

CONSTITUTION OF THE OLD BENS U.K.

(Inaugurated 7th December 1991)

AS AMENDED AND APPROVED AT THE ANNUAL GENERAL MEETING HELD ON
20 APRIL 2013

1. The name shall be OLD BENS U.K.
2. **OBJECTS**
The objects are
 - (a) to foster loyalty to the Alma Mater, St. Benedict's College, Colombo 13 Sri Lanka;
 - (b) to foster mutual aid and good fellowship among former pupils **and well wishers** of the College;
 - (c) to help the College and through this the present pupils in their various activities.
3. **PATRON**
The Director of St. Benedict's College, Colombo 13, Sri Lanka (ex-officio)
4. **MEMBERSHIP**
 - (i) All past pupils of St. Benedict's College, Colombo 13, Sri Lanka **who are resident in and with a valid mailing address in the European Union** are entitled to apply for full membership;
 - (ii) Past pupils who are full-time students **who are resident in and with a valid mailing address in the European Union** may apply for Student Membership;
 - (iii) Sons **and daughters** of past pupils of the College **who are resident in and with a valid mailing address in the European Union** may apply for full membership;
 - (iv) Associate Membership may be granted to past pupils of other La Sallian Schools **or wives of former pupils of the College who are resident in and with a valid mailing address in the European Union**. An Associate member may vote at meetings but may not hold office.
5. **ENROLMENT AND MEMBERSHIP FEES**
An application for membership shall be made on the prescribed form, duly proposed and seconded by two members, one of whom shall be a member of the Executive Committee. The form shall be presented by the Membership Secretary for acceptance by the Executive Committee and thereafter passed on to the Hony. Treasurer for collection of the membership fees. The Executive Committee shall have absolute discretion to accept or reject any such application. The membership fees shall be decided at each Annual General Meeting. The Executive Committee shall review the Student Membership fee from time to time.
6. **EXECUTIVE COMMITTEE**
The business of the Old Bens U.K. shall be managed by the Executive Committee comprising of:
 1. Hony. President
 2. Hony. Vice-President
 3. Hony. Secretary
 4. Hony. Asst. Secretary
 5. Hony. Treasurer
 6. Hony. Asst. Treasurer
 7. Hony. Sports Secretary
 8. Hony. Asst. Sports Secretary
 9. Hony. Social Secretary
 10. Hony. Asst. Social Secretary
 11. Hony. Membership Secretary
 12. Hony. Editor
 13. and four other Committee Members

The Executive Committee shall be elected at the Annual General Meeting.

A member of the Executive Committee shall cease to hold office if he: -

- (a) is removed from office at a General Meeting;
- (b) resigns from office.

In the event of a vacancy occurring in the Executive Committee the remaining members shall elect a successor.

7. **HONORARY AUDITOR**

An Hony. Auditor shall be elected at each Annual General Meeting.

8. **DUTIES AND FUNCTIONS OF THE EXECUTIVE COMMITTEE**

- (a) The Executive Committee shall determine the general policy and guide the activities of the Old Bens U.K. in accordance with the objects stated at 2.
- (b) The Hony. President/Hony. Vice-President shall Chair all meetings of the Executive Committee. In the absence of these two officers the members of the Executive Committee present may elect a Chairman pro-tem to conduct the business of the meeting provided there is present a quorum of at least six members.
- (c) The Hony. Secretary shall keep a record of all matters discussed at each meeting and perform all secretarial functions involving correspondence and liaison with all the officers of the Executive Committee.
- (d) The Hony. Treasurer shall maintain all the financial records of the funds of the Old Bens U.K. He shall be responsible for presenting a statement of the funds of the Association at every Executive Committee meeting. He shall also prepare the Annual Statement of Accounts and have

it audited for the Annual General Meeting.

- (e) The Hony. Membership Secretary shall prepare and scrutinise all applications for membership to be submitted to the Executive Committee, collect the membership fee/direct debit mandate after acceptance, and maintain an up-dated record of all categories of members. He shall maintain close contact with the Hony. Secretary and Hony. Treasurer at all times so as to ensure that membership fees are collected regularly.
- (f) The Hony. Editor shall perform all editorial functions with special reference to the News Bulletins and Souvenirs.
- (g) All expenditure from the funds of the Old Bens U.K. shall be authorised by the Executive Committee in accordance with the aims and objects set out in this Constitution. The funds shall be controlled by the Hony. Treasurer/Asst. Treasurer who are authorised to make payments, in special circumstances, provided prior verbal approval has been obtained from the Hony. President/Vice-President, and subsequently ratified by the Executive Committee at the next meeting. Payment in excess of ten pounds shall be by cheque signed by the Hony. Treasurer/Asst. Treasurer and one other authorised signatory viz. Hony. President or Hony. Vice-President or Hony. Secretary.

