



## EASTERN UNIVERSITY, SRI LANKA

### Alumni of Faculty of Communication & Business Studies

#### (AFCBS)

# Constitution

<b>1.0. General</b>	
1.1. Name of the society:	The name of the society shall be, “ <b>Alumni of FCBS</b> ” and shall be referred to as <b>AFCBS</b> subsequently in these articles.
1.2. Address:	Faculty of Communication & Business Studies Trincomalee Campus, Eastern University, Sri Lanka Konesapuri Nilaveli Trincomalee
1.3. Objectives:	<p>The objectives of the Association are:</p> <ul style="list-style-type: none"><li>1.3.1. To encourage the members to take active interest in the activities and progress on the alma-mater</li><li>1.3.2. To prove assistance and facilities for all round development of the University.</li><li>1.3.3. To promote and encourage friendly relations among all the members of the Association.</li><li>1.3.4. To promote and support technological planning, research and development.</li><li>1.3.5. To promote career guidance, interaction with Industry and continuing education.</li><li>1.3.6. To serve the common cause of the member's interest in general.</li></ul>

<b>2.0. MEMBERSHIP</b>	
2.1. Life Membership	All Alumni of Faculty of Communication & Business Studies, Trincomalee Campus, Eastern University, Sri Lanka shall be eligible for Life Membership of the Association. They will have voting rights.
2.2. Associate membership:	<p>The following shall be eligible for Associate Life Membership of the Association.</p> <p>2.2.1. All members of the teaching staff of FCBS who are not Alumni of FCBS, working in regular or temporary basis.</p> <p>2.2.2. All ex-members of teaching staff of FCBS who are not Alumni of FCBS</p> <p>2.2.3. All associate members shall have participatory rights in discussion, be member of the sub-committees, can act as advisors and can be co-opted as members of various committees but shall have no voting rights.</p>
2.3. Cessation of membership:	A member of the Association shall cease to be such a member if he/she resigns from his/her membership or found to be of unsound mind or is convicted by a court for any offence on moral grounds or termination of the membership by the Executive committee for compelling reasons.

<b>3.0. ORGANISATION OF THE ASSOCIATION:</b>	
3.1. General Body	<p>The General Body shall consist of all members of the Association.</p> <p>3.1.1 The General Body of the Association shall hold the Annual General Meeting at least once a year and not more than 18 months shall elapse between two successive Annual General Meetings.</p> <p>3.1.2 A prior notice of clear 21 days for convening an Annual General Meeting shall ordinarily be given to the members by the Secretary in consultation with the President.</p> <p>3.1.3 An emergent meeting of the General Body can only convened by the president for compelling reasons at a short notice.</p> <p>3.1.4 Thirty (30) members present in person shall form quorum for any meeting of the General Body. If the meeting is adjourned for want of quorum, the adjourned meeting will be convened within 21 days to transact the same business and members shall form the quorum.</p>

<p>3.2. The duties of the General Body:</p>	<p>The duties of the General Body shall be:</p> <p>3.2.1. To set guidelines for the executive committee so as to achieve the objectives of the Association.</p> <p>3.2.2. To consider and adopt the Annual Report and Audited Accounts of the Association.</p> <p>3.2.3. To approve the budget for the following year.</p> <p>3.2.4. To honor the Jubilee Alumni and distinguished Alumni.</p> <p>3.2.5. To elect office bearers and members of the Executive Committee.</p> <p>3.2.6. To handle any other business with the permission of the President.</p>
<p>3.3. Executive committee:</p>	<p>The Executive Committee shall consist of</p> <ul style="list-style-type: none"> <li>• Ex-Officio President 1</li> <li>• Working President 1</li> <li>• Vice-President 1</li> <li>• Secretary 1</li> <li>• Treasurer 1</li> <li>• Joint Secretary 2</li> <li>• Member 11</li> </ul> <p>Election of the Executive Committee</p> <p>3.3.1 The Dean, FCBS shall be the Ex-Officio President of the Association.</p> <p>3.3.2 All other office bearers and members of the Executive Committee shall be elected.</p> <p>3.3.3 Working President, Secretary, Treasurer and at least one of the Joint Secretaries have to be stationed in FCBS.</p> <p>3.3.4 The members shall be nominated by the general body.</p> <p>3.3.5 The immediate past secretary shall be an ex-officio member.</p> <p>3.3.6 The procedure for the election of the office bearers of the Association shall be regulated according to the Bye-Law of the Association.</p>

3.3.7 No elected/nominated office bearer shall hold office for more than two consecutive terms.

3.3.8 In case of any absence of candidature in election of the executive committee, the members present in the Annual General Body Meeting shall nominate person/persons to fill in vacancy/vacancies from the members present in the General Body Meeting.

3.3.9 The Executive Committee will ordinarily meet quarterly but the Secretary may call an emergent meeting at any time.

3.3.10A prior notice of 7 days shall ordinarily be given to members for convening a meeting.

