

THE CONSITUTION OF THE JAFFNA HOLY FAMILY CONVENT ALUMNI ASSOCIATION, CANADA

Definition:

Alma Mater – Alma Mater herein shall mean and be referred to as Jaffna Holy Family Convent, located at Main Street Jaffna, Sri Lanka.

Association – Association herein shall mean and be referred to as Jaffna Holy Family Convent Alumni Association, Canada.

Constitution – Constitution herein shall mean and be referred to as the Constitution of Jaffna Holy Family Convent Alumni Association, Canada.

Members – Members herein shall mean and be referred to as Members of the Jaffna Holy Family Convent Alumni Association, Canada.

Past Staff Members – Past Staff Members herein shall mean and be referred to as past teachers and other past employees of Jaffna Holy Family Convent.

Students – Students herein shall mean and be referred to as the children who are currently studying in Jaffna Holy Family Convent.

Past Students – Past Students herein shall mean and be referred to as past students of Jaffna Holy Family Convent.¹

1. Objectives

- 1.1 To maintain up to date contact with the Alma Mater.
- 1.2) To provide financial assistance and other support, within the means of the Association, to the Alma Mater and its students who are currently enrolled with the Alma Mater to encourage and aid school activities. Where deemed appropriate and necessary by a majority of Committee members, financial assistance and support may be given to projects that can provide long term benefits to our alumni and their families in Jaffna and the surrounding area.
- 1.3 To establish and maintain a cordial relationship with the past students and the past staff members of the Alma Mater who are residing in North America; to encourage the past students and the past staff members to create and maintain a close bond among themselves; to provide opportunity to the past students and the past staff members to exhibit their loyalty to the Alma Mater; and to recognize the talents, creativities and abilities of the past students and the past staff members in their chosen trade or profession to showcase the fame of the Alma Mater.
- 1.4) To collect and expend funds for the furtherance of the above mentioned objectives.
- 1.5) To create and maintain goodwill between the past students and the past staff members of the Jaffna Holy Family Convent and Jaffna St. Patrick's College.
- 1.6) To organize and hold social events, to foster fellowship among the members, friends and family and to promote integration of the members into the main stream of North America.

2. Membership

- 2.1) Past Students and Past Staff Members, who are residing in North America, shall be eligible to become members of the Association.
- 2.3) A member may become a Life Member by paying a Fee prescribed in Section 4.

3. Associate Membership

- 3.2) Persons who are related to Past Students and Past Staff and Past Staff Members may become Associate members of the Association. The Associate members shall have no right to vote or to participate in discussions at any meeting of the Association.

4. Membership Fee

- 4.1) The following fee schedule shall be applicable to the membership and may be varied from time to time by the "Committee of Management", without the approval of the Associations' Members.
 - a) Members \$40.00
 - b) Associate Members \$20.00
 - c) Life Members \$200.00
 - d) Life Members (65 years and over) \$100.00
- 4.2) Regular membership fee of \$40 per member (\$20 for Associate Members) shall be collected by each new committee during their term of office and ending, before May 1st of the year of AGM. However, the Association would accommodate members who would like to continue with payments of \$20 (\$10 for Associates) per annum and maintain adequately detailed records of dues and payments.
- 4.3) Members, other than Associate Members, who have paid the annual membership fees on or before May 1st shall be entitled to vote at the elections for the Committee of Management or to take part in discussions on any matters, including matters pertaining to the interpretation or amendment to the constitution.

5. Enrolment of Members

- 5.1) A person who is eligible to become a member shall submit an application in a prescribed membership form (the membership form shall be obtained from any one of the executive committee members) to the Secretary together with the membership fee applicable for the current year under Section 4.
- 5.2) Upon receipt of an application for membership in the Association, the Secretary shall review the application along with the President and the Treasurer and confirm the eligibility of the applicant, prior to enrolling the applicant as a member.
- 5.3) A person who has met the eligibility criteria to become a member shall be enrolled as a member in the register maintained for members.

