



PIMA
GLOBAL
Postgraduate Institute of Management Alumni
Connecting Global Minds.

CONSTITUTION OF THE PIMA GLOBAL

April 2026
(Edition 01)

VISION AND MISSION

- ***Vision:*** One network. Global impact. Infinite possibilities for PIM alumni.

- ***Mission:*** To empower PIM alumni globally to lead with integrity, innovate with purpose, and contribute meaningfully to their professions, communities, and industries.

PREAMBLE

The Post-graduate Institute of Management Alumni – Global (**PIMA-Global**), (*More fully described in Article 1.1 herein*) network is established to connect and support alumni of the Postgraduate Institute of Management (PIM) who reside and work outside of Sri Lanka, with the objective of advancing professional development, maintaining lifelong connections, and fostering collaboration among members from various countries.

This constitution serves as a guiding document to ensure governance, sustainable growth, and inclusive representation.

ARTICLE 1: DEFINITIONS

In the Constitution (this Constitution), which includes Appendices, the following words and expressions shall have the meanings hereby assigned to them, except where the context requires otherwise.

1.1 Organization – means the “Postgraduate Institute of Management Alumni – Global, herein referred to as “PIMA Global.”.

1.2 Member Association means Postgraduate Institute of Management Alumni operate in various countries, such as in the United Arab Emirates, Qatar, Oman, Kuwait, Bahrain, Saudi Arabia, the United Kingdom, Australia, New Zealand, Canada etc. herein referred to as “PIMA-UAE, or PIMA-Qatar or PIMA-UK, PIMA-Oman, PIMA-Kuwait, PIMA-Bahrain, PIMA-Saudi Arabia, PIMA-Australia, PIMA-New Zealand, PIMA-Canada, so on.

1.3 Member means any alumni of the Postgraduate Institute of Management (PIM) living outside of Sri Lanka with a valid residence visa/permit or permanently residing who would become a member Organization.

1.4 Executive Board means the board consisting of the Members nominated from various countries.

1.5 Patron means a person who is appointed by the Executive Board by a two-thirds of (2/3rd) majority to serve as the Patron to the Organization.

1.5.1 The holders of the post of the Director of the Postgraduate Institute of Management (PIM) of Sri Lanka shall be Patrons ex-officio and shall not be removed by the Executive Board.

1.5.2 Any person appointed as a Patron except the Director of the Postgraduate Institute of Management (PIM) of Sri Lanka shall serve unless they resign or are removed by the Executive Board with a two-thirds (2/3rd) majority of those present and voted.

1.5.2 The maximum number of Patrons of the Organization, including those holding the post ex-officio, is limited to three (3).

1.6 Sub Committee means a committee appointed by the Executive Board by a two-thirds of (2/3rd) majority of the Executive Board Members present and voted, to perform various functions to achieve the objectives of the Organization.

1.7 Day means the Gregorian calendar Days.

1.8 Country Representative means one of the Members nominated to serve as an Executive Board Member by the Members of a particular country or one of the Members nominated to serve as an Executive Board Member by the Member Associations, delegated the authority to vote on behalf of the respective Members and Member Association. The Country Representative shall be the primary point of communication between the Organization and the Members.

1.8.1 In the event of a casual vacancy occurred for a Country Representative, successor replacement must be appointed within two (2) weeks of such occurrence by the respective Member Association and Members of such Country. In the absence of Member Association in particular country, in such case the replacement of the Country Representative can be nominated by outgoing Country Representative for the review and approval by the Executive Board in simple majority or Executive Board to nominate a new Country Representative in majority vote.

1.8.2 One (1) Country Representative is limited to a Country. However, with the majority approval of the Executive Board, the number of Country Representatives can be increased to more than one (1), maximum up to three (3), with reasonable justifications.

1.9 Strategic Plans means the master annual action plan for the Organisation collectively developed by all Sub Committees and approved by the Executive Committee.

