CONSTITUTION

OF

PAST PUPILS' ASSOCIATION (PPA)

KALUTARA, TISSA CENTRAL COLLEGE
(NATIONAL SCHOOL)

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1. TITLE

The Association shall be known as the "Tissa Central College (National School), Kalutara Past Pupils' Association", hereinafter referred to as the "Association" or "PPA".

2. REGISTERED ADDRESS

The registered address of the Association shall be: Tissa Central College (National School), Nagas Handiya, Kalutara North.

3. INTERPRETATION

In this Constitution, unless the context otherwise requires:

"Association" means the Tissa Central College (National School) Past Pupils' Association (PPA).

"Executive Committee" or "Ex-Co" means the Executive Committee of the Association comprising the Office Bearers and Committee Members elected at the Annual General Meeting.

"Affiliated Association" means any association established and functioning in accordance with the provisions of this Constitution and recognized by the Association.

"College" means Tissa Central College (National School), Kalutara, formerly known as Kalutara, Tissa.

"Month" means a calendar month.

"JPPU" means the Junior Past Pupils' Union of Tissa Central College (National School).

"AGM" means the Annual General Meeting of the Association.

"SGM" means a Special General Meeting of the Association.

In the event of any question or dispute regarding the interpretation of this Constitution, or on any matter for which no provision has been made herein, the decision of the Executive Committee shall be final, subject to ratification at Annual General Meeting where necessary.

Any matter relating to the interpretation of this Constitution or any matter not expressly provided for herein shall be determined by the Executive Committee, and such decision shall remain in force unless otherwise decided at Annual General Meeting.

4. OBJECTIVES

The objectives of the Association shall be:

a. To foster fellowship, unity, goodwill, and loyalty among the past pupils of Tissa Central College (National School), Kalutara and all persons interested in the welfare of the College.

b. To promote the advancement, development, and welfare of the College in the fields of education, sports, culture, religion, leadership, co-curricular and extra-curricular activities.

c. To encourage and strengthen cordial relations and interaction among past pupils, present students, academic staff, and well-wishers of the College.

d. To assist and cooperate with the Principal, School Administration, School Development Society, Board of Governors, Parent-Teacher Association, affiliated bodies, and other recognized organizations connected with the College in furtherance of the objectives of the Association.

e. To provide guidance, encouragement, leadership, vocational, educational, and professional development opportunities for present and past students of the College.

f. To promote the welfare and interests of present and past students and members of the academic staff of the College.

g. To encourage, recognize, and coordinate affiliated associations, branches, unions, and groups established locally or overseas in accordance with this Constitution.

h. To collect subscriptions, donations, grants, gifts, and other lawful contributions, and to utilize such funds and property for the attainment of the objectives of the Association.

i. To organize, sponsor, support, and promote educational, social, cultural, religious, recreational, sports, professional, and charitable activities connected with the objectives of the Association.

j. To support the development and improvement of the infrastructure, facilities, educational standards, and overall administration of the College in consultation with the relevant authorities.

k. To undertake all such lawful acts and activities as are incidental or conducive to the attainment of the above objectives.

5. MEMBERSHIP AND MEMBERSHIP FEES

5.1. Classes of Membership

The membership of the Association shall consist of the following categories:

a. Ordinary Members (Voting Members)

b. Life Members (Voting Members)

c. Honorary Members (Non-Voting Members)

d. Associate and Ex-Officio Members (Non-Voting Members)

5.2. Qualification for Membership

Any past student of Tissa Central College (National School), Kalutara who has attended the College (for not less than six school terms) shall be eligible to apply for membership of the Association.

The Executive Committee may, at its discretion, approve the membership of any past student who has attended the College for a lesser period.

Applications for membership shall be submitted to the Honorary Secretaries in the prescribed form approved by the Executive Committee (***Annex A***).

No applicant shall be deemed a member unless such application is approved by the Executive Committee.

The Executive Committee shall have the power to accept or reject any application for membership, and its decision shall be final. The Executive Committee shall not be required to assign reasons for any rejection.

5.3. Admission of Membership

Upon approval of the application and payment of the prescribed membership fee, the applicant shall be admitted as a member of the Association.

The names of approved members shall be recorded in the minutes of the relevant Executive Committee meeting.

A membership card or any other form of recognition approved by the Executive Committee may be issued to members. (***Annex B***)

5.4. Ordinary membership

Ordinary members are the regular members of the association who are former students (past pupils/ alumni) of the college.

Also the members who have paid required membership or subscription fees, as prescribed and have been admitted to membership according to the PPA constitution.

They are not serving in positions such as President, Secretary, Treasurer, Committee Member, or ex-officio member.

5.5. Life Membership

An Ordinary Member may apply to convert his or her membership to Life Membership upon payment of the prescribed Life Membership fee.

The names of members admitted as Life Members shall be recorded in the minutes of the relevant Executive Committee meeting.

5.6. Honorary Membership

The Executive Committee may recommend persons who have rendered distinguished or exceptional service to the College or the Association to be admitted as Honorary Members.

Such recommendation shall be approved by a two-thirds (2/3) majority of the Executive Committee and ratified at the next Annual General Meeting.

Honorary Members shall not be required to pay membership fees and shall not have voting rights unless otherwise decided by the Association.

5.7. Associate and Ex-Officio Members

Associate Members are current or former academic staff of the College. They are nominated by the Executive Committee, and their membership is therefore based on such nomination as well as their status as serving or former academic staff.

Ex-Officio Members are individuals who become members by virtue of holding a specific office or position. In accordance with the Constitution, the following shall serve as Ex-Officio Members: the Immediate Past President, the Present President, and Former Principals.

Associate Members and Ex-Officio Members are not required to pay membership fees. However, they are not entitled to voting rights, except for the Present President, where such a right is exercised when necessary.

5.8. Membership Fees

The membership fees for Ordinary Members and Life Members shall be determined by the Executive Committee and approved at a General Meeting of the Association.

The applicable membership fees shall be published in the Notice of the Annual General Meeting and/or through the official communication channels of the Association.

Membership fees once paid shall not be refundable.

Any revision of membership fees shall require approval by a two-thirds (2/3) majority of members present and voting at an Annual General Meeting or Special General Meeting.

5.9. Subscription Period and Lapse of Membership

The annual membership subscription of an Ordinary Member shall be valid from 1st January to 31st December of each calendar year.

Annual subscriptions shall be paid on or before 31st December of the relevant year.

An Ordinary Membership shall automatically lapse if the annual subscription remains unpaid after 31st January of the following year.

Even if an Ordinary Membership has lapsed because the annual subscription was not paid on time, the person is allowed to renew their membership by paying the outstanding dues. Once the payment is made, the membership will become active again.

An ordinary member who has paid annual subscription fees for the required number of years, such that the total amount paid equals or exceeds the prescribed Life Membership fee, shall automatically become eligible for Life Membership.

5.10 Membership Rights

Only members whose membership subscriptions have been duly paid and are not in arrears shall be entitled to:

a. Attend and participate in General Meetings of the Association;
b. Nominate, second, and propose candidates for election;
c. Propose and second motions at General Meetings;
d. Vote at General Meetings and in elections of the Association;
e. Elect office bearers and members of the Executive Committee; and
f. Contest for, be elected to, and hold office in the Association, subject to the eligibility requirements set out in this Constitution.

5.11 Termination of Membership and Disciplinary Action

5.11.1 Termination of Membership

Membership of the Association shall cease upon:

a. Resignation of the member by written notice addressed to the Honorary Secretaries;

b. Death of the member; or

c. Suspension or termination of membership in accordance with the provisions of this Constitution.

5.11.2 Misconduct

A member shall be deemed guilty of misconduct if such member:

a. Acts in violation of this Constitution or any rules, regulations, policies, or lawful directions issued by the Executive Committee;

b. Acts in a manner prejudicial to the interests, objectives, dignity, reputation, or good name of the Association or the College;

c. Obstructs, hinders, or undermines the lawful activities, decisions, or functions of the Association or any Committee thereof;

d. Engages in conduct which brings the Association or the College into disrepute; or

e. Is convicted by a competent Court of Law for a criminal offence involving fraud, dishonesty, moral turpitude, or conduct detrimental to the reputation of the Association.

5.11.3 Preliminary Inquiry and Disciplinary Procedure

Where a complaint of misconduct is received, or where the Executive Committee considers disciplinary action necessary, the Executive Committee may appoint a Disciplinary Committee or Board of Inquiry to investigate the matter.

The member concerned shall be given reasonable notice of the allegations and shall be afforded an opportunity to make explanations or representations, either orally or in writing, before any final decision is taken.

Upon completion of the inquiry, the Disciplinary Committee or Board of Inquiry shall submit its findings and recommendations to the Executive Committee for consideration.

