



CONSTITUTION

**Alumni Association of Faculty of Technology (AAFoT),
Eastern University, Sri Lanka (EUSL)**

**Faculty of Technology
Eastern University, Sri Lanka (EUSL)
2025**



CONSTITUTION

**ALUMNI ASSOCIATION OF FACULTY OF TECHNOLOGY (AAFoT),
EASTERN UNIVERSITY, SRI LANKA**

**Faculty of Technology
Eastern University, Sri Lanka**

2025

Status of Approval

Name of the Policy/Guideline: Constitution. Alumni Association of Faculty of Technology, Eastern University, Sri Lanka.

Meeting Number and Date of approval:

Faculty Board		Senate		Council	
Meeting No	Approved Date	Meeting No	Approved Date	Meeting No	Approved Date
04/2024	02.04.2024	360	18.12.2024	348	18.01.2025

©Faculty of Technology, 2025

Eastern University, Sri Lanka

All rights reserved

The content displayed on this document is the intellectual property of the Faculty of Technology, Eastern University, Sri Lanka. You may not reuse, republish or reprint such content without our written consent.

Constitution
Alumni Association of Faculty of Technology- Association
Faculty of Technology, Eastern University, Sri Lanka

ARTICLE 1 – Name

The name of the Association shall be the “Alumni Association, Faculty of Technology,” hereinafter referred to as “Association”.

Name

ARTICLE 2 – Address

The Registered Office and the official address of the Association shall be the Faculty of Technology (from now on referred to as the "Faculty"), Eastern University, Sri Lanka. Eastern University, Sri Lanka (from now on referred to as the "EUSL").

Address

ARTICLE 3 – The Association

The Association is a formally constituted non-political and non-profit body and must be formally recognised and accredited by the EUSL's Council and have no standing without this recognition and accreditation.

Accreditation of Association

ARTICLE 4 – Mission and Purpose

4.1 To promote, foster, and maintain links between members of the Association and the Faculty

Mission

4.2 To support and promote, through the broadest possible alumni base, the basic purpose of the Association.

4.3 The purpose of the Association is multifaceted and serves to foster a sense of loyalty while promoting the overall well-being of the Faculty and the parent organization EUSL, as follows

Purpose

4.3.1 Involve to strength the Association,

4.3.2 Commit to engage and volunteer with the Faculty, its students, and the communities of the EUSL to meet the expectations,

4.3.3 Encourage financial support to the Faculty, by various possible means,

4.3.4 Supporting continuously for the improvement of learning and research experiences of students of the Faculty, and

4.3.5 Enhance the public image and presence of the Faculty through strengthen the connections and services to alumni, Faculty and the EUSL.

ARTICLE 5 – Patron

The Dean of the Faculty of Technology, Eastern University, Sri Lanka shall be the Patron of the Association.

Patron

ARTICLE 6 – Membership

6.1 **Full Members:** Any person who is a graduate of Faculty, EUSL or any person who has obtained a Postgraduate Degree/Degree/Higher Diploma/Diploma/Certificate in the Faculty, EUSL.

Categories

6.2 **Associate Members:** All members and ex-members of the permanent teaching staff of Faculty who do not satisfy the requirements for full membership of the Association as stipulated in clause 4.1.

6.3 **Honorary Members:** Any person who has rendered distinguished services to the University, nominated by the Executive Committee of the Association and elected by the general membership of the Association as an honorary member.

(a) Persons who are recipients of honorary degrees granted by the Faculty or EUSL

(b) Persons who have rendered exceptionally distinguished service to the EUSL or the Association

(c) Persons who have national or international recognition of the distinction related to the field of technology

6.4 Life Members

Any of the full, associate, and honorary members shall become a life member. It shall be named as Full Life Member, Associate Life Member, and Honorary Life member.

6.5 An application shall be made to the Association on the prescribed form. Upon approval by the Executive Committee, the membership fee prescribed in the bylaws should be paid.

