

**GAMPAHA WICKRAMARACHCHI UNIVERSITY OF INDIGENOUS MEDICINE,
SRI LANKA**

BY-LAWS RELATING TO STUDENTS' UNIONS AND SOCIETIES

General

Given below are the By-Laws relating to Students' Unions and Societies made by the Council of the Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka (hereinafter referred to as "the University") under sections 135, 112 and 115 of the Universities Act No. 16 of 1978, as amended.

1. These By-Laws may be cited as the "By-Laws No. 02 of 2022 relating to Students' Unions and Societies and shall come into operation with effect from 07.09.2022, as recommended by the Senate (hereinafter referred to as the "the Senate") of the Gampaha Wickramarachchi University of Indigenous Medicine at its 12th meeting held on 27.05.2022 and approved by the Council of the University (hereinafter referred to as the "Council") at its 17th Meeting held on 07.09.2022
2. All the By-laws previously issued in this regard are hereby repealed without prejudice to what has already been done with such instrument by the adoption of this By-laws.
3. These By-laws can be amended as and when required, with the approval of the Council of the Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka with the recommendation of the Senate.
4. Any question regarding the interpretation of this By - law shall be referred to the Council, whose decision shall be final.

Part 1 – STUDENTS' UNIONS

1.1. The Students' Union of the Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka (hereinafter referred to as the "University Students' Union") shall be representative of the entire undergraduate student community of the University.

1.2. (i) The University Students' Union shall consist of all the elected office bearers and elected members of each Faculty Students' Union. The said University Students' Union shall elect the following office bearers, of whom the President, the Secretary and the Junior Treasurer shall be appointed from different Faculties.

- a) President
- b) Vice President
- c) Secretary

- d) Editor and
- e) Junior Treasurer

(ii). There shall be a Senior Treasurer for the University Students' Union, who shall be a senior teacher nominated by the office bearers and elected members of such Union and appointed by the Principal Executive Officer of the University.

1.3 (i) There shall be a Faculty Students' Union for each Faculty of the University.

(ii) A Faculty Students' Union (hereinafter referred to as the Faculty Union) shall be representative of all registered full-time undergraduate students of the respective Faculty. The office bearers and other members of each Faculty for a given academic year shall be elected by the undergraduate students of the respective Faculty through a secret ballot.

(iii) For the purpose of electing office bearers and other members to a Faculty Union, the registered undergraduate students of that Faculty of the University shall constitute a constituency.

(iv) A Faculty Union shall consist of:

- a) President
- b) Vice-President
- c) Secretary
- d) Editor
- e) Junior Treasurer and
- f) Such other members as follows:

- Two members for a Faculty with two hundred (200) or less registered students;
- Four members for a Faculty with two hundred and one (201) to four hundred (400) registered students;
- Six members for a Faculty with four hundred and one (401) to six hundred registered students;
- Eight members for a Faculty with over six hundred (600) registered students.

(v) There shall be a Senior Treasurer for each Faculty Union who shall be a Senior Teacher from the respective Faculty nominated by the office bearers and elected members of such Union and appointed by the Principal Executive Officer of the University.

A. Faculty Students' Unions

1.4. (i) The registered students of each Faculty shall be eligible to vote in selecting office bearers and other members of the respective Faculty Union.

(ii) No student of the University shall be eligible to vote or to stand for election:

- a) unless he/she has been duly registered as a student of the University and of the respective Faculty for the academic year in which the election is held;
- b) if he/she is under suspension from the University;
- c) if he/she owes any money to the University at the time of such voting or standing for the election, as the case may be, and he/she has not entered into any written agreement with the University to repay such money on a date specified for the payment;
- d) if he/she has not discharged any financial responsibilities in relation to an office he/she held in the University prior to such election;

1.5. (i) One month before the end of each academic year, the Registrar of the University shall publish within the University, a notice indicating:

- a) The name of each Faculty Students' Union
- b) The titles of the office bearers and the number of other members to be elected from each Faculty Students' Union
- c) The names and registration numbers of students who are eligible to vote (hereinafter referred to as eligible Students) at an election of office bearers and other members to each such Faculty Students' Union.

Provided that for the purpose of election of office bearers and other members to the first Union, the above notice shall be published prior to such date as may be prescribed by the Principal Executive Officer of the University.

(ii) Any question as to whether the number of other members to be elected to the Faculty Union has been duly determined or not or whether members have been duly divided or distributed amongst the constituencies or not or whether a student is eligible to vote or to seek election or not, shall be referred to the Principal Executive Officer of the University. The decision of the Principal Executive Officer on such matters shall be final.

1.6. The Registrar of the University shall within one week of the publication of the notice under section 1.5 (i), publish the names of the persons nominated by the Principal Executive Officer of the University to conduct the election of office bearers and other members of

the Faculty Union (hereinafter referred to as the 'Elections Officer') in respect of each Faculty Union election.

1.7. (i) The Principal Executive Officer of the University shall fix in respect of each constituency a date, a time period and a venue for the receipt of nominations by the Elections Officer for the election of office bearers and other members from that constituency to the Faculty Union. Such date shall be a date prior to the expiry of two weeks from the date of publication of the notice under 1.5 (i).

(ii) The Registrar of the University shall publish within the University, the date, time period and venue for the receipt of nominations in respect of each Faculty Students' Union without delay.

(ii) The Elections Officer shall receive nominations on the date fixed for such purpose, during the time period assigned and at the venue specified in the notice published by the Registrar under section 1.7 (ii).

1.8. (i) Any registered undergraduate of a Faculty qualifies to be nominated as an office bearer or any other member at the election.

