

Constitution of “ Association of Colombo Science Faculty Batch- 1974 “

(Version No. 3. : Date of Amendment – 27th September 2020)

1. Name :-

Association of Colombo Science Faculty Batch - 1974 (hereinafter called and referred to as “Association”)

2. Objectives :-

Objectives of the Association are as follows.

- 2.1 To organize activities to promote relationship among its members and their families;
- 2.2 To assist its members and their families in an emergency / distress situations;
- 2.3 To assist the Management of University of Colombo in carrying out the development activities related to either academic or welfare of the science undergraduates;
- 2.4 To assist the science undergraduates of Colombo University in their studies by way of financially or otherwise as agreed by the Management of Colombo University;

3. Co-Patrons :-

Dean of the Science Faculty or any person nominated by him and a person nominated by the membership at the 1st Annual General Meeting shall be the Co-Patrons of the Association.

4. Eligibility for membership :-

- 4.1 Membership shall be limited to the persons who entered the Science Faculty of Colombo Campus of University of Sri Lanka in 1974.
- 4.2 In the case of spouses of deceased eligible persons as described in 4.1, will be eligible to apply for membership.
- 4.3 Scholarship recipients only after graduation, will be eligible to apply for Associated Membership.

5. Procedure to obtain a membership :-

- 5.1 The person who is eligible as per clause No. 4.1, 4.2 and 4.3, shall make a written request to the Secretary of the Association stating his/her willingness to join the Association with the registration and annual membership fees. No registration and annual membership fee will be levied for Associated Membership.

5.2 The persons who are eligible to become members of the Association will be offered the opportunity to becoming life members of the Association by paying registration and life membership fees.

5.3 The Secretary shall table all the written requests received for the membership at the Executive Committee Meeting and seek the approval of the Executive Committee. Executive Committee has the right to reject any request made for the membership.

5.4 The Treasurer shall maintain a register of members with necessary information.

6. Registration and Membership fees.

The Registration and membership fees shall be as follows.

6.1 Registration fee - Rs. 500/= payable at the time of registering for membership;

6.2 Annual membership fee - Rs. 1000/= payable every year;

6.3 Life membership fee - Rs. 5000/= payable at once.

7. Payment of Fees

7.1 Payment of fees can be made to the Treasurer on any day of the year.

7.2 The Treasurer shall issue an official receipt to the respective member , in respect of the memberships approved by the Executive Committee, within 14 days of the approval of the Executive Committee.

7.3 The financial year of the Association is from 1st January to 31st December.

7.4 The members who have paid their annual membership fees before 31st December of the previous year will be eligible to vote at the AGM of the year.

7.5 The membership of a deceased member shall be automatically transferred to his/her spouse.

8. Executive Committee

8.1 Office bearers

8.1.1 Hon. President

8.1.2 Hon. Vice President

8.1.3 Hon. Secretary

8.1.4 Hon. Assistant Secretary

8.1.5 Hon. Treasurer

8.1.6 Hon. Assistant Treasurer

8.1.7 Ten Committee Members

8.1.8 Immediate Past President

8.2 The above members of the Executive Committee shall be appointed at the AGM either unanimously or by majority vote. The appointed Executive Committee members shall serve in their posts till the next AGM.

8.3 When a vacancy arises in the Executive Committee, the other members of the Executive Committee shall appoint a suitable member to fill the vacancy unanimously or through a majority vote of the Executive Committee.

8.4 The Executive Committee Members who were absent for 3 consecutive Executive Committee Meetings, are required to inform the Executive Committee in writing the reasons for their absence.

9. Annual General Meeting (AGM)

9.1 Except under an unavoidable circumstance, the AGM should be held before July of ensuing year. The convening notice of the AGM should be sent to all the members of the Association , 30 days prior to the date of AGM, by the Secretary.

9.2 The Agenda of the AGM should be as follows;

9.2.1 The National Anthem

9.2.2 Observe 2 minute silence to remember deceased members and the academic staff who were in science faculty from 1974 to 1979.

9.2.3 Reading of the notice of convening the meeting by the Secretary

9.2.4 Reading of the minutes of the last AGM and adoption of same.

9.2.5 Adoption of the audited accounts for the year.

9.2.6 Election of Executive Committee Members for the ensuing year.

9.2.7 To consider any other business of which due notice has been given

9.2.8 Appointing an Auditor for the ensuing year

9.2.9 Appointing a co-petron as per the clause No. 3

9.3 The audited financial statements for the year should be available at the AGM for inspection by the members.

9.4 The any proposal to be included in the Agenda, as prescribed under sub clause 9.2.7, should be reached to the Secretary at least 14 days prior to the date of the AGM.

9.5 The quorum for the AGM should be 15 members.

- 9.6 The members who have paid their membership fees as per sub-clause 7.4 will be eligible to vote at the AGM.

10. Special General Meeting (SGM)

A special general meeting will be convened on following circumstances.

- 10.1 When President decides
- 10.2 When a group of minimum of 5 members requests in writing, stating the reason(s) clearly to the Secretary. The Secretary should convene a SGM within 21 days of the date of such a request.
- 10.3 The convening notice of the SGM should be sent to its members at least 7 days prior to the date of the SGM, by the Secretary.
- 10.4 Only the National Anthem, reading of minutes of the last AGM and the discussion on the reason (s) for convening of SGM should be included in the Agenda of the SGM.
- 10.5 The quorum for the SGM should be 15 members.

