

# Puttalai Maha Vidyalayam Old Students' Association



## CONSTITUTION

First Draft  
Revision A  
Revision B  
Revision C  
Revision D

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## 1. NAME

- This Association is called “PUTTALAI MAHA VIDYALAYAM OLD STUDENTS’ ASSOCIATION (UK)” (hereinafter called ‘The Association’) and will be known as “ PMV-OSA(UK)” in abbreviation.

## 2. Aims and Objectives

The aims and objectives of PMV-OSA(UK) are:

- 2.1 To provide, foster and develop fellowship amongst the members.
- 2.2 To be a voluntary and non-political organisation.
- 2.3 To assist the development and provide help to promote the welfare of Puttalai Maha Vidyalayam with financial and other form of assistance.
- 2.4 To help and promote the welfare of local(Puloly) Community.
- 2.5 To assist the general development of Puloly.
- 2.6 To promote our culture, values and sports activities within the community.
- 2.7 To raise funds in furtherance and to carry out the above mentioned activities.
- 2.8 PMV-OSA(UK) shall donate money if a natural disaster or manmade disaster .occurs in our homeland at the national level. If such a need arises under any circumstances, then it shall require the approval of the Executive Committee.

## 3. MEMBERSHIP

All past pupils of Puttalai Maha Vidyalayam, their spouses, children or anyone connected or interested in the development of Puloly, is eligible for membership.

## 4. CATEGORY OF MEMBERSHIP AND FEES

Gold Member shall pay £20 per month  
Silver Member shall pay £10 per month  
Bronze Member shall pay £5 per month  
Associate Member shall pay £20 per year

## 5. APPLICATIONS FOR MEMBERSHIP

- 5.1 Application for membership shall be made in writing on the application form, as prescribed, from time to time, be the Executive Committee.
- 5.2 Every application shall be tabled at a meeting of the executive committee which is empowered to admit or refuse such application at its discretion whose decision shall be final and conclusive.

## **6. Executive Committee**

The following members of the Executive Committee including office bearers shall be elected annually at the Annual General meeting.

- 6.1 Anyone would like to become President, Secretary or Treasurer should have served in the committee atleast for one year.
- 6.2 All the nomination for the Executive Committee members must be in writing. The nomination papers must be received by the Secretary atleast seven days before the AGM

**President**  
**Vice-President**  
**Secretary**  
**Assistant Secretary**  
**Treasurer**  
**Assistant Treasurer**  
**Projects co-ordinator**  
**And**  
**Four Committee Members**

## **7. MEETING OF THE EXECUTIVE COMMITTEE**

- 7.1 The Executive Committee Members so elected shall serve for a period of 12 months or until the following election. Only subscribed members are eligible to serve on the Executive Committee. Any casual vacancy occurring during the 12 months period shall be filled by the Executive Committee
- 7.2 Executive committee shall meet at least every two months and be chaired by the President and in his/her absence the Vice-President and in the absence of both by any member of the Executive Committee elected to chair such meeting
- 7.3 The quorum for the Executive Committee meeting shall be six.
- 7.4 Any member of the Executive Committee who fails to attend three meetings, shall unless excused by the committee for good and valid reasons, cease to be an Executive Member.

## **8.      DUTIES**

### **8.1    President:**

The president shall preside at the annual General meeting, special General meeting and Executive Committee meetings during his/her period of office. The President shall spearhead the Executive Committee with good leadership and be in overall charge and ensure that the Association function properly, efficiently and effectively.

### **8.2    Vice- President :**

The Vice President shall deputise the President and in his/her absence perform all duties and responsibility thereto.

### **8.3    Secretary:**

8.3.1    The Secretary shall be the chief Executive Officer of PMV-OSA(UK) and shall carry out duties, subject to the direction of the President and the Executive Committee.

8.3.2    He/She shall in addition to the duties vested in him/her elsewhere in the constitution, maintain a register of members, all records including minutes books of the proceedings of meeting of the executive Committee, annual and Special General meeting.

### **8.4    Assistant Secretary:**

The Assistant secretary shall assist the Secretary at all times. In his/her absence performs all the duties and responsibilities thereto.