(ii) Any registered undergraduate of a Faculty who is eligible to vote at an election of the Faculty Students' Union shall be nominated for election as an office bearer or any other member by submitting a nomination form duly proposed and seconded by two registered undergraduate students of that Faculty.

(iii) The nomination form should include the name, registration number and the signature of the proposer and the seconder.

(iv) Registered undergraduate nominated for election should sign the nomination form to indicate his/her willingness for the nomination.

(v) No student shall be eligible to be nominated for more than one post at a given election.

(vi) Such nomination should be submitted to the Elections Officer on the date, time period and venue as specified in Section 1.7 (ii).

1.9. (i) After closure of nominations, the Elections Officer will display the copies of the nomination papers received on the Faculty Notice Board.

(ii) Objections may be lodged in writing with the Elections Officer against the nomination of a candidate, specifying the ground for objection. The time period allotted for such objections is 24 hours after the closure of nominations.

(iii) An objection could be lodged with the Election Officer on a candidate's nomination based on one or all of the following reasons:

- a) Candidate not eligible according to 1.4 (ii).
- b) Proposer or Secunder not being a registered undergraduate of the Faculty.
- c) Proposer or Secunder not having signed the nomination papers.
- d) Nomination paper not being in accordance with the By-Law.

(iv) Objections against the nomination of a candidate should be made in writing clearly specifying the reasons and placing the signature of the objecting person.

(v) The Elections Officer shall, with the least possible delay, decide on the validity of every objection to a nomination paper of a candidate and inform the candidate of his/her decision and where the objection is upheld or not, and the grounds of his decision. The decision of the Elections Officer shall be final and conclusive.

(vi) Each undergraduate student who is nominated as a candidate for an election shall affix his/her signature in the nomination paper as token of his/her agreement to stand for election.

1.10. (i) Where only one nomination paper has been received for a post of an Office Bearer in respect of any constituency, the Elections Officer shall declare elected for that post of Office Bearer, the candidate nominated by that paper.

(ii) Where the number of nomination papers submitted for posts of elected members of the Faculty Students Union is exactly or less than the number to be elected, the Elections Officer shall declare elected, those who have submitted their nominations.

1.11. (i) Where the number of nomination papers accepted is greater than the requisite number for any post or the number of elected members, the Elections Officer shall publish the following within the University:

- a) The names of candidates seeking election for such posts of office bearers and elected members.
- b) The symbol allotted to each such candidate.

1.12. In any Faculty Students' Union, if for a certain office bearer's post, no nomination has been received or all the nomination received have been rejected or for committee member's posts, nominations received have been less than the number specified, the election officer shall bring this matter to the attention of the Chief Executive officer, and the Chief Executive officer shall fix a date, time and place to receive fresh nomination/s.

1.13. (i) The Principal Executive Officer of the University shall fix in respect of each constituency a date, time period and venue for the election of office bearers and elected members from that constituency to the Faculty Union, and shall make arrangements for the conduct of the election.

(ii) The Registrar of the University, shall publish within the University the date, time period and venue fixed for the election of office bearers and elected members in respect of each Faculty Union.

- (iii) The Elections Officer shall conduct the election by secret ballot. In this exercise he/she can appoint any person or persons to assist him/her.
- (iv) Each eligible student shall be entitled to cast only one vote in respect of each post of office bearer or elected member of the Faculty Union.
- (v) Each candidate contesting the election for a post or elected member of the Faculty Union may appoint two students as polling agents to represent him/her at the venue of the election during the taking of the poll, and the count. Notice in writing of every such appointment stating the names and registration numbers of the students appointed shall be given by the candidate to the elections officer before the opening of the poll.

Provided however, that only one polling agent of a candidate can be present at the venue of the election at any time during the taking of the poll. Only one polling agent per candidate would be allowed throughout the count.

1.14. (i) The Elections Officer shall declare elected, the candidate who poll the highest number of votes for any post of office bearers.

(ii) The Elections Officer shall declare elected as elected members, the candidates who poll the highest number of votes in descending order until the number of candidates elected as elected members is equal to the member specified in section 1.3 (iv).

(iii) Where an equality is found to exist among the votes polled by two or more candidates, the candidate or candidates to be declared elected shall be made by a draw of lots. The candidate or candidates so determined shall be deemed to be duly elected.

1.15. (i) The Faculty Union shall hold its first meeting within one week after its election, and at the first meeting shall nominate a teacher to be approved as the Senior Treasurer by the Principal Executive Officer of the University.

(ii) Each Office Bearer shall be entitled to hold office from the date of his/her election up to the end of the academic year in which he/she was elected.

(iii) The term of office of an official selected for a Faculty Students' Union will be terminated at the end of the academic year in which he/she was selected.

(iv) No member shall hold the same office for more than one academic year.

(v) If any office bearer or elected member

a) ceases to be a Student, or

- b) resigns office by writing under his/her hand addressed to the Senior Treasurer; or
 - c) has been suspended or dismissed or expelled from the University, his/her office shall be deemed to be vacated.
- (vi) Where an office of the Faculty Union falls vacant, the Union shall as soon as possible make arrangements to fill the vacancy by electing a suitable person from among its members. The person so elected shall hold office for the unexpired portion of the term of office of his/her predecessor.

B. University Students' Union

1.16. (i) The Principal Executive Officer shall fix a date for the holding of the First Meeting of the University Students' Union where the members shall elect the office bearers. Such date shall be a date falling within two weeks of the election of office bearers and other members of the Faculty Students' Unions. If the Faculty Students' Union Elections are not held on the same day, the two weeks shall be from the date the last Faculty Students' Union Election was held.

(ii) For the purpose of this meeting, the Principal Executive Officer of the University shall nominate a senior member of the University staff as the Returning Officer to conduct the election of Office Bearers by secret ballot.