11. Executive Committee Meeting

- 11.1 The Executive committee meeting should be held at least once in 6 months and the convening notification of the meeting should be sent to its members at least 7 days prior to the date of the meeting, by the Secretary. At an emergency situation, at the discretion of the president, the convening notification of the meeting could be sent even less than 7 days.
- 11.2 The quorum for the committee meeting is 7 members.
- 11.3 The committee meetings should be presided by the President and in his/her absence the Vice President shall chair the meetings. In the absence of both President and Vice President the members of the committee shall select a member as the President and commence the proceedings of the meeting.

12. Casting vote

- 12.1 Only the members as described in sub-clause 9.6 are eligible to vote at any meetings.
- 12.2 In the case of a voting, when both sides get equal number of votes, the person who is chairing the meeting has a decisive vote at any meeting.

13. Monetary Functions

- 13.1 The financial year of the Association is from 1st January to 31st December.

- 13.2 The Treasurer is responsible for all money of the Association and the registration and membership fees , either by cash or cheques , received by him/her, should be deposited, within 5 working days, in a Bank approved
- 13.3 The Association should open a current account in the name of **“ Association of Colombo Science Faculty Batch - 1974 ”** and the authorized signatories for the cheques should be the Treasurer and a member of the Executive Committee nominated by the Executive Committee.
- 13.4 In the case of a resignation of any of the authorised signatories, the respective Bank should be informed immediately by the Treasurer, in writing with the details of the new authorized signatories , approved by the Executive Committee. A copy of the approved minutes of the Executive Committee Meeting appointing the new authorized signatory should also be sent to the Bank.
- 13.5 (a) A separate Savings Account be opened in the name of **“ Association of Colombo Science Faculty Batch - 1974 ”** to deposit money received, either by cash or cheques for any activities directly related to objectives specified under sub-clauses 2.3, and 2.4. A resolution should be passed at a AGM or SGM to spend the money in this Account for any other activity. The authorized signatories to this account should be as stated under sub-clause 13.3 and the procedure to change the signatories is also as stated under sub-clause 13.4.
- (b) The donations from well-wishers , institutions, charity organizations may be received with the approval of the Executive Committee. In the case of such donations, Executive Committee has been authorized to open separate Bank Accounts for each donor, if those donors wish to have details of disbursement of money remitted to such Bank Accounts. The authorized signatories to such accounts should be as stated under sub-clause 13.3 and the procedure to change the signatories is also as stated under sub-clause 13.4.
- 13.6 Executive Committee, with the approval of members of the Executive Committee has been authorized to open any other Bank Accounts in the Bank approved by the Executive Committee in order to maximize the financial benefits of the money deposited in the Bank.
- 13.7 Executive Committee, with the approval of members of the Executive Committee shall organise fund raising activities, in line with the policies of the University of Colombo, to find money for the activities planned for the purpose of achieving the objectives stated under clause No. 2.

14. Responsibilities

14.1 The Hon President

He/She is responsible to execute all activities of the Association, as per the constitution and for chairing of all meetings. He/She is the only person of the Association authorized to represent the Association at external fora / liaise with the other associations, external institutions . He/She may appoint any other suitable member of the Association to represent the Association / liaise with the outside organizations as appropriately depending on the situations / circumstances.

14.2 The Hon Secretary

He/She is responsible to keep all minutes of the meetings of the Association and to convene all the meetings of the Association. Communicating with the members and the potential members is also a responsibility of the Secretary.

14.3 Hon Treasurer

He/She is responsible for recovering and disbursing the money of the Association and to deposit money in Bank(s) Preparation of final accounts / accounts statement is also a responsibility of the Treasure. Audited Final Accounts Statements should be submitted to the Executive Committee at least two weeks prior to the AGM, by the Treasure.

14.4 Hon Vice President

Assist the President in discharging his/her responsibilities and also act as the President in his/her absence.

14.5 Hon Assistant Secretary

Assist the Secretary in discharging his/her responsibilities and also act as the Secretary in his/her absence.

14.6 Hon Assistant Treasurer

Assist the Treasurer in discharging his/her responsibilities and also act as the Treasurer in his/her absence.

14.5 Committee Members

Responsible in liaising with the members of the respective locality / community in order to execute the activities of the Association and also to provide views / feedback of the members of the respective locality / community to the Executive Community.

14.6 Immediate Past President

The Immediate Past President shall advise / assist the Executive Committee in performing the activities of the Association.

15. Auditing

Chartered Auditor should be appointed at the AGM unanimously or by majority vote.

16. Cancellation of Membership

Executive Committee has been authorised to cancel a membership of any member on a disciplinary grounds. The decision of re-awarding the membership again lies with the Executive Committee. The Secretary should inform the member concerned in writing regarding the decision of the Executive Committee

17. Administration

The responsibility of administering the Association lies with the Executive Committee.

18. General

18.1 When the proposals are adopted at any meeting of the Association, the votes of the members who were present by person and on voice will be counted.

18.2 The Executive Committee is responsible in appraising the Patrons regarding the activities of the Association

19. Disciplinary Committee

The Disciplinary committee consists of the following three executive Committee Members and they are responsible in conducting inquiries on any disciplinary matter of the Association. The final decision on any inquiry lies with the Executive Committee.

Vice President (Leader)

Assistant Secretary

One of the Committee Members

20. Definitions

The decision of the definition of any clause / word / phrase of this constitution lies with the Executive Committee and its decision is the final decision.

27th September 2020 at Colombo.

Approved by ;

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Hon. Secretary

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Hon. President

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Hon. Treasurer