

Annexure F

THE CONSTITUTION OF THE..... OF ST.PETER'S COLLEGE, COLOMBO 4.

1. NAME

The name of the Foundation shall be called “.....” of the St. Peter's College OBU, and will be hereinafter be referred to as theFoundation.

2. AFFILIATION

The Foundation is founded under the auspice of the St. Peter's College Old Boys' Union, Colombo 4, which hereinafter will be referred to as the “Parent Body”.

3. (a) COLOURS.

The Colours of theFoundation will be Blue, White and Gold.

(b) CREST.

The crest of theFoundation will be the crest of St. Peter's College with the following words at the top:- “St Peter's College Colombo 04” and at the bottom:- “Old Boys' Union”. “.....Foundation” of St. Peter's College.



4. OFFICE

The office of theFoundation will be situated in Colombo.

5. OBJECTIVES

The objectives of theFoundation shall be:-

- a. To promote social interaction and the spirit of fellowship so as to foster goodwill and brotherhood among the members.
- b. To support at St.Peter's College, Colombo 4, by contributing financially and otherwise in consultation with the College authorities and the Parent Body.
- c. To assist the Sports Body of St.Peter's College, Colombo 4, whenever requested to do so.
- d. Generally to undertake any activity that may be necessary or helpful in advancing the interest of both Past & Present of St.Peter's College, Colombo 4.

6. MEMBERSHIP

Membership will be open to all Past who have represented St.Peter's College, Colombo 4, in any age group. They should also be members of the Parent Body. Membership will be in the form of Life Membership, Ordinary Membership and Associate Membership.

- a. **LIFE MEMBERSHIP**
- b. **ORDINARY MEMBERSHIP**
- c. **ASSOCIATE MEMBERSHIP**

(Each Foundation to formulate their own requirement)

7. APPLICATION FOR MEMBERSHIP

Application for membership of theFoundation will be on the prescribed form and sent to the Secretary. The application will be tabled at the meeting of the Committee of Management of theFoundation and will be accepted on a majority vote of the members present and voting.

8. REGISTER OF MEMBERS.

The Secretary of theFoundation will be responsible for maintaining a register of all members and ensure that all dues are paid by the members.

- 9. SUBSCRIPTION.**
- a. REGISTRATION**
 - b. LIFE**
 - c. ORDINARY**
 - d. ASSOCIATE**

Renewal of membership will be done on or before the 31st Day of December of each year. The Committee of Management is en powered to review membership fees.

10. OFFICE BEARERS.

The Office Bearers of theFoundation will be as follows and will comprise the Committee of Management.

- a.** The Patron who shall be the Rector of St.Peter's College, Colombo 4 (Ex-officio).
- b.** There shall be four to seven (4 - 7) Vice Patrons all of whom should be members of theFoundation other than the Ex-officio Vice Patron. They are:-
 - i.** The President of the Old Boys' Union of St.Peter's College, Colombo 4 (Ex-officio).
 - ii.** Two Past who have represented Sri Lanka in
 - iii.** One Past President of theFoundation
 - iv.** Any others if required who are members of theFoundation.
- c.** A President.
- d.** The Immediate Past President (IPP) or a Past President in the absence of the IPP.
- e.** 2 Vice Presidents.
- f.** Hony. Secretary.
- g.** Assistant Secretary.
- h.** Hony. Treasurer.
- i.** Assistant Treasurer.

- j. Representative of Old Peterites Sports Club (Ex-officio).
- k. 4 - 6 other Committee members.
- l. Auditors.

The Committee of Management shall within 14 days of the election of Office Bearers inform the Hony. General Secretary of the Parent Body of the said office bearers and committee members, inclusive of the sub committee members. Hony. General Secretary of the Parent Body in turn will table these names at the meeting of the Committee of Management of the Parent Body.

11. ELECTION

- a. The office bearers in rule 10a, 10b i, & 10j shall hold office ex-officio.
- b. The office bearers in rules 10b ii, 10b iii, 10b iv, 10c, 10d, 10e, 10f, 10g, 10h, 10i, 10k, shall be elected at the Annual General Meeting of theFoundation.
- c. The Committee of Management shall form sub committees as deemed necessary for the operation of theFoundation. The sub committees appointed will be chaired by a member of the Committee of Management of theFoundation.
- d. If any member of the Committee of Management other than the ex-officio members fails to attend 3 consecutive meetings inclusive of being excused, he shall "ipso facto" cease to be a member of the Committee of Management. However, a member of the Committee of Management may apply for special leave of absence which should be approved by the Members of the Committee of Management present and voting.

All vacancies other than the President and the ex-officio members can be filled by the Committee of Management. In the case of the President the vacancy will be filled at a General Meeting.

12. ANNUAL GENERAL MEETING

- a. The Annual General Meeting of theFoundation shall be held not later than the 30th Day of May of each year and those elected shall hold office for a period of one year.
- b. The quorum for the meeting would be 25 or 1/3 the membership, whichever is lower.
- c. 14 days clear notice should be given for the meeting.

13. SPECIAL GENERAL MEETING.

A Special General Meeting shall be summoned by the Committee of Management at any time on a request of the President of the Foundation or 2/3 of the Committee of Management making a request of the President or by the Patron of the Parent Body.

At least 14 days clear notice should be given to the General Body together with the Agenda and no other business other than the agenda could be discussed at these meetings.

14. COMMITTEE OF MANAGEMENT

- a. The Committee of Management shall meet at least once a month.
- b. The quorum of each meeting shall be not less than 7.
- c. The Secretary shall give at least 7 days notice for each meeting.
- d. Special meetings of the Committee of Management may be summoned by the Patron, President or by 2/3 of the members of the Committee of Management. At least 2 days notice together with the Agenda should be given to the members and no other business other than the agenda could be discussed at these meetings.

