



**Wildlife & Nature Protection
Society of Sri Lanka**

**Objects and Rules
(Constitution)**

2015

**(2004 constitution
incorporating all amendments up to 30.5.2015)**

This Edition of the WNPS Constitution contains the text of the objects and rules that were adopted in 2001, with the inclusion of all subsequent amendments. The previous printed edition of 2004 incorporated amendments up to May 2004. This edition is further improved by numbering subsections that previously appeared as bulleted lists or un-numbered paragraphs. No wording has been changed except where typographical and grammatical errors were corrected.

Wildlife & Nature Protection Society of **Sri Lanka**

Objects and Rules

In these Rules the following words/phrase/abbreviations shall have the meaning assigned which follows each such word/phrase/abbreviation:

AGM : shall mean the Annual General Meeting of the Society.

SGM : shall mean a Special General Meeting of the Society.

Committee : shall mean the General Committee of the Society also referred to as the Committee of Management.

Secretary : shall mean the Honorary General Secretary of the Society unless otherwise stated.

Office Bearer : shall mean a person holding one of the offices referred to in Clause 6.4 hereof.

Society's Headquarters: shall mean the Headquarters Building at 86, Rajamalwatte Road, Battaramulla.

The phrase "**in good standing**" shall mean: a member who has paid all his/her membership subscriptions and is not suspended from membership of the Society.

Sub-Committee: shall mean a permanent or an ad hoc sub-committee.

Society: shall mean the WILDLIFE AND NATURE PROTECTION SOCIETY OF SRI LANKA (CEYLON)(W.N.P.S.)incorporated by Act No. 29 of 1968.

DR : shall mean a District Representative.

CONTENTS

<u>Section</u>	<u>Page</u>
1. NAME OF THE SOCIETY	5
2. OBJECTS	5
3. MEMBERSHIP	6
4. CESSATION/TERMINATION OF MEMBERSHIP	10
5. SUBSCRIPTIONS	10
6. MANAGEMENT	12
7. OFFICE BEARERS OF THE COMMITTEE	14
8. PERMANENT SUB-COMMITTEES	15
9. FINANCIAL YEAR	16
10. GENERAL MEETINGS	17
11. GENERAL COMMITTEE MEETINGS	20
12. DUTIES OF THE HONORARY GENERAL SECRETARY & HONORARY TREASURER	22
13. HONORARY DISTRICT REPRESENTATIVES	23
14. BUNGALOWS	25
15. BANK ACCOUNTS	25
16. ALTERATION OF RULES	26

1. NAME OF THE SOCIETY

1. The name of the Society is the WILDLIFE AND NATURE PROTECTION SOCIETY OF SRI LANKA (CEYLON)(W.N.P.S.)

Note : Amendment to the Act required to legitimize the name as “WILDLIFE AND NATURE PROTECTION SOCIETY OF SRI LANKA”

2. OBJECTS

The objects of the Society are:

- (a) To prevent the destruction and harmful commercial exploitation of species of wild animal and plants, and wherever desirable and possible, to preserve wildlife intact in natural conditions in Sri Lanka.
- (b) To assist in protecting nature in all its forms, such as landscape, soil, water, flora, fauna, marine habitats and to conserve it for future generations.
- (c) To co-operate actively with other persons and organizations in Sri Lanka and in other countries in the interests of nature conservation and to give support for study and research concerning wildlife.
- (d) To negotiate and co-operate with the state and public bodies in the interests of wildlife and nature conservation, especially to establish and support national reserves and sanctuaries, and assist in their administration.
- (e) To establish, administer and hold private wildlife sanctuaries and nature reserves.
- (f) To publicise the importance of wildlife and nature conservation in this country.
- (g) To do all other things which seem to be incidental or conducive to the attainment of the above aims.

Note: Amendment to the Act required to revise and to legitimize the Objects.

3. MEMBERSHIP

- 3.1 (a) Any individual in Sri Lanka, whether permanently resident in or visiting Sri Lanka, who is interested in the Objects of the Society shall be eligible to apply for membership in and become a member of the Society.
- (b) Such other person, organization or body (whether corporate or unincorporate), and in particular schools and other educational institutions, as shall be specified by the Committee from time to time, and which is interested in the Objects of the Society, shall be eligible to apply for Corporate Membership in and become corporate members of the Society.

