

My No. V/01/06/01
Ministry of Public Administration,
Independence Square,
Colombo 07.

26th April, 1994.

All Secretaries,
Heads of Departments.

**Organization of Public Officers' Welfare
and Sports Activities**

The Hon. Minister of Public Administration has emphasized the importance of the development of physical and mental efficiency capacity of the Public Officers through Sports and Recreational Activities. A programme will be implemented to establish re-activate Public Officers Sports Organizations in the following manner.

02. (1) Establishment of Sports Clubs at Ministry/Department/Office levels.
(2) Establishment of Divisional Sports Societies combining Sports Clubs in the Divisions.
(3) Establishment of District Sports Societies, elected from the members of Divisional Sports Societies.
(4) Establishments of Provincial Sports, Societies, elected from District Sports Societies.
(5) Representation of District/Provincial Sports Societies at the National Level Government Services Sports Societies.

03. The organizers for these Sports Clubs/Societies shall be as follows:-

	<u>Organizer</u>
I. Public Service Sports Clubs in Ministries / Departments / Offices.	Secretary/Head of Departments/ Head of Institution or an Authorized Officer.
II. Divisional Level Public Service Sports Clubs/Societies	Divisional Secretary
III. District Level Public Service Sports Organization Committees/ Societies.	District Secretary
IV. Provincial Level Public Service Sports Clubs/Societies	Chief Secretary
V. National Level Public Service Sports Societies	Secretary, Ministry of Public Administration.

04. The Organizers should assist in inaugurating the relevant Sports Clubs/ Societies.

05. It is necessary to invite the personal attention of the Organisers for co-ordinate of these activities with a view to obtaining active participation of all Public Officers in Sports, Recreation and Welfare Activities. Some activities to be carried out in this connection are given below:-

- (1) Preparation of programme to conduct competitions in Sports Clubs and Inter Sports Clubs.
- (2) Collection of funds for Sports and Welfare Activities.
- (3) Preparation of annual programme for Sports and Welfare Activities.
- (4) To give publicity for these activities.

06. Guidelines regarding the Establishment of Sports Clubs and Divisional Sports Societies are given in Annex "A" and a specimen of draft constitution is attached as annexures "B" and "C".

06:1 A register of Sports Clubs and Societies established will be maintained in this Ministry.

06:2 The Sports Clubs and Welfare Societies already established in any offices should be re-organized to conform to this new structure. It is expected that the envisaged programme will be able to produce active sports lovers, while attending to the recreational requirements of the Public Officers.

07. The co-operation of the Sports Officers attached to the Divisional Secretaries act should be obtained for establishment of Sport Societies.

08. In order to implement this programme successfully, it is intended to allocate funds from the provision made for Welfare Activities and the procedure of incurring expenditure will be clarified.

09. The accounts of Public Service Sports Organizations should be examined by the Organizer, or by a representative authorized by him. The statement of annual accounts should be certified by a recognized Auditor, or Government Accountant or Audit Superintendent.

10. The accounts of the Divisional/District Sports Societies should also be certified in the same way and obtained by the Divisional /District Secretary. The Organizers should ensure that the funds provided have been properly accounted for.

11. Duly audited statements of Accounts should be submitted by each Society to the Organizer within 3 months of the close of the financial year, which would be the calendar year. No funds should be allocated to societies that either delay their statements, or whose accounts have been questioned in audit, until such time as proper conditions are restored.

12. The Divisional Secretaries are requested to send the particulars of the inaugurated clubs and the programmes, if they have not already been sent, to me without delay.

Sgd: Y.B. Pussedeniya
Secretary,
Ministry of Public Administration.

- Copies:-
1. Auditor General - for information.
 2. Secretary, Ministry of Home Affairs and Provincial Councils
- for information and necessary co-operation.
 3. Chief Secretaries of Provincial Councils - for information and
 4. Secretaries of Provincial Sports Ministries - necessary co-operation.

GUIDELINES FOR THE ORGANIZATION OF GOVERNMENT SERVICE SPORTS CLUBS, ETC.

