

4. Guidelines on Social Activities

These guidelines are developed as per Clause 36 (4) of the Constitution of the Jaffna Hindu College Old Boys Association Australia - NSW Branch Incorporated.

The aim of these guidelines is to ensure that the Social Activities undertaken by the Association are streamlined and to uphold the Jaffna Hindu College spirit and Community Spirit in Australia. Process and limitation enshrined in these guidelines will provide a clear guidance to the Management Committee and the Membership on the activities including social and cultural events organized by the Association.

1. General

- 1.1** Social Secretary shall be responsible for all Social Activities.
- 1.2** All Social activities undertaken by the Association shall confine to the traditions and values of the Jaffna Hindu College.
- 1.3** All Social activities including tournaments need prior approval from the Management Committee before any member or members committing or taking part in such activities on behalf of the Association.
- 1.4** A sub-committee may be appointed by the Management Committee under the chairmanship of the Social Secretary for any social activity undertaken by the Association.
- 1.5** Sufficient notice shall be given to all members on the upcoming Social Activities.
- 1.6** Open and honest process shall be adopted to ensure a fair and reliable process of selecting participants, if any, from members and their families for any social activity.
- 1.7** Social Secretary shall inform the committee on each activity organized by the Association or participated on behalf of the Association.
- 1.8** If the funds allocated by the Management Committee to carry out social activities fell short of the budgeted expenses, Social secretary may seek funding from the wider community.
- 1.9** When seeking funding from the community, Social Secretary should make sure that the Major Sponsors of the Association are not approached for such funding.
- 1.10** All funds received and spent shall be channeled through the Treasurer of the Association.
- 1.11** Social Secretary shall provide all relevant details to the Treasurer for preparing income and expenses statement for each social activity within two weeks of the completion of such activity.