Provided that in the case of a body unincorporate the Committee shall only accord membership to a legal person who or which represents the constituents of, or controls, or is a member of that unincorporate body; and the exercise of the rights and privileges of membership by such legal person on behalf of that body unincorporate and the rights and privileges of the constituents of that unincorporate body shall be in accordance with such general or specific directions as the Committee may stipulate from time to time.

Thus, for example, in the case of a school, membership may in the absolute discretion of the Committee be granted to the Headmaster or Headmistress of the school or one of the members of the Board of Trustees of the school. By way of further example, in the case of an unincorporated Non-Governmental Organization, membership may in the absolute discretion of the Committee be accorded to such person as may be nominated by members of that organization or to a person who controls or is involved in the affairs of that organization.

- 3.2 Application for admission to membership of the Society shall be made to the Secretary by the Applicant on the Form for the time being prescribed by the Committee (“the Form”), and the Form shall contain the following declarations ((i) and (ii)):
- (i) “I/We* declare that I/We* have not been convicted of any offence under any enactment relating to the protection of wildlife and nature”
- [In the case of an unincorporate body or organization include the following additional declaration: I/We* also declare that

none of the members or constituents of (insert name of the unincorporate body or organization) has been convicted of any offence under any enactment relating to the protection of wildlife and nature.”]

- (ii) “I/We further declare that I/We will uphold the Objects of the Society and adhere to its Rules”.

(*use We in the case of a person other than an individual)

provided that the Committee shall have the power to alter declaration (i) from time to time by the substitution thereof of and/or to add thereto, delete, vary, amend, and specify therein, specific laws and regulations.

- 3.3 In the case of applicants under Rule 3.1(b), the committee may call for such further information, documentation and undertakings from the applicant as it may deem fit, may adapt the wording of any of the aforesaid declarations as the facts of the case may require, and may defer voting on such application until such information etc. has been furnished to its satisfaction.
- 3.4 The Secretary shall not accept an application for admission to membership unless
 - (a) it is proposed and seconded by members of at least one year’s standing and whose subscriptions are fully paid-up to date, and
 - (b) the applicant completes and signs or executes the form at the foot thereof and below each of the aforesaid declarations, and returns the Form to the Secretary with the entrance fee and the subscription for the current year.
- 3.5 The Secretary shall at least 14 days prior to the Committee meeting next following the date of receipt of an application circulate among the members of the Committee
 - (a) a list of applicants for membership showing their addresses, professional or occupations and the names of their proposers and seconders as stated in the Form.
 - (b) Provided that any applicant shall not be included in the list until the entrance fee and the subscription have been duly credited to the Society’s funds and provided further that if such application has

been received in the Society's Headquarters less than 14 days before such Committee meeting, the applicant shall be included in the list to be circulated at least 14 days prior to the subsequent Committee meeting.

- 3.6 The Committee shall vote upon each application.
- 3.7 If three or more Committee members present vote against such application the person named therein cannot be elected a Member (but such application may be re-submitted only once again after the expiry of ninety days from the date of the vote). In any other case, the applicant shall be deemed elected a member by the Committee and the Secretary shall enter that person's name in the Register of Members of the Society and notify the applicant and furnish him/her with the copy of the Rules of the Society by which such person shall be bound. Any person not elected is entitled to have any payments made by him/her refunded.
- 3.8 The members of the Society shall be of the following Classes:
- (a) **Ordinary Members** – Ordinary Members shall be entitled to all the benefits and privileges of membership of the Society.
 - (b) **Overseas Members** – Overseas Members shall be ordinary members who at any time or times after joining the Society live outside Sri Lanka. They shall automatically assume ordinary membership whenever they are in Sri Lanka.
 - (c) **Life Members** – Ordinary Members and Overseas Members who are in continuous paid membership for over 5 years and have paid such single sum as may be stipulated by the Committee from time to time shall not be liable to pay annual subscriptions and shall be designated Life Members.
 - (d) **Corporate Members** – Corporate Members shall be persons, organizations or bodies, whether corporate or unincorporate, (in particular schools and other educational institutions); and in the case of unincorporate bodies the provisions of Rule 3.1 (b) shall apply.
 - (e) **Honorary Life Members** – Honorary Life membership may be Conferred upon any individual who has been a member of the Society for a sufficiently long time to warrant such honour, or upon

any person for services rendered which in the opinion of the members, justify such privilege.

