

## ***Draft Revisions to the Constitution of ICOMOS Sri Lanka***



**ICOMOS SRI LANKA**  
INTERNATIONAL COUNCIL ON MONUMENTS AND SITES

### **CONSTITUTION OF ICOMOS SRI LANKA**

#### **I. NAME AND HEADQUARTERS**

##### **Article 1**

An association is hereby established under the name of ICOMOS (International Council of Monuments and Sites) National Committee of Sri Lanka, herein after abbreviated as **ICOMOS Sri Lanka**.

##### **Article 2**

The location of the headquarters of ICOMOS Sri Lanka is the Postgraduate Institute of Archaeology (PGIAR), 407, Baudhdhaloka Mawatha, Colombo 07. It may be changed by a decision of the Council of Management, herein after referred to as the Council.

#### **II. AIMS AND ACTIVITIES**

##### **Article 3**

- (a) ICOMOS Sri Lanka is created as the National Committee of ICOMOS International in accordance with *Article 13* of its Statutes with a view to promoting conservation and management of cultural heritage in SRI LANKA and is abide by

and operated in accordance with the ICOMOS Statutes, Rules of Procedure and Ethical Principles to the extent that Laws of Sri Lanka permits and recognized.

- (b) ICOMOS Sri Lanka shall promote cultural heritage conservation as defined in *Article 3* of the Statutes of ICOMOS International in its tangible and intangible aspects as appropriate and relevant to SRI LANKA as well as those defined in Sri Lankan policies and legislation;
- (c) Implement the General Assembly decisions and the ICOMOS General Program, and cooperate with the International Scientific Committees of ICOMOS as appropriate and relevant;
- (d) Promote matters related to conservation and management of heritage in Sri Lanka considering the living traditions and traditional practices associated with heritage.
- (e) Promote multi-disciplinary and people-centered approaches to conservation and management of cultural heritage and to promote programs of linking nature and culture.

##### **Article 4**

ICOMOS Sri Lanka shall:

- (a) Provide a forum for discussion and reflection linking policy makers (institutions), practitioners and communities & networks concerned with the aims of the association and ensure their representation with international institutions and organizations;
- (b) Establish programs and carry out actions in accordance with the aims and objectives of ICOMOS and taking local needs into account;
- (c) Gather, study and disseminate information concerning principles, techniques including traditional knowledge systems and policies for the conservation and management of cultural heritage;
- (d) Co-operate at national and international levels in the creation and development of documentation centers charged with conservation and management of cultural heritage;
- (e) Encourage the adoption and implementation of international conventions, recommendations and other standard setting texts

concerning conservation and management of cultural heritage as appropriate and relevant;

- (f) Co-operate in the preparation of training programs in conservation and management of cultural heritage;
- (g) Provide institutional advice and organize training programs;
- (h) Manage technical assistance projects related to conservation and management of cultural heritage;
- (i) Establish and maintain close co-operation with international organizations such as UNESCO, the International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM, Rome), regional centers sponsored by UNESCO, IUCN and other international or regional institutions and organizations pursuing similar goals and with national organizations such as the Department of Archaeology, Central Cultural Fund, Department of National Museum, Galle Heritage Foundation, Urban Development Authority, Department of National Physical Planning, National Trust – Sri Lanka, and other national and local institutions and organizations involved with similar goals ;
- (j) Serving as an Advisory Body to the Government of Sri Lanka on heritage related matters as and when requested;
- (k) Provide advice on and support the implementation of the Convention Concerning the Protection of the World Cultural and Natural Heritage, or ‘World Heritage Convention’, adopted by UNESCO in 1972 as one of the Advisory Bodies Listed;
- (l) Maintain regular links with ICOMOS Secretariat in Paris for providing necessary information, funding and other logistics;
- (m) Linking and promoting national programs for heritage and sustainable development.
- (n) Undertake and carry out research, documentation, conservation and or provision of expertise services by entering into contracts with the Government or any other organization.

