



**The Alumni Association of the  
University of Peradeniya,  
Canberra Chapter  
AAUPCC  
Constitution**



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# RULES FOR THE INCORPORATED ASSOCIATION OF “ALUMNI ASSOCIATION OF UNIVERSITY OF PERADENIYA” CANBERRA CHAPTER

## 1. Name

The name of the incorporated association is

**Alumni Association of University of Peradeniya–Canberra Chapter** (In these Rules called —the Association).

## 2. Definitions

In these Rules, unless the contrary intention appears-

**"Act"** means the Associations Incorporation Act 1991;

**"Committee"** means the committee of management of the Association;

**"Financial Year"** means the year ending on 30 June;

**"General Meeting"** means a general meeting of members convened in accordance with rule 14.

**"Regulations"** means regulations under the Act;

**"Relevant Documents"** has the same meaning as in the Act.

**"University"** means the University of Peradeniya and shall include the University of Ceylon), The University College (1921-1942), The University of Ceylon (1942-1967), The University of Ceylon, Peradeniya (1957-1978) and The University of Peradeniya, Sri Lanka (1979 onwards);

**"Secretary"** refers to the Secretary of an Association is a reference--

- a) if a person holds office under these Rules as Secretary of the Association; to that person; and
- b) In any other case, to the public officer of the Association.

**"Full Member"** means a full member of the Association under rule 7.2.1 and 7.4

**"Associate Member"** means an associate member of the Association under rule 7.2.2 and 7.4.

**"Honorary Member"** means an honorary member of the Association under rule 7.2.3 and 7.4.

**"Member"** means any member of the Association unless otherwise can contextually be interpreted as a Full, Associate or Honorary Member;

**"Ordinary Member of the Committee"** means a member of the committee of management under rule 22;

## 3. Objectives

The objectives of the Association shall be follows:

1. To encourage, foster and promote close relations between the University and its alumni and among the alumni themselves.
2. To promote, in the alumni body, an interest in the affairs and well being of the University.
3. To provide and disseminate information regarding the University, its graduates, faculties and students, to the alumni.
4. To ensure that programs are initiated and developed for the benefit of the alumni.
5. To assist and support the efforts of the University in obtaining funds for development.
6. To serve as a medium through which alumni may support and advance the pursuit of academic excellence at the University.
7. To guide and assist alumni who have recently completed their courses of study at the University to obtain employment and engage in productive pursuit useful to society.
8. To pursue any other objectives consistent with the above aims and objectives of the Association.
9. To launch projects, programs within Australian Capital Territory (ACT) to raise funds which could be used to facilitate development/enhancement/improvement of the University.
10. To liaise and foster relations with other alumni chapters of Peradeniya University within and outside Australia.

11. To engage in activities as agreed by the committee, that provide an opportunity for AAUPCC to contribute its collective knowledge, skills and resources for the common good of the community without compromising the AAUPCC values.

#### **4. Non-Profit Declaration**

Being a non-profit organisation, the assets and income of the association shall be applied solely in furtherance of its above- mentioned objectives and no portion shall be distributed directly or indirectly to the members of the association except as bona fide compensation for services rendered or expenses incurred on behalf of the association.

In the event of the association being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.

#### **5. Patrons**

The Chancellor and the Vice Chancellor of the University of Peradeniya shall be the patron and vice- patron of the Alumni, respectively.

#### **6. Alteration of the rules**

Any altering or rescinding of these rules must be carried out after approval is obtained from an annual general meeting or special general meeting of the members for which at least 21 days' notice is provided. Such amendments shall be completed through a special resolution which is carried with a majority of 2/3 of the members present at the AGM or SGM.

#### **7. Membership, entry fees and subscription**

##### **7.1. Membership shall consist of three categories:**

1. Full members
2. Associate members
3. Honorary members

##### **7.2. Eligibility Criteria**

###### **7.2.1. Full Member**

Any person who fulfils one of the following criteria will be eligible to apply for full membership of the Association.

1. A graduate or post graduate of the University.
2. A person who was a student of the Ceylon Medical College and has obtained the licentiate in Medicine & Surgery and / or licentiate in Dental surgery.
3. An Associate member who has been a member for continuous period of three years on completion of such period.

###### **7.2.2. Associate Member**

Any person who fulfils one of the following criteria will be eligible to apply for associate membership of the Association.

1. A past student of the University who is not a graduate of the University.
2. A graduate of a recognized University who is or has been a member of the academic or administrative or non-academic staff of the University.
3. Any person who is or has been a Chancellor of the University.

###### **7.2.3. Honorary Member**

Any person who fulfils one of the following criteria will be eligible to apply for honorary membership of the Association.

1. A person who is not eligible for full or associate membership but has rendered distinguished service to the University and/or to the Association.
2. A person who has been conferred a degree Honoris Causa by the University.

### **7.3. Application for Full and Associate Membership**

- 7.3.1. An application of a person for membership of the Association must be-
- a) made in writing in the form set out in Appendix 1; and
  - b) Lodged with the Secretary of the Association.
- 7.3.2. As soon as practicable after the receipt of an application, the Secretary must refer the application to the committee.
- 7.3.3. The committee must determine whether to approve or reject the application.
- 7.3.4. If the committee approves the application, the Secretary must, as soon as practicable.
- a) notify the applicant in writing of the approval for membership; and
  - b) Request payment within 28 days after receipt of the notification, the sum payable under these Rules as life membership or annual membership.

### **7.4. Admission of Members**

- 7.4.1. Admission of a person to full or associate membership of the Association will be on acceptance of the application by the committee of management and on payment of prescribed fees.
- 7.4.2. Admission to honorary membership would be by nomination by a full member and upon approval by the committee of management.
- 7.4.3. A person who is not a member of the Association at the time of the incorporation of the Association (or who was a member at that time but has ceased to be a member) must not be admitted to membership unless –
- a) he or she applies for membership in accordance with sub-rule 7.3.1 and
  - b) the admission as a member is approved by the committee in accordance with sub rule 7.4.1
- 7.4.4. The Secretary must, within 28 days after receipt of the amount/s referred to in sub-rule 7.4.9 or 7.4.10 enter the applicant's name in the register of members.
- 7.4.5. An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered in the register of members.
- 7.4.6. If the committee rejects an application, the committee must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- 7.4.7. A right, privilege, or obligation of a person by reason of membership of the Association-
- a) is not capable of being transferred or transmitted to another person; and
  - b) Terminates upon the cessation of membership whether by death, resignation or in arrears of annual membership fees for five years consecutively.
- 7.4.8. The fee for life membership is the relevant amount set out in Appendix 1.1 or, some other amount is determined by 2/3 majority of the members present at an AGM or SGM .
- 7.4.9. The annual subscription is the relevant amount set out in Appendix 1.2 or, if some other amount is determined by 2/3 majority of the members present at an AGM or SGM, that other amount and is payable in advance on or before 1 July in each year.
- 7.4.10. When a member and member's spouse are both eligible for membership, they will be entitled to a family membership concession as set out in Appendix 1 or, if some other amount of concession is determined by the committee, that other amount.



## **7.5. Cessation of Membership:**

Membership would cease upon:

- 7.5.1. Death
- 7.5.2. Resignation: A member of the Association who has paid all moneys due and payable by a member to the Association may resign from the Association by giving one month's notice in writing to the Secretary of his or her intention to resign.
- 7.5.3. After the expiry of the period referred to in sub-rule 7.4.7
  - a) the member ceases to be a member; and
  - b) The Secretary must record in the register of members the date on which the member ceased to be a member.
- 7.5.4. Expulsion as defined in Rule 9.

## **7.6. Rights of Members:**

- 7.6.1. **Full Members:** Full members of the Association and who have paid the prescribed membership fees for the current year shall have the right to:
  - a) Receive all communications from the General Secretary
  - b) Hold office in the Alumnus.
  - c) Propose and second the candidature of another member
  - d) Vote members
- 7.6.2. **Associate Members:** Associate members who have paid the prescribed membership fees for the year shall only have the right to receive all communications from the General Secretary.
- 7.6.3. **Honorary Members:** Honorary members shall have the right only to receive all communications from the General Secretary.

## **8. Register of Members**

- 8.1.1. The Secretary must keep and maintain a register of members containing-
  - a) the name and address of each member; and
  - b) email address of each member if it has been voluntarily given to the association
  - c) The date on which each member's name was entered in the register.
  - d) type of membership whether full, associate or honorary

## **9. Discipline, suspension and expulsion of members**

- 9.1.1. Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been found guilty of conduct unbecoming of a member or prejudicial to the interests of the Association, the committee may by resolution—
  - a) Issue a letter of warning to the member concerned
  - b) Suspend that member from membership of the Association for a specified period; or
- 9.1.2. A resolution of the committee under sub-rule 9.1.1 does not take effect unless--
  - a) at a meeting held in accordance with sub-rule 9.1.3, the committee confirms the resolution; and
  - b) If the member exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.



- 9.1.3. A meeting of the committee to confirm or revoke a resolution passed under sub-rule 9.1.1 must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule 9.1.4.
- 9.1.4. For the purposes of giving notice in accordance with sub-rule 9.1.3, the Secretary must, as soon as practicable, notify cause/s to the member in writing
- a) setting out the resolution of the committee and the grounds on which it is based; and
  - b) stating that the member, or his or her representative, may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
  - c) stating the date, place and time of that meeting; and
  - d) Informing the member that he or she may do one or both of the following-
    - i. attend that meeting
    - ii. give to the committee before the date of that meeting a written statement seeking the revocation of the resolution;
  - e) Informing the member that, if at that meeting, the committee confirms the resolution, he or she may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.
- 9.1.5. At a meeting of the committee to confirm or revoke a resolution passed under sub-rule 9.1.1, the committee must-
- a) give the member, or his or her representative, an opportunity to be heard; and
  - b) give due consideration to any written statement submitted by the member; and
  - c) Determine by resolution whether to confirm or to revoke the resolution.
- 9.1.6. If at the meeting of the committee, the committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution
- 9.1.7. If the Secretary receives a notice under sub-rule 9.1.6, he or she must notify the committee and the committee may convene a special general meeting of the Association at its discretion or wait until the next annual general meeting of the association or the special general meeting if one has been already arranged by the committee.
- 9.1.8. At a general meeting of the Association convened under sub-rule 9.1.7-
- a) business other than the question of the appeal may be conducted;
  - b) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
  - c) the member, or his or her representative, must be given an opportunity to be heard and
  - d) The members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- 9.1.9. A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

## **10. Disputes and mediation**

- 10.1.1. The grievance procedure set out in this rule applies to disputes under these Rules between-
- a) a member and another member; or
  - b) A member and the Association.
- 10.1.2. The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- 10.1.3. If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- 10.1.4. The mediator must be-
- a) a person chosen by agreement between the parties;
  - b) or in the absence of agreement-
    - i. in the case of a dispute between a member and another member, a person appointed by the committee of the Association; or
    - ii. In the case of a dispute between a member and the Association, a community justice centre for mediation in accordance with the Community Justice Centres Act 1983.
- 10.1.5. A member of the Association can be a mediator.
- 10.1.6. The mediator cannot be a member who is a party to the dispute.
- 10.1.7. The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 10.1.8. The mediator, in conducting the mediation, must—
- a) Give the parties to the mediation process every opportunity to be heard; and
  - b) Allow due consideration by all parties of any written statement submitted by any party; and
  - c) Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 10.1.9. The mediator must not determine the dispute.
- 10.1.10. If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

## **Meetings**

### **11. Annual general meetings**

- 11.1.1. The committee may determine the date, time and place of the annual general meeting of the Association which must be held within five months before the end of the Financial Year.
- 11.1.2. The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- 11.1.3. The ordinary business of the annual general meeting shall be-
  - a) to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
  - b) to receive from the committee reports upon the transactions of the Association during the last preceding financial year; and
  - c) to elect office bearers of the Association and the ordinary members of the committee; and
  - d) To receive and consider the statement submitted by the Association in accordance with section 26(1) of the Act.
- 11.1.4. The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

### **12. Special general meetings**

- 12.1.1. In addition to the annual general meeting, any other general meetings may be held in the same year.
- 12.1.2. All general meetings other than the annual general meeting are special general meetings.
- 12.1.3. The committee may, whenever it thinks fit, convene a special general meeting of the Association.
- 12.1.4 Special general meetings  
If, but for this sub-rule, more than 18 months would elapse between annual general meetings, the committee must convene a special general meeting before the expiration of that period. If, however, in the event of government declared emergency situations such as pandemic, lockdowns, the committee could decide to extend that period up to 24 months.
- 12.1.4. The committee must, on the request in writing of members representing not less than 30 full members eligible to vote or 30 per cent of the total number of full members eligible to vote, convene a special general meeting of the Association.
- 12.1.5. The request for a special general meeting must—
  - a) state the objectives of the meeting; and
  - b) be signed by the members requesting the meeting; and
  - c) Be sent to the address of the Secretary.
- 12.1.6. If the committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request may convene a special general meeting to be held not later than 3 months after that date.

### **13. Special business**

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, are deemed to be special business.

## **14. Notice of general meetings**

14.1.1. The Secretary of the Association, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Association, must cause to be sent to each member of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.

14.1.2. Notice may be sent—

- a) by prepaid post to the address appearing in the register of members; or
- b) By email transmission, social media platforms, through AAUPCC website or any other form of electronic transmission.

14.1.3. No business other than that set out in the notice convening the meeting may be conducted at the meeting.

14.1.4. A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next general meeting.

## **15. Quorum at general meetings**

15.1.1. No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.

15.1.2. Twenty five members(25) or 25 % of full members eligible to vote, whichever is less personally present constitute a quorum for the conduct of the business of a general meeting.

15.1.3. If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present-

- a). in the case of a meeting convened upon the request of members--the meeting must be dissolved; and

15.1.4 If at the adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.

15.1.5 If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than 3) shall be a quorum.

## **16. Presiding at general meetings**

16.1.1 The President, or in the President's absence, an elected Vice-President, shall preside as Chairperson at each general meeting of the Association.

16.1.2 If the President and elected Vice-President are absent from a general meeting, or are unable to preside, the members present must select one of their members to preside as Chairperson.

## **17. Adjournment of meetings**

- 17.1.1 The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.
- 17.1.2 No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- 17.1.3 If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 14.
- 17.1.4 Except as provided in sub-rule 17.1.3, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

## **18. Voting at general meetings**

- 18.1.1 Upon any question arising at a general meeting of the Association, a member has one vote only.
- 18.1.2 All votes must be given personally or by proxy.
- 18.1.3 In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- 18.1.4 A member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

## **19. Poll at general meetings**

- 19.1.1 If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- 19.1.2 A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

## **20. Manner of determining whether resolution carried**

- 20.1.1 If a question arising at a general meeting of the Association is determined on a show of hands-
  - a) A declaration by the Chairperson that a resolution has been-
    - i. carried;
    - ii. carried unanimously;
    - iii. carried by a particular majority; or
    - iv. lost; and
  - b) An entry to that effect in the minute book of the Association-- is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

## **21. Proxies**

- 21.1.1 Each member is entitled to appoint another member as a proxy by notice given to the Secretary via an email or a letter no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
  - a) The notice appointing the proxy must be in the form set out in Appendix 3.

## **The Committee**

### **22 Committee of Management**

22.1.1 The affairs of the Association shall be managed by the committee of management which consist of members as stipulated in 22.1.4.

22.1.2 In the year of inception, the number of members in the committee may exceed the number stipulated in sub rule 22.1.4 in accordance with sub rule 23.1.1

22.1.3 The committee—

- a) shall control and manage the business and affairs of the Association; and
- b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Association; and
- c) Subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Association.

22.1.4 Subject to section 21 of the Act, the committee shall consist of—

- a) the office bearers of the Association; and
- b) At least three ordinary members-- each of whom shall be elected at the annual general meeting of the Association in each year.

### **23. Members of the committee**

23.1.1 Subject to these Rules, each member of the committee shall hold office until the annual general meeting next after the date of election but is eligible for re-election only for ~~two~~ three consecutive years.

23.1.2 Subject to above 23.1.1. President, Secretary and the Treasurer can hold office only for two consecutive years. However, they can remain as a committee member, if elected subject to rule 23.1.1.

23.1.3 In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the Association to fill the vacancy and the member appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

### **24. Election committee members**

24.1.1 At the very first meeting when the organisation is formed after incorporation a committee will be elected in accordance with clause 25.

24.1.2 If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.

24.1.3 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

24.1.4 If the number of nominations or further nominations received at the annual general meeting exceeds the number of vacancies to be filled, a ballot must be held.

24.1.5 In case of a vacancy occurring in any post during the course of the year, any such vacancy shall be filled by the committee of management within one month of the occurrence of such vacancy.

24.1.6 In case of any of the nominee, the proposer or the seconder is not a fully paid up member in the current year, the nomination will be rejected.

## **25. Office holders**

25.1.1 The office bearers of the Association shall be-

- a) President
- b) Vice President
- c) Public Officer cum Secretary
- d) Treasurer
- e) Assistant Treasurer
- f) Assistant secretary
- g) Committee members 4

25.1.2 The provisions of rule 24, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in sub-rule (1).

## **26. Vacancies**

26.1.1 The office of a member of the committee, becomes vacant if the officer or member—

- a) dies
- b) ceases to be a member of the Association; or
- c) becomes an insolvent under administration within the meaning of the Corporations Law; or
- d) Resigns from office by notice in writing given to the Secretary.
- e) Is absent without the consent of the committee from all meetings of the committee held during a period of six months.

## **Committee Meetings**

### **27. Meetings of the committee**

27.1.1 The committee must meet at least 3 times each year at such place and such times as the committee may determine.

27.1.2 Special meetings of the committee may be convened by the President or by any 4 members of the committee.

### **28. Notice of committee meetings**

28.1.1 Oral or written notice of each committee meeting must be given to each member of the committee at least 2 business days before the date of the meeting.

28.1.2 Written notice must be given to members of the committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

### **29. Quorum for committee meetings**

29.1.1 Any 4 members of the committee constitute a quorum for the conduct of the business of a meeting of the committee.

29.1.2 No business may be conducted unless a quorum is present.

29.1.3 If within half an hour of the time appointed for the meeting a quorum is not present—

- a) in the case of a special meeting--the meeting lapses;



- b) In any other case--the meeting shall stand adjourned to the same place and the same time and day in the following week.

29.1.4 The committee may act notwithstanding any vacancy on the committee.

### **30. Presiding at committee meetings**

30.1.1 At meetings of the committee-

- a) the President or, in the President's absence, the vice president presides; or
- b) If the President and the vice president are absent, or are unable to preside, the members present must choose one of their members to preside.

### **31. Voting at committee meetings**

31.1.1 Questions arising at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.

31.1.2 Each member present at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

### **32. Election of committee members**

Committee members shall be elected at an Annual General Meeting from the members present at the time of the election. His/her name shall be proposed and seconded by eligible members and the member whose name has been proposed shall have the right to accept or decline before chairperson confirms the election.

### **33. Term of service**

Committee members are eligible to serve in the committee maximum of three years consecutively.

### **34. Removal of committee member**

34.1. 1 The Association in general meeting may, by resolution, remove any member of the committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.

34.1.2 A member who is the subject of a proposed resolution referred to in sub-rule (1) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be notified to the members of the Association.

34.1.3 The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting.

### **35. Minutes of committee meetings**

35.1.1 The Secretary of the Association must keep minutes of the resolutions and proceedings of each general meeting, special general meeting, and each committee meeting, together with a record of the names of persons present at committee meetings.

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35.1.2 Meeting minutes must contain date, time, venue, decisions taken, voting results, actions assigned, progress of the activities, expenditure approved by the committee, key information any other important matters pertaining to the association.

35.1.3 Minutes must be signed by the President and the Secretary after reading and confirmed that the minutes are in order.

## **Other matters**

### **36. Fiscal Year**

- 36.1.1 The Fiscal Year of the association shall be from the 1<sup>st</sup> of July to the 30<sup>th</sup> of June.
- 36.1.2 The annual accounts of the association shall be audited at the end of the fiscal year by a person appointed at the Annual General Meeting.
- 36.1.3 The auditor shall certify the accounts of the financial year which has been prepared by the Treasurer and endorsed by the Committee.

### **37. Financial management**

#### 37.1

37.1.1 The Treasurer of the Association must-

- a) collect and receive all moneys due to the Association and make all payments authorised by the Association; and
- b) maintain up to date accounts showing the financial affairs of the Association with full details of all approvals, Invoices, payment notes, quotes, estimates, agreements, bills, receipts, income, and expenditure connected with the activities of the Association.

37.2 37.1.2 all expenses must be approved by the committee in general and on special and urgent circumstances by the president, treasurer and one other committee member

37.3 37.1.3 All payments must be authorised and cheques, drafts, bills of exchange, and other negotiable instruments must be signed by (President and Treasurer) two signatories who are current members of the committee.

37.4 37.1.4 All payments made to committee members, their immediate family or to company in which a member has some controlling interest, should be included as a note to the financial statement presented at the Annual General Meeting.

37.5 37.1.5 Committee must follow the guidelines, procedures and processes contained in the Financial Management section of the Management Manual.