Admission

6.6 Cessation of membership may occur due to a member's

Cessation of membership

(a) Death

(b) Resignation

(c) Non-payment of subscription for a continuous period of three years

(d) Expulsion as defined in this Constitution

6.7 All members who have been enrolled as full members of the Association and who have paid the prescribed membership fees for the year shall have the right to

Right of members

(a) Receive all communications from the General Secretary

(b) Vote at any events whenever/wherever appropriate

(c) Propose and second the candidature of another member for the Executive Committee

(d) Hold an office in the Association

ARTICLE 7- Office-bearers and the Executive Committee

- 7.1 The Office bearers of the Association consists of 10 members and should be chosen from the full members of the Association as follows *Office bearers*
- (a) The President – 01 number
 - (b) Vice-Presidents – 03 numbers (Programme, Membership and Public relations)
 - (c) General Secretary – 01 number (from the Faculty, EUSL)
 - (d) Assistant Secretaries – 03 numbers (Programme, Membership and Public relations)
 - (e) Treasurer – 01 number
 - (f) Editor – 01 number
 - (g) The Office-bearers shall be elected/selected at an annual general meeting and shall hold office for a period of one year.
- 7.2 The Executive Committee (EXCO) of the Association shall consist of 21 members who shall manage the affairs of the Association *Executive Committee*
- (a) The Office-bearers of the Association – 10 members
 - (b) The immediate past-President and immediate past General Secretary of the Association – 02 numbers
 - (c) Three members elected/selected at the Annual General Meeting for each committee and shall hold office for a period of one year – 09 members.
 - (d) The Executive Committee shall meet at least four times a year. The quorum at a meeting of the Executive Committee shall be half of its total membership.
- 7.3 The responsibility for the management of the affairs of the Association and the powers necessary to discharge such responsibility be vested to the Executive Committee. *Power of executive Committee*
- 7.4 The powers of the Executive Committee shall include the power to pass by-laws in addition to those presently in force and shall be appended thereafter.
- 7.5 The Executive Committee may appoint any other committee/s for a specific purpose, if necessary.
- 7.6 The Executive Committee may, with the approval of two-thirds of the members present, amend, modify, repeal, or add to any of the Constitution.

ARTICLE 8 – Responsibilities of the Committees

- 8.1 Develop program ideas for events, and plan logistics. *Programme*
- 8.2 Develop and implement strategies to increase membership. *Membership*
- 8.3 Develop and implement policies for all communication pieces, oversee writing, editing, proof-reading and production of the newsletters where applicable, establish and maintain web page, maintain and monitor e-mail list of the Association. *Public Relations*

ARTICLE 9 – Meetings

- 9.1 An Annual General Meeting (AGM) shall be held once in a year and not more than 15 months in between two successive AGM. A prior notice of clear 21 days for convening an Annual General Meeting shall ordinarily be given to the members by the Secretary in consultation with the President. The Executive Committee shall determine the place and time of the AGM. *Annual General Meeting*
- 9.2 A general meeting shall be convened by the General Secretary at the request of the Executive Committee and 7 days' notice shall be given for the meeting. *General meeting*
- 9.3 A special meeting shall be convened by the General Secretary at the request of not less than twenty full members or at the request of the Executive Committee and such meeting called shall be called with a short notice. *Special meeting*
- 9.4 The quorum at a special or general meeting of the Association shall be 1/4th of the full members eligible to vote. *Quorum of meeting*

ARTICLE 10 – Legal & Financial Matters

- 10.1 The Association shall raise funds for pursuing the objectives of the Association through; *Fund raising*
- (a) Subscription from its members. The By-Laws of the Association shall govern the rates of subscription
 - (b) Money donated by the members.
 - (c) Any other source approved by the Executive Committee.
- 10.2 All funds of the Association shall be deposited to the credit of the Association in such banks and/or other institutions in current accounts and/or savings accounts and/or deposits, as the Executive Committee may decide, from time to time. *Maintenance of funds*
- 10.3 All cheques, drafts, orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Association shall be signed by the President or the General Secretary and the Treasurer.
- 10.4 The President or General Secretary or Any member of the association authorize by the Executive committee may accept, on behalf of the Association, any gifts for any general or special purpose of the Association.
- 10.5 A written receipt shall be issued by the Treasurer and the receipt of such gift/s shall be tabled at the forthcoming Executive Committee meeting.
- 10.6 A special fund, to be known as the “Association Endowment Fund,” shall be established and maintained by the Association. *Endowment fund*

ARTICLE 11 – Financial Year

- 11.1 The financial year of the Association shall be from the 1st of April of a year to the 31st of March of the subsequent year (E.g. April 1 2024 to March 31, 2025). *Financial year and Annual auditing*

11.2 The annual accounts of the Association shall be audited at the end of the financial year by a registered firm of Chartered Accountants appointed at the AGM.

