

The CONSTITUTION of the Board of Directors of Jaffna College

(As approved at the Semi-Annual Meeting of 12-08-1989)

ARTICLE I : The Institution shall be called JAFFNA COLLEGE.

ARTICLE II : It shall be conducted as a Christian College whose Directors shall be members of some denomination of Protestant Christians with the exception that the alumni of the College may elect one alumnus of the College to the Directorate without regard to religious affiliation. (Note: In this and in subsequent articles, where the word "Protestant" is used, reference is made to churches which are members of the National Christian Council of Sri Lanka).

ARTICLE III : The object of the Institution shall be to give all pupils or students admitted into the College a thorough general and Christian Education.

ARTICLE IV : a) The Board of Directors of Jaffna College is an incorporated body by an ordinance enacted by the Governor of Ceylon, With the advice and consent of the Legislative Council thereof No. 7. 1894.

b) The Government and direction of the College shall be vested in a Board of Directors, not more than fourteen nor less than eleven in number.

c) The Board of Directors will assume responsibility for the running of the Christian Institute for the Study of Religion and Society in conjunction with the Christa Seva Ashram. The Constitution for this Institute shall be provided by the Board. All assets of the Institute movable and immovable shall be the property of the Board of Directors of Jaffna College.

d) The Board of Directors shall have the power to provide a Constitution for the Jaffna College Institute of Technology and Agriculture. All assets of the Institute of Technology and Agriculture movable and immovable shall be the property of the Board of Directors of Jaffna College.

e) The Board shall have the power to provide a Constitution for the Evelyn Rutnam Institute for Inter-Cultural Studies. All assets of the Institute movable and immovable shall be the property of the Board of Directors of Jaffna College.

ARTICLE V : Any Protestant Christian resident in the Island of Sri Lanka who is interested in the work of the College shall be eligible for election as a Director, whether by race a national of Sri Lanka or not, provided always that those who are not Sri Lankans shall never at any time exceed one-half of the entire Board.

ARTICLE VI : The Board of Directors shall be constituted and elected as follows :-

1. The Principal shall be a member of the Board of Directors Ex-officio.
2. The Jaffna Diocesan Council of the Church of South India (Hereafter indicated by the initials J.D.,C.S.I.) shall elect six members of the Board of Directors, of whom one shall be the Bishop of the J.D.,C.S.I.
3. The Alumni of the College shall elect, without regard to religious affiliation, one registered alumnus of the College as a member of the Board of Directors.
4. The staff of the College shall elect one registered alumnus of the College who is also a member of good standing of any church recognised by the National Christian Council of Sri Lanka, as a member of the Board of Directors.
5. The Board of Directors itself shall elect the remaining members, all of whom shall be members of good standing of a Protestant Church.
6. Provision shall be made in the Bye-laws for grouping those to be elected under clauses 2 to 5 of this Article, into three sections, each section to be elected in a different year to serve for three years.
7. No elected member of the Board of Directors shall be eligible for more than two successive terms, excepting those who, as head of their Church, represent that Church on the Board of Directors.
8. No person employed by the Board of Directors may be elected to the Board of Directors except the ex-officio members.
9. If any member be absent from three consecutive meetings of the Board without reasons accepted as adequate by the Board and so recorded in its Minute Book, he or she shall cease to be a member.

ARTICLE VII : The officers of the Board of Directors shall be a Chairman, a Vice-chairman, a Secretary and a Treasurer each of whom shall be elected annually out of the Board by members of the Board present at the Annual meeting and shall continue in office until their successors are elected. Should any office be vacated at any time other than at the Annual Meeting the Board or the Executive Committee may appoint another member thereto, subject to the provisions of Article VIII.

ARTICLE VIII: The Board of Directors shall have authority over all the interests of the College. They shall have power to appoint the Principal, and the Vice-Principal, and the other instructors and officers, and, at their discretion to remove any of them. They shall have the power to make and enforce such rules and bye-laws as they deem necessary, but such rules and bye-laws shall not be made, revoked or altered same at a meeting of the Board duly convened by notice to all the Directors specifying the proposed changes. The Board of Directors shall also be responsible for safe keeping and disposition of all funds received by them for the College from whatever source.

ARTICLE IX :

- 1) The ANNUAL MEETING of the Board of Directors shall be held within the first term of each calendar year, notice whereof in writing, together with an agenda, shall be given or posted by the Secretary to each Director not less than seven days before the said meeting. At each Annual Meeting, the Principal and Treasurer shall present reports for the previous year. The Treasurer and Principal shall also present statements of the receipts and expenditure and balance sheets of the year properly audited, and the budgets for the following year, prepared by them and recommended by the Executive Committee.
- 2) The EXECUTIVE COMMITTEE shall present a full report of their work during the year or the minutes of all their meetings.
- 3) A Semi-Annual Meeting of the Board shall normally be held late in the Second Term of each calendar year.
- 4) Special meetings of the Board may be held at any time on the requisition in writing of five Directors, or at the call of the executive Committee. Written notices of such meetings shall be given or posted by the Secretary to all the Directors at least seven days before hand, together with a statement of the purpose for which the meeting is called.

5. Emergency meetings may be called at the request of the Executive Committee or of the office bearers. Written notices of such meetings shall be given or posted by the Secretary at least three days beforehand, together with a statement of the purpose for which the meeting is called.

ARTICLE X : At any meeting of the Board of Directors duly held, a majority of the Directors shall form a quorum.

ARTICLE XI : Vacancies in the Board may occur by the death, or the resignation of a Director, or by his ceasing to reside in the Island of Sri Lanka for a period of one year continuously or by his being recalled by the electing organisation. The electing organisation or electorates shall also have power, at any time, to recall any Director elected by them. Whenever a vacancy occurs on the Board of Directors, the organisation or electorate which originally elected the member shall fill the vacancy.

