



Zahira College

Old Boys' Association

CONSTITUTION

Amendments	Date	Meeting	Location
001	25 th Aug 2018	SGM	Al-Makthoum Building
002	20 th Mar 2022	101 st AGM	Ghaffoor Building

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1. Name and Address

- 1.1 The Organization shall be called the “Zahira College, Colombo - Old Boys’ Association” and shall hereinafter called and referred to as the “The Association”.
- 1.2 The address shall be 406, Orabi Pasha Road, Colombo – 10

2. Objectives

The objectives of the Association shall be

- 2.1 To foster fellowship amongst
 - a. Past Students of Zahira College Colombo
 - b. Those interested in the welfare of the College.
- 2.2 To establish unity among the Old Boys of the College and to foster in them a true feeling of loyalty to the College.
- 2.3 To encourage religious, educational, cultural, social and recreational activities among the present and past students of the College.
- 2.4 To collaborate where necessary with the Zahira College Board of Governors, Zahira College Welfare Society, the Parent Teachers’ Association, other affiliated bodies of the Old Boys’ Association, the Principal and the staff in any projects or undertakings which have similar objectives.
- 2.5 To encourage the establishment throughout the Republic of Sri Lanka and Overseas affiliated Branches, Groups & Associations which have identical objectives as that of the Association and foster unity and fellowship amongst them.
- 2.6 To afford guidance and encouragement to the younger generation of Zahirians and provide Leadership, Vocational and / or Professional Training.
- 2.7 To make recommendations for better management and administration of Zahira College.
- 2.8 To collect and receive subscriptions, donations and other funds and hold property and borrow money and to apply same for the general purpose of the Association.
- 2.9 To raise funds with the concurrence and approval of the Board of Governors for special projects.
- 2.10 To assist and support the College in its effort to develop the quality and standard of education, other academic, sports, co-curricular, extra-curricular activities in concurrence with the Management & Administration of the College.
- 2.11 To do all such things as may be incidental or conducive to the attainment of the above objectives.
- 2.12 To support the community through its Corporate Social Responsibility (CSR) initiatives.

3. Membership

The Membership of the Association shall consist of the following classes of Members:

3.1 Ordinary Members

Those Members who pay Membership Fees annually shall be Ordinary Members, the Annual Membership Fee paid for each year shall be effective from 1st January to 31st December.

3.2 Life Members

Those Members who have paid an up-front (once and for all) payment shall be Life Members.

4. Qualification for Membership

4.1 All Past Students of Zahira College who have been students for a period of Not Less Than Six School Terms are eligible for Membership in the Association provided however that the Executive Committee shall be empowered to admit any Past Students who had been a student for less than Six School Terms.

4.2 Any person qualified under the Section 4.1 above may apply in writing to the Hony. General Secretary in the prescribed form proposed and seconded by two other Members who hold valid membership.

4.3 No person shall be considered a Member of the Association unless his application is approved by the Executive Committee.

5. Membership Fees

5.1 The Membership Fees in respect of Ordinary and Life Members shall be such an amount as may be determined by the Executive Committee from time to time.

5.2 The amount of fees payable for each category of Membership shall be stipulated in the Notice to the Annual General Meeting or official website of the Old Boys' Association.

5.3 No ordinary membership shall be renewed on the day of Annual General Meeting or Special General Meeting.

6. Membership Rights

6.1 No person who is in arrears of Membership Fees shall be entitled to nominate candidates, hold office in the Executive Committee, participate and cast his vote at any meetings of the Association.

7. Patron & Vice Patrons

7.1 One (1) Patron & Two (2) Vice Patrons shall be elected at the Annual General Meeting and they shall hold office until the next Annual General Meeting.

