

ASSOCIATION OF WAR AFFECTED WOMEN

OUR GUIDING PRINCIPLES

01. NAME OF THE ASSOCIATION : ASSOCIATION OF WAR AFFECTED WOMEN

02. ADDRESS AND THE HEAD OFFICE : NO.9, RIVERDALE ROAD, ANNIEWATTA, KANDY

03. PRIMARY OBJECTIVES

- a) To enable all war affected women of Sri Lanka to come out of their isolation and integrate into the main social stream.
- b) Will take steps to act on behalf of the war affected women to win their justifiable rights.
- c) Encourage them to position themselves in due places of the society
- d) Assist them in gaining economical independence by way of loans scheme and training for self employment
- e) Build skills and knowledge to achieve permanent peace through mutual understanding. Hold workshops and training in order to achieve the above.
- f) **Achieve sustainable peace in Sri Lanka through socio economic development with the active participation of war affected women.**

04. MEMBERSHIP

- a) Being mothers, wives daughters and sisters of all servicemen who were missing, Killed or disabled due to war.
- b) A closer female relative of a Sri Lankan civilian who is affected in one of the above ways.
- c) A woman who is affected by war by being displaced or disabled
- d) All members should complete the membership form in any language that the woman is comfortable and submit to the secretary.

05. DISCONTINUATION OF THE MEMBERSHIP

- a) Acting against the organization objectives or trying to do so.
- b) Acting in a manner that the organization getting discredited or trying to do so.
- c) Misconduct during meetings
(The Executive director board has powers to take a decision of discontinuing of a membership taking into consideration one or more of the above status)

06. MEMBERSHIP FEES, DONATIONS AND GRANTS RECEIVED FOR PROJECTS

- a) All members are able to pay Rs.25.00 as a permanent membership to the organization if they wish to do so
- b) The director(Financial) should issue a receipt to all funds received.

07. RESPONSIBILITIES AND ACCOUNTABILITIES

The executive board of directors are responsible and accountable of all financial and other assets of the organization.

08 THE EXECUTIVE BOARD OF DIRECTORS

Chairperson
Director (02 Vice presidents)
Director (Joint secretaries - 02 positions)
Director (Financial)

The Director Board will be elected at the Annual General Meeting every three years and the permanent members who are active are able to vote in this election. The quorum is at least 05 members.

09 POWERS AND THE RESPONSIBILITIES OF THE EXECUTIVE BOARD OF DIRECTORS

- a. The director board has the all the powers and the responsibilities to run the organization from the day they take office
- b. They have power to fill vacancies in the executive director board
- c. All Powers in handling financial matters of the organization in accordance with the constitution.
- d. Powers of calling public meetings and liaising with government and non governmental organizations in order to achieve the objectives of the organization.
- e. Powers to recruit staff in order for the continuation of running the organization terminating services and taking necessary disciplinary action.
- f. To established committees when appropriate for the benefit of the organization and to make decisions regarding them. also to take decisions regarding any situation arising from the above

10. FINANCIAL YEAR:-

The organization financial year ends of 31st March every year

- a. The funds of the organization should be utilized to meet the objectives of the organization.
- b. The organization should maintain a bank account in a bank which the executive board of directors under the name of the organization and the signatories are chairperson finance director or chairperson and the secretary.
- c. The cheques can be signed by the chairperson and the finance director or the chairperson and the secretary.
- d. A maximum of 1000/- will be kept as petty cash unless other wise there is a necessity of cash expenses to be met.

11. GENERAL MEETING

- a) All meetings should be chaired by the chairperson in the absence of her the vice President. must preside the meeting
- b) Every year the annual general meeting should be held with - in three months of March 31st of the financial year
- c) Once the date is fixed by the committee for the annual general meeting the invitation letter should be sent to members with the auditors report (statement of accounts) 21 days prior to the meeting
- d) The activities of the General Meeting:-

Elect the director board under article 8 of the constitution once in every three years. Review and take decisions for projects for the coming year.

12. BOARD OF DIRECTORS MEETINGS

- a) The board of directors should meet once a month in special cases they can meet with a 24 hour prior notice
- b) The vice President should preside in the absence of the chairperson
- c) Jointed Secretaries: - Maintaining register for the membership and preparation of projects together with the chairperson and submitting them to board for approvals. Call for meeting and maintaining the minutes of the meeting
- d) Director – Finance - Issuing receipts and maintaining accounts for the funds receiving depositing all funds of the organization in bank according to the article 7 of the constitution, submitting correct annual financial reports. Submit a financial report for the board every three months, give all necessary documents to the auditors.
- e) Auditors– Should have a thorough knowledge regarding all transactions of the organization. Submit a statement of account to the executive director board within 45 days of the financial year which is 31st March.

13. THE QUORUM:-

The board of directors should have a quorum of 5 at all times.

14. AMENDMENTS TO THE CONSTITUTION:-

This constitution can be amended at a general meeting with the agreement of two thirds majority of the members.

15 RESPONSIBILITIES OF THE MEMBERS:-

Attending the meetings and supportive for the association activities
Always maintain the reputation of the association
Assist the board of directors for a smooth function of the duties of the organization.

16. BENEFITS OF THE MEMBERS:-

Being able to be elected to any post in the executive director board
Being able to express their ideas and suggestions
Being able to engage in constrictive criticism
Enjoy the benefits on article 3 of the constitution.

17. DISSOLUTION

In event of dissolution of this organization which has to be agreed by two thirds majority at a meeting which is called for that purpose. Before such a decision is taken all payments and liabilities by the organization has to be met in accordance with the constitution. If there is any balance funds it can be used for a common purpose with the agreement of the majority of the members.