

# **JAFFNA CENTRAL COLLEGE OLD BOYS' ASSOCIATION – COLOMBO BRANCH**



## **CONSTITUTION**

**(Incorporating amendments approved at the Annual General Meeting held on 7<sup>th</sup> September, 2019.)**



**CONSTITUTION OF THE**  
**JAFFNA CENTRAL COLLEGE OLD BOYS ASSOCIATION**  
**COLOMBO BRANCH**

(Incorporating amendments approved at the Annual General Meeting held on 7<sup>th</sup> September 2019)

**1. NAME:**

The name of the Association shall be “**THE JAFFNA CENTRAL COLLEGE OLD BOYS’ ASSOCIATION – COLOMBO BRANCH**”

**2. OFFICE:**

The office of the Association shall be located at the residence of the Hony. Secretary.

**3. OBJECTS:**

- a) To increase the sense of fellowship, cordiality and goodwill among Old Boys with one another and with the College.
- b) To promote fraternity among the Old Boys.
- c) To afford guidance, encouragement and support to the younger generation of Centralites.
- d) To further the interest and welfare of the Alma – Mater and the Old Boys’ Association in Jaffna and other places.
- e) To organize and undertake any activities in order to achieve the aims and objects of the Association.

**4. MEMBERSHIP:**

Membership in the Association shall consist of Life members, Ordinary members, Associate members and Honorary members and shall be open to the following: -

- a) Life membership and Ordinary membership is for all past students of Jaffna Central College, who;
  - i. Have studied at Jaffna Central College
  - ii. Are above 18 years of age.
- b) Associate membership is for all past members of the Staff of Jaffna Central College.
- c) Honorary membership is for those appointed by the Executive Committee in recognition of their valuable service rendered to the Association and College.



- d) Membership for Life, Ordinary and Associate is to be applied on a prescribed form, the relevant subscription paid for and subject to the approval of the Executive Committee.

#### **5. SUBSCRIPTION:**

- a) Every Ordinary member shall pay an Annual subscription of Rs.200/= . Every Life member shall pay Rs.1,000/= and every Associate member shall pay an Annual subscription of Rs. 100/=.
- b) Annual subscription for each financial year shall be paid on or before 31<sup>st</sup> of March of that year for certification of membership for the Annual General Meeting of that year.
- c) All annually subscribing members shall continue to pay their annual subscriptions irrespective of their change of residence.
- d) The membership register shall be closed ten days prior to any Special General Meeting for certification of membership.
- e) Any member in arrears of subscription shall not have the right to be elected to any office, nor the right to vote at the Annual General Meeting, unless he pays all his arrears before the closure of the membership register as stated in paragraph 5(d).

#### **6. PRIVILEGES:**

- a) Life members and Ordinary members are eligible to hold office in the Association.
- b) All Life and Ordinary members shall have the right to vote at all meetings of the Association.
- c) It shall be the responsibility of every member to notify his change of address to the Hony. Secretary by mail and/or e-mail. Notices sent to the last known address shall be deemed for all purposes to be valid.

#### **7. PATRON AND VICE PATRONS:**

- a) The Patron shall be Ex Officio the Principal of Jaffna Central College.
- b) There shall be five Vice – Patrons elected by the Association at the Annual General Meeting from senior, distinguished Old Boys of the College.

#### **8. EXECUTIVE COMMITTEE:**

- a) The Executive Committee shall consist of the following Office Bearers and Committee Members: -
- i. A President
  - ii. Five Vice-Presidents
  - iii. Hony. Secretary



- iv. Hony. Asst. Secretary
- v. Hony. Treasurer
- vi. Hony. Asst. Treasurer
- vii. Fifteen Committee Members.

- b) The Office - bearers and Committee members of the Executive Committee shall be elected from among the Life and Ordinary members at each Annual General Meeting. Office – bearers and Committee members shall be eligible for re-election but the Office – bearers shall not hold the same office for more than three consecutive years.
- c) Any member who stands for election in his absence shall be required to have furnished his consent and willingness by letter to the President, prior to the election.

#### **9. MANAGEMENT:**

- a) The affairs of the Association shall be administered by the members of the Executive Committee elected by the Association at the Annual General Meeting.
- b) Any vacancy that may arise in the Executive Committee shall be filled by the Executive Committee from among the members of the Association.

#### **10. COMMITTEE MEETINGS:**

- a) The Executive Committee shall meet at such times as may be necessary or at least once in three months and also at other times as often as a meeting may be called by the Hony. Secretary at his own instance or at the request of the President or of seven members of the Executive Committee.
- b) At least seven days notice shall be given for meetings of the Executive Committee.
- c) Any member who is absent for three consecutive meetings without valid reason shall cease to be a member of the Executive Committee unless the Executive Committee decides otherwise.
- d) The Patron and Vice-Patrons may attend such meetings whenever notified by the Executive Committee.

#### **11. QUORUM:**

The quorum for an Executive Committee meetings shall be seven and for any General Meeting shall be thirty or one third of the membership whichever is less.

#### **12. PRESIDING AT MEETINGS:**

- a) The President or in his absence one of the Vice-Presidents shall preside at meetings of the Executive Committee and at the General Meetings.



- b) In the absence of the President and the Vice-Presidents, Executive Committee shall elect one of their members to preside at the meeting.

