

Proposed Bylaws Change – AGM 2022

Constitution (By Laws) of the Colombo University Faculty of Science Alumni Association – NORTH AMERICA (CUFSAA, CUFSAA-NA)

Current Version

PREAMBLE

THE COLOMBO UNIVERSITY FACULTY OF SCIENCE ALUMNI ASSOCIATION – NORTH AMERICA (hereinafter abbreviated as CUFSAA or CUFSAA-NA wherever appropriate) is constituted to bring together the past students and academic staff of the Science Faculty of the University of Colombo, Sri Lanka who are presently living in the USA or Canada.

Proposed Changes

PREAMBLE

THE COLOMBO UNIVERSITY FACULTY OF SCIENCE ALUMNI ASSOCIATION – NORTH AMERICA (hereafter abbreviated as CUFSAA or CUFSAA-NA wherever appropriate) is constituted to bring together the past students and academic staff of the Science Faculty of the University of Colombo, Sri Lanka who are presently living in North America.

Current Version

ARTICLE I NAME AND OFFICE

The legal name of the Association is “THE COLOMBO UNIVERSITY FACULTY OF SCIENCE ALUMNI ASSOCIATION – NORTH AMERICA”, abbreviated as CUFSAA and CUFSAA-NA, and will be hereinafter referred to as “The Association.” The official websites of the Association shall be www.cufsa.org and www.cufsa.com. The Association will conduct its business using electronic means such as email and internet. The physical business office and the official Association web domains will be listed in the FIRST SCHEDULE to these bylaws and will be updated as needed.

Proposed Changes

ARTICLE I NAME AND OFFICE

The legal name of the Association is “THE COLOMBO UNIVERSITY FACULTY OF SCIENCE ALUMNI ASSOCIATION – NORTH AMERICA,” abbreviated as CUFSAA or CUFSAA-NA, and will be hereinafter referred to as the “Association.” The official website of the Association is **www.cufsa.org** and **www.cufsa.com**.

The Association will conduct its business through in-person meetings, via electronic and/or using hybrid formats.

The physical business office and the official Association web domains will be listed in the FIRST SCHEDULE to these bylaws and will be updated as needed.

Current version

ARTICLE II STATEMENT OF PURPOSE

The Association will be a Non-Profit organization. The purpose of the association shall be to create a social forum for the former students and academic staff of the science faculty of the University of Colombo to meet and foster fellowship among themselves, and to do charitable community work including promoting science education and scientific scholarship. The Association will further the said objectives in particular by supporting the science faculty of the University of Colombo, Sri Lanka and similar educational institutions by providing assistance to current and former students and staff at the science faculty of the University of Colombo for educational projects and developmental schemes, and by giving support to scientific and educational endeavors in Sri Lanka and the USA irrespective of the recipient's race, sex, disability, political affiliation, retaliation for protected anti-discrimination activity, national origin, skin color, marital status, genetic information, religion, age, sexual orientation, and parental status.

Proposed Changes

ARTICLE II STATEMENT OF PURPOSE

The Association will be a Non-Profit organization. The purpose of the Association will be to create a social forum for the former students and academic staff of the Science Faculty of the University of Colombo to foster fellowship among themselves, and to do charitable community work including promoting science education, research, and scientific scholarship. The Association will abide by the Federal and State laws related to the EEOC Title VII of the civil rights act of 1964 and any amendments thereafter.

Current Version

ARTICLE III MEMBERSHIP

Membership Eligibility: Any past student or academic staff member of the science faculty of the University of Colombo may apply for membership in the Association using the prescribed form more fully described in the THIRD SCHEDULE to these bylaws. There will be no membership dues to become a member of the Association. Members are expected to update the information provided in the said application, as and when necessary, by contacting the association secretary via email or postal mail or by updating the membership form posted on the Association website.

Termination of Membership: If the Executive Committee of the Association determines by a majority vote that a member has engaged in conduct that brings the organization in to disrepute then that person's membership shall cease to exist. Members whose memberships were so terminated by the Executive Committee may appeal to reinstate their membership at the Annual General meeting by majority vote. Members are free to withdraw or terminate their membership of the association by writing to the Association Secretary at any time.

Proposed Changes

ARTICLE III MEMBERSHIP

Membership Eligibility: Any past student or academic staff member of the Science Faculty of the University of Colombo residing in North America is eligible to apply for membership in the Association using the prescribed form described in the SECOND SCHEDULE to these bylaws. There will be no membership dues to become a member of the Association. Members are expected to update the information provided in the said application, as and when necessary, by contacting the Association Secretary via email or postal mail or by updating the membership form posted on the Association website.

