



CONSTITUTION

Alumni Association of the University of Peradeniya - Greater Toronto Area and Suburbs

Approved at the General Meeting on Saturday, October 5th, 2019 at Burnhamthorpe Community Centre - Forest Glen Room, 1500 Gullenden Dr, Mississauga ON L4X 2T7

Version

Current: October 5th, 2019

Previous: October 21st, 2017 - October 5th, 2019

NOT FOR PUBLIC CIRCULATION

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ARTICLE ONE

1. NAME

- 1.1. The name of the association is 'Alumni Association of the University of Peradeniya - Greater Toronto Area and Suburbs' (hereinafter referred to as 'the Association').

ARTICLE TWO

2. ASSOCIATION

- 2.1. The Association will function to fulfil the objectives articulated in Article three (3) below and in accordance with provisions of this constitution approved at General Meeting within the legal framework of law of the Province of Ontario, Canada as 'not for profit' organization.
- 2.2. Any proposal to change the status, name, objectives, management structure and/or the affairs of the Association as stipulated in Article seven (7) shall be tabled at a General Meeting and shall require 2/3 majority approval of the members as per voting eligibility stated in Article five (5).

ARTICLE THREE

3. OBJECTIVES

3.1. MOBILIZE & DRIVE ALUMNI

- 3.1.1. Creating and promoting opportunities to renew the university ties and foster networking.
- 3.1.2. Representing the University of Peradeniya fraternity in the Greater Toronto Area and suburbs and working collaboratively with other Peradeniya alumni chapters in Canada and other countries.
- 3.1.3. Promoting mutually beneficial networking with other Sri Lankan and Canadian university alumni.

3.2. SUPPORT & PROMOTE UNIVERSITY OF PERADENIYA

- 3.2.1. Supporting academic goals and enhancement of standards of education and research.
- 3.2.2. Creating postgraduate education opportunities in Canada for Peradeniya alumni.
- 3.2.3. Promoting the University of Peradeniya (hereinafter referred to as 'the University') brand (quality/value of degrees) in Canadian society and among employers

3.3. PROVIDE SERVICES AND BENEFITS

- 3.3.1. Supporting and collaborating with other similar organizations for the welfare of the community

3.4. SUPPORT PROFESSIONAL AND PERSONAL DEVELOPMENT OF MEMBERS

3.5. SUPPORT PERADENIYA ALUMNI NEWCOMERS TO CANADA

3.6. RECOGNIZE ACHIVEMENTS

- 3.6.1. Recognize and felicitate outstanding achievements of members and their family members.

3.7. COMMUNICATE & INTERACT

- 3.7.1. Promoting Sri Lankan culture and values among the members and their families in Canada.
- 3.7.2. Ensuring that current University news are captured and disseminated to the membership

3.8. CONTRIBUTE TO ADVANCEMENT OF HIGHER EDUCATION IN SRI LANKA

- 3.8.1. Influencing and promoting key policies/initiatives affecting higher education.
- 3.8.2. Influencing and promoting good governance of the University.

The Association shall not engage or promote or participate in any political or religious activities OR any social activity that can directly or indirectly lead to engagement, promotion or participation of any political or religious activity and/or in conflict with the above objectives. Any exception will be evaluated by the Board of Management (hereinafter referred to as 'the BOM') based on merits. However, this principle does not aim at restricting any individual choices.

ARTICLE FOUR

4. HEAD OFFICE

- 4.1. The head office is located at 11, Riva Ridge Drive, Brampton, ON, L6P 1Y6 and moving to any alternative premises will require two third (2/3) majority approval of the BOM.

ARTICLE FIVE

5. MEMBERSHIP AND RECORD KEEPING

5.1. FULL MEMBER (FM) - (Voting Members)

- 5.1.1. Anyone who has been registered as a student of the University or any of its preceding institutes and has degrees or post-secondary diplomas or post-secondary certificates from the University, or a person who has completed one year of full-time studies, or the equivalent thereof (if required by the BOM, verified by the Assistant Registrar of the respective faculty of the University), towards such a degree, diploma or certificate and is no longer registered at the University is eligible to become a full member of the Association.

- 5.1.2. Full Members are eligible to vote at any General Meeting.

