

# **Constitution of “The Association for Prof.SanathRanatunga Memorial Fund” (APSRMF), Faculty of Engineering, University of Peradeniya.**

## **1. Name of the Association:**

This association shall be named as “The Association for Prof.SanathRanatunga Memorial Fund”

## **2. Address:**

C/O Head of Department,  
Department of Manufacturing and Industrial Engineering (DMIE),  
Faculty of Engineering,  
University of Peradeniya,  
Peradeniya

## **3. Objectives:**

The general objectives for which the association is constituted are hereby declared to be:

3.1 Establish and maintain a fund in the name of Prof.SanathRanatunga to support the following activities:

- a) Innovative & nationally significant student projects supervised by the DMIE academic staff.
- b) Support students to get foreign exposure in the competitions, training programs and conferences under the supervision of DMIE academic staff.
- c) Assisting the DMIE in special requirements where they can't secure funding from other sources due to constraints.
- d) Provide funds for annual awards/scholarships for best performing and/or needy students of DMIE.
- e) To provide funds for any other activity decided by the Executive Committee including Prof. Sanath Ranatunga annual memorial activity.

3.2 Plan and carryout activities in order to enhance a bond of understanding and fellowship among members of the Association.

## **4. Membership and Membership Category**

There shall be three categories of members.

### **4.1 Full Member (FM)**

- a) All alumni of the Department of Production Engineering.
- b) All alumni of the Department of Manufacturing and Industrial Engineering (DMIE).
- c) Any other alumni associated with Department of Production Engineering or DMIE subject to approval by the Executive Committee.

[Membership is granted on the payment of membership fee, as in 4.4. a) ]

#### 4.2 Associate Member (AM)

- a) All alumni of the Department of Production Engineering.
- b) All alumni of the Department of Manufacturing and Industrial Engineering (DMIE).
- c) Any other alumni associated with Department of Production Engineering or DMIE subject to approval by the Executive Committee.

[Transfer to Member category is granted on payment of the membership fee, as in 4.4. a)]

#### 4.3 Student Member (SM)

Students of the Department of Manufacturing and Industrial Engineering (DMIE).

#### 4.4 Membership fees

- a) Membership fee for Full Membership (FM) shall be a onetime payment of Rs. 10,000.00. This could also be paid in monthly installments (Through a Bank Standing Order) of not less than Rs.500.00.
- b) Associate and Student membership shall be free.
- c) Membership fee shall be revised by the membership at any General Meeting

#### 4.5 Member's rights

All the categories of Members shall have the rights to participate in all the events organized by the association and receive news bulletins and emails containing details of activities organized by the association. However Associate Members and Student Members shall not have any voting rights as such and cannot participate for AGMs or special/extraordinary general meetings etc. However, their proposals for the benefit of the association are welcome and shall be considered by the Executive Committee for implementation.

### 5. Cessation of membership

- 5.1 Upon death of a member
- 5.2 Those who bring disrepute into the Association and/or into the faculty. Such members shall be excluded from membership upon ratification by the Executive Committee.
- 5.3 Due to an interruption in the membership payment scheme (4.4a). The final decision will be taken by the Executive Committee for written appeal of a member through.

### 6. Administration:

The affairs and functions of the Association shall be subjected to rules and regulations of the Association and be administered by the Executive Committee consisting of the office bearers and such other persons as may be provided for in such rules and elected in accordance as defined in Clause 7.

Patron of the Association shall be Mrs. H A P R Ranatunga or any other close relative of Prof Ranatunga in the absence of Mrs. H A P R Ranatunga.

## **7. Executive Committee**

- 7.1 The Executive Committee (EC) shall consist of fourteen members elected by the membership at the Annual General Meeting including the President, the Vice President, the General Secretary, the Assistant Secretary, the Treasurer, the Assistant Treasurer(6 office bearers) and eight (8) other committee members. Two academic staff members of the DMIE shall be included in the committee and one of them shall be the Head of the Department of DMIE whom shall be the Ex Officio committee member.
- 7.2 Vacancies in the executive committee due to resignation or otherwise shall be filled as given in Clause 7.3 & 7.4
- 7.3 Filling of the vacancy to the post of the President and/or the General Secretary shall be at a General Meeting by majority and the Patron's presence is compulsory.
- 7.4 Filling of a vacancy of the post of an executive committee member other than the President or the General Secretary shall also be at a General Meeting by majority votes. In the event of no quorum at such general meetings, the said vacancies shall be filled by the executive committee at a duly constituted meeting by majority votes.

## **8. Changes of the Constitution:**

Changes to the Constitution of the Association as required from time to time shall be done at any General Meeting and by the majority of not less than thirty (30) or 1/3<sup>rd</sup> of the General Membership whichever is less.

## **9. Annual General Meeting:**

The Annual General Meeting of the Association shall be held in the month of December.