- (i) Recommendation for Honorary Life membership shall require a proposer and a seconder of not less than 10 years' good standing and shall be made in writing to the Secretary to reach him/her on or before 31st January preceding the AGM. The Secretary shall include such recommendation in the Agenda for submission to the members at the AGM.
- (f) **Honorary Members** – Honorary membership may be accorded to any individual in appreciation of services rendered to the Society or to the cause of conservation. Honorary members shall be elected by the Committee after candidates have been duly proposed and seconded by members of the Committee. Honorary membership is subject to annual confirmation by the Committee. No more than 5 persons shall be accorded honorary memberships each year.
- (g) **Junior Members** - Junior Members shall not be over 18 years of age. The application form for Junior Membership which shall be prescribed by the Committee from time to time shall be signed by the applicant for Junior Membership and counter-signed by one of the applicant's parents or his/her guardian. Upon reaching the age of 18, the Junior Member shall cease to be a Member of the Society but shall be entitled thereafter to apply for membership of the Society.
- (h) Overseas Members, Honorary Members, Corporate Members (subject to such directions stipulated by the Committee in the case of unincorporate bodies as aforesaid) and Junior Members shall be entitled to all the benefits of membership but they shall not be entitled to a vote at any meeting of the society.

4. CESSATION/TERMINATION OF MEMBERSHIP

- 4.1 A member shall cease to be a member:
- (a) If he or she or it gives to the Secretary written notice of Resignation of his/ her /its membership provided that if such notice is received on or after the 1st of January of any year the subscription for that year shall be payable in full.
 - (b) If he or she or it is removed from the Register of Members in terms of Rule 5.7.
 - (c) If it is discovered that the declarations made in terms of Rule 3.2 hereof were falsely made.
 - (d) If the member is convicted of any offence under any enactment relating to the protection of wildlife and nature.
 - (e) If the name of the member is removed from the Register of Members in consequence of such member having committed some act or having been guilty of behaviour inconsistent with membership of or the objects of the Society and which, in the opinion of a majority of the Committee members or of any twenty members of the society, (who shall certify the same in writing to the Secretary), warrants termination of membership after an inquiry provided for in Rule 11.7 hereof has been held.

5. SUBSCRIPTIONS

- 5.1 Entrance fees, subscription rates for ordinary, junior and Corporate membership and the sum payable for life membership shall be determined from time to time by Resolution of the Committee which shall publish the current fees, rates, and sums on the Notice Board at the Society's Headquarters. Any proposed new entrance fees, subscription rates and sums shall also be published by the committee on the Notice Board.
- 5.2 The fees, rates and sums prevailing at the time of the Adoption of these Rules shall continue to apply until new fees, rates and sums are adopted by the Committee, published as aforesaid and thereafter approved in terms of Rule 5.3.

- 5.3 The new fees, rates and sums shall be subject to the approval by a simple majority of those present at the next A.G.M. and shall not be levied unless and until the new fees, rates and sums are so approved.
- 5.4 The annual subscription shall be payable by all members who are liable to pay annual subscription on or before the 1st of January in each year (“the due date”).
- 5.5 Where a member has not paid the membership subscription by the due date, such member shall cease to be in good standing, (until the arrears are fully paid up and credited to the Society’s account), and the Treasurer shall cause to be delivered or sent under registered cover a notice to the last known address of such member as soon as practicable after the 1st day of January of each year informing the member that that member’s subscription is due, provided that notwithstanding that no such notice is sent or, having been sent is not received, the provisions of paragraphs 5.6 and 5.7 of these Rules shall apply.
- 5.6 Any member whose subscription is more than 90 days in arrears (counted inclusive of the 1st day of January up to and including the 90th day thereafter) shall not be entitled to any benefits or privileges of membership.
- 5.7 Any member whose subscription is more than 180 days in arrears, (counted from the 1st day of January up to and including the 180th day thereafter), or who has failed to settle within 90 days, any debts falling due from that member to the Society, shall be called upon in writing by the Secretary to pay the said subscription or debts forth with, failing which, the Committee shall cause the member’s name to be removed from the Register of Members of the Society and that person shall thereafter cease to be a member of the Society.

