



KATHARIANS

Old Students' Association of Kataragama President's Central College

FOUNDATIONAL MEMORANDUM, CONSTITUTION AND RULES

Document status	Adopted governing document
Legal form	Unincorporated, non-profit association of past students
Registered office	Kataragama President's Central College, Kataragama, Sri Lanka
Official website	katharians.com · info@katharians.com
Governing language	English (a Sinhala version is provided; the English text prevails)
First meeting of the Association	18 September 2026
Adopted on	18 September 2026 at Kataragama President's Central College



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FOUNDATIONAL MEMORANDUM

- M1.** The subscribers and members establish a voluntary, unincorporated, non-profit association called Katharians – Old Students' Association of Kataragama President's Central College ("the Association").
- M2.** The Association exists to connect past students of the College; to support the welfare and educational mission of the College; to promote the welfare of its current pupils, its past students and its teachers; to preserve the College's heritage; and to raise lawful resources for public and educational benefit.
- M3.** The Association's income and property may be used only for its objects. No part may be paid or transferred, directly or indirectly, to a member, except (a) reimbursement of properly authorised expenses, or (b) reasonable payment for genuine services provided under the conflict-of-interest rules in this Constitution.
- M4.** Membership does not give any member an ownership interest in the property of the Association or the College, or any personal entitlement to the Association's assets.
- M5.** The Association is not a company or other body corporate. Office-bearers and Committee Members act as trustees of the Association's interests and must not commit the Association beyond the authority given to them under this Constitution.
- M6.** A member's liability is limited to any unpaid subscriptions and to obligations that the member has expressly and lawfully taken on. This does not protect anyone from liability for fraud, wilful misconduct or a personal undertaking made without authority.
- M7.** The Constitution and Rules that follow form part of this Foundational Memorandum and govern the Association from the date of adoption.



CONSTITUTION AND RULES

1. Name, office and status

- 1.1** The name of the Association is "Katharians – Old Students' Association of Kataragama President's Central College". The short name "Katharians" may be used in all communications.
- 1.2** The registered office of the Association is at Kataragama President's Central College, Kataragama, Sri Lanka, with the written approval of the Principal and subject to the Principal's administrative directions. The Executive Committee may approve an additional postal or electronic address for correspondence.
- 1.3** The Association is voluntary, unincorporated, non-profit, non-political and non-sectarian. It governs its own affairs but works in cooperation with the College and complies with the education policies and lawful directions that apply to the College.
- 1.4** The Association has no authority over the Principal, the staff, the pupils, the School Development Executive Committee or the education authorities, and must never claim to have such authority.

2. Definitions and guiding principles

- 2.1** In this Constitution: "College" means Kataragama President's Central College, Kataragama; "Committee" means the Executive Committee; "Voting Member" means a member in a subscribing category (Ordinary, Life, Silver, Gold or Platinum) who is 18 or older, whose membership is not suspended, and whose subscriptions are not more than 90 days overdue; "year" means the Association's financial year unless the context requires otherwise; "in writing" includes verifiable electronic communication; and "meeting" includes a physical, hybrid or secure online meeting in which participants can take part at the same time.
- 2.2** The Association acts with integrity, inclusion, accountability, political neutrality, respect for the College, careful stewardship of resources, the safety of pupils, and compliance with the laws of Sri Lanka.
- 2.3** If any provision of this Constitution conflicts with a mandatory law or a binding requirement of the education authorities, that law or requirement prevails to the extent of the conflict. The rest of the Constitution continues to apply.

3. Vision, mission and objects

- 3.1** Vision: a lifelong, inclusive community of past students who help make the College excellent, safe and ready for the future.
- 3.2** Mission: to unite past students, strengthen their bond with the College, and bring their knowledge, networks and resources to the service of pupils, staff, facilities and the wider College community.
- 3.3** Objects. The Association exists to:
 - (a) promote the educational, cultural, sporting, technological, environmental and social development of the College;
 - (b) provide scholarships, bursaries, mentoring, career guidance, equipment and other support under transparent criteria;
 - (c) support facilities and projects approved by the Principal and the relevant authorities;
 - (d) foster fellowship, professional networking, volunteering and service among past students;
 - (e) preserve the history, traditions, archives and reputation of the College;



- (f) support the welfare of current pupils, past students and teachers of the College, including those in genuine hardship, through separately approved programmes;
- (g) build relationships with lawful public, private, charitable and alumni bodies in Sri Lanka and abroad;
- (h) promote equality, dignity, child protection, accessibility and environmental responsibility; and
- (i) do anything else lawful that helps achieve these objects.

4. Powers and restrictions

- 4.1** To pursue its objects the Association may raise and receive funds; open and operate bank accounts; acquire, hold or use property; enter into contracts that have been properly authorised; organise events; publish communications; run digital platforms; appoint advisers or staff; set up funds; invest prudently; and do anything else lawful that this Constitution allows.
- 4.2** The Association must not: distribute profits; support or oppose any political party or candidate in the Association's name; run unlawful lotteries or unlawful fundraising; borrow money, guarantee a debt, dispose of a material asset, or enter a lease of more than one year without the approval of a General Meeting; interfere in admissions, examinations, staff appointments or school discipline; or expose pupils to unapproved persons or activities.
- 4.3** No project that uses the College's land, buildings, pupils, staff time, name, crest, photographs, records or official channels may go ahead without the Principal's prior written approval and any further approval required by the education authorities.