ARTICLE 12- SEAL AND RECORDS OF THE ASSOCIATION

12.1 The seal shall be kept in the custody of the President, General Secretary and Treasurer

Rubber stamp

12.2 The following records shall be maintained in the office of the Association's Office or secured electronically according to the establishment procedure in By-Laws.

Records of the Association

(a) List of Membership

(b) Minutes of the Meetings - Executive Committee, General Body, Special Meetings and AGM

(c) Stock Register of Non-consumable and Consumable items

(d) Cash Book and Ledger

(e) Copies of all publications and reports of the Association

(f) Cheque Books, Bank Passbooks and Savings certificates

12.3 The records shall include details of all sums of money received and sources thereof, and all the sums of money spent.

12.4 Every member of the General Body shall have the rights of inspection of records of the Association, after the prior information, during the office hours (10 am-3 pm).

Rights of Inspection

12.5 Some of the disposable records as decided by the Executive Committee may be disposed of or destroyed.

Disposal of records

ARTICLE 13 - AMENDMENTS TO THE CONSTITUTION

This Constitution may be altered or amended by at least two-thirds of the full membership present at an Annual General Meeting. Notice of Amendment changes shall be mailed to each full member, 14 calendar days prior to any scheduled meeting.

Process of amending the Constitution

ARTICLE 14 - WINDING

The winding up of the Association shall be carried out as per relevant clauses of Societies Registration Act.

Winding Association

Appendix 2

By-Laws of the Alumni Association of the Faculty of Technology, EUSL

By-Law #L01: Duties of Office-bearers and the Executive Committee

1.1 The President

*Duties of the
President*

- (a) The President shall exercise the powers normally incident to that position. He/she shall have the right of determination on any dispute arising from any responsibility for the interpretation and clarification of procedural questions. He/she shall preside at all meetings of the Association and of the Executive Committee.
- (b) If the President is unable to perform the duties of his office for any reason, one of the Vice-presidents, shall occupy his/her position and perform his/her duties with the same authority as the President. Each Vice-president shall, under the direction of the President, oversees the functioning of the Association and will cooperate with the office bearers to implement the policy and/or program of the Association.

1.2 The Vice-President (VP) – Programme (P)

*Duties of the
VP-P*

- (a) The VP-P provides leadership, direction, and coordination to the Association in helping the EUSL ensure its continuous improvement of performance and any other related activities, including Academic and Research areas.
- (b) He/She initiate or take on additional duties as directed by the President on any approved project related to alumni, the EUSL, the community, or Research & Development or event management.

1.3 The Vice-President – Membership (M)

*Duties of the
VP-M*

- (a) The VP-M shall support the members of Association and provide advice and support to other officials of the Association.
- (b) He/She shall also provide necessary resources to implement projects and take fund raising-based projects, including upselling to potential donors and members.
- (c) He/She shall be responsible for performing the duties of the VP-PR with the same authority in the absence or inability of the VP-PR to perform the responsibilities for any reason.
- (d) He/She maintains the membership registers of the Association.

1.4 The Vice-President – Public Relations (PR)

*Duties of the
VP-PR*

- (a) The VP-PR shall responsible for organizing events, programs, and projects, which would help develop better relationships between alumni and students of the EUSL and the community.
- (b) He/She shall oversee the general functioning of the Association and coordinate with office bearers to implement the policy and/or program as directed by the President.

- (c) He/She shall be responsible for performing the President's duties with the same authority in the absence or inability of the President to perform the responsibilities for any reason.
- (d) He/She shall also be responsible for communicating with alumni, the EUSL, and relevant authorities professionally and positively, face-to-face, via emails, telephone, social media networks, and is the first contact for daily inquiries from alumni.

1.5 **The General Secretary (GS)**

Duties of the GS

- (a) The GS issues notices for the Annual General Meeting, Special Meetings, General meetings, and meetings of the Executive Committee,
- (b) He/She prepares, circulates, presents and maintains the minutes and records of all meetings,
- (c) He/She circulates the agenda and/or minutes of meetings, not less than seven days prior to such a meeting,
- (d) He/She maintains the membership registers of the Association.
- (e) He/She shall convene a special meeting of the Association at the written request of not less than twenty members or on the request of the Executive Committee, not later than thirty days from the date of the receipt of such notice or order.
- (f) He/She shall prepares and present an annual report of the activities and programs of the Association at the Annual General Meeting.

