



LADIES' COLLEGE OLD GIRLS' ASSOCIATION

Constitution of the Ladies' College Old Girls' Association

*Consolidated version
incorporating amendments up to 13 March 2021*

**CONSTITUTION OF THE
LADIES' COLLEGE OLD GIRLS' ASSOCIATION**

NAME OF ASSOCIATION	1.	The name of the Association shall be the Ladies' College Old Girls' Association (herein after referred as the Association).
OBJECTS	2.	<p>The Objects of the Association shall be:</p> <p>(1) to promote and foster goodwill and fellowship and to establish a bond of unity among the old girls of the College, irrespective of race, class or creed and to encourage in them the true spirit of loyalty and service to the College;</p> <p>(2) to encourage and promote the physical, intellectual and social development of the present and past students of the College through religious, educational, cultural and recreational activities;</p> <p>(3) to render assistance through Trust and Foundations and to raise funds in collaboration with the Principal of the College for the College and its students and for welfare of those in need, especially old girls of the College.</p>
PATRON & VICE PATRON	3.	<p>(1) The Patron and Vice Patron of the Association shall be the Principal and Vice Principal respectively, of the College.</p> <p>(2) The Patron and Vice Patron shall be entitled to attend and participate at any meeting of the Association, the Executive Committee or of any subcommittee.</p>
MEMBERSHIP	4.	<p>(1) The membership of the Association shall comprise:</p> <p>(a) Members;</p> <p>(b) Life Members;</p> <p>(c) Associate Members.</p> <p>(2)</p> <p>(a) Any old girl who had been a student of the College for a period of not less than three years shall be eligible to be enrolled as a Member or Life Member of the Association.</p> <p>(b) The following shall be eligible to be Associate Members of the Associations:</p>

		<ul style="list-style-type: none"> (i) any old girl who had been a student of the College for less than three years; (ii) any old boy of the College; and (iii) a past or present teacher of the College who has served a total of fifteen (15) calendar years as a teacher of the College. <p>(3) Any person referred to above may on application made on that behalf to the Hony. Secretary and on payment of the specified subscription and upon approval of the Executive Committee be enrolled as a Member, Life Member or Associate Member of the Association.</p> <p>(4) A Member, Life Member or Associate Member shall, upon enrolment be issued with a membership card by the Hony. Secretary.</p> <p>(5) A Member, Life Member or Associate Member may resign her membership by giving written notice to that effect to the Hony. Secretary and surrendering her membership card to the Executive Committee.</p>
SUBSCRIPTIONS	5.	The Subscription payable by Member, Life Member and Associate Member to the Association shall be determined by the Executive Committee.
PRIVILEGES OF MEMBERSHIP	6.	<p>(1) A Member or Life Member whose subscriptions are fully paid up shall have and enjoy the following privileges:</p> <ul style="list-style-type: none"> (a) the right to attend meetings of the Association; (b) the right to vote at such meetings; and (c) the right to hold any office of the Association. <p>(2) An Associate Member shall have the right to attend meetings of the Association.</p>
SEAL OF THE ASSOCIATION	7.	The seal of the Association shall be kept in the custody of the Hony. Secretary and shall be affixed to documents of the Association only with the sanction of the Executive Committee and in the presence of two Office Bearers who shall sign this document in token of their presence.

<p>TRUSTEE OF THE ASSOCIATION</p>	<p>8.</p>	<p>(1) The President, President elect and Vice President shall ex-officio be the Trustees of the Association.</p> <p>(2) All property of the Association shall vest in the Trustees who shall deal with such property in accordance with directions given by the Executive Committee.</p> <p>(3) The Trustees shall sue and be sued on behalf of the Association in respect of property of the Association.</p>
<p>EXECUTIVE COMMITTEE</p>	<p>9.</p>	<p>(1) The administration of the affairs of the Association shall be vested in an Executive Committee which shall consist of;</p> <p>(a) the office bearers who shall be:</p> <ul style="list-style-type: none"> (i) the President; (ii) the President elect; (iii) the Vice President; (iv) the Hony. Secretary; (v) two Hony. joint Assistant Secretaries, one of whom shall be a member of the staff of Ladies' College; (vi) the Hony. Treasurer; (vii) the Hony. Assistant Treasurer; (viii) the Hony. Publicity Secretary; and (ix) the Hony. Assistant Publicity Secretary. <p>(b) Nineteen (19) Committee Members to represent as far as possible the various age groups comprising the membership of the Association including the outgoing Hony. Secretary and Hony. Treasurer or any Members elected in lieu in terms of Paragraph (3) of this Article.</p> <p>(c) The member elected in terms of Article 25 to represent the Association on the Governing Body shall be an ex-officio member of the Executive Committee.</p>