5. Membership

- 5.1** Categories of membership are:
 - (a) Ordinary Member: any past student of the College who has left the College, whatever the reason for leaving and whether or not they completed their studies, on payment of the annual subscription; one vote from age 18.
 - (b) Life Member: a past student of the College who has paid the one-time life subscription; one vote.
 - (c) Silver, Gold and Platinum Supporter: supporter tiers open to members and well-wishers at the amounts set under Schedule 1; one vote if the holder is otherwise a Voting Member.
 - (d) Honorary Member: a person honoured by a two-thirds resolution of the Committee; no fee; voting rights and eligibility for office as the Committee decides when conferring the honour.
- 5.2** Subscriptions are set out in Schedule 1. They may be changed only for future periods by an Ordinary Resolution at an AGM with at least 21 days' notice. The Committee may waive or reduce a subscription in a case of genuine hardship; it must record the decision confidentially and without unnecessary personal detail.
- 5.3** An applicant must submit the approved application form, pay the subscription that applies, and produce the original School Leaving Certificate issued by the College. The Association will examine the original, keep a copy on the member's file, and return the original to the applicant. Where the original certificate has been lost, the applicant may instead produce a letter from the Principal confirming attendance at the College, or another record the Committee accepts as reliable evidence of attendance. The Communications and Membership Secretary, or the Secretary, verifies each application. The Committee may accept or refuse an application by recorded resolution for



legitimate reasons consistent with this Constitution. A refused applicant may ask for written reasons and appeal to the next Committee meeting.

- 5.4** Membership is personal and cannot be transferred. It begins when admission is confirmed and any subscription is paid or waived. The Association keeps a secure register recording each member's name, contact details, years at the College, category, status and subscription position, together with the copy of the leaving certificate or other evidence of attendance, held under the data protection rules in section 14.
- 5.5** Every member must uphold this Constitution and the Code of Conduct; protect pupils and the good name of the College; give accurate information; pay the subscriptions that apply; declare any conflict of interest; and never claim to speak for the Association without authority.
- 5.6** A Voting Member may attend, speak and vote at General Meetings; nominate candidates and stand for election if eligible; inspect approved minutes and annual accounts; submit proposals; and receive notices. This does not include access to personal, confidential, safeguarding, employment or legally privileged material.
- 5.7** Membership ends on death; on written resignation; if subscriptions remain unpaid for 12 months after a reminder; if eligibility was obtained by material misrepresentation; or on expulsion under section 17. A former member may be reinstated on application once arrears are paid or waived.

6. General Meetings

- 6.1** An Annual General Meeting ("AGM") is held by 30 April each year to receive the reports of the Co-President and the Secretary, approve the accounts, receive the Internal Auditors' report, appoint the external auditor where required, approve the plan and budget, hold elections when due, and deal with any other business properly notified.
- 6.2** The Secretary gives at least 21 clear days' notice of an AGM and at least 14 clear days' notice of a Special General Meeting ("SGM"). The notice states the date, time, place or online access details, agenda, proposed resolutions, and the nomination and voting arrangements.
- 6.3** An SGM is called by the Committee, or on a written request that states the business proposed and is signed by at least 25 Voting Members or 10 per cent of Voting Members, whichever is lower, but never fewer than 15. An SGM requested by members must be held within 45 days of a valid request.
- 6.4** The quorum for a General Meeting is 25 Voting Members or 10 per cent of Voting Members, whichever is lower, but never fewer than 15. If there is no quorum 30 minutes after the start time, an SGM requested by members lapses, and any other meeting is adjourned for between 7 and 21 days. At the adjourned meeting the members present form a quorum only if the notice said so expressly; for a resolution to amend this Constitution or to dissolve the Association the full quorum is always required.
- 6.5** The President presides at General Meetings but does not vote. If the President is absent, the Co-President presides; if the Co-President is also absent, the Vice President presides. Whoever presides must act impartially. If votes are equal, the person presiding may use a casting vote only on ordinary resolutions, never on elections, amendments, discipline or dissolution.
- 6.6** Each Voting Member has one vote. Proxy voting is not allowed. The Committee may allow secure advance electronic voting or hybrid participation where identity, secrecy (where required), equal access and an auditable result can reasonably be protected.
- 6.7** An Ordinary Resolution passes by a simple majority of votes cast; abstentions are not counted as votes cast. Where more than one candidate stands for an office, the election is by secret ballot and



the candidate with the most votes wins. A tie is decided by a fresh ballot and, if still tied, by drawing lots, witnessed and recorded.

- 6.8** Minutes and the certified results are entered in the minute book, approved at the next appropriate meeting, and signed physically or electronically by the person who presided and the Secretary.

7. Executive Committee

- 7.1** The Executive Committee consists of: the President; the Co-President; the Vice President; the Secretary; the Vice Secretary; the Treasurer; the Vice Treasurer; two Conveners; and fifteen Committee Members. The Immediate Past Co-President may also serve, ex officio, for one term. The Committee designates one of its voting members as Communications and Membership Secretary; that person may hold the role together with another office, and the role carries no additional vote.
- 7.2** The serving Principal of the College is the President ex officio. The office of President goes with the office of Principal: whenever a Principal leaves office, the incoming Principal automatically becomes President without election or appointment. The President does not vote. Every other office-bearer and every Committee Member has one vote.
- 7.3** The Co-President is the elected head of the Association's members, leads the Committee's work, and holds the casting vote in the Committee. The Vice President deputises for the Co-President.
- 7.4** The Association also has a Chief Patron, a senior honorary, non-voting position to which the Committee may invite a person of standing (for example, a Venerable Nayaka Thero), and an Advisory Board under clauses 7.11 to 7.14.
- 7.5** The founding Committee Members are nominated one from each of the fifteen batches with the highest recorded attendance on the reunion day of 17 September 2026, a tie being resolved in favour of the more senior batch. At every later election the fifteen Committee Members are elected at the AGM. In electing them, members should aim for representation across batches and eras, age groups, genders, professions and locations, and at least one Committee Member should ordinarily be under 35 at the time of election.
- 7.6** An elected term is two years from the close of the AGM at which the election was held. No person may hold the same office for more than two consecutive full terms. After a break of one full term the person may stand again. Filling a casual vacancy for less than 12 months does not count as a full term.
- 7.7** A candidate for office must be a Voting Member aged 21 or over, not materially in arrears, and not disqualified by fraud, serious financial misconduct, a safeguarding breach, or an unresolved conflict of interest that makes the role untenable. Candidates for Co-President, Secretary and Treasurer should have been members for at least two years, except at the first election.
- 7.8** Nominations require the candidate's written consent and the signatures or verified endorsements of a proposer and a seconder, all of whom must be Voting Members. Nominations close 14 days before the election, except that nominations from the floor may be accepted where too few valid nominations were received.
- 7.9** The Committee manages the Association between General Meetings, carries out approved plans, protects the Association's assets and reputation, supervises office-bearers and subcommittees, manages risk, and is collectively accountable to the members.
- 7.10** The Committee meets at least once every three months. Seven voting members of the Committee form a quorum. Decisions are by simple majority of votes cast. If votes are equal the Co-President (or, in the Co-President's absence, the Vice President) has a casting vote, except on conflicts of



interest, discipline or appointments. A written resolution circulated to all voting members of the Committee is valid if approved by a majority of them and is recorded at the next meeting.

