

The Constitution

Last council
approved constitution

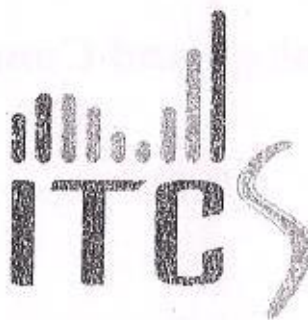
Information Technology and Computing Society (ITCS)

Department of Physical Science
Faculty of Applied Science
University of Vavuniya
Sri Lanka

2021

Section 1: Name, Logo and Objectives

Clause I: The name of the Student Society shall be the 'Information Technology and Computing Society (ITCS) and the logo shall be as following figure



Clause II: The objectives of the Society shall be:

- To provide assistance to improve the quality of the degree course conducted by the Department of Physical Science, Faculty of Applied Science, University of Vavuniya.
- To act as a forum in the improvement of relations between IT, Applied Mathematics and Computing, and Computer Science undergraduates of the Faculty of Applied Science, University of Vavuniya.
- To create a better awareness of the activities of the IT, Applied Mathematics and Computing, and Computer Science and its contribution towards the development of the Information Technology industry in Sri Lanka and among the public.
- To promote the career development of IT, Applied Mathematics and Computing, and Computer Science graduates.
- To develop as linkage between the university and the Information Technology industry.
- To collaborate constructively with other organizations and individuals who share the objectives of the Society.

Clause III: The Society shall engage in the following activities, both in national and international level, in order to work for the accomplishment of the objectives of the Society:

- To organize lectures, seminars and workshops to its own members and the general public to introduce leading edge technologies.
- To introduce the IT, Applied Mathematics and Computing, and Computer Science undergraduates to leading edge technologies by helping them to find suitable organizations for their industrial training and the final year projects.

- To create an awareness among the IT, Applied Mathematics and Computing, and Computer Science undergraduates on the available jobs in the industry.
- To bring together the graduates and undergraduates of the IT, Applied Mathematics and Computing, and Computer Science to share their experiences.

Section 2: Membership

Clause I: The registered students who obtain membership shall be in three categories:

- General Category of the members shall be open to all undergraduates of the degree programmes in IT, Applied Mathematics and Computing, and Computer Science of the Department of Physical Science until three years for general degree students and four years for special degree students, and will be regarded as the total membership of the Society with free of charge.
- Special Category of the members,
 - Shall be those who are not from the Department of Physical Science but are interested in the activities of the Society.
 - Application shall be subjected to the conditions in Section 15 of the constitution.
 - The fee for the special category members shall be decided by the committee.
- Honorary category members with free of charge shall be enrolled as per Section 15 of the constitution.

Clause II: The Society has the following privileges:

- With written permission from the relevant authorities, buildings, furniture and other equipment belonging to the University can be used for the activities. The consent from the Senior Treasurer must be obtained before soliciting permission for the use.
- All general category members of the Society have the right to speak at meetings and vote.
- All general category members of the Society have the right to run for Office and vote at elections.
- All general category members of the Society have the right to nominate candidates for election.

Section 3: Office bearers

Clause I: The patron of the Society is the Head of the Department of Physical Science.

Clause II: A senior lecturer of the Department of Physical Science will be selected as a Senior Treasurer by the executive committee of the Society.

Clause III:

- The selection of office bearers must be done annually by election under the supervision of its Patron.
- If needed, Assistant Registrar of the Faculty of Applied Science on the Direction of the Dean of the Faculty will notify the students Society by placing a notice in the notice board; when and where elections will be held in order to elect new office bearers, the date for handing in nominations and the date on which election results will be announced.
- The election of Office bearers shall be conducted based on gender and ethnic balance making sure the social harmony.
- The Society will comprise the following officers:
 1. The President
 2. The Vice President
 3. The Secretary
 4. The Assistant Secretary
 5. The Junior Treasurer
 6. The Editor
 7. Eight committee members representing each level of the two degree programmes of the department
- **Clause IV:** Elected office bearers will remain in office for one academic year
- **Clause V:** If a legally elected officer or officers wish to resign from their posts, they must inform the President or the Secretary in writing with a copy to the Patron through Senior Treasurer.
- **Clause VI:** If as stated in Clause V of Section 3, an officer or officers resign from their posts, vacancies created in the process will be filled through a bi-election under the supervision of the patron.
- **Clause VII:** No student can hold more than one office or appear for elections with the intention of holding more than one office in a particular academic year

Section 4: The Duties of the Committee

Clause I: Only the officers mentioned in Clause III of Section 3 of the constitution will be referred to as 'the committee'.

