



CONSTITUTION

- This Constitution is original version, adopted when the Association was founded in **Nov. 1987**.
 - The **third amendment** of the original version adopted on 11th General Meeting, 25th Nov 2008. The format, headings and layout have also been changed. (Version 5)
 - The **fourth amendment** of the original version adopted on 13th General Meeting 8th Jan 2012. (Version 6)
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NAME

1. The name of the Organization shall be "**Mahajana College Old Students Association (United Kingdom)**" hereinafter referred to as MCOSA (UK).

ADMINISTRATION

2. Subject to the matters set out below the Association and its property shall be administered and managed in accordance with this constitution by the members of the Executive Committee, constituted by clause of this constitution ("the Executive Committee").

OBJECTS

3. The aims and objectives of the MCOSA (UK) shall be:
 - a) To render to their Alma Mater such assistance as may be required by it for its general well being and future educational development and rehabilitation.
 - b) To act as a focus enabling old students, teachers and their families, descendents of Mahajana College to get-together in fellowship.
 - c) To promote and encourage sports, social activities and events designed to strengthen the bonds of friendship, co-operation and comradeship among the Mahajanans and their families.
 - d) To provide a forum for discussion of matters of common concern affecting the welfare of Mahajanans and their families.

POWERS

4. In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers:
 - a) To raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
 - b) To formulate policies / proposals for the betterment of the MCOSA (UK) and implement
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the same.

- c) To consider and authorise activities not inconsistent with the aims, objectives and interests of the MCOSA (UK)
- d) to appoint and constitute such advisory committees as the Executive Committee may think fit;
- e) To establish and support institutions under MCOSA (UK)
- f) All matters within the objects not provided for in the constitution, and not involving an amendment thereto, shall be dealt with by the Executive Committee.

MEMBERSHIP

5. Membership of the Association shall be open to all past pupils, teachers and their descendents of Tellippalai Mahajana College residing in United Kingdom Membership shall consist of ;
 - a) **Full Membership:** Old students, teachers and their families who have paid the prescribed membership fee.
 - i. Those who pay one-off membership fee for life of £150.00 (**amended 08/01/12**)
 - ii. Those who pay annual subscription of £15.00 (**amended 08/01/12**)
 1. Those who have already paid life membership fee shall automatically become **Life members**.
 2. Membership fee may be reviewed at the Annual General meeting.
 - b) **Associate Membership:** All other old students, teachers and well-wishers.
 - c) **Honorary Membership:** This membership may be awarded to 'non-Mahajanans' for their outstanding contribution to Mahajana College or the Old Students Associations of Mahajana College.
 - d) **Non-resident Membership:** Mahajanans who live in countries which not have an OSA may become non-resident members by paying the prescribed membership fee.
6. Every full member shall have one vote each.
7. An application for membership should be made on a prescribed form, proposed and seconded by full members. It may be approved or rejected by the Executive Committee the decision shall be informed in writing to the applicant. If rejected, every individual will have the right to appeal against the decision within 14 days in writing to the Patrons.
8. The Executive Committee may by two third majority and for good reason suspend the membership of any individual, **PROVIDED THAT** the individual concerned shall have the right to be heard by a panel of members acceptable to both parties before a final decision is made.
9. The Executive Committee shall adopt an equal opportunity policy and a grievance procedure.
10. Membership fee shall be **paid on or before the AGM date** to qualify for voting rights at the



AGM.

11. The Executive Committee may nominate members to the Honorary post of PATRONS of the Association. This will be to acknowledge their invaluable service to Mahajana College and the Association. These nominations shall be ratified at the AGM.
12. Patrons will also act as ombudsman of the Association in case of any grievance reported by full members. The Executive Committee will give due consideration to the advice of the Patrons in dealing with the issue.

EXECUTIVE COMMITTEE

13. At the Annual General Meeting of the Association the full members shall elect, the following who shall hold office from the conclusion of that meeting for a period of two years ;
President, Secretary, Treasurer, Vice President, Assistant Secretary, Assistant Treasurer Sports Secretary, Cultural Secretary and **19** committee members.
14. The Executive Committee may in addition appoint not more than **4** co-opted members
15. All the members of the Executive Committee shall retire from office at the end of the Second Annual General Meeting after the date on which they came into office but they may be re-elected or re-appointed.
16. The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure to appoint.

DETERMINATION OF MEMBERSHIP OF EXECUTIVE COMMITTEE

17. A member of the Executive Committee shall cease to hold office if he or she:
 - a) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
 - b) is absent without the permission of the Executive Committee from all their meetings held within a period of one year and the Executive Committee resolve that his or her office be vacated; or
 - c) Notifies to the Executive Committee a wish to resign (but only if at least three members of the Executive Committee will remain in office when the notice of resignation is to take effect).

MEETINGS AND PROCEEDINGS OF THE EXECUTIVE COMMITTEE

18. The Executive Committee shall hold at least **4 ordinary meetings each year**. The members shall be given at least **14 days' notice of the Executive Committee meeting**.
19. A special meeting may be called at any time by the President / Secretary or by one third of the members of the Executive Committee upon not less than 7 days' notice being given to the other members of the Executive Committee of the matters to be discussed but if the



matters include an appointment of a co-opted member then not less than 14 days' notice must be given.

