

**CONSTITUTION
RETIRED AIR FORCE OFFICERS' ASSOCIATION (RAFOA)**

Establishment :

1. An Association called the Retired Air Force Officers' Association (RAFOA) hereinafter referred to as the Association is hereby established. The Patron of the Association will be The Commander of the Air Force.

Objective :

2. The objective of the Association will be social and primarily to :
 - (a) Give Retired Air Force Officers a collective identity.
 - (b) Foster continued fellowship between RAFOs' and serving officers.
 - (c) Promote social activity for retired officers and their spouses.
 - (d) Have a centre with club facilities for use of members.

Membership :

3. Membership of the Association will be in three categories as follows:
 - (a) Member : All officers who have served in the Royal Ceylon Air Force, Sri Lanka Air Force, Royal Ceylon Airforce Volunteer Force and Sri Lanka Air Force Volunteer Force and who are listed as "Retired Officers" in the current Sri Lanka "Air Force List"
 - (b) Associate Member :
 - (i) Officers who have served the Air Force as at (a) above but left the Air Force prematurely before due retirement, provided he or she has not been cashiered, dismissed or had his/her commission withdrawn.
 - (ii) Spouses of members, or of officers who would have been eligible for membership of the Association.

Associate members will not have voting rights.

- (c) Honorary Life Member : All retired Commanders of the Air Force.
4. Applications for membership will be on prescribed application form and approval or rejection will be decided by the Executive Committee (Exco) of the Association whose decision is final.
5. An enrolment fee of Rupees One Thousand (Rs. 1,000) will be payable for membership and Five Hundred (Rs. 500) for Associate Membership.
6. Life membership /Life Associate membership may be granted, by the Exco, to a member seeking such and on payment of Rupees One Thousand (Rs. 1000).
7. Members/Associate members not being "Life" members will pay an Annual fee of Rupees Two Hundred and Fifty (Rs. 250).
8. Donations are wel come.

9. On the death of a RAFOA member, the spouse will be eligible for Associate Membership without an initial enrolment fee.
10. The activities of the Association will be managed by an Executive Committee (Exco) elected at the Inaugural Meeting and at subsequent Annual General Meetings. (AGMs')

**Executive
Committee :**

11. The Exco shall consist of the following Office Bearers :

- (a) President
- (b) Vice President
- (c) Hon. Secretary
- (d) Hon. Treasurer
- (e) Hon. Asst. Secretary
- (f) Hon. Asst. Treasurer
- (g) Two other committee members

12. The quorum for an Exco meeting shall be four.

13. The Exco may form sub – committees and co-opt non Exco members to serve in such sub - committees.

14. The Exco and/or sub – committees will meet as and when necessary to organise activities of the association.

Meetings:

15. (a) An Annual General Meeting shall be convened each year, for the tabling of the minutes of the previous AGM and of any other General or special General meeting held since; Annual accounts; Annual report; and the election of office bearers for the ensuing year. At least fourteen days Notice of an AGM is to be given, together with the Agenda. The quorum for a Annual General Meeting shall be not less than 15 members who have voting rights.
- (b) General meetings may be convened, as required, by the Exco. At least 14 days notice of such General meeting is to be given with the Agenda. The quorum for a general meeting shall be not less than 15 members who have voting rights.
- (c) Special General Meetings will be convened by the Secretary on a written request made by not less than one – third of the members who have voting rights. Such request should specify the business to be transacted and giving the text of any proposed resolution. Thereafter with out undue delay (within 28 days of receiving such request) and giving at least fourteen days notice to members, together with information of the business to be transacted, the special general meeting is to be convened. The quorum for a special general meeting shall be not less the 15 members who have voting rights.

Accounts

16. (a) The Accounting year will be from 1st April of one year to the 31st March of following year
- (b) There will be a Current Account and any other account (s) as required for RAFOA operations opened in a reputed Commercial Bank. The signatures of two persons, namely the Treasurer / Assistant Treasurer and the President / Secretary / One other Exco member whose specimen signatures are lodged with the Bank, will be required to draw funds from the RAFO accounts.
- (c) The members present at the AGM will elect an Auditor.

Rules

17. (a) The Exco may make rules amplifying any of the above Provisions or dealing with procedural matters.
- (b) Any matter arising which is not provided for by this constitution will be decided upon by the Exco.

Amendments To Constitution

- 18 Any provision of this constitution may be amended by the general body subject to at he following conditions :
 - (a) At least 28 days clear notice of any proposed ammendment (s) should be forwarded to the Hony Secretary together with the text of the proposed ammendment (s). Such proposed ammendment (s) shall be communicated to the members together with the notice of any annual or special general meeting giving 14 days notice.
 - (b) The proposed ammendment (s) should be adopted by at least a two – thirds majority of the membership present at the special or annual general meeting and who have voting rights.

Handing/Taking Over

- 19 All office bearers who cease to hold office shall hand over duties to the new office bearers. A certificate to the proper Hand/take over of duties shall be furnished to the Exco by the Secretary within fourteen days of the changeover.