



**CONSTITUTION**

**OF**

**SRI LANKA BADMINTON**

Sri Lanka Badminton Association

FORM D

PART 'A '(REFERRED TO CLAUSE 4 C)

(Particulars relating to Provincial / Sectoral Associations seeking affiliation)

Name of Provincial / Sectoral Association

1. Official Address
2. List of Active Member clubs
3. Number of representatives allowed being present and votes allowed to each club/Unit at the Annual general Meetings
4. Names and Addresses of Office bearers and committee members with titles
5. List of tournaments conducted by the affiliate during the financial year.
6. Following documents should be attached:
  - (a) Draft minutes of the Annual General Meeting
  - (b) Annual Report
  - (c) Audited statement of Accounts certified by a chartered accountantDate at which above particulars are furnished

This form should be sent to the Honorary Secretary SLB before the 31<sup>st</sup> January each year and the President and Secretary of the provincial / Sectoral Association should sign this document

(The Hony. Secretary of the SLB should be informed of any change in the above information without delay by the provincial / Sectoral Association)

PART 'B '(REFERRED TO AT CLAUSE 4 C)

(Particulars relating to an affiliate of Provincial / Sectoral Association)

1. Name of Club / Unit affiliated to provincial / Sectoral Association
2. Official Address of active Club / Unit
3. Name of Provincial / Sectoral Association of the club/unit is affiliated
4. List of the names of badminton players in the club/unit
5. Names and Addresses of office bearers and committee members with titles
6. Tournaments participated during the financial year and the number of Players participated in tournaments conducted by the Provincial /Sectoral Association
7. Date at which above particulars are furnished.
8. This form should be signed by the President and Secretary of the club/Unit Affiliated to the Provincial /Sectoral Association

(The Hony. Secretary of the Provincial / Sectoral Associations should be informed of any change in the above information without delay by the affiliated clubs/units)

**1) NAME** : The Association shall be named "*Sri Lanka Badminton*" (SLB)

**2) OBJECTS:** The objects of SLB shall be to promote and control the game of Badminton in Sri Lanka; to ensure the adoption of appropriate and uniform rules for the game in Sri Lanka; to uphold the laws and regulations of Badminton as approved by the Badminton World Federation from time to time ; to affiliate Provincial and Sectoral Associations with a view of developing the game island wide; to ensure that all affiliates and their sub affiliates abide by and adhere to the rules and regulations enshrined in the constitution of Sri Lanka Badminton.

**3) AFFILIATION:** To seek affiliation with any National, Regional and International body or organization for the furtherance or achievement of the objects of the Association.

**4) MEMBERSHIP:** Membership of the association shall consist of:

- (a) Provincial Associations
- (b) Sectoral Associations

Definitions:

*a) Provincial Association* - A Provincial Association means a body of local Badminton playing clubs / units formed and affiliated with the Provincial Association as members for the purpose of promoting and playing the game in a particular province and recognized by the Association. Province for the purpose shall mean the areas whose boundaries shall, for the purpose of this rule, be those defined as Provinces by the Government of Sri Lanka.

Such Provincial association shall comprise of not less than Five Badminton playing clubs who shall be admitted to the membership of such provincial association. There shall exist only one provincial association in respect of each province and clubs / Unit from that province shall participate only through such duly constituted provincial association.

*b) Sectoral Association* - A Sectoral association shall mean a body of Badminton playing clubs/units formed for the purpose of promoting and playing the game in a particular sector. Rules covering the provincial boundaries shall not apply to such sectoral association. Sectoral associations may be formed for sectors such as Schools, Government Services, Mercantile, Defense, Nationalized Services etc., as may be approved by the General Committee of SLB

c) No club / unit shall be affiliated to more than one such provincial or sectoral association. All provincial and sectoral associations formed as above for the purpose of promoting and playing Badminton shall be

entitled to apply for membership as an affiliate of the SLB. An application for provincial / Sectoral membership shall forward along with its particulars in relation to the association as required in Part A of form D set out in the schedule I here to and particulars in relation to its affiliated clubs / units as required in Part B of form D set out in the schedule I here to and such other information as may be called for by the SLB, together with the subscription fees. The Association may at its sole discretion decide to grant or refuse membership. Every member shall comply with any directive given under the constitution by the SLB and shall be governed by all regulations made by the Association.

d) The Financial year of all provincial and sectoral associations shall be from 1<sup>st</sup> October to 30th September and the Annual General Meeting of Provincial / Sectoral Association shall be held on or before the 31st day of December each year. Provincial /Sectoral Associations shall grant voting rights to new clubs / units affiliated as members only after a lapse of a period of 12 months from the date of affiliation of a club / unit unless otherwise directed by the Association. Provincial / Sectoral associations shall however grant voting rights only to clubs / units determined as active.