5.11.4 Disciplinary Action

Upon consideration of the findings of the inquiry and any representations made by the member concerned, the Executive Committee may, by a two-thirds (2/3) majority of members present and voting:

a. Issue a warning or reprimand;

b. Suspend the membership for a specified period or until further notice;

c. Terminate the membership; or

d. Take any other disciplinary action deemed appropriate.

Any decision to suspend or terminate membership shall take immediate effect, subject to ratification by a two-thirds (2/3) majority of members present and voting at the next Annual General Meeting.

Until such ratification, the member concerned shall remain suspended or removed from membership, as applicable.

5.11.5 Disqualification upon Criminal Conviction

Any member convicted by a competent Court of Law for a criminal offence may, upon a decision of the Executive Committee, be removed from membership forthwith.

A member removed under this Clause shall be disqualified from re-applying for membership for a period of five (05) years from the date of conviction.

Where the member is sentenced to imprisonment exceeding five (05) years, such disqualification shall continue until completion of the sentence imposed by Court.

5.12 Code of Ethics

This Code of Ethics establishes the standards of conduct expected from all members, office bearers, committee members, and volunteers of the Past Pupils' Association. It is intended to foster a culture of integrity, mutual respect, transparency, accountability, and service to our Alma Mater.

5.12.1. Guiding Principles

All members shall:

a. Uphold the reputation, values, traditions, and best interests of the School and the Association.

b. Act with honesty, integrity, fairness, and professionalism in all matters relating to the Association.

c. Respect the dignity, rights, and opinions of fellow members, students, parents, teachers, and stakeholders.

d. Promote unity, goodwill, and cooperation among members irrespective of age, profession, status, ethnicity, religion, or political affiliation.

e. Place the interests of the Association above personal interests when acting in an official capacity.

5.12.2. Conduct of Members

Members shall:

a. Treat all persons with courtesy, respect, and fairness.

b. Refrain from engaging in conduct that may bring disrepute to the Association or the School.

c. Avoid harassment, discrimination, intimidation, bullying, or abusive behaviour in any form.

d. Exercise responsible and respectful communication, including on social media and digital platforms.

e. Support decisions made through the proper constitutional processes, while retaining the right to express differing views respectfully.

5.12.3. Conflict of Interest

a. Members shall disclose any actual, potential, or perceived conflict of interest relating to matters under consideration by the Association.

b. Any member with a conflict of interest shall refrain from influencing decisions where such conflict exists.

c. Office bearers shall not use their position for personal, professional, political, or financial gain.

5.12.4. Financial Integrity

a. All funds and assets of the Association shall be managed responsibly, transparently, and in accordance with the Constitution and applicable laws.

b. Members entrusted with financial responsibilities shall maintain accurate records and ensure accountability for all transactions.

c. No member shall misuse, misappropriate, or improperly benefit from Association funds or property.

5.12.5. Confidentiality

a. Members shall respect the confidentiality of information obtained through their involvement with the Association.

b. Confidential information shall not be disclosed without proper authorization unless required by law.

5.12.6. Governance and Accountability

a. Office bearers and committee members shall perform their duties diligently and responsibly.

b. Decisions shall be made in a transparent, impartial, and accountable manner.

c. Members shall comply with the Constitution, By-Laws, policies, and lawful decisions of the Association.

5.12.7. Political and Religious Neutrality

a. The Association shall remain non-partisan and shall not be used to promote political agendas or partisan interests.

b. Members shall respect the diversity of religious and cultural beliefs within the Association.

5.12.8. Social Media and Public Communication

a. Members shall exercise caution and responsibility when making public statements concerning the Association or the School.

b. Members shall refrain from publishing false, misleading, defamatory, or inflammatory content.

c. Official statements on behalf of the Association shall only be made by authorized persons.

5.12.9. Breach of the Code

a. Any alleged breach of this Code may be referred to the Executive Committee for review.

b. The member concerned shall be afforded a fair opportunity to respond.

c. Appropriate action may be taken in accordance with the Constitution and principles of natural justice.

5.12.10. Commitment

All members of the Past Pupils' Association are expected to uphold and promote this Code of Ethics in both letter and spirit, thereby contributing to the continued growth, unity, and reputation of the Association and the School.

6 BRANDING

6.1 Official Identity of the Association

The official branding elements of the Association, including its Logo, Colours, Fonts, Blazer, Tie, College Anthem and any other approved insignia, shall be as set out in the relevant Annexures to this Constitution, as may be amended from time to time by the Executive Committee with the approval of the General Membership at an AGM or SGM.

All such branding elements shall be used strictly in accordance with the guidelines approved by the Association, and shall not be altered, modified, or used for any purpose not authorised by the Executive Committee.

6.2 Crest (Logo) and Flag

The official Crest of Tissa Central College (National School), Kalutara shall be the emblem depicted in ***Annex C*** of this Constitution.

The official Flag of Tissa Central College (National School), Kalutara shall be the flag depicted in ***Annex C*** of this Constitution.

The Crest and Flag of the College shall be used with due respect and in a manner consistent with the dignity, reputation, and objectives of the College and the Association.

6.3 Official Colours, Blazer and Tie

The official colours of Tissa Central College (National School) and the Association shall be Yellow and Maroon. *(**Annex C***)

The official blazer of the Association shall be Maroon, bearing the embroidered official Crest of the College in Yellow. . (***Annex C***)

The official tie of the Association shall be designed using the official colours of the College flag, namely Yellow and Maroon, and shall bear the official Crest of the College. (***Annex** C*)

6.4 College Anthem

The College Anthem shall be the official anthem of the College and the Association.

The College Anthem shall be sung or played at such official functions, ceremonies, meetings, and events of the Association as may be determined by the Executive Committee.

The official lyrics and music of the College Anthem shall be set out in ***Annex D*** to this Constitution.

Any amendment, alteration, or replacement of the College Anthem shall require the prior approval of the Executive Committee and, where applicable, the approval of the Association at a General Meeting (AGM).

6.5 Letterhead of the PPA

The official PPA Letterhead (***Annex E***) shall serve as the authorized identification and communication format of the College and shall be used for all formal correspondence, notices, certificates, reports, agreements, and other official documents issued by the institution. The letterhead shall prominently display the College name, Crest, address, contact information, and any other details approved by the governing authority. No person, department, club, or organization affiliated with the College shall use, reproduce, modify, or distribute the College Letterhead without proper authorization. The design, content, and usage of the College Letterhead shall be governed by policies established by the PPA Executive Committee and to ensure consistency, authenticity, and the protection of the identity and reputation.

7 EXECUTIVE COMMITTEE

The administration, management, and control of the affairs and funds of the Association shall be vested in the Executive Committee (Ex-Co).

7.1 Term of Office

The Executive Committee shall hold office from one Annual General Meeting (AGM) to the next AGM, and such period shall constitute one term or session.

7.2 Composition of the Executive Committee

7.2.1 Office Bearers

Office Bearers shall perform such duties and exercise such powers as are assigned or delegated to them by the President or the Executive Committee from time to time, in accordance with this Constitution and any lawful resolutions of the Association.

The Executive Committee shall consist of the following:

a. President (Ex-Officio - Principal of the College)

b. Senior Vice President

c. Vice Presidents (Five)

d. Honorary General Secretary

e. Honorary Assistant Secretary

f. Honorary Treasurer

g. Honorary Assistant Treasurer

h. Honorary Secretary of Education

i. Honorary Secretary of Sports

j. Honorary Internal Auditor

k. Honorary Editor

l. Honorary Secretary of Social and Welfare

m. Honorary Secretary of Propaganda/ Information &Technology

n. Honorary Coordinator for Affiliated Bodies

7.2.2 **Committee Members**

Eighteen (18) members shall be elected at the Annual General Meeting as members of the Executive Committee.

However, the Principal, or in the absence of the Principal, the Acting Principal, shall serve as President of the Association by virtue of their appointment, in accordance with this Constitution.

7.3 **Eligibility and Election of the Executive Committee**

7.3.1 **Eligibility and Composition**

All Office Bearers and Executive Committee Members shall be elected at the Annual General Meeting in accordance with this Constitution.

The Senior Vice President shall be elected from among Life Members of the Association.

Associate Members and Ex-Officio Members shall not have voting rights.

The total number of members of the Executive Committee shall not exceed eighteen (18).

7.3.2 Eligibility for Election

7.3.2.1 Eligibility of Office Bearers

Except for the President who is ex-officio member representing the academic staff of the College, all other Office Bearers shall be Life or Ordinary Members of the Association.

Such members shall have held Life or Ordinary Membership for a continuous period of not less than one (01) year as at the date of nomination.

