

Amended Constitution of St. Aloysius' College, Galle Old Boys' Association (Colombo Branch)

Amended at the AGM held on the 17th September 2017

1.0 NAME:

The Association shall be known at the "St. Aloysius' College, Galle, Old Boys' Association (Colombo Branch)"

2.0 AIMS & OBJECTIVES:

The Aims & Objectives of the Association shall be:

- 2.1 To foster goodwill and afford opportunities for a closer relationship among the Old Boys of St. Aloysius' College, Galle.
- 2.2 To keep the Old Boys in touch with the College and informed of College activities.
- 2.3 To give opportunities to the Old Boys to contribute to the welfare of the College by their support and assistance in every way possible.

3.0 Membership

The association shall consist of

- (1) Ordinary Members
- (2) Life Members
- (3) Affiliated Members
- (4) Honorary Members
- (5) Honorary Life Members

who are currently enrolled in the Membership Register of the Colombo Branch of the OBA of St Aloysius' College, Galle, with all categories of members having the same rights and privileges.

3.1 (1) **Ordinary member:** Any person who has been a student for a minimum period of two years at St Aloysius' College, Galle, shall be eligible to be an ordinary member, provided that **he / she** has not been expelled from the College **and/ or convicted** of any criminal offence by any Court, in Sri Lanka or Overseas

(2) **Affiliated Member:** Any person who has been a **member of the Tutorial Staff** for a minimum period of two years at St Aloysius' College, Galle, shall be eligible to be an affiliated member.

(3) **Life Member:** Any person eligible to be an **Ordinary / Affiliated member** is entitled to be a **Life member** on payment of the appropriate subscription

(4) **Honorary Member:** Any person, recommended by the outgoing Council of Management ("COM"), as having rendered signal service to the College or Association, shall be eligible to be elected as a Honorary Member by a majority of votes at an AGM, with the subscription waived.

(5) **Honorary Life Members:** All Old Aloysians over 80 years' of age shall be placed in the category of Honorary Life Members with the subscription waived.

3.2 Application for membership (except for Honorary Members) shall be made to the Hony. Secretary who shall submit the application to the Committee of Management for approval. On approval by the Council of Management and collection of the relevant subscription, the

Secretary shall enroll the applicant by recording his name in the Register of Members in the appropriate category of membership.

4.0 Register of Members

A register of all members, under the separate categories, shall be maintained by the Hony. Secretary

5.0 Subscription and Financial Year

The rates of subscription shall be as follows:-

5.1 a) Ordinary and Affiliated Members: Rs.200/- per annum

b) Honorary Members - Nil

5.2 Life Members: Rs.3000/- (Once and for all); Honorary Life Members – Nil

5.3 The year for the purpose of subscriptions shall be the Financial Year of the Association which shall be 01st April to 31st March

5.4 **Subscription rates may be changed by an amendment to the constitution adopted by a simple majority** at an AGM unlike for amendments to other articles of the constitution.

5.5 Failure to pay the annual subscription as it falls due in spite of notice to that effect given by the Honorary Treasurer shall result in the termination of membership.

6.0 OFFICE BEARERS

Office Bearers are the members of

(i) The Consultative Council (“CC”) and (ii) The Council of Management (“COM”)

6.1 **Consultative Council** shall be composed of

(i) Patrons, not exceeding 02

(ii) 06 Vice Patrons

(iii) **06** Advisory Councillors

and its members shall have the right but not the obligation to attend COM meetings and have no right to vote or be counted for the Quorum at such meetings

6.1.1 **Council of Management** shall be composed of

(a) President

(b) 08 Vice Presidents

(c) Secretary

(d) Assistant Secretary

(e) Treasurer

(f) Assistant Treasurer

(g) 21 Council Members – comprising of

(i) 05 from among Past Vice Presidents, Secretaries & Treasurers

and (ii) 16 others of whom

* 08 shall be under 50 years of age and

* 08 shall be 50 years and over,

- age being reckoned as at 1st January of the year in which the AGM is being held.

