



**THE CONSTITUTION
PAST PUPILS' ASSOCIATION
HOLY FAMILY CONVENT, BAMBALAPITIYA**

[ADOPTED ON THE 6TH DAY OF FEBRUARY 2026]

1. NAME OF THE ASSOCIATION

The Association is called The Past Pupils' Association of Holy Family Convent, Bambalapitiya (hereinafter referred to as **"The Association"**) and shall, for all intents and purposes, be the Main Parent Body representing all Past Pupils of Holy Family Convent, Bambalapitiya.

2. OBJECTIVES

The objectives of The Association is to:

- 2.1 Unite all Past Pupils and promote loyalty to the school
- 2.2 Render opportunities to Past Pupils to help students at School and to assist in school development activities, on the request of Rev. Sr. Principal
- 2.3 Link and represent its members in the sphere of Spiritual Activity
- 2.4 To promote the wellbeing of the members of The Association

3. PATRONESS

The Rev. Sr. Superior of Holy Family Convent, Bambalapitiya shall be the Patroness of The Association.

In the event Rev. Sr. Superior is indisposed, Rev. Sr. Principal of the school may act as the Patroness of The Association until Rev. Sr. Superior is appointed.

4. HONORARY MEMBERS

All Members of the Staff and the Past Pupils who are in 'religious orders' shall be treated as Honorary Members of The Association, as long as they remain in such capacity.

5. MEMBERSHIP

5.1 Eligibility

Life Membership in The Association shall be restricted to all Past Pupils who studied at Holy Family Convent, Bambalapitiya for not less than five (5) years.

5.2 Membership Fees

5.2.1 Life Membership Fee for Past Pupils who have left the school within the last five (5) years from the date of Application shall be as defined in **Schedule I**

5.2.2 Life Membership Fee for Past Pupils who have left the school within the last three (3) years from the date of Application shall be as defined in **Schedule I**

5.3 **Admission (enrolment)**

Life Membership can be obtained by duly filling in the membership application form which is available on the official website of The Association.

5.4 **Rights & Privileges of Members:**

The rights and privileges of members shall arise solely under this Constitution and shall be exercised in accordance with its provisions.

5.4.1 Every member shall be entitled to attend, participate in, and be recognized as a member of The Association at the Annual General Meeting and at any duly convened Special General Meeting.

5.4.2 Every member shall be entitled to one (1) vote at the Annual General Meeting and Special General Meeting where voting is permitted, subject to the provisions of this Constitution.

5.4.3 Every member shall be entitled to enjoy all rights, privileges, benefits, and opportunities customarily attributable to a Past Pupil of Holy Family Convent, Bambalapitiya including participation in events, programmes, and initiatives of The Association, subject to the rules and guidelines adopted under this Constitution.

5.5 **Resignation & Revocation**

The resignation and/or revocation of membership shall be governed as follows:

5.5.1 **Resignation by a Member**

A Life Member may voluntarily relinquish her membership by notice to the Executive Committee of The Association. Such resignation shall be placed before the immediately succeeding Executive Committee Meeting for formal tabling and confirmation.

5.5.2 **Revocation of Membership**

The Executive Committee with the consent of the Patroness shall be entitled to revoke the membership of any member who is found to have engaged in misconduct, criminal breach or conduct prejudicial to the objects, reputation or integrity of The Association. Any such revocation shall be subject to due process as defined in **Schedule II**.

6. BRANCH

Any group of members of The Association, who wish to set up a Branch of The Association outside Sri Lanka, shall be henceforth known and referred to as a **“Past Pupils’ Association of Holy Family Convent Bambalapitiya, [Country Name] Branch”**. The formation of such Branch is defined in **Schedule III**.