Withdrawal from and Termination of Membership: Members are free to withdraw their membership of the Association by writing to the Secretary at any time. In the event a member has engaged in conduct that brings the Association in to disrepute then that person's membership shall be immediately suspended by a two-thirds majority (2/3) of the full Executive Committee, with the stipulation of termination of membership after the following Annual General meeting. Members whose memberships were so suspended by the Executive Committee may successfully appeal via the Secretary to reinstate their membership at the following Annual General Meeting by receiving a simple majority vote of those present for the appeal.

Current Version

ARTICLE IV THE EXECUTIVE COMMITTEE

An Executive Committee elected as stipulated below shall be responsible for the management of the Association. Members of the association who have contributed volunteer services to the association are eligible to hold office in the association.

Proposed Changes

ARTICLE IV THE EXECUTIVE COMMITTEE

An Executive Committee elected as stipulated below will be responsible for the management of the Association.

Current Version

Section: IV-A Composition

The Executive Committee shall consist of twenty-five (25) members including: The President, The President-elect, The Immediate Past President, three (03) Vice Presidents, two (02) Joint Secretaries, The Treasurer, Assistant Treasurer, and fifteen (15) Members-at-Large.

The Office Bearers of the Association are: The President, The President-elect, The Immediate Past President, The Vice Presidents, Two Joint Secretaries, The Treasurer, and Assistant Treasurer.

Proposed Changes

Section: IV-A Composition

The Executive Committee shall consist of twenty-five (25) members including: The President, The President-Elect, The Immediate Past President, Three Vice Presidents, The Secretary, The Assistant

Secretary, The Treasurer, The Assistant Treasurer, and fifteen (15) additional Executive Committee Members.

The Office Bearers of the Association are: The President, The President-Elect, The Immediate Past President, The Vice Presidents, The Secretary, The Assistant Secretary, The Treasurer, and The Assistant Treasurer.

Current Version

Section: IV-B

The Election and Terms of Office

The first Executive Committee will be nominated by the interim committee of the Association which is fully described in the SECOND SCHEDULE and will be ratified at the inaugural meeting of the Association to be held on September 4th in New Jersey, USA. Thereafter, the outgoing Executive Committee by majority vote shall nominate members of the new Executive Committee to be ratified at the annual general meeting, at least 30 days before the expiration of its term of office. In the event of any particular nomination being objected to at the Annual General Meeting, and the objection receiving the approval of a two thirds majority vote, the ratification of the objected nomination shall be considered failed. The vacancy to the Executive Committee so created will be filled according to the Section IV-H below.

The term of the Executive Committee shall be two years.

Proposed Changes

Section: IV-B

The Eligibility, Election and Terms of Office

Eligibility: Members of the Association in good standing and have participated or intend to participate in the Association activities are eligible to be nominated to the Executive Committee by submitting the Nomination Form available in the THIRD SCHEDULE. The current Executive Committee will review and elect the new Executive Committee Members for the next term of the Executive Committee.

Nomination Procedure: A call for nominations to elect new Members to the Executive Committee will be sent out approximately ninety (90) days prior to the Annual General Meeting. The nominees should complete and submit the Nomination Form to the Executive Committee forty-five (45) days prior to the Annual General meeting.

The outgoing Executive Committee will nominate and elect the President-Elect, the Vice Presidents, the Secretary, the Assistant Secretary, the Treasurer and the Assistant Treasurer, and the Executive Committee Members for the next term of the Executive Committee. Out of the 15 Executive Committee Members, at least three (03) shall be new members.

All new Executive Committee members should be nominated and voted by Executive Committee at least 30 days before the expiration of its term of office. The new Executive Committee will be ratified at the annual general meeting.

The Terms of Office: The term of the Executive Committee will be two years. The President and President-Elect cannot serve two full consecutive terms. The Vice Presidents, The Secretary, The Assistant Secretary, The Treasurer, The Assistant Treasurer, and all other Committee Members may serve multiple terms.

In the event of any nomination being objected to at the Annual General Meeting, and the objection receiving the approval of a two-thirds (2/3) majority vote, the ratification of the objected nomination will be considered failed. The vacancy to the Executive Committee so created will be filled according to the Section IV-H below.

Current Version

**Section: IV-E
Committee Meetings**

The Executive Committee shall have regular meetings to accomplish the business of the organization. Meetings may be called for to occur through conference calls or by circulating items for vote by email.

Proposed Changes

**Section: IV-E
Committee Meetings**

The Executive Committee shall have regular meetings at least once in every ninety (90) days to accomplish the business of the Association. Meetings may be called for to occur through conference calls or by circulating items for vote by e-mail.

Minutes of all Executive Committee meetings will be sent to the members of the Executive Committee at least forty-eight (48) hours prior to the next Executive Committee meeting.