6. MANAGEMENT

- 6.1 (a) The management of the affairs of the Society and of its funds shall be vested in a General Committee all of the members of which, (other than the previous holder of the office of President), shall be elected by the members of the Society who are entitled to vote. The General Committee shall consist of the President, two Vice-Presidents, the Honorary General Secretary, Assistant Secretary or Secretaries and Honorary Treasurer, and not more than 12 other members; and the previous holder of the office of President. The Committee shall have power to do everything necessary for such management.
- (b) Provided that, the General Committee so constituted has a minimum of three (3) female members. In the event that it is not possible to elect this number at an AGM owing to the lack of females proposed for election, the General Committee is empowered to co-opt females to make up the number. Female members so co-opted shall have all the rights of elected members including voting but shall retire at the next AGM in accordance with Rule 6.10.
- 6.2 The Committee may, if it so wishes, seek the views of the General Membership on matters of policy, through a postal referendum.
- 6.3 At the beginning of every AGM one third of the said elected members, whether such retiring Committee members are Office Bearers or not, shall retire from the Committee. The Committee members who shall retire shall be those who have been longest on the Committee since their last election but as between persons who become Committee members on the same day, those who retire shall, (unless they otherwise agree among themselves), be determined by lot.
- 6.4 Members present and entitled to vote at the AGM shall elect such number of members as Committee members as may be necessary to fill the vacancies arising as a result of Rule 6.3 hereof or following the retirement of any person chosen by the Committee in terms of Rule 6.10.

- 6.5 The Office Bearers of the Society shall be:
- (a) The President
 - (b) Two Vice Presidents
 - (c) The Honorary Treasurer
 - (d) The Honorary General Secretary
- 6.6 The Office Bearers for each year shall be elected out of the elected Committee members by the members at the AGM. However, if during the year a vacancy should occur among the Office Bearers, such vacancy shall be filled by the decision of the Committee by a simple majority.
- 6.7 Candidates for election to the General Committee shall have been members of good standing for at least two (2) years and candidates for election as office bearers shall have been members of good standing for at least five (5) years.
- 6.8 The first meeting of the Committee after the immediately preceding AGM shall be held within thirty days of the AGM.
- 6.9 The Committee may at its first meeting elect not more than two members to hold office as co-opted Asst. Secretaries as members of the Committee. Such co-opted Asst. Secretaries shall however not be entitled to vote at meetings of the Committee. Asst. Secretaries may be removed from Office by simple majority decision of the General Committee.
- 6.10 A casual vacancy in the Committee may be filled by the Committee, but the person so chosen shall retire at the next AGM.
- 6.11 The Committee shall decide any question regarding the Interpretation of these Rules and all matters laid before it for decision. If a question arises which is not provided for under these Rules, the decision of the General Committee shall prevail unless the matter is considered and decided upon at a General Meeting of the Society.
- 6.12 The Committee shall have power to appoint such Sub-Committees as it thinks fit.
- 6.13 The Committee shall appoint Hony. Editors for each of the Society's publications. The Hony. Editors shall be entitled to attend

meetings of the Committee, but not vote. Any one of the Hony. Editors may be removed from the office of Hony. Editor by simple majority decision of the Committee.

6.14

- (a) Any member of the general committee may resign by a letter of resignation under his/her hand addressed to the President.
- (b) Any member of the general committee may be removed from office at any time by a two-third majority decision at a meeting of the general committee forming a quorum for any of the following reasons:
 - (i) absence from three consecutive meetings of the general committee without leave of absence or without adequate reason in the opinion of the committee;
 - (ii) for behaviour that is considered by the committee to be unacceptable and or against the interests of the Society.

In the case of (ii) above the member concerned shall be notified in writing of the decision of the general committee and be requested to show cause in writing within two weeks of such notification of the general committee's decision as to why he/she should not be removed from the general committee and if no cause is shown the decision of the general committee shall stand. If the member shows cause the general committee may decide if it considers it necessary that the member concerned should be heard in person before the decision for removal is implemented or withdrawn.

7. OFFICE BEARERS OF THE COMMITTEE

- 7.1 The patron of the Society shall be the President of Sri Lanka with his/her prior consent.
- 7.2 Office Bearers shall remain in office until, and new office bearers shall assume duties, at the first meeting of the Committee after the AGM following that at which they were elected.

- 7.3 Any Office Bearer or person holding office shall not do so for a continuous period of more than three years whereafter such person shall not be eligible for election or appointment to the same post until the third AGM after the AGM at which he or she retires or until the First Committee meeting after such third AGM as the case may be.
- 7.4 The members present and voting at the AGM shall have power to create other honorary offices as they think fit by simple majority vote.

