



Constitution
Dharmasoka College Past Pupils' Association
Colombo Branch

ADOPTED AT THE ANNUAL GENERAL MEETING HELD ON 29/02/2020

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Constitution

Dharmasoka College Past Pupils' Association

Colombo Branch

1. Name

Name of the Association shall be “**Dharmasoka College Past Pupils' Association - Colombo Branch**”. (hereinafter referred to as the “Association”)
Abbreviation to the name of the Association shall be hereinafter referred to as “**DCPPA - Colombo Branch**”.

2. Registered Office

The office of the Association shall be located at the residence of one of the Joint Secretaries of the Association or at any such other place as the Executive Committee may from time to time decide.

3. Objects

Objects includes;

3.1. To afford assistance in improving the scope, content, range and quality of both academic and non-academic activities carried on by Dharmasoka College, Ambalangoda (hereinafter referred to as the “**College**”) in the interest of the present and future students of the College;

3.2. To promote, advancement of status and welfare of the present and past students of the College;

3.3. To promote, establish and regulate; any activity, institution, fund or Trust in co-operation with the Principal, the staff and the Parent Association of past pupils of the College, in furtherance of the objects mentioned herein before;

3.4. To foster fellowship among members of the Association.

4. Management

Affairs of the Association shall be administered and managed by the members of an Executive Committee (hereinafter referred to as the “**Committee**”) who are to be elected at the Annual General Meeting as provided herein below in this Constitution.

5. Membership

Any past pupil of the College shall be eligible to become a founder member or a life member of the Association subject to the provisions contained in this Constitution.

There shall be three (3) categories of memberships, namely;

- Founder Members
- Life Members
- Honorary Members

5.1. Founder Member:

Founder member shall be those past pupils of the College who were present at the inaugural meeting of past pupils held on the Fifth day of July Nineteen Hundred and Eighty Six at Ananda College, Colombo, and the subsequent meeting held on the Twenty Fifth day of October 1986 at the Mt. Lavinia Hotel, Mt. Lavinia.

Any such past pupil shall be admitted as a founder member only on the acceptance of the application by the Committee after verification of the attendance of the past pupil at one of the aforesaid meetings and on payment of the requisite fee stipulated in the Schedule – I of the previous constitution.

5.2. Life Member:

Any past pupil or a Founder member, will become a Life Member upon the acceptance of his/her application by the Committee and also after the requisite fee stipulated in Schedule - I hereto, being paid.

5.3. Honorary Life Member:

Any member or a person who is in a position to promote or contribute towards the objects referred to in Article 3 above and has rendered outstanding and distinguished service to the Association or to the College may on the recommendation of the Committee be admitted as an Honorary Life Member at an Annual General Meeting or a Special General Meeting of the Association provided that such recommendation shall be approved by two-thirds (2/3) of the members present. However, that the number of Honorary Life Members so admitted shall be limited to three (3) in any given year.

6. Membership Fees

Membership fees shall be as mentioned in Schedule - I hereto. However, the Committee is empowered to revise the membership fee referred to in the Schedule - I by a majority decision.

7. Application for Membership

7.1. Every application for membership shall be in the form referred to in Schedule - II hereto and shall be accompanied by the fee referred to in Schedule -1. Every such application shall be tabled at a meeting of the Committee. The Committee shall have the power to admit or refuse to admit the applicant as a member. Where the application is refused, the Committee shall inform the applicant, of the reasons thereof and refund the fee paid by the applicant.

7.2. A past pupil whose application for membership has been refused by the Committee may appeal to the Association against the decision of the Committee within thirty days (30) of the notification of such refusal. The Association shall consider and make a decision on the appeal at the next Annual General meeting or at a Special General Meeting summoned for the purpose. One of the Joint Secretaries of the Association shall inform the applicant the date and the place of hearing of the appeal giving the appellant fourteen (14) days' notice of the date of hearing of his appeal. The appellant has the right of being heard at the hearing of the appeal.

7.3. The Association may either confirm the decision of the Committee or allow the appeal and admit the past pupil as a member of the Association and accordingly he / she shall be enrolled as a member of the Association upon the necessary payment being paid.

7.4. Member who has ceased to be a member on account of non-payment of membership fees or who has resigned from membership may re-apply for membership in the manner as refer to above in this Article 7.

8. Rights and Privileges of holding the Membership

8.1. Members of the Association shall have the right to vote at all meetings of the Association.

8.2. Subject to Article 8.3, any member shall have the right to inspect any books, records or files, maintained by the Association upon a request being made in writing to the President of the Association. The president shall table such a request at the immediate next Committee meeting. The Committee then is empowered to make a decision on the matter by a majority vote. The decision made by the Committee on such a request, shall be communicated to the member concerned within thirty (30) days of the said decision.

- 8.3.** The Committee shall have the right to refuse any request for such inspection, if it is detrimental to the interest of the Association. The Committee shall communicate reasons for such refusal in writing within thirty days (30) of the receipt of such decision.

9. Membership Card and Register of Membership

Joint Secretaries of the Association shall;

- 9.1.** Issue to each member of the Association a membership card which shall carry a photograph of the member.
- 9.2.** Bind all membership applications in chronological order.
- 9.3.** Maintain a Register of Members, in alphabetical order indicating the category of membership.

10. Suspension / Termination of Membership

- 10.1.** Any member who intends to resign from membership shall tender a notice in writing informing his /her desire to resign addressed to the President of the Association informing his desire to resign. Such notice shall take effect from the date of its receipt by the President. Upon receiving the said notice, the President shall table the same at the earliest Executive Committee meeting.
- 10.2.** The Committee shall suspend or remove a member from his/her membership upon he/she is being found guilty after an inquiry held by a Sub-Committee which shall be appointed by the Committee. The Sub-Committee so appointed shall consist of three (3) members, one of whom shall be a Vice President of the Association. The Sub-Committee shall also notify the member of the date and the place of such an inquiry and shall give an opportunity to show cause as to why he/she should not be dealt with for the allegations made against him.
- 10.3.** Upon conclusion of the aforesaid inquiry, the Sub-Committee shall submit a report with its findings to the Committee. The Committee shall thereafter make an appropriate decision which shall carry the consent of the two thirds (2/3) of the members present at the respective committee meeting.

The decision of the Committee shall be informed to the person against whom the decision is made within fourteen (14) days from the date of the decision. The decision of the Committee shall be final and conclusive.

- 10.4.** The member against whom the allegation was made shall not be allowed to participate at any meetings of the Committee or the Association or any event organized by the Association even during the pendency of the inquiry.

11. The Committee

11.1. The Committee shall consist of the following

11.1.1. The office bearers of the Association namely

- Patron (Ex-Officio - The Principal of the College)
- The President of the Association
- Senior Vice President
- Four (04) Vice Presidents
- Joint Secretaries
- Treasurer
- Assistant Treasurer
- Editor

11.1.2. Twenty-five (25) Committee Members of the Association

11.1.3. The Immediate Past President of the Association (Ex-officio)

11.2. All Office Bearers of the Association and twenty-five (25) Committee members [except the Patron] shall be elected from among the members of the Association at an Annual General Meeting and shall hold office until the ensuing Annual General Meeting.

11.3. The Immediate Past President of the Association shall function as a member of the Committee. He is also empowered to function as the Pro-tem President of the Association upon the incumbent President ceases to function in his/her office.

11.4. Name of the member who intends to contest for election for the Presidency should have held the membership of the Association for a minimum period of Six (6) calendar months prior to the date of the AGM to be held. However, preference should be given to the Senior Vice President when electing the President. In the event Senior Vice President declines to be the President, one of the Vice Presidents becomes eligible to be elected as the President. The name of such person shall be proposed and seconded by any two members of the Association. However, if the member whose name is proposed for the Presidency is unable to be present at the AGM, a consent letter in the form referred to in Schedule - III hereto is to be produced at the time the election is held.

11.5. Any vacancy occurring in the Committee before the ensuing Annual General Meeting, may be filled by the Committee from among the members of the Association.

11.6. Eligibility criteria for Joint Secretaries, Treasurer and Assistant Treasurer:

Those who have served in the Committee at least for Three (3) years are eligible to hold the positions of the Joint Secretaries, Treasurer and Assistant Treasurer.

11.7. Eligibility criteria to become a Committee Member/ Office bearer:

A member shall have at least Six (6) months membership to become a Committee member. A member who intends to be an Office Bearer, he/she should have been a Committee Member for a minimum period of Six (6) months.

12. Meetings of the Committee

12.1. The Committee shall meet once in every month. However, under special circumstances which shall be recorded with reasons, the Committee may extend the said date of the month for another date which shall not exceeding two (2) months from the last date of the meeting. Joint Secretaries shall summon the meetings of the Committee by giving notice for a period which shall not be less than seven (7) days. However, on the direction of the President, Joint Secretaries shall summon a meeting of the Committee without giving such 7 days' notice.

12.2. Quorum for a meeting of the Committee shall be Ten (10).

12.3. Subject to Article 12.1 and 12.2, the Committee is empowered to adopt and regulate the procedure that is to be followed at the meetings.

12.4. Following persons are entitled to participate at the Committee meetings:

12.4.1. Any member appointed or co-opted to be in the Advisory Committee, or any Sub Committee, convened for a specific purpose. However, the persons so participate shall have no right to vote.

12.4.2. An accredited member of the Parent Association of the College provided that he/she is an Office Bearer or a Member of the Committee of the Parent Association. However, the persons so participate shall have no right to vote.

12.4.3. The President may, with the consent of the Committee, invite any person who has special interest in the Association to attend any meeting of the Committee. However, the persons so participate shall have no right to vote.

13. Finance

- 13.1.** Financial year of the Association shall be from 1st April to 31st March of any year. The first such financial Year would be from the date on which this Constitution comes into operation.
- 13.2.** The accounts for the period prior to 1st April of the year in which this Constitution comes into operation, shall be prepared separately.
- 13.3.** All cheques shall be signed by two signatories. First signatory shall be the Treasurer or the Assistant Treasurer while the second signatory shall be the President or the Senior Vice President. However, the Assistant Treasurer or the Senior Vice President is permitted to sign the cheques only upon the authorization by the Committee when the Treasurer and/or President is unable to perform his/her duties.
- 13.4.** The Accounts of the Association shall be audited by the Auditor who shall be a member of the Institute of Chartered Accountants of Sri Lanka.
- 13.5.** All funds raised by the Association through fund raising projects for the purpose of College Infrastructure Development, be shown in the annual income and expenditure account of the Association. It is appropriate to transfer funds into a special fund for such project to be established by the Association and it is to be named as the “College Infrastructure Development Fund”. Disbursement of funds for such projects is subject to the approval of the members at an Annual General or Special General Meeting on the recommendation by the Committee.
- 13.6.** Any ancillary or connected matters pertaining to the management and continuation of the Association shall be decided by the Committee and the decisions made thereon shall stand valid for all purposes.

14. Duties and Powers of the Committee

- 14.1.** All matters and affairs, including finances of the Association shall unless otherwise specifically provided for in the Constitution be administrated by the Committee irrespective of it being within or outside Sri Lanka.
- 14.2.** The Committee may establish special funds in order to utilize funds for a specific purpose that may consider it necessary by the Committee. The Committee then determines the manner in which the required funds to be sourced and credited.
- 14.3.** The Committee may receive and collect funds, grants, donations and subscriptions in Cash and/or in kind, from the members of the Association and/or from other sources. Furthermore, when an investment of such funds is to be made, it shall be by way of Savings/Fixed Deposits/Current Accounts/Repo and also it is to be invested only in a Bank, approved by the Committee.

14.4. When exercising the powers and duties mentioned above and in dealing / utilizing /drawing/ investing/depositing moneys of the Association the Committee shall always exercise due diligence.

14.5. The Committee shall have the right to create a Trust for the purpose of attaining the objects of the Association and determine the persons who are to be named as trustees of such a trust.

14.6. It is the duty of the Committee to approve draft financial statements (Statement of Income & Expenditure for the financial year under review & Statement of Financial Position) before tabling same at the Annual General Meeting of the Association and also to prepare a Report for the financial year immediately preceding the meeting or of such other period as may be decided by the Committee.

15. Duties of the Senior Vice President

In the absence of the President of the Association, the Senior Vice President is empowered to exercise and discharge powers and duties of the President of the Association.

16. Duties of Vice Presidents

16.1. In the absence of the President and Senior Vice President of the Association, one of the Vice President is empowered to exercise and discharge the aforesaid powers and duties of the President of the Association.

16.2. All sub-committees and the projects of the Association shall be headed or directed by one of the Vice Presidents.

17. Duties of the Joint Secretaries

Duties of the Joint Secretaries shall be;

17.1. To carry out the directions given by the President and the Committee in accordance with the Articles contained in this constitution.

17.2. To maintain records of the proceedings of the meetings in an accurate manner in the respective minute books of the Association.

17.3. To take necessary and appropriate actions where no specific or general directives or instructions are given provided that such action is in no way in conflict with any of the provisions of this Constitution.

17.4. To prepare and table the Annual Report which shall contain all the matters pertaining to the activities of the Association for the relevant period. It is also the duty of the Joint Secretaries to submit the Annual Report at the Committee meeting prior to Annual General Meeting of the Association.

18. Duties of the Treasurer

- 18.1.** The Treasurer shall deposit the monies he received in the capacity as the treasurer in a bank or banks as directed by the Committee within a period of seven (7) days after receiving such monies.
- 18.2.** Treasurer shall take every effort to collect all monies due to the Association.
- 18.3.** Treasurer shall maintain proper accounts of the finances and to maintain books of accounts of the Association.
- 18.4.** To submit a monthly statement of accounts indicating receipts and payments, statement of Income & Expenditure and Statement of Financial position to the Committee meeting.
- 18.5.** To submit the Financial Statements as at 31st March of each financial year prior to the commencement of the Audit to the Committee meeting.
- 18.6.** Treasurer should evaluate the financial status of the Association and recommend investment opportunities as and when excess funds are available.

19. Duties of the Editor

To coordinate either by way of online, or by print media and/or by letters, to manage the content area, setting of publication standards and establishing goals and expectations of the Association.

20. Duties of the Immediate Past President (Ex-officio)

Coordinating and assisting the Committee to successfully accomplish activities undertaken during his/her tenure.

21. Annual General Meeting

- 21.1.** Association shall hold its Annual General Meeting within Two (2) months from the date ending a financial year referred to above. However, the Committee may advance or postpone the Annual General Meeting for a date outside the said period of two months having recorded the reasons, therefore.
- 21.2.** At least Twenty-one (21) days' notice of the date fixed for the Annual General Meeting shall be given to the members of the Association.

21.3. Agenda of the Annual General Meeting shall include;

- The tabling of audited Annual Statement of Accounts of the Association for the financial year preceding the date of the last Annual General meeting and the Audited Statements of any other funds; of the Association
- Annual Report of the Association
- Appeals lodged under Article 7.2
- Appointment of the Auditor
- Resolutions submitted by the Committee or by the members of the Association through the Joint Secretaries or of the Committee

21.4. The following documents be circulated among the general membership, Seven (7) days prior to the date of the Annual General Meeting by the Joint Secretaries

- Notice of the Annual General Meeting
- Annual Report of the Association
- Audited Financial Statements of the Association
- Audited Statement of any other funds of the Association
- Resolutions submitted by the Committee or by the members through the Joint Secretaries or The Committee
- Letter of Consent referred to in Schedule - III

22. Special General Meeting

22.1. it is the duty of the Joint Secretaries to summon a special General Meeting of the Association on the direction of the President or upon a decision of the Committee or upon a written request made by at least Seventy Five (75) members of the Association, indicating the purpose for which the meeting is to be summoned and the matters to be considered therewith.

22.2. Minimum of Fourteen (14) days' notice of a Special General Meeting shall be given to the members by the Joint Secretaries setting out the item or items to be considered at such a meeting.

22.3. No matters other than the matters referred to above shall be discussed or considered at a Special General Meeting.

22.4. Where a Special General Meeting is summoned for the purpose of suspension or removal of any office bearer or any other member of the Committee, such resolution shall not be passed unless Two Thirds (2/3) of the members present voting for such a resolution.

23. Procedure at Annual or Special General Meeting

23.1. The President or in his/her absence, Senior Vice President or in the event both are absent, one of the Vice Presidents or in their absence a member of the Association elected by the members present shall preside at meetings of the Association.

23.2. Voting at the meetings of the Association shall be by a show of hands or if the circumstance requires, it may be by a secret ballot.

23.3. In the event of votes being equal when deciding an issue, it shall be decided by a casting vote of the person who presides the meeting.

23.4. Every point of order or any issue relating to interpretation of any Article of this Constitution raised at any Annual or Special General meeting shall be determined by the person presiding over the meeting and his decision thereof shall be final and conclusive.

23.5. Quorum for an Annual General Meeting or a Special General Meeting shall be Seventy-Five (75) members of the Association.

23.6. An Annual General Meeting which cannot be held on the due date for want of a quorum shall be adjourned for a date to be specified by the Committee. Such an adjourned Annual General Meeting shall be held on such other date notwithstanding the absence of the quorum referred to in Article 23.5.

24. Auditor

24.1. There shall be an auditor appointed at the Annual General Meeting. Person so appointed shall be a member of the Institute of Chartered Accountants of Sri Lanka.

24.2. The Auditor appointed under Article 24.1 shall have access to all books of accounts maintained by the Treasurer and all documents pertaining thereto and may call for further information connected therewith.

25. Amendments to the Constitution

25.1. Any amendment to this Constitution or to repeal the same may be made by a resolution passed at an Annual General Meeting or at a Special General Meeting of the Association in the manner described herein below.

25.1.1. Any such resolution shall be submitted to the Committee before moving it at an Annual General Meeting or at a Special General Meeting.

25.1.2. The Committee shall table such a resolution at the ensuing Annual General Meeting or at a Special General Meeting summoned for that purpose.

25.1.3. Upon approving such a resolution by the Committee, it shall be passed with a simple majority vote of the members present at the Annual General Meeting or at the Special General Meeting in which the resolution is moved.

25.1.4. In the event the resolution is not approved by the Committee, it shall be passed by a Two Third (2/3) majority vote of the members present at the Annual General Meeting or at the Special General Meeting in which the resolution is moved.

For the purposes of this Article

“Approved” means, a resolution adopted at a meeting of the Committee and recorded in the minutes thereof.

“Amendment” includes variation, deletion, or addition.

25.2. Where no specific Article has been made in this constitution in respect of any matter concerning the Association, the Committee is empowered to make rules for such matter; provided that such rules are not inconsistent with any Article of the Constitution.

Any such rule or rules shall be tabled at the Annual General Meeting next following the making of such rules for the approval by the members with a simple majority.

26. Cessation of the Association

26.1. The Association shall cease to exist, if terminated or dissolved by a resolution passed at a Special General Meeting summoned for such purpose. No resolution for such termination or dissolution shall be valid unless it is passed by a two third 2/3 majority of the total number of members of the Association.

26.2. Upon the Association being ceased to exist, the net assets of the Association as at the date of cessation shall stand transferred and conveyed to the Trust established by the Association, known as “Dharmasoka College Past Pupils Association – Colombo Branch Trust for Higher Education and Scholarships”. All powers vested with the Committee including the power to appoint Trustees under the deed of Trust by which the said Trust was established, shall stand vested with the Trustees of the said Trust. In the event of the said Trust not being in existence at the time of cessation of the Association, the net assets of the Association as at the date of such cessation shall be transferred and conveyed to Dharmasoka College to be utilized, at its discretion.

26.3. In the event, the Association becomes non-functional for two (2) consecutive years, then any member of the Association may summon an extra ordinary meeting of the Association for the specific purpose of moving a resolution for the dissolution or re- activation of the Association. The quorum for such extra-ordinary meeting shall be seventy-five (75) members. Such resolution passed by a simple majority of members present and voting at such extra ordinary meeting shall be valid and effective notwithstanding the provisions in Article 26.1 above. In the event of a resolution being passed for the dissolution of the Association the provisions of Article 26.2 shall apply with regard to the disposal of the net assets of the Association.

27. Repeal and Savings

27.1. The Constitution of Dharmasoka College Past Pupils Association Colombo Branch which had been in force until the 29th February 2020 is hereby repealed.

27.2. Notwithstanding the repeal of the said Constitution:

27.2.1. All movable and immovable property belonging to the Dharmasoka College Past Pupils Association, Colombo Branch on the day immediately preceding the date of adoption of this new Constitution shall, from the date on which the new constitution is adopted, vest in the Dharmasoka College Past Pupils Association, Colombo Branch.

27.2.2. All rights, liabilities and obligations of the Dharmasoka College Past Pupils Association, Colombo Branch on the day immediately preceding the date of adoption of the new Constitution, shall with effect from the date on which the new constitution is adopted, be deemed to be the rights, liabilities and obligations of the Dharmasoka College Past Pupils Association, Colombo Branch under the new constitution.

27.2.3. All such sums of money lying to the credit of the Fund of the Dharmasoka College Past Pupils Association under the repealed constitution on the day immediately preceding the date of adoption of this constitution shall be transferred to the Fund of the Dharmasoka College Past Pupils Association, Colombo Branch under this new constitution.

Schedule – I

FEES

Life member - A fee of Rs 1,000/=

Schedule – II

Specimen of Membership Application



DHARMASOKA COLLEGE PAST PUPILS' ASSOCIATION COLOMBO BRANCH

MEMBERSHIP APPLICATION FORM

Name with Initials Dr./ Mr. /Mrs. /Miss			
Position			
Address:	Residence:		
	Official:		
Telephone:	Residence	Cellular	Official
Email ID:	Personal		
	Official:		
Period of Study at College		From:	To:
Introduced by:			

I am enclosing herewith Cash/ Cheque for Rs. 1000/- being my enrolment fee as a life member.

Note : Cheques may be drawn in favor of "Dharmasoka College Past Pupils' Association Colombo Branch" and crossed A/C Payee Only, and an official receipt will be issued by the Treasure on realization of the Cheque. (Please send the membership application form along with the payment to the Hony. Treasurer)

.....
Date

.....
Signature of Applicant

For office use only

Enrolment Fee Receipt # :

Membership No :

Approval date:

.....
Hony. Treasurer

.....
Hony. President

.....
Hony. Jt., Secretary

<p style="text-align: center;">President</p> <p>Mr. Chandralal Sooriyaarachchi 58/C, Weera Mawatha, Kalalgoda, Pannipitiya.</p> <p>Mobile: 0773204645, 0712743337 Email: sooriyaasoo@sltnet.lk</p>	<p style="text-align: center;">Hony. Treasurer</p> <p>Mr. Harish Guruge 8/B/30, Kudamaduwa Temple Road, Sisil Sevena Gardens, Mattegoda.</p> <p>Mobile: 0770163623 Email: harishguru77@gmail.com</p>	<p style="text-align: center;">Hony. Jt. Secretaries</p> <p>Mr. Udaya N Sirisena 118, Sri Maha Vihara Mw, Panadura</p> <p>Mobile: 071-2734541 Email: udaya@aqualk.com</p> <p>Mr. K G Hemantha De Silva 9/18 A, Rohina Mawatha Pelwatta, Battaramulla.</p> <p>Mobile : 0777270913 Email : gamhem@gmail.com</p>
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Note: Office bearers are subject to change at Annual General Meeting or Special General Meeting

Schedule – III

Specimen format of letter of consent (Turn around document)

Date.....

Joint Secretaries

Dharmasoka College Past Pupils' Association – Colombo Branch

Dear Sir/Madam,

Letter of Consent

I hereby consent to my name be proposed at the Annual General Meeting/Special General Meeting to be held onas an Office Bearer or as a member of the Executive Committee.

Name of the Member:

Membership Number:

Signature