



**The Constitution of the  
Mathematics and Statistics Society (RUMSS)  
of the Faculty of Science, University of Ruhuna**

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**1 Name of the Society:** Mathematics and Statistics Society of the Faculty of Science, University of Ruhuna.

1.1 Hereafter, Mathematics and Statistics Society of the Faculty of Science will be called RUMSS of the Faculty of Science.

**2 Aims & Objectives:**

- 2.1 To help undergraduates to improve their knowledge in Mathematics & Statistics and related subjects.
- 2.2 To set up a stage for undergraduates to discuss Mathematics and Statistics related problems.
- 2.3 To explore how Mathematics and Statistics are applied in real world problems related to Engineering and other Sciences.
- 2.4 To popularize Mathematics and Statistics among the people in the Southern region and the country.
- 2.5 To establish a strong link with the industries.
- 2.6 To enhance the soft skills in the students.
- 2.7 To work for the development of the Department of Mathematics, Faculty of Science, University of Ruhuna.
- 2.8 To disseminate knowledge on Mathematics and Statistics to improve the subject knowledge of school students giving priority to rural under-privileged schools etc.
- 2.9 To conduct different outreach programs through the active participation of the students for the benefit of the community.
- 2.10 To promote multidisciplinary research among the academic community and establish strong collaborations with external academic/research institutions.

**3 Independence:**

- 3.1 RUMSS of the Faculty of Science will function independently from all the societies, unions and associations in the University of Ruhuna and elsewhere.
- 3.2 However, no student can carry out or promote any political mission either country politics or student politics with the activities of RUMSS. Therefore, all the activities should be independent from political activities of the members.

**4 Membership:**

- 4.1 Students registered as full time students in the Faculty of Science, University of Ruhuna can obtain the membership of the RUMSS.

## 5 Membership Fee:

- 5.1 The membership fee is decided annually at the previous annual general meeting. The fee is LKR 50 from the year 2016.
- 5.2 The fee is subject to revision at each annual general meeting if necessary. Therefore, it is likely the RUMSS to have a revised membership fee in each year.

## 6 Office Bearers:

- 6.1 Patron should be selected from the senior academic staff members of the Department of Mathematics, University of Ruhuna.
- 6.2 Senior Treasurer should be a permanent senior academic staff member in the post of Senior Lecturer Grade II or above of the Department of Mathematics, University of Ruhuna.
- 6.3 Senior Editor should be a permanent senior academic staff member in the post of Senior Lecturer Grade II or above of the Department of Mathematics, University of Ruhuna.
- 6.4 President and Secretary should be Mathematics Special Degree Level I students of the Faculty of Science, University of Ruhuna.

President and Secretary should be selected as follows:

**Option 1:** President should be from Mathematics Honours Degree Level I and the Secretary should be from BSc Honours Financial Mathematics & Industrial Statistics (FM & IS) Degree Level III.

**Option 2:** President should be from FM & IS Degree Level III and the Secretary should be from Mathematics Honours Degree Level I.

However, the options should be alternate in consecutive year.

- 6.5 Advisory Committee shall consist of five (05) capable and volunteer senior academic staff members in the Department of Mathematics, University of Ruhuna. The main duty of the committee is to advice on the matters related to RUMSS activities.

### 6.6 Selection of Office Bearers:

- 6.6.1 Students and academics who worked honestly to establish the RUMSS successfully shall be elected as office bearers of the first executive committee.
- 6.6.2 Office bearers for the next academic year will be elected from the active participants of the present academic year. The election of the office bearers will be done at the annual general meeting of the society.
- 6.6.3 Vacant posts shall be filled at a special general meeting.

### 6.7 Eligibility of students to become an office bearer:

- 6.7.1 **One term of an office bearer is the academic year of the Faculty of Science, University of Ruhuna. After one term of office no student office bearer shall continue in the same office again during his/her studentship.**
- 6.7.2 Office bearers shall be elected from the students registered for Mathematics as a subject in the Faculty of Science, University of Ruhuna.

Office bearers shall be elected from the students registered for Mathematics as a subject in the Faculty of Science or from the FM & IS degree program

## 7 General Committee:

- 7.1 The General Committee consists of all the office bearers listed in the Table 1 of this constitution. Therefore, there are 23 members in the committee.

Four students from each level of the Physical Science Stream and another four students should be selected from the FM & IS degree program, consisting of a total number of eight committee members.

- 7.2 Each General Committee meeting should be held only if at least 50% of the committee members are present.
- 7.3 General Committee can meet at any time of the year, as the President wishes, and can take decisions on behalf of the RUMSS.
- 7.4 In addition to this committee, the RUMSS can appoint any number of **sub committees** for specified duties at any time of the year.