8. PERMANENT SUB-COMMITTEES

- 8.1 There shall be the following Permanent Sub-Committees (“PSCs”) of the Committee for the subjects:
- (a) Human Elephant Conflict
 - (b) Conservation of other Forms of Wildlife and Nature
 - (c) Environment
- 8.2 The Committee may also establish from time to time such further PSCs for such subjects as it deems expedient.
- 8.3 It shall be the duty and function of each PSC to collect information and monitor developments affecting the subject assigned to each PSC and report at regular intervals to the Committee or whenever called upon by the Committee.
- 8.4 At the first Committee meeting after the adoption of these Rules the Committee shall appoint two members of the Society – one as the Chairman (“the PSC Chairman”) and the other as the Secretary (“the PSC Secretary”) – for each PSC.
- 8.5 Each PSC Chairman and PSC Secretary shall continue in office until the first meeting of the subsequent Committee when a new PSC Chairman and a new PSC Secretary shall be appointed by the new Committee. Provided that the Committee may decide that such PSC Chairman and or such PSC Secretary shall continue in Office. Any vacancies arising from time to time in a PSC shall be filled by the Committee.

- 8.6 The PSC Chairman and the PSC Secretary for each PSC shall as soon as practicable after his or her appointment recommend such members of the Society for election as members of the PSC by the Committee.
- 8.7 In the event that circumstances or events affecting any of the topics for which any PSC is constituted require immediate action or response, the PSC shall have the power, in consultation with, and after obtaining the approval of the President, or in his absence, a Vice President and the Secretary, (or in the latter's absence any of the Assistant Secretaries) to take such action as may be necessary.
- 8.8 Each PSC Chairman shall cause Minutes of all meetings of the PSC to be kept and preserved (to which the Committee shall have access at all times) and shall determine its rules and regulate its own procedure.
- 8.9 Any dispute or disagreement between members of the PSC with regard to interpretation of its procedure or rules shall be determined by the Committee whose decision shall be binding.

9. FINANCIAL YEAR

- 9.1 The financial year of the Society shall be from 1st January to 31st December of each year.

10. GENERAL MEETINGS

- 10.1 The AGM of the Society shall be held as soon as possible after the close of the financial year, but not later than the 31st day of May each year.
- 10.1.1 Notice of the Agenda for the AGM shall be given on or before the 31st of March of each year.
- 10.1.2 The AGM shall be held for the purpose of
- (a) Receiving the Secretary's report ("the report") and the duly audited statement of accounts for the past year.
 - (b) For electing an auditor, members of the General Committee and Office Bearers thereof.
 - (c) Conferring Honorary Life Membership.
 - (d) Any other business falling within the Objects of the Society of which not less than 14 days notice to the Secretary has been given in writing.
- 10.1.3 The Secretary shall, not less than 30 days before the AGM:
- (a) Make available at the Society's Head Office printed copies of the Annual Report and Audited Statement of Accounts and Minutes of the previous AGM. Any member who wishes to obtain a copy may do so by sending a written request to the Hony. General Secretary by Registered Post or Hand Delivered to reach him/her within 10 days from the date of notice of AGM.
 - (b) Deliver or post to each member entitled to vote, the following:
 - (i) resolutions proposed by the Committee, if any, to change the Rules & Objects of the Society;
 - (ii) list of Committee members retiring in terms of Rule 6.3 hereof and of any other vacancies on the Committee; and
 - (iii) a copy of any recommendation for Honorary Life Membership.
 - (c) The stipulations in (a) and (b) above shall have effect from the year 2012.

- 10.1.4 The Agenda shall consist of the following items:
- (a) Read Notice of Meeting;
 - (b) Adopt the Minutes of the previous A.G.M. and SCM (s) (if any);
 - (c) Matters arising from the Minutes;
 - (d) Adoption of Hony. General Secretary's Report;
 - (e) Adoption of Audited Statement of Accounts;
 - (f) Tabling of Accounts of the WNPS Education and Propaganda Trust and adoption thereof;
 - (g) President's address;
 - (h) Election of new members to the Committee;
 - (i) Election of Office Bearers;
 - (j) Election of the Auditors;
 - (k) Resolutions of which due Notice has been given;
 - (l) Conferment of Honorary Life Membership; and
 - (n) Any other matters arising.

The Committee may from time to time add further items to the Agenda and remove such further items.

