



The Constitution of the Ranaviru Fund

Adopted on 01 April 2010



Table of Contents

A. Name and Purpose.....	3
B. Administration	3
C. Objectives.....	3
D. Principles.....	4
E. Powers.....	4
F. Membership.....	5
G. Trustees.....	6
H. Honorary Officers.....	6
I. Executive Committee.....	6
J. Determination of membership of Executive Committee	7
K. Meetings and proceedings of the Executive Committee	8
L. Receipts and Expenditure	8
M. Accounts.....	9
N. Annual Report	9
O. Annual Return	9
P. Annual General Meeting.....	9
Q. Procedure at General Meetings.....	10
R. Notices	10
S. Alterations to the Constitution.....	10
T. Dissolution	11
U. Arrangements until the first Annual General Meeting.....	11
V. Definitions.....	12
W. Trustees Sign.....	13



A. Name and Purpose

The name of the Organization is “**Ranaviru Fund**” (English Meaning is “*War Heroes’ Fund*”). Hereinafter referred as the “*Charity*” ¹.

The purpose of the existence of the Charity is "to provide medical, rehabilitation, welfare and social assistance for the fallen, missing, disabled, wounded and in service Army, Navy, Air Force, Police and Civil Defence Forces members and their immediate family ² members in Sri Lanka" by means of one or more objectives outlined in the clause "C" of this constitution.

B. Administration

Subject to the matters set out below the Charity and its property shall be administered and managed in accordance with this constitution by the members of the Executive Committee ³, Constituted by the clause “I” of the constitution. Hereinafter referred as the “*Executive Committee*”.

C. Objectives

1. To provide medical, rehabilitation, welfare and social assistance for the fallen, missing, disabled and wounded Army, Navy, Air Force, Police and Civil Defence Forces members (hereinafter referred as the “*Soldier*” ⁴ or “*Soldiers*” ⁴) and their immediate family members in Sri Lanka;
 - i. By promoting and assisting the existing medical care system
 - ii. By helping soldiers and their immediate families with necessary medical equipment & medication that are not readily or sufficiently available
 - iii. By providing artificial limbs, wheelchairs, prosthetics, walking aid and other equipment & accessories required by disabled & wounded soldiers
 - iv. By providing counseling, medical advise for physical & mental wellbeing for the soldiers and/or their immediate family members
 - v. By providing financial & material assistance for Education for the children of fallen, missing, disabled or wounded soldiers



- vi. By providing financial & material assistance for Education for the children of soldiers in service but those with financial difficulties.
2. By promoting and facilitating Sri Lankan community events in the United Kingdom
3. By providing financial and material assistance in emergencies, natural disasters and catastrophes to any country or region where the Charity decides deemed appropriate
4. By facilitating any other activity, event or items that are in line with achieving or furthering the objectives outlined above.

Refer to Schedule 01 (issued on 01 April 2010) for further information relating to project delivery mechanism.

D. Principles

No member of the Executive Committee shall acquire any interest in any property belonging to the Charity otherwise than a trustee for the Charity.

All members of the Charity are expected and required to provide their services to the Charity on a voluntary basis and are not entitled for any kind of salary, remuneration or wage for the services they offered to the Charity or activities carried out for and by the Charity furthering its objectives.

All members of the Charity shall adhere to only achieving and furthering the objectives given in clause "C".

E. Powers

In furtherance of the objectives but not otherwise the Executive Committee may exercise the following powers.

1. Power to raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall confirm to any relevant requirements of the law prevailing in the United Kingdom
2. Power to buy, take on lease/mortgage or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use



3. Power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objectives or similar charitable purposes and to exchange information and advice with them
4. Power to establish or support any charitable trusts, associations or institutions formed for all or any of the objectives
5. Power to appoint and constitute advisory committees, sub committees and/or ad-hoc committees as the Executive Committee may find necessary
6. Powers to do all such other lawful things as are necessary for the achievement of the objectives.

F. Membership

Membership of the Charity shall be offered strictly by invitation. The Executive Committee shall determine the annual membership fee time to time and set a fixed fee for each Financial Year ⁵.

Following is the criteria to determine and offer the membership;

1. Executive Committee identifies & determines an individual fits the membership of the Charity.
2. Ranaviru Fund invites the person identified along with an application form to be filled and returned by the individual. Invitation can be by form of headed letter or an email sent by a member of the Executive Committee of the Charity.
3. Individual is 16 years of age or over.
4. Individual accepts the invitation responding in writing, either by letter or email along with the completed application form and the annual membership.
5. Membership is subject to the realization of the membership fee when made with cheque, bank transfer, etc
6. Executive Committee shall determine the annual membership fee time to time.

