



Women's Bureau of Sri Lanka

Ministry of Women, Child Affairs and Social Empowerment

Constitution of Divisional Women's Federation

For office use only

District	
DS Division	
Name of the Federation	
Registration Number	
Date of Registration	

Acronyms

GBV	Gender-based Violence
GN	Grama Niladhari
MoWCASE	Ministry of Women, Child Affairs and Social Empowerment
WAS	Women Action Society
WDO	Women Development Officer
WDFa	Women Development Field Assistant
Women's Bureau	Women's Bureau of Sri Lanka under the Ministry of Women, Child Affairs and Social Empowerment

1. Mission

Divisional Women Federation is consisted of the representatives of all the Women Action Societies (herein after called "WAS") registered under the Women's Bureau of Sri Lanka, under the Ministry of Women, Child Affairs and Social Empowerment (herein after called "MoWCASE"). Its mission is as follows;

- (1) To support WAS in each Grama Niladhari Division (herein after called "GND") level to effectively group together to achieve their mission in accordance to the WAS constitution.
- (2) To provide a place for Divisional Women Development Officer (herein after called "WDO") and Women Development Field Assistant (herein after called "WDFa") to effectively understand and respond to the challenges and requirements in WAS in each GND level.
- (3) To serve to bridge between WAS and Divisional administrations.
- (4) To communicate with District Women Federation as a representative of DS division level.
- (5) To convey the reality and challenges of WAS to be effectively understood by district and national level.

2. Functions

The primary functions of Divisional Women Federation are as follows;

- (1) Support Divisional WDO and WDFa to establish WAS in each GN division.
- (2) Actively access to the funds and resources required for the women development and distribute these funds and resources allocated for divisional level women development activities fairly and squarely among all WAS.

- (3) Maintain a close coordination in connection with the Sri Lanka Women's Bureau to follow up and governing activities.
- (4) Identify priorities and find solutions for requirements and issues of women at the divisional and rural level, or if it is unable to do so, refer such matters, to the attention of district level organizations, as per the requirement.
- (5) Review divisional and national level proposals and observations and make arrangements to implement decisions and actions taken at the national level through WAS.
- (6) Review progress of WAS operating relevant division and forward progress of those societies to the Women's Bureau through the Divisional Secretary.
- (7) Observe and make arrangements at the divisional level to review inactive WAS by taking remedial action.

3. General Meeting

- (1) General Meeting shall be held at least once in every 3 months.
- (2) Three Office Bearers (i.e., Chairperson, Secretary or Treasurer) from each WAS under the Division shall attend the Divisional Federation meetings.
- (3) Participate of 2/3 of the membership is required for decision making.
- (4) In the Meeting, the treasurer shall present a financial progress report of the Federation. A copy of this agreed financial report of the Federation by the committee, shall be submitted to the Director of the Women's Bureau through the Divisional Secretary.

4. Working Committee and Office Bearers

The elected eleven Office Bearers consist a Working Committee of the Federation. The meeting of the Working Committee shall be held at least once in 3 month and whenever necessary to discuss matters in preparation for the General Meeting. The quorum shall be more than the half of the members.

The responsibilities of Office Bearers shall be as follows but not limited to;

(1) Chairperson

- Chair the General Meetings and Working Committee meetings;
- Authenticate all the minutes of meetings and other report;
- Represent the Divisional Women Federation and ensure the proper implementation of activities in accordance with the constitution; and
- Be responsible to the communication and reporting to the WDO/WDFFA and Divisional Secretariat.

(2) Vice-Chairperson

- Support the Chairperson for proper management of her responsibilities;
- Supplement the role of the Chairperson whenever she is absent.

(3) Secretary

- Prepare minutes of General Meeting and Working Committee meetings;

- Prepare attendance sheets, log entries and progress reports;
- Maintain the list of registered members; and
- Keep those documents and records safe and appropriately.

(4) Assistant Secretary

- Support the Secretary for implementing her responsibilities;
- Supplement the role of the Secretary whenever she is absent.

(5) Treasurer

- Record the any financial transactions on the receipt/account books and a cash book;
- Restore the petty cash and financial documents safe and appropriately;
- Deposit all money exceeding the authorized limit for petty in the bank account of the Federation;
- Collect member fees from each WAS;
- Prepare annual budget for the authorization by the Working Committee and General Meeting.
- Respond to the divisional audit annually.

(6) Six other Committee members

The Committee shall consist of 11 members. It shall be comprised of the above 5 officers and 6 other elected members.

(7) Divisional Secretary

Supervise and monitor the progress of the Federation.

(8) Accountant of the Divisional Secretariat (Auditor)

Provide necessary financial/accounting instructions to the Federation as an auditor.

Eligible persons for the above posts shall be selected by election at the General Meeting. The term of office of these posts shall be only one year.

Rules of the election shall be as follows;

- a) Members can recommend herself or can be recommended by others to be a candidate.
- b) To be a candidate, the member needs to be the member of WAS, registered under the Women's Bureau more than 6 months.
- c) The total time period of holding any position shall be 3 years. In case of an Office Bearer is re-elected, the maximum period the same officer could hold the post shall be 2 years.
- d) The voting power is given only to the women member who elected to the federation as the representative of WAS.
- e) The election shall be held as a secret ballot. The candidate who acquires majority votes shall be elected to the post. Counting the votes shall be conducted under the responsibility of the Divisional WDO/WDFA. Whole election process shall be witnessed by the Divisional Secretary and Divisional WDO/WDFA. The Divisional WDO/WDFA

will report the results to the Director of Women's Bureau in a written document and obtain the approval from the Director.

