



Peradeniya Medical School Alumni Association – UK
PeMSAA – UK

The Constitution

November 2020

1. **The Name**

The name of the Association shall be:

1.1 **Peradeniya Medical School Alumni Association – UK or PeMSAA – UK**

It will be referred to as the “**Association**” hereafter in this document.

1.2

The expression “Peradeniya Medical School” shall include the Medical Faculties of the University of Ceylon, the University of Ceylon, Peradeniya, the University of Sri Lanka, Peradeniya Campus, and the University of Peradeniya, Sri Lanka and shall hereinafter be referred to as the “School”.

2. **Objectives**

The objectives of the Association shall be to:

2.1

Encourage, foster, and promote close relations between the School and its alumni/alumnae in the UK and also among the alumni/alumnae themselves.

2.2

Assist and support, financially and by other means, the School, the students, the postgraduates, and alumni/alumnae in the UK.

2.3

Develop and support activities, which are of interest and benefit to the alumni/alumnae.

2.4

Promote the interests of the Association within the School, and to promote programmes that are of benefit to the alumni/alumnae.

2.5

Promote a close relationship between the alumni/alumnae and the current students at the School and to support student welfare and academic programmes.

2.6

Provide exchange of information, professional expertise, and collaboration on mutually beneficial programmes between the Alumni/alumnae, the School, and its students.

3. **Powers of the Association**

In order to achieve its objectives, the Association may:

3.1

Raise funds.

3.2

Open and operate bank accounts.

3.3

Take out event insurance if considered necessary.

3.4

Organise conferences, events, lectures, webinars, and any other activities deemed necessary and appropriate by the Management Committee.

3.5

Work with other like-minded groups and exchange information without breaching data protection laws.

3.6

The Association shall exercise vigilance to prevent misuse of data held securely by the Association for private or personal gain.

3.7

The Association may carry out any other functions that are lawful and within the spirit of the Constitution which will help the Association to fulfil its objectives.

4. **Membership**

4.1

Membership of the Association shall be open to any person who meets the criteria listed in **Schedule 1**.

4.2

Every individual member shall have one vote at General and Special Meetings.

4.3

The membership of any member may be terminated for good reason by the Management Committee, but the affected member has a right to be heard by the Management Committee before a final decision is made.

4.4

There will be an Annual Membership fee which will be agreed at an Annual General Meeting (AGM) and will be payable by all members. Membership will begin as soon as the Membership Form and first annual payment has been received. In addition to the Annual Membership, there is also provision for Life Membership.

4.5

The first membership year may extend beyond 12 months so that the subsequent membership years will commence on the first of January each year.

4.6

The current membership fees are given in **Schedule 1**. These may be amended from time to time by a resolution adopted at an Annual General Meeting.

- 4.7 A list of all members will be kept by the Membership Secretary.
- 4.8 Ceasing to be a member: Members may resign at any time by writing to the General Secretary but will not have the right to claim any refunds of the already paid membership fees.
- 4.9 Members who have been in arrears for three years will be deemed to have resigned. The Management Committee will then accept the resignation of the member upon confirmation by the said member and / or the Membership Secretary.

5. Equal Opportunities

- 5.1 The Association shall not discriminate on the grounds of sex, race (including colour, ethnicity or nationality), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status, or age.