1.10 Working Procedures means an established or prescribed set of step-by-step guidelines and methods mapped in such a way that permits understanding of a complete process and to be followed routinely for the best performance of designated operations or in designated situations or standard operation procedures for the day to day operation of the of the Organization.

1.10.1 Upon compilation of such Working Procedures, the Executive Board shall review and approve such Working Procedures with two thirds of (2/3rd) majority. If such Working

Procedures are approved with two-thirds of (2/3rd) majority, the same shall duly be documented in minutes of the meeting and incorporated into the Constitution.

1.11 Financial Year as defined in Article no 11 below.

ARTICLE 2: OBJECTIVES

2.1 Alumni Unity & Inclusive Governance

- a. Unite members through a shared purpose through a vision rooted in excellence and leadership.
- b. Ensure inclusive representation, ethical governance, and respect for the role of Member Associations without superseding their mandates.
- c. Protect and support the legacy and values of PIM across all members.

2.2 Knowledge Sharing, Professional Development & Career Mobility

- a. Advance professional growth through global learning programs, leadership pathways, mentorship, and career opportunities.
- b. Encourage cross-border knowledge exchange, cultural intelligence, and thought leadership.
- c. Promote continuous professional development (CPD) and organise international conferences, seminars, and events

2.3 Innovation, Entrepreneurship & Thought Leadership

- a. Champion innovation, entrepreneurship, and start-up initiatives, supporting members' entrepreneurial ideas and projects.
- b. Provide platforms to bring new ideas to the world, foster creativity, and showcase member-led ventures.

2.4. Corporate Social Responsibility & Social Impact

- a. Implement impactful Corporate Social Responsibility (CSR) projects addressing critical social needs in Sri Lanka and beyond.
- b. Mobilize PIMA members for volunteering and community engagement.
- c. Build partnerships with local NGOs, government bodies, and private sector stakeholders to maximize impact.
- d. Identify the social needs and support PIM community.

2.5. Global Partnerships & Brand Promotion

- a. Forge partnerships with academic institutions, industry bodies, think tanks, and policy forums.
- b. Promote the PIM brand and programs globally, enhancing visibility and credibility.
- c. Strengthen PIMA Global's reputation as a trusted international alumni network.
- d. Celebrate and promote member achievements through recognition systems (awards, spotlights, case studies).
- e. Enhance PIMA-Global network strength globally.

2.6. Digital Engagement & Media Presence

- a. Leverage digital platforms (apps, member portals, events hubs) for continuous engagement and impact.
- b. Promote PIMA Global through consistent and professional media campaigns across platforms.
- c. Support and promote subcommittee initiatives and expand global membership reach.

ARTICLE 3: MEMBERSHIP

3.1 Eligibility

Open to all graduates of the PIM programs residing outside Sri Lanka.

3.2 Membership Categories

- I. **Members:** as defined in Article 1.3.
- II. **Honorary Members:** Distinguished individuals invited by the Executive Committee with two-thirds (2/3rd) approval.

ARTICLE 4: GOVERNANCE

4.1 Executive Board

The administrative structure of the PIMA-Global shall consist of a Board called the Executive Board.

4.2 The Executive Board shall consist of the following office bearers:

- I. Chairperson
- II. Vice Chairperson
- III. General Secretary
- IV. Director Finance
- V. Deputy General Secretary
- VI. Deputy Director Finance
- VII. Head of Media and Communications & Public Affairs
- VIII. Head of Event Coordination and Memberships

IX. Country Representatives (appointed from Members from each country or Member Associations)

X. Internal Auditor

4.3 Elections and Term

I. Officers elected for 2 years.

II. No officer may hold the same post for more than two consecutive terms.

III. Rotation of leadership across different regions is encouraged to maintain diversity.

4.4 Meetings

I. Executive Board shall meet regularly or as agreed by the Executive Board Members on a pre-agreed day of a week in each month and the Secretary shall prepare the minutes of meetings. In exceptional circumstances, Chairperson may call for an extra ordinary Executive Board meeting.