8. Executive Committee

The Management of the Association and its funds shall be vested in the Executive Committee consisting of following

8.1 Office Bearers

- a. The President
- b. Three Vice Presidents
 - b.1. Two Vice Presidents
 - b.2. One Vice President (Co-Opted by the newly appointed Executive Committee at the Executive Committee Meeting.)
- c. Hony. General Secretary
- d. Hony. Assistant Secretary
- e. Hony. Treasurer
- f. Hony. Assistant Treasurer
- g. Hony. Sports Secretary
- h. Hony. Internal Auditor (Co-Opted by the newly appointed Executive Committee at the Executive Committee Meeting.)
- i. Hony. Editor
- j. Hony. Social and Welfare Secretary
- k. Hony. Information Technology Secretary (Co-Opted by the newly appointed Executive Committee at the Executive Committee Meeting.)
- l. Hony. Coordinator for Affiliated Bodies, shall be a member of the Executive Committee of the Association.

They shall be elected at the Annual General Meeting (Excluded Section 8.1 b.2. and Section 8.1 h. and Section 8.1 k.) and shall hold Office as such until the next Annual General Meeting.

8.2 Committee Members (Fifteen)

Fifteen Members shall be members of the Executive Committee.

8.2.1 Elected Members (Ten)

Ten Members shall be elected at the Annual General Meeting and shall hold Office as such until the next Annual General Meeting.

8.2.2 Co-Opted Members (Five)

Five Members shall be Co-Opted by the newly appointed Executive Committee at the Executive Committee Meeting and shall hold Office as such until the next Annual General Meeting.

8.3 Ex – Officio

- a. Immediate Past President
- b. Three Old Boys' Association (OBA) representative of the Board of Governors shall be ex-officio Members in the Executive Committee, In case any member so elected holds any position in the Executive Committee (Section 8.1 or Section 8.2) in addition to the position of "Member of the Board of Governor's" He automatically ceases the position he holds in the Executive Committee(Section 8.1 or Section 8.2) and such vacancy shall be filled by the Executive Committee.
- c. No voting rights for those under section 8.3

9. Powers and Duties of the Executive Committee

- 9.1 It shall be responsible for the proper management, administration and control of the Association, its assets and funds.
- 9.2 To initiate and conduct any programs for the benefit of its Members.
- 9.3 Empowered to receive, approve and reject applications for Membership.
- 9.4 To accept approve or disapprove the Constitutions of any Branches or Group Associations
- 9.5 To provide guidelines, advice and assistance to any Branches or Group Associations
- 9.6 Empowered to appoint Chairmen to sub-committees, task committees and projects committees and to define its terms of reference and to dissolve same
- 9.7 Empowered to invite any person or persons to attend any meetings of the Association for any specific purpose which in the opinion of the Executive Committee is essential in the interest of the Association.
- 9.8 To do all other and further acts or things as it may deem necessary towards attaining the objectives of the Association.

10. Powers and Duties of Office Bearers

- 10.1 President
The President shall be the Chief Executive who shall be responsible for the proper management and administration of the Association. He shall preside at all meetings of the Association. In the absence of the President any one of the Vice Presidents nominated by the Executive Committee may preside.
- 10.2 Hony. General Secretary
 - a. Shall convene all meetings
 - b. Maintain a Register of Membership of the Association
 - c. Record and maintain minutes and proceedings of all the meetings
 - d. Handle all correspondence
 - e. He shall, in consultation with the President, prepare the Agenda of all meetings and summon such meetings.
 - f. Shall be responsible for the safe custody of all the documents of the Association
 - g. Carry out such duties as may be directed by the President or the Executive Committee from time to time.
 - h. Prepare draft Annual Report & submit for Executive Committee approval.
 - i. He should hand over all documents pertaining to the OBA at the end of his term to the newly elected Hony. General Secretary.