1.6 **The Assistant Secretary (AS)**

Duties of the AS

The Assistant Secretaries shall perform such functions as delegated to them by the General Secretary and the Executive Committee.

1.7 **The Treasurer**

Duties of the Treasurer

- (a) The Treasurer shall assist the Executive Committee referred to in Article 10 and 11 in financial planning and expenditure.
- (b) He/She shall be responsible for the maintenance of the proper accounts of the Association.
- (c) He/She shall also prepare and present an annual statement of audited accounts at the Annual General Meeting.

1.8 **The Editor**

Duties of the Editor

- (a) The Editor writes and adapts content for publications such as magazines, newsletters, brochures and other marketing materials.
- (b) He/She prepares articles for print publications such as magazines and mail flyers.
- (c) He/She creates advertising text for brochures, banners, and flyers.
- (d) He/She collaborates with designers to create appealing graphics that complement text.
- (e) He/She writes any material that connects with the desired audience and drives action as per the direction of the Executive Committee.

By-Law #L02: Member Registration Fee and Annual Membership/Subscription Fees

- 2.1 The registration fee for new members shall be Rs. 500. The founder members, *Membership fee* (who initiated the Association), however, shall be exempt from such registration fees.
- 2.2 The annual subscription for ordinary membership shall be:
- (a) Full member: Rs. 1500
 - (b) Associate member: Rs. 1000
 - (c) Honorary member: Rs. 1000
- 2.3 A member who pays Rs. 5000 shall become a **life member** viz. Full Life Member
- 2.4 Annual General meeting participation fee shall be decided by the Executive committee.

By-Law #L03: Procedure for Electing Office Bearers and the Executive Committee

- 3.1 The first election of the Executive Committee of the Association shall be held at the inaugural meeting and nomination to all posts shall be accepted at that meeting *Procedure for electing Office-bearers*
- 3.2 The General Secretary shall call for nominations by written notice to all the members, at least one month before the relevant AGM. The electoral list shall be revised and exhibited in the office of the General Secretary. The notice for nomination shall also indicate that such electoral list is exhibited in the office of the General Secretary. *Call for nominations*
- 3.3 Nomination for the posts of Office-bearers and for the posts of five Executive Committee members shall be received by the General Secretary not less than two weeks before the relevant AGM. Nominations for the posts, for which nominations have not been received, can be submitted by any member of the Association who has the right to vote. *Deadline for receiving nominations*
- 3.4 In the event of there being more than one candidate for any post, an election shall be held, in the manner determined by the Association, at such meeting. Voting rights will be **restricted to full members** of the Association, if their subscriptions are not in arrears. *Election for office bearers*
- 3.5 In case of a vacancy occurring during the year, in any post or office, such vacancy shall be filled by the Executive Committee **within one month** of the occurrence of the vacancy or at its next meeting, whichever is earlier. *Vacancy for office bearers*

By-Law #L04: Disciplinary Action & Complaints Procedure

- 4.1 Complaints against members, individually or collectively, in respect of acts considered to be in breach of the standards of behaviours which can be reasonably expected of a member of the Association, shall be addressed to the Executive Committee and submitted to the General Secretary. *Complaints*

4.2 The complaint must:

- (a) be in writing and be signed by the complainant/s;
- (b) describe, in adequate detail, the act or behavior complained of and explain why it warrants disciplinary action;
- (c) be submitted, in duplicate, **within two weeks** of commission of the alleged breach of discipline, in person or by registered post, together with:
 - i. Copies of all supporting evidence (if applicable)
 - ii. A list of witnesses (if any).

4.3 On receipt of any such complaint, **within 7 days**, the General Secretary shall inform to the President (in the first instance) and all the Vice-Presidents, verbally and follow up by sending copies of the complaint letter and supporting documents (if any).

*Reporting
complaints to the
office bearers*

4.4 The President and Vice-Presidents shall meet or communicate with each other on the subject and shall, within two weeks of receipt of the complaint, decide on their course of action. If they are unanimously of the view that the complaint is trivial, frivolous, or dishonest, and deserves to be disregarded, they shall state their views to the General Secretary and direct him/her to advise the complainant accordingly. They may consider imposing some censure or penalty on the complainant in such an event, to discourage on irresponsible complaints.

