

CONSTITUTION AND RULES

INTERNATIONAL POLICE ASSOCIATION (SRI LANKA SECTION)

CONSTITUTION

Article 1 - Title & Motto

1. The Association shall be known as the International Police Association (Sri Lanka Section).
2. The motto shall be in Esperanto and be "SERVO PER AMIKECO" (Service through Friendship)
3. The emblem of the IPA is protected by Copyright

Article 11 - Aims of the Association

4. The International Police Association is an independent body made up of members of the police service, whether on active duty or retired, and without distinction as to rank, sex, race, colour, language or religion. Its purpose is to create bonds of friendship and to promote international co-operation.

It is committed to the principles set out in the Universal Declaration of Human Rights as adopted by the United Nations in 1948. Its aims include the development of cultural relations amongst its members, a broadening of their general knowledge, and an exchange of professional experience; in addition, it seeks to foster mutual help in the social sphere and to contribute, within the limits of its possibilities, to peaceful co-existence between peoples and to the preservation of world peace.

5. To this end it undertakes
 - a) to encourage personal contacts by organising exchange visits of individuals and groups, arranging group holidays and initiating pen-friendships;
 - b) to promote among the police services of all the National Sections respect for law and order;
 - c) to develop social and cultural activities and to encourage the exchange of professional experiences;
 - d) to enhance the image of the police in the countries of its member Sections and to help improve relations between the police and the general public;
 - e) to foster youth exchanges and international youth meetings with a view to promoting greater tolerance and understanding between people, and understanding for the work of the police;
 - f) to facilitate a regular exchange of publications between the National Sections and to provide an information service for the national IPA publications containing news on all subjects of relevance to the Association;
 - g) to promote international publications, and to help with the preparation of a bibliography of police works and, wherever possible, of all works connected with the law or legal matters;
 - h) to facilitate international co-operation through friendly contacts between police officers of all continents and to contribute to a mutual understanding of professional problems.

Article III - Powers

6. With a view to the attainment of the objects the Association shall have the following powers:
- a) To arrange organised courses of instruction, conferences or debate on any one or more of the objects of the Association on such terms and conditions and upon the payment of such fees (if any) as may from time to time be determined.
 - b) To purchase or otherwise acquire any land or buildings to be used for any purpose of the Association and generally any property, real or personal or any estate or interest therein, required for any purpose of the Association, and to hold, sell, lease, deal with and dispose of the same in such manner as may be thought expedient for the purpose of the Association.
 - c) To raise money, for the purpose of promoting its objects.
 - d) To co-operate with or subscribe to any other association, institute, society or corporation in any part of the world, whose objects are, or include, objects in general respects similar to the objects of the Association.
 - e) To undertake and execute any trusts which may lawfully be undertaken by the Association and in case the Association shall take or hold any property which may be subject to any trusts, the Association shall only deal with or invest the same in such manner as allowed by law, having regard to such trusts.
 - f) To accept and use gifts of money or other property received for any one or more of the objects of the Association.
 - g) To invest and deal with any monies of the Association not immediately required for its objects in or upon such investments and in such manner as may be thought fit.
 - h) To take such steps by personal or written appeals, public meetings or otherwise as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association in the form of donations or otherwise.
 - i) To establish and support or aid in the establishment and support of any charitable association or institutions, and to subscribe or guarantee any money for charitable purposes in any way connected with the objects of the Association.
 - j) To publish or procure the publication and circulation of books, periodicals and pamphlets relating to the objects of the Association.
 - k) To do all such other things as are incidental or conducive to the attainment of the above objects or any of them.

Provided that:

- 1) The Association may not engage in any activity:
 - a) which might interfere with the ordinary activities of any Police Organisation;
 - b) of a political or racial nature;
 - c) directly or indirectly concerned with pay, pensions or the conditions of service of any Police Service.
- 2) The Association shall not support with its funds any object, or endeavour to impose on or procure to be observed by its members or others any regulation, restriction, or condition which will in any way contravene the provisions of paragraph 1 above.

Article 1V – Composition of the Sri Lanka Section

7. The Sri Lanka Section may be sub-divided into Regions. Such Regions and their geographical boundaries shall be as decided by the National Council.

Article V - Membership

8. Membership of the Sri Lanka Section of the Association shall, subject to the approval of the National Council, be open to all serving and retired members of the Sri Lanka Police and the Sri Lanka Police Reserve.
9. There shall be the following categories of membership:
 - a) Ordinary Membership
 - b) Life Membership
 - c) Foreign Associate Membership
 - d) Extraordinary Membership
 - e) Honorary Life Membership

The definition and conditions of membership are as shown in the Rules.