A meeting of all Heads/Representatives of Divisional Government Institutions should be held to request them to form clubs for public officers in their Departments. If there are insufficient numbers, public officers of several departments could get together and form a Club. This should be done before 30.06.1994. A draft constitution is annexed to ensure uniformity. This may be amended if necessary. A copy of the constitution, a list of officials of clubs and minutes of the inaugural meeting should be sent to the Ministry for registration of the clubs.

ORGANIZATION OF DIVISIONAL GOVERNMENT SERVICE SPORTS SOCIETIES

Once the clubs have been formed representatives of all the clubs including other such existing clubs, should be invited to form the Divisional Government Service Sports Societies by 31/7/94. A draft constitution is also annexed.

At this level suitable qualified officers, eg. Divisional Sports Officers, Sports and Physical Education Teachers, Officers of the Police Department, Health Department, etc. Government Pensioners with suitable qualifications and experience, should be encouraged to actively participate in leading roles as voluntary officials of the Society .

The Divisional Secretaries should forward to the Secretary, Ministry of Public Administration a copy of the constitution minutes of the inaugural meeting and list of elected officials of the society on or before 31.08.94.

PROGRAMME OF ACTIVITIES

The clubs at the grass-root level should decide on the sports and recreational activities to be organized according to the aspirations of the officers at that level. The families of the officers, government pensioners in the area should also be encouraged to participate in these activities. However, only public officers in service, will be, eligible to represent the Division as at Government Service Competitions at the District Provincial and National levels. Competitions for Women over 35 years and men over 40 shall be organized on a five years group basis, i.e. 35-39, 40-44, 45-49, etc.

Divisional level competitions should be organized in the month of April and District/Provincial level competitions in August, National level competitions will be conducted thereafter.

FINANCES

The Hon. Minister of Public Administration has approved the allocation of Rs. 1,500/- from the welfare vote to each Divisional Secretariat Sports Club which has not already been allocated funds initially to commence the sports programme. These funds will be released once the Clubs are inaugurated. Further funds may be raised at the local levels as and when necessary.

Allocation of Funds to Government Service, Divisional/ District Sports Societies will be considered once they have been formed.

MATERIALS AND OTHER FACILITIES

The Government had directed that facilities available at Government Institutions should be made available to the people. In accordance with this policy decision, the facilities available at Schools, Colleges, Government Institutions, etc., should whenever possible, be made available to the public officers, their families and pensioners to participate in sports and recreational activities.

The Divisional Secretaries should prepare a list of all such facilities available in the Division through the Grama Niladhari so that the Government Service Sports Clubs in Divisions could be make use of them.

MASS-MEDIA

In order to encourage all public officers, etc. to participate activity in the envisaged sports and recreational programme, full publicity should be given through the representatives of the Electronic and Printed Mass Media in the Divisions of all activities undertaken under this Sports Programme with a view to win over public officers and their families and Government Pensioners to active participation in Sports.

This will be particularly important because the overall intonation of this programme is to make Public Servants aware of the value of Sports in leading a healthy carrer in the Public Service.

Annexure “B”

CONSTITUTION OF THE SPORTS CLUB

1. TITLE

The name of the club shall be the club.
(here in after referred to as the club)

2. ADDRESS

The registered address of the Society is

3. **OBJECTS**

- (1) To encourage the promotion of good physical and mental health among Public Officers, Government Pensioner and their families and develop sports skills.
- (2) To develop co-operation between the club and other sports clubs.
- (3) To obtain assistance for members of the club.
- (4) To organize/train teams for sports competitions.
- (5) To organize and conduct courses of training for sports organizers, sports instructors/ coaches and competition officials.
- (6) To acquire by purchase, lease, gift or otherwise, sell, any movable or immovable property which may be required or be necessary for the purposes of the Society and to sell movable property only.
- (7) To obtain loans and other forms of financial from any other institutions/ societies for purposes of the club.

4. **MEMBERSHIP**

Membership of the society shall be open to Public Officers in Government institutions and pensioners accepted into membership by the Executive Committee of the club and have fully paid up the fees. Each members will be entitled to only one vote at the Annual General Meeting, Applications for membership shall be made on a prescribed form accompanied by the prescribed fees.

5. **MEMBERSHIP FEES**

All members shall pay an Annual subscription of Rs..... at the time of joining. This can be paid monthly.