Current Version

**Section: IV-H
Removal / Vacancies**

An Executive committee member shall be subject to removal, with or without cause, at a special meeting called for that purpose approved by a two third (2/3) majority of the executive committee. Any vacancy that occurs on the Executive committee, whether by death, resignation, removal or any other cause, may be filled by the remaining committee members. An Executive committee member elected to fill a vacancy shall serve the remaining term of his or her predecessor, or until a successor has been elected and qualified.

Proposed Changes

**Section: IV-H
Removal / Vacancies**

An Executive committee member shall be subject to removal, with or without cause, at a special meeting called for that purpose with the approval of a two-thirds (2/3) majority of the Executive Committee.

An Executive committee member with three (03) continuous unexcused absences from consecutive Executive Committee meetings may be administratively considered resigned from the Executive Committee.

Any vacancy that occurs on the Executive committee, whether by death, resignation, removal, or any other cause, should be filled by the nomination and seconding followed by a two-thirds majority (2/3) vote of the remaining Executive Committee members within ninety (90) days of occurrence of the vacancy. An Executive Committee member elected to fill a vacancy will serve the remaining term of his or her predecessor, or until a successor has been elected and qualified.

Current Version

Section: IV-I Ad Hoc Committees

The President in consultation with the Executive Committee may establish ad hoc committees consisting of members of the Association in addition to the standing committees of the Association listed in FOURTH SCHEDULE.

Proposed Changes

Section: IV-I Standing and Ad Hoc Committees

The Standing Committees of the Association are listed in the FOURTH SCHEDULE. Each standing committee will be chaired by an Executive Committee member(s) who should report such committee findings at the Executive Committee meetings.

The President by an approved proposal of the Executive Committee may establish ad hoc committees consisting of members of the Association in addition to the standing committees of the Association listed in FOURTH SCHEDULE. The ad hoc committee duration will be no more than ninety (90) days from the date of the establishment, unless the duration is extended by the President in consultation with the Executive Committee.

Current Version

ARTICLE V POWERS AND DUTIES

President: The President will preside at all meetings, appoint special (select or ad hoc) committees and generally perform the duties of the presiding officer. A person shall not serve as President for TWO (02) full consecutive terms.

Vice Presidents: In the absence of or in case of disability of the President, one of the Vice Presidents nominated by majority votes of the executive committee shall assume his/her duties and in the absence of or disability of the President and the Vice Presidents, the Secretaries and the Treasurer may elect one of them to perform temporarily all the duties of the President.

Secretaries: The Recording secretary is to handle committee affairs and minutes while the Communication Secretary is to handle newsletters, surveys, websites, emails and other communication matters. The Recording Secretary shall keep minutes of all meetings and shall sign them after they are duly adopted and s/he will also give due notice of motions and meetings to the members and maintain the membership register.

Treasurer: The Treasurer shall have full charge of the Association's funds and the checkbook(s) and the treasurer or another authorized person shall sign checks on the Association's bank account(s) and carryout other financial transactions as approved by the Executive Committee. The treasurer shall submit a statement on the funds at each regular meeting of the executive committee and submit a professionally audited audit report and a financial statement for distribution among the members fifteen days before the Annual General Meeting.

Proposed Changes

ARTICLE V POWERS AND DUTIES

President: The President will preside at all meetings, appoint ad hoc committees and generally perform the duties of the presiding officer. The President will be the chairperson of the Executive Committee and the Membership.

President-Elect: The President-Elect will become the President for the term immediately following the conclusion of the current term. In the absence of or in case of disability of the President, the President-Elect will assume Presidential duties and that will not count towards the term limits. President-Elect will lead the social and fund raising events of the Association.

Vice Presidents: In the absence of or in case of disability of the President and the President-Elect, one of the Vice President's will assume Presidential duties and that will not count towards the term limits. Each of the three Vice Presidents will Chair the following committees: Project Evaluation Committee, Communications Committee, Membership and Outreach committee.

Secretary: The Secretary will handle Executive Committee affairs and minutes. The Secretary will keep minutes of all meetings and will sign them after they are duly adopted. The Secretary will also give due notice of motions and meetings to the members and maintains the membership roster. The Secretary or designate will be a member of Project Evaluation Committee, Membership and Outreach Committee, and any ad-hoc committee when directed by the President and will perform duties as the secretary of such committee.

Assistant Secretary: The Assistant Secretary will handle other communication matters such as surveys and emails and will assist the Secretary as needed. The Assistant Secretary or designate will be a member of Communications Committee and any ad-hoc committee when directed by the President and will perform duties as the secretary of such committee.

Treasurer: The Treasurer will have full charge of the Association's funds and the checkbook(s) and the Treasurer or another authorized person will sign checks on the Association's bank account(s) and carryout other financial transactions as approved by the Executive Committee. The Treasurer will submit a statement on the funds at each regular meeting of the Executive Committee and submit a professionally audited audit report and a financial statement for distribution among the members fifteen (15) days before the Annual General Meeting.

