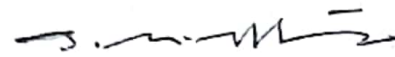


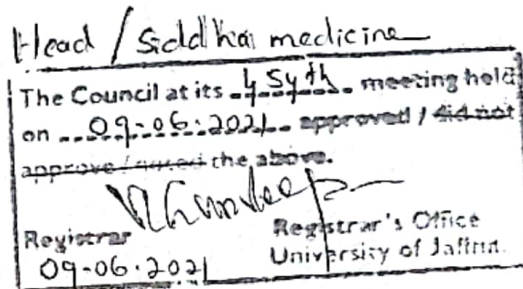
### The Constitution of Alumni Association of Siddha Medicine

The Constitution of Alumni Association of Siddha Medicine was recommended by the Senate at its 442<sup>nd</sup> meeting held on 28<sup>th</sup> January 2020.

The approval of the Council is sought herewith.



Vice Chancellor  
University of Jaffna



# THE CONSTITUTION OF ALUMNI ASSOCIATION OF SIDDHA MEDICINE (AASM) - UOJ

## ARTICLE I - NAME

- The name of the organization shall be the **Alumni Association of Siddha Medicine (AASM) University of Jaffna.**

## ARTICLE II - OBJECTIVES

- To encourage and promote close relations between the Siddha Medicine – University of Jaffna (SM-UOJ) and its alumni
- To promote the interest of the alumni in the affairs of the SM-UOJ
- To assist and support the efforts and discipline of SM -UOJ in its development and to fulfill its vision
- To promote the general interest and well-being of the SM-UOJ and its alumni
- To update information about the SM-UOJ students and alumni
- To develop networking among the alumni and SM-UOJ

## ARTICLE III - MEMBERSHIP

- Any graduate passed out from the SM - UOJ is entitled to become a member and receive all rights, privileges, and obligations of membership as defined by the Constitution of the association (Article A, Section 1).

## ARTICLE IV (A) - EXECUTIVE COMMITTEE OF THE ASSOCIATION

The Executive committee (Ex-Co) of the Association shall consist of the following 25 members:

- Patron- Head SM – UOJ
- President
- Immediate Past President
- Vice-President
- The General Secretary
- The Treasurer
- Alumni Relation Officer

- Assistant Secretary
- Editor
- Sub Editor
- Four (4) coordinators and eight (8) members for the fundraising, outreach, Web & Data base Management and volunteer activity committees
- Three (3) ordinary members

The Alumni Relations Officer shall be the ex- officio member of the Ex-Co. The officer shall be appointed by Vice-Chancellor from among the permanent academic staff of the SM-UOJ to be in charge of alumni relations.

A person who is not a member of the Ex-Co shall be appointed as the auditor by the Ex-Co.

#### **DUTIES OF THE EXECUTIVE COMMITTEE**

The Ex-Co of the association shall be responsible for developing and implementing the necessary operating plans as indicated in the by-laws of the association (Article C). The Ex-Co may create or recommend awards to the Unit to be made to those substantially contribute to the Siddha Medicine-UOJ or the association. Funds needed for such awards shall be generated by the association.

#### **ARTICLE IV (B) - BUREAU OF THE ASSOCIATION**

- Patron- Head SM – UOJ
- President
- Vice-President
- The General Secretary
- The Treasurer
- Alumni Relation Officer

#### **DUTIES OF THE BUREAU**

- Bureau will assist the Ex-Co in implementing the approved activities of the Association, which shall consist of the President, Vice President, Head SM , Secretary, The Alumni Relations Officer and the Treasurer of the association

#### **ARTICLE VI – SPEACIAL MEETING – HEAD UNIT SM UOJ**

- **Section 1: Annual General Meeting (AGM)**

AGM of the association shall be held annually in December

**Section 2: Special General Meetings (SGMs)**

- Special meetings of the association may be called by the President / Secretary of the association after consultation with the President of the association.

**ARTICLE VII**

**MAINTENANCE OF ACCOUNTS**

- In order to ensure the safe custody of the funds, a saving / current account will be opened in the name of "Alumni Association of Siddha Medicine (AASM), University of Jaffna" including Treasurer, Head/SM, President and Secretary of the Executive committee as joint account holders; where in three of the four signatories are made sufficient for transactions. Besides, to ensure the systematic regulations of financial accounts, the Ex-Co should properly maintain its cash book, any government bank loan registers and contributory fund register separately. The finances of the AASM will be audited every year.

**ARTICLE VIII - RELATIONSHIP TO THE ALUMNI ASSOCIATION OF THE UNIVERSITY OF JAFFNA**

- The association cooperates at all times with the Alumni Association at the University of Jaffna and actively participate in its activities

**ARTICLE IX – Regulations**

**Section 1: Authority**

- The association has the authority and responsibility to create and maintain regulations governing the administration and responsibilities of the association in accordance with its purposes as stated in Article II of the constitution.

**Section 2: Changes to Regulations By-Laws**

- As changes to or deletions of, existing by-laws or creation of new by-laws must be approved by a two-thirds vote of the Ex-Co of the association and by a majority 2/3 votes at the forthcoming AGM.

**ARTICLE X – AMENDMENTS**

- As defined in article IV of the constitution, the constitution of AASM shall be amended by a vote of two-thirds of the Ex-Co present at any meeting when confirmed regulations majority two-thirds votes at the AGM.



## **THE REGULATIONS OF THE ASSOCIATION**

### **ARTICLE A - MEMBERSHIP**

#### **Section 1: Regular Members**

- Any individual who is qualified and become a regular member (life / annual) as defined in Article III, Section 1 of the constitution shall be entitled to the following:
- ✓ Voting rights at all general meetings of the Associations
- ✓ The right to serve on any sub-committees of the association
- ✓ The right to call officer
- ✓ The right to participate in all the programs of the association

#### **Section 2: Membership fees**

- Life membership fee will be LKR 5000 for local residents and USD 150 for foreign residents. Those who wished to hold membership in a particular year or wish to renew membership annually may do so by paying the annual membership fee of LKR 1000. Membership fees shall be considered for revision as recommended by the Ex-Co at every third AGM; the meeting at which a new president is elected.

#### **Section 3: SM –UOJ Revocation of Membership**

- All members who carry out business of the Alumni Association are expected to conduct themselves at all times in accordance with University policies and procedures and the laws of the country. The association reserves the right to revoke membership of any members who have caused defame with the AASM-UOJ by not so complying.

#### **Section 4: Reinstatement of Membership**

- Any alumnus / alumna who has their Alumni Association membership revoked, may petition for a reinstatement of their membership on writing to the secretary of the association. Upon reviewing the written request for reinstatement, the Bureau will determine if the petition is to be presented to the Ex-Co of the association for a vote. A majority- 2/3 votes of the Ex-Co is required to reinstate a membership.

### **ARTICLE B - EXECUTIVE COMMITTEE OF THE ASSOCIATION**

#### **Section 1: President**

- The President shall provide the necessary leadership and guidance to accomplish the association's mission/vision within the guidelines of the association as defined in Article II of the constitution. The President shall chair all General, Ex-Co, and Bureau meetings of the association. The President shall be responsible for coordinating the planned activities for the following fiscal year. The president shall be excluded from voting at any General, Ex-Co and

Bureau meetings of the association unless a vote is tied, in which instant the President may have the deciding vote. The first President should not be elected among the permanent academic staff of SM.

**Section 2: Vice-President**

- The Vice-President shall be responsible for assisting the President as deemed appropriate. The Vice-President shall serve in the capacity of the president in the absence of the President. Vice-President should be an academic staff from SM, University of Jaffna.

**Section 3: The General Secretary**

- The General Secretary shall serve in the capacity of recording Secretary at all meetings of the association. The secretary shall be responsible for giving notice of General, Ex-Co and Bureau meetings to the members of AASM and other participants.

**Section 4: The Treasurer**

- The Treasurer shall receive membership fees and donations and use such funds for the day to day activities of the association. Funds shall be deposited in a bank account in the name of the association as described in the Article VII. The Treasurer should be an academic staff from the SM, University of Jaffna.

**Section 5: AASM Fund Raising Committee**

- Executive committee shall appoint three members (a coordinator and two members) to the fund raising committee at the beginning of the year. One of the member shall also function as a News Editor of the association.
- The co-ordinator of the fund raising committee shall provide leadership and guidance required to accomplish the objective of generating financial support to AASM. The co-ordinator shall create a fund which contains all money thus generated and any fund may be used by the association or disbursed for the use by the SM Unit in achieving its goal as stated in its mission statement. A prior approval shall be obtained from the Ex-Co for any such disbursement. The said committee shall be responsible for:
  - Generating funds (other than the membership fees) from donors
  - Disbursing the finance for any activities of the association with the prior approval of the Ex-Co
  - Keeping detailed records for any transactions made
  - Responsible for investigating and reporting any misconduct in the financial transactions in the name of the association
  - Generate and disburse the funds for the approved activities

**Section 6: Alumni Outreach Committee**

- Ex-Co shall appoint three members (a coordinator and two members) to the Alumni Outreach Committee at the beginning of the year.
- The alumni outreach committee shall be responsible for organizing events which would help to develop better relationship between alumni and students. The coordinator shall generate the fund necessary for such activities with the assistance of the fund raising committee.

The said committee shall be responsible for;

- Organizing and conducting the outreach activities
- Developing plans for such activities and get the prior approval of the Ex-Co

**Section 7: Ordinary Members of the Ex-Co**

- There shall be three ordinary members of the Executive committee elected at the AGM. They shall represent the concerns of the members of the association at the Ex-Co meetings.

**Section 8: Alumni Relations Officer, USM**

- The Alumni Relations Officer, a permanent academic staff member of the UM appointed by the VC shall be an ex- officio member of the Ex-Co who will be responsible for assisting, guiding and supporting alumni activities and services which include all area of alumni concern within the purposes of the association as indicated in Article II of constitution

**Section 9: Removal of the members of the Ex-Co of the Association**

- All the members of the Ex-Co of the association shall hold office for the length of the prescribed term, but shall be subject to removal for cause by majority vote of the membership present at special meeting of the association called for such purpose.

**ARTICLE C - RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE OF THE ASSOCIATION**

**Section 1: Purpose/ Objective USM**

- The Ex-Co of the association together with the Bureau, shall be responsible for the general leadership of the association, the establishment of the association, the establishment of the association's objectives, the promotion of its services and programs, the promotion of the association's public image, and other activities deemed appropriate by the AASM, University of Jaffna within the prescribed definition of purpose in Article II of the constitution.

**Section 2: Purpose**

- The Ex-Co of the association together with the Head/SM shall be responsible for developing and presenting an annual operating plan for the association. The operating plan must be in agreement with the purpose of the association as defined within Article II of the constitution.

**Section 3: Quorum**

- A quorum is necessary to conduct the Ex-Co meetings of the association.
- A quorum shall consist of one third of the members of the Ex-Co.

**Section 4: Nomination and Election of the Association**

- A call for nominations to fill vacancies in the Ex-Co shall be issued to the membership at the AGM. If there are more than one candidate for each post, the membership present at the meeting shall vote for the election by a secret ballot. All Ex-Co members may be re-elected for a maximum of two consecutive terms. In the event of the votes, inquiries, or disputed election results, the Ex-Co of the association shall meet and their decision shall be the final. Any Ex-Co positions become vacant in between two AGMs shall be filled in an Ex-Co meeting.

**Section 5 - Required Meeting HEAD /SM PATRON**

- The Ex-Co shall meet at least four times annually with a minimum of seven days' advance notice to the members of the Ex-Co. Under extraordinary circumstances, the President/Secretary of the association or the Head/ SM (Patron) may call a special meeting, provided that all members are given advance notice.