

## **CONSTITUTION OF THE ALUMNI ASSOCIATION OF THE UNIVERSITY OF MORATUWA, SRI LANKA**

### **Article I : Name**

The name of the Association shall be the 'Alumni Association of the University of Moratuwa, Sri Lanka', hereinafter referred to as 'the Association'.

The expression 'the University of Moratuwa' shall include :-

- (i) The Institute of Practical Technology, Katubedda,
- (ii) The Ceylon College of Technology, Katubedda,
- (iii) The University of Sri Lanka, Katubedda Campus,
- (iv) The University of Moratuwa, Sri Lanka, and shall hereinafter be referred to as 'the University'.

### **Article II : Office**

The registered office and place of business of the Association shall be the University of Moratuwa, Sri Lanka, Katubedda, Moratuwa, or such other address as may be decided by the Executive Committee from time to time.

### **Article III : Objectives**

The objectives of the Association shall be as follows :-

1. to encourage, foster and promote close relations between the University and its alumni ;
2. to promote the interest of the alumni body in the affairs of the University ;
3. to assist the alumni in promoting the general interest and well-being of the University ;
4. to ensure that alumni programmes are initiated and developed for the benefit of the alumni ;
5. to assist and support the effort of the University in obtaining funds for its development ;
6. to provide a medium through which alumni may support and advance the pursuit of academic excellence at the University ;
7. to provide and disseminate information regarding the University, its faculties, staff, graduates, diplomats and students to the alumni ;
8. to express opinions and act as suitable on issues of relevance to the University, the members of the Association, and national interest.

### **Article IV : Patrons**

There shall be a Patron and a Vice-Patron of the Association and they shall be respectively the Chancellor and the Vice Chancellor ex officio.

## **Article V : Membership**

1. There shall be three categories of members :-

**(i) Ordinary Members :**

- (a) any person who is a graduate of the University, or
- (b) any person who has obtained a post graduate degree or diploma, or
- (c) any person who has obtained a diploma or certificate having followed a full time course in the University, or
- (d) any person who is or has been a member of the University Court or the University Council or a member of the academic or administrative staff of the University of the grade of Assistant Registrar or equivalent or higher.

**(ii) Associate Members :**

Any past student of the University who is not entitled to be an ordinary member as in (i) above.

**(iii) Honorary Members :**

Any person who has rendered distinguished service to the University nominated by the Executive Committee and elected by the general membership of the Association as an Honorary member.

2. All ordinary and honorary members shall have the right to vote, to be nominated for office in the Association, to propose and second the candidature of another member and to receive all communications from the General Secretary.

3. All associate members shall have the right to attend meetings of the general membership of the Association and to receive all communications from the General Secretary.

4. The membership fees will be as described under by-law No. 12 (Appendix A).

5. Any ordinary or associate member who has not paid his annual subscription fee for a continuous period of three years cease to be a member.

## **Article VI : Executive Committee**

1. The Executive Committee of the Association shall consist of the following persons :-

- (i) the office-bearers of the Association ;
- (ii) the immediate past-president of the Association ;
- (iii) the six members representing different fields of study elected to the Executive Committee.

2. The Office-bearers of the Association shall be the following :-
  - (i) the President ;
  - (ii) three Vice Presidents ;
  - (iii) the General Secretary ;
  - (iv) the Assistant Secretary ;
  - (v) the Treasurer ;
  - (vi) the Assistant Treasurer.
3. All office-bearers and the six Executive Committee members representing different fields of study shall be elected at the Annual General Meeting of the Association.
4. No person shall hold the post of President for two consecutive years. The Vice Presidents, when elected, shall hold office for two consecutive years.
5. The office-bearers except the President and the Vice Presidents shall hold office for one year. However, they may be re-elected provided they are not re-elected to the same post for more than two consecutive years.
6. The six members elected to the Executive Committee as in Article VI.I. (iii) shall hold office for one year, and they are eligible for re-election.

## **Article VII : Standing Committee**

1. Standing Committees on the following, if needed, may be appointed by the Executive Committee.
  - (i) University Development ;
  - (ii) Student Relations ;
  - (iii) Continuing Education ;
  - (iv) Elections and Constitutional matters ;
  - (v) Social and Welfare matters.
2. The Executive Committee of the Association may, in addition to the above mentioned Standing Committees, appoint any other Committees for specific purposes.
3. Each of the Standing Committees shall be appointed by the Executive Committee for a period of one year. Members of such Committees are eligible for re-election.
4. Each of the Standing Committee shall consist of five members, at least one of whom shall be a member of the Executive Committee. The Chairman of such a Standing Committee shall be a member of the Executive Committee.
5. The President and the General Secretary of the Association shall be ex-officio members of each Standing Committee, in addition to the other members of each Standing Committees.

