



Constitution of Sports Advisory Board University of Vavuniya, Sri Lanka

Article 1. Name

It is introduced as “Constitution of Sports Advisory Board of the University of Vavuniya, Sri Lanka”.

Article 2. Definitions

In this Constitution, unless the context otherwise requires:

- a. “University” shall be known as University of Vavuniya, Sri Lanka.
- b. “Sports Advisory Board” shall be known as Sports Advisory Board of the University of Vavuniya, Sri Lanka.
- c. “Sports Council” shall be known as Sports Council of the University of Vavuniya, Sri Lanka.
- d. “Vice Chancellor” shall be known as the head of University of Vavuniya, Sri Lanka.

Article 3. Objectives

- 3.1 Outline the strategies, recommendations, and instructions required to enhance sports activities in the University.
- 3.2 Outline recommendations and cues that are required while planning physical education courses
- 3.3 Enhance the students and staff abilities and skills in the Physical Education Unit.
- 3.4 Implement activities to help students become more physically and emotionally stable
- 3.5 Provide opportunities to students to improve self-discipline and interpersonal abilities.
- 3.6 Give an opportunity for the students to lead a happy and healthy lifestyle.
- 3.7 Guide students and staff for the lifelong learning and physical activities.
- 3.8 Implement activities to enhance community life skills through sports.
- 3.9 Link with community via sports.
- 3.10 Use sports as a tool to promote inclusion and diversity in society, and this is to extend to gender equality as well.
- 3.11 Link partnership or affiliations with external sports associations in the National and International levels.
- 3.12 Supervise the Sports Council activities.
- 3.13 Supervise the Managers of the Sports.
- 3.14 Promote the sports as a profession.
- 3.15 Promote the para sports.



Article 4. Functions of the Sports Advisory Board

- 4.1 Establishing rules and regulations that are needed to maintain sports activities in the Physical Education Unit.
- 4.2 Selecting student representatives for Sri Lanka University Sports Association and other approved sports associations.
- 4.3 Recommending visiting instructors for sports activities.
- 4.4 Approving the appointments of the captains for games.
- 4.5 Developing Memorandum of Understanding to establish partnership or affiliations with external sports associations.
- 4.6 Appointing ad-hoc subcommittees when required to execute and enhance functions in the Physical Education Unit.
- 4.7 Regulating and approving the use of funds.
- 4.8 Recommend the annual budget needed to run the Physical Education Unit.
- 4.9 Recommending and monitoring sports activities including para sports which are necessary to students, staff, and the community.
- 4.10 Recommending money generation activities.
- 4.11 Taking decisions regarding discipline about the players.
- 4.12 Updating rules and regulations for following matters with the time change.
 - i. Award of color.
 - ii. Sports discipline activities.
 - iii. Utilization of sports equipment and grounds.
 - iv. Presenting progress reports during foreign travelling.
 - v. Considering the suggestions regarding affiliations and partnerships with external sports associations.
- 4.13 Arranging training, workshop, seminars, and motivational talks from regional, nationally, and internationally recognized sports person as resource persons for the holistic development of talented sportspersons.
- 4.14 Recommending the functions of Sports Managers.
- 4.15 Maintain the sport rights of students and staff of the University.

Article 5. Official Period of Sports Advisory Board

It is two calendar years from the 1st of January of one year to 31st of December of the following year.

Article 6. Composition of the Sports Advisory Board

- a. Patron shall be the Vice Chancellor.
- b. One UGC appointed University Council member nominated by the University Council.
- c. Two members of the permanent academic staff from each faculty, who are interested in sports activities, appointed by the Vice Chancellor.
- d. Three members including president, secretary, and a sportswoman from the Sports Council.



- e. Director or Head of the Physical Education Unit.
- f. Permanent Instructors and Instructresses of the Physical Education Unit.
- g. Director or his/ her nominee from the 'Support Centre for Persons with Disabilities' in the University.
- h. University Medical Officer.
- i. Senior Assistant Registrar or Assistant Registrar from the Student and Welfare Division.
- j. Bursar or his/ her nominee of the University.