6. **THE FINANCIAL YEAR**

The financial year shall start on January 01st and end on the following December 31st.

7. **PATRONS AND VICE PATRONS**

A Patron and 3 Vice Patrons of the Society, shall be elected at the Annual General Meeting.

8. **THE EXECUTIVE COMMITTEE**

The Executive Committee of the club shall consist of the :

- (a) President
- Vice President
- Secretary
- Assistant Secretary
- Treasurer
- Assistant Treasurer
- Recorder
- Committee Members (10)

- (b) In addition two Auditors shall also be elected.
- (c) All officials shall be elected at the Annual General Meeting. They shall be eligible for re-election to the same office continuously for a maximum period of 3 years. They may be eligible for re-election to the same office after a lapse of one year. Between two Annual General Meeting any vacancies occurring in the Executive Committee may be filled at the discreting of the Executive Committee.

9. (a) **ANNUAL GENERAL MEETING**

The Annual General Meeting shall be held within three months of the close of the financial year, and shall be :

- (1) to receive and confirm the Minutes of the previous Annual General Meeting;
- (2) to receive and adopt the Annual Report;
- (3) to receive and adopt the Balance Sheet and Statement of Accounts for the year;
- (4) to appoint the Executive Committee and such other sub-committees;
- (5) to appoint Auditors;
- (6) to elect a Patron and Vice Patrons.

(b) **EXECUTIVE COMMITTEE MEETINGS**

The Executive Committee shall meet at least once a month and shall be responsible for the day-to-day running of the Society.

The Executive Committee is collectively responsible for establishing procedures to ensure the efficient management and continued development of the Society in all aspects.

(c) **SUB-COMMITTEES**

The Executive Committee shall appoint sub-committees consisting of members of the club. These shall be sub-committees for each sport.

10. **CONDUCT OF MEETINGS**

- (a) The place and date of the Annual General Meeting shall be decided by the Executive Committee.
- (b) The place and date of the next meeting of the Executive Committee and sub-committees shall be decided at each meeting.
- (c) The quorum for each meeting shall be 30% of the membership.

- (d) A special General Meeting shall be summoned on the decision of the Executive Committee as a request by 1/3 of the membership, such request shall be sent to the Secretary 6 weeks before the date proposed for the meeting.
- (e) The notice of a meeting must be circulated, in the case of the Annual General Meeting one month before the meeting, and in the case of other meetings, at least one week before the meeting.

11. **AMENDMENTS TO THE CONSTITUTION ETC.**

The whole or any Article, or part of an Article, Rule or Bye-law of the Constitution may be repealed or amended or a new Constitution, Article, Rule or Bye-law introduced by a Resolution adopted by not less than a two-third majority vote of the total membership (entitled to vote) present at the Annual General Meeting or Special General Meeting summoned for the purpose.

In any matter for which no specific rule has been laid down, the decision of the Executive Committee shall be final and conclusive.

Annexure
“C”

**CONSTITUTION OF THE DIVISIONAL GOVERNMENT SERVICES
SPORTS SOCIETY**

1. **TITLE**

The name of the Association shall be Divisional Government Services Sports Society, (hereinafter referred to as the Society.)

2. **ADDRESS**

The registered address of the Society is

3. **OBJECTS**

- (1) To encourage the development of, and participation in, sports activities among Public Officers, and their families in various sports activities for promotion of good health and physical and mental efficiency capacities, through participation in sports.
- (2) To seek affiliation with the District Government Service Sports Society and other relevant sports Associations.
- (3) To represent interests of sports and all members of the Society at the District and higher levels.
- (4) To organize recreational and completion sports at the Divisional Level, and participate in such activities at the District, Provincial and National levels.

- (5) To organize /train Divisional teams for the aforementioned activities.
- (6) To organize and conduct courses of training for sports organizers, sports instructors/coaches and competition officials.
- (7) To co-operate with other similar sports organization s in the Division, in the interests of sports and all the members.
- (8) To acquire by purchase, lease, gift or otherwise, and to sell, transfer by way of such lease, mortgage or otherwise dispose of or deal with any movable or immovable property with may be required or be necessary for the purposes of the society.
- (9) To obtain financial assistance, grants, from any other institution/ society for purposes of the Society.

4. MEMBERSHIP

Membership of the Society shall be open to Government Service Sports Clubs in the Division. Membership is subject to acceptance by the Executive Committee of the Society, and full payment of membership fees. Each member Club will be entitled to one vote at the Annual General Meeting, and shall consist of not less than 10 members. Applications for membership shall be on a prescribed form addressed to the Secretary and accompanied by the prescribed fees. Applications shall be signed by the President and Secretary of the Club.

5. FINANCE

All Clubs shall pay an Annual subscription, which shall be determined from time to time by the Annual General Meeting.

The financial year shall start on January 01st and end on the following December 31st. Subscriptions shall be paid on or before January 01st each year for the following year.

6. RESIGNATIONS/REMOVALS

Any member Society wishing to resign from the Society shall notify the Secretary in writing, before the end of the year, for which membership fees have been paid. Otherwise, such member Club shall be liable to pay membership fees for the following year. Any member Club may be struck off the Register of Members for contravening the rules of the Society and for unfair practices of any kind.

7. PATRONS AND VICE PATRONS

There shall be a Patron and 3 Vice Patrons of the Society, duly elected at the Annual General Meeting, from among senior Public Servants in the Division.

8. OFFICE -BEARERS

The office-bearers of the Society shall be:

President	
Vice President	- 3
Secretary	
Assistant Secretary	
Treasurer	
Assistant Treasurer	
Recorder	
Committee Members	-10

The Office-Bearers and Committee members shall be elected at the Annual General Meeting and shall eligible for re-election to the same office continuously for a maximum period of 3 years. They may be eligible for re-election to the same office after a lapse of one year.

Any vacancies of Office-Bearers and Committee members may be filled at the discretion of the Executive Committee.

9. ANNUAL GENERAL MEETING

The Annual General Meeting shall be held within two months of the close of the financial year, and shall be:

- (1) to receive and confirm the Minutes of the previous Annual General Meeting;
- (2) to receive and adopt the Annual Report;
- (3) to receive and adopt the Balance Sheet and Statement of Accountants for the previous year, ending 31st December;
- (4) to appoint the Executive Committee and such other sub-committee, as seem fit from time to time;
- (5) to appoint Auditors;
- (6) to elect Patron and Vice Patrons.

10. SPECIAL GENERAL MEETINGS

A special General Meeting may be called by a written request by on-third of the number of member Clubs; to consider only such matters referred to on the notice of the request. Such a meeting shall be called within one calander month of receipt of such a requisition and any matters other than those specified in the requisition shall not be taken up at such meeting.

11. EXECUTIVE COMMITTEE MEETINGS

The Executive Committee shall meet at least once a month and shall be responsible for the day-today running of the Society.

The Executive Committee is collectively responsible for establishing procedures to ensure the efficient management and continued development of the Society in all aspects.

12. SUB-COMMITTEES

The Executive Committee shall appoint sub-committees consisting of members of the Executive Committee and nominees of the member Clubs, as and when necessary.

13. CONDUCT OF MEETINGS

The place and date of the Annual General Meeting shall be decided by the Executive Committee. The place and date of the next meeting of the Executive Committee and sub-committees shall be decided at each meeting. The quorum for each meeting shall be 30% of the membership plus 1.

The notice of a meeting and the Agenda must be circulated in the case of the Annual General Meeting one month before the meeting, and in the case of other meetings, at least two weeks before the meeting.

14. OPERATION OF THE CONSTITUTION / AMENDMENTS TO THE CONSTITUTION ETC.

This constitution shall come into operation with effect from the date of inauguration of the Society.

The whole or any Article, or part of an Article, Rule or Bye-law of the Constitution may be repealed or amended or a new Constitution, Article, Rule or Bye-law introduced by a Resolution adopted by not less than a two-third majority vote of the total membership (entitled to vote) present at the Annual General Meeting or Special General Meeting summoned for the purpose.

In any matter for which no specific rule has been laid down, the decision of the Executive Committee shall be final and conclusive, unless revised subsequently at the Annual General Meeting or a Special General Meeting summoned for the purpose.