5.2. ASSOCIATE MEMBER (AM) - (Non-Voting Members)

- 5.2.1. An Associate Member of the Association can be:

- 5.2.1.1. Anyone who is or has been a member of the academic or administrative or non-academic staff and completed a minimum of one year in that capacity, or
- 5.2.1.2. Any past member of the 'University of Peradeniya Council', or
- 5.2.1.3. Spouse or legal partner of a Full Member or a deceased Full Member.

- 5.2.2. Associate Members are not eligible to vote at any meeting.

5.3. LIFE MEMBER (LM)

- 5.3.1. Those who qualify under Article 5.1.1 or 5.2.1 above could obtain 'Life Member' status upon submitting the membership application and payment of the life membership fee stipulated in Article 5.5. Voting eligibility will remain unchanged as per Article 5.1.2 and 5.2.2 as applicable.

5.4. HONORARY MEMBER

- 5.4.1. The BOM may award honorary membership to any member of the public who has made outstanding contribution to the furtherance/promotion of the University.
- 5.4.2. Honorary members are not eligible to vote.

5.5. ENROLMENT AND MEMBERSHIP FEES

- 5.5.1. Those who are eligible under Articles 5.1.1 or 5.2.1 should submit their application form prescribed in Article 12 Appendix-A together with annual membership fee articulated in Article 5.5.2. Upon approval by the Membership Committee, each applicant will be assigned with a membership number.

5.5.2. Membership fee is payable every year and valid from the beginning of fiscal year irrespective of the date of payment. Fiscal year is from January 1st to December 31st in each calendar year.

5.5.2.1. Full Membership: CAD 20.00 per year

5.5.2.2. Associate Membership: CAD 10.00 per year

5.5.2.3. Life Membership: CAD 200.00 for Full Member or Associate Member

5.5.3. Membership fee is payable in cash, cheque or by electronic means to the Treasurer and an official receipt is issued.

5.6. MEMBERSHIP REGISTER

5.6.1. The Secretary of the Association shall maintain a register of the membership with details such as membership number with prefix FM/AM/HM as the case may be, first and last name, faculty, year of admission, mailing address, contact e-mail and phone number. Upon request, this information may be disclosed to the BOM who shall use it only for the activities of the Association. This information will not be divulged to any third party unless legally required to do so.

Only the information marked as non-private will be disclosed to other members as appropriate.

5.7. RECORD KEEPING

The Secretary or Treasurer as applicable will maintain the following records

5.7.1. Proper books of account, accounting records including annual statement of accounts

5.7.2. Register of membership fees

5.7.3. Minutes of the General Meetings, BOD and BOM meetings

5.7.4. Records of By-law and other special resolutions

5.7.5. Register of members and directors

5.7.6. Registry of all documents in relation to regulatory matters

ARTICLE SIX

6. GENERAL MEETINGS (MEETING OF MEMBERS FM/AM/HM)

6.1. GENERAL MEETING (GM)

6.1.1. The General Meeting or AGM of members shall be held every two years for the purpose of hearing and receiving the annual and other reports, electing Board of Directors and Executive Officers for the Board of Management subject to Article seven (7), appointing Auditors and for the transaction of such other business as may properly be brought before the meeting, where the notice has been given for.

6.1.2. The General Meeting will be conducted as per the agenda notified by the Secretary of the Association prior to the meeting.

6.1.3. One or more Independent Financial Auditor(s) will be appointed at the General Meeting to hold office until the next General Meeting.

6.2. SPECIAL GENERAL MEETING (SGM)

6.2.1. A Special General Meeting shall be held at such time and place as the BOM may determine upon:

6.2.1.1. The resolution of the BOM, provided two-thirds (2/3) of the votes cast are in favour of calling of such Special General Meeting, or

6.2.1.2. The written requisition from one third (1/3) of the Full Members delivered to the Secretary of the Association. The requisition must state the purpose of the meeting.

