



ICOMOS SRI LANKA
INTERNATIONAL COUNCIL ON MONUMENTS AND SITES

CONSTITUTION

(Amended on 16th March 2024)

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, hereinafter abbreviated as **ICOMOS Sri Lanka**.

Article 2

The location of the Secretariat of ICOMOS Sri Lanka is the Postgraduate Institute of Archaeology (PGIAR), 407, Bauddhaloka Mawatha, Colombo-07. It may be changed by a decision of the Council of Management, hereinafter 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-centred 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 policymakers (institutions), practitioners and communities & networks concerned with the aims of ICOMOS Sri Lanka 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 centres 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 organise 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 centres 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 5

- (a) ICOMOS Sri Lanka shall be composed of Corporate Life Members, Corporate Members, Associate Members, Institutional Members, Honorary Members and Student Members.
 - (i) **Corporate Life Membership** shall be open to existing Life Members. The Corporate Life Members will have voting rights, as well as to become International Members of ICOMOS and to be elected to the Council.
 - (ii) **Corporate Membership** shall be open to any individual engaged in the conservation and management of cultural heritage as per the criteria developed by the Council. Corporate 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 the 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 activities 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 7.

- (v) **Honorary Membership** shall be conferred at an AGM as resolved 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) In addition, **Volunteers** are encouraged to assist/support the activities of ICOMOS Sri Lanka. The volunteers do not have voting rights.
- (b) All Past Presidents of ICOMOS Sri Lanka are also welcomed to attend the Council Meetings as observers or advisors on invitation. Notice of convening the Council meeting be conveyed to the Past Presidents.
- (c) Except the Honorary Members, Observers and Volunteers, the other categories of members shall pay an annual subscription fee as proposed by the Council and approved by the General Body at an Annual General Meeting or Special General Meeting. Dues for the Corporate Life Members and Corporate Members shall include the international fee as decided by the ICOMOS International from time to time. Fees shall be paid by 31st December of the preceding year.

- (d) The Corporate Life Membership will not be offered from 16th March 2024, the date of approving the amendments. However, the current Corporate Life Members will continue to exist and are required to pay only the international component of the fee as decided by the ICOMOS International from time to time.
- (e) In order to gain the international membership and to receive relevant benefits, the annual fee as defined by the ICOMOS international shall be paid by all Corporate Life Members and Corporate Members.

Article 6

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

- (a) If the member concerned resigns 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 7

The Governance Structure of ICOMOS Sri Lanka consists of **(a) General Body** and **(b) Council of ICOMOS Sri Lanka**.

The General Body is supreme and composed of all the categories of members mentioned in Article 5 and its duties are prescribed in Article 8. The members who have voting rights are eligible for election to the Council of Management (referred to as the Council) at its Annual General Meeting to be held as per Article 10.

The Council of ICOMOS Sri Lanka shall be composed of:

(a) Office Bearers:

- President
- Senior Vice-President
- Vice-President

Immediate Past President
Secretary
Assistant Secretary
Treasurer
Assistant Treasurer

(b) Members in Council - (10 members)

(c) The Terms of Office of the Council:

- (i) The Office Bearers shall hold the office for a period of three years and be eligible to re-elect subject to the provisions of this constitution.
- (ii) The Members in Council shall hold the office for a period of one year and are eligible to re-elect subject to the provision of this constitution.
- (iii) The President shall be the person who held office as Senior Vice-President at the time of the election of the office bearers subject to the provisions of this constitution.
- (iv) The Immediate Past President shall be the person who held office as the President at the time of the election of office bearers unless he is the "Caretaker President" and would continue as the Immediate Past President for the next three (03) years. In the event of "Caretaker President" continues as the President, the Immediate Past President will be the person who previously held the same office.
- (v) In the event of vacation of office by death or resignation of the President, Senior Vice-President may take over as the "Caretaker President"; but in the event of the Senior Vice-President does not wish to accept the vacated post, Vice-President may take over as the "Caretaker President". "Caretaker President" to hold office for the unexpired period of the term of office of President who vacated office. If the Senior Vice-President and Vice-President do not accept such post, then the Secretary shall call an extraordinary Council Meeting, chaired by the Immediate Past President/ Senior Vice-President/ Vice-President or the Council appointing a pro-tem Chairman, and decide to invite a Past President who has served previously as an Immediate Past President from the College of Past Presidents to be the "Caretaker President" to hold office for the unexpired period of the term of office of the President who vacated the office.