II. The quorum for the Executive Board meeting shall be 2/3rd of the Executive Board Members.

III. At least 14 days prior notices shall be given to the Members of the Executive Board of the Executive Board meeting.

4.5 Mandate of the Executive Board

4.5.1 Direct and lead the activities of the Organization and perform any other matter to achieve the objectives of the Organization.

4.5.2 Coordinate, facilitate, approve, implement or reject proposals of a Sub-Committee.

4.5.3 Interpret the provisions of the Constitution.

4.5.4 Perform any function that the Executive Board deem necessary to achieve the objectives of the Organization.

4.5.5 Perform any function or activity entrusted to the Executive Board at an Annual General Meeting or Extra Ordinary General Meeting.

4.5.6 One Country Representative of each country of the Executive Board only has voting power in the Executive Board.

4.5.7 In the event of an Executive Board member fails to attend three consecutive Executive Board meetings without an acceptable reason, the Executive Board Member shall be deemed considered as vacated the position of the Executive Board.

4.5.8 The Executive Board Members shall make all their efforts attend at least 75% of the board meeting per annum.

4.5.9 The Executive Board Members has been empowered under this Constitution to take appropriate financial decisions for the proper operation of the Organization. Such financial decisions shall be approved by the Executive Board as prescribed in the Constitution, where applicable.

4.5.10 Members of the Executive Board must:

- a. act with reasonable care and diligence
- b. act in good faith in the Organization's best interests.
- c. not misuse Organization's opportunities.
- d. not misuse confidential information.
- e. avoid any conflict of interests with the Organization and/or duly disclose such conflict of interests to the Executive Board.

ARTICLE 5: RELATIONSHIP WITH MEMBER ASSOCIATIONS

- I. PIMA Global shall not interfere with the internal governance of individual Member Associations.
- II. Member Associations retain full autonomy, with coordination mechanisms developed to:
 - a. Align brand and ethics,
 - b. Coordinate events, global outreach, and recognition.

- III. Representation in the Executive Board must include nominees from Member Associations to ensure fair representation.

ARTICLE 6: FUNCTIONS OF THE OFFICE BEARERS

6.1 Chairperson

The Chairperson is the principal elected officer of the Organization and shall preside at all meetings of the Organization and shall be an ex-officio member of all Sub-committees.

The Chairperson shall conduct all business meetings in accordance with the Organization's Constitution. As the chief elected officer, the Chairperson shall be responsible for all Organization business. The Chairperson shall ensure that decisions and resolutions of the Organization are delegated and carried out.

The Chairperson's specific accountabilities include:

- I. Driving Organization based on the approved Strategic Plan of the Organization.
- II. Overseeing development of Organization action plan.
- III. Being the primary point of contact between the Organization and Member Associations.
- IV. Promote the Organization adhering to the policies and principles of the Organization including:
 - a. Branding principles ,
 - b. Policy on speaking with the media,
 - c. Statements of position from the Organization.
 - d. Data protection and privacy policy.
- V. Liaising with government authorities and local representatives advocating the benefits of engaging with the Organization.
- VI. Be knowledgeable about and aware of all the activities conducted by the Organization.

6.2 Vice- Chairperson

The Vice Chairperson of the Organization should be prepared to assume the office of Chairperson or temporarily act in that position at any time. The Vice Chairperson should be

familiar with the duties and responsibilities of the Chairperson, and of the other elected officers and Executive Board Members.

6.3. Secretary

The Secretary shall assist the Chairperson in the performance of his duties. He shall be responsible for the maintenance of all registers and records and maintain minutes of meetings, namely, Annual General Meetings, Extraordinary General Meetings, Executive Board Meetings and Extra Ordinary Executive Board meetings. The Secretary will be the custodian of the membership register, minutes of meetings, all incoming and outgoing correspondences etc.