7.3.2.2 **Eligibility for Executive Committee Members**

A member shall be eligible for election to the Executive Committee if he or she has been a Life Member of the Association for not less than one (01) year prior to the date of election.

7.3.3 Nomination Procedure

7.3.3.1 Calling for Nominations

Nominations for all Office Bearer and Executive Committee positions shall be called by the Honorary Secretary through the official notice, together with the prescribed nomination form (***Annex B***).

7.3.3.2 Submission of Nominations

a. All nominations shall be made in writing in the prescribed form issued by the Association.

b. Each nomination shall be proposed and seconded by two (02) voting members of the Association.

c. Duly completed nomination forms shall be submitted or sent to reach the Honorary Secretaries not less than fourteen (14) days prior to the date of the AGM.

7.3.3.3 Eligibility Restrictions

a. No member shall be entitled to contest for more than one (01) Office Bearer position or more than one (01) Executive Committee position at the same election.

b. No member shall be eligible for election to the Executive Committee unless he or she has served on the Committee of the Association for a minimum period of two (01) year.

c. Notwithstanding Clause (b) above, where exceptional circumstances exist and it is deemed to be in the best interests of the Association, the Annual General Meeting may, upon the recommendation of the Executive Committee, waive or vary this requirement by a majority vote of the members present and entitled to vote.

7.3.3.4 Verification of Nominations

a. The Executive Committee shall verify the eligibility and validity of all nominations prior to the AGM.

b. A valid nomination list shall be published and displayed at the Association office or designated place not less than seven (07) days before the AGM.

c. Such list shall be arranged in alphabetical order of surnames/ Last name.

7.3.3.5 Acceptance and Incomplete Nominations

a. The Executive Committee shall consider and accept only those nominations that are duly completed and in order at a meeting held prior to the AGM.

b. Any nomination not conforming to the prescribed requirements or received after the closing date shall be rejected.

7.3.3.6 Absence or Insufficient Nominations

In the event that no nominations or an insufficient number of nominations are received for any post, the Executive Committee shall have the authority to nominate suitably qualified members for such posts. Such nominations shall be finalised not less than seven (07) days prior to the AGM.

7.3.4 Election Procedure

Where more than one nomination is received for any post, elections shall be conducted in a fair and transparent manner by an Election Sub-Committee appointed by the Executive Committee.

The Election Sub-Committee shall consist of not less than three (03) members selected from past senior Office Bearers including Past Presidents, Past Vice Presidents, and Past Secretaries.

The Sub-Committee shall be appointed at the last Executive Committee meeting prior to the Annual General Meeting and shall be responsible for conducting the election process.

7.3.5 Filling of Vacancies

Any vacancy in the Executive Committee not filled at the Annual General Meeting may be filled by the Executive Committee from among eligible members.

No member shall be elected or appointed in his absence.

Any member so appointed shall hold office until the next Annual General Meeting.

7.3.5.1 Vacation of Office

A member of the Executive Committee shall vacate office if he or she:

a. Ceases to be a member of the Association;

b. Resigns in writing addressed to the Honorary Secretaries or the President;

i. Is declared of unsound mind by a competent authority; or

ii. Is absent from three (03) consecutive Executive Committee meetings without prior approval.

7.3.5.2 Appointment to Vacant Positions

Where a vacancy arises, the Executive Committee may appoint a suitable member from the general membership to fill such vacancy.

Such appointed member shall hold office until the next Annual General Meeting.

7.3.6 Restriction on Immediate Re-Election

A member who vacates office after holding such designation continuously for two years shall not be eligible for re-election to the same post in the immediately succeeding term.

However, he shall remain answerable to the Executive Committee for a period of one year after vacating office.

8. ADVISORY COMMITTEE OF THE EXECUTIVE COMMITTEE

The Executive Committee shall appoint an Advisory Committee consisting of:

a. The Director of Zonal Education or his/ her representative.

b. Former Principals and Teachers of the Association.

c. Members of the Association who have previously served as Senior Vice President, Vice President, Honorary Secretary, or Treasurer of the Executive Committee and

d. One or two representatives from each Chapter established and recognized by the PPA.

The Chapters may include both Overseas and Local Chapters. Overseas Chapters may represent regions such as Western, European, Middle Eastern, Asian, Australian, and New Zealand regions, while Local Chapters may include Kalutara, Colombo, Galle, and such other regions as may be determined and recognized by the PPA from time to time.

The Advisory Committee shall consist of not fewer than five (05) and not more than ten (10) members. No member of the current Executive Committee shall be eligible to serve on the Advisory Committee.

The Advisory Committee shall provide guidance, advice, and recommendations to the Executive Committee on matters relating to the objectives, development, and activities of the Association.

8.1 Term of Office

The members of the Advisory Committee shall hold office for a period of one (01) year and shall continue until a new Advisory Committee is appointed by the Executive Committee.

8.2 Role and Function

The Advisory Committee shall function in an advisory capacity only and shall provide guidance and recommendations to the Executive Committee when formally requested.

The Advisory Committee shall meet only when required (on virtual or physical or mixed platform) and upon a resolution of the Executive Committee requesting such advice or guidance.

All recommendations of the Advisory Committee shall be non-binding and shall serve as guidance only. The final decision-making authority shall rest with the Executive Committee.

8.3 Chairmanship

The Principal of the College, who is also the President of the Association, shall serve as the Chairperson of the Advisory Committee.

In the absence of the Principal, the members present shall elect a Chairperson from among themselves for that meeting, provided that not less than two-thirds (2/3) of the Advisory Committee members are present.

8.4 Consultation and Reporting

The Advisory Committee may request clarification or information from any member of the Executive Committee or any other member of the Association as may be necessary for the performance of its duties.

The Advisory Committee shall submit its recommendations in writing to the Honorary Secretary of the Executive Committee through its Chairperson.

8.5 Status of Recommendations

All reports and recommendations of the Advisory Committee shall be treated as advisory in nature only.

The Executive Committee shall not be bound by such recommendations and shall retain full discretion in decision-making.

8.6 General Provisions

Any matters relating to the procedure or functioning of the Advisory Committee not expressly provided for herein shall be determined by the Executive Committee as and when necessary.

9. POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE

9.1 General Powers and Responsibilities

The Executive Committee (Ex-Co) shall be responsible for the overall management, administration, and control of the Association, including its funds, assets, and affairs, in accordance with this Constitution.

The Executive Committee shall have the power:

a. To manage and administer the affairs, property, assets, and funds of the Association;
b. To formulate, approve, and implement programmes and activities for the benefit of members and the College;
c. To receive, consider, approve, or reject applications for membership in accordance with this Constitution;
d. To recognize, approve, or disapprove the constitutions and activities of affiliated branches or groups;
e. To provide guidance, assistance, and supervision to affiliated associations or groups;
f. To appoint chairpersons and members to sub-committees, task forces, and project committees, define their terms of reference, and dissolve such committees as necessary;
g. To invite any person, whether a member or non-member, to attend meetings for specific purposes where their presence is considered necessary in the interest of the Association;
h. To do all such lawful acts and things as are necessary or incidental to the achievement of the objectives of the Association.

9.2 Authority and Decisions of the Executive Committee

The Executive Committee shall have authority over the day-to-day affairs of the Association, subject to this Constitution and decisions of the General Meeting.

All decisions of the Executive Committee made in accordance with this Constitution shall be final and binding.

9.3 Committees, Sub-Committees, Special Committees and Trusts

9.3.1 Establishment of Committees and Related Bodies

The Executive Committee shall have the power to establish Standing Committees, Sub-Committees, Special Committees, Task Forces, Project Committees, Boards, or Trusts as may be necessary for the effective implementation of the objectives of the Association.

Such bodies may be constituted from among members of the Executive Committee and other eligible Life/ Ordinary Members of the Association, as determined by the Executive Committee.

9.3.2 Supervision and Authority

All Committees, Task Forces, Boards, Trusts, and other bodies established under this Constitution shall function under the supervision, direction, and control of the Executive Committee and shall act in accordance with the Constitution, resolutions, policies, terms of reference, and lawful instructions approved by the Executive Committee.

9.3.3 Dissolution of Committees and Bodies

The Executive Committee may, by a resolution passed by a two-thirds (2/3) majority of members present and voting at a duly convened meeting, dissolve any Committee, Task Force, Board, Trust, or other body established under this Article, with or without assigning reasons, whenever it considers such action to be in the interests of the Association.

9.4 Trustees of the Association

The President and the Honorary Secretary of the Association shall serve as the Trustees of the Association.

All movable and immovable property belonging to the Association shall vest in the Trustees on behalf of the Association.

The Trustees shall, subject to the directions and authority of the Executive Committee, be responsible for signing, executing, and attesting all deeds, instruments, agreements, and other documents relating to the property and affairs of the Association.