10. All members shall acknowledge loyalty to the lawful government of the country.

Article VI - Control

11. Elections: There shall be elected a President, Five Vice Presidents, Secretary General, Treasurer, Assistant Secretary General, Assistant Treasurer, Travel Secretary, Editor and a maximum of ten Committee members, who shall be the Officers of the Sri Lanka Section and known as the National Executive Committee (NEC).
12. All members of the NEC will upon election serve for a term of one (1) year and upon expiration of the term may offer themselves for re-election
13. In the event of a member of the NEC resigning his post or otherwise being unable to serve on the NEC of the IPA, the NEC may co-opt any member to serve in such capacity until the next National Council Meeting.
14. Once a new President has been elected the outgoing President shall become the Immediate Past President. The National Council may appoint the Immediate Past President as Advisor to the NEC for a maximum period of three years, but without voting rights within the NEC.
15. All voting for elections shall be by a show of hands. Candidates may not be nominated or elected without their consent.
16. The control of the Sri Lanka Section shall be vested in the National Council.
17. The composition of the National Council shall be shown in the Rules and, if the Section is sub-divided, each Region shall be represented thereon.

18. The National Executive Committee of the Sri Lanka Section shall have power to act on behalf of the Section in any matter, which in their opinion requires immediate attention. Any such matter must be brought to the attention of the next meeting of the National Council.
19. The National Council of the Sri Lanka Section of the Association will acknowledge the authority of the International Executive Council, upon which it is represented, and will undertake to carry into effect the policy and directives of the International Executive Council as far as practicable, subject to the laws, regulations and service orders governing members of the Sri Lanka Section, and subject to the provisions of the Rules.
20. **Meetings of the National Council** shall be held as and when required, but at least once a year in the first quarter of the calendar year unless specifically exempted by the NEC for good reasons. Items for the agenda shall reach the Secretary General at least twenty-eight days prior to each meeting.
21. At the meetings of the National Council, all members of the Sri Lanka Section may attend but only members of the National Council with voting rights, as defined in the Rules, may vote
22. For the purpose of a National Council Meeting, a **quorum** is deemed to be twenty-four (24) members of the National Council and shall include any twelve (12) members of the National Executive Committee.
23. The National Executive Committee shall meet as and when required but at least once between National Council Meetings.
24. The **quorum** for a National Executive Committee meeting will be twelve (12) NEC members.

Article V11 - Voting

25. Voting at all meetings will be by a show of hands unless the President decides that voting shall be by secret ballot.
26. All **decisions** shall be made by a simple majority subject to restrictions laid down in Article X. In any matter where voting is equal, the President shall have the right of a second and casting vote, which he can exercise at his discretion, provided he has exercised his right to a first vote.

Article VIII – Finance

27. An income and expenditure account and balance sheet shall be prepared showing the financial position of the Association as at 31st December each year and be presented at the next meeting of the National Council by the National Treasurer or, in his absence, another member of the NEC.
28. The accounts shall be audited annually by a competent person nominated by the National Executive Committee and any member shall be entitled to receive, upon application, a certified copy of the Income and Expenditure account and Balance Sheet.

Article IX - Winding Up

29. If upon the winding up or dissolution of the Association there remains, after the satisfaction of all debts and liabilities, any property whatsoever, but subject to any trusts affecting the same or any part thereof, the same shall be given or transferred to such institutions to be determined at an Extraordinary General Meeting of the Association convened for such purpose at or before the time of dissolution.

Article X- Application of Constitution

30. This document, named the Constitution, rescinds and replaces the previous Constitution and shall apply only to the Sri Lanka Section of the International Police Association.
31. Any Article may be amended by a resolution proposed and seconded at any meeting of the National Council, provided that such resolutions receive the votes of a two-thirds majority of the voting strength.
32. Notice of a motion to amend the constitution must be submitted to the Secretary General at least twenty-eight days prior to the National Council Meeting.

Dated this 9th day of March, 2001.

