



CONSTITUTION OF THE ALUMNI ASSOCIATION OF THE UNIVERSITY OF PERADENIYA

OTTAWA CHAPTER-CANADA

FEBRUARY 27, 2023

Amended Version^a

^a Note: The original constitution of the Alumni Association of the University of Peradeniya, Ottawa Chapter (AAUPOC) (which was adopted at the annual general meeting (AGM) held on August 2012), was amended at the AGM of the AAUPOC held on February 27, 2023. This document is the current amended version of the constitution of AAUPOC and it replaces the original constitution (2012 August) which can be accessed via,

[https://operaalumni.com/doc/Constitution_Peradeniya_Alumni_OTTAWA_chapter-2012August_\(Obsolete\).pdf](https://operaalumni.com/doc/Constitution_Peradeniya_Alumni_OTTAWA_chapter-2012August_(Obsolete).pdf).

**CONSTITUTION OF THE ALUMNI ASSOCIATION OF THE
UNIVERSITY OF PERADENIYA: OTTAWA CHAPTER-CANADA**

Table of Contents

1. Name.....	4
2. Definitions	4
3. Objectives	4
4. Patrons	4
5. Alteration of the Articles	4
6. Membership, Enrolment Fee and Subscription.....	5
7. Registry of Members	7
8. Disciplinary Action, Suspension and Expulsion of Members.....	7
9. Disputes in Relation to Objectives, Business & Activities of the Association and Mediation	8
10. Annual General Meeting.....	8
11. Special General Meetings	9
12. Special Business	9
13. Notice of the General Meeting.....	9
14. Quorum at General Meetings.....	9
15. Presiding at General Meetings	10
16. Adjournment of Meetings.....	10
17. Voting at General Meetings.....	10
18. Poll at General Meetings.....	10
19. Resolution Process.....	10
20. Proxies	10
21. Executive Committee.....	11
22. Members of the Committee	11
23. Election of Committee Members	11
24. Composition of the Executive Committee	11
25. Vacancies.....	12
26. Meetings of the Committee.....	12
27. Notice of Committee Meetings	12
28. Quorum for Committee Meetings.....	12
29. Presiding at Committee Meetings.....	12
30. Voting at Committee Meetings.....	13
31. Removal of a Committee Member.....	13
32. Minutes of Committee Meetings	13
33. Financial Year.....	13
34. Funds	13
35. Seal	14
36. Notice to Members.....	14

37. Dissolution..... 14

38. Custody and Inspection of Books and Records..... 14

39. Appendix 1 – Application for Membership 15

40. Appendix 2 – Membership Fee Schedule-Membership Fees..... 16

41. Appendix 3 Nomination Form to the Committee 18

42. Appendix 4 Notice of Appointing the Proxy 20

1. Name

The name of the incorporated association is **Alumni Association of the University of Peradeniya: Ottawa Chapter-Canada** (hereafter referred to as “the Association”).

2. Definitions

In these Articles, unless otherwise specifically stated:

- 2.1 "Act" means the Ontario's Not-For-Profit Cooperation Act 2010.
- 2.2 "Committee" means the Executive Committee of the Association.
- 2.3 "Financial Year" means the year ending January 31st.
- 2.4 "General Meeting" means a general meeting of members convened as per the Articles 10 and 11.
- 2.5 "University" means the University of Peradeniya and shall include the Ceylon Medical College (1870-1942), The University College (1921-1942), The University of Ceylon (1942-1967), The University of Ceylon, Peradeniya (1967-1978) and The University of Peradeniya, Sri Lanka (1979 onwards).
- 2.6 "Full Member" means a full member of the Association under Article 6.2.1.
- 2.7 "Associate Member" means an associate member of the Association under Article 6.2.2.
- 2.8 "Honorary Member" means an honorary member of the Association under Article 6.2.3.
- 2.9 "Member" means any member of the Association unless otherwise can contextually be interpreted as a Full, Associate or Honorary Member.
- 2.10 "Member of the Committee" means a member of the Executive Committee under Article 24.