- (vi) In the event of the Senior Vice-President decides to take over the post of "Caretaker President" he would continue to hold the post of the President for the next three years, after the completion of his term as the "Caretaker President".
- (vii) The President's resignation should be submitted to the Council through the Secretary by writing and should be accepted by summoning an immediate Council Meeting.
- (viii) In the event of death or vacation of office of the Senior Vice-President or the Vice-President or the Secretary or the Treasurer, such vacancy may be filled by the Vice-President, Assistant Secretary and Assistant Treasurer respectively and such successor shall hold office for the unexpired period of the term of office of the Senior Vice-President/ Secretary/ Treasurer whom he/she succeeds provided that such council or non-council member are eligible to hold such office.
- (ix) If the Vice-President, the Assistant Secretary and the Assistant Treasurer do not accept such positions, the Council shall fill such vacancy from among the Council members or from non-Council members for the unexpired period provided that such members are eligible to hold such post.
- (x) In the event of death or vacation of office of the Vice-President, the Assistant Secretary and Assistant Treasurer or in the event of any one of the above positions falling vacant, such vacancy may be filled by a Member in the Council by a Council resolution and such successor shall hold office for the unexpired period of the term of office of the member whom he/ she succeeds provided that such members are eligible to hold such post.
- (xi) In the event of death or vacation of office of the Immediate Past President, such vacancy shall be filled by the Council from a member who had served previously as an Immediate Past President and shall hold office for the unexpired period of the term of office of Immediate Past President who vacated office.
- (xii) If any member of the Council resigns or declared as deceased, the Council will decide the appointment of such vacant position until the next Annual General Meeting.

- (xiii) A Member of the Council (Office bearers and Members in Council) shall cease to hold office if he/she:
- (α) ceases to be a member of ICOMOS Sri Lanka
 - (β) address a letter to the Secretary intimating his/her desire to resign from the office
 - (γ) fails to attend three (03) consecutive meetings of the Council without the permission of the Council.

Article 8

Duties:

Members of the General Body of ICOMOS Sri Lanka 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 aims and activities
- (ii) Elect the Council
- (iii) Adopt the Annual Report, Annual Accounts and Audited Accounts of the preceding session/year
- (iv) Decide on the Annual fee (on the recommendation of the Council)

(b) Duties of the Council:

- (i) The President shall provide leadership to ICOMOS Sri Lanka in furthering the aims and activities and shall preside over the Council and Annual/ Special General Meetings.
- (ii) The Senior Vice President shall assist or take the place of the President in his/her absence at the Council or Annual/ Special General Meetings. He/She shall assist the President in representing ICOMOS Sri Lanka and furthering its aims and activities. In this connection, the President may delegate powers to him. Senior Vice President shall be the returning officer if voting takes place at an Annual General Meeting.
- (iii) A *pro tem* chairperson shall be appointed from among the members present to hold the Council or Annual/ Special General Meetings when

the President, Senior Vice President and Vice President are absent or unable to attend.