The SLB shall have the right to determine the manner of, numbers of and or the particulars of the tournaments, meets or competitions registered, conducted or approved by the SLB, that a club / unit shall participate in to be entitled to be classified as an " Active" club / unit. An active club/ unit that for this purpose shall mean a club / unit that has , as at 1st October of that year , during the year ( 1st October to 30th September ) immediately preceding participated in such manner, in such number of and or the particular tournament , meet or competition registered, conducted or approved by the SLB. Such approval shall be obtained from the SLB on a specified form drafted by the General Committee.

All Provincial / Sectoral Associations shall give one month notice to its members to hold the annual general meeting. Such notice should accompany the list of active badminton clubs / units eligible to vote at the Annual General Meeting. A copy of the notice of the Annual General Meeting should also sent to the SLB. Clubs / units so declared as "Active" shall be entitled to represent and entitled to vote whenever necessary at all meetings during that particular year and shall retain their " Active Status " for all purposes during that particular year. The club / unit concerned or any other club / unit aggrieved by the decisions of the Provincial or Sectoral Associations may appeal in writing to the Association with copy to the Provincial /Sectoral association within 07 days of such decision. The order of SLB on such appeal shall be final and shall be given effect to by the Provincial or Sectoral Association.

All office bearers' and committee members of Provincial/ Sectoral Associations shall be members of clubs / units declared active and eligible to vote at the Annual General Meeting for the ensuing year.

All information as required in part A of form D and Part B of form D furnished by members (affiliates) and sub affiliates shall be kept by the Secretary of the Association. Affiliated members shall forthwith inform the Secretary of the Association of any changes in such information as may arise from time to time, and in the absence of intimation of any change as aforesaid the information already forwarded to the Secretary of the Association shall be presumed to be the latest information and are to be acted upon for the purpose aforesaid.

**(5) SUBSCRIPTION:** An entrance fee of Rs.5000/- shall be payable on application for affiliation.

The annual subscription fee per association referred to in Section 4 (c) shall be Rs.2500.00

Annual subscription and entrance fee shall be payable on first affiliation and thereafter Annual subscription shall be payable on or before the 31st of January in each year. Any member whose subscription is in arrears shall not be entitled to represent, to vote and to other privileges at any General Meeting\_including representation in the General Committee elected at an General Meeting: Provided however, the arrears of subscription due are paid on or before a date stipulated by the association, the afore referred privileges or any part of them may be extended to such members at the sole discretion of the General Committee of the SLB.

## **(6) TERMINATION OF MEMBERSHIP**

(a)The SLB shall have the right to discontinue from membership any member whose subscriptions remain unpaid on the dates they are due for payment.

(b)The SLB shall have the right to discontinue from membership any member that acts in a manner contrary to the objects of the SLB, for inactivity , for non - corporation or for obstruction in the implementation of the policies of the Association. However a decision to discontinue a member under this sub paragraph shall be made only after an inquiry is held by an inquiring board, excluding members from the General Committee of the SLB of which inquiry the member concerned shall be given two weeks' notice.

(c) It shall be the duty of all members to carry out instructions given under the specific clauses of the constitution by the SLB in the interests of the game of Badminton in Sri Lanka.

#### **(7) ANNUAL GENERAL AND SPECIAL GENERAL MEETING & VOTING**

(a) The Annual General Meeting shall be held on or before the 31<sup>st</sup> day of March each year at such place, date and time as decided by the General Committee.

(b) Patrons and Vice Patrons not exceeding three in number may be appointed at the Annual General Meeting.

