

Puttalai Maha Vidyalayam Old Students' Association



CONSTITUTION

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1. Name of the Association

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

2. Aims and Objectives

The aims and objectives of the Association is to ensure it remains and fulfils the following in accordance with the written standard hereinafter referred:

- PMV-OSA is a voluntary, **non-political organization**
- The main aim is to assist and develop the Puttalai School financially and materially
- To help the local (Puloly) community
- To assist for the development of Puloly
- To raise funds to meet the above
- To promote culture and sports within the community
- To encourage fellowship amongst the members

3. Membership

Those studied at Puttalai School or associated with Puttalai School or anyone from Puloly interested in the development of Puloly shall become eligible for membership.

There are four type of Membership

Gold Member – Those who pay £20 per month

Silver Member – Those who pay £10 per month

Bronze Member – Those who pay £5 per month

Associate Member - £10 per year

Each member of the association, irrespective of the type of membership shall have one vote at the Annual General Meeting.

4. The Executive Committee

The Executive Committee shall comprise the following members:

President

Vice-President

Secretary

Assistant Secretary

Treasurer

Assistant Treasurer

Projects co-ordinator

Editor

And up to three Committee Members

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The Executive Committee Members shall be selected at the Annual General meeting unanimously not by vote and will serve for 12 months. These executive committee members must be paid members. The serving executive committee may replace of any executive committee members during their office, if they want to leave the committee.

Executive committee shall meet every two months and normally be chaired by the president. In the absence of the president, the vice-president shall chair it.

Duties

President:

The president shall ensure that he/she leads the Committee and over see that the Association function properly, smoothly and efficiently

Vice President :

Shall assist the President and the Committee Members when necessary

Secretary:

Responsible for communication with all the members, board of trustees, Puttalai School Principal and any other officials. Shall maintain the members register and minutes books of the proceeding of every meeting of the Executive Committee and the Annual General Meeting. Organise and make the necessary arrangements for the executive committee meeting including preparing the agenda.

Assistant Secretary:

Shall assist the Secretary and the Committee Members when necessary

Treasurer:

Shall ensure that he/she maintains the membership database and collect the membership fees and keep proper account for accounting purpose. Treasurer shall submit the account at the Quarterley Executive committee meeting and an audited account at the AGM. Cheque signatories will be Treasurer, Secretary and another Executive Member. Treasurer will collect all the funds raised by fund raising programmes and other means.

Assistant. Treasurer:

Shall ensue to assist the Treasurer and the committee members where necessary

Project Co-Ordinator:

Shall liaise with the Puloly Development Trustees and inform the Executive committee with regards to all projects and funding requirements. Also to follow up any approved projects until its completion. In addition to that where necessary collect any back up information for supporting the project expenditure.

Committee Members:

Shall ensure to help and support the Committee when necessary

5. Funds

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

6. ACCOUNTS

Accounts shall be kept by the Treasurer who will ensure that audited or independently examined accounts are submitted at the Annual General Meeting to all members.

7. Annual General Meeting (AGM)

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 lower.

8. Puloly Development Trust

- 8.1 Executive Committee (U K) will appoint five Trustees in Puttalai (hereinafter called 'The Trustees') who shall form a trust. This shall be known as "Puloly Development Trust". The trustees shall be old students of Puttai School, live in Puloly and willing to be volunteers. The Trustees shall elect a President, Secretary and Treasurer amongst them.
- 8.2 The purpose of the trust is to open a bank account in Puloly or Point Pedro or Nelliady or Jaffna with a reliable and reputable bank under the name of "Puloly Development Trust" and maintain the fund, which shall be called 'The Trust Fund'. The PMV-OSA (U K) shall time to time send funds to the trust fund. There shall be three approved signatories to authorise payment and two signature required for payment. The Treasurer shall be one of the signatory
- 8.3 The trustees will be the facilitator to the PMV-OSA (U K) and will work under the instruction and guidelines of PMV-OSA (U K). The trustees shall request in writing with the estimate for any funding requirements for any projects and other requirements. Their responsibility is to manage the funds properly and efficiently as agents for the PMV-OSA (U K). They should follow guidance and instructions from PMV-OSA (U K). Any mismanagement of the funds will

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lead to immediate dismissal of the particular trustee(s). They should send PMV-OSA(U K) the accounts every six months/ and/pr when requested.

- 8.4 The trustees are authorised to employ people with consultation and approval of PMV-OSA (UK) in order to carry out their projects and those employees should have a contract with the Puloly Development Trust. They should be paid monthly and a payroll system should be maintained by the Trustees. Employment of any staff shall be through a democratic and fair process with the final approval from PMV-OSA(U K).
- 8.5 The trustees shall work on voluntary basis and any personal expenses cannot be claimed from the Trust Fund. The trustees' positions will be reviewed by the Executive Committee every two years, and if necessary new trustee or trustees will be replaced in the event of any resignation or other reasons.

9. Website

Website shall be hosted and managed by the Web Master appointed by the Executive Committee. The website shall only be used for PMV-OSA, Puloly development and related matters. **This website will not be used for any political affiliation.** With the approval of the Executive Committee, any sponsor's advertisement could be posted on the website.

10. Amendment to Constitution

Amendments to the constitution shall be requested by the paid members in writing to the Secretary and these will be discussed and amended by a resolution passed by not less than two thirds of the members present and voting at a General Meeting.