3. Objectives

The objectives of the Association shall be as follows:

- 3.1 To encourage, foster and promote close relations between the University and its alumni and among the alumni themselves.
- 3.2 To promote, in the Association body, an interest in the affairs and well-being of the University.
- 3.3 To provide and disseminate information regarding the University, its graduates, faculties and students, to its members.
- 3.4 To ensure that programs are initiated and developed for the benefit of the Association.
- 3.5 To assist and support the efforts of the University in raising funds for development.
- 3.6 To serve as a medium through which the Association may support and advance the pursuit of academic excellence at the University.
- 3.7 To guide and assist the alumni who have recently completed their courses of study at the University to obtain employment, placement for higher studies and engage in productive pursuit useful to society.
- 3.8 To assist new students and alumni arriving in Ottawa in settling down
- 3.9 To foster fellowship amongst the alumni in Ottawa and other parts of Canada.
- 3.10 To pursue any other objectives consistent with the above aims and objectives of the Association.

4. Patrons

The Chancellor and the Vice Chancellor of the University shall be the patron and vice- patron of the Alumni, respectively.

5. Alteration of the Articles

Any amendments to the Constitution shall require the approval of at least 75 percent majority of the full membership present at the Annual General Meeting or a Special General Meeting, provided however, the notice of such amendments shall be given to each full member of the Association at least 21 days in advance to the meeting.

6. Membership, Enrolment Fee and Subscription

6.1 Membership Categories:

- 6.1.1 Full member (Annual or Life Member)
- 6.1.2 Associate member
- 6.1.3 Honorary member

6.2 Eligibility Criteria

6.2.1 Full Member

Any person who satisfies one of the following criteria will be eligible to apply for full membership of the Association:

- 6.2.1.1 A graduate of the University or who has obtained a postgraduate qualification from the University.
- 6.2.1.2 A person who was a student of the Ceylon Medical College and has obtained the licentiate in Medicine & Surgery and / or licentiate in Dental surgery.
- 6.2.1.3 An Associate member who has been a member for continuous period of three years on completion of such period.

6.2.2 Associate Member

Any person who fulfills one of the following criteria will be eligible to apply for associate membership of the Association:

- 6.2.2.1 A past student of the University who is not a graduate of the University, but had followed courses/classes for a minimum of one-full academic year.
- 6.2.2.2 A graduate of a recognized University who is or has been a member of the academic or administrative or non-academic staff of the University for a continuous period of at least three years.
- 6.2.2.3 Any person who is or has been a Chancellor or Vice Chancellor of the University.
- 6.2.2.4 Any person who is or has been a member of University court or the University council.

6.2.3 Honorary Member

Any person who fulfills one of the following criteria will be eligible to be nominated for honorary membership of the Association:

- 6.2.3.1 A person who is not eligible for full or associate membership but has rendered distinguish service to the University and/or to the Association.
- 6.2.3.2 A person who has been conferred a degree Honoris Causa by the University.

6.3 Application for Full and Associate Membership

6.3.1 An application of a person for membership of the Association must:

- 6.3.1.1 be made in writing in the form set out in Appendix 1 (available on-line through AAUPOC website: <https://operaalumni.com>) and
- 6.3.1.2 be lodged with the Secretary of the Association.

6.3.2 As soon as practicable after the receipt of an application, the Secretary must refer the application to the committee.

6.3.3 The committee must determine whether to approve or reject the application.

6.3.4 If the committee approves the application, the Secretary must, as soon as practicable:

- 6.3.4.1 notify the applicant in writing of the approval for membership; and
- 6.3.4.2 request payment within 28 days on the receipt of the notification, the sum payable under these Articles for the life membership or annual membership fee as set out in Appendix 2.

