



Zahira College
Old Boys' Association

AFFILIATION & RENEWAL GUIDELINES

Affiliations & Renewal Guidelines

Any Batch, Group, Association, or Foreign Branch that wishes to apply for affiliation or renew its affiliation must submit the required documents along with the relevant payments.

Affiliation must be renewed **on or before 31 December each year**. Anybody that fails to renew by this date will lose affiliated status immediately from **1st January** of the following year and will remain non-affiliated until its renewal is regularized, subject to OBA policy

Required Documents for Annual Affiliation Renewal

The following documents must be submitted along with the payment:

- Constitution
- Latest AGM Minutes
- Audited Financial Reports
- General Members List (including OBA Membership Numbers)
- List of Office Bearers and Executive Committee Members
(*Name / Position / Mobile Number / Email ID / OBA Membership Number*)
- Payment Slip or Receipt

Minimum Required OBA Members for Affiliation/Renewal

- Batch – 20 Members
- Group – 50 Members
- Association – 25 Members
- OBA Foreign Branches – 10 Members

Payments Details

CATEGORY	Affiliation Fee	Renewal Fee
Batch / Group / Association	7,500	5,000
OBA Foreign Branches	25,000	10,000

Affiliation or renewal payments must be deposited into the OBA's official bank account. A copy of the deposit slip or payment receipt must be attached and submitted along with the other required documents.

Zahira OBA's Bank Account

Name : Zahira College Old Boys' Association
Account No : 002 010 150 567
Bank : Hatton National Bank (HNB)
Branch : City Office

Rules & Regulations for Affiliated Bodies

Purpose

These Rules & Regulations are established to ensure proper governance, coordination, and alignment of all affiliated bodies with the objectives, standards, and reputation of the Old Boys' Association (OBA).

Scope

These guidelines apply to all Batch Group, Associations and Foreign Branches and any other bodies formally affiliated with the OBA.

General Compliance

All affiliated bodies shall:

- **Act in accordance with the constitution, policies, and guidelines of the OBA**
- **Uphold the values, reputation, and best interests of the College and the OBA**
- **Equality & Respect:**
All members and EXCO officials must be treated equally, without any form of discrimination. Every individual deserves dignity, fairness, and mutual respect always.
- **Conduct on Social Media:**
Any unofficial or inappropriate social media activity that brings embarrassment or disrepute to the batch may result in disciplinary action, including possible disqualification of affiliation.
- **Handling Internal Disputes:**
All members and EXCO officials are encouraged to resolve issues amicably within the Batch EXCO wherever possible.
- **Escalation to OBA (Official Body):**
If a matter cannot be resolved internally within the Batch EXCO, any member or official has the right to escalate the issue to the OBA.
- **Disqualification of Membership:**
Disqualification of membership shall only take place after a neutral and fair inquiry process. Such decisions must be formally approved by the OBA, ensuring transparency, accountability, and justice.

Affiliation Renewal

- Affiliation must be renewed annually within the stipulated timeframe
- Required documents and information must be submitted accurately and promptly
- Failure to renew may result in suspension of affiliation privileges

Use of College Name, Logo & Branding

- The College name, logo, and OBA branding shall be used only with prior approval
- All digital and printed materials (artwork, banners, social media creatives, etc.) must be approved in advance by the OBA Branding Committee / College Branding Authority
- Unauthorized or improper use of branding is strictly prohibited

Projects and Initiatives

Projects Related to the College

Any project, donation, or initiative carried out for the benefit of the College must receive prior approval from the OBA, where necessary, the OBA will coordinate with the College administration

Batch-Level Projects

Projects limited strictly to a batch may proceed without prior approval, however, such activities must be formally informed to the OBA for record purposes

Communication with College Authorities

Any request to meet the College Principal, senior management, or Board of Governors must be routed through the OBA. The OBA will facilitate and coordinate such meetings accordingly

Events and Activities

- Major events, especially those conducted under the College/OBA name, must be communicated in advance
- Affiliated bodies are encouraged to maintain coordination with the OBA to avoid scheduling conflicts and ensure consistency

