



Peradeniya Medical School Alumni Association-UK

Management Committee Hand Book

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THE OBJECTIVES OF PeMSAA-UK

1. To encourage, foster and promote close relations between the Faculty of Medicine, University of Peradeniya, here after named ‘School’ and its alumni residing in the UK and elsewhere.
2. To assist and support, financially and otherwise, the School, staff, undergraduates, and post graduates studying in the UK and alumni as appropriate.
3. To initiate, assist and support activities, which are of interest and benefit to the alumni.
4. To promote companionship programs and events involving alumni in the affairs of the School ensuring bilateral benefit.
5. To promote mentorships between alumni and students of the School along with student welfare support linked to the academic progress and behavior of the student.
6. To provide mutual exchange of information, professional expertise, and collaboration beneficial to alumni, the School and students.

Introduction

Welcome to PeMSAA-UK. Our mission is to promote our organisation as one-stop venue for academic and social integration of our expatriate alumni residing in the UK whilst supporting our School and its students, undergraduate and postgraduate by whatever plausible means. This includes but not limited to offering mentorship, sharing and exchanging experiences and financial assistance where appropriate to enhance academic integrity and global network of our School and welfare of our alumni.

This handbook is designed to give an insight to our current activities taking place within PeMSAA-UK to enable our members and benefactors understand and facilitate our friendly and supportive gestures as a family. This handbook is by no means exhaustive and should only be used as a reference guide, by members and executive alike.

We are always open to constructive feedback and comments on our work including innovative proposals to strengthen our mission.

To facilitate a smooth progress with PeMSAA-UK activities the following are recommended;

- To become familiar with the roles of the members of the PeMSAA-UK management committee
- The Management Committee members are kindly requested to attend all the scheduled committee meetings, which would be at least four annually. However if this is not possible for personal reasons, the member should have attended at least 50% of the scheduled meetings for effective functioning of the PeMSAA-UK.
- **Time is essence and every one of us is busy hence the Members are kindly requested to respond in timely manner for any mode of communications**
- One has to be a PeMSAA-UK paid member to be in the Executive Committee, hence would recommend everyone becomes a paid member ***ASAP. It will be a great advert if every Management Committee member is a life member.***
- Our main goal is to build an alumni association, which is vibrant, innovative and a global leader!
- Ensure we share innovative ideas to better the PeMSAA-UK

Dr Krish Thambiah Radhakrishnan

President – PeMSAA-UK (June 2017 – September 2021)

President:

The president is responsible for the leadership, direction and coordination of the activities of the Association.

He/ She shall have responsibility for the interpretation and clarification of all procedural questions, which may arise.

The president is required to:

1. *He/ She shall preside at all meetings of the Association and of the Management Committee. In his / her absence, the Association or the Executive Committee shall elect the President Elect to preside or in his absence any person elected by the members present.*
2. *Act as a signatory for the Association in all legal and financial purposes*
3. *Serve as official spokesperson when required*
4. *Work with the Management Committee to ensure the necessary skills are represented on the Management Committee and that a succession plan is in place to help find new Committee members when required*
5. *Oversee development of relevant policies, strategic and business plans in order to achieve the goals of the Association.*
6. *Ensure that a member from the Management Committee is duly represented as chairperson on all designated specialist subcommittees formed within the Association.*
7. *Prepare an AGM agenda in consultation with other Executive Committee office bearers*

These powers generally include, but are not limited to, appointing committees, calling special meetings of the association members, establishing agendas for all association meetings and presiding over those meetings.

At the beginning of his or her term, the President should help the management committee define the association's goals and establish a plan for achieving each of those goals, including periodic reviews during the year of goals and progress made toward meeting them.

The position prohibits self-dealing and conflicts of interest.

Strategic planning: The President may participate in, or lead, short and long term planning for the association. This includes promotion of PeMSAA-UK among UK & global alumni and the Faculty, developing programs to carry out the goals of the association and overseeing the implementation of these programs.

Fund raising: The President oversees fund raising operations. This involves acting as the lead of the fund raising subcommittee, primary spokesperson for the organisation, recruiting donors, and attending fundraising functions with subcommittee and other management committee members.

The President Elect:

The President Elect shall assume the duties delegated to him/ her and is responsible for the coordination of the activities of the Association. He/ She shall have particular responsibility for the conduct of affairs of the association in the absence of the President.

The President Elect is required to

1. *Preside at general or executive meetings and act as the president, in the absence of the president or when the President is unable to act in that role.*
2. *Act as official spokesperson in conjunction with the President.*
3. *Be an alternate signatory for the Association for legal purposes and financial purpose*
4. *Assist the President in deciding which matters are dealt with by the office bearers, the Management Committee or delegated to subcommittees*
5. *Assist the President with strategies and plans for the Association.*

The Membership activities

1. *Prepare and send acknowledgement of membership payments*
2. *Welcomes new members and issues membership cards*
3. *Explains privileges and obligations of membership and provides other information to members*
4. *Maintain an up-to-date membership database with contact details & the member's interests to share in mentoring/ career guidance programmes.*
5. *To share the member's interests on the preferred speciality expertise/ mentoring/ career guidance programmes with the Mentoring lead.*
6. *To prepare documents to successfully execute the points 1- 5.*
7. *Sends newsletters, promotional materials, and other publications to paid Members on electronic mailing list*
8. *Sending out reminders to members for overdue subscriptions*
9. *Producing and distributing Membership updates at all Executive Committee meetings*
10. *Liaise with the Treasurer/ Assistant Treasurer over current membership numbers, income generated and jointly develop proposals for annual renewal*
11. *Write material on Membership activities for News Letter & Website*

General Secretary:

The General Secretary of the Association shall undertake the administrative duties associated with the Association in liaison with the President and Management Committee. Assist the President with development of aims and relevant business and strategic plans in order to achieve the goals of the Association.

The secretary is required to

1. *Ensure that the records of the Association are maintained as directed by law and made available when required by authorised persons*
2. *Give proper notification of meetings. Develop and distribute an agenda prior to meetings, in consultation with Committee members*
3. *Manage written Minutes of Management Committee meetings and distribute to members in a timely manner in addition to providing summaries via the website & News Letters.*
4. *The General Secretary shall prepare and present an annual report at the annual general meeting.*
5. *Ensure written handover of all relevant information to the incoming secretary*

Assistant Secretary:

The Assistant Secretary shall perform such functions as delegated to him/her by the General Secretary.

The Assistant Secretary is required to

1. *Act as the Secretary, in the absence of the Secretary or when the Secretary is unable to act in that role*
2. *Prepare PeMSAA-UK News letters at agreed time line and distribute it to*
 - a. *Management Committee*
 - b. *Editor/ Webmaster*
 - c. *Alumni via the President & Membership secretary to forward to all the paid members*

Treasurer:

The Treasurer shall be responsible for all financial matters of the Association including provision of information, receipts, statements etc. to the relevant authority when requested. He / She shall provide the Executive Committee with an update at every Management Committee meetings in addition to statement at the annual general meeting of the General Membership

The treasurer is required to

1. *Prepare an annual budget, in consultation with the Management Committee, projecting income and expenditure for the financial year of the Association.*
2. *Maintain an accurate record of all receipts and expenditure of the Association in appropriate file format.*
3. *Receive all monies, including membership subscriptions paid to the Association and issue receipts in the name of the Association. Pay all monies received into the Association's account within 5 working days of receipt.*
4. *Direct Asst Treasurer to notify the Membership Secretary & the Membership Subcommittee of new memberships.*
5. *Pay all accounts presented by the Association in a timely manner. The President of the Committee must give authorisation of payment of amounts greater than £150*
6. *Ensure that all invoices and cheques are approved by 2 signatories from the office bearers of the Management Committee, which include the President, President Elect, Secretary and Treasurer.*
7. *Prepare and present a written financial statement for each Executive Committee Meeting*
8. *Prepare financial statements for presentation at the Annual General Meeting*
9. *Ensure written handover to the incoming treasurer*

Assistant Treasurer:

The Assistant Treasurer shall perform such functions as delegated to him/her by the Treasurer.

The Assistant Treasurer is required to

1. *Act as the Treasurer, in the absence of the Treasurer or when the Treasurer is unable to act in that role*
2. *Notify Membership Secretary and Membership Subcommittee of new memberships*
3. *Assist Membership Subcommittee with Membership Drive*

Academic Secretary

The Academic Secretary is responsible for overseeing the management of academic activities and the implementation of academic policy

The Academic Secretary is required to

1. *Organising biennial Academic Conferences by sourcing out local & international speakers*
2. *Organising other academic activities such as webinars, discussions and also, sharing professional expertise with parent PeMSAA and the faculty.*
3. *Apply for Continuing Professional Development (CPD) recognition by reputable Colleges*
4. *To offer guidance for PeMSAA-UK Academic activities e.g. Induction/ Orientation; Mentoring; Career Guidance programmes*
5. *To Chair and facilitate annual "PeMSAA-UK Academic Award for Research/ Audit/ Quality Improvement Projects" by timely actions on*
 - a. *Improving awareness/ Advertisements*
 - b. *Processing applications*
 - c. *Liaising with the Academic Award Panel*
 - d. *Submitting the results and*
 - e. *Collating and submitting Feedback to the Executive Committee and to the Applicants*
6. *Write material on academic activities for News Letter & Website*

