



THE CONSTITUTION OF THE PRESIDENT'S COLLEGE UNION (PCU)



OF
THE PRESIDENT'S COLLEGE (PC)
SRI JAYAWARDANAPURA, KOTTE

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1. Name

The name shall be “*President’s College Union*” hereinafter referred to as the “PCU” of the President’s College that was declared open by the first executive president of Socialist Republic of Sri Lanka as his first duty on 4th day of February 1978, after taking oaths on the same day

2. Address

The address of the President’s College, hereinafter referred to as the “PC”, and address shall be President’s College Union, President’s College, Sri Jayawardanapura, Kotte.

3. Objectives

Objectives of the PCU shall be:

- I. To foster relationships, unity, and fellowship among the members
- II. To promote the welfare of the members and its immediate family members via Social, recreation and sporting activities
- III. To promote the welfare of the past and present Academic, non-academic staff members
- IV. To uplift academic and non-academic standards of the college to be competitive, recognised and globally accepted
- V. To promote and enhance working conditions, environment, infrastructure for students, parents, well-wishers, Academics, and non-academics of PC

4. Membership, Class of membership and membership fee of PCU

- I. Categories of membership are as “Life Members” and “Ordinary members”. However, there are two subcategories of ordinary members called “ordinary member - Silver” and “Ordinary member - gold”
- II. Past students who completed a minimum of one year (365 days) of education with the college who are over 18” years of age, shall be eligible for the life membership. Such members obtain one-time life membership by paying the stipulated membership fee
- III. Past students who completed at least one day (1 day) of education with the college who is now over 18 years of age, shall be eligible for the ordinary membership
- IV. Ordinary members are those who renew membership by paying the stipulated membership fee on a yearly basis, who do not default, are falling under the subcategory of ordinary member - silver or renew membership in every 5 years, who are falling under the subcategory of ordinary member - gold

V. Life members and ordinary members who are duly paid membership in full with no arrears on or before the financial year end of the PCU are entitled to vote, pass resolutions, hold official positions and to take part in decisions of the PCU

VI. Life membership fee shall be Rs. 5,000 (LKR) for life whilst two categories of ordinary membership fee shall be Rs. 1,000 (LKR) per annum for ordinary member - silver and Rs. 3,000 (LKR) for five (5) years for ordinary member - gold

VII. Membership fees can only be revised, however, shall not be reduced, by an ordinary resolution at an Annual General Meeting (AGM), and will be only applicable for those who become new members or members who renew on or after such date of the revision

VIII. Members will be issued a membership number as per the members' register and a membership identification card. Membership Card will be issued free of charge and will be re-issued at its cost of Rs 1,000 in case of misplacement

5. Executive Committee (EXCO)

I. Executive Committee hereinafter referred to as "EXCO" will comprise of 16 Office bearers, shall be elected at the AGM and consist of:

- a. President (Ex-officio, non-voting)
- b. Two (2) Advisors (Ex-officio, non-voting)
- c. Chairman
- d. Vice Chairman
- e. General Secretary
- f. Assistant General Secretary
- g. Treasurer
- h. Assistant Treasurer
- i. Seven (7) Committee Members

II. President is always the serving principal of the college, an ex-officio member of the EXCO. No membership fee or voting rights shall be applicable for such person

III. Two advisors shall be:

i. One from serving academic staff, who is not less than three years at PC at the time of the appointment, shall be appointed by the majority members of the EXCO on a recommendation by the President and;

ii. One from serving president or Chairman of the Past Teachers' Association of the PC, shall become an ex-officio member

iii. Not entitled to a membership fee or voting rights

IV. Once the EXCO is appointed, such office is valid only for two years (herein referred to as the “term”) until the reappointment at the next AGM by an ordinary resolution, unless members resigned or ceased from its membership

V. Eligibility to become a member of EXCO, except for the first term in which this constitution comes into effect:

a. Has to be a member who possess all three conditions:

i. Who attained a life membership

ii. who attained a minimum age of 25 years

iii. Who completed not less than two years, a term, as a Member of the COM (refer section 7 for the COM)

b. All contestants shall forward their written intent to hold office, with the positions indicated, along with their personal profile to the General Secretary or in absence to the Assistant General Secretary or President at least 14 days before the date of the AGM

c. A member parent, whose child is currently studying in PC, will disqualify to hold office as the Chairman, General Secretary or Treasurer

6. Sub-Committees

I. Project based seven (7) subcommittees shall be appointed, amended or dissolved by EXCO. Such subcommittees are responsible to uphold the strategic objectives of the PCU, conduct and report affairs of each project on a timely basis, and its final report to EXCO including its feasibility, accounts: income, expenditure, cost, benefits, and matters of concern