9.5 Standing Committees

The Executive Committee shall appoint the following Standing Committees annually at its first meeting after the Annual General Meeting:

9.5.1 Membership Committee

Shall be chaired by the Vice President (Membership) and shall include a Secretary and such other members as may be appointed by the Executive Committee.

9.5.2 Finance Committee

Shall be chaired by the Vice President (Finance) and shall include a Secretary and such other members as may be appointed by the Executive Committee.

9.5.3 Special Projects Committee

Shall be chaired by the Vice President (Special Projects) and shall include a Secretary and such other members as may be appointed by the Executive Committee.

9.5.4 Sub-Committees (Education, Sports and Finance & Assets)

The Executive Committee may appoint Sub-Committees to carry out specific functions, including but not limited to:

a. Education and Development Sub-Committee;

b. Sports Sub-Committee;

c. Finance and Assets Sub-Committee;

d. Special Projects Sub-Committee

e. Any other Sub-Committee as may be required.

Each Sub-Committee shall consist of not less than five (05) members, of whom at least two (02) shall be members of the Executive Committee, and the balance shall be Life/ Ordinary Members of the Association.

The Chairperson of each Sub-Committee shall submit the names of its Secretary, Treasurer, and members to the Executive Committee for approval.

The composition, terms of reference, and duration of such Committees shall be determined by the Executive Committee.

9.6 Status and Control of Committees

All Committees shall operate under the supervision and control of the Executive Committee.

All decisions of any Committee shall be subject to confirmation, amendment, or revocation by the Executive Committee.

9.7 Secretarial Responsibilities

The Secretary of each Committee shall ensure that accurate minutes of all meetings are properly recorded and maintained.

A copy of such minutes shall be submitted to the Honorary Secretaries without undue delay.

9.8 Attendance and Cessation of Membership

Any member of a Committee who is absent from three (03) consecutive meetings without prior notice acceptable to the Committee shall cease to be a member of that Committee.

9.9 Term of Office

All Committee Members shall hold office until the conclusion of the next Annual General Meeting, at which time they shall retire from office. Retiring Committee Members shall be eligible for re-election or re-appointment after two (02) years; however, no person shall serve as a Committee Member for more than two (02) consecutive terms. A person who has served two consecutive terms shall be eligible for election or appointment again only after a break of at least two (02) years.

Notwithstanding the above, the General Membership may, by a majority vote, decide to re-elect a member who has completed a two-year term to serve for a further term, where such continuation is considered to be in the best interests of the Association. In making such a decision, due consideration shall be given to the member's past performance, commitment, expertise, and the contribution that can reasonably be expected during the ensuing term. At the same time, due consideration shall also be given to providing opportunities for members who have not previously served on the Committee to be elected to the Executive Committee thereby ensuring wider participation, inclusiveness, and the continuous development of leadership within the Association.

No member shall propose more than one candidate for the Executive Committee of the PPA. However, a member may propose up to two candidates for the committee of the PPA.

9.10 Vacancy in Office

Any vacancy arising in any Committee shall be filled by the Executive Committee from among eligible members of the Association.

A vacancy in the office of President shall be filled only at an Extraordinary General Meeting convened for that purpose.

10 FUNCTIONS OF THE EXECUTIVE COMMITTEE AND OFFICE BEARERS

10.1 General Authority of the Executive Committee

The Executive Committee (Ex-Co) shall be responsible for the overall management, administration, and control of the Association and shall exercise supervision over all its activities, subject to this Constitution and decisions of the General Meeting.

10.2 President

The President of the Association shall be the Principal of the College, ex-officio, and shall be the Chief Executive of the Association responsible for its overall management and administration. The President shall preside over all meetings of the Association and the Executive Committee.

10.3 Senior Vice President

The Senior Vice President shall support the President in achieving the objectives of the Association and shall provide overall guidance to the Executive Committee.

He/ She shall coordinate with the College authorities on matters relating to the Association.

In the absence of the President, the Senior Vice President shall act as Chairperson.

10.4 Vice Presidents

The Vice Presidents shall be assigned the following functional responsibilities:

10.4.1 Vice President - Finance

Responsible for financial management, including budgeting, financial planning, monitoring of income and expenditure, supervision of accounts, and oversight of assets of the Association. He/ She shall also guide the Treasurer and Sub-Committee finance officers in financial matters and support fundraising initiatives.

10.4.2 Vice President - Education

Responsible for coordination and development of educational, cultural, religious, and academic support activities in collaboration with the College and relevant Sub-Committees.

10.4.3 Vice President - Sports

Responsible for coordination and development of sports activities of the College in collaboration with Sub-Committees, staff in charge of sports, and relevant stakeholders.

10.4.4 Vice President - Visual and Performing Arts

Responsible for coordination, monitoring, and development of visual arts, music, dance, drama, and related performing arts disciplines of the college.

10.4.5 Vice President - Affiliated Associations

Responsible for coordination, monitoring, and development of affiliated associations both local and overseas in accordance with this Constitution.

10.5 Honorary Secretary and Assistant Secretary

10.5.1 General Responsibilities Secretary

The Secretary shall be responsible for the overall administration and secretarial functions of the Association under the direction of the President and the Executive Committee.

The Secretary shall convene meetings, prepare agendas, maintain records and minutes, manage official correspondence, ensure compliance with the Constitution and decisions of the Executive Committee, and coordinate the day-to-day administrative affairs of the Association.

All books, publications, records, and other relevant documents, including minutes of meetings and bill books, shall be maintained under lock and key and kept in the joint custody of the Secretary and the Treasurer of the PPA.

Such books and documents shall be produced for inspection whenever required by the Executive Committee or other duly authorized authority and shall be included in the handing over/ taking over documentation whenever there is a change of office bearers.

10.5.2 Assistant Secretary (Honorary Joint Secretary)

The Assistant Secretary shall assist the Secretary in carrying out the administrative and secretarial functions of the Association and shall perform such duties as may be assigned by the President, Executive Committee, or Secretary.

In the absence or incapacity of the Secretary, the Assistant Secretary shall undertake and discharge the duties and responsibilities of the Secretary.

10.5.3 Duties and Functions

The Honorary Secretaries shall:

a. Convene all General Meetings and Executive Committee Meetings, in consultation with the President, and issue notices and agendas accordingly;

b. Record, maintain, and preserve accurate minutes and proceedings of all meetings, and ensure confirmation of such minutes at the next relevant meeting;

c. Maintain and update the Membership Register of the Association;

d. Handle all correspondence of the Association, excluding financial correspondence;

e. Maintain custody of all official records, documents, and papers of the Association;

f. Coordinate the activities of Sub-Committees, Coordinators, support staff, and affiliated associations, and maintain records of their reports;

g. Ensure proper communication of decisions and resolutions of the Executive Committee to the membership;

h. Prepare the draft Annual Report of the Executive Committee and submit it for approval;

i.Perform such other duties as may be assigned by the President or the Executive Committee from time to time;

j. At the end of the term, hand over all records, documents, and property of the Association to the newly elected Honorary Secretaries in proper and orderly manner.

10.5.4 Meetings and Administrative Functions (Supplementary Provision)

The Honorary Secretaries shall, under the supervision of the Executive Committee:

a. Convene and attend all General Meetings and Executive Committee Meetings;

b. Circulate notices and minutes of meetings to members at least seven (07) days prior to the next relevant meeting, unless otherwise provided in this Constitution;

c. Present the Annual Report of the Executive Committee at the Annual General Meeting;

d. Ensure safekeeping of all documents and records of the Association in accordance with decisions of the Executive Committee;

e. In the absence of the Honorary Joint Secretary, the Assistant Secretary shall perform the relevant duties.

10.6 Honorary Treasurer and Assistant Treasurer

10.6.1 Duties and Responsibilities of the Honorary Treasurer

The Honorary Treasurer shall be responsible for the financial administration, management, and control of the Association, including the following duties:

a. Maintaining true, accurate, and systematic accounts of all financial transactions of the Association, including income, expenditure, assets, and liabilities;

b. Receiving all monies on behalf of the Association and issuing official receipts therefor;

c. Depositing all funds of the Association into the approved bank account(s) within three (03) banking days of receipt;

d. Preparing monthly financial statements and submitting them to the Executive Committee;

e. Preparing annual financial statements for audit and submission to the Executive Committee and Annual General Meeting;

f. Coordinating with the External Auditors and facilitating the preparation and presentation of audited financial statements and audit reports to the Annual General Meeting;

g. Ensuring proper budgeting, financial discipline, and compliance with all financial policies and resolutions of the Executive Committee;

h. Making payments and maintaining financial records strictly in accordance with approvals granted by the Executive Committee;

i. Managing petty cash within limits approved by the Executive Committee;

j. Obtaining prior approval of the Executive Committee for any borrowing, financial commitment, or liability;

k. Performing such other financial duties as may be assigned by the President or the Executive Committee from time to time;

l. At the conclusion of the term of office, handing over all financial records, books, accounts, and documents of the Association to the incoming Treasurer in proper order.

m. All books, publications, records, and other relevant documents, including minutes of meetings and bill books, shall be maintained under lock and key and kept in the joint custody of the Secretary and the Treasurer of the PPA.

n. Such books and documents shall be produced for inspection whenever required by the Executive Committee or other duly authorized authority and shall be included in the handing over/ taking over documentation whenever there is a change of office bearers.