Social Secretary

The Social Secretary is tasked with effectively organising, communicating and recording all social activities to Alumni. Socials are the cornerstone for networking, improving membership & fund raising, whether these are lunch/evening outings, meals and games or biennial ball. The Social Secretary shall be responsible for organising social events for the Association throughout the year

The Social Secretary is required to

1. *Organise and promote biennial PeMSAA-UK Ball*
2. *Organise and promote alternate low-key fun social events e.g. Lunch & Skits/ BBQ & games*
3. *Arrange relevant income raising activities during social events by sourcing donors for prizes*
4. *Plan ahead as much as possible to ensure availability*
5. *Check your budget with the President/ Treasurer before booking venues/ caterers and ticket price*
6. *Promote social events by preparing material on Social events for News Letter & Website*

Webmaster & Editor

The Webmaster's primary function is to design an appealing visual appearance for PeMSAA-UK website that suits its potential customers. The focus is on building a website that is not just visually attractive but also fully functional and evolving.

The Webmaster is required to

1. *Ensuring that the web servers, hardware and software are operating correctly*
2. *Designing the website, generating and revising web pages*
3. *To maintain up-to-date information on the website*
4. *To encourage innovative ideas for marketing PeMSAA-UK via the website*
5. *Consider setting up customer feedback/ conversation*
6. *Replying to user comments*
7. *Examining traffic through the site*

As the editor of the Association he/ she will lead and guide the designing of event Flyers, association News Letters, event brochures, certificates for CPD and award winners. He/ She is responsible for sourcing out suitable Printers when required.

General Committee Members:

The role of a committee member is to participate at committee meetings and offer help and support to any tasks that need completing.

The responsibilities are:

1. *Attend committee meetings*
2. *Carry out agreed actions set by the committee*
3. *To make decisions as a collective group and hold joint responsibility for decisions and actions taken by the committee, even in their absence.*
4. *They are responsible for ensuring that all decisions are taken in the best interests of the committee and that their role is carried out effectively*

Board of Trustees:

The three nominated Trustees + President, Secretary & Treasurer

The objectives are;

- a. *A body which responsible to Quality Assure The Committee's work to uphold policies & Compliance with Constitution*
- b. *Support on 'setting standards'*

Subcommittees

Subcommittee activity could be variable depending on the circumstances. Hence it is important to keep the subcommittee activities 'open' rather than set in stone. The following are some suggestions.

Promotional: This committee is to ensure wider awareness of PeMSAA-UK activities/ achievements and future strategies

Policy setting: It is fundamental, that PeMSAA-UK follows its constitution, maintain high standards and transparency. This committee also decides on the association's ethos, goals and future activities. The committee is also to uphold Quality Management of the association. The Quality Assurance is tasked to the PeMSAA-UK Trust board. In the appendix section there are copies of some of the policy documents.

Membership Drive: A healthy paid membership is vital for the existence of the association to carry out tasks to assist the Faculty and alumni. This could be achieved by having an enthusiastic subcommittee improving the awareness, encouraging life and annual membership and enthusing the alumni participation.

Student support: This committee will oversee establishing Scholarships/ Student Fostering/ Journal subscription etc. The committee to decide on allocation of funds, establishes the process of implementation and liaise with parent PeMSAA for recognition and future needs. The committee will also source out funding streams to support and expand this project.

Educational:

Induction & Mentoring: This subcommittee will work to establish induction/ orientation and Mentoring programme to post MD doctors waiting for overseas training. They facilitate workshops in Sri Lanka/ UK and source out suitable mentors. This work to be carried out in conjunction with parent PeMSAA

Careers Guidance: This subcommittee will work to share UK Alumni's experience with the teachers & students of alma mater. We need to build a list of volunteers who are keen to carry this out during their visit to Peradeniya. It is essential to encourage participation from senior and junior volunteers who are established specialists or trainees with specific interest/expertise.

Academic Award activity: PeMSAA-UK has already established an award to encourage research and projects at grass root level in Sri Lanka by junior PeMSAA. We should continue to excel to add further awards for academic achievements. This will need more donors.

Social activities: Socials are the cornerstone for networking, improving membership & fund raising. High quality social activities with differing attainment are important to attract engagement and attendance.