(c) Notice of the Annual General Meeting shall be given to all affiliated members and office bearers, 30 days before the date appointed for such meeting either by register post or Electronic - Mail. A certified copy of the audited statement of accounts, the Annual Report in respect of the preceding financial year, the list of members entitled to be present and to vote at the Annual General Meeting and form Z, form Y / A and form Y / B shall be attached to such notices. Such notices shall also specify the number of votes each member is entitled to exercise and date and time that form should be returned. Duly completed forms shall be returned to pre nominated officials of the SLB one of which would be the Secretary of SLB.

(d) The following business shall be transacted at the Annual General Meeting

i) To confirm the minutes of the previous Annual General Meeting and of any Special General Meetings held since the previous Annual General Meeting and to consider matters arising there from.

ii) To receive the annual report of the SLB for the previous Year.

iii) To receive the audited statement of accounts for the preceding year

iv) To elect office bearers and committee members for the ensuing two years.

v) To appoint an Honorary Auditor,

vi) To consider and deal with any resolution/s, of which due notice shall have been given to the Secretary in writing. Such resolution/s, shall be handed in or posted under registered

cover to reach the Secretary at least 14 days before the date fixed for the Annual General Meeting.

vii) To consider any other competent business.

e) The president of the SLB shall be entitled to take the chair at an Annual/Special General Meeting and in his absence one of the Vice Presidents of SLB could take the chair, except during an election of office bearers when a Proterm Chairman would be appointed by the members present at the AGM to take the chair.

f) The quorum for an Annual General / Special General Meeting shall be one half ( $\frac{1}{2}$ ) the number of Provincial/Sectoral Associations eligible to vote. (Please note that it will not be the number of votes allocated to each provincial / Sectoral Associations.

g) Except as otherwise provided in section 12 hereof, all matters shall be decided by a simple majority.

h) Voting strengths of members for Annual General / Special General Meeting shall be as follows (Maximum Six Votes)

Voting strengths of members for Annual General / Special General Meeting shall be as follows :-

If the number of active units	-	05- 25	03 Votes
If the number of active units	-	26- 50	04 Votes
If the number of active units	-	51 -75	05 Votes
If the number of active units	-	76 or over	06 Votes

i) Office bearers of the SLB shall be entitled to be present at, but shall not be entitled to vote at Annual General / Special General Meetings.

j) Each affiliated member shall be entitled to delegate two nominees to attend the Annual General / Special General Meeting but only one of them shall be entitled to vote.

Such nomination shall be made on forms given by the SLB to the Provincial and Sectoral Associations. Once accepted by the Sri Lanka Badminton if any changes are to be made it has to be done forty eight hours before the stipulated time of the Annual General /

Special General Meeting. Such changes should be carried out by the same person (President or Secretary) who has authorized the first nomination.

k) No delegate of a member shall be permitted to cast any vote on behalf of more than one member.

(l) Elections and decisions at Annual General / Special General Meetings of the Association shall be by show of hand, the order of voting of the affiliates will be decided by drawing of lots and details of the voting shall be recorded in the minutes of such meeting.

(m) Voting by proxy shall not be permitted.

(n) Special General Meetings shall be called by the Secretary / President of SLB at the request of the General Committee or upon written requisition of four (04) members eligible to vote. Such requisition shall be signed by the President or the Secretary of the requested members and shall contain the specific purpose/s for summoning the Special General Meeting. The Secretary shall call a Special General Meeting within 30 days of such requisition being received and the meeting shall be held at such place, date and time as decided by the General Committee. Notice of Special General Meeting shall be given to all office bearers and Members 14 days before the date appointed for such meeting and such notice shall specify the business to be transacted. No business other than those specified on the Notice shall be transacted at such meeting.

## **(08) OFFICE BEARERS & COMMITTEE MEMBERS**

a) The following office bearers shall be elected at an Annual General Meeting:-

- i. A President
- ii. Seven Vice Presidents
- iii. Hony. Secretary
- iv. Two Hony. Assistant Secretaries
- v. Hony. Treasurer
- vi. Hony. Assistant Treasurer

The office bearers shall take office immediately after the Annual General Meeting at which they are elected and shall hold office until the conclusion of the Annual General Meeting at which next election of office bearers will take place. Election of office bearers shall take place at every other Annual General Meeting.

