charge of the all records and shall be responsible for all notices convening meetings the Executive Committee and General Meetings.
 - 11.2.1. Should circulate the agenda, minutes and other intimations to members
- 11.3. The Social Secretary and the Sports Secretary will have to report to the Honorary General Secretary and all decisions pertaining to their area of work will have to be notified to the Hony General Secretary and approvals sought from the Executive Committee.

12. DUTIES OF THE HONORARY TREASURER

- 12.1. Shall prepare an annual budget in consultation with the Social Secretary, Sports Secretary and other members of the Executive Committee for approval of the Executive Committee.
- 12.2. Shall place before each Annual General Meeting an Internal Audited Statement of Accounts for the preceding year,
- 12.3. Shall place before Executive Committee a statement of “Income and Expenditure” and Statement of Financial Position” for the preceding months.
- 12.4. All cheques books, savings pass books and details of income and expenditure shall be kept under the supervision of Honorary Treasurer.
- 12.5. Keep all financial records, balance books, prepare financial statements and get them audited in time. All books and statement of Accounts of the Honorary Treasurer and report of the internal auditor shall be open to inspection by any member of the Fintrex SC on written application to the Treasurer.

13. DUTIES OF SOCIAL AND SPORTS SECRETARY

- 13.1. Shall prepare an annual budget in consultation with the Hony Treasurer and other members of the Executive Committee for approval of the Executive Committee.
- 13.2. The Social Secretary and the Sports Secretary will have to report to the Honorary General Secretary and all decisions pertaining to their area of work will have to be notified to the Hony General Secretary and approvals sought from the Executive Committee.
- 13.3. To keep proper records of all activities and do a proper hand over documents to Hony Treasurer and Hon General Secretary once projects are completed.

14. CALLING OF MEETINGS

- 14.1. AGM is to be held after 12 months from the appointment and within 2 months.
- 14.2. 21 (Twenty-One) days' notice of the AGM shall be given by the Honorary General Secretary to all the Members.
- 14.3. He shall also circulate statements of accounts duly internally audited to the Members at least 7 (Seven) days before the Annual General Meeting.
- 14.4. The Honorary General Secretary shall call a Special/ Emergency Meeting of Fintrex SC at request of the Executive Committee or a Majority of the Executive Committee or on a requisition signed by at least 10 (Ten) Members of Fintrex SC. 10 (Ten) days' notice of such Special Meetings shall be given to all members.
- 14.5. Meeting of the Executive Committee shall be held at least once in 2 (Two) Months. 7 (Seven) days' notice of such meeting shall be given by the Honorary General Secretary.
- 14.6. Any member wishing to bring forward any Motion or Motions shall give notice to the Honorary General Secretary in writing of his intentions to do so with a copy of the Motion. The Executive Committee then will evaluate the Motion and will call upon for a Special Meeting to membership.

15. QUORUM FOR MEETINGS

- 15.1. Annual General Meeting shall consist of 40 (Forty) Members.
- 15.2. Executive Committee Meeting shall consist of 7 (Seven) Members. However, President or Vice Present and Secretary or Asst. Secretary must be present.

16. VOTING AT MEETINGS

All members are entitling to vote at General Meetings.

17. SAVINGS ACCOUNTS, CURRENT ACCOUNTS & FIXED DEPOSITS.

- 17.1. The Honorary Treasurer shall be entitled to open Savings Accounts, Fixed Deposits and Current Accounts which shall be called "Fintrex Sports Club" and shall be operated by the following – President or Secretary and Honorary Treasurer or Assistant Treasurer.
- 17.2. Any Savings Account or Fixed Deposit Accounts to be opened with The Company or any licensed Commercial Bank in Sri Lanka.
- 17.3. Any Current Accounts can be opened with any Licensed Commercial Bank in Sri Lanka.

18. AUDITORS

Any member of Fintrex SC who is partly or fully qualified in accountancy can be appointed as an Auditor at the AGM proposed and seconded by the membership. If there are more than one nomination point 9.4 will apply.

19. ANY OTHER MATTERS

Any item that is not covered by the Constitution will be resolved through majority consensus at a General Meeting called under clause 13. Calling of Meetings

20. BENEFITS

20.1. DEATH DONATION

20.1.1. At an event of a death of the Member and Immediate family members will be covered.

Immediate Family Members include, Father, Mother, Spouse, Children and Mother in law and Father in law.

20.1.2. Payment of death grants.

20.1.2.1. In case of the death of the team member – Death donation will be LKR. 75,000/-

20.1.2.2. In case of the death of an immediate family member– Death donation will be LKR. 50,000/-

20.1.3. Banners and Flower wreath

20.1.3.1. The committee will possess one banner of condolence and a flower wreath worth not more than Rs. 5,000/-

20.2. OTHER BENEFITS

20.2.1. Granting a gift voucher worth Rs. 10,000/- for a child of a member passing the grade 05 scholarship exam with over 175 marks.

20.2.2. At the time of new childbirth of a member, opening a Fintrex Children Savings account with Rs. 5,000/- in the name of the child and Rs. 5,000/- worth of diapers, essentials etc.

20.2.3. Granting a gift voucher worth Rs. 25,000/- for a child of a member selecting for the university.

Employee Contribution and Benefits per Annum (For the FY 2020 / 21)				
Job Grade	No. of Employees	Contribution per month (Rs.)	Total Collection per month (Rs.)	Annual Collection (Rs.)
Junior Executive	69	300.00	20,700.00	248,400
Executive	50	400.00	20,000.00	240,000
Senior Executive	30	500.00	15,000.00	180,000
Assistant Manager	28	600.00	16,800.00	201,600
Manager	12	700.00	8,400.00	100,800

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Senior Manager	9	800.00	7,200.00	86,400
Chief Manager	2	900.00	1,800.00	21,600
AGM	4	900.00	3,600.00	43,200
DGM	1	1,000.00	1,000.00	12,000
Senior DGM	1	1,000.00	1,000.00	12,000
GM	1	1,000.00	1,000.00	12,000
Grand Total as at 31 May- Fund	207		96,500.00	1,158,000
Estimated Annual Expenses on the Benefits				
Benefit	No of Events per year	Benefit per event/ year	Amount (Rs.)	
Grade 5 - Scholarship reward - morethan 175 marks	2	10,000.00	20,000.00	
University Selection rewards	2	25,000.00	50,000.00	
Death Donation (For immediate Family member)	8	50,000.00	400,000.00	
New born babies	10	10,000.00	100,000.00	
Total			570,000.00	(570,000)
Estimated Cash Balance – end of the Year				588,000