FOUNDATIONAL MEMORANDUM, CONSTITUTION AND RULES

OLD STUDENTS’ ASSOCIATION

Mo/Kataragama President’s Central College, Kataragama, Sri Lanka

Document status	Proposed for consultation and adoption
Legal form	Unincorporated, non-profit past students’ association
Official website	kpcc-oba.com
Language	English governing draft
Prepared	18 August 2026
Recommended review	Principal, School Development Executive Committee and Sri Lankan legal adviser

IMPORTANT DRAFTING NOTE

This governing document is drafted for an unincorporated association. It is not a company memorandum under the Companies Act. Before adoption, the Association should confirm the school’s official English name, obtain the Principal’s and any required education-authority approvals, and obtain Sri Lankan legal advice on registration, fundraising, taxation, employment and safeguarding obligations.

Recommended governance model

The following recommendations are built into the operative Constitution. They are designed for accountable alumni leadership, practical school oversight and long-term continuity.

Matter	Recommendation	Reason
Principal's role	Patron and ex officio non-voting adviser; consent required for use of school identity, premises and pupil-facing activity.	Protects the school without making the Association an arm of day-to-day school management.
Elected leadership	President, two Vice-Presidents, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Communications Secretary and six Committee Members.	A 14-person elected committee is broad enough for representation but remains workable.
Terms	Two years; maximum two consecutive full terms in the same office.	Supports continuity while preventing entrenchment.
Fees	Annual LKR 1,000; life membership LKR 20,000; reduced annual fee LKR 500 for members under 25. AGM may revise prospectively.	Simple, affordable tiers with flexibility for inflation.
Voting	One vote per Voting Member; no proxies; secure electronic participation permitted. Ordinary decisions by simple majority.	Reduces disputed mandates while enabling diaspora participation.
Member quorum	25 Voting Members or 10% of Voting Members, whichever is lower, but never fewer than 15.	Scales with membership while preserving legitimacy.
Financial year	1 January to 31 December; AGM by 30 April.	Aligns with the calendar and allows time to close and review accounts.
Financial control	Budget approval, two authorised signatories, competitive quotations, asset register and annual independent examination/audit.	Introduces proportionate controls for donations and school projects.

Foundational Memorandum

M1. The subscribers and members establish a voluntary, unincorporated and non-profit association known as the Old Students' Association of Mo/Kataragama President's Central College, Kataragama ('the Association').

M2. The Association exists to connect past students, advance the welfare and educational mission of the College, support current pupils, preserve the College's heritage and mobilise lawful resources for public and educational benefit.

M3. The income and property of the Association shall be applied solely towards its objects. No portion shall be paid or transferred directly or indirectly to a member, except reimbursement of properly authorised expenses or reasonable payment for bona fide services under the conflict-of-interest safeguards in this Constitution.

M4. Membership does not confer any ownership interest in Association or College property and does not make any member personally entitled to Association assets.

M5. The Association is not a separate body corporate. Committee Members act as fiduciary office-bearers for the Association and must not bind the Association beyond authority lawfully given under this Constitution.

M6. The liability of a member is limited to unpaid subscriptions and obligations expressly and lawfully undertaken by that member. Nothing excludes liability arising from fraud, wilful misconduct or an unauthorised personal undertaking.

M7. The Constitution and Rules below form part of this Foundational Memorandum and govern the Association upon adoption.

Constitution and Rules

1. Name, office and status

1.1 The name is the Old Students' Association of Mo/Kataragama President's Central College, Kataragama. The abbreviation 'OSA–KPCC' may be used following approval by the Principal.

1.2 The principal office shall be at the College, Kataragama, Sri Lanka, subject to the written approval and administrative directions of the Principal. The Executive Committee may approve an additional correspondence or digital address.

1.3 The Association is voluntary, unincorporated, non-profit, non-partisan and non-sectarian. It is independent in its internal governance but shall cooperate with the College and comply with applicable education policies and lawful directions governing the College.

1.4 The Association shall not represent that it can direct the Principal, staff, pupils, School Development Executive Committee or education authorities.

2. Interpretation and governing principles

2.1 'College' means Mo/Kataragama President's Central College; 'Committee' means the Executive Committee; 'Voting Member' means a member in any subscribing category (Age 18–21, 21 and over, Life Subscription, Silver, Gold or Platinum) aged eighteen or over whose membership is not suspended and whose fees are not more than ninety days overdue; and 'year' means the Association's financial year unless the context requires otherwise.

2.2 References to writing include verifiable electronic communications. A meeting includes a physical, hybrid or secure electronic meeting capable of contemporaneous participation.

2.3 The Association shall act with integrity, inclusion, accountability, political neutrality, respect for the College, prudent stewardship, pupil safety and compliance with Sri Lankan law.

2.4 If this Constitution conflicts with a mandatory law or binding education-authority requirement, that requirement prevails to the extent of the conflict, and the remaining provisions continue in force.

3. Vision, mission and objects

3.1 Vision: a lifelong, inclusive community of past students contributing to an excellent, safe and future-ready College.

3.2 Mission: to unite past students, strengthen their relationship with the College and mobilise knowledge, networks and resources for pupils, staff, facilities and the wider College community.

3.3 The objects are to:

- promote the educational, cultural, sporting, technological, environmental and social development of the College;
- provide scholarships, bursaries, mentoring, career guidance, equipment and other support according to transparent criteria;
- support facilities and projects approved by the Principal and relevant authorities;
- foster fellowship, professional networking, volunteering and service among past students;

- preserve the history, traditions, archives and reputation of the College;
- support the welfare of past students in genuine hardship through separately approved programmes;
- build relationships with lawful public, private, charitable and alumni bodies in Sri Lanka and abroad;
- encourage equality, dignity, child protection, accessibility and environmental responsibility; and
- undertake any lawful activity incidental to these objects.

