

**THE CONSTITUTION OF**

**NEW ZEALAND ALUMNI  
ASSOCIATION OF UNIVERSITY OF  
PERADENIYA INCORPORATED**

## **THE CONSTITUTION OF THE ALUMNI ASSOCIATION OF UNIVERSITY OF PERADENIYA INCORPORATED-NEW ZEALAND CHAPTER**

### **1. NAME**

The name of the Association shall be ALUMNI ASSOCIATION OF UNIVERSITY OF PERADENIYA INCORPORATED- NEW ZEALAND CHAPTER, hereinafter referred to as "the Association".

### **2. DEFINITIONS**

The term "University" shall mean "University of Peradeniya".

The expression of "the University of Peradeniya" shall include the University of Ceylon (1942 – 1967), the University of Ceylon, Peradeniya (1967 -1978) and the University of Peradeniya, Sri Lanka (1979 onwards) and shall hereinafter referred to as "the University".

### **3. THE OBJECTIVES**

The aims and objectives of the Association are as follows:

- I. To encourage, foster and promote close relations between the University of Peradeniya and its alumni and among the alumni themselves
- II. To promote in the alumni body an interest in the affairs and well-being of the University
- III. To provide and disseminate information regarding the University, its graduates, Faculties and students, to the alumni and foster inter-relationships
- IV. To assist alumni resident in New Zealand and those visiting New Zealand
- V. To ensure that programs are initiated and developed for the benefit of the alumni
- VI. To assist and support the efforts of the University in obtaining resources for development
- VII. To serve as a medium through which alumni may support and advance the pursuit of academic excellence at the University
- VIII. To guide and assist alumni who migrate to New Zealand in their initial settlement and in obtaining employment and engaging in productive pursuits useful to New Zealand society

### **4. MEMBERSHIP**

#### **A. Membership of the association shall consist of three categories:**

Full Members  
Associate Members and  
Honorary Members

#### **B. Eligibility Criteria**

##### **1. Full Membership**

- i. Any person who is a graduate of the university or has obtained a postgraduate qualification of the university shall be eligible to apply for full membership of the Association and

- ii. An associate member who has been a member for a continuous period of three years shall be eligible, on completion of such period, to apply for full membership of the Association

2. Associate Membership

Any past student of the university who was enrolled at anytime in a course of study of any faculty, Post-graduate Institute or school:

OR

who has been a member of the academic or administrative or non-academic staff of the university and is also a graduate of a recognised University shall be eligible to apply for associate membership of the Association

3. Honorary Members

A full member may propose the name of,

(i) Any person who has been conferred a degree *honoris causa* by the University,

(ii) Any spouse, child or grandchild, who is now living in New Zealand, of any person who would have qualified for membership of the Association, to the Executive Committee for consideration to confer honorary membership of the association. The Executive committee may admit that person as an honorary member if that person is considered as fulfilling the eligibility criteria.

C. Full Membership & Life Membership

A person who is qualified to be a member, who pays the prescribed Life membership fee will be called a Life Member, a person who is qualified to be full member and pays the prescribed annual membership fee shall be a Full Member.

- i. Full Membership & Associate Membership: An application should be made to the Association on the prescribed form making the payment of the prescribed membership fee in the manner explained in the form. The application needs to be supported by two Full members. The Executive Committee shall approve the application in terms of the eligibility criteria.
- ii. Honorary Members: The Executive Committee shall consider recommendations made by a member(s) and shall decide on conferring honorary membership.

D. Termination of Membership may occur due to death, resignation, non-payment of subscription for a continuous period of two years or is found to be a mentally disordered Person within the meaning of the Mental Health Act 1969

E. Rights of Members

- i. All members who have been enrolled as Full Members of the Association and have paid the prescribed membership fees for the year and Life Members shall have the right to receive all communications from the Secretary of the Association, vote, propose and second the candidature of another member or resolutions to be taken up for consideration at meetings of the Association and hold office in the Association.
- ii. All members who have been enrolled as Associate Members of the Association and have paid the prescribed membership fees for the year as well as all Honorary Members shall receive all communications from the Secretary.

**5. OFFICE BEARERS AND THE EXECUTIVE COMMITTEE.**

- I. The Office bearers of the Association shall consist of the following:
  - a) The President

- b) Two Co-Vice Presidents of which one shall be a female member
  - c) Ex-Officio Vice Presidents – The Chairman of each Regional Alumni Club in New Zealand formed under Clause 7 of this constitution shall be a Vice President *ex-officio*
  - d) The Secretary
  - e) The Assistant Secretary
  - f) The Treasurer
  - g) The Assistant Treasurer and
  - h) Three Committee Members
- II. The Executive Committee shall comprise of all the Office bearers and three committee members, all of whom shall be elected from among members, and the immediate Past President, who shall be a member of the Executive Committee *ex officio*. The three committee members shall be elected taking special care to ensure that faculties and areas of study and interest that are not represented by office bearers are included.
- III. The responsibility of the management of the affairs of the Association and the powers necessary to discharge such responsibility including the power to pass by-laws shall be vested in the Executive Committee
- IV. The Office-bearers of the Association shall be elected by simple majority of the members present at an annual General Meeting and shall hold office for a period of one year and will be eligible for re-election.
- V. The Executive Committee shall meet at least once a quarter. The quorum at a meeting of the Executive Committee shall be not less than five (5).
- VI. The President shall chair the Association meetings and Executive Committee meetings and cause the decisions taken by the Association and the Executive Committee to be implemented.
- VII. One of the Vice Presidents nominated by the Executive Committee shall carry out the President's duties in the absence of the President.
- VIII. The Secretary shall call Association meetings and Executive Committee meetings and keep minutes of all such meetings, hold and protect the records of the Association, keep such records confidential as required, implement decisions taken by the Association and the Executive Committee, give notices as required and assist the Treasurer. In the absence of the Secretary, the Assistant Secretary shall carry out the duties of the Secretary.
- IX. The Treasurer shall carry out and implement the decisions taken by the Association and by the executive committee and keep all proper accounts and hold the financial resources of the Association in safe keeping, maintain confidentiality of financial records as required, prepare and forward annual financial accounts to the Association. In the absence of the Treasurer, the Assistant Treasurer shall carry out the duties of the Treasurer.
- X. The Executive Committee may fill any vacancy of office bearers occurring prior to the annual general meeting.