- 10.1.5 Any two members entitled to vote at the AGM may nominate as proposer and seconder in writing any number of candidates for election to the Committee provided such candidates have the required qualifications, and/or for election as an Office Bearer, provided such persons have consented in writing to so being nominated.
- 10.1.6 The Committee may also by simple majority vote nominate members of the Society (other than Office Bearers of the Committee) for election as Committee members at the AGM.
- 10.1.7 Such nominations shall reach the Secretary not less than 20 days before the date of the AGM.
- 10.1.8 Any Member wishing to move a resolution at the AGM shall submit such resolution duly proposed and seconded to the Secretary not less than 20 days before the AGM.
- 10.1.9 The Secretary shall post or deliver to all members entitled to vote a list of nominations and resolutions (if any) received at least 10 days before the AGM.

- 10.1.10 Any member in good standing may submit to the AGM any matter falling within the scope of the objects of the Society for consideration by the AGM, notwithstanding that Notice of such matter has not been given, with the permission of the Chair.
- 10.2 The Committee may, whenever it thinks fit, call a Special General Meeting (“SGM”).
- 10.3 An SGM shall be summoned by the Secretary upon the requisition of at least 30 members in good standing, who must state in writing the reason or reasons for which they request such a meeting to be summoned. Such SGM shall be held within a period of 60 days from the date of receipt of such requisition.
- 10.4 The Secretary shall give not less than 14 days notice of any SGM to the members of the Society.
- 10.5 At any General Meeting of the Society 50 members entitled to vote shall form a quorum.
- 10.6 In the event that the number of members present at the commencement of a meeting is less than the quorum the meeting shall stand adjourned for a period of 25-30 days, and if at such an adjourned meeting there is no quorum the meeting shall be adjourned for a further period of between 25-30 days and the quorum for the adjourned meeting shall be 20 members eligible to vote (such eligibility being determined as of the date of the original day of the adjourned meeting.)
- 10.7 Unless the members present and voting decide by majority vote otherwise, the chair shall be taken at all the General Meetings of the Society by the President of the Society (unless he or she is retiring) or in his/her absence a Vice-President (unless he or she is retiring) or in their absence by a member elected by those present. The Chairman of every General Meeting of the Society shall in the event of voting being divided equally, have in addition to his/her own vote, a casting vote.
- 10.8 Voting at all General Meetings of the Society shall be by show of hands unless a simple majority of members present and entitled to vote decide that voting on any matter shall be by secret ballot. Resolutions on a Ballot shall be passed by a simple majority of the votes entitled to be cast by the members present at the Meeting.

- 10.9 Any member, who has not paid his/her membership subscription in terms of Rules 5.5 and 5.6 or who owes any money to the Society shall not be entitled to attend any General Meeting of the Society nor to be nominated to stand for election to the Committee or any Office of the Society.

11. GENERAL COMMITTEE MEETINGS

- 11.1 At least 10 meetings of the Committee shall be held during each year, the first of which shall be within thirty days of the conclusion of the AGM.

- 11.2 Emergency meetings of the Committee may be held either

- (a) by the joint decision of the President and Secretary, notice whereof shall be sent to the members of the Committee; or
- (b) at the request of three Committee members which shall be communicated to the Secretary specifying the matters which are to be discussed at the emergency meeting.

Upon receipt of such request, the Secretary shall forthwith send notice of the date of the emergency meeting to the members of the Committee. At least three days notice of such emergency meeting must be given to the members of the Committee. The Notice shall contain the matters to be discussed and only those matters may be taken up at the emergency meeting.

- 11.3 The Committee shall have the power, at anytime, to suspend any Member for such period as it may deem fit after giving him/her sufficient time to show cause in writing against the making of an order of suspension by the Committee. The decision of the Committee shall be final.

- 11.4 Unless otherwise provided, all matters dealt with, decisions taken and appointments made by the General Committee shall be decided by a simple majority vote of those present. The President shall, in the event of voting being divided equally, (or in his or her absence

the acting Chairman of that meeting), have in addition to his or her own vote a casting vote.

11.5 The President shall chair all meetings of the committee. In the event of his or her absence the Committee members present shall elect one of their number (such person being an elected member of the Committee) to be Chairman of the meeting. An office bearer may be elected as Chairman.

