

CONSTITUTION OF THE POSTGRADUATE INSTITUTE OF MEDICINE OF SRI LANKA ALUMI ASSOCIATION (PGIMAA)

ARTICLE I: NAME

The name of the Association shall be the " Postgraduate Institute of Medicine Alumni Association", hereinafter referred to as "the Association".

ARTICLE II: OBJECTIVES

The objectives of the Association shall be as follows:

1. to encourage, foster and promote close relations between the PGIM and its alumni and among the alumni themselves,
2. to promote, in the alumni body, an interest in the affairs and well-being of the PGIM,
3. to provide and disseminate information regarding the PGIM, its graduates, and to the alumni,
4. to ensure that programs are initiated and developed for the benefit of the alumni,
5. to assist and support the efforts of the PGIM in obtaining funds for development,
6. to serve as a medium through which alumni may support and advance the pursuit of academic excellence at the PGIM,
7. to guide and assist alumni who have recently completed their courses of study or needs foreign training attachments obtain employment and to engage in productive pursuits useful to society ,
8. to pursue any other objectives consistent with the above aims and objectives of the Association.

ARTICLE III: PATRONS

The Chancellor of the University of Colombo shall be the Patron

Vice-Patrons of the Association shall be the Vice Chancellor of the University of Colombo and, Past Directors of the PGIM.

ARTICLE IV: MEMBERSHIP

1. Membership shall consist of three categories:
 - a) Full Members
 - b) Associate Members
 - c) Honorary Members
2. Eligibility Criteria:

2.1 Full Membership

- a) any person who is holding a Certificate, Diploma, M Sc, Masters or Doctorate from the PGIM Sri Lanka and is a graduate of a University whose degree is registrable or registered at the SLMC and has obtained this postgraduate qualification at the PGIM .

2.2 Associate Membership

- a) any past student of the PGIM who completed at least one year of study but who is not a graduate of the PGIM
or
 - b) any graduate of any recognized university and who is or has been for at least for one full year a member of the academic or administrative or non-academic staff of the PGIM
or
 - c) any person who is or has been a Chancellor , or Vice Chancellor of a Sri Lankan University with a Faculty of Medicine or Dental Sciences
or
 - d) any person who is or has been a member of the University Court or the University Council in a Sri Lankan University with a Medical or Dental Faculty
- shall be eligible to apply for associate membership of the Association.

2.3 Honorary Membership

- (a) Any person who is not eligible for full or associate membership but has rendered distinguished service to the PGIM and/or to the Association
or
- (b) Any person who has been conferred a degree honoris causa by the University shall be eligible for honorary membership of the Association.

3. There will be two types of full membership and associate membership: life members and ordinary members.

4. Admission to Membership:

4.1 Full Membership and Associate Membership'

- (i) An application should be made to the Association on the prescribed form and
- (ii) The membership fee prescribed in the by-laws should be paid.

4.2 Honorary Membership

Nomination by the Executive Committee of the Association .

5. Cessation of Membership may occur due to:

- (a) Death,
- (b) Resignation,
- (c) Non-payment of subscription for a continuous period of two years,
- (d) Expulsion as defined in the by-laws.

6. Rights of Members:

- 6.1** All members who have been enrolled as full members of the Association and who have paid the prescribed membership fees for the year shall have the right to:
- (a) Receive all communications *from* the General Secretary,
 - (b) Vote,

- (c) Propose and second the candidature of another member,
- (d) Hold office in the Association.

6.2 All members who have been enrolled as associate members and have paid the prescribed membership fees for the year as well as all honorary members shall receive all communications from the General Secretary.

ARTICLE V: COMMITTEE OFFICE BEARERS AND THE EXECUTIVE

1. The Office bearers of the Association shall be the following:

- (a) The President
- (b) Five Vice-Presidents
- (c) Ex-officio Vice-Presidents - the Chairman of each Alumni Club or Country Chapter or Regional Chapter shall be a Vice-President ex-officio
- (d) General Secretary
- (e) Two Assistant Secretaries
- (f) The Treasurer
- (g) The Assistant Treasurer.

2. The responsibility for the management of the affairs of the Association and the powers necessary to discharge such responsibility be vested in the Executive Committee. The powers of the Executive Committee shall include the power to pass by-laws in addition to those presently in force and are appended hereto.

The Executive Committee of the Association shall consist of the following persons:

- (a) The Office-bearers of the Association
- (b) The immediate past-President of the Association
- (c) Five members elected at the Annual General Meeting
- (d) A maximum of twelve other persons appointed to represent different fields of study in the University and different fields of activities of the Association
- (e) Three representatives from each of the Alumni Clubs, Country Chapter or Regional Chapters and their Alumni Associations formed under the provision of Article VII of this Constitution.

3. The Office-bearers of the Association and five Executive Committee members shall be elected at an annual general meeting and shall hold office for a period of one year. The Office-bearers and the five Executive Committee members shall be eligible for re-election.

4. The Executive Committee shall, at its first meeting, elect a maximum of twelve persons from among the members of the Association to represent different fields of study in the University and different fields of activities of the Association.

5. Election of Office-bearers and five executive committee members shall be conducted as defined in the by-laws.

6. The Executive Committee shall meet at least six times a year. The quorum at a meeting of the Executive

Committee shall be one third of its total membership.

ARTICLE VI: COMMITTEES

1. There shall be Standing Committees on:
 - a. PGIM Development
 - b. Student Welfare
 - c. Finance
 - d. Public Relations & Alumni Welfare
 - e. Continuing Education & Extension Education
 - f. Alumni Clubs, Chapter Affairs & Reunions
 - g. Elections & Constitutional Matters.
2. The Executive Committee may, in addition to the above mentioned Committees, appoint any other committee for a specific purpose.
3. Each of the Standing Committees shall be nominated by the Executive Committee for a period of one year.
4. Each standing Committee shall consist of a minimum of five members, of whom; one shall be a member of the Executive Committee.
5. The Standing Committees on PGIM Development, Student Welfare, Finance, Public Relations & Alumni Welfare and Continuing Education & Extension Education shall be chaired by a Vice-President. The other committees may elect their own Chairmen.
6. The General Secretary or one of the Assistant Secretaries or any other member nominated by the General Secretary shall function as the Secretary of each Standing Committee.
7. The General Secretary shall be a member of the Standing Committee on Elections and Constitutional Matters.
8. The Treasurer shall be a member of the Standing Committee on Finance.
9. The Alumni Clubs, Country and Regional Chapters can operate on similar lines as the main committee and keep the main body informed of their Affairs, and table Annual reports and Financial Statements.(See ARTICLE VII)

ARTICLE VII: ALUMNI CLUBS, COUNTRY AND REGIONAL CHAPTERS

1. Alumni Clubs, Country and Regional Chapters Alumni Associations may be formed with the concurrence of the Executive Committee, as provided for in the By-laws framed under this Constitution.
2. All activities of the Alumni Clubs or Country and Regional Chapters Alumni Associations may be coordinated by the Association. The Chairmen or the Secretaries of the Alumni Clubs or Regional Chapters Alumni Associations formed with the concurrence of the Executive Committee shall submit Annual Reports and Financial to the Association for consideration.

3. 25% of the membership fees/profits of functions collected by any Alumni Club/Country/Regional Chapter Alumni Association formed with the concurrence of the Executive Committee shall be remitted to the account of the Association.

ARTICLE VIII: MEETINGS

1. The annual general meeting of the Association shall be held every year, before the end of March of the year succeeding the fiscal year, at a time and place determined by the Executive Committee.
2. A special meeting of the Association shall be convened by the General Secretary of the Association at the written request of not less than fifteen full members or at the request of the Executive Committee.
3. A general meeting shall be convened by the General Secretary of the Association at the request of the Executive Committee.
4. The quorum at a special or general meeting of the Association shall be thirty or 1/10 of the full members eligible to vote, whichever is less.
5. No decision of the Association, the Executive Committee or any other Committee of the Association shall be invalidated by reason only of the existence of a vacancy among its members.

ARTICLE IX: LEGAL & FINANCIAL MATTERS

1. The Executive Committee may authorize any officer or officers, agent or agents of the Association, to enter into any contract and execute and deliver any instrument in the name of and on behalf of the Association.
2. All funds of the Association shall be deposited to the credit of the Association in such banks and/or other institutions in current accounts and/or savings accounts and/or deposits, as the Executive Committee may decide, from time to time.
3. All cheques, drafts, orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Association shall be signed by the President or the General Secretary or one of the Vice Presidents authorized by the Executive Committee and the Treasurer and in his/her absence, the Assistant Treasurer.
4. the Executive Committee may accept, on behalf of the Association, any gifts for any general or special purpose of the Association. A written receipt shall be issued by the Treasurer and the receipt of such gift/s shall be minuted at the next Executive Committee meeting.
5. A special fund, to be known as the PGIMAA Endowment Fund, shall be established and maintained by the Association.
 - (a) All pecuniary or monetary gifts made to the Association,
 - (b) such other funds as the Executive Committee may from time to time direct shall be deposited in the Endowment Fund.

Expenditure from sources other than the Endowment Fund may be made by the Executive Committee

ARTICLE X: FISCAL YEAR

1. The fiscal year of the Association shall be from the first of January to the thirty first of December.
2. The annual accounts of the Association shall be audited at the end of the fiscal year by a registered firm of Chartered Accountants appointed at the Annual General Meeting.

ARTICLE XI: SEAL

1. The seal of the Association shall be the seal depicted in Schedule 1.
2. The Seal of the Association shall not be affixed to any document except by the General Secretary, in the presence of the President or anyone of the Vice-Presidents of the Association.
3. The seal shall be kept in the custody of the General Secretary

ARTICLE XII: BY LAWS

1. The By-laws which are annexed to the Constitution as Appendices to read as the By-law No.1, No.2 etc, of the Association.
2. The Executive Committee may, with the approval of the two-thirds of the full members present, amend, modify, repeal or add to, any of the By-laws.

ARTICLE XIII: AMENDMENTS

Any amendments to the Constitution shall require the approval of at least two thirds of the full membership present at the Annual General Meeting or a General Meeting or a Special Meeting, provided however, that the notice of such amendments shall be given to each full member of the Association at least two weeks in advance.

APPENDIX A

By Law No.1 of 1987: 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 for the functions of one of the Standing Committees of the Association.
3. 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 register of the Association.

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 programmes 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 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 PGIM Development shall, from time to time, formulate short-term and long-term proposals for the overall development of the PGIM. The Committee may suggest ways and means of obtaining financial assistance and co-operation to implement such proposals.

8. The Committee on Student Welfare shall promote relations between the alumni and the students of the University. It shall, from time to time, inquire into and report on student welfare services within the University and formulate proposals for their improvement. The Committee shall also be responsible for effective links between prospective employers and PGIM 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 programmes of the Association.
10. The Committee on Public Relations and Alumni Welfare shall promote better relations between the University, 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 PGIM, on continuing education & extension education for the alumni and shall promote understanding among the alumni and University 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 PGIM employees and interested members of the community.
12. The Committee on Alumni Clubs, Chapters and Reunions 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 reunions and other related matters.
13. The Committee on Elections and Constitutional Matters shall be In charge of recommending proceedings for the conduct of elections and shall advise on the interpretation, the modification or amendment of the constitution and of the by-laws. It shall also recommend any constitutional and procedural matters, when so requested and report to the Special/General meeting.
14. The registration fee for new members shall be Rs.300/=the founder members, however, shall be exempt from such registration fees. The annual subscription for ordinary membership shall be:
Full Member- Rs. 1000
Associate Member- Rs. 500/-

A member who pays Rs. 3000/= shall become a life member. viz. Full Life Member.
15. The number of honorary members shall not exceed 100..
16. The first election of the Executive Committee of the Association shall be held at the inaugural meeting of the Association and nomination to all posts shall be accepted at the meeting.
17. Procedure for electing Office-bearers and five Executive Committee Members:
 - 17.1 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.
 - 17.2 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

17.3 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 parent body of the Association if their subscriptions are not in arrears. -

17.4 in case of a vacancy occurring 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

By Law No.2 of 1994: Disciplinary Action & Complaints Procedure

1. Complaints against members, individually or collectively, in respect of acts considered to be in breach of the standards of behavior which can be reasonably expected of a member of the Association, shall be addressed to the Executive Committee and submitted to the General Secretary.

2. The complaint must:

- a) be in writing and be signed by the complainant/s
- b) describe, in adequate detail, the act or behavior complained of and explain why it warrants disciplinary action;
- c) be submitted, in duplicate, within two weeks of commission of the alleged breach of discipline, in person or by registered post, together with:
 - i. copies of all supporting evidence (if applicable)
 - ii. a list of witnesses (if any)

3. On receipt of any such complaint, the General Secretary shall, 'Within 7 days, inform the President (in the first instance) and all the Vice-Presidents, verbally and follow up by sending copies of the complaint letter and supporting documents (if any).

4. The President and Vice-Presidents shall meet or communicate with each other on the subject and shall, within two weeks of receipt of the complaint, decide on their course of action. If they are unanimously of the view that the complaint is trivial, frivolous, or mala fide, and deserves to be disregarded, they shall state their views to the General Secretary and direct him/her to advise the complainant accordingly.

They may consider imposing some censure or penalty on the complainant in such an event, so as to discourage irresponsible complaints.

5. Should the President and the Vice-Presidents, on the other hand, consider that there is adequate substance in the complaint to warrant inquiry and disciplinary action by way of
- i. a verbal or written warning,
 - ii. a verbal or written reprimand,
 - iii. any other penalty not amounting to expulsion,
 - iv. expulsion from membership,

they shall direct the General Secretary to set the following procedure in motion.

Inform the member against whom the complaint has been made (hereinafter referred to as "the member") in writing, within 7 days of receipt of the President's directive that a complaint has been made against him/her. The letter shall be sent by Registered Post and a copy of the complaint be attached thereto.

The member shall be requested to submit a reply to the charges, within 14 days of date of the General Secretary's letter, and should he/she admit the charge, in full or substantially concede it, the President and Vice-President shall, review all the facts and circumstances, and having made such other inquiries as are deemed necessary, dispose of the matter as specified in para 5 above.

If on the other hand, the charges are disputed and/or counter-allegations made, then, the matter should be referred to the Executive Committee, by circular letter, and the Executive Committee shall appoint a sub-committee (as provided for in Article VI (2) of the Constitution) to inquire into the facts of the charge and report its findings to the Executive Committee.

6. Such inquiry shall be held within 3 weeks of receipt of the reply, at a place and time fixed by the sub-committee. Notice of the proposed inquiry shall be sent by the General Secretary to the complainant and to the member, giving the relevant information as to place, date and time of the inquiry and the names of the members of the sub-committee.

7. The sub-committee, in consultation with the General Secretary, shall make its own administrative arrangements and in its conduct of the inquiry, follow the principles of natural justice. In particular:

- a) the parties must be given time to prepare themselves,
- b) both parties should be given a reasonable opportunity and time frame within which to present their cases,
- c) parties may be assisted by other members in presenting their case,
- d) a written record of the evidence led, shall be maintained and copies thereof made available to the parties on payment of a fee fixed by the sub-committee of inquiry.

8. The findings of the sub-committee shall be sent, by way of a report, within 30 days of completion of the inquiry, to the General Secretary, for transmission to the Executive Committee. The Executive Committee shall, within 14 days of receipt of the report, decide on the action to be taken and advise the parties accordingly, through the General Secretary. The decision of the Executive Committee shall be final and not subject to appeal.

9. If the sub-committee finds, at any stage of the inquiry, that the complaint is unwarranted and that there is a case for disciplinary action against the complainant, it shall so advise the Executive Committee by means of a report setting out its reasons. In such an event, the Executive Committee may consider the imposition of a penalty in proportion to the gravity of the effect of the complaint and its consequences both as regards the Executive Committee and the member concerned.

10. Third Party Complaints

These shall be dealt with, mutadis mutandis, in the same manner as where the complainant is a member. However, since there is no possible sanction against third parties who may make frivolous or trivial complaints for malicious or other reasons, only allegations of grave misconduct such as would, if found to be true, tend to bring discredit to the Association if the offending member be permitted to continue in membership, will be treated in terms of the procedure prescribed above.

11. Other Circumstances Warranting Disciplinary Measures

Members convicted of crimes of a type that, in the opinion of the Executive Committee, impart a significant degree of moral turpitude and thereby render them unsuitable to continue as members, shall be liable to expulsion at the direction of the Executive Committee. Similarly, a member adjudicated insolvent or against whom a final judgment has been entered in a Civil or Military Court or Tribunal based on evidence that establishes elements of gross misconduct, moral turpitude or dishonesty shall be liable to expulsion, at the discretion of the Executive Committee.

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