## **6. COMMITTEES AND SUB COMMITTEES**

- i. The Executive Committee may establish one or many committees, sub committees to achieve objectives of the Association.
- ii. The Executive Committee shall have full discretionary power in determining the composition, appointments and dissolution of such committees and sub-committees.

## **7. MEETINGS**

- i. The annual general meeting shall be held every year, before the end of MARCH each year, at a time and place determined by the Executive Committee with the exception that the annual general meeting after the inauguration of the association shall be held before March 2010.

- ii. A Special meeting of the Association shall be convened by the Secretary of the Association at the written request of not less than twenty full members or at the request of the Executive Committee.
- iii. A general meeting shall be convened by the Secretary of the Association at the request of the Executive Committee. He shall ensure that a minimum period of three (3) weeks' notice is given to the membership of the date of a General Meeting or Special General Meeting; any member wishing to move a motion or take up any matter or make a nomination for an office or position of the Association shall indicate his intentions in writing to the Secretary at least two weeks (2) before the appointed date for the meeting.
- iv. The quorum at a special or general meeting shall be ten (10) or 1/3 of the full membership eligible to vote, whichever is less. The quorum of the meetings of the Executive committee shall be five (5).
- v. No decision of the Association, the Executive Committee or any other committee of the Association shall be invalidated by reason only of the existence of a vacancy among its members.

## **8. REGIONAL ALUMNI CLUBS**

- i. The members living in geographical locations outside the Auckland Regional Council area may form Regional Alumni Clubs with the concurrence of the Executive committee, as may be provided in by-laws framed under this constitution.
- ii. All activities of the Regional Alumni Clubs may be coordinated by the Association.
- iii. The Chairmen and Secretaries of Regional Alumni Clubs shall submit annual reports to the association for consideration.

## **9. LEGAL & FINANCIAL MATTERS**

- i. The financial year of the Association shall commence from 1<sup>st</sup> January of each year.
- ii. The Association shall keep true and fair accounts of all money received and expended.
- iii. Any income benefit or advantage shall be applied to achieve the objects of the Association.
- iv. The Executive Committee shall appoint an Auditor with suitable qualifications at appropriate times.
- v. The Executive Committee shall as soon as practicable after the end of every financial year cause the accounts to be audited by the Auditor and the audited accounts shall be made available to the members and to the Registrar of Societies
- vi. The Association shall have the power to open and maintain one or many accounts as required, in any commercial bank in New Zealand. The signatories to the accounts shall be the Treasurer and either President or Secretary of the Association.

## **10. LOGO**

The Association may have an appropriate logo

## **11. COMMON SEAL**

The Association shall have a Common seal which shall be kept in the custody of the Secretary, or such other officer as shall be appointed by the Executive Committee and shall be used only as directed by the Executive Committee.

It shall be affixed to documents only in the presence of and accompanied by the signature of two members of the Executive Committee.

## **12. GENERAL AND SPECIFIC POWERS**

In addition to the powers implied by the general law of New Zealand, the powers, which the Association may exercise in order to achieve its objects are as follows:

- i. To use the funds of the Association as the Executive Committee thinks necessary or proper in payment of the costs and expenses of the Association, including the employment of Professional advisers, agents, officers and staff as appears necessary or expedient; and
- ii. To purchase, take on lease or in exchange or hire or otherwise acquire any land or personal property and any rights or privileges which the Executive Committee thinks necessary or expedient for the purpose of attaining the objects of the Association and to sell, exchange, bail or lease, with or without option of purchase, or in any manner dispose of any such property, rights or privileges as aforesaid; after obtaining approval at the Annual General meeting or a General Meeting or a Special Meeting.
- iii. To invest surplus funds in any way permitted by law upon such terms as the Executive Committee thinks fit; after obtaining approval at the Annual General meeting or a General Meeting or a Special Meeting.
- iv. To borrow or raise money from time to time with or without security and upon such terms as to priority and otherwise as the Executive Committee thinks fit; after obtaining approval at the Annual General meeting or a General Meeting or a Special Meeting.
- v. To do all things from time to time as may be necessary or desirable to enable the Association to give effect to and to attain the objectives of the Association.

## **13. BY LAWS**

The Executive Committee may, with the approval of two thirds of the full members present approve, amend, modify, repeal any by law.

## **14. AMENDMENTS.**

Any amendments to the constitution shall require the approval of at least two-thirds of the full membership present at the Annual General meeting or a General Meeting or a Special Meeting, provided however that the notice of such amendments shall be given to each full member of the Association at least two weeks in advance

## **15. DISSOLUTION**

The Association may be dissolved and wound up by the approval of at least two-thirds of the full membership present at the Annual General meeting or a General Meeting or a Special Meeting, provided however that the notice of such dissolution shall be given to each full member of the Association at least four weeks in advance. The notice of such dissolution shall include ways and means of disposing all surplus assets after payment of costs, debts and liabilities.