	<p>(2)</p> <ul style="list-style-type: none">(a) Subject to the provisions of sub paragraph (b), the members of the Executive committee other than the President, the outgoing Hony. Secretary and the outgoing Hony. Treasurer shall be elected at an Annual General Meeting.(b) Upon a vacancy arising in the office of President, the member functioning as President elect shall assume the office of President: provide however that, in the event that the President Elect is unable to assume the office of the President, the President shall also be elected at an Annual General Meeting. <p>(3)</p> <ul style="list-style-type: none">(a) All members of the Executive Committee referred to in paragraphs (1) (a) and (b) above other than the outgoing Hony. Secretary and Hony. Treasurer shall serve on the Executive Committee for a period of two consecutive years and shall be eligible for re-election. Provided that no Member shall be re-elected to the same post for two consecutive periods.(b) Subject to the provisions of paragraph (3) of Article 10 the outgoing Hony. Secretary and Hony. Treasurer shall serve on the Executive Committee for the immediate ensuing period of one year. <p>(4) In the event of the outgoing Hony. Secretary or Hony. Treasurer being unable to hold office in consequence of the provisions of paragraph (3) of Article 10, one or two other Members as the case may be, shall be elected as Committee Members and shall hold office for a period of two years.</p> <p>(5) Any member of the Executive Committee may resign from office by giving written notice to that effect to the President.</p> <p>(6)</p> <ul style="list-style-type: none">(a) A vacancy on the Executive Committee may be filled by the Executive Committee upon a decision that the filling of such vacancy is necessary for the proper administration of the affairs of the Association.
--	---

		<p>(b) A member appointed to fill any such vacancy shall serve on the Executive Committee until the next Annual General Meeting.</p> <p>(7) The name of a Member may be proposed for election at any Annual General Meeting only if such Member is present at the meeting or has signified her consent in writing.</p>
<p>ELIGIBILITY TO SERVE ON THE EXECUTIVE COMMITTEE</p>	<p>10.</p>	<p>(1) Subject to the provisions of paragraph (2) and (3) of this Article, any Member who is not in arrears of subscription shall be eligible to serve on the Executive Committee.</p> <p>(1A) A Member who is a Senior Member and has served on the Executive Committee for a total period of not less than two years but has earlier not held the office of President, shall be eligible to hold office as President elect.</p> <p>(2) In the event that the President elect is unable to assume the office of President in any year and an election to that office is required to be held, a Member who is a Senior Member and has served on the Executive Committee for a total period of not less than three years but has earlier not held the office of President shall be eligible to be nominated for election to the office of President.</p> <p>(3) A Member who has served on the Executive Committee in any capacity for a total period of seven years shall not be eligible to serve on the Executive Committee other than as President, President elect, outgoing Hony. Secretary and outgoing Hony. Treasurer.</p> <p>In computing the period of seven years referred to above, any period of office held prior to the date of coming into operation of this constitution shall be taken into account.</p>
<p>POWER OF THE EXECUTIVE COMMITTEE</p>	<p>11.</p>	<p>(1) The Executive Committee shall have such powers as may be necessary for the carrying out of the objects of the Association and the administration of its affairs and shall in the exercise of such powers act in accordance with the provisions of this Constitution and such decision as may be taken by the Association at any meeting.</p> <p>(2) Without prejudice to the generality of the foregoing provision, the Executive Committee shall have the power to:</p> <p>(a) appoint special committees to report on specified subjects;</p>

		<ul style="list-style-type: none"> (b) make rules to regulate the procedure to be adopted by such special committees in the conduct of its business; (c) nominate Members of the Association to serve for a specified period of time on any Board or Committee connected with the affairs of the College when representation of the Association on such Board or Committee is called for by the Principal or the Governing Body; (d) give all directions as may be necessary to the Trustees of the Association, in respect of the administration of the property of the Association; (e) organize fund-raising projects; provided that where projects are organized to raise funds for the College, the prior approval of the Principal shall be obtained; (f) call upon any Member or Committee to discharge any obligation or perform any duty imposed upon such Member or Committee in terms of the provisions of this Constitution; (g) approve disbursements from the funds of the Association in compliance with the provisions of this Constitution; (h) make rules to regulate its procedure in the administration of the affairs of the Association.
<p>ANNUAL GENERAL MEETINGS</p>	<p>12.</p>	<p>(1) The Annual General Meeting of the Association shall be held in October each year on a date to be decided by the Executive Committee.</p> <p>Provided however, that if due to circumstances beyond the control of the Executive Committee the holding of such meeting in October of any year is not possible, the meeting shall be held within the next thirty (30) days.</p> <p>Provided further that if circumstances still persist which prevent the holding of such meeting on the date it was postponed to, the Executive Committee shall notify the Members of the reasons for such inability and the meeting shall thereafter be held at the next earliest opportunity.</p>