- 6.2.1.3. Scope of the agenda of the meeting shall be limited to the subject(s) stipulated in the resolution/requisition of the meeting.
- 6.3. VOTING RIGHTS
- 6.3.1. Full Members who are present and have paid the membership fee for the year in which the meeting is held are eligible to vote.
- 6.4. VOTING PROCEDURE
- 6.4.1. At any meeting of members, every resolution shall be decided by simple majority unless specified otherwise in this Constitution. In case of equal votes, the President or Chair of the meeting can exercise an additional vote if he/she has already exercised his/her vote.
- 6.5. NOTICE OF MEETING
- 6.5.1. Notice of the General Meeting or Special General Meeting of members shall be given at least thirty (30) days prior to the date on which the meeting is to be held by sending such notice by email to all members to their last known address (if any) shown in the records of the Association. The notice must state the purpose of the meeting.
- 6.5.2. A Special General Meeting shall be called within a time no later than sixty (60) days after the Secretary received the requisition referred to in Article 6.2.1.2. Any notice of a Special General Meeting of members may be included in the official print and/or electronic publication of the Association, provided the provisions of this Article are complied with.
- 6.6. QUORUM
- 6.6.1. At any General Meeting of members, thirty (30) Full Members shall constitute a quorum for the transaction of business.
- 6.7. CHAIR OF THE MEETING
- 6.7.1. The President, or in absence, any BOD member selected by those present shall be the chair of any General Meeting of members.
- 6.8. MINUTES
- 6.8.1. Among other records, the Secretary shall keep notice of request, approval documents, agenda and subject matters discussed, attendance sheet with name, membership number and signature, decisions made including proposer/seconded details and those accountable for implementing the decision/completion due date.

ARTICLE SEVEN

7. BOARD OF MANAGEMENT (BOM) AND BOARD OF DIRECTORS (BOD)

Affairs of the Association is managed by Board of Management (BOM) and Board of Directors (BOD)

7.1. COMPOSITION

7.1.1. Board of Directors (BOD)

The BOD shall consist of nine (9) Directors. The 'Full Members' (FM) who get elected at the General Meeting to the positions of President, Two (02) Vice Presidents, Secretary, Treasurer, Assistant Secretary, and Two (02) Editors as per Article 7.1.4, and the immediate Past President, shall become the nine (09) Directors of the Association.

7.1.2. Board of Management (BOM)

The BOM shall consist of twenty-one (21) 'Full Members' (FM). They are nine (9) Directors and twelve (12) Executive Officers elected at the General Meeting

7.1.3. To ensure continuity, the outgoing BOM by majority decision will nominate seven (7) existing BOM members for the new BOM. They are eligible to be elected to the positions of the BOD or BOM at the General Meeting subject to Article 7.7.1

7.1.4. Except the immediate Past President, all the other twenty (20) BOM positions will be elected at the General Meeting from the seven (7) recommended by outgoing BOM and the other nominations received

7.1.5. Presidents of the other Peradeniya alumni association chapters as Ex-Officio members may be invited to the BOM meetings as required

7.2. DUTIES

The affairs of the Association shall be managed by the BOM, which includes BOD at its core.

7.2.1. Duties of the Board of Directors (BOD)

7.2.1.1. Function as the body that ensures compliance and governance requirements as per Ontario Not for Profit Organizations governing law

7.2.1.2. Ensure that all the reports including financials required by the law are duly prepared and submitted on time and completion of follow up actions and records are kept as required

7.2.1.3. Review and report issues affecting the Association to the Board of Management (BOM) for remedial actions

7.2.1.4. To entertain those issues and matters not otherwise provided for hereunder subject to BOM agreement; and,

7.2.1.5. To perform such tasks requested by the BOM from time to time.

7.2.2. Duties of the Board of Management (BOM)

7.2.2.1. Lead and manage the affairs of the Association as per the Constitution of the Association

7.2.2.2. Develop, delegate, oversee and support the programs of the Association

7.2.2.3. Appoint the official spokesperson(s) of the Association as appropriate

7.2.2.4. Initiate and carry out such projects as are consistent with the objectives of the Association

7.2.2.5. Communicate to members on the progress of the work program and other general matters

7.2.2.6. Manage finances toward furtherance of the objectives of the Association.

7.2.2.7. Liaise with the University and the alumni associations of the University of Peradeniya in Sri Lanka and elsewhere

7.3. DIVERSITY

7.3.1. The BOM shall at all times consist of the diversity of the University of Peradeniya fraternity, representing education faculties, members from different eras, cultures of Sri Lanka and gender.