II. Seven sub-committees are headed by seven Committee members of EXCO and such EXCO members shall serve as the Chairmen of the respective sub-committees:

i. Member affairs and ethics sub-committee; responsible for the enrolments, maintenance of order, discipline, goodwill and character of the membership / PCU

ii. Public relations and funds sub-committee; responsible to foster relationships with members, families, past and current academic and non-academic staff, well-wishers and authorities and raise funds in general and projects related

iii. International relations and funds sub-committee; responsible to foster relationships with members, families, past and current academic and non-academic staff, well-wishers who are living overseas and raise funds in general and projects related

iv. Welfare and social responsibilities sub-committee; responsible to foster good living standards of its members, families, past and current academic, non-academic staff and the needy public at large

v. Academic affairs sub-committee; responsible to foster good education and academic standards of the PC

vi. Sports and recreation sub-committee; responsible to foster good sporting, recreation and non-academic standards of the PC

vii. Infrastructure development sub-committee; responsible to develop required PC infrastructure

III. Each subcommittee shall be limited to seven (7) members including the chairman of the sub-committee who represents EXCO; remaining six members shall be appointed from the COM, in an AGM by an ordinary resolution

IV. Subcommittee chairman has powers to appoint the vice chairman, and other officials to assist to carry on the objectives of the subcommittee

V. Any Interim vacancies can be filled by subcommittee chairman with the concurrence of the EXCO until the next AGM is held

VI. Once the subcommittees are appointed, such office is valid only for two years, a term, until the reappointment at the next AGM by an ordinary resolution, unless members resigned or ceased from its membership

VII. Subcommittee Chairman or in his absence vice chairman shall occupy the chair at subcommittee meetings. The subcommittee shall meet minimum four (4) times a year, one meeting per quarter. If necessary special meetings can be held by giving at least 48hrs notice to its members

VIII. In order to be an authenticated decision, the meeting shall be adhered to a minimum notice period of 48 hours and quorum of 4 members, including chairman or vice chairman

IX. Sub-committee must present the details of such meetings held, disclose members present at the EXCO and members meetings.

X. Eligibility to become a member of sub-committee, except for the first term, in which this constitution comes into effect: Has to be a member who possesses all two conditions:

- a. Who attained life membership
- b. Who completed not less than two years, a term, as a Member of the COM

7. Committee of Members (COM)

I. Committee of members (COM) comprises of representatives from each batch (represent a year) of three (3) members however not exceeding five (5) members per batch, appointed for the purpose of representing, communicating and coordinating activities of their respective batches

II. These members shall be nominated and appointed at the AGM by an ordinary resolution

III. Any Interim vacancies can be filled by the EXCO until the next AGM is held

IV. Ordinary members, who have not defaulted in their membership fee, or life members are eligible to be members of COM

V. Once the COM is appointed, such office is valid only for two years, a term, until the reappointment at the next AGM by an ordinary resolution, unless members resigned or ceased from its membership

VI. Members who complete a term i.e. consecutive two years, in the office of COM is eligible to be elected to subcommittees and/or EXCO except in the first term

8. Powers of EXCO

EXCO shall have the Power, after seeking the approval of the majority of its members, at a members meeting:

I. To acquire, hold on the lease, hire, any movable or immovable property which belongs to the PCU and to sell or otherwise dispose of such property

II. To open and operate bank accounts, fixed deposits, savings Accounts, RFC Accounts, deposit and withdraw for the activities of the PCU

- III. To enter into and perform or carry out whether directly or indirectly or through an agent all such contracts and agreements as may be necessary for or conducive to the carrying out of its objectives
- IV. To accept subscriptions, donations and endowments as may be made to the PCU by its members, organisations, business establishments, well-wishers or by private individuals
- V. To undertake all activities as it may deem fit and necessary in the furtherance of its objectives
- VI. To make pecuniary grants by way of donations in furtherance of its objectives
- VII. To perform any other act for or conducive or incidental to carrying out the aforesaid objectives.
- VIII. To define the scope of each sub-committee

9. Powers of the President

- I. President shall have the Power to call an AGM if and only if the EXCO members have defaulted to hold an AGM for two consecutive years, a term, and to appoint an interim EXCO only for the purpose of holding an AGM.
- II. To nominate one advisor from the serving academic staff of the college to the EXCO
- III. Chief of elections, in the appointment of Chairman, General Secretary, and EXCO, to ensure free and fair appointments upholding the constitution.
- IV. Together with other two ex-officio advisors, offer guidance and assistance to the EXCO, subcommittees, COM and PCU in achieving its objectives