Article 7. Membership Period

- 7.1 The membership period of a member of academic staff will be two years in one-time appointment.
- 7.2 When there is a vacancy, because of the resigned member of academic staff, the new appointee's membership period is balance of previous member's membership period.
- 7.3 Formally appointed academic staff can be appointed as a member to the Sports Advisory Board again. However, one academic staff can hold the position maximum of two terms.
- 7.4 The membership period of members of president, secretary, and a sportswoman from the Sports Council will be one year.
- 7.5 The elected members from of the University could have the membership while in office.

Article 8. Office Bearers

- 8.1 Chairperson
 - 8.1.1 At the start of calendar year, the Patron will chair the Sports Advisory Board to conduct an election to elect a chairperson from the members of the academic staff.
 - 8.1.2 The Chairperson's term of office shall be one year, measured from the election date, but he or she shall be eligible for re-election. However, such position can only be a maximum of one more year.
 - 8.1.3 In the absence of the Chairperson, another member of the academic staff shall be elected as chairperson pro-tem.
 - 8.1.4 If the Chairperson cannot participate during certain period, an acting Chairperson should be appointed from the members of academic staff of the Sports Advisory Board.
- 8.2 Secretary
 - 8.2.1 The Director of Physical Education Unit shall function as the Secretary.
 - 8.2.2 In the absence of the Director, one of the Instructor or Instructresses shall be nominated by the Director of Physical Education Unit as a Secretary pro-term.
 - 8.2.3 Keeping meeting minutes, presenting before next meeting, and forwarding the conformed minutes are the task of the Secretary.



Article 9. Meetings

- 9.1 The Sports Advisory Board shall meet at least once in two months.
- 9.2 Minimum of six meetings per year should be conducted.
- 9.3 One-week notice shall be given for each meeting. Meetings may be convened at short notice in case of emergency.
- 9.4 Special meetings shall be called on a written request made by two thirds of the total membership or request of the Secretary who is the Director of the Physical Education Unit.
- 9.5 The quorum to conduct a meeting shall be one third of the total membership.
- 9.6 If an appointed member fails to attend three consecutive meetings, then the member loses the membership unless he or she informs the Secretary in advance.

Article 10. Resignation

A member may resign from the Sports Advisory Board by submitting a letter of resignation to the Chairperson, through Secretary. The resignation should be accepted by the Vice Chancellor.

Article 11. Funds

Money accruing from the below sources shall be operated by the Sports Council.

- 11.1 Part of the registration fee paid by each student for each academic year as it is approved by the University.
- 11.2 Funds provided by the University with the approval of the University Council.
- 11.3 Donations from individuals and organizations interested in University sports activities.
- 11.4 Profits from benefit shows, variety of entertainments, and other activities organized by the University for the furtherance of sports activities, approved by the Vice Chancellor.

Article 12. Utilization of Funds

- 12.1 The financial year shall be from 1st of January to 31st of December of the same year.
- 12.2 The funds collected as mentioned under Article 11 shall be operated and maintained in the below procedure:
 - 12.2.1 The Sports Council shall prepare an annual budget for income and expenditure for each year and it should be approved by the Sports Advisory Board.
 - 12.2.2 All payment vouchers for the expenditures within the budget shall be certified by the Secretary of the Sports Advisory Board.
 - 12.2.3 The approval of the Sports Advisory Board shall be obtained for expenditure under any special purpose not provided in the budget.
 - 12.2.4 The annual accounts shall be audited by the University Internal Auditing Officer.



Article 13. Subcommittee/ Ad-hoc Committee

- 13.1 Subcommittees should present their plans and timely reports to the Sports Advisory Board.
- 13.2 Subcommittee may have members in the University in addition to the members from the Sports Advisory Board.

Article 14. Amendment of Constitution

- 14.1 Secretary should present copies of expected constitution amendment one week prior to the meeting among members of Sports Advisory Board.
- 14.2 To confirm the constitution amendments, two third majority of the Sports Advisory Board votes should have been received in favor of the amendment.
- 14.3 The confirmed amendments by the Sports Advisory Board will be implemented only upon the approval of the University Council.

Date of amendments adoption by the Sports Advisory Board of the University of Vavuniya, Sri Lanka: 30.12.2021