The Returning Officer shall preside over at the meeting and take all necessary action for the smooth conduct of the election.

(iii) At the conclusion of the election of office-bearers, the University Students' Union shall nominate a senior teacher to be appointed by the Principal Executive Officer of the University as the Senior Treasurer of the University Students' Union.

(iv) Returning Officer should submit a report on the election to the Chief Executive Officer.

1.17. (i) Each office bearer of the University Students' Union shall cease to hold office at the end of the academic year in which he/she was elected.

(ii) No member shall hold the same office for more than one academic year.

(iii) If an office – bearer or a member of the University Students' Union,

- a) ceases to be an office bearer or an elected member of the Faculty Students Union; or
- b) resigns office by writing made under his/her hand addressed to the Senior Treasurer;

his/her office or membership as the case may be shall be deemed to be vacated.

- (iv) Where an office of the University Students' Union falls vacant, the University Students Union shall as soon as possible elect a suitable person from among its members to fill that vacancy. The person so elected shall be entitled to hold office for the unexpired portion of the term of office of his/her predecessor.

Provided however that when an office of the Union falls vacant as a result of a vacancy arising in a Faculty Students' Union, the election to fill the vacancy in the University Students' Union shall be held after the filling of the vacancy in the Faculty Students' Union.

C. Duties and Functions of Students' Unions and Office-bearers

1.18. The duties and function of the University Students' Union shall be as follows;

- a) to foster the spirit of corporate life among students of the University;
- b) to organize and supervise, in consultation with the governing authority, student welfare activity in the University, recreational facilities, spiritual and religious activities, the counselling of students and the supply of meals and refreshment;
- c) to afford a recognized means of communication with the authorities of such higher educational institution on matters relating to or connected with living and working conditions of the students;
- d) to be represented on any other body which may, in accordance with the rules made by the governing authority for the purpose, be appointed to undertake student welfare activities in the University;
- e) to assist the University authorities to maintain discipline;
- f) to represent students who are accused in disciplinary inquiries;
- g) to foster, cultural, literary and aesthetic awareness and activities among students and to organize and publish magazines and periodicals of the students;
- h) to foster an interest and understanding in the arts and life and social well-being of the citizens of the country;
- i) to foster activities conducive to the social and moral well-being of the student community and promote activities conducive to healthy social life;

- j) to organize and promote cultural, literary and social interactivity with other universities and like organizations in Sri Lanka and abroad;
- k) to associate in the organization and execution of extension courses and adult education programmes in collaboration with the staff and students;
- l) to safeguard and protect the good name of the Higher Educational Institution;
- m) to debate matters of public interest;
- n) to further the national interest and national unity;
- o) to safeguard and protect the property of such Higher Educational Institution;
- p) to take steps to encourage and further the academic interest; and
- q) to undertake any activities that may be determined by the governing authority from time to time.

1.19. The duties and functions of a Faculty Students Union shall be -

- (a) to promote the corporate life and welfare of the student community of the Faculty;
- (b) to take steps to encourage and further the academic interests of its students;
- (c) to safeguard and protect the good name of the Faculty and Institution;
- (d) to foster cultural and sports activities amongst the students of the Faculty;
- (e) to make recommendations to the University Students Union on matters pertaining to the disbursement of the funds and the general welfare of the student community of the Faculty; and
- (f) to ensure that all decisions of a Faculty Students Union pertaining to the academic and welfare activities of the Faculty are taken by a majority vote of its members.

1.20. The duties and function of the office – bearers of the University Students’ Union and the principal office bearers of the Faculty Students’ Union, shall as be follows;

- (i) The duties and functions of the President shall be:
 - a) to preside at all meetings of the Union
 - b) to carry out the decisions of the Union
 - c) to call meetings of the Union
- (ii) The duties and functions of the Vice-President shall be:
 - a) to preside at any meeting of the Union in the absence of the President.

- b) to assist the President in the discharge of his/her duties
 - c) to carry out any other duty or function assigned to him/her by the Union.
- (iii) The duties and functions of the Secretary shall be
- a) to keep records of all proceedings of the Union
 - b) to summon meetings of the Union on the instructions of the President, or upon receipt of a written request from not less than one third of the total membership of the Union.
 - c) to ensure that the minutes of the proceedings are available for inspection by any student of the University.
- (iv) The duties and functions of the Editor shall be
- a) to edit and attend to the publication of the Union Magazine and other Newsletters.
 - b) to supervise and edit other documents, which the Union requests the Editor to publish.
- (v) The duties and functions of the Junior Treasurer shall be:
- a) to have custody of the funds of the Union.
 - b) to ensure that all income and expenditure is properly recorded and accounted for in the books kept for this purpose, subject to any rules pertaining to maintenance of such accounts.
 - c) to inform the Senior Treasurer, within one week of the payment or receipt of any money from/ to the Union, of such payment.
 - d) to make payment out of the funds of the Union with the approval of the Senior Treasurer.
 - e) to prepare a budget for the academic year after consultation with the office – bearers to be submitted to the Union within one month from the date of election of office - bearers.
 - f) to prepare supplementary estimates, when necessary.
 - g) to submit to the Union a report on its financial position before the last day of each term.
 - h) to submit to the Auditor through the Senior Treasurer a Statement of Income and Expenditure and the Balance Sheet of the Union for the academic year within two weeks of the end of the academic year.

1.21. The Auditor

- (i) The Auditor for all Students' Unions shall be appointed by the Principal Executive Officer of the University.
- (ii) The Auditor shall within one month of the receipt of the Statement of Income and Expenditure and the Balance Sheet from a Senior Treasurer, submit his/her

report to the Principal Executive Officer of the University who shall cause the publication of such report within the University.