Financial Integrity

- All financial dealings must be conducted with proper accountability and transparency
- Records of income and expenditure should be properly maintained
- The OBA reserves the right to request financial summaries if required

Conduct and Representation

- Affiliated bodies shall not engage in activities that may harm the reputation of the College or the OBA
- No political, controversial, or unauthorized representations shall be made under the College or OBA name

Data & Member Information

- Member information must be kept updated and handled responsibly
- Affiliated bodies are encouraged to support OBA initiatives related to data collection and member engagement

Dispute Resolution

Any disputes or concerns shall be referred to the OBA Executive Committee the decision of the OBA shall be considered final in all matters concerning affiliation

Amendments

The OBA reserves the right to revise, update, or amend these Rules & Regulations as necessary.

Compliance

All affiliated bodies are expected to strictly adhere to these Rules & Regulations. Non-compliance may result in appropriate action, including suspension or withdrawal of affiliation.

Documents Template

Constitution Template

Each affiliated organization shall adopt the constitution template issued by the Old Boys' Association (OBA) and prepare its constitution in accordance with it. The constitution must be formally approved by the general membership at an Annual General Meeting (AGM) or Special General Meeting (SGM).

Any amendments or resolutions to the constitution must also be presented to and approved by the general members at an AGM or SGM.

The following items must be included in your constitution:

1. Name

The name of the organization shall be: (Insert Name)

2. Logo

The official logo of the Organization shall be designed and used only with the approval of the College and the OBA Branding Committee.

3. Objectives

- To promote fellowship among members
- To support the objectives of the OBA & College
- To organize events and activities for members
- Other Objectives.

4. Membership

- Eligibility: Minimum 24 Months
- Admission Process: (Explain)
- Membership Rights & Responsibilities
- Membership Disqualification

5. Office Bearers

- President
- Secretary
- Treasurer
- (Other Positions)

6. Executive Committee

- Structure and roles
- Term duration

7. Powers and Duties of the Office Bearers and Executive Committee Members.

- The Office Bearers and Executive Committee shall be responsible for the overall management and administration of the organization in accordance with this Constitution and the decisions of the General Meetings. They shall have the power to implement the objectives of the Association, conduct day-to-day activities, manage funds and maintain proper financial records, organize meetings and events, and appoint sub-committees as necessary. Any decisions taken by them shall be in the best interest of the Association and subject to ratification at the next AGM or SGM. All members of the Executive Committee shall act in good faith, uphold the objectives and dignity of the Association, and report their activities to the general membership

In addition, each Office Bearer shall have individual powers and responsibilities as defined in this Constitution and as assigned by the Executive Committee for the effective functioning of the Association.

8. Meetings

- Annual General Meeting (AGM)
- Special General Meeting (SGM)
- Exco Meetings
- Project or Other Meetings

9. Notice of the Meetings

Notice of a meeting means the official communication sent to members informing them that a meeting will take place, along with all the important details they need to attend and participate.

10. Quorum of the Meetings

Quorum is the minimum number of members who must be present at a meeting for it to be valid and allowed to make decisions

Ex:

- Annual General Meeting (AGM) :
- Special General Meeting (SGM) :
- Executive Committee Meeting :
- Project or Other Meetings :

11. Procedure for Nominations and Election of Office Bearers and Executive Committee

- Appointment of the Presiding Officer
- Notice of the AGM
- Nominations Process
- Elections Process

12. Finance

- Sources of income
- Banking procedures
- Audit requirements

13. Amendments

- Explain Procedure to amend constitution

14. Dissolution

- The Association may be dissolved by a two-thirds (2/3) majority at an AGM or SGM
- Other Dissolution

AGM Minutes Template

(Organization Name & Logo) - Annual General Meeting Minutes

Date:

Time:

Venue:

Members Present: (List or attach)

AGM Agenda

1. Recital of Quirath
2. National Anthem & College Song
3. Adoption of the Agenda
4. Adoption of Previous AGM Minutes
5. Secretary's Report
6. Treasurer's Report & Adoption of Accounts
7. Election of Office Bearers & Executive Committee
8. Speeches by Outgoing and Incoming Presidents
9. Appointment of Auditors
10. Amendments and Resolutions (if any)
11. Any Other Business
12. Salawaath

