

Hartley College Past Pupils' Association, Canada & USA

Constitution

[as amended by November 2009]

1. NAME

1. There shall continue to be the association called 'The Hartley College Past Pupils' Association, Canada & USA ¹ "Hereinafter referred to as "The association").

2. OBJECTS

The objects of the association are:

1. To foster amongst its members a sense of loyalty to Hartley College (hereinafter referred to as "The College").
2. To promote fellowship amongst it's members through social, recreational and cultural activities.
3. To promote the progress and welfare of the college and of it's past and present pupils and teachers.
4. To assist, offer guidance to and help past pupils and teachers in Canada.
5. To establish regional divisions in areas in North America, where it is deemed necessary.
6. To collaborate with any other similar associations for the furtherance of the above objectives and for the welfare of our community.
7. To collaborate with, to assist and to liaison with other Hartley College Past Pupils' Associations in other countries for the mutual benefit of the college and its membership.

3. ELIGIBILITY FOR MEMBERSHIP

1. All past pupils of the college, all members of the college Staff (tutorial and non- tutorial) and their spouses ¹ and children are eligible for membership

4. CATEGORIES OF MEMBERS AND MEMBERSHIP FEES

1. Ordinary members

(i) Any person eligible for membership under Article 3 may be admitted as an ordinary member on payment of an annual membership fee of \$10.

2. Life members

(i) Any person eligible for membership under Article 3 may be admitted as a life member on payment of the life membership fee of \$100.00. Past pupils abroad may also be admitted as life members on payments of life membership fee of \$100.00.

5. APPLICATION FOR MEMBERSHIP

1. Every application for membership shall be on the relevant form.
2. Every application shall be tabled at a meeting of the executive committee, which is hereby empowered to admit or refuse to admit the applicant as a member. The decision of the executive committee shall be final and conclusive.

6. EXECUTIVE COMMITTEE & OFFICE BEARERS

- I. The following office bearers shall be elected annually;

¹ As amended in November 2001

- (i) President
- (ii) Two Vice Presidents
- (iii) A Secretary
- (iv) A Treasurer
- (v) An Assistant Secretary
- (vi) An Assistant Treasurer
- (vii) An Editor

2. The foregoing office bearers and ten others also to be elected shall form the executive committee of the association
3. All elected members of the executive committee shall be elected at the annual general meeting from among the members present at the meeting, absent members may be elected, if their consent in writing to stand election and hold office had been previously obtained. All elected members shall hold office till the end of the calendar year, or at the end of the day of the Annual General Meeting whichever occurs first.² Any vacancy occurring before the end of the calendar year shall be filled by the executive committee from among the eligible members. Members elected shall hold office during the remaining period only.

7. PATRON AND VICE PATRONS³

1. The principal of Hartley College shall be the Patron of the association. The association may have up to a maximum of five Vice Patrons, principally to honour those who have rendered great service to the association in the past.
2. Vice Patrons will be recommended by the executive committee and shall be duly appointed on receiving confirmation at an AGM by a two third majority of the members attending the AGM.
3. To be recommended, one shall be over 65 years old, have been a member for a minimum of ten years and had actively participated in the activities of the association including being the member of the executive committee for a minimum of five years. The nominees shall give written consent to serve and to go through the confirmation process at the AGM.
4. Vice Patrons shall serve the association in an advisory capacity, and render assistance when requested by the executive committee.
5. The Vice Patrons shall not be eligible to be elected as a member of executive committee of the association.

8. AUDITORS

Two Auditors shall be appointed at the annual general meeting to audit and report on the accounts of the Association They shall hold office till the end of the calendar year or till the end of the calendar year or at the end of the day of the Annual General Meeting whichever occurs first.²

9. MEETINGS OF THE EXECUTIVE COMMITTEE

- A. The Executive Committee shall meet at least once in two months or as often as the business requires. The Secretary shall give at least seven days notice.

² Amended December 2006

³ Amended in November 2009

- B. An emergency meeting may be held with shorter notice on the direction of the President or on the written request of at least seven members of the executive committee stating the business to be transacted.
- C. The quorum for an executive committee meeting shall be seven, which should consist of at least two of the following members: President, Secretary and Treasurer.
- I. Any member of the executive committee who is absent for three consecutive meetings shall, unless excused by the committee, cease to be a member of the executive committee.
- II. The executive committee may frame rules for the procedure of its meetings.

10. ANNUAL GENERAL MEETINGS

- (i) The annual general meeting of the association shall be held in the month of November every year, provided however, the executive committee may, if it considers it expedient, postpone the meeting for a specified date.
- (ii) The Association's year shall commence on the 1st of January and end on the 31st of December.
 - a) At least twenty-one days notice of the meeting shall be given to the members.
 - b) Notice of any proposed resolutions by members shall be sent to reach the Secretary not later than 14 days before the date of the meeting.
- (iii) The agenda shall include, inter alia, the following items;
 - a) The annual report of the executive committee.
 - b) The audited statements of the accounts and the auditors' report thereon.
 - c) Resolutions submitted by the executive committee or by members.
 - d) Only the items of business set out in the notice shall be transacted.