- 10.3 Hony. Treasurer
- a. Maintain proper and systematic accounts of the Association
 - b. Submit statement of Financial Accounts monthly to the Executive Committee.
 - c. Prepare draft Annual Accounts for Audit and submit for Executive Committee approval.
 - d. Submit Audited Statement of Accounts at the Annual General Meeting.
 - e. Empowered to receive funds and goods on behalf of the Association and issue receipts for same.
 - f. To do such other matters as may be directed by the President or the Executive Committee from time to time.
 - g. He should hand over all documents pertaining to the OBA at end of his term to the newly elected Hony. General Treasurer.
- 10.4 Office Bearers
- a. Office Bearers - shall exercise only those powers delegated to them by the President or the Executive Committee from time to time.

11. Funds

- 11.1 All funds of the Association shall be deposited in any Bank or Banks appointed by the Executive Committee provided that a sum determined by the Executive Committee may be retained by the Hony. Treasurer as Petty Cash expenses from time to time.
- 11.2 All Cheques and other negotiable instruments shall be signed by the Hony. General Treasurer and either by the President or the Hony. General Secretary.

12. Meetings of the Association

Meetings of the Association shall be as follows

- 12.1 Annual General Meeting
- 12.2 Special General Meeting
- 12.3 Executive Committee Meeting
- 12.4 Emergency Executive Committee Meeting

13. Annual General Meeting

- 13.1 There shall be an Annual General Meeting held each and every year on or before end of March on a day or date and time fixed by the Executive Committee
- 13.2 No postponement of the Annual General Meeting shall be made unless under Special Circumstances and it shall be the duty of the Executive Committee to adduce reason for postponement at the subsequent Annual General Meeting.
- 13.3 The Agenda for the Annual General Meeting shall be as follows:-
- 13.3.1 Recital of Surathul Fathiha
 - 13.3.2 Singing of the College Anthem
 - 13.3.3 Condolence Dua in memory of all Old Boys' who have passed away.
 - 13.3.4 Reading of Notice convening the meeting

- 13.3.5 Excuses for Absence
- 13.3.6 Reading and confirming the Minutes of the previous Annual General Meeting
- 13.3.7 Presentation of Progress Report of the Executive Committee by the Hony. General Secretary.
- 13.3.8 Adoption of the Audited Statement of Accounts
- 13.3.9 Address by the Incumbent President
- 13.3.10 Election of One Patron and Two Vice Patrons
- 13.3.11 Election of the Executive Committee
 - a. The President
 - b. Two Vice Presidents
 - c. Hony. General Secretary
 - d. Hony. Assistant Secretary
 - e. Hony. Treasurer
 - f. Hony. Assistant Treasurer
 - g. Hony. Sports Secretary
 - h. Hony. Editor
 - i. Hony. Social and Welfare Secretary
 - j. Hony. Coordinator for Affiliated Bodies
 - k. Ten Committee Members
- 13.3.12 Appointment of Auditor
- 13.3.13 Resolutions (if any)
- 13.3.14 Amendments to the Constitution (if any)
- 13.3.15 Address by the newly elected President
- 13.3.16 Any other business of which Fourteen (14) Days' notice has been given.
- 13.3.17 Salawaath

14. Special General Meeting

- 14.1 A Special General Meeting may be convened for any specific purpose and the notice in this respect shall stipulate the purpose for which it is summoned.
- 14.2 A Special General Meeting may be summoned
 - 14.2.1 By the President at his discretion, if he is of the opinion that the purpose for which it is summoned needs the concurrence of the General Membership.
 - 14.2.2 On a written request by a minimum number of Fifteen Members who are entitled to Membership rights for the transaction of any specific business. Such request shall be addressed to the Hony. General Secretary with the copy to the President.
 - 14.2.3 On receipt of such request (Under Sub-section 14.2.1 & 14.2.2 above) it shall be the duty of the Hony. General Secretary to summon such meeting within Fourteen Days on receipt of such notice.
 - 14.2.4 On a decision of the Executive Committee.
 - 14.2.5 Under Article 15.3 and 15.4