- 7.11** The Advisory Board is a standing advisory body. Its members are past students admitted by the Committee, and there is no limit on their number. Its purpose is to give the Committee the benefit of experience, judgement and institutional memory, and to lend the Association continuity and standing across changing committees. It advises; it does not manage the Association.
- 7.12** The Advisory Board advises the President and the Committee, whether asked or on its own initiative, on strategy, major events, finances, fundraising and other significant matters; helps protect the Association's continuity, traditions and institutional memory; lends its members' standing and networks in support of the Association's objects and represents the Association with dignity where authorised; helps settle disagreements between members, batches or office-bearers by informal mediation; watches that the Association stays true to its objects, its values and the good name of the College, and raises any concern with the Committee; and supports the reunion, scholarships, welfare and other major initiatives.
- 7.13** The Advisory Board's advice carries weight but is not binding; responsibility for decisions stays with the Committee. The Advisory Board does not run the Association day to day, operate or control its bank accounts, or hold its assets.
- 7.14** A member of the Advisory Board who is a Voting Member votes at General Meetings as an ordinary member, with no additional or weighted vote. Advisory Board members must observe the Code of Conduct, declare conflicts of interest, and respect the advisory nature of the role.
- 7.15** A Committee member's office ends on resignation, death, loss of Voting Member status, incapacity, removal by a two-thirds resolution of a General Meeting, absence without an accepted reason from three consecutive Committee meetings, or disqualification under this Constitution.
- 7.16** The Committee may fill a casual vacancy until the next AGM. If the office of Co-President, Secretary or Treasurer falls vacant, the Committee appoints an eligible acting officer within 14 days. If more than half of the elected seats are vacant at the same time, an SGM must be called.
- 7.17** The AGM elects two Internal Auditors from among the Voting Members. An Internal Auditor must not be a member of the Committee, a bank signatory, a close family member of a Committee member, or the person who prepared the accounts. The Internal Auditors examine the Association's accounts, bank records, receipts and payments at least once a year and whenever the Committee or 15 Voting Members ask them to, and report their findings in writing to the AGM. They may attend Committee meetings as observers, without a vote, and have access to all financial records on request. Their term is two years, and they may be re-elected.

8. Duties of office-bearers

- 8.1** The President (the serving Principal, ex officio and non-voting) provides strategic guidance, presides at meetings, maintains the relationship between the College and the Association, and countersigns decisions where this Constitution requires, without exercising a vote or individual executive power.
- 8.2** The Co-President leads the Association's elected leadership, chairs the Committee, ensures that approved plans are carried out, presents the annual report to the AGM, and exercises the casting vote where this Constitution allows. The Vice President supports the Co-President and acts in the Co-President's place during absence or vacancy.
- 8.3** The Secretary issues notices, prepares agendas and minutes, keeps the governance records and the register of interests, handles correspondence, files any returns required by law, and ensures that decisions are communicated and followed up.



- 8.4** The Vice Secretary supports the Secretary and acts in the Secretary's place during absence or vacancy.
- 8.5** The Treasurer keeps complete accounts and controls over banking and cash; prepares the budget, management reports and annual accounts; controls receipts and payments; maintains the asset register and the register of restricted donations; and supports the internal audit and any external audit.
- 8.6** The Vice Treasurer supports the Treasurer and acts in the Treasurer's place during absence or vacancy, but must never on their own approve or reconcile a transaction that they initiated.
- 8.7** The Communications and Membership Secretary, designated by the Committee under clause 7.1, keeps the membership register, manages the Association's authorised communications and platforms, and ensures that personal data and consent are handled lawfully.
- 8.8** Every office-bearer must hand over all funds, passwords and credentials, records, keys, devices and other Association property within 14 days of leaving office. Digital accounts must use recovery details controlled by the Association and multi-factor authentication where available.
- 8.9** The two Conveners plan and coordinate the Association's events, the reunion, fundraising activities and welfare programmes; arrange venues, logistics and volunteers; work with the Treasurer on event budgets; and deliver the completion report required for each event under the Risk Management and Event Approval policy.

9. Subcommittees, branches and advisers

- 9.1** The Committee may set up subcommittees, each with written terms of reference, for finance, projects, welfare, events, diaspora engagement, safeguarding or any other purpose. Each subcommittee has a named chair, a defined scope, a budget, a reporting line and an end date, and cannot commit the Association unless expressly authorised.
- 9.2** The Committee may recognise a regional or overseas branch by a two-thirds resolution, under approved branch rules consistent with this Constitution. A branch reports to the Committee at least once a year, protects the Association's identity, and must not open bank accounts or take on liabilities in the Association's name without written authority.
- 9.3** The Committee may appoint non-voting professional advisers. Appointing an adviser does not transfer the Committee's responsibility, and any paid engagement must follow sections 10 and 12.