(h) Immediate Past President (Ex-Officio)

6.1.2 **Eligibility Criteria for Positions as Office Bearers**

All Office Bearers, other than the Patron/s, shall have their membership in force, as at date of appointment / election, and

1. Patron/s, shall be the nominee/s of the **Provincial of the Society of Jesus (Sri Lanka Province)**

2. Vice Patrons Vice Patron shall be appointed by the President at the AGM, on the recommendation of the outgoing committee, from among past presidents, as well as from those who have held the positions of Vice-President, Secretary or Treasurer for at least 03 consecutive years and Advisory Councilors elected prior to 30th September 2013, provided however that at least 04 are Past Presidents.

3. Advisory Councillors shall be appointed by the President, on the recommendation of the outgoing COM, from among members who hold / have held responsible positions in their respective fields and have made significant contributions to the Alma Mater or Association

4. President: Minimum of 05 years of continuous membership in the Association and Minimum of 03 years in the Council of Management at any time. However a candidate shall not be elected to this post on more than two occasions, consecutive or otherwise subject to periods elected for prior to 30th Sept.2013 and any prior period that he may have been elected, by the COM, to serve in place of a President who has had to relinquish office midway during his term, not being reckoned for this purpose..

5. Vice Presidents: : Minimum of 04 years of continuous membership in the Association and Minimum of 02 years in the Council of Management at any time.

6. Secretary & Treasurer: : Minimum of 03 years of continuous membership in the Association and Minimum of 02 years in the Council of Management at any time

7. Assistant Secretary & Assistant Treasurer: Minimum of 03 years of continuous membership in the Association

8. Council Member: Minimum of 02 years of continuous membership in the Association

6.2 Roles and Powers of the CC and COM

All persons appointed or elected as Office Bearers at the AGM and by the COM to fill vacancies as per Art.8 shall serve in Honorary Capacities with the power and authority of the Office Bearers being exercised only by the Council of Management with the Consultative Council having only an advisory role

6.2.1 Nominations for positions in COM

1. The Nominee, the Proposer and the Secunder shall all be members of the Colombo Branch of the OBA

2. The proposer and the seconder shall be deemed to have confirmed that the consent of the nominee has been obtained

3. The nomination made for any post shall be considered valid only if the proposer or the seconder is present on the floor of the house at the time of the election, even if it has been declared acceptable by the Nomination Scrutiny Board as in sub section 5

4. A) Nominations recommended by the Outgoing COM:

The list of nominations, duly signed by an **Outgoing President and the Secretary** as Proposer and Secunder shall contain the (i)Name of the Post followed by (ii) Name of Nominee (iii) Date of birth of nominee (if post is age- categorized) shall be tabled at the meeting of **the Nominations Scrutiny Board** through the Secretary.

B) Nominations other than those by the Outgoing COM:

Each Nomination shall contain (i) name of the Post followed by (ii) name of nominee (iii) Date of birth of nominee (if post is age- categorized) (iv) Name, Address & Signature of Proposer (v) Name & Signature of Seconder and be delivered or sent by registered post to reach the Secretary at least 10 calendar days before date of AGM and the Secretary shall acknowledge receipt to the Proposer.

5. A) The COM shall appoint a **Nominations Scrutiny Board** at least 10 calendar days before AGM date. It shall be comprised of a Consultative Council Member as its Chairman and two other members of the Association with more than 5 years' continuous membership but who are not in the Outgoing COM or in the list recommend by it (referred to in subsection 4A).

B) This Board with the Secretary in attendance shall meet after the closing date for submission of Nominations to scrutinize them and submit a signed report as to the acceptability or otherwise of each nomination – based on eligibility requirements for each post and the nomination procedures, laid down in the constitution - stating reasons for rejection, if any, through the Secretary for tabling at the AGM before the Election of COM members. The decision of the **Nominations Scrutiny Board shall be final, subject however to the condition in sub section 3.**

6.2.2 The conduct of the AGM shall be the responsibility of the President

6.2.3 In the event of no nominations being received at the AGM for any post, the President shall appoint any person/s in accordance with the eligibility criteria detailed in Art 6.1.2 to fill such vacancy/ies, at the AGM, failing which at the first meeting of the COM

6.3 **Sub – Committees**

6.3.1 The COM shall have the power to delegate any of its functions or duties to sub-committees appointed by it. Every such committee shall report and be responsible to the COM through the assigned Vice President.