Assistant Treasurer: The duty of the Assistant treasurer is to assist the Treasurer.

The Immediate Past President: The Immediate Past President will function in an advisory role and chair the Nominations Committee for the next Executive Committee.

Current Version

ARTICLE VII AMENDING BYLAWS

These bylaws may be amended as needed at any Annual General meeting by a two-third (2/3) majority. Proposals for such amendments should be sent to the Executive Committee at least 30 days prior to an Annual General Meeting, and the committee should inform the membership of such proposals received at least 28 days prior to the Annual General Meeting.

Proposed Changes

ARTICLE VII AMENDING BYLAWS

These bylaws may be amended as needed at any Annual General meeting by a two-thirds (2/3) majority of all the members present at the Annual General Meeting.

Proposals for such amendments should be sent to the Executive Committee at least forty-five (45) days prior to an Annual General Meeting, and the committee should inform the membership of such proposals received at least thirty (30) days prior to the Annual General Meeting.

FIRST SCHEDULE **OFFICIAL ADDRESS**

The registered address of the Association shall be **Colombo University Faculty of Science Alumni Association, 15 Karnell Drive, Piscataway, NJ 08854.**

The official web domains of the Association shall be **cufsaa.org** and **cufsaa.com**.

SECOND SCHEDULE **MEMBERSHIP FORM**

1. Name*
2. Postal Address (Provide address or just the City and the State, if preferred.)*
3. Telephone Numbers
4. Email Address*
5. Nature of Association with the Faculty of Science of the University of Colombo, Sri Lanka. (Tell if you were a staff member, undergraduate student, graduate student, etc.)*
6. Duration of your Association with the Faculty of Science of the University of Colombo, Sri Lanka. Please let us know the beginning and ending year of your Association. *
7. References (Please name any CUFSAA member/ current or former Colombo University Science Faculty academic staff member we may contact as a reference to verify your stated association with the Faculty of Science of the University of Colombo, Sri Lanka, if necessary).*
8. Additional Remarks (if any)

Items with Asterisks (*) on the form indicate required information.

CUFSAA Privacy Policy: Any personal information collected through the Membership Form and other forms of the Association will be used exclusively for CUFSAA activities and will not be shared or sold to any 3rd party. Your information will be utilized only to reach out and promote CUFSAA events and activities.

THIRD SCHEDULE **STANDING COMMITTEES**

The following are the standing committees of the Association. The first three standing committees will be chaired by one of the Vice Presidents who should report such committee findings at Executive Committee meetings each quarter.

1. Project Evaluation Committee

This committee is charged with evaluating new project proposals and on-going projects received by the Association and preparing a report to the Executive Committee who will take appropriate action by majority vote.

2. Communications Committee

This committee is charged with creating content for newsletters, website, and other social media communication instruments.

3. Membership and Outreach Committee

This committee is charged with membership drives, outreach activities, and member engagement.

4. Nomination Committee

The nomination committee will review applications to the Executive Committee Membership. The Nomination Committee will consist of The Founder President, The President, The President Elect and the Immediate Past President (Chair of the Committee).

5. Advisory Committee

The Advisory Committee shall consist of the Founder President and no more than two Past Presidents other than the Immediate Past President, elected by the majority vote of the Executive Committee. If the Founder President is not available, there can be up to three Past Presidents, other than the Immediate Past President.

The Advisory Committee will be responsible for activities specifically charged by the President or Executive Committee. These activities may be tasks outside of the usual purview of the Executive Committee, such as but not limited to providing insights, guidance on trends in the community, sponsorship of the Association among similar Associations, mentorship of junior committee members etc.

FOURTH SCHEDULE
Form for Nomination to the Executive Committee

CUFSAA EXECUTIVE COMMITTEE NOMINATION FORM

Nominations due to the Secretary by Month, Date, Year

Eligibility: Members of the Association in good standing and have participated in the Association activities are eligible to be nominated to the Executive Committee by submitting the Nomination form.

Terms: The Members will serve in the Executive Committee for a two-year term. At the end of the two-year term, the committee member's term may be extended through a nomination followed by the vote of the current Executive Committee.

The signature of the nominee in the form certifies the understanding of the time commitment and the willingness to participate actively in the Association and serve in this capacity.

Nominee Information

1. Nominee name
2. Phone Number
3. Email Address
4. Position: Executive Committee Member
5. **Nominee Bio (no more than 250 words)** – Please attach
6. Nominee Signature and Date

Self Nominations are perfectly fine and encouraged. In that case, please disregard the following information.

Nominator Information (if applicable)

1. Nominee name
2. Nominator Name
3. Nominator Phone Number
4. Nominator Email Address

The signature of the nominator in the form certifies that the nominee had been consulted and informed about the time commitment. It further certifies that nominee indicated the willingness to participate actively in the Association and serve in this capacity.

5. Nominator Signature and Date