15. Meetings of the Executive Committee

- 15.1 Meetings of the Executive Committee may be held as and when determined by the President or the Executive Committee and shall be held at least Once in Two Months.
- 15.2 Meetings of the Executive Committee may also be held on a written requisition of any Three Members of such Committee addressed to the Hony. General Secretary with the copy to the President. The Hony General Secretary in this event, shall summon the required meeting within Ten (10) days on receipt of such notice.
- 15.3 If no meetings are held for a consecutive period of Six Months, the Executive Committee shall stand automatically dissolved and it shall then be the duty of the Hony. General Secretary to call for a Special General Meeting for the purpose of electing an Interim Executive Committee which shall function for a period not more than Six Months.
- 15.4 If in the event the Hony. General Secretary fails to act under the sub-section above (15.3) the Chairman, Board of Governors shall be entitled to take steps under Sub-section (15.3) above to revive the Association.

16. Notice of Meetings

- 16.1 Annual General Meeting - Twenty one (21) days' notice. Notice of such meeting shall also be published in any one of popular Daily News Paper.
- 16.2 Special General Meeting - Fourteen (14) days' notice. Notice of such meeting shall also be published in any one of popular Daily News Paper.
- 16.3 Executive Committee - Five (5) days' notice. Notice of such meeting shall be sent by Hony. General Secretary to each members
- 16.4 Emergency Executive Committee - Forty eight (48) hours notice. Notice of such meeting shall be sent by Hony. General Secretary to each members
- 16.5 Notice of General Meetings shall also be sent by Email, SMS, WhatsApp, Website or any other electronic media to the relevant address or specific contact number given by the members.
- 16.6 Notice of the Executive Committee Meetings shall also be sufficiently served if sent by Email, SMS, WhatsApp, Website or any other electronic media to the relevant address or ID given by the members.

17. Quorum of Meetings

The Quorum of Meeting shall be as stated below and shall consist only of Ordinary and Life Members as mentioned under Section 3

- 17.1 Ninety (90) Members for an Annual General Meeting
- 17.2 Forty (40) Members for a Special General Meeting
- 17.3 Eleven (11) Members for an Executive Committee Meeting
- 17.4 Nine (9) Members for an Emergency Executive Committee Meeting

18. Resolutions

- 18.1 Resolutions may be forwarded in writing addressed to the Hony. General Secretary proposed and seconded by two other members to be taken up at the Annual General meeting.
- 18.2 Resolutions shall be forwarded Ten (10) Days prior to the Annual General Meeting.
- 18.3 No Resolutions shall be tabled at the Annual General Meeting unless it is first approved by the Executive Committee, any resolution not approved by the Executive Committee shall be brought to the notice of the General Membership with reason.
- 18.4 Resolutions of No-Confidence against any Members shall not be taken up and discussed at any Emergency Meetings of the Association.

19. Nomination and Election of Office Bearers

- 19.1 The Patron & Vice Patrons shall be nominated by the Executive Committee at its meeting held immediately prior to the Annual General Meeting
- 19.2 Names of such nominated persons shall be presented at the Annual General meeting for ratification.
- 19.3 No Member shall be nominated to the office of President, Secretary and Treasurer of the Association unless he shall have been in the Executive Committee for a minimum of Two (2) years.
- 19.4 The Term of office of the President of the Association shall NOT BE MORE THAN TWO (2) CONSECUTIVE TERMS at any given time.
- 19.5 Any person applying for Office Bearer should have been a member of the association for a period of Five (5) years preceding the Annual General Meeting and any person applying for Committee Member should have been a member of the association for a period of Three (3) years preceding the Annual General Meeting.

