

## Constitution (Bylaws) of the University of Peradeniya Alumni Association – USA

### UPAA-USA

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#### PREAMBLE

THE UNIVERSITY OF PERADENIYA ALUMNI ASSOCIATION – USA (hereinafter abbreviated as UPAA-USA) is constituted to bring together the past students, faculty and staff of the University of Peradeniya, Sri Lanka who are presently living in the USA.

#### ARTICLE I NAME AND OFFICE

The legal name of the Association is “THE UNIVERSITY OF PERADENIYA ALUMNI ASSOCIATION – USA”, abbreviated as UPAA-USA, and will be hereinafter referred to as “The Association.” The official websites of the Association shall be <http://www.upaa-usa.org/>. The Association will conduct its business using mail or electronic means such as email and internet. The physical business office and the official Association web domains will be listed in the FIRST SCHEDULE to these bylaws and will be updated as needed.

#### ARTICLE II STATEMENT OF PURPOSE

The Association shall be a Non-Profit organization. The purpose of the association shall be to create a social forum for the former students, faculty and staff of the University of Peradeniya to meet and foster fellowship among themselves, and to do charitable community work including promoting education and scholarships. The Association will further the said objectives in particular by supporting the University of Peradeniya, Sri Lanka and similar educational institutions by providing assistance to current and former students, faculty and staff for educational projects and developmental schemes. The association will support these endeavors in Sri Lanka and the USA irrespective of the recipient’s race, sex, disability, political affiliation, retaliation for protected anti-discrimination activity, national origin, skin color, marital status, genetic information, religion, age, sexual orientation, and parental status.

#### ARTICLE III MEMBERSHIP

**Membership Eligibility:** Any past student, faculty or staff member of the University of Peradeniya may apply for membership in the Association using the prescribed form more fully described in the THIRD SCHEDULE to these bylaws. There will be no membership dues to become a member of the Association. Members are expected to update the information provided in the said application, as and when necessary, by contacting the association secretary via email or postal mail or by updating the membership form posted on the Association website.

**Termination of Membership:** If the Executive Committee of the Association determines by a majority vote that a member has engaged in conduct that brings the organization in to disrepute then that person’s membership shall cease to exist. Members whose memberships so terminated by the Executive Committee may appeal to have their membership reinstated at the next Annual General Meeting by majority vote. Members are free to withdraw or terminate their membership of the association by writing to the Association Secretary at any time.

## **ARTICLE IV THE EXECUTIVE COMMITTEE**

An Executive Committee elected as stipulated below shall be responsible for the management of the Association. Members of the Association who have contributed volunteer services to the Association are eligible to hold office in the Association.

### **Section: IV-A Composition**

The Executive Committee shall consist of between fifteen (15) and twenty-five (25) members including: The President, The President-elect, The Immediate Past President, The Vice President, The Secretary, The Assistant Secretary, The Treasurer, The Assistant Treasurer, and Ordinary Members. The number of members in the executive committee can vary but shall never be less than fifteen (15) or more than twenty-five (25).

### **Section: IV-B The Election and Terms of Office**

The first Executive Committee shall be nominated for a TWO-year term by the Interim Committee of the Association which is fully described in the SECOND SCHEDULE and shall be ratified at the inaugural meeting of the Association.

Thereafter, the outgoing Executive Committee by majority vote shall nominate members of the new Executive Committee to be ratified at the Annual General Meeting, at least 30 days before the expiration of its term of office. In the event of any particular nomination being objected to at the Annual General Meeting, and the objection receiving the approval of a two thirds majority vote, the ratification of the objected nomination shall be considered failed. The vacancy to the Executive Committee so created will be filled according to the Section IV-H below.

Elections to the Executive Committee shall happen once each year. Each member of the Executive Committee can serve a maximum of three consecutive years. At each election, the number of newly elected members shall not exceed two-thirds (2/3) of the number of members in the Executive Committee. The President's term can only be one year and cannot be re-elected in a consecutive year. The President-elect will become the new President in the new Executive Committee. We should discuss whether President-elect to be nominate along with others later in the year with other other posts, or sooner such as mid year to maintain the continuity of the Association,

### **Section: IV-C Quorum**

A majority of Executive Committee shall constitute a quorum.

