

# **The CONSTITUTION of the Board of Directors of Jaffna College**

(As approved at the Semi-Annual Meeting of October 10, 2014)

**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 a denomination of Protestant Christians with the exception that the alumni of the College may elect one alumnus of the College to the Board 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, NCCSL).

**ARTICLE III:** 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 IV: The Board of Directors**

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 of 1894.

## **ARTICLE V: Powers**

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 will assume responsibility for the running of the Christian Institute for the Study of Religion and Society. The making of a Constitution for this Institute shall be the responsibility of the Board. All assets of the Institute, movable and immovable, shall vest in the Board of Directors of Jaffna College.

- c) The Board of Directors shall make a Constitution for the Jaffna College Institute of Technology (JCIT) and Jaffna College Institute of Agriculture (JCIA). All assets of the Institute of Technology and Agriculture, movable and immovable, shall vest in the Board of Directors of Jaffna College.
- d) The Board shall make a Constitution for the Evelyn Rutnam Institute for Inter-Cultural Studies. All assets of the Institute, movable and immovable, shall vest in the Board of Directors of Jaffna College.
- e) The Board shall make a Constitution for Jaffna College Undergraduate Department. All assets of the Department, movable and immovable, shall vest in the Board of Directors of Jaffna College.
- f) The Board of Directors shall have authority over all the interests of the College. They shall have power to appoint the Principal, Deputy Principal(s) and Vice-Principal(s) and the other members of the staff including instructors and officers, and, to remove any of them.
- g) The Board of Directors shall make and enforce such rules and byelaws as they deem necessary, provided 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 rules and bylaws to be made, revoked or altered.
- h) The Board of Directors shall also be responsible for safekeeping and disbursement of all funds received by them for the College from whatever source.

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

- 1) The Bishop of the Jaffna Diocese of the Church of South India (Hereafter indicated by the initials J.D.C.S.I.) shall be the Chairperson of the Board by virtue of office.
- 2) The Principal shall be an ex-officio member of the Board of Directors;

- 3) The Diocesan Council of J.D.C.S.I shall elect five members to the Board of Directors.
- 4) 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.
- 5) 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.
- 6) The Board of Directors itself shall elect the remaining members, all of whom shall be members of good standing of a Protestant Church.
- 7) Provision shall be made in the Byelaws for grouping those to be elected under sub Articles 3 to 6 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.
- 8) No elected member of the Board of Directors shall be eligible for more than two successive terms of three years each, excepting the ex-officio members.
- 9) No person employed by the Board of Directors may be elected to the Board of Directors except the ex-officio members.
- 10) 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.
- 11) Any Protestant Christian resident in the Island of Sri Lanka who is interested in the work of Jaffna College shall 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 shall never at any time exceed one half of the entire Board.

## **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 or the Executive Committee may appoint another member thereto, subject to the provisions of Article XIII.
- 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:Meetings of the Board**

- 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 each member 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.
- b) The Manager shall present a full report of the work of the Executive Committee during the year or the Minutes of all their meetings.
- c) Ordinary meetings of the Board shall normally 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 at the call of the Executive Committee. Written notices of such meetings shall be given or posted by the Secretary 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 convened at the request of the Executive Committee or of the Officers. Written notices of such meetings shall be given or posted by the Secretary at

least three days prior to such meeting together with a statement of the purpose for which such meeting is called.

**ARTICLE IX: Quorum:**

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

**ARTICLE X: Vacancies:**

Vacancies in 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 recall of such member by the electing organization. The electing organization or electorates shall also 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 XI: Executive Committee:**

There shall be an Executive Committee of the Board of Directors. It shall consist of the Officers of Board of Directors, the Principal, the Manager of the College, and 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 can elect its own chairperson, for the time being. The Secretary to the Board of Directors shall function as Secretary to the Executive Committee.

**ARTICLE XII: Powers of the Executive Committee:**

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 or the institutions affiliated to the College, excepting those involving policy and finance on which matters the Executive Committee may express an opinion if requested. 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.