1.22. Meetings of the Unions

- (i) The quorum for a meeting of the Union shall be one - third of its total membership.
- (ii) Where owing to the absence or other causes both the President and the Vice President are unable to preside at a meeting, the members present shall elect from among themselves a member to preside at such meeting.
- (iii) The President or Vice President or any other member presiding at a meeting of the Union shall have an original vote, and where the voting is a casting vote, he/she would have the privilege of an additional vote.

1.23. The Union Funds

- (i) There shall be established a Students' Union Fund and the respective Faculty Union Funds, for the general financial purposes of the unions.
- (ii) All monies received by the Unions shall be credited to the respective fund and all payments made on behalf of the Union shall be met from the fund.
- (iii) All monies payable to the fund shall be lodged with the Peoples' Bank to be credited to an account which shall bear the name of the individual Union.
- (iv) The Senior Treasurer shall be a signatory to every cheque drawn on the account referred to in the proceeding sub paragraph.
- (v) No payment shall be made from the fund unless such payment has been provided for in the budget or a supplementary estimate approved by the Senior Treasurer. Provided that in exceptional circumstances payment may be made with the authority of the Senior Treasurer and such payment shall be reported by the Junior Treasurer to the Union at the first meeting held after such payment was made.
- (vi) The Books of accounts of the Union shall be made available by the Junior Treasurer for inspection by the Senior Treasurer or any student of the University concerned or any student of the Faculty concerned as the case may be.

1.24 At the end of the Academic Year all assets of the University provided to the Union should handed over to the Senior Treasurer.

- 1.25. Each Union shall administer its own affairs and shall not unless otherwise provided in this By-Laws, delegate its functions to any other person or body.

2. STUDENT SOCIETIES

2.1. Registration

Any society having fifty (50) numbers of current undergraduate students in the University may forward a request through the Head of the Department (if appropriate) and Dean of the Faculty (if appropriate) to the Vice-Chancellor for registration as a University society. Once approval is granted by the Council for the Society, such Societies are considered as duly registered Societies of the University. Registration is a mandatory requirement and only registered societies will be considered as eligible societies to request certain facilities such as resources and permission to organize or conduct events, to be considered by the university authorities for approval. A club or society applying for registration should submit the following to the Vice-Chancellor;

1). Request for registration

This shall be a Form filled by the prospective members of the proposed Society to the Vice-Chancellor forwarded with the recommendation of Senior Treasurer, Head of the Department (if appropriate) and Dean of the Faculty (if appropriate). The Format of Application for Registration Form is given in Annexure 01.

Approval of the Senior Treasurer is required if the Society intends to interact with outside parties.

2). Application for registration

A duly perfected application form obtained from the Students' Welfare branch (Annexure 01) should be submitted. The draft of the constitution indicating the objectives of the society should be prepared in four copies and handed over to the Student Welfare Division along with the Application for Registration.

3). Minutes of the First Meeting

The Minutes of the first meeting of the Society should be attached. This may include the names of proposed members of the society, agreed vision, mission and functions and other documents such as the agreed Constitution.

4). Seeking approval for the Society

Officer in Charge of the Students' Welfare branch shall be responsible for forwarding memo to the Council seeking approval for registration of the society. Further, the memo should be forwarded under the guidance of Registrar of the University.

2.2. Renewal of registration

Every Students' society should renew its registration at the commencement of every academic year of the university. The Registration Renewal request should be forwarded through the Head/Department (if appropriate) and/ or Dean/Faculty (if appropriate) to the Vice Chancellor, before the last date of the first month of the academic year with the following:

1). Request for renewal of Society

This shall be Form filled by the President or the Secretary of the Society to the Vice Chancellor forwarded with the recommendation of the Senior Treasurer, Head of the Department (if appropriate) and Dean of the Faculty (if appropriate). The Format of the Renewal of Registration is given in Annexure 02.

Approval of the Senior Treasurer is required if the Society intends to interact with outside parties.

2). Application for renewal

A duly completed application form obtained from the Students' Welfare branch should be attached (Annexure 02).

3). Minutes of the Annual General Meeting

4). Financial statements for the previous year or the budget of the year (certified by the Senior Treasurer and Head of the Department).

5) An up-to-date copy of the Constitution, with any changes made clearly highlighted. Four copies of the constitution of the society should be handed over to the Student Welfare Division along with the Application for Renewal.

6). Seeking approval for the renewal of the Society

Officer in Charge of the Students' Welfare branch shall be responsible for forwarding memo to the Council seeking approval for renewal of the society. Further, the memo should be forwarded under the guidance of Registrar of the University.

Failure to meet above requirement will result automatic and temporary holding of the relevant Society. In such a situation all financial, other activities and properties related to the society should handed over to the Senior Treasurer.

2.3. Legal status for a Society

Societies, whether or not they use the name of the University in their title, and whether or not they carry on their business within the University premises, are bodies independent of the University. The University does not accept liability or responsibility for any debts they may incur. Most societies are unincorporated members' societies and, as such, cannot be sued. Any claim against a society can be brought only against its officers or its members. It is important for a society to take reasonable steps to safeguard its officers, and in particular the Senior Treasurer, against any liability. It is therefore desirable that the constitution of a society expressly states that the Senior Treasurer shall not be liable for any debt or other obligation of the society, except where he/she has personally authorised it in writing.

2.4. Any changes of the Societies

During the official year, registered student societies must report to the Vice-Chancellor (through Senior Treasurer, Head of the Department (if appropriate) and Dean of the Faculty (if appropriate) regarding any amendments made to or changes in its name, constitution, student representatives, and/ or any other matters within two weeks of such changes becoming effective. Approval of the Council should be obtained for such amendments. Societies also must submit any additional information requested from time to time by the registering authority.