9. **EXECUTIVE COMMITTEE MEETINGS**

- (a) The Executive Committee shall meet at least once in every three months.
- (b) At least fourteen days notice shall be given to each member.

- (c) A minimum of six members shall form a quorum.
- (d) Any matter finally decided at an Executive Committee meeting shall not be canvassed, reviewed or considered within a period of six months.

10. **GENERAL MEETINGS**

- (a) The Annual General Meeting shall be held no later than the 31st. May of each year.
- (b) The Executive Committee may, at any time, convene a Special General Meeting. The Executive Committee shall, on a written requisition signed by at least 21 members, call a Special General Meeting by notice issued within 21 days of the receipt of such requisition. The business to be considered at the Special General Meeting shall be specifically indicated in the Notice and that item alone will be dealt with at the meeting.
- (c) One month's notice of a proposed General Meeting shall be given to every member together with the Agenda for such a meeting **by post or electronic means**. The notice for the Annual General Meeting shall be accompanied by the Hony. Secretary's Annual Report ~~and the Hony. Treasurer's Statement of audited account. The Hony. Treasurers statement of Audited Account shall be presented at the Annual General Meeting.~~ Members will be allowed a period of **ten days** from the date of issue of the notice to submit proposals/resolutions to be considered at the Annual General Meeting. Any such proposals/resolutions shall be addressed to the Hony. Secretary in writing, with the names and signatures of the proposer and seconder. The Executive Committee shall submit any such proposals/resolutions to the

General Meeting with its recommendation.

- (d) The following matters will be dealt with at the Annual General Meeting
 - (i) The Hony. Secretary's Report;
 - (ii) The Hony. Treasurer's Statement of Accounts with supporting details;
 - (iii) Special Resolutions of which due notice has been given;
 - (iv) The Election of Office-bearers for the ensuing year.

11. **CONDUCT**

The Executive Committee shall have the power to remove the name of any member from the Membership Register after due notice, in case of conduct contrary to the aims and objects of the Old Bens U.K. without refund of any part of the membership fee.

12. **AMENDMENT TO RULES**

No rules shall be altered, amended, added, rescinded or varied in any manner unless such action is previously recommended to the Executive Committee and authorised at a General Meeting by a two-thirds majority of those present and entitled to vote.

13. **FINANCIAL YEAR**

The Financial Year shall be from 1st January to 31st December.

14. **DONATIONS**

- (a) No donations either in cash or kind shall be solicited without the prior approval of the Executive Committee.
- (b) All donations shall be held by the Executive Committee who will be responsible for its proper utilisation for the benefit of the Association.

15. **AFFILIATION**

The Old Bens U.K. shall be affiliated to the Old Boys Union of St. Benedict's College, Colombo 13, Sri Lanka. In the event of a dispute between the affiliated parties the Executive Committee shall inform all members and convene a Special General Meeting to decide on the course of action to be followed. A simple majority decision of members attending shall be binding.

The Old Bens U.K. shall not be wound-up except by a valid decision for such action taken at a Special General Meeting. The assets of the Association shall, after payment of all dues, claims, expenses and liabilities be transferred to the Old Boys Union, Council of Management of St. Benedict's College, Colombo 13, Sri Lanka.

20 April 2013

AMENDMENTS MADE TO CONSTITUTION AT AGM ON 28TH MAY 2005 ARE SHOWN IN RED

AMENDMENTS MADE TO CONSTITUTION AT AGM ON 20TH MAY 2006 ARE SHOWN IN BLUE

AMENDMENTS MADE TO CONSTITUTION AT AGM ON 20TH APRIL 2013 ARE SHOWN IN BROWN.

16. **OTHER MATTERS**

In any matter not provided for in this Constitution, the recommendations of the Executive Committee shall be final, subject to ratification at a General Meeting.

17. **WINDING-UP**