7. BATCH

Any group of members of The Association, who wish to set up a Batch group within or outside Sri Lanka, shall be henceforth known and referred to as “..... [Year of A/L] Batch of Holy Family Convent, Bambalapitiya”. The formation of such Batch group is defined in **Schedule IV**

8. GOVERNANCE

8.1 The Executive Committee shall comprise of the office bearers and the committee

8.1.1 The Office Bearers

- The President
- Four Vice Presidents
 - Principal of the Upper School
 - Principal of the Lower School
 - Two (2) Members
- Two Joint Secretaries
- Treasurer
- Assistant Treasurer

8.1.2 The Committee

- Fifteen (15) Committee Members
- Teacher Coordinator
- Immediate Past President (during the 1st term of the president elect)

8.2 The Election of the Executive Committee

8.2.1 The President

8.2.1.1 The Executive Committee shall call for nominations for President, Past Pupils' Association, Holy Family Convent, Bambalapitiya, to be sent via official email or registered post to reach the Honorary Joint Secretaries. The format of such nomination shall be as defined in **'Schedule V'**

8.2.1.2 The Honorary Joint Secretaries shall stipulate the deadline by which nominations should reach them when notifying members of the Annual General Meeting.

8.2.2 The Vice Presidents (Four)

8.2.2.1 Principal of the Upper School (by virtue of her office)

8.2.2.2 Principal of the Lower School (by virtue of her office)

8.2.2.3 Two (2) Members - to be elected from the house at the AGM

8.2.3 The Joint Secretaries (Two)

The President shall nominate both her Joint Secretaries, subject to the approval of the house

8.2.4 The Treasurer

The Treasurer - to be elected from the house at the Annual General Meeting

8.2.5 The Assistant Treasurer

The Assistant Treasurer - to be elected from the house at the Annual General Meeting

8.2.6 The Committee

8.2.6.1 Nominations for the posts of 15 Committee Members, referred to in Clause 8.1.2 above, shall be made to the Joint Secretaries at least 7 days prior to the date of the Annual General Meeting, via email or registered post.

8.2.6.2 The Nomination form shall include the following particulars:

- a. Name of Proposer
- b. Name of Seconder
- c. The consent of the Nominee and assurance of physical presence at the Annual General Meeting where her name would be proposed
- d. Confirmation of attendance of two (2) Annual General Meetings during the immediate past five (5) years. Subject to confirmation by the Joint Secretaries

8.2.6.3 Where there are more than 15 members nominations to the posts of Committee Member, the house shall elect only 15 members at the Annual General Meeting by voting. Same as Clause 8.2.6.2.d will apply

8.2.6.4 The Teacher Coordinator shall be elected at the Annual General Meeting. The elected teacher should be a member of The Association and a member of the office or teaching staff of Holy Family Convent, Bambalapitiya. Same as Clause 8.2.6.2.d will apply

8.2.6.5 The Immediate Past President of The Association shall hold office only in the ensuing year, following her Presidency, in the Committee if the outgoing President is re-elected for the 2nd term.

8.2.7 All Executive Committee members shall be physically present at the Annual General Meeting

8.3 Term of Office

8.3.1 The Members of the Executive Committee referred to in the Clause 8.1.1 and 8.1.2 shall be elected at an Annual General Meeting for a period of one year

- 8.3.2 No member of the Committee or the Teacher Coordinator shall hold office in any capacity for more than Three (3) consecutive years. However, she will be eligible to hold office after a lapse of one year. This excludes the Immediate Past President in the ensuing year of her presidency.
- 8.3.3 Notwithstanding Clause 8.3.1 the term of the President will be for only two consecutive years.

8.4 Responsibilities of the Office Bearers

8.4.1 The President

- 8.4.1.1 The President shall chair all meetings and, in her absence, one of the two elected Vice-Presidents shall preside.
- 8.4.1.2 The President shall have the power to direct the Joint Secretaries to convene meetings.
- 8.4.1.3 She shall have the authority to represent the Association on various school-level Boards and Committees, and participate in events as deemed appropriate.
- 8.4.1.4 She will provide guidance regarding the administration of The Association, its property and finances in consultation with the Executive Committee.
- 8.4.1.5 She shall have the authority to call upon any member to fulfill, perform, or discharge her duties and obligations as required under The Association's rules, policies or directives.
- 8.4.1.6 The President and the Patroness, acting together, are vested with full authority over all legal matters affecting The Association. This includes the power to initiate, defend, continue, settle, compromise, or enforce any legal proceedings, claims, or actions arising from breaches, misconduct, or any matter impacting The Association.
- 8.4.1.7 All decisions pertaining to legal actions must be taken by the President and Patroness, either directly or through a specifically authorised representative, with prior Executive Committee approval for each matter.