- 2.5 At the end of the Academic Year all assets of the University provided to the Society should be handed over to the Senior Treasurer.

2.6. Accounting procedures of a Society

Every society should maintain proper set of financial statements under the guidance of Senior Treasurer of the society.

Essential procedure

- a). The bank account should be in the full name of the society.
- b). Cash must be safeguarded and banked promptly.
- c). Specimen signatures of responsible officers must be supplied to the bank. At least two signatures should be required for a withdrawal to be made from a deposit, or investment account and it is recommended that the Senior Treasurer should be one of the signatories to the bank account in order to provide continuity when junior members go out of University residence.
- d). All cash received by the society should be deposited in the bank account, recorded in a Receipts and Payments Book, and receipts issued from a numbered counterfoil receipt book. No cash disbursement should be made directly from the cash received.

- e). Where payments received are numerous (e.g. subscriptions), a separate Receipts Book may be maintained. Such a book should be ruled off and the total sum should be indicated under the Account in the Receipts and Payments Book each time the money is deposited in the bank.
- f). The Petty Cash Book should only be used for minor routine disbursements and operate as an imprest system (i.e. started with a fixed sum of cash and at each balancing period the exact amount of the money disbursed is replenished, bringing the balance back up to the starting amount).
- g). Payment for major disbursements should only be made on the evidence of individual invoices. Where frequent purchases are made from a supplier, it is advisable to check the statement (the monthly or periodic summary of invoices, issued by a company or any other supplier) to ensure that all invoices have been received for payment. It is advisable to quote the numbers of all the invoices for which the payment is being made.
- h). All payments and receipts made in cash should be recorded in the Receipts and Payments Book.
- i). All receipts and payments recorded in the Receipts and Payments Book should be specifically analysed according to the needs of the society (e.g. postage, subscriptions etc). At the end of the financial year the Receipts and Payments Book should be ruled off, added up and balanced.
- j). The bank statements (records of the bank account) should be reconciled (i.e. checked so that the society can confirm that is the amount in its accounts actually matches (with the amount received and the amount disbursed of the bank account) with the balance shown in the Receipts and Payments Book.
- k). All vouchers and invoices supporting payments should be filed in the order of payment recorded in the Receipts and Payments Book.
- l). If the society authorises a member to incur expenditure, he/ she should sign each invoice to authorise its payment before submitting it to the Junior Treasurer.
- m). An application for a refund in respect of minor cash payments should be supported by payment slips, proofs of purchase or other vouchers, etc. If the sale of tickets is involved, these tickets should be numbered. The Treasurer should be given the cash received from tickets sold, any unsold tickets, and a reconciliation.
- n). Proper records of any assets held by the society should be maintained. Purchase of a major piece of equipment may be recorded as a payment in its year of purchase or a portion of its purchase price may be spread over time. If, however, the society were asked by the Societies Syndicate to list its assets, the full purchase price should be shown and an estimate given, when relevant, of the current replacement cost.

2.7. Preparation of Financial Accounts for Audit

At the end of the society's financial year, the junior Treasurer should prepare the accounts for audit and approval by the Annual General Meeting. To do this he/ she should:

- a. Rule off the receipts and the payments book and reconcile this with the bank statement
- b. Rule off the petty cash book and check that the cash in hand agrees with the balance shown
- c. Rule off other books which may be kept by the society.
- d. Prepare a list of any receipts and payments which do not belong to the current financial year.

From the above records the society should prepare its annual accounts for presentation to its members and to the Internal Auditor of the University (through Registrar) in a simple form as possible.

The record books themselves or photocopies of bank statements are not sufficient as valid accounts.

The Internal Auditor encourages all registered societies to publish their accounts (as approved by the Internal Auditor) on the webpage of the club or the society.

The junior Treasurer should make available to the Internal Auditor of the University, all books, invoices and other records, including minutes of meetings.

2.8. General notes for guidance of Auditors

These are not comprehensive notes applicable to all audits. In all cases the auditor must have complete freedom to investigate.

Nevertheless, there are a number of basic checks which should be made. The auditor should ensure that the Junior Treasurer has:

- a. reconciled the bank statement (bank details) with the Receipts and Payments Book balance,
- b. checked that the Imprest Account balance agrees with the amount of cash in hand,
- c. properly balanced and cross casted the Receipts and Payments Book,
- d. checked that all members have paid their subscriptions,
- e. issued a receipt for each member's subscription,
- f. updated any record of equipment and other assets belonging to the society and verified the continuing existence of the items contained therein,
- g. made sure that all paid invoices have been properly signed to authorise payment.

The auditor should establish by referring to the Receipts and Payments Book and bank statements that:

- a. all receipts have been promptly deposited in the bank,
- b. the level of cash held on the current account is no more than necessary to meet the normal requirements and that any excessive amount has been placed on deposit,
- c. proper security exists for cash and club assets.

The auditor should also:

- a. establish that proper account is being taken of the replacement value of equipment and other assets, and that subscriptions are at a level which will enable the accumulated funds of the society to replace them should it become necessary (if any),
- b. make any recommendation with respect to these matters which he/ she thinks desirable.
- c. certify that, as far as he/ she can determine, the accounts are accurate, complete and in accordance with accounting standards, and provide a fair and accurate record of the society's financial position.
- d. comply with any regulations which may have been laid down by the University,

2.9. The By-Law enacted under paragraph 115 (1) of the University Act No.16 of 1978 on Students' Unions and other Societies.