4. Powers and restrictions

4.1 To pursue its objects, the Association may raise and receive funds; open bank accounts; acquire or use property; enter authorised contracts; organise events; publish communications; maintain digital platforms; appoint advisers or staff; establish funds; invest prudently; and do other lawful acts approved under this Constitution.

4.2 The Association shall not: distribute profits; support or oppose a political party or candidate in the Association's name; conduct unlawful lotteries or fundraising; borrow, guarantee debt, dispose of material assets or enter a lease exceeding one year without General Meeting approval; interfere in admissions, examinations, staff appointments or school discipline; or expose pupils to unapproved persons or activities.

4.3 No project using College land, buildings, pupils, staff time, name, crest, photographs, records or official channels may proceed without the Principal's prior written approval and any further approval required by the education authorities.

5. Membership

Category	Eligibility and status	Fee / vote
Age 18 to 21	A past student of the College, aged 18 to 21.	Fee TBC; one vote from age 18.
21 and over	A past student of the College, aged 21 or over.	Fee TBC; one vote.
Life Subscription	A past student paying the one-time life subscription.	Fee TBC (one-time); one vote.
Silver	A supporter membership tier for members and well-wishers.	Fee TBC; one vote if a Voting Member.
Gold	A supporter membership tier for members and well-wishers.	Fee TBC; one vote if a Voting Member.
Platinum	A supporter membership tier for members and well-wishers.	Fee TBC; one vote if a Voting Member.

Honourable (free) Membership	A person honoured by a two-thirds Committee resolution.	No fee; vote and office as the Committee determines.

5.1 The initial fees are in Schedule 1. Fees may be revised prospectively by an Ordinary Resolution at an AGM upon at least twenty-one days' notice. The Committee may waive or reduce fees confidentially for hardship and must record the decision without unnecessary personal detail.

5.2 Applications shall be made in the approved form with reasonable evidence of attendance or eligibility. The Membership Secretary or Secretary shall verify applications, and the Committee may accept or refuse an application by recorded resolution for legitimate reasons consistent with this Constitution. A refused applicant may request written reasons and appeal to the next Committee meeting.

5.3 Membership is personal, non-transferable and begins when admission is confirmed and any fee is paid or waived. The Association shall maintain a secure register recording name, contact information, school period, category, status and fee position.

5.4 A member shall uphold this Constitution and Code of Conduct; protect pupils and the College's reputation; provide accurate information; pay applicable fees; declare conflicts; and not purport to speak for the Association without authority.

5.5 A Voting Member may attend, speak and vote at General Meetings; nominate and be nominated subject to eligibility; inspect approved minutes and annual accounts; submit proposals; and receive notices. Access to personal, confidential, safeguarding, employment or legally privileged material is excluded.

5.6 Membership ends upon death, written resignation, failure to pay fees for twelve months after reminder, loss of eligibility due to material misrepresentation, or expulsion under clause 17. Reinstatement may be approved upon application and settlement or waiver of arrears.

6. General Meetings

6.1 An Annual General Meeting ('AGM') shall be held by 30 April each year to receive the President's and Secretary's reports, approve accounts, appoint the independent examiner or auditor, approve plans and budget, elect office-bearers when due, and transact notified business.

6.2 The Secretary shall give at least twenty-one clear days' notice of an AGM and fourteen clear days' notice of a Special General Meeting ('SGM'), specifying date, time, place or electronic access, agenda, resolutions and nomination or voting arrangements.

6.3 An SGM shall be convened by the Committee or upon a written request stating the proposed business and signed by at least twenty-five Voting Members or ten per cent of Voting Members, whichever is lower but not fewer than fifteen. It shall be held within forty-five days of a valid request.

6.4 The quorum is twenty-five Voting Members or ten per cent of Voting Members, whichever is lower, but never fewer than fifteen. If absent after thirty minutes, a requisitioned SGM lapses; any other meeting shall be adjourned for seven to twenty-one days. At the adjourned meeting, the members present constitute a quorum only if the notice expressly stated this consequence, except for amendment or dissolution resolutions, for which the original quorum remains mandatory.

6.5 The Chairman presides at General Meetings but does not vote. In the Chairman's absence, the Co-Chairman, or failing that the Vice-Chairman, presides. The person presiding acts impartially and, on an equality of votes, may exercise a casting vote only on ordinary resolutions, not on elections, amendments, discipline or dissolution.

6.6 Each Voting Member has one vote. Proxy voting is not permitted. The Committee may authorise secure advance electronic voting or hybrid participation where identity, secrecy where required, equal access and an auditable result can be reasonably protected.

6.7 An Ordinary Resolution passes by a simple majority of votes cast. Abstentions are not votes cast. Elections involving more than one candidate shall be by secret ballot using a plurality vote; a tie shall be resolved by a fresh ballot and, if still tied, by lot witnessed and recorded.

6.8 Minutes and the certified result shall be entered in the minute book, approved at the next appropriate meeting and signed physically or electronically by the chair and Secretary.