Clause II:

- Student Society must hold at least one meeting per academic semester.
- Such meetings must be announced through an open notice.

Clause III:

- The Senior Treasurer shall be selected by the elected executive committee.
- The Senior Treasurer shall be a Senior Lecturer of the Department of Physical Science.
- The Senior Treasurer shall preside over at all meetings in the absence of both the President and the Vice-President.
- He/she shall have the power to call executive committee meetings to discuss matter, which he/she thinks to be urgent.

Clause IV: In the absence of both President and the Vice-President, the Senior Treasurer shall preside over the meetings.

Clause V: The quorum at any meeting is two thirds ($2/3$) of office holders. Either the Senior Treasurer or the Patron of the organization must be among these two thirds of members.

Clause VI: It is the duty of the Secretary to summon such meetings and prepare the agenda. The minutes of every meeting must be recorded in a notebook. It is the duty of the Secretary to read and edit such records and to get the edited or unedited minutes seconded at the next meeting.

Section 5: The President

Clause I: The President must preside over all meetings of the organization. The person nominated for the presidency must have been a registered student of the University.

Clause II: The President must not reside over meetings where a motion to question her/his conduct is to be raised. The Vice-President or in her/his absence any office holder except the Secretary can preside over such meetings.

Clause III:

- The President or the Acting President will be the interpreter of rules and regulations at all meetings over which he/she presides.
- If a written complaint can be lodged with the Secretary within three working days of the meeting and the matter can be taken up for discussion at the next meeting in the form of a regular motion.
- If the written complaint is heeded, the earlier decision will no longer be valid.
- The President or Acting-President can use a deciding vote in addition to his/her vote in situations that warrant a deciding vote.

Section 6: The Vice-President

Clause I: In the absence of the President his/her authority will be invested in the Vice-President.

Clause II: The Vice-President has the authority to carry out additional tasks assigned him/her by the President or any other duties.

Section 7: The Secretary

Clause I: The Secretary will be responsible for all documents belong to the Society.

Clause II: It is the duty of the Secretary to summon general meetings of the Society, summon committee meetings, keep records, prepare agendas, prepare meeting minutes and publicize them.

Clause III: If the relevant authorities of the University, an office bearer or a member of the Society wish to examine the records or other documents belonging to the Society, the secretary must assist her/him.

Section 8: The Assistant Secretary

Clause I: In the absence of the Secretary his/her authority will be invested in the Assistant Secretary.

Clause II: The Assistant Secretary has the authority to carry out additional tasks assigned him/her by the Secretary or any other duties.

Section 9: The Junior Treasurer

Clause I: The person nominated for the post of Junior Treasurer must have been a student of the University for at least a period of one year and this person should not be a final year student. The member for the post of Junior Treasurer will be elected from the second year of study.

Clause II: The Junior Treasurer is answerable to the Senior Treasurer and the University as to how the funds allocated for the Society were spent.

Clause III: When requested to do so, the Junior Treasurer must assist the Senior Treasurer in her/his duties.

Clause IV: It is the duty of the Junior Treasurer to get the estimated expenditure of the Society approved at the beginning of each academic year. At the end of each academic year, the responsibility of the finances of the Society lies with him/her.

Clause V:

- All receipts of expenses incurred with the approval of the executive committee and it must be presented to the Senior Treasurer.
- A printed receipt must be obtained for all monetary transactions of more than Rs.20/- in value.
- It is mandatory to have rubber stamp or signature of the Senior Treasurer in all the receipts of payments and acknowledgment receipts.

Clause VI: At meetings, in the absence of the Senior Treasurer, the Junior Treasurer is answerable on matters of finance.

