



# Hindu College Colombo Alumni Association of North America

## CONSTITUTION

### Vision Statement

Vision of Hindu College Colombo Alumni Association of North America shall be to promote and advance the interests of the Alma Mater of its members, Hindu College Colombo, by rendering meaningful and appropriate services to the betterment of the Alma Mater and its students, and continue to foster an effective relationship with the Alma Mater. To achieve and sustain this vision the Alumni Association shall inspire passion and cultivate momentous relationship amongst its members.

### Rules of Constitution

#### 1. Name:

The name of the Association shall be “Hindu College Colombo Alumni Association of North America” (The Alumni). The Association shall be also known as “HCAN”.

#### 2. Objectives:

- a) Use, apply, give, devote or distribute from time to time all or portion of fund or funds of the Alumni and the income therefrom to Hindu College Colombo (HCC) for the betterment of HCC and its students;
- b) Work toward providing facilities and improvements to existing facilities for physically challenged students at HCC;
- c) Solicit, accept, receive and acquire by purchase, lease, agreement, grant, donations, legacy, gift, bequest or otherwise any kind of real or personal property and to enter into and carry out agreements, undertakings and conditions in connection therewith;
- d) Unite the Alumni and promote loyalty to the Alma Mater;
- e) Render opportunities to promote networking among fellow Alumni members;
- f) Link and represent members to achieve all objectives mentioned above by participating in the sphere of activities beneficial to the Canadian society through charitable, non-political activities in an inclusive and unbiased manner;
- g) Communicate information on subjects of interests to members.



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### 3. **Membership:**

- a) All past students of HCC shall be eligible to be HCAN members.
- b) All members shall become “Life” members upon payment of membership fee in full, without arrears, to be eligible to contest for or hold office as well as participate or vote at any meeting or election.

### 4. **Membership Fee:**

- a) One-time “Life” membership fee per member shall be Canadian Dollars One Hundred (CAD100).
- b) In the event the “Life” membership fee is not paid in full, the arrears shall be paid by the member within the fiscal year of enrolment to become a “Life” member.
- c) Membership fees (partial or full) are non-refundable and non-transferable.

### 5. **Honorary Members:**

- a) All current and past staff members of HCC shall be honorary members of HCAN;
- b) Individuals who are not eligible to become members but have rendered services of an outstanding nature subscribing to the vision and to the objective of the Alumni may be recognized and conferred honorary membership on a resolution moved by the Executive Committee and passed by the general members at the Annual General Meeting (AGM).
- c) Honorary Members shall not be eligible to contest for or hold office as well as vote at any meeting or election.

### 6. **Executive Committee:**

The Executive Committee of the Alumni shall consists of the following seven (7) elected members:

- i) President
- ii) Senior Vice President
- iii) Vice President
- iv) Secretary
- v) Treasurer
- vi) Director of Communications
- vii) Director of Projects



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#### 7. Election of The Executive Committee:

- a) Total of seven (7) members of the Executive Committee referred to in rule # 6 above shall be elected at an Annual General Meeting (AGM) from amongst “Life” members, for a period of one (1) year;
- b) Nomination for office shall be called for by the Secretary providing at least thirty-day (30-day) notice to members, in advance of the proposed date of the AGM;
- c) Nominations for office shall be received by the Secretary at least fourteen (14) days in advance of the AGM. Request for such nominations must be signed by the nominee, who shall be a “Life” member, and seconded by a fellow “Life” member of the Alumni, on the “Nomination Form” published by the Alumni;
- d) Secretary shall publish all valid nominations on the Alumni’s website followed by e-mail notifications to general members, at least ten (10) days prior to the date of the AGM;
- e) For a position for which no valid nomination has been received by the Secretary in advance or all nominees under advance nomination are absent at AGM without valid reasons being provided to the Executive Committee, nomination made from the floor of the house at an AGM by a “Life” member shall be deemed valid provided the member being nominated is a “Life” member present at such AGM.
- f) A nominee or an official of HCAN shall not hold office (elected or appointed) in another Alumni Association;
- g) All nominees shall be “Life” members of the Alumni for a period of at least 12 months prior to the date of nomination.
- h) In the event multiple nominations for an office are received, an election shall be held by show of hands or secret ballot, as decided by the Executive Committee.
- i) A simple majority of fifty percent (50%) plus one (1) vote, rounded to the next full number, from “Life” members present and voting at the AGM shall be required to win an election.
- j) In the event of secret ballot, a sub-committee comprising past Presidents, at least three (3) in number, shall be appointed by the Executive Committee to conduct or oversee the elections.



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### 8. Withdrawal of Nominations:

- a) Nominations may be withdrawn by a nominee and advised to the Secretary within three (3) calendar days after the publication referred to in rule 7(d) above. Such withdrawals must be signed by the nominee on the "Withdrawal of Nomination Form" published by the Alumni and shall be acknowledged by the Secretary within a day of receipt.
- b) Secretary shall arrange to update the Alumni's website to reflect withdrawal of nominations followed by e-mail notifications to general members within a day of receiving such withdrawals.

### 9. Filling of Vacancies:

- a) A member of any Committee of the Alumni who fails to attend three (3) consecutive meetings of the Committee he is part of, without a valid reason, shall cease to be a member of such committee;
- b) The Secretary shall inform such member of the dates of the three (3) consecutive meetings he had not attended, and if no written explanation is received within ten (10) days from such member, as regard to his absence, the Executive Committee shall fill such vacancy without any further notice to the member concerned.
- c) For a vacancy created in the Executive Committee, due to but not limited to resignation or non-attendance of a member:
  - i) Executive Committee shall inform the general members of the vacancy and invite nominations to be received for the position within seven (7) days of such notification. If multiple nominations are received, Executive Committee shall vote to elect a member to fill the vacancy.
  - ii) In the absence of receipt of any nomination to fill a vacancy, the Executive Committee shall appoint a "Life" member with suitable skills and experience, subject to agreement of the member.

### 10. Terms & Conditions of Office of Elected or Appointed Officials:

- a) An elected official of HCAN shall not hold the same position or office for more than two (2) consecutive years.
- b) An elected or appointed official of HCAN shall not hold office (elected or appointed) in another Alumni Association.



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### 11. Responsibilities of the Executive Committee and its members:

- a) The Executive Committee shall,
- manage the affairs and general business of the Alumni and be responsible for the overall operation including but not limited to planning and carrying out projects, member activities, budgeting and fund raising, to aid the Alma Mater;
  - within two months of taking office, advise general members of planned projects and member activities for upcoming year.
  - in the event of vacancy, recommend new appointment;
  - if required, draft amendments to the constitution and present at the AGM for approval, with sufficient notice to the general members;
  - ensure seamless transition to the next Executive Committee;
- b) The President shall,
- chair all meetings and manage the overall operations of the Alumni;
  - develop a comprehensive plan for the Alumni activities;
  - provide directions to the activities of all officers;
  - guide the activities of all committees and the Alumni as a whole;
  - preside the AGM and be responsible for smooth transition to the next committee including but not limited to finance and communication assets;
  - along with Treasurer, make payments, draw upon or otherwise manage or administer monies and banking.
- c) The Senior Vice President shall,
- assume duties of the President should the office of President become vacant or in the absence of the President;
  - head up Standing Committee and assist Chairs and members of sub-committees as required;
  - perform other duties as directed by the President.
- d) The Vice President shall,
- head up Standing Committee and assist Chairs and members of sub-committees as required;
  - perform other duties as directed by the President.



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- e) The Secretary shall,
- keep a record of all meetings of the Alumni and advise developments to all members on a regular basis via newsletter;
  - along with the President, enter into and bind the Alumni to obligations and contracts;
  - along with the Treasurer, co-sign, administer, make payments, draw upon or otherwise manage or administer monies and banking;
  - conduct and receive correspondence on behalf of the Alumni;
  - be the custodian of the Alumni's Constitution;
  - maintain membership status and publish & update list of members' names indicating type of membership on the Alumni's website;
  - perform other duties as directed by the President.
- f) The Treasurer shall,
- keep a current record of all financial transactions;
  - along with the President or Secretary, co-sign, administer, make payments, draw upon or otherwise manage or administer monies and banking;
  - prepare audited annual financial statement along with Auditor's report to be presented at the AGM for approval by the general members;
  - be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time;
  - provide future planning in regards to the Alumni's finances;
  - collect dues and all other receipts due to the Alumni;
  - maintain the Bank account of the Alumni and submit the latest Bank statement and the financial activities at every Executive Committee meeting for approval;
  - perform other duties as directed by the President.
- g) The Director of Communications shall,
- send communications related to or on behalf of the Alumni as approved by the Executive Committee and at the request of the Secretary;
  - maintain all electronic media assets including the Alumni website(s), e-mails, social media sites and all other media related assets of the Alumni, in conformity with Rule # 15 below;
  - perform other duties as directed by the President.





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- h) The Director of Projects shall,
- be responsible for coordinating the Alumni events;
  - conduct fund-raising events;
  - perform other duties as directed by the President.

### 12. **Auditor:**

- a) Auditor of the Alumni shall be a qualified professional accountant and may or may not be a past student of the Alma Mater;
- b) The Auditor shall audit and authorize the annual financial statements of the Alumni prior to every AGM;
- c) At least two names of potential Auditors shall be put forward by the outgoing Executive Committee at the AGM for consideration and recommendation by the general members;
- d) Based on the order of recommendation made by a simple majority of fifty percent (50%) plus one (1) vote, rounded to the next full number, of "Life" members present and voting at AGM, the incoming President shall secure the agreement of an Auditor to engage his or her services for a period of one year, within a month of the AGM;
- e) Upon securing the engagement of the Auditor, Secretary shall arrange to inform the general members of the appointment;
- f) Any cost involved in the audit process shall be agreed to and reimbursed at the discretion of the Executive Committee.

### 13. **Standing Committees:**

- a) President shall set up two Standing Committees (SC) within a month of taking office, to be in force until the next AGM, for the purpose of promoting specific goals and increased & ongoing participation of general members;
- b) Executive Committee shall appoint or remove member to / from SCs;
- c) SVP and VP shall head the SCs individually and include three or five "Life" members along with an Executive Committee member who is most associated with the stated goal of the SC;
- d) SCs shall function as mandated by the Executive Committee and report to the Executive Committee. As such, Executive Committee shall oversee the functioning of SCs and its members;
- e) Executive committee shall approve recommendations made by SCs.



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### 14. Sub-Committees:

- a) Sub-Committees for the purpose of exploring, planning or carrying out one or more project(s) shall be appointed by the Executive Committee with the vision of dissolving such sub-committees upon completion of their mandate before the next AGM;
- b) Executive Committee shall appoint or remove members to / from sub-committees;
- c) Sub-committees shall function as mandated by the Executive Committee and report to the Executive Committee. As such, Executive Committee shall oversee the functioning of sub-committees and its members;
- d) Executive committee shall approve recommendations made by sub-committees.

### 15. Website and Social Media Policies and Management:

- a) The Executive Committee, through Secretary and Director of Communications, shall maintain and run HCAN's website operations and administration, along with social media sites including Facebook and Twitter accounts, efficiently and effectively, providing consistent look and information to all registered members.
- b) Web host and Content user Access:
  - HCAN shall maintain a secured website
  - Website hosting shall be maintained by a third party approved by the Executive Committee, from time to time.
  - Website shall include the following:
    - i) non-secured access: accessible to public, including non-members
    - ii) secured access: strictly accessible to HCAN "Life" members to review HCAN activities, records and modify personal data
  - Website shall include user policy and procedures
- c) User Access:
  - All "Life" members shall be granted access to HCAN website through user login and password
- d) Executive Committee, through Secretary and/or Director Communications, shall:
  - Ensure the members' list available on HCAN website is current and accurate as stated in Rule 11 (e) above.
  - Maintain and update HCAN constitutions, amendments and minutes.
  - Update audited financial statements approved by the members.





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- Ensure the accuracy of all current projects progress.
- Administrate user access and rights.
- Periodically review and ensure the web contents conform to HCAN constitution.

#### 16. Raising and Managing Funds:

- a) The Executive Committee shall, by resolution, authorize the collection of voluntary contributions for the furtherance of the objectives mentioned in Rule # 2 above. All appeals for the contributions shall bear the signature of the President;
- b) All monies collected shall be handed over to the Treasurer who shall issue receipts to the individual subscribers or group of donor(s);
- c) The funds of the Alumni shall be deposited with a Schedule I Bank in Canada, as directed by the Executive Committee;
- d) All orders of withdrawals and cheques drawn upon the funds of the Alumni shall be signed by two officials: Treasurer along with the President or Secretary;
- e) The Treasurer shall spend petty cash, a sum not exceeding One Hundred Canadian Dollars (CAD100), and all such expenses should be presented for approval at the very next Executive Committee meeting. Expenses or payments exceeding One Hundred Canadian Dollars (CAD100) shall be pre-authorized at an Executive Committee meeting;
- f) All banking activities shall be managed electronically for the purpose of monitoring and record keeping with incoming notifications from Financial Institution routed to a functional ID within the Alumni's domain;
- g) The fiscal year of the Alumni shall be from January 1 to December 31 of every calendar year;
- h) In case of dissolution or winding-up of the Alumni, all funds held by and owed to the Alumni at such time shall belong to Hindu College Colombo and shall be remitted to them, net of incidental expenses.



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#### 17. **Meetings:**

- a) The Annual General Meeting of the Alumni shall be held in the month of January of each year and the Secretary shall provide at least thirty-day (30-day) notice to general members;
- b) Within Seven (7) days of receipt of written request of at least fifteen (15) "Life" members, Secretary shall summon a Special Meeting of the Alumni providing a notice of not more than 21 days to general members, stating the business to be transacted at such meeting. No other business shall be transacted at the Special Meeting other than that for which the meeting is convened;
- c) All notice to meetings shall be conveyed via the Alumni's website, with e-mail notification to general members;
- d) The quorum at a Special Meeting or AGM shall be twenty percent (20%) of the "Life" membership of the Alumni;
- e) Meeting of the Executive Committee, for which the quorum shall be five (5) members and a notice of not less than 7 days be given, shall be held at least six times a year;
- f) All meetings of the Alumni shall be held at convenient premises to accommodate the expected number of members;
- g) Language of business of the Alumni shall be English and/or Tamil.

#### 18. **Resolutions:**

- a) Notice of a Resolution to be moved at an AGM shall be submitted in writing to the Secretary on or before November 15 of each year;
- b) All Resolutions shall be considered at an Executive Committee meeting and included in the Agenda of said AGM. Notice of such inclusion shall be passed onto the general members along with notification of AGM;
- c) Members who submit a Resolution and general members who debate and vote upon the same shall all be Life members, having paid the required subscription without arrears.

#### 19. **Rules:**

- a) The rules of the Constitution shall be amended by resolution approved at an AGM by a majority of two-thirds of "Life" members, rounded to the next full number, present and voting;
- b) The Executive Committee shall decide upon matters not provided for in the above-mentioned rule #s 1 to 18.

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