6.4 Admission to Membership

- 6.4.1 Admission of a person to full or associate membership of the Association will be on acceptance of the application by the committee and on payment of prescribed fees as set out in Appendix 2. Full members have the option of obtaining either the annual membership or the Life Membership by paying the appropriate fee as set out in Appendix 2
- 6.4.2 Admission to honorary membership would be by nomination by a full member and upon approval by the committee.
- 6.4.3 A person who was ceased to be a member for disciplinary reasons as laid out in Article 8 or failure to pay annual membership dues for two continuous period of years, must not be admitted to membership unless:
 - 6.4.3.1 he or she applies for membership in accordance with Article 6.3.1 and
 - 6.4.3.2 the admission as a member is approved by the committee in accordance with Article 6.4.1
- 6.4.4 The Secretary must, within 28 days on the receipt of the amounts referred to in Article 6.4.8 or 6.4.9, enter the applicant's name in the register of members.
- 6.4.5 An applicant for membership becomes a member and is entitled to exercise the rights of membership once he or she is enrolled.
- 6.4.6 If the committee rejects an application, the Secretary must, as soon as possible, notify the applicant in writing that the application has been rejected. Reasons for such rejections would be notified to the applicant.
- 6.4.7 A right, privilege, or obligation of a person by virtue of membership of the Association:
 - 6.4.7.1 is nontransferable and
 - 6.4.7.2 terminates upon the cessation of membership whether by death, resignation or otherwise.
- 6.4.8 The fee for life membership shall be as set out in Appendix 2 or, any other amount that is determined by the Executive Committee.
- 6.4.9 The annual subscription is the amount set out in Appendix 2 or, any other amount that is determined by the Executive Committee, which is payable in advance on or before the end of February in each year.

6.5 Cessation of Membership:

Membership would cease upon:

- 6.5.1 Death
- 6.5.2 Resignation: A member of the Association who has paid all dues to the Association may resign from the Association by giving one month's notice in writing to the Secretary of his or her intention to resign. After the expiry of the period referred to in Article 6.4.9:
 - 6.5.2.1 the member ceases to be a member; and
 - 6.5.2.2 the Secretary must record in the registry the date in which the member ceased to be a member.
- 6.5.3 Non-payment of membership fee for a continuous period of two years
- 6.5.4 Expulsion as defined in Article 8.

6.6 Rights of Members:

- 6.6.1 **Full Members:** Full members of the Association shall have the right to:
 - 6.6.1.1 Receive all communications from the Secretary.
 - 6.6.1.2 Hold office in the Association.
 - 6.6.1.3 Propose and second the candidature of another member, and
 - 6.6.1.4 Vote
- 6.6.2 **Associate Members:** Associate members shall have the right only to receive all communications from the Secretary.
- 6.6.3 **Honorary Members:** Honorary members shall have the right only to receive all communications from the Secretary.

7. Registry of Members

The Director of Membership in consultation with the Secretary and the Assistant Secretary must maintain an up-to-date registry of members including:

- 7.1 The name and the current address of each member; and
- 7.2 Email address of each member if it is voluntarily given to the Association.
- 7.3 The date on which each member was enrolled in the registry.
- 7.4 Category of membership.
- 7.5 A list of members who become a non-member because of non-payment of the annual membership fee.

8. Disciplinary Action, Suspension and Expulsion of Members

8.1 Subject to these Articles, if the committee is of the opinion that a member has refused or failed to comply with these Articles, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association, the committee may by resolution:

- 8.1.1 suspend membership of the Association for a specified period or
- 8.1.2 expel from the Association.

8.2 A resolution of the committee under Article 8.1 does not take effect unless:

- 8.2.1 resolved at a meeting held in accordance with Article 8.3 and confirmed by the committee; and
- 8.2.2 if the member exercises a right of appeal to the Association under Article 8.9, the Association confirms the resolution in accordance with Articles 8.7 and 8.8

8.3 A meeting of the committee to confirm or revoke a resolution passed under Article 8.1 must be held not earlier than 14 days, and not later than 28 days, after notice has been issued to the member in accordance with Article 8.4.

8.4 For the purposes of giving notice in accordance with Article 8.3, the Secretary must, as soon as possible, give the member a written notice:

- 8.4.1 setting out the resolution of the committee and the grounds in which it is based; and
- 8.4.2 stating that the member, or his or her representative, may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
- 8.4.3 stating the date, place and time of that meeting; and
- 8.4.4 informing the member that he or she may do one or both of the following:
 - 8.4.5 attend that meeting, or before the date of that meeting, submit a written statement to the secretary seeking the revocation of the resolution.
 - 8.4.6 informing the member that, if at that meeting, the committee confirms the resolution, he or she may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in a general meeting against the resolution.

8.5 At a committee meeting to confirm or revoke a resolution passed under Article 8.1, the committee must:

- 8.5.1 give the member, or his or her representative, an opportunity to be heard; and
- 8.5.2 give due consideration to any written statement submitted by the member; and
- 8.5.3 determine by resolution as to whether to confirm or to withdraw the resolution.

8.6 If the committee confirms the resolution in accordance with the Article 8.3, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in a general meeting against the resolution.

8.7 If the Secretary receives a notice under Article 8.6, he or she must notify the committee and then the committee must convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the appeal from the said member.

8.8 At a general meeting of the Association convened under Article 8.7:

- 8.8.1 business other than the question of the appeal may be conducted; and
- 8.8.2 the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
- 8.8.3 the member, or his or her representative, must be given an opportunity to be heard and

- 8.8.4 the members present must vote by secret ballot on the issue whether the resolution should be confirmed or revoked.
- 8.9 A resolution is confirmed if more than two-thirds of the members vote in person, or by proxy, in favor of the resolution. In any other event, the resolution should be withdrawn.

9. Disputes in Relation to Objectives, Business & Activities of the Association and Mediation

- 9.1 The grievance procedure set out in this Article applies to disputes between-
 - 9.1.1 a member and another member; or
 - 9.1.2 a member and the Association.
- 9.2 The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- 9.3 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must hold a meeting within 10 days in the presence of a mediator.
- 9.4 The mediator must be:
 - 9.4.1 a person chosen by agreement between the parties.
 - 9.4.2 or in the absence of an agreement:
 - 9.4.2.1 in the case of a dispute between a member and another member, a person appointed by the committee of the Association or
 - 9.4.2.2 in the case of a dispute between a member and the Association, an independent arbitrator/mediator acceptable to both parties.
- 9.5 A member of the Association can be a mediator.
- 9.6 The mediator cannot be a member who is a party to the dispute.
- 9.7 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 9.8 The mediator, in conducting the mediation, must:
 - 9.8.1 give the parties to the mediation process every opportunity to be heard; and
 - 9.8.2 allow due consideration by all parties of any written statement submitted by any party; and
 - 9.8.3 ensure that natural justice is accorded to the parties in dispute throughout the mediation process
- 9.9 The mediator must not determine the dispute.
- 9.10 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise by law.

10. Annual General Meeting

- 10.1 The committee may determine the date, time and place for the annual general meeting of the Association. The Annual General Meeting must be held before the end of February in each year.
- 10.2 The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- 10.3 The ordinary business of the annual general meeting shall be:
 - 10.3.1 to confirm the minutes of the previous annual general meeting and of any special general meeting held since that meeting; and
 - 10.3.2 to receive from the committee reports upon the transactions of the Association during the last preceding financial year; and
 - 10.3.3 to elect new office bearers of the Association
- 10.4 The annual general meeting may conduct any special business of which notice has been given in accordance with these Articles.

11. Special General Meetings

- 11.1** In addition to the annual general meeting, any other general meetings may be held in the same year.
- 11.2** All general meetings other than the annual general meeting are special general meetings.
- 11.3** The committee may, whenever it thinks fit, convene a special general meeting of the Association.
- 11.4** If, but for this Article, more than 15 months would elapse between annual general meetings, the committee must convene a special general meeting before the expiration of that period.
- 11.5** The committee must, on the request in writing of members representing not less than 20 full members eligible to vote or 20 per cent of the total number of full members eligible to vote, convene a special general meeting of the Association.
- 11.6** The request for a special general meeting must-
- 11.6.1** state the objectives of the meeting; and
 - 11.6.2** be signed by the members requesting the meeting; and
 - 11.6.3** be sent to the Secretary.
- 11.7** If the committee does not convene a special general meeting within one month after the date in which the request is sent addressed to the Secretary, the members making the request, or any one of them, may convene a special general meeting to be held not later than 3 months after that date.
- 11.8** If a special general meeting is convened by the members in accordance with the Articles 11.5, 11.6 and 11.7, it must be convened in the same manner so far as possible to a meeting convened by the committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Association to the persons who incurred the expenses.

12. Special Business

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the Article 10.3 as ordinary business of the annual general meeting, is deemed to be special business.