All members are expected and should be interested in furthering the objectives mentioned in clause “C” of this constitution.



The Executive Committee may by majority vote ⁶ and for good reason terminate the membership of any individual: Provided that the individual concerned shall have the right to be heard by the Executive Committee, accompanied by a friend/family member, before a final decision is made.

G. Trustees

Founders of the Charity will automatically be considered as Trustees of the Charity.

There must be minimum three (03) Trustees taking the responsibilities of the general administration of the Charity. These Trustees must provide the general individual declaration as required by the governing body of the Charity (i.e. Office of the Scottish Charity Regulator or its successor body) if and when the Charity applies for the registered Charity status under the governing body.

Also these trustees shall take the office of honorary officers as the Chairperson, Treasurer and Secretary.

Should a need arise for new or additional Trustee(s), he/she/they will be appointed by the existing trustees and the newly appointed Trustee(s) is/are required to provide the general individual declaration which will be sent to the governing body of the charity by the secretary of the Charity.

H. Honorary Officers

At the annual general meeting of the Charity the members shall appoint from amongst Trustees a Chairperson, a Secretary and a Treasurer, who shall hold office from the conclusion of that meeting.

I. Executive Committee

The Executive Committee consist a minimum of three (03) members and a maximum of five (05) members being:

The three (03) honorary officers specified in the preceding clause ("F") as mandatory trustees are automatically appointed to the Executive Committee.

Two (02) further members can be elected to the Executive Committee within either of the following criteria:



1. Three appointed members of the Executive Committee unanimously propose it is deemed appropriate to elect two (02) further members to the Executive Committee
2. At least two third (2/3) of the members propose the current Executive Committee to elect two (02) further members to the Executive Committee. This must be submitted in writing to the current Executive Committee.

If either of the above criteria fulfilled, the two (02) members shall be elected at the next annual general meeting or in a special meeting called by the Executive Committee.

Nominations for the election of the two (02) Executive Committee members must be made by the members of the Charity in writing and must be in hand of the secretary of the Executive Committee at least 14 days before the Annual General meeting or the special meeting. Should nomination exceeds vacancies, election shall be by ballot.

J. Determination of membership of Executive Committee

A member of the Executive Committee shall cease to hold office if he or she:

- is disqualified from acting as a member of the executive committee by virtue of section 66 of the Charities and Trustee Investment (Scotland) Act 2005 (or any statute re-enactment or modification of that provision)
- becomes incapable of reason of mental disorder, illness or injury of managing and administering his or her own duties
- is absent without the permission of the Executive Committee from all their meetings held within a period of three months and the executive committee resolve that his or her office be vacated
- is deceased
- is formally resigned.



K. Meetings and proceedings of the Executive Committee

The executive committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the chairperson or by any two members of the executive Committee upon not less than 4 days notice being given to other members of the Executive Committee.

The Chairperson shall act as Chairperson at meetings of all the Executive committee. If the Chairperson is absent from any meeting, the Executive Committee shall choose one of their members to be the Chairperson of the meeting before any other business is transacted.

Every matter shall be determined by the majority vote of the members of the Executive Committee present. But In the case of equity of votes the chairperson of the meeting shall have a second or casting vote.

The Secretary shall keep minutes in a book kept for that purpose, of the proceedings at meetings of the Executive Committee and any subcommittee.

The Executive Committee may appoint one or more sub-committees/ad-hoc committees consisting of one or more members of the Executive Committee and one or more general members of the Charity for the purpose of making any enquiry or supervising or performing any function or duty. All the acts and the proceedings of any sub-committee shall be fully and promptly reported to the Executive Committee. Said sub-committees or ad-hoc committees will automatically be ceased upon completion of the tasks that they were established.

L. Receipts and Expenditure

The funds of the Charity including all donation contributions and bequests shall be paid into an account operated by the designated and authorized Trustees in the name of the Charity at such a Bank and/or Building Society, as the Executive Committee shall decide from time to time. All cheques drawn on the account must be signed by two designated and authorised Trustees.

The funds belonging to the Charity shall be applied only in furthering the objectives of the Charity given in the clause "C" and are authorized by the designated and authorized Trustees.