8.4.2 The Vice Presidents

- 8.4.2.1 The Vice Presidents shall be responsible towards the management of Branches and Batch Groups
- 8.4.2.2 They shall be the representatives of the association at the Welfare Association along with the President

8.4.3 The Joint Secretaries

- 8.4.3.1 The Secretaries shall convene meetings and shall maintain a book of minutes of the proceedings of all meetings. They shall carry out all decisions made by the Executive Committee.

- 8.4.3.2 They shall at the Annual General Meeting submit an Annual Report, duly approved by the Executive Committee, on all events, projects and activities of The Association during the preceding year of office. This report shall also include reports and activities from Branches and Batch Groups
- 8.4.3.3 They shall maintain a register of the Members of The Association
- 8.4.3.4 They shall maintain a record of all Office Bearers and other members of the Executive Committee and the persons nominated and seconded for such positions in line with the provisions of this Constitution
- 8.4.3.5 They will also perform any such other functions as may be assigned under the provisions of this Constitution
- 8.4.3.6 They shall be the custodians of the official seal The Association

8.4.4 The Treasurer

- 8.4.4.1 The Treasurer shall collect and receive all monies (membership, donations, funds) of The Association and shall maintain a true and accurate record of the accounts of The Association.
- 8.4.4.2 The Treasurer shall where and if necessary, at every Executive Committee meeting, table a summary of the accounts stating the bank balances and the Creditors and Debtors totals.
- 8.4.4.3 The Treasurer shall present an estimated event specific budget prior to each event for approval of the Executive Committee. Post event she shall table the actuals with the original receipts.
- 8.4.4.4 She shall be responsible for getting the accounts audited and made available to the members in time for the Annual General Meeting.
- 8.4.4.5 She shall prepare the Annual Report to be presented at the Annual General Meeting. Such report shall include reports of The Association and its Branches.
- 8.4.4.6 She shall perform any other functions as may be assigned under the provisions of this Constitution

8.5 Responsibilities of the Executive Committee

- 8.5.1 The Executive Committee shall be responsible towards furthering the objectives of The Association as stipulated in Clause 2.
- 8.5.2 The Executive Committee shall be responsible for the finances of The Association and shall be held responsible for such disbursement of funds and shall be accountable to the membership.
- 8.5.3 The Executive Committee shall have the power to fill any vacancy that may occur in the Executive Committee during the course of the year. Same Clause 8.2.6.2.d will apply

8.6 Special Committees & Sub Committees

- 8.6.1 A Special Committee for the purpose of furthering the objective mentioned in the Clause 2 shall be elected by the Membership at the Annual General Meeting. The President shall be an ex-officio member and the other members shall not be more than ten (10) including the President.
- 8.6.2 The members of the Special Committee referred to in Clause 8.6.1 above, shall be accountable to the membership of their activities connected with the furtherance of the objective in Clause 2
- 8.6.3 The members of the Special Committee referred to in the Clause 8.6.1 above shall stand dissolved by the membership by an Annual General Meeting or Special General Meeting specially convened for this purpose if and when the membership is satisfied that the Special Committee referred in sub-paragraph 8.6.1 above is redundant.
- 8.6.4 Special Sub-Committees for the purpose of carrying out any specific function may also be appointed by the Executive Committee. The President, a Vice President, a Secretary and the Treasurer and other members of the Association including experts shall be ex-officio members of all such Special Sub-Committees. All such Special Sub-Committees shall function under the direction of the Executive Committee on a voluntary basis.