7.4. TERM

7.4.1. The term of a BOM including the BOD will be two (2) years from the date that the BOM is appointed or until the next General Meeting

7.5. QUORUM

7.5.1. Minimum of eleven (11) BOM members, including five (5) Directors for a BOM meeting or five (5) Directors for a BOD meeting, shall constitute a quorum for the transaction of business at all meetings of the BOM and BOD, respectively.

7.5.2. In the event of vacancies, the remaining Directors and Executive-officers of the BOM may exercise all the powers of the BOM so long as a quorum of the BOM remains in office. However, any vacancy of the BOD to be filled from the Executive Officers and notified to appropriate legal bodies by the Secretary immediately.

7.6. NOMINEE DECLARATION AND VACANCIES

7.6.1. Any Full Member who wishes to get elected to the BOD or the BOM shall complete a 'Nomination Form' prescribed in Article 12 Appendix-B.

7.6.2. Vacancies in the BOM, except for vacancies among the ex-officio members or BOD, may be filled by appointment for the remainder of the term of office by the remaining members of the BOM if they constitute a quorum; otherwise such vacancies shall be filled at the next General Meeting of members.

7.7. APPOINTMENT, CESSION AND TERMS OF NOMINATED MEMBERS TO THE BOARD OF MANAGEMENT

7.7.1. Any Director is eligible for selection for two (2) consecutive two (2) year terms as a Director. Thereafter she/he is not eligible for re-election as a Director until two (2) years have lapsed since leaving office, unless there are no new nominations. However, this eligibility criterion does not apply to Executive Officers of the BOM.

7.7.2. Any member of the BOM who is absent for three (3) consecutive BOM meetings without obtaining prior approval is considered to have 'vacated the office'.

7.8. CALLING OF BOD OR BOM MEETINGS

7.8.1. Meetings will be called by the Secretary by email/in writing.

7.8.2. Meetings of the BOD and BOM shall be requested by any three (3) or seven (7) members of the BOD and BOM, respectively, and be called by the Secretary.

7.8.3. Notice of every meeting shall be given by email to each member seven (7) days prior to the day that the meeting is to be held/ However no notice of a meeting shall be necessary if all the members of the BOD or BOM are present or, if absent, waive in writing notice of or otherwise consent in writing to the holding of such meeting

7.9. CHAIR AND SECRETARY

7.9.1. The President or, in absence, a Vice President shall be the chair of any meeting of the BOD or BOM. If no such officer were present, the members of the BOD or BOM present shall choose one of their members to be the Chair. In the absence of the Secretary or Assistant Secretary, the Chair shall appoint a member present to act as the secretary of the meeting.

7.10. VOTING

7.10.1. If there is no objection to any motion, it should be considered as agreed.

7.10.2. In the case of an objection or more than one opinion, the decision should be the vote of the majority of members. In the event of an equal vote, the President or the Chair of the meeting can exercise an additional vote.

7.11. DIRECTOR AND OFFICERS LIABILITIES

The Association will purchase necessary indemnity insurance to cover Director and Officer liabilities. Limit of the cover will be reviewed every year by the BOM and revised if deemed necessary

ARTICLE EIGHT

8. STANDING COMMITTEES

In order to fully execute the activities to fulfil the objectives of the Association as described in Article three (3), Standing Committees of the BOM are constituted as follows:

8.1. GOVERNANCE AND AUDIT COMMITTEE

8.1.1. Composition

8.1.1.1. Past President (Chair), One Vice-President and three (03) members of the Board of Management will be the regular members.

- 8.1.1.2. The other members of the Board of Management or general membership will be called into serve in this committee on need basis.
- 8.1.2. Mandate of the Governance and Audit Committee shall be:
 - 8.1.2.1. Support the BOD to ensure that the Association functions as per the constitution and in compliance with Ontario/Federal regulations;
 - 8.1.2.2. Set up finance, project and document control systems and ensure compliance;
 - 8.1.2.3. Evaluate and recommend necessary amendments to the constitution as needed;
 - 8.1.2.4. Recommend the Independent Financial Auditor(s) to be approved at the GM as per Article 6.1.3
 - 8.1.2.5. Initiate verification audits on major project proposals and post implementation reviews.

