



THE CONSTITUTION (English Version)

**OF THE OLD BOYS' ASSOCIATION
ZAHIRA COLLEGE, MAWANELLA**

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OF THE OLD BOYS' ASSOCIATION ZAHIRA COLLEGE, MAWANELLA

Preamble

Zahira College is a mixed school since its inception. It has produced Zahirians of both males and females. However, this Constitution is formulated for Old Boys to form the Old Boys Association under the Government Circular and its other addendums.

We the Members of Executive Committee of the Old Boys Association, Zahira College, Mawanella, having been duly elected during the Annual General Meeting held on October 23, 2022, having the right mandate and having obtained the consensus of our members to codify this 'Constitution' for its Association with the intention to streamline its affairs, to ensure *continuity and perpetuity in its practices* and to ensure all those who are able and capable to work to hoist the College flag high are elected as members of the Association to govern the affairs of the Association in the best interest of the College and Membership, for the *advancement* of the Association and to ensure that all members come under one united Old Boys Association of Zahira College, Mawanella. The desired accomplishments of this amended constitution shall assure that the best of the Association is *reaped* not only by its members but also by all stakeholders *at Large*. Once this amended constitution is approved and adopted by the Members of the Old Boys Association, it is our desire that it shall act as the 'Guiding Star' of the affairs of the "Old Boys Association."

We, the Members of Executive Committee of the Old Boys Association, Zahira College, Mawanella, set our hands unto this noble task, placing Almighty God as our witness, and our beloved Prophet as our Leader and present the following as the Supreme Governing Principles of our Association.

1. Name

The Association shall be named **“Old Boys Association of Zahira College, Mawanella”** (hereinafter referred to as “The Association” or “OBA - ZCM” alternatively)

2. Vision

“To be the Vibrant Old Boys Association in Sri Lanka to serve the College and the society at Large”

3. Mission

To mobilize the multitudes of potential, talents, resources, and skills of Old Boys of Zahira College Mawanella through friendly, mutually beneficial and networking in a dynamic way to accomplish the vision of the OBA.

4. Objectives

4.1 The Objectives of the Association shall be:

- a. To increase the sense of fellowship of the Old Boys towards the College and towards one another.
- b. To facilitate the nurturing and instilling of a sense of patriotism towards the college among the existing students of the college.

4.2 To assist and facilitate the College Administration and students to enhance the quality and development of the standard of education and co-curricular activities.

4.3 To support the college in producing country-loving, faithful, and useful citizens in the country.

4.4 To afford and support the guidance and encouragement of the younger generation in Zahira College, Mawanella to be self-motivated and self-sufficient.

4.5 To foster and preserve the bonds of unity and harmony within its members as well as its other affiliated Associations.

4.6 To make recommendations and/or to actively take part in the making of a better management and administration system in the College.

4.7 To facilitate and engage in the development of infrastructure and other related resources to enhance Curricular and Co-curricular activities.

4.8 To create a Trust Fund to maintain a healthy financial inflow to fund the college in any of the activities referred to herein.

4.9 To foster and maintain healthy relationships with other Schools and Associations to engage or facilitate the activities of the OBA-ZCM.

