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EXTRAORDINARY

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PART IV (A) – PROVINCIAL COUNCILS

Provincial Councils Notifications

CENTRAL PROVINCIAL COUNCIL

REGULATIONS UNDER SECTION 47 (1) OF THE EARLY CHILDHOOD DEVELOPMENT

CHARTER No. 03 OF 2015 OF THE CENTRAL PROVINCIAL COUNCIL

I, Sarath Ekenayeke, Chief Minister of Central Province, impose the following regulations as per the powers vested in me by section 47 (1) of the early childhood development charter No. 03 of 2015 of the Central Provincial Council.

SARATH EKENAYEKE,
The Chief Minister and
Minister of Finance, Planning, Law and Order,
Local Government and Provincial Administration,
Manpower, Education and Cultural Affairs,
Tourism, Land, Trade and Commerce, Food Supplies and
Distribution, Investment Coordination and
subjects which are not taken under any other
Ministry of Central Provincial Council.

At the Chief Minister's Office,
Central Provincial Council Complex,
Pallekele,
03rd September, 2018.



IMPOSING REGULATIONS REGARDING THE ESTABLISHMENT OF DEVELOPMENT SOCIETIES IN EARLY CHILDHOOD DEVELOPMENT CENTERS

Regulations for the establishment of development societies in Early Childhood Development Societies.

1. Following regulations are imposed as follows for the establishment of development societies with the intention of productively utilizing human resource for the qualitative, quantitative and structural development of early childhood development centers.

Structure of development societies in Early Childhood Development Societies.

2. Development society of the early childhood development center shall be a structure that focuses on the sustainability of the center comprising of its management, instructors and parents.

Objectives of establishing development societies in Early Childhood Development.

3.
 - (a) Using the development society to improve the quality of the center through development of its physical and learning environment.
 - (b) Assisting the management to ensure the responsibility and accountability of the center.
 - (c) Assisting the management to act with transparency and flexibility.
 - (d) Assisting the management to make decisions on a logical basis through participation management.
 - (e) Prioritizing the basic requirements of the center and influencing the society to achieve them.
 - (f) Influencing the center towards development approaches with decision making and planning strategies based on data and information.
 - (g) Improving the productivity of the center by strengthening the mutual relationship among parents of the children.
 - (h) Assisting to ensure the existence and functioning of the early childhood development center through its main objectives.
 - (i) Actively assisting in the process of creating public awareness on early childhood development.

Establishing the Early childhood Development Society.

4.
 - (a) A development society must be established in each early childhood development center operating in the central province.
 - (b) Each such development society should be registered under the early childhood development unit of Central province.
 - (c) Office bearers shall carry out all the administrative affairs of the society.
 - (d) An odd number of executive members, proportionate to the number of children in the center can be decided as per the decision made at a general meeting of the society.

- (e) Only the director of early childhood development unit of central province or his representative can supervise, acquire information from and participate at the development societies.
5. (a) Parents of each child enrolled in the center is eligible for the membership of this society. Membership of the society Office bearers.
- (b) The office bearers of the society shall comprise of a Chairman, Vice Chairman, Secretary, Assistant Secretary, Treasurer, Accounts Inspector and Society Members.
- (c) Manager/Owner, instructors and assistant instructors shall be ex-officio members of the society.
- (d) The posts of Secretary and Treasurer shall be given to the Parents of children.
- (e) When appointing members for key posts they should equally represent the area under the purview of the society.
- (f) The Chief Instructor of the early childhood development center shall become ex-officio Chairman.
6. (a) The objectives of the society's constitution shall be the same as that of the objectives mentioned in regulation No. 03. Constitution of the Early Childhood Development Society.
- (b) Each development society shall adopt a constitution that is approved at a general meeting.
- (c) Each development society should have a constitution that includes all the provisions regarding appointing and removal of officers and holding annual, general and other meetings.
- (d) When an office bearer resigns or secedes, all the documents in his possession must be duly returned as stated in the society's constitution.
- (e) If objectives other than those stated in regulation No. 03 are to be included in the society's constitution, they should not contradict the aforementioned.
- (f) (i) Any amendment or repeal to the constitution can only be done at the general meeting.
- (ii) In order to amend or repeal the constitution, a majority of 2/3 of votes from the total number of members is needed.
- (g) Provisions regarding extraordinary meetings and other meetings as decided at the general meeting may be included in the constitution.
7. (a) When preparing the constitution, the registered name of the centre should come first and it should be followed by the term "Development Society". Name, Address and Official Term of the Early Childhood Development Society.
- (b) The address of the society must be the same as that of the address of the center.
- (c) The official term of office bearers of the society shall limit to a period of one year.
8. Following decisions can be made at a general meeting :
- (a) Holding an inaugural meeting to implement the tasks of the society.