6. Management

- 6.1 The Association shall be administered by a Management Committee of the members numbering not more than 21 elected at the Association's Annual General Meeting (AGM).
- 6.2 The members of the Management Committee shall be:
The President, the President - Elect, Honorary Treasurer, Honorary Assistant Treasurer, General Secretary, Assistant General secretary, Membership Secretary, Social Secretary, Academic Secretary, a Web Master / Editor and Newsletter Editor(s). These Office Bearers are termed the Officers of the Association. There will be another ten members who shall not be holding specific Offices. The Management Committee has the option of co-opting additional members to the Committee for specific projects/subjects.
- 6.3 Only an alumnus/alumna can be elected to the position of the President, President-Elect, Secretary or Honorary Treasurer. All paid-up members are eligible to be nominated and elected to the rest of the Offices of the Association's Management Committee.
- 6.4 The members of the Management Committee shall be elected for a period of three years in the first instance. However, under extra –ordinary conditions or situations, this period could be extended by an additional twelve months. They are eligible to stand for re-election if they wish to do so but preferably not to the same Offices they held previously.
- 6.5 Notwithstanding Clause 6.3, above, a prospective member of the Management Committee is eligible to stand for election to serve only for a shorter term if that is the wish of the said member of the Association.
- 6.6 The Management Committee shall meet at least three times a year.
- 6.7 All Management Committee members will be given two weeks' notice of such a meeting, indicating the venue, date, time, and the agenda. The notice may be given by telephone, e-mail, or post.
- 6.8 In the event that a meeting with the physical presence of the Management Committee members cannot be held due to circumstances beyond the Association's control, an electronic meeting will be held. In such an eventuality, all the rules applicable to a normal meeting will apply as far as is practicable.
- 6.9 The President shall chair all meetings of the Management Committee. In the absence of the President, the President Elect shall chair the meeting.
- 6.10 The quorum for Management Committee meetings shall be 1/3 of the membership of the Committee or a minimum of 7 members whichever is the greater number.
- 6.11 Voting at Management Committee meetings shall be by affirmation either in person or by electronic means. If there is a tied vote, then the President shall have a second vote.
- 6.12 A member of the Management Committee is free to resign from the Committee by giving at least one month's notice of such intention.

- 6.13 The Management Committee may appoint another member of the Association to fill the vacancy created by the resignation of a Committee member, for a limited period and then ratified by AGM
 - 6.14 The Management Committee members should attend at least 25% of the scheduled Management Committee meetings per annum.
- 7. Duties of the Officers** - The President and other officers should have the power to delegate duties temporarily
- 7.1 The duties of the President are to:
 - 7.1.2 Chair meetings of the Management Committee and the Association.
 - 7.1.3 Represent the Association at functions/meetings that the Association has been invited to.
 - 7.2.1 Act as the spokesperson for the Association when necessary.
 - 7.2.2 Perform any other duties considered appropriate to the Office of the President.
 - 7.2 Duties of the President - Elect are to:
 - 7.2.1 Chair the meetings of the Management Committee in the absence of the President.
 - 7.2.2 Represent the Association at functions/meetings that the Association has been invited to in the absence of the President.
 - 7.2.3 Act as the spokesperson for the Association when necessary and in the absence of the President.
 - 7.2.4 Perform any other duties considered appropriate to the Office of the President Elect.
 - 7.3 The duties of the General Secretary are to:
 - 7.3.1 Manage the general affairs of the Association in accordance with the decisions taken by the Management Committee.
 - 7.3.2 Put into effect any decisions taken at General or Special meetings of the members
 - 7.3.3 Record the minutes of the Management Committee and General and Special General Meetings.
 - 7.3.4 Prepare the agenda for meetings of the Management Committee, and the General and Special Meetings of the Association in consultation with the President.
 - 7.3.5 Deal with correspondence.
 - 7.3.6 Collect and circulate any relevant information within the Association.
 - 7.3.7 Perform any other duties considered appropriate to the Office of the General Secretary.
 - 7.4 The duties of the Assistant General Secretary are to:
 - 7.4.1 Assist the General Secretary in the discharge of his/her duties.
 - 7.4.2 Act for the General secretary if he/she is indisposed.
 - 7.4.3 Perform any other duties considered appropriate to the office of the Assistant General Secretary.
 - 7.5 The duties of the Membership Secretary are to:
 - 7.5.1 Maintain an up to date register of members.
 - 7.5.2 Communicate with the members regarding their Membership.
 - 7.5.3 Perform any other duties considered appropriate to the Office of the Membership Secretary.