- (i) This is By-law on Students' Unions and other Societies.
- (ii) Organizers who wish to form a society should inform the Vice-Chancellor and obtain permission to conduct a meeting prior to holding a meeting before establishing a society. The letter seeking permission should indicate the objectives of the proposed society.
- (iii) Meeting could be called after obtaining permission from the Vice-Chancellor.
- (iv) The draft Constitution of the Union/Society should be referred to the committee comprising the Deans and Student Counsellors for views by the officer in charge of the Welfare Division and submitted to the Vice-Chancellor. A Memorandum for registration/renewal of a Society should be forwarded to the Council by the officer in charge of the Welfare Division along with the views of the said committee.
- (v) After the approval is granted by the Council for a Society, a meeting should be summoned to select the officials and the list of names of the officials should be referred to the Student Welfare Division.
- (vi) Selection of officials could be done by open vote or secret ballot for a Society/Union.
- (vii) A Teacher in the grade of Senior Teacher or above should be nominated as the Senior Treasurer and this nomination needs the approval of the Vice-Chancellor.
- (viii) If it is felt that a society is not constituted properly or due to some reasonable grounds or there is an objection to the society, such reasons/ objections should be submitted to the Vice-Chancellor and his decision on this matter will be final.

- (ix) After fulfilling the requirements and obtaining the approval of the Council, the Student Welfare Division will register the society. After receiving information regarding the registration, the society can function officially.
- (x) Financial transactions should be made in accordance with financial transactions of student unions/societies. It is the responsibility of the Senior Treasurer and the junior Treasurer to ensure this.
- (xi) The constitution of a society should include the following in the given sequence:
- a) **Name of the Society:** In accordance with the relevant subject/ academic/ social or religious forum.
 - b) **Address:** Should be within the Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka.
 - c) **Membership of the Society:** If it is a subject society, it should be confined to the students following the subject.
 - d) **Objectives of the society:** Academic, Social or Religious upliftment
 - e) **Officials:**
 - (i) Patrons (Professors, Heads of Departments Lecturer in charge of the subject)
 - (ii) President, Vice president, Secretary, Assistant Secretary, Junior Treasurer, Two academics and four other committee members.

The Senior Treasurer should be an academic in the grade of Lecturer or above. Approval of the Vice Chancellor should be obtained for his/her appointment.
 - (iii) Period of office of every official will be for one year.

Officials under (ii) above should be elected by the majority votes with proposals and secondments.
 - f) **Powers and responsibilities of the officials:**
 - Officials shall always work according to the rules and regulations of the constitution
 - Junior Treasurer shall perform duties relating to finances of the society in consultation with the Senior Treasurer. He/she should not be a final year student.

g) Financial Activities:

- For activities of the society, funds can be charged from the membership. Maximum that can be charged is Rs. 50/= . If for any special reason additional charge becomes necessary, the approval of the Vice-Chancellor should be obtained.
- It will be necessary to submit a financial plan to the society to implement any major task during the official period of the society. If it becomes necessary to implement any additional task, the approval of the committee should be obtained.
- At the end of the official year, the final accounts and the balance sheet should be prepared and audited by the Auditor appointed by the society and submitted to the final General Meeting and upon its approval, should be submitted to the Student Welfare Division through the Senior Treasurer. The reports referred to above should be referred to the Student Welfare Division before the expiry of two weeks of the official period of the officials.

h) Meetings:

- At least two general meetings should be held each year.
 - In terms of the approved rules and regulations, before two weeks of the period of office, Annual General Meeting should be summoned.
 - The committee shall decide to have Special General Meetings whenever necessary. On a written request made by not less than one third of the membership a Special General Meeting can be called, and this meeting should be held within 14 days of the request.
- (xii) A Sample Constitution for Student Unions and Societies is attached with this By-Law as Annexure 03. However, necessary changes can be made to the sample on request with the approval of the Council, when seeking registration or renewal.
- (xiii) Whenever required necessary changes shall be made for the provisions stipulated for Students' Unions and Societies in these By-Laws with the approval of the Council through the Senate.
- (xiv) Any question regarding the interpretation of this By - law shall be referred to the Council, whose decision thereon shall be final. (xiv) In this By-Laws unless the context otherwise requires: -

“Students” means any registered fulltime undergraduate student of the Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka.

“Elected Member” means any member other than a named office bearer who is elected to a Faculty Students’ Union

“Academic Year” means the period commencing on the 1st day of October of a year and ending on the 30th day of September of the following year unless the Senate decides otherwise.

“Principal Executive Officer” means the Vice - Chancellor of the University or any other person performing the duties of the Vice - Chancellor.

“Registrar” means the Registrar of the Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka or any other person performing the duties of the Registrar.

“Constituency” means the eligible students of a Faculty in the case of the Faculty Students Union.

“Elections Officer” means the officer appointed by the Principal Executive Officer of the University to carry out the functions and duties on the day of an election of Faculty Union.

“Returning Officer” means the officer appointed by the Principal Executive Officer of the University to carry out the function and duties on the day of the election of the University Students’ Union.

“Principal Enactment” means the Universities Act No. 16 of 1978 and its amendments.