7. Executive Committee

7.1 The Executive Committee comprises the Chairman; the Co-Chairman; the Vice-Chairman; the Secretary; the Vice-Secretary; the Treasurer; the Vice-Treasurer; the Communications and Membership Secretary; and fifteen Committee Members. The current Principal of the College serves as Chairman ex officio and does not vote; every other office-bearer and every Committee Member has one vote. The fifteen Committee Members are nominated one from each of the fifteen batches recording the highest attendance on reunion day (a tie in attendance being resolved in favour of the more senior batch). The Immediate Past Chairman may serve ex officio for one term. The Association shall also have a Chief Patron — a senior honorary and non-voting position ... (for example, the Venerable Nayaka Thero) — who does not vote... There shall further be an Honourable Advisory Board whose members shall all be past students... whose number is not limited; the Advisory Board is advisory... but each of its members who is a Voting Member votes as an ordinary member at General Meetings.

7.2 In electing the Committee, members should seek representation across age groups, genders, professions, locations and school eras. At least one elected Committee Member should ordinarily be under thirty-five at election.

7.3 An elected term is two years from the close of the electing AGM. No person may hold the same office for more than two consecutive full terms. After a break of one full term, that person may stand again. Casual service of less than twelve months is not a full term.

7.4 A candidate must be a Voting Member aged twenty-one or over, not materially in arrears, and not disqualified by fraud, serious financial misconduct, safeguarding misconduct or an unresolved conflict that makes the role untenable. President, Secretary and Treasurer should have at least two years' membership unless waived for the first election.

7.5 Nominations require the candidate's written consent and signatures or verified endorsements of a proposer and seconder, all Voting Members. They close fourteen days before the election, except that nominations from the floor may be accepted where insufficient valid nominations were received.

7.6 The Committee manages the Association between General Meetings, implements approved plans, safeguards assets and reputation, supervises officers and subcommittees, manages risk, and remains collectively accountable to members.

7.7 The Committee shall meet at least quarterly. Seven voting members of the Committee constitute a quorum. Each office-bearer other than the non-voting Chairman, and each Committee Member, has one vote, and decisions are by simple majority; on an equality of votes the Co-Chairman (or, in the Co-Chairman's absence, the Vice-Chairman) has the casting vote, except on conflicts, discipline or appointments. Written circular resolutions require approval by a majority of all voting members of the Committee and shall be recorded at the next meeting.

7.8 A Committee Member vacates office upon resignation, death, loss of Voting Member status, incapacity, removal by a two-thirds General Meeting resolution, absence without accepted reason from three consecutive meetings, or disqualification under this Constitution.

7.9 The Committee may fill a casual vacancy until the next AGM. If the President, Secretary or Treasurer becomes vacant, the Committee shall appoint an eligible acting officer within fourteen days. An SGM shall be called if more than half of elected seats are simultaneously vacant.

7.10 The Honourable Advisory Board is a standing advisory body of the Association. Its members are past students, admitted by the Committee, and its number is not limited. The Board exists to give the Executive Committee the benefit of experience, judgement and institutional memory, and to lend the Association credibility and continuity across changing committees; it is advisory in nature and does not manage the Association.

7.11 The responsibilities of the Advisory Board are to advise the Chairman and the Committee, both when asked and on its own initiative, on strategy, major events, finances, fundraising and other significant matters; to safeguard the Association{RS}s continuity, traditions and institutional memory; to lend standing, networks and connections in support of the Association{RS}s objects and to represent the Association with dignity where authorised; to help resolve disagreements between members, batches or office-bearers through informal mediation; to watch that the Association remains true to its objects, its values and the good name of the College, and to raise any concern with the Committee; and to support the reunion, scholarships, welfare and other major initiatives.

7.12 The advice of the Advisory Board is influential but not binding, and responsibility for decisions remains with the Executive Committee. The Advisory Board does not manage the Association day-to-day, operate or control its bank accounts, or hold its assets, all of which remain the responsibility of the Chairman, the office-bearers and the Committee.

7.13 Each member of the Advisory Board who is a Voting Member has one vote at General Meetings, exercised as an ordinary member with no additional or weighted voting power by virtue of Board membership. Advisory Board members shall observe the Code of Conduct, declare any conflict of interest, and respect the advisory nature of their role.

7.14 The office of Chairman is attached to the office of Principal of the College. Whenever the serving Principal " "retires or otherwise ceases to hold the office of Principal, or a new Principal is appointed to the College, the " "incoming or serving Principal shall automatically hold the office of Chairman ex officio, without any need for " "election or further appointment. The Chairmanship passes with the office of Principal, and a Principal ceases to " "be Chairman upon leaving that office; the office does not carry a vote.

8. Duties of office-bearers

8.1 The Chairman (the current Principal, ex officio and non-voting) provides strategic leadership, presides at meetings, ensures implementation, maintains the College relationship and co-authorises decisions without exercising unilateral executive power or a vote.

8.2 The Co-Chairman and the Vice-Chairman support the Chairman and act in order determined by the Committee during absence or vacancy; the Co-Chairman is the senior of the two and exercises the casting vote on a tie.

8.3 The Secretary issues notices, prepares agendas and minutes, maintains governance records, handles correspondence, files required returns and ensures decisions are communicated and tracked.

8.4 The Vice-Secretary supports and deputises for the Secretary.

8.5 The Treasurer maintains complete accounts, banking and cash controls; prepares budgets, management reports and annual accounts; controls receipts and payments; maintains asset and donor-restriction registers; and supports independent review.

8.6 The Vice-Treasurer supports and deputises for the Treasurer but shall not alone approve or reconcile a transaction initiated by that officer.

8.7 The Communications and Membership Secretary maintains the membership register, manages authorised communications and platforms, and supports lawful data and consent practices.

8.8 All office-bearers shall hand over funds, credentials, records, keys, devices and other Association property within fourteen days after leaving office. Digital accounts must use Association-controlled recovery details and multi-factor authentication where available.