(b) Nomination for elections as office bearers of the SLB shall be proposed by the President or the Secretary of any member eligible to vote and seconded by the President or the Secretary of any other member eligible to vote. Such nomination shall be handed in or posted under registered



cover to reach the pre nominated officials of the SLB one of which would be the Secretary of SLB as date and time stipulated by the notices (at least fourteen days before the date fixed for the Annual General Meeting). All such nominations should be circulated in writing among the members at least seven days before the Annual General Meeting. Provincial/ Sectoral Associations shall nominate a person from their committee as their committee member for the General Committee, at the Annual General Meeting.

(c) All Office Bearers and General Committee members of the SLB shall be members of clubs / units affiliated to members of the SLB declared as active clubs / units and eligible to vote.

(d) A President or Secretary of the SLB will be eligible for re election for the same position for a further term of two years after having held such position for a period of two years. Such persons after serving a period of four consecutive years shall not be eligible to hold such position until the lapse of a period of two years thereafter. This clause will come into effect from the first election that will be held under the amended constitution in 2015. It will not be imposed retrospective.

(e) Persons elected as office bearers shall not act as representative of members until such time as they cease to hold office.

( f ) Every office bearer and all committee members who cease to hold office shall , within fourteen days from the date on which he cease to hold office , hand over any property of the Association in his possession to the newly elected President or the Honorary Secretary of the association.

(g) Any Office bearer does not attend three consecutive meetings of the general committee will cease his office and new member for such post will be appointed on the day such office becomes vacant.

(h) If the elected office bearer does not have 75% attendance at general committee meetings during a financial year, the affiliates shall not propose such person an office bearer for the next term.

(i) No person shall be proposed to be an office bearer or committee member other than the Treasurer and the Assistant Treasurer, if he/she has not taken part in two ranking tournaments sanctioned by the Sri Lanka Badminton Association at least two months prior to his elections.

(j) No person shall be elected as an office bearer if he/ she is involved in manufacturing, producing, importing and the selling of Sports goods, or if he/ she is a player, an agent or a manger of a badminton sports personnel or if he/she is a non-national of Sri Lanka.

(k) No person shall be elected as an office bearer if he/she is or has been convicted in a court of law for any offence and imprisonment for not less than six months or he/she is a Member of the Armed Forces who has been deprived of his/her commission.

(l) No person shall be elected to hold office, to be a committee member or attend a General Committee Meeting, Special General Meeting, Annual General Meeting if he/she is seeking selection as a player to represent Sri Lanka in a National or Junior National Team.

(m) No person shall be elected to hold office, to be a committee member or attend a General Committee Meeting, Special General Meeting, and Annual General Meeting if he/she is a parent, brother or sister, of a player who, is expecting selection for the Sri Lanka National team or junior National team to represent Sri Lanka.

(n) Employees of the Ministry of Sports are not permitted to hold office or to be a committee member of the SLB

(o) Any person taking a payment for their work from the association shall not be an office bearer or a committee member of the SLB.

(p) No person shall be elected to office if he/she is a professional journalist in electronic or print media or and owner of such network.

## **(09) DUTIES OF OFFICE BEARERS**

(a) The Hony. Secretary shall inter - alia, convene all meetings of the Association. He shall keep a correct record of the proceeding of the meetings, attend to all correspondence and generally be responsible for the proper and efficient administration of the Association as directed by the General Committee of the association. He shall be responsible for all properties of the Association and shall maintain registers of properties belonging to the Association. The Secretary shall maintain a register of members of the Association and a register of clubs/units affiliated to members declared in form (D) part (a) and (b).

(b) The Hony. Treasurer shall be responsible for the collection and general custody of the funds of the association and shall keep a proper and up to date record of all accounts in books. The Treasurer shall submit monthly statements of receipts and payments at general committee meetings. Honorary Treasurer shall prepare an Income and expenditure Accounts and Balance sheet in respect of the preceding financial year, which shall be audited by the Hony. Auditor of the SLB and shall be presented to the Annual General Meeting.

(c) The Hony. Assistant Secretaries shall assist the Honorary Secretary and act for him in his absence.

(d) The Hony. Assistant Treasurer shall assist the Honorary Treasurer and act for him in his absence.

(e) All office bearers shall keep the president informed of all administrative matters and the president along with Honorary. Treasurer is responsible to submit the statement of annual audited Accounts for the Annual General Meeting of SLB.