#### 37.6

37.6. Asset  
Management

All physical assets belonging to the AAUPCC must be procured, managed, stored and disposed in accordance to the relevant procedure described in the Management Manual.

As in the current constitution

### **38. Seal**

- 38.1.1 The common seal of the Association must be kept in the custody of the Secretary.
- 38.1.2 The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of two members of the committee or, of one member of the committee and of the public officer of the Association.

### **39. Notice to members**

- 39.1.1 Except for the requirement in rule 14, any notice that is required to be given to a member, by on behalf of the Association, under these Rules may be given by-
  - a) delivering the notice to the member personally; or
  - b) sending it by prepaid post addressed to the member at that member's address shown

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in the register of members; or

- c) facsimile transmission, if the member has requested that the notice be given to him or her in this manner; or
- d) Electronic transmission, if the member has requested that the notice be given to him or her in this manner.

### **40. Winding up**

In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association must be disposed of in accordance with the provisions of the Act.

### **41. Custody and inspection of books and records**

41.1.1 Except, as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control, all books, documents and securities of the Association.

41.1.2 All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any member upon request.

41.1.3 A member may make a copy of any accounts, books, securities and any other relevant documents of the Association.

### **42. Disclosure of Interest**

A member of the committee who has an interest in any contract or financial/commercial arrangement outside the affairs of the association shall declare his/her interest and shall not vote on any matter concerning or in relation to such contract or arrangement. He/she shall not influence nor contribute to the discussions leading to a committee decision/s that would involve his/her domain of interest.

### **43. Amendment to constitution**

Constitution may be amended by not less than two-thirds majority vote of members present and voting

- (a) At an Annual general meeting , provided due notice of the amendments has been given to members , or
- (b) at a general meeting convened in terms of Clause 11

### **44. Sub-Committee**

44.1.1 The committee can form a temporary sub-committee/s drawing the members in order to perform a specific task/s

44.1.2 The number of members in such sub-committees should not exceed five in total.

44.1.3 It shall be headed by a committee member who is required to liaise and communicate with the main committee.

44.1.4 The objective of such sub-committee is to assist the main Committee in a special project/event or circumstances under the guidance of the President and the Committee.

44.1.5 The maximum life time of the sub-committee shall be six months or as decided by the main committee.

#### **45. Sponsorships**

47.1.1 AAUPCC at its discretion may accept sponsorships to promote, advertise their products in exchange of donations, funds for scholarships, financial and material assistance.

47.1.2 The Committee shall approve such proposals prior to acceptance of any donations, sponsorship or assistance on case by case basis.

47.1.3 Acceptance of all such financial and material offers shall be in accordance with the Australian laws, financial regulations, and comply with governing laws in ACT.

47.1.4 Transparency, accountability shall be maintained and recorded in all such transactions entered into by the committee and the other party.

47.1.5 Above shall apply to the acceptance of funds, material, contributions from private individual and corporate well-wishers and donors.

#### **46. Privacy Policy**

AAUPCC will abide by all policies in accordance with federal and ACT government policies.

#### **47. Management Manual**

47.1.1 The administrative and financial procedures, guidelines, and practices are incorporated in to the management manual. All committee members, members of the association are required to follow and comply with the provisions of the manual.

47.1.2 Provisions of the Manual shall be amended by the committee and shall be ratified at the next Annual General Meeting or at a Special General Meeting. Amendments will not take effect until they are approved by the AGM or SGM.

## **Appendix 1**

### *Appendix 1.1*

Life membership – One off payment of A\$ 100.00 (One Hundred Australian dollars) unless otherwise the amount is changed with a 2/3 majority of the members present at an *AGM or SGM*.

### *Appendix 1.2*

Annual Subscription for full members – A\$ 10.00 per year unless otherwise the amount is changed with a 2/3 majority of the members present at an *AGM or SGM*.

## **Appendix 2**

### **Proxy for Committee meetings**

I hereby permit Mr./Mrs./Ms/ (Full name) .....to represent me and vote at the committee meeting held on ( date)..... as I am unable to attend the meeting.

Yours sincerely

Signature:

Name:

Post:

Date:

## **Appendix 3**

### **Proxy for AGM or SGM**

I hereby permit Mr./Mrs./Ms/ (Full name) .....to represent me and vote at the AGM/SGM to be held on ( date).....as I am unable to attend the meeting.

Yours sincerely

Signature:

Name:

Post:

Date:

