

All Island Schools English Literary Association

Constitution

of the

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Founded in 2022

Constitution of the All-Island Schools English Literary Association (AISELA) Founded in 2022

Article I: Name

The name of the association shall be “All-Island Schools English Literary Association” hereinafter referred to as “AISELA”

Article II: Objectives

The objectives of AISELA shall be as follows;

- Encouragement and promotion of a close relationship between schools in relation to the subject of English
- Equalization of the standards of English as a subject.
- Organization of zonal/district/provincial/all-island competitions related to the subject of English.
- Recognition and validation of those with skills related to the subjects of English, English Literature, and English Drama
- Application of innovative learning to reshape contemporary aspects of Language, Literature, and Drama in relation to the subject of English.
- Reduction of nescience related to the subjects of English, English Literature, and English Drama in schools.
- Application of educational projects of ELSL in schools to promote standards of English as a subject.
- pursuit of any other objectives consistent with the above aims and objectives of ELSL and AISELA

Article III: Patronage

The Chief Executive Officer of “English Literature Sri Lanka” shall be the patron of AISELA

Article IV: Membership

AISELA shall not discriminate on the basis of race, colour, religion, sex, age, sexual orientation, marital status, national origin, disability, and status as a veteran.

1. The membership shall consist of two categories;

- (a) Full Membership
- (b) Associate Membership

2. Eligibility Criteria

2.1. Full Membership

Any government school with the written consent of the principal,

or

Any private school with the written consent of the principal;

Shall be eligible to apply for the full membership of AISELA.

2.2. Associate Membership

School-based English Literary Association/Club, English Drama Club in Sri Lanka without the written consent of the principal,

or

A student who attends a school with a dysfunctional English Literary Association or which has no English Literary Association,

or

A child of age 5-17 years of age with the consent of a parent/guardian;

Shall be eligible to apply for the associate membership of AISELA.

3. Admission to Membership

3.1. Full Membership

- i. An application should be sent to AISELA with the written consent of the principal of the school,
And
- ii. The membership fee prescribed in the by-laws should be paid.

3.2. Associate Membership

- i. An application should be sent to AISELA with a recently taken photograph certified by the Grama Niladhari of the place of residence,
And
- ii. The membership fee prescribed in the by-laws should be paid.

4. Cessation of membership may occur due to;

- (a) Death,
- (b) Resignation,
- (c) Non-payment of subscription for a continuous period of two years,
- (d) Expulsion as defined in the by-laws.

5. Rights of Members

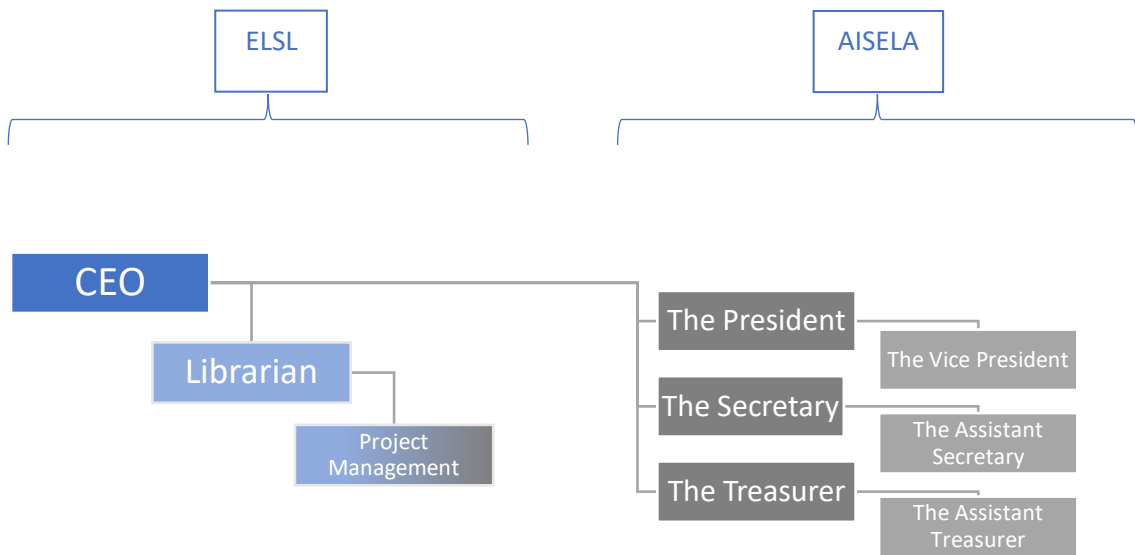
5.1. All members who have been enrolled as full members of the Association and who have paid the prescribed membership fees for the year shall have the right to:

- (a) Receive all communications from the General Secretary,
- (b) Vote,
- (c) Propose and second the candidature of another member,
- (d) Hold office in the Association.

5.2. All members who have been enrolled as associate members and have paid the prescribed membership fees for the year shall receive all communications from the General Secretary.

Article V: Organization

Section I: Hierarchy



Section II:

1. Officers of AISELA

- (a) Project management
- (b) The President
- (c) The Vice President
- (d) The Secretary
- (e) The Assistant Secretary
- (f) The Treasurer
- (g) The Assistant Treasurer

2. The responsibility of the management of the affairs of AISELA and the powers necessary to discharge such be vested in the Executive Committee. The powers of the Executive Committee shall include the power to pass by-laws in addition to those presently on force and are appended hereto - under the consent and approval of the Chief Executive Officer of ELSL. The Executive Committee of the Association shall consist of the following persons:

- (a) Project Managers
 - (b) The office-bearers of AISELA
 - (c) The Immediate past president of AISELA
 - (d) Five members elected at the Annual General Meeting
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- 3. The Office-bearers of AISELA and five Executive Committee members shall be elected at an annual general meeting and shall hold office for a period of one year. The Office-bearers and the five Executive Committee members shall be eligible for re-election.
 - 4. Election of Office-bearers and five executive committee members shall be conducted as defined in the by-laws
 - 5. The Executive Committee shall meet at least six times a year. The quorum at a meeting of the Executive Committee shall be one-third of its total membership.

Article VI: Meetings

- 1. The annual general meeting shall be held every year, before the end of January of the year succeeding the fiscal year, at a time and place determined by the Executive Committee.
- 2. special meetings of AISELA shall be convened by the Secretary of AISELA at the request of not less than twenty-five full members, at the request of the Executive Committee, or at the request of ELSL.
- 3. General meetings shall be convened by the Secretary of AISELA at the request of the Executive Committee.
- 4. The quorum at a special or general meeting of the Association shall be 1/10 of the full members eligible to vote.
- 5. No decision of the Association, the Executive Committee or any other Committee of the Association shall be invalidated by reason only of the existence of a vacancy among its members.

Article VII

Legal and Financial Matters

1. ELSL may authorize any officer or officers, agent or agents of AISELA, to enter into any contract and execute and deliver any instrument in the name of and on behalf of AISELA.
2. All funds of AISELA shall be deposited to the credit of AISELA in such banks and/or other institutions in current accounts and/or savings accounts and/or deposits, as ELSL may decide, from time to time.
3. All cheques, drafts, orders for the payment of money, notes or other evidence of indebtedness issued in the name of AISELA shall be signed by the CEO of ELSL, then the President or the Secretary or one of the Vice-Presidents authorized by the Executive Committee and the Treasurer and in his/her absence, the Assistant Treasurer.
4. The Executive Committee may accept, on behalf of AISELA, any gifts for any general or special purpose of AISELA. A written receipt shall be issued by the Treasurer and the receipt of such gift/s shall be minuted at the next Executive Committee meeting.
5. A special fund, to be known as the Alumni Association Endowment Fund, shall be established and maintained by the Association.
 - 5.1. (a) All pecuniary or monetary gifts made to the Association,
 - (b) Such other funds as the Executive Committee may from time to time direct, shall be deposited in the Endowment Fund.
 - 5.2. Any withdrawals from the Endowment Fund shall be at the sole discretion of ELSL.

Article VIII

Fiscal Year

The fiscal year of the Association shall be from the first of January to the thirty first of December.

The annual accounts of the Association shall be audited at the end of the fiscal year by ELSL.

Article IX

Seal

1. The seal of the Association shall be the seal depicted in the schedule
2. The Seal of AISELA shall not be affixed to any document except by the Secretary of AISELA, in the presence of the Chief Executive Officer of ELSL
3. The seal shall be kept in the custody of ELSL

Article X

By-Laws

The By-laws which are annexed to the Constitution as Appendices to read as the By-law No. 1, No. 2 etc, of AISELA.

The Executive Committee may, with the approval of the two-thirds of the full members present, and the consent of ELSL may amend, modify, repeal or add to any, of the By-laws.

Article XI

Amendments

Any amendments to the Constitution shall require the approval of at least two-thirds of the full members present at the Annual General Meeting or a General Meeting or a Special Meeting, along with the approval of ELSL, provided, however, that the notice of such amendments shall be given to each full member of the Association at least two weeks on advance.

Appendix

By Law No.1: Duties of Executive Officers

1. The following duties shall be the responsibility of the President:

A President should not only be pleasant and firm as a presiding officer, but should also set the pace in getting the work done. S/he is non-partisan when president, seeing that the members are equal, regardless of the question of the debate. It is the responsibility of the president to:

- (a) Know the constitution and by-laws of the organization
- (b) Study the objectives and procedures of the organization
- (c) Appoint, instruct and, when possible, serve as an ex-officio member of committees. Determine, with the aid of other officers and members, the objectives, meetings and action plans of the group
- (d) Analyze membership problems and help plan a vigorous membership campaign
- (e) See that other organization leaders, committees, members and the advisor are informed about problems and policies under consideration
- (f) Encourage cooperation and promote harmony within AISELA ranks.
- (g) Schedule and preside over regular meetings of the executive board
- (h) Preside at organization meetings
- (i) Work closely with the Chief Executive Officer of ELSL

2. The following duties shall be the responsibility of the Vice President:

The vice president should work closely with the president to ensure a smooth transition should it be necessary for him/her to take over the position. In this role the vice president should:

- (a) Assist the president, but not substitute for him/her
- (b) Become acquainted with the president's plans for the year and be prepared to assume his/her duties and responsibilities
- (c) Gather ideas from members
- (d) Be the host at meetings: check room arrangements, proper lighting, ventilation, etc.; greet newcomers
- (e) and see that new members get acquainted; see that guest speakers are properly recognized, introduced and entertained.
- (f) Know what is going on; be familiar with information materials sent to the president.

3. The following shall be duties of the Secretary:

The record is the source of all official statements of definite action, motions, directives, and assignments. Accurate minutes often become the umpire in debates concerning what was agreed upon. The president may rely on the secretary to remind him/her of things to be done. Committee chairs may need to be notified of their assignments. The secretary is expected to:

- (a) Keep an accurate account of AISELA, executive committee proceedings, and produce minutes for each meeting.*
- (b) Provide officers and committees with all necessary papers and materials.*
- (c) Keep a systematic method of filing letters received, copies of letters sent, committee reports, treasurers reports, membership rosters, lists committees, etc.*
- (d) Attend to official correspondence*
- (e) Mail and post notices of meetings*
- (f) Prepare with the president, in advance, the order of business for each meeting*
- (g) Cooperate with the treasurer in keeping an accurate listing of membership status.*
- (h) Read minutes of meetings and call the president's attention to unfinished business*
- (i) Have on hand at each meeting an agenda, minutes of the previous meeting, lists of committees and committee reports, a copy of the constitution and bylaws.*

4. The following shall be duties of the Treasurer:

- (a) Obtain records of all financial documents from the previous treasurer and go over these records with him/her if possible*
- (b) Maintain a simple set of books and record all items of income and expenses as they occur*
- (c) Meet with the advisor to prepare the annual budget for the upcoming year*
- (d) Prepare requisitions for prompt payments of all invoices, deposit all money collected, and use the proper account number on all paperwork*
- (e) Collect dues and bank all organization funds*
- (f) Payout funds on orders signed by the treasurer, the president, and the secretary unless otherwise provided*
- (g) Make reports at meetings as necessary*

- (h) Cooperate with the secretary in keeping accurate membership records including names, addresses, dates paid, and funds received.
5. ELSL shall, from time to time, formulate short-term and long-term proposals for the overall development of the educational standards of Sri Lanka – in relation to the subject of English. AISELA may suggest ways and means of obtaining financial assistance and co-operation to implement such proposals.
 6. The executive committee shall plan the income and expenditure for the year and formulate proposals for raising funds for the activities, projects, and programs of AISELA.
 7. The executive committee of AISELA shall promote better relations between ELSL, AISELA and the community/schools, through publications, meetings, seminars, workshops, discussions and through mass media. The executive committee shall formulate proposals for the welfare of all students of the country in relation to the subject of English, and conduct activities to enrol new members.
 8. ELSL shall oversee recommending proceedings for the conduct of elections and shall advise on the interpretation, the modification or amendment of the constitution and of the by-laws. It shall also recommend any constitutional and procedural matters, when so requested and report to the Special/General meeting.
 9. The registration fee for the new members shall be the amount determined from time to time by resolution at a general meeting.
 10. Each executive officer is selected through a special interview series conducted by ELSL.
 - (a) ELSL will publicly call for applications for the positions of Executive officers one month before the annual general meeting of AISELA.
 - (b) Those who have full membership shall be eligible for applying for the positions of AISELA executive officers.
 - (c) The spoken/written standards of those who apply shall be tested by ELSL by means of formal examinations and interviews.
 - (d) ELSL shall publicly announce the selected executive officers during the special/general meeting.
 - (e) Five applicants who do not score enough for any position of an executive officer shall be appointed as executive committee members.
 - (f) In case of a vacancy during the year, in any post or office, such vacancy shall be filled by the Executive Committee within one month of the occurrence of the vacancy or at its next meeting, whichever is earlier.

By-Law No.2: Disciplinary Action & Complaints Procedure

1. Complaints against members, individually or collectively, in respect of acts considered to be in breach of the standards of behaviour which can be reasonably expected of a member of AISELA, shall be addressed to the Executive committee and submitted to the General Secretary.
2. The complaint must:
 - (a) Be in writing and be signed by the complainant/s
 - (b) Describe, in adequate detail, the act or behaviour complained of and explain why it warrants disciplinary action;
 - (c) Be submitted, in duplicate, within two weeks of commission of the alleged breach of discipline, in person or by registered post, together with:
 - i. Copies of all supporting evidence (if applicable)
 - ii. A list of witnesses (if any)
3. On receipt of any such complaint, the General Secretary shall, within 7 days, inform the President (in the first instance) and all the Vice-Presidents, verbally and follow up by sending copies of the complaint letter and supporting documents (if any).
4. The President and Vice-President shall meet or communicate with ELSL on the subject and shall, within two weeks of receipt of the complaint, decide on their course of action. If they are unanimous of the view that the complaint is trivial, frivolous, or mala fide, and deserves to be disregarded, they shall state their views to the General Secretary and direct him/her to advise the complainant accordingly.

They may consider imposing some censure or penalty on the complainant in such an event, so as to discourage irresponsible complaints.

5. Should ELSL, on the other hand, consider that there is an adequate substance in the complaint to warrant inquiry and disciplinary action by way of;
 - i. A verbal or written warning,
 - ii. A verbal or written reprimand,
 - iii. Any other penalty not amounting to expulsion,
 - iv. Expulsion from membership,

ELSL shall direct the Secretary to set the following procedure in motion.

- (a) Inform the member against whom the complaint has been made (hereinafter referred to as “the member”) in writing, within 7 days of receipt of the President’s directive that a complaint has been made against him/her. The letter shall be sent by Registered Post and a copy of the complaint be attached thereto.
 - (b) The member shall be requested to submit a reply to the charges, within 14 days of the date of the General Secretary’s letter, and should he/she admit the charge, in full or substantially concede it, ELSL shall, review all the facts and circumstances, and having made such other inquiries as are deemed necessary, dispose of the matter as specified in para 5 above.
6. Such inquiry shall be held within 3 weeks of receipt of the reply, at a place and time fixed by ELSL. Notice of the proposed inquiry shall be sent by the Secretary to the complainant and to the member, giving the relevant information as to place, date and time of the.

7. In the conduct of the inquiry, follow the principles of natural justice. In particular.
 - (a) The parties must be given time to prepare themselves,
 - (b) Both parties should be given a reasonable opportunity and time frame within which to present their cases,
 - (c) Parties may be assisted by other members in presenting their case,
 - (d) A written record of the evidence led, shall be maintained and copies thereforemade available to the parties on payment of a fee fixed by the sub-committee of inquiry.
8. Within 14 days of the inquiry, ELSL shall decide on the action to be taken and advise the parties accordingly, through the Secretary. The decision of ELSL shall be final and not subject to appeal.
9. Third-Party Complaints shall be dealt with, *mutatis mutandis*, in the same manner as to where the complainant is a member. However, since there is no possible sanction against third parties who may make frivolous or trivial complaints of malicious or other reasons, only allegations of grave misconduct such as would, if found to be true, tend to bring discredit to AISELA if the offending member is permitted to continue in membership, will be treated in terms of the procedure prescribed above.
10. Other Circumstances Warranting Disciplinary Measures

Members convicted of crimes of a type that, in the opinion of ELSL, impart a significant degree of moral turpitude and thereby render them unsuitable to continue as members, shall be liable to expulsion at the direction of ELSL. Similarly, a member adjudicated insolvent or against whom a final judgment has been entered in a Civil or Military Court or Tribunal based on evidence that establishes elements of gross misconduct, moral turpitude or dishonesty shall be liable to expulsion, at the discretion of ELSL.