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JAFFNA HINDU LADIES' COLLEGE
OLD GIRLS' ASSOCIATION
(UK)

CONSTITUTION
AMENDED 25 MARCH 2018

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1. NAME

The name of the organisation shall be "Jaffna Hindu Ladies' College Old Girls' Association (UK)" hereinafter referred to as JHLC OGA (UK).

2. ADMINISTRATION

Subject to the matters set out below the Association and its property shall be administered and Managed in accordance with this constitution by the members of the Executive Committee, constituted by clause of this constitution ("The Executive Committee").

3. OBJECTIVES

The aims and objectives of the JHLC OGA (UK) shall be:

3.1 To render to their Alma Mater financial assistance as may be required by it for its general wellbeing and future educational development and rehabilitation.

3.2 To act as a focus enabling old girls, teachers and their families to get-together in fellowship.

3.3 To promote and encourage sports, social and cultural activities designed to strengthen the bonds of friendship, co-operation and comradeship among the Hindu Ladies and their families.

3.4 To provide a forum for discussion of matters of common concern affecting the welfare of Hindu Ladies and their families.

3.5 To maintain relationship and co-ordinate activities with other OGA/OBA in the UK that has similar aims and objectives and it seems fit.

4. POWERS

In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers:

4.1 To raise funds and to invite and receive contributions from members and well-wishers provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;

4.2 To formulate policies / proposals for the betterment of the JHLC OGA (UK) and implement the same;

4.3 To consider and authorise activities not inconsistent with the aims, objectives and interests of the JHLC OGA (UK);

4.4 To appoint and constitute such advisory committees as the Executive Committee may think fit;

4.5 Member of the Executive committee in breach of the constitution may have the membership suspended for a specific period subject to approval by the members at the AGM

4.6 All matters within the objectives not provided for in the constitution, and not involving an amendment thereto, shall be dealt with by the Executive Committee.

5. MEMBERSHIP

Membership of the association shall be open to the following:

5.1 All old girls of Jaffna Hindu Ladies College residing in the UK;

5.2 Former Principals, Teachers and staff shall be called 'Honorary members'.

5.3 All members shall pay an annual subscription of £10.00; or £50.00 for five years or £100.00 for Life membership.

5.4 Every paid member shall have one vote each;

5.5 An application for a membership should be made on a prescribed form as designed by Executive Committee.

5.6 Membership fee shall be paid at any time before 31st December of the current year for new members and for existing members who have to renew their membership.

5.7 The secretary shall officially inform applicants of their application once authorised by the treasure of their applications for membership together with their membership number where appropriate.

5.8 The Executive Committee may nominate members to the honorary post of "PATRONS" of the Association. This will be to acknowledge their invaluable service to Jaffna Hindu Ladies' College and the Association. These nominations shall be ratified at the AGM.

6. EXECUTIVE COMMITTEE

At the Annual General Meeting of the Association, the full members shall elect, the following who shall hold office from the conclusion of that meeting for a period of two years;

President, Secretary, Treasurer, Vice President, Assistant Secretary, Assistant Treasurer and 12 members.

6.1 Maximum term for the President, Secretary and the Treasurer shall be not more than two consecutive years.

6.2 Only one family member shall can serve in Executive post for a period of one term.

6.3 A member shall have completed at least one year as member of the Association before being elected to the committee.

6.4 A member shall have completed at least two years as member of the Association before being elected to the post of President, Secretary and the Treasurer.

6.5 All the members of the Executive Committee shall retire from office at the end of the Second Annual General Meeting after the date on which they came into office.

6.6 An office of the Executive Committee become vacant on account of death, resignation, permanent incapacitation or removal of an office bearer. Where an office become vacant, the committee of management shall have the power to fill any vacancy that might occur in that body as soon as possible before the next AGM. In the event, however that there is no vice or next in precedence the election should be conducted fill the existing vacancy

6.7 The newly elected body shall become functional each year and after a joint meeting of the incoming and outgoing committees convened as soon as possible and any event not later than Three weeks from the date of AGM for the specific purpose of transferring the powers and responsibilities to the new committee. During the transition period, the newly elected office bearers may attend the committee meetings as observers

6.8 All the meetings of the Association and of the executive committee will be presided by the President or in her absence by the Vice President. If both are absent then the members of the Executive shall choose one of their members to chair the meeting.