Signed B.L.V.De S.Kodituwakku
President

RULES

Membership

1. **Ordinary membership** and **Life Membership** shall be open to any serving or retired Police Officer of the Sri Lanka Police Services or Sri Lanka Police Reserve. Whilst membership is retained in the Sri Lanka Section, all members shall be Ordinary Members or Life Members
2. **Foreign Associate Membership** may be granted to serving or retired Police Officers of a Police Service where Sections of the Association do not yet exist.
3. **Extraordinary membership** may be granted to the spouse of a deceased member, upon application by such spouse to the National Executive Committee. Such application must be made within two years of the death of the member. A good level of involvement of the deceased member in the IPA shall be the paramount criteria to Extraordinary Membership being granted.
4. **Honorary Life Membership** may be granted by the National Executive Committee to members who it is considered have rendered signal service to the Association. This shall be subject to the approval by the National Council and provided that the total number of Honorary Members in any particular year shall not exceed 25.
5. **Office** may only be held by Ordinary members and Life Members of the Association

In the case of the following offices: President, Vice-Presidents (3 Posts of the 5) and Treasurer, these shall only be open to serving members of a Police Service unless such office was held by them at, and continuously since, the time of retirement. In the case of Regions this requirement shall apply to the positions of Chairman, Vice Chairman, Secretary and Treasurer.

6. Membership of the Sri Lanka Section shall be **terminated** by the National Council at any time for:
 - a) Violation of the Constitution and Rules of the Sri Lanka Section.
 - b) Misuse of Association facilities.
 - c) Any conduct which is prejudicial to the aims and objects of the Association.
 - d) Refusal to comply with a decision of the National Council.
7. Members so expelled shall receive notice, in writing, signed by the President or the Secretary General of the IPA Sri Lanka Section and sent by post to their last known address.
8. Expulsion may be subject to appeal, the procedure for which is laid down in Appendix 'A'.
9. Membership shall be withdrawn from members who are:
 - a) dismissed,
 - b) required to resign, or
 - c) resign voluntarily from the Service.

Members, who leave the Police Service under c), may make written application to the Secretary General for **continuance of membership**. All such applications shall be considered by the National Executive Committee, whose decision may be subject to appeal. Procedure for such appeal is laid down in Appendix 'A'.

10. Every enrolled member shall be entitled to receive a copy of the Constitution and Rules of the Association, a membership card and if requested any subsequent amendments to the Constitutions and Rules. It shall be a condition of membership that these must be returned when the member leaves the Association. A replacement fee for any losses shall be chargeable to the member concerned.
11. The Sri Lanka Section shall publish a journal, which shall be circulated to members.
12. Every member shall be entitled to take part in social activities sponsored by the Association, whether on payment or otherwise, as appropriate to the occasion.

Control

13. The composition of the National Council shall be:
 - a) The members of the National Executive Committee.
 - b) Where sub-divided, the Chairman, Secretary and Treasurer of each Region, or their deputies.
 - c) The Immediate Past President for a maximum period of three years immediately following vacation of office.
 - d) Any member of the Sri Lanka Section holding International Office.
 - e) 24 Life Members of the Sri Lanka Section who have held membership for a period of at least five years or served in any Executive Committee. This number shall be reduced by three, for each Region that is formed and that number replaced by the Regional Representatives as defined in b) above.
14. The 24 Life Members at 13 e) above shall be elected by the National Council from their midst and will hold office for a period of three (3) years. However, they may not be re-elected unless there are insufficient candidates available to replace them.
15. The National Council shall have the power to co-opt any person for any specific purpose, or to appoint such additional officers for liaison or other such purpose, as they consider necessary. All persons co-opted and all officers appointed, shall only hold such appointment until the next National Council Meeting, but shall be eligible for re-election or re-appointment. This does not effect those elected under Article VI (Section 12) of the Constitution and Rule 14.
16. The National Executive Committee shall be elected by the National Council and shall act as Trustees in respect of any arrangements made for a conveyance or mortgage or loan, or for the lease of any property which may be entered into by or on behalf of the Sri Lanka Section for the purposes of the Association and for the benefit of its members. They will also act on behalf of the Association as guarantors and give indemnity in relation to all aspects of fees to the Association organised through a bank or similar systems.
17. The Sri Lanka Section of the International Police Association shall indemnify these officers in respect of any debt, costs, charges or other liability which shall result from the exercise of their functions as trustees, directors, guarantors or when giving indemnities.
18. Minutes of every meeting of the National Council and the National Executive Committee shall be circulated by the Secretary General to each member of those bodies as soon as practicable after the meeting and one copy shall be filed by the

Secretary General. In the case of National Council meetings, minutes shall only be sent to Ordinary or Life members upon request.