6. The Secretary of each Standing Committee shall be elected by the members of the respective Standing Committee, who will submit the minutes of the meetings to the General Secretary.

### **Article VIII : Alumni Clubs**

1. 'Alumni Clubs' or 'Regional Chapters' may be formed with the approval of the Executive Committee.

### **Article IX : Meetings**

1. The Annual General Meeting shall be held every year, not later than three months after the end of the fiscal year of the Association, at a time and a place fixed by the Executive Committee. Such meetings shall be convened in accordance with by-law 3 in Appendix A.

2. A Special General Meeting of the Association shall be convened by the General Secretary of the Association if directed by the President or upon the written requisition signed by not less than twenty members to consider any matters specified by the President or in such requisition.

3. The Executive Committee shall meet at least three times a year.

4. The quorum at an Annual General Meeting of the Association shall be thirty members of the Association. The quorum at a Special General Meeting convened on a written request as referred to in Section 2 of this Article shall be twenty five. The quorum at a meeting of the Executive Committee shall be five.

### **Article X : Contracts**

#### **Cheques, Deposits and Funds**

1. All cheques, drafts or orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Association shall be signed by the Treasurer or the Assistant Treasurer and either the President or the General Secretary or any of the Vice Presidents who is authorized on that behalf by the Executive Committee.

2. All funds of the Association shall be deposited to the credit of the Association in a state bank or other state depositories as the Executive Committee may decide.

3. The Executive Committee may accept on behalf of the Association any gift for a general or for a special purpose of the Association. Such a gift shall become the property of the Association, and shall be duly inventorized and accounted

for.

4. There shall be established and maintained a special fund to be known as the Alumni Association Endowment Fund -

(a) In the Endowment Fund shall be deposited :

- (i) all gifts inter vivos or by last will made to the Association,
- (ii) such other funds the Executive Committee may from time to time direct

(b) any withdrawals from the Endowment Fund shall be at the sole discretion of the Executive Committee of the Association.

5. (a) Expenditure from the funds of the Association may be made only by an affirmative vote of at least two-thirds of the whole number of members of the Executive Committee including those not present.

(b) The fiscal accounting period of all funds of the Association shall coincide with that of the Association.

#### **Article XI : Fiscal Year**

1. The fiscal year of the Association shall be from the first of April to the thirty first of March.

2. The accounts of the Treasurer shall be in respect of the fiscal year of the Association and shall be audited at the end of the fiscal year by a registered auditor or a firm of auditors approved by the Executive Committee.

#### **Article XII : Seal**

1. The Executive Committee shall provide a corporate seal which shall be a circular die with the words ALUMNI ASSOCIATION OF THE UNIVERSITY OF MORATUWA round the outer edge with a representation of the crest of the University in the center.

2. The Executive Committee shall be responsible for the safe custody of the seal.

3. The seal of the Association shall not be affixed to any document except by the General Secretary in the presence of two persons one of whom shall be the President and the other a Vice President of the Association.

#### **Article XIII : By-laws**

The By-laws which are annexed to the Constitution as 'Appendix A' shall be the by-laws of the Association. The Executive Committee may, with the approval of two-thirds of the members present for the meeting or fifty members whichever is higher, at a meeting duly convened for the purpose amend, modify, repeal or add to any of the by laws.

## **Article XIV : Amendments**

This Constitution shall not be amended except with the approval of at least two-thirds of the members present or fifty, whichever is higher, and voting at the Annual General Meeting or a specially convened meeting, provided however that notice shall be given to each voting member of the Association at least two weeks in advance of the meeting.

## **Article XV : Interpretation**

1. **'Association'** means the Alumni Association of the University of Moratuwa, Sri Lanka.
2. **'Constitution'** means the Constitution of the Alumni Association of the University of Moratuwa, Sri Lanka, and otherwise expressly excluded will also include the by-laws.
3. **'University of Moratuwa'** has the same meaning as given in Article I of the Constitution.
4. **'University'** in Articles III, V and VII if the Constitution means the University of Moratuwa.
5. **'The Immediate Past-President'** means the person who held office as President immediately prior to the election of a new President.
6. Words in the masculine gender shall include both the masculine as well as the feminine gender.
7. The word **'member/members'** appearing in the Constitution refers to all Ordinary and Honorary members who have the right to vote.
8. For the purpose of terms of office of Executive Committee members, one year shall mean the period of an Annual General Meeting to the next Annual General meeting.