6. Committee of Management

The affairs of the Association shall be managed by the “Committee of Management” that shall consist of:

- a) President;
- b) Vice President;
- c) Secretary;
- d) Assistant Secretary;
- e) Treasurer;
- f) Assistant Treasurer; And
- g) Minimum three committee members.

The Constitution was amended May 5, 2024 at the General Meeting to adjust the number of committee members.

Patron: Jaffna Holy Family Convent Alumni Association Canada acknowledges that the “Principal” of the Holy Family Convent in Jaffna will always be the Patron of the Canadian branch.

Vice Patron: The Vice Patron holds the position for the two years of the existing committee. It is an honorary position that holds no voting privileges or any specific office designation.

7. Election of the Committee of Management:

- 7.1) The Committee of Management shall be elected at a General Meeting in accordance with the provisions of the Constitution.

8. Executive Committee

- 8.1) The following shall form the “Executive Committee”:

- d) President
- e) Secretary
- f) Treasurer

- 8.2) Only one member of a biological family shall be eligible to serve as a member on the *Executive Committee* during a given term.

- 8.3) It is specifically provided that two or more members of a biological family may be elected to the Committee of Management subject to provision of 8.2.

9. Duties and Responsibilities of the Executive Committee and the Committee of Management

President

- a) The President shall be the Chief Executive Officer of the Association.
- b) The President shall have the executive power and authority to administer and manage the affairs of the Association.
- c) The President shall preside over all meetings and shall give assent to the resolutions passed at any meetings

Vice President

- d) The Vice President shall assist the President in the execution of the President’s duties and Responsibilities.

e) The Vice President shall assume the duties and responsibilities of the President during the temporary absence of the President.

9.3) Secretary

- f) The Secretary shall be responsible for maintaining the register of the members.
- g) The Secretary shall maintain the minute book and all the records of the Association, except the financial records.
- h) The Secretary shall be responsible for convening meetings of the Association pursuant to the provisions of the constitution
- i) The Secretary shall be responsible for communication and correspondence on behalf of the Association.

9.4) Assistant Secretary

- j) The Assistant Secretary shall assist the Secretary in the execution of the Secretary's duties and responsibilities
- k) The Assistant Secretary shall assume the duties and responsibilities of the Secretary during the temporary absence of the Secretary.

9.5) Treasurer

- l) The Treasurer shall maintain the accounts of the Association.
- m) The Treasurer shall be responsible for the maintenance of the Association's bank account.
- n) The Treasurer shall submit statements of accounts to the Committee at every committee meeting.
- o) The Treasurer shall provide documents in support of the financial status of the Association to the Executive Committee prior to tabling of the statement of accounts to the Committee pursuant to 9.5 (o)
- p) The Treasurer shall cause the financial statement of the Association to be audited prior to the General Meeting of the Association, by the Association's Auditor who is appointed every two years.
- q) The Treasurer shall table an audited financial statement of the Association at the General Meeting.

9.6) Assistant Treasurer

- r) The Assistant Treasurer shall assist the Treasurer in the execution of the Treasurer's duties and responsibilities
- s) The Assistant Treasurer shall assume the duties and responsibilities of the Treasurer during the temporary absence of the Treasurer.

9.7) Term of Committee of Management

- a) A member of the Committee of Management shall hold office for two years.
- b) A member, including a member of the Executive Committee, may be re elected to the same office or to another office at a General Meeting.

9.8) Termination of Office of Committee of Management

A member of the Committee of Management shall be terminated:

- a) By resignation given **by** the member in writing and accepted by the Committee of Management.

- b) Due to failure of a member to attend three consecutive meetings of the Committee of Management, without giving prior notice stating valid reason for not attending the meetings.

