



**CONSTITUTION
OF
BUSINESS MANAGEMENT ASSOCIATION**

**Department of Business Management
Faculty of Management Studies
Sabaragamuwa University of Sri Lanka**

1. General Principles

1.1 Name

The full name of the Association shall be: **Business Management Association**

1.2 Official Address

The official address of the Association shall be:

Business Management Association
Department of Business Management
Faculty of Management Studies
Sabaragamuwa University of Sri Lanka
P.O. Box 02, Belihuloya.

Email: *(Upon the approval)*

1.3 Logo

(Upon the approval)

1.4 Official Language

The official languages of the Association shall be **English** and **Sinhala**.

1.5 Vision

"To nurture a dynamic community of future business leaders, innovators, and change-makers who drive excellence in management education and contribute to a better society."

1.6 Mission

"The association empowers future business leaders by fostering academic excellence, innovation, and leadership. Through industry collaboration and skill development, we nurture problem-solvers, digital-savvy professionals, and socially responsible individuals committed to a better society."

1.7 Objectives

The objectives of the Association are to:

1. Support students in developing critical thinking, analytical skills, and strategic decision-making to excel in business management.
2. Provide opportunities for students to enhance leadership qualities, teamwork, and effective communication.
3. To Foster an entrepreneurial mindset by promoting creativity, problem-solving, and business innovation.
4. Build strong relationships with industry leaders, professionals, and alumni to bridge the gap between academia and the corporate world.
5. Equip students with digital literacy and emerging business technologies to adapt to a rapidly evolving business landscape.
6. Advocate for ethical leadership, sustainability, and community engagement to create responsible global citizens.
7. Organize workshops, seminars, and networking events to enhance students' career readiness and holistic development.

1.8 Values

1. **Excellence:** Striving for continuous improvement and high standards.
2. **Research:** Encouraging research-based outcomes and decision making
3. **Integrity:** Upholding honesty, transparency, and ethics.
4. **Collaboration:** Promoting teamwork and inclusivity.
5. **Responsibility:** Ensuring social and environmental accountability.
6. **Professionalism:** Cultivating leadership and personal development.
7. **Resilience:** Building adaptability and perseverance in challenges.

1.9. Session

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

2. Membership

2.1 Eligibility Criteria

Any person who is an undergraduate of the Department of Business Management, Faculty of Management Studies, Sabaragamuwa University of Sri Lanka, notionally been a member of the Association.

2.2 Membership Rights

1. Attend and participate in all Association activities and meetings.
2. Vote in General Meetings and elections.
3. Propose or second candidates for elections.
4. Access to all facilities and resources of the Association.

2.3 Membership Obligations

1. Abide by the Constitution and resolutions of the Association.
2. Actively participate in Association activities.
3. Promote and uphold the values and objectives of the Association.

3. General Meetings

3.1 Annual General Meeting (AGM)

The AGM shall be held annually within three weeks of the new academic year to:

1. Receive and adopt the minutes of the previous AGM.
2. Present and adopt the Annual Report and Financial Report.
3. Elect office bearers for the next session.
4. Discuss motions and new initiatives.

3.2 Extraordinary General Meeting (EGM)

An EGM may be convened by:

1. The Executive Committee.
2. A written requisition signed by at least 20% of the members.

3.3 Quorum

The quorum for General Meetings shall be 20% of the total membership

4. Executive Committee

4.1 Composition

The Executive Committee shall consist of:

1. Senior Treasurer (Academic Staff Member of the Department)
2. Academic Advisor (Academic Staff Member of the Department)
3. Deputy Academic Advisor
4. President
5. Vice President
6. Secretary
7. Vice Secretary
8. Treasurer
9. Vice Treasurer
10. Director of Human Resources
11. Assistant Director of Human Resources
12. Director of Marketing
13. Assistant Director of Marketing
14. Director of Public Relations
15. Assistant Director of Public Relations
16. Director of Event Management
17. Assistant Director Event Management
18. Director of Research and Development
19. Assistant Director of Research and Development
20. Representative/s of each batch

4.2 Roles and Responsibilities

1. **Patron:** The patron shall be the Head of the Department of Business Management. The Patron shall oversee the selection of the leadership team, plans, and main operations of the Association.
2. **Senior Treasure:** Provide guidance and oversee the financial management activities within the Association, helping establish budgets, analyzing financial results, and ensuring that the Association's budget aligns with

financial guidelines.

