

ARTS FACULTY ALUMNI ASSOCIATION OF THE UNIVERSITY OF PERADENIYA (AFAAUP)

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பேராதனைப் பல்கலைக்கழகத்தின் கலைப் பீட வித்தியார்த்திகள் சங்கம்
Arts Faculty Alumni Association of the University of Peradeniya (AFAAUP)

By Law No.1 of 2022:

Hierarchy of Governing Documents of the Association

1. The By-Laws shall govern the work of the Executive Committee, Standing Committees, and the Sub Committees of the Arts Faculty Alumni Association of the University of Peradeniya.
2. These By-Laws are a companion document to the Constitution of the Arts Faculty Alumni Association of the University of Peradeniya.
3. The Association shall be governed in order of preference by;
 - 3.1 The Universities Act No.6 of 1978 and the Statutes, By-Laws, Rules, and Regulations of the University of Peradeniya, Sri Lanka;
 - 3.2 The Constitution of the Arts Faculty Alumni Association of the University of Peradeniya, Sri Lanka;
 - 3.3 The By-Laws, Rules & Regulations, Terms of Reference, and Guidelines of the Arts Faculty Alumni Association of the University of Peradeniya;
 - 3.4 Any policies, procedures, informal practices, or traditions of the Association, Alumni Association of the University of Peradeniya, and the Alumni Associations of other Faculties and Institutes of the University;
 - 3.5 Any policies, procedures, informal practices, or traditions of the Regional Chapters & Overseas Chapters of the Alumni Association of the University of Peradeniya.
4. These By-Laws apply to all meetings, decisions, actions, and affairs of the Association.

AFAAUP / November 28, 2022

ARTS FACULTY ALUMNI ASSOCIATION OF THE UNIVERSITY OF PERADENIYA (AFAAUP)

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Arts Faculty Alumni Association of the University of Peradeniya (AFAAUP)

By Law No.2 of 2022

Membership of the Arts Faculty Alumni Association of the University of Peradeniya

1. Name: The name of the Association shall be the “Arts Faculty Alumni Association of the University of Peradeniya”, hereinafter referred as “The Association” The expression “the Faculty of Arts of the University of Peradeniya” shall include, Faculty of Arts of the University College, the University of Ceylon, the University of Ceylon, Peradeniya, the Peradeniya Campus of the University of Sri Lanka, and the University of Peradeniya, Sri Lanka and shall hereinafter be referred to as “the Faculty”.
2. The completed applications for the membership, together with other documents (as shown in 3. below), shall be entertained by the General Secretary, The Arts Faculty Alumni Association of the University of Peradeniya, University of Peradeniya, Peradeniya, Sri Lanka.
3. Applications for Membership of the Association shall be channeled through: Data verified on AFAAUP receipt No. Accepted on Membership No. Year/entrance Degree / s name (of the Applicant) as in the degree certificate/name in the membership card; (Maximum number of characters with spaces; 20) Faculty Year of obtaining degree/s, as stated in ARTICLE I of the Constitution of the Association.
4. Membership, according to ARTICLE IV of the Constitution of the Association:
There shall be three categories of members:
 - 4.1. Full members; Any person who is a graduate of the University or has obtained a postgraduate qualification of the University (see ARTICLE I)
 - 4.2. Associate members a. Any past student of the University who is not a graduate of the University; or b. Any graduate of a recognized university who is or has been a member of the academic or non-academic staff of the University; or c. Any person who is or has been a Chancellor of the University or any person who is or has been a member of the University Court or the University Council shall be entitled to Associate Membership on application and payment of the prescribed fees.
 - 4.3. Honorary members a. Any person who is not eligible for full or associate membership but has rendered distinguished service to the University; or b. Any person who has been conferred a degree *honoris causa* by the University; or may be nominated by the Executive Committee and be elected by the Association as an honorary member. Limits to the number of honorary members may be determined by the Executive Committee of the Association.
5. All members who have been enrolled as full members shall have the right to vote, to be nominated for office in the Association, to propose and second the candidature of another member, and to receive all communications from the General Secretary.
6. All members who have been enrolled as associate members and who have paid the prescribed membership fees for the year shall receive all communications from the General Secretary of the Association.