10. Members Meetings

- I. President and Chairman shall co-chair at all meetings, and Chairman shall conduct and lead proceedings of such meetings. In the absence of the Chairman, Vice Chairman or in the absence of both, President or advisors together can recommend a Chairperson from EXCO
- II. Chairman, who is the chief operating officer of the PCU or Secretary or President / Advisors shall call members meetings to deliberate urgent issues pertaining to the PCU
- III. Members meeting can only hold in person, at the college venue unless it is approved by the majority of EXCO including the members who are not present, and mention such reason in the notice of the meeting

11. EXCO Meetings

- I. Chairman, who is the chief operating officer of the PCU shall occupy the chair at all meetings. EXCO shall meet minimum four (4) times a year, one meeting per quarter. If necessary special meetings can be held by giving at least 48hrs notice to its members
- II. In order to be an authenticated decision, the meeting shall be adhered to minimum one mode of written notice with a period of 48 hours and quorum of 7 members, including general secretary or Assistant general secretary is present
- III. Meetings can be held preferably in person, in the absence via teleconferencing or video conferencing, however minutes and decisions of such meetings shall be recorded and kept for EXCO's review
- IV. EXCO must present the details of the meetings held, including the details of the members present at the next member's meetings
- V. Members who are absent without valid notice and explanation for three consecutive EXCO meetings are treated as abandoned, and EXCO shall appoint an interim member until the next AGM is held
- VI. Chairman or Secretary or President / Advisors shall call EXCO meetings to deliberate urgent issues

12. Duties of the EXCO

- I. Duties of the elected Office bearers shall be the efficient management to achieve the objectives of the PCU during their term of office. They shall have control over the properties of the PCU and the administration of funds lying to its credit
- II. President / Advisors shall provide the required infrastructure to hold meetings, activities, carry out its administration and promote PCU within the abilities of the PC
- III. Chairman or in his absence vice Chairman shall occupy the key position at all meetings, conduct proceedings, responsible for operations, good governance and conduct affairs of EXCO and PCU to the expectation of the membership
- IV. General Secretary or in his absence Assistant General Secretary shall function as the coordinator of the Sub-committees, COM and PCU. He/She shall notify members of all meetings, maintain correspondence, custodian of documents, membership register, applications for membership, asset registers etc.

V. The treasurer or in his absence Assistant treasurer shall be responsible for the collection of funds, issue of receipts, maintain books of account, bank and cash accounts up to date, Income and expenditure statements, cash flow statements and Balance sheet of the PCU. He/ She shall have powers to inquire into details of project accounts, supervise and take corrective actions, carry out audits to be presented and approved at the AGM.

VI. The treasurer must ensure proper books of accounts are maintained, financial statements are prepared and annual audits are carried out as per the Sri Lanka Accounting and auditing standards by the independent auditors

VII. PCU is recognised as the principal and formal union of its past pupils. As such, if other groups use the PCU or its identity for its activities, a fund based or otherwise, need EXCO's concurrence to hold such events in advance

VIII. All types of brand communication must be in line with the college brand guidelines; As such amendments to the Logo, letterheads, flags, signage and all types of brand communication must be duly authorised by the EXCO and brought before the general members for approval

IX. Appointment of independent auditors and their fees shall be recommended by EXCO and approved by its members at a members' meeting

X. Maintain archives, details of memberships, funds raised, expenses made, and projects related at all times

13. Annual General Meeting (AGM)

I. AGM of the PCU shall be held not later than March of each year

II. If for any valid reason the AGM could not be held before such date, the EXCO shall have the power to decide on a fresh date for the AGM, within a reasonable time period provided such reasons are formally communicated to the membership

III. EXCO shall notify all members through media at least 30 days before such AGM, carrying not less than one public newspaper advertisement in English or Sinhala giving wider publicity

IV. Agenda for such meeting shall be duly circulated in advance along with the notice

V. The quorum for an AGM shall be 29 members

14. Extra - Ordinary General Meeting (EGM)

I. All members Meetings other than AGM shall be called as Extraordinary General Meetings (EGMs)

II. An EGM may be summoned anytime either by EXCO or its members or by Advisors or on written request made by not less than 15% of life members or ordinary members of the PCU

III. Members must be given 30 days' written notice through media of all such meetings, carrying not less than one public newspaper advertisement in English or Sinhala giving wider publicity and such notice shall carry the purpose of the meeting is being convened

IV. The quorum for an EGM shall be 29 members

15. Financial Year

Financial Year of the PCU shall be 01st January to 31st December of any year

16. Membership Fund

I. Membership fees shall be kept in an interim savings account and be immediately transferred to the fixed deposit of a licensed commercial bank

II. The said membership fees shall not be withdrawn or used fully or partially without the majority consent of the life members at an AGM or EGM for its routine operations. However, Interest earned on such fixed deposits can be transferred and used for the operating accounts for the purpose of meeting its objectives