- f) The tenure of Federation shall be one year. The election should compulsorily be held and completed one month before the expiry of the tenure.
- g) Whole election process shall be witnessed by the Divisional Secretary and Divisional WDO/WDFA. The Divisional WDO/WDA will report the results to the District Secretary and the Director of Women's Bureau.

5. Funds

Funds of Divisional Women Federation contain the followings;

- (1) Deposit amount from all the WAS in the Division shall be determined by the members in the first General Meeting, in a range of Rs. 100.00 to 1,000.00.
- (2) Aids and donations received from the government, foreign agencies, non-governmental institutions or individuals
- (3) The projects fund implemented through the National and International donor agencies.
- (4) Funds disbursed as loans
- (5) Interests from loans
- (6) Funds received through any other means in compliance with the Constitution

6. Budget and Accounting

- (1) At the beginning of the year, treasurer shall present the budget to the Working Committee. Members will discuss and finalize the budget in a General Meeting, then it shall be submitted to Divisional Secretary for the approval.
- (2) The Federation can maintain only one current account in a valid commercial bank. Except the approved petty cash, all money should be deposited there. The Treasurer should manage all receipts/disbursements of the Federation and maintain the account of the Federation with the approval of the Treasurer. Additional accounts should not be opened and maintained for depositing the money received by the Federation in the name of the welfare or in any other name.
- (3) The Treasurer shall maintain all receipts/expenditures of the Federation in the account upon the approval of the Federation.
- (4) Petty Cash up to the approved amount can be managed. Treasurer take responsibility of keeping the cash in safe and recording any transactions on the cash book. The maximum amount should be determined by each Federation but cannot exceed Rs. 10,000.00.
- (5) The Treasurer shall duly maintain the record of cash transactions on a cash book. The budget shall be reviewed in the Working Committee meetings.
- (6) Approval of the Divisional Secretary shall be sought in expending an amount over Rs.10,000.00.

- (7) If the Federation fails to hand over the financial records, such as the receipt book, bank book, petty cash book, to the Divisional Secretary at the end of the year, the work of the Federation may be temporarily suspended for 3 months. The Director of the Women's Bureau can dissolve the Working Committee if it fails to submit the relevant financial report during the period of suspension. During the period of suspension, the committee cannot receive any grants from the Government or other institutions.
- (8) Account and financial transactions of the Federation shall be audit by the Divisional Secretariat Office at the end of the year.
- (9) The authority for signing cheques for disbursements is assigned to the Treasurer and Chairperson or Vice-chairperson.
- (10) The Treasurer shall be responsible for obtaining and issuing receipts in respect of each financial transaction.

7. Political Activities

- (1) Divisional Women Federation cannot be utilized for any political activities or campaigns by any parties or individuals.
- (2) In case a member of the Federation runs for any local/Provincial/Parliamentary election or elected as a member of a politician, that member cannot be the member of the Working Committee. When she is already one of the Office Bearers, that position shall be vacant and covered by the other member of the Committee until the end of the term.
- (3) In case a member submits nominations for any local government, provincial council and parliamentary election, that member cannot become a member of the committee. If she is already an officer of the Board, the position shall remain vacant and the duties of that position shall be covered by another member of the Committee until the end of the term.

8. Registration

To launch a new Divisional Women Federation, documents as follows shall be submitted to the Director, Women's Bureau for registration.

- (1) A copy of the Constitution certified by the Secretary and the Chairperson by placing their signatures to the effect that it has been adopted at the General Meeting. [Annexure I]
- (2) Minutes of the General Meeting for registration which contains the records on the election of Office Bearers. [Annexure II]
- (3) The copy of the bank account of the Federation certified by the bank manager of the particular bank.

9. Amendment of Constitution

In case of any amendment is required to the constitution to be consistent with current society and national requirements, the amendments must be passed by the agreement of 2/3 of the members of the Federation. Amendments will come into force after the approval of the Director of the Women's Bureau.

Adoption of the Constitution of Divisional Women Federation

The above Constitution was adopted at the General Meeting held on _____ (date) with the participation of _____ (number) members.

Honorary Chairperson

Date:

Honorary Secretary

Date:

Bank Account

Bank Branch: _____

Account Number: _____

Current Balance: _____

Honorary Secretary

Honorary Treasurer

I inform you that the information of the above Women Action Society in the Grama Niladhari Division no. _____ are accurate and recommend that it is suitable for registration.

Women Development Officer

Divisional Secretary

Official Seal

Minutes of the General Meeting for Registration

1. Name of the Federation :
2. District
3. DS Division :
4. Number of WAS under this Divisional Women Federation :
5. If the Federation has been registered under the Women's Bureau before,
Its Number:
6. Names of Office Bearers

Designation	Name	Address	Phone #	Signature
Chairperson				
Vice Chairperson				
Secretary				
Assistant Secretary				
Treasurer				
Committee Member 1				
Committee Member 2				
Committee Member 3				
Committee Member 4				
Committee Member 5				
Committee Member 6				

The election of Office Bearers was conducted on _____ (date) witnessed by
_____ (WDO/WDFA's name).

*List of Members shall be attached with name, address, GN, phone number and signatures.

7. Adoption of the Constitution

The Constitution was proposed and agreed by the member of Divisional Women Federation and Divisional/District WDOs/WDFAs.

8. Deposit from WAS

Deposit fee of Rs. _____ from each WAS was proposed and agreed.

9. Other points discussed

For Inquires:

Women's Bureau of Sri Lanka

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