



CONSTITUTION **OF THE** **ST JOHN'S COLLEGE , OLD BOYS** **ASSOCIATION, NEW SOUTH WALES**

1. The Association

- a. The Association shall be called the ST JOHN'S COLLEGE, OLD BOYS ASSOCIATION, NEW SOUTH WALES. (SJC OBA NSW). The association shall be voluntary and a non-profit organization.

2. Objectives

- a. To foster and to strengthen the sense of fellowship and goodwill among all members of the Association.
- b. To organize, promote and provide social and recreational activities among its members.
- c. To maintain contact with the Principal and the management of the college and act as a source of support in order for the college to prosper and meet its ultimate objectives.
- d. Wherever possible the Association extends its support to the greater community.
- e. To preserve unity and fellowship with other college associations within Australia and in other countries.

3. Membership

- a. Membership of the association is open to all past pupils, teachers and general staff of the college.
- b. All new members must register with the Association and be approved by the committee or any other persons appointed by the Committee for this specific purpose.
- c. The registration process would be as stipulated by the Committee at that time.
- d. A confirmation of membership must be sent out via an appropriate medium decided by the Committee.
- e. No person who is not registered and approved shall be eligible to vote at any meeting of the Association neither hold any position in the Association

- f. A register shall be kept of the names and addresses of all members.

4. Committee

- a. The business of the association shall be conducted by a Committee of members consisting of:
- One (1) President
 - One (1) Vice President
 - One (1) General Secretary
 - One (1) Treasurer
 - One (1) Assistant Secretary/ Treasurer
 - One (1) Communication Secretary
 - One (1) Social Secretary
 - One (1) Sports Secretary
- b. In addition to the above, a maximum of seven (7) Committee Members shall be elected.
- c. The President, Vice President, General Secretary, Treasurer and the Communication Secretary shall form the Executive Committee.
- d. All the office-bearers (except the Patron) shall be elected from among the members at each Annual General Meeting.
- e. The Executive Committee members shall not hold the same office for more than two (2) consecutive years.
- f. The Principal of the Jaffna St John's College shall be the Patron of the Association.
- g. The Committee shall have the authority to appoint Vice-Patrons, if and when deemed necessary, from the members of the association, whose advice and guidance will be useful for the association. They shall not be a voting member of the committee but shall attend the meetings of the association.
- h. An elected committee member should not be in the committee for more than four (4) consecutive years.

5. Management & Operation

- a. The Executive Committee of the Association shall be responsible for the smooth functioning of the Association. This includes the day to day running of the Association and managing all the affairs without any financial commitments to the association.
- b. The committee shall be empowered to form sub-committees comprising of members from the committee and members of the

association to help assist in functions and projects. The sub-committee Chairman who shall be a member of the Committee will communicate and seek approval from the committee in all matters and decisions taken by the sub-committee.

- c. Any vacancy arising in the Committee shall be filled by the Committee from among the committee members. Such appointments must be notified to the General Membership within 30 days.
- d. The committee shall meet at least once in every ninety (90) days and may at any other time if necessary, at the request of the President or five (5) members of the committee. At least seven (7) days notice together with the agenda must be given for the committee meeting by the General Secretary.
- e. Committee members who do not attend three consecutive committee meetings automatically lose their right to serve in the committee, unless such circumstances should be notified to the Executive Committee and approval is obtained.
- f. All questions that may come up before the Association shall be decided by a simple majority of votes except in regard to questions relating to the constitution for which a separate stipulation is set out in section 11.a.
- g. All questions that may come up before the Committee shall be decided by a simple majority of votes. Whenever there is no clear majority, the President is authorized to make a final decision, except in regard to questions relating to the constitution for which a separate stipulation is set out in section 11.a.
- h. The Committee members and the members of the Association are required to maintain highest level of integrity and professionalism when dealing with OBA matters. When there is a dispute, the President's ruling prevails.

6. Accounts & Funds

- a. The Financial year of the Association shall be the calendar year namely 1st January to 31st December each year.
- b. The Funds of the Association shall be deposited in a recognized Bank approved by the Committee, and the relevant accounts and/or Deposits shall be operated by the Treasurer in conjunction with the President.
- c. The Treasurer shall collect all monies and keep all accounts.
- d. Committee members and members of the Association shall settle (if any) collected donations or dues within fourteen (14) days of the related event to the Treasurer or deposit the amount to the nominated bank account.

- e. No expenditure of recurrent in nature shall be incurred without the prior approval of the committee.
- f. All accounts relating to any significant events shall be submitted by the Treasurer to the committee within 30 days.
- g. The Treasurer shall submit half yearly statements of accounts as at 30th June of that year to the committee within 30 days.
- h. A reviewed financial statement of accounts as at 31st December each year shall be presented to the Committee by the Treasurer and the President before the 31st January of the year following.
- i. All monies collected in pursuance of any special projects approved by the committee shall be managed by a separate bank account established for the sole purpose. In the event of change in circumstances the Committee will make decisions appropriately.

7. Donations

- a. No donation in cash or in kind shall be solicited without the prior approval of the Executive committee.
- b. All donations shall be in the custody of the Treasurer, who shall be responsible for its proper disposal and utilization.
- c. Any received donation shall be acknowledged by the Treasurer.

8. AGM

- a. The Annual General Meeting of the Association shall be held on or before the 31st day of March in each year.
- b. The Agenda for the A.G.M. shall include among others the following:
 - Minutes of the last A.G.M., by the Secretary
 - President's report
 - Treasurer's duly reviewed financial statement for the previous financial year
 - Any other matter, in respect of which due notice had been given.
 - Election of the office bearers.
- c. Special General Meeting shall be held on the written requisition of not less than Ten (10) members, addressed to the Secretary stating the subject to be discussed at the meeting, or at the instance of the committee,
- d. Twenty-one (21) days written notice shall be given for AGM or SGM along with the Agenda by the General Secretary.

9. Quorum

- a. The quorum for a meeting of the Committee shall be eight (8), of which at least three members should be from the executive committee. Quorum for any General Meeting shall be one third (1/3) of the registered membership or Twenty (20), whichever is less.

10. Winding up

- a. The organization shall not be wound up, except by a valid decision for winding up being taken at an AGM or SGM. The Assets of the Association shall after the payment of all claims and discharge of all liabilities, vest in the Principals of St. John's College, Jaffna, Sri Lanka to be applied at the discretion for the furtherance of College activities.

11. Amendments

- a. Amendments to the existing Constitution shall only be valid if approved at a duly constituted General or Special meeting of the Association by a majority of two third (2/3) of the members present at such meeting.
- b. Notice of proposed amendments shall be given to members at least twenty-one (21) days before the date of the said meeting, at which such amendments are to be considered.

ST. JOHN'S COLLEGE, JAFFNA

OLD BOYS' ASSOCIATION

NEW SOUTH WALES, AUSTRALIA

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