Clause VII: Seven days before the meeting at which the proposed expenditure of the Society for a particular academic year is to be discussed and the meeting held at the end of each academic year to discuss the Society's annual finances, the Junior Treasurer must notify the members through a notice placed on a notice board as to how the Society spent its funds during that particular academic year.

Section 10: The Editor

The editor of the Society is responsible for making editorial decisions with reasonable speed and communicating them in a clear and constructive manner. The editor shall help the office holders in the process of preparing documents. It is the responsibility of the editor to proofread and check the correctness of the documents prepared by the members of the Society.

Section 11: The Senior Treasurer

Clause I: The Senior Treasurer will be in charge of all finances belonging to the Society.

Clause II:

- The Senior Treasurer must help the Junior Treasurer to prepare the budget estimate for a particular academic year to be presented by the committee to the general body of the organization.
- He/she must inform the office bearers of any objections which may have with regard to the budget estimate. If the office bearers, despite the Senior Treasurer's objections, present the said budget proposal with or without amendments to the general body of the organization, the Senior Treasurer must voice his/her objections to the general body and inform the Head and Dean of the Faculty.

Clause III: He/she must guide and advise the Junior Treasurer of the Society.

Clause IV:

- In case of misappropriation of funds by office holders, the Senior Treasurer must notify the committee of this fact at a committee meeting.
- In situations where there is or could be a misappropriation of funds by office holders, He/she must in writing inform the Head, Dean and Vice Chancellor of the University of this fact.

Clause V:

- All money belonging to the Society kept in his/her charge must be deposited in the Society's bank account.
- When necessary, the Senior Treasure can hold a sum of Rs.2000/- for emergencies.
- This sum can be handed over to the Junior Treasurer to be spent in emergencies aslong as the President, Secretary, and Junior Treasurer concurs.
- The Senior Treasurer must file all the receipts of expenses thus incurred.
- The Senior Treasurer must make sure of the fact that money belonging to the Society is spent only on activities approved by the Society.

Clause VI:

- When resigning from the post of Senior Treasurer, 02 weeks written notice must be given to the Head and Dean of the Faculty with a copy to the Secretary of the Society.
- The post of Senior Treasurer, vacated with the approval of the Society, should be filled within two weeks of receiving the former Senior Treasurer's letter of resignation.
- The former Senior Treasurer must hand over all documents belonging to the Society to the new Senior Treasurer within two weeks of handing in her/ his letter of resignation. The new Senior Treasurer must attest to the fact that all such documents were handed over to her/him in a letter to the former Senior Treasurer with a copy to the Dean of the Faculty.

Section 12: The Patron

The Patron shall act as the Election Officer at Annual General Meeting where office bearers are elected.

Section 13: Finances

Clause I:

- All finances belonging to the organization must be deposited with the State Bank in an account opened in the name of the Society.

- Withdrawals from the bank will only be valid if the Senior Treasurer and either the President or the Junior Treasurer signed.

Clause II:

- If the Senior Treasurer, the President or the Junior Treasurer of a Society resigns, the Dean of the Faculty must inform the Bank of this fact.
- The Secretary of the Society must send a letter signed by the former Senior Treasurer, the President, and the Junior Treasurer with the name of the new Senior Treasurer, the names of those who proposed and seconded his/her name through the University to the bank.
- This must be done within a week of receiving the former Senior Treasurer's letter of resignation.

Clause III:

- The estimated budget for the new official year must be presented and approved by the Society.
- Such a budget must receive a 2/3 majority in order to be approved.

Clause IV:

The estimated budget of the Society for a particular academic year must be prepared by the Junior Treasurer and presented in a committee meeting.

Clause V:

The estimated budget proposal presented to the Society at a meeting must be exhibited either on a notice board belonging to the Society or the University.

Clause VI:

- If when embarking on some activity approved by the Society the assistance of an organization, institution, or person must be sought, the place or person who proposes to charge the most reasonable rate must be hired for the purpose.
- The Executive Committee must go through and approve the estimate provided by the person or institute for this specific purpose and chose the most suitable party for the job. This must also receive the approval of the Senior Treasurer and the said person or Society must be assigned only one task.
- No office bearer can enter into a transaction with a person or an organization on behalf of the student Society, prior to obtaining the approval of its Senior Treasurer and the committee.
- No office bearer can obtain personal gifts, items, commissions, money, or any other form of profit from a commercial organization.
- The funds of the Society shall be used solely for the activities of the Society.