10. Finance and property

- 10.1** The financial year runs from 1 January to 31 December. Each year the Committee approves a plan and budget that sets out project, reserve and administrative allocations.
- 10.2** All money received must be paid promptly into a bank account in the Association's full name at a licensed bank approved by the Committee. Personal accounts must never be used for Association money. Cash handling is kept to a minimum; all cash is receipted, held securely and banked promptly.
- 10.3** The authorised bank signatories are the Co-President, the Secretary and the Treasurer. Every payment or binding electronic transfer must be approved by any two of them, one of whom must be the Treasurer. No signatory may approve a payment to themselves; another unconflicted signatory must act instead.



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- 10.4** Every payment must be supported by an invoice, receipt, agreement or written approval. Bank reconciliations are prepared monthly and reviewed by an officer who did not prepare them. The Committee receives a budget-to-actual report every quarter.
- 10.5** Spending must stay within the approved budget. Unbudgeted emergency spending of up to LKR 100,000 in total for any one event may be approved jointly by the Co-President, Secretary and Treasurer, reported within 7 days, and ratified at the next Committee meeting. Any larger unbudgeted spending needs the Committee's approval in advance.
- 10.6** Purchases above LKR 100,000 require at least three comparable written quotations, unless that is impracticable because of an emergency, a sole supplier or a specialist need. Any exception, and the reasons why the purchase gives value for money, must be recorded. The AGM may change these thresholds for future periods.
- 10.7** Donations given for a restricted purpose may be accepted only if the purpose is lawful and achievable, and must be used in line with the documented restriction. Anonymous or high-risk donations may be refused. Every material fundraising campaign must have a budget, a responsible officer, an approval route and a completion report.
- 10.8** All Association property is recorded in an asset register and used only for authorised purposes. Property given to the College is transferred through a documented handover and acceptance process.
- 10.9** Borrowing, giving security or guarantees, dealing in land, leases of more than one year, and the disposal of any material asset each require a two-thirds resolution of a General Meeting and any approval required from the College or the authorities.

11. Accounts, review and transparency

- 11.1** Within 90 days of the end of each financial year the Treasurer prepares annual financial statements showing income, expenditure, assets, liabilities, restricted funds and material commitments.
- 11.2** The Internal Auditors elected under clause 7.17 examine the accounts each year and present their report to the AGM. In addition, the AGM appoints an independent qualified external auditor where the law, a donor condition or the scale of the Association's finances requires one. An external auditor must not be a member of the Committee, a close family member of a Committee member, a material supplier, or the person who prepared the accounts.
- 11.3** The annual accounts, the Internal Auditors' report, any external auditor's report, the annual report and the proposed budget are circulated, or made securely available, to members at least 14 days before the AGM.
- 11.4** Accounting records, bank documents and contracts are kept for at least seven years, or longer where the law, a grant condition or a dispute requires. Minutes and core constitutional records are kept permanently.

12. Conflicts of interest and personal benefit

- 12.1** Anyone who has a direct or indirect personal, family, business, employment or financial interest in a matter must declare it promptly, withdraw from the discussion and the vote unless invited back only to give information, and must not receive confidential papers on the matter beyond what is necessary.
- 12.2** The Secretary keeps a register of interests and records every declaration, withdrawal and resulting decision. The unconflicted members decide whether a conflict exists.



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- 12.3** A member, or a person connected with a member, may supply goods or services to the Association only where this is clearly in the Association's interests, on reasonable terms, through a fair selection process, and with the advance approval of the unconflicted members of the Committee. The interested person must not influence the selection or the approval.
- 12.4** Service on the Committee is voluntary and unpaid. Properly documented, pre-authorised expenses may be reimbursed. Gifts or hospitality that could reasonably influence a decision must be refused, or declared and dealt with under a policy approved by the Committee.

13. Safeguarding, equality and conduct

- 13.1** The safety, dignity and best interests of pupils and vulnerable persons come before every other interest of the Association. Every activity involving pupils requires the Principal's prior written approval, a risk assessment, appropriate supervision, and compliance with the College's and the education authorities' safeguarding procedures.
- 13.2** No member may, through an Association activity, privately contact, transport, photograph, record, interview, mentor, counsel or collect information from a pupil unless specifically authorised and properly supervised. Any concern must be reported at once through the College's safeguarding route and, where the law requires, to the public authorities.
- 13.3** The Association gives equal opportunity to all and does not unlawfully discriminate or tolerate harassment, bullying, abuse, retaliation, hate speech or sexual misconduct.
- 13.4** Members must communicate respectfully, protect confidentiality, avoid intoxication or unlawful conduct at Association activities, follow safety directions, and never misuse the identity of the College or the Association.

14. Data protection and records

- 14.1** Personal data is collected only for specified, lawful purposes of the Association; is limited to what is reasonably necessary; is kept accurate and secure; is retained only for as long as justified; and is disclosed only with authority or a lawful basis, in line with the Personal Data Protection Act No. 9 of 2022 as amended and any applicable guidance.
- 14.2** The Committee approves a privacy notice, a retention schedule, access controls and an incident-response procedure. Membership data must never be sold, or given to anyone for unrelated political or commercial marketing.
- 14.3** Access to personal data is limited to those who need it for their role. Departing office-bearers must immediately return, or securely delete, any copies they hold without authority. Any suspected loss, unauthorised access or disclosure of data must be reported promptly to the Co-President and the designated data lead for assessment and any action required.
- 14.4** Official records are stored in a repository controlled by the Association, with proper backup. The Secretary is custodian of the governance records, the Treasurer of the financial records, and the Communications and Membership Secretary of the membership register, all under the Committee's oversight.

15. Name, crest, media and intellectual property

- 15.1** The College's name, crest, uniform, photographs, premises and other marks of identity belong to, or are controlled by, the College or the relevant authority. Any use requires prior written approval and must follow any conditions set.



- 15.2** The Association's own name "Katharians", its emblem, and its designs and publications belong to the Association and may be used only as the Committee authorises.
- 15.3** Only the Co-President, the Secretary, or a spokesperson expressly authorised by the Committee may issue official statements. Personal opinions must never be presented as the position of the Association or the College.
- 15.4** The Association's official website is katharians.com and its official email address is info@katharians.com. The website, every other domain, social media account, mailing list, design and archive of the Association must be registered in the Association's name and controlled by it, with at least two administrators and a documented handover of credentials. A change of the official website domain requires a recorded Committee resolution and prompt notice to members and the College.