9. Subcommittees, branches and advisers

9.1 The Committee may establish written-term subcommittees for finance, projects, welfare, events, diaspora engagement, safeguarding or other purposes. Each shall have a named chair, scope, budget, reporting line and end date and may not bind the Association unless expressly authorised.

9.2 Regional or overseas branches may be recognised by a two-thirds Committee resolution under approved branch rules consistent with this Constitution. They shall report annually, protect the Association's identity and not open accounts or incur liabilities in its name without written authority.

9.3 The Committee may appoint non-voting professional advisers. Appointment does not displace the Committee's responsibility, and paid engagements must follow clauses 11 and 13.

10. Finance and property

10.1 The financial year is 1 January to 31 December. The Committee shall approve an annual plan and budget, including project, reserve and administrative allocations.

10.2 All money shall be deposited promptly into an account in the Association's full name at a licensed bank approved by the Committee. Personal accounts shall never be used. Cash should be minimised, receipted, securely held and banked promptly.

10.3 Authorised signatories are the President, Secretary and Treasurer. Every payment or binding electronic transfer requires approval by any two, one of whom must be the Treasurer and the other the President or Secretary. No signatory may approve a payment to themselves; another unconflicted authorised officer must act.

10.4 Payments must be supported by an invoice, receipt, agreement or written approval. Bank reconciliations shall be prepared monthly and reviewed by an officer who did not prepare them. The Committee shall receive quarterly budget-to-actual reports.

10.5 Expenditure must be within the approved budget. Unbudgeted emergency expenditure up to LKR 100,000 in aggregate per event may be jointly approved by the President, Secretary and Treasurer, reported within seven days and ratified at the next Committee meeting. Larger unbudgeted expenditure requires prior Committee approval.

10.6 Purchases above LKR 100,000 should obtain at least three comparable written quotations unless impracticable due to emergency, sole source or specialist need. Any exception and value-for-money reasoning must be recorded. The AGM may revise these thresholds prospectively.

10.7 Restricted donations shall be accepted only for lawful, feasible purposes and used consistently with the documented restriction. Anonymous or high-risk donations may be refused. Material fundraising campaigns require a budget, responsible officer, approval route and completion report.

10.8 Association property shall be recorded in an asset register and used only for authorised purposes. Property given to the College shall be transferred through a documented handover and acceptance process.

10.9 Borrowing, security, guarantees, land transactions, leases exceeding one year and disposal of a material asset require a two-thirds General Meeting resolution and any required College or authority approval.

11. Accounts, review and transparency

11.1 The Treasurer shall prepare annual financial statements showing income, expenditure, assets, liabilities, restricted funds and material commitments within ninety days of year-end.

11.2 The AGM shall appoint an independent qualified auditor where required by law, donor condition or scale; otherwise an independent examiner competent in accounting. The reviewer must not be a Committee Member, close family member of a Committee Member, material supplier or person who prepared the accounts.

11.3 Annual accounts, the reviewer's report, annual report and proposed budget shall be circulated or made securely available at least fourteen days before the AGM.

11.4 Accounting records, bank documents and contracts shall be retained for at least seven years, or longer where law, grant conditions or a dispute requires. Minutes and core constitutional records shall be retained permanently.

12. Conflicts of interest and benefits

12.1 A person with a direct or indirect personal, family, business, employment or financial interest in a matter shall declare it promptly, leave the discussion and vote unless invited solely to provide information, and not receive relevant confidential papers beyond what is necessary.

12.2 The Secretary shall maintain a register of interests and record declarations, withdrawals and the decision made. The unconflicted members decide whether a conflict exists.

12.3 A member or connected person may supply goods or services only where demonstrably in the Association's interests, on reasonable terms, through a fair selection process and with advance approval by unconflicted Committee Members. The interested person shall not influence selection or approval.

12.4 Committee service is voluntary. Properly evidenced, pre-authorised expenses may be reimbursed. Gifts or hospitality that could reasonably influence a decision must be refused or declared and handled under a Committee-approved policy.

13. Safeguarding, equality and conduct

13.1 The safety, dignity and best interests of pupils and vulnerable persons are paramount. All pupil-facing activities require the Principal's written approval, risk assessment, appropriate supervision and compliance with College and authority safeguarding procedures.

13.2 No member shall privately contact, transport, photograph, record, interview, mentor, counsel or collect data from a pupil through an Association activity unless specifically authorised and appropriately supervised. Concerns shall be reported immediately through the College's safeguarding route and to public authorities where legally required.

13.3 The Association shall provide equal opportunity and shall not unlawfully discriminate or tolerate harassment, bullying, abuse, retaliation, hate speech or sexual misconduct.

13.4 Members shall communicate respectfully, protect confidentiality, avoid intoxication or unlawful conduct at activities, comply with safety directions and not misuse the College's or Association's identity.

14. Data protection and records

14.1 Personal data shall be collected for specified, lawful Association purposes; limited to what is reasonably necessary; kept accurate and secure; retained only as justified; and disclosed only with authority or lawful basis, in line with Sri Lanka's Personal Data Protection Act No. 9 of 2022 as amended and applicable guidance.

14.2 The Committee shall approve a privacy notice, retention schedule, access controls and incident-response process. Membership data shall not be sold or provided for unrelated political or commercial marketing.

14.3 Access shall be role-based. Departing office-bearers shall immediately return or securely delete unauthorised copies. Suspected loss, unauthorised access or disclosure shall be reported promptly to the President and designated data lead for assessment and required action.

14.4 Official records shall be stored in an Association-controlled repository with appropriate backup. The Secretary is custodian of governance records; the Treasurer is custodian of financial records; and the Communications and Membership Secretary is custodian of the membership register, subject to Committee oversight.

