

CONSTITUTION OF
THE VEMBADI OLD GIRLS' ASSOCIATION
CANADA

Paragraph

- 1.0 The Vembadi Old Girls' Association Canada Branch was formed by the former students and staff members of the Vembadi Girls' High School, Jaffna, Sri Lanka.
- 1.1 The following shall be the constitution of the Vembadi Old Girls' Association, Canada. Hereafter the word "Association" shall refer to the Vembadi Old Girls' Association, Canada.

OBJECTS

- 2.0 Following shall be the objects of the Association.
- 2.1 To act as a social group bound by a common cultural background.
- 2.2 To promote loyalty, goodwill and fellowship amongst the members.
- 2.3 To maintain the heritage of the Alma Mater.
- 2.4 To maintain close contact with the parent school and to offer any possible support as required or requested by the school administration.
- 2.5 To help the members to fit in with the multicultural society in Canada and to observe the laws of the land.

MEMBERSHIP

- 3.0 The membership shall be open to the former students and staff members of the Vembadi Girls' High School, Jaffna, now residing in Canada.

SUBSCRIPTION

- 4.0 A set membership fee shall be paid annually by the members to belong to the Association.
- 4.1 Life membership shall be offered to members for a one time subscription of \$100.00

ELECTIONS

- 5.0 Elections shall be held at the Annual General Meeting of the Association.
- 5.1 Members who have paid their dues shall be eligible to vote and to be elected to the Executive Committee of the Association.

- 5.2 The members shall also have the right to voice their opinions at the Annual General Meeting.
- 5.3 The quorum shall be set at one-third the membership.
- 5.4 Any member standing for election in absentia shall give a written consent to the President prior to the General Meeting. Her signature shall be witnessed by another member of the Association.
- 5.5 Members holding office in the Executive Committee shall be eligible to seek re-election but shall not hold the same office for more than two consecutive years.

OFFICE BEARERS

- 6.0 Members elected at the Annual General meeting shall become the Executive Committee of the Association.
- 6.1 The following shall serve in the Executive Committee
 - a) President
 - b) Vice President
 - c) General Secretary
 - d) Assistant Secretary
 - e) Treasurer
 - f) Ten Members
 - g) Ex-Officio member
 - h) Honorary Auditor
 - i) Two Senior Advisors

FUNCTIONS

- 7.0 Executive Committee elected, shall be the governing body of the Association for the year.
- 7.1 The quorum for the Executive Committee shall be set at ten members.
- 7.2 The Executive Committee shall hold minimum of three meetings per year and each member shall have the right to vote at the meetings.
- 7.3 Any member who is absent for two consecutive meetings shall cease to be a member of the Executive Committee unless the committee decides otherwise.
- 7.4 The President shall have the right to co-opt an office bearer in her place, uncontested.
- 7.5 Executive Committee shall be responsible for the membership drive.
- 7.6 The Executive Committee shall arrange to hold the next Annual general meeting at the end of their mandate.

GUIDELINES AND DUTIES OF THE MEMBERS

- 8.0 Following shall be the guideline for the individual duties of each member of the Executive Committee.
- 8.1 The President shall
- chair at the Annual general meeting and at the Executive Committee meetings.
 - Request the Secretary to organize Committee meetings
 - Represent the Association at all social, business and other functions.
 - Have the right to override executive committee decisions. However, she shall do so with the utmost care and concern.
- 8.2 The Vice President shall take over the duties of the President in her absence and assist the President in carrying out her duties.
- 8.3 The General Secretary shall
- arrange the Annual General Meeting
 - read the minutes at all meetings
 - be responsible for all correspondence regarding the Association.
 - Keep the President informed on all matters relating to the Association.
- 8.4 The Assistant Secretary shall
- assist the Secretary in her duties.
 - be the organizer of the sports programme of the Association
- 8.5 The Treasurer shall
- operate the funds of the Association
 - keep track of the different components of the Association Money (for example, monies collected at fund raising, membership dues, dinner money etc.)
 - present the Financial Statement and Balance Sheet of the previous year at the Annual General Meeting also shall prepare the same for the current year.
 - issue cheques and receive monies on behalf of the Association.
 - Not transact any financial deals without consulting the President.
- 8.6 The Honorary Auditor shall audit and comment on the Financial Statement and Balance Sheet presented by the Treasurer.
- 8.7 The Committee members shall
- assist the Executive Committee at their request on the various activities and involvements of the Association.
 - Serve in subcommittees.
- 8.8 Ex-Officio Member shall

- be the past president of the Association
 - be a consultant to the president
- 8.9 The Senior Advisors shall
- oversee the smooth functioning of the Association and the Executive Committee
 - not hesitate to speak out if they feel that the integrity of the Association is compromised in any way

FUNDS

- 9.0 Funds of the Association shall be kept in a recognized financial institution of Canada approved by the Committee
- 9.1 Funds shall be operated by the Treasurer in conjunction with either the president or the Secretary.