16. Complaints and dispute resolution

- 16.1** A complaint should be made in confidence to the Secretary or, if the Secretary is involved in the matter, to the President or the Chief Patron. Receipt is acknowledged within 7 days, and the complaint is assessed to decide whether it raises a safeguarding, criminal, regulatory, financial or ordinary governance issue.
- 16.2** The Committee appoints impartial persons to investigate. The person complained about is told the substance of the complaint, given a reasonable opportunity to respond, and treated with confidentiality. A reasoned decision is given within a reasonable time. Where an allegation is serious, a person may be suspended as a protective measure while the matter is investigated, without any finding against them.
- 16.3** An appeal must be lodged within 14 days and is heard by persons who took no part in the original decision. The appeal decision is final within the Association, without affecting anyone's legal or regulatory rights.
- 16.4** Wherever appropriate, disputes within the Association should first be addressed through discussion in good faith or mediation. Mediation must never delay action on a safeguarding matter, an alleged crime, fraud, a required report to a regulator, or urgent protective action.

17. Discipline

- 17.1** Misconduct includes: a serious or repeated breach of this Constitution or the Code of Conduct; dishonesty; misuse of the Association's funds, data, name or position; conduct that materially harms the College or the Association; harassment or discrimination; a safeguarding breach; or refusing to comply with a lawful protective direction.
- 17.2** After a fair process, the Committee may issue a warning, require corrective action, suspend a member's privileges for a stated period, remove a subcommittee appointment, or recommend expulsion. Expulsion requires a two-thirds vote of all unconflicted voting members of the Committee and takes effect only after the appeal period has passed or the appeal has been decided.
- 17.3** Removing a person from an elected office additionally requires a two-thirds resolution of a General Meeting, except that protective suspension may be imposed under clause 16.2. A person who resigns or is removed remains bound to return Association property and to account for any funds.



18. Notices and communications

- 18.1** Notice may be given by email, messaging service, post, hand delivery, the Association's official platform, or any combination reasonably expected to reach members. Each member is responsible for keeping their contact details up to date.
- 18.2** A meeting is not invalidated because a member accidentally did not receive a notice, provided the Committee took reasonable steps to give notice and the omission did not materially affect participation or the result.

19. Amendment

- 19.1** An amendment to this Constitution may be proposed by the Committee, or by at least 25 Voting Members or 10 per cent of Voting Members, whichever is lower, but never fewer than 15.
- 19.2** The full text of the proposed amendment, with the reasons for it, is circulated at least 21 clear days before the General Meeting. Adoption requires at least two-thirds of the votes cast at a meeting with a quorum.
- 19.3** An amendment that affects the College's name, the relationship with the College, its premises or pupils, the office of President, the destination of assets on dissolution, or a mandatory education requirement also needs the Principal's written concurrence, and any approval required from the authorities, before it takes effect.

20. Dissolution

- 20.1** The Association may be dissolved only at an SGM called solely or mainly for that purpose, on at least 30 clear days' notice, with the full quorum present, and by at least three-quarters of the votes cast.
- 20.2** After all lawful debts and liabilities are paid or provided for, no remaining asset may be distributed to members. The remaining assets are transferred, with any required approvals, to the College, to its lawful school development body, or to another Sri Lankan non-profit educational body with similar objects that prohibits distribution to its members, as named in the dissolution resolution.
- 20.3** The final Committee prepares final accounts, arranges an independent review, transfers the records and assets, closes the bank accounts, and notifies the relevant bodies.

21. Adoption and transitional arrangements

- 21.1** This Constitution was approved by the required majority at the first meeting of the Association held on 18 September 2026 and takes effect from that date, with the Principal's written concurrence and subject to any approval required from the education authorities.
- 21.2** The office-bearers, Committee Members and Internal Auditors appointed at the first meeting of the Association held on 18 September 2026 are recognised as the first Executive Committee and first Internal Auditors under this Constitution, and serve until the first election AGM, which must be held by 30 April 2027. Before then the Committee verifies the member register, opens the Association's bank account, adopts the policies in Schedule 2, and fixes the subscriptions left open in Schedule 1. The first elected term runs from that AGM.
- 21.3** Any funds, records, assets or liabilities of earlier alumni bodies transfer to the Association only after verification, a written inventory and lawful authority. The first Committee must not take on undocumented liabilities.



- 21.4** This Constitution is adopted in English, with a Sinhala version provided for members. If the two versions differ, the English text prevails.



SCHEDULE 1 — Subscriptions and financial thresholds

Item	Amount or rule	How it is changed
Ordinary Member – annual subscription	LKR 1,000	Ordinary Resolution at an AGM
Life Membership (one-time)	To be fixed by resolution of the Committee at its next meeting and ratified at the next AGM	Ordinary Resolution at an AGM
Silver, Gold and Platinum supporter tiers	To be fixed by resolution of the Committee at its next meeting and ratified at the next AGM	Committee resolution, ratified at an AGM
Honorary Membership	No fee	Committee resolution
Emergency unbudgeted spending	Up to LKR 100,000 in total per event	Ordinary Resolution at an AGM
Competitive quotation threshold	Purchases above LKR 100,000	Ordinary Resolution at an AGM

A subscription may be waived or reduced for genuine hardship under clause 5.2, so that no genuine past student is excluded because they cannot pay.



SCHEDULE 2 — Association policies

These policies are adopted under the Foundational Memorandum, Constitution and Rules of Katharians – Old Students' Association of Kataragama President's Central College. They are read together with the Constitution. If a policy conflicts with the Constitution or with the law, the Constitution or the law prevails. The Executive Committee may amend a policy by recorded resolution, provided the change is consistent with the Constitution, and reports any material change to members.