20. The President shall chair the meetings of the Executive Committee. In his / her absence the Vice president shall chair the meeting. If both are absent from any meeting, the members of the Executive Committee present shall choose one of their numbers to chair the meeting before any business is transacted.
21. There shall be a quorum when at least one third of the numbers of members of the Executive Committee for the time being are present at a meeting.
22. Every matter shall be determined by a majority of votes of the members of the Executive Committee present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote.
23. The Executive Committee shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Executive Committee and any sub-committee.
24. The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.
25. The Executive Committee may appoint one or more sub-committees consisting of three or more members of the Executive Committee for the purpose of making any inquiry or supervising or performing any function or special studies policy or duty which in the opinion of the Executive Committee would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Executive Committee.

RECEIPTS AND EXPENDITURE

26. The funds of the Association, including all donations contributions and bequests, shall be paid into an account operated by the Treasurer in the name of the Association at such bank as the Executive Committee shall from time to time decide. All monies otherwise than those required for immediate use shall be duly deposited in the bank. All cheques drawn on the account must be signed by the Treasurer and either President or Secretary.
27. The funds belonging to the Association shall be applied only in furthering the objects, interests and for no other purpose.

ACCOUNTS

28. The Treasurer shall keep and maintain proper accounts and records of the finances, including assets, receipts, expenditure, credits, liabilities and other relevant matters.
29. No expenditure shall be incurred otherwise than in accordance with the authorisation of the Executive Committee
30. The accounting year shall be **1 October till 30 September**.
31. An Accountant's report shall be presented each year to the AGM.



ANNUAL GENERAL MEETING

32. There shall be an Annual General Meeting (hereinafter referred to as the AGM) of the Association which shall be held within three months of the end of financial year.
33. The members shall be given at least **21 days' notice of the AGM in writing** by the Secretary. Such notice shall include the date, time, venue and agenda of the AGM and the date before which resolutions and nominations shall be received.
34. The business of the AGM shall include:
 - a) Adoption of the minutes of the previous AGM or any SGM held during the year;
 - b) Receive and adopt the Annual Report and the Annual Statement of Accounts;
 - c) Election of the Executive Committee; (Every two years)
 - d) Resolutions and any other business of which due notice has been given.
 - e) An accountant shall be appointed at the AGM by the members. Auditor may be a member of the Association, but should not be a member of the Executive Committee.
35. Nominations for election of President, Secretary, and Treasurer and Committee members to the Executive Committee must be made by full members of the Association in the prescribed form and must be in the hands of the Secretary of the Executive Committee by the date specified in the notice for the AGM. If nominations are less than the required vacancies, nominations shall be called from the floor. Should nominations exceed vacancies, election will be held by secret ballot.

SPECIAL GENERAL MEETINGS

36. The Executive Committee may call Special General Meeting (hereinafter referred to as "SGM") of the Association at any time. If at least one third of the membership requests such a meeting in writing stating the business to be considered, the Secretary shall call such a meeting. At least 21 days' notice must be given. The notice must state the business to be discussed.

PROCEDURE AT GENERAL MEETINGS

37. The Secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every general meeting of the Association.
38. All the full members of the Association who have paid their prescribed subscription shall be entitled to attend and vote at the meeting.
39. There shall be a quorum when at least one third of the number of full members having voting rights as prescribed in previous clause of the Association or 25 full members having voting rights as prescribed in previous clause of the Association for the time being , whichever is the fewer, are present at any general meeting.
40. Decisions at the AGM and SGM shall be arrived by a show of hands, provided however that a



decision on a particular matter shall be by secret ballot at the request of at least one third of the members.

NOTICE

41. The accidental omission or error to give notice of a meeting to or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings of that meeting.
42. Any resolution including alteration, addition or amendment to the Constitution of the Association shall only be adopted with the consent and authority of two thirds of the members present and voting at an AGM or an EGM. Any resolution must be signed by ten members or one third of the membership whichever is lower and submitted to the Secretary, which will be presented at the next available General Meeting.

AMENDMENTS TO THE CONSTITUTION

43. The Constitution may be amended by a resolution passed by not less than two-thirds of the full members present; having voting rights pre and voting at an EGM or AGM.
44. The notice of the General Meeting must specify the resolution, setting the terms of the amendment proposed.

DISSOLUTION

45. If the Executive Committee decides that it is necessary or advisable to dissolve the Association it shall call a meeting of all members of the Association, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given.
 46. If the proposal is confirmed by a two-thirds majority of those present and voting, the Executive Committee shall have power to realise any assets held by or on behalf of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to Mahajana College, Tellippalai. Or failing that shall be applied as determined by the SGM at which the decision was taken to dissolve the Association. A copy of the statement of accounts for the final accounting period of the Association must be presented to the members.
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மகாஜனக் கல்லூர், தெல்லிப்பழை
Mahajana College, Tellippalai
Old Students Association - United Kingdom
பழைய மாணவர் சங்கம் - ஐக்கிய இராச்சியம்
Proud to be a Mahajanan
Est. 1987

AMENMETNTS

8th Jan 2012 – Proposed By A Wimalathan and approved by the AGM.

START

The **fourth amendment** of the original version adopted on **13th General Meeting 8th Jan 2012**.

- 1) Item 5 a, should read as follows
 - b. **Full Membership:** Old students, teachers and their families who have paid the prescribed membership fee.
 - i. Those who pay one-off membership fee for life of **£150.00**
 - ii. Those who pay annual subscription of **£15.00**
- 2) Item 11, following nominations are approved.
 - b. Nominate **MS JAYABAVANI VIGNESWARAN** to the vacancy arisen by late Ms R Jeyaratnam.
 - c. Nominate **MR WAITHEESWARAN THAYALAN** as a new PATRON with respect to his continuous service to the organization.

END.