- (iv) The Secretary is in charge of the direction and operations of the Secretariat in accordance with the policy guidelines and decisions of the Council of ICOMOS Sri Lanka. Secretary shall prepare the Annual Report of activities to be submitted at the Annual General Meetings. The Assistant Secretary shall assist the Secretary in performing the above-mentioned duties, particularly with regard to membership matters.
 - (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 1st January–31st December of each year to be submitted at the Annual General Meetings. The Treasurer shall authorize expenditure according to the instructions of the Council and make payments. Assistant Treasurer shall assist the Treasurer in performing the above-mentioned duties, particularly with regard to fund raising.
 - (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) Authorizes to enter into contracts with other parties by a decision of the Council addressing the matter. The President and the Secretary jointly will enter into contracts with other parties on behalf of ICOMOS Sri Lanka with the approval of the Council.
 - (viii) Elect Honorary Members
 - (ix) Give awards and felicitate persons who have significantly contributed to achieving the aims and activities of ICOMOS Sri Lanka
 - (x) Only the Council Members (Office bearers and the Members in Council) have voting rights on Council decisions.
- #### **(c) Duties of the College of Past Presidents**
- (i) Attend Council Meetings on invitation in an advisory capacity
 - (ii) Act as advisors on matters referred to them by the Council
 - (iii) The Immediate Past President shall convene and preside over the meetings of the College of Past Presidents and shall propose the agenda on matter(s) referred to the College of Past Presidents by the Council
 - (iv) The College of Past Presidents may advise on any or all matters referred to them directly by the President or the Council.

V. MEETINGS

Article 9

- (a) The Council shall meet at least once in every two months.
- (b) An extraordinary meeting of the Council shall be summoned by the Secretary if directed by the President, or in the event the President resign from the position, or upon receipt of a written requisition signed by at least four members of the Council within seven days upon receipt of such request or as stipulated under this constitution.
- (c) The Quorum for a meeting of the Council shall be five members.

Article 10

- (a) The Annual General Meeting of the General Body of ICOMOS Sri Lanka shall be convened not later than 31st 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 Annual Report of the Secretary, Financial Report of the Treasurer and the 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 the period up to the current calendar year have previously been paid.
- (f) Voting shall be by secret ballot
- (g) The 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 be received by the Secretary 14

days prior to the date of the meeting and the Secretary shall inform the membership of the nominations.

- (i) The Council holding office reserves the right either to nominate or request the General Membership attending the Annual General Meeting to nominate any position for which no nomination has been received
- (j) The quorum for a meeting of the Annual General Meeting or Special General Meeting of ICOMOS Sri Lanka shall be 1/3rd of the total number of active members who have voting rights.
- (k) 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 15 minutes, the President will re-convene the meeting after 15 minutes and the total membership present at the time of meeting will be considered as the quorum.
- (l) In an unfortunate event of office bearers not organizing the Annual General Meeting on time, 20 members of the General Body can organize a meeting and elect temporary office bearers (to function till the next AGM) and continue with the functions of ICOMOS Sri Lanka and hold the next AGM on due time.

Article 11

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

Article 12

- (a) A Special General Meeting (SGM) of the General Body shall be summoned by the Secretary if directed by the President or upon receipt of a written requisition signed by at least fifteen (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 1/4th of the total number of active members who have voting rights.

- (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 15 minutes 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 13

- (a) The amount of fees for Registration and Subscriptions for each category of Membership shall be decided/ approved by the General Body of ICOMOS Sri Lanka at an AGM or SGM as recommended by the Council.
- (b) The current registration and subscription fees mentioned in the constitution before these amendments are applicable until the General Body decides to revise such fees.
- (c) All members shall pay their annual membership fees by 31st of December of the preceding year. If the membership fees are not paid, the Treasurer will inform such members to pay the dues by 31st of January of the current year. If the membership fees are not paid by 28th of February, the membership ceases to be effective. In the case of re-instating the membership for non-payment of subscription fees or for any other reason, such members shall pay all dues up to the current year including the period his membership was ceased.

Article 14

The income of ICOMOS Sri Lanka shall derive funds from,

- (i) Subscriptions or dues of members
- (ii) Gifts, donations, grants and bequests
- (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 15

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

VIII. AMENDMENTS

Article 16

The General Body alone shall be empowered to amend the present constitution, or to adopt a new constitution by a two-third majority of the votes casted at an AGM or a SGM, and after the proposed amendments/ new constitution have/ has been communicated to all members at least 30 days before the AGM/ SGM.

IX. DISSOLUTION

Article 17

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

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