Policy 1 — Code of Conduct and Disciplinary Procedure

- 1.1** Every member, office-bearer and volunteer acts with integrity, honesty, courtesy and respect; protects the good name of the College and the Association; and complies with the Constitution and all adopted policies.
- 1.2** No one may use their membership or office for personal gain, misrepresent the Association, disclose confidential information, or engage in harassment, bullying, discrimination, intimidation, dishonesty or unlawful conduct at any Association activity or online forum.
- 1.3** Members declare conflicts of interest, follow the lawful directions of the person chairing a meeting, avoid intoxication or unsafe behaviour at events, and treat pupils, staff and fellow members with dignity.
- 1.4** Alleged misconduct is dealt with under section 17 of the Constitution. After a fair process in which the person is told the substance of the allegation and given a reasonable chance to respond, the Committee may take no action, give advice or a written warning, require corrective action, suspend privileges for a stated period, remove a subcommittee appointment, or recommend expulsion, which requires a two-thirds vote of the unconflicted voting members of the Committee.
- 1.5** A person may appeal within 14 days to persons who took no part in the original decision, whose decision is final within the Association. Safeguarding, criminal or urgent protective matters are acted on immediately and are not delayed by this procedure.

Policy 2 — Safeguarding and Child Protection

- 2.1** The safety, dignity and best interests of pupils and vulnerable persons come first and override any other interest of the Association.
- 2.2** Every activity involving pupils requires the Principal's prior written approval, a written risk assessment, adequate adult supervision, and compliance with the College's and the education authorities' safeguarding procedures.
- 2.3** No member may, through an Association activity, privately contact, transport, photograph, film, message, mentor, counsel or collect information from a pupil unless specifically authorised in writing and properly supervised. Unsupervised one-to-one contact with a pupil is not permitted.
- 2.4** Any safeguarding concern is reported immediately to the Principal (or the College's designated safeguarding officer) and, where the law requires, to the relevant public authority. Concerns must never be investigated informally or concealed.
- 2.5** The Committee appoints a Safeguarding Lead, keeps a confidential record of concerns and actions, and ensures that everyone in a pupil-facing role is briefed on this policy before the activity.



Policy 3 — Financial Controls, Procurement and Expenses

- 3.1** All money is banked promptly into an account in the Association's full name at a licensed bank; personal accounts are never used. Cash is kept to a minimum, receipted and held securely.
- 3.2** The authorised signatories are the Co-President, the Secretary and the Treasurer. Every payment or binding transfer needs the approval of any two of them, one of whom must be the Treasurer. No signatory may approve a payment to themselves.
- 3.3** Spending stays within the approved budget. Unbudgeted emergency spending up to the Schedule 1 threshold may be approved jointly by the Co-President, Secretary and Treasurer, reported within 7 days and ratified at the next meeting; larger unbudgeted spending needs the Committee's prior approval.
- 3.4** Purchases above the Schedule 1 threshold need at least three comparable written quotations unless that is impracticable for emergency, sole-supplier or specialist reasons, with the reason recorded. Value for money and the absence of conflicts of interest must be demonstrable.
- 3.5** Bank reconciliations are prepared monthly and reviewed by someone who did not prepare them. The Committee receives a budget-to-actual report every quarter. The Treasurer keeps an asset register and a register of restricted donations.
- 3.6** The Internal Auditors have access to all financial records on request and examine the accounts at least once a year before the accounts go to the AGM and to any external auditor.
- 3.7** Properly documented, pre-authorised expenses may be reimbursed; Committee service is otherwise voluntary and unpaid.

Policy 4 — Privacy, Data Retention and Incident Response

- 4.1** Personal data is processed in line with the Personal Data Protection Act No. 9 of 2022, as amended. Data is collected only for specified, lawful purposes of the Association, kept accurate and secure, limited to what is necessary, and retained only for as long as justified.
- 4.2** The membership register may record name, contact details, years at the College, category, status and subscription position, and holds a copy of each member's School Leaving Certificate or other evidence of attendance. Data is never sold or used for unrelated political or commercial marketing, and access is limited to those who need it for their role.
- 4.3** Retention: membership records are kept while a person is a member and for up to two years after membership ends; financial records for at least seven years; minutes and core constitutional records permanently. Data no longer needed is securely deleted or destroyed.
- 4.4** Any suspected data breach, loss or unauthorised access is reported without delay to the Co-President and the designated data lead, who contain it, assess the risk, notify affected persons and any authority where required, and record the incident and the lessons learned.
- 4.5** Departing office-bearers return or securely delete all Association data and hand over accounts using recovery details controlled by the Association.

Policy 5 — Fundraising, Donations and Sponsorship

- 5.1** All fundraising is lawful, truthful, and consistent with the Association's objects and the good name of the College. No unlawful lottery or misleading appeal is ever run.
- 5.2** Every material campaign has an approved budget, a named responsible officer, a clear purpose, an approval route and a completion report to the Committee.



- 5.3** Restricted donations are accepted only for lawful, achievable purposes and used strictly in line with the documented restriction. Anonymous, unlawful or reputationally risky donations may be refused, and high-value donations may be subject to due-diligence checks.
- 5.4** Donors receive an acknowledgement or receipt. Sponsorships are documented in writing and give the sponsor no control over the Association's governance. Any use of the College's name, crest or premises requires the Principal's prior written approval under section 15 of the Constitution.
- 5.5** Funds raised for the College or for pupils are transferred through a documented handover and acceptance process and reported to members.

Policy 6 — Communications, Social Media and Use of the College's Identity

- 6.1** The Association's official website is katharians.com and its official email address is info@katharians.com. All official domains, social media accounts, mailing lists and archives are registered in the Association's name and controlled by it, with at least two administrators, documented credentials and multi-factor authentication where available.
- 6.2** Only the Co-President, the Secretary, the Communications and Membership Secretary, or a spokesperson expressly authorised by the Committee may issue official statements. Personal opinions are never presented as the position of the Association or the College.
- 6.3** Use of the College's name, crest, uniform, photographs or premises requires the Principal's prior written approval and follows any conditions set. Images of pupils are never published without the required consents and safeguarding approval.
- 6.4** Communications are accurate, respectful, non-political and free of discriminatory or defamatory content. Any change to the official website domain requires a recorded Committee resolution and prompt notice to members and the College.