### III. MEMBERSHIP

#### Article 6

- (a) ICOMOS Sri Lanka shall be composed of five categories of members: Life Members, Individual Members, Associate Members, Institutional Members, Honorary Members and Student Members.
  - i. Life Membership shall be open to existing life members appointed under the preceding constitution. The Life Members will have voting rights, as well as to become international members of ICOMOS and to be elected to the Council. ;
  - ii. Individual Membership shall be open to any individual engaged in the conservation and management of cultural heritage as per the criteria developed by the Council. Individual Members will have voting rights, as well as to become international members of ICOMOS and to be elected to the Council;
  - iii. Associate Membership shall be opened to individuals who will support the activities of ICOMOS Sri Lanka as per criteria developed by the Council. Associate members do not have voting rights;
  - iv. Institutional Membership shall be open to any Institutions engaged in conservation and management of cultural heritage, institutions which own, or have in their charge heritage places and institutions which devote all or part of their activity to one or more of the objectives of ICOMOS Sri Lanka, as per the criteria developed by the Council. Institutional Members will have the voting rights, and to be elected as Council Members as defined in article 8.
  - v. Honorary Membership shall be conferred at an AGM as recommended by the Council, upon individuals who have rendered distinguished services to ICOMOS Sri Lanka and or in the field of conservation and management of cultural heritage. Honorary members do not have voting rights;
  - vi. Student Membership shall be conferred to students following a formal training/ academic course related to, at a recognized university or any other institution acceptable to the Council and

as per the criteria developed. Student Members do not have the voting rights;

- vii. Special Observers are welcomed from the Department of Archaeology, Central Cultural Fund, Department of National Museum, Urban Development Authority, Department of National Physical Planning, or any other institution as decided by the Council to attend the Meetings of the Council and the Annual General Meeting.
  - viii. All Past Presidents of ICOMOS Sri Lanka are also welcome to attend the Council Meetings as observers or advisors as and when it requires and do not have voting rights.
- (b) Except the Honorary Members and Observers, other categories of members shall pay an annual fee as proposed by the Council and approved by the General Body at a General Meeting. Dues for the Individual Members shall include the international fee as decided by the ICOMOS International from time to time. Fee shall be paid before 1st January each year. Current Fees for each category are given under Article 14(a) and 14(b)
- (c) The current Life Members will continue to exist with the adoption of this constitution which will come to effect with the adoption of the current revisions. Life Members are required to pay only the international component of the fee as decided by the ICOMOS International from time to time. The life membership will not be offered in the future.
- (d) In order to gain the international memberships and to receive relevant benefits, annual fee as defined by ICOMOS international shall be paid by all Life Members and Individual Members with effect from 2021.

#### **Article 7**

A member of ICOMOS Sri Lanka shall cease to be a member:

- (a) If the member concerned resign at the end of the Calendar year after having given written notice to that effect three months in advance, and after having paid his dues up to the current year.
- (b) If the member be formally struck off the register by the Council for non-payment of dues or any other cause.

## **IV. GOVERNANCE STRUCTURE**

### **Article 8**

#### **The Governance Structure of ICOMOS Sri Lanka consists of**

- (a) The General Body of ICOMOS Sri Lanka.  
General Body is supreme and composed of all the categories of members mentioned in Article 6 and its duties are prescribed in Article 9. General Body will elect the Council of Management (referred to as the Council) at its Annual General Meeting to be held as per Article 11.
- (b) The Council of the ICOMOS Sri Lanka shall be elected by the General Body of ICOMOS Sri Lanka

The Council of ICOMOS Sri Lanka shall be composed of:

#### ***(a) Office bearers***

President  
Senior Vice President  
Vice President  
Immediate Past President  
Honorary Secretary  
Assistant Secretary  
Treasurer  
Assistant Treasurer

#### ***(b) Member in Council – (10members)***

#### ***(c) Terms of office:***

- i. The Office Bearers shall hold the office for a period of three years
- ii. The Council members shall hold the office for a period of one year and are eligible to re-elect.
- iii. The President shall be the person who held office as Senior Vice President at the time of election of office bearers.
- iv. If any member of the Council resigns or declared as deceased the rest of the members of the Council of Management will decide the appointment of such vacant position until the next Annual General Meeting.