The Secretary may have some of the following duties:

- I. Attend all meetings and keep accurate minutes; distribute the minutes soon after each meeting.
- II. Be responsible for all correspondence (request, draft, proof member correspondence) of the Organization.
- III. Coordinate the Executive Board meetings and other meetings including the Annual General Meeting.
- IV. Coordinate the votes by the members regarding matters presented at the AGM and Executive Board meetings.
- V. The custodian of the fixed assets of the Organization and shall maintain an inventory of assets.
- VI. Maintain and compile all required correspondence and reports and archive them and distribute them among the Members as and when required on a timely manner.
- VII. The Secretary may delegate some of his above tasks to the Assistant Secretary.

6.4 Assistant Secretary

The Assistant Secretary shall assist the Secretary in the performance of his duties.

6.5 Treasurer

- I. The Treasurer administers and is responsible for the functioning and financial management of the Organization.

- II. The Treasurer shall record and monitor all contributions, fees, dues, as required and is responsible for ensuring payments by the appropriate parties to the Organization.
- III. Payments and all disbursements are made upon receipt approval from the Executive Board.
- IV. The Treasurer shall keep financial records and supporting documents in order and up to date.
- V. The Treasurer shall prepare annual account statement and submit to the Executive Board on or before 31st December of each year.
- VI. The Treasurer may delegate some of his above tasks to the Assistant Treasurer.

6.6 Assistant Treasurer

The Assistant Treasurer shall assist the Treasurer in the discharge of his duties, and will also act for Treasurer in his absence.

6.7 Media Coordinator

Media Coordinator writes and publishes content to promote the Organization's brand, activities or services in printed form as well as electronically through Organization social media platforms.

The Media Coordinator shall act as a liaison between the Organization, the public, and the media to ensure that the Organization's name remains top of mind.

- I. The Media Coordinator's responsibilities include:
- II. Collaborate with Executive Board to develop and implement an effective communications strategy based on our target audience.
- III. Write, edit, and distribute content, including publications, press releases, website content, annual reports, speeches, and other marketing material that communicates the Organization's activities, products and/or services.
- IV. Respond to media inquiries, arrange interviews, and with the consent of Chairperson, act as a spokesperson for the Organization on case by case basis.

- V. Establish and maintain effective relationships with journalists and maintain a media database.
- VI. Seek opportunities to enhance the reputation of the Organization and arrange publicity for the events as required.
- VII. Maintain records of media coverage and collate analytics and metrics.
- VIII. Design and implement branding guidelines and adopt PIM standard branding and publication guidelines, as and when necessary.

6.8 Internal Auditor

Internal Auditor is responsible to provide Organization with guidance on financial accuracy, internal controls and regulatory compliance. Internal Auditor examines and improves operating practices, and financial and risk management processes of the Organization.

The Internal Auditor's specific responsibilities include:

- I. Identify and assess areas of significant operation risk.
- II. Implement best audit and operations procedures in order to protect the Organization.
- III. Manage resources and audit assignments.
- IV. Develop, implement and maintain internal audit policies and procedures in accordance with local and international best practice.
- V. Compile and implement the annual Internal Audit plan.
- VI. Conduct ad hoc investigations into identified or reported risks.
- VII. Oversee risk-based audits covering operational and financial processes.
- VIII. Ensure complete, accurate and timely audit information is reported to the Executive Board as per annual audit plan.

6.9 Board Members

Board Members will be required to:

- I. Attend Executive Board meetings regularly.
- II. Participate in deliberations and votes.
- III. Show independent judgments when voting.
- IV. Be informed about Organisational activities.

- V. Rely on trustworthy sources of information.
- VI. Fulfil these obligations honestly, in good faith, and with the care of an ordinarily prudent person.
- VII. Comply with PIMA-Global Constitution, Working Procedure, and Strategic Plans.

ARTICLE 7: FINANCE AND FUNDING

7.1 Revenue may be generated via:

- I. Voluntary contributions
- II. Sponsorships
- III. Paid events or partnerships
- IV. Grant applications

7.2 All finances shall be audited annually and managed through a registered legal entity where the operational hub of the PIMA-Global is based.