15. DUTIES OF OFFICE BEARERS

a. President

- i. The President shall preside at all General Meetings as well as at all meetings of the Committee of Management. In the absence of the President at General Meetings the Immediate Past President or a Past President shall preside at the meeting.

In the case of Committee of Management Meetings, in the absence of the President a Vice President or in their absence a member elected by 2/3 of those present and voting shall elect a Chairman.

- ii. The President shall lead the representation of theFoundation at all ceremonies or at all discussions with either the College or any other Body. In the absence of the President, either one of the Vice Presidents could be nominated by the President to act on his behalf.
- iii. The President shall have the right of a casting vote when a normal vote results in a tie. (He shall exercise his usual vote before counting takes place).
- iv. The President will also be one of the signatories of cheques together with the Treasurer.

b. VICE PRESIDENTS

- i. The Vice Presidents shall assist the President in his duties and will preside at meetings of the Committee of Management in the absence of the President or act for the President as required in 15 a ii.

c. SECRETARY

- i. The Secretary shall be in charge of the office. It will be his duty to keep the register of all members and up date same and ensure that all members' dues are paid on time in consultation with the Treasurer. He will also be responsible for sending out notices to all members.
- ii. It will be his responsibility to keep a minute book and record all proceedings of all meetings held during the year. It will be his responsibility to hand over these minutes to his successor on his relinquishing duties.
- iii. To ensure that all decisions taken at meetings are carried out. He will also prepare a report on behalf of the Committee of Management on the affairs of theFoundation for tabling at the Annual General Meeting.
- iv. Will be an ex-officio member of all sub committees.

f. ASSISTANT SECRETARY

- i. To carry out duties entrusted to him by the Secretary.
- ii. Will take over duties of the Secretary if the latter is incapacitated or is unable to perform his duties or tenders his resignation.
- iii. Will perform duties as assigned to him in section 20 c.

e. TREASURER

- i. The Treasurer will be in charge of all funds of theFoundation and shall collect all fees, issue receipts and account for all funds.
- ii. Shall be a signatory to the bank account together with the President or any other member designated by the Foundation.
- iii. Shall prepare a set of accounts duly audited by the auditors nominated at the Annual General Meeting and

present same at the Annual General Meeting. A copy of all such audited accounts should be sent to the Parent Body.

- iv. Shall keep in his possession a sum not exceeding Rs..... for petty expenses.

f. ASSISTANT TREASURER

- i. To carry out duties entrusted to him by the Treasurer.
- ii. Will take over duties of the Treasurer if the latter is incapacitated or is unable to perform his duties or tenders his resignation.

16. FINANCES

- a. All monies shall be deposited in a bank(s) selected by the Committee of Management in the name of theFoundation.
- b. All cheques shall be signed by two persons one of whom will be the Treasurer.

17. VOTING

- a. All questions at meetings unless otherwise provided for within this constitution shall be determined by a vote of the majority of members present and voting.
- b. Voting shall be by a show of hands, unless a request is made for a secret ballot by any two present at a Committee of Management meeting or by ten persons present at a General Meeting.
- c. Voting by proxy will not be permitted.
- d. The Committee of Management or at the request of 10 members present may call for a vote by name at a General Meeting.

18. FINANCIAL YEAR

The financial year for theFoundation will be from 1st April to 31st March the following year.

19. RESIGNATIONS, SUSPENSION & TERMINATION OF MEMBERSHIP

- a. Any member may resign his membership by a written notice addressed to the Secretary. However, he will be bound to settle all dues to the Foundation prior to his resignation being accepted.
- b. Any member may be suspended or removed from membership by the Committee of Management if he is found guilty of any

conduct prejudicial to the interest and / or good name of the College or Foundation, provided that the member is given an opportunity of showing cause in writing why such an order should not be made.

- c. Any member suspended or removed from membership may within a month appeal to the Foundation in writing for re-address.
- d. All such appeals will be tabled at an Annual General Meeting of the Foundation. The order may be confirmed, varied or set aside at such meeting with a majority vote.
- e. Members suspended from membership shall not during the period of suspension enjoy or exercise any of the privileges of membership.

20. DISCIPLINARY COMMITTEE.

- a. The Committee of Management shall at its 1st meeting of the Committee appoint a three (3) member committee to look into all disciplinary matters. One of these members will be appointed by the Parent Body, who will chair the disciplinary committee.
- b. The recommendations of the disciplinary committee shall be submitted to the Committee of Management who shall decide on action to be taken based on a majority vote.
- c. The Assistant Secretary will be the Secretary to the sub committee.

21. AMENDMENTS TO THE CONSTITUTION

No amendments to the constitution shall be made except at a General Meeting and these will come into force only if they are passed by 2/3 of those present and voting and ratified by the Parent Body. At least 30 days notice of resolutions regarding any proposal should be given to the Committee of Management who is en powered to accept such resolution or reject same.

The Committee of Management should go into such resolution within two (2) weeks of receipt of the resolution and notify the proposer of such decision.

Thereafter, the proposer has the right to refer such a proposal to the Parent Body, if rejected by the Committee of Management. The Parent Body has the right to accept or reject such proposals which will be placed before the General Body of the Foundation) for final determination.

22. INTERPRETATION

The Committee of Management shall decide any questions regarding the interpretation of the Constitution and all matters laid before it for decision. In the event the Committee of Management is undecided, all matters will be referred to the Parent Body for a ruling.

I certify that the foregoing is the Constitution of the Foundation of St.Peter's College, Colombo 4, as adopted at the Inaugural Meeting held on in Hall.

Sgd/.....

Hony. Secretary.

..... Foundation.

Dated