7. STRUCTURE

The following Office Bearers shall be elected to the Executive Committee at the Annual General Meeting by the Life and other members:

President

Vice-President

Secretary

Assistant Secretary

Treasurer

Assistant Treasurer

12 Committee Members

8. FUNCTIONS/ DUTIES OF THE COMMITTEE

The President shall be responsible for:

- 1) She shall convene all meetings of the association the Executive Officers and the Executive committee

- 2) She shall preside over all meeting of the association the executive officers and Executive Committee. While presiding over such meetings she shall preserve order and decorum
- 3) She shall represent and be the spokeswomen of the association at all office meetings the require the attendance of the association
- 4) She shall perform other duties that may be assigned to her from time to time by the General meeting
- 5) At the end of her term, she shall present a written report on her tenure of office to the General Meetings
- 6) Preside over all meetings of the Association as well as present the annual report of the association at the Annual General meeting.
- 7) Appoint election committee at least 4 months prior to the annual meeting.
- 8) Co-ordinate the activities of all other officers of the Association
- 9) Conduct the affairs of all meetings in accordance with this constitution

The Secretary Shall be responsible for:

- 1) Maintaining a register of membership containing full name, address, telephone numbers and e-mail address of each member
- 2) Taking minutes, maintaining and making available up to date minutes of the general meetings of the association and meetings of the Committee of Management. The minutes should contain the discussion about the welfare of the organisation and should not disclose any dissension between the committee members. Any dissension between committee members should be documented separately
- 3) Maintaining proper and adequate records of all information including the annual reports, inventories and all other information and documents in relation to the Association
- 4) Informing all members of major activities of the association by post or e-mail
- 5) Attend to all relevant correspondence of the association and as directed by the Executive Committee
- 6) Organising committee meetings as directed by President promptly. Please refer clause 12 for notice period

The Treasurer shall receive and keep:

- 1) Full and correct accounts of all funds belonging to the Association and shall make such payments as authorised by the Committee of Management, All receipt of funds and payments shall be recorded in an income/expenditure book. All receipts / invoices shall be kept in the name of the association for such purpose.
- 2) She may pay any payments as deemed necessary not exceeding £200 subject to the approval of the Executive Committee at a subsequent meeting.

- 3) Any expenditure over £200 at any one occasion requires prior approval from the executive committee
- 4) It shall be the duty of the Treasurer to receive all monies and responsible to issue receipts to cover such monies and pay same into the association's designated bank accounts within two weeks of receipt of same. Any members collecting a new membership form and money from new members should immediately notify the Treasurer and forward all the form & money.
- 5) She shall keep an accurate accounts of all monies received and paid by her on behalf of the association
- 6) She shall maintain proper accounting records and make them available for inspection upon request from Executive committee within 21 days.
- 7) She shall make a report of the financial year finance of the Association shall be from 1st January of each year and ending 31st December for presentation to the Annual General meeting ,which held in March

VICE PRESIDENT / ASSISTANT SECRETARY/ ASSISTANT TREASURER

The Vice President/ Secretary/ Treasurer shall assist the President/ Secretary/ Treasurer respectively in completing the tasks successfully and act and perform all the functions in the absence of them

SOCIAL SECRETARY & SPORTS SECRETARY

They shall co-ordinate the social activities and sports activities performed by the association in line with the committee's decisions and principles

WEB & INTERNAL AND EXTERNAL COMMUNICATION OFFICERS

They shall maintain relationships participate/ represent on behalf of association and communicate with relevant matters directed by the executive committee

OTHER COMMITTEE MEMBERS

They shall be assigned to undertake various duties assigned by the executive members

9. DETERMINATION OF MEMBERSHIP OF EXECUTIVE COMMITTEE

A member of the Executive Committee shall cease to hold office if she:

9.1 Becomes incapable by reason of mental disorder, illness or injury of managing and administering her own affairs;

9.2 Is absent without the permission of the Executive Committee from all their meetings held within a period of one year and the Executive Committee resolve that her office be vacated; or

9.3 Notifies to the Executive Committee a wish to resign (But only if at least three members of the Executive Committee will remain in office when the notice of resignation is to take effect).