Annexure – 01

Application for Registration Form

To: Vice-Chancellor

1. **Name of the Society:**
2. **Vision and Mission of the Society:**
3. **Objectives of the Society**
4. **Sources of Funds:**
5. **Names and Signatures of the proposed members along with the student registration numbers:**
6. **Recommendation and Approval of the Senior Treasurer:**
7. **Recommendation of the Head of the Department (if appropriate):**
8. **Recommendation of the Dean of the Faculty (if appropriate):**
9. **Minutes of the First meeting and Proposed Constitution (4 Copies) should be attached:**

Annexure – 02

Renewal of Registration Form

To: Vice-Chancellor

1. **Name of the Society:**
2. **Vision and Mission of the Society:**
3. **Objectives of the Society**
4. **Activities engaged in the last year:**
5. **Achievements:**
6. **Sources of Funds:**
7. **Recommendation and Approval of the Senior Treasurer:**
8. **Recommendation of the Head of the Department (if appropriate):**
9. **Recommendation of the Dean of the Faculty (if appropriate):**
10. **Minutes of the Annual General Meeting, updated Constitution (with any changes made clearly highlighted) (4 Copies) and Financial Statement for the previous year or the budget should be attached:**

Annexure – 03

**Sample Constitution for a Student Union/Society
Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka**

Section 1: Name, Vision, Mission, goals and objectives of the Student Union/ Society

Clause 1. Mission of the Union or Society means

1. Furthering academic/artistic/religious/sports endeavors
2. Protecting the rights of the student members of the union/society
3. Promoting student welfare

Section 2: Membership

Clause I: This should contain the eligibility requirements to become members of the proposed student Union/ Society. The students who obtain registration and membership of a particular registered student Union/ Society during a particular academic year will be regarded as the total membership of that student union/society. (The membership fee shall be decided by the Union/ Society)

Clause II: The Union/ Society will have the following privileges.

- a) With written permission from the Registrar of the University, buildings, furniture and other equipment belonging to the university can be used for the activities of the organization. (The consent of the Senior Treasurer must be obtained before soliciting permission for the use of the above.)
- b) All members of the organization have the right to speak at meetings and vote.
- c) All members of the student union/society have the right to run for office and vote at elections.
- d) Members of a particular student organization have the right to nominate candidates for election.

Section 3: Office Bearers

Clause I: If it is a Union/ Society of a Faculty or a Department, a Senior Lecturer of the University (attached to relevant Faculty or Department) must act as its Patron. If the society is open to students of the entire University, the Vice Chancellor must be its Patron.

Clause II: The executive committee of the Student Union/ Society must select a permanent member of the academic staff of the university (in the grade of a lecturer or above) as the Senior Treasurer.

Clause III:

- a) The selection of office bearers for a Student Union/ Society must be done annually by election under the supervision of its patron.
- b) The Registrar of the university, on the direction of the Vice-Chancellor, will notify the student body of the following by placing a notice in the notice board: when and where elections will be held in order to elect new office bearers for a student organization, the date for handing in nominations and the date on which election results will be announced.
- c) The committee of a student Union/ Society will comprise the following officers:
 1. The President
 2. The Vice-President
 3. The Secretary
 4. The Assistant-secretary (if appropriate)
 5. The Junior treasurer
 6. The Editor (if any)
 7. Committee members from each batch of Students in the Faculty (if appropriate)

Clause IV: The period of office of the Elected office bearers of a Student Union/ Society will be one academic year.

Clause V: If a legally elected officer or officers wish to resign from the post/s, he/she must inform the President or the Secretary of the society/union in writing with a copy to the Vice-Chancellor through the Senior Treasurer, Head of the relevant Department and the Dean of the

relevant Faculty.

Clause VI: If as stated in clause V of Section 3, an officer or officers resign from the post/s, vacancies created in the process will be filled through a bi-election under the supervision of its patron.

Clause VII: No student can hold more than one office or appear for elections with the intention of holding more than one office in the same Student Union/ Society in a particular academic year.

Section 4: The duties of the committee

Clause I: Only the officers mentioned in Clause III of section 3 of the constitution will be referred to as ‘the committee’.

Clause II:

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

Clause III: In the absence of the President the Vice-President must preside over such meetings.

Clause IV: In the absence of both the President and the Vice-President, any office bearer except the Secretary of the organization can be invited to preside over the meeting.

Clause V: The quorum for any meeting is one third (1/3) of office holders. Either the Senior Treasurer or the Patron of the organization must be among these two thirds of members.

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

Section 5: The President

Clause I: The President must preside over all meetings of the organization. The person nominated for the presidency must have been a registered student of the Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka of Sri Lanka for at least one

year, and must not be a final year student.

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

Clause III:

- a) The President will be the interpreter of the rules and regulations at all meetings over which he/she presides.
- b) The President's judgement cannot be questioned at any time during a meeting. However, a written complaint should be lodged with the Secretary within three working days of the meeting and the matter should be taken up for discussion at the next meeting in the form of a regular motion.
- c) If the written complaint is heeded, the earlier decision will no longer be valid.
- d) The President can use a deciding vote in addition to his/her vote in situations that warrant a deciding vote.

Section 6: The Vice-President

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

Clause II: The Vice-President shall have the authority to carry out additional tasks assigned to him/her by the President or the union/ society.

Section 7: The Secretary

Clause I: The student nominated for the post of Secretary must not be a final year student.

Clause II: The Secretary will be responsible for accurate recording and maintaining all documents belonging to the Union/ Society.

Clause III: It is the duty of the Secretary to summon General Meetings of the union/society, summon committee meetings, keep records, prepare agendas, and publicize them.

Clause IV: Should the Registrar of the University, an office bearer or a member of the union/society wishes to examine the records or other documents belonging to the Union/ Society, the Secretary must assist her/him.

Section 8: The Assistant Secretary

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

Clause II: The Assistant Secretary shall have the authority to carry out additional tasks assigned to him/her by the Secretary.

Section 9: The Junior Treasurer

Clause I: The person nominated for the post of Junior Treasurer must have been a student of the Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka for at least a period of not less than one year and should not be a final year student.

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

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

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

Clause V:

- a) All receipts of expenses incurred with the approval of both the executive committee and the Senior Treasurer, must be presented to the Senior Treasurer.
- b) A printed receipt must be obtained for all monetary transactions.