### **13. QUESTIONS AND DECISIONS:**

- a) No question of which notice has not been given to the members of the Executive Committee shall be discussed at any Executive Committee meeting unless two-third of the members present at the meeting decide otherwise.
- b) All questions and making of decisions that may come up before the Association or the Executive Committee shall be decided by a simple majority of votes and in every case of equality of votes the President shall have a casting vote.
- c) In the event of an emergency any question that needs a decision shall be conveyed by e-mail and shall be decided by a simple majority of votes conveyed by e-mail and in the case of equality of votes the President shall exercise his casting vote.

### **14. DUTIES OF EXECUTIVE COMMITTEE:**

- a) Decide upon the steps to be taken from time to time for carrying out the objects or resolutions of the Association.
- b) Arrange for collection of funds for carrying out of the objects or resolutions of the Association.
- c) Defray the necessary charges and expenses incurred for and on behalf of the Association and to control the finances of the Association.
- d) Arrange for General Meetings.
- e) Do such other acts and take such steps as is considered expedient for the attainment of the objects of the Association.

### **15. DUTIES OF PRESIDENT, SECRETARY AND TREASURER:**

- a) The President will give guidance, leadership and take overall responsibility to achieve the objects of the Association.
- b) The Hony. Secretary shall transact all business and carry out all correspondence connected with the Association, with the assistance of the Hony. Asst. Secretary.
- c) The Hony. Secretary shall maintain a register of members of the Association and such register shall always be kept open for inspection by members by arrangement with the Hony. Secretary.
- d) The Hony. Treasurer with the assistance of the Hony. Asst. Treasurer shall collect all monies, issue receipts for all payments received and keep all accounts as provided for in Section 17.



- e) The audited accounts shall at all reasonable times be made available for inspection by the members.
- f) The Hony. Treasurer shall submit a half-yearly statement of accounts made upto 30<sup>th</sup> of June on or before the 31<sup>st</sup> of August of that year to the Executive committee.
- g) An audited statement of accounts as on 31<sup>st</sup> December, each year, shall be presented to the Executive Committee by the Hony. Treasurer before the 31<sup>st</sup> of March of the following year. For this purpose a firm of Chartered Accountants shall be appointed as auditors at the Annual General Meeting.

#### **16. GENERAL MEETINGS:**

- a) The Annual General Meeting shall be held on or before May of each respective year.

The Executive Committee shall have the power to alter the date of the meeting due to urgent and unavoidable reasons.

The agenda shall include the following: -

- i. Minutes and adoption of minutes.
  - ii. Audited statement of accounts and adoption of the audited statement of accounts.
  - iii. Amendments to the Constitution and any other resolutions if any.
  - iv. Election of Vice-Patrons and Office bearers to the Executive Committee.
  - v. Appointment of an auditor.
- a) A Special General Meeting shall be held:
    - i. On the written request of not less than 20 members addressed to the Hony. Secretary stating the subjects to be brought forward at the meeting or -
    - ii. At the request of the Executive Committee.
  - b) No meeting of the General Body shall be held without 10 days notice to the members stating the business to be transacted at such meeting. No motion shall be brought forward or discussed by any member unless 20 days notice of such motion is given to the Hony. Secretary but with the consent of two-thirds members present, any matter other than as herein provided, may be discussed at the meeting.

#### **17. FUNDS:**

- a) The financial year of the Association shall be the Calendar Year namely from 1<sup>st</sup> January to 31<sup>st</sup> December each year.
- b) The funds of the Association shall be deposited in a recognized bank or banks approved by the Executive Committee and the relevant Accounts or Deposits shall be operated by the Hony. Treasurer in conjunction with Hony. Secretary or the President.



- c) The funds of the Association shall be divided into three categories: -
- i. **Accumulated Fund:** Annual subscription fees, donations and surplus funds generated from events, activities and projects shall form as Accumulated Fund and such funds shall be kept in a bank as current, savings or fixed deposit accounts.
  - ii. **Life Membership Fund:** Life membership fees collected by the Association shall be initially deposited in the bank's Current and/or Savings Account and thereafter suitably from time to time be placed in a bank fixed deposit account with automatic renewal on maturity and the interest earned therefrom shall be credited to the bank's current/savings account. The Executive Committee may utilize a sum not exceeding Rs. 12,000/= from the interest earned for administration expenses of the Association and shall utilize the balance interest earned for awarding prizes to the students of the College for academic achievements and excellence in the field of sports, in consultation with the Principal and for any other purpose as decided by the Executive Committee.
  - iii. No money from the funds of the Fixed Deposit shall be withdrawn unless and until a decision is taken to this effect at a General Meeting of the Association where two-thirds of the total membership is present and the resolution to withdraw is passed by a majority of two-thirds of those present and voting.
- d) **General Fund:** All monies collected in pursuance of any resolution passed at a duly constituted meeting of the Executive Committee of the Association shall be credited to the General Fund. The manner in which these funds shall be invested and disbursed shall be decided by the Executive Committee.

## 18. AMENDMENTS:

Amendments to the existing Constitution shall only be valid if approved at a duly constituted Annual General Meeting of the Association by a majority of two-thirds of the members present at such a meeting. Notice of proposed amendments shall be given to members at least ten days before the date of the Annual General Meeting at which the amendments are to be considered.

\*\*\*