#### **ARTICLE XIII: Faculty:**

The faculty of the College shall consist of not more than seven members, four ex-officio and three elected. It shall be a coordinating body, functioning in an advisory capacity on all matters affecting the College. Provisions for its composition shall be made in the Byelaws.

#### **ARTICLE XIV: Organization of the College**

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 accountable to the Principal.

##### **PRIMARY SCHOOL:**

The Primary School shall be made up of classes from Grade I to V having its own staff, time-table, and an appropriate committee responsible to the Principal.

##### **SECONDARY SCHOOL:**

The Secondary School to be made up of classes from Grade VI to XII a Secondary School Committee and Secondary School staff, provided for more effective supervision of the academic and extra-curricular activities, the Secondary School may be divided into:-

- (1) Junior Secondary School (Middle School) made up of classes from Grade VI to VIII with its own Supervisor responsible to the Principal.
- (2) Senior Secondary School made up of classes from Grades IX to XII under the direct supervision of a Senior Vice Principal and the Principal.

## **ARTICLE XV: 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.

## **ARTICLE XVI: Amendments:**

Any article of the Constitution may be by the Board of Directors amended, repealed or altered or a new provision in lieu thereof may be substituted for and added to any of the existing Articles, provided, first, that notice of such amendments or repeals or alterations or substitutions or additions shall have been given at a previous meeting of the Board held not more than one year before and that all such amendments or repeals or alterations or substitutions or additions shall be voted for by two thirds of the Directors present at any meeting at which the amendments or repeals or alterations or substitutions or additions shall have been moved and discussed and that such two thirds majority shall constitute a clear majority of the Board and further provided, that the object for which the College was founded shall be respected.

## **ARTICLE XVII: 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) Any Byelaws maybe 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.

**BYE-LAWS:**

1. The members of the Board of Directors elected under sub clauses 3 to 6 of Article VI shall be divided into three groups. Each group shall be elected for a three year term.
2. (a) The Primary School shall be made up of Years I to V. The minutes of those 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 among 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 in every 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 the Principal is present at any such meeting, the Principal may preside.
3. (a) The Secondary School shall be made up of Years VI to XIII, subdivided as follows.
  - (i) Junior Secondary School made up of Years VI – IX
  - (ii) Senior Secondary School made up of Years X – XIII  
(b) There shall be a Secondary School Committee composed of the Principal, Supervisor of the Junior Secondary School, the Heads of Departments and other members elected by and from among 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 Chairperson of this Committee, which shall meet at least twice every 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, the Supervisors of the Junior and Senior 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 Chairperson and summon meetings. Special meetings may be called by the Principal or on a requisition by three members.

5. 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 not serve for more than two consecutive terms. If for any reason an extension of term of office of a departmental head is deemed appropriate then in such an event the Principal shall obtain the prior approval of the Executive Committee for same.
6. The Principal shall be responsible for the administration of the College and shall be the correspondent to the Department of Education. He shall be responsible for calling a meeting of the College staff for election of their representative on the Board of Directors of the Executive Committee.
7. The Principal shall be an ex-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, the Council of the Evelyn Rutnam Institute for Inter-Cultural Studies and the Council of Jaffna College Undergraduate Department.
8. The Manager shall be appointed by the Board of Directors. However when a vacancy arises it may be filled by the Board or the Executive Committee.
9. The Treasurer of the Board shall be the custodian of all funds belonging to the Board and shall receive all monies due from the Trustees or from other sources. He shall allocate to the College or for other activities under the oversight of the Board of Directors all funds provided in the Budget or as approved by a decision of the Board or Executive Committee.
10. **Correspondence/Communication with the Trustees:** The Chairperson shall have sole responsibility for all correspondence/communications with the Trustees of Jaffna College Funds (TJCF) with regard to Policy, Finance and other related matters. Such correspondence/communication may be done in consultation with relevant persons as appointed by the Board and with regular reports to the Board.

**11. Bank Accounts:** The Board of Directors shall appoint the persons who will be authorized to operate Bank Accounts.