



The Constitution

Old Boys' Association, St. Sebastian's College

Since 1931

CONSTITUTION OF THE OLD BOYS' ASSOCIATION OF ST SEBASTIAN'S COLLEGE, MORATUWA.

(Adopted at the Special General Meeting held on 15th June 2002)

1. Association

1.1 Name

The Association shall be called "The Old Boys' Association of St Sebastian's College, Moratuwa." (Hereinafter referred to as "The Association")

1.2 Address

The address of the Association shall be the residential address of the Hon. General Secretary.

1.3 Objects

To foster comradeship and welfare among the Past Pupils of St Sebastian's College, Moratuwa, (hereinafter referred to as "the College") and to work for the integral development of the members of the Association and the College.

1.4 Patron

His Grace the Archbishop of Colombo shall be the Patron.

1.5 Vice Patron(Ex Officio) --- (Amended on 4th Sept 2005 - Further Amended from 1.6 to 1.6.4 at the AGM on 30th August 2008)

The Rector of the College shall be the Vice Patron (Ex Officio)

1.6 Vice Patrons (Nominated)

1.6.1 Association may, at an Annual General Meeting, on the recommendation of the General Committee, by a simple majority of those present and who are eligible to vote, appoint eminent past pupils who are members of the Association and who have rendered distinguished yeoman services and made remarkable contributions to the Association and the College, as Vice Patrons (Nominated), to bestow a special honour to such persons.

1.6.2 Vice Patrons (Nominated), once appointed shall hold office for Life or at the holder's sole discretion and pleasure.

1.6.3 Vice Patrons (Nominated), shall have the right to be present and take part in deliberations, at all General Meetings and General Committee Meetings of the Association. They shall be provided with notice of all such meetings and other activities of the Association.

1.6.4 At any given time the Association shall not have more than three Vice Patrons (Nominated).

2. Membership

2.1 All past pupils of the College are eligible to apply for membership of the Association. Each member shall pay a fee which is in force at the time of submitting the application.

2.2 Honorary Membership

The following are eligible to be conferred the Honorary Membership

2.2.1 Any past or present Director, Sub Director, Rector, Vice Rector or Principal of the College. *(Amended at the AGM of 2016)*

2.2.2 Any past pupil of the College who is a member of the Clergy of any Religious Congregation.

2.2.3 Any teacher of the College who has completed twenty five years of continuous service.

2.2.4 Members of the Association who have rendered distinguished service to the Association. They would be identified as Honorary Life Members.

2.2.5 Any past pupil who is not a member of the Association but,
a. who has made a remarkable contribution to the Association.
b. who has achieved excellence in any field.

2.2.6 Any person who is not a past pupil of the College or a member of the Association but who has rendered a remarkable contribution to the Association.

2.3 Membership Register

The Association shall maintain a proper Membership Register in which records of all members shall be maintained.

3. Enrolment of Members

3.1 Any person qualified to apply for membership shall submit an application in the prescribed form with the required fees to the Honorary General Secretary who shall forward such application to the General Committee, for consideration for enrolment.

3.2 Honorary Members shall be formally enrolled on proposal at an Annual General Meeting on the recommendation of the General Committee.

4. General Committee

The business of the Association shall be managed by the General Committee (hereinafter referred to as "the Committee") which will consist of:

- a. Elected Office Bearers
- b. Elected Committee Members

4.1 Elected Office Bearers. *(Amended at the AGM of 2016)*

4.1.1 The following shall be elected at an Annual General Meeting to hold office in the Committee.

- President
- Honorary General Secretary
- Two Assistant Secretaries
- Honorary Treasurer
- Assistant Treasurer

4.1.2 General Committee shall Elect Eleven Vice Presidents, at the first General Committee Meeting following the Annual General Meeting, out of the General Committee members elected

4.1.3 No elected Office Bearer other than the Vice Presidents shall hold the same office for more than three consecutive years.

4.2 Elected Committee Members. *(Amended at the AGM of 2016)*

There shall be Eighty Four (84) members in the Committee inclusive of the Eleven Vice Presidents to be elected by the General Committee as per Section 4.1.2 of the Constitution, other than those who hold office referred to in Section 4.1.1 of the Constitution, who shall be elected at the Annual General Meeting. The Immediate Past President shall be an Ex- officio Committee Member. - *(Amended at the AGM of 2015)*

4.2.1 Subject to a total number of 84 persons being elected to the Committee there shall not be less than 6 persons each from the first three age categories and 4 persons each from the next three categories, to be elected from the members of each age category as stated below:

Age Group

Six (6) persons from each category

- a. 25 years and below
- b. 26 to 35 years
- c. 36 to 45 years

Four (4) persons from each category

- d. 46 to 55 years
- e. 56 to 65 years
- f. 66 years and above

4.2.2 All recognized Old Boy Groups presently active and to be formed in the future, which have been duly recognized by the Association in terms of Section 11 of the

Constitution, shall nominate under the signatures of the President and Secretary of the Group, a representative, who is already a member of the Association and is eligible to be elected as per Section 7.6 of the Constitution, as a member of the General Committee. Such nominations shall be tabled at the Annual General Meeting and their nominees duly elected.

- 4.2.3** In filling the vacancies in the Committee according to the Age Groups, section **7.4.2.1**, **7.4.2.2** and **7.4.2.3** hereof will apply.

4.3 Sub Committees / Project Committees

The Committee may appoint Sub Committees for various specific purposes or projects.

- 4.3.1** Any Sub Committee appointed has the power to co-opt members, unless restricted.
- 4.3.2** The Sub Committee shall have the power to elect a Chairman, unless nominated by the General Committee.
- 4.3.3** The Hon. General Secretary shall be an Ex-Officio member of any Sub Committee appointed.
- 4.3.4** The Sub Committee shall be collectively responsible for the planning and implementation of the project.

5. Responsibilities of the Members of the General Committee

5.1 President *(Amended at the AGM on 30th August 2008)*

Shall preside at all Meetings of the Association defined in **6.1** to **6.4** of this Constitution, and shall be primarily responsible for all functions and activities of the Association and of its Office Bearers through the General Committee.

5.2 Vice President

Shall preside at the Meetings of the Association defined in **6.1** to **6.4** of this Constitution in the absence of the President and be responsible when proposed to carry out the duties of the President in his absence.

5.3 Honorary General Secretary

Shall be responsible for all Secretarial and Administrative functions of the Association and he shall:

- a. Maintain the Membership Register
- b. Maintain minutes of all meetings defined in **6.1** to **6.4**
- c. Prepare Annual Report to be submitted at the Annual General Meeting which should receive prior approval of the Committee.
- d. Be the liaison Officer between the Association, its branches and other organizations within or outside the College.
- e. Be responsible for making available to the General Membership, the Audited Statement of Accounts and Annual Report before the relevant Annual General Meeting.
- f. Maintain proper records and be the custodian of all documents, records, registers, files, inventory articles etc. except those related to Finances.
- g. Delegate any part of his duties to any Assistant Secretary with the consent of the Committee.
- h. When his term of office expires, hand over all items, documents, reports etc. in his custody to the newly elected Honorary General Secretary within 30 days, with a detailed list of the items duly certified, a copy of which should be handed over to the President who will table same at the following Committee Meeting.
- i. If the Secretary relinquishes his post before his term of office expires, he should submit a detailed report on the activities of the Association for such period. He shall also hand over all items, documents, reports etc. in his custody to one of the Assistant Secretaries within 7 days of relinquishing the post, with a detailed list of the items duly certified, a copy of which should be handed over to the President who will table same at the following Committee Meeting.

5.4 Assistant Secretaries

Shall perform the duties of the Honorary General Secretary in his absence or as delegated by the Honorary General Secretary and directed by the Committee.

5.5 Honorary Treasurer

In addition to the responsibilities bestowed upon him under **8.1** of this Constitution, he shall be responsible for managing all Finances of the Association and he shall:

- a. Be responsible for collecting membership fees.
- b. Issue receipts maintaining a carbon copy for all monies received by the Association.

- c. Maintain a Cash and Bank Book, Petty Cash Book, Register of Membership Fees Collected, Files of Bank Statements, Deposit Slips, Bills and Vouchers.
- d. Be responsible to effect payments up to a limit of Rs. 5,000/- pending approval from the Committee. For payment of amounts over Rs. 5,000/-, prior approval should be obtained.
- e. Serve in ex-officio capacity in any Sub Committees appointed to raise funds and shall be the Sub Committee Treasurer.
- f. Submit a Monthly Statement of Accounts to the General Committee showing the financial position of the Association at the end of each calendar month.
- g. Present the Annual Statement of Accounts to the Committee to be submitted for Auditing.
- h. Delegate any part of his duties to the Assistant Treasurer with the consent of the Committee.
- i. When his term of office expires, he shall duly prepare a statement of accounts for the incomplete Financial Year he held office and shall cause the Auditor to carry out an audit verification.
- j. He shall hand over all items, cash in hand, cheque books, documents, reports etc, in his custody along with the audited statement of accounts referred to in 5.5(i), to the newly elected Honorary Treasurer within 30 days from the expiry of term of office, with a detailed list of the items duly certified, a copy of which should be handed over to the President who will table same at the following Committee Meeting.
- k. If the Treasurer relinquishes his post before his term expires, he should submit a Statement of Accounts on the financial activities of the Association for such period. He shall also hand over all items, Cash in hand, cheque books, documents, reports etc. in his custody to the Assistant Treasurer within 7 days of relinquishing the post, with a detailed list of the items duly certified, a copy of which should be handed over to the President who will table same at the following Committee Meeting.

5.6 Assistant Treasurer

Shall perform the duties of the Treasurer in the latter's absence or as delegated by the Honorary Treasurer and directed by the Committee.

5.7 Committee Members

5.7.1 Shall attend Meetings regularly.

5.7.2 Shall help the Office Bearers in performing their duties.

5.7.3 Shall accept and discharge responsibilities when delegated by the Committee.

5.8 Chairman-Sub Committee / Project

Shall be responsible for planning, implementing, reporting the progress of the project to the General Committee and he shall:

- a. If necessary co-opt others with the approval of the Sub Committee.
- b. Select a Sub Committee/Project Secretary within the Sub Committee appointed.
- c. Select a Sub Committee/Project Treasurer within the Sub Committee appointed, when the project is not a fund-raiser.
- d. Submit a feasibility report or project proposal with tentative budget before commencing the project and shall submit periodic reports to the Committee on the progress of the project.
- e. At the conclusion of the project, within 30 days, submit a final report with a statement of accounts, together with all the relevant documents duly filed.

6. Meetings

Meetings should be held to discuss matters connected with the Association/Projects and minutes should be properly maintained of all such Meetings.

6.1 General Meeting

As and when required, a General Meeting of the Association should be called by the Secretary after giving one month's notice.

- 6.1.1 Notice of any motion proposed to be placed before such Meeting shall be given to the Honorary General Secretary in writing at least 21 days before the Meeting.
- 6.1.2 Such motion shall be presented at the General Meeting only after it is taken up at the Committee level.
- 6.1.3 No member shall be permitted to vote at a General Meeting unless he has been a member for a period of 6 months prior to the date of the Meeting.
- 6.1.4 Honorary Members other than the Honorary Life Members as defined in **2.2.4**, are not permitted to vote at a General Meeting.
- 6.1.5 The quorum for a General Meeting shall be 50 members who are eligible to vote, provided, that should there be no quorum for a General Meeting, it shall be postponed for a date not less than 14 days and not more than 30 days and shall then be held irrespective of the quorum provided the Honorary General Secretary provides proof of intimation of the Meeting. *(Amended at the AGM of 2016)*
- 6.1.6 The Agenda for a General Meeting shall be sent to every member at least 07 days before the Meeting. Copies of the Annual Audited Accounts too, shall be sent with the Agenda.
- 6.1.7 Any member wishing to take up any matter in relation to the Association which is not within the scope of the Meeting should give 7 days' notice in writing to the Secretary stating the business which he desires to be taken up for discussion.

6.2 Special General Meeting

- 6.2.1 A Special General Meeting may be called by the Secretary for the consideration of any matter in the circumstances enumerated below.
 - a. At the request of the President.
 - b. At the written request of 50 members of the Association who are eligible to vote, made to the Honorary General Secretary stating the business for which they desire such Meeting to be called. *(Amended at the AGM of 2016)*
- 6.2.2 Such Meeting shall be called within 30 days of the request.

6.3 Annual General Meeting

An Annual General Meeting shall be held before the end May every year.

- 6.3.1 The Annual Report submitted by the Honorary General Secretary and the Audited Statement of Accounts with the Auditor's Certificate submitted by the Honorary Treasurer shall be tabled for adoption at this Meeting.
- 6.3.2 The General Committee and the Honorary Auditor shall be elected at the Meeting.
- 6.3.3 Honorary Membership shall be conferred at this Meeting.

6.4 General Committee Meeting

Meetings of the General Committee shall be held at least once a month to transact the business of the Association.

- 6.4.1** At least 07 days' notice shall be given of such Meeting by the Secretary.
- 6.4.2** In case of an emergency meeting, the Secretary may give a day's notice.
- 6.4.3** The quorum for a General Committee Meeting shall be 25. If there be no quorum, it shall be postponed for a date not less than 14 days and not more than 30 days and shall then be held irrespective of the quorum, provided the Honorary General Secretary provides proof of intimation of the Meeting. *(Amended at the AGM of 2016)*
- 6.4.4** Any member, who fails to attend three (03) consecutive Meetings without written intimation or reasonable cause acceptable to the Committee, shall cease to be a member, on a decision by the Committee. Such Member shall be deemed disqualified from being elected to the General Committee for two (2) succeeding years. *(Amended at the AGM of 2011)*
- 6.4.5** Any Office Bearer or a member of the General Committee who fails to maintain a minimum of 40 % attendance in a particular year of office shall be deemed disqualified from being elected to the General Committee for two (2) succeeding years. *(Amended at the AGM of 2011)*

6.5 Sub Committee / Project Committee Meeting

To discuss various matters pertaining to the project, Meetings could be held at the discretion of the Project Chairman or at the request of more than one third of the members of the Sub/Project Committee.

7. Election of the General Committee

General Committee Members shall be elected at the Annual General Meeting and it shall consist of 90 members. The Eleven Vice Presidents shall be elected at the first General Committee Meeting following the Annual General Meeting, out of the General Committee members elected at the Annual General Meeting. *(Amended at the AGM of 2016)*

- 7.1** At the Meeting, the General Committee decides to call for the Annual General Meeting, a Sub Committee (hereinafter referred to as "Election Panel") comprising three General Committee Members to conduct the Election shall be elected. Honorary General Secretary shall be one of them and shall be the ex-officio Secretary of such Sub Committee. All matters connected to the Election shall be the responsibility of such Committee who shall be responsible to the General Committee.
- 7.1.1** The posts of President, Honorary General Secretary and Honorary Treasurer may be filled with names proposed by the General Committee. The General Membership shall have the option of electing such Office Bearers out of the names proposed by the General Committee or by other members duly proposed as per the Section **7.2.1**.
- 7.1.2** The members of the General Committee shall decide upon the nominations to the posts of President, Hon. General Secretary and Hon. Treasurer as referred to in Article **7.1.1** above; at a General Committee Meeting.
- 7.1.3** If the General Committee fails or is otherwise unable to propose at least the name of one person to each post referred to in **7.1.2** above, it shall be open to the house at the Annual General Meeting, to elect such office bearer in the manner provided for in Article **7.2.1**.
- 7.2 Nominations**
- 7.2.1** At the time the notice calling for the Annual General Meeting is given by the Hon. General Secretary, as per Section **6.1** of the Constitution, Hon. General Secretary would call for nominations for all the posts in the General Committee. Any member who is eligible as per section **7.6** and deems to stand for election for any post in the General Committee, should forward his nomination to reach the Hon. General Secretary at least 14 days before the Annual General Meeting.
- 7.2.2** In the notice calling for the Annual General Meeting and the nominations for the posts in the General Committee, the Hon. General Secretary would state the nominations, if any are made by the General Committee for the Posts of President, Hon. General Secretary and Hon. Treasurer.
- 7.2.3** Nominations should be made on the prescribed forms as per annex (1) of this Constitution. Blank nominations forms could be obtained from the Hon. General Secretary.
- 7.2.4** The post for which a member tenders his nomination should be stated clearly in BLOCK CAPITALS. All details requested in the nomination form should be fully provided. Two other members who are eligible to vote at a General Meeting, as per Section **6.1.3** of the Constitution should complete sections provided in the nomination forms for proposer and seconder.

- 7.2.5** Any nomination received by the Hon. General Secretary without all required information or in contravention of the provisions of the Constitution or after the final date for nominations, shall be rejected by the "Elections Panel".
- 7.2.6** Only one nomination could be submitted by any member who is eligible to stand for election to the General Committee.
- 7.2.7** Any member who is eligible to vote as per Section **6.1.3** of the Constitution could propose or second up to 05 names for the General Committee.

7.3 Voting

- 7.3.1** Any member who is eligible to vote as per Section **6.1.3** of the Constitution would be entitled to cast his vote for Election of all Office Bearers and a maximum of 10 Committee members of his choice.
- 7.3.2** All Members who attend the Annual General Meeting and who are eligible to vote in terms of Section **6.1.3** of the Constitution, would be provided with the Ballot papers and they would be required to indicate their votes against the numbers allocated to the candidates of their choice.
- 7.3.3** Names of the candidates and their distinctive numbers would be displayed at the meeting venue and the marked ballot papers would be collected any time after registration formalities are completed by the member.
- 7.3.4** Any ballot papers on which the voter's choices are not marked clearly would be rejected by the "Elections Panel".

7.4 Outcome of Elections

- 7.4.1** Outcome of the Election of Office Bearers shall be decided on the basis of the highest number of votes received by the candidates for each office and they shall be declared elected.
- 7.4.2** Outcome of the Election of the General Committee would be decided as follows. The Immediate Past President shall be elected to the General Committee as an Ex-Officio Committee Member. - *(Amended at the AGM of 2015)(Further amended at the AGM of 2016)*
 - 7.4.2.1** All nominations received for the General Committee, except the Nominations received from the recognized Old Boy Groups, as per Section 4.2.2 of the Constitution, shall be divided according to the Age Groups as per Section **4.2.1**
 - 7.4.2.2** The Six (6) members and four (4) members of the respective Age Groups as defined under Section **4.2.1** of the Constitution, who poll the highest number of votes shall be declared elected to fill the positions of that age group.
 - 7.4.2.3** However, if the vacancies in the Committee are not fully filled from any or some age group, in terms of the provisions laid down in **7.4.2.2** above, such vacancies shall revert to the category of common committee members of all age groups, being the excess available vacancies in the General Committee other than the vacancies filled out of the specified age groups, as per Section **4.2.1**.
 - 7.4.2.4** After the election of the committee members representing the recognized Old Boy Groups & election of the Committee members from the age groups as per Section **7.4.2.2** above, on the basis of the highest number of votes polled by the remaining contestants, the remaining number of vacancies in the

Committee as described in Section **7.4.2.3** above, shall be filled and such members shall be declared elected.

7.5 All matters and decisions, relating to the election of the General Committee, shall be the responsibility of the "Elections Panel" and all decisions of such Sub Committee shall be final.

7.6 Eligibility

7.6.1 Any member who has not completed Six months in the Association as a member shall not be eligible to vote or to be elected at the elections.

7.6.2 Only those who are present at the time of the election or who have excused in writing could be elected. Those who are either not present at the time of the election or not excused would stand disqualified for election.

7.7 Any position falling vacant due to the reason given in **6.4.4** or on resignation or death or removal from office or leaving the country for a period of more than three months or the recognized Old Boy Group deciding to remove their representative from the General Committee, could be filled by the Committee as follows:

- Elected Office Bearers-from the members of the Committee.
- Elected Committee Members-from the General Membership from the relevant age group.
- Committee Members Nominated by the Recognized Old Boy Groups shall be replaced by a fresh Nomination from the respective Group.

7.8 Any position falling vacant due to the reason given in 6.4.4 or on resignation or death or removal from office or leaving the country for a period of more than three months could be filled by the Committee as follows:

- Elected Office Bearers-from the members of the Committee.
- Elected Committee Members-from the General Membership from the relevant age group.

8. Funds

8.1 Custody of Funds

- 8.1.1** The Honorary Treasurer shall be the Chief Custodian of Funds and it shall be his responsibility to keep accounts of all financial transactions.
- 8.1.2** The funds of the Association shall be deposited in any licensed bank in Sri Lanka as may be decided by the Committee.
- 8.1.3** The signatories to the Bank Account shall be the Hon. Treasurer with President or the Hon. Secretary.
- 8.1.4** The Treasurer may retain with him in cash a sum not exceeding Rs. 5,000/- as petty cash impress to meet incidental and urgent expenses.

8.2 Honorary Auditor

The Association shall obtain the services of an Honorary Auditor to audit the Accounts of the Association who shall not be a member of the Committee.

- 8.2.1** He need not be a member of the Association.
- 8.2.2** The Hon. Auditor shall be a Firm of Chartered Accountants or a practicing Accountant registered at the Institute of Chartered Accountants of Sri Lanka.
- 8.2.3** The Hon. Auditor shall be elected at the Annual General Meeting of the Association.
- 8.2.4** If for any reason the position of Hon. Auditor falls vacant; a new Auditor shall be elected by the General Committee.

8.3 Financial Year and Auditing of Accounts

- 8.3.1** The Financial Year of the Association shall be from 01st January to 31st December in any year.
- 8.3.2** A Statement of Accounts shall be prepared for each Financial Year.
- 8.3.3** The Committee shall submit the duly prepared Statement of Accounts to the Hon. Auditor and obtain his Report and Certificate for each Financial Year, before the Annual General Meeting.

8.4 Membership Fees

Shall be decided only at an Annual General Meeting.

- 8.4.1** Each Member shall pay a fee which is in force at the time of application.
- 8.4.2** Honorary Members are not liable to pay any membership dues.
- 8.4.3** Membership fees shall not be utilized for any expenses of the Association, but shall accrue to the funds of the Association in an interest bearing Deposit Account, interest of which could be utilized for the Administration of the Association.

8.5 Donations

- 8.5.1** The Association in donating funds in excess of Rs. 5,000/- to any cause or institution other than the College for any financial year should get the approval of the membership at a General Meeting or at a Special General Meeting called for that purpose.

- 8.5.2** If a donation is received for a specific purpose, it will be the responsibility of the Committee to ensure that such funds are utilized for that specific purpose only.
- 8.5.3** Unspecified general donations should be treated in the same manner as membership fees.

9. Forfeiture of Membership

If a member is found guilty of conduct unworthy of the Association, the Committee shall have the power to recommend to the General Membership the expulsion of such member from the Association or such other action as deemed fit.

10. Amendments to the Constitution

This Constitution or any part thereof shall not be amended in any manner whatsoever unless such amendment is approved at a General Meeting by a two-third majority of those present and entitled to vote. Any amendment approved at a General Meeting shall be effective with immediate effect.

11. Branches of the Association

Any Association or a body of persons consisting of past pupils of the College living in Sri Lanka or abroad may apply for recognition as a Branch of the Association. Such Application may be made to the Committee and if the Committee is satisfied that the objects of such Association are not in conflict with the objects of the Association, may grant recognition to such Association as a Branch.

12. Representations

(Nominees of the Association). Whenever the nominees of the Association are required to be appointed such appointments shall be made by the Committee.

13. Decisions

- 13.1** The decision of the Committee and/or the General Membership shall be by a simple majority.
- 13.2** In case of equality of votes on any decision or a motion, the President shall use his casting vote.
- 13.3** In case of equality of votes on an election, the final decision will be on the toss of a coin.

14. Contingencies

Should any contingency arise which is not provided for in this Constitution, the decision of the Committee subject to the ratification at a General Meeting shall be binding.

15. Winding Up

- 15.1** The Association shall not be wound up except by a valid decision being taken at a Special General Meeting called for the purpose.
- 15.2** In case the Association is wound up, the assets of the Association shall, after payment of all claims, vest under the control of a Board of Trustees, to be appointed at the Special General Meeting referred to in **15.1** hereof.
 - 15.2.1** Such Board of Trustees shall consist of 05 Honorary Members of the Association.
 - 15.2.2** The Board of Trustees shall, after converting all Assets of the Association to cash, utilize all funds available to grant scholarships for University Education for students of the College who obtain best university entrance results in each stream of education such as Mathematics, Biology, Arts, Commerce or any other stream each year, until funds are fully utilized.
 - 15.2.3** All decisions regarding the amounts of the scholarships to be granted, method of disbursements or any other matter not specified herein, shall be made by the Board of Trustees.

16. Indemnity

The Committee shall be indemnified by the Association against all liabilities incurred by them in or about the control and administration of the Association, the carrying out of the Constitution and the performance of their duties and in or about any actions suits or proceedings brought against them arising therefrom.