

**UNIVERSITY OF JAFFNA**  
**CONSTITUTION OF THE SPORTS ADVISORY BOARD**  
**(Amended on 21.07.2010)**

***(I) The Board shall be known as “The Sports Advisory Board of the University of Jaffna, Sri Lanka”.***

***(II) Objectives and Functions***

- a. Setting up the Sports Council and ensuring its proper functioning.
- b. Submitting to the Sports Council advice and plans on the Sports Activities of the University.
- c. Selection of representatives to the Sri Lanka University Sports Association.
- d. Appointments of Games Captains
- e. Regulating the use of funds
- f. Appointments of Visiting Instructors.
- g. Taking disciplinary action in matters relating to the Sports activities of the University as and when necessary.
- h. Approving competitions and matches with outside teams.
- i. Ensuring proper utilisation of Sports equipment and playgrounds.

***(III) Composition of the Board***

- a. One member elected by the University Council
- b. Two members of the Academic Staff from each Faculty who are interested in Sports activities, appointed by the Vice-Chancellor.
- c. Director or Instructor In Charge of Physical Education.
- d. Permanent Instructors and Instructresses of Physical Education Unit
- e. President, Secretary and a Sports woman from the Sports Council.
- f. University Medical Officer.
- g. Chairman of the Student Union or his representatives.
- h. Senior Asst. Registrar or Asst. Registrar In Charge of the Welfare Services Branch.
- i. Bursar of the University.

***(IV) Term of Office of the Members of the Board***

- a. The term of office of members under III (b) will be two years, while the term of office of those appointed under III (e) will be one year.

***(V) Office Bearers and Meetings***

- a. At the beginning of each academic year a member from among the academic staff shall be elected as Chairman at the first meeting of the Board. His term of office shall be “one year reckoned from the date of election, but he shall be eligible for re-election.
- b. In the absence of the chairman another member of the academic staff shall be elected as Chairman pro-tem.
- c. The Director or Instructor in charge of Physical Education shall function as the Executive Secretary.
- d. In the absence of the Director or Instructor/Instructress in charge the next Instructor/Instructress shall be one elected Secretary Pro-tem.
- e. The quorum for meetings shall be one third of the total membership.
- f. The Board shall meet at least once a month and one week’s notice shall be given for such meetings.
- g. Emergency or special general meetings shall be held on a written request made by two thirds of the thirds of the membership of the Sports Council of the University. The Chairman shall have the right to reject the request if more than two such requests are made during any academic term. The nature of the matters to be discussed shall be stated clearly when such a request is made and Board shall consider only such matters as are specified in the request for such meetings.

**(VI) Resignations**

An appointed member may resign from the board by submitting a letter of resignation to the chairman through the secretary.

**(VII) Funds**

Monies accruing from the following sources shall be called the Sports Council Fund.

- a. Such part of the registration fee paid by each student for each academic year as is approved by the University.
- b. Funds provided by the University with the approval of the University Council.
- c. Donations from individuals and organisations interested in University Sports Activities.
- d. Profits from benefit shows variety entertainments and such other activities as are organised by the University for the Furtherance of Sports.

**(VIII) Utilisation of Funds**

- a. The financial year shall from 1<sup>st</sup> October of one year to 20<sup>th</sup> September of the following year.
- b. The funds collected as provided for under VII above shall be called the Sports Council fund. It shall be maintained and sperated as follows:-  
Bank of Ceylon Current Account No: 17570 from which monies shall be drawn by cheque signed by the Senior Treasurer of the Sports Council and by of the following two members of the executive committee of the Sports Council viz. Junior Treasurer or the Secretary.
- c. The Sports Council shall prepare an annual budget of Income and Expenditure and have it approved by the Advisory Board.
- d. All payment vouchers for expenditure within the budget shall be certified by the executive secretary of the Advisory Board.
- e. The Senior Treasurer of the Sports Council who is the Executive Secretary of the Board shall maintain a full account of monies received and disbursements and submit the audited accounts to the Board at each Annual General Meetings in November each year.
- f. The approval of the Sports Advisory Board shall be obtained for expenditure for any special purpose not provided for in the budget.
- g. The annual accounts shall be audited by an officer appointed by the Vice-chancellor

**(IX) Sports Goods and Equipment**

- a. The Advisory Board shall appoint two of its members to carry out an Annual survey of all sports goods and equipment etc. in the inventory and submit a report at the Annual General Meeting of all serviceable and unserviceable articles.

**(X) Modification of Rules**

- a. The existing rules of the Board may be amended at any meeting of the Board provided that one week's notice of such amendment is given and at least two thirds of the total membership of the Board votes in favour of the amendment.
- b. All sub-committees appointed by the Board shall have the power to co-op many members as are necessary for the proper functioning of such committees.