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**Alumni Association**  
**University of Vocational Technology**

**Our vision**

To advance the University of Vocational technology by serving as the most involved alumni community in Sri Lanka

**Our mission**

We are uncompromisingly committed to enriching lifelong relationships among the alumni body and our university.

**Our core values**

- Tradition : We believe in our University. We work to enhance its reputation.
- Integrity : We keep our promises. Our reputation rests on honesty, fairness, and treating everyone with respect.
- Service : We go the extra mile. We provide the highest levels of service to our members, growing alumni community, and the university.
- Quality : We expect to be judged by standards of excellence in everything we do.
- Diversity : We value diversity. We embrace inclusion in everything we do.
- Innovation : Our success depends on continuous improvement, adaptability, and embracing change.

**Section One (i) : The Association and its Membership**

The University of Vocational Technology Alumni Association, (the "Association") is an association to promote and serve the interests of all persons who hold degrees awarded by the University of Vocational Technology (the "University"), including associate, bachelor, graduate, and professional and honorary degrees, (the "Alumni"). The Association is governed as provided herein by its Office Bearers (Working Committee) who are responsible to the Board of Governors of the University.

**Section Two (ii) : The Membership**

For purposes of this Constitution, the membership of the Association (the "Membership") shall consist of all alumni.

**Section Three(iii) : Meetings**

A general meeting of the Membership of the Association may be called by the President or/ and shall be called upon the written or electronic demand of five members of the Office Bearers. The time and place of such meeting shall be determined by the Office Bearers. One third of the active membership shall constitute a quorum.

**Section Four (iv) : Authority for Actions**

Any action taken in such a general meeting shall be submitted to the Alumni Advisory Committee (see section ....). If approved by the Committee, such action shall take effect.

**Section Five (v) : Office Bearers (the Working Committee)**

The Office Bearers shall consist of a President, Vice President, Secretary Deputy Secretary, Treasurer, Deputy Treasurer, and nine Committee members, who shall be elected for two-year terms.

**Section Six (vi) : Removal of Office Bearers**

Any Office Bearer may be removed at any time by the affirmative vote of two-thirds of the elected office bearers.

**Section Seven (vii) : Duties of the Office Bearers**

1. The Office Bearers shall have oversight of the executive, financial, and administrative affairs of the Association.
2. The Office bearers shall meet regularly on dates to be fixed by the Office bearers. Special meetings may be called on authority of the President of the Association or by mail or electronic petition to the President of the Association by five members of the Working Committee.
3. The Office Bearers may establish, amend, or annul the sections in harmony with this Constitution, provided that the President shall have mailed or electronically communicated to each member of the Working Committee, 15 days before such action is to be taken, a notice of such proposed action and a copy of the matter and changes involved.

**Section Eight (viii) : Alumni Advisory Council**

1. There shall be an Alumni Advisory Committee appointed by the Vice Chancellor consisting of not more than 5 members of the Academic and Administrative staff of the University.
2. The Alumni Advisory Council shall keep a complete record of all of its activities. It shall consult with the Association Office bearers on such matters in connection with its activities as, in the opinion of the Alumni Advisory Council, may be so communicated without detriment to its work. The Vice chancellor, at his/her discretion, may inquire into the activities of the Alumni Advisory Council.
3. The Alumni Advisory Council shall elect its own organization for the conduct of its business and may adopt bylaws consistent with this Article VII. It shall have power to appoint committees outside its own membership for purposes of securing needed information.

**Section Nine (xi) : Alumni Clubs**

Alumni clubs shall be chartered by this Association on a geographical basis to promote the mission of the Association and the University and to develop closer fellowship among the graduates and former students of the University.

**Section Ten (x) : Amendments**

Amendments to this Constitution may be proposed by means of a petition presented to the President/CEO not later than January 1st of any given year and signed by not less than five percent of the number of Active Members as of the previous June 30th, or by means of a resolution adopted by the Office bearers. The proposed amendment shall then be submitted for consideration by the Active Members. Ballots shall be provided, returned, counted, and the results announced in a manner decided upon by the Office bearers.

An affirmative vote of two-thirds of the total votes cast on an amendment shall render an amendment effective at the date prescribed by the Working Committee.

Sample Outline of Alumni/Alumnae Association By-Laws:

- Objectives
- Membership
- Officers; duties and powers of officers
- Regular committees; duties and functions of committees
- Meetings and programs; general timing of meetings
- Dues; members to association, control of funds
- Scholarship and fellowship funds, control and operation
- Communication – regular; content and timing of newsletters
- Major activities and work projects; chapter assistance, social functions, traditionally-sponsored events

Constitution