8.2. FINANCE AND LEGAL COMMITTEE:

- 8.2.1. Composition
 - 8.2.1.1. One Vice President (Chair), Treasurer and three (03) members of the Board of Management will be the regular members.
 - 8.2.1.2. The other members of the Board of Management or general membership will be called into serve in this committee on need basis.
- 8.2.2. Mandate of the Finance and Legal Committee shall be:
 - 8.2.2.1. Educate the BOD and BOM on any changes to the laws (Finance/Regulatory) governing the association and recommend compliance mechanism;
 - 8.2.2.2. Management of the Association budget and cash flow and provide regular updates to BOD and BOM
 - 8.2.2.3. Assist Fundraising Committee in developing fundraising proposals;
 - 8.2.2.4. The committee is responsible for opening and operating the bank account(s) of the Association, determining signatories and, ensuring timely compilation of the annual statement of accounts and submission to the BOD and BOM, the General Meeting and if required to compliance bodies of the Province of Ontario, Canada;
 - 8.2.2.5. Liaison in donor correspondences; and,
 - 8.2.2.6. Assist project leads to develop budget for each major project and budget control.

8.3. COMMUNICATION COMMITTEE:

- 8.3.1. Composition
 - 8.3.1.1. Two Editors (Chaired by one Editor), and three (03) members of the Board of Management will be the regular members.
 - 8.3.1.2. The other members of the Board of Management or general membership will be called into serve in this committee on need basis.
- 8.3.2. Mandate of the Communication Committee shall be:
 - 8.3.2.1. Responsible for development of the communication plan and preparation of all communications including news bulletin, website, Facebook, campaign posters on various alumni projects and alumni project summaries;
 - 8.3.2.2. Obtain prior approval from the BOD to the content of any communication before disseminating to the members/public (Note: Only the Secretary is authorized to circulate/publish any communication to the membership via official mail

address/letter head. Only exception is the Treasurer's communication on payment receipts);

- 8.3.2.3. Governance and as appropriate upgrade of the Association's social media channels (website, Facebook page etc.). Any structure change or posting should have prior approval of the BOD;
- 8.3.2.4. Develop campaign plans for special events;
- 8.3.2.5. Develop ad hoc communication material as requested by the President/Secretary relevant to the Association's work in addition to regular communication plan;
- 8.3.2.6. Maintain regular dialogue with community newspapers/web channels and other media channels where appropriate; and,
- 8.3.2.7. Update President/Secretary on feedback from the members/public and BOM where necessary

8.4. MEMBERSHIP COMMITTEE

8.4.1. Composition

- 8.4.1.1. Assistant Secretary (Chair), Past President and three (03) members of the Board of Management will be the regular members.
- 8.4.1.2. The other Members of the Board of Management or general membership will be called into serve in this committee on need basis.

8.4.2. Mandate of the Membership Committee shall be:

- 8.4.2.1. Develop and implement membership increase strategy/plan;
- 8.4.2.2. Create membership engagement activity plan for BOM review;
- 8.4.2.3. Initiate annual membership fee collection mechanism;
- 8.4.2.4. Keep up to date member register with name, faculty, year entered, email, telephone and address of each member; and,
- 8.4.2.5. Verification of membership applications/ Issuance of membership number according to Article 5.5.1.

8.5. FUNDRAISING COMMITTEE

8.5.1. Composition

- 8.5.1.1. One of the Vice Presidents (Chair), Treasurer and three (03) members of the Board of Management will be the regular members.
- 8.5.1.2. The other members of the Board of Management or general membership will be called into serve in this committee on need basis.

8.5.2. Mandate of the Fundraising Committee shall be:

- 8.5.2.1. Development of Fundraising Plan considering current and future activities of the Association specified by the BOD;
- 8.5.2.2. Develop and update the list of potential donors and donor agencies; and,
- 8.5.2.3. Developing institutional donors/donor agencies
- 8.5.2.4. Create an ongoing relationship mechanism for donor relationship management and advocate it

ARTICLE NINE

9. CESSION OF MEMBERSHIP

9.1. Death of a member

9.2. Resignation

9.2.1. A member may resign from the membership giving one (1) month notice to the Secretary in writing. Upon resignation he/she shall not be entitled to any refund of subscription paid to the Association up to the date of resignation.