3. **Academic Advisor:** Responsible for providing guidance and mentorship to the Executive Committee, approving and overseeing major initiatives to ensure alignment with university policies, facilitating access to academic resources and industry connections
4. **Deputy Academic Advisor:** This position is intended to support the Academic Advisor providing guidance and mentorship to the Executive Committee, approving and overseeing major initiatives to ensure alignment with university policies, facilitating access to academic resources and industry connections.
5. **President:** Oversees all activities, chairs meetings, and represents the Association.
6. **Vice President:** Assists the President and acts in their absence.
7. **Secretary:** Maintains records, prepares meeting agendas, and distributes correspondence.
8. **Vice Secretary:** Assists the Secretary and acts in their absence.
9. **Treasurer:** Manages finances and prepares the Annual Financial Report
10. **Assistant Treasurer:** Assist the Treasurer in managing finances and preparing the Annual Financial Report.
11. **Directors:** Responsible for specific areas like marketing, public relations, event management, human resources, research, and development
 - a. **Director of Marketing**

Oversee the promotion of the association's activities, branding, and digital presence to attract members and partners.
 - b. **Director of Public Relations**

Manage communication with external stakeholders, media, and industry professionals to build the association's reputation.
 - c. **Director of Event Management**

Plans and executions for all association events, workshops, and competitions related to business management.
 - d. **Director of Human Resources**

Manages membership engagement, leadership development, and internal team dynamics.
 - e. **Director of Research and Development**

Leads research initiatives, supports the development of projects, and drives research and development efforts for student startups.

12. **Assistant Directors:** Assists the Directors and acts in their absence. Support the Directors in their specific areas such as Research and Development, Marketing, Public Relations, Event Management, and Human Resources, ensuring the smooth execution of association activities and initiatives.

4.3. Quorum of the Executive Committee Meeting

No Executive Committee meeting shall be conducted without a quorum of at least five Executive Committee members present.

4.4. Voting

Each member of the Executive Committee shall have one vote at Executive Committee meetings, and decisions shall be made by a majority vote.

4.5. Dismissal of Executive Committee Members

An Executive Committee member who fails to perform their duties or engages in inappropriate behavior may be dismissed with the approval of a two-thirds majority of the membership.

- (a) An Extraordinary General Meeting may be convened at the request of at least 10% of the members to address such matters.
- (b) The responsibilities and authorities of the Executive Committee member(s) under consideration for dismissal will be suspended during the review process.
- (c) Only members of the Association may vote on motions related to the dismissal of Executive Committee members, requiring a two-thirds majority to pass.

4.6. Resignation of Executive Committee Members

Any Executive Committee member wishing to resign must provide a written notice to the Executive Committee at least 30 days in advance.

4.7. Vacancies

In the event of a vacancy in the Executive Committee, the position(s) shall be filled through a by- election conducted among the members.

4.8. Sub-Committees

The Executive Committee shall have the authority to appoint Sub-committees and their members to carry out specific tasks or duties. Additionally, the Executive Committee reserves the right to dissolve Sub-committees or remove their members as necessary.

5. Election

5.1 General

Elections to appoint members of the Executive Committee for the upcoming session shall be conducted during the Annual General Meeting. A by-election will be organized at an Extraordinary General Meeting to address any vacant positions in the Executive Committee.

5.2 Eligibility of Candidates

No individual is eligible to be nominated as a candidate for the Executive committee position if he/she is not an association member before the nomination. Only Association members are eligible to be nominated as candidates for any Executive Committee position in accordance with the clauses mentioned above as **4.1 (a)** and **4.1 (b)**.

5.3 Voting

All members are entitled to vote during elections, with each member allowed one vote per position.

6. Finance

6.1 Financial Year

The financial year of the Association shall align with its operational session.

6.2 Executive Fund

(a) The Association may engage in fundraising initiatives and accept contributions from donors, including individuals and organizations.