8.7 Filling Vacancies

- 8.7.1 Any elected member of the Executive Committee who fails to attend three (3) consecutive Executive Committee meetings without a valid reason or excuse to the Joint Secretaries shall cease to be a member of the Executive Committee.
- 8.7.2 The Joint Secretaries shall inform the member of the dates of the three consecutive meetings she had not excused herself or attended, and if no explanation is received within fourteen (14) days from the member as regards her absence, the Executive Committee shall fill such vacancy. Same Clause 8.2.6.2.d will apply
- 8.7.3 Such a member who fails to give sufficient explanation as to her absence, shall not be eligible for re-election to the Executive Committee at the next Annual General Meeting

9 MEETINGS

9.1 Annual General Meeting

- 9.1.1 The Annual General Meeting and the Annual re-union of The Association shall be held in February every year, as the school was founded in February 1903.

9.1.2 All other celebrations shall be held at a time and place decided by The Executive Committee, depending on the condition prevailing at the time of holding such celebrations.

9.1.3 The quorum at an Annual General Meeting shall be 50 members of The Association

9.2 Special General Meeting

9.2.1 The Joint Secretaries shall summon a Special General Meeting of The Association on a request made via the official email or registered post by a minimum of five (5) members on a breach or a violation of this Constitution and/or a critical issue that impacts The Association and its membership. The Joint Secretaries shall call a Special General Meeting for the cause mentioned in the said written request herein. The Special General Meeting shall be called within fourteen (14) days of the receipt of such request and at least seven (7) days of notice shall be given to the Membership stating the business to be transacted at such meeting. No other business shall be transacted at a Special General Meeting, other than that for which the meeting is convened.

9.2.2 The quorum at a Special General Meeting shall be 50 members of The Association.

9.3 Executive Committee Meeting

9.3.1 Meetings of the Executive Committee of which not less than seven (7) days notice shall be given, shall be held a minimum of six (6) times within a term of one year

9.3.2 The quorum at an Executive Committee Meeting shall not be less than ten (10) members of the Executive Committee

9.3.3 All meetings of The Association shall be held at Holy Family Convent, Bambalapitiya with the permission of the Patroness

9.4 Meetings in Electronic Form

The meetings of The Association with the permission of the Patroness can be held via virtual platforms under exceptional circumstances.

9.5 Meetings with Branches

9.5.1 The Office Bearers of the Executive Committee shall convene a virtual meeting with all Branches within three (3) months following the Annual General Meeting for the purpose of engagement, coordination, and information-sharing. At least fourteen (14) days' prior notice, together with the proposed agenda and meeting details, shall be provided via email to the President and Secretary of each Branch.

9.5.2 The Office Bearers of the Executive Committee of The Association shall participate in such meeting together with the Office Bearers of the Branch.

10 FINANCES

10.1 Funds / Contributions

- 10.1.1 All monies collected shall be handed over to the Treasurer who will issue receipts to individual subscribers.
- 10.1.2 The funds of The Association shall be deposited with any Bank or Banks in Sri Lanka as directed by the Executive Committee. All orders of the withdrawals and cheques drawn up on the funds of The Association shall be signed by any two of the following Office Bearers-
- 10.1.2.1 By the President along with the Treasurer; or
- 10.1.2.2 Either by the President or the Treasurer who shall be a Mandatory signatory, along with any one of the two Joint Secretaries.
- 10.1.3 The Executive Committee shall make appropriate financial decisions mandatorily in consultation with the appointed auditor, with regard to investments of The Association funds.
- 10.1.4 The Executive Committee shall be empowered to disburse funds of The Association as defined in **'Schedule VI'**
- 10.1.5 The Executive Committee shall, during its term of office, undertake and conduct substantial fundraising activities in furtherance of the objectives of The Association.
- 10.1.6 The Executive Committee shall, at the conclusion of its term of office, ensure that a minimum balance, as stipulated in **'Schedule VI'**, is maintained in The Association's account.
- 10.1.7 Notwithstanding the ceiling imposed by Clause 1 of **'Schedule VI'**, the Executive Committee will be empowered to disburse such funds of The Association for the express purpose of assisting the school, if and only when a special request is made by Rev. Sr. Principal of Holy Family Convent, Bambalapitiya.

10.2 Financial Year

- 10.2.1 The financial year of The Association is 1st of January to 31st of December
- 10.2.2 The annual accounts of The Association shall be audited and tabled at the subsequent Annual General Meeting.
- 10.2.3 The registered Branches should hold their Annual General Meeting prior to the Annual General Meeting of The Association. The Financial accounts of the registered Branches should be tabled at their respective Annual General Meetings and subsequently forwarded to the Executive Committee of The Association seven (7) days prior to the Annual General Meeting of The Association.

10.3 Auditor

There shall be an Auditor to The Association, who shall be elected at the Annual General Meeting for a period of one year.

11 AMENDMENTS TO THE CONSTITUTION

- 11.1 The provisions of this Constitution shall not be amended varied or rescinded except at an Annual General Meeting of which due notice has been given.
- 11.2 The rules of The Association as stated in the constitution may be amended by a Resolution adopted at an Annual General Meeting by a majority of two-thirds of the members present and voting. The process of the notice of a Resolution is as defined in **‘Schedule VII’**

12 CODE OF CONDUCT

- 12.1 Every member of The Association shall conduct herself in a manner that upholds the values, traditions, dignity, reputation, and best interests of The Association and Holy Family Convent, Bambalapitiya at all times.
- 12.2 Members shall act with integrity, mutual respect, and courtesy towards fellow members, office-bearers, students, staff, and stakeholders of The Association and Holy Family Convent, Bambalapitiya, and shall refrain from any conduct that is discriminatory, abusive, defamatory, or detrimental to the harmony of The Association.
- 12.3 No Member or Branch or Batch Group shall use the name, logo, platform, resources, or affiliation of The Association for personal, or commercial purposes.
- 12.4 Members shall comply with this Constitution, the decisions of the Executive Committee and The Association at Annual General Meetings and Special General Meetings, and all duly adopted rules, policies, and guidelines.
- 12.5 No Member or Branch or Batch Group, shall use the name, logo, affiliation, or funds of The Association for personal, political, or commercial purposes
- 12.6 All funds raised or utilized by Branches or Batch Groups shall be applied solely towards objectives consistent with the purposes of The Association and shall be subject to transparency, accountability, and reporting requirements as determined by the Executive Committee of The Association.
- 12.7 No Member, Branch or Batch Group shall, whether directly or indirectly, use social media or any digital or public platform to publish, share, endorse, or circulate any derogatory, defamatory, false, misleading, or malicious statement, image, or content that brings, or is reasonably likely to bring, the Past Pupils’ Association of Holy Family Convent, Bambalapitiya, its Branches, Batch Groups, Office Bearers, or Members into disrepute. Any grievances or complaints shall be notified as per the procedure stated in **Schedule VIII** hereto
- 12.8 All Members, Branches and Batch Groups shall comply with this Constitution, the decisions of the Executive Committee, and Resolutions passed at the Annual General Meeting.

- 12.9 Any breach of this Code of Conduct shall render the Member or Branch or Batch Group liable to disciplinary action or revocation of membership, subject to due process as provided under this Constitution.

13 INDEMNITY

- 13.1 The Past Pupils' Association shall indemnify and hold harmless its Office Bearers, members of the Executive Committee, members of sub-committees, and authorized representatives from and against any loss, liability, claim, demand, cost, or expense (including reasonable legal costs) incurred in the bona fide performance of their duties and functions under this Constitution
- 13.2 Such indemnity shall apply only where the act or omission was carried out in good faith, within the scope of authority granted by this Constitution, and in the best interests of The Association.
- 13.3 No indemnity shall extend to any act or omission arising from fraud, willful misconduct, gross negligence, criminal conduct, or acts carried out in breach of this Constitution or applicable law.

14 GENERAL PROVISIONS

- 14.1 The President, with the consent and concurrence of the Executive Committee and with the approval of the Patroness, shall have the power, when she considers it in the best interest of The Association, to take any steps necessary, including in contravention of the rules or otherwise, to ensure the continuing existence, stability, and proper functioning of The Association.
- 14.2 Matters not provided for in this Constitution shall be decided upon by the Executive Committee in consultation with the Patroness, and such decisions shall be final and binding, subject to any subsequent ratification by the Annual General Meeting if required.
- 14.3 The Association shall act in a non-partisan, inclusive, and transparent manner in all its activities, decisions, and governance, and shall strive to uphold the ethos, values, and reputation of Holy Family Convent, Bambalapitiya and The Past Pupils' Association of Holy Family Convent, Bambalapitiya.
- 14.4 The Executive Committee shall have the power to make such rules, regulations, and policies as may be necessary to give effect to this Constitution, provided such rules do not conflict with its provisions.
- 14.5 Any amendment, waiver, or relaxation of the provisions of this Constitution shall be undertaken only in accordance with the amendment procedure set out in this Constitution and shall not affect any action validly taken prior to such amendment.

- 14.6 The Association, its Office Bearers, and Members shall not be liable for any loss or damage arising from the bona fide exercise of powers under this Constitution, except in cases of fraud, gross negligence, or willful misconduct.
- 14.7 The Association shall ensure proper records, accounts, and minutes are maintained and preserved, and such records shall be open for inspection by members in accordance with procedures approved by the Executive Committee.

15 TRANSITIONAL PROVISIONS

- 15.1 Upon adoption of this Constitution, members of the Executive Committee, sub-committees, and Branches in office immediately prior to its commencement shall continue to hold their respective positions until the conclusion of their current term or until elections are conducted in accordance with the provisions of this Constitution, whichever occurs first.
- 15.2 Any rules, resolutions, agreements, or actions validly made under the previous Constitution shall continue to have full force and effect to the extent they are not inconsistent with this Constitution, until such time as they are amended, repealed, or replaced under this Constitution.
- 15.3 All members of The Association, including foreign branches, shall be deemed to have accepted and to be bound by the provisions of this Constitution from the date of its adoption.

16 INTERPRETATION

16.1 Definitions

In this Constitution, unless the context otherwise requires, the following words and expressions shall have the meanings assigned to them below:

- a. "The Association" means The Past Pupils' Association of Holy Family Convent, Bambalapitiya.
- b. "School" means Holy Family Convent, Bambalapitiya.
- c. "Patroness" means the Reverend Sister Superior of Holy Family Convent, Bambalapitiya, and in her absence or incapacity, the Reverend Sister Principal acting in such capacity in accordance with this Constitution.
- d. "Executive Committee" means the governing body of The Association constituted in terms of Clause 8 of this Constitution.
- e. "Office Bearers" means the President, Vice Presidents, Joint Secretaries, Treasurer and Assistant Treasurer of The Association.

- f. “Member” means a Life Member or Honorary Member admitted in accordance with this Constitution.
- g. “Life Member” means a Past Pupil who satisfies the eligibility criteria and has been admitted to membership in accordance with Clause 5.
- h. “Honorary Member” means a person recognized as such under Clause 4 of this Constitution.
- i. “Branch” means an overseas association formed and registered in accordance with Schedule III.
- j. “Batch Group” or “Batch” means a group of members formed in accordance with Schedule IV.
- k. “Annual General Meeting” or “AGM” means the Annual General Meeting of The Association convened in accordance with Clause 9.1.
- l. “Special General Meeting” or “SGM” means a Special General Meeting convened in accordance with Clause 9.2.
- m. “Schedules” mean the schedules annexed to this Constitution, which shall form an integral part thereof.

16.2 In the event of any inconsistency between the provisions of this Constitution and any rule, guideline, policy, or schedule adopted thereunder, the provisions of this Constitution shall prevail.

16.3 Any question or doubt relating to the interpretation of this Constitution shall, in the first instance, be determined by the Office Bearers in consultation with the Patroness, and such determination shall be final and binding, subject to any subsequent ratification by the Annual General Meeting where required.

SCHEDULE I
MEMBERSHIP FEES

1. Past Pupils who have left school over a period of three (3) years from the date of application – Rupees Three Thousand (Rs.3,000.00)
2. Past Pupils who have left the school over a period of five (5) years from the date of Application shall be Rupees Five Thousand (Rs.5,000.00)
3. If a member loses or misplaces a membership card, she shall so inform the joint secretaries of the association in via official email or registered post who will then make arrangements to issue a duplicate membership card and a fee of Rupees One Thousand (Rs.1,000.00) per card will be levied.