6.3.2 If any function / project involves inflow/outflow of funds, the Chairman of such sub-committee shall report the financial details to the COM regularly

6.3.3 Once such a function / project has been completed, the Chairman of that sub-Committee, shall table an Income & Expenditure Statement, listing out the Receivables & Payables at the 2nd COM meeting following the completion of such function/ project and thereafter take necessary action to clear up all Receivables and Payables to enable the COM to take a decision on any write – offs within reasonable time

6.4 **Functions assigned to Vice Presidents**

Each of the Vice Presidents elected under Article 6.1.1 above shall be assigned, by the President, to supervise the following functions to which other functions , may be added based on future needs:

- (i) Constitutional Affairs
- (ii) Finance and Fund Management
- (iii) Membership Drive
- (iv) Sports Activities
- (v) Academic & Data Base Management
- (vi) Public Relations
- (vii) Social Events
- (viii) Welfare Activities

6.5 **Vacation of post due to nonattendance at COM meetings**

Any **member of the Council of Management, (other than the Immediate Past President)** who fails to attend 03 consecutive Council Meetings without reasonable cause or explanation when such explanation is called for, shall cease to hold office in the Council of Management.

7.0 Auditors

An External Auditor- who is an “Authorized Representative “according to the provisions of the Inland Revenue Act No.10 of 2006 and any subsequent amendments thereto, who has been selected by the Outgoing COM, after calling for quotations and who has consented to take up the assignment, shall be elected at the AGM, with the COM having the authority to approve the remuneration of such auditor.

8.0 Vacancies

Procedure for filling of vacancies among Office Bearers that arise between one AGM and the next:

- i) Patron/s:** The replacement shall be sought by the COM from the Provincial of the Society of Jesus (Sri Lanka Province)
- ii) Vice Patrons:** The President shall, at the earliest possible meeting of the COM, fill such vacancy from among members of the Association, eligible for such position
- iii) For all other positions** other than Immediate Past President (which is ex-officio) the COM shall elect, at the earliest possible meeting, the replacements for such vacancies from among members of the Association, who are eligible

9.0: Changes in positions of Secretary and Treasurer

Whenever a Secretary or Treasurer vacates office and a new Secretary or Treasurer takes over, the Handing-Over / Taking-Over Certificate relating to custody of the Files, Documents, Registers etc. detailed in Appendix A (for Secretary) and Appendix B (for Treasurer) shall be exchanged, and the Taking-Over Certificate tabled at the earliest COM Meeting, detailing any missing item/s and filed by the Incoming-member, and missing items traced in collaboration with the Outgoing-member.

10.0 Meetings

10.1 Annual General Meetings

1. Annual General Meetings of the membership of the Association shall be held annually in the **1st half of August or as soon as possible there -after but no later than mid- September**, and the following shall be part of the Agenda:
 - (i) Adoption of the Minutes of the previous AGM presented by the Secretary
 - (ii) Tabling of the Annual Report by the Secretary
 - (iii) Adoption of the Audited Statement of Accounts of the ended Financial Year presented by the Treasurer
 - (iv) Tabling of a Draft Statement of Accounts of the 1st quarter of the Current Year, approved by the COM, by the Treasurer
 - (v) Tabling of the Audited Statements of Accounts for the year ended 31st March by the Trustee-Treasurer / Treasurer of any Trust Fund / Fund created by the Association

- (vi) Election of Honorary Members (if any have been recommended) by the Outgoing Council of Management)
- (vii) Election of members to the Council of Management as detailed under Article 6 and its sub articles.
- (viii) Appointment of Members to the Consultative Council as detailed under Article 6 and its sub articles.
- (ix) Election of the External Auditor
- (x) Adoption of Resolutions received in conformity with Art.13.

2. **The Secretary** shall dispatch the Notice of the AGM by Ordinary Mail or Special delivery to all members, 21 days before the date of AGM,

- i) indicating the Agenda
- ii) calling for nominations for the Council of Management in accordance with Art 6.2.1.4B
- iii) indicating attachment of Resolution/s proposing changes to the constitution (if any) and attaching same

3. **The Secretary** shall ensure that copies of the

- i) Minutes of the previous AGM
 - ii) Annual Report by the Secretary,
- are made available to the members at the meeting.