(2)

- (a) The Annual General Meeting may, should prevailing circumstances require, be held by means of audio, or audio and visual communication provided all Members participating and constituting a quorum, can simultaneously hear each other throughout the meeting.
- (b) The Hony. Secretary shall give the Patron, Vice Patron and the Members at least fourteen days' notice of the Annual General Meeting.
- (c) The notice referred to in Paragraph (b) shall include a list containing the names of the members of the Executive committee for the current year indicating the vacancies which require to be filled and whether any member completing her term of office is eligible to be re-elected and shall be accompanied by the Agenda.
- (d) The Agenda for the Annual General Meeting shall include the following:
 - (i) notice convening the meeting;
 - (ii) notices of absence, if any;
 - (iii) adoption of the Minutes of the previous A.G.M. and any S.G.M.;
 - (iv) annual report of the Hony. Secretary;
 - (v) annual report of the Hony. Treasurer;
 - (vi) election of Office Bearers and Committee members;
 - (vii) election of a representative of the Association to serve on the Governing Body, if necessary;
 - (viii) approval of Members nominated to be Trustees, if necessary;
 - (ix) election of Hony. Auditor;
 - (x) any other business of which due notice has been given.

		<p>(e) Any Member desirous of moving a Resolution at the A.G.M. under ‘Any other business’ shall give notice of such Resolution to reach the Hony. Secretary not later than the first day of September of that year or at least one month prior to the date on which the Annual General Meeting is scheduled to be held.</p> <p>(f) Any Member desirous of discussing any other matter under ‘Any other business’ shall give ten days’ notice of such matter to the Hony. Secretary.</p> <p>(3) The quorum for an Annual General Meeting shall be Sixty (60) Members.</p>
<p>SPECIAL GENERAL MEETING</p>	<p>13.</p>	<p>(1) A Special General Meeting of the Association shall be summoned by the Hony. Secretary:</p> <p>(a) whenever directed to do so by the President;</p> <p>(b) on receipt of a request signed by not less fifty Members of the Association stating the exact nature of the matter to be discussed at the meeting.</p> <p>(2) The Hony. Secretary shall give the Patron, Vice Patron and the members at least seven (7) days’ notice of such meeting and shall set out the nature of the business to be discussed, provided that the Hony. Secretary gives at least fourteen (14) days’ notice of any meeting convened to consider proposed amendments to the Constitution and such notice shall set out the amendments sought to be made.</p> <p>(3) The quorum for a Special General Meeting shall be one hundred Members.</p> <p>(4) No business other than that of which notice has been given shall be discussed at such meeting.</p>
<p>EXECUTIVE COMMITTEE MEETINGS</p>	<p>14.</p>	<p>(1) Meetings of the Executive Committee shall be held at least one once in every two months.</p> <p>(2) The Hony. Secretary shall give the Patron, Vice Patron and members at least seven days’ notice of such meeting: Provided that the President may summon an Emergency Meeting of Executive Committee to discuss any urgent matter at shorter notice and any decision taken at such a meeting shall be submitted for the information of the members</p>

		<p>of the Executive Committee at a meeting convened within thirty days thereafter.</p> <p>(3) The quorum of a Meeting of the Executive Committee shall be twelve members.</p> <p>(4) A member who is unable to attend any meeting for any reason shall give notice of such inability to the Hony. Secretary.</p> <p>(5) Any member who absents herself from three consecutive meetings of the Executive Committee for reason other than illness or absence abroad shall be deemed to have vacated her post and due notice shall be given to such member of such vacation of post. Provided the Executive Committee finds that such member, could not attend meetings for reasons beyond her control, the Executive-Committee's determination as to what constitutes 'a reason beyond her control', shall be final and conclusive.</p> <p>(6) Any member nominated to serve on any Board or Committee in terms of sub-paragraph (a) of Article 11(2) may be invited by the Executive Committee to attend and present reports on the activities of such Board or Committee at any meeting of the Executive Committee.</p>
<p>HONY. SECRETARY & HONY ASST. SECRETARY</p>	<p>15.</p>	<p>(1) The Hony. Secretary shall:</p> <p>(a) maintain:</p> <p>(i) a register of Members and Associate Members;</p> <p>(ii) a record of all meetings of the Association and the Executive Committee;</p> <p>(iii) an annual record of all office bearers and other members of the Executive Committee and of persons nominated under the provisions of this Constitution to serve on any Committee, Board or other body;</p> <p>(iv) a record of all events, projects and other activities organized by the Association; and</p> <p>(v) such other registers and records as may be considered necessary by the Executive Committee.</p>