11.6 Seven shall form a quorum at meetings of the Committee.

11.7

- (a) If a member commits any act or behaves in a manner inconsistent with membership of or the Objects of the Society and which, in the opinion of a majority of the Committee members, or any twenty members of the Society, (who shall certify the same in writing to the Secretary), warrants suspension or termination of membership, the matter shall be considered at the next Committee meeting.
- (b) The Committee shall call upon the member in writing to state his/her explanation of the matter in writing to the Committee within such period of time not less than 15 days and shall inform the member of his/her right to appear in person before the Committee. The Committee shall consider any written explanation signed by the member and shall if so requested by the member hear that member in person at a special Committee meeting to be convened not less than 15 days after receipt of such written explanation. The Committee may request the attendance of the member before them.
- (c) Where the member appears before the Committee an inquiry shall be held into the matter and the Committee shall allow the member reasonable opportunity to be heard and the member shall be entitled to make verbal submissions and tender any further written submissions.
- (d) If the member shall not explain his/her conduct to the satisfaction of the Committee it may decide to suspend the member from membership for such period of time not exceeding twelve months or remove the member's name from the Register of Members. Such decisions shall be by not less than a two-third majority vote in favour of the Committee members present and voting.

12. DUTIES OF THE HONORARY GENERAL SECRETARY & HONORARY TREASURER

- 12.1 The Honorary General Secretary and the Honorary Treasurer shall submit for adoption at the AGM a detailed report on the work and activities of the Society for the preceding year, together with a duly audited statement of the Society's accounts for the same period, having first submitted such Report and Accounts to the General Committee for its approval.
- 12.2 The duties of the Secretary shall be, inter alia, to:
- (a) Summon all general meetings of the Society;
 - (b) keep an accurate and correct record of the proceedings of all meetings of the Society;
 - (c) on or before the 31st March of each year to post or cause to be delivered Notice and Agenda for the AGM;
 - (d) not less than 30 days before the AGM circulate copies of the Report, Audited Statement of Accounts and Minutes to be submitted at the AGM to each member as required under Rule 10.1.3;
 - (e) not less than 10 days before the AGM circulate the documents required under Rule 10.1.9 hereof;
 - (f) give at least 14 days prior Notice of the next Committee meeting to the members of the Committee;
 - (g) circulate to all Committee members not less than 14 days prior to the next Committee meeting details of any application for membership received together with Ballot Forms to enable the Members of the Committee to register their vote;
 - (h) give the members of the Committee notice of emergency Committee meetings;
 - (i) keep an accurate and correct record of the meetings of the Committee;
 - (j) circulate minutes of all Committee meetings at least 7 days prior to a meeting of the Committee;
 - (k) table at all Committee meetings all important correspondence entered into by him/her after the last meeting;

- (l)table any reports correspondence and or accounts received form PSCs or District Representatives;
- (m)to be an ex-officio member of all PSCs;
- (n)notify all applicants for membership of their election as a member of the Society after their election in terms of Rule 3.7 hereof;
- (o)write to Members in terms of Rule 5.7 hereof; and
- (p)such other duties as may be determined by the Committee.

12.3

The duties of the Honorary Treasurer shall be to:

- (a) receive all moneys payable to the Society;
- (b) make payments on behalf of the Society;
- (c) operate the Bank Account of the Society jointly with the Secretary or such other Committee member authorized thereto by the Committee;
- (d) maintain or cause to be maintained books of account to accurately reflect the financial position of the Society;
- (e) table statement of accounts as at the end of the previous month at each Committee Meeting;
- (f)report to the Committee the major payments made and liabilities undertaken after the last report;
- (g)notify in terms of Rule 5.5 hereof members in arrears of subscription;
- (h)cause the Annual Accounts of the Society to be audited and circulated to the members at least 30 days prior to the AGM; and
- (i) such other duties as may be determined by the Committee.

13. HONORARYDISTRICT REPRESENTATIVES

13.1 The Committee shall specify at its first meeting such number of Districts as it may decide. A District may cover the territory comprised by any Administrative District within Sri Lanka, part of such District, or an amalgamation of two or more Districts or parts thereof.

13.2 The Committee shall at such meeting appoint members of the Society as Honorary District Representatives (“DRs”) for each District. There may be one or more than one DR appointed for each District.