10.6.2 Duties of the Assistant Treasurer

The Assistant Treasurer shall:

a. Assist the Honorary Treasurer in the performance of all financial duties of the Association;

b. Act in place of the Honorary Treasurer in his/her absence or inability to perform duties;

c. Maintain supporting financial records and assist in the preparation of accounts and financial statements;

d. Act as a joint signatory to financial instruments where required by this Constitution;

e. Assist in ensuring proper internal financial controls, transparency, and accountability in all financial procedures.

10.6.3 Financial Governance and Banking Arrangements

a. All monies received by the Association shall be deposited in bank accounts approved by the Executive Committee;

b. All cheques and financial instruments shall be signed by two (02) authorised signatories, one of whom shall be the President or, in his/her absence, the Honorary Secretary, and the other shall be the Honorary Treasurer or, in his/her absence, the Assistant Treasurer;

c. The accounts and financial statements of the Association shall be prepared in accordance with generally accepted accounting principles and applicable legal requirements.

d. A petty cash impresst not exceeding Rs. 10,000. 00 may be maintained for petty cash expenses and reimbursements, subject to the approval of the President of the PPA.

e. All petty cash reimbursements shall be properly documented and approved prior to settlement.

f. No cash cheques shall be signed or issued without the signature of the President of the PPA.

g. All cheques shall obtain the written consent/ approval of the President prior to being signed and released.

h. Proper records of all petty cash transactions and cheque payments shall be maintained for audit and accountability purposes.

i. If the Principal is not available to sign the cheques, his/ her prior consent is required to be obtained.

10.6.4 Presentation of Accounts

The Honorary Treasurer shall present the Audited Income and Expenditure Account and Balance Sheet at each Annual General Meeting.

Copies of such financial statements shall be circulated among members at least seven (07) days prior to the AGM.

10.7 Education Secretary

Responsible for coordinating educational, cultural, and academic support activities, including the Prize Giving Ceremony.

Shall liaise with the Vice President – Education and the College authorities.

Shall prepare and submit annual budgets for educational activities to the Executive Committee.

10.8 Joint Social Secretaries

Responsible for organizing social events of the Association, including annual fellowship events.

Shall coordinate approved social and ceremonial activities of the Association.

Shall prepare feasibility reports and budgets for approval of the Executive Committee.

10.9 Sports Secretary

Responsible for coordination of sports activities of the College in collaboration with sports Sub-Committees and school authorities.

Shall coordinate major sports events such as Athletic Meets and Colours Awards Ceremony.

Shall prepare and submit annual sports budgets for approval.

10.10 Secretary - Affiliated Associations

Shall coordinate meetings and communications with affiliated associations.

Shall maintain records of meetings and submit reports to the Executive Committee.

Shall act as liaison between the Executive Committee and affiliated associations regarding projects and activities.

10.11 Honorary Editor

Responsible for preparing and publishing newsletters, magazines, and official publications of the Association.

Shall coordinate with the Executive Committee and College authorities to gather relevant information for publications.

Responsible for maintaining and updating the official website, Facebook account and all other social media accounts in an impartial and professional manner in liaise with the Secretary.

Responsible to ensure that all relevant information is updated in a timely manner, subject to the prior consent and approval of the President.

11 MEETINGS OF THE ASSOCIATION

11.1 Types of Meetings

The meetings of the Association shall be as follows:

a. Annual General Meeting (AGM)
b. Special General Meeting (SGM)
c. Executive Committee Meetings
d. Emergency Executive Committee Meetings

11.1.1 Annual General Meeting (AGM)

The Annual General Meeting shall be held once in every year on or before 30th June, on a date, time, and venue decided by the Executive Committee.

The AGM may be postponed only under exceptional circumstances, provided that such postponement shall not exceed one (01) month, and reasons for such postponement shall be reported to the next AGM.

Notice of the AGM shall be given to all members at least twenty-one (21) days in advance.

(Agenda of the AGM & General proceedings of the AGM is placed at ***Annex H***)

11.1.2 Special General Meeting (SGM)

A Special General Meeting (SGM) may be convened for any specific purpose, which shall be clearly stated in the notice convening such meeting.

An SGM may be convened in any of the following circumstances:

a. By a resolution of the Executive Committee; or

b. By the President, where it is considered necessary in the interest of the Association; or

c. Upon a written request signed by not less than thirty (30) voting members of the Association.

Upon receipt of a valid request, it shall be the duty of the Honorary Secretaries to convene the SGM within twenty-one (21) days.

Notice of an SGM shall be given to all members at least fourteen (14) days prior to the date of the meeting.

11.1.3 Executive Committee Meetings

The Executive Committee shall meet at least once in every two (02) months, or as often as required.

An Executive Committee meeting may also be convened upon a written request by not less than three (03) members of the Executive Committee.

In such case, the Honorary Secretaries shall convene the meeting within ten (10) days of receiving the request.

If the Honorary Secretaries fail to convene such meeting, the President shall be entitled to convene and preside over the meeting.

11.1.4 Emergency Executive Committee Meetings

An Emergency Executive Committee Meeting may be convened where urgent matters require immediate attention.

Notice of such meeting shall be given at least forty-eight (48) hours in advance.

11.2 Notice of General Meetings

11.2.1 Annual General Meeting (AGM)

Notice of the Annual General Meeting shall be given not less than twenty-one (21) days prior to the date fixed for such meeting.

11.2.2 Special General Meeting (SGM)/ Extraordinary General Meeting (EGM)

An Extraordinary or Special General Meeting shall be convened by the Honorary Secretary:

a. Upon a resolution of the Executive Committee; or

b. Upon a written request signed by not less than fifty (50) voting members of the Association.

Upon receipt of a valid request, the meeting shall be held within twenty-eight (28) days, clearly stating the specific purpose or subject matter of the meeting in the notice.

11.2.3 Executive Committee Meetings

Notice of Executive Committee Meetings shall be given at least five (05) days prior to the date of the meeting.

In cases of urgency, an Emergency Executive Committee Meeting may be convened with at least forty-eight (48) hours' notice.

11.3 Mode of Notice

Notices of meetings may be issued by written communication or through electronic means, including email, SMS, WhatsApp, or publication on the official website, using the contact details provided by members.

11.3.1 Publication (if required)

Notices of the AGM or SGM may also be published in a national daily newspaper where the Executive Committee considers it necessary.

11.4 Quorum

No business shall be transacted at any meeting of the Association unless the required quorum is present at the commencement of the meeting.

If, within a reasonable time after the scheduled commencement, a quorum is not present, the Chairperson of the meeting, or in his/her absence the Secretary, shall adjourn the meeting to a later date.

If at such adjourned meeting a quorum is again not present, the members present shall be entitled to proceed with the business on the agenda and their decisions shall be valid and binding.

Notice for an adjourned meeting shall be given in accordance with the same notice period applicable to the original meeting.

11.4.1 Quorum Requirements

The quorum for meetings of the Association shall be as follows:

a. Annual General Meeting (AGM) – Ninety (90) voting members

b. Special General Meeting (SGM) – Forty (40) voting members

c. Executive Committee Meeting – Thirteen (13) members, including at least four (04) Office Bearers

d. Emergency Executive Committee Meeting – Nine (09) members

e. Committee/ Sub-Committee Meetings - Three (03) members

11.5 Chairmanship of Meetings

The President shall preside at all meetings.

In the absence of the President, the Senior Vice President shall preside.

In the absence of both, a Vice President nominated by the Executive Committee shall preside.

In the absence of all above, the members present shall elect a Chairperson from among themselves.

11.6 Resolutions

11.6.1 Submission of Resolutions at AGM

Any resolution proposed to be moved at an Annual General Meeting (AGM) shall be submitted in writing, together with its full text, to the Honorary Secretaries within the time limit specified in the notice of the AGM.

All resolutions shall be proposed and seconded by at least two (02) voting members.

11.6.2 Consideration and Placement of Resolutions

All resolutions submitted shall, in the first instance, be placed before the Executive Committee for consideration prior to inclusion in the AGM agenda.

