

S. THOMAS' COLLEGE, BANDARAWELA, OBA CONSTITUTION

1. NAME

The Association shall be called "S. Thomas' College Bandarawela, Old Boys Association" (hereinafter referred to as 'The Association').

2. OBJECTIVES

The objectives of the Association shall be:-

- To increase the sense of fellowship among Old Boys, both with one another and with the College.
- To promote good works for the benefit of the College.
- To afford guidance and encouragement to the younger generation.
- To foster and preserve the bonds of unity and fellowship with the Branch Schools and Affiliate Associations.

3. MEMBERSHIP

Membership of the Association shall consist of Life Members and Honorary Life Members.

a) Life Members

- All past students of "S. Thomas' College, Bandarawela", formally known as "S. Thomas' Preparatory School, Bandarawela" and thereafter known as "S. Thomas' Collegiate School, Bandarawela", who have been a year or more than one year, are eligible to become Life Members, after having reached the age of 21, or 5 year after leaving College, whichever is more.

b) Honorary Life Members

- They can be anyone who has rendered singular services to the College. Honorary Life Members shall be elected at the Annual General Meeting of the Association with the recommendation of the Committees with a two third (2/3) majority of those present. The Headmaster by virtue of his Office is a Life Member.

c) Other Members

- Members of Staff with more than 5 years service with the College could be members provided they are proposed and seconded at an Annual General Meeting.

4. MEMBERSHIP FEE

All Life Members shall pay a Life Membership Fee of Rs 500.

5. OFFICE BEARERS

The following Office Bearers will be elected at an Annual General Meeting. They will form the Executive Committee, which shall consist of 4 (Four) Vice Presidents, Honorary Secretary, Honorary Treasurer, Honorary Assistant Secretary, Social Secretary Honorary Assistant Treasurer and 15 (Fifteen) Committee Members.

i) President :

- The Headmaster of the College shall be Ex-Officio President.

ii) Ex.-Officio Patron :

- The Warden of S. Thomas' College, Mount Lavinia shall be Ex - Officio Patron of the Association.

6. DUTIES OF THE EXECUTIVE COMMITTEE

a) The President

1. The President shall have power when he considers in the highest interest of the Association so

requires, to take any steps necessary whether in contravention of the rules or otherwise, to ensure the continued existence and proper functioning of the Association.

2. It shall be the duty of the President to determine the procedure for the election of Office Bearers and the method of voting at any business arising at the Meeting.

b) The Secretary

1. The Secretary shall maintain a Register of all Members stating the date of their enrolment, the date of admission to College and the date of leaving College, and also, the addresses of Members. The Secretary should co-operate with the College Administration and the Administrative Secretary of S. Thomas' College, Bandarawela and obtain names and addresses of students who leave College as and when they do so.
2. Give Seven (7) days Notice of Executive Committee Meetings to the Members stating the Agenda in writing.
3. Carry out decisions taken by the Executive Committee.
4. Maintain the Minutes Book recording the proceedings of all Meetings.

c) The Treasurer

- The Treasurer shall maintain the Accounts showing income and disbursements of the Association. It is also the duty of the Treasurer to take an initiative in raising funds for the Association.

7. ADMINISTRATION

- a) The Management of affairs of the Association shall be vested in the Executive Committee, which, shall meet together at least once a month for the despatch of business, adjourn and otherwise regulate its meetings.
- b) The quorum for Committee meetings shall be seven (7)
- c) The Executive Committee shall have the power to fill any vacancies, which may occur in the Committee pending the next Annual General Meeting
- d) Any Committee Member who fails to attend three (3) consecutive Committee Meetings without a valid reason shall cease to hold Office. Any such vacancy shall be filled at the discretion of the Executive Committee.

8. ANNUAL GENERAL MEETING

- a) **Date of Notice**
There shall be an Annual General Meeting of the Association before 31 st August of every year for which at least, twenty one (21) days notice shall be given by the Secretary. The quorum shall be 15 or 5% of the Membership, which ever is higher.
- b) **Annual Report**
The Honorary Secretary shall, at the Annual General Meeting submit a report, as approved by the Executive Committee, covering the activities of the Association during the preceding calendar year. Such report shall include the number of Old Boys on roll and the names of members enrolled during the preceding twelve (12) months.
- c) **Amendment**
The Constitution of the Association shall not be altered, amended, repealed, or added to except at the Annual General Meeting or at a Special General Meeting which at least thirty (30) clear days written notice of any proposal affecting the Constitution is given to the Honorary Secretary prior to the date of such Meeting.
- d) **Finance**
A Statement of Accounts including a Balance Sheet for the year ended 31 March every year Audited by a Honorary Auditor duly elected for the purpose at the previous Annual General Meeting and approved by the Executive Committee shall be presented by the Treasurer for adoption at the Annual General Meeting.

9. THE BUSINESS AT THE ANNUAL GENERAL MEETING

- i) Annual Report of the Honorary Secretary as per Section 8 (b).

- ii) Adoption of Annual Accounts Statement duly presented by the Honorary Treasurer as per Section 8 (d).
- iii) Headmasters brief report regarding the progress made by the College during the preceding year.
- iv) To amend, delete or add any clause of the Constitution for which two third (2/3) majority will be required.
- v) Discuss any motion of which due notice has been given as per Section 8 (c).
- vi) To elect office bearers as per Section 5.
- vii) To elect Honorary Life Members as per Section 3 (b).
- viii) To elect Honorary Auditor.
- ix) To discuss activities planned during the year.

10. SPECIAL GENERAL MEETINGS

These may be summoned by the Secretary on a directive given by the Executive Committee and with the approval of the President on matters of vital importance. The period of notice and quorum will be the same as for an Annual General Meeting.

11. FORMATION OF BRANCHES

"The S. Thomas' College Bandarawela, Old Boys" Association could formulate one or more Branches. The President and the Secretary of the parent body should be the President and Secretary of Branches. The Branches will have their own Administrative Secretaries. Branch Treasurers and Social Secretaries and a Committee of six (6) Members.

August 31, 2005