

**S.THOMAS COLLEGE, GURUTALAWA
OLD BOY'S ASSOCIATION (ESTD:21.02.1959)**

RULES

(INCORPORATING AMENDMENTS MADE UPTO AND ON FEBRUARY 16,2013)

- NAME** 1. The Association shall be known as the S.Thomas' College, Gurutalawa, Old Boys Association (hereinafter referred to as "the Association")
- ADDRESS** 2. The address of the Association shall be; c/o S.Thomas College, Gurutalawa, but by resolution, the Executive Committee, during its tenure, may give the address of any of its office bearers for the sole purpose of the expedient conduct of correspondence and the membership so informed.
- OBJECTS** 3. The Objects of the Association shall be:
- (1) To rally round the College, all the old boys and well wishers of the College, who desire to uphold the traditions and assist the College in every way they can.
 - (2) To promote activities for the benefit of the College
 - (3) To co-operate with and assist the Headmaster of the College for better administration and management and to maintain traditions and proper standards.
 - (4) To afford guidance and encouragement to the younger generation of Old Boys.
 - (5) To enable Old boys to keep in touch with each other and promote fellowship among them.
- MEMBERSHIP** 4. (1) The Association shall consist of Life Members and Honorary Members, referred to herein as Members.
- (2) Old boys of S.Thomas' College, Gurutalawa (referred to in these Rules as "the College"), Old Boys of S.Thomas' College, Mt.Lavinia, and past and present members of the teaching staff of the College, may become Members of the Association on application and payment of a prescribed fee, as fixed by a resolution adopted at an Annual General Meeting and which fee *is Rs.1500/- effective 16th February 2013.*
- (Amended at 54th Meeting)*
- Applicants of the Tutorial staff have served at least one full academic year at College.
- AFFILIATION** (3) The Association may accord 'affiliated' status to any Groups of Old Boys who are constituted into a Body of not less than 25 members, who are all members of the Association at any Annual or Special General Meeting.

PROVIDED THAT:

The Rules, by which the said Body is constituted are not in conflict with those of the Association and it undertakes to initiate any change of its Rules.

HONORARY

MEMBERS **5.** Any person shall become an Honorary Member of the Association on his being elected at an Annual General Meeting of the Association on nomination by the Executive Committee , but the number of Honorary Members of the Association shall not exceed ten at any given time.

PATRON **6.** The Warden of S.Thomas' College Mt.Lavinia, shall by virtue of his office, be the Patron of the Association and be a member of the Association for life.

PRESIDENT **7.** The Head Master of the College, shall by virtue of his office, be the President of the Association and be a member of the Association for life.

OFFICE

BEARERS **8.** The Office Bearers of the Association shall be;

- (1) A President (ex-officio)
- (2) A Senior Vice President
- (3) Three Vice Presidents
- (4) A Secretary
- (5) A Treasurer
- (6) An Assistant Secretary
- (7) An Assistant Treasurer

(Amended at 54th Meeting) (8) *The Senior Vice President shall only be a Member who has served at least three years in the Executive Committee and of which period, at least one year must be as an Office Bearer.*

EXECUTIVE

COMMITTEE **9.** The Management and Administration of the Association shall vest in the Executive Committee consisting of:

- (1) The nine office bearers of whom eight shall be duly elected at an Annual General Meeting and
- (2) Sixteen members of the Association of whom;
 - (a) Eleven members will be duly elected at the Annual General Meeting on the following basis:-
Two members in the age group less than 30 years
Three members in the age group of 30 to 40 years
Three members in the age group of 40 to 50 years,
and Three members in the age group over 50 years
and,
 - (b) Five members who shall be co-opted by the Executive Committee. Provided however, not more than one member, shall be from among those members, who being eligible for membership, has

not been an Old Boy or a member of the Staff, of the College.

VACANCIES

(3) The Executive Committee may fill any vacancy if sufficient members have not been elected under Rule 10 (2) and also that may occur in the Committee during its period of office from among the membership and appoint any member as an office bearer in case of vacancy thereof.

*(Amended at
47th Meeting)*

(4) The Executive Committee shall hold at least six Meetings a year and the quorum for a meeting of the Executive Committee shall be *eight*.

QUORUM

(5) Any member of the Executive Committee who fails to attend three consecutive Meetings of the Executive Committee without notice of absence shall ipso facto cease to be a member there of and the Executive Committee shall act in terms of Rule 10(3)

(6) The Executive Committee at its First Meeting shall nominate one Member or two Members, as the case may be decided upon, to represent the Association at Meetings of the Executive Committee and of the Membership in the Old Boys Association of S.Thomas' College, Mt.Lavinia in terms of Rule 13(d) and 13(c) of that Association

(7) The Executive Committee shall also nominate a Member to represent the Association in the Board of Governors in terms of Rule 1.4 of the Rules of S.Thomas' College Board of Governors, when an election to the Board of Governors is due, or the current member, if from the Association, is agreeable to step down.

CONTROL OF FUNDS

10

(1) The Executive Committee shall be responsible for the funds of the Association and proper disbursements thereof and shall present an Audited Statement of Accounts made up to the year ending 31st December in each year at the Annual General Meeting. It shall also send this Statement of Accounts to the members with the Agenda of the Annual General Meeting, as in Rule 13(6).

