

The CONSTITUTION of the Board of Directors of Jaffna College

(As approved at the Meeting of the Board of Directors on February 26th, 2015)

ARTICLE I: The Institution

The Institution shall be called JAFFNA COLLEGE. It shall be conducted as a Christian College.

ARTICLE II: The Object

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

ARTICLE III: The Board of Directors

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

ARTICLE IV: Membership of the Board

- (a) Any Protestant Christian resident in the Island of Sri Lanka who is interested in the work of Jaffna College will be eligible for election as a member of the Board of Directors, whether by race a national of Sri Lanka or not, provided always that those who are not Sri Lankan nationals shall never at any time exceed one half of the entire Board. (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, NCCSL)
- (b) The Bishop of the Jaffna Diocese of the Church of South India (Hereafter indicated by the initials JDCSI) shall be the Chairperson of the Board by virtue of office.
- (c) The Principal shall be an ex-officio member of the Board of Directors.

- (d) The Diocesan Council of JDCSI shall elect six persons to the Board of Directors.
- (e) 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.
- (f) The staff of the College shall elect one registered alumnus of the College, ~~who is a member of the staff~~ and who is also a member of good standing of any Protestant Church as a member of the Board of Directors.
- (g) The Board of Directors itself shall elect the remaining members, all of whom shall be members of good standing of a Protestant Church.
- (h) Provision shall be made in the Byelaws for grouping those to be elected under sub Articles ~~(1) to (3)~~ of this Article into three groups, each group to be elected in a different year to serve for a period of three years at a time.
- (i) No elected member of the Board of Directors shall be eligible to hold office for more than two successive terms of three years each, excepting the ex-officio members.
- (j) No person employed by the Board of Directors may be elected to the Board of Directors except the ex-officio members.
- (k) 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 V: Powers of the Board

- a) The government and direction of the College shall be vested in the Board of Directors, not more than fourteen and not less than eleven in number.
- b) The Board of Directors shall have authority over all the interests of the College. They shall have powers of appointment and removal of the Principal, Deputy Principal(s) and/or Vice-Principal(s) and other members of the staff including instructors and officers.
- c) The Board of Directors shall make and enforce such rules and byelaws as they deem necessary, but such rules and byelaws shall not be made, revoked or altered save at a meeting of the Board duly

convened by notice to all the Directors specifying the proposed changes.

- d) The Board of Directors shall also be responsible for safekeeping and disposition of all funds received by the Board for the College from whomsoever and whatever source.
- e) Board of Directors will assume responsibility for the running of the Christian Institute for the Study of Religion and Society (CISRS), Jaffna College Institute of Technology (JCIT) and Jaffna College Institute of Agriculture (JCIA), Evelyn Rutnam Institute for Inter-Cultural Studies and Jaffna College Undergraduate Department. The making of a Constitution for each of the above Institutions shall be the responsibility of the Board. All assets of these Institutions, both movable and immovable, shall vest in the Board of Directors of Jaffna College.
- f) The coordination on all matters with the Trustees of Jaffna College Funds (the Trustees) shall be the responsibility of the Board, which shall be done through its Chairperson. All correspondence with the Trustees shall be the responsibility of the Chairperson. The Chairperson shall submit regular reports to the Board on all matters pertaining to the Trustees.

ARTICLE VI: Vacancies on the Board of Directors

Vacancies on the Board may occur by the death, or the resignation of a member or by a member ceasing to reside in the Island of Sri Lanka for a period of one year continuously or by the removal by the Board as provided herein or by the recall of such member by the electing organization. The electing organization or electorates shall have power, at any time, to recall any person elected by them to the Board. Whenever a vacancy occurs on the Board of Directors, the organization or electorate which originally elected the member shall fill the vacancy.

ARTICLE VII: Officers of the Board

- a) The Officers of the Board of Directors shall be a Chairperson, a Vice-Chairperson, a ~~Secretary and a Treasurer~~ each of whom shall be elected annually from the Board of Directors by the members present at the Annual Meeting of the Board and shall continue in office until their successors are elected.