19. At all meetings of the National Council all members present of the National Executive Committee, each Regional Representative and each elected Life Member, as shown in Rule 13, shall have one vote to record.
20. The National Council may appoint sub-committees as it sees fit. All of these shall be responsible to the National Executive Committee and the President shall be an ex-officio member of all committees.
21. Details of all international activities, including group visits from abroad to the Sri Lanka Section, shall be forwarded by the Secretary General. No contract shall be entered into without the approval of the National Executive Committee who shall be responsible for the signing of all such contracts.
22. No publicity material concerning the Sri Lanka Section, nor any printed matter such as magazines, brochures, books or articles shall be published under contract except with the approval of the National Executive Committee.
23. All matters of policy connected with the Association shall be discussed only in Association circles and no such matter shall be discussed with unauthorised persons or disclosed to the press, except through the office of the Secretary General.
24. Only members of the Association shall attend any official meeting of the Sri Lanka Section unless prior approval is granted by the Chairman of the meeting concerned. Any such attendance must be recorded in the minutes of the meeting.
25. Members shall not promote, or attempt to promote, any discussion concerning politics, religion or racial matters at any meeting of the Association or in any of its publications, or through the medium of correspondence with other members or associated members.
26. No discussion or activity shall be permitted which directly or indirectly affects or concerns the pay, pensions or conditions of service of any Police Service, and any discussion or activity occurring in contravention of the Rule shall be void and of no effect.

Regional

27. Where a Region has been formed in accordance with the Article IV, Paragraph 7 of the Constitution, in addition to all other sections of this document, the following Rules shall apply.
28. The Regional Committee shall consist of the following:
 - a) Chairman
 - b) Vice-Chairman
 - c) Secretary
 - d) Treasurer
 - e) Any other officers as the Region shall decide
 - f) Any member of the Region holding National or International Office.

The Regional Committee shall have the power to co-opt any person for any specific purpose, but such co-option shall be initially until the next Annual General Meeting, although they may be re-elected.

29. The Regional Executive Committee must consist of four persons who shall be the Chairman, Vice-Chairman, Secretary and Treasurer who shall have power to act on behalf of that Region in any matter which in their opinion requires immediate attention. Any such matter must be brought to the attention of the next Regional Committee meeting.
30. The Region shall confine its activities within the geographical boundaries as approved by the National Council.
31. The Annual General Meeting of the Region shall be convened by the respective Chairman and Secretary and shall take place prior to the meeting of the National Council. Items for the agenda shall reach the Regional Secretary at least fourteen days prior to that meeting. Any other items may only be discussed with the permission of the Chairman.
32. Nominations for all Regional Offices, duly proposed and seconded and authorised by the nominee, shall be placed before the members of the Annual General Meeting of the Region. Voting shall be by ballot and the officers so elected shall serve until the next Annual General Meeting and may be re-elected. In the event of more than one nomination for a post the ballot shall be in secret.
33. Other Regional meetings may be held as required.
34. A copy of the minutes of each meeting shall be circulated as soon as practicable after the meeting to each member of the Regional Committee and at least fourteen days prior to the next meeting. One copy shall be sent to the National Executive Committee for filing by the Secretary General.
35. For the purpose of a Regional meeting, a quorum is deemed to be six or two-thirds of the Regional Committee members, whichever is the lesser, and shall include any two members of the Regional Executive.
36. The Region shall comply in every respect with the directions of the NEC and the National Council.
37. In the event of a Region being dissolved, any assets remaining after the settlement of its debts and liabilities, shall be transferred to the National Account and not distributed to the members. If within three years of such dissolution a Region is reconstituted in substantially the same area, such sum, with the approval of the National Executive Committee, as was transferred to the National account at the time of closure, shall be transferred to that reconstituted Region.

Finance

38. The National Executive Committee shall approve all National expenditure.
39. The enrolment fees and any annual subscriptions shall be as laid down by the National Council.

40. The annual subscriptions shall be payable in advance before 31st January each year to the National Treasurer.
41. A current year renewal stamp must be issued by the Secretary General or Treasurer to each member of the Sri Lanka Section for affixing to his membership card.
42. No subscription shall be refunded.
43. The membership of any member, including Foreign Associate members, whose subscription has not been paid by 31st March of the current year, shall be terminated without notice.
44. All subscriptions and other monies received for, or on behalf of, the Association shall be forthwith paid into an account of the Association. Any person receiving such monies in cash shall give an official receipt.
45. Wherever possible, all accounts shall be paid by cheque. All cheques payable on behalf of the Association shall require a minimum of two authorised signatories.
46. All books, income and expenditure accounts, accounts, returned cheques, cheques, cheque-books, counterfoils, paying-in books, receipts and other relevant documents, must be retained for a period of six years.
47. For all events organised in the name of the Association an Income and Expenditure Account, and a balance sheet as necessary, shall be prepared and a copy forwarded to the National Treasurer.
48. Where tickets are sold for admission to any activity or event, tickets shall be numbered and priced.
49. The monies of the Association shall be used solely for the purposes of the Association except that any activity intended to raise monies for a charitable purpose may be held with the prior approval of the National Executive Committee.
50. The National Council will reimburse from National funds all reasonable expenditure incurred by members of the National Executive Committee and National Council when attending authorised meetings or travelling on authorised Association business.
51. The National Council and the National Executive Committee are empowered to incur such expenditure as may be necessary in respect of secretarial and administrative assistance, whether full or part time, as may be necessary for the efficient performance of the Association's business.
52. No member shall receive any gratuity or monetary consideration for any services rendered in connection with the affairs of the Association without the prior permission of the National Executive Committee.