- 7.6 Duties of the Social Secretary are to:
- 7.6.1 Organise social events in keeping with the objectives and the spirit of the Association.
 - 7.6.2 Perform any other duties considered appropriate to the Office of the Social Secretary.
- 7.7 Duties of the Academic Secretary are to:
- 7.7.1 Organising biennial Academic Conferences by sourcing out, speakers both local and international.
 - 7.7.2 Apply for Continuing Professional Development (CPD) accreditation by reputable organisations.
 - 7.7.3 Offer guidance on the Association's academic activities.
 - 7.7.4 Facilitate the selection of a suitable winner for the "Annual PeMSAA - UK Academic Award.
 - 7.7.5 Perform any other duties considered appropriate to the Office of the Academic Secretary.
- 7.8 The duties of the Honorary Treasurer are to:
- 7.8.1 Manage the financial affairs of the Association.
 - 7.8.2 Keep proper accounting records to show income and expenditure of the Association in a transparent manner.
 - 7.8.3 Ensure compliance with the financial regulations governing charitable organisations in the UK.
 - 7.8.4 Perform any other duties considered appropriate to the Office of the Honorary Treasurer.
- 7.9 The duties of the Honorary Assistant Treasurer are to:
- 7.9.1 Assist the Honorary Treasurer in the discharge of his/her duties.
 - 7.9.2 Act for the Honorary Treasurer if he/she is indisposed.
 - 7.9.3 Perform any other duties considered appropriate to the Office of the Honorary Assistant Treasurer.
- 7.10 The duties of the Web Master/ Editor are to:
- 7.10.1 Maintain a website on behalf of the Association.
 - 7.10.2 Assist with the hosting of Committee Meetings and any other meetings electronically.
 - 7.10.3 Assist with the hosting of webinars and other discussion forums.
 - 7.10.4 Lead and guide the designing of event Flyers
 - 7.10.5 Assist in preparing event brochures & CPD Certificates
 - 7.10.6 Perform any other duties considered appropriate to the Office of the Web Master/ Editor
- 7.11 The duties of the Newsletter Editor(s) are to:
- 7.11.1 Edit and publish a Newsletter describing the activities of the Association.
 - 7.11.2 Edit and publish any other publicity material considered necessary for informing the membership of the activities of the Association.
 - 7.11.3 Perform any other duties considered appropriate to the Office of the Newsletter Editor(s.)
- 7.12 Duties of the other members of the Management Committee i.e. those not holding any specific Office are to:
- 7.12.1 Assist in the proper functioning of the Management Committee.
 - 7.12.2 Carry out any other duties assigned to them individually or collectively by the Management Committee by prior agreement and consensus.
 - 7.12.2 Perform other duties considered appropriate and reasonable to the membership of the Management Committee.

8. Board of Trustees

- 8.1 The composition: Board of Trustees shall comprise six members: The President, the General Secretary, the Honorary Treasurer and three other members nominated by the Management Committee.
- 8.2 The role: This will be to quality assure the Committee's work and to uphold policies and procedures and also to ensure compliance with the terms and the spirit of the Constitution.
- 8.3 Aim: This is to support the Committee to set and maintain high standards of management.
- 8.3 Period of Office of each nominated Trustee: This will be for a maximum of five years.
- 8.4 Replacement of the nominated Trustees: This will be done in rotation. It is envisaged that no more than one Trustee will be replaced at any one time.
- 8.5 Resignations: A Trustee can resign at any time by giving two weeks' notice of intention to resign.
- 8.6 Replacement of a Trustee who resigns mid-term: In the event a need for this arises, another member from the Management Committee will be nominated to the remainder of the resigned Trustee's term of office.
- 8.7 Frequency of meetings: The Board of Trustees will hold at least one meeting each year.
- 8.8 Reporting: Report(s) will be submitted to the Management Committee and to the membership at an Annual General Meeting or a Special General Meeting.

9. Finance

- 9.1 Any funds raised by the Association shall be used only to support the legitimate activities of the Association.
- 9.2 Any bank accounts opened for the Association shall be in the name of the Association.
- 9.3 The signatories to the accounts held by the Association shall be the President, the Honorary Treasurer and one other member of the Management Committee.
- 9.4 Any cheque issued shall be signed by the Treasurer and one other signatory to the account.
- 9.5 For other payments such as electronic payments, cash withdrawals, debit card payments or cash payments, a requisition note will be signed by two signatories, and held by the Honorary Treasurer.