Fund raising: To succeed our fundamental goals the association needs to have healthy bank balance. This can be achieved by a combination of improving membership, fund raising social events, raffles, donations, tax reimbursements and other charity activities

Charity status: It is essential that PeMSAA-UK achieve charity status as soon as possible. This will not only help PeMSAA-UK with tax reimbursements but also to have a recognised body to QA.

"Everyone can rise above their circumstances and achieve success if they are dedicated to and passionate about what they do."

Nelson Mandela

Appendix:

1. Obituary & Tributes Policy

July 2020

**PeMSAA-UK
Obituaries & Tributes Policy**

Obituaries:

PeMSAA-UK would like to pay its respects to the Peradeniya Medical School alumnus/alumni who have passed away. This will include any alumnus /alumni irrespective of their place of residence.

If any member learns of the death of any of our alumnus /alumni, please bring it to the notice of the President and the Webmaster.

In addition, we require a brief obituary (up to 100 words) and a recent passport size photograph of the alumnus for publication in the PeMSAA-UK website. (Please refer to the obituary notices published already at www.pemsaa.uk for the format).

The quarterly Newsletter will NOT carry the names of those who had passed away recently, however the Newsletter will have a standing statement inviting recipients to visit the Association's website to view the Obituary Notices received so far.

The Obituary notices will be archived after 12 months of publication in the website.

Tributes:

PeMSAA-UK would be delighted to accept tributes to be published in their website and a shorter version in their Newsletter.

The alumnus /alumni whose tribute would be considered for publication in the website would be as follows:

- The medical faculty academic staff who had been exceptional and contributed immensely to the wellbeing of undergraduates and to the development of the faculty.
- The past and present PeMSAA-UK Executive Committee members.
- The **founding members** of the Parent PeMSAA Executive Committee.
- Any UK resident alumnus who has made outstanding contributions to humanity.

2. Membership Policy:

July 2020

Membership of PeMSAA-UK

Alumni and alumnus of Peradeniya Medical School are invited to join as members of PeMSAA-UK. There are two categories of membership as explained below.

Irrespective of their undergraduate education, all academic staff of the Faculty of Medicine Peradeniya and the Consultants of the Teaching Hospitals, affiliated with Faculty of Medicine Peradeniya, involved with the teaching of the medical students are welcome to join the PeMSAA-UK.

Full membership is available to any UK alumnus and the academic / Consultants staff of the Peradeniya Medical School.

Associate Membership is available for the following categories:

- 1) Trainees from SL on overseas postgraduate training & education
- 2) Dental Surgeons from Peradeniya pre1985 (when the Dental School was part of the Medical School)
- 3) Children of PeMSAA members in UK who are medical graduates
- 4) Any UK undergraduate who has done an approved elective clinical or non-clinical attachment at the Medical School or at Teaching Hospitals affiliated to the Medical School
- 5) Any UK based medical professionals, who are actively engaged in research and other collaborative work with the Medical School Peradeniya

- 6) Any professional who has an interest in the development the Faculty of Medicine Peradeniya.

Application form to join as paid members is available in this website (www.pemsaa.uk). You can join online by completing an application form online or printing a form and posting it, along with your membership fee.

Membership Fees:

Annual Membership Fee: £25 per year

Annual Associate Membership Fee: £15 per year

Life Membership Fee: £200

Life membership, over 70 years of age, Fee: £130

Life Associate Membership Fee: £100

Life Associate Membership over 70 years of age, Fee: £ 65

Benefits of PeMSAA-UK Membership:

- **Event discounts:** There will be a 10% discount on future PeMSAA-UK event ticket price
- **Eligibility to become an elected member of the Management Committee:** Only an alumnus could be elected to the position of the President, Secretary or Treasurer. All other paid up members are eligible to be nominated to the PeMSAA-UK Management Committee
- **Participation with activities supporting the Medical Faculty:**
 - Opportunity to be involved in the projects of PeMSAA-UK such as the Mentoring Programme and Career Guidance Programme
 - Opportunity to share one's Specialty experience at the Faculty of Medicine by way of lectures, talks or seminars for trainees or staff.

- You will be part of an enthusiastic group of people supporting your alma mater!

PeMSAA-UK organises an academic conference including a social event every two years and a social event every year. The Annual General Meeting of the Association will be held each year on the day of the academic or social event.

Becoming a member of PeMSAA-UK is one of the ways to support PeMSAA-UK to raise funds that can be used for supporting undergraduates and for the development projects at the Faculty.

We would kindly request all the UK alumni to register as annual or life-members to help us to succeed in our endeavor.

Please phone / e-mail one of the committee members or visit the website www.pemsaa.uk to become a member by online

3. Constitution:



**Peradeniya Medical School Alumni
Association – UK
PeMSAA – UK**

The Constitution

November 2020

1. The Name

The name of the Association shall be:

1.1 Peradeniya Medical School Alumni Association – UK or PeMSAA – UK

It will be referred to as the “**Association**” hereafter in this document.

