



**THE CONSTITUTION  
OF THE  
  
UNIVERSITY OF PERADENIYA  
SCIENCE ALUMNI ASSOCIATION  
(UPSAA)**

**Dated 19<sup>th</sup> December 2009**

## **CONSTITUTION OF THE UNIVERSITY OF PERADENIYA SCIENCE ALUMNI ASSOCIATION (UPSAA)**

### **ARTICLE I - NAME**

The name of the organization shall be the University of Peradeniya Science Alumni Association (UPSAA) hereinafter referred to as The Association.

### **ARTICLE II - PURPOSE**

The mission of The Association is to communicate with and bring value to the Alumni of the Faculty of Science of the University of Peradeniya and to support actively and financially, the achievement of the goals of the Faculty as detailed in its mission statement.

### **ARTICLE III - MEMBERSHIP**

#### **Section 1 - Regular Members**

Any individual who has received a degree, at any level, from the Faculty of Science of the University of Peradeniya or its predecessors or has received an external B. Sc. degree in Science from the University of Peradeniya or has been on the permanent staff of the Faculty for a minimum of three years, is entitled to become a member and receive all rights, privileges, and obligations of membership as defined by The Association Bylaws, Article A, Section 1.

#### **Section 2 - Honorary Members**

Any individual who has received an honorary degree from the University of Peradeniya on a proposal made by the Faculty of Science shall be entitled to honorary membership and so accorded the rights and privileges of honorary membership as defined by The Association Bylaws, Article A, Section 2.

#### **Section 3 - Special Members**

Any individual who has shown a commitment to The Faculty of Science and/or to The Association and its activities shall be accorded the rights and privileges of special membership as defined by The Association Bylaws, Article A, Section 3. All members of the Court of the Association shall be Special members of The Association.

### **ARTICLE IV – COUNCIL AND BUREAU OF THE ASSOCIATION**

The Council of The Association shall consist of the following 12 members:

- a) The President
- b) Immediate Past President
- c) The Vice President
- d) The Honorary Secretary
- e) The Honorary Treasurer
- f) The Alumni Relations Officer,
- g) Three (3) Chairmen of the Fundraising, Outreach and Volunteer Management Committees
- h) Three (3) Ordinary Members

The Alumni Relations Officer shall be an ex-officio member of the Council. The Officer shall be appointed by the Dean of the Faculty of Science from among the permanent academic staff of the Faculty to be in charge of Alumni relations.

The day to day activities of the Council shall be run by the Bureau of the Council which shall consist of the President, Vice President, Honorary Secretary, the Alumni Relations Officer and the Honorary Treasurer of The Association.

**ARTICLE V – RESPONSIBILITY OF THE COUNCIL AND BUREAU**

The Council of the Association shall be responsible for developing and implementing the operating plan necessary to serve The Association as indicated in The Association's Bylaws and Articles, and to administer those subcommittees as indicated in The Association's Bylaws, Article D. The Bureau will direct and implement issues affecting The Association.

The Council may make awards or recommend to the Faculty that awards be made to Staff and Students who have contributed to Alumni Outreach and Volunteer Programs and to others including members of the Court who have substantially contributed to the development of the Faculty or The Association by generating or mobilizing funds for this purpose.

**ARTICLE VI - SUBCOMMITTEES****Section 1 - Committees**

There shall be three subcommittees of the Council of the Association. The subcommittees are the Fund Raising Committee, the Alumni Outreach Committee and the Volunteer Management Committee. There shall be six members of each subcommittee including the Chair and these shall be nominated by the Chair of the Subcommittee for election for a one year term at the Annual General Meeting. Members of a subcommittee may be reelected. Any vacancies in the subcommittees shall be filled by the Council of the Association and such members shall hold office until the next annual general meeting.

**Section 2 - Ad hoc Committees**

As the need arises, the Council may establish ad hoc committees to achieve specific goals in accordance with The Association purposes as indicated in Article II of the Constitution.

**Section 3 - Responsibilities**

Each subcommittee shall be responsible as indicated in The Association Bylaws, Article E, and its recommendation shall be subject to the approval of the Council of the Association.

