



Women's Bureau of Sri Lanka

Ministry of Women, Child Affairs and Social Empowerment

Constitution of National Women's Federation

Office use only

Name of the Federation	
Registration number	
Registration date	

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. Background and Mission

- (1) National Women's Federation (herein after called "the Federation") is established to make Women Action Society (herein after called "WAS") actively be involved in the national development process of Sri Lanka. The Federation will promote gender equality and women's voice to be heard in the national and international level and their needs to be reflected in national development agenda of the country.
- (2) The Federation works to fulfill the social, economic, cultural values and needs to be reflected to national policy, laws and development agenda of Sri Lanka. The Federation
- (3) The Federation is a group of representatives from all the District Women's Federations which are representatives of all the registered WAS in Sri Lanka.
- (4) Women's Bureau of Sri Lanka (herein after called "WB") will create opportunities to overcome the relevant challenges of WAS in cooperation with the Federation to efficiently absorb their needs.
- (5) The Federation will provide necessary services and coordination as a constant bridge for District and Divisional Women's Federation.

2. Functions

The primary functions of the National Women's Federation are as follows;

- (1) Support and work together with WB to provide the necessary guidance to support and activate all WAS in Sri Lanka.
- (2) Actively work to obtain financial and other resources for women's development at the national level and distribute these funds and resources obtained and allocated them fairly and directly to all WAS.
- (3) Maintain a close liaison with the WB for the supervision and control of its activities.

- (4) Identify the priorities of women at the district, division and GN levels as well as solutions to their needs and problems. If not, the matter should be forwarded for the attention of national level and international organizations according to the requirements.
- (5) Analyze and monitor district and national level proposals as well as implementation of national level decisions and activities by Women's Federation.
- (6) For women's freedom, good living conditions, freedom from violence and the enjoyment of their basic rights, as well as the representation in various forums for their rights, dignity and needs in those forums.
- (7) Actively participate in conferences, meetings, discussions and workshops of national and international institutions in conjunction with the WB.

3. General Meeting

- (1) General Meeting shall be held at least once in every 3 months.
- (2) At least two of the 3 main officers of the District Women's Federation (i.e. President, Secretary and/or Treasurer) shall participate in the Federation.
- (3) 2/3 of the members must participate in making decisions.
- (4) At the General Meeting, the financial progress report of the Federation should be presented by the Treasurer, copies of which should be forwarded to the WB.

4. Working Committee and Office Bearers

National Women's Federation shall have a Working Committee which shall have a capacity to do all administration, management functions, appropriate decision making on behalf of the Federation, policy initiatives relevant to the women, discussion of the future of the Federation and discussions in order to prepare for the General Meeting. The committee consists of 11 Office Bearers which consists eight elected officers (five with designations and three other members), two advisors and one appointed officer from the Women's Bureau.

The details and responsibilities of the Committee members are as follows but not be limited to;

(1) Chairperson

- Chair the General Meeting and Working Committee meeting;
- Authenticate all the minutes of meetings and other report
- Represent the National Women's Federation at all the time and its activities are carried out in accordance with the constitution.
- Be responsible to the communication and reporting to WB.

(2) Vice Chairperson

- Assists the Chairperson all other administrative work of Federation.
- Performs her duties in the absence of the Chairperson.

(3) Secretary

- Preparation of meeting minutes of the General Meeting and the Committee meetings.
- Preparation of attendance documents, maintenance of log book and preparation of progress reports.
- Maintaining the register of registered members of the Federation.
- Maintaining the above documents and records systematically and securely.
- Sending letters to inviting the members.
- Directing the information of the Federation to the line institutions, national and international organizations and maintaining organization communication related to the Federation's work.

(4) Assistant Secretary

- To assist in running the affairs of the Secretary.
- Carrying out the duties of the Secretary in her absence.

(5) Treasurer

- Recording all financial transactions of the Society i.e. cash receipt/maintenance of accounts and cash book.
- Proper and secure maintenance of petty cash and other financial records.
- Banking of all Federation cash in excess of authorized cash limit.
- Preparing the annual budget estimates and obtaining the approval of the Committee and the General Assembly.
- Responding to the annual audit at the national level.
- Maintain all documents and records of the Federation.

(6) The other three Committee Members

- There shall be three other committee members whose designations are not specified above but they are expected to contribute to the Committee with their knowledge and skills.

(7) Two Advisors

- Women's Bureau shall name five women who have been tackling and contributing significantly for women's empowerment and gender equality in Sri Lanka as the Advisors to the Federation. Out of the five, two shall be appointed to the member of Working Committee.
- They cannot hold the Committee positions specified above, but shall provide necessary advices in the discussion of the Committee.

(8) Director, Women's Bureau of Sri Lanka

- Supervises and operates the activities of the Federation.
- Appoints five Advisors to the Federation.
- Director her/himself or her/his designated officer shall participate in the Working Committee.

(9) Accountant (Auditor) assigned by the MoWCASE

- Advises on finance/accounting as internal auditor of the Federation.