1.2 The expression “Peradeniya Medical School” shall include the Medical Faculties of the University of Ceylon, the University of Ceylon, Peradeniya, the University of Sri Lanka, Peradeniya Campus, and the University of Peradeniya, Sri Lanka and shall hereinafter be referred to as the “School”.

2. Objectives

The objectives of the Association shall be to:

2.1 Encourage, foster, and promote close relations between the School and its alumni/alumnae in the UK and also among the alumni/alumnae themselves.

2.2 Assist and support, financially and by other means, the School, the students, the postgraduates, and alumni/alumnae in the UK.

2.3 Develop and support activities, which are of interest and benefit to the alumni/alumnae.

2.4 Promote the interests of the Association within the School, and to promote programmes that are of benefit to the alumni/alumnae.

2.5 Promote a close relationship between the alumni/alumnae and the current students at the School and to support student welfare and academic programmes.

2.6 Provide exchange of information, professional expertise, and collaboration on mutually beneficial programmes between the Alumni/alumnae, the School, and its students.

3. Powers of the Association

In order to achieve its objectives, the Association may:

3.1 Raise funds.

3.2 Open and operate bank accounts.

- 3.3 Take out event insurance if considered necessary.
- 3.4 Organise conferences, events, lectures, webinars, and any other activities deemed necessary and appropriate by the Management Committee.
- 3.5 Work with other like-minded groups and exchange information without breaching data protection laws.
- 3.6 The Association shall exercise vigilance to prevent misuse of data held securely by the Association for private or personal gain.
- 3.7 The Association may carry out any other functions that are lawful and within the spirit of the Constitution which will help the Association to fulfil its objectives.

4. Membership

- 4.1 Membership of the Association shall be open to any person who meets the criteria listed in **Schedule 1**.
- 4.2 Every individual member shall have one vote at General and Special Meetings.
- 4.3 The membership of any member may be terminated for good reason by the Management Committee, but the affected member has a right to be heard by the Management Committee before a final decision is made.
- 4.4 There will be an Annual Membership fee which will be agreed at an Annual General Meeting (AGM) and will be payable by all members. Membership will begin as soon as the Membership Form and first annual payment has been received. In addition to the Annual Membership, there is also provision for Life Membership.
- 4.5 The first membership year may extend beyond 12 months so that the subsequent membership years will commence on the first of January each year.
- 4.6 The current membership fees are given in **Schedule 1**. These may be amended from time to time by a resolution adopted at an Annual General Meeting.
- 4.7 A list of all members will be kept by the Membership Secretary.

- 4.8 Ceasing to be a member: Members may resign at any time by writing to the General Secretary but will not have the right to claim any refunds of the already paid membership fees.
- 4.9 Members who have been in arrears for three years will be deemed to have resigned. The Management Committee will then accept the resignation of the member upon confirmation by the said member and / or the Membership Secretary.

5. **Equal Opportunities**

- 5.1 The Association shall not discriminate on the grounds of sex, race (including colour, ethnicity or nationality), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status, or age.

6. **Management**

- 6.1 The Association shall be administered by a Management Committee of the members numbering not more than 21 elected at the Association's Annual General Meeting (AGM).
- 6.2 The members of the Management Committee shall be:
The President, the President - Elect, Honorary Treasurer, Honorary Assistant Treasurer, General Secretary, Assistant General secretary, Membership Secretary, Social Secretary, Academic Secretary, a Web Master / Editor and Newsletter Editor(s). These Office Bearers are termed the Officers of the Association. There will be another ten members who shall not be holding specific Offices. The Management Committee has the option of co-opting additional members to the Committee for specific projects/subjects.
- 6.3 Only an alumnus/alumna can be elected to the position of the President, President-Elect, Secretary or Honorary Treasurer. All paid-up members are eligible to be nominated and elected to the rest of the Offices of the Association's Management Committee.