(f) All Vice presidents shall chair sub committees of SLB and help the smooth running of the SLB and submit monthly reports to the General Committee about the progress of the activities assigned to them.

**(10) GENERAL COMMITTEE AND FUNCTIONS**

(a) The Affairs of SLB shall be managed and the powers of the SLB under these Rules shall be exercised by the General Committee consisting of all office bearers and one committee member representing each member entitled to represent and to vote at the Annual General Meeting. The quorum for a General Committee Meeting shall be seven (7), three (3) of whom shall be committee members. The General Committee shall take all steps necessary in pursuance of the objects of the SLB specified in section 2 hereof and frame necessary Standing Orders , by Laws , Rules and Regulations from time to time in connection therewith.

(b) The General Committee meetings shall be held once a month. Notice of every General Committee Meeting shall be sent to all members of the General committee so as to reach them at least seven days before the day appointed for such meeting unless this period of notice is waived by the President on the grounds of emergency. The notice shall state the date, time and venue of such meeting together with the subject matter for discussion. At all meetings, the ruling of the president upon all points of order shall be final.

(c) **The General Committee shall have the power to:**

i. Prohibit any act or practice by members or clubs / units affiliated to members or members of such clubs / units which, in the opinion of the General Committee are detrimental to the interests of the game and to deal with any such organizations or persons in such a manner as it may think appropriate.

ii. Take such steps as may be necessary to prevent holding of unauthorized championships and tournaments and take disciplinary action against members or members of such clubs / units and registered players who take part in such championships and

tournaments and take and enforce disciplinary action against such players upon the recommendation of a disciplinary committee. The Disciplinary Committee shall consist of such persons as are nominated by the General Committee.

iii. Inflict censures including determination of membership on members or clubs / units affiliated to members or members of such clubs / units for any infringement or attempted infringement of the laws of Badminton or of the rules or regulations of the Association.

iv. Consider and deal with all applications for affiliation and membership. Decide on right of representation at all meetings subject to the rights and powers of the President to rule on such matters as may be necessary for the conduct of meetings.

v. Decide all questions of eligibility of persons to attend meetings of the General Committee.

vi. Appoint standing committees or ad hoc committees for specific purposes including disciplinary matters and to delegate all or part of its powers to such committees.

viii. Enlist by co option for any special purpose or purposes the services of any person or persons who are not office bearers or members of the committee.

ix. Decide on any matter not expressly provided for in the constitution provided that no decision under sub section ( iii ) and ( iv ) shall be taken until the party affected has been heard and due notice to all members of the committee has been given and two third of those present shall have voted in favor of the proposed action.

x. Fill any vacancy occurring in any committee at its discretion.

xi. Register appoint and train coaches, referees, umpires and other officials as may be required.

xii. Call for any information as may be required from time to time from members or clubs, units affiliated to members.

xiii. Fill any vacancy amongst office bearers until the next Annual General Meeting.

(d) The General Committee shall have the power to make rules and regulations inter - alia for:

i. Holding of all tournaments, exhibition matches, overseas tours or other activities.

ii. Selecting due conditions which shall not be contravened by any affiliate in conducting of tournaments, exhibition matches, overseas tours or other activities and to issue direction to the Provincial / Sectoral Association for any purpose conducive to the objects of the Association.

(e) The General Committee shall have the power to make regulations inter – alia governing:

i) The composition and constitution of Provincial and Sectoral Associations, and

ii) The Duties, powers and functions of provincial / sectoral associations.

## **(11) ACCOUNTS**

The financial year of the association shall be from 1st January to 31st December each year. The Honorary Treasurer shall submit an Annual statement of Accounts and Balance sheet to the General Committee for approval before submission to the Honorary Auditors. After the Accounts have been duly audited the Treasurer shall present the Annual Statement of accounts of the preceding financial year and report to the Annual General Meeting.

a) The funds of the Association shall be lodged in any banks as the General Committee shall determine and all cheques should be signed by the Honorary Treasurer and countersigned by the President or the Honorary Secretary.