- 13.3 Such DRs shall be entitled to attend meetings of the Committee, but shall not be entitled to vote.
- 13.4 Subject to the superintendence and general control of the Committee the DRs shall be in charge of the area which he or she represents and shall keep in touch with all members of the Society in his or her area and assist in the collection of subscriptions.
- 13.5 The duties of the DRs shall be to:
- (a) maintain lists of all members in the District;
 - (b) carry out any decision of the committee;
 - (c) hold District Meetings wherever possible;
 - (d) organize activities to promote the objectives of the Society;
 - (e) form any District Committees with the prior approval of the Committee for the purpose of furthering the objectives of the Society;
 - (f) inform the Secretary of all matters affecting wildlife and nature protection and the membership in his/her area;
 - (g) spend and disburse any funds allocated to the DR for such purposes and in such manner as may be approved by the Committee and account for such expenditure to the Committee;
 - (h) respond to requests for information from the Committee or any Office Bearer;
 - (i) furnish a written report to the Committee every quarter on the status and programs of activities carried out in the District; and
 - (j) such other duties as may be specified by the Committee.
- 13.6 Two District Meetings shall be held each year of all members of the Society residing in his or her area; these meetings may be public meetings and serve the purpose of keeping the membership informed of the Society's work and policies, and also to propagate the Society's aims.
- 13.7 Each DR (or where there are more than one DR for an area, all the DRs) shall convene a committee of such number of members residing in his/her or their District as he/she or they may desire and this District Committee shall meet at least 4 times a year and implement the objects of the Society.

- 13.8 The General Committee or any special sub-committee formed for the purpose, shall from time to time draw up such Rules and Notes for the guidance of the District Representatives as may be deemed necessary, and these Rules shall be observed by the DRs.
- 13.9 Any decision of the General Committee regarding any dispute doubt or uncertainty with regard to the composition functioning or work of a District Committee shall be decided by the Committee whose decision shall be binding on the District Representative(s) and members of the District Committee.

14. BUNGALOWS

- 14.1 The Society may purchase or construct and manage for the benefit of its members bungalows or shelters or camp sites in suitable places. The General Committee shall decide from time to time whether and where such bungalows or shelters or campsites shall be purchased or constructed and these shall be under the control of the General Committee. All members and others permitted to use the said bungalows, shelters or camp sites shall observe the standing Rules and Regulations or practices of the Society in force for the time being in relation to such bungalows.
- 14.2 The General Committee shall from time to time draw up (and where necessary alter amend add to and vary) such Rules and Regulations of these bungalows, shelters and campsites as may be deemed necessary, and these shall be strictly observed by all members and visitors.

15. BANK ACCOUNTS

- 15.1 The money of the Society shall be deposited with such Bank as the Committee may determine from time to time.
- 15.2 All cheques, money orders and vouchers for withdrawal of money and other similar documents shall be endorsed by two persons, namely either the Secretary and Treasurer or any one of them together with another member of the Committee appointed for such purpose.

- 15.3 No action involving expenditure in the name of or on behalf of the Society shall be taken and no undertaking that would commit the Society to expenditure or other liability shall be made without the prior authority of a Resolution of the Committee.

16. ALTERATION OF RULES

- 16.1 Notice of any Resolution duly proposed and seconded by any member in good standing to alter the Rules and or the Objects of the Society shall be submitted to the Secretary for prior approval by the Committee, not later than the 31st day of March and shall be decided upon by 2/3rd majority of the members present and voting at the AGM.

END

Wildlife & Nature Protection Society of Sri Lanka
86, Rajamalwatte Road
Battaramulla

First Printed Edition: 1 July 2004

Second Edition: 30 May 2015 incorporating amendments and with
bullets replaced with numbers.

2 March 2016 – typographical errors corrected.

The Objects & Rules (Constitution) of the Wildlife & Nature Protection Society of Sri Lanka were subject to a major revision that was adopted by the House at the Special General Meeting convened for the purpose on 31st March, 2001. Subsequent amendments are listed below.

Amendments

110th AGM 29.5.2004:

Rule 3.6 amended by deleting the words “by secret ballot.”

111th AGM 28.5.2005:

New Rule numbered 6.14 inserted after 6.13.

116th AGM 22.5.2010:

Rule 10.1.3 amended to provide for printed copies of the Annual Report / Audited Statement of Accounts and Minutes of the previous AGM to be available at the office and to restrict distribution/posting of such printed copies only to those who request them.

120th AGM 26.7.2014:

Rule 6.1 amended to

(a) revise the number of Past Presidents in the General Committee from three (3) to one (1);

(b) make provision for three (3) female members in the General Committee.

121st AGM 30.5.2015:

Rule 6.7 amended by replacing “Candidates for election to the Committee shall have been members of good standing for at least 5 years” with “Candidates for election to the General Committee shall have been members of good standing for at least two (2) years and candidates for election as office bearers shall have been members of good standing for at least five (5) years.”