



SRI LANKAN ASSOCIATION OF IRELAND

Founding Constitution and Basic Project Framework

Established: 22 September 2025

Voluntary • Non-Profit • Non-Political • Community Support

Official Constitution and Community Support Framework

This document sets out the basic aims, governance structure and operating principles of the Sri Lankan Association of Ireland.

1. Name of the Organisation

The name of the organisation shall be Sri Lankan Association of Ireland.

2. Date of Establishment

The Sri Lankan Association of Ireland was established on 22 September 2025.

3. Nature of the Organisation

The Sri Lankan Association of Ireland is a voluntary, non-profit and non-political community organisation established to support Sri Lankans living in Ireland. The Association shall operate for community benefit and shall not distribute profits or assets for the personal benefit of its members.

The Association may seek formal registration or charitable status in Ireland when appropriate. Until any such registration is completed, this constitution should not be read as a claim that the Association is a registered charity.

4. Main Aim

The main aim of the Association is to support, guide and assist Sri Lankans living in Ireland, to promote their wellbeing and integration, and to strengthen cooperation and unity within the Sri Lankan community.

5. Objectives

- Provide general information and practical guidance to Sri Lankans living in Ireland.
- Support community members who need information about immigration, residency, visas and related administrative matters.
- Refer individuals to qualified solicitors, immigration advisers, government departments or recognised services when professional advice is required.
- Support newly arrived Sri Lankans in understanding Irish public services, systems and everyday life.
- Provide general information relating to employment, education, housing, healthcare, social welfare and community services.
- Support Sri Lankan individuals and families experiencing hardship, emergencies or difficult personal circumstances.
- Assist community members, where appropriate, in communicating with relevant Irish and Sri Lankan authorities.
- Promote friendship, cooperation, mutual respect and unity among Sri Lankans living in Ireland.
- Organise educational, cultural, social, welfare and community-support activities.
- Promote the positive integration and participation of Sri Lankans in Irish society while respecting Sri Lankan culture and heritage.
- Cooperate with public bodies, charities, community organisations and other relevant institutions where appropriate.

- Provide services fairly and without discrimination.

6. Non-Political Independence

The Association shall remain non-political and shall not be affiliated with, campaign for, or operate on behalf of any political party, political candidate or political organisation in Ireland or Sri Lanka.

Members may hold personal political opinions, but those opinions shall not be presented as the official position of the Association.

7. Equality, Dignity and Respect

The Association shall promote equality, dignity and respect. Its activities and services shall be provided without unfair discrimination on grounds including race, ethnicity, religion, gender, disability, age, political opinion, sexual orientation, marital status, family status or social background.

8. Management Structure

The affairs of the Association shall be managed by the President, Secretary, Treasurer and Executive Committee, subject to this constitution and decisions properly made by the membership.

9. Executive Committee Members

10. Duties of the President

- Provide overall leadership to the Association.
- Chair Executive Committee meetings, Annual General Meetings and Special General Meetings.
- Represent the Association at official meetings and community events where appropriate.
- Help ensure that the constitution, aims and decisions of the Association are followed.
- Work closely with the Secretary, Treasurer and Executive Committee.
- Support the development of programmes, partnerships and community initiatives.

11. Duties of the Secretary

- Manage the general administration and official correspondence of the Association.
- Prepare meeting notices, agendas and minutes.
- Maintain records of decisions, membership and organisational documents.
- Keep appropriate records of programmes, projects and official communications.
- Support implementation of decisions made by the Executive Committee and membership.

12. Duties of the Treasurer

- Maintain accurate financial records of all income and expenditure.
- Keep receipts, invoices and other financial documents.
- Prepare financial reports for the Executive Committee and Annual General Meeting.

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- Ensure that funds are used only for approved Association purposes.
- Assist with budgets, grants, donations, fundraising and financial planning.
- Ensure that significant payments are properly authorised in accordance with Association procedures.

13. Duties of Executive Committee Members

- Attend meetings and participate in decisions of the Association.
- Assist with community-support activities, events and projects.
- Act in the best interests of the Association and the community it serves.
- Protect confidential information obtained through Association activities.
- Declare any conflict of interest and avoid using Association resources for personal benefit.

14. Membership

Membership shall be open to individuals who support the aims and objectives of the Sri Lankan Association of Ireland and agree to follow its constitution, policies and code of conduct.