Policy 7 — Scholarships, Welfare and Grants

- 7.1** Scholarships, bursaries, welfare assistance and grants are awarded on transparent, published criteria, and with the Principal's involvement where the recipient is a current pupil or a member of staff.
- 7.2** Awards are decided by a panel of unconflicted members. No panel member may decide an application concerning a relative or connected person. All decisions and reasons are recorded.
- 7.3** Recipients' personal and financial information is confidential and handled under Policy 4. Assistance is given with dignity and without public identification unless the recipient consents.
- 7.4** Funds designated for scholarships or welfare are ring-fenced, tracked separately by the Treasurer, and reported to members in aggregate. Unspent restricted funds are applied in line with the restriction.

Policy 8 — Branches and Diaspora Chapters

- 8.1** A regional or overseas branch or diaspora chapter may be recognised by a two-thirds resolution of the Committee under written rules consistent with the Constitution.
- 8.2** A branch protects the Association's identity, acts within its approved scope, and does not open bank accounts, incur liabilities or enter contracts in the Association's name without prior written authority.



- 8.3** Each branch has a named coordinator, keeps basic records, reports to the Committee at least once a year (including any funds handled), and complies with local law.
- 8.4** The Committee may suspend or withdraw recognition of a branch that acts outside these rules, and arranges the orderly return of any Association funds or property.

Policy 9 — Risk Management and Event Approval

- 9.1** Before approving an event or activity, the Committee (or an authorised subcommittee) confirms: a named organiser and a clear purpose consistent with the Association's objects; an approved budget and funding source, with financial controls under Policy 3; the suitability of the venue, the permissions needed, and the Principal's written approval for any use of the College's identity, premises or pupils; a written risk assessment covering safety, crowds, fire, first aid, transport, food and weather, with mitigations; safeguarding measures under Policy 2 for any activity involving pupils; insurance or liability cover where appropriate, and first-aid provision; data and photography consents under Policy 4; and a contingency and incident-response plan with emergency contacts.
- 9.2** High-risk elements (large crowds, minors, water, travel, significant spending) require enhanced controls and, where material, the Committee's prior approval rather than delegated approval.
- 9.3** After the event, the responsible Convener provides a short completion and reconciliation report noting income, expenditure, incidents and lessons learned.

Policy 10 — Handover by Outgoing Office-Bearers

- 10.1** Within 14 days of leaving office, every office-bearer hands over to their successor or to the Committee: all Association funds, cheque books, cards and banking authorities; complete financial records, the asset register and the register of restricted donations (Treasurer); governance records, the minute book, the register of interests and correspondence (Secretary); the membership register and communications assets (Communications and Membership Secretary); all domains, social media accounts, email accounts, passwords and administrator rights, transferred to recovery details controlled by the Association with multi-factor authentication; keys, devices, equipment, seals, banners and other Association property; and a short handover note listing pending matters, deadlines and key contacts.
- 10.2** Bank signatory mandates are updated promptly to reflect the new office-bearers, and the departing signatory's authority is removed.
- 10.3** The outgoing and incoming office-bearers jointly confirm the handover in writing to the Committee. A person remains bound to return property and account for funds even after resigning or being removed.



SCHEDULE 3 — Adoption resolution

At the first meeting of the Association, duly convened and held at Kataragama President's Central College, Kataragama on 18 September 2026, the eligible members resolved by the required majority to adopt this Foundational Memorandum, Constitution and Rules as the governing document of Katharians – Old Students' Association of Kataragama President's Central College, subject to the approvals recorded below.

Role	Name	Signature	Date
Person presiding at the adoption meeting			
Co-President			
Secretary			
Treasurer			
Member witness 1			
Member witness 2			
Principal – concurrence as President and Patron			
Education-authority approval, if required			



SCHEDULE 4 — Founding subscriber register

No.	Full name	Years attended	NIC / member ID	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				



SCHEDULE 5 — Oaths of office

The following oaths are taken by the office-bearers on assuming office, at the installation held after the electing General Meeting, in the order set out below. Where the Sinhala and English wording differ, the meaning of this Schedule prevails.

Chief Patron (honorary, non-voting)

I, _____, having been invited to serve as Chief Patron of Katharians – Old Students' Association of Kataragama President's Central College, accept this honorary office. I pledge to give my blessings, counsel and goodwill to the Association; to encourage its members in unity, service and gratitude to their school; to uphold the values and good name of the College; and to support the Association in its work. This I offer in sincerity and good faith.

Advisory Board member

I, _____, as a member of the Advisory Board of the Katharians Old Students' Association, solemnly affirm that I will give honest counsel and the benefit of my experience to the President and the Committee; that I will help protect the Association's continuity, traditions and institutional memory; that I will lend my standing and goodwill in support of its objects and represent it with dignity; that I will help settle differences fairly and in a spirit of unity; that I will respect that this role is advisory and that decisions rest with the Committee; and that I will uphold this Constitution and protect the good name of the College and the Association. This I solemnly affirm.

President (the Principal, ex officio, non-voting)

I, _____, as Principal of Kataragama President's Central College and President ex officio of the Katharians Old Students' Association, solemnly affirm that I will guide the Association and preside over it with fairness and dignity; that I will protect the bond between the College and its past students; that I will uphold this Constitution and act at all times in the best interests of the Association and of the College's pupils; that, recognising that this office carries no vote, I will guide rather than direct its decisions; and that I will protect the good name of the College and the Association. This I solemnly affirm.