9.3. Non-payment of membership subscription

9.3.1. A member who has not paid subscription for two (2) consecutive years from the last due date is considered as having left the Association.

9.4. Expulsion

9.4.1. A member shall be expelled from the Association for conducting any activity in breach of Article three (3) of the Constitution OR for any act that seriously brings disrepute to the Association. Any such events will be evaluated by the BOD first and recommendation will be made to the BOM for final decision. Two third (2/3) majority of the BOM is required to expel a member.

ARTICLE TEN

10. AMENDMENTS TO CONSTITUTION

10.1. The Constitution may be amended by a two third (2/3) vote of Full Members of the Association present at a General or a Special General Meeting of the Association.

ARTICLE ELEVEN

11. DISBANDMENT OF THE ASSOCIATION

11.1. In the event the activities of the Association cannot be conducted in accordance with the letter and spirit of the objectives set out in Article three (3) of the Constitution, the BOM may recommend to the General Membership at a General/Special General Meeting the disbandment of the Association. Seventy-five percent (75%) of the vote is required to pass such recommendation.

11.2. In the event of disbandment, any funds left in the Association, after paying all the debts, shall be automatically transferred to a scholarship fund at the University of Peradeniya.

ARTICLE TWELVE

12. APPENDICES

12.1. APPENDIX A - APPLICATION FOR MEMBERSHIP/RENEWAL OF MEMBERSHIP

12.2. APPENDIX B – NOMINATION FORM TO THE BOM

ARTICLE THIRTEEN

13. EFFECTIVE DATE

This Constitution is effective after endorsement by the majority of members present at the General Meeting on Saturday, October 5th, 2019.

ARTICLE FOURTEEN

14. ENACTMENT

To be presented for approval at the General Meeting scheduled for Saturday, October 5th, 2019 at Burnhamthorpe Community Centre - Forest Glen Room, 1500 Gulleden Dr, Mississauga ON L4X 2T7.

PREVIOUS AMENDMENTS:

- Passed and enacted by two third (2/3) majority of those present, being not less than the required quorum for such act, on Saturday, October 21st, 2017, at Mother Cabrini Catholic School - Multi-purpose Room, 720 Renforth Drive, Etobicoke ON M9C 2N9.
- Passed and enacted by two third (2/3) majority of those present, being not less than the required quorum for such act, on Saturday, September 26th, 2015 at Madona Secondary School Auditorium, 20 Dubray Avenue, North York ON M3K 1V5.

ARTICLE FIFTEEN

15. DEFINITIONS

In the Constitution and By-laws of the Association, unless the context otherwise requires, the following definitions apply:

- (a) "**Alumni**": includes alumna, alumnus or alumnae;
- (b) "**Association**" means Alumni Association of the University of Peradeniya –Greater Toronto Area & Suburbs; the Association will use abbreviated version as '**AAUP–GTA&S**')
- (c) "**Board of Directors or BOD**" means the Board of Directors of the Association consisting of the President, Secretary, Treasurer, Assistant Secretary, Two Vice Presidents and Two Editors elected at the GM for the respective term and the Past President
- (d) "**Board of Management or BOM**" means the management body of the Association elected at a GM, including the Board of Directors as stipulated in Article 7 of this constitution
- (e) "**The University**" means the University of Peradeniya
- (f) "**Head Office**" shall mean the registered office address of the Association
- (g) "**General Meeting**" or "**GM**" means the biennial meeting to which all members of the Association are invited and notice of the General Meeting sent in accordance with Article 6.5.1
- (h) "**Special General Meeting**" or "**SGM**" means a General Meeting of the membership called upon as per the guidelines stipulated in the Article 6.2.
- (i) "**Full Member or FM**" has the meaning stipulated in Article 5.1.1. and are the only eligible members to vote at a GM or SGM
- (j) "**Associate Member or AM**" has the meaning stipulated in Article 5.2.1. and are not eligible to vote at a GM or SGM
- (k) "**Life Member or LM**" has the meaning stipulated in Article 5.3.1.
- (l) "**Honorary Member or HM**" has the meaning stipulated in Article 5.4.1 and are not eligible to vote at a GM or SGM
- (m) "**Standing Committees**" has the meaning set out in Article 8 of this constitution
- (n) "**Director**" means a director elected to the Association's Board of Directors at the General Meeting according to Article 7
- (o) "**Executive Officer**" means a member of the Board of Management, excluding the Board of Directors, elected at the GM according to Article 7

- (p) "**By-law**" means the By-law of the Association in force and effect from time to time
- (q) "**Term**" means a two-year period from GM or time between two (2) General Meetings
- (r) "**Constitution**" means the constitution of the Association as approved and amended from time to time by the members of the Association at a GM in accordance with the requirements of the Constitution;
- (s) "**Financial Year**" shall be a 12-month period starting from January 1st to the December 31st in a calendar year

ARTICLE SIXTEEN

16. BY-LAWS

- 16.1. The Board of Directors may enact such By-laws as it deems necessary for the administration and governance of the Association in accordance with the objectives and mandate of the Association and this Constitution. The By-laws set out and govern the day-to-day operations of the Association, and as such, they are intended to be flexible documents, which respond to the changing needs of the Association.
- 16.2. All By-laws enacted, amended, or repealed by the Board of Directors are effective immediately, but are subject to ratification by the Members of the Association at the next General or Special General Meeting following the passing or amendment of the By-law.

President: Jayalath Samarakkody.....

Secretary: Upul Herath

Treasurer: Ranjith Perera

APPENDIX A

Application for Membership/Renewal of Membership

(As per Article 12.1 of the Constitution)

Name: Dr/Ms/Mr.....
Current address:
Contact telephone:E mail:

<input type="checkbox"/> FULL MEMBERSHIP
Faculty:Year entered:

<input type="checkbox"/> ASSOCIATE MEMBERSHIP
For Associate Membership applicants: <input type="checkbox"/> Academic <input type="checkbox"/> Non-academic
Years served:From:to:Faculty:.....
For Associate Membership applicants: Spouse of a Full Member
Name of the Full Member:
Signature of the Full Member:

I wish to apply for Full / Associate Membership of the Alumni Association of the University of Peradeniya - Greater Toronto Area and Suburbs and agree to abide by its Constitution. I certify that the above information is true to the best of my knowledge and agree to accept the decision (accept/reject) of the Board of Management of the Association regarding my application.

Signature of the applicant:

Date:

For official use only:
Application status: <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected (If rejected, notify applicant with reasons)
Membership status: Full Member / Associate Member
Membership number: FM/AMDate approved:

Honorary Members (HM): Applications for Honorary Membership (HM) shall be submitted to the Secretary by a sponsor who is already a Full Member (FM). A note explaining the rationale in line with Article 5.4 of the Constitution and the other personal details should be included in the same note. Approval/Rejection with reasons will be notified to the sponsor.

If approved, the Honorary Member will be invited in writing by the Board of Management to join the Association as an Honorary Member.

**The Alumni Association of the University of Peradeniya - Greater Toronto Area and Suburbs
APPENDIX B**

**Nomination Form to the Board of Management – Alumni Association of the University of Peradeniya
– Greater Toronto Area and Suburbs
(As per Article 12.2 of the Constitution)**

I,a
‘Full Member’ of ‘The Alumni Association of the University of Peradeniya - Greater Toronto Area and Suburbs in good standing hereby submit my nomination to run for election to the Board of Management in forthcoming election for the term 2019/2021.

Year Entered:Faculty:

Address:.....

Contact telephone:E Mail:

I give consent to consider me to serve in the Board of Management of ‘The Alumni Association of the University of Peradeniya - Greater Toronto Area and Suburbs’ for the following position:

President/Vice President/Secretary/Assistant Secretary/Treasurer/Editor/Executive Officer of BOM

Positions:Year: (Starting from:.....)

My application is supported by the following Full Members of ‘The Alumni Association of the University of Peradeniya - Greater Toronto Area and Suburbs in good standing:

Number	Name	Faculty	Signature	Date
1				
2				
3				

Note: At least three (3) signatures are required.

I agree to abide by the rules of the Constitution of the ‘The Alumni Association of the University of Peradeniya - Greater Toronto Area and Suburbs.

.....
Signature

.....
Date

For Official use:

Date received:

Received by (Name):

The Alumni Association of the University of Peradeniya - Greater Toronto Area and Suburbs