10. LOSS OF RIGHT TO SERVE:

Membership be terminated by expulsion under these rules.

10.1 Any member will be expelled because of being found guilty by the General Membership of any misconduct whatsoever relating to the Association,

10.2 Disciplinary action shall be taken against any member who conducts herself in a manner inappropriate of this association

10.3 Any member who has been dismissed by this Executive Committee has a right of appeal. She can appeal to the Advisory committee and their decision shall however be final

11. REMOVAL FROM OFFICE OF MEMBERS OF THE EXECUTIVE COMMITTEE

11.1 Where it is discovered that a member of the Executive Committee has acted in contravention of the provisions of this Constitution or has conducted herself fraudulent or deceitful manner, a report of evidence against the conduct of such member of the Executive Committee shall be made in writing, by a member to the President in her absence Vice President who shall forward same to the Executive Committee for deliberation

11.2 On the receipt of such a report the President shall seek further assistance from advisory committee to investigate the contents of the report and recommendations to the President in her absence vice President

11.3 The President in her absence the Vice President with the support of the Executive Committee shall act on the report based on the recommendations of the Advisory Committee

12. MEETINGS AND PROCEEDINGS OF THE EXECUTIVE COMMITTEE

The Executive Committee shall hold at least four ordinary meetings each year. The members shall be given at least 14 days' notice of the Executive Committee meeting.

12.1 A special meeting may be called at any time by the President / Secretary or by one third of the members of the Executive Committee upon not less than 7 days' notice being given to the other members of the Executive Committee of the matters to be discussed.

12.2 The President shall chair the meetings of the Executive Committee. In her absence, the Vice President shall chair the meeting. If both are absent from any meeting, the

members of the Executive Committee present shall choose one of their members to chair the meeting before any business is transacted;

12.3 There shall be a quorum when at least one third of the number of members of the Executive Committee for the time being is present at a meeting;

12.4 Every matter shall be determined by a majority of votes of the members of the Executive Committee present and voting on the question but in the case of equality of votes the president of the meeting shall have a second or casting vote;

12.5 The Executive Committee shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Executive Committee and any Sub-committee;

12.6 The Executive Committee may appoint one or more sub-committees consisting of three or more members of the Executive Committee for the purpose of making any inquiry or supervising or performing any function or special studies policy or duty which in the opinion of the Executive Committee would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Executive Committee.

13. RECEIPTS AND EXPENDITURE

The funds of the Association, including all donations contributions and bequests, shall be paid into an account operated by the Treasurer in the name of the Association at such bank, as the Executive Committee shall from time to time decide. All monies otherwise than those required for immediate use shall be duly deposited in the bank. Any cheques issued shall be signed by at least two signatories. Treasurer should be one of the main signatory and Secretary or president shall be the second signatory.

13.1 The funds belonging to the Association shall be applied only in furthering the objects, interests and for no other purpose.

14. ACCOUNTS

The Treasurer shall keep and maintain proper accounts and records of the finances, including assets, liabilities, income and expenditure, and other relevant matters.

14.1 No expenditure shall be incurred otherwise than in accordance with the authorisation of the Executive Committee;

14.2 The accounting year shall be 1 January till 31 December.

14.3 An Accountant's report shall be presented each year to the AGM.

15. MANAGEMENT OF BANK ACCOUNT

15.1 All monies belonging to the Association shall be kept in its name with such reputable bank or building society and handled by the Treasurer and either the President or Secretary approved by the Executive Committee, no overdraft facilities or loans sought for the particular account and shall not be used for money laundering purpose. Cheques of the Association shall be jointly executed by two signatories. Treasurer should be one of the main signatory and Secretary or president shall be the second signatory.