15. Name, crest, media and intellectual property

15.1 The College's name, crest, uniform, photographs, premises and other identity belong to or are controlled by the College or relevant authority. Use requires prior written approval and must follow any brand conditions.

15.2 Only the President, Secretary or an expressly authorised spokesperson may issue official statements. Personal opinions must not be presented as Association or College positions.

15.3 The Association's official website is kpcc-oba.com. This website, and all Association domains, social accounts, mailing lists, designs and archives, shall be registered and controlled for the Association, with at least two administrators and documented credentials handover. Any change to the official website domain requires a recorded Committee resolution and prompt notice to members and the College.

16. Complaints and dispute resolution

16.1 A complaint should be submitted confidentially to the Secretary, or to the Chairman or Chief Patron where the Secretary is implicated. Receipt should be acknowledged within seven days and triaged for safeguarding, criminal, regulatory, financial or ordinary governance issues.

16.2 The Committee shall appoint impartial persons to investigate, disclose the substance to the respondent, provide a reasonable opportunity to respond, protect confidentiality and issue a reasoned outcome within a reasonable time. Serious allegations may justify interim protective suspension without prejudging the outcome.

16.3 An appeal shall be heard by persons not involved in the original decision and lodged within fourteen days. The appeal outcome is final internally, without limiting legal or regulatory rights.

16.4 Where appropriate, internal disputes should first be addressed through good-faith discussion or mediation. Safeguarding, alleged crime, fraud, regulatory reporting or urgent protective action shall not be delayed by mediation.

17. Discipline

17.1 Misconduct includes serious or repeated breach of this Constitution or Code; dishonesty; misuse of funds, data, name or position; conduct materially harming the College or Association; harassment or discrimination; safeguarding breach; or refusal to comply with a lawful protective direction.

17.2 After a fair process, the Committee may warn, require corrective action, suspend privileges for a stated period, remove a subcommittee appointment, or recommend expulsion. Expulsion requires a two-thirds vote of all unconflicted voting Committee Members and takes effect after the appeal period or appeal decision.

17.3 Removal from elected office additionally requires a two-thirds General Meeting resolution, except that interim suspension may be imposed under clause 16.2. A person remains liable to return property and account for funds notwithstanding resignation or termination.

18. Notices and communications

18.1 Notice may be given by email, messaging service, post, hand delivery, the Association's official platform or a combination reasonably calculated to reach members. A member is responsible for updating contact details.

18.2 Accidental omission or non-receipt does not invalidate a meeting if the Committee took reasonable steps and the omission did not materially prejudice participation or the result.

19. Amendment

19.1 An amendment may be proposed by the Committee or by at least twenty-five Voting Members or ten per cent of Voting Members, whichever is lower but not fewer than fifteen.

19.2 The full text and rationale shall be circulated at least twenty-one clear days before the General Meeting. Adoption requires at least two-thirds of votes cast at a quorate meeting.

19.3 An amendment affecting the College's name, relationship, premises, pupils, Principal's role, dissolution assets or a mandatory education requirement also requires the Principal's written concurrence and any required authority approval before taking effect.

20. Dissolution

20.1 The Association may be dissolved only at an SGM called solely or principally for that purpose, upon at least thirty clear days' notice, with the ordinary quorum present and approval of at least three-quarters of votes cast.

20.2 After payment or provision for lawful liabilities, no remaining asset shall be distributed to members. Assets shall be transferred, with required approvals, to the College, its lawful school development body, or another Sri Lankan non-profit educational body with similar objects and a prohibition on member distributions, as specified in the dissolution resolution.

20.3 The final Committee shall prepare final accounts, arrange independent review, transfer records and assets, close accounts and notify relevant bodies.

21. Transitional arrangements and adoption

21.1 This Constitution takes effect when approved by a two-thirds majority at the inaugural or duly convened adoption meeting and concurred with in writing by the Principal, subject to any required education-authority approval.

21.2 The adoption meeting shall elect an Interim Committee for a period not exceeding six months. It shall verify the member register, open the Association bank account, approve core policies and convene the first election AGM. The first elected term runs from that AGM.

21.3 Pre-existing alumni funds, records, assets and liabilities shall transfer only after due verification, written inventory and lawful authority. The Interim Committee shall not assume undocumented liabilities.

21.4 The English, Sinhala and Tamil versions should be professionally reconciled before multilingual adoption. The adoption resolution shall specify which language version prevails if an inconsistency arises.

Schedule 1 — Initial subscriptions and thresholds

Item	Initial amount / rule	How changed
Membership subscriptions (all categories)	To be confirmed (TBC)	Ordinary Resolution at AGM
Life Subscription	To be confirmed (TBC), one-time	Ordinary Resolution at AGM
Silver / Gold / Platinum supporter tiers	To be confirmed (TBC)	Committee, ratified at AGM
Honourable (free) membership	No fee	Committee resolution
Emergency unbudgeted expenditure	LKR 100,000 aggregate per event	Ordinary Resolution at AGM
Competitive quotation threshold	Above LKR 100,000	Ordinary Resolution at AGM

Recommendation: review monetary thresholds annually in light of inflation, banking practice, project scale and donor conditions. A fee waiver should be available so inability to pay does not exclude a genuine past pupil.

Schedule 2 — Association Policies

These policies are adopted under the Foundational Memorandum, Constitution and Rules of the Old Students' Association (OSA–KPCC). They are to be read with the Constitution; where a policy conflicts with the Constitution or mandatory law, the Constitution or that law prevails. The Executive Committee ("the Committee") may amend a policy by recorded resolution, provided the change is consistent with the Constitution, and shall report material changes to members. Official website: kpcc-oba.com.