(2) The Executive Committee shall open Bank Accounts of the Association as considered necessary by resolution and authorize the President, Senior Vice President or any Vice President to be

one signatory while the Treasurer or the Assistant Treasurer shall to be the other signatory.

- (3) Expenditure in excess of Rs.500,000/-for any specific project other than for the College must be voted on and passed at an AGM or SGM.

**RESPONSIBILITIES
OF THE OFFICE**

BEARERS

11.

Responsibilities of the Office Bearers shall be

- (1) The President: Shall chair all Annual & Special General Meetings and of the Executive Committee. He shall have a casting vote in addition to his own vote in the event of equal votes at any of the above Meetings.
- (2) The Senior Vice President: Shall chair any Meetings in the absence of the president and have the same privilege of a casting vote.
- (3) The Vice Presidents: One of whom, being the most senior in admission to the College, shall chair any Meetings in the absence of the President and the Senior Vice President, and enjoy the same privilege of a casting vote.
- (4) The Secretary: Shall convene all Meetings as required by these Rules and shall maintain a Book of Minutes of the proceedings at all Executive Committee & General Meetings. He shall carry out the decisions of the Executive Committee and shall cause a Report of Activities of the Association duly approved by the Executive Committee to be submitted at the Annual General Meeting. He shall maintain and update the Register of Members of the Association and ensure the issue of Membership Cards.
- (5) The Treasurer: Shall maintain a true and accurate record of the accounts and transactions. He shall promptly issue official receipts for all payments received. He should table a statement of the monies received and sums disbursed and give the balance in the banks at every Executive Committee Meeting. He will be responsible to prepare the final statement of accounts for approval of the Executive Committee and cause them to be presented at the Annual General Meeting after Audit.
- (6) Assistant Secretary: Shall assist the Secretary and act for the Secretary during his absence and discharge the due responsibilities.
- (7) Assistant Treasurer: Shall assist the Treasurer

and act for the Treasurer during his absence and discharge the due responsibilities.

**ANNUAL
GENERAL
MEETINGS**

12.

- 1) An Annual General Meeting shall be held each year as far as practicable, as has been customary on a date of the weekend in the third week of February, as shall be determined by the Executive Committee and in any event before 31st March every year, considering the due convenience of the Members of the Association.

AGENDA

- (2) The Business to be transacted at the Annual General Meeting shall be inter alia
 - a. Notice of Meeting to be read out by the Secretary.
 - b. Condolences
 - c. Adoption of Minutes of previous Annual General Meeting and/or Special General Meeting if any.
 - d. Tabling the Report of Activities for the year in the form of a Secretary's Report to Members.
 - e. Tabling the Statement of Accounts and adoption of same
 - f. Election of Office Bearers & the Members of the Executive Committee
 - g. Tabling the Head Master's Report
 - h. Any Motion/Resolution of which due notice has been given
 - i. Appointment of Auditors and
 - j. Any other business

QUORUM

- (3) The Quorum for an Annual General Meeting shall be forty Members

NOTICE

- (4)
 - (i) The Hony. Secretary shall give 45 days notice of the date of the meeting with a stipulated Agenda as at Rule 12 (2) above
 - (ii) Any member may submit a resolution to be considered at the Meeting within 20 days of the notice of the meeting and the Secretary shall circulate to the members entitled to receive the notice of the meeting such resolution and any statement in respect of the matter referred to in the proposed resolution within 14 days of the date of the meeting.

- (iii) No notice shall be required on such matters as commendations, appreciations and the like, which may be raised by any member and taken under- Any Other Business.

**(Amended at
54th Meeting)**

(5) *The Audited Statement of Accounts, the Secretary's Report, any Motions/Resolutions received, and the draft of the Minutes of the previous Annual General Meeting or Special General Meeting (if any) shall be made available at the Annual General Meeting and these shall be e-mailed by the Secretary to those members whose addresses are registered in the data base of the Secretary, 14 days prior to the Annual General Meeting.*

**SPECIAL
GENERAL
MEETINGS**

- 13. Special General Meetings of the Association
 - (1) (a) May be summoned by the Executive Committee of its own motion, or
 - (b) Upon any Fifteen Members giving notice of a Motion or Resolution in writing.
 - (2) The Secretary shall summon a Special General Meeting giving at least 10 days notice to Members indicating the nature of business to be transacted except in the case of changes to the Rules, when 25 days notice has to be given as per Rule 17
 - (3) The quorum shall be the same as for an Annual General Meeting.
 - (4) No other business other than for which the Meeting was summoned, shall be discussed or voted upon.

RE-UNION

- 14. The Association shall hold a Re-Union of Old boys at Gurutalawa on a suitable day as decided upon by the Executive Committee at least once every year.

VOTING

- 15. Voting at all General Meetings shall be by show of hands and no member shall be entitled to vote by Proxy.
- 16. These Rules may be amended by a motion/resolution moved at an Annual General Meeting or Special General Meeting and passed by a majority of two-thirds of the Members present at the Meeting, provided however that at least twenty five days of Notice of the Motion/Resolution has been given to the Members and is included in the Agenda of that Meeting.