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Arts Faculty Alumni Association of the University of Peradeniya (AFAAUP)

By Law No.3 of 2022:

Duties of Office -bearers and Committees:

1. The President shall exercise the powers normally incident to that position. He/she shall have the right of determination on any dispute arising from any responsibility for the interpretation and clarification of procedural questions. He/she shall preside at all meetings of the Association and of the Executive Committee. In his/her absence, the Association or the Executive Committee shall elect one of the Vice Presidents to preside.
2. The Vice-Presidents shall assume the duties delegated to them. Each Vice-President shall have particular responsibility of the functions of one of the Standing Committees of the Association.
3. (a). The General Secretary shall be responsible for: (a) The issue of notices for the Annual General Meeting, Special General Meetings, and meetings of the Executive Committee, (b) The preparation, circulation, presentation, and maintenance of the minutes and records of all meetings, (c) The circulation of the agenda and/or minutes of meetings, not less than seven days prior to such a meeting, (d) The maintenance of the membership registers of the Association.

(b). The General Secretary shall convene a Special meeting of the Association at the written request of not less than twenty-five members or on the request of the Executive Committee, not later than thirty days from the date of the receipt of such notice or order. The General Secretary shall prepare and present an Annual Report of the activities and programs of the Association at the Annual General Meeting.
4. The Assistant Secretaries shall perform such functions as delegated to them by the General Secretary and the Executive Committee.
5. The Treasurer shall assist the Executive Committee referred to in ARTICLE V of the Constitution of the Association, in financial planning and expenditure. He/she shall be responsible for the maintenance of the proper accounts of the Association. He / She shall also prepare and present an annual statement of audited accounts at the Annual General Meeting.
6. The Assistant Treasurer shall perform all such functions delegated to him/her by the Treasurer and the Executive Committee.
7. The Committee on Arts Faculty Development shall, from time to time, formulate short-term and long-term proposals for the overall development of the Faculty. The Committee may suggest ways and means of obtaining financial assistance and cooperation to implement such proposals.
8. The Committee on Arts Faculty Student Welfare shall promote relations between the alumni and the students of the Faculty. It shall, from time to time, inquire into and report on student welfare services within the Faculty and formulate proposals for their improvement in consultation with the Officials of the Students Services Branch of the Faculty / University with the permission of the Vice Chancellor of the University and/or the Dean Faculty of Arts. The Committee shall also be responsible for effective links between prospective employers and, Faculty students and graduates.
9. The Committee on Finance shall plan the income and expenditure for the year and formulate proposals for raising funds for the activities, projects, and programs of the Association.

10. The Committee on Public Relations and Alumni Welfare shall promote better relations between the Faculty, the Association, and the community, through publications, meetings, seminars, workshops, discussions and through mass media. The Committee shall formulate proposals for the welfare of the alumni and conduct activities to enroll new members.

11. The Committee on Continuing Education & Extension Education shall act as a Consultative Committee to the Faculty, on continuing education & extension education for the alumni and shall promote understanding among the alumni undergraduates and Faculty employees about continuing education and extension education. It shall organize and conduct courses, extension programs, workshops, seminars, and the like for members of the Association and for Faculty, University employees, and other interested members of the community, in consultation with the Vice Chancellor and the Dean of the Faculty of Arts.

12. The Committee on Alumni Batches of the Passed out Students shall promote and evaluate the effectiveness of the Alumni Clubs, and may make recommendations for their improvement. The Committee shall formulate and submit to the Executive Committee, programs for facilitating the Alumni Batches Passed out from the Faculty and other related matters.

13. (a). The first election of the Inaugural Executive Committee of the Association shall be held at the Inaugural Meeting of the Association and nomination to all posts other than President, General Secretary, and Treasurer shall be accepted prior to the meeting.

(b). The posts of the Founder Executive Committee; The President, the General Secretary, the Treasurer of the Association, and Vice Presidents for the Standing Committees on (i). Arts Faculty Development, (ii). Arts Faculty Students Welfare and (iii). Finance shall be nominated by the Dean of the Faculty of Arts representing the Faculty Academic Staff Members / Administrative Staff Members possessing the Membership of the Association. Other posts of the Founder Executive Committee will be filled by the Dean of the Faculty of Arts in consultation with the President, General Secretary, Treasurer, and the Founder Working Committee.

(c). The procedures mentioned above in para 13 (a) and para 13 (b) on accepting applications, nominating and electing members for the posts of the Executive Committee, Standing Committees, and Sub Committees, may be amended by the Executive Committee, if deemed necessary, with a two-thirds majority of its membership and with a simple majority at a general or special meeting of the Association.

14. Procedure for electing Office-bearers and five Executive Committee Members;

14.1 The General Secretary shall call for nominations by written notice to all the members, at least one month before the relevant Annual General Meeting. The electoral list shall be revised and exhibited in the Office of the General Secretary. The notice of the meeting shall also indicate that such electoral list is exhibited in the Office of the General Secretary.

14.2 Nomination for the posts of Office-bearers of the Association and for the posts of five Executive Committee members shall be received by the General Secretary not less than two weeks before the relevant Annual General Meeting. Nominations for the posts for which nominations have not been received can be submitted by any member of the Association during such meetings.

14.3 In the event of there being more than one candidate for any post, an election shall be held, in the manner determined by the Association, at such meeting. Voting rights will be restricted to Full members of the Association whose subscriptions are not in arrears.

14.4 In case of a vacancy during the course of the year, in any post or office, such vacancy shall be filled by the Executive Committee within one month of the occurrence of the vacancy or at its next meeting, whichever is earlier.

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Arts Faculty Alumni Association of the University of Peradeniya (AFAAUP)

By Law No.4 of 2022:

Role and Responsibilities of the Passed-out, Yearly-Based Groups of the Alumni Batches of the Faculty of Arts of the University

1. The *Ex-officio* Vice Presidents;
The Presidents of each Alumni Batch Committee passed out annually from the Faculty, shall be *Ex-officio* Vice Presidents of the Executive Committee and they are life members of the Association. (as stated in Section (d), Para 1, ARTICLE-V, of the Constitution of the Association).
2. Three Representatives from each Alumni Batch; The President, the Secretary, and the Treasurer from each of the Alumni Batch Committee, passed out annually from the Faculty are members of the Executive Committee of the Association. (as stated in Section (x), Para 2, ARTICLE-V, of the Constitution of the Association)
3. Each batch Committee passed out from the Arts Faculty shall prepare an annual plan for the conduct of events including batch parties, batch get-together parties of the passed-out alumni, in consultation with the Coordinator of the Arts Faculty Alumni Association or the Executive Committee of the Arts Faculty Alumni Association.
4. All Alumni Passed-out from the Faculty of Arts of the University of Peradeniya shall be eligible in being members of the Arts Faculty Alumni Association of the University of Peradeniya. (as stated in ARTICLE-I and Para 1 (a) and Para 1 (b) of ARTICLE-IV of the Constitution of the Association).

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Arts Faculty Alumni Association of the University of Peradeniya (AFAAUP)

By Law No.5 of 2022:

Formation of the Founder Executive Committee:

1. The Dean Faculty of Arts of the University of Peradeniya, shall perform as the Founder President in the Founder Executive Committee for the year 2022 – 2023.
2. The Dean of the Faculty of Arts shall nominate a suitable alumnus as the Patron of the Association to perform on his behalf during the inaugural year.
3. The personnel for the posts of the Founder Executive Committee; the President, General Secretary, Treasurer of the Association, and the Vice Presidents for the Standing Committees on (i). Arts Faculty Development, (ii). Arts Faculty Students Welfare and (iii). Finance shall be nominated by the Dean of the Faculty of Arts, shall be nominated by the Dean of the Faculty of Arts having represented the Academic Staff Members / Administrative Staff Members of the Faculty of Arts, among those possessing the Membership of the Association. Other posts of the Founder Executive Committee. will be filled by the Dean of the Faculty of Arts in consultation with the President, General Secretary, Treasurer, and the Founder Working Committee.
4. The Executive Committee shall open the Bank Accounts of the Association at the Bank of Ceylon Branch of the University of Peradeniya, following standard legal procedures. (as stated in ARTICLE IX of the Constitution of the Association).

AFAAUP / November 28, 2022