9.9) Appointment to the Committee of Management

- c) When a vacancy occurs under section 9.8, the **Committee of Management** shall appoint a member in good standing, from the registered members of the Association to the position that becomes vacant.
- d) A member thus appointed shall hold office until the following General Meeting, and such member shall be eligible for re election to the office or any office in the Committee of Management at that General Meeting.

10) Auditor

An Auditor shall be elected at a General Meeting. The Auditor shall not attend or participate in committee meetings. The Auditor shall audit the accounts of the Association prior to the General Meeting and whenever called upon by the Committee of Management or the Executive Committee.

11) Election of the Committee of Management

Each member of the Committee of Management shall be elected individually at a General Meeting held under Section 13 by show of hands or by secret ballot on request from the majority of the members in good standing, present at the General Meeting.

12) Committee of Management Meeting

- 12.1) The Committee of Management shall meet every 6 weeks.
- 12.2) Special Committee of Management meetings may be convened at the request of more than three members of the Committee of Management.
- 12.3) At least one week notice shall be given for a meeting of the Committee of Management and at least 24 hours notice shall be given in case of a *Special* meeting of the Committee of Management.
- 12.4) Quorum for the Committee of Management shall be seven.

13) General Meeting

- 13.1) A General Meeting of the Association shall be held every two years on a date between May and August of the year.
- 13.2) The Committee of Management shall be elected at a General Meeting from the members who are in attendance and those present by proxy.
- 13.3) The Secretary, on consultation with the Committee of Management, shall prepare an agenda for the General Meeting.
- 13.4) Quorum for the General Meeting shall be 1/3 of the registered members in good standing who are in attendance.

14) Special General Meeting

- 14.1) A “Special General Meeting” may be requested in writing by at least 1/3 of the members of the Association in good standing, by clearly stating the reason for such a special meeting and the issues that need to be discussed and clarified.
- 14.2) Upon receipt of the request made under section 14.1, the Secretary shall convene the Special Meeting within 30 days, by giving at least 10 days notice to all the members.
- 14.3) Issues other than those that were raised in the requisition for a Special Meeting shall not be considered for discussion at a Special Meeting.
- 14.4) Quorum for the Special General meeting shall 1/3 of the registered members in good standing who are in attendance.

15) Sub Committees

- b) The Committee of Management may appoint Sub Committees from time to time as the need arises for specific purposes.
- c) The number of members to the Sub Committee shall be determined by the Committee of Management.
- d) The Sub Committee shall function within the guide lines given by the Committee of Management and shall report to the Executive Committee in accordance with the guidelines that may be given to the Sub Committee by the Committee of Management.
- e) The Sub Committee shall cease to exist with the completion of the specific purpose for which such Sub Committee was established.

16) Amendment to the Constitution

- 16.1) A member proposing amendments to the Constitution shall give notice in writing of the proposed amendments to the Secretary on or before March of the year of the General Meeting.
- 16.2) Amendment to the Constitution shall be considered only at a General Meeting and such amendment shall be made by a resolution passed by at least 2/3 majority of the members in good standing, who are in attendance at the general meeting.
- 16.3) Section 13.3 shall be applicable to a Special Meeting.

17) Financial year

- 17.1) The financial year of the Association shall be from May 1st to April 30th of any given year.

18) Bank Account

- 18.1) The funds of the Association shall be maintained in a bank approved by the Executive Committee.
- 18.2) The funds of the Association shall not be expended without the approval of the Executive Committee.
- 18.4) The funds may only be transmitted for eligible purposes through a recognized bank.
- 18.3) In any event, to ensure the on-going viability of the Association, each out-going Committee must hand over to the new incoming Committee a minimum balance being the aggregate sum of 50% of the proceeds of life memberships at the date of the AGM plus \$2,000.
- 18.4) Cheques of the Association shall be signed by the Treasurer and one other member of the Executive Committee.

¹. At the AGM held on May 31, 2014, it was confirmed by a majority vote that Past Students shall include both boys and girls who had attended Jaffna Holy Family Convent.