Application of the Rules

53. These Rules are established and implemented in accordance with the constitution of the Sri Lanka Section of the International Police Association and become effective from the date thereof. After a period of three years has elapsed from that date, any Rule may be amended by a resolution proposed and seconded at any meeting of the National Council provided that such resolutions receive the votes of a two-thirds majority of the voting strength.
54. Any amended Rule shall have effect for a minimum of three years.
55. All proposals to amend these Rules must be submitted in writing to the Secretary General at least 28 days prior to the National Council Meeting.

Dated this 9th day of March, 2001.

Signed B.L.V.De S.Kodituwakku
President.

APPENDIX 'A'

Procedure of Appeal to the National Executive Committee

1. In the event of any person desiring to appeal against expulsion/withdrawal of membership from the International Police Association, such person shall give notice thereof in writing to the Secretary General within fourteen days of the receipt by him/her of the notice of expulsion/withdrawal of membership.
2. In the event of any such appeal the National Executive Committee shall appoint an Appeals Committee to comprise of not less than seven members, which shall include any three members of the National Executive Committee.
3. The Appeals Committee will sit and hear such appeal within twenty-eight days of the receipt of notice by the National Executive Committee and will report their findings to the National Executive Committee.
4. The findings and decisions of the Appeals Committee shall be final and binding upon all persons affected.

This Procedure applies to Appeals made under Rules 8 and 9.

POLICY DECISIONS OF THE NATIONAL COUNCIL
Adopted at the National Council Meeting held on 9 March 2001

MEMBERSHIP FEES

LIFE MEMBERSHIP

Life Membership fee shall be Rs. 2500/=. The enrollment fee shall be Rs. 300/=. Life membership fee could be paid in one installment or in five equal installments of Rs. 500/= within 5 months. The enrollment will be made and the membership card will be issued only after the full payment and the enrollment fee is received by the National treasurer.

ORDINARY MEMBERSHIP

Ordinary membership fee shall be Rs. 300/=. The enrollment fee shall be Rs. 300/= The Annual Membership fee shall be paid in advance on or before 31st of January each year to the National Treasurer. A period of three months grace is given to renew the Annual Membership on payment of a penalty of 10 % of the fee. After this period of grace, the membership will be terminated but the member shall have the option of re-joining as a new member on payment of the enrollment and membership fees.

EXTRAORDINARY MEMBERSHIP

The membership under Rule 3 shall be open for a period of one year from today, to enable the spouses of the deceased members to make their applications to join as Extraordinary Members.

LAPEL BADGE

Every enrolled member shall be entitled to receive a lapel badge free of charge.

TRAVEL COSTS OF THE DELEGATE AND THE 2 OBSERVERS TO THE WC & IEC

The National President shall on behalf of the National Council, represent the National Section at every International World Congress and IEC Meetings as the Delegate. In his absence, the Secretary General of the National Section shall represent the Section at such Meetings. In the absence of either of them, the President may appoint one of the Vice Presidents or one of the participants attending the meeting to represent him. The Chairman of the WC or IEC shall be informed of the appointment of the representative.

The travel expenses reimbursed to the Delegate by the International Treasurer, shall be credited to the Association and be reimbursed to the Delegate in full. Each of the 2 Observers will be entitled to claim reimbursement of the full cost of the lowest return airfare applicable on economy class from Colombo Airport to the airport nearest to the venue of the meeting on the direct route **and 100 % of the Conference charges which includes meals, accommodation and transport**. However the quantum of payment to the 2 Observers will be decided on by the NEC on the availability of funds with the Association. Both Observers will have to be present at the Sessions throughout the Conference to qualify for this reimbursement. NEC reserves the right to verify the cost of the lowest airfare through authorized Travel Agents (Amended this section at the AGM held on 29 March 2003 and 19th March 2005)

Applicants for Observer to the World Congress and IEC Conferences, (maximum 2), shall be selected by the NEC. The hotel accommodation & travel expenses of these observers will have to be borne by themselves

Signed B.L.V.de S. Kodituwakku

President

Dated 9th March 2001