## **Article 9**

### **Duties**

Members shall be the sovereign body of the ICOMOS Sri Lanka. The Membership shall meet at least once a year at the Annual General Meeting and exercise its duties; as provided by the constitution.

#### ***(a) Duties of the General Body***

- (i) Provide general directions and policies to ICOMOS Sri Lanka in furthering its objectives
- (ii) Elect the Council
- (iii) Adopt the annual report and accounts
- (iv) Decide on annual fee (on the recommendation of the Council)
- (v) Elect Honorary Members (on recommendation of the Council)
- (vi) Give awards
- (vii) Authorizes Council to enter into contracts with other parties by a decision of the Council addressing the matter.

#### ***(b) Duties of the Council***

- (i) The President of ICOMOS Sri Lanka shall preside over the Council and the General Assembly.
- (ii) The Senior Vice President shall assist or take the place of the President in his absence. He shall assist the President in representing ICOMOS Sri Lanka and furthering its activities. In this connection the President may delegate powers to him. Senior Vice President shall be the returning officer if voting takes place at a General Assembly
- (iii) A *pro tem* chairperson will be appointed from among the members present to hold meetings of the Council when President, Senior Vice President and Vice President is absent or unable to attend.
- (iv) The Secretary is in charged with the direction and operations of the Secretariat in accordance with the policy guidelines and decisions of the Council of ICOMOS Sri Lanka. Assistant Secretary

may assist the Secretary. Secretary shall prepare the annual report of activities to be submitted at the Annual General Meetings.

- (v) The Treasurer is responsible for the financial affairs of ICOMOS Sri Lanka and shall prepare financial reports and draft budgets and submit audited accounts for the period 1<sup>st</sup> January – 31<sup>st</sup> December of each year to be submitted at the Annual General Meetings. The treasure shall authorize expenditure according to the instructions of the Council and make payments.
- (vi) It is the responsibility of the Secretary to place the common seal of ICOMOS Sri Lanka on authoritative documents in front of the President.
- (vii) The President and the Secretary jointly will enter into contracts with other parties in the name Association of ICOMOS Sri Lanka.

#### ***(c) Duties of Past Presidents***

- (i) Attend Council meetings as observers with no voting rights.*
- (ii) Act as advisors on matters referred as provided.*
- (iii) The Immediate Past President shall convene and preside over the advisory Body and shall propose their agenda on matter/s referred to Past Presidents by the Council*
- (iv) The College of Past Presidents will advise on any or all the Matters referred to them directly by the President or the Council of Management. The General Body may also refer matters for advice with the concurrence of the council or President or directly by giving acceptable reasons for inability to obtain the concurrence from the President or council to do so.*

## **V. MEETINGS**

### **Article 10**

- (a) The Council shall meet at least once in every three months.
- (b) An extraordinary meeting of the Council shall be summoned by the Honorary Secretary if directed by the President and upon receipt of a written requisition signed by at least four members of the Council within seven days upon receipt of such request.
- (c) The Quorum for a meeting of the Council shall be five members.

## **Article 11**

- (a) The Annual General Meeting of the General body of ICOMOS, Sri Lanka shall be convened not later than 31<sup>st</sup> March of the subsequent year.
- (b) Due notice for this meeting shall be given 30 days prior to the date fixed for the meeting.
- (c) Notice of resolutions if any shall be registered with the Secretary 7 days prior to the date fixed for the meeting.
- (d) The Agenda for the Annual General Meeting shall include the following:
  - (i) Election of Office Bearers and Council members
  - (ii) Adoption of the Secretaries' Report and audited statement of accounts for the preceding year.
  - (iii) Any other business of which due notice has been given.
- (e) No member shall be entitled to vote unless all fees and subscriptions due from the member in respect of that calendar year have previously been paid.
- (f) Voting shall be by secret ballot
- (g) Senior Vice President shall act as the person responsible for conducting the election with the help of members appointed by him who are not contestants. His decision on the nominations and the results would be final and conclusive.
- (h) Nominations for vacant posts in the Council should be invited from the General Body of ICOMOS Sri Lanka together with notice of the Annual General Meeting and all nominations shall receive by the Hony. Secretary 14 days prior to the date of the meeting and the Hony. Secretary shall inform the membership of the nominations.
- (i) If no nominations have been received for any post, the Council holding office will nominate persons to hold any post which are vacant.
- (j) The Council reserves the right either to nominate or request the General Membership attending the Annual General Meeting to nominate any position that have not received any nominations.
- (k) The quorum for a meeting of the Annual General Meeting of ICOMOS Sri Lanka shall be 1/3<sup>rd</sup> of the total membership.
- (l) If the quorum is not fulfilled at the time stipulated in the notice the President will adjourn the meeting for 30 minutes. If the quorum is