ARTICLE 8: CODE OF CONDUCT

8.1 All Members must:

- I. Uphold the values and reputation of PIM and Organization
- II. Avoid conflicts of interest and promote transparency
- III. Respect cultural differences and promote inclusion
- IV. Use social and digital platforms ethically and lawfully
- V. Refrain from any activity which creates liability towards the Organization.

8.2 Violations may result in disciplinary action or membership termination, as determined by a two-thirds (2/3rd) majority of the Executive Board.

ARTICLE 9: AMENDMENTS TO THE CONSTITUTION

A Member Association or a Member from a country where there is no Member Association, may submit written amendments to this Constitution to the Chairperson. The Chairperson shall submit the same to the Executive Board within five days of receiving of such proposal for review and obtain their views and recommendations within 30 days from the receipt from the Chairperson.

Upon receipt of such views and recommendations, at the next immediate Executive Board Meeting, the Executive Board shall review and approve such proposals with two thirds of (2/3rd) majority.

If such amendments are approved with two thirds of (2/3rd) majority, the same shall duly be documented in minutes of the meeting and incorporated to the Constitution by the Secretary.

The outcome of the proposed amendment shall be notified to the proposer by the Secretary within 5 days from the Executive Board decision.

ARTICLE 10: SUB-COMMITTEES

10.1 A Sub-Committee shall be formed for a particular task selected by the Executive Board Members. Members and Member Associations shall nominate Members to the Sub Committee considering the tasks of the Sub Committee and merits of such nominating Member.

10.2 Each Sub Committee shall include minimum of two (2) Executive Board Members. Those two Executive Board Members shall coordinate with the Executive Board. One of these Executive Board Members shall act as the lead (coordinator) of the Sub-committee.

10.3 Number of members other than the Executive Board Members nominated to a Sub Committee may be amended by each Sub Committee as per their scope of functionalities of the Sub Committee.

10.4 Each lead of a Sub Committee shall submit a comprehensive report on their respective activities, progress, achievements at the end of the task assigned to the Sub Committee.

10.5 Prior of implementation of each and every activity planned by the respective Sub Committee, they shall submit a written project proposal to the Executive Board for majorities' approval with minimum of following information.

- a. Purpose and objective of the project/event/task,
- b. Date and time of the project/event/task which likely to be implemented,
- c. Three options to implement the project/event/task where appropriate and applicable as directed by the Executive Board, budget of the project/event/task clearly describing the income and expenditure forecasts,
- d. Tentative action plan where applicable.
- e. Each and every project/event/task shall have a breakeven point in its financial feasibility.
- f. Each and every project/event/task shall be self-funded.
- g. At the conclusion of each and every project/event/task, the lead of the respective Sub-Committee shall compile a comprehensive feedback report within 2 weeks of the end of project and submit to the Executive Board.

ARTICLE 11: AUDITING

11.1 The accounts of the Organization prepared by the Treasurer to be audited quarterly by the Internal Auditor and submit his report to the Executive Board.

11.2 Accounts to be annually audited by a licensed external auditor and submit the audit report by 31st March of each year to the Executive Board. The licensed external auditor will be appointed by the Executive Board.

11.3 Financial year of the Association is from 1st January to 31st December of each year.

11.4 It is the responsibility of the Treasurer and Assistants Treasurer to obtain the audit reports described in this Article 11.0 within the prescribed time frames.

ARTICLE 12: ANNUAL GENERAL MEETING

12.1 The Annual General Meeting (AGM) of the Organization shall be held on or before 30th May of each year. Patrons and Members shall be eligible to attend to the Annual General Meeting.

12.2 The Secretary shall notify the Members 30 days prior to the date set for the AGM.

12.3 Agenda of the AGM

- I. Opening of the AGM – by Chairperson
- II. Confirmation of the minutes of previous AGM.
- III. Annual report – by Secretary
- IV. Financial Report – by Treasurer.
- V. Appointment of new Executive Board members, if due.
- VI. Suggestions and discussions
- VII. Vote of Thanks – Vice Chairperson

Quorