

**Ruhuna Science Alumni Association, Faculty of Science, University of Ruhuna**

- 1. Name of the association:** 'Ruhuna Science Alumni Association' will be the legal name of the association, hereafter called the 'association'.
- 2. Short name and official abbreviation:** 'Ruhuna Science Alumni' abbreviated as **RUHSAA**
- 3. Aims of the Ruhuna Science Alumni:**
  - a) To provide a platform for the past students of the Faculty of Science, University of Ruhuna (UoR) to connect, share and network among them.
  - b) To provide a means of connecting with the Alma-mater in matters related to the upliftment and advancement of Ruhuna University and its future graduates.
  - c) To promote better relations between the University and the alumni community of the Faculty of Science for supporting student activities.
  - d) To formulate proposals for the welfare of the alumni members.

**4. Membership:**

RUHSAA membership is open and free for past undergraduates and graduate students of Ruhuna University under two categories, namely, Full membership and Associate membership. Membership registration is available at the RUHSAA page of the Faculty of Science website.

- a) Full membership is available for
  - i. any individual who has graduated from the Faculty of Science, UoR receiving a Bachelor's degree at any level (General/ Special), internal or external.
  - ii. any individual who has earned a postgraduate qualification at any level (certificate/ Diploma/ Masters/ MPhil/ PhD) from the University of Ruhuna, and was affiliated during the degree program to any Department of the Faculty of Science.
  - iii. any individual who was a registered student at the Faculty of Science for a particular period of the degree program, duly transferred to continue the study program at another university in Sri Lanka and completed the degree there.  
  
(Note: Case applies to those who were selected for the Special degree program after two/three years at Faculty of Science, and transferred and graduated from University of Kelaniya).
  - iv. any individual who was a registered student at the Faculty of Science for a particular degree program for three or four academic years, but could not receive the degree within the stipulated period.
- b) Associate membership is available to be offered to
  - i. any individual who was a registered student at the Faculty of Science for a particular degree program for a minimum of one academic year,

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ii. any individual (local/ foreign), who was a student at the Faculty of Science registered for a program other than a degree-bound study program, such as traineeship, internship, and research affiliation (etc).

iii. any academic/ academic support staff member affiliated with the Faculty of Science, University of Ruhuna.

c) Full members graduated from the Faculty of Science, University of Ruhuna will have equal rights, privileges and obligations with regards to alumni matters.

d) Membership terms are subjected to be revised as decided by an Annual General Meeting of the RUHSAA.

**5. RUHSAA Executive Committee (EC):**

5.1. The RUHSAA EC consists of Management Committee and Alumni Action Committee.

Only full members are eligible to be selected/ elected to the RUHSAA EC.

a) Nine-member 'Alumni Management Committee' shall consist of the following office bearers in which the gender balance within each management level is ensured (for e.g. If the President is from the male gender, Vice President shall be from the female gender).

- i. The President and Vice-President
- ii. General Secretary and Assistant Secretary
- iii. Treasurer and Assistant Treasurer
- iv. Web Advisors (two)
- v. Editor

b) Alumni Action Committee:

Fifteen (15) full members (representing at least one from three successive batches) will serve on the 'Alumni Action Committee'. They will work closely with the Management committee for alumni activities and participate in EC meetings.

5.2 The Office-bearers of the RUHSAA EC shall be elected at an Annual General Meeting (AGM) and shall hold office for one year (term). The Executive Committee members shall be eligible for re-election for not more than three consecutive years.

5.3 Any EC Member can resign from his/her post by giving a written request to the General Secretary of the association. In case of a vacant post on the Committee, the vacant post shall be filled for the remaining period by the majority's vote of the Executive Committee, including the Action Committee members.

5.5 All official correspondence shall be handled through the General Secretary of the association, and (if digitally) through the official email of the RUHSAA.

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- 5.6 The responsibility for all affairs of the alumni association and the powers of decision-making concerning any responsibility shall be vested in the Alumni Executive Committee.

**6. Alumni Advisory Board:**

A five-member advisory board will be appointed at the AGM for each term in office, including the incumbent Dean of the Faculty of Science as one member to lead the board, and four senior alumni members of the Faculty of Science.

**7. Alumni meetings:**

- 7.1 The Annual General Meeting (AGM) of the RUHSAA shall be held after one-year term of the executive committee (EC) is completed, and within three months after the previous AGM.
- 7.2 The General Secretary of the association shall inform the time and the venue of the AGM publicly through the website to the membership at least one week before the scheduled date.
- 7.3 The minimum quorum of a General Meeting or Annual General Meeting shall be 1/3 of the membership (Note: The founding/inaugural meeting shall be held with a number less than the quorum).
- 7.4 All nominated office bearers shall be present at the AGM when the office bearers of the Executive Committee are nominated/elected. Only the full alumni members are allowed to nominate/ second the new members to the EC. No proxy shall be valid at General Meetings/ Annual General Meetings.
- 7.5 If more than one name is nominated per EC post at the AGM, voting for election shall be by a secret ballot only.

**8. Legal & Financial Matters**

- 8.1 The General Secretary shall hold the authorization power in any legal issues relevant to the RUHSAA on behalf of the Executive Committee, and may authorize any officer/s, member/s agent/s of the association entering into any contract and execute and deliver any instrument in the name of and on behalf of the Association.
- 8.2 The association will maintain a bank account by the legal name of the association, while any number of fixed deposits as decided by the Executive committee will be opened. All funds of the association shall be deposited in such bank accounts as the EC may decide.
- 8.3 All cheques, drafts, orders for the payment of money, notes or other evidence of indebtedness issued in the name of the association shall be signed by the Treasurer and the President or the General Secretary.
- 8.4 Financial balancing of any fund-raising activity linked to the association will be settled within the term of the executive committee in office, and be included in the financial report presented at the next immediate AGM.

- 8.5 The financial year of the Association shall be from the first of January to the thirty-first of December.
- 8.6 The annual accounts of the association shall be audited at the end of the financial year by a Chartered Accountant appointed at the Annual General Meeting.

**9. General office matters**

- 9.1 The association shall be a virtual body, maintained as an official alumni association of the Faculty of Science, and will be operated as an independent body affiliated to the Office of the Dean, Faculty of Science.
- 9.2. RUHSAA will have a letterhead and a Seal. The Seal shall be kept in the custody of the General Secretary. The Seal of the Association shall not be affixed to any document without the knowledge of the President (or Vice President) and the General Secretary.
- 9.3. All matters relevant to the functioning of the association remain at the discretion of the Executive Committee of the association.
- 9.4. Any change to the terms of the constitution shall be proposed and approved at the AGM of the association.
- 9.5. Any decision regarding functioning during the term of its office shall be made with the majority consent of the Executive Committee of the existing term.

**10. Appointment conditions, Duties and Responsibilities of office bearers:**

**10.1 The President and Vice President**

- a) Appointment to the President post shall be done at an AGM, and shall require to continue official affiliation of RUHSAA to the Faculty of Science, University of Ruhuna.
- b) The President shall ensure the smooth and active functioning of the association within its due term and coordinate alumni work linked to the Faculty of Science.
- c) The President shall provide the leadership and guidance required to accomplish the association's objectives as defined in this Constitution.
- d) The President shall preside over all General, Special, and Executive committee meetings of the association.
- e) The President shall be responsible for the coordination of all planned activities for the relevant financial year.
- f) The President shall be excluded from voting at any General, Special, and Executive meeting of The Association unless a vote is tied, in which instance the President shall cast the deciding vote.

- f) The Vice President shall assist the President as appropriate for the smooth functioning of the association. The Vice President shall serve in the capacity of the President in the absence of the President in all alumni matters.

**10.2. General Secretary and Assistant Secretary:**

- a) The General Secretary shall be responsible for making arrangements to hold alumni meetings, including the AGM and general meetings, and any other executive meetings of the alumni association. The issue of notices for such meetings and preparation, circulation, presentation and maintenance of the minutes and records of all meetings, circulation of the agenda and/or minutes of meetings, not less than 7 days prior to such a meeting are under the purview of the General Secretary.
- b) The General Secretary shall prepare and present an annual report of the activities and programs of the Association at the Annual General Meeting.
- c) Assistant Secretary shall assist the General Secretary in all affairs as delegated by the Executive Committee.

**10.3. Treasurer and Assistant Treasurer:**

- a) The Treasurer shall be responsible for all the financial planning and expenditure of the association.
- b) The Treasurer shall receive donations from membership and other parties, including fund raising activities, and use such funds for the day-to-day running of the association.
- c) Treasurer shall be responsible for maintaining the bank accounts of the association without delegating that power and responsibility to any other member of the Executive Committee.
- d) The Treasurer shall be responsible for making arrangements to audit the assets and expenditures within the term in office, and shall prepare and present an annual statement of audited accounts at the next immediate Annual General Meeting.
- e) Assistant Treasurer will assist the Treasurer with all financial affairs that lie under the purview of the Treasurer.

**10.4 Web Advisors:**

- a) The two web editors will share equal responsibility in all relevant web and online activities of the association.
- b) The maintenance of the alumni website, and updating membership registers of the Association.
- c) Managing the social media presence related to alumni matters/ activities.
- d) Reporting the status quo to the General Secretary and Executive committee meetings.

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10.5 Editor:

- a) Editor shall be responsible for handling and approving any promotional material (such as T-shirts) by the alumni's name, and printed or digital material with or without a price tag, any publications or communications released by the association.
- b) Editor shall be responsible for publicizing fund-raising events organized by the association, and making decisions in concurrence with the Executive Committee about the themes and modes of operation of any such events.
- c) Editor shall be responsible for handling the feedback and suggestions of the membership for the upliftment of the alumni organization, promoting the relations with the University of Ruhuna, and its student community and reporting the status Quo to the Executive Committee.
- d) Editor shall work closely with the two Web Advisors in matters related to updating, upgrading and maintaining the alumni website.

11. Any changes to this constitution shall require majority consensus at an AGM of the association, and will be effective for the next office term onwards.

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(draft prepared 2024-09-09) (Faculty board approval 2024-09-11)