However, where a resolution is supported by not less than thirty (30) voting members, such resolution shall be placed before the AGM irrespective of Executive Committee approval.

Any resolution not approved by the Executive Committee shall nevertheless be communicated to the AGM, together with the reasons for such non-approval.

11.6.3 Timeframe for Notice

Notice of all resolutions shall be given to members not less than fourteen (14) days prior to the AGM.

11.6.4 Types of Resolutions and General Rules

All resolutions relating to the rights and privileges of members, or any amendment, addition, or alteration to this Constitution, shall be treated as Special Resolutions.

All other resolutions shall be treated as Ordinary or General Resolutions, as applicable.

11.6.5 Notice and Voting Requirements

a. Special Resolutions shall require not less than twenty-one (21) days' notice and shall be passed by a majority of not less than two-thirds (2/3) of members present and voting.

b. Ordinary or General Resolutions shall require not less than fourteen (14) days' notice and shall be passed by a simple majority of members present and voting.

11.6.6 Constitutional Amendments

Any resolution for amendment of this Constitution shall be considered only at an Extraordinary General Meeting (EGM), after prior consideration by the Executive Committee.

Such resolutions shall be passed in accordance with the requirements for Special Resolutions.

12 VOTING AND DECISIONS

12.1 Voting Rights

All Junior Past Pupils' Union (JPPU) Members, Ordinary Members and Life Members shall be entitled to vote, provided that they are not in arrears of membership subscriptions in accordance with Clause 4.9 of this Constitution.

Associate Members, Honorary Members, and members of the academic staff serving on the Executive Committee shall not be entitled to vote.

Past pupils living overseas, or those unable to attend in person due to service exigencies or other unavoidable circumstances, shall be facilitated with an online voting mechanism to ensure that their voting rights are not deprived.

12.2 Disqualification from Voting

Any member whose subscription is in arrears shall not be entitled to vote, nominate, or hold office at any meeting of the Association.

A statement by the Honorary Treasurer or either of the Honorary Secretaries confirming non-payment of subscriptions shall be accepted as prima facie evidence of such arrears, unless proven otherwise to the satisfaction of the Chairperson of the meeting.

12.3 Method of Voting

Voting at General Meetings shall normally be by a show of hands unless a secret ballot is requested or decided by the Chairperson of the meeting.

Voting for the election of Office Bearers, Executive Committee Members, and other elected positions shall be conducted by secret ballot.

Voting at all other meetings, including Executive Committee meetings, shall be by a show of hands.

12.4 Decision Making

Unless otherwise provided in this Constitution, decisions shall be taken by a simple majority of votes cast by members present and entitled to vote.

Any amendment to this Constitution shall require a two-thirds (2/3) majority of the members present and voting at the relevant meeting.

12.5 Casting Vote

In the event of an equality of votes, the Chairperson of the meeting shall have a casting vote.

13 FINANCIAL YEAR

The financial year of the Association shall commence on the 1st of July and end on the 30th of June of each year.

14 CONTROL AND ADMINISTRATION OF FUNDS

All monies payable to the Association shall be received by the Honorary Treasurer, who shall issue official receipts for all such payments.

All funds of the Association shall be deposited in one or more bank accounts maintained in the name of the Association in a licensed commercial bank or other licensed financial institution in Sri Lanka, as may be determined by the Executive Committee.

The Executive Committee may authorise the Treasurer to retain and operate a petty cash float, subject to a limit approved by the Executive Committee from time to time.

All cheques, drafts, and other negotiable instruments shall be signed by the Honorary Treasurer and countersigned by either the President or the Honorary General Secretary.

All bank accounts shall be operated jointly by two (02) authorised signatories appointed by the Executive Committee, one of whom shall be the Treasurer or Vice President (Finance), and the other shall be the President, Senior Vice President, Vice President, or an Honorary Joint Secretary as authorised by the Executive Committee.

The Executive Committee shall have full control and administration over all funds, assets, and property (movable and immovable) of the Association and may, on behalf of the Association, acquire, dispose of, or otherwise deal with such property in accordance with this Constitution.

14.1 Receipt Of Gifts, Donations, And Subscriptions

The Executive Committee may, on behalf of the Association, solicit, collect, receive, and accept gifts, donations, grants, subscriptions, sponsorships, and contributions of any lawful nature from members, well-wishers, institutions, or other parties.

All monies, property, or other benefits so received shall be utilised solely for the attainment of the objectives of the Association as set out in this Constitution.

15 AFFILIATED ASSOCIATIONS

15.1 Recognition of Affiliated Associations

The Executive Committee may recognise as an Affiliated Association any association, group, branch, society, or trust formed by past pupils of Tissa Central College (National School), Kalutara.

An Affiliated Association shall ordinarily consist of not less than fifty (50) past pupils, provided that the Executive Committee may approve a lesser number under special circumstances.

Affiliated Associations may be established within Sri Lanka or overseas and shall function in support of the objectives of the Association.

15.2 Categories of Affiliated Associations

The following may be recognised as Affiliated Associations:

a. The Junior Past Pupils' Union (JPPU);

b. Overseas branches established by past pupils residing abroad;

c. Year groups, regional groups, or other associations of past pupils; and

d. Trusts or incorporated bodies established for the advancement of educational, sports, cultural, welfare, or extracurricular activities of the College.

15.3 Junior Past Pupils' Union (JPPU)

The Association shall recognize a Junior Past Pupils' Union (JPPU) as an affiliated body of the Association for the purpose of engaging and maintaining contact with recent school leavers and facilitating their future participation in the Association.

The JPPU shall serve as a transitional body to encourage school leavers to remain connected with the College and to maintain an updated record of past pupils.

15.3.1 Eligibility and Membership

Eligibility for membership of the JPPU shall be determined in accordance with the Constitution of the JPPU, subject to the approval of the Executive Committee of the Association.

Membership in the JPPU shall not preclude any eligible person from applying for Ordinary Membership or Life Membership of the Association at any time by submitting the prescribed application form and paying the applicable membership fee.

It is envisaged that members of the JPPU will, within a reasonable period after completing their Ordinary Level or Advanced Level education, become eligible and encouraged to join the Association as Ordinary Members or Life Members.

15.3.2 Constitution of the JPPU

The JPPU shall adopt and maintain its own Constitution for the regulation of its affairs.

The Constitution of the JPPU, together with any amendments thereto, shall be submitted to the Executive Committee of the Association for approval before coming into effect.

15.3.3 Recommendation of Members

The JPPU may recommend eligible members for admission as Ordinary Members or Life Members of the Association in accordance with criteria approved by the Executive Committee.

Such recommendations shall be submitted in writing to the Honorary Secretaries of the Association and shall be subject to the approval of the Executive Committee.

15.3.4 Relationship with the Association

The JPPU shall function in a manner consistent with the objectives, rules, and policies of the Association.

The Executive Committee shall have the authority to provide guidance to the JPPU and to ensure that its activities are conducted in accordance with the Constitution and objectives of the Association.

15.4 Conditions for Recognition

Every Affiliated Association shall:

a. Restrict its membership primarily to past pupils of the College;

b. Adopt and maintain a Constitution consistent with the Constitution of the Association;

c. Submit copies of its Constitution, amendments, Annual Reports, and Audited Financial Statements to the Executive Committee annually; and

d. Use the name, crest, or other official insignia of the College or the Association only after obtaining written recognition from the Executive Committee.

15.5 Rights and Responsibilities

Affiliated Associations may undertake projects and activities in furtherance of the objectives of the Association.

Any project proposed with the concurrence or support of the Association shall be submitted to the Executive Committee together with relevant details and estimated budgets for record and coordination purposes.

Each Affiliated Association shall maintain proper accounts and records relating to its activities and finances.

Affiliated Associations undertaking projects independently shall bear full responsibility for such projects and their consequences.

15.6 Suspension of recognition

The Executive Committee may suspend or withdraw recognition granted to an Affiliated Association if it acts contrary to the objectives or interests of the Association.

No such suspension or withdrawal shall be made unless the relevant Affiliated Association has been given an opportunity to be heard.

16 MISCELLANEOUS PROVISIONS

16.1 Amendment of the Constitution

This Constitution may be amended, altered, added to, or repealed only by a resolution passed at an Annual General Meeting (AGM) or a Special General Meeting (SGM) convened for that purpose.

Any proposed amendment shall be submitted to the Honorary Secretaries in writing at least twenty-one (21) days prior to the meeting at which it is to be considered.

Such amendment shall be deemed to have been passed only if approved by not less than a two-thirds (2/3) majority of the members present and voting.