Name of the office	Number of positions
Patron	01
President	01
Vice President	01
Secretary	01
Assistant Secretary	01
Senior Treasurer	01
Junior Treasurer	01
Senior Editor	01
Junior Editor	02
Committee Members	08
Advisory Committee	05
<b>Total</b>	<b>23</b>

Table 1: The list of all office bearers for an academic year

## 8 Executive Committee:

- 8.1 The Executive Committee comprises of the Patron, President, Vice President, Secretary, Assistant Secretary, Senior Treasurer, Junior Treasurer, Senior Editor, Junior Editor and Committee members.
- 8.2 In the absence of any principal office bearer, he/she can be replaced by any assistant/vice office bearer in the committee.
- 8.3 Executive Committee can consider important matters at the meetings. The Executive Committee can take decisions on important and urgent matters. There is no limitations to meet the Executive Committee to take such decisions.
- 8.4 The Executive Committee should take decisions at the meetings by a majority of votes. Number of votes should be 16 votes out of 23. Any member of the RUMSS can question these decisions at any time. The questions need to be formal (both written and verbal expressions are under taken) and should be initiated by a letter addressed to the secretary of the RUMSS.

## 9 Office bearers' compositions, minimum number for any meeting and resignation:

- 9.1 Office bearers of the RUMSS should be both males and females. There should not be any discrimination to any gender in electing office bearers.
- 9.2 Resignation from the posts can be done at any time as the office bearers wish but this can be done by a duly written letter to the Patron, President and the secretary of the RUMSS.

- 9.3 In the case of the President resigning from the position he should inform the Patron of the RUMSS in writing.
- 9.4 Senior academic staff members who hold positions in the RUMSS have the discretion to remove any office bearer from the office after consulting the executive committee. **However, such a removal will be considered valid only when the act has been done for betterment of the RUMSS.**
- 9.5 All posts held by students shall be elected at the annual general meeting of the society.
- 9.6 Minutes, names of office bearers and attendees shall be submitted to the University for approval.

#### 10 Duties and the responsibilities of the office bearers:

- 10.1 All the office bearers of the RUMSS should be honest and should work according to their conscience to fulfill the aims and objectives of the RUMSS. No office bearer can work against the constitution of the RUMSS.
- 10.2 Offices of all office bearers will be valid only for one full academic year. It is the duty of the President to hold an annual general meeting before the end of the semester II of the academic year and select the office bearers for the next academic year. However, all office bearers should resume their duties only on the first functioning date of any academic year.

#### 11 Patron:

- 11.1 Patron may advise the office bearers and the RUMSS whenever necessary. Members of the RUMSS can also seek advice at any time, in need.
- 11.2 It is the responsibility of the Patron and the office bearers of the RUMSS to ensure smooth functioning of the RUMSS at all times.

#### 12 President:

- 12.1 President should be able to win cooperation of all office bearers at all times.
- 12.2 President should be able to lead office bearers and the members of the RUMSS without any hesitation.
- 12.3 President should preside all the meetings.
- 12.4 President cannot take decisions alone. No member of the RUMSS can question the decisions of the president at the same meeting. However, by a written request to the secretary within 72 hours, that decision can be discussed at the next meeting.
- 12.5 President should refrain from casting his vote. If the president believes to hold voting again for the same purpose, he/she can do that.

#### 13 Vice President:

- 13.1 Should act as the President in the absence of the President
- 13.2 Should perform all the assigned duties by the President
- 13.3 Should help the President on all matters pertaining to the RUMSS

#### 14 Secretary and Assistant Secretary:

- 14.1 All the documentation of the RUMSS is done by the secretaries.
- 14.2 Secretaries shall be responsible for summoning and arranging all the meetings of the RUMSS, preparing the agenda, maintaining all the reports, registration of the members of the RUMSS and all communications of the RUMSS.

## **15 Senior Treasurer:**

- 15.1 All the money should be controlled under the security and protection of the Senior Treasurer.
- 15.2 The Senior Treasurer should support the Junior Treasurer for preparing reports and budget estimates.
- 15.3 If there are any mistakes or wrongful act of maintaining cash he should inform the office bearers as early as possible. Otherwise, it should be presented to the Executive Committee of the RUMSS.
- 15.4 All the money should be deposited in a bank account at the Bank of Ceylon or Peoples' Bank (decided by the members attending the annual general meeting of the RUMSS).
- 15.5 A sum of LKR 1000, if necessary, may be kept with the Senior Treasurer for immediate expenses.

## **16 Junior Treasurer:**

- 16.1 Junior Treasurer should be either an active Mathematics Special Degree Level I or General Degree Level II student of the Faculty of Science, University of Ruhuna and should take responsibility of all the money matters of the RUMSS with the Senior Treasurer.

Junior Treasurer should be either a Mathematics Honours degree level I student or Physical Science degree level II student or the FM & IS degree Level III student.