### **Section: IV-D The Annual General Meeting**

The Annual General Meeting shall be held each year on or before the last Sunday of the month of September physically in person or virtually via teleconferencing.

During the AGM President will present the Annual Report and Treasurer will present financial report to the general membership. These reports will be distributed to the general membership via electronic email and membership will be requested to respond to the Executive committee within 10 business days after the AGM if there are objections to these reports. If no objections are received the Executive Committee will finalize the reports.

If there are objections, the Executive committee will address these issues, and finalize the reports. The final resolution will be communicated to the members who raised the objections.

The approved Financial and Annual reports will be distributed to the general membership via electronic mail.

#### **Section: IV-E Committee Meetings**

The Executive Committee shall have regular meetings to accomplish the business of the organization. Meetings may be called for to occur through conference calls, including video calls or by circulating items for vote by email.

#### **Section: IV-F Special Meetings**

Special meetings of the Executive Committee may be requested by the President, or by any five members of the Executive Committee by providing a minimum of 3 days' written notice by email or ordinary mail. Special meetings may be called for to occur through conference calls or by circulating items for vote by email. Minutes of the meetings shall be sent to the members of the Executive Committee within two weeks after the meeting

#### **Section: IV-G Procedures**

Robert's rules shall be followed.

#### **Section: IV-H Removal / Vacancies**

An Executive Committee member shall be subject to removal, with or without cause, at a special meeting called for that purpose approved by a two third (2/3) majority of the Executive Committee. Any vacancy that occurs on the Executive committee, whether by death, resignation, removal, or any other cause, may be filled by the remaining committee members. An Executive Committee member elected to fill a vacancy shall serve the remaining term of his or her predecessor, or until a successor has been elected and qualified.

#### **Section: IV-I Ad Hoc Committees**

The President in consultation with the Executive Committee may establish ad hoc committees consisting of members of the Association in addition to the standing committees of the Association listed in FOURTH SCHEDULE.

#### **Section: IV-J Compensation**

No Executive Ccommittee member shall be paid by the Association except for reasonable compensation for expenses incurred on behalf of The Association for which prior approval has been obtained.

#### **Section: IV-D POWERS AND DUTIES**

**President:** S/he will preside at all meetings, appoint special (select or ad hoc) committees, and generally perform the duties of the presiding officer. A person shall not serve as President for TWO (02) consecutive terms.

**Vice Presidents:** In the absence of or in case of disability of the President, the Vice President shall assume his/her duties. In the absence of or disability of the President and the Vice President, the Secretaries and the Treasurer may elect one of them to perform temporarily all the duties of the President.

**Secretaries:** The Recording Secretary shall handle committee affairs and minutes while the Communication Secretary shall handle newsletters, surveys, websites, emails and other communication matters. The Recording Secretary shall keep minutes of all meetings and shall sign them after they are duly adopted, and s/he will also give due notice of motions and meetings to the members and maintain the membership register.

**Treasurer:** The Treasurer shall have full charge of the Association's funds and the checkbook(s) and the Treasurer or another authorized person shall sign checks on the Association's bank account(s) and carryout other financial transactions as approved by the Executive Committee. The Treasurer shall submit a statement on the funds at each regular meeting of the Executive Committee and submit a professionally audited audit report and a financial statement for distribution among the members fifteen days before the Annual General Meeting.

## **ARTICLE VI DISSOLUTION**

In the event the membership is unable to support the Association, the assets of the Association shall be sold and the remaining cash assets, after paying all outstanding debts, shall be donated to one or more exempted purpose organizations within the meaning of section 501c (3) of the Internal Revenue Code.

## **ARTICLE VII AMENDING BYLAWS**

These bylaws may be amended as needed at any Annual General Meeting by a two-third majority. Proposals for such amendments should be sent to the Executive Committee at least 30 days prior to an Annual General Meeting, and the committee should inform the membership of such proposals received at least 28 days prior to the Annual General Meeting.

## **ARTICLE VIII GOVERNING LAWS**

All action pertaining to the affairs of the Association shall be governed by and be subjected to the Laws and Regulations of the State of New Commonwealth of Massachusetts, and the United States of America.