		<p>(b) prepare the Annual Report to be presented at the Annual General Meeting which report shall include reports of any, from Branch Associations, special Committees or any Board of Trustees; and</p> <p>(c) perform such other functions as may be assigned to her under this Constitution.</p> <p>(2) The Hony. Assistant Secretary shall assist the Hony. Secretary in the discharge of her duties and functions.</p>
<p>HONY. TREASURER & HONY ASST. TREASURER</p>	<p>16.</p>	<p>(1) The Hony. Treasurer shall:</p> <p>(a) collect and receive all subscriptions, donations and other monies due to the Association;</p> <p>(b) be responsible for the proper disbursement of the monies of the Association as directed by the Executive Committee;</p> <p>(c) maintain proper records and books of accounts of all receipts and disbursements;</p> <p>(d) maintain an inventory of all property of the Association;</p> <p>(e) cause to be audited the annual Statement of Accounts submitted by the Trustee, for presentation at the Annual General Meeting; and</p> <p>(f) prepare the Annual Report to be presented at the Annual General Meeting which Report shall include the following –</p> <p>(i) the Audited Statement of Accounts for the Association of any Trusts and of any fund-raising projects; and</p> <p>(ii) an interim statement of accounts for the period commencing on the first day of the financial year in which the Annual General Meeting is being held and ending on a month end date that is at least thirty (30) days prior to the date on which the Annual General Meeting is being held. It being understood that if in the one month period prior to the Annual General Meeting there is an event which is not reflected in the interim account - a note to the account is to be included to indicate the surplus / deficit from the event.</p>

		(2) The Hony. Assistant Treasurer shall assist the Hony. Treasurer in the discharge of her duties and functions.
PUBLICITY SECRETARY	17.	(1) The Hony. Public Secretary shall be responsible for the preparation and dissemination of information relating to the Association for such purposes as may be approved by the Executive Committee. (2) The Hony. Assistant Public Secretary shall assist the Hony. Public Secretary in the discharge of her duties and functions.
VOTING	18.	(1) Every Member who has paid her subscription in full shall be entitled to vote at any meeting of the Association. (2) Voting shall ordinarily be by a show of hands but if the majority of the Members present so desire, may be conducted by secret ballot. (3) In the event of an equality of votes, the President or Chairman of such meeting shall have a casting vote. (4) In the event of a vote being taken, a declaration by the President or the Chairman of the Meeting as regards the outcome of the vote, shall be final.
FUNDS OF THE ASSOCIATION	19.	(1) The Funds of the Association may be applied for any lawful purpose in furtherance of the objects of the Association. (2) The Funds of the Association shall be deposited in the name of the Association in a Bank or Banks approved by the Executive Committee. (3) Notwithstanding the provisions of paragraph (2) above, such sums of money as the Executive Committee determines shall be given annually to the College for the award of prizes at the Prize Giving of the College and the Department of Vocational Studies and at the sports meet of the College. (4) All cheques issued by the Association shall be signed by the Hony. Treasurer or in her absence by the Hony. Assistant Treasurer and by the President or Vice President.
FINANCIAL YEAR	20.	The Financial Year of the Association shall be the year commencing from the 01 st of April of each year and ending on the 31 st of March of the following year.

HONY. AUDITOR	21.	<p>(1) The Association shall at each Annual General Meeting elect an Honorary Auditor who need not be a Member of the Association.</p> <p>(2) A Member of the Executive Committee shall not be eligible to be elected as Hony. Auditor.</p>
ACCOUNTS & AUDIT	22.	<p>(1) The Executive Committee shall cause proper books of accounts to be kept in respect of all activities.</p> <p>(2) The Accounts of the Association and of any Trust formed in terms of paragraph (1) of Article 24 shall be audited each year by the Hony. Auditor elected in terms of Article 21 above and the audited statement of Accounts shall be presented at the Annual General Meeting of the Association.</p> <p>(3) The Accounts of any fund-raising project shall be submitted to the Hony. Auditor within one year of the completion of such project and the audited statement of such accounts shall be submitted to the Executive Committee for presentation at the next Meeting of the Association.</p>
BRANCH ASSOCIATION	23.	<p>(1) Members or Associate Members residing out of Colombo or overseas, seeking to establish a Branch Association may apply to the Executive Committee with a copy of the Constitution or Rules of such proposed Branch Association for approval thereof. Upon approval being granted by the Executive Committee for its formation, the Branch Association may be formed in the area.</p> <p>(2) Every Branch Association shall bear the name of the Association and shall indicate the name of the area in respect of which it is formed e.g.: LC OGA (Kandy Branch); LC OGA (London Branch).</p> <p>(3) The objects of every such Branch Association shall be the objects of the Association as set out in Article 2 of this Constitution.</p> <p>(4) Every Branch Association intending to organize any fundraising project or create a Trust or render assistance to the College in any other way shall give notice thereof to the Executive Committee.</p> <p>(5) Nothing in the preceding provisions of this Article shall affect the validity of such Branch Associations as have been approved by the Association prior to the date of commencement of this Constitution.</p>

