

THE CONSTITUTION OF THE KELANIYA MEDICAL FACULTY PHOTOGRAPHY SOCIETY (KMFPS): 2015

1. NAME : KELANIYA MEDICAL FACULTY PHOTOGRAPHY SOCIETY (KMFPS)

2. REGISTERD OFFICE AND PLACE OF MEETING :

The registered office and place of meeting of shall be at the Cultural centre Faculty of medicine, University of Kelaniya. P.O. Box 06,Thalagolla Road, Ragama in the district of Gampaha.

3. Objective

- i. Prime Objective of the Kelaniya Medical Faculty Photographic Society of the Cultural Centre is to discover and develop creative ability of students, non-academics and academics in photography.
- ii. To create a common platform to improve the artistic and scientific photography while working together .
- iii. To develop technical skills in taking photographs, handling and maintaining equipment.
- iv. Participate and appreciate local and international photography events.
- v. To encourage and foster cultural and social harmony through photography.

4. CORDINATING AND ADVICSING

- i. Coordinating authority is the Cultural Centre of Faculty of Medicine, University of Kelaniya.
- ii. Senior Adviser of the Society shall be an academic member (Senior Lecturer or above), who is a permanent staff member of the medical faculty.
- iii. Senior treasurer shall be academic member (Senior Lecturer or above), who is a permanent staff member of the medical faculty.

5. MEMBERSHIP :

Membership consist of two categories

- a. Members (students)
- b. Associate members (academic, non-academic, alumni)

6. SUBSCRIPTION :

- i. The ordinary membership fees will be determined from time to time by the general membership of the society at the KMFPS.
- ii. When necessary the Executive Committee is empowered to request for special fund from the membership.
- iii. The treasure shall issue a receipt for every payment.

7. FINANCIAL YEAR :

- i. The financial year of the KMFPS shall run from 01st of April to 31st of March.

8. MEETING :

i. ANNUAL GENARAL MEETINGS

The Annual General meeting of the KMFPS shall be held within four (04) weeks of the end of the financial year. Before the AGM, 10 days' notice of this meeting shall be given to members and the agenda of the meeting shall be circulated to members with the notice of the meeting.

ii. ORDINARY AND SPECIAL MEETINGS :

Ordinary and Special General Meeting of the KMFPS may be held from time to time at the discretion of the Executive Committee of the KMFPS. Five members of the KMFPS may at any time request the Secretary in writing for a Special General Meeting for consideration of specified matters. At last seventh days notice of Special General Meeting shall be given to members and the agenda of such meeting shall be circulated with the notice of the meeting.

9. QUORUM :

For a General Meeting shall be One fourth (1/4) of the total membership.

10. MINUTES OF THE AGM :

All General Meeting shall be circulated to members within 14 days of the meeting and shall be read and confirmed at the subsequent appropriate next meeting.

11. EXECUTIVE COMMITTEE OF FMFPS

- i. The general management of the society shall be vested in the executive committee, which shall include, President, Secretary, Vice President, Assistant Secretary, Treasurer, officer in-charge of the Cultural Center, Technical officer (audio-visual unit) and four committee members where one shall be a member representing associated members and other four from student members.
- ii. The election of the executive committee for each year shall take place at the AGM among the members. When students are appointed to the Executive committee the policy of the gender balance will be practiced.
- iii. The vacancies arising in the course of the year shall be filled at the next general meeting among the members.
- iv. The Executive Committee shall meet at least three times a year and may be summoned for the consideration of specific matters at any time by the president or Secretary. The quorum for an Executive Committee Meeting shall be five(5). All major decisions of the Executive Committee should be conveyed to the general membership as soon as possible, and in addition should be submitted for confirmation at the next General Meeting.

12. THE PRESIDENT

The president of the society shall preside at all General and Executive Committee Meeting where he is present. In his absence, the Vice President or any member of the Executive Committee, except the Secretary, may be elected as temporary president.

13. THE VICE PRESIDENT

The vice president of the society will help the president in all activities of the society and shall preside at all meeting when the president is not present.

14. THE SECRETARY

The Secretary shall be responsible for the maintenance of records of meeting of the Society and the Executive Committee. The duties of the secretary include keeping an up-date list of members as well summoning of all meetings.

15. THE ASSISTANT SECRETARY

The Assistant Secretary will help the secretary in all the activities of the society and will be jointly responsible for the maintenance of records of meeting of the Society and the Executive Committee.

16. DUTIES OF THE TREASURER

The Treasurer shall be responsible for the work of collecting subscriptions and for keeping the account Books of the KMFPS. He /she shall deal with funds of the association as provided for in the rules and decisions of the society. The treasurer shall present the accounts perused and approved by the Senior Treasurer at the annual general meeting.

17. DUTIES OF THE SENIOR TREASURER

The Senior Treasurer is an academic member of the permanent staff who is drawing a salary in the Kelaniya University. The Senior treasurer will supervise all monetary transactions and will be responsible for approval of the annual accounts.

18. FUNDS

- i. The funds of the society shall be utilized only in furtherance of its objectives.
- ii. The officer in Charge of the Cultural Center of the Medical faculty shall be requesting authority for obtaining government funds for the society.
- iii. The treasurer may keep a sum not exceeding Rs. 1000.00 for petty expenses
- iv. All other moneys shall be deposited in such bank and shall be decided by the executive committee. Withdrawal from the bank shall take place with two signatures i.e. the signature of the senior treasurer and the signature of the President or treasurer

19. AUDITS

The Annual treasurer's report on the society will be prepared and submitted through the Senior Treasurer of the society which in turn will be handed over to the Senior Assistant Bursar for internal auditing system of the Kelaniya University.

20. DISSOLUTION

The association shall be voluntarily dissolved and the funds there of disposed of after meeting all debts and liabilities legally incurred on behalf of the association as decided by a resolution passed by at least two- thirds of the members present and eligible to vote at a special general meeting convened for the purpose.