20. Procedure for Nomination and Election of Office Bearers

- 20.1 Any Member who intends contesting any Office in the Executive Committee shall submit his written nomination, in the prescribed form addressed to the Presiding Officer by registered post to reach him on or before Seven (07) days prior to the date fixed for the Annual General Meeting.
- 20.2 The Executive Committee together with the Presiding Officer shall meet on the date of closing Nominations for the purpose of accepting and rejecting Nominations.
- 20.3 If no nominations are received for the specified office, the Executive Committee shall be empowered to nominate the Members for such office who shall be declared elected uncontested at the Annual General Meeting.
- 20.4 Nominated candidates absent at the time of voting at the Annual General Meeting shall have their nomination rejected.
- 20.5 Any nomination that does not comply with the required form and which does not reach the Presiding Officer at the stipulated date shall be rejected.
- 20.6 Any person applying for Office Bearers including for Committee Membership can nominate himself only for one position.

21. Appointment of a Presiding Officer

- 21.1 There shall be a Presiding Officer, who shall be appointed by Executive Committee and who shall be responsible for the proper conduct of election of the Executive Committee.
- 21.2 The function of the Presiding Officer shall cease at the conclusion of the election of the Executive Committee.
- 21.3 The Presiding Officer shall be debarred from seeking nomination for the election to the Executive Committee.

22. Voting

- 22.1 Voting to elect Executive Committee Members and Board of Governors Representatives shall be only by secret ballot.
- 22.2 Voting for all other purposes shall be by show of hands unless the house otherwise decides.
- 22.3 Those Members who are in arrears of Subscription and who are disqualified under this Constitution shall have no voting rights at any meetings.
- 22.4 No decision taken at any meetings shall be implemented unless approved unanimously or by an absolute majority of the votes cast as the case may be from among the members present at such meetings, provided that in the case of an Amendment to the Constitution at least TWO THIRDS majority of the total members present at the time of voting shall be required as hereinafter provided.

23. Election of OBA Representatives to the Board of Governors

- 23.1 Election of Representatives of the Association to the Board of Governors shall take place as and when such vacancies arise. Any vacancy arising before the expiry of the term of the elected representative shall be filled within Three (3) Months from the date of the occurrence at a Special General Meeting.
- 23.2 The rules governing such election shall be determined by the Executive Committee at the relevant time.
- 23.3 Such elected Members shall be Ex-Officio Members of the Executive Committee.
- 23.4 Any person applying to be elected to represent the Board of Governors should have been a member of the association for a period of Five (5) years preceding the date of nominations.

24. Affiliated Bodies

- 24.1 Every Branch Association, Association, Group & Batch shall be deemed to be an Affiliate of the Association.
- 24.2 Every Branch Association, Association, Group & Batch shall be managed and administered in accordance with its own constitution provided that such constitution shall have the approval of the Executive Committee of the Old Boys' Association.
- 24.3 Every Branch Association, Association, Group & Batch shall meet the affiliation criteria of the Old Boys' Association which may be subject to change from time to time.
- 24.4 It shall be the duty of such Branch Association, Association, Group & Batch to notify the Executive Committee of any projects or programs undertaken by it and to furnish its Annual Reports and Audited Accounts which may be included with the Annual Report of Executive Committee of the Old Boys' Association.
- 24.5 All fundraising projects shall have the prior approval of the Old Boys' Association Executive Committee.
- 24.6 Any Branch Association, Association, Group & Batch which acts detrimental or contrary to the objectives of the association maybe disaffiliated.

25. Suspension

- 25.1 If any Member is found guilty of any act detrimental or contrary to the objectives of the Association he may be suspended from Membership pending Inquiry.
- 25.2 It shall be the duty of the Executive Committee to appoint a Board of Inquiry to inquire into the alleged misconduct of such member.
- 25.3 The Board of Inquiry shall afford such member a reasonable hearing and give him an opportunity to show cause in writing as to why he should not be removed.
- 25.4 After the conclusion of the Inquiry it shall furnish its report to the Executive Committee.
- 25.5 No Member shall be suspended or removed from Membership unless at least Two-Thirds of the total number of Executive Committee Members voting in favour of it.