3.3.11The quorum for the Executive Committee Meeting shall be six. In case there is no quorum it shall be adjourned.

3.3.12In case any vacancy arises in the Executive Committee, the Executive Committee shall fill this by nomination.

3.3.13A vacancy would be deemed to arise when an Executive Committee member expresses his/her inability to discharge responsibility or when a member remains absent for three consecutive ExCo meetings without information.

3.3.14The Executive shall have all powers with regards to management and promotion of objectives of the Association according to the directives, if any of the General Body.

3.3.15The Executive Committee shall frame Bye-Laws in accordance with the rules and regulations, and report to the General Body. Amendments will be done by simple majority.

3.3.16The office bearer and members of the Executive Committee shall normally hold office for one year.

<b>4.0. POWERS AND DUTIES OF THE OFFICE BEARERS:</b>	
4.1 President	The President shall preside over the Executive Committee Meetings and the General Body Meetings. The President shall have the voting power
4.2 Working President	<p>The Working President shall act for the President in his absence. He shall have all the powers for the management and promotion of the objectives of the Association.</p> <p>The Working President shall have powers to convene Executive Committee meetings of the Association in the absence of the Secretary.</p>
4.3. Vice President.	The Vice President shall act for the President in absence of the both the President and the Working President. He /She Shall render advice to the Executive Committee with regard to promotion of the objectives of the Association.
4.5 Secretary	<p>The Secretary should attend all the activities as approved by the Executive Committee.</p> <p>The Secretary should be responsible for carrying out all correspondence and preparation and distribution of all publications of the Association.</p> <p>Within fourteen days after holding the Annual General Meeting, the Secretary shall file the following information with the Registrar of University</p> <ul style="list-style-type: none"> <li>a. List of names, address &amp; occupations of the members of the Executive Committee</li> <li>b. An Annual Report of the previous year.</li> <li>c. A copy of the Balance Sheet &amp; certificate of the auditors report.</li> </ul>
4.6 Treasurer.	<p>4.6.1. The Treasurer shall be responsible for the maintenance of the financial records &amp; accounts of the Association.</p> <p>4.6.2. The Treasurer shall operate the funds of the Association jointly either with the Working President or the Secretary.</p>
4.7 The Joint Secretary	<p>The Joint Secretary will assist the Secretary the management of the activities of the Association.</p> <p>The Joint Secretary shall act for the Secretary in the absence of the secretary.</p>

**5.0 AMENDMENT OF RULES AND REGULATIONS:**

	<p>Amendment to the rules and regulations shall be carried out only by a General Body meeting when minimum of three fifth of the majority votes of the members present in the meeting.</p> <p>The proposed amendment to the rules and regulations shall be circulated to all the members as an agenda item for the General Body Meeting.</p>
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**6.0 FINANCE AND ACCOUNTS**

6.1. Fund	<p>6.1.1. The Association shall raise funds for pursuing the objectives of the Association through;</p> <ul style="list-style-type: none"><li>a. Subscription from the members. The rates of subscription shall be governed by the Bye-Laws of the Association.</li><li>b. Money donated by the members.</li><li>c. Any other source approved by the Executive Committee.</li></ul> <p>6.1.2. The accounts of the Association shall be maintained in any state bank in the University to which all subscription, donations and other income shall be credited.</p> <p>6.1.3. Financial year of the Association shall be from April 1 to March 31.</p> <p>6.1.4. The funds of the Association may be invested in Government securities or fixed deposits in nationalized banks, subject to the approval of the Executive Committee.</p> <p>6.1.5. Withdrawal from the invested funds shall be made by the Executive Committee.</p> <p>6.1.6. The money raised through membership shall not be spent for any purpose. However, interest accruing thereon can be utilized through approval of the Executive Committee.</p>
6.2. Audit of Accounts	<p>The accounts of the Association shall be audited once a year by a Chartered Accountant to be appointed by the Executive Committee after these is duly audited by an Internal Auditor to be appointed by the Executive Committee.</p>

**7.0 RECORDS OF THE ASSOCIATION:**

	<p>The following records shall be maintained in the office of the Association.</p> <ul style="list-style-type: none"><li>i. Roll of Membership.</li><li>ii. Minutes of the Executive Committee meetings.</li><li>iii. Minutes of the General Body Meetings.</li><li>iv. Stock Register of Non-consumable and Consumable items.</li><li>v. Cash Book and Ledger</li><li>vi. Copies of all publications and reports of the Association.</li></ul> <p>The records shall include details of all sums of money received and sources thereof, and all the sums of money spent.</p> <p>Every member of the General Body shall have the rights of inspection of records of the Association during the office hours.</p> <p>Some of the disposable records as decided by the Executive Committee may be disposed off/destroyed.</p>
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**8.0 WINDING UP OF THE SOCIETY:**

	<p>The winding up of the Association shall be carried out as per relevant clauses of Societies Registration Act.</p>
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