Co-President (holds the casting vote)

I, _____, as Co-President of the Katharians Old Students' Association, solemnly affirm that I will lead the Association's members and its Committee with fairness and integrity; that I will support the President and preside in the President's absence; that I will uphold this Constitution and act in the best interests of the Association and its members; that I will use my vote, and the casting vote entrusted to this office, honestly and only for the good of the Association; and that I will protect the good name of the College and the Association. This I solemnly affirm.

Vice President

I, _____, as Vice President of the Katharians Old Students' Association, solemnly affirm that I will support the President and the Co-President and act in their place when called upon; that I will uphold this Constitution and act in the best interests of the Association and its members; that I will use my vote honestly; and that I will protect the good name of the College and the Association and carry out my duties faithfully and with integrity. This I solemnly affirm.

Secretary

I, _____, as Secretary of the Katharians Old Students' Association, solemnly affirm that I will keep true and proper records of the Association; issue its notices, prepare its agendas and



record faithful minutes of its meetings; keep its governance documents and correspondence with care and confidentiality; uphold this Constitution and act in the best interests of the Association and its members; and hand over all records, seals and property of my office faithfully at the end of my term. This I solemnly affirm.

Vice Secretary

I, _____, as Vice Secretary of the Katharians Old Students' Association, solemnly affirm that I will support the Secretary and act in the Secretary's place when called upon; that I will keep the records of the Association faithfully and confidentially; that I will uphold this Constitution and act in the best interests of the Association and its members; and that I will carry out my duties with diligence and integrity. This I solemnly affirm.

Treasurer

I, _____, as Treasurer of the Katharians Old Students' Association, solemnly affirm that I will keep true, complete and honest accounts of all money of the Association; bank its funds promptly and in its name; make no payment except as duly authorised and for the Association's proper purposes; present faithful financial reports to the members and to the Internal Auditors; guard against waste and misuse; and hand over the funds, accounts and financial records of my office faithfully at the end of my term. This I solemnly affirm.

Vice Treasurer

I, _____, as Vice Treasurer of the Katharians Old Students' Association, solemnly affirm that I will support the Treasurer and act in the Treasurer's place when called upon; that I will help keep true and honest accounts and handle the Association's money with care; that I will never on my own approve a payment to myself; and that I will uphold this Constitution and carry out my duties with integrity and diligence. This I solemnly affirm.

Communications and Membership Secretary

I, _____, as Communications and Membership Secretary of the Katharians Old Students' Association, solemnly affirm that I will keep a true register of its members and protect their personal information; that I will manage the Association's official communications and accounts honestly and in its name; that I will represent the Association truthfully and with dignity; that I will uphold this Constitution; and that I will hand over the register, credentials and communications assets of my office faithfully at the end of my term. This I solemnly affirm.

Convener

I, _____, as a Convener of the Katharians Old Students' Association, solemnly affirm that I will plan and carry out the Association's events, reunions, fundraising and welfare activities with care, honesty and regard for the safety of all who take part; that I will keep within approved budgets and account faithfully for every event; that I will uphold this Constitution and act in the best interests of the Association and its members; and that I will protect the good name of the College and the Association. This I solemnly affirm.

Committee Member (one of the fifteen)

I, _____, as a Committee Member of the Katharians Old Students' Association, solemnly affirm that I will faithfully serve the Association and the batch and members I represent; that I will attend and take part in its meetings; that I will uphold this Constitution and use my vote honestly and in the best interests of the Association as a whole; that I will protect its assets and the



good name of the College and the Association; and that I will carry out my duties with integrity, diligence and unity. This I solemnly affirm.

Internal Auditor

I, _____, as an Internal Auditor of the Katharians Old Students' Association, solemnly affirm that I will examine the accounts, bank records, receipts and payments of the Association honestly, independently and without fear or favour; that I will report my findings truthfully to the members; that I will keep confidential the information I see, except as my duty requires; that I will declare any interest that could affect my independence; and that I will uphold this Constitution and protect the good name of the College and the Association. This I solemnly affirm.



SCHEDULE 6 — First office-bearers, Committee Members and Internal Auditors

Appointed at the first meeting of the Association held on 18 September 2026 and recognised under clause 21.2: twenty-five positions, in addition to the Principal as President ex officio.

No.	Office	Name	Batch / years attended
1	President (Principal, ex officio)	Sajeewa Pushpa Kumara Rosairo	
2	Co-President	Hewaraigam Koralage Thushan Hemantha	
3	Vice President	Daluwaggoda Vidana Gamage Asanka Subodha	
4	Secretary	Baduge Chandradasa	
5	Vice Secretary	Weligama Durage Dishani	
6	Treasurer	Gamage Ramya Vinodani	
7	Vice Treasurer	Wickramasinghe Vithanage Ruwan Sri Wickramasinghe	
8	Convener	Tiron Kanishka Jayawardhana	
9	Convener	Loku Yaddehige Thilan Dileepa	
10	Internal Auditor	Mohottige Lasantha Kumara	
11	Internal Auditor	M. Wijey Kumar	
12	Committee Member	Wellana Vithanage Wasantha Priyadarshana	
13	Committee Member	Kalahage Nishan Damayantha	
14	Committee Member	Chammika Ekanayaka	
15	Committee Member	Hetti Hewage Malitha Eranga Silva	
16	Committee Member	Sanjaya Sumith Manage	
17	Committee Member	Sujith Nilantha Athukorala	
18	Committee Member	Wickrama Arachchige Bimasha Shanodi Sathsarani	
19	Committee Member	Nimantha Weerakoon	
20	Committee Member	Sudarshana Wanniachchi	
21	Committee Member	Ranasinghe Arachchige Kasun Madhuranga	
22	Committee Member	Deiyandara Garage Nishshanka	
23	Committee Member	Pamidu Dilan Jayaweera	
24	Committee Member	Sujith Samantha Wijeweera	
25	Committee Member	Galle Waththage Bathiya Madushanka	
26	Committee Member	Abeysinghe Madduma Patabandige Charuka Woshan	
—	Communications and Membership Secretary (designated role, held by the Vice President)	Daluwaggoda Vidana Gamage Asanka Subodha	