- 6.4 The members of the Management Committee shall be elected for a period of three years in the first instance. However, under extra –ordinary conditions or situations, this period could be extended by an additional twelve months. They are eligible to stand for re-election if they wish to do so but preferably not to the same Offices they held previously.
- 6.5 Notwithstanding Clause 6.3, above, a prospective member of the Management Committee is eligible to stand for election to serve only for a shorter term if that is the wish of the said member of the Association.
- 6.6 The Management Committee shall meet at least three times a year.
- 6.7 All Management Committee members will be given two weeks’ notice of such a meeting, indicating the venue, date, time, and the agenda. The notice may be given by telephone, e-mail, or post.
- 6.8 In the event that a meeting with the physical presence of the Management Committee members cannot be held due to circumstances beyond the Association’s control, an electronic meeting will be held. In such an eventuality, all the rules applicable to a normal meeting will apply as far as is practicable.
- 6.9 The President shall chair all meetings of the Management Committee. In the absence of the President, the President Elect shall chair the meeting.
- 6.10 The quorum for Management Committee meetings shall be 1/3 of the membership of the Committee or a minimum of 7 members whichever is the greater number.
- 6.11 Voting at Management Committee meetings shall be by affirmation either in person or by electronic means. If there is a tied vote, then the President shall have a second vote.
- 6.12 A member of the Management Committee is free to resign from the Committee by giving at least one month’s notice of such intention.
- 6.13 The Management Committee may appoint another member of the Association to fill the vacancy created by the resignation of

a Committee member, for a limited period and then ratified by AGM

6.14 The Management Committee members should attend at least 25% of the scheduled Management Committee meetings per annum.

7. Duties of the Officers - The President and other officers should have the power to delegate duties temporarily

7.1 The duties of the President are to:

7.1.2 Chair meetings of the Management Committee and the Association.

7.1.3 Represent the Association at functions/meetings that the Association has been invited to.

7.2.1 Act as the spokesperson for the Association when necessary.

7.2.2 Perform any other duties considered appropriate to the Office of the President.

7.2 Duties of the President - Elect are to:

7.2.1 Chair the meetings of the Management Committee in the absence of the President.

7.2.2 Represent the Association at functions/meetings that the Association has been invited to in the absence of the President.

7.2.3 Act as the spokesperson for the Association when necessary and in the absence of the President.

7.2.4 Perform any other duties considered appropriate to the Office of the President Elect.

7.3 The duties of the General Secretary are to:

7.3.1 Manage the general affairs of the Association in accordance with the decisions taken by the Management Committee.

7.3.2 Put into effect any decisions taken at General or Special meetings of the members

7.3.3 Record the minutes of the Management Committee and General and Special General Meetings.

7.3.4 Prepare the agenda for meetings of the Management Committee, and the General and Special Meetings of the Association in consultation with the President.

7.3.5 Deal with correspondence.

- 7.3.6 Collect and circulate any relevant information within the Association.
- 7.3.7 Perform any other duties considered appropriate to the Office of the General Secretary.

- 7.4 The duties of the Assistant General Secretary are to:
 - 7.4.1 Assist the General Secretary in the discharge of his/her duties.
 - 7.4.2 Act for the General secretary if he/she is indisposed.
 - 7.4.3 Perform any other duties considered appropriate to the office of the Assistant General Secretary.

- 7.5 The duties of the Membership Secretary are to:
 - 7.5.1 Maintain an up to date register of members.
 - 7.5.2 Communicate with the members regarding their Membership.
 - 7.5.3 Perform any other duties considered appropriate to the Office of the Membership Secretary.

- 7.6 Duties of the Social Secretary are to:
 - 7.6.1 Organise social events in keeping with the objectives and the spirit of the Association.
 - 7.6.2 Perform any other duties considered appropriate to the Office of the Social Secretary.

- 7.7 Duties of the Academic Secretary are to:
 - 7.7.1 Organising biennial Academic Conferences by sourcing out, speakers both local and international.
 - 7.7.2 Apply for Continuing Professional Development (CPD) accreditation by reputable organisations.
 - 7.7.3 Offer guidance on the Association's academic activities.
 - 7.7.4 Facilitate the selection of a suitable winner for the "Annual PeMSAA - UK Academic Award.
 - 7.7.5 Perform any other duties considered appropriate to the Office of the Academic Secretary.

- 7.8 The duties of the Honorary Treasurer are to:
 - 7.8.1 Manage the financial affairs of the Association.

- 7.8.2 Keep proper accounting records to show income and expenditure of the Association in a transparent manner.
- 7.8.3 Ensure compliance with the financial regulations governing charitable organisations in the UK.
- 7.8.4 Perform any other duties considered appropriate to the Office of the Honorary Treasurer.

- 7.9 The duties of the Honorary Assistant Treasurer are to:
 - 7.9.1 Assist the Honorary Treasurer in the discharge of his/her duties.
 - 7.9.2 Act for the Honorary Treasurer if he/she is indisposed.
 - 7.9.3 Perform any other duties considered appropriate to the Office of the Honorary Assistant Treasurer.

