

## RULES OF S.THOMAS' COLLEGE BOARD OF GOVERNORS

(as approved on 27.11.1995 under Section 10 of the S.Thomas' College Board of Governors Ordinance No.7 of 1930)

### 1. Constitution of the Board

The Board shall consist of fifteen (15) members, that is to say

- 1.1 The Lord Bishop of Colombo, or in his absence his Commissary, who shall be the Visitor and ex-officio member and the Chairman of the Board.
- 1.2 A representative nominated by the United Society for the Propagation of the Gospel in Foreign Parts, who shall be ex-officio a member of the Board.
- 1.3 Two representatives of the S.Thomas' College Old Boys' Association, Mt.Lavinia, elect ed from among its members.
- 1.4 One Representative from the Old Boys' Association of the Branch Schools at Gurutalawa, Bandarawela and Kollupitiya elected by those Associations from among their members in the following manner.

The Presidents and Secretaries of the Old Boys' Associations of each of the Branch Schools will meet together as an Electoral College under the Chairmanship of the Hony. Secretary of the Board of Governors to elect a single member to represent the Old Boys' Associations of the Branch Schools.

Where the Head of the School is also the President of the Old Boys' Association, the Senior Vice President will serve on the electoral college in place of the President.

- 1.5.1 One person elected by the tutorial and administrative Staff of S.Thomas College Mt.Lavinia.
- 1.5.2 One person elected by an electoral college under the Chairmanship of the Hony. Secretary of the Board of Governors consisting of representatives of the Staff made up as follows:  
Two from the tutorial and administrative staffs of each of the Branch schools at Gurutalawa, Bandarawela and Kollupitiya
- 1.5.3 The following conditions shall be applicable to the aforesaid elections referred to in 1.5.1 and 1.5.2.
  - (a) The election shall be by secret ballot
  - (b) The persons nominated for election shall be members of the respective Old Boys' Associations.
  - (c) The members of the staffs of the four schools shall not be eligible for nomination or election.

- (d) The candidates for election shall be members of the Church of Ceylon or of a Church in communion with that church.
- 1.6 One representative of the Standing Committee of the Diocese of Colombo, elected by that Committee from among its members for as long as such person continues to be a member of the Standing Committee.
  - 1.7 One person who shall be a member of the Church of Ceylon or of a Church in communion with that church nominated by the Lord Bishop of Colombo from among the Officers and Teachers of the Universities or other Higher Educational Institutions.
  - 1.8 Two persons nominated by the Lord Bishop of Colombo who shall be members of the Church of Ceylon or of a Church in communion with that Church.
  - 1.9 Such other persons not exceeding four in number who shall be co-opted by resolution of the Board ensuring that at least eighty percent of the members shall be members of the Church of Ceylon or of a church in communion with that church as required by Section 3 (1) (b) of the S.Thomas' College Board of Governors Ordinance No. 7 of 1930.
2. No member of the staff of any of the four schools shall be eligible for election, nomination or co-option as a member of the Board.
  3. No vacancy on the Board shall render invalid or ineffectual any action taken or any decision made by the Board at a time when such vacancy or vacancies exist.
4. Chairman when Bishop or his Commissary is absent
- 4.1 In the event of the See of Colombo being vacant, the person officiating for the Bishop shall preside over meetings of the Board.
  - 4.2 In the absence of the Bishop or his Commissary or such persons as may be officiating for the Bishop, from any meeting of the Board, the Bishop or his Commissary or such persons as may be officiating for the Bishop, shall be entitled to **nominate** a member of the Board to act as Chairman for that meeting on his behalf. In the absence of such a nomination the members present shall be free to elect a Chairman for that meeting.
5. The Seal
- 5.1 The seal of the Board shall be kept in a locked box to be deposited with the Chairman of the Board and the keys of the box shall be kept in the custody of the Secretary.
  - 5.2 The Seal of the Board shall not be affixed to any instrument whatsoever except in the presence of two of the members of the Board who shall sign their names to the

instrument in token of their presence, and such signing shall be independent of the signing of any person as a witness.

5.3 The use of the Seal shall be recorded in the Minute Book of the Board.

6. **Term of Office**

6.1 Every person who is elected, nominated or co-opted shall hold office until the end of the fourth year after his election, nomination or co-option as the case may be.

6.2 Whenever any vacancy occurs by reason of the death or resignation of any member of the Board, the Board shall call upon the person or the body by whom such person was nominated or elected to nominate or elect another member in his place, or if such member was a co-opted member, shall co-opt another member in his place, and any such member so elected, nominated or co-opted to fill the vacancy shall hold office for such time only, as the member in whose place he was elected, nominated or co-opted would have held office if the vacancy had not occurred.

7. Re election etc,

Any member of the Board may again be elected, nominated or co-opted after the expiry of his term of office.

8. Board Officers

The Board shall appoint annually at the Annual General Meeting an Honorary Secretary and an Honorary Treasurer from among its own members.

9. **Meetings, Quorum, Proceedings**

9.1 The Board shall meet at least once in every six months.

Ordinary/Special Meetings: At least ten clear days notice shall be given for holding an Ordinary or a special meeting of the Board.

Requisitions: A special meeting shall at any time be summoned by the Secretary on the requisition of any six members of the Board provided that he gives at least ten clear days notice to the other members of the Board setting out the matters to be discussed at the meeting.

