

THE CONSTITUTION OF THE COLOMBO SHEPHERDIANS IN THE UK

Inaugurated on 30 June 1991

Revised on 27 June 1993

Revised on 27 June 1999

Revised on 28 June 2003

Revised on 25 June 2013 (Amends are shown in **italics and bold**)

I. AIMS AND OBJECTIVES

- 1 To raise funds, and invite and receive contributions, by way of donations, towards Good Shepherd Convent, Kotahena, Sri Lanka and maintain a close link with the Past Pupils Association of GSC in Sri Lanka.
- 2 To foster and encourage fellowship amongst the past pupils of the Colombo Shepherdians in the UK.
- 3 To hold social functions at least two, during the calendar year, from 30 June to 29 June of the following year.

II. PATRON AND VICE PATRONS

- 1 The Patron shall be the Principal of Good Shepherd Convent, Kotahena, Sri Lanka.
- 2 *The Vice Patrons list shall be reviewed and any additions confirmed taking into consideration of their changing domicile from the UK to Sri Lanka. These shall be clearly recorded in the minutes of the AGM.*
3. Vice Patrons shall not have a direct role in the management of the Association and shall give advice and render assistance if required by the committee.

III. MEMBERSHIP AND ENROLMENT FEES

- 1 Membership shall be open to all past pupils of Good Shepherd Convent, Kotahena, residing in the United Kingdom.
- 2 Membership details shall be on the prescribed form, duly proposed by a member of the committee and submitted to the committee for ratification.
- 3 Annual subscription shall be £5 renewable on 30 June each year.
- 4 Life membership subscription shall be £50.
- 5 Life membership for senior past pupils over 60 shall be £25.
- 6 The membership secretary shall keep a record of the members in the membership register and request renewal of subscriptions.
- 7 The existing membership fees shall remain in force unless amended at an Annual General Meeting.

IV. OFFICE BEARERS AND COMMITTEE MEMBERS

(All posts shall be honorary)

- 1 The business of the Association shall be managed by a committee comprising of the President, *Vice President*, Secretary, Treasurer, Membership Secretary, Public Relations Officer/Editor of the Newsletter and five other committee members who shall be elected at an Annual General Meeting.
- 2 In the event of a vacancy occurring in the committee through a resignation(s), the remaining members in the committee shall elect a successor(s).
- 3 The term of all posts of the office bearers shall be for a maximum period of two years or for a shorter period if desired by that committee member.
- 4 A member of the committee shall cease to hold office on the grounds of misconduct against the Association and shall be removed from office at an AGM.

V. DUTIES AND FUNCTIONS OF OFFICE BEARERS AND COMMITTEE

- 1 The President during her term of office shall be responsible for representing the Colombo Shepherdians in the UK and abroad. She shall chair all committee meetings and Annual General Meetings during her term of office. It shall be her responsibility to keep the Association together and formalise all functions.
- 2 **In the absence of the President, *the Vice President shall attend to all urgent matters in consultation with the full committee.***
- 3 The out-going President shall have the overall duty and responsibility to oversee that the official minute books of the Colombo Shepherdians in the UK, the accounts ledger, cheque books, bank statements, signatories records, membership record book, publicity material/newsletters, albums etc. and any relevant official files maintained by the individual office bearers for that period whilst in office are handed to the newly elected office bearers within two weeks after the Annual General Meeting.
- 4 Once the President's term of office is completed she shall have an automatic position on the committee as Past President on an ex-officio basis. An ex-officio past president will have the right to exercise a vote at a committee meeting at which she would be present. The ex-officio past presidents are required to attend FIVE committee meetings within the period of two years.
- 5 14 founder members' names can be put forward for election as President if they so desire.
- 6 **The Secretary** shall be responsible for drawing up minutes of meetings and keep a minute book file and assist the President and others in the committee.
- 7 **The Treasurer** shall be responsible in maintaining proper accounts and issuing receipts. She shall prepare the annual accounts for auditing purposes and prepare statements of the functions held by the Association during her term of office. The Treasurer and President/Secretary shall be the signatories when cheques are issued to outside bodies. Checking the bank statement and maintaining the bank account shall be her responsibility. The Treasurer shall report at the committee meetings the balances held in the bank accounts.

- 8 **The Membership Secretary** shall be responsible in recruiting new members and maintaining a membership register and for renewing annual membership subscriptions from members from whom it is applicable. She shall report at committee meetings the membership status of the Association. Cheques and cash received as membership fees shall be banked by the Treasurer.
- 9 **The Public Relations Officer/Editor** of Newsletter shall be responsible in giving and getting publicity for the Association and at the time of its various events perform all editorial functions with specific reference to the publication of the Association's Newsletter on a bi-annual basis in May and November of each year.
- 10 **The Committee** members shall be responsible for giving general assistance and support to the office bearers and to the Association.

VI. EX-OFFICIO PAST PRESIDENTS

- 1 The Past Presidents' names may, if they so wish, shall be put forward for re-election as President or Committee member after a period of 6 years from the time of completing their term of office or as required to serve in special circumstances.

VII. COMMITTEE MEETINGS

- 1 The committee shall meet at least once in every three months. These meetings may be held either at the home of the committee member or at a hired hall. All views and ideas shall be aired at these committee meetings and not outside the meetings, thereby keeping the full committee aware at all times of the developments and aims of the Colombo Shepherdians in the UK.
- 2 At least 14 days notice shall be given to each committee member of any meeting taking place.
- 3 **QUORUM - a minimum of 5 committee members comprising of the President and/or Vice President, Secretary and/or Treasurer, Membership Secretary and/or PRO/Editor and two to five other committee members shall form the quorum at a committee meeting.**
- 4 All committee members are required to attend FIVE committee meeting within the period of two years. If a committee member does not fulfil this requirement, re-election will be at the discretion of the committee.

VIII. ANNUAL GENERAL MEETINGS

- 1 The AGM shall be called on the **last weekend in June** whereby all members shall be invited to make representations. A report by the President, Secretary and Treasurer shall be given at the annual general meeting.
- 2 Audited accounts for the past year shall be available to all members at the AGM.
- 3 Amendments and or additions to the Constitution shall only be proposed at the Annual General Meeting and carried by a majority decision by a show of hands.

- 4 QUORUM - The AGM shall have a minimum of 10 members from the general membership.
- 5 The notice of the Annual General Meeting shall be dispatched to members giving three weeks notice prior to the date of the Annual General Meeting in June along with the minutes of the previous year.
- 6 Members shall be allowed a period of ten days from the date of issue of the notice of the AGM to submit proposals to be considered at the AGM. Any such proposals shall be addressed to the Secretary in writing. The committee shall then submit any such proposals received to the annual general meeting for the members consideration.
- 7 All views of the membership shall be aired at the Annual General Meeting with the objective being to keep a closer link with the members and improve the fellowship of the Colombo Shepheradians in the UK.
- 8 Up to ten percent of the previous year's net profit could be utilised towards the expenses of holding the annual general meeting if the AGM cannot be self-financed.

IX. ELECTION OF OFFICE BEARERS AT THE AGM FOR TWO YEARS BY VOTES

- 1 *President*
- 2 *Vice President*
- 3 *Secretary*
- 4 *Treasurer*
- 5 *Membership Secretary*
- 6 *PRO/Editor*
- 7 *Five Committee Members*