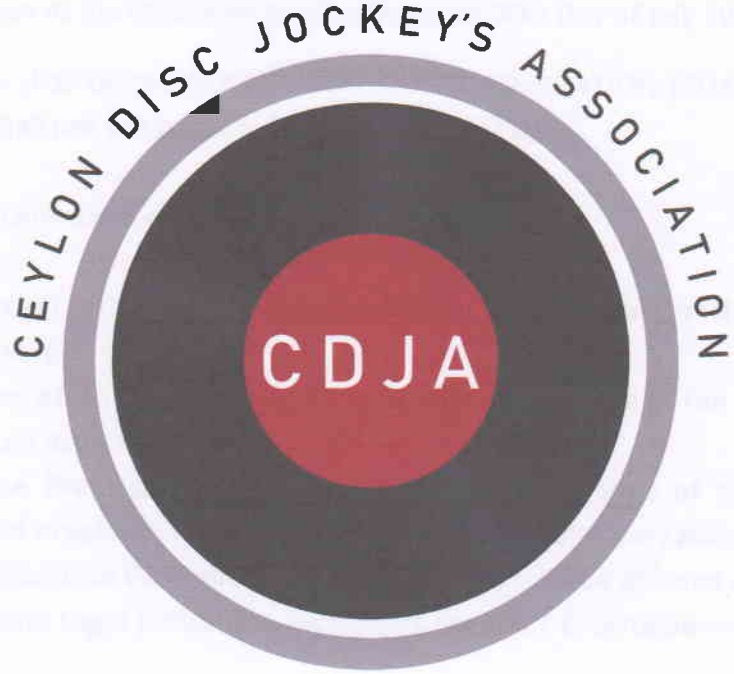

CEYLON DISC JOCKEY'S ASSOCIATION

GL 00223820

CONSTITUTION & CODE OF CONDUCT

THE CONSTITUTION OF
THE CEYLON DISC JOCKEY'S ASSOCIATION (GUARANTEE) LIMITED.

GL 00223820

(Ratified at the Inaugural AGM held on the 30th Day of July 2020)

1. **NAME:** The name shall be the CEYLON DISC JOCKY'S ASSOCIATION (GUARANTEE) LIMITED. The Association shall use the name in full or the initials CDJA.

2. **OBJECTIVES:** The Objectives of the Association shall be:

2.1 To Career develop and to improve / advance the **Art and science of the DJ / Entertainer** in all their aspects.

2.2 To develop and advance **Public Education and Understanding** of the art and Science of the DJ in all their aspects.

2.3 To develop the **Professional standing of the DJ** in the eyes of the general public, industry-related organizations and relevant statutory bodies. Any such or similar aims as see fit by the Executive Committee may from time to time be decided as appropriate.

2.4 To operate as the **Legal Entity** that represents the DJs / Entertainers who are members of the CDJA.

2.5 To attempt to arrive at a consensus amongst the Membership of DJs / Entertainers in terms of a structured pricing formula within the industry.

2.6 The CDDJ shall not in any way or at any point align its self or support a particular DJ, Group of DJs, Entertainers, Event Companies, Equipment Suppliers, Academic Institutions, Brands or Products Directly or indirectly associated to the Entertainment / Music Industry or any other Industry.

3. **MEMBERSHIP**: Membership of the CDJA shall be open to any DJ(s) / Entertainers Interested in furthering the Objectives of the Association, and who has paid the annual subscription at the appropriate rate, as shall be determined by the Executive Committee. All subscriptions must be paid in advance. The CDJA shall have the right to refuse membership to any DJ(s) who they consider unsuitable for membership.

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Membership shall be available in the following categories:

3.1 FULL TIME MEMBERSHIP (with voting rights): An Individual DJ / Entertainer over the age of **Twenty One (21)** who is active and receiving payment for DJ / Event services. The Individual has to comply with the CDJA's Standard Membership requirements as stated in the Membership Form and/or. Articles of Association. Prior to granting membership the Executive Committee shall review the applicant's credentials. The full and final annual fee is Rupees Ten Thousand (LKR. 10,000/-).

3.2 PART TIME MEMBERSHIP (no voting right): An Individual DJ / Entertainer over the age of **Twenty One (21)** who is involved in Full Time employment and engages as an active and practicing DJ and receiving payment for his / her services. Prior to granting membership the Executive Committee shall review the applicant's credentials. The full and final annual fee is Rupees Seven Thousand Five Hundred (LKR. 7,500/-).

