



CONSTITUTION OF THE UNIVERSITY OF KELANIYA
ALUMNI ASSOCIATION NSW & ACT



DECEMBER 15, 2015

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RULES FOR THE INCORPORATED ASSOCIATION OF UNIVERSITY OF KELANIYA ALUMNI ASSOCIATION NSW AND ACT

Part 1 - Definitions

1. Name

The name of the incorporated association is University of Kelaniya Alumni Association NSW and ACT incorporated as University of Kelaniya Alumni Association NSW and ACT Inc. (In these Rules called "the Association"). Association will use the abbreviation "UKAANA".

2. Definitions

In these Rules, unless the contrary intention appears-

- (a) **"Act"** means the Associations Incorporation Act 1984;
- (b) **"Committee"** means the committee of management of the Association;
- (c) **"Financial Year"** means the year ending on 30 June;
- (d) **"General Meeting"** means a general meeting of members convened in accordance with rule 18.
- (e) **"Regulations"** means regulations under the Act;
- (f) **"Relevant Documents"** has the same meaning as in the Act.
- (g) **"University"** means the University of Kelaniya which includes Commerce & Management, Graduate studies, Humanities, Medicine, Science and Social Sciences faculties.
- (h) **"Secretary"** refers to the Secretary of an Association is a reference--
- (i) if a person holds office under these Rules as Secretary of the Association--to that person;
- (j) **"Full Member"** means a full member of the Association under rule 7 (a) and 9.
- (k) **"Associate Member"** means an associate member of the Association under rule (b) and 9.
- (l) **"Honorary Member"** means an honorary member of the Association under rule (c) and 9.
- (m) **"Member"** means any member of the Association unless otherwise can contextually be interpreted as a Full, Associate or Honorary Member;
- (n) **"Ordinary Member of the Committee"** means a member of the committee of management under rule 27;

3. Objectives

The objectives of the Association shall be as follows:

- (a) To encourage, foster and promote close relations between the University and its alumni and among the alumni themselves and also engage in matters of common interest to people of Sri Lankan origin living in Australia.
- (b) To promote, in the alumni body, an interest in the affairs and wellbeing of the University.
- (c) To provide and disseminate information regarding the University, its graduates, faculties and students, to the alumni.

- (d) To ensure that programs are initiated and developed for the benefit of the alumni.
- (e) To assist and support the efforts of the University in obtaining funds for development.
- (f) To serve as a medium through which alumni may support and advance the pursuit of academic excellence at the University.
- (g) 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.
- (h) To Build a cohesive relationship with in the members including welfare
- (i) To help by liaising with other non-profit organisations registered in Australia
- (j) To pursue any other objectives consistent with the above aims and objectives of the Association.

4. Patrons

Two Senior Members of the Association will be appointed at the AGM for a period of One Year. Patrons will be included in board of trustees of the association in accordance with rule 44.

5. Alteration of the rules

Any altering or rescinding of these rules must be carried out after approval is obtained from a general meeting of the members for which at least 21 day notice is provided for and it should be completed through a special resolution which is carried with a majority of $\frac{3}{4}$.

Part 2 - Membership

6. Membership, fees and subscription

Membership shall consist of three categories:

- (a) Full members
- (b) Associate members
- (c) Honorary members

7. Eligibility Criteria

(a) Full Member

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

- i. A graduate of the University or has obtained a postgraduate qualification of the University.
- ii. A person who has been a lecturer of the University
- iii. An Associate member who has been a member for continuous period of three years on completion of such period.

(b) Associate Member

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

- i. A past student of the University who is not a graduate of the University.
- ii. A graduate of a recognised University who is or has been a member or administrative or non-academic staff of the University.
- iii. Any person who is or has been a member of the University court or the University council.

(c) Honorary Member

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

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

8. Application for Full and Associate Membership

- (a) An application of a person for membership of the Association must-
 - i. be made in writing in the form set out in Appendix 1; and
 - ii. be lodged with the Secretary of the Association.
- (b) As soon as practicable after the receipt of an application, the Secretary must refer the application to the committee.
- (c) The committee must determine whether to approve or reject the application.
- (d) If the committee approves the application, the Secretary must, as soon as practicable-
 - i. notify the applicant in writing of the approval for membership; and
 - ii. request payment within 28 days after receipt of the notification, the sum payable under these Rules as a Full membership which is a life or an Associate membership

9. Admission of Members

- (a) 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.
- (b) Admission to honorary membership would be by nomination by a full member and upon approval by the committee of management.
- (c) 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-
 - i. he or she applies for membership in accordance with sub-rule 8 (a) and
 - ii. the admission as a member is approved by the committee in accordance with sub rule 9 (a)

- (d) The Secretary must, within 28 days after receipt of the amounts referred to in sub-rule 9 (j) or 9 (k) enter the applicant's name in the register of members.
- (e) 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
- (f) If the committee rejects an application, the committee must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- (g) A right, privilege, or obligation of a person by reason of membership of the Association-
- (h) is not capable of being transferred or transmitted to another person; and
- (i) terminates upon the cessation of membership whether by death, resignation or otherwise.
- (j) The fee for Full membership shall be as set out in Appendix 1 or, if some other amount is determined by the committee, that other amount.
- (k) The annual subscription for Associate membership is the relevant amount set out in Appendix 1 or, if some other amount is determined by the committee, that other amount and is payable in advance on or before 1 July in each year.
- (l) When a member and member's spouse are both eligible for membership they will be entitled to a family membership concession as if set out in Appendix 1 or, if some other amount of concession is determined by the committee, that other amount.

10.Cessation of Membership:

Membership would cease upon:

- (a) Death
- (b) 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. After the expiry of the period referred to in sub-rule 9(k) -
 - i. the member ceases to be a member; and
 - ii. the Secretary must record in the register of members the date on which the member ceased to be a member.
- (c) Non-payment of subscription for a continuous period of two years
- (d) Expulsion as defined in Rule 13.

11.Rights of Members:

- (a) Full Members:
Full members of the Association and who have paid the prescribed membership fees shall have the right to:
 - i. Receive all communications from the Secretary
 - ii. Hold office in the Alumnus.

- iii. Propose and second the candidature of the another member
 - iv. Have Voting rights
- (b) Associate Members
Associate members and have paid the prescribed membership fees for the year shall have the right only to receive all communications from the Secretary.
- (c) Honorary Members
Honorary members shall have the right only to receive all communications from the Secretary.

12. Register of Members

- (a) The Secretary must keep and maintain a register of members containing
 - i. the name and address of each member; and
 - ii. email address of each member if it has been voluntarily given to the association
 - iii. the date on which each member's name was entered in the register.
 - iv. type of membership whether full, associate or honorary
- (b) The register is available for inspection free of charge by any member upon request.
- (c) A member may make a copy of entries in the register upon approval by the committee at a committee meeting.

13. Discipline, suspension and expulsion of members

- (a) 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 guilty of conduct unbecoming a member or prejudicial to the interests of the Association, the committee may by resolution -
 - i. fine that member an amount not exceeding \$500; or
 - ii. suspend that member from membership of the Association for a specified period; or
 - iii. expel that member from the Association.
- (b) A resolution of the committee under sub-rule 13 (a) does not take effect unless—
 - i. the committee confirms
 - ii. the resolution at a meeting held in accordance with sub-rule 13 (a); and
 - iii. if the member exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.
- (c) A meeting of the committee to confirm or revoke a resolution passed under sub-rule 13 (a) 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 13 (d).
- (d) For the purposes of giving notice in accordance with sub-rule 13 (C), the Secretary must, as soon as practicable, cause to be given to the member a written notice -

- i. setting out the resolution of the committee and the grounds on which it is based; and
 - ii. 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
 - iii. stating the date, place and time of that meeting; and
 - iv. informing the member that he or she may do one or both of the following-.
 - a. attend that meeting;
 - b. give to the committee before the date of that meeting a written statement seeking the revocation of the resolution;
 - v. 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.
- (e) At a meeting of the committee to confirm or revoke a resolution passed under sub-rule 13 (a), the committee must-
 - i. give the member, or his or her representative, an opportunity to be heard; and
 - ii. give due consideration to any written statement submitted by the member; and
 - iii. determine by resolution whether to confirm or to revoke the resolution.
- (f) 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
- (g) If the Secretary receives a notice under sub-rule 13 (e), he or she must notify the committee and the committee must convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.
- (h) At a general meeting of the Association convened under sub-rule (g) -
 - i. business other than the question of the appeal may be conducted; and
 - ii. the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
 - iii. the member, or his or her representative, must be given an opportunity to be heard and
 - iv. the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (i) 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.

14. Disputes and mediation

- (a) The grievance procedure set out in this rule applies to disputes under these Rules between-
 - i. a member and another member; or
 - ii. a member and the Association.
- (b) 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.
- (c) 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.
- (d) The mediator must be-
 - i. a person chosen by agreement between the parties;
 - ii. or in the absence of agreement-
 - a. in the case of a dispute between a member and another member, a person appointed by the committee of the Association; or
- (e) 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.
- (f) A member of the Association can be a mediator.
- (g) The mediator cannot be a member who is a party to the dispute.
- (h) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (i) The mediator, in conducting the mediation, must -
 - i. Give the parties to the mediation process every opportunity to be heard; and
 - ii. Allow due consideration by all parties of any written statement submitted by any party; and
 - iii. Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process
- (j) The mediator must not determine the dispute.
- (k) 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.

Part 3 - General Meetings

15. Annual general meetings

- (a) The committee may determine the date, time and place of the annual general meeting of the Association which must be held within five months of the Financial Year.
- (b) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- (c) The ordinary business of the annual general meeting shall be -
 - i. to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and

- ii. to receive from the committee reports upon the transactions of the Association during the last preceding financial year; and
 - iii. to elect office bearers of the Association and the ordinary members of the committee; and
 - iv. to receive and consider the statement submitted by the Association in accordance with section 26(6) of the Act.
- (d) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

16.Special general meetings

- (a) In addition to the annual general meeting, any other general meetings may be held in the same year.
- (b) All general meetings other than the annual general meeting are special general meetings.
- (c) The committee may, whenever it thinks fit, convene a special general meeting of the Association.
- (d) If, but for this sub-rule, more than 15 months would elapse between annual general meetings, the committee must convene a special general meeting before the expiration of that period.
- (e) The committee must, on the request in writing of members representing not less than 50 full members eligible to vote or 10 per cent of the total number of full members eligible to vote, convene a special general meeting of the Association.
- (f) The request for a special general meeting must—
- (g) state the objects of the meeting; and
- (h) be signed by the members requesting the meeting; and
- (i) be sent to the address of the Secretary.
- (j) 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, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- (k) If a special general meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Association to the persons incurring the expenses.

17.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, is deemed to be special business.

18.Notice of general meetings

- (a) 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.

- (b) Notice may be sent -
 - i. by prepaid post to the address appearing in the register of members; or
 - ii. by facsimile transmission or electronic transmission; or
 - iii. by posting the notice on association web site.
- (c) No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- (d) 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.

19. Quorum at general meetings

- (a) 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.
- (b) Twenty five members or 40 % of full members eligible to vote, whichever is less personally present constitute a quorum for the conduct of the business of a general meeting.
- (c) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present-
 - i. in the case of a meeting convened upon the request of members--the meeting must be dissolved; and
 - ii. in any other case--the meeting shall stand 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.
- (d) 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.

20. Presiding at general meetings

- (a) The President, or in the President's absence, an elected Vice-President, shall preside as Chairperson at each general meeting of the Association.
- (b) If the President and all elected Vice-Presidents are absent from a general meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.

21.Adjournment of meetings

- (a) 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.
- (b) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (c) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 19.
- (d) Except as provided in sub-rule 21 (c), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

22.Voting at general meetings

- (a) Upon any question arising at a general meeting of the Association, a member has one vote only.
- (b) All votes must be given personally or by proxy.
- (c) 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.
- (d) 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.

23.Poll at general meetings

- (a) 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.
- (b) 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.

24.Manner of determining whether resolution carried

- (a) If a question arising at a general meeting of the Association is determined on a show of hands-
 - i. A declaration by the Chairperson that a resolution has been-
 - b. carried;
 - c. carried unanimously;
 - d. carried by a particular majority; or
 - e. lost; and
 - ii. 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.

25. Proxies

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

Part 4 - The Committee

26. Committee of Management

- (a) The affairs of the Association shall be managed by the committee of management which consist of members as stipulated in 26 (d).
- (b) In the year of inception the number of members in the committee may exceed the number stipulated in sub rule 26 (d) in accordance with sub rule 27
- (c) The committee —
 - i. shall control and manage the business and affairs of the Association; and
 - ii. 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
 - iii. 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.
- (d) Subject to section 26 of the Act, the committee shall consist of—
 - i. the office bearers of the Association; and
 - ii. at least three ordinary members-- each of whom shall be elected at the annual general meeting of the Association in each year.

27. Members of the committee

- (a) 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.
- (b) 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.

28. Election committee members

- (a) At the very first meeting when the organisation is formed all members proposed and seconded will be accepted and will form the first committee.

- (b) Nominations of candidates for election as members of the committee must be —
 - i. made in writing using the form shown in Appendix 2 and duly signed by two members of the Association and accompanied by the written consent of the candidate.
 - ii. delivered to the Secretary of the Association not less than 7 days before the date fixed for the holding of the annual general meeting.
- (c) 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.
- (d) 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.
- (e) 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.
- (f) 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.
- (g) In case of any the nominee, the proposer or the seconder is not a fully paid up member the current year the nomination will be rejected.

29. Office holders

- (a) The office bearers of the Association shall be—
 - i. President
 - ii. Vice-President
 - iii. Secretary & Public Officer
 - iv. Assistant Secretary
 - v. Treasurer
 - vi. Assistant Treasurer
 - vii. Public relations (Media officer)
 - viii. Assistant Media Officer
- (b) The provisions of rule 28, 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 29 (a).
- (c) Decision to filling of Assistant Secretary, Assistant Treasurer and Assistant Media Officer will be at the discretion of the management committee and will be decided prior to the AGM.

30. Vacancies

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.

31. Meetings of the committee

- (a) The committee must meet at least 3 times in each year at such place and such times as the committee may determine.
- (b) Special meetings of the committee may be convened by the President or by any 4 members of the committee.

32. Notice of committee meetings

- (a) 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.
- (b) 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.

33. Quorum for committee meetings

- (a) Any 4 members of the committee constitute a quorum for the conduct of the business of a meeting of the committee.
- (b) No business may be conducted unless a quorum is present.
- (c) If within half an hour of the time appointed for the meeting a quorum is not present —
 - i. in the case of a special meeting--the meeting lapses;
 - ii. in any other case--the meeting shall stand adjourned to the same place and the same time and day in the following week.
- (d) The committee may act notwithstanding any vacancy on the committee.

34. Presiding at committee meetings

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 number to preside.

35. Voting at committee meetings

- (a) 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.
- (b) 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.

36. Removal of committee member

- (a) 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.
- (b) A member who is the subject of a proposed resolution referred to in sub-rule 36 (a) 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.
- (c) 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.

37. Minutes of committee meetings

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

Part 5 - Miscellaneous

38. Fiscal Year

- (a) The Fiscal Year of the association shall be from the 1st of July to the 30th of June.
- (b) 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.

39. Funds

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) keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
- (c) All expenses must be approved by the committee in general and on special and urgent circumstances by the president and one other committee member who is neither the treasurer nor an assistant treasurer.
- (d) All payments must be authorised by the president and one other committee member who is neither the treasurer nor an assistant treasurer.

- (e) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two signatories who are holding the positions of President, Secretary or Treasurer.
- (f) The funds of the Association shall be derived from entrance fees, annual and life membership subscriptions, donations and such other sources as the committee determines.
- (g) All reimbursements for expenses incurred and other 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.
- (h) The assets and income of the Association shall be applied solely in furtherance of the objectives of the Association and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.
- (i) 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 individual members". Selected organisations shall have the same tax status as the Association and in good standing at the time of the transfer is made. Such organisation(s) shall be determined by the committee or the Patrons prior to dissolution.
- (j) Committee Members shall not be entitled for any payment for attending to Association activities either as remuneration or meeting attendance fees.
- (k) Association shall not operate for a profit or gain of its individual members directly or indirectly. This applies both while association is operating, and until it winds up.

40. Seal

- (a) The common seal of the Association must be kept in the custody of the Secretary.
- (b) 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.

41. Notice to members

Except for the requirement in rule 17, 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 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.

42. 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 and 39 (i) of the rules.

43. Custody and inspection of books and records

- (a) 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.
- (b) 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.
- (c) A member may make a copy of any accounts, books, securities and any other relevant documents of the Association.

44. Board of Trustees

- (a) Patrons and the president of the association elected for the year (ex-officio) will be the Board of Trustees of the Association;
 - i. to sign all documentation necessary for purchase, lease sale, exchange, hire or otherwise to acquire or dispose of any right, title and interest in any property real or personal for and on behalf of the association as by the association;
 - ii. to dispose of the assets of the association in the event of the dissolution of the association. Such surplus property shall be disposed of to a government approved charitable organisation with similar objects in the event of the association having failed to nominate charity or the charity nominated has ceased to exist at the time of dissolution of the association.
- (b) All documentation under clause 44i above shall be signed by two members of the Board of Trustees

45. Media

- (a) All media (video, audio and photographs) collected/captured during any event organised by the Association will be owned solely by the Association.
- (b) The Association reserves all rights to such media and protected by Australian common law.
- (c) All such media collected/captured during events may be used on internet within Association website or social media for non-commercial purposes and those will not be used in an offensive manner to any person or organisation.

- (d) If a person or organisation wishes to remove such published content from Association website or social media used by the Association, such individuals or organisations may contact and advice public officer of the association in writing. The contact details of the public officer is found in the Association website.

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Appendix 1 - Application for membership of UKAANA



University of Kelaniya
Alumni Association NSW & ACT

ABN: 18 131 308 692

39 Reiby Dr, Baulkham Hills NSW 2153
contact@ukaana.org.au www.ukaana.org.au

Application for Membership

Please complete this form and return to the Secretary of the Alumni Association in person or via email. You may alternatively use the online form published in our website.

Personal Details

Title		Date	
First Name		Surname	
Surname during university years (if different)			
Other names / Nick Name			
Address			
State		Postcode	
Telephone		Mobile	
Email			
Industry		Job Title	

University Details

Campus/Faculty	
Course	
Year(s)	

Membership Details

Full Member (lifetime)	Onetime payment \$50
Associate Member	\$10 per annum. Can be converted to full membership after 3 years paying the balance \$20
Honorary Member	No fee

I have read and understood the terms and conditions of University of Kelaniya Alumni Association membership and I agree to abide by these. If I breach any of the terms and conditions of membership, I understand that I may have my membership terminated.

Signature		Date	
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Nomination Requirements

As a current member of the University of Kelaniya Alumni Association, I would like to nominate above applicant for membership as he/she is personally known to me as a past graduate/lecturer at University of Kelaniya.

Signature of the Proposer		Date	
Name		Membership No.	

INTENTIONALLY KEPT BLANK

Appendix 2 - Member Nomination for Management Committee



University of Kelaniya
Alumni Association NSW & ACT

ABN: 18 131 308 692

39 Reiby Dr, Baulkham Hills NSW 2153
contact@ukaana.org.au www.ukaana.org.au

Management Committee Member Nomination form

Nomination and Consent by Nominee;

- ✓ I declare that I am a fully paid member of UKAANA and that I wish to be elected for the Management Committee.
- ✓ I confirm that I read and understand the UKAANA constitution in full, and abide by its rules and regulations. If elected, I consent to act as an active committee member of the committee and undertake to fulfil all duties and obligations required of the position, including the obligations to attend meetings and contribute fully.

Position			
Name		Member No	
Signed		Date	

	Proposed By	Seconded By
Name		
Member No		
Signed		
Date		

NOTE: The nomination may only be proposed and seconded by fully paid and current member of UKAANA.

Please forward this nomination to the Secretary

The nomination must be received by the Secretary no later than 7 days before the date of the meeting at which the positions are to be determined.

OFFICE USE ONLY

Membership status check:

	Nominee	Proposer	Secunder
Membership paid?	Yes / No	Yes / No	Yes / No
Date Received			

INTENTIONALLY KEPT BLANK

Appendix 3 - Appointment of Proxy for Annual General Meeting



ABN: 18 131 308 692

University of Kelaniya
Alumni Association NSW & ACT

39 Reiby Dr, Baulkham Hills NSW 2153
contact@ukaana.org.au www.ukaana.org.au

Appointment of Proxy for Annual General Meeting

Member appointing proxy

Name		Member No	
Signed		Date	

Proxy

Name		Member No	
Signed		Date	

I, signed above, being a financial member of the University of Kelaniya Alumni Association NSW & ACT inc., hereby appoint above signed as my proxy to vote for me on my behalf at the Annual General Meeting of the Association and at any adjournment of that meeting, to be held on;

Date of the meeting	
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NOTE: A proxy vote may not be given to a person who is not a fully paid member of the Association.

OFFICE USE ONLY

Membership status check:

	Member appointing proxy	Proxy
Membership paid?	Yes / No	Yes / No
Date Received		

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