SCHEDULE II
DUE PROCESS FOR REVOCATION OF MEMBERSHIP

For the purpose of revocation, the following due process shall be strictly adhered to:

1. The member concerned shall be notified in writing of the allegations against her, together with reasonable particulars thereof.
2. The member shall be afforded a reasonable period of time, not being less than fourteen (14) days, to submit a written explanation or response to the Executive Committee.
3. The member shall be given an opportunity to be heard in person before the Patroness and the Office Bearers of The Executive Committee, should she so request.
4. The Office Bearers of The Executive Committee shall consider the response and representations made by the member in good faith and shall make a decision with the consent of the Patroness based on the merits of the matter.
5. The final decision shall be officially communicated to the member and tabled at the subsequent Annual General Meeting.

SCHEDULE III
FORMATION & OPERATION OF A BRANCH

The criteria for the formation of such branch are as follows:

1. One Branch shall be permitted to be established in any One Foreign Country, and such Branch shall be named as **“Past Pupils’ Association of Holy Family Convent Bambalapitiya, [Country Name] Branch”**
2. In the event that a foreign country consists of multiple states or provinces and there is a request to establish additional branches within such states or provinces, prior

written approval shall be obtained from the Main Body. Upon approval being granted, such Branch shall be named: **“Past Pupils’ Association of Holy Family Convent Bambalapitiya, [State/Province Name] [Country Name] Branch.”**

3. Such a branch shall have a minimum of 15 members who are members of The Association.
4. The Branch shall seek registration at its inception from The Executive Committee of The Association by providing all information as below.
 - i. A formal written request is to be made via official email by the members of the overseas branch with requesting registration.
 - ii. Country / State
 - iii. Proposed Office Bearers and their PPA membership numbers and contact information
 - iv. Draft of the proposed Constitution.
5. On receiving such a request for registration, the Executive Committee shall table such request at the subsequent Executive Committee meeting for approval. Concurrently, Rev. Sr. Principal shall obtain written approval from the Patroness for the request.
6. The decision shall be informed in writing to the requesting party. If approval has been secured, the Joint Secretaries of The Association will provide a detailed application form and guidelines which the branch is mandated to follow. Failure to follow the guidelines would result in The Association not recognizing The Branch as part of The Association.
7. Existing Branches / Past Pupils Associations in overseas countries before the amendment of this Constitution are mandated to seek fresh registration under Clause 3 & 4 of Schedule III and shall furnish the following documents
 - i. A formal written request is to be made via official email by the members of the overseas branch seeking re-registration.
 - ii. Country / State
 - iii. Proposed Office Bearers and their PPA membership numbers and contact information
 - iv. Draft of the proposed Constitution.
 - v. A summary report of activities carried out during the preceding three (3) years.
 - vi. Audited financial statements for the preceding three (3) years.
 - vii. Details of Office Bearers, including names and contact information, for the preceding three (3) years.
8. It is the responsibility of the Branch to ensure that all members seeking membership of the branch are registered members of The Association.

9. Each Branch Association shall, on an annual basis, notify the Main Body of its elected Office Bearers within thirty (30) days of the conclusion of its Annual General Meeting.
10. Where a Holy Family Convent Leadership Team (Provincial) exists in the relevant country, the Branch shall ensure that the Provincial is formally notified of and invited to all events organized by the Past Pupils' Association Branch

SCHEDULE IV FORMATION OF BATCH GROUP

1. The Batch Group shall be named as “.....[Year of A/L] **Batch of Holy Family Convent, Bambalapitiya**”, and only one (1) such Batch Group shall be recognized for each year, irrespective of the country or state in which its members reside.
2. A Batch Group will have a minimum of 10 members
3. A Batch representative who is a member of The Association has to be appointed annually by the Batch Group. The representative to be registered prior to the Annual General Meeting of The Association. She will be the contact person/liaison between the Batch Group and the Executive Committee, and which Representative shall report to and support the Executive Committee whenever called upon or required to do so. However, such Representative need not be a Member of the Executive Committee of the Association.

SCHEDULE V NOMINATION OF THE PRESIDENT

1. The nomination for the post of President shall be sent via email or registered post to reach the Joint Secretaries 14 days prior to the Annual General Meeting.
2. The nomination will carry the signatures of the proposer and seconder along with their membership numbers.
3. The nomination will also carry the signature and membership number of the proposed President with her consent to accept the post if elected.
4. In the event the nomination is being sent via email, the scanned copy of the nomination containing the signatures is to be attached.
5. In the event of there being more than one candidate, the names of such candidates shall be brought at the Annual General Meeting and a vote taken by secret ballot.

SCHEDULE VI
DISBURSEMENT OF FUNDS

1. Funds of the Association should be in compliance with objects in Clause 2 of this constitution, and that the Executive Committee is empowered to disburse such funds up to a maximum of Rs.150,000.00. An amount to be spent on any special event, to be sanctioned at the Annual General Meeting or a Special General Meeting convened for such purpose.
2. In the event that any amount in excess of the above limit is required to be disbursed, the Executive Committee shall be empowered to determine such additional amount. Any such disbursement shall be funded exclusively from the interest accrued on the Association's funds. The capital shall not be withdrawn under any circumstances except with the prior approval of the Members by resolution at an Annual General Meeting or at a Special General Meeting convened specifically for that purpose.
3. The outgoing Executive Committee shall maintain a minimum of Rs. 300,000.00 in the General Account in addition to the Inland Revenue Department tax component relevant to their year in office.

SCHEDULE VII
NOTICE OF A RESOLUTION

1. Notice of a Resolution to be moved at an Annual General Meeting shall be sent to the Joint Secretaries via email or registered post not less than seven (7) days before the date of such meeting.
2. All resolutions shall be considered at an Executive Committee Meeting which shall be held not less than three (3) days before the Annual General Meeting

SCHEDULE VIII
GRIEVANCE HANDLING PROCESS

1. Any grievance shall be submitted in writing to the Joint Secretaries within fourteen (14) days of the occurrence of the matter, clearly stating the nature of the complaint, parties involved, and the relief sought.
2. The Executive Committee shall conduct a preliminary review within fourteen (14) days of receipt of such complaint, to determine whether the matter falls within the jurisdiction of the PPA and whether sufficient grounds exist to proceed.
3. The Executive Committee may dismiss any complaint that are frivolous, vexatious, malicious, or outside the scope of The Association. Anonymous complaints may be

considered at the discretion of the Executive Committee where credible supporting material is provided.

4. In the event the matter proceeds, an independent three-member Grievance Panel shall be appointed by the Executive Committee, comprising of Patroness, The President and Immediate or Past President
5. Prior to the commencement of the inquiry, the Respondent shall be notified in writing of the grievance and furnished with a copy of the complaint. Both parties shall be afforded a reasonable opportunity to submit written responses and supporting documentation within a stipulated timeframe. The parties shall also be given an opportunity to be heard at an inquiry convened at a date, time, and venue determined by the Executive Committee. The Panel shall conduct the proceedings in accordance with the principles of natural justice and ensure that both parties are treated fairly and impartially.
6. The Panel shall submit its findings, recommendations and decisions to the Executive Committee within thirty (30) days.
7. Upon considering the recommendations, the Executive Committee may recommend mediation, issue warnings, impose disciplinary action (subject to the Constitution), or refer the matter to the Main Body if required. The decision shall be communicated in writing to all parties.
8. Any aggrieved party may appeal in writing within fourteen (14) days of such decision.
9. The Executive Committee then shall appoint an Appeal Committee comprising of seven-members, comprising of Principal of the Upper School, Vice Presidents (2 Members), Joint Secretaries (2 Members) and Past Presidents (2 Members)
10. The decision of the Appeal Committee shall be final and binding.
11. All grievance proceedings shall be treated as confidential and handled in a manner that preserves the dignity, unity, and values of the Association.
12. All Members shall act in a manner that preserves the dignity, unity, values, and reputation of Holy Family Convent Bambalapitiya and its Past Pupils' Association throughout the grievance process.