<p>TRUSTS</p>	<p>24.</p>	<p>(1) The Association may create Trusts in furtherance of the objects of the Association for such purposes as may be decided by the membership.</p> <p>(2) The Executive Committee shall formulate Rules for the operation of such Trusts.</p> <p>(3) Rules so formulated by the Executive Committee shall be submitted for approval to the membership.</p> <p>(4) The Board of Trustees of each such Trust as may be created in terms of paragraph (1) above shall consist of the Patron or Vice Patron (as Principal Trustee) and six Senior members who shall be nominated by the Executive Committee and approved by the Members in general meeting and shall hold office for a period of seven years. The six nominated Senior Members shall not be eligible for re-election.</p> <p>(5) The Trustees of any such Trust shall submit annually to the Executive Committee:</p> <p>(a) a report of the activities of such Trust to be presented by the Hony. Secretary to the membership at the Annual General Meeting;</p> <p>(b) a statement of accounts in relation to such Trust, to be presented by the Hony. Treasurer to the membership at the Annual General Meeting.</p> <p>(6) The Trustees of any such Trusts shall at all times act in accordance with such Rules as are formulated by the Executive Committee and approved by the membership.</p>
<p>REPRESENTATIVE ON BOARD OF GOVERNORS</p>	<p>25.</p>	<p>The Association in General Meeting shall nominate a Senior Member to be the representative of the Association on the Governing Body. Such member shall serve as the Association's representative on the Governing Body for a period of three years and shall be eligible to be nominated to serve on the Governing Body for a further period of three years.</p>
<p>INDEMNITY</p>	<p>26.</p>	<p>The Association shall at all times indemnify, the Trustees of the Association and other Trustees against all losses and expenses incurred in connection with any action, suit or prosecution instituted in relation to the exercise in good faith of any authority in terms of this Constitution.</p>

<p>AMENDMENTS</p>	<p>27.</p>	<p>(1) The provisions of this Constitution shall not be amended varied or rescinded except at an Annual or Special General Meeting of which due notice has been given.</p> <p>(2) Every such amendment shall be passed by a majority of two thirds of the Members present and voting.</p>
<p>TRANSITIONAL</p>	<p>28.</p>	<p>(1) The members the Executive Committee holding office as Office Bearers and Committee Members on the date of commencement of this Constitution shall continue to hold office until the expiry of the term for which they were elected.</p> <p>(2) The Members serving as the representatives of the Association on the Governing Body and on the Hostel Advisory committee on the date of commencement of this Constitution shall continue to serve in such capacity until the expiry of the term for which they were elected or nominated.</p>
<p>INTERPRETATION</p>	<p>29.</p>	<p>In these Articles –</p> <p>"Associate Member" shall mean any person enrolled as an Associate Member prior to the date of commencement of this Constitution and any person enrolled as an Associate Member after the date of commencement of this Constitution.</p> <p>"College" shall mean Ladies' College, Colombo;</p> <p>"Date of coming into operation of this Constitution" and "Date of commencement of this Constitution" shall mean the 26th day of October, 1990.</p> <p>"Governing Body" shall mean the Governing Body for Educational Institutions founded by the Church Missionary Society in Sri Lanka;</p> <p>"Member" shall, other than in Sections 4, 5 and 6 mean any person enrolled as a Member or Life Member prior to or after the date of commencement of this Constitution;</p> <p>"Senior Member" shall mean a person who has been a member of the Association for a continuous period of 15 years;</p> <p>"Trustee" shall mean a person referred to in Paragraph (4) of Article 24;</p>

		"Trustee of the Association" shall mean a Trustee referred to in Paragraph (1) of Article 8.
--	--	---