

## Anuradha Seneviratne Memorial Foundation - Constitution

### 1.00 The name

Anuradha Seneviratne Memorial Foundation

### 2.00 Logo



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### 3.00 Objectives

1. To preserve the house located at No. 78, Kahalla, Katugastota, Kandy, where Anuradha Senevirathna lived, along with the items he used and all documents that belong to him.
2. To seek out and acquire donations of original copies of his literary and other works, including manuscripts and writings, and to maintain a regularly updated register of these items.
3. Photograph and map all sections, including previously mentioned ones, to ensure conservation and preserve digital copies.
4. To explore the service Anuradha Seneviratne rendered to the country and society, and to organize those who appreciate his service to take his philosophy and program forward.
5. Gathering written, printed, and electronic information about Prof. Anuradha Seneviratne's actions and words related to the university, history, temple, and society, preserving it for future generations, and sharing selected sections for online access.

The sections permitted for use will be determined by this foundation. The foundation further considers the following areas.

1. To protect and preserve all books and documents owned by the Foundation, written by Prof. Anuradha Seneviratne.
2. Republishing all books and documents written by Prof. Anuradha Seneviratne whenever necessary.
3. Contacting local and foreign friends who were in contact with Prof. Anuradha Seneviratne and studying his activities and interests.
4. To protect the academic, social, and cultural sectors in his name and to explore and contribute to the development of those sectors.
5. Permission to observe and study the tools and equipment used in the home.
6. Any published, used, or possessed item of Anuradha Seneviratne's heritage may be further preserved, exhibited, or presented as a special gift, at the discretion of the Executive Council. It is the responsibility of the Secretary to update the records.

#### 4.00 Membership

1) Membership is open but any person nominated by the Chairman and approved by the Committee may apply for membership of the Foundation.

2) The position of Chairman will be passed on to a close family member who had been living with him, subject to Committee approval.

The term of office of the Chairman is 05 years. The number of terms will be determined by the preference of the Committee. The Chairman is appointed at the Annual General Meeting held by the Foundation based on the mandatory consent of the Chairman, while the term of office for all other positions is one year.

The Executive Council consists of seven members, including a five-member Board of Officers.

## 5.00 Board of Officers

- 1) President
- 2) Vice President
- 3) Secretary
- 4) Deputy Secretary
- 5) Treasurer

## 6.00 Meetings

### 6.01 Annual General Meetings

- 1) The General Meeting shall be held only once a year and an additional meeting may be held for urgent reasons.
- 2) Notice of the annual general meeting must be given at least one month in advance.
- 3) An outline of the agenda for the relevant general meeting should be made available to all members prior to the meeting date.
- 4) The purpose of additional meetings is strictly limited to their specific objectives for which those meetings were convened.
- 5) Proposals to the General Assembly must be submitted in writing to the Secretary at least one day prior to the meeting date and will be included in the agenda and communicated to members prior to the meeting. This does not apply to interim proposals arising from matters included in the agenda.
- 6) The required quorum is one-third of the members. However, at the General Assembly, where the Honorary Chairman is appointed once every five years, at least two-thirds of the members, including the members so appointed, must be present.
- 7) All members must confirm their attendance by signing the attendance register.

## 6.02 Executive Council Meetings

- 1) The Executive Council shall meet at least once every three months. The frequency of meetings may be increased or decreased for special reasons.
- 2) Three officers are required to conduct the meeting, including the Chairman or Vice-Chairman, Secretary or Deputy Secretary, and Treasurer.
- 3) Executive meeting members must confirm their attendance by signing the attendance register.

## 7.00 Fundraising

7.01- The Foundation will propose a lifetime membership fee and may pursue other avenues to raise funds for its activities, including accepting local and international donations and other means.

However, this money must be deposited in a bank account and audited. The budget report must be presented to the General Assembly for approval.

7.02 Money may be spent on the house, its water and electricity bills, and essential maintenance, which are subject to the annual expenditure register. A project report regarding special costs must be submitted and the approval of the Executive Council must be obtained.

In urgent situations where a decision must be made within three months, immediate decisions can be communicated via telephone or email. However, these decisions are subject to the approval of the Executive Council and the General Assembly.

## 7.00 Constitutional Amendment

Any amendment, change, or cancellation of these constitutions must be approved by a two-thirds majority vote of all members during a general meeting. The updated constitution must be published with the signatures of both the chairman and secretary. Additionally, copies must be made available to all relevant departments.