5. Membership

- 5.1 Membership shall consist of and include all members of the Association whose names now appear in the 'Register of Members'.
- 5.2 The term 'Members' shall be used to refer to 'Ordinary,' 'Life' & 'Honorary' Members.
- 5.3 The 'Register of Members' shall include names of 'Ordinary,' 'Life' and 'Honorary' Members in separate columns.
- 5.4 Eligibility for Ordinary Membership and Enrollment to Membership:
- a. All Old Boys of Zahira College, Mawanella, who have been students for a day and above.
 - b. All Old Boys of Zahira College, Mawanella, who have completed and handed over the stipulated application form for membership registration to the General Secretary, whose application has been approved by the Executive Committee (explained in Section 8 and hereinafter referred to as 'Exco') and payment for the membership registration has been effected.
 - c. Such application for 'Ordinary Membership' shall be proposed and seconded by two Members of the Association.
 - d. Under fulfillment of the above requirements and such enrollment, the General Secretary shall enter the name of such Member in the Register of Members and thereupon notify such Member of the same within 10 days from the date of such enrollment.
- 5.5 Eligibility for 'Honorary' Membership
- a. From among 'Ordinary' Members, who have rendered distinguished and/or outstanding and/or yeoman services to college as well as to the Association shall be considered for the 'Honorary Membership.'
 - b. Any 'Ordinary Member' who fulfills the basic criteria stipulated in the Guide for 'Honorary Membership Application' as per the above (5.5.a) broader description shall apply for the 'Honorary Membership.'
 - c. The suitability for 'Honorary Membership' shall be evaluated and the decision to award or defer will be made by the Executive Committee.
 - d. Honorary Membership medals will be awarded at the Annual General Meeting (hereinafter referred to as 'AGM') upon recommendations of the Executive Committee to such Honorary Members.
- 5.6 Membership Fee
- a. The Membership Registration fee (payable at the time of the Enrollment to Membership) for 'Ordinary Membership' is Sri Lankan Rupees 800.00 (Eight Hundred only) and shall be reviewed periodically.
 - b. The Annual Subscription Fee payable on or before February 15 of every year for 'Ordinary Membership' is Sri Lankan Rupees 2,400.00 (Two Thousand Four Hundred only) and shall be reviewed periodically.
 - c. Any Member who fails to pay the Annual Subscription Fee for two consecutive years shall forfeit all membership privileges.

- d. For a member to cast his vote in the event of an election for the election of office bearers, the Member should have paid his dues before the Annual General Meetings.
- e. The Fee for Life Membership can be applied upon becoming an active 'Ordinary' Member, payable upon awarding of 'Life Membership' at the Annual General Meeting, which is a one-time payment, is Sri Lankan Rupees 30,000.00 (Thirty Thousand only) and shall be reviewed periodically.
- f. The number of Life Memberships will depend on the situation and can be awarded as per the request and upon the payment of the Life Membership fee.
- g. These said registration, subscription, and one-time fee may, from time to time, be varied as adopted at Annual General Meetings.
- h. The Membership Registration and Annual Subscription Fees are non-transferable or refundable.

5.7 Cessation of Membership

- a. An ordinary member shall be deemed ceased of his membership at the moment one fails to pay his annual subscription fee every year as it falls due.
- b. An ordinary member/life member must be subjected to a disciplinary review before cessation/termination of his membership should there be a complaint or an act that amounts to gross disloyalty/disregard to the College or the reputation of the College. No 'Ordinary' or 'Life' member shall be deemed to have terminated or ceded his membership until and unless a fair hearing in such disciplinary review is awarded to the committee comprising of the President, Secretary, Treasurer, and two other ordinary members of the Executive Committee nominated by the Secretary and 3 out of the 5 agreeing to the termination of such membership. Such termination if any, shall be announced by the Secretary and seconded in each of the Annual General Meetings apart from the proposition and seconding of the Secretary's Report.
- c. An Honorary Member shall be deemed to have ceased office either by way of resignation or when the Executive Committee is
- d. satisfied that the said member was in express non-participation in any of the affairs of the ZCM-OBA activities for at least 5 (five) years. Any termination as such shall be made in the same process as in 5.7.b and shall have better scrutiny before removing such life members.
- e. Nothing herein referred to shall prevent any member who had ceded, resigned or has been terminated of his membership to be reinstated in his older registration and/or freshly registered into the registry as an ordinary or life member once again. Provided, however, that no Life Member shall automatically qualify immediately to be reinstated once again as a Life Member in his earlier Life Membership until he satisfies the Exco as to the requirements in 5.5.

6. Office Bearers and Executive Committee Members

- i. All affairs of the Association shall be managed by a Seventeen (17) member Executive Committee (ExCo) consisting of the following Six (06) Office Bearers (as denoted by numbers “a) to f)”) and Eleven (11) Executive Committee Members and shall be composed of:
 - a) Honorable President, who shall be *ex officio*, the Principal of the College
 - b) Honorary Vice President
 - c) Honorary General Secretary
 - d) Honorary Treasurer
 - e) Honorary Assistant Secretary
 - f) Honorary Assistant Treasurer
 - g) Eleven (11) Honorary Executive Committee Members
- ii. Every ExCo shall be elected and hold office for a term not exceeding two (2) calendar years after such election and can stand to be re-elected in the AGM once.
- iii. Upon the election as Office Bearers, the Principal, who is the President of ZCM-OBA, shall grant a Letter of Appointment as the ExCo Member to each of the elected Members. Similarly, upon the successful completion of a term of office, the Principal shall grant a Letter of Appreciation to acknowledge the voluntary service rendered by the said member.
- iv. Any ExCo member who is absent without notice for three (3) consecutive Executive Committee Meetings shall *ipso facto* instantly cease to hold office and shall be deemed ineligible to hold office and/or be nominated to hold office in the ExCo for the immediate next term (of 2 years) of office of the new ExCo.
- v. Any office in the ExCo or the Committee Member that falls vacant at the cessation and/or resignation of any member shall be filled by the selection of a new and/or existing member in the ExCo by the ExCo in a formal meeting as set out herein within 15 days of such cessation and/or resignation.
- vi. Each ExCo shall form a ‘Nomination Committee’ with the participation of the ExCo members and shall govern the election of office bearers.
- vii. No Member shall cast their nominations to be elected to the ExCo either on his own or through any other member, and no Member shall be eligible to cast nominations or to be elected to the ExCo unless they fulfill the following eligibility criteria:
 - a) No Member who has not fulfilled 2 years of studies in Zahira College-Mawanella shall be eligible to cast nominations or to be elected for any position as an Office Bearer;
 - b) No Member who is a registered member of a political party or an active politician in any elected office shall be eligible to cast nominations or to be elected for any position as an Office Bearer;

- c) No Member who is not a degree holder or who does not hold a recognized professional qualification shall be eligible to cast nominations or to be elected as Office Bearer;
- d) Provided however that if such member holds extraordinary public repute and/or has provided exceptional services to Zahira College while fulfilling all other requirements in the eligibility criteria (6 ii, 6 iv, 6 vii a to j), such member may stand eligible to cast nominations and/or to be elected as Office Bearer if such nomination is ratified by the General Membership in the ExCo before conducting the election for the position that such member has been nominated for;
- e) No member who is not a registered member of the ZCM-OBA for a minimum of 6 years, shall be eligible to cast nominations or to be elected as Office Bearer; AND
- f) No member who is not a registered member and/or does not hold a valid membership out of the said 6 years for at least 3 years immediately preceding the said nomination or election shall be eligible to cast nominations or to be elected as Office Bearers;
- g) No member who is not a qualified Accountant or partially qualified Accountant who at the time of casting nominations dispenses duties as an Accountant in a reputed organization shall be eligible to cast nominations or to be elected as Treasurer and/or Assistant Treasurer;
- h) No member who has not been a student at Zahira College-Mawanella and who has not been a registered member of the ZCM-OBA for at least 2 years in the past 5 years immediately preceding such nomination and/or election shall be eligible to cast nominations or to be elected as Executive Committee Member;
- i) Any member who fulfills the above criteria shall be *prima facie* deemed instantly eligible to cast nominations and/or to be elected to the ExCo without the need for any other qualification tests, provided however, any member who has later been found to be ineligible and/or has been found to have not fulfilled the required criteria as at the time of election after being elected to office, such member shall immediately cease to hold office and measures must be taken by the ExCo for the position to be filled as per 6(iv);
- j) No member who is qualified to be nominated by any other member shall be nominated for more than one position, and if he is nominated so, all his nomination papers shall instantly stand invalid.

7. Annual General Meeting

- i. It shall be the duty of the sitting ExCo to call for the Annual General Meeting (AGM) in March or April, of every calendar year.
- ii. Measures must be taken by the sitting ExCo to elect a new Executive Committee at the Second AGM by the General Membership who are present at the said Meeting.
- iii. Notice of the AGM shall be given by the General Secretary to the entire membership, at least fourteen (14) days prior to the date of the meeting in any manner approved by the ExCo.
- iv. Notice of any motion, resolution, or any other matter/business to be brought before or transacted at the AGM shall be submitted in writing to the General Secretary at least seven (07) days prior to the date of such meeting. The Executive Committee shall prepare all such motions and/or matters in question and/or any other business in view of the priority of each aspect to be tabled and discussed at the AGM.
- v. The quorum at the AGM shall be Fifty (50) members (or as determined by the ExCo and ratified by the general membership in the AGM conducted in the immediate previous year) who are eligible to be present and entitled to vote at the said Meeting, to consider the commencement of the said AGM.
- vi. The General Secretary must submit the Minutes of the previous AGM and must get it adopted by the General Body.
- vii. The General Secretary must submit the Annual Report at every AGM consisting of all important aspects, decisions, tasks, and work conducted by the ZCM-OBA in the immediately preceding calendar year commencing from the starting point of the last AGM, as approved by the Executive Committee. Such report shall include the number of Old Boys on the roll and the names of the members enrolled during the immediately preceding 12 months. The said report shall be proposed and seconded to have been in order. In the event of any proposition for amendments, the report shall be proposed and seconded to have been in order subject to such amendments and such amendments shall be reflected in the Annual report in the immediate subsequent year.
- viii. A detailed Statement of Accounts, including a Balance Sheet for the preceding calendar year, duly audited by the Auditors appointed by the general membership at the previous AGM, and approved by the Executive Committee shall be presented by the Treasurer for adoption at the AGM.
- ix. All motions, matters in question, and/or any other business must be resolved and adopted by a simple majority of the membership at the same AGM and shall be deemed approved and valid after such resolution or adoption.

8. Special General Meeting

- i. A Special General Meeting may be summoned by the President or General Secretary, in consultation with the Executive Committee to transact any special business and/or; in pursuance of a written requisition signed by not less than Fifty (50) Members of the Association and addressed to the General Secretary, who shall forthwith act on such requisition and summon such meeting *with the approval of the Executive Committee*.
- ii. Any such requisition shall specify the nature of the business for which the meeting is summoned and no other business shall be transacted at such meeting.
- iii. The Special or Extra General Meeting shall be held within three weeks of such request made by the Members *and as approved by the Executive Committee*.
- iv. At least seven (07) days prior notice in writing of such Special or Extra General Meeting shall be given to the Members by the General Secretary.
- v. The quorum at the Special or Extra General Meeting shall be *Eighty* (80) Members who are eligible to be present and entitled to vote at the said Meeting, to consider the commencement of the said Meeting.

9. Election Procedure

- i. Every position except the post of President of the OBA-ZCM shall be elected by way of secret ballot in an AGM;
- ii. Nomination for election of Office Bearers and the Members of the Executive Committee shall be made as set in the following manner subject to the eligibility requirements as set in Article 6 (v):
 - a. Any Member desiring to stand for election to the Executive Committee as an Office Bearer of the Association shall give Notice of the same to the General Secretary Seven (07) clear days before the Annual General Meeting.
 - b. Only those members who have paid their membership fees including the current year and settled all other dues if any, at the time of submitting nominations to the AGM shall be deemed eligible to be nominated.
 - c. Any member willing to submit his nomination shall complete or cause to complete the application form obtained from the General Secretary, which contains the names and signatures of the Proposer and Seconder as well as the written consent of such Member desiring to submit such nomination.
 - d. Notwithstanding to the contrary of anything contained herein, no member is allowed to submit nominations for both General Secretary and Treasurer Positions in one and the same election. In the event of such nominations being cast, both such nominations shall be considered *ex-facie* invalid.

- e. Upon the reception of the nominations for the above posts, the Executive Committee shall evaluate the suitability and eligibility of each nominee in par with the provisions set herein and shall hand over the names of nominees with its recommendations to the President 3 days prior to the AGM.
 - f. The President shall have the sole authority to strike down or disqualify any *ex facie* ineligible nominees as per the provisions set herein and such names of the nominees who were struck down or disqualified shall be announced at the AGM before the commencement of the election of office bearers with reasons for such striking down or disqualification.
 - g. Successful nominations shall be announced in the AGM prior to the commencement of the elections of the new ExCo by the President.
- iii. The President being the perpetuating *ex officio* member of the ExCo shall act as the presiding officer of the election of the ExCo in an AGM.
 - iv. If there is more than one eligible candidate for the same office in the ExCo, all measures must be taken by the President to bring consensus between both candidates. If no consensus is possible, the President shall announce a secret ballot for such positions.
 - v. Members who have paid membership fees including the current year and settled all other dues if any one week prior to the AGM will become eligible to vote in the election.
 - vi. In the event of nominations not being received from eligible candidates to be elected at the AGM under the above Rules, the President shall, in consultation with the Executive Committee, ask the members who are present at the AGM to propose and second the names of other members (subject to the eligibility requirements set out herein) to be an Office Bearer or an Executive Committee Member.
 - vii. Any member who has served in the ExCo for two (2) consecutive terms shall *ex facie* be deemed ineligible to be nominated for the immediate next term, after the adoption of this constitution, and can only be nominated or elected to the ExCo after a cooling off period of at least one (1) term.
 - viii. One (1) member from the current ExCo shall be nominated by the outgoing ExCo to maintain the smooth operation of the functions of the ZCM-OBA and such nominations shall be ratified by the general membership in the AGM.
 - ix. Any nominated candidate for any position who fails to present himself on the day of the AGM and does not participate in the full extent of the AGM shall be deemed to have withdrawn from his nomination due to no-show unless otherwise he is presented by an alternative through a Power of Attorney.

10. Power, Authority, Duties, and Obligations of the Executive Committee

- i. The ExCo shall hold the authority to exercise all powers pertaining to the ZCM-OBA including representing the ZCM-OBA in all fora, making decisions, and to function in all capacities that may be deemed necessary for the functioning of ZCM-OBA.

- ii. All members of the ExCo shall have the power to cast one vote each and All motions, resolutions, or any other matter/business (including annual budgets, expenses related to projects/activities, accepting or rejecting new memberships) shall be approved by the simple majority of the quorum of the Executive Committee Meetings.
- iii. In the event of a deadlock at any meeting, the President or acting chairman of the said meeting shall have a casting vote to determine the vote.
- iv. No proxies or proxy votes shall be allowed in place of an ExCo Member.
- v. All motions, resolutions or any other matter/business passed in accordance with this Constitution by the Executive Committee shall be deemed to become effective from the date of such a decision being passed unless otherwise specifically stated.
- vi. The Executive Committee shall have the right to appoint 'Sub Committees' and 'Working Committees' under its direct supervision and control to carry out and/or execute special projects and time-bound tasks; with a Member of the Executive Committee being the Chairman of such Sub Committee. However, such Sub Committees would be answerable and/or accountable to the Executive Committee; which in turn would be answerable and/or accountable to the General Membership of the Association.
- vii. The Executive Committee shall have the power to dismiss or take disciplinary action against any member who brings disrepute to the Association by way of a two-thirds majority of the quorum of the Executive Committee Meetings.
- viii. The Executive Committee shall have the power to formulate bylaws, rules, regulations, and management procedures, for which no express provision has been made in this Constitution, from time to time to develop a complete system to govern the functions of the Association. Such bylaws, rules, regulations, and management procedures shall not supersede, suppress, or discredit expressly or impliedly any provisions set out herein and/or in any way undermine the perceived supreme tenets expected of this Constitution.
- ix. It is mandatory that all Selected Office Bearers and the Members of the Executive Committee shall contribute an amount not less than Rupees One Thousand (Rs. 1,000.00) per month during the term of office. However, the Executive Committee is vested with the discretion of waiving this monthly amount on account of exceptional situations.

11. Duties and Obligations of the Office Bearers

- i. The General Secretary
 - a. shall be duty bound to maintain a due and proper Membership Register, Minute Books recording the proceeding of all Executive Committee Meetings as well as General and Special Meetings of the Association and to have custody of all papers relating to the affairs of the Association.
 - b. shall be duty bound to call for all meetings including the Annual General Meeting, Special General Meeting, and Executive Committee Meetings, and/or any other special Meeting pertinent to the affairs of the Association.

- c. shall be responsible, with the assistance of the Assistant Secretary and such other competent staff members, to maintain and/or operate 'OBA Secretariat.'
 - d. shall also be duty bound to play an active role in following up and ensuring that the decisions taken at the Executive Committee Meetings are implemented with proper coordination and liaison with other Executive Committee Members.
 - e. Shall be responsible for maintaining records of everything about the ZCM-OBA and shall remain the custodian of all records till the completion or cessation of his tenure.
 - f. As per the ExCo decisions, shall represent ZCM-OBA at situations and events and be the face of the ZCM-OBA.
- ii. The Vice President
- a. shall act as the 'Acting President' and carry out the duties of the President during the temporary absence of the President.
 - b. shall lead the Executive Committee Meetings during the temporary absence of the President.
 - c. shall fulfill any other duties as assigned by the President and the Executive Committee, including leading Sub Committees and other delegations/groups.
- iii. The Treasurer
- a. shall be duty bound to maintain and/or keep Books of Accounts, files, receipts, payment vouchers, and other essential documents and records pertaining to the Income and Expenditure, Funds and Assets of the Association with the assistance of the Assistant Treasurer and such other competent staff members of the 'OBA Secretariat.'
 - b. shall report monthly, regularly, and as and when deemed necessary to the Executive Committee about the financial status and position of the Association.
 - c. shall also, with the approval of the Executive Committee, invest/ deposit the excess funds of the Association in a manner that would yield the best returns for the Association.
 - d. shall be responsible for collecting monthly subscriptions and coordinating and follow-up for other revenue collections from the Members of the Association.
 - e. shall maintain inventory, all necessary documents, records, and whereabouts of assets and properties of the Association.
 - f. Shall keep a record of all financial transactions.
 - g. shall prepare monthly and annual financial statements of the Association.
 - h. Shall have the authority to make cheque payments up to Rs. 10,000 between two ExCo meetings.
 - i. For payments exceeding Rs. 10,000, the Treasurer must seek the approval of the ExCo.
 - j. shall prepare receipts, payment vouchers, and journal vouchers accordingly.
 - k. shall coordinate with the External Auditor to facilitate the audit of the accounts of the Association.
- iv. Members of the Executive Committee
- a. Shall be those who constitute the quorum in its meetings.
 - b. shall always be mindful to represent the Members of the Association, for whom

- they are being appointed.
- c. shall contribute to the collective decision-making process of the Executive Committee.
 - d. shall help the President, Secretary, and Treasurer of the Association in fulfilling their roles.
 - e. Shall lead and/or contribute to Sub Committees or any other special committees appointed by the ExCo.
 - f. should ensure regular attendance to Meetings and other events of the Executive Committee.

12. Management and Meetings of the Executive Committee

- a. The management of the affairs of the Association shall be conducted by the ExCo which shall meet regularly and periodically for their activities, adjourn, and otherwise regulate its meeting as it thinks fit.
- b. Regular Executive Committee Meetings shall be conducted at least once every month, convened by the General Secretary with at least five days' notice given in advance to all Executive Committee Members.
- c. The Quorum for a Meeting of the Executive Committee shall be **09 Members**.
- d. An urgent and/or special meeting may be convened on the request of any 2 members of the Office Bearers or any 4 members of the ExCo. Any urgent and/or Special ExCo Meeting as such shall be convened by the General Secretary with three days' notice given in advance to all Executive Committee Members.
- e. Minutes of the previous meeting must be read out during the meeting and be adopted as true and correct before moving on the agenda with any other business.
- f. Any member with a valid reason shall be excused from meetings by the ExCo, provided that appropriate notice must be given of such request for excuse. Any member who fails to give notice of such request shall be deemed absent without proper cause.
- g. Members of the Executive Committee shall strictly maintain confidentiality of all matters discussed at the Executive Committee Meetings.
- h. Minutes of the meetings of the Executive Committee of the Association shall be finalized in an easily accessible form and be held available for the Members of the Executive Committee. If a written request is made, the same minutes shall be made available to the Members of the Association and the Auditors.

13. Holding a Bank Account in the Association's name

- a. The Executive Committee of the Association shall maintain a minimum of one (01) Bank Account in its favor in any of the licensed banks in Sri Lanka.
- b. Any existing accounts must be maintained until and unless a decision is taken by a two-thirds majority of ExCo to close down such an account.
- c. Three members including the Treasurer shall be nominated by the ExCo with a two-third majority in its first ExCo meeting after their election as office bearers to be the official signatories for the accounts and transactions relating to the bank.

- d. Alternative two signatories including that of the Treasurer, Secretary, and Vice President shall suffice for the purposes of transactions with the bank and arrangements must be made with the bank to effect the same.
- e. All transactions with the bank shall be made only with the signatures of the two authorized signatories and no such transaction shall be effected without the prior approval of funds by the ExCo.

14. Fund and Financial Management of the Association

- a. The ExCo shall remain the upper custodian of all funds and all matters relating to the finances of the ZCM-OBA.
- b. The ExCo shall have the power to hold, maintain, raise when necessary, and dispose of funds when in need.
- c. The ExCo shall sustain and maintain itself through its independent funds.
- d. The ExCo can resort to the following among other means to raise funds for itself:
 - i. Membership Fee, Annual Subscription Fee, and donations by the Members;
 - ii. Donations received from the individuals, Sri Lankan, and foreign Organizations, in cash or kind;
 - iii. Earnings or savings by implementing projects/events;
 - iv. Surpluses after implementing appropriate and profit-oriented Income Generation Activities;
 - v. Profits earned from the fixed and current assets of the Association;
 - vi. From any legal services, sources, and legal means.
- e. The financial year of the Association shall be from 01 January to 31 December. The Executive Committee shall decide and adopt a budget and operational plan including Fund Raising Projects, for each financial year.
- f. The Executive Committee shall organize such fund-raising events and projects to strengthen its funds to meet the annual budget of the Association or for any other requirement deemed necessary.
- g. All financial transactions shall be undertaken by the Association, following the legally and ethically accepted norms.
- h. The Treasurer shall free-hold a sum not exceeding Rs. 50,000/- in cash for any emergency/urgent expenses. Any additional sum collected, withdrawn, or otherwise possessed by any ExCo Member that belongs to the ZCM-OBA shall immediately hand it over to the Treasurer who shall forthwith deposit the same and keep a record of it.
- i. All other functions relating to the fund of the Association shall be followed in accordance with the 'Management Procedure' of this Association.
- j. The Executive Committee shall be collectively responsible for acquiring, collecting, managing, investing, and/or safeguarding the assets of the OBA.
- k. The ExCo shall ensure the most appropriate, ethical, and accepted manner and practice in utilizing the funds of the ZCM-OBA.

- l. Audited accounts of each financial year through a qualified external auditor appointed at the AGM of each term of office of the ExCo shall be maintained and audited financial reports of each year shall be presented at the AGM for the general membership for adoption.
- m. The External Auditor shall be a reputed and registered auditing firm within the vicinity of the College and shall periodically give advice, technical assistance, and means for proper management, disposal, and maintenance of funds of the ZCM-OBA.

15. Branches or Affiliated Bodies

- a. As per the Circular (No. 27 of 1964) dated 1964.11.20 and the Revised Circular Letter dated 1995.06.21 by the Ministry of Education, on Old Boys Association, there shall not be any other Body other than the 'Old Boys Association' of a College with its leader termed as the 'President.'
- b. Upon consideration of the same and upon the adoption of this Constitution, there shall only be one Old Boys Association of Zahira College, Mawanella, which is the one and only Association formed by virtue of this Constitution.
- c. However, the ExCo can decide to facilitate forming affiliated bodies through an 'Affiliate Body Formation and Relationship Guide' under its full jurisdiction and under the power and authority of its ExCo. Such affiliated bodies shall report to the ExCo in terms of activities and finance on an annual basis. ExCo has the authority to dissolve such bodies at its own discretion for any matter that violates this constitution or upon sufficient proof that this body has an act that amounts to gross disloyalty/disregard to the ZCM-OBA or the College or the reputation of the ZCM-OBA or the College.
- d. This constitution allows the formation of a Junior OBA, OBA foreign branches, and other affiliates based on expert/interest areas.

16. Amendments to the Constitution

- a. The Constitution of the Association shall not be altered, amended, repealed, or added except at the Annual or Special General Meeting.
- b. No amendment to the constitution shall be effected unless without the two-thirds (2/3) majority of the general membership including that of the Members of the ExCo in an AGM.
- c. Amendments so made shall become effected as part of the Constitution immediately or on a date specified in the amendment.

17. This Constitution to Reign Supreme

- a. All aspects and decisions taken relating to ZCM-OBA shall root from and be in accordance with the provisions set out herein and no decisions, resolutions or activities shall be conducted in contravention to the provision set out herein.

- b. Further, all previous Constitutions, rules, and regulations formulated prior to the adoption of this Constitution, shall stand nugatory and shall have no force or avail so far in relation to the matters of ZCM-OBA are concerned once this Constitution is adopted.
- c. Provided however, it shall be lawful for any rules, regulations, or bylaws that existed prior to the adoption of this constitution that are not in contravention to the provisions set out herein to remain in force or be adopted to remain in force.

18. Effective Date of this Constitution

This constitution shall come into effect at the very moment it is ratified and adopted by a two-thirds (2/3) majority of the general membership present at an AGM or SGM and shall remain in force from such date.