



**CONSTITUTION OF THE  
JOSEPH VAZ COLLEGE OLD BOYS ASSOCIATION AUSTRALIA INC.  
[www.vazians.org.au](http://www.vazians.org.au)**

**ABN: 69 163 827 716  
Registration No: A0055520G**

**1. Name**

The Name shall be the Joseph Vaz College Old Boys Association Australia Inc. "Vazians" (in the constitution called "the Association").

**2. Address**

Address will be the Address of the secretary for the relevant financial year.

**3. Mission and Objectives**

**3.1 Mission Statement of Association**

“To Build a cohesive and a vibrant team of past students of JVC Wennappuwa and their families living in Australia, to become a reputable and useful force to the larger community in both Australia and Sri Lanka”

**3.2 Objectives of Association**

3.2.1. Foster a strong relationship among past students of Joseph Vaz College Wennappuwa living in Australia to become a reputable force.

3.2.2 Provide support to Joseph Vaz College Old Boys Association Australia Inc members living in Australia to realize their full professional and career potential and wellbeing to better serve the mainstream Australia.

3.2.3. Provision of assistance to students of the Joseph Vaz College Wennappuwa and other school students in Sri Lanka.

3.2.4. Foster a mutually beneficial relationship with Joseph Vaz College Wennappuwa.

**4. Membership**

4.1. All former students and teachers of Joseph Vaz College and now living in Australia are eligible to become a member of the association.

4.2. All members of the Association must tie by the constitution of the Association.

4.3. The rights of members shall include the following:

4.3.1. The right to exercise freedom of speech within the boundaries of the constitution at all association meetings.

- 4.3.2. The right to access all association documents such as the constitution, financial reports, and motions passed, and minutes of meetings.
- 4.3.3. The right to attend and vote in the elections and all referendums.
- 4.3.3. The right to apply for a position of the committee.

## **5. Categories of Membership**

**5.1 General Membership** – All former students of Joseph Vaz College who currently live in Australia and wish to join the Association are eligible to become a member under this category. Membership fees for the one financial year AUD 10.

**5.2. Life Membership** – Members of the general category whose monetary contribution to the Association exceeds AUD 1,000 , will automatically becomes a life member.

**5.3 Honorary Membership** - Former Teachers of the college are eligible for membership under this category.

**5.4. Termination of membership** - Membership shall be revoked if

- 3.5.1. Failing to meet the constitutional requirements
- 3.5.2. Failing to pay membership fee
- 3.5.3. Wishers to discontinue his/her membership

## **6. Office holders**

**6.1 The officers of the Association shall be—**

- (a) a President;
- (b) a Vice-President;
- (c) a Secretary;
- (d) a Treasurer;
- (e) an Assistant Secretary;
- (f) an Assistant Treasurer.
- (g) 15 committee members

6.2 Each officer of the Association shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election.

6.3 In the event of a casual vacancy in any office referred to the committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

6.4. All Executive members must declare any interests in the subject under discussion. Such interests must be minuted.

6.5 President, Secretary and Treasurer should select from the last year office holders, But committee can decided to appoint a other member according to the need & betterment of organization.

## **7. The Association Committee**

7.1. The Association Committee is the administrative arm of the Association and shall consist of the executive body, as defined in Section 8.

- 7.2. Every member of the executive should attend the Committee meetings unless otherwise exempt by the rest of the Executives.
- 7.3. Each Committee meeting shall be run according to the procedure as outlined.
- 7.4. The quorate of a Committee meeting shall be one third the number of Executive positions and committee members.
- 7.5. No business can be carried if not quorate.
- 7.6. General term of the Committee in office is limited to until next Annual General Meeting date.

## **8. The positions and responsibilities of the Executive body:**

### **8.1. President**

The President shall represent the Committee to the College, local, regional and national affiliations, and other relevant groups. The President will then communicate the views of those bodies back to the Committee. The President will regularly review all activities and decisions of the Association to ensure that they are compatible with the constitution. The President shall maintain order and respect within both the Association and Committee meetings. President shall liaise with the College community in Sri Lanka in all bilateral activities and ensure all aids and donations are complying with the standards set by the association. He is accountable to the Committee for any issues relating to such donations and aids.

### **8.2. Vice-President**

The Vice-President will adopt the role of President in the event of the absence or the removal from office of the President. The Vice-President shall help other officers if need arises and shall deal with business not covered by other officers. The Vice-President assists the president in all areas in his position.

### **8.3. Secretary**

Secretary shall be responsible for calling and organising Committee and General Meetings. Secretary will collate the agenda for Committee and General Meetings. Communication with association members and relevant parties, Keeping minutes and distribution of notice/invitation of all association and General meetings shall be his area of responsibility. The secretary shall make sure the business is completed efficiently and effectively, encouraging participation and relevant discussions. Committee shall appoint a joint Secretary if required.

### **8.4. Assistant Secretary**

The Assistant Secretary will adopt the role of Secretary in the event of the absence or the removal from office of the Secretary. The Assistant Secretary shall help other officers if need arises and shall deal with business not covered by other officers. The Assistant Secretary assists the Secretary in all areas in his position.

### **8.4. Treasurer**

The Treasurer shall be responsible for the security, depositing and withdrawal of money belonging to the Association. The Treasurer will keep a record of money received and money spent and shall be responsible for producing a budget proposal to the Committee for the term. Financial responsibility of the treasurer is outlined in detail , Calculation and allocation of member contribution points as per treasurer's area of responsibility.

### **8.5. Assistant Treasurer**

The Assistant Treasurer will adopt the role of Treasurer in the event of the absence or the removal from office of the Treasurer. The Assistant Treasurer shall help other officers if need arises and shall deal with business not covered by other officers. The Assistant Treasurer assists the Treasurer in all areas in his position.

### **8.5. Committee Members**

15 Committee members shall be appointed (Volunteered) and assigned duties and responsibilities as need arise.

### **8.6 Committee of management**

8.6.1 The affairs of the Association shall be managed by the committee of management.

8.6.2 The committee—

8.6.2.1 Shall control and manage the business and affairs of the Association; and

8.6.2.2 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

8.6.2.3 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.

8.6.2.4 May appoint ad hoc advisory committees to facilitate special tasks or organize events with the consent of persons so appointed provided such persons are valid members of the Association

8.6.2.5 Management committee can appoint special committees including ordinary members, with the consent of each member in order to facilitate a special task or organise an event.

8.6.2.6 All documents, books, stationery, Assets and any other things should be handover to next year management committee with in 7 days of after the AGM by in writing.

### **9. Annual General Meetings and Special General Meeting**

9.1. Annual General Meeting (AGM) shall be held at the end of the Committee term Special General Meetings (SGM) shall be held at any time of the year as need arises.

9.2. All Association members are entitled and should be notified to attend AGM/SGM.

9.3. All Association members attending have the right to vote on motions and elections.

9.4. Motions may be submitted for discussion and shall be dealt within the same manner as of Committee meetings.

9.5. The meeting should be quorate where there is a minimum of 50% of the Executives (8.6) and 50% members attending. No business may carried out unless quorate.

9.6. Minutes shall be taken for every meeting and approved at the subsequent meeting and shall be available to all Association members on request.

9.7. AGM shall include an audited statement of accounts for the previous year for approval. This statement shall then be signed by the President, Treasurer, and a non Executive member.

9.8. AGM/SGM shall be used for

Elections of committee members

Present reports on Committee term of office including financial statements

Pass motions/amendments to the constitution

9.9. Each AGM/SGM shall be run according to the Association Rules & Regulation.

### **10. Finance**



10.1. The matters regarding the financing of the Association are the responsibility of the Association's elected **Treasurer and all funds and donation should bank in association bank account immediately and all association payment should pay by only the cheque. For any cash payment should get the payment voucher approval from President and Secretary. Cash payment can made according to the special need only.**

10.2. The Treasurer will record all financial transactions, keep accurate and complete records, and shall present a report to the Association at the Annual General Meeting.

10.3. The Treasurer may at all times be called upon to report on the Association's financial standing.

10.4. The Association's funds are held at a Bank Account. No cheques can be issued without the prior written authority of the Treasurer, counter-signed by the President or Secretary.

10.5. The Treasurer is totally responsible for Association money and accountable to the members.

10.6. The Treasurer, advised by the Committee, will prepare an annual funding bid to be presented to the Committee. Once the sum has been allocated a budget will be drawn up which will be agreed by the Committee.

10.7. The Treasurer will have a minimum of two meetings a year with the Committee to agree the accounts. These meetings should take place soon after the new Treasurer is elected, and at the mid term of the Treasurer's tenure at office.

10.8. The Association funds will be subject to annual audit by the Honorary appointed external auditor before to produce, accounts to the AGM. The **External Auditor** should appoint at AGM for the next financial year.

10.9. The Fund will be raised by contributions from the Association members and any other charity or marketing activities.

10.10. Under no circumstances will donations be made to anyone involved in actions, or that is associated with anything that is, against the Association's aims and principles.

10.11. Membership fees shall be put forward as a motion by the treasurer and passed by the Committee at a committee meeting.

10.12. Membership fees shall be notified to members in writing and shall issue an acknowledgement in receipt.

10.13. End of the Association, all funds should transfer to Bank account of School Development Fund, Joseph Vaz College, Wennappuwa, Sri Lanka.

## **11. Constitutional Amendments**

11.1. Association Constitution is subject to amendments provided the required majority of AGM.

11.2. Any form of amendment to the Constitution of the Association must be placed before a Committee then passed by a General Meeting (or SGM) as a standard motion.

11.3. Such a motion requires a majority of attended members to be passed.

11.4. All motions shall be notified to committee in writing at least 7 days before the General Meeting.

## **12. Complaints**

12.1 Complaints about ways in which the Association conducts its business may be given in writing or verbally to Secretary for discussion/action at the next Committee meeting.

11.2 Any member may raise complaints in the Association General Meetings.

## **13. Any matters other than Constitution**

For any matters other than this constitution will affected Model Rules for the associations incorporated under the Association incorporation Act, 1984

Date: 24.09.2011