Policy 1 — Code of Conduct and Disciplinary Procedure

1.1 Every member, office-bearer and volunteer shall act with integrity, honesty, courtesy and respect, protect the good name of the College and the Association, and comply with this Constitution and all adopted policies.

1.2 No person shall use their membership or office for personal gain, misrepresent the Association, disclose confidential information, or engage in harassment, bullying, discrimination, intimidation, dishonesty or unlawful conduct at any Association activity or online forum.

1.3 Members shall declare conflicts of interest, follow lawful directions of the chair at meetings, avoid intoxication or unsafe behaviour at events, and treat pupils, staff and fellow members with dignity.

1.4 Alleged misconduct is handled under clause 17 of the Constitution. After a fair process in which the person is told the substance of the allegation and given a reasonable chance to respond, the Committee may take no action, issue advice or a written warning, require corrective action, suspend privileges for a stated period, remove a subcommittee appointment, or recommend expulsion (which requires a two-thirds vote of unconflicted voting Committee Members).

1.5 A person subject to a decision may appeal within fourteen days to persons not involved in the original decision, whose decision is final internally. Safeguarding, criminal or urgent protective matters are actioned immediately and are not delayed by this procedure.

Policy 2 — Safeguarding and Child-Protection Protocol

2.1 The safety, dignity and best interests of pupils and vulnerable persons are paramount and override any other Association interest.

2.2 All pupil-facing activity requires the Principal's prior written approval, a written risk assessment, appropriate adult supervision, and compliance with College and education-authority safeguarding procedures.

2.3 No member shall privately contact, transport, photograph, film, message, mentor, counsel, or collect data from a pupil through an Association activity unless specifically authorised in writing and appropriately supervised. One-to-one unsupervised contact with a pupil is not permitted.

2.4 Any safeguarding concern shall be reported immediately to the Principal (or the College's designated safeguarding officer) and, where legally required, to the relevant public authority. Concerns must never be investigated informally or concealed.

2.5 The Committee shall appoint a Safeguarding Lead, keep a record of concerns and actions confidentially, and ensure that persons in pupil-facing roles are briefed on this protocol before the activity.

Policy 3 — Financial Controls, Procurement and Expense Policy

3.1 All money shall be banked promptly into an account in the Association's full name at a licensed bank; personal accounts shall never be used. Cash shall be minimised, receipted and secured.

3.2 The authorised signatories are the Chairman, the Secretary and the Treasurer. Every payment or binding transfer requires approval by any two of them, one of whom must be the Treasurer; no signatory may approve a payment to themselves.

3.3 Expenditure must be within the approved budget. Unbudgeted emergency expenditure up to the threshold in Schedule 1 of the Constitution may be jointly approved by the Chairman, Secretary and Treasurer, reported within seven days and ratified at the next meeting; larger unbudgeted expenditure requires prior Committee approval.

3.4 Purchases above the Schedule 1 threshold shall obtain at least three comparable written quotations unless impracticable for emergency, sole-source or specialist reasons, with the reason recorded. Value-for-money and the absence of conflicts must be demonstrable.

3.5 Bank reconciliations shall be prepared monthly and reviewed by a person who did not prepare them. The Committee shall receive quarterly budget-to-actual reports, and the Treasurer shall maintain an asset register and a donor-restriction register.

3.6 Properly evidenced, pre-authorised expenses may be reimbursed; committee service is otherwise voluntary and unpaid.

Policy 4 — Privacy Notice, Data-Retention Schedule and Incident-Response Procedure

4.1 Personal data is processed in line with Sri Lanka's Personal Data Protection Act No. 9 of 2022 (as amended). Data is collected for specified, lawful Association purposes, kept accurate and secure, limited to what is necessary, and retained only as justified.

4.2 The membership register may record name, contact details, school period, category, status and fee position. Data shall not be sold or used for unrelated political or commercial marketing, and access is role-based.

4.3 Retention: membership records are kept while a person is a member and for up to two years after membership ends; financial records for at least seven years; and minutes and core constitutional records permanently. Data no longer required is securely deleted or destroyed.

4.4 A suspected data breach, loss or unauthorised access shall be reported without delay to the Chairman and the designated data lead, who shall contain it, assess the risk, notify affected persons and any authority where required, and record the incident and lessons learned.

4.5 Departing office-bearers shall return or securely delete all Association data and hand over accounts using Association-controlled recovery details.

Policy 5 — Fundraising, Donations and Sponsorship Policy

5.1 All fundraising shall be lawful, truthful and consistent with the Association's objects and the College's reputation. No unlawful lottery or misleading appeal shall be conducted.

5.2 Every material campaign requires an approved budget, a named responsible officer, a clear purpose, an approval route and a completion report to the Committee.

5.3 Restricted donations are accepted only for lawful, feasible purposes and are used strictly in accordance with the documented restriction. Anonymous, unlawful or reputationally risky donations may be refused, and high-value donations may be subject to due-diligence checks.

5.4 Donors shall receive an acknowledgement or receipt. Sponsorships shall be documented in writing, shall not give a sponsor control over Association governance, and any use of the College name, crest or premises requires the Principal's prior written approval under clause 15 of the Constitution.

5.5 Funds raised for the College or for pupils shall be transferred through a documented handover and acceptance process, and reported to members.

Policy 6 — Social Media, Communications and College Brand-Use Protocol

6.1 The Association's official website is kpcc-oba.com. All official domains, social accounts, mailing lists and archives shall be registered and controlled for the Association, with at least two administrators, documented credentials and multi-factor authentication where available.

6.2 Only the Chairman, the Secretary, the Communications and Membership Secretary, or an expressly authorised spokesperson may issue official statements. Personal opinions must not be presented as Association or College positions.

6.3 Use of the College's name, crest, uniform, photographs or premises requires prior written approval from the Principal and must follow any brand conditions. Pupils' images shall not be published without the required consents and safeguarding approval.

6.4 Communications shall be accurate, respectful, non-partisan and free of discriminatory or defamatory content. Any change to the official website domain requires a recorded Committee resolution and prompt notice to members and the College.

Policy 7 — Scholarship, Welfare and Grants Eligibility Policy

7.1 Scholarships, bursaries, welfare assistance and grants are awarded on transparent, published criteria and with the Principal's involvement where the recipient is a current pupil.

7.2 Awards shall be decided by a panel of unconflicted members; no panel member may decide an application concerning a relative or connected person, and all decisions and reasons are recorded.

7.3 Recipients' personal and financial information is treated as confidential and handled under Policy 4. Assistance is provided with dignity and without public identification unless the recipient consents.

7.4 Funds designated for scholarships or welfare are ring-fenced, tracked separately by the Treasurer, and reported to members in aggregate. Any unspent restricted funds are applied consistently with the restriction.

Policy 8 — Branch and Diaspora Chapter Rules

8.1 A regional or overseas branch or diaspora chapter may be recognised by a two-thirds resolution of the Committee under written rules consistent with this Constitution.

8.2 A branch shall protect the Association's identity, act within its approved scope, and shall not open bank accounts, incur liabilities, or enter contracts in the Association's name without prior written authority.

8.3 Each branch shall have a named coordinator, keep basic records, report to the Committee at least annually (including any funds handled), and comply with local law.

8.4 The Committee may suspend or withdraw recognition of a branch that acts outside these rules, and shall arrange the orderly return of any Association funds or property.

Policy 9 — Risk Management and Event Approval Checklist

9.1 Before approving an event or activity, the Committee (or an authorised subcommittee) shall confirm each of the following:

- a named organiser and clear purpose consistent with the Association's objects;
- an approved budget and funding source, with financial controls under Policy 3;
- venue suitability, permissions, and the Principal's written approval for any use of College identity, premises or pupils;
- a written risk assessment covering safety, crowd, fire, first aid, transport, food and weather, with mitigations;
- safeguarding measures under Policy 2 for any activity involving pupils;
- insurance or liability cover where appropriate, and first-aid provision;
- data and photography consents under Policy 4; and
- a contingency and incident-response plan, with emergency contacts.

9.2 High-risk elements (large crowds, minors, water, travel, significant spend) require enhanced controls and, where material, prior Committee approval rather than delegated approval.

9.3 After the event, the organiser shall provide a short completion and reconciliation report, noting income, expenditure, incidents and lessons learned.

Policy 10 — Handover Checklist for Outgoing Office-Bearers

10.1 Within fourteen days of leaving office, every office-bearer shall hand over to their successor or the Committee:

- all Association funds, cheque books, cards and banking authorities;
- complete financial records, the asset register and donor-restriction register (Treasurer);
- governance records, the minute book, the register of interests and correspondence (Secretary);
- the membership register and communications assets (Communications and Membership Secretary);
- all domains, social accounts, email accounts, passwords and administrator rights, transferred to Association-controlled recovery details with multi-factor authentication;
- keys, devices, equipment, seals, banners and other Association property; and
- a short handover note listing pending matters, deadlines and key contacts.

10.2 Signatory mandates at the bank shall be updated promptly to reflect the new office-bearers, and the departing signatory's authority removed.

10.3 The outgoing and incoming office-bearers shall jointly confirm the handover in writing to the Committee. A person remains liable to return property and account for funds notwithstanding resignation or removal.

Adopted by the Executive Committee of the Old Students' Association, OSA–KPCC. Review annually.

Schedule 3 — Adoption resolution

At a duly convened meeting held at ____________________________ on ____ / ____ / ______, the eligible members resolved by the required majority to adopt this Foundational Memorandum, Constitution and Rules as the governing document of the Old Students' Association of Mo/Kataragama President's Central College, Kataragama, subject to the recorded approvals below.

Role	Name	Signature	Date
Chair of adoption meeting			
Interim Secretary			
Interim Treasurer			
Member witness 1			
Member witness 2			
Principal / Patron — concurrence			
Education-authority approval, if required			

Schedule 4 — Founding subscriber register

No.	Full name	Years attended	NIC / member ID	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Schedule 5 — Oaths and Pledges of Office

The following oaths and pledges are taken by the office-bearers on assuming office, at the installation held after the electing General Meeting, in the order set out below. Full bilingual (Sinhala and English) versions are kept in the Association's ceremonial Oaths of Office document; where any difference arises, the meaning of this Schedule prevails.

Chief Patron (honorary · non-voting)

I, ______________________________, having been invited to serve as Chief Patron of the Old Students' Association of Mo/Kataragama President's Central College, do graciously accept this honorary office. I pledge to lend my blessings, counsel and goodwill to the Association; to encourage its members in unity, service and gratitude to their alma mater; to uphold the values and good name of the College; and to support the Association in its noble endeavours. This I offer with sincerity and good faith.

Honourable Advisory Board (a past student · votes as an ordinary member)

I, ______________________________, as a member of the Honourable Advisory Board of the Old Students' Association, do solemnly and sincerely affirm that I will offer honest counsel and the benefit of my experience to the Chairman and the Committee; that I will help safeguard the Association's continuity, traditions and institutional memory; that I will lend my standing and goodwill in support of its objects and represent it with dignity; that I will help resolve differences with fairness and unity; that I will respect that this role is advisory and that decisions rest with the Committee; and that I will uphold this Constitution and protect the good name of the College and the Association. This I solemnly affirm.

Chairman (the Principal, ex officio · non-voting)

I, ______________________________, as Principal of Mo/Kataragama President's Central College and Chairman ex officio of the Old Students' Association, do solemnly and sincerely affirm that I will provide strategic leadership and preside over the Association with fairness and dignity; that I will safeguard the bond between the College and its old students; that I will uphold this Constitution and act at all times in the best interests of the Association and its pupils; that, recognising that this office does not carry a vote, I will guide rather than dominate its decisions; and that I will protect the good name of the College and the Association. This I solemnly affirm.

Co-Chairman (holds the casting vote)

I, ______________________________, as Co-Chairman of the Old Students' Association, do solemnly and sincerely affirm that I will support the Chairman and, should the office of Chairman fall vacant, preside over the Association with fairness until a newly appointed Principal takes the chair; that I will uphold this Constitution and act in the best interests of the Association and its members; that I will exercise my vote, and the casting vote entrusted to this office, honestly and only for the good of the Association; and that I will protect the good name of the College and the Association and discharge my duties with integrity. This I solemnly affirm.

Vice-Chairman

I, ______________________________, as Vice-Chairman of the Old Students' Association, do solemnly and sincerely affirm that I will support the Chairman and Co-Chairman and deputise for them when called upon; that I will uphold this Constitution and act in the best interests of the Association and its members; that I will exercise my vote honestly; and that I will protect the good name of the College and the Association, discharging my duties faithfully and with integrity. This I solemnly affirm.

Secretary

I, ______________________________, as Secretary of the Old Students' Association, do solemnly and sincerely affirm that I will keep true and proper records of the Association; issue notices, prepare agendas and record faithful minutes of its meetings; maintain its governance documents and correspondence with care and confidentiality; uphold this Constitution and act in the best interests of the Association and its members; and hand over all records, seals and property of my office faithfully at the end of my term. This I solemnly affirm.

Vice-Secretary

I, ______________________________, as Vice-Secretary of the Old Students' Association, do solemnly and sincerely affirm that I will support and deputise for the Secretary; that I will keep the records of the Association faithfully and confidentially; that I will uphold this Constitution and act in the best interests of the Association and its members; and that I will discharge my duties with diligence and integrity. This I solemnly affirm.

Treasurer

I, ______________________________, as Treasurer of the Old Students' Association, do solemnly and sincerely affirm that I will keep true, complete and honest accounts of all money of the Association; bank its funds promptly and in its name; make no payment save as duly authorised and for the Association's proper purposes; present faithful financial reports to the members; guard against waste and misuse; and hand over the funds, accounts and financial records of my office faithfully at the end of my term. This I solemnly affirm.

Vice-Treasurer

I, ______________________________, as Vice-Treasurer of the Old Students' Association, do solemnly and sincerely affirm that I will support and deputise for the Treasurer; that I will help keep true and honest accounts and handle the Association's money with care; that I will never alone approve a payment to myself; and that I will uphold this Constitution and discharge my duties with integrity and diligence. This I solemnly affirm.

Communications & Membership Secretary

I, ______________________________, as Communications and Membership Secretary of the Old Students' Association, do solemnly and sincerely affirm that I will maintain a true register of its members and safeguard their personal information; that I will manage the Association's official communications and accounts honestly and in its name; that I will represent the Association truthfully and with dignity; that I will uphold this Constitution; and that I will hand over the register, credentials and communications assets of my office faithfully at the end of my term. This I solemnly affirm.

Committee Member (one of the fifteen)

I, ______________________________, as a Committee Member of the Old Students' Association, do solemnly and sincerely affirm that I will faithfully serve the Association and the batch and members I represent; that I will attend and take part in its meetings; that I will uphold this Constitution and exercise my vote honestly and in the best interests of the Association as a whole; that I will protect its assets and the good name of the College and the Association; and that I will discharge my duties with integrity, diligence and unity. This I solemnly affirm.

Drafting and compliance note

This document is a governance draft, not a legal opinion. Before adoption, confirm applicable Ministry/Provincial Education Department circulars and approval routes; whether registration under any voluntary social service, charity, tax, fundraising or other regime is desirable or required; banking requirements for an unincorporated association; and the operational effect of Sri Lanka's Personal Data Protection Act No. 9 of 2022 and Personal Data Protection (Amendment) Act No. 22 of 2025. Separate policies should be adopted before significant fundraising or pupil-facing work.

Reference points consulted: Ministry of Education circulars portal; Data Protection Authority of Sri Lanka materials; and publicly available identification of Mo/Kataragama President's Central College. Specific education circular applicability should be confirmed with the College and relevant education authority.

Final review checklist before adoption

- Confirm the official English, Sinhala and Tamil names of the College and Association.
- Confirm the Principal's role and obtain written concurrence on College name, crest, premises and pupil-facing activities.
- Confirm the applicable Ministry or Provincial Education Department circulars and approval route.
- Approve or revise the proposed subscriptions, procurement threshold, quorum and two-year term.
- Verify the first Voting Member register before nominations and the adoption vote.
- Select an independent examiner or auditor and obtain bank account opening requirements.
- Adopt the safeguarding, finance, privacy and Code of Conduct policies before commencing material activity.
- Commission a reconciled Sinhala and Tamil translation and record which version prevails in case of inconsistency.