M. Accounts

The Executive Committee shall comply with their obligation under the Charities and Trustee Investment (Scotland) Act 2005 (or any statutory re-enactment or modification of the act) with regard to:

- The keeping of accounting records for the Charity
- The preparation of annual statement of accounts for the Charity
- The auditing or independent examination of the statements of account of the Charity
- The transmission of statements of account of the Charity to the Office of the Scottish Charity Regulator or its successor body.

N. Annual Report

The Executive Committee shall comply with their obligation under the Charities and Trustee Investment (Scotland) Act 2005 (or any statutory re-enactment or modification of that act) with regard to the preparation of an annual report and its transmission to the Office of the Scottish Charity Regulator or its successor body.

O. Annual Return

The Executive Committee shall comply with their obligation under the Charities and Trustee Investment (Scotland) Act 2005 (or any statutory re-enactments or modifications of the act) with regard to the preparation of an annual return and its transmission to the Office of the Scottish Charity Regulator or its successor body.

P. Annual General Meeting

There shall be an Annual General meeting of the Charity which shall be held in the month of March in each year or as soon as practicable thereafter.

The Annual General Meeting could be a gathering or in the form of a Telephone or Video Conference.



The Executive Committee shall call every Annual General Meeting. The secretary shall give at least 21 days notice of the Annual General Meeting to all the members of the Charity. All the members of the Charity shall be entitled to attend and vote at the meeting

Before any other business is transacted at the first Annual General Meeting the members present shall appoint a chairperson for the meeting. The chairperson of the Charity shall be the chairperson for the subsequent Annual General Meetings, but if he or she is not present another honorary officer shall chair the meetings.

The Executive Committee shall produce the Annual report and the accounts of the Charity for the preceding year.

Q. Procedure at General Meetings

The secretary or the person specially appointed by the executive Committee should keep a full record of the proceedings at every general meeting of the Charity.

R. Notices

Any notice required to be served on any member of the Charity shall be in writing (printed & signed letter or an electronic mail) and shall be served by the secretary or any member of the Executive Committee on any member either personally or by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the United Kingdom or by email to the last known email address. Any such letter sent shall be deemed to have been received within ten days of posting or emailing.

S. Alterations to the Constitution

Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two third of the members present and voting at a General Meeting.

No amendments may be made to clause A (the name of the Charity) Clause C (the Objectives) clause I (Executive Committee members not personally interested clause) Clause T (the dissolution clause) or this clause ("S") without prior consent in writing of the Office of the Scottish Charity Regulator or its successor body.



T. Dissolution

If the Executive Committee decides that it is necessary or advisable to dissolve the Charity it shall call a meeting of all the members of the Charity for which not less than 21 days notice (stating the terms of the dissolution to be proposed) shall be given. If the proposal is conformed by a two-thirds majority of the present and voting the Executive Committee shall have power to release any assets held by or on behalf of the Charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or failing that shall be applied for some other charitable purpose⁷. A copy of the statement of accounts or the account and statement for the final accounting period of the Charity must be sent to the Office of the Scottish Charity Regulator or its successor body.

U. Arrangements until the first Annual General Meeting

Until the first Annual General Meeting takes place this Constitution shall take effect as if reference in it to the Trustees were reference to the persons whose signatures appear at the end of this document.

This Constitution was adopted on the date mentioned above by the persons whose signatures appear at the end of this document.



V. Definitions

No	Term	Definition
1	Charity	Ranaviru Fund.
2	Immediate Family	Any of the following related to the soldier; Spouse, Children, Parents, Brothers and Sisters.
3	Executive Committee	Members of the administration of the Charity.
4	Soldier	A member of Sri Lanka Army, Sri Lanka Navy, Sri Lanka Air Force, Sri Lanka Police or Sri Lanka Civil Defence Force. Member can be in any of the status of in service, deceased, missing, disabled, wounded or financially incapable.
5	Financial Year	Starts on the first day of April and ends on the last day of March, following year. e.g. Financial Year 2010/2011 starts on 01 April 2010 and ends on 31 March 2011.
6	Majority Vote	Majority vote of the attended members.
7	Charitable Purpose	The expression "charitable purpose" shall mean a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which is also regarded as a charitable purpose in relation to the application of the Taxes Acts.



W. Trustees Sign

This constitution was adopted at the meeting held on 01 April 2010.

Certified as a true copy

- End of the Constitution -