16.2 Interpretation of Constitution

Any question arising as to the interpretation of this Constitution, or any matter not expressly provided herein, shall be determined by the Executive Committee in the first instance.

Provided that such interpretation shall not be inconsistent with the provisions of this Constitution. Any final decision at an AGM or SGM shall be made by the Chairperson of the meeting and shall be final for the purpose of that meeting.

16.3 Prohibitions

The Association shall not, directly or indirectly:

a. Interfere with the administration, management, or disciplinary functions of Tissa Central College (National School), which are vested in the Principal and the relevant education authorities;

b. Carry on any trade, business, or commercial activity for the purpose of distributing profits among members;

c. Permit any member to derive personal financial gain from the funds, property, or activities of the Association, except for:

i. Reimbursement of approved expenses incurred on behalf of the Association; or

ii. Remuneration paid for services duly authorised by the Executive Committee;

d. Use or allow the use of its name, funds, property, or premises for any political purpose or activity;

e. Engage in any act inconsistent with the objectives, non-profit nature, or reputation of the Association or the College.

16.4 Indemnity of Office Bearers and Committee Members

Every Office Bearer, Executive Committee Member, Sub-Committee Member, or duly authorised representative of the Association shall be indemnified by the Association against all losses, liabilities, claims, or expenses incurred in good faith in the proper discharge of their duties.

Provided however, that such indemnity shall not apply in respect of fraud, wilful default, gross negligence, misconduct, or acts done in bad faith.

Any such indemnification or payment shall require prior approval of the Executive Committee and shall be properly recorded in the minutes.

16.5 Dissolution of the Association

The Association shall not be dissolved except by a resolution passed at an AGM or SGM convened specifically for that purpose.

Such resolution shall require the approval of not less than three-fifths (3/5) of the members present and voting.

Upon dissolution:

a. All lawful debts and liabilities shall first be fully discharged; and

b. Any remaining assets, funds, or property shall not be distributed among members, but shall be transferred or applied for the benefit of Tissa Central College (National School), Kalutara, as determined by the meeting approving the dissolution.

16.6 Repeal of Previous Constitution

Upon adoption of this Constitution, all previous Constitutions, rules, and by-laws of the Association shall be deemed repealed and shall cease to have legal effect.

All actions, appointments, memberships, resolutions, and decisions lawfully made under the repealed Constitution shall remain valid until amended, revoked, or superseded under the provisions of this Constitution.

16.7 Savings Clause

Any lawful act done, decision made, or obligation incurred under the previous Constitution shall, insofar as it is not inconsistent with this Constitution, remain valid and enforceable.

16.8 General Interpretation and Final Authority

In respect of any matter not expressly provided for in this Constitution, the decision of the Executive Committee shall be final and conclusive.

Provided however, such decision may be reviewed, revised, or amended by a Special Resolution passed at an Extraordinary General Meeting (EGM) convened for that purpose within three (03) months of such decision.

Any such revision or amendment shall require the approval of not less than two-thirds (2/3) of the members present and voting at the said meeting.

16.9 General Instructions

The official rubber stamps of the President and the Secretary shall be fabricated in the format specified in the ***Annex*** K.

Upon completion of their term of office, the outgoing President and Secretary shall surrender the respective rubber stamps to the Association.

Any rubber stamp that is no longer authorized for use shall be destroyed in the presence of the Executive Committee.

The destruction shall be recorded and certified in the official handing-over and taking-over documents signed by the outgoing and incoming office bearers

17 AUDIT AND ACCOUNTS

17.1 Appointment of External Auditor

The Executive Committee may, annually or where it considers necessary or desirable in the interests of transparency, accountability, good governance, or risk management, appoint an independent firm of Chartered Accountants or a professionally qualified auditor to audit the accounts of the Association.

No audit firm shall serve continuously as the Association's External Auditor for more than five (05) consecutive years.

17.2 Duties of the Auditor

The Auditor shall examine the books, accounts, financial records, assets, liabilities, and financial statements of the Association and shall submit the Audited Financial Statements, together with a Management Letter, if any, to the Executive Committee for presentation at the Annual General Meeting.

17.3 Special Audit

Notwithstanding the provisions of Articles 17.1 and 17.2 the Executive Committee may appoint an independent external audit firm or professionally qualified auditor to conduct a special audit, review, or investigation of any account, financial record, asset, liability, project, activity, or transaction of the Association.

The cost of such audit shall be borne by the Association. The findings and recommendations of the auditor shall be submitted to the Executive Committee and may be presented to the members at an Annual General Meeting or Special General Meeting, as the Executive Committee may determine.

17.4 Remuneration

No Office Bearer, Executive Committee Member, or member of any Sub-Committee shall receive any remuneration, salary, allowance, or other financial benefit for services rendered to the Association in their official capacity.

Nothing in this Article shall prevent the reimbursement of reasonable and properly incurred out-of-pocket expenses incurred on behalf of the Association, provided that such expenses are supported by appropriate documentation and approved by the Executive Committee.

No part of the income or property of the Association shall be paid or transferred directly or indirectly by way of profit to any member of the Association, except as authorized by this Constitution.

18 Books, files, registries and relevant records

Mandatory/ Essential Books, files, registries and relevant records required to be maintained for proper governance and auditing as per the Constitution of the Past Pupils' Association are as at '***Annex H'***.

Three distinct colour-coded, serially numbered money receipt books shall be maintained as accountable documents for the collection of membership fees. These receipt books shall be categorized according to the respective membership types as follows:

a. Red - Life Membership
b. Yellow - Ordinary Membership
c. White - Junior Past Pupils' Union (JPPU) Membership

All receipt books shall be securely maintained, and all receipts issued shall be properly recorded and accounted for in accordance with the financial procedures of the Association.

Annex A

Membership Application Form
Past Pupils' Association (PPA), K/ Tissa Central College (National School)

Personal Information

Full Name:
Name While at School (If different):
Date of Birth:
National ID/ Passport No. (Optional):
Postal Address:
Telephone Number:
Email Address:

School Information

Years Attended the School: From …….To …….
Year of Leaving:
Last Class/ Grade Attended:
House/ Club/ Society Memberships (if any):

Employment/ Professional Information

Occupation:
Employer/ Organization:
Position Held:

Membership Category

Please tick the appropriate category:

- ☐ Ordinary Member
- ☐ Life Member
- ☐ Honorary Member
- ☐ Life Member
- ☐ Associate Member
- ☐ Ex-Officio Member
- ☐ Other:

Declaration

I hereby apply for membership in the Past Pupils' Association of K/ Tissa Central college (National School). I agree to abide by the Constitution, Rules, and Regulations of the Association and to support its objectives and activities.

Applicant's Signature:
Date:

Proposer And Seconder (If required)

Proposer's Name:
Membership No.:

Signature:

Seconder's Name:
Membership No.:

Signature:

For official use only

Application Received on: Date…. Month…… Year……
Membership Fee Paid: Yes/ No
Receipt No.:
Membership No. Assigned:
Approved by:

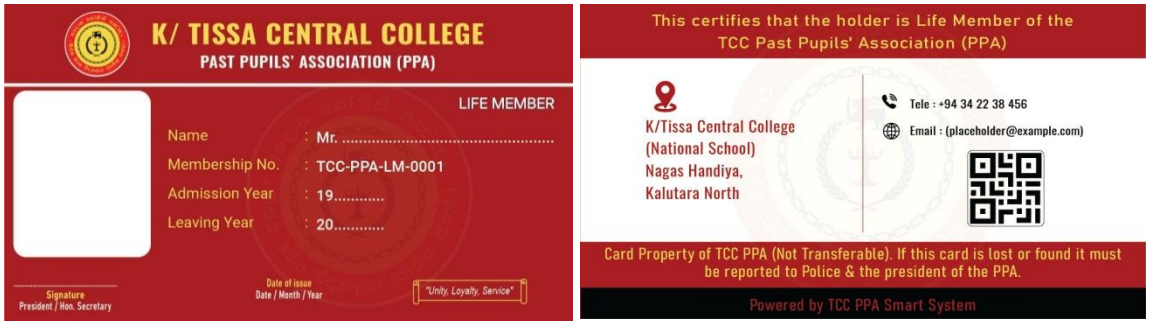
Signature:
Date of Approval:

Annex B

Sample of Membership Cards

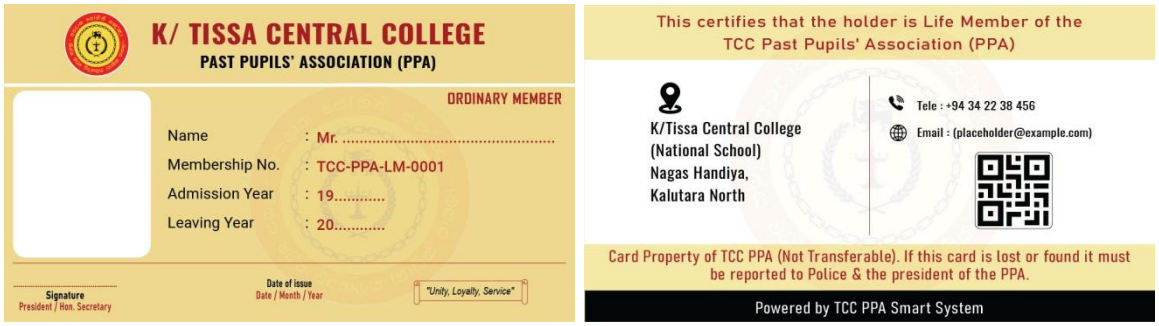
Life Membership

Front side **Back side**



Ordinary Membership

Front side **Back side**



Annex C

1. Logo

1.1 Colored Logo (Crest), K/Tissa Central College (National School)



1.2 Black & White Logo(Crest), K/Tissa Central College (National School)



2. Colours



3. Flag, (Crest), K/Tissa Central College (National School)



4. Blazer (Male/ Female)



5. Tie



Annex D

College Anthem (Font - Iskoola Potha)

වැජඹේවා මගෙ මෑණි තිස්ස විදුහල්...//

රමණීය වූ වතුපිටියෙන් - ඈත පෙනෙන මහ මුහුදින්...//

හමා එන මඳ සුළඟේ - ගත සිත පබැඳේ සැම දින සිසු දරු අපගේ

වැජඹේවා මගෙ මෑණි තිස්ස විදුහල්....//

සුසිරි කුසුම් පැළඳ අපේ - සොයුරු පෙමින් බැඳී වෙලී

ගුණ ගීතා ගයම් ඔබේ - පෙම්බර මාතා

ඔබ අප සැමගේ මෑණි - නව ජීවන ගෙන දෙමිනේ...//

දිගන්තරේ පැතිරේවා - වීර දූ පුතුන් ලබමින් ඔබ ගුණ රාසී

වැජඹේවා මගෙ මෑණි තිස්ස විදුහල්...//

පෙර'පර දෙදිගේ භාෂා - ගණිත මිණිත දහම් පෙළා

රසායනද අත් සිත්කම් - ගොවිකම් හා ගීත කලා

ඉගෙන ගනිමු අපි සැවොමා - සෑම දිනේ වීනොපමා...//

ගතින් සිතින් හා කිරියෙන් පුරුදු පුහුණු වෙමු යන්නට දියුණුවේ මගේ

වැජඹේවා මගෙ මෑණි තිස්ස විදුහල්...//

ඉදිරියටම යමුව සැමො - අපේ ධජය නගාලමූ

යුතුකම දිවි පුරා රකිමු - සතර අගති බැහැර ලමූ

එක පාටැති රුධිරය වේ - එක මවගේ දරුවෝ වෙමු //

ගුණින් නැණින් දියුණු වෙමින්- මගෙ විදුහල් මවට පතම් දිගාසිරී

වැජඹේවා මගෙ මෑණි තිස්ස විදුහලේ...

Annex E

Letterhead of the PPA

ආදී ශිෂ්‍ය සංගමය

තිස්ස මධ්‍ය විද්‍යාලය (ජාතික පාසල)

කළුතර උතුර,

ශ්‍රී ලංකා.

දු.ක 034 - 222384456

Past Pupils' Association (PPA)

Tissa Central College (National School)

Kaluthara North,

Sri Lanka.

Tel - 0342238456

President

XXXXXXXXX

Tel: +94XXXXX

E-mail : XXXX@XXX.com

Secretary

XXXXXXXXX

Tel: +94XXXXX

E-mail : XXXX@XXX.com

Treasurer

XXXXXXXXX

Tel: +94XXXXX

E-mail : XXXX@XXX.com

Annex F

Specimen Nomination Form

The Honorary Secretaries

Tissa Central College (National School) Past Pupils' Association

Kalutara

For Election as an Office Bearer or Executive Committee Member

We, the undersigned members of the Association:

1. Proposer

Name:

Membership Type & No.:

Address:

2. Seconder

Name:

Membership Type & No.:

Address:

Hereby nominate the following member for election as an Office Bearer / Executive Committee Member of the Association at the forthcoming Annual General Meeting.

Details of the nominee

1. Full name (Surname/ Last name to be underlined):
2. Membership number:
3. Position applied for:
4. Postal address:
5. Contact numbers: Residence/:Mobile
6. E-mail address:

Consent of nominee

I hereby consent to this nomination and confirm that I am eligible for election under the Constitution of the Association. I further confirm that I have not submitted nominations for more than one Office Bearer position and/or one Executive Committee Member position, as permitted by the Constitution.

Signature of nominee:

Date:

Signature of proposer **Signature of seconder**

Date: Date:

For Office Use Only

Nomination : Accepted/ Rejected

Reason for Rejection :

Signature of Presiding Officer :

Date :

Notes:

1. This Nomination Form shall be submitted to the Honorary Secretaries within the period specified in the Notice convening the Annual General Meeting.

2. Only members entitled to voting rights under the Constitution may propose or second a nomination.

3. Incomplete or late nominations may be rejected by the Executive Committee.

Annex G

Agenda of the AGM & Order of Proceedings

General Agenda

The Agenda of the Annual General Meeting (AGM) shall include the following:

1. Confirmation of the Minutes of the previous AGM and any Special General Meetings held thereafter;

2. Presentation and adoption of the Annual Report of the Executive Committee;

3. Presentation and adoption of the Audited Financial Statements;

4. Election of Office Bearers and Members of the Executive Committee;

5. Appointment of External Auditors;

6. Consideration of resolutions submitted in accordance with this Constitution;

7. Consideration of any amendments to the Constitution, if any;

8. Any other business of which due notice has been given in accordance with this Constitution.

Order of Proceedings of the AGM

The proceedings of the Annual General Meeting shall be conducted in the following order:

1. Singing of the College Anthem;

2. Observance of a moment of condolence in memory of deceased Past Pupils/ Teachers

3. Reading of the Notice convening the AGM;

4. Apologies for absence;

5. Confirmation of Minutes of the previous AGM;

6. Presentation of the Progress Report of the Executive Committee by the Honorary General Secretary;

7. Adoption of the Audited Financial Statements;

8. Address by the outgoing President;

9. Election of Patron and Vice Patrons, if applicable;

10. Election of Office Bearers and Executive Committee Members, namely:

    a. President

b. Vice Presidents

c. Honorary General Secretary

d. Honorary Assistant Secretary

e. Honorary Treasurer

f. Honorary Assistant Treasurer

g. Sports Secretary

h. Internal Auditor

i. Editor

j. Social and Welfare Secretary

k. Information Technology Secretary

l. Media Secretary

m. Coordinator for Affiliated Bodies

n. Executive Committee Members

11. Appointment of External Auditor;

12. Consideration of resolutions, if any;

13. Address by the newly elected President;

14. Any other business of which not less than fourteen (14) days' written notice has been given;

15. Closing Remarks

Annex H

Books, files, registries and relevant records

Mandatory/ Essential Books, files, registries and relevant records required to be maintained for proper governance and auditing as per the Constitution of the Past Pupils' Association are as follows.

1. Register of Members

Full name

Admission number (if applicable)

Address

Contact details

Membership category

Date of admission

Membership fee payment status

2. Minute of:

Annual General Meetings (AGM)

Executive Committee meetings

Special General Meetings Signed by President and Secretary

3. Cash Book

Daily receipts and payments maintained by the Treasurer

4. Bank Book/ Bank Pass Book

Bank account transactions

Reconciliation statements

5. Receipt Books with reference/ Serially numbered receipts for:

Membership fees

Donations, Event collections & Sponsorships

6. Payment Voucher File

Supporting documents for all payments

Bills, invoices, approvals

7. Ledger Accounts

Income and expenditure classification

Asset and liability records

8. Annual Financial Statements

Income & Expenditure Account

Balance Sheet

Audit reports

9. Asset Register

Furniture, Equipment

Trophies

Buildings or vehicles owned by the association

10. Stock Register

Souvenirs

Membership cards

Event materials

11. Attendance Register

Committee meetings

General meetings

12. Correspondence File

Letters received/sent

Emails

Official notices

13. Constitution/ Rules Book

Current approved constitution

Amendments

By-laws

14. Election Records

Nomination papers

Ballot papers

Election results

15. Audit Reports

Internal or external audit reports & Auditor observations

Annex K

Sample Rubber Stamps for the President & Secretary

President

K/ Tissa Central College (National School)

Secretary

K/ Tissa Central College (National School)