



Zahira College, Colombo

Old Boys' Association

P.O.BOX 861 - COLOMBO

CONSTITUTION

1. **Name** : The Organization shall be called the “Zahira College, Colombo Old Boys’ Association and shall hereinafter called and referred to as the “The Association”.
2. **a. Objects** – The objects of the Association shall be
 - i. To foster social intercourse and fellowship the Past Students of Zahira College Colombo; and
 - ii. Those interested in the welfare of the College.
 - b. To establish unity among the Old Boys of the College and to foster in them a true feeling of loyalty to the College;
 - c. To encourage religious, educational, cultural, social and recreational activities among the present and past students of the College;
 - d. to collaborate where necessary with the Zahira College Board of Governors, Zahira College Welfare Society, the Parent Teachers’ Association, Old Zahirians Sports Club, Groups and other affiliated bodies of the College, The Principal and the staff in any projects or undertakings have similar objectives.
 - e. To encourage the establishment throughout the Republic of Sri Lanka Overseas, Branch or Group Associations which have identical objects as that of the Association and foster unity and fellowship amongst them.
 - f. To afford guidance and encouragement to the younger generation of Zahirians and provide Leadership and Vocational Training;
 - g. to make recommendations for better management and administration of Zahira College.
 - h. to collect and receive subscriptions, donations and other funds and hold property and borrow money and to apply same for the general purpose of the Association.
 - i. To raise funds with the concurrence and approval of the Board of Governors.
 - j. To assist and support the College in its effort to develop the quality and standard of education and other academic, sports and extra curricular activities.
 - k. To do all such other and further things as may be incidental or conducive to the attainment of the above objects.
3. **Membership** – The Membership of the Association shall consist of the following class of Members;
 - a. **Ordinary Members** – Those Members who pay Membership Fees annually shall be Ordinary Members.
 - b. **Life Members** – Those Members who have paid an up-front (once and for all) payment shall be Life Members.
 - c. **Ex-Official Members** – Chairman Board of Governors, Immediate Past President, Principal, Three OBA representatives to the Board of Governors shall be ex-offici Members.

4. Qualification for Membership –

- a. All Past Students who have been students for a period of Not Less Than Six School Terms are eligible for Membership in the Association.
Provided however that the Executive Committee shall be empowered to admit any Past Students who had been a student for a less than Six School Terms.
- b. Any person qualified under the Section (a) above may apply in writing in the prescribed form proposed and seconded by two other Members to the Hony. General Secretary.
- c. No person shall be considered a Member of the Association unless his application is approved by the Executive Committee.

5. Membership Fees

- a. The Membership Fees in respect of Ordinary and Life Members shall be such amount as may be determined by the Executive Committee from time to time.
- b. The amount of fees payable for each category of Membership shall be stipulated in the Notice to the Annual General Meeting.

6. Membership Rights

- a. No person who is in arrears of Membership Fees for the current year shall be entitled to nominate candidates, hold office in the Executive Committee, participate and cast his vote at any meetings of the Association.

7. Office Bearers – The Patron, Two Vice Patron, Chairman Board of Governors, Immediate Principal together with the Members of the Executive Committee, shall be Office Bearers of the Association.

8. EXECUTIVE COMMITTEE - The President, Three Vice Presidents, Hony. General Secretary, Hony Assistant Secretary, Hony Treasurer, Hony. Assistant Treasurer, Hony Sports Secretary, Hony. Auditor, Hony. Editor, Hony Social and Welfare and Fourteen other Committee Members shall comprise the Executive Committee of the Association.

They shall be elected at the Annual General Meeting and shall hold Office as such until the next Annual General Meeting.

9. Powers and Duties of the Executive Committee

- a. it shall be responsible for the proper management, administration and control of the Association, its assets and funds.
- b. to initiate and conduct any programmes for the benefit of its Members.
- c. empowered to receive, approve and reject applications for Membership
- d. to accept approve or disapprove the Constitutions of any Branches or Group Associations
- e. to provide guidelines, advise and assistance to any Branches or Group Associations
- f.. empowered to appoint Chairmen to sub-committees, task committees and projects committees and to define its terms of reference and to dissolve same
- g. empowered to invite any person or persons to attend any meetings of the Association for any specific purpose which, in the opinion of the Executive Committee, is essential in the interest of the Association.
- h. To do all other and further acts or things as it may deem necessary towards attaining the objects of the Association.

10. Funds -

- a. All funds of the Association shall be deposited in any Bank or Banks appointed by the Executive Committee
Provided that a sum determined by the Executive Committee may be retained by the Hony. General Treasurer as Petty Cash expenses from time to time.
- b. All Cheques and other negotiable instruments shall be signed by the Hony. General Treasurer and either by the President or the Hony. General Secretary.

11. **Meetings of the Association** - Meetings of the Association shall be as follows:-
- a. Annual General Meeting
 - b. Special General Meeting
 - c. Executive Committee Meeting
 - d. Emergency Ex-Co Meeting

12. **Annual General Meeting** -

- a. There shall be an Annual General Meeting held each and every year in the month of September on a day or date and time fixed by the Executive Committee
- b. No postponement of the Annual General Meeting shall be made unless under Special Circumstances and it shall be the duty of the Executive Committee to adduce reason for

postponement at the subsequent Annual General Meeting.

- c. The Agenda for the Annual General Meeting shall be as follows:-
 - i. Recital of Soorathul Fathiha
 - ii. Singing of the College Anthem
 - iii. Condolence Dua in memory of all Old Boys' who have passed away.
 - iv. Reading of Notice convening the meeting
 - v. Reading and confirming the Minutes of the previous Annual General Meeting
 - vi. Presentation of Progress Report of the Executive Committee by the Hony. General Secretary.
 - vii. Presentation of the Audited Statement of Accounts by the Hony. General Treasurer
 - viii. Address by the Incumbent President
 - ix. Election of One Patron, Two Vice Patrons and Two Associate Members (if any)
 - x. Election of the Executive Committee.
 - xi. Appointment of Hony. Auditor
 - xii. Resolutions (if any)
 - xiii. Amendments to the Constitution (if any)
 - xiv. Address by the newly elected President
 - xv. Any other business
 - xvi. Salawaath

13. **Special General Meeting** -

- a. A Special General Meeting may be convened for any specific purpose and the notice in this respect shall stipulate the purpose for which it is summoned.
- b. A Special General Meeting may be summoned
 - i. By the President at his discretion, if he is of the opinion that the purpose for which it is summoned needs the concurrence of the General Membership.
 - ii. On a written request by a minimum number of Fifteen Members who are entitled to Membership rights for the transaction of any specific business. Such request shall be addressed to the Hony. General Secretary with the copy to the President.
 - iii. On receipt of such request (under Sub-section ii above) it shall be the duty of the Hony. General Secretary to summon such meeting within Fourteen Days on receipt of such notice.
 - iv. On a decision of the Executive Committee.
 - v. Under Article 14 c and d.

14. **Meetings of the Executive Committee**

- a. Meetings of the Executive Committee may be held as and when determined by the President and shall be held at least Once in Two Months.
- b. Meetings of the Executive Committee may also be held on a written requisition of any Three Members of such Committee addressed to the Hony. General Secretary with the copy to the President. The Hony General Secretary in this event, shall summon the required meeting within Ten (10) days on receipt of such notice.
- c. If no meetings are held for a consecutive period of Six Months, the Executive Committee shall stand automatically dissolved and it shall then be the duty of the Hony. General Secretary

to call for a Special General Meeting for the purpose of electing an Interim Executive Committee which shall function for a period not more than Six Months.

- d. If in the event the Hony. General Secretary fails to act under the sub-section above (c) the Principal shall be entitled to take steps under Sub-section (c) above to revive the Association.

15. Notice of Meetings

- a. Annual General Meeting – 21 days notice (Notice of such meeting shall also be published any one of popular Daily News Paper)
- b. Special General Meeting – 14 days notice (with notice in the Newspaper)
- c. Executive Committee – 5 days notice
- d. Emergency Executive Committee – 24 hours notice.

16. Quorum of Meetings

- a. Annual General Meeting – 60 Members
- b. Special General Meeting – 40 Members
- c. Executive Committee Meeting – 10 Members
- d. Emergency Ex-Co Meeting – 7 Members

17. Resolutions

- a. Resolutions may be forwarded in writing addressed to the Hony. General secretary proposed and seconded by two other members to be taken up at the Annual General meeting.
- b. No Resolutions shall be tabled at the Annual General Meeting unless it is first approved by the Executive Committee.
- c. Resolutions of No – Confidence against any Members shall not be taken up and discussed at any Emergency Meetings of the Association.

18. Nomination and Election of Office Bearers

- a. The Patron, Vice Patrons and Associate Members shall be nominated by the Executive Committee at its meeting held immediately prior to the Annual General
- b. Names of such nominated persons shall be presented at the Annual General meeting for ratification.

19. Procedure for Nomination and Election of Office Bearers

- a. Any Member who intends contesting any Office (other than Committee Members) in the Executive Committee shall submit his written nomination, in the prescribed form addressed to the Presiding Officer, to reach him on or before Seven (07) days prior to the date fixed for the Annual General Meeting.
- b. No nomination form is required to be filled and submitted in the case of Fifteen Committee Members. Nomination of these Members shall take place at the Annual General Meeting on the floor of the House.
- c. The Executive Committee together with the Presiding Officer shall meet on the date of closing Nominations for the purpose of accepting and rejecting Nominations.
- d. If no nominations are received for the specified office. The Executive Committee shall be empowered to nominate the Members for such office who shall be declared elected uncontested at the Annual general Meeting.
- e. Nominated candidates absent at the time of voting at the AGM shall have their nomination rejected.
- f. Any nomination that does not comply with the required form and which does not reach the Presiding Officer at the stipulated date shall be rejected.

20. Appointment of a Presiding Officer

- a. There shall be a Presiding Officer, from among the Members, who shall be appointed by Executive Committee and who shall be responsible for the proper conduct of election of the Executive Committee.
- b. The function of the Presiding Officer shall cease at the conclusion of the election of the Executive Committee.
- c. The Presiding Officer shall be debarred from seeking nomination for the election to the Executive Committee.

21. Voting

- a. Voting at all meetings shall be by the show of hands unless the House otherwise decides.
- b. Those Members who are in arrears of Subscription and who are disqualified under this Constitution shall have no voting rights at any meetings.
- c. No decision taken at any meetings shall be implemented unless approved unanimously or by an absolute majority of the votes cast as the case may be from among the members present at such meetings. Provided that in the case of an Amendment to the Constitution at least TWO THIRDS majority of the total members present shall be required as hereinafter provided.

22. Election of OBA Representatives to the Board of Governors

- a. Election of Representatives of the Associations to the Board of Governors shall take place as and when such vacancies arise.
- b. The rules governing such election shall be determined by the Executive Committee at the relevant time.
- c. Such elected Members shall be Ex-Officio Members of the Executive Committee.

23. Branch and Group Associations

- a. Every Branch or Group Associations shall be managed and administered in accordance with its own constitution provided that such constitution shall have the prior approval of the Executive Committee.
- b. It shall be the duty of the such Branch or Group Associations to notify the Executive Committee of any projects or programmes undertaken by it and to furnish its Annual Reports and Audited Accounts which may be incorporated with the Annual Report of Executive Committee.
- c. Every Branch or Group Associations shall be deemed to an Affiliate of the Association.