26. Vacation of Office and Filling of Vacancy

- 26.1 Every Office in the Executive Committee shall become vacant upon the death, resignation and/or removal.
- 26.2 Any Member of the Executive Committee failing and/or neglecting to attend three consecutive Meeting of such Committee without a valid cause shall be removed from Office. Any person who sends three consecutive excuses shall be removed.

26.3 Any vacancy occurring during the year shall be filled by the Executive Committee in accordance with Article 19.3 and 19.5.

27. Financial Year

27.1 The financial Year of the Association shall be from 1st January - 31st December.

28. Disqualification

28.1 In the event any Member is found guilty of a criminal offence by the Court of Law shall be removed from the Membership forthwith and he shall be debarred from seeking membership in the Association for a consecutive period of Five Years from the date of conviction unless he serves a term of sentence or imprisonment for a period more than Five Years in which event he shall remain disqualified till the termination of the sentence or imprisonment.

29. Amendments to the Constitution

29.1 No Amendment to the Constitution shall be made except at an Annual General Meeting or at a Special General Meeting convened for the purpose.

29.2 Resolutions affecting amendments to the Constitution shall not become effective unless Two-Thirds of the total Membership present at the time of voting vote in favour of it.

30. General

30.1 Any matter not provided in the Constitution arising at any meeting of the Association the Majority decision of such Members shall prevail provided that such decision shall not override or shall not be in conflict with the constitution.

31. Immunity

31.1 No Member of the Executive Committee shall become

32. Repeal

32.1 All the Previous Constitutions is declared void and ineffective and shall cease to have any operation and is hereby repealed and replaced by this Constitution

33. Interpretation

- 33.1 Any clause in the constitution that are ambiguous may be interpreted by the Executive Committee

34. Branding

- 33.1 The Logo, Colours, Font, Blazer & Tie of the Association shall be as per the (annexure I) of the constitution.

The above constitution was adopted by majority at the Special General Meeting held on the 25th of August, 2018 at the Al Makthoum Building.

35. Nomination Form

Zahira College, Colombo
Old Boys' Association

Post of:

Name of Nominee:

Membership No:

Signature of Nominee:

Name & Signature of Proposer:

Membership No:

Name & Signature of Seconder:

Membership No:

Date:

For Office Use Only

Nomination – Accepted / Rejected

Reason for Rejection

.....

.....

Signature of Presiding Officer/Date

ANNEXTURE I

1. Logo

1.1 Colored Logo



Image I (Source: Zahira College, Branding Guidelines 2012)

1.2 Black & White Logo



Image II (Source: Zahira College, Branding Guidelines 2012)

2. Colours

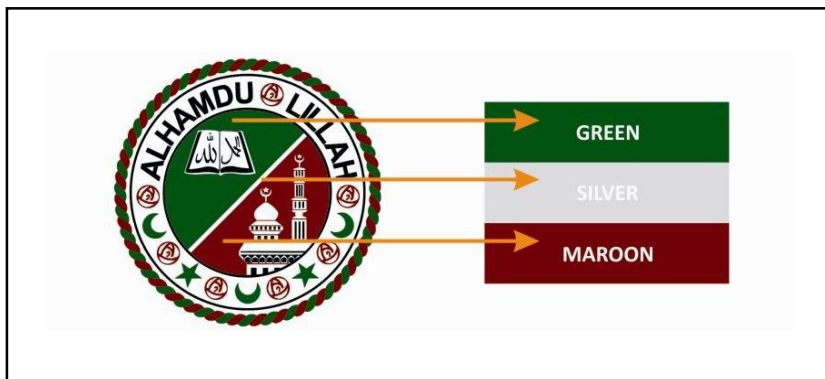


Figure I (Source: Zahira College, Branding Guidelines 2012)