## **APPENDIX A (BY-LAWS)**

The by-laws of the Association are as follows :

1. The President shall exercise the powers normally incident to that position. He shall have responsibility for the interpretation and clarification of all procedural questions which may arise. He shall preside at all meetings of the Association and of the Executive Committee. In his absence, the Association or the Executive Committee shall elect one of the Vice Presidents to preside.

2. The Vice Presidents shall execute the duties delegated to them by the President.

3. The General Secretary shall be responsible for recording minutes of all meetings and keeping all records of the Association and of the Executive Committee.

He shall have the responsibility for giving notice of meetings of the Association to all its members, and notice of Executive Committee meetings to such Executive Committee members.

At least fifteen days notice of the Annual General Meeting shall be given at the Agenda for the Annual General Meeting and minutes of such previous meeting shall be sent with the notice of the Annual General Meeting.

Where a Special General Meeting is summoned at the direction of the President or on a written requisition by a number of members of the Association, as provided for in Article IX Section 2 of the Constitution, the General Secretary shall give at least twelve days notice specifying the date, time and venue of such meeting and the business to be transacted thereof. In the case of an Executive Committee meeting, he shall give twelve days notice together with the agenda for such meeting and the minutes of the previous Executive Committee meeting.

The General Secretary shall maintain an up to date Membership Register which shall be made available at all general meetings of the Association.

The General Secretary shall prepare and present the annual report at the Annual General Meeting.

4. The Treasurer shall keep the financial records of the Association. He shall demand the receive all moneys due to the Association and deposit those received in the bank or banks as in Article X section 2 of the Constitution. He shall have the power to retain in hand for current expenses of the Association a sum of money as may be decided by the Executive Committee from time to time. The Treasurer shall assist the Executive Committee and any other committee referred to in Article VII in the financial planning of the Association. He shall also prepare and present the audited annual statement of accounts.

5. The President, the General Secretary, the Treasurer and other relevant office-bearers shall hand over all documents, materials and inventory items under their charge to the respective new office-bearers and obtain proper authentication.

6. The Committee on University Development shall from time to time inquire into and report on the conditions prevailing in the University in relation to buildings, facilities and environment with a view to guiding future development. The Committee may suggest how financial assistance and co-

operation may be obtained to implement such development programmes.

7. The Committee on Student Relations shall promote relations between the alumni and the students of the University, and in particular function in close collaboration with duly elected student organizations and representatives.
8. The Committee on Continuing Education shall act as a consultative and advisory committee to the University on Continuing Education and shall promote understanding among the alumni about Continuing Education. The Committee shall from time to time make recommendations on this subject to the Executive Committee and shall consider such related matters as the Executive Committee may refer to it.
9. The Committee on Elections and Constitutional Matters shall be in charge of conducting elections of office-bearers and of the six Executive Committee members of the Association, and shall make recommendations for any modification or amendment to the Constitution or by-laws.
10. The Committee on social and Welfare Matters shall be responsible for promoting social intercourse among the alumni as well as between the alumni and the students of the University by organizing social events as well as promoting the welfare of the alumni.
11. All office-bearers and other members of the Executive Committee shall be elected at the Annual General Meeting. If there is more than one candidate for any post, such election shall be held in the manner decided by the Association at such meeting.

In the event of any post of office-bearer falling vacant, the Executive Committee shall appoint a member from the Executive Committee to fill such post until the next Annual General Meeting. In the event of any post of an Executive Committee member other than an office-bearer falling vacant, the Executive Committee shall invite a suitable member from the general membership to fill such post until the next Annual General Meeting.

12. The annual subscription for any ordinary member shall be Rs. 100/-, provided that a member who pays Rs. 1000/- shall become a life member. A member who pays Rs. 500/- may become a member for seven years. The Association shall keep in a fixed deposit in a state financial institution all monies received as life membership fee and seven year membership fee. Only the interest of such deposits may be used as expenses. The annual subscription for an associate member shall be Rs. 50/-.
13. In the interpretation of any of the Articles in the Constitution or any of the By-laws in the Appendix, and in any matter not provided for therein, the decision of the Executive Committee shall be final.