- b) Should any office be vacated at any time other than at the Annual Meeting, the Board may elect another member of the Board of Directors to fill such vacancy, subject to the provisions of Article ~~8~~.
- c) The Officers may meet and take suitable action in the absence of meetings of the Executive Committee or of the Board, provided all such decisions are ratified by the Board at the next succeeding meeting of the Board.

ARTICLE VIII: Executive Committee:

There shall be an Executive Committee of the Board of Directors. It shall consist of the Officers of the Board, the Principal, the Manager of the College, one member of the staff of the College elected by the staff. The Manager of the College or in his/her absence the Chairperson of the Board shall chair the meetings of the Executive Committee. In their absence, the Executive Committee may elect its own chairperson for the time being from among those members present. The Secretary to the Board of Directors shall function as the Secretary to the Executive Committee.

ARTICLE IX: Powers of the Executive Committee

- (a) 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 members of the Staff or of other employees of the College, excepting these involving policy and finance on which matters the Executive Committee may express an opinion if requested.
- (b) The Executive Committee shall submit its decisions as embodied in the Minutes of its meetings to the Board of Directors, at the next succeeding meeting of the Board, for ratification by the Board.

ARTICLE X: Meetings of the Board of Directors

- (a) The Annual General 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

Board to each member not less than seven days before the said meeting. At each Annual Meeting, the Principal and the Treasurer shall present reports for the previous year. The Treasurer and the Principal shall also present statements of the receipts and expenditure and balance sheets of the year duly audited, and the budgets for the succeeding year prepared by them and recommended by the Executive Committee.

- (b) The Manager shall present a full report of the work of the Executive Committee during the year including the Minutes of all meetings of the Executive Committee.
- (c) Ordinary meetings of the Board shall ordinarily be held late in the Second and Third Terms of each Calendar year.
- (d) A Special Meeting of the Board may be held at any time on the requisition in writing of five members, or on the requisitioning of the Executive Committee. Written notices of such meetings shall be given or posted by the Secretary to the Board to all the members at least seven days prior to such meeting together with a statement of the purpose for which such meeting is called.
- (e) An Extraordinary Meeting may be called at the request of the Executive Committee or of the Officers. Written notice of such meetings shall be given or posted by the Secretary to the Board to the members at least three days prior to such meeting together with a statement of the purpose for which such meeting is called.

ARTICLE XI: Quorum

At any meeting of the Board of Directors a simple majority of the members shall form a quorum.

ARTICLE XI: The Principal

- (a) The Principal shall be the chief executive of the College and shall be subject to and answerable to the Board. The Principal shall be responsible for the due administration of the College. The Principal shall have full authority over the Staff and all employees of the College subject to the power of the Board. It shall be the responsibility of the Principal to ensure the due election of the Staff

representatives to the Board of Directors and the Executive Committee.

- (b) The Principal shall be ex-officio member cum Secretary 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, the Council of the Evelyn Rutnam Institute for the Inter-Cultural Studies and the Council of Jaffna College Undergraduate Department.
- (c) The Principal shall classify the subjects taught at 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 an extension in service is deemed appropriate the Principal shall obtain the prior approval of the Executive Committee for same.

ARTICLE XII: Faculty:

- (a) The faculty of the College shall consist of not more than seven members, four of whom shall be ex-officio members and the balance three elected from among the tutorial staff of the College. It shall be a coordinating body, functioning in an advisory capacity on all matters affecting the College.
- (b) The faculty shall be composed of the 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 Middle 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 the chairperson and summon meetings. Special meetings may be called by the Principal on a requisition of three members.

ARTICLE XIII : The Manager

The Manager shall be appointed by the Board of Directors. However when a vacancy arises, it shall be filled by the Board or the Executive Committee.