- (b) Appointing the office bearers at the inaugural meeting.
- (c) Contribute to the qualitative and structural development of all aspects of the center.
- (d) Preparing, presenting at the annual general meeting and duly incorporating the society's constitution.
- (e) Working according to the society's constitution.
- (f) Holding at least three general meetings in the course of a year.
- (g) Holding a general meeting within three months from the date of publishing these regulations.
- (h) Transferring all the relevant and consequent duties and powers for achieving the main objectives and aims of the society.
- (i) Assisting the duties of the centre whenever requested by the administration.
- (j) Decide the quorum for meetings/board meetings/special meetings.
- (k) Decide membership fees and the date of collecting fees
- (l) Decide the bank in which the account of the society is to be maintained.

9. Following decisions can be taken at a general meeting :

- (a) If sub committees are needed to be established, one needs to specify what those committees are and under which criteria those committees are to be formed.
- (b) Decide the number of members, board members and their positions and the number of positions.
- (c) Specifying the powers and duties of the sub committees.
- (d) Decide the duration of meetings.
- (e) Decide the provisions required to implement the decisions made at a general meeting.

Powers and
Duties of the
Chairman.

10. Powers of the Chairman

- (a) Call meetings as per the constitution.
- (b) Chairing at meetings and subcommittee meetings.
- (c) The Chairman's vote shall be the decisive vote when there's no majority of votes for a decision.
- (d) Powers required to properly conduct the society in order to achieve its aims and objectives.

Powers and
Duties of the
Secretary.

11. Powers of Secretary

- (a) Call meetings when required as per the requirement of the Director of Early Childhood Development Unit.
- (b) Proper maintenance of minutes of meetings, membership register and all other documents and producing them to meetings as set out in the constitution and when required by the society.

- (c) Call meetings under the provisions of the constitution,
- (d) Implementing the decisions made by the board members,
- (e) Carrying out organization works,
- (f) Maintaining a register of all members of the society and maintaining other relevant documents.

12. Powers of the Treasurer

Powers and
Duties of the
Treasurer.

- (a) Keeping records of all the money received by the society *via* different channels.
- (b) Keeping records of all transactions made by the society.
- (c) Making payments approved by the board members and keeping those records in relevant books.
- (d) Proper maintenance of documents and books in his charge and those recommended by the board members.
- (e) Present the summary of accounts to date at each meeting.
- (f) Producing the books and documents of the society when required by the Chairman or board members and/ or when ordered to do so.
- (g) The constitution enables the Treasurer to spend up to Rs. 5,000 from the imprests.
- (h) Issuing receipts when collecting membership fees and *etc.*
- (i) Maintaining the records of membership fees, cash book, Accounts Inspector's file, cheque book, receipt books, inventory and other books and documents ordered by the board members and performing accounting activities relevant to the early childhood development fund/ account.
- (j) At the event of resignation/termination, all the documents and goods in his charge need to be duly handed over to the president or to a board member assigned by the President.

13. Powers of Accounts Inspector.

Powers and
Duties of
Account
Inspector.

- (a) Annual inspection of accounts of the society.
- (b) Producing reports of accounts when requested by the Director of Early Childhood Development Unit and at the written request of the majority of parents.

14. (a) The Secretary should possess the following documents and their due maintenance is considered his responsibility :

Books and
documents that
should be in the
possession of the
Secretary.

- (i) Members' register,
- (ii) Minutes of meetings,
- (iii) Files containing correspondence letters and documents of the society,
- (iv) Other books and documents recommended by the committee.

Books and documents that should be in the possession of the Treasurer.

(b) Following documents should be in the possession of the Treasurer :

- (i) Register of Membership fees,
- (ii) Cash book,
- (iii) Cheque book,
- (iv) Receipt book,
- (v) Accounts Inspector's reports,
- (vi) Inventory,
- (vii) Other books and documents recommended by the board members.

15. Each Development Society must maintain an account in a bank approved by the Central Bank.

Accounting Activities of the Early Childhood Development Society.

- (a) Financial sources of the account shall be as follows.
- (b) Membership fees and all the aids and donations received by the Development Society.
- (c) It is compulsory to get the signatures of the Chairman, Secretary and Treasurer in order to withdraw money from the Society's Account.