4. **The Treasurer** shall ensure that copies of the

- (i) Audited Statements of Accounts for the year ended 31st March of that year,
 - (ii) draft of the Statement of Accounts of the 1st quarter of the current year, approved by
- the COM, are made available to the members at the meeting.

5. The Trustee – Treasurer/ the Treasurer of any Trust Fund /Fund respectively , who is a nominee of the COM, shall ensure that copies of the respective Audited Statements of Accounts for the year ended 31st March are made available to the members at the meeting.

10.2 **Special General Meetings:**

A Special General Meeting shall be called for by the Hon. Secretary within 30 calendar days for the consideration of any matter

- a) if requested by the President, stating the purpose OR
- b) on receipt of a written request of not less than fifteen (15) members stating the business for which they desire such a meeting, and 14 calendar days' notice shall be given to the membership stating the business to be brought up at the meeting

10.3 **Meetings of the Council of Management:**

COM meetings shall be held as far as possible monthly, and more often if necessary, but not less than 09 between one AGM and another, and 07 calendar days' notice of such meeting shall be given by Secretary.

11.0 Quorum The Quorum at

- (a) Annual General or Special General Meetings shall be 35 Registered Members
- (b) Council of Management Meetings shall be 12

12.0 VOTING

12.1 Procedure

All issues shall be decided by a majority vote of the members present, voting by a show of hands, provided that

(a) any alteration, amendment or addition to the constitution shall have been approved by the Council of Management and thereafter adopted at a General Meeting by a 2/3rd majority of those present and voting, subject to the exemption in Art 5.4

(b) if a tie occurs in a decision requiring only a simple majority, the President shall be entitled to a 2nd vote, only if he had initially exercised his first vote.

12.2 Eligibility for voting at Annual / Special General Meeting

Eligibility to vote at AGMs and SGMs shall devolve only on members from the second AGM after obtaining membership / re-joining the Association

13.0 RESOLUTIONS

Any member desiring to move a resolution at a General Meeting of the Association shall **deliver** or dispatch by registered post, notice of such resolution duly signed by **named members** as proposer and seconder, to reach the Hony Secretary 14 calendar days' prior to such meeting, **provided however that if the resolution relates to any alteration, amendment or addition to the constitution, such resolution shall reach the secretary by 30th April of the year of the AGM**

14.0 MINUTES

Minutes of all meetings shall be maintained by the Honorary Secretary and be submitted for confirmation at the subsequent meetings, subject however that a draft of the minutes of the AGM being tabled at the 2nd COM meeting following it, to ensure a proper record.

15.0 CONTINGENCIES

In the event of any question or matter arising, not provided for above, the decision of the majority of members present and voting shall in every case be binding

16.0 FUNDS

All funds of the Association shall be deposited in a Bank approved by the COM and such Account shall be in the name of the Association and shall be operated on by the President or Secretary **jointly** with the Treasurer or Asst. Treasurer in accordance with the directions of the COM and the resolutions that may be passed by the Association from time to time.

17.0 TRUST FUNDS

(i) Subject to the grant of approval by the General Membership at an Annual General Meeting, the Council of Management shall have the power to create a Trust Fund or Funds or other similar Funds in order to achieve the aims and objectives set out in Art. 2. All monies accruing to such Fund or Funds shall be deposited in a Bank in the Association's name and shall be operated by the President or Secretary jointly with Treasurer or Assistant Treasurer in accordance with the directions of the Council and / or resolutions that may be passed by the Association from time to time.

(ii) However only for Rev. Fr P N Peiris Trust Fund which will always have the President and two nominees of the COM as three of the five Trustees and which account is operated jointly by two Trustees, our nominees shall ensure that at least one of them is a signatory for any withdrawal of funds from the Account

18.0 DISCIPLINARY PROCEEDINGS

a) If any member conducts himself in a manner undesirable or unbecoming of a member or if a member is reported of such behavior to the President, the President shall appoint and nominate a Special Committee consisting of two office bearers with himself as Chairman and if such Committee is satisfied that there are substantial grounds for further inquiry, the President shall temporarily suspend such member with immediate effect and report such suspension to the Council of Management. Thereafter the procedure laid down in these rules for Inquiry shall be followed.