ARTICLE XIV: Finance

(a) The Treasurer

- (i) ~~The Board shall elect one of its members to function as the Treasurer of the Board.~~
- (ii) The Treasurer shall present the annual budget prepared in consultation with the Executive Committee.
- (iii) The Treasurer shall be one of the signatories to the Bank Accounts of the College.
- (iv) The Treasurer shall be responsible for presenting the annual audited accounts and balance sheet to the Executive Committee for approval and adoption by the Board.
- (v) The Treasurer shall be responsible for the disbursement of funds according to budget allocations, to the College, to the Institutions specified in Article V(e) above and to the Board on the direction of the Board.
- (vi) The Treasurer shall ensure the maintenance of proper Accounts and arrange for their audit annually by an Auditor duly appointed by the Board.

(b) Bank Accounts

The Board of Directors shall appoint authorized signatories to and the persons authorised to operate the Bank Accounts of the Board, the College and all other institutions specified in Article V(e) above.

ARTICLE XV: Organization of the College

- (a) The College shall be organised into any number of sections for the efficacious administration and supervision of the academic and other activities of the College. The Sections shall be specified in the Byelaws. Each Section shall have a Supervisor, who shall be responsible for the proper management of such Section, the staff in that Section and for the preparation of the timetable. The Supervisor shall function under the Principal and be answerable to the Principal.
- (b) Primary School**

The Primary School shall comprise Grades I to V having its own Supervisor, staff, timetable, and its appropriate committee responsible to the Principal.

(c) Secondary School

The Secondary School shall comprise Grade VI to ~~XII~~^{XIII} with its own staff, timetable and School Committee. However, for more effective supervision of the academic and extra-curricular activities, the Secondary School shall be divided into:-

- (i) Junior Secondary School (Middle School) comprising Grade VI to ~~VII~~ with its own Supervisor responsible to the Principal.
- (j) Senior Secondary School comprising Grades IX to XII under the direct supervision of the Principal.

ARTICLE XVI: Admissions

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 prescribed from time to time by the Admissions Committee as conditions of admission, and undertakes to conform to the rules and regulations of the College. The Board of Directors has the right to grant scholarships to deserving students.

ARTICLE XVII: Amendments, repeals, additions and/or alterations to the Constitution

The Board of Directors may amend or repeal or add or alter any Article of the Constitution and substitute for and/or add a new provision to the existing Articles in lieu thereof.

Provided that notice of such amendments or repeals or additions or alterations shall have been given at a prior meeting of the Board held not more than one year previously.

Provided further that any such amendment, repeal, addition or alteration shall require a two thirds of the members of the Board of Directors present and voting at any meeting at which such amendments, repeals, additions and/or alterations shall have been moved and discussed and that such two thirds majority shall constitute a clear majority of the Board.

Provided further that no such amendment, repeal, addition and/or alteration shall not violate the object for which the College was founded.

ARTICLE XVIII: Byelaws

- (a) The Board of Directors may where necessary make Byelaws to give effect to the provisions of the Constitution or in regard to any other matters for the proper and effective administration of the College.
- (b) No Byelaw shall be inconsistent with the provisions of the Constitution.
- (c) The Byelaws may be amended, repealed, added to or altered by a simple majority of the Board of Directors provided notice has been given of such amendment, repeal, addition or alteration to all members of the Board at least seven days prior to the meeting at which such amendment, repeal, addition or alteration is to be moved.

ARTICLE XIX: Power to appoint Committees and Sub-committees

The Board may appoint committees and sub-committees for the due administration of the College, its infrastructure and Assets.

SCHEDULE

Infrastructure Committee

Admissions Committee

Academic Advisory Committee

The Administrative Structure of the College

BYE-LAWS:

1. Grouping of the members of the Board as provided in Article IV(h):

1. School Committees

- (a) The 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 the Convener of this Committee, which shall meet at least twice each term. Special meetings may be called by the Supervisor at the request of the Principal. The Principal shall be an ex-officio member of the Committee. The Principal shall have the right to take part in any meetings of this Committee. If he/she is present, he/she may preside at such meetings, if he/she so desires.

- (b) The Secondary School, which shall be divided into junior Secondary School and Senior Secondary School and shall have its own School Committee composed of the 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 a member of this Committee which shall meet at least twice each term. Special meetings may be called by the Principal or upon the request of five members.