**ARTICLE VII - MEETINGS****Section 1 – Annual General Meeting**

An Annual General Meeting of The Association will be held before December 30<sup>th</sup> during each operating year. Advance notice must be given to all Association members at least fifteen days prior to such meeting.

**Section 2 - Special Meetings**

Special meetings of The Association may be called by the President of The Association or the Dean of the Faculty, after consulting with the President of The Association.

**ARTICLE VIII – COURT OF THE ASSOCIATION**

The Association shall have a Court consisting of Platinum, Gold and Silver members who shall be admitted to membership of the Court by the Council on the Recommendation of the Chairman of the Fund Raising Committee in accordance with Article E of the Bylaws.

**ARTICLE IX – RELATIONSHIP TO THE ALUMNI ASSOCIATION OF THE UNIVERSITY OF PERADENIYA**

The Association shall cooperate at all times with its parent body, the Alumni Association of the University of Peradeniya and actively participate in the activities of the parent body. The Association will encourage all members of The Association to be members of the parent body.

**ARTICLE X – BYLAWS****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 purposes as stated in Article II of the Constitution.

#### **Section 2 – Changes to Bylaws**

Any changes to, or deletions of, existing bylaws, or creation of new bylaws must be approved by a two-thirds vote of the Council of The Association and by a majority vote at the Annual General Meeting.

#### **ARTICLE XI – AMENDMENTS**

This constitution may be amended by a vote of two-thirds of the Council of the Association (as defined in Article IV of the Constitution) present at any meeting when confirmed by a two-thirds vote at the Annual General Meeting.

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### **The BYLAWS of THE ASSOCIATION**

#### **ARTICLE A - MEMBERSHIP**

##### **Section 1 – Regular Members**

Any individual who is qualified and become a regular member 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 hold office; and the right to participate in all programs of The Association.

##### **Section 2 - Honorary Members**

Honorary members as defined by Article III, Section 2, of the Constitution are entitled to participate in all programs and services of The Association with all privileges of regular membership (including voting rights at all general meetings of The Association).

##### **Section 3 - Special Members**

Special members as defined by Article III, Section 3, of the Constitution are entitled to participate in all programs and services of The Association with all privileges of regular membership (including voting rights at all general meetings of The Association).

##### **Section 4- Membership Fees**

Honorary Members and Special Members shall not be charged membership fees. The Association may have only life membership and the fee shall be Rs. 1000 for locally resident members and US \$ 50 for foreign members. Membership fees shall be considered for revision as recommended by the Council at every third Annual General Meeting, the meeting at which a new President is elected.

##### **Section 5 – Revocation of Membership**

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

##### **Section 6 – Reinstatement of Membership**

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

## **ARTICLE B – COUNCIL OF THE ASSOCIATION**

### **Section 1 - President**

The President shall provide the necessary leadership and guidance required to accomplish The Association's mission within the guidelines of The Association's purpose as defined in Article II of the Constitution. The President shall preside at all General, Council, and Bureau meetings 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, Council, and Bureau meeting of The Association unless a vote is tied, in which instance the President shall cast 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.

### **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 Honorary Secretary shall be responsible for giving notice of General, Council and Bureau meetings.

### **Section 4 – Honorary Treasurer**

The Honorary Treasurer shall receive membership fees and donations and use such funds 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 Council.

### **Section 5 – Fund Raising Committee Chair**

The Fund Raising Committee Chair shall provide leadership and guidance required to accomplish the objectives of generating financial support to the Faculty of Science by Alumni. The Chair shall create a fund which contains all monies thus generated and the fund may be used by The Association or disbursed for use by the Faculty in achieving its goals as stated in its mission statement.

### **Section 6 - Alumni Outreach Committee Chair**

The Alumni Outreach Committee Chair shall be responsible for organizing events which would help develop better relationships between alumni and between alumni and students. The Chair shall generate the funds necessary for such activities.

### **Section 7 - Volunteer Management Committee Chair**

The Volunteer Management Committee Chair shall be responsible for the internal administration of The Association's activities.

### **Section 8 - Immediate Past President**

The Immediate Past President shall be responsible to provide advice and counsel to the Council of The Association and to serve in any capacity that the President deems necessary for the accomplishment of The Association's mission.