10. Annual General Meeting

- 10.1 The Association shall hold an Annual General Meeting in the month of September or October of each year.
- 10.2 In any case, an Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.
- 10.3 All members shall be given at least one month's notice of the AGM and shall be entitled to attend and vote.
- 10.4 The business of the AGM shall include:
 - 10.4.1 Receiving a report from the President on the Association's activities over the year.
 - 10.4.2 Receiving a report from the Honorary Treasurer on the finances of the Association.
 - 10.4.3 Receiving a report from the General Secretary of the Association.
 - 10.4.4 Receiving a report from the trustees.
 - 10.4.5 Receiving nominations and electing by a popular vote, a new Management Committee.
 - 10.4.6 Considering any proposal submitted to the General secretary at least 14 days in advance of the AGM.
 - 10.4.7 Considering any other matter as may be decided relevant to the AGM.

10.5 The quorum for an AGM shall be 1/3 of the membership or 15 members, whichever is the greater number.

11. Special General Meeting

11.1 The General Secretary will call a Special General Meeting at the request of the majority of the Management Committee or at least five (5) other members giving a written request to the President or the General Secretary stating the reason for their request.

11.2 The General Secretary shall give all members at least one month's notice of any Special General Meeting together with a notice of the business to be discussed.

11.3 No business other than the business notified in advance of the SGM shall be discussed.

11.4 The meeting will take place within two months of the request.

11.5 All members shall be entitled to attend and vote.

11.6 The quorum for a SGM shall be 1/3 of the membership or 15 members, whichever is the greater number.

11.7 A resolution can be adopted by a simple majority of those present.

12. Changes to the Constitution

12.1 Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at a General Meeting.

13. Dissolution

13.1 The Association may be wound up at any time if agreed by two-thirds of those members present and voting at a General or a Special Meeting.

13.2 In the event of winding up, any assets remaining after all debts have been paid in full shall be given to another Association with similar aims and objectives with the approval of the membership.

Schedule 1

Membership and Membership Fees

1. Membership (Full)

- 1.1 Irrespective of their graduating university, all academic staff of the Peradeniya Medical School and the Consultants of the Teaching Hospitals affiliated to the Peradeniya Medical School who undertake teaching of the current medical students are eligible to join the Association.
- 1.2 Any UK alumnus/alumna of the Peradeniya Medical School is eligible for the Full membership of the Association.
- 1.3 The Management Committee has the authority to offer Honorary Full Life Membership for any alumnus/alumna who contributes a substantial amount of money (not less than £1000.00) for PeMSAA - UK projects

2. Associate Membership

- 2.1 In addition to the full membership of The Association, there will be an Associate Membership. The eligibility for the Associate membership is as follows:
 - 2.1.1 Sri Lankan postgraduate trainees coming to UK to undertake their fixed-term overseas training
 - 2.1.2 Dental Surgeons qualified before 1985.
 - 2.1.3 Children of PeMSAA UK members in the UK who are medical graduates.
 - 2.1.4 Any UK undergraduate who has done an approved elective, a clinical or a non-clinical attachment at the Medical School or at the Teaching Hospitals affiliated to the Medical School.
 - 2.1.5 Any UK based medical professional who is actively engaged in research and other collaborative work with the Peradeniya Medical School.
 - 2.1.6 Any professional who has an interest in the development of the Peradeniya Medical School.

3. Membership Fees

- 3.1 These will be determined by the members at an Annual General Meeting.

3.2 At the 2019 AGM the following fee structure was adopted:

Annual Membership	£25.00
Annual Associate Membership	£15.00
Life Membership	£200.00
Life Associate Membership	£100.00
Senior Life Membership (over 70 years of age)	£130.00
Senior Life Associate Membership (Over 70 years)	£65.00

Note: A discounted rate for seniors over 70 years of age was agreed by the Management Committee but will need ratification at the 2020 AGM