*Processing
Complaints*

4.5 President and the Vice-Presidents, on the other hand, should consider that if there is adequate substance in the complaint to warrant inquiry and disciplinary action by way of

- (a) A verbal or written warning,
- (b) A verbal or written reprimand,
- (c) Any other penalty not amounting to expulsion,
- (d) Expulsion from membership,

They shall direct the General Secretary to set the following procedure in motion. Inform the member against whom the complaint has been made (hereinafter referred to as "the member") in writing, **within 7 days of receipt** of the President's directive that a complaint has been made against him/her. The letter shall be sent by Registered Post and a copy of the complaint be attached thereto.

The member shall be requested to submit a reply to the charges, **within 14 days** of date of the General Secretary's letter, and should he/she admit the charge, in full or substantially concede it, the President and Vice-President shall, review all the facts and circumstances, and having made such other inquiries as are deemed necessary or dispose of the matter as specified in para 4.4 above.

4.6 If on the other hand, the charges are disputed and/or counter-allegations made, then, the matter should be referred to the Executive Committee, by circular letter, and the Executive Committee shall appoint a sub-committee (as provided for in Article VI (4) of the Constitution) to inquire into the facts of the charge and report its findings to the Executive Committee.

Such inquiry shall be held within **3 weeks** of receipt of the reply, at a place and time fixed by the sub-committee. Notice of the proposed inquiry shall be sent by the General Secretary to the complainant and to the member, giving the relevant information as to place, date and time of the inquiry and the names of the members of the sub-committee.

The sub-committee, in consultation with the General Secretary, shall make its own administrative arrangements and in its conduct of the inquiry, follow the principles of natural justice. In particular:

- (a) The parties must be given time to prepare themselves,
- (b) Both parties should be given a reasonable opportunity and time frame within which to present their cases,
- (c) Parties may be assisted by other members in presenting their case,
- (d) A written record of the evidence led, shall be maintained and copies thereof made available to the parties on payment of a fee fixed by the sub-committee of inquiry.

4.7 The findings of the sub-committee shall be sent, by way of a report, **within 30 days** of completion of the inquiry, to the General Secretary, for transmission to the Executive Committee. The Executive Committee shall, within 14 days of receipt of the report, decide on the action to be taken and advise the parties accordingly, through the General Secretary. The decision of the Executive Committee shall be final and not subject to appeal.

*Findings of the
inquiry*

4.8 If the sub-committee finds, at any stage of the inquiry, that the complaint is unwarranted and that there is a case for disciplinary action against the complainant, it shall so advise the Executive Committee by means of a report setting out its reasons. In such an event, the Executive Committee may consider the imposition of a penalty in proportion to the gravity of the effect of the complaint and its consequences both as regards the Executive Committee and the member concerned.

4.9 These shall be dealt with in the same manner as where the complainant is a member. However, since there is no possible sanction against third parties who may make frivolous or trivial complaints for malicious or other reasons, only allegations of grave misconduct such as would, if found to be true, tend to bring discredit to the Association if the offending member be permitted to continue in membership, will be treated in terms of the procedure prescribed above.

*Third Party
Complaints*

4.10 Members convicted of crimes of a type that, in the opinion of the Executive Committee, impart a significant degree of moral turpitude and thereby render them unsuitable to continue as members, shall be liable to expulsion at the direction of the Executive Committee. Similarly, a member adjudicated insolvent or against whom a final judgment has been entered in a Civil or Military Court or Tribunal based on evidence that establishes elements of gross misconduct, moral turpitude or dishonesty shall be liable to expulsion, at the discretion of the Executive Committee.

*Other
Circumstances
Warranting
Disciplinary
Measures*

By-Law #L05: Amendments to the Constitution

This Constitution may be altered or amended by at least two-thirds of the full membership present at an Annual General Meeting. Notice of Amendment changes shall be mailed to each full member, 14 calendar days prior to any scheduled meeting.

*Process of
amending the
Constitution*

By-Law #L06: Winding

The winding up of the Association shall be carried out as per relevant clauses of Societies Registration Act.

*Winding
Association*