Minutes

- **Adoptions of the Agenda:**
(Proposer's & Secondar's details)
- **Adoption of Previous AGM Minutes**
(Approved / amended)
- **Secretary's Report:**
(Summary)
- **Treasurer's Report & Adoption of Accounts:**
(Summary and Approved / amended)
- **Election Results:**
Vote Count and Elected Members Names and Positions
- **Speeches by Outgoing and Incoming Presidents:**
(Summary)
- **Appointment of Auditors:**
(Details / Approved)
- **Amendments and Resolutions:**
(Details / Approved)
- **Any Other Business:**
(Details)

Meeting Adjourned at:

Prepared by:

Approved by:

Annual Reports & Financial Report

**(Organization Name & Logo) – Annual Report & Financial Report for the Year Ending
(Date)**

Annual Report

The annual report for the year should provide a comprehensive overview of all projects and activities undertaken during the period. Each project should be clearly described, including its objectives, implementation process, outcomes, and impact. The report should also include relevant photographs, supporting documentation, and any additional details necessary to give a complete understanding of the work carried out. Furthermore, any key achievements, challenges faced, and lessons learned may also be highlighted for reference

Financial Report & Audited Accounts

Income

Total Income:

Expenditure

Total Expenditure:

Balance Summary

Opening Balance:

Add: Total Income

Less: Total Expenditure

Closing Balance:

Certification

This financial report has been reviewed and audited.

Name & Signature of Treasurer with rubber stamp:

Name & Signature of President with rubber stamp:

Name & Signature of Secretary with rubber stamp:

Name & Signature of Auditor with rubber stamp:

Date:

General Members List

Office Bearers & Executive Committee

No.	FULL NAMES	OBA MEMBERSHIP NO.	MOBILE NO.	EMAIL ID

No.	NAME	POSITION	OBA MEMBERSHIP NO.	MOBILE NO.	EMAIL ID

Payment Receipt / Slip and Email Format for Submission to the OBA

(Date)

To:

**The Coordinator for Affiliated Bodies,
Zahira College - Old Boys' Association**

Subject: Affiliation / Renewal Submission,

Dear (Name),

We hereby submit our application for (Affiliation / Renewal for the year (Year).

Please find attached the required documents:

- Constitution
- AGM Minutes
- Financial Reports
- Members List
- Office Bearers List
- Payment Receipt

The payment has been deposited to the official OBA bank account, and the receipt is attached for your reference.

Thank you.

Yours faithfully,

(Name)

(Position)

(Organization Name)

(Contact Details)

Zahira OBA's Contact Details

Email Id's

President

– president@zahiraoba.com

Secretary

– secretary@zahiraoba.com

Coordinator Affiliated Bodies

– affiliatedbodies@zahiraoba.com

General

– info@zahiraoba.com

Hotline - +94 11 468 0000

Conditions Applicable for Non-Renewal of Affiliation

If an affiliated body fails to renew its affiliation within the stipulated period, the following conditions shall apply:

- **Use of College Name and Logo**

The organization shall not be permitted to use the College name, logo, or any official branding in its communications, events, or projects.

- **Recognition Status**

The organization will not be recognized as an officially affiliated body of the OBA until the affiliation is regularized.

- **Participation in OBA Events**

The organization shall not be eligible to participate in or be officially invited to OBA-organized events, including functions, and fellowship gatherings.

- **Representation Rights**

The organization shall not be entitled to represent itself under the OBA at any forum, event, or external engagement.

- **Communication Privileges**

The organization may be excluded from official OBA communications, circulars, and internal updates.

- **Collaboration Limitations**

The organization will not be eligible to collaborate with the OBA, College or its affiliated bodies on joint initiatives or projects. All ongoing college or OBA collaboration projects will be discontinued with immediate effect.

- **Public Representation**

The association shall refrain from presenting itself as an officially recognized or endorsed body of the OBA in any public or digital platform.

- **Reinstatement**

All rights and privileges will be restored only upon successful renewal of affiliation and settlement of any outstanding requirements.