



**Sabaragamuwa University of Sri Lanka**

**Constitution of**

**Management Studies Alumni Association**

**- Batch 2000 & 2001**

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## **Chapter one – Definition**

The following definitions of terms shall be adopted for the purpose of interpreting the constitution:

- (a) “Constitution” shall mean the Constitution of the Alumni Association of Sabaragamuwa University of Sri Lanka, unless otherwise stated.
- (b) “Association” shall mean the Alumni Association of Sabaragamuwa University of Sri Lanka, unless otherwise stated.
- (c) “Executive Committee” shall mean the Executive Committee of the Alumni Association, unless otherwise stated.
- (d) “Member” shall mean the Member in membership category of the Association, unless otherwise stated.
- (e) “Day” shall mean a calendar day.
- (f) “He” shall mean “He” or “She”, and the masculine gender shall be deemed to include the feminine and the neuter genders. The plural shall be deemed to include the singular and vice versa, unless otherwise stated.

## **Chapter Two – General Principles**

### **2.1. Name**

The full English name of the Association shall be “Management Studies Alumni Association – Batch 2000 & 2001 of Sabaragamuwa University of Sri Lanka.”

### **2.2. Official Address**

The official address of the Association shall be Alumni Association of Sabaragamuwa University of Sri Lanka, P O Box 02, Belihuloya.

Email; [sab.msalumni@gmail.com](mailto:sab.msalumni@gmail.com)

### **2.3. Official Language**

The official languages of the Association shall be English, Sinhala and Tamil

### **2.4. Objectives**

The objectives of the Association shall be to:

- (a) Encourage, foster and promote close relations between the university and its alumni. (Faculty of Management Studies – Batch 2000 & 2001).
- (b) Provide a medium through which alumni may support and advance the pursuit of university.
- (c) Assist, whenever possible, in furthering the interests of university.
- (d) Facilitate interrelationship between faculty alumni, alumni from different faculties promote cohesiveness among faculties.
- (e) Encourage and promote close relationship among the batch mates.
- (f) Assist and support the batch mates for their career development and well-being.
- (g) Making awareness among batch mates about others.

## **2.5. Session**

The session of the Association's Executive Committee shall commence at the conclusion of the Annual General Meeting and terminate at the conclusion of the next Annual General Meeting. The session shall normally coincide with the calendar year.

## **Chapter Three – Membership**

### **3.1. Eligibility Criteria**

#### Membership

Any person who is a graduate of the Faculty of Management Studies –Batch 2000 & 2001 or any past student of the Faculty of Management Studies –Batch 2000 & 2001 who is not a graduate of the University.

### **3.2. Membership Fee**

#### Admission Fee

Admission fee for the alumni association is 500/-Rs for each member.

### **3.3. Rights**

All Members shall have the rights to,

- (a) Use all facilities provided by the Association.
  - (b) Attend activities and functions arranged by the Association.
  - (c) Speak in General Meetings.
  - (d) Inspect the minutes of General Meetings.
  - (e) Make comments or complaints directly to the Executive Committee.
- All the members who have been enrolled as full members and who have paid the prescribed fees for the year shall have the right to vote, to be nominated for the office in the Association, to propose and second the candidature of another member and to receive all communications from the General Secretary.
  - All members who have been enrolled as associate members and who have paid the prescribed membership fees for the year shall receive all communications from the General Secretary.

- Any member who has not paid his /her subscription fee for a continuous period of two years shall cease to be a member.

### **3.4. Obligations**

All Members shall have the obligations to:

- (a) Abide by the Constitution of the Association;
- (b) Abide by the resolutions passed in General Meetings.
- (c) Not act in any manner detrimental to the interest and welfare of the Association.
- (d) Pay the prescribed subscription fee to the Association.

### **3.5. Application Procedure**

- (a) Application for any membership should be done through the prescribed application form.
- (b) Acceptance of application or rejection of application will be authorized by the executive committee at subsequent committee meeting and it should be confirmed in Alumni General Meeting

### **3.6. Dismissal of Members**

- (a) At the written request of no less than 10% of the Members, an Executive committee meeting can be called solely for the purpose of dismissing the Member(s). In the Executive Committee has the authority do suspend the membership of Member(s) until the next General Meeting.
- (b) In General Meeting, Only Members shall have the right to vote the motions and dismissal of any Member(s). Two-third majority votes are required for a motion of dismissal.

### **3.7. Resignation Member**

Any Member wishing to resign shall give written notice to the Executive Committee in no less than 07 days notice.