not fulfilled during the 30minutes the President will re-convene the meeting after the 30minutes and the total membership present at the time of meeting will be considered as the quorum.

- (m) In an unfortunate event of office bearers not organizing the General Body on time, 20 members can organize a meeting and elect temporary office bearers (function till the next AGM) and continue with the function of ICOMOS Sri Lanka and hold the next AGM on due time.

## **Article 12**

The Financial year of the Institute shall be from the 1<sup>st</sup> day of January to the 31<sup>st</sup> day of December.

## **Article 13**

- (a) A Special General Meeting (SGM) of the General Body shall be summoned by the Hony. Secretary if directed by the President or upon receipt of a written requisition signed by at least five (15) members, to consider any matter specified by the President or in such requisition.
- (b) At least 3 days' notice shall be given to all members of the date, time and venue of such meetings, and the nature of the business to be transacted thereat.
- (c) The Quorum for a meeting of the Special General Meeting of ICOMOS Sri Lanka shall be 1/4<sup>th</sup> of the total membership.
- (d) If the quorum is not fulfilled at the time stipulated in the notice the President will adjourn the meeting for 15 minutes. If the quorum is not fulfilled during the 15minutes the President will re-convene the meeting and the total membership present at the time of meeting will be considered as the quorum.

## **VI. SUBSCRIPTIONS**

### **Article 14**

- (a) The amount of Subscriptions shall be decided by the General Body of ICOMOS Sri Lanka at an AGM or SGM on the recommendations provided by the Council.

- (b) Subscriptions from the Year 2021 shall be as follows until it is revised as per the Article 14(a):
- (i) Registration Fee of Rs. 1,000/= (except for Student members)
  - (ii) Life Members annual fee Rs.0.00 + current International fees
  - (iii) Individual Member annual fee Rs. 500.00 + current International membership fees
  - (iv) Associate Member annual fee of Rs. 400.00
  - (v) Student Members annual fee of Rs. 250.00 (no registration fee)
  - (vi) Institutional member annual fee of Rs. Rs. 10,000.00
  - (vii) All members shall pay their annual membership fee by 1<sup>st</sup> January of the preceding year. If the membership fees are not paid, the Treasurer will inform the member to pay the dues by 31<sup>st</sup> March of the next year. If the membership fees are not paid by 31<sup>st</sup> March the membership ceases to be effective.

#### **Article 15**

Income of ICOMOS Sri Lanka shall derive funds from

- (i) Subscriptions or dues of members
- (ii) Gifts, donations, grants and bequest
- (iii) Subventions
- (iv) Contracts for research and provision of services
- (v) Conducting Training Programs
- (vi) Other appropriate activities approved by the Council

### **VII. LEGAL STATUS**

#### **Article 17**

The Council shall take appropriate measures to acquire legal status for ICOMOS Sri Lanka.

### **VIII. AMENDMENTS**

#### **Article 18**

The General Body alone shall be empowered to amend the present statutes, by a two-third majority of the votes cast, and after the proposed amendments have been communicated to all members at least 30 days before the meeting of the General Body.

### **IX. DISSOLUTION**

#### **Article 19**

The decision to dissolve ICOMOS Sri Lanka may be taken only by the General Body, by a two-thirds majority of the votes casted.