15.2 The funds collected through the life/ subscriptions membership shall be invested in a separate high interest bank account. The funds from this account shall not be withdrawn without the approval by a special resolution by the members at AGM

15.3 The interest earned on the Life / subscriptions membership account shall be transferred to the current account for the use of administrative expenses

15.4 Under no circumstance a personal account can be used for the Association finances. The bank account must be in the name of the Association and will be known as "JHLC OGA UK"

15.5 All moneys received shall be credited to the account of the association and thereafter payments made as directed by the Committee. An invoice book shall be used in the name of the Association for all invoicing purposes

15.6 Disbursement from the funds of the Association shall be consistent with the essential day-to-day function of the Association and its general Objectives

15.7 The Treasure shall reimburse all expenses incurred on behalf of the Association and at the direction and approval of the committee.

16. ANNUAL GENERAL MEETING

There shall be an Annual General Meeting (hereinafter referred to as the AGM) of the Association, which shall be held within three months of the end of financial year.

16.1 The members shall be given at least 21 days' notice of the AGM in writing by the Secretary. Such notice shall include the date, time, venue and agenda of the AGM and the date before which resolutions and nominations shall be received;

16.2 The business of the AGM shall include:

- Adoption of the minutes of the previous AGM or any SGM held during the year;
- Receive and adopt the Annual Report and the Annual Statement of Accounts;
- Election of the Executive Committee; (Every two years)
- Resolutions and any other business of which due notice has been given;
- Appointment of an Internal Auditor. Auditor may be a member of the Association, but should not be a member of the Executive Committee.

16.3 Nominations for election of Office-bearers and Committee members to the Executive Committee shall be called from the members present at the AGM. Should nominations exceed vacancies, election will be held by secret ballot.

17. SPECIAL GENERAL MEETINGS

The Executive Committee may call Special General Meeting (hereinafter referred to as "SGM") of the Association at any time. If at least one third of the membership requests such a meeting in writing stating the business to be considered, the Secretary shall call such a meeting. At least 21 days' notice must be given. The notice must state the business to be discussed.

18. PROCEDURE AT GENERAL MEETINGS

The Secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every general meeting of the Association.

18.1 All the full members of the Association who have paid their prescribed subscription shall be entitled to attend and vote at the meeting;

18.2 There shall be a quorum when at least one third of the number of full members having voting rights as prescribed in previous clause of the Association or 25 full members having voting rights as prescribed in previous clause of the Association for the time being, whichever is the fewer, are present at any general meeting;

18.3 Decisions at the AGM and SGM shall be arrived by a show of hands, provided however that a decision on a particular matter shall be by secret ballot at the request of at least one third of the members.

19. NOTICE

The accidental omission or error to give notice of a meeting to or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings of that meeting.

19.1 Any resolution including alteration, addition or amendment to the Constitution of the Association shall only be adopted with the consent and authority of two thirds of the members present and voting at an AGM or an SGM. Any resolution must be signed by ten members or one third of the membership whichever is lower and submitted to the Secretary, which will be presented at the next available General Meeting.

20. AMENDMENTS TO THE CONSTITUTION

The Constitution may be amended by a resolution passed by not less than two-thirds of the full members having voting rights present and voting at an SGM or AGM.

20.1 The notice of the General Meeting must specify the resolution, setting the terms of the amendment proposed.

21. DISSOLUTION

If the Executive Committee decides that it is necessary or advisable to dissolve the Association it shall call a meeting of all members of the Association, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given.

21.1 If the proposal is confirmed by a two-thirds majority of those present and voting, the Executive Committee confirms the proposal shall have power to realise any assets held by or on behalf of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to Jaffna Hindu Ladies' College or failing that shall be applied as determined by the SGM at which the decision was taken to dissolve the Association. A copy of the statement of accounts for the final accounting period of the association must be presented to the members.