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 of the Federation can recommend themselves or can be recommended by others to be candidates.
- b. To be a candidate, the member must be a member of WAS for at least last 6 months.
- c. In case of an Office Bearer is re-elected, the maximum period the same officer could hold the post shall be 2 years.
- d. It's allowed for previous Office Bearers to run the election for another position even if she took the role for 2 years.
- e. Only one person per on District shall be selected for the positions in the Federation.
- f. Vote shall by a secret ballot. However, in case the Federation has members less than 10, any simpler ways like hand raising are acceptable. A candidate obtained the majority of the vote shall be selected. Counting the votes shall be conducted under the responsibility of the Director of WB or her/his authorized officer.
- g. Whole election process shall be witnessed by the Director of WB or her/his authorized officer. The WB director shall report the election information to the Ministry Secretary.

5. Termination of Membership

Membership of the National Women's Federation may be cancelled in the following cases;

- (1) Violation of the Constitution of WAS and/or Divisional/District/National Federation.
- (2) Commitment of any kinds of frauds.
- (3) Acting according to personal preferences regardless of official functions.
- (4) Utilization of the Federation and/or power as the Federation member in favor of any specific political parties or groups.
- (5) Failure of participation in the Committee Meetings and General Meetings for 3 consecutive months without giving a valid reason.
- (6) Commitment of misconduct which creates damages to WAS and/or Divisional/District/National Federation.

6. Funds

The funds of the National Women's Federation contain as follows;

- (1) Membership fees of all the members. The member fee would be the range in 1,000 to 7,500 rupees which shall be confirmed in the first General Meeting.
- (2) Aids and donations received from government, foreign institutions, non-governmental institutions and private sector as well as sub-projects carried out at the invitation of national and international institutions.
- (3) Funds received from any other source which are in accordance with the constitution.

7. Budgeting and Accounting

- (1) The Treasurer shall present the annual budget of the Federation to the Committee at the beginning of the year. All members shall discuss the relevant budget in a General Assembly and it shall be submitted with the approval of the Director of the WB.
- (2) All funds should be deposited in the bank account opened in the name of the Federation. The Treasurer shall manage all receipts/expenditures of the Federation with the approval of the Committee and maintain the Federation account.
- (3) The amount of approved cash is managed by the treasurer. The treasurer is responsible for taking care of the bank money and keeping records of all money circulation in the cash book.
- (4) The Treasurer maintains the cash flow records of the Federation in the Cash Book.
- (5) All the financial documents shall be analyzed by the Director of the WB and her/his designated auditor at the end of the year. If the Federation fails to hand over the financial reports such as receipt book, bank book, cash book etc., the Federation shall be canceled for 6 months. Grants are not redeemable.
- (6) The Treasurer/Chairperson or Vice-Chairperson is authorized to sign cheques for payment by the Federation.
- (7) It is mandatory to issue a receipt for all financial transactions for all receipts and payments made by the Federation.
- (8) In order to develop the financial situation of the Federation, various and regular methods can be used to increase the cash reserves in cooperation with other members of the Federation.

8. Political Affairs

- (1) The Federation cannot be used for any political activities of any party or person.
- (2) In case a member of the Federation runs for local government, provincial council and 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.

9. Registration

To register the Federation, the following documents should be handed over to the Director of the WB.

- (1) A copy of the Constitution of the Federation approved by the General Assembly and signed by the Secretary and the President of the Federation. [Annexure]
- (2) General Assembly meeting report with details of appointed officers for the committee. [Annexure II]

Adoption of the Constitution

I inform that the Constitution of the National Women's Federation was adopted in the General Assembly held on the day of _____ 2024.

Details of the Bank

Bank account

Bank Branch: _____

Account Number: _____

Current Status: _____

We recommend that the information of the relevant National Women's Federation which is effective at the national level is correct.

Director, Women's Bureau of Sri Lanka

Secretary, Ministry of Women, Child
Affairs and Social Empowerment

Report of the First General Meeting for Registration

1. Date & Location _____
2. Number of WAS under the National Women's Federation _____
3. Name of National Women's Federation _____
4. If prior to this, the National Women's Federation _____
5. Registration number: _____
6. Elected Office Bearers:

Designation	Name	Address	Phone #	Signature
Chairperson				
Vice Chairperson				
Secretary				
Assistant Secretary				
Treasurer				
Committee Member 1				
Committee Member 2				
Committee Member 3				
Advisor 1				
Advisor 2				
Director of the Women's Bureau or her/his designated officer				

- (1) National Women's Designation Officers Recruitment(Day) Women's Bureau, Director or her/his authorized officer It was observed by

*The details of the members are listed in the attachment.

- (2) Ratification of Constitution

- (3) The Constitution of the National Federation was proposed and agreed by the Women and the Director of Women's Bureau of Sri Lanka.

(4) Deposits made by the Federation

(5) All the members proposed and agreed that the fund to be deposited would be Rs

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(6) Other matters discussed

For Inquires:

Women's Bureau of Sri Lanka

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