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

Clause VII: Seven days before the meeting at which the proposed expenditure of the union/society for a particular academic year is to be discussed and the meeting is held at the end of each academic year to discuss the society's annual finances, the Junior Treasurer must notify the membership (through a notice displayed on a notice board belonging to the Union/

Society) as to how the society spent its allocated funds during that particular academic year.

Section 10: The Editor

The editor of the union/society shall be responsible for making editorial decisions with reasonable speed and communicating them in a clear and constructive manner.

Section 11: The Senior Treasurer

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

Clause II:

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

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

Clause IV:

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

Clause V:

- a) All moneys belonging to the union/society kept in charge of the Senior Treasurer must be deposited in the Union's/ Society's bank account.

- b) When necessary, the Senior Treasurer can hold a sum of Rs.5000/- for emergencies. This sum can be handed over to the junior treasurer to be spent in emergencies as long as the President, Secretary, and Junior Treasurer concur. The Senior Treasurer must file all the receipts of expenses thus incurred. The Senior Treasurer must make sure of the fact that money belonging to the society is spent only on activities approved by the Union/ Society.

Clause VI:

- a) When resigning from the post of Senior Treasurer, 02 weeks written notice must be given to the Head, Dean and Vice Chancellor of the University with a copy to the Secretary of the Union/ Society.
- b) The post of Senior Treasurer, vacated with the approval of the society, should be filled within one week of receiving the former Senior Treasurer's letter of resignation.
- c) The former Senior Treasurer must hand over all documents belonging to the Union/ Society to the newly appointed Senior Treasurer within two weeks of handing in his/her letter of resignation. The new Senior Treasurer must attest to the fact that all such documents had been handed over to her/him, in a letter to the former Senior Treasurer, with a copy to the Vice Chancellor of the University.

Section 12: Finances

Clause I:

- a) All finances belonging to the organization must be deposited with the People's Bank in an account opened in the name of the Union/ Society.
- b) Withdrawals from the bank will only be valid if the Senior Treasurer and either the President or the Junior Treasurer have signed.

Clause II:

- a) If the Senior Treasurer, the President or the Junior Treasurer of a Union/ Society resigns, the Vice Chancellor or responsible officer of the University must inform the relevant Bank of this fact.
- b) The Secretary of the Union/ Society must send a letter signed by the former Senior Treasurer, the President, and the Junior Treasurer with the name of the new Senior Treasurer, the names of those who proposed and seconded his/her name through the

University to the relevant Bank.

- c) This must be done within a week of receiving the former Senior Treasurer's letter of resignation.

Clause III:

- a) The estimated budget for the new official year must be presented and approved by the Union/ Society in the second meeting of the year.
- b) Such a budget must receive a 2/3 majority in order to be approved. At least 1/3 of the members should be present at such a meeting.

Clause IV:

The estimated budget of the Union/ Society for a particular academic year must be prepared by the Junior Treasurer and presented to the Registrar of the University.

Clause V:

The estimated budget proposal presented to the Union/ Society at a meeting must be exhibited with or without suggested amendments on a notice board belonging either to the organization or to the University.

Clause VI:

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

Clause VII:

- a) An annual general meeting must be summoned at the end of the official academic year prior to the long vacation by those in office as the final meeting within their term of office. The annual budget of the said official year of the union/society must be presented at this meeting.
- b) At least three days prior to the said meeting, the annual budget that has received the approval of both the Senior Treasurer and the executive committee must be placed on the student notice board of the Union. Society.

Clause VIII:

- a) At the end of every official year, prior to or during the long vacation, the Junior Treasurer must put in order and submit the union's/society's annual financial report, all receipts and documents connected to it to the Senior Treasurer.
- b) The Senior Treasurer must sign and submit the union's/society's annual financial report and all receipts and documents connected to it (handed over to him/her by the Junior Treasurer) to the Registrar of the University prior to the long vacation or within seven days of commencing the long vacation.

Clause IX:

- a) The Internal Auditor of the University must examine all financial documents belonging to the union/society.

Section 13: Meetings

Clause I:

Meetings Pertaining to Financial Matters

- a) Within three weeks of the commencement each official year, a budget proposal must be presented to the student Union/ Society.
- b) At the end of each official year, prior to or at the commencement of the long vacation the annual financial report must be handed over to the Senior Treasurer to be presented at the Annual General Meeting of the student Union/ Society.
- c) Meetings can be called as and when necessary to discuss amendments to the budget, as in

the case of utilizing funds allocated for certain previously approved activities or other activities.

- d) Notices regarding such meetings must be placed on student notice boards at least three days (excluding poya days, public holidays and holidays approved by the University authorities) prior to the proposed date for the meetings.

Clause II:

General Meetings

General meetings can be called in order to address the questions raised about records, constitutions, the official duties of office bearers, and the presentation and discussion of new proposals. The calling of such meetings must be done in accordance with point (c) of Clause I, section 13. However, with the unanimous consent of the committee, meetings can be called within a twenty-four-hour period.

Clause III:

Emergency Meetings

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

Special Meetings

- a) Such meetings can be called to discuss special issues such as motions of displeasure or no confidence.
- b) Such meetings can be called by the Secretary on the orders of the President or on the request of 1/3 of the Union's/ Society's membership.
Point (c) of Clause 1 of section 13 is directly applicable to these meetings as well.

Section 14: Programme of Activities of a Union/Society

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

Section 15: Amendments to the Constitution

Amending procedure of the Constitution should be specified.

Section 16: Dissolution of the Student Union/Society

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

Clause II: Any motion for dissolution of the Union/Society shall provide that assets remaining after all liabilities have been met, shall be transferred either to another Registered University Union/Society, or to the Union's/Societies' Syndicate.