### **8.5    Treasurer:**

8.5.1    The financial year of PMV-OSA (UK) shall be 1st October to 30th September

8.5.2    The Treasurer shall collect, maintain and keep proper accounts and records of the finances of PMV-OSA

8.5.3    The Treasurer shall submit up-to-date financial statement at each and every Executive Committee meetings.

8.5.4    All monies collected shall be deposited in the Bank/s account/s of PMV-OSA, unless otherwise directed by the Executive Committee. All cheques shall be signed by the Treasurer and the President or the Secretary.

8.5.5 The Treasurer shall submit to the Executive committee a statement of accounts for the financial year ended duly audited by internal auditor of PMV-OSA together with their report to be tabled at the Annual General meeting.

**8.6 Assistant. Treasurer:**

Assistant Treasurer shall assist the Treasurer at all times. In his/her absence perform the duties and responsibilities

**8.7 Project Co-Ordinator:**

The project Co-ordinator shall liaise with the Puloly Development Foundation Trustees and provide necessary information to the Executive Committee with regard to all projects, funding and progress thereto.

**8.8 Committee Members:**

Shall ensure to help and support the Committee when necessary

**9. FUNDS**

Funds shall be raised through membership fees, donations and fund raising events.

**10. ACCOUNTS AND AUDITOR**

Accounts shall be kept by the Treasurer. All the records be his/her custody and responsibility. Accounts shall be audited by internal Auditor appointed by Executive Committee, from time to time, and submitted for approval by the members thereto.

**11. ANNUAL GENERAL MEETING (AGM)**

**SPECIAL GENERAL MEETING (SGM)**

11.1 AGM shall be held at the end of each calendar year. The quorum for the AGM shall be 25% of the paid members or 25 members whichever is less.

11.2 SGM may be summoned by the secretary at the request of the Executive Committee or on a requisition signed by at least 25 subscribed members stating the business to be transacted

**12. PULOLY DEVELOPMENT FOUNDATION**

12.1 There shall be established a Trust called "PULOLY DEVELOPMENT FOUNDATION" (hereinafter referred to as 'Trust').

12.2 The Executive Committee shall appoint a Board of Trustees consisting of 7 trustees currently resident in Puloly. Their consent and willingness to serve

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as a trustee on a voluntary basis shall be obtained before such appointment.

- 12.3 The Board of Trustees shall elect a President, Secretary and a Treasurer amongst them.
- 12.4 The Trustees shall hold office for a period of 3 years or until either he/she resigns or removed before expiry of the said period of time. A trustee is eligible for re-appointment
- 12.5 The Board of Trustees shall open and operate a bank account in the name of "Puloly Development Foundation" with a reliable and reputable Bank either in Puloly or Point Pedro or Nelliady or Jaffna s deemed fit by the Board of Trustees. Any money send by PMV-OSA (UK) shall be deposited into the bank account. There shall be three approved signatories for the bank account and two of them shall sign any cheques where one of whom must be the Treasurer
- 12.6 The Board of Trustees shall request in writing with estimate of funding requirements for any project to PMV-OSA (UK). The Board of Trustees shall submit periodical progress reports together with accounts for any projects currently undertaken and in any event every 6 months and/or when requested.
- 12.7 The Board of Trustees may employ persons to execute projects with the prior written approval of PMV-OSA (UK). However any contract of employment shall be entered into with the Puloly Development Foundation.

### **13. WEBSITE**

Website shall be hosted and managed by the Web Master appointed by the Executive Committee. The website shall only be used for the purpose of PMV-OSA and subject to the control and direction of the Executive Committee. It shall not be used for any political purposes.

### **14. NOTICE OF MEETINGS**

- 14.1 Executive Committee meeting - 7days
- 14.2 Annual General meeting - 30 days
- 14.3 Special General Meeting - 21 days

### **15. AMENDMENT TO THE CONSTITUTION**

- 15.1 Any Amendments to the constitution may be requested by the subscribed members or by the Executive Committee. Such requests together with the

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proposed amendment from members must be received by the Secretary at least 14 days before the date of AGM.

- 15.2 Any proposed amendment must be in the form of resolution incorporating such proposed amendments.
- 15.3 Any resolution with the proposed amendments shall be passed by a two-third majority of those present at the meeting.