Notwithstanding the above, the Chairman shall have the power to summon emergency meetings at short notice whenever the occasion demands. Meetings of the Board shall be held either at S.Thomas College, Mt.Lavinia, or at any of the Branch Schools or elsewhere as decided by the Board.

- 9.2 The Annual General Meeting of the Board shall be held between the first day of March and the thirtieth day of June in each year and at such place as the Chairman shall determine. At least ten days clear notice thereof and of the business to be transacted thereat shall be given to each member of the Board. At the Annual General Meeting, the Honorary Treasurer shall present a statement of accounts of the Board for the preceding year.
- 9.3 Five members of the Board shall form a quorum at any meeting of the Board. Every matter shall be determined by a majority of members present and voting on the matter. In case of an equality of votes, the chairman shall have a second or casting vote.
- 9.4 The proceedings of meetings of the Board shall be duly recorded in a Minutes Book.
- 9.5 It shall be competent for the Chairman to decide what business may be transacted by the Board by the circulation of papers without calling a meeting of the Board.

10. S.Thomas' College, Mt.Lavinia and the Branch Schools shall be day and boarding schools for boys and shall be maintained and managed in suitable buildings provided and approved by the Board.

11. Staff.

The Warden, and Sub-Warden of S.Thomas' College, Mt.Lavinia and Headmasters of Branch Schools shall be appointed by the Board subject to the approval of the Bishop, and shall be graduates of a recognized University or shall have such other academic qualifications as may be approved by the Board. They shall be members of the Church of Ceylon or of any Church in communion with the same, unless, in any particular instance, the Board with the approval of the Bishop shall determine otherwise.

12. Agreement

The Warden, and Sub-Warden of S.Thomas College, Mt.Lavinia, the Head Masters of Branch Schools and every Assistant Master shall be employed under an agreement in writing with the Board.

13. Residence

The Warden, Sub-Warden and Headmasters of Branch Schools shall ordinarily reside in the premises of their respective Colleges/schools but the Board may for special reasons permit them or any of them to reside elsewhere.

14. Staff not to engage in other jobs.

The Warden, Sub-Warden, Headmasters of Branch Schools and members of the Staffs shall give their personal attention to their respective Colleges/Schools and

shall not undertake any other office or employment without the prior approval of the Board.

15. Remuneration

The Warden, Sub-Warden and Headmasters of Branch Schools shall receive such salaries and allowances as the Board may decide in accordance with the rate or scale fixed by the Board.

16. Selection, Suspension, Dismissal

The Warden and Headmasters of Branch Schools shall have the power to select, suspend and dismiss the Assistant Masters and other employees of their respective Colleges/Schools. In case of dismissal there shall be a right of appeal to the Board.

17. Duties of Heads

The Warden and Headmasters of Branch Schools shall, subject to statutory regulations, prescribe the general subjects of instruction and shall be responsible for the entire internal organization, management and discipline in their respective Colleges/Branch Schools.

18. Fees

The scale of fees payable by boarders and day scholars may be altered by Heads of Schools with the approval of the Board.

19.1 Control and Management of School

The Board shall be responsible for the control and management of S.Thomas' College, Mt.Lavinia, and the Branch Schools, and for the erection and maintenance of suitable buildings, and in all such matters consult the Heads of Schools in such manner as to give them full opportunity for the expression of their views.

19.2 Functions of Heads

It shall be the responsibility of the Warden and Headmasters of Branch Schools to devote their energy and attention to

- (a) improving academic standards
- (b) reviewing educational policy
- (c) implementing Board decisions
- (d) maintaining discipline
- (e) ensuring the welfare of the staff and the student community, and
- (f) attending to public relation functions vis-à-vis parents and others.

In their respective Colleges/Schools

20. Advisory Committee

There shall be an Advisory Committee for each College/Branch School appointed annually by the Board. The Chairman of the Committee who shall be a member of the Board, shall be nominated by his Lordship the Bishop, and shall also function as the Manager of the College/School. The Advisory Committee, which shall be responsible to the Board, shall perform such functions as may be delegated to it by the Board from time to time

21. Presence at Meetings

The Board may require the Warden and Head Masters of Branch Schools to be present at any meeting of the Board, and shall be entitled to receive from them any assistance that it may require.

22. Nature of instruction

The education imparted at S.Thomas' College, Mt.Lavinia, and the Branch Schools shall be in such subjects as are proper to be taught in a public school for boys and shall include religious instruction consonant with the doctrines of the Church of Ceylon.

23. Books, Monies and Papers

The Warden and Headmasters of Branch Schools shall be responsible for the safe custody of all official books, monies and papers belonging to the Board which shall be entrusted to them, and no person not being a member of the Board shall be allowed to inspect or be furnished with extracts from any such books or papers without the prior approval of the Board,

24. The Board may amend these Rules at an Annual General Meeting or a Special General Meeting provided that at least 10 clear days notice of such amendment has been given to all members of the Board. The Board may amend these rules by a simple majority of members present and voting.

25. General Powers of the Board

It shall be lawful for the Board in all cases not provided for by the Ordinance No.7 of 1930 or these rules, to act in such manner as shall promote the welfare of S.Thomas' College, Mt.Lavinia and its Branch Schools.

26. These Rules are published in terms of Section 10 (3) of the S.Thomas' College Board of Governors Ordinance No.7 of 1930 and shall supersede all previous Rules made under Section 10 (1) and 10 (2)

Sgd.  
27.5.96