- 7.10 The duties of the Web Master/ Editor are to:
 - 7.10.1 Maintain a website on behalf of the Association.
 - 7.10.2 Assist with the hosting of Committee Meetings and any other meetings electronically.
 - 7.10.3 Assist with the hosting of webinars and other discussion forums.
 - 7.10.4 Lead and guide the designing of event Flyers
 - 7.10.5 Assist in preparing event brochures & CPD Certificates
 - 7.10.6 Perform any other duties considered appropriate to the Office of the Web Master/ Editor

- 7.11 The duties of the Newsletter Editor(s) are to:
 - 7.11.1 Edit and publish a Newsletter describing the activities of the Association.
 - 7.11.2 Edit and publish any other publicity material considered necessary for informing the membership of the activities of the Association.
 - 7.11.3 Perform any other duties considered appropriate to the Office of the Newsletter Editor(s.)

- 7.12 Duties of the other members of the Management Committee i.e. those not holding any specific Office are to:

- 7.12.1 Assist in the proper functioning of the Management Committee.
- 7.12.2 Carry out any other duties assigned to them individually or collectively by the Management Committee by prior agreement and consensus.
- 7.12.2 Perform other duties considered appropriate and reasonable to the membership of the Management Committee.

8. Board of Trustees

- 8.1 The composition: Board of Trustees shall comprise six members: The President, the General Secretary, the Honorary Treasurer and three other members nominated by the Management Committee.
- 8.2 The role: This will be to quality assure the Committee's work and to uphold policies and procedures and also to ensure compliance with the terms and the spirit of the Constitution.
- 8.3 Aim: This is to support the Committee to set and maintain high standards of management.
- 8.3 Period of Office of each nominated Trustee: This will be for a maximum of five years.
- 8.4 Replacement of the nominated Trustees: This will be done in rotation. It is envisaged that no more than one Trustee will be replaced at any one time.
- 8.5 Resignations: A Trustee can resign at any time by giving two weeks' notice of intention to resign.
- 8.6 Replacement of a Trustee who resigns mid-term: In the event a need for this arises, another member from the Management Committee will be nominated to the remainder of the resigned Trustee's term of office.

- 8.7 Frequency of meetings: The Board of Trustees will hold at least one meeting each year.
- 8.8 Reporting: Report(s) will be submitted to the Management Committee and to the membership at an Annual General Meeting or a Special General Meeting.

9. Finance

- 9.1 Any funds raised by the Association shall be used only to support the legitimate activities of the Association.
- 9.2 Any bank accounts opened for the Association shall be in the name of the Association.
- 9.3 The signatories to the accounts held by the Association shall be the President, the Honorary Treasurer and one other member of the Management Committee.
- 9.4 Any cheque issued shall be signed by the Treasurer and one other signatory to the account.
- 9.5 For other payments such as electronic payments, cash withdrawals, debit card payments or cash payments, a requisition note will be signed by two signatories, and held by the Honorary Treasurer.

10. Annual General Meeting

- 10.1 The Association shall hold an Annual General Meeting in the month of September or October of each year.
- 10.2 In any case, an Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.
- 10.3 All members shall be given at least one month's notice of the AGM and shall be entitled to attend and vote.
- 10.4 The business of the AGM shall include:
 - 10.4.1 Receiving a report from the President on the Association's activities over the year.
 - 10.4.2 Receiving a report from the Honorary Treasurer on the finances of the Association.
 - 10.4.3 Receiving a report from the General Secretary of the Association.
 - 10.4.4 Receiving a report from the trustees.

- 10.4.5 Receiving nominations and electing by a popular vote, a new Management Committee.
- 10.4.6 Considering any proposal submitted to the General secretary at least 14 days in advance of the AGM.
- 10.4.7 Considering any other matter as may be decided relevant to the AGM.
- 10.5 The quorum for an AGM shall be 1/3 of the membership or 15 members, whichever is the greater number.

11. Special General Meeting

- 11.1 The General Secretary will call a Special General Meeting at the request of the majority of the Management Committee or at least five (5) other members giving a written request to the President or the General Secretary stating the reason for their request.
- 11.2 The General Secretary shall give all members at least one month's notice of any Special General Meeting together with a notice of the business to be discussed.
- 11.3 No business other than the business notified in advance of the SGM shall be discussed.
- 11.4 The meeting will take place within two months of the request.
- 11.5 All members shall be entitled to attend and vote.
- 11.6 The quorum for a SGM shall be 1/3 of the membership or 15 members, whichever is the greater number.
- 11.7 A resolution can be adopted by a simple majority of those present.

12. Changes to the Constitution

- 12.1 Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at a General Meeting.

13. Dissolution

- 13.1 The Association may be wound up at any time if agreed by two-thirds of those members present and voting at a General or a Special Meeting.

13.2 In the event of winding up, any assets remaining after all debts have been paid in full shall be given to another Association with similar aims and objectives with the approval of the membership.

Schedule 1**Membership and Membership Fees****1. Membership (Full)**

- 1.1 Irrespective of their graduating university, all academic staff of the Peradeniya Medical School and the Consultants of the Teaching Hospitals affiliated to the Peradeniya Medical School who undertake teaching of the current medical students are eligible to join the Association.
- 1.2 Any UK alumnus/alumna of the Peradeniya Medical School is eligible for the Full membership of the Association.
- 1.3 The Management Committee has the authority to offer Honorary Full Life Membership for any alumnus/alumna who contributes a substantial amount of money (not less than £1000.00) for PeMSAA - UK projects

2. Associate Membership

- 2.1 In addition to the full membership of The Association, there will be an Associate Membership. The eligibility for the Associate membership is as follows:
 - 2.1.1 Sri Lankan postgraduate trainees coming to UK to undertake their fixed-term overseas training
 - 2.1.2 Dental Surgeons qualified before 1985.
 - 2.1.3 Children of PeMSAA UK members in the UK who are medical graduates.
 - 2.1.4 Any UK undergraduate who has done an approved elective, a clinical or a non-clinical attachment at the Medical School or at the Teaching Hospitals affiliated to the Medical School.
 - 2.1.5 Any UK based medical professional who is actively engaged in research and other collaborative work with the Peradeniya Medical School.
 - 2.1.6 Any professional who has an interest in the development of the Peradeniya Medical School.

3. Membership Fees

3.1 These will be determined by the members at an Annual General Meeting.

3.2 At the 2019 AGM the following fee structure was adopted:

Annual Membership	£25.00
Annual Associate Membership	£15.00
Life Membership	£200.0
0	
Life Associate Membership	£100.0
0	
Senior Life Membership (over 70 years of age)	£130.0
0	
Senior Life Associate Membership (Over 70 years)	£65.00

Note: A discounted rate for seniors over 70 years of age was agreed by the Management Committee but will need ratification at the 2020 AGM

4. Students Scholarship



PeMSAA-UK Student Scholarship

Reference Paper

PeMSAA-UK Studentship and PeMSAA-UK Prof Panabokke Student Fund

This “PeMSAA-UK Reference Paper” includes the titles of these awards and PeMSAA-UK’s requirements for establishing these awards. A total of £5250.00 to support three awards would be transferred into BoC account recommended by the PeMSAA Scholarship Committee Chairman Prof Kapila Gunawardana & President Prof Vasanthi Pinto.

However the selection process of the eligible students would be entrusted to the local Scholarship Selection Committee via the PeMSAA & Faculty.

Titles:

The titles of these scholarships should be;

- a. PeMSAA-UK Studentship**
- b. PeMSAA-UK Prof Panabokke Studentship**
- c. PeMSAA-UK Prof Panabokke Student Stethoscopes Prizes Fund**

PeMSAA-UK requirements:

- 1) All connections between PeMSAA-UK the Faculty of Medicine and PeMSAA-Peradeniya should be between UK President, Chairman/ President PeMSAA Student Scholarships Committee or Dean’ and none other. An Executive Position should sanction these awards and certainly not through a ‘named person’. This is the only way to minimise subsequent criticism, bias and corruption.
- 2) PeMSAA-UK Prof Panabokke Student Stethoscopes Prize Fund – this is not for Studentships but the Funds deposited for Littmann Stethoscopes Prize. We would like to recommend Stethoscope Prizes for academically achieving and deserving students progressing to do clinical attachment stage after 2nd MB. We estimate £1750.00 (Rs39, 000.00) capital deposit

would raise an interest of Rs3000Rs3333/month. An annual accumulated savings available in this Fund pot would be equivalent to Rs36,000 – Rs40,000. We believe this amount would be adequate to facilitate purchasing Littmann Stethoscopes for at least 3-4 deserving students.3) The ‘Students in Need’ or the ones receiving any of these awards should demonstrate continued academic achievement & impeccable behaviour. Thus the scholarship must be annually reviewed with at least 2 staff references and not just academic performance.

- 3) PeMSAA-UK should receive annual progress & achievements reports
- 4) PeMSAA-UK should be made aware of any failure of progress in academic achievement or behavioral issues.
- 5) We would also like to see a written contract between the recipients of these awards and the executive establishment before the award is conferred.

Dr Krish T Radhakrishnan
President PeMSAA-UK

Prof Kapila Gunawardana
Chairman PeMSAA Students
Scholarship Committee

April 2020