- Members shall treat one another with dignity and respect.
- Members shall not misuse the name, funds or resources of the Association.
- The Executive Committee may establish a membership application process and reasonable membership categories or fees, subject to approval.
- Membership may be suspended or terminated for serious misconduct, following a fair process and an opportunity for the member to respond.

15. Meetings

The Executive Committee shall meet as required to manage the work of the Association. Meetings may be held in person or online. Where reasonably possible, decisions should be made collectively and recorded in the minutes.

16. Annual General Meeting

An Annual General Meeting (AGM) should be held once in each calendar year.

- President's report.
- Secretary's report.
- Treasurer's financial report.
- Review of activities and projects.
- Election or confirmation of office bearers and Executive Committee members.
- Discussion of future plans and priorities.
- Consideration of proposed amendments to this constitution.

17. Voting and Decision-Making

Each eligible member shall normally have one vote. Routine decisions may be made by a simple majority of those present and entitled to vote. In the event of an equal vote, the chairperson may exercise a casting vote, except where this constitution requires a higher level of approval.

18. Financial Management

A bank account may be opened in the name of the Sri Lankan Association of Ireland. The Executive Committee shall approve authorised signatories and appropriate financial controls. Significant payments should, where practicable, require approval by at least two authorised persons.

All funds, donations, grants and other income shall be used only to further the aims and objectives of the Association.

19. Sources of Funding

- Voluntary donations.
- Membership contributions or subscriptions.
- Fundraising activities.
- Grants.
- Sponsorships.
- Community events.
- Other lawful sources approved by the Executive Committee.

The Association shall not accept funding that would compromise its independence, non-political character or community objectives.

20. Community Support and Immigration-Related Assistance

The Association may provide general information, practical support and referrals relating to immigration, residency and other administrative matters affecting Sri Lankans in Ireland.

The Association shall not represent itself as providing professional legal or immigration advice unless the person providing that advice is appropriately qualified and authorised. Where professional advice is needed, individuals should be referred to a suitably qualified solicitor, immigration adviser, government body or recognised service.

21. Confidentiality and Data Protection

Personal information received from individuals seeking assistance shall be handled responsibly and confidentially. The Association shall collect only information reasonably necessary for its legitimate activities and shall process personal data in accordance with applicable Irish and European data protection law.

Personal information should not be shared with third parties without a lawful basis or the individual's consent, except where disclosure is required by law or necessary to protect someone from serious harm.

22. Safeguarding and Vulnerable Persons

Where the Association works with children, elderly persons or other vulnerable people, appropriate safeguarding procedures shall be followed. Activities involving vulnerable persons should be organised with due regard to safety, dignity, consent and applicable legal requirements.

23. Conflict of Interest

Any office bearer or Executive Committee member with a personal, professional or financial interest in a matter under consideration shall declare that interest. Where appropriate, that person should withdraw from the relevant discussion or decision.

24. Code of Conduct

Members and committee members are expected to act respectfully, responsibly and lawfully. Harassment, intimidation, discrimination, misuse of funds, misuse of confidential information, fraudulent conduct or serious behaviour that damages the Association may result in disciplinary action following a fair process.

25. Initial Programme of Work

- Community information and referral service.
- Immigration and residency information sessions.
- Support and orientation for newly arrived Sri Lankans.
- Employment, education and public-service information.
- Support during emergencies and hardship situations.
- Community, cultural and social events.
- Youth, family and elderly support activities.
- Public information and awareness programmes.
- Cooperation with Irish and Sri Lankan authorities and relevant organisations.
- Development of volunteer networks to assist community members.

26. Amendments to the Constitution

This constitution may be amended at an Annual General Meeting or Special General Meeting. Proposed amendments should be circulated to members in advance. A significant constitutional amendment should be approved by at least two-thirds of eligible members present and voting.

27. Dissolution

If the Association is dissolved, any remaining funds or assets, after payment of lawful debts and liabilities, shall not be distributed among members. They should be transferred to another non-profit or charitable organisation with similar community-support objectives, subject to applicable Irish law and any conditions attached to grants or donations.

28. Adoption of the Constitution

We, the founding office bearers and Executive Committee members of the Sri Lankan Association of Ireland, adopt this constitution as the basic governing document of the Association.

Adopted by the Sri Lankan Association of Ireland

Established 22 September 2025