### **Section 9 – Alumni Relations Officer**

The Alumni Relations Officer, a permanent academic staff member of the Faculty appointed by the Dean of the Faculty, shall be an ex-officio member of the Council who will be responsible for assisting, directing, and supporting alumni activities, programs, and services which include all areas of Alumni concern within the purposes of The Association as indicated in Article II of the Constitution.

### **Section 10 – Ordinary Members of the Council**

There shall be three ordinary Members of the Council elected at the Annual General Meeting. They shall represent the concerns of the members of The Association at the Council meetings.

### **Section 11 - Removal of Members of the Council of The Association**

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

#### **ARTICLE C – MEMBERS OF THE COUNCIL OF THE ASSOCIATION**

##### **Section 1 - Purpose**

The Council of the Association together with the Dean of the Faculty, shall be responsible for the general leadership 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 within the prescribed definition of purpose in Article II of the Constitution.

##### **Section 2 - Responsibilities**

The Council 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 Council of The Association. A quorum shall consist of one third of the members of the Council.

##### **Section 4 – Nomination and Election of the Council of The Association**

A call for nominations to fill vacancies in the Council shall be issued to the membership at the Annual General Meeting. If there are more than one candidate for each post, the membership present at the meeting shall vote for the election by a secret ballot.

All Council members except the President and the Vice President shall be elected for a one-year term. The President and Vice President shall be elected for a three-year term. All Council members may be re-elected for a maximum of two consecutive terms, with the exception of the President and Vice President, who shall not serve consecutive terms in their positions.

In the event of tie votes, inquiries, or disputed election results, the Council of the Association shall meet and, by a majority vote, decide the issue, and such decision shall be final.

##### **Section 5 - Required Meetings**

The Council shall meet three times annually between October 1 and September 30, with a minimum of seven days advance notice to the members of the Council. 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.

#### **ARTICLE D - SUBCOMMITTEES**

##### **Section 1 – Fund Raising Committee**

The Fund Raising Committee shall be responsible for the coordination of fundraising activities for The Association. The Honorary Treasurer shall be an ex-officio member of the Fund Raising Committee. The date of the first meeting of the Fund Raising Committee shall be decided by the Council at the AGM. The members, as defined in Article III of the Constitution, shall have the right to participate in the Fund Raising Committee with voting rights upon attendance at a second meeting, with one vote allocated per member. Funds raised by The Association shall be deposited in the Bank Account of The Association.

##### **Section 2 – Alumni Outreach Committee**

The Alumni Outreach Committee shall be responsible for all services and programs of The Association. The members, as defined in Article III of the Constitution, shall have the right to

participate in the Alumni Outreach Committee with voting rights upon attendance at a second meeting, with one vote allocated per member.

### **Section 3 – Volunteer Management Committee**

The Volunteer Management Committee shall be responsible for internal affairs of The Association, which include the Awards Team, Constitution and Bylaws Team, Nominating Team, and other functions of The Association as required by the Council of The Association. The members, as defined in Article III of the Constitution, shall have the right to participate in the Volunteer Management Committee with voting rights upon attendance at a second meeting, with one vote allocated per member.

## **ARTICLE E – COURT OF THE ASSOCIATION**

### **Section 1 – Membership of the Court**

The Chair of the Fund Raising Subcommittee shall recommend to the Council individuals for membership in the Court of The Association and the Council shall elect such individuals as members. The Court of The Association shall consist of Platinum, Gold and Silver Members. Platinum membership shall be offered to individuals who donate the equivalent of at least twenty times the highest annual salary in the University system to the fund, Gold membership to individuals donating half this sum and Silver membership to individuals donating a quarter of this sum. The President of The Association, the Dean of the Faculty and the Chair of the Fund Raising Committee shall be ex-officio members of the Court of The association.

### **Section 2 – Meetings of the Court**

The Court of The Association shall meet once a year and the meeting will be chaired by the President of The Association. The Court shall identify projects within the Faculty in keeping with Article II of the Constitution worthy of funding and draw up strategies for such funding.