11. SPECIAL GENERAL MEETING

- (i) A special general meeting of the association shall be summoned by the secretary on the direction of the President or upon a direction of the executive committee or on a requisition signed by at least twenty-five members stating the business to be transacted.
- (ii) At least fourteen days notice shall be given to members and a notice shall set out the business to be transacted.
- (iii) Only the items of business set out in the notice shall be transacted.

12. PROCEDURE AT ANNUAL AND SPECIAL GENERAL MEETINGS

- (i) The President or in his absence any of the Vice-Presidents, or in their absence a member of the Association elected by the members present, shall preside at any meeting.
- (ii) Voting:-
 - a) Voting at annual or special general meeting shall ordinarily be by a show of hands.
 - b) In the event of equality of votes, the person presiding shall have a casting vote.
- (iii) Every point of order and the interpretation of any article of the constitution, shall be decided by the person presiding, and his decision thereon shall be final and conclusive for the purpose of the meeting.
- (iv) The quorum for an annual or special general meeting shall be **twenty-five**.
- (v) An annual or special general meeting which cannot be held for want of quorum shall be adjourned for a specified date. An adjourned annual or special general meeting shall be held on the date so specified notwithstanding the lack of quorum.

12. REGIONAL DIVISIONS

- (i) Regional divisions may be established within North America, provided not less than five past pupils communicate their intention.
- (ii) A Regional President will head each division and a committee of three to five is elected depending on the membership.

- (iii) Each division shall arrange their activities in keeping with the main objectives of the association.
- (iv) Each division may keep collections up to two hundred and fifty dollars with them and deposit the balance with the Treasurer of the main body.
- (v) An Audited statement of the accounts shall be approved by the regional division and submitted to the Treasurer annually for incorporation with the main accounts of the association.
- (vi) Funds required can be withdrawn from the main accounts for any major activity of the division based on the decision of the main committee of the Association.

13. DUTIES OF OFFICE BEEARERS

Duties of President

The President shall be the chief executive officer of the association and preside at all meetings of the Association.

Duties of the Vice President

He shall perform the duties of the President in his absence and assist the President in his duties.

Duties of the secretary

The Secretary shall maintain a register of members and minute books of the proceedings of the executive committee and of the annual and special meetings. He shall be responsible for all correspondence of the Association and perform such other duties as the President or the executive committee may determine from time to time. He shall convene all the meetings of the association.

Duties of the Asst. Secretary

He shall perform the duties of the Secretary in his absence and assist the Secretary in his duties.

Duties of the Treasurer

The Treasurer shall collect and keep proper accounts of the finances of the association and maintain the necessary books of accounts for the purpose.

Duties of the Asst Treasurer

He shall perform the duties of the Treasurer in his absence and assist the Treasurer in his duties.

Duties of the Editor

The Editor shall be responsible for the preparation and for the publication of the regular newsletters. He shall also be responsible for the overall supervision of other publications of the association.

14. FINANCES OF THE ASSOCIATON

- (1) The financial year of the association shall be from the 1st of October to the 30th of September of the succeeding year.
- (2)
 - (a) The funds of the association shall be deposited in the bank to be decided upon by the executive committee from time to time provided that the life membership fees shall be kept as a separate fund in a separate bank savings account, and shall not be withdrawn from the said deposit except for special purposes authorized upon a resolution passed at a special or annual general meeting.

- (b) Finances for all projects for Hartley shall be deposited with the Hartley College Past Pupils Associations Trust Fund in Colombo and disbursed through the Trust.⁴
- (c) Funds collected through various activities of the association should not be spent for any other projects other than for Hartley projects.⁵
- (3) All cheques shall be drawn by any two of the following,
 - (a) President
 - (b) Secretary
 - (c) Treasurer
- (4) All payments of over \$100/- shall be with the approval of the committee and shall be made by cheque
- (5) In the event of any payment over \$100/- by cash, the Treasurer shall seek the approval of the Committee.
- (6) The Treasurer shall submit to the executive committee;
 - (i) A statement of accounts of the association as on the 30th of September each year showing receipts and payments and reconciliation of balances.
 - (ii) A statement of accounts for the financial year, duly audited by the Auditors of the association together with their report, to be tabled at the annual general meeting.

15. SPECIAL ACCOUNTS

- (i) There shall be established separate accounts contributed for special purposes. These funds are to be utilized for those special purposes only. These can be used for any other purpose only with the approval of the general body.
- (ii) The treasurer shall submit at the annual general meeting an audited statement of the special accounts for the financial year showing the deposits and payments made.

16. AMENDMENT OF THE CONSTITUTION

- (i) Any amendment to or a revision of this constitution may be effected only by a resolution passed at an annual or special general meeting as hereinafter provided.
- (ii) Any such amendments shall be passed, if a two third majority of those present at the meeting, vote for it.
- (iii) Any proposal for amendments shall be submitted to the executive committee and the executive committee after due consideration, shall circulate the proposal to the members at least three weeks before the annual general meeting or special general meeting.⁶

17. OMISSIONS

where no specific provision has been made herein in respect of any matter which may arise at a meeting of the executive committee of the association or at any annual or special general meeting, it shall be decided by a majority of the votes of the members present at any such meetings or by the casting vote of the President in the event of equality of votes.

⁴ Amended in November 2002

⁵ Amended in November 2003

⁶ Amended in December 2008