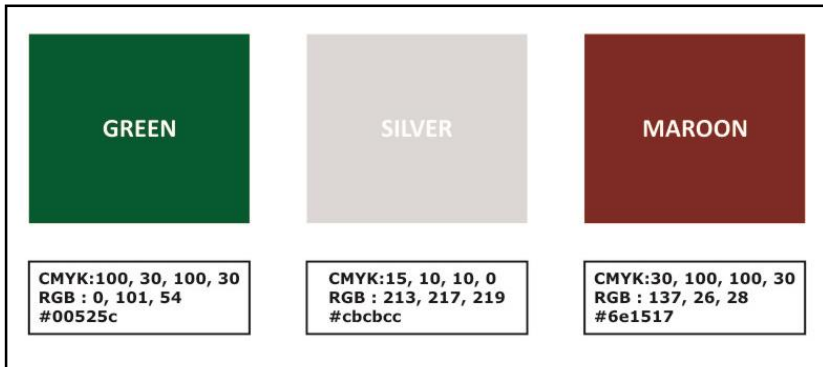


Figure II (Source: Zahira College, Branding Guidelines 2012)

3. Font

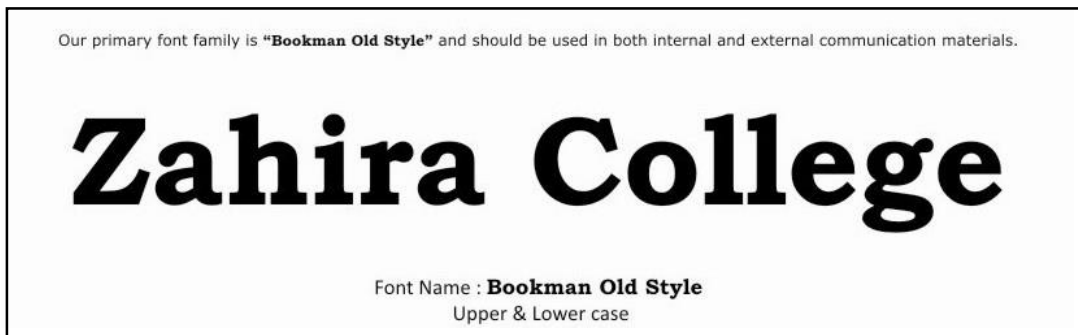


Figure III (Source: Zahira College, Branding Guidelines 2012)



Figure IV (Source: Zahira College, Branding Guidelines 2012)

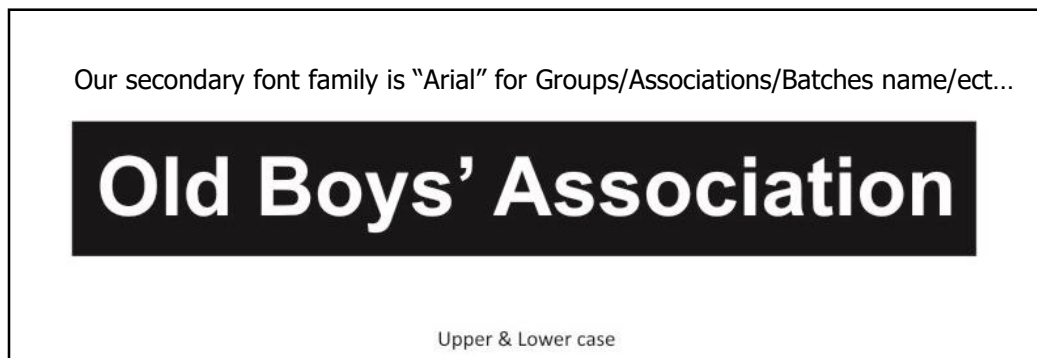


Figure V (Source: Zahira College, Branding Guidelines 2012)

4. Blazer



Image III (Source: Zahira College, Branding Guidelines 2012)

5. Tie



Image IV (Source: Zahira College, Branding Guidelines 2012)