III. There shall be an operating current account to manage income and expenditure to manage the daily affairs of the PCU

IV. Donations and Income on projects shall be maintained in an interim savings account and be immediately transferred to the membership fixed deposit unless otherwise stipulated as the purpose of such donation or income

17. Management of funds

I. Funds shall be utilized only in furtherance of the objectives stated above and shall not be applied directly or indirectly for any other purpose

II. Funds shall be deposited in any recognized licensed commercial bank as decided by the EXCO in the name of the PCU and shall be operated by any two of the following signatories, category A and Category B including

Treasurer or Assistant Treasurer:

- a) Chairman (Category A)
- b) General Secretary (Category A)
- c) Treasurer (Category B)
- d) Assistant Treasurer (Category B)

III. Signatories will be valid for a term and shall be renewed at the end of each term; such amendments to the signatories shall be duly submitted by the General Secretary or Assistant General Secretary or any authorised person appointed by the members to do such duty

IV. All expenses except Petty Cash less than Rs. 1,000 (LKR) must be approved by the Chairman or General Secretary together with the treasurer, or in his absence the assistant treasurer

V. The treasurer or in his absence the assistant treasurer, who is the custodian of the funds of PCU, shall devise a proper internal control system, prepare all necessary accounts in the relevant financial year or of its projects and shall produce to independent auditors for the purpose of auditing

VI. Appointment and fees to the external Auditors shall be recommended by the EXCO and shall be approved by an ordinary resolution by members

VII. EXCO or PCU is not authorised to lend or obtain loans or overdrafts from any financial or non-financial institutions, or any individual or persons for any of its activities

18. Authorised Signatories

- I. Chairman, General Secretary, (herein referred to as category A) along with Treasurer, or Assistant Treasurer (herein referred to as Category B) shall be the authorized signatories to authenticate payments and operate bank accounts
- II. Two (2) of such signatories one each from category A and category B shall authenticate any such cheque, document or payment to be a valid payment
- III. The issue of letters under the PCU and all types of formal external communication shall carry two signatures of EXCO including that of the General Secretary or in the absence the assistant general secretary together with the Chairman or Vice Chairman or treasurer or assistant treasurer
- IV. All project related expenses must be authorised by the respective subcommittee chairman along with the subcommittee vice-chairman and put forward to EXCO for the final approval

19. Voting

- I. Voting at all general meetings shall be by show of hands or by email or by registered post letter to the General Secretary, or assistant general secretary or if demanded by the president or a majority of those present by a secret ballot
- II. Members who have been suspended or expelled will not have the right to vote
- III. Every member, who qualifies to vote, who paid membership fees in full with no arrears, has the right to vote except for the ex-officio members of EXCO

20. Amendments to the Constitution

Alterations and/or amendments to the Constitution shall be done with the special resolution of its membership for which all members are entitled to receive a notice informing the purpose of the meeting at least 30 days prior to the date of holding of such a Meeting at which such alterations are to be tabled for approval

21. Resolutions

- I. Ordinary resolutions are the resolutions pass at AGM or EGMs by a simple majority of members present, who votes in favour. In an event of equal votes, or in an event of decision cannot be made in such manner, the majority of the life members present who votes in favour will be selected.
- II. Special resolutions are the resolutions pass at AGM or EGMs by a two-thirds majority of members present. In an event of equal votes, or in an event of decision cannot be made in such manner, two-thirds of the majority of the life members present who votes in favour will be selected.

22. Discipline

- I. Any member who is in the majority view of the EXCO acts in a manner likely to bring discredit to the PCU or convicted or members that affects the stability and wellbeing of the said PCU shall be suspended from the membership, EXCO or Subcommittees or COMs and/or its activities where applicable
- II. Any such suspended member will be automatically be suspended from his or her all official positions of committees at the PCU
- III. Expulsion from membership shall be only by a special resolution with a two-thirds majority of the PCU who are present, at the AGM or EGM

23. Matters not provided for

Matters that are not provided for in this Constitution shall abide by the decision of the EXCO shall be final and conclusive, subject to revisions by an EGM or AGM by an ordinary resolution, provided such decisions are not inconsistent with the objectives of the PCU

24. General

- I. PCU shall not lend its patronage to any political party or trade
- II. The primary language of this constitution in English and shall be translated into any other link languages for a better understanding of its members
- III. Chairman, including all the members of EXCO, are individually and severally liable to abide by the constitution, its objectives when carrying out their duties. Therefore, EXCO must exercise professional conduct, transparency and good faith at all times of its members, when carrying out such activities.

We the members present at this AGM on the 5th day of January 2019, make this constitution certified, enacted this day forward