(b) Auditors shall be appointed at the Annual General Meeting. The Auditor shall be a chartered accountant

## **(12) ALTERATIONS TO THE CONSTITUTION**

This Constitution may be amended or altered at an Annual General Meeting provided that notice of the proposed alterations and / or amendments is given to the Honorary Secretary in writing not less than 30 days before the date of such meeting or at a Special General meeting convened for such specific purpose. Such resolutions shall be circulated to all members to reach them at least 14 days before the date of such meeting. Adoption of the proposed alterations and amendments must be ratified by a 2/3 majority of the voting strength entitled to vote at such meeting.

**(13) TRUSTEES** There may be a Board of Trustees of the Association appointed by Resolution at a General Meeting if and when the necessity so arises. Trustees shall hold office until death or resignation or removal from office by resolution at a General Meeting". The Board of Trustees shall at all times have access to all books and records of the Association. All immovable property of the Association should be vested in the Trustees of the Association.

**(14) INDEMNITY TO THE COMMITTEE AND TO THE TRUSTEES**

(a) The members of General Committee and Trustees, in each case both jointly and severally, shall at all times be held indemnified from loss, damage, theft or destruction of the assets of the association, against consequences of any bona fide act, deed, matter or thing done or omitted to be done in connection with the affairs of the Association or in respect of any claims referred against them or against the Association.

(b) In the event of the assets of the Association not being fully and sufficiently indemnified for the purpose then all the members of the Association shall be responsible to the General Committee and to the Trustees in each case jointly and severally make good any deficiency shall be paid by all members in proportions at the time but this provision shall not be deemed to effect the obligation in law of the members to indemnify the General Committee and Trustees as aforesaid.

(c) The General Committee and the Trustees in each case, jointly and severally shall not be liable to any member, guest or other persons within the association's activities for any loss, damage or injury arising by accident or other cause or by operation of the Constitution and rules of the Association.

**15) NO EXPRESS PROVISION:**

Any matter not specifically provided for in the constitution shall be dealt with by the General Committee, whose decision shall be final and binding.

**16) CONFORMITY WITH GOVERNING LAWS AND REGULATIONS**

The provisions of this constitution and the governance of the Sri Lanka Badminton shall be subject to any governing law for sports approved by the International Olympic Committee and the World Badminton Federation.

**FORM 'Z'**  
**NOMINATION FORM FOR OFFICE BEARES & COMMITTEE MEMBERS**  
**SRI LANKA BADMINTON**

I .....President / Secretary of  
..... Association do hereby, propose  
Mr. / Mrs. / Miss.....for the post of  
...../ as a Committee Member representing  
the ..... association.

Date: .....  
.....  
Signature of proposer

I .....President / Secretary of the  
..... Associations do hereby, second the above  
proposal.

Date: .....  
.....  
Signature of Seconder

I .....agree to accept to serve as  
the..... of the Sri Lanka Badminton.

I declare that I am eligible to hold office in the Sri Lanka Badminton under the Constitution of the Sri Lanka Badminton.

.....  
**Signature of the Nominee**

**NOTE :** This from must be completed and returned to pre nominated officials of the SLB one of which would be the Secretary of Sri Lanka Badminton at the Indoor Stadium, Maitland Place, Colombo 07 on or before -----by ----- a.m / p.m. (Nominations should be proposed by the President / Secretary of one Association, and seconded by the President / Secretary of another Association entitled to representation, accompanied by the written consent of the person being nominated. )

**FORM "Y" / A**

**NOMINATION OF A REPRESENTATIVE OF AN ASSOCIATION**

I .....President / Secretary of the..... Association to hereby, nominate Mr. / Mrs. / Miss. .... of ..... Association to represent the Association at the Annual General Meeting of the Sri Lanka Badminton to be held on ----- at ----- hrs at the Indoor Badminton Stadium, Maitland Place, Colombo 07.

He / She is authorized / not authorized to cast vote on behalf of the Association.

.....

Signature of President / Secretary

.....

Signature of Nominee

(This form must be sent to reach the pre nominated officials of the SLB one of which would be the Secretary of Sri Lanka Badminton , Indoor Stadium, Maitland Place, Colombo 07. **on or before** ....., **by**..... a.m /p.m )

.....

**FORM "Y" / B**

**NOTE :**This form must be produced by the representative of your Association in order to gain admission to the Annual General Meeting to be held on ..... hrs at the Indoor Badminton Stadium, Maitland Place, Colombo 07.

.....

Name of representative

.....

Signature of representative

.....

Signature of President / Secretary

Date : .....