Clause VII:

- An Annual General Meeting must be summoned within the first four weeks of the first semester of the academic year. The annual budget (previous academic year) of the Society must be presented at this meeting.
- At least three days prior to the said meeting, the annual budget that has received the approval from the Senior Treasurer and the executive committee must be placed on a student notice board.

Clause VIII:

- At the end of every academic year, prior to or during the long vacation, the Junior Treasurer must put in order and submit the Society's annual financial report, all receipts and documents connected to it to the Senior Treasurer.
- The Senior Treasurer must sign and submit the Society's annual financial report, all receipts and documents connected to it (handed over to him/her by the Junior Treasurer) to the Patron of the Society prior to the long vacation or within seven days of receiving the long vacation.

Clause IX:

- There shall be an annual audit of the accounts of the Society by such a senior staff to be nominated at a committee meeting, the returns from such audited accounts shall be kept as the office of the Society and will be open for inspection by any member of the Society.
- The Internal Auditor of the University must examine all financial documents belonging to the Society.

Section 14: Meetings

Clause I: Meetings Pertaining to Financial Matters

- Within six weeks of the commencement each academic year, a budget proposal must be presented to the student Society.
- At the end of each academic year, prior to or during the long vacation the annual financial report must be handed over to the Senior Treasurer, and it should be presented at the AGM of the student Society.
- Meetings can be called as and when necessary to discuss amendments to the budget as in the case of utilizing funds allocated for certain previously approved activities for other activities.
- Notices regarding such meetings must be placed on student notice boards at least three days (excepting Poya days, public holidays and holidays approved by the University authorities) prior to the proposed date for the meetings.

Clause II:

General Meetings

- General meetings can be called in order to deal with questions raised about records, constitutions, the official duties of office bearers, and the presentation and discussion of new proposals. The calling of such meetings must be done in accordance with the Clause I, Section 14. However, with the unanimous consent of the committee, meetings can be called within a twenty-four-hour period.
- A two third majority of the members present and voting shall be required for the amendments or alterations of the constitution with the prior consent obtained from the Senior Treasurer and the Patron of the Society, or the Faculty Board, if needed, with at least two weeks written notice about the proposed amendment.

Clause III:

Emergency Meetings

- Such meetings can be called for emergency purposes. At least twenty-four hours notice must be given before holding such meetings.
- With the unanimous consent of the Executive Committee, such meetings can be called with less than twenty-four-hour notification.

Special Meetings

- Such meetings can be called to discuss special issues such as motions of displeasure and no confidence motions.
- Such meetings can be called by the Secretary on the orders of the President or on the request of 1/3 of the Society's membership.
- Such meetings can be called in order to prove to the membership that the Society keeps records of its activities and that any of its members can examine these.

Section 15: Activities of a Society

- Annual programme of activities of the Society which shall be placed before and accepted by the Executive Committee and be placed before the general membership within three weeks from the assumption of duties of the Committee. This should also be forwarded to the Senior Treasurer.

- Receiving donation, raising funds or other financial assistance from any source for the activities of the Society with the consent of the Senior Treasurer provided that all financial transactions be in accordance with the laws of Sri Lanka.
- Deciding on accepting or rejecting the applications received for the membership of the Society under the Special Category with the consent obtained from the Senior Treasurer.
- Deciding on accepting or rejecting the applications received for the membership of the Society under the Honorary Category with the consent obtained from the Senior Treasurer.
- The powers to do, perform and execute all such acts, matters and things whatsoever as are necessary or desirable for the promotion and/or furtherance of the objectives and activities of the Society.

Section 16: Dissolution of the Society

Clause I:

The Society may be dissolved at a General Meeting provided that at least fifteen (15) days written notice of the intention to dissolve the Society has been given to the members. At least two thirds of those presents and voting at the General Meeting must vote in favour of the motion for dissolution for it to be effective;

Clause II:

Any motion for dissolution of the Society shall provide that assets remaining after all liabilities have been met shall be transferred either to another Registered University Society, or to the Societies' Syndicate or to the Department of Physical Science.