3.3 STUDENT MEMBER (no voting right): An Individual between the age of 16 and 21 who is a Student and / or a Practicing DJ. A Student Member must be introduced by a Full Time Member. Prior to granting membership the Executive Committee shall review the application. The full and final annual fee is Five Thousand (LKR. 5,000/-).

3.4 HONORARY LIFE MEMBER (no voting right): The Chairman & Executive Committee shall have the authority to offer Honorary Life Memberships to senior DJs who have credited the Sri Lankan DJ / Entertainment Circuit during their careers. The criteria would be decided on a case by case basis and approved by the Chairman/President and Executive Committee as a whole. A One Time Donation of Rupees Ten Thousand (LKR 10,000/-) is applicable to an Honorary Life Member (unless he / she is deceased). The member shall be entitled to all benefits of a Full Time Member, <u>without</u> the right to vote.

All members agree to abide by the CDJA's **Code of Conduct** (Page 7) and shall comply with all current legislation relevant to their line of business. All members are permitted to attend Extraordinary General Meetings and Annual General Meetings.

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4. **DISCIPLINARY PROCEDURE:** The CDJA's Executive Committee has the power to terminate the membership of any individual (excluding Honorary Life Members), provided that there is a majority vote within the Executive Committee along with the consent of the Chairman / President.

   The Executive Committee shall also have the power to remove a Committee member from their post in the event of gross misconduct, which shall be determined by the Executive Committee & the Chairman / President.

5. **DISCIPLINARY ACTION:** Where the Executive Committee rejects a complaint, the member will be acquitted. Where a complaint is upheld, the Committee shall have the right to either issue a warning to a member or dismiss the member from the Association. This process is to be decided on a vote.

6. **ASSOCIATION OFFICERS AND COMMITTEE:** The management of the CDJA shall be in the hands of the Executive Committee consisting of the following Officers:

Chairman / President, Secretary, and Treasurer. In addition, the Executive Committee may create, or remove, additional posts with specific tasks to serve on the Executive Committee. During the first 12 months of operation a special position shall be created for a **Legal & Compliance officer,** to ensure that all formalities of the association are carried out in an ethical & transparent manner.

The Chairman / President, Secretary, and Treasurer and Committee members shall be elected by and out of the Association's members at the Inaugural Annual General Meeting. They shall hold office for a period of one year and be eligible for re-election. An Office bearer / Committee member can hold office for no more that a single term of Two Years. A Committee member may stand down at any time and the remaining Committee shall then have the power to co-opt a replacement person in an acting capacity until the date of the next Annual General Meeting.

Alternatively, the Committee may call an Extraordinary General Meeting for the purpose of conducting an election to fill the vacant position. The Achievements and Progress of the Committee may be evaluated from time to time by the Chairman / President. In the event that the committee is under performing in its duties there Chairman / President will have the right to appoint a new committee through the process of a Special General Meeting (SGM).

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7. **MANAGEMENT:** Day to Day matters of the CDJA shall be shared by the office bearers and Committee members. The key areas of daily matters shall be with actives Membership drives, Education activities, DJ Forums, Fund raising and Social Events, CSR Initiatives, management of Website and Social Handles, Legal matters and any other activates in relation to the Constitution & Articles of Association of the CDJA.

8. **POWERS:** In achieving the Objectives of the CDJA (but not otherwise), the Committee, may exercise the following powers:

   8.1 Power to raise funds and to invite contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to the requirements of the law.

   8.2 Power to buy, take on any property necessary for the achievement of the Objectives and to maintain and equip it for use.

   8.3 Power to employ staff as are necessary for the proper pursuit of the objectives of the Association and to make all reasonable and necessary payments obliged by law, including statutory payment and applicable Taxes.

9. **MEETINGS AND PROCEEDINGS OF THE COMMITTEE:** The Committee shall hold at least four (04) ordinary meetings each year. A special meeting may be called at any time by the Chairman, or by any 2 members of the Committee, upon not less than 5 days, notice being given to the other members of the committee.

The Chairman / President shall act as Chairman at meetings of the Committee. If the Chairman is absent from any meeting, the members of the Committee present shall choose one of their members to be Chairman before any other business is transacted. (in this event Vice Chair). There shall be a quorum when at least Seven (07) Members of the Executive Committee are present at a meeting.

Every matter shall be determined by a majority of votes of the members of the Committee present and voting on the question, but in the case of equality of votes, the chairman of the meeting shall have a second or **'Casting'** vote.

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The Secretary or Assistant Secretary shall keep minutes of the proceedings at meetings of the Committee and shall ensure that these are stored safely, and that they are available for inspection as required. The Committee may from time to time alter rules for the conduct of their business, the summoning and conduct of their meetings, and the custody of documents.

10. **EQUAL OPPORTUNITIES:** No individual shall be excluded from membership of the Association or debarred from any official capacity on the Committee on the grounds of sex, race, color, age, religion, sexual orientation, disability or political affiliation.

11. **FINANCE:** The financial year shall end on the last day of March. A banking account shall be opened in the name of the Association. The signatories for the Bank Account shall be ANY TWO of the Chairman, Treasurer, Assistant Treasurer or Secretary. Payment Vouchers must be maintained for all outward remittances and signed by the Treasurer or an appointee by the Treasurer. Details of the Banking account, authorized persons to carry out transactions and signatories must be passed by at the Inaugural Annual General Meeting and each AGM thereafter.

The Association shall receive donations, grants in aid and financial guarantees. The income and property of the Association shall be applied solely towards promoting the objectives of the Association as set forth in this constitution.

12. **ANNUAL GENERAL MEETING (AGM):** Within 60 days of the end of each financial year Members shall be summoned to an Annual General Meeting (AGM) of which at least 21 days' notice in writing shall be given to all members whereby:

12.1 The Ex-Co shall present the Progress Report and Accounts of the Association for the preceding year.

12.2 Nominations for Election to the New Executive Committee must be made by members of the Association in writing and must be in the hands of the secretary of the Ex-Co at least 14 days before the relevant AGM.

12.3 The Outgoing Chairman & Committee members and co-opted officers are obliged to facilitate the transfer of responsibilities for a transitional period of 30 days after the election.

12.4 The Company Secretaries must be present for the AGM.

12.5 The Audited accounts must be tabled by the treasure at the AGM.

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13. **SPECIAL (EXTRAORDTNARY) GENERAL MEETING (SGM or EGM):** A Special General Meeting (also known as an Extraordinary General Meeting), of which at least 2L days' notice in writing must be given to members, may be called for by the Committee or upon written request to the Secretary (or Company Secretaries) signed by at least Six (06) members of the Association including the Legal & Compliance Officer. The notice must state the business to be discussed.

14. **PROCEDURE AT GENERAL MEETINGS:** The Secretary (or company secretaries), or another person specially appointed by the Committee, shall keep a full record of proceedings at every general meeting of the Association. There shall be a quorum when there are at least Ten (10) Members of the Association present at any general meeting.

15. **RULES FOR ELECTING OFFICERS:** Office bearers are to be elected based on their ability to deliver on their Official Tasks / Postings and on achieving the Objective of the Association.

16. **LOGO:** The Logo of the CDJA is as shown below. This Logo may be used ONLY for Official purposes of the CDJA on approval by the Chairman & Executive Committee. The logo shall be displayed on the Website, Letterheads, any print collateral of the CDJA. Office Bearers or Members of the CDJA are **PROHIBITED** from using this logo in a personal capacity. The logo is to be registered as the **Trade Mark** of the CDJA within the first Six Months of the Inaugural AGM.

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17. **FINANCE & ACCOUNTS:** The financial accounts shall be audited or scrutinized by an Independent Auditor and then submitted to the members at the Annual General Meeting. Members will have the right to the Audited accounts at anytime.

18. **ALTERATTONS TO THE CONSTITUTION:** The constitution may be altered by agreement of a two-thirds majority of the Members present and voting at the Annual General Meeting. The Constitution cannot be changed otherwise.

19. **DISSOLUTION OF THE ASSOCIATION:** In the event of the CDJA is being wound up, any assets remaining upon dissolution after the payment of debts and liabilities shall be transferred to a charitable institution or institutions having similar objectives to those of the Ceylon Disc Jockey's Association.

CODE OF CONDUCT

Members of the CDJA share a common commitment, through this statement of Ethical Practices, to promote the highest possible standards of professional conduct.

All Members of the CDJA undertake the following:

1. To uphold the Aims and Objectives of the Association, as detailed in the Constitution.
2. To provide proper, fair and reasonable service to clients & customers.
3. To comply with all fair and reasonable contractual obligations with clients & customers.
4. To recognize and respect the fact that other members will compete for business within lawful practice.
5. To support the development of the DJ / Event industry standards.
6. To support the Association by taking an active role in CDJA activities and promoting the GDJA within the industry rerated organizations.
7. To comply with all regulations by law and to protect the Industry against fraud and unfair trade practices.
8. Compliance to this code of conduct is a condition of membership and does not represent, or limit, the entire scope of good behavior.

This document was signed by the Chairman, Secretary and Executive Committee of the Ceylon Disc Jockey's Association (Guarantee) Limited. at the Inaugural AGM held on the 30th Day of July 2020.

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