(b) Any surplus funds, donations, and revenues from the previous financial year will be carried forward to the subsequent session. The current Executive Committee has the authority to manage and allocate these funds.

(c) All funds shall be utilized exclusively for Association activities and purposes that align

with its objectives.

6.3 Annual Financial Report

The Financial Controller shall prepare an Annual Financial Report at the end of the session, which will be presented at the Annual General Meeting.

6.4 Auditing

The Annual Financial Report will be audited by the Senior Treasurer and the Head of the Department before presentation at the General Meeting.

6.5 Expenditure

- (a) All expenditures must be authorized by the Executive Committee and co-signed by the President, Treasurer, or designated Event Coordinators.
- (b) Funds will only be released for projects after estimates have been submitted to the Senior Treasurer or the Executive Committee for approval.
- (c) A maximum petty cash amount of Rs. 10,000.00 may be retained by the Treasurer or another authorized member for day-to-day expenses.

6.6 Bank Account

The Association may maintain a current savings account with a government-approved financial institution. For withdrawals of funds, it is compulsory to obtain approval with the signature of the senior treasurer/academic advisor. Withdrawals shall require two signatures from four authorized signatories, which include the Senior Treasurer/Academic advisor and, the President or the Secretary.

7. Social Media and Digital Presence

7.1 Purpose

The Association's social media platforms shall serve to:

- (a) Promote the Association's vision, mission, and activities to a broader audience.
- (b) Enhance engagement with members, alumni, and the public.
- (c) Share knowledge, updates, and resources related to business management.

7.2 Management

- (a) The Executive Committee shall appoint a Social Media Coordinator or delegate the responsibility to the Director of Marketing to oversee social media operations.
- (b) The Social Media Coordinator shall ensure that all content aligns with the Association's objectives, values, and the university's guidelines.
- (c) The Association's social media channels may include platforms such as Facebook, Instagram, LinkedIn, Twitter, YouTube, and others as deemed relevant.

7.3 Content Guidelines

- (a) All content posted must reflect the Association's professionalism and integrity.
- (b) Content should include updates about Association events, achievements, announcements, and relevant industry insights.
- (c) Offensive, discriminatory, or politically biased content is strictly prohibited.

7.4 Approval Process

- (a) Content must be reviewed and approved by the Director of Marketing and the President before publication.
- (b) Sensitive or high-impact posts may require additional approval from the Academic Advisors or the Senior Treasurer.

7.5 Reporting and Monitoring

- (a) The Social Media Coordinator shall provide regular updates on social media performance at Executive Committee meetings.
- (b) The Executive Committee shall monitor all platforms to ensure compliance with university policies and ethical standards.

7.6 Fundraising and Marketing

- (a) The Association may use social media platforms for fundraising campaigns, event promotions, and other marketing efforts.
- (b) Any paid promotions or advertisements must be approved by the Executive Committee.

8. Amendments to the Constitution

Changes to this Constitution may be made through a resolution passed by at least two-thirds of the members present at a General Meeting, provided that such changes are approved by the Head of the Department and two-thirds of the department's faculty members.

9. Dissolution

The Association may only be dissolved if two-thirds of the membership votes in favor of dissolution during a General Meeting, with the approval of the Head of the Department and two-thirds of the department's faculty members. Before dissolution, all assets and liabilities must be settled, and the remaining funds shall be distributed according to the resolutions passed at the General Meeting

10. Definitions

- (a) **“Constitution”** refers to the foundational document of the Business Management Association, unless stated otherwise.
- (b) **“Association”** denotes the Business Management Association of the Department of Business Management, Faculty of Management Studies, Sabaragamuwa University of Sri Lanka, unless stated otherwise.
- (c) **“Department”** refers to the Department of Business Management, Faculty of Management Studies, unless otherwise specified.
- (d) **“Executive Committee”** signifies the governing body of the Business Management Association, unless explicitly stated otherwise.
- (e) **“Member”** includes any individual holding membership in the Business Management Association, unless specified otherwise.
- (f) **“He” or “She”** refers to any person regardless of gender, with all gender references inclusive of masculine, feminine, and neutral forms. The plural form shall be interpreted to include the singular and vice versa unless otherwise stated.