ARTICLE XII : There shall be an Executive Committee of the Board of Directors. It shall consist of the Principal, the Secretary of the Board, the Treasurer of the Board, the Manager of the College, one member of the staff of the College elected by the staff and two members of the Board elected annually of whom one shall be the Chairman or the Vice-Chairman. If any one of these two members elected from the Board holds the office of the Treasurer of the Board or Manager of the College, then, the Board shall elect three members to the Executive Committee. The Chairman or Vice-Chairman shall function as Chairman of the Executive Committee. In their absence the Executive Committee can elect its own Chairman, for the time being. The Secretary of the Board of Directors shall function as Secretary of the Executive Committee.

ARTICLE XIII : The Executive Committee shall have power to consider and decide all questions pertaining to the management of the College which may arise in the intervals between meetings of the Board of Directors, including the appointment or removal of teachers or of other employees, excepting those involving policy and finance on which matter the Executive Committee may express an opinion if requested. But it shall submit its decisions as embodied in the Minutes of its meetings to the Board of Directors, at its next meeting thereafter, to be by the Board confirmed or disallowed, both in relation to the occasions in which such actions originated (So far as final action or any of them has been deferred or may thereafter be taken) and in relation to all like questions which may arise in the future.

ARTICLE XIV : The Faculty of the College shall consist of not more than seven members, four ex-officio and three elected. It shall be a co-ordinating body, functioning in an advisory capacity on all matters affecting the College. Provisions for its composition shall be made in the Bye-laws.

ARTICLE XV : The College shall be organised in two divisions as follows:

(a) PRIMARY SCHOOL :

The Primary School to be made up of classes as stated in the bye-laws having its own supervisor, staff, time-table, and its appropriate committee responsible to the Principal.

(b) SECONDARY SCHOOL :

The Secondary School to be made up of classes as stated in the bye-laws with a common time-table, a Secondary School Committee and a separate staff, but for more effective supervision of the academic and extra-curricular activities, the Secondary School to be divided into -

(1) Junior Secondary School (Middle School) made up of classes as stated in the bye-laws with its own supervisor responsible to the Principal.

(2) Senior Secondary School made up of classes as stated in the bye-laws under the direct supervision of the Vice-Principal and the Principal.

ARTICLE XVI : The Principal may admit as a student to the College any person of any race or creed who bears a good moral character and who satisfies the requirements proscribed from time to time by the Committee concerned as conditions of admission, and undertakes to conform to the rules and regulations of the College.

ARTICLE XVII : (a) Any article of the constitution may be by the Board of Directors repealed or amended and a new provision in lieu thereof may be substituted for a added to any of then existing articles, provided, first, that notice of such amendments shall have been given at a previous meeting of the Board held not more than one year previously and that all such changes shall be voted for by two third of the Directors present at any meeting at

which the alterations shall have been moved and discussed and that such two thirds majority shall constitute a clear majority of the Board and provided, that the object for which the College was founded shall be respected.

- (b) Any bye-law can be changed by a simple majority provided notice has been given of such change to all members of the Board.

BYE - LAWS :

1. The members of the Board of Directors elected under clauses 2 - 5 of Article VI shall be divided into three sections. Each section shall be elected for three terms.
2. (a) The Primary School shall be made up of Years I to V . The minutes of these meetings shall be sent to the Principal.

(b) There shall be a Primary School Committee, which shall be composed of the Supervisor and one half of the members of the teaching staff of the Primary School elected by and from them for a term of two years. No elected member may serve for more than two successive terms. The supervisor shall be chairman of this Committee, which shall meet at least twice a term. Special meetings may be called by the Supervisor at the request of the Principal or whenever the Supervisor deems it necessary. The Principal shall be an ex-officio member of the Committee. His presence shall not be necessary for a meeting to be held, but he shall be informed of the time of the meeting, the agenda and later of the decisions taken.
3. (a) The Secondary School shall be made up of Years VI to XIII; sub-divided as follows :-
 - (i) Junior Secondary School made up of Years VI to IX
 - (ii) Senior Secondary School made up of Years X to XIII
(b) There shall be a Secondary School Committee composed of the Principal, Vice-Principal, Supervisor of the Junior Secondary School, the Heads of Departments and other members elected by and from the Secondary School staff for a term of two years, to make up a total membership equal to one half of the teaching staff of the Secondary School. No elected member may serve for more than two successive terms. The Principal shall be chairman of this committee which shall meet at least twice a term. Special meetings may be called by the Principal or upon the request of five members.

4. The Faculty shall be composed of the Principal, Vice-Principal, the Supervisor of the Junior Secondary School, the Supervisor of the Primary School and three members elected by the staff of the College - one from the Primary School and two from the Secondary School for a period of two years. No elected members shall serve for more than two successive terms. The Faculty shall meet at least once in each term. The Principal shall be its Chairman and summon meetings. Special meetings may be called by the Principal on a requisition by three members.
5. The Principal shall classify the subjects taught in the College and shall appoint a Head for each department for a term of three years. A Head of a department shall serve for not more than two consecutive terms. If for some reason an extension in service is appropriate then the Principal should get the prior approval of the Executive Committee of the Board of Directors.
6. The Principal shall be responsible for the administration of the College. He shall be the correspondent to the Department of Education. He shall preside over the Annual Prize Giving and other functions connected with the College. He shall be responsible for calling a meeting of the College staff for election of their representative on the Board of Directors and the Executive Committee.

He shall be an-officio member of the Council of the Jaffna College Institute of Technology and Agriculture; the Board of Directors of the Christian Institute for the Study of Religion & Society and the Council of Management of the Evelyn Ruthan Institute for Inter-Cultural Studies.