(b) In the event of the member being reported to the Council of Management of conduct unbecoming or undesirable of a member, the Council of Management shall direct the Special Committee appointed by the President to hold an Inquiry into the matter. At such Inquiry the Special Committee may summon the member reported to appear in person before it, provide his explanation in writing, summon witnesses and/or produce documents in his defense.

(c) A minimum of 7 calendar days' notice shall be given to the member before such Inquiry is conducted to present himself for the Inquiry

(d) If after the Special Committee report of the Inquiry findings being submitted to the Council of Management, the said Council does not absolutely discharge the member of any blame or guilt in the matter reported, it may call upon the member to make such amends by way of apology or other manner as it deems fit, or may caution, suspend, call for the resignation or expel such member.

e) Members so suspended or expelled shall receive notice, in writing, signed by the President or the Secretary of the SAC OBA Colombo Branch and sent by post to their last known address within 30 calendar days.

(f) A member shall be suspended for a specified period of time from membership, called upon to resign or expelled only after the results of the Inquiry had been reported to the full Council of Management and the decision of the said Council has been supported by at least 2/3rds of the members of the said Council as may be resident in the Island at that time

g) Expulsion may be subject to appeal, the procedure for which is laid down in Appendix 'C'.

20.0 INTERPRETATION

In the interpretation of the aforesaid Article/s, the decision of the Council of Management of the Association shall be final.

APPENDIX 'A'

- i) Register of members according to the date of enrollment
- ii) File of personal particulars of members
- iii) Constitution with amendments up to the last AGM

- iv) File containing extracts of special decisions taken by the COM.
- v) Annual Reports file for the previous 5 years
- vi) AGM Minute book for the previous 5 years
- vii) COM minute book for the previous 5 years
- viii) Correspondence file with Index
- ix) All original Trust Deeds
- x) File containing handing over/ taking over Certificates relating to Secretaries
- xi) File containing Originals of Forms for Membership,
- xii) File containing minutes regarding the list of books, Registers & Files to be destroyed.
- xiii) All project files (AGM, Avurudhu, Staff day, Dance, Picnic, Land development / Building Projects etc)
- xiv) Photo Albums
- xv) Books containing the AGM reports & AGM Minutes from 1935 to 2000 and AGM Souvenirs printed thereafter and containing such reports

APPENDIX B

- i) Day Book- in respect of all the Funds for the previous five years.
- ii) Cash Book in respect of all the Funds for the previous five years.
- iii). Ledger in respect of all the Funds for the previous five years.
- iv) Voucher File in respect of all the Funds for the previous five years.
- v). Receipts Books in respect of all the Funds for the previous five years.
- vi). Petty Cash Book in respect of all the Funds for the previous five years.
- vii). File containing Fixed Deposit Certificates & Treasury Bills with an Index
- viii). Fixed Deposits and Treasury Bills Register- In respect of all Funds
- ix). Bank Statements files for all the bank accounts for the last five Years
- x) Bank Slips file for all the bank accounts for the last five Years
- xi) Voucher Registers for all the bank accounts for the last five Years
- xii). Cheque Books and counterfoils for all the bank accounts for the last five Years
- xiii). Monthly statements of accounts tabled at the Council for the last 5 years
- xiv) Files for any special events for the last 5 years
- xv). File containing handing over/ taking over Certificates relating to Treasurers.
- xvi). Income Tax Files
- xvii) File containing Audited statements of accounts for the last 5 years
- xviii) Petty cash receipts file for the last 5 years
- xix). Fixed Deposits & Treasury Bills correspondence file for the last 5 years
- xx). Saving Pass Books-current

APPENDIX C

Procedure for Appeal to the Council of Management

1. In the event of any person desiring to appeal against expulsion/withdrawal of membership from the SAC OBA Colombo

Branch, such person shall give notice thereof in writing to the Secretary within fourteen days of the receipt by him/her of the notice of expulsion/withdrawal of membership.

2. In the event of any such appeal the Council of Management shall appoint an Appeals Committee to comprise of not less than seven members, which shall include any three members of the Council of Management.

3. The Appeals Committee will sit and hear such appeal within 30 calendar days of the receipt of notice by the Executive Committee and will report their findings to the Council of Management.

4. The findings and decisions of the Appeals Committee shall be final and binding upon all persons affected.
