



Constitution

of

THE ALUMNI ASSOCIATION

Faculty of Science, University of Jaffna

THE CONSTITUTION OF ALUMNI ASSOCIATION OF FACULTY OF SCIENCE, UNIVERSITY OF JAFFNA

ARTICLE I – NAME & OFFICE

- 1.1. The name of the organization shall be the **Alumni Association of Faculty of Science, University of Jaffna**.
- 1.2. The office of the association shall be at the office of the Dean, Faculty of Science unless it is decided otherwise by the executive committee and approved by the general body.

ARTICLE II - OBJECTIVES

- To encourage, foster and promote close relationship between the Faculty of Science and its alumni
- To promote the interest of the alumni in the affairs of the University
- To assist and support the efforts of the Faculty of Science in its development and to fulfill its mission
- To promote the general interest and wellbeing of the Faculty of Science
- To update information about the Faculty of Science, its graduates, alumni and students
- To develop networking among the alumni and Faculty of Science
- To conduct the survey of the graduate employability
- Make recommendations to the Faculty and curriculum development, revision and monitoring committee of the faculty on the need for any changes in the curriculum
- To report the survey results to the Alumni.

ARTICLE III - MEMBERSHIP

Anyone graduated from the Faculty of Science, University of Jaffna is entitled to become a member and receive all rights, privileges, and obligations of membership as defined by The Bylaws; Article A; Section 1 of the association.

ARTICLE IV - EXECUTIVE COMMITTEE OF THE ASSOCIATION

The Executive committee of the Association shall consist of the following 13 members:

The President

Immediate Past President

The Vice President

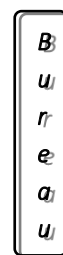
Dean of the Faculty (Ex Officio)

The Honorary Secretary

The Honorary Treasurer

Three (2) Chairperson of the Fundraising and Outreach Committees

Four (4) Ordinary Members (At least one member from each stream: Biological Sciences, Physical Sciences and Computer Science)



The Executive committee shall be elected at the Annual General Meeting of each year and the lifetime of each elected committee shall be for one year. Any extension for the lifetime should be approved by the General Body.

A person who is not a member of the Executive committee shall be appointed as the Auditor by the Executive committee with the approval of the general body.

DUTIES OF THE BUREAU

The day-to-day activities of the Executive committee shall be run by the **Bureau** of the Executive committee which shall consist of the President, Vice President, Dean of the Faculty, Honorary Treasurer and Honorary Secretary.

ARTICLE V- DUTY OF THE EXECUTIVE COMMITTEE

The Executive committee of the association shall be responsible for developing and implementing the necessary operating plan as indicated in the Bylaws: Article C of the association. The Executive committee may create or recommend awards to the Faculty to be made to those who substantially contribute to the Faculty of Science or the association. Funds needed for such awards shall be generated by the association.

ARTICLE VI - MEETINGS

Section 1: Annual General Meeting

An Annual General Meeting of the association shall be held annually in December during each operating year to;

- i. Elect the office bearers and members of the executive committee.
- ii. To approve the minutes of the previous AGM
- iii. Approve the report of the secretary on the functioning of the Association
- iv. Approve audited account, income and expenditure reports.

Section 2: Special Meetings

Special meetings of the association may be called by the President / Secretary of the association or the Dean of the Faculty of Science, in consultation with the president of the association.

ARTICLE VII - MAINTENANCE OF ACCOUNTS

In order to ensure the safe custody of the funds, either a savings or current account is opened in the name of "Alumni Association of Faculty of Science (**AAFS**)" including Treasurer, Dean of the Faculty of Science (Ex Officio) and President or Secretary of the Executive committee; where in three of the four signatories are made sufficient for transactions. Besides ensuring the systematic regulations of financial accounts, the Executive committee should properly maintain the Cash Book, Loan Register and a Contributory Fund Register separately. The finances of the AAFS are audited at least once every year, which shall be submitted to the general body for its approval after it is approved by executive committee.

ARTICLE VIII - RELATIONSHIP TO THE ALUMNI ASSOCIATION OF THE UNIVERSITY OF JAFFNA

The AAFS would cooperate at all times with the Alumni Association of the University of Jaffna and actively participate in its activities.

ARTICLE IX - RULES

Section 1: Authority

The association has the authority and responsibility to create and maintain bylaws governing the business, administration, and responsibilities of the association in accordance with its objectives as stated in Article II of the constitution.

Section 2: Changes to Bylaws

All changes to or deletions of, existing bylaws or creation of new bylaws must be approved by a two-thirds vote of the Executive committee of the association and by a majority vote at the Annual General Meeting.

ARTICLE X – AMENDMENTS

This constitution may be amended by a vote of two-thirds at a meeting of the executive committee of the association (as defined in article IV of the constitution) and confirmed by a two-thirds vote at the Annual General Meeting.

BYLAWS OF THE ASSOCIATION

ARTICLE A - MEMBERSHIP

Section 1: Members

Any individual who is qualified and become a member (life / annual) as defined in Article III, Section 1 of the constitution shall be entitled to the following: voting rights at all general meetings of the Association; the right to serve on any subcommittee of the association; the right to contest in any election associated with the AAFS and the right to participate in all the programs of the association.

Section 2: Membership fee

Life membership fee is Rs.3,000.00 for local residents and US \$ 100 for foreign residents. Those who wish to hold membership in a particular annual year may do so by paying the annual membership fee of Rs.500.00 Membership fees shall be considered for revision as recommended by the Executive committee at the Annual General Meeting; the meeting at which a new executive committee is elected.

Section 3: Revocation of Membership

All Alumni Association members are expected to conduct themselves at all times in carrying out Alumni Association activities in accordance with University policies and procedures, and the laws of the country. The association reserves the right to revoke membership of any member who has caused defame to the Faculty by not so complying with the law governing the University and the country.

Section 4: Reinstatement of Membership

Any Alumnus / Alumna who has their Alumni Association membership revoked, may file a petition for the reinstatement of their membership in writing to the secretary of the association. Upon reviewing the written request for reinstatement, the Bureau will determine if the petition is to be presented to the Executive committee of the association for a vote at a regular meeting of the Executive committee. A majority vote of the Executive committee of the association is required to reinstate a membership.

ARTICLE B - EXECUTIVE COMMITTEE OF THE ASSOCIATION

Section 1: President

The President shall provide the necessary leadership and guidance to accomplish the association's mission within the guidelines of the association purpose as defined in Article II of the constitution. The President shall chair at all General, Executive committee, and Bureau meeting of the Association. The President shall be responsible for coordinating the planned activities for the following fiscal year. The president shall be excluded from voting at any General, Executive committee, and Bureau meetings of the association unless a vote is tied, in which instance the president shall have the deciding vote.

Section 2: Vice President

The Vice President shall be responsible for assisting the President as deemed appropriate. The Vice President shall serve in the capacity of the president in the absence of the President. Vice President should be an academic staff from Faculty of Science, University of Jaffna.

Section 3: Honorary Secretary

The Honorary Secretary shall serve in the capacity of Recording Secretary at all meetings of the Association to record voting records and business transacted. The secretary shall be responsible for giving notice of General, Executive committee and Bureau meetings to the members and other participants.

Section 4: Honorary Treasurer

The Honorary Treasurer shall receive membership fees and donations and use such fund for the day-to-day running of the association. Funds shall be deposited in a bank account in the name of the association under the control of the Executive committee, as described in the Article VII. Honorary Treasurer should be an academic staff from the Faculty of Science, University of Jaffna.

Section 5: Fund Raising Committee

Executive committee shall appoint three members (Chairman and two members) to the fund-raising Committee at the beginning of the year. One of the members will function as a news editor of the association.

The fund-raising committee chair shall provide leadership and guidance required to accomplish the objective of generating financial support to the Faculty of Science by the Alumni. The chair shall create a fund, which contains all money thus generated and any fund may be used by the association or be disbursed for the use by the Faculty in achieving its goals as started in its mission statement. A prior approval shall be obtained from the executive committee for any such disbursement. The said committee shall be responsible for:

- Generating funds (other than the membership fees) from donors,
- Disbursing the finance for any association related activities with the prior approval of the executive committee,
- Keeping detailed records for any transactions made using the name of the association,
- Responsible for investigating and reporting any misconduct in the financial transactions in the name of the association.

Section 6: Alumni Outreach Committee

Executive committee shall appoint three members (Chairman and two members) to the Alumni Outreach Committee at the beginning of the year.

The Alumni outreach committee shall be responsible for organizing events, which would help develop a better relationship between the alumni and, between alumni and students. The chair shall generate the funds necessary for such activities with the assistance of the fund-raising committee.

The said committee shall be responsible for:

- Organizing and conducting outreach activities,
- Developing plans for such activities and get prior approval of the executive committee,
- Generating and disbursing funds for the approved activities.

Section 7: Ordinary Members of the Executive committee

There shall be three ordinary members of the Executive committee elected at the annual general meeting. They shall represent the concerns of the members of the association at the Executive committee meetings.

Section 8: Removal of the members of the Executive committee of the Association

All the members of the Executive committee of the association shall hold office for the length of the prescribed term, but shall be subject to removal for cause by a majority vote of the membership present at special meeting of the association called for such purpose.

ARTICLE C - RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE OF THE ASSOCIATION

Section 1: Purpose

The Executive committee of the association together with the Dean of the Faculty of Science, shall be responsible for the general leadership of the association, the establishment of the association, the establishment of the association's objectives, the promotion of its services and programs, the promotion of the association's public image, and other activities deemed appropriate by the Faculty of Science, University of Jaffna, within the prescribed definition of purposes in Article II of the constitution.

Section 2: Responsibilities

The Executive committee of the association together with the Dean of the Faculty shall be responsible for developing and presenting an annual operating plan for the association. The operating plan must be in agreement with the purpose of the association as defined within Article II of the constitution.

Section 3: Quorum

A quorum is necessary to conduct business of the Executive committee of the association. A quorum shall consist of one third of the members of the Executive committee.

Section 4: Nomination and Election of the Association

A call for nominations to fill vacancies in the Executive committee shall be issued to the membership at the annual general meeting. If there are more than one candidate for any post, the membership present at the meeting shall vote for the election by a secret ballot. Any Executive committee member may be re-elected for a maximum of two consecutive terms. In the event of tie votes, inquiries, or disputed election results, the Executive committee of the Association shall meet and their decision shall be final.

Section 5: Required Meeting

The Executive committee shall meet at least three times annually with a minimum of seven days' advance notice to the members of the Executive committee. Under extraordinary circumstances, the president of the association or the Dean of the Faculty may call a special meeting, provided that all members are given notice.

Signed by

- 1) Prof. S. Srisatkunarajah
- 2) Prof. P. Ravirajan
- 3) Dr. S. Mahesan
- 4) Prof. K. Velauthamurty
- 5) Prof. K. Gajapathy
- 6) Dr. (Ms.).N.Krishnapillai