## **Chapter Four – General Meetings**

### **4.1. General**

The resolution of a General Meeting shall be regarded as having the heights authority in all matters affecting the association. Subsequent General Meeting or General Polling can only revoke the resolution of a General Meeting. General Meetings include the Alumni General Meeting and Extraordinary General Meetings.

### **4.2. Authority**

The General Meeting shall have the power to;

- (a) Accept, suspend and dismiss Members.
- (b) Decide the working direction.
- (c) Dismiss any Executive Committee Members.
- (d) By-elect any Executive Committee Members.
- (e) Amend the Constitution.
- (f) Interpret the Constitution.
- (g) Dissolve the Association.

### **4.3. Chairman**

The chairman of the General Meeting shall be the President of Executive Committee or any Member appointed by the Executive Committee. Members attending the General Meeting shall have the right to elect the Chainman of the General Meeting from among who attend the Meeting.

### **4.4. General Secretary**

The General Secretary of the Executive Committee shall be responsible for taking notes and preparing minutes of all General Meeting. In the absence of the General Secretary, the Chairman shall appoint a Member with his agreement to take responsibility.



#### **4.5. Notice**

Notice of General Meeting, together with the agenda, shall be delivered to all Members at least two weeks before the Meeting.

#### **4.6. Quorum**

Ten percent of the Members shall form a quorum for the General Meeting. No business shall be transacted at any General Meeting unless a quorum is present and continues to be present until the conclusion of the Meeting.

#### **4.7. Annual General Meeting**

The business of the Annual General Meeting shall be to;

- (a) Receive and adopt the minutes of the previous Annual General Meeting together with the minutes of all Extraordinary General Meetings, which may have been held since the previous Annual General Meeting.
- (b) Receive and Adopt the Annual Report of the General Secretary for the current session of the Executive Committee.
- (c) Receive and adopt the Financial Report including an Audited Financial Statement and a Balance Sheet prepared by the Treasurer of the current session of the Executive Committee.
- (d) Elect the Executive Committee of the next session.
- (e) Discuss other motion(s) sated in the agenda in the Annual General Meeting. The motion(s), supported by at least 10% of the Members, wishing to bring before the Annual General Meeting, shall be delivered to the Executive Committee four weeks before the Annual General Meeting.

#### **4.8. Extraordinary General Meeting**

- (a) The Executive Committee shall have the right to convene an Extraordinary General Meeting for any purpose whenever necessary.
- (b) If there is a requisition signed by 10% of the Members, an Extraordinary General Meeting shall be convened by the President of the Executive Committee within three weeks after the requisition.

## **Chapter Five – Executive Committee**

### **5.1. Authorities**

The Members of Executive Committee shall have the power to;

- (a) Represent the Association in all matters.
- (b) Organize functions to achieve the objectives of the Association.
- (c) Handle the daily affairs of the Association.
- (d) Implement the resolutions of the General Meetings.
- (e) Take appropriate actions in response to cases of emergency.
- (f) Not receive any salary or remuneration but they shall be indemnified out of the funds of the Association in respect of traveling and other expenditure properly incurred from the affairs of the Association.

### **5.2. Composition**

The Executive Committee shall be composed of the following Members;

- A President
- General Secretary
- A Treasurer
- Vice President
- Assistant Secretary
- Assistant Treasures
- Chief Organizer
- Members equal to number of provinces
- Area Co-ordinates
- Event Manager

### **5.3. Responsibilities of Individual Members**

#### **President**

The President, being the Chief of the Executive Committee, shall;

- (a) Govern the Association in all affaires;
- (b) President over all meetings;

(c) Co-ordinate the work of the Executive Committee and individual office bearers of the Association; and

(d) Act as an advisor to the immediately succeeding Executive Committee of the Association after expiration of his term of office.

### **Vice President**

Vice-president shall assist the President in all affairs, and in the absence of the President, shall monitor the work of the Executive Committee and individual office bearers. The Vice –president shall co-ordinate the development of the Association in accordance with the objectives of the Association.

### **General Secretary**

Secretary (General) shall be responsible for preparing and keeping agenda and minutes of all meetings of the Association; keeping records of all activities of the Association; presenting Annual Reports at the Annual General Meeting; and keeping all general correspondences and documents of the Association.

Also shall be responsible for all membership related matters, such as handling new applications, and maintaining and updating Members Information File. The Secretary shall also be responsible for the distribution of Newsletters/Forums and other correspondence to Members as provided by Executive Committee.

And shall also be responsible for the social functions of the Association, including organizing activities for Members, promoting joint functions with other Faculty Alumni Associations, Batch Alumni Associations and University.

### **The Treasurer**

The Treasurer shall;

- Prepare the Alumni Budget and Annual Financial Report and present them in the next Annual General Meeting.
- Keep in the Association’s Accounts book a continuous record of all financial transactions and produce official receipts for all payments.
- Provide relevant information to facilitate auditing of the Accounts.

#### **5.4. Quorum of the Executive Committee Meeting**

No Executive Committee Meeting should be conducted without a quorum of five or more of the Executive Committee Members.

#### **5.5. Voting**

Each member of the Executive Committee herein defined shall have one vote at meetings of the Executive Committee and a majority vote shall carry the motion. The president as the presiding officer at all meetings herein defined shall only vote in order to resolve a tie.

#### **5.6. Voting matters of the Executive Committee**

Voting matters of the Executive Committee may be conducted

- (a) At a meeting of Executive Committee.
- (b) By mail, email or fax when a meeting is not feasible, and only with the authorization of the president.

#### **5.7. Dismissal of Executive Committee Members**

- (a) At the request of no less than 10% of the Members, an Extraordinary General Meeting can be called.
- (b) The responsibilities and authorities of the Executive Committee Member(s) will be suspended by the time his dismissal is proposed.
- (c) Only Members shall have the right to vote on the motions and dismissal of any Executive Committee Member(s). Two-third majority votes required for a motion of dismissal.

#### **5.8. Resigning of Executive Committee Member**

Any Executive Committee Member wishing to resign shall give written notice to the Executive Committee in no less than 30 days notice.

### **5.9. Vacancies**

In case of vacancies in membership of the Executive Committee, Members can fill the position(s) through by-election.

### **5.10. Sub-Committee**

The Executive Committee shall have the power to appoint Sub-committee(s) and its Member(s) to carry out the duties delegated to it (them). The Executive Committee shall also have the power to remove Sub-committee(s) and its Member(s).

## **Chapter Six – Election**

### **6.1. General**

Election shall be held for filling the positions of the succeeding Executive Committee at each Annual general Meeting. Be-election shall be held to fill any vacancies of the officers at an Extraordinary General Meeting called for the purpose.

### **6.2. Eligibility of Candidates**

All nominated candidates must Members of the Association.

### **6.3. Voting**

Members shall have the right to vote. Each Member shall have one vote for each post.

## **Chapter Seven – Finance**

### **7.1. Financial Year**

The Financial period of the Association shall coincide with the Association session.

### **7.2. Executive Fund**

- (a) The outstanding balance, membership fee, donation and proceeds of the last financial period shall be transferred to the Executive Fund. The Executive Committee for the current year shall have the authority to utilize 15% of the carried forward Executive Fund. Furthermore, any transaction in excess of 15% of the Executive Fund shall be approved in the General Meeting.
- (b) All Executive Fund shall be used only for activities of the Association and other purposes that comply with the Association objectives.

### **7.3. Annual Financial Report**

At the end of each session, the Treasurer shall prepare shall prepare an Annual Financial Report, which shall be presented at the Annual General Meeting.

### **7.4. Auditing**

The Annual Financial Report, which shall be presented at the General Meeting, will be audited by two Member of the Association. This auditor should not carry post in the Executive Committee. The term of service of the appointed auditor is one year and appointment is made through invitation at the members at Annual General Meeting.

### **7.5. Expenditure**

Any expenditure of the Association shall be approved by the Executive Committee and signed by two of the three Executive Committee Members including the President, the Treasurer and one Executive Committee Member appointed among themselves.

## **7.6. Membership Fee**

Members shall pay the prescribed membership fees to the Association annually. The amounts shall only be revised at the General Meeting. Paid membership fees not be refundable.

## **7.7. Bank Account**

The Association may open a current and/or savings account(s) in any Government approved financial institution under the name of the Association, provided that money can only be withdrawn with two signatures from the three authorized persons, including the President, the Treasurer and one appointed Executive Committee Member.



## **Chapter Eight – Amendment to the constitution**

An amendment to this Constitution may be made by a resolution of not less than two-thirds of the Members voting at a General Meeting for which proper notice has been given or Council decision of Outward Bound Trust –Sri Lanka.

## **Chapter Nine – Dissolution**

The Association shall be dissolved only if a motion is passed by not less than two-thirds of the Members voting at a General Meeting for which proper notice has been given. Before the dissolution of the Association or Council decision of Outward Bound Trust – Sri Lanka, all assets and liabilities legally incurred on behalf of the Association shall be fully discharged and the remaining funds shall be disposed of in accordance with the resolutions at General Meeting,