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## **FIRST SCHEDULE OFFICIAL ADDRESS**

The official address of the Association shall be **University of Peradeniya Alumni Association, 12C West Ave, Webster, Massachusetts 01570.**

The official web domains of the Association shall be <http://www.upaa-usa.org/>

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## **SECOND SCHEDULE INTERIM COMMITTEE**

The Interim Committee of the Association is the organizing committee of ‘;Hanthana Swapnaya 2021’ whose names are listed below.

- Vincent Sandanayake MA, USA
- Udaya Silva MA, USA
- Yasmin Ranasinghe, NJ, USA
- Jayantha Amarasekara, PA, USA
- Nalin Siriwardana, NJ, USA
- Sanath Wijeratna, MA USA
- Ravi Ranatunga, OH, USA
- Gamini Dharmasena, NJ, USA
- Saranath Weerakoon MD, USA
- Pramod Kandanaarachchi, OH, USA
- Arjuna Balasooriya, MA, USA
- Lal Jayaratna, MS, USA
- Udara Dharmasiri, MA, USA
- Mahinda Yapa, CT, USA
- Sunil Dehipawala, NY, USA
- C.B.Senanayaka, MD, USA
- Kalpani Bandara, MA, USA
- Raju Karunamuni, CT, USA
- Sanath Meegalle, NJ, USA
- Senali Dissanayaka, CT, USA
- Sujatha Werake, WA, USA
- Devika Ekanayaka, FL, USA

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## **THIRD SCHEDULE MEMBERSHIP FORM**

1. Name

2. Address

3. Telephone Numbers

4. Email Address

5. Nature of Association with the University of Peradeniya, Sri Lanka. (Tell if you were a staff member, undergraduate student, graduate student, etc..)

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6. Duration of your association. Please let us know the beginning and ending year of your association.

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7. Additional Remarks (if any)

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## **FOURTH SCHEDULE STANDING COMMITTEES**

The following are the standing committees of the Association.

### **1. Project Evaluation Committee**

This committee is charged with evaluating project proposals received by the Association and preparing a report to the Executive Committee who will take an appropriate action by majority votes.

This committee is also charged with evaluating and preparing reports of ongoing projects of the Association to the Executive Committee who will take appropriate action such as continue to fund or to terminate an ongoing project by majority votes.

### **2. Communications Committee**

This committee is charged with creating contents for newsletters, website and other communication instruments.

### **3. Financial Committee**

The committee is charged with fund raising and evaluating financial needs and requirements of the Association and cost estimation of projects.

### **4. Mentoring Committee**

This committee is charged with the coordination of mentoring and organizing training for current students and recent graduates of the University of Peradeniya.

### **5. Social Committee**

This committee is charged with organizing social activities of the Association for the members such as, get togethers, regional member gatherings entertainment and other related activities.

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## **FIFTH SCHEDULE EXECUTIVE COMMITTEE**

The following Executive Committee was appointed from the Interim Committee according to the bylaws set forth above during the (virtual) committee meeting held on September 16, 2021 and ratified during the (virtual) general membership meeting held on October 21, 2021. This inaugural Executive Committee will serve for a TWO-year period. This TWO-year period is given to the

committee to incorporate the Association as a nonprofit organization by IRS and in selected State jurisdictions in the USA, review and modify bylaws as needed, provide awareness of the Association to alumni across the USA, recruit members, refine the Executive Committee as needed and establish the organization as a fully functional incorporated alumni association.

President: Jayantha Amarasekera

Vice President: Ravi Ranatunga

Secretary: Gamini Dharmasena

Assistant Secretary: Sasanka Ulapena

Treasurer: Udaya De Silva

Assistant Treasurer: Viranga Wimalasiri

Committee: Vincent Sandanayake

Yasmin-Ranasinghe

Saranath-Weerakoon

Sujeewa Perera

Pramuditha Perera

Pubudu Wimalasiri

Iffaaz Salahudeen

Sanath Meegalle

Nalin Siriwardana

Siva Nadaraja\*

Anada DeSilva\*

Channa Bambaradeniya\*

\*Admitted by the Executive Committee during the meeting held on March 2, 2023

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