24. Suspension

- a. If any Member is found guilty of any act detrimental or contrary to the objects of the Associations he may be suspended from Membership pending Inquiry.
- b. It shall be the duty of the Executive Committee to appoint a Board of Inquiry to inquire into the alleged conduct of such member.
- c. The Board of Inquiry shall afford such member a reasonable hearing and give him an opportunity to show cause why he should not be removed.
- d. After the conclusion of the Inquiry it shall furnish its report to the Executive.
- e. No Member shall be suspended or removed from Membership unless at least Two-Thirds of the total number of Executive Committee Members voting in favour of it.

25. Vacation of Office

- a. Every Office in the Executive Committee shall become vacant upon the death, resignation and/or removal.
- b. Any Member of the Executive Committee failing and/or neglect to attend three consecutive Meeting of such Committee without a valid cause shall be removed from Office. Provided that he shall not be removed unless he is given an opportunity to show cause why he shall not be removed.

26. Financial Year

The financial Year of the Association shall be from 1st April to 31st March.

27. Disqualification

In the event any Member is found guilty of an offence by the Court of Law shall be removed from the Membership forthwith and he shall be debarred from seeking membership in the

Association for a consecutive period of Five Years from the date of conviction unless he serves a term of sentence or imprisonment for a period more than Five Years in which event he shall remain disqualified till the termination of the sentence or imprisonment.

28. Amendment to the Constitution

- a. No Amendment to the Constitution shall be made except at an Annual General Meeting or at Special General Meeting convened for the purpose.
- b. Resolutions affecting amendments to the Constitution shall not become effective unless Two-Thirds of the total Membership present at such meeting vote in favour of it.

29. General

Any matter not provided in the Constitution arising at any meeting of the Association the Majority decision of such Members shall prevail provided that such decision shall not override or shall not be in conflict with the constitution.

30. Immunity

No Member of the Executive Committee shall be become liable against any loss, damage And expensed caused by reason any contract or arrangement entered into in good faith by virtue of his office in the Executive Committee.

31. Powers and Duties of Office Bearers

- a. **PERSIDENT** – The President shall be the Chief Executive who shall be responsible for the proper management and administration of the Associations. He shall preside at all meetings of the Association. In the absence any one of Vice Presidents nominated by the Executive Committee may preside.
- b. **HONY GENERAL SECRETARY**
 - i. shall convene all meetings
 - ii. maintain a Register of Membership of the Association
 - iii. Record and maintain minutes and proceedings of all the meetings
 - iv. Handle all correspondence
 - v. He shall, in consultation with the President, prepare the Agenda of all meetings, summon. Members.
 - vi. Shall be responsible for the safe custody of all the documents of the Association
 - vii. Carry out such duties as may be directed by the President or the Executive Committee from time to time.
- c. **HONY. TREASURER**
 - i. Maintain proper and systematic accounts of the Association
 - ii. Submit statement of Accounts from time to time.
 - iii. Prepare Annual Accounts for Audit.
 - iv. Submit Audited Statement of Accounts at the AGM
 - v. Empowered to receive funds and goods on behalf of the Association and issued receipts for same.
 - vi. To such other as may be directed by the President or the Executive Committee from time to time.
 - vii. Any other Office Bearers – shall exercise only those powers delegated to him by the President or the Executive Committee from time to time.

32. Repeal

- a. All the Previous Constitutions is declared void and ineffective and shall cease to have any operation and is hereby repealed and replaced by this Constitution

33. Nomination form

Zahira College, Colombo
Old Boys' Association

<p><i>Post of :</i></p> <p><i>Name of Nominee :</i></p> <p><i>Signature of Nominee :</i></p> <p><i>Name & Signature of Proposer :</i></p> <p><i>Name & Signature of Seconder :</i></p> <p><i>Date :</i></p>
<p><i>Nomination – Accepted?Rejected</i></p> <p><i>Reason for Rejection</i></p> <p>.....</p> <p>.....</p> <p>.....</p> <p><i>Signature of Presiding Officer/Date</i></p>