- 16.2 Should be responsible for all the expenses of money to the Senior Treasurer and University.
- 16.3 At the end of every academic year, he/she should present the annual budget to the membership and submit the annual financial report with the recommendation of the Senior Treasurer to Deputy Vice Chancellor for auditing.
- 16.4 Should help the Senior Treasurer and cooperate with him/her at all times.

## **17 Editors:**

Two students should be selected one from the Physical Science Degree and the other from FM & IS Degree program.

- 17.1 Should maintain regular publication of magazines, newsletters, newspapers and any other publications for the benefit of the members of the RUMSS.
- 17.2 Editors are responsible in organizing matters arising in any publication of the RUMSS.
- 17.3 Editors may seek advice and support from the Executive Committee at any time.

## **18 Committee Members:**

- 18.1 When the General Committee is not present they should assist to take decisions.
- 18.2 Should inform the comments and suggestions of all the students before the committee gathers.
- 18.3 Should give the maximum cooperation to all the activities done by the RUMSS.

## **19 Cash Maintenance:**

- 19.1 All the RUMSS money should be deposited in the bank account maintained under the name of the RUMSS. However, the approved amount of petty cash (LKR 1000) can be kept with the Senior Treasurer for expenses.
- 19.2 Money can be withdrawn with the consent of the Senior Treasurer only. Junior Treasurer should show valid reasons if money needs to be borrowed from the Senior Treasurer.
- 19.3 For all money withdrawals, signatures of the Senior Treasurer and the President or the Junior Treasurer of the RUMSS are necessary.
- 19.4 The Senior Treasurer (first signatory) and either the Junior Treasurer or the President (second signatory) of the RUMSS should sign cheques.

- 19.5 Resignation/s of the Senior Treasurer, Junior Treasurer, or/and the President should be informed to the bank as soon as possible. When the post of the President is not vacant, the President should do this otherwise the Patron is responsible of informing the bank about the resignation/s.
- 19.6 Either the President or the Patron should inform the bank as soon as new office bearers take oaths.
- 19.7 The names of the newly appointed Senior Treasurer, Junior Treasurer, the President and the name of students who proposed and seconded should be sent to the bank.
- 19.8 It is necessary to inform the bank about resignation and new appointments within a week of such activity.
- 19.9 Previous year's budget and new year's estimated budget should be passed with a two third's (2/3) majority. At least 1/3 of the total membership should present in such a meeting. Unless otherwise these are passed by a 2/3 majority, the budget will be considered invalid.
- 19.10 Before finalising the budget, an estimate should be displayed on the notice board near the students' common room, Faculty of Science for a period of one week.
- 19.11 Any member or an office bearer of the RUMSS should not involve in matters regarding money unnecessarily either with the members, or outsiders without the prior consent of the Executive Committee.
- 19.12 Office bearers should refrain from receiving any kind of commissions and presents from the private companies.
- 19.13 Budget reports and all the other cash records are subject to be audited by the University.

## **20 Annual General Meeting:**

- 20.1 The annual general meeting of the RUMSS should be held before the end of the second month of the semester I. The new office bearers should be selected at this meeting.
- 20.2 The secretaries should inform all the members before two weeks of the proposed date of the annual general meeting.
- 20.3 The members should submit suggestions that they expect to present at the meeting to the assistant secretaries within 03 days of the notice of the meeting.
- 20.4 The joint secretaries, after consulting the Executive Committee, should prepare the agenda including the above suggestions and send it to the members before 05 days of the annual general meeting.
- 20.5 Changes to the constitution can be made by the Executive Committee (if necessary with majority votes of the committee) However, at all times decisions should be notified at a general meeting of the RUMSS before they become legally valid.
- 21.6 The quorum to hold an annual general meeting is one third (1/3) of the total number of members in the RUMSS.
- 20.7 The RUMSS can hold any number of general meetings in an academic year.

## **21 Special General Meetings:**

- 21.1 A special general meeting should be summoned by the secretaries when a written request is presented by ten (10) members or on the decision of the Executive Committee or when a request is made by the President.
- 21.2 Such a meeting should be called within 05 days receiving a written request.
- 21.3 In a special general meeting, no other matters except the matter of concern can be taken into discussion.
- 21.4 The quorum to hold a special general meeting is same as that for an annual general meeting.
- 21.5 The RUMSS can have any number of special general meetings in an academic year.

## **22 Amendments:**

22.1 Any amendment or alteration in the constitution of the RUMSS can be made by a two-third ( $2/3$ ) majority of the annual general meeting and shall be approved by the Council of the University.

22.1 The rules of the constitution shall be exhaustive.

## **23 Declarations:**

23.1 All members of the RUMSS are abided by the constitution.

October 06, 2023