- 9.1 The notice period to member, for the Annual General Meeting shall be 21 days.
- 9.2 Quorum for the Annual General Meeting shall not be less than thirty (30) or 1/3<sup>rd</sup> of the General Membership whichever is less.
- 9.3 Outgoing office bearers shall function as polling officers for the election of new office bearers and committee members.
- 9.4 Only full member can propose or second any other full member for any post of the Association.
- 9.5 Resolutions to be adopted at the AGM shall be submitted to the General Secretary before the 15<sup>th</sup> of September.

## **10. Extraordinary General Meeting**

- 10.1 An Extraordinary General Meeting of the Association can be called for by the method as defined in sub clause 10.2

- 10.2 By a decision of the Executive Committee.
- 10.3 To hold an extraordinary General Meeting within 30 days of the receipt of a resolution with the written consents of 1/3<sup>rd</sup> of the General Membership (full members).
- 10.4 General Secretary shall call for an Extraordinary General Meeting giving notice of 21 days and with the resolution to be discussed.
- 10.5 Quorum for the Extraordinary General Meeting shall not be less than thirty (30) or 1/3<sup>rd</sup> of the General Membership whichever is less.

## **11. Executive Committee Meetings**

- 11.1 The President chairs the Executive Committee meeting for fulfilling the objective of the Association and to coordinate as well as facilitate the role of the Executive Committee.
- 11.2 The Executive Committee shall meet at least once in three months. The General Secretary shall call such a meeting by giving notice of not less than 7 days to the members of the Executive Committee.
- 11.3 The quorum for such meetings shall be seven (7) Executive Committee members including the General Secretary, one of the members of DMIE and one of the office bearers.
- 11.4 General Secretary may call Executive Committee meeting without his/her presence by a written notice to the Executive Committee, nominating the Assistant Secretary as his/her representative and whose presence is mandatory for the meeting.
- 11.5 Absence of a committee member for more than three consecutive committee meetings without a valid reason will disqualify such a member from the executive committee.

## **12. The General Secretary**

- 12.1 The General Secretary shall keep adequate and precise records of the proceedings of all Executive Committee meetings and General Meetings and also shall maintain the membership register.
- 12.2 All the correspondence of the Association shall be attended only by the General Secretary.

## **13. The right to acquire and hold property:**

The Association shall have the right to acquire and hold property. Such property shall only be disposed by a majority decision of the general membership present at a duly constituted General Meeting.

## **14. The Treasurer:**

- 14.1 The Treasurer should issue receipt/s for each and every transaction of funds/Assets and maintain ledger for funds/Assets only to fulfill the objective of Clause 3.
- 14.2 The Treasurer shall keep adequate and precise records of funds & assets and related transactions including proceedings at all Executive Committee Meetings/ General Meetings.

- 14.3 The Treasurer shall submit interim income and expenditure statement during the committee meetings and the annual accounts at the AGM. Audited Annual accounts shall be adopted by majority.
- 14.4 The Auditor for the year will be appointed at the AGM.
- 14.5 The Treasurer should maintain financial records for the requirements and directions of appointed Auditor/s as per Clause 14.4.
- 14.6 The treasurer shall follow standard formats for transactions which were already approved by the Executive Committee.
- 14.7 The Treasurer shall hand over part of his/her role to the Assistant Treasurer within the Treasurer's authority.
- 14.8 The Treasurer shall be the custodian of the property and records of the association

#### **15. The Official seal of the Association**

The official seal of the association shall be in the custody of the General Secretary and shall not be affixed to any instrument whatsoever except under the signature of the General Secretary or the President and the Treasurer.

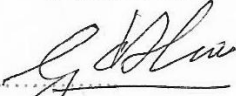
#### **16. Fund and Assets transactions:**

- 16.1 Funds and Assets transactions should be done through the approved standard format/ document of the Association and only for the purposes mentioned in Clause 3.
- 16.2 The Executive Committee's prior approval is essential for collection and issuing/releasing of Funds/Assets that belong to the Association.
- 16.3 The executive committee has the authority to form a Project Evaluation Committee to evaluate and advice the Executive Committee on the Clauses 3.1.a) and 3.1.b) under the following guidelines:
  - a) All requests for Funds/Assets should be recommended and forwarded through the Head of Department of DMIE to the Executive Committee.
  - b) The Executive Committee has the right to approve or disapprove the Funds/Assets allocation with necessary reasoning.
- 16.4 The ceilings of fund allocation should comply with the decisions of the Executive Committee based on the Fund Management Strategy of the same.

#### **17. Cherubs & Signatures**

Cherubs of the Association shall be signed by any two of the following office bearers:

- a) The Treasurer or the Assistant Treasurer (Compulsory) and
  - b) The President or the General Secretary
18. Nothing in this Constitution shall affect or be deemed to affect the rights of the Republic or of political or corporate body or of any other persons except such are mentioned in this constitution.
- 19.

  
.....  
President

  
.....  
General Secretary

Amendment under the decision of the Committee for finalizing the constitution: **Date: 20.03.21**