13. Notice of the General Meeting

- 13.1** The Secretary must send a notice to each member of the Association, stating the place, date, time, proposed agenda and the nature of the meeting, at least 14 days before, or if a special resolution has been proposed at least 21 days before, the date fixed for holding a general meeting of the Association.
- 13.2** Notice may be sent:
- 13.2.1** by prepaid post to the address appearing in the register of members; or
 - 13.2.2** by facsimile transmission or electronic transmission.
- 13.3** No business other than that set out in the agenda of the meeting may be conducted at the meeting.
- 13.4** A member intending to bring any proposal before a meeting should notify the Secretary of the Association about the proposal in writing (paper or electronic). The Secretary of the Association must include the said proposal in the agenda for the next general meeting.

14. Quorum at General Meetings

- 14.1** No item of business is conducted at a general meeting without the quorum of members who are eligible to vote as stated in these Articles.
- 14.2** Twenty full members or 20 percent of full members, whichever is less, personally present constitute a quorum to conduct of the business of a general meeting.
- 14.3** If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present:
- 14.3.1** the meeting must be dissolved in the case of a meeting convened upon the request of members in accordance with Article 11.5; and
 - 14.3.2** in any other case, the meeting shall stand adjourned to the same day in the next week at the same time and at the same place (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned).

14.4 If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the presence of at least three members shall be a quorum.

15. Presiding at General Meetings

15.1 The President, or in the President's absence, the Vice-President, shall preside at each general meeting of the Association.

15.2 If both the President and the Vice-President are absent from a general meeting, or are unable to preside, the members present must elect one of their members to preside the meeting.

16. Adjournment of Meetings

16.1 The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting, if need arise.

16.2 No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.

16.3 If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with Article 13.

16.4 Except as provided pursuant to the Article 16.3, it is not necessary to give notice of an adjournment of the business to be conducted at an adjourned meeting.

17. Voting at General Meetings

17.1 Upon any issue arising at a general meeting of the Association, a member can cast one vote only.

17.2 All votes must be given personally or by proxy in accordance with the Article 20.

17.3 In the case of an equality of voting occurs, the Chairperson of the meeting is entitled to cast a second vote.

17.4 A member is not entitled to vote at a general meeting unless all monies due and payable by the member to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

18. Poll at General Meetings

18.1 If at a meeting a poll on any issue is demanded by not less than three members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that issue.

18.2 A poll that is demanded on the election of a Chairperson or on an issue of an adjournment of a meeting must be addressed immediately. A poll that is demanded on any other issue could be taken up at such time before the close of the meeting on the Chairperson discretion.

19. Resolution Process

19.1 If an issue arising at a general meeting of the Association is determined on a show of hands-

19.1.1 A declaration by the Chairperson that a resolution is:

i. carried; ii. carried unanimously; iii. carried by a particular majority; or iv. lost; and

19.1.2 An entry to that effect in the minutes of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favor of, or against, that resolution.

20. Proxies

20.1 Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than 24 hours before the time of the scheduled meeting in respect of which the proxy is appointed.

20.2 The notice appointing the proxy must be in the specified form set out in Appendix 4.

21. Executive Committee

- 21.1** The affairs of the Association shall be managed by the executive committee which consists of members as stipulated in the Article 24.1.
- 21.2** The committee-
 - 21.2.1** full members shall control and manage the business and affairs of the Association; and
 - 21.2.2** may, subject to these Articles, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Articles to be exercised by general meetings of the members of the Association; and
 - 21.2.3** subject to these Articles, the Act and the Regulations, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Association.
- 21.3** Subject to relevant provisions of the Act, the committee shall consist of the office bearers of the Association

22. Members of the Committee

- 22.1** Subject to these Articles, each member of the committee shall hold office until the next annual general meeting after the date of election but is eligible for re-election.
- 22.2** In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the Association to fill the vacancy and the member appointed shall hold office, subject to these Articles, until the conclusion of the next annual general meeting following the date of the appointment.

23. Election of Committee Members

- 23.1** At the very first meeting when the organization is formed all members who are duly elected will be accepted and will form the first committee.
- 23.2** Nominations of candidates for election as members of the committee must be:
 - 23.2.1** made in writing using the specified form set out in Appendix 3 and duly proposed and seconded by two members of the Association and accompanied by the written consent of the candidate.
 - 23.2.2** delivered to the Secretary of the Association not less than 7 days prior to the date fixed for the annual general meeting.
- 23.3** If the nominations received are insufficient to fill all vacancies of the committee, further nominations can be received at the annual general meeting.
- 23.4** If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- 23.5** If the number of nominations or further nominations received at the annual general meeting exceeds the number of vacancies to be filled, a secret ballot must be held in a manner determined by the committee.
- 23.6** If a ballot for the election of members of the committee is required at the annual general meeting, the list of members seeking election will be listed in a ballot paper or will be prominently display at the polling booth.
- 23.7** In case of a vacancy occurring in any post during the course of the financial year, any such vacancy shall be filled by the committee within one month of the occurrence of such vacancy.
- 23.8** In case of any of the nominee, the proposer or the seconder is not a full member, the nomination will be rejected.

24. Composition of the Executive Committee

- 24.1** The committee of the Association shall be-
 - 24.1.1** President
 - 24.1.2** Vice-President
 - 24.1.3** Ex Officio: Immediate past President of the Association
 - 24.1.4** Secretary
 - 24.1.5** Assistant Secretary
 - 24.1.6** Treasurer
 - 24.1.7** Editor

- 24.1.8 Director-Membership Drive
- 24.1.9 Director-Faculty of Allied Health Sciences
- 24.1.10 Director-Faculty of Agriculture
- 24.1.11 Director-Faculty of Arts
- 24.1.12 Director-Faculty of Dentistry
- 24.1.13 Director-Faculty of Engineering
- 24.1.14 Director-Faculty of Management
- 24.1.15 Director-Faculty of Medicine
- 24.1.16 Director- Faculty of Science
- 24.1.17 Director-Faculty of Veterinary Science

25. Vacancies

- 25.1 The office of a committee member of the Association becomes vacant if the member-
 - 25.1.1 Dies;
 - 25.1.2 ceases to be a member of the Association;
 - 25.1.3 becomes an insolvent under administration within the meaning of the Corporations Law;
 - 25.1.4 resigns from office by notice in writing given to the Secretary; or
 - 25.1.5 is absent without the consent of the committee for three consecutive meetings of the committee.

26. Meetings of the Committee

- 26.1 The committee must meet at least three times in each year.
- 26.2 Special meetings of the committee may be convened by the President or by any four members of the committee.

27. Notice of Committee Meetings

- 27.1 Oral or written notice of each committee meeting must be given to each member of the committee at least two business days before the date of the meeting by the President or Secretary.
- 27.2 Oral or written notice must be given to members of the committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

28. Quorum for Committee Meetings

- 28.1 Four members that include at least either the President, Secretary or Treasurer with any other three members of the committee constitute a quorum for the conduct of the business of a meeting of the committee.
- 28.2 No business may be conducted without the quorum.
- 28.3 If within half an hour of the time appointed for the meeting a quorum is not present:
 - 28.3.1 in the case of a special meeting, the meeting lapses;
 - 28.3.2 in any other case, the meeting shall stand adjourned to the same place and the same time and day in the following week.
- 28.4 The committee may act notwithstanding any vacancy on the committee.

29. Presiding at Committee Meetings

- 29.1 At the committee meeting:
 - 29.1.1 the President or, in the President's absence, the Vice-President presides; or
 - 29.1.2 if the President and the Vice-President are absent, or are unable to preside, the members present must elect one of their member to preside.

30. Voting at Committee Meetings

- 30.1** Matters arising out at a committee meeting or at a meeting of any subcommittee appointed by the committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner determine by the person presiding.
- 30.2** Each member present at a meeting of the committee, or at a meeting of any subcommittee appointed by the committee (including the person presiding at the meeting), is entitled to one vote. In the event of an equality of votes on any issue, the person presiding may exercise a second vote.

31. Removal of a Committee Member

- 31.1** The Association in a special general meeting may, by resolution, remove any member of the committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first mentioned member.
- 31.2** The committee member who is the subject of the proposed resolution referred in Article 31.1 may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) objecting the resolution. The said committee member may also request that his or her objections be notified to all the members of the Association.
- 31.3** The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting.

32. Minutes of Committee Meetings

The Secretary of the Association must keep minutes of the resolutions and proceedings of each general meeting, and each committee meeting, together with a record of the names of persons present at committee meetings.

33. Financial Year

- 33.1** The Financial Year of the association shall be from the 1st of February to the 31st of January.
- 33.2** The annual accounts of the association shall be audited at the end of the financial year by a qualified person appointed at the Annual General Meeting.

34. Funds

- 34.1** The Treasurer of the Association must:
 - 34.1.1** collect and receive all monies due to the Association and make all payments authorized by the Association; and
 - 34.1.2** keep relevant accounts and books showing the financial transactions of the Association with relevant details of all receipts and expenditure connected with the activities of the Association.
- 34.2** All expenses must be authorized and approved by the committee. Under special and urgent circumstances, the President and one other committee member who is not the Treasurer can affect payments, pending the approval of the committee.
- 34.3** All payments must be authorized by the President and one other committee member who is not the Treasurer.
- 34.4** All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two authorized signatories namely President or the Secretary and the Treasurer.
- 34.5** The funds of the Association shall be raised from enrolment fees, annual and life membership subscriptions, donations, and such other sources as the committee determines.
- 34.6** To circumvent potential conflict of interests, all reimbursements for expenses incurred and other payments made to committee members, their immediate family or to company in which a member has some controlling interest, should be included as a note to the financial statement presented at the Annual General Meeting.

35. Seal

- 35.1** The common seal of the Association must be kept under the Secretary's custody.
- 35.2** The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures of the Secretary of the Association and one other member of the committee.

36. Notice to Members

- 36.1** Any notice that is required to be given to a member, on behalf of the Association, under these Articles may be given by:
 - 36.1.1** delivering the notice to the member personally.
 - 36.1.2** sending the notice by post addressed to the member at that member's address shown in the register of members.
 - 36.1.3** facsimile transmission or
 - 36.1.4** electronic transmission.

37. Dissolution

In the event of dissolution of the Association there remains after satisfaction of all its debts and liabilities of the Association and the costs, charges and expenses of that winding up, that property shall be distributed

- 37.1** To another incorporated association having object similar to those of the Association; or
- 37.2** For charitable or benevolent purposes, which incorporated association or purpose, as the case requires, shall be determined by resolution of the Members when authorizing and directing the Committee under PART XII of the Act to prepare a distribution plan for the distribution of the surplus property of the Association.

38. Custody and Inspection of Books and Records

- 38.1** Except, as stated otherwise in these Articles, the Secretary must keep in his or her custody or under his or her control, all books, documents, and securities of the Association, except personal information of the members.
- 38.2** All accounts, books, securities, and any other relevant documents of the Association must be available for inspection free of charge by any member upon request, except personal information of the members.
- 38.3** A member may make a copy of any accounts, books, securities and or any other relevant documents of the Association, except personal information of the members.

39. Appendix 1 – Application for Membership



Application for Membership

Note: Depending on the duration and individual's affiliation to the University of Peradeniya, a member can belong to one of the three categories: (1) Full member (2) Associate member (3) Honorary member. Please refer to Page 2 for the membership fees and the details of the eligibility criteria for different categories according to the constitution.

- Family membership Individual Membership

*(Only if your spouse is also an eligible member)
(Please fill one for each member)*

Title: Rev. Prof. Dr. Mr. Mrs. Ms. Others

Name:

Details of registration at University of Peradeniya*:

Degree / Program	Faculty	Year of registration
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Employment history at University of Peradeniya*:

Academic position:	Faculty	From (Year)	To (Year)
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Non-academic position:	Faculty	From (Year)	To (Year)
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Any other affiliation with University of Peradeniya*:

(Please see section 6 of the constitution for more details)

Position	From (Year)	To (Year)
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Current Address:

Contact Telephone:

E Mail Address:

About yourself / family

I wish to apply for the membership of Alumni Association of the University of Peradeniya– Ottawa Chapter and agree to abide by its Constitution. I certify that the above information is true and agree to accept the committee's decision on accepting or rejecting the application. I Agree!

Signature:

Date:

To be completed by the AAUPOC Executive Committee

Application Status: Accepted Rejected (If Rejected Notify Applicant with reasons)

Membership Status:

Membership ID:

Date Appointed:

* University of Peradeniya shall include the Ceylon Medical College (1870-1942), The University College (1921-1942), The University of Ceylon (1942-1967), The University of Ceylon, Peradeniya (1967-1978) and the University of Peradeniya, Sri Lanka (1979 onwards).

Membership Categories, Eligibility Criteria and Enrolment Fees

(Extracted from the section 6 of the constitution)

6.1. Membership Categories:

- 1) Full member
- 2) Associate member
- 3) Honorary member

6.2. Eligibility Criteria:

6.2.1. Full Member

Any person who satisfies one of the following criteria will be eligible to apply for full membership of the Association:

- 1. *A graduate of the University or who has obtained a postgraduate qualification from the University.*
- 2. *A person who was a student of the Ceylon Medical College and has obtained the licentiate in Medicine & Surgery and / or licentiate in Dental surgery.*
- 3. *An Associate member who has been a member for continuous period of three years on completion of such period.*

6.2.2. Associate Member

Any person who fulfills one of the following criteria will be eligible to apply for associate membership of the Association:

- 1. *A past student of University who is not a graduate of the University.*
- 2. *A graduate of a recognized University who is or has been a member of the academic or administrative or non-academic staff of the University for a continuous period of at least three years.*
- 3. *Any person who is or has been a Chancellor or Vice Chancellor of the University.*
- 4. *Any person who is or has been a member of University court or the University council.*

6.2.3. Honorary Member

Any person who fulfills one of the following criteria will be eligible to be nominated for honorary membership of the Association:

- 1. *A person who is not eligible for full or associate membership but has rendered distinguish service to the University and/or to the Association.*
- 2. *A person who has been conferred a degree Honoris Causa by the University.*

40. Appendix 2 – Membership Fee Schedule-Membership Fees

40.1 Annual Subscription Fee:

Individual	\$15
Family ^a	\$25
Student	\$5
Ordained Clerics	\$0

40.2 Life Membership Fee^b

Individual	\$150
Family ^a	\$200

^aFamily is defined as husband and wife both of whom are full members of AAUPOC as specified in Article 6.2.1 of the constitution.

^bOnly Full Members are eligible for Life Membership

Note: New members who wish to obtain Life Membership can pay the Life Membership fee in four installments within a financial year where the first installment should be \$50 or more. If the total membership is not paid within a financial year, the total amount paid will be accounted against the annual membership fee for the subsequent years.

40.3 Full members who are not yet life members, can obtain the Life Membership at any time during their membership tenure by paying a fee according to the following formulas:

40.3.1 Life Membership for individual = $\$150 - [(\text{Cumulative membership fee paid by the member for the longest unbroken, continuous membership-maintained period}) \times 25\%]$

40.3.2 Life Membership for family = $\$200 - [(\text{Cumulative membership fee paid by the family for the longest unbroken, continuous membership-maintained period}) \times 25\%]$

41. Appendix 3 **Nomination Form to the Committee**



Nomination Form to the Executive Committee

Nominees Name	
Nominees Year of Enrolment	
Year Graduated and Faculty	
Email address	
Telephone No	
Position to be filled	
Signature for nominee's consent	

Proposed by : Membership since:

Signature : Tel: Email:

Address :

Date :

Seconded by : Membership since:

Signature : Tel: Email:

Address :

Date :

 To be filled by the Secretary of the Association (AAUPO)

I do hereby confirm that the above nominee is a member of AAUPO in good standing.

Secretary's Name:

.....

.....

Signature :

Date :

42. Appendix 4 Notice of Appointing the Proxy



Notice of Appointing the Proxy

Name :

Membership ID :

I wish to nominate my proxy as follows:

Name of Proxy : ...

Year : _____

Resolution : _____

=====

The Alumni Association of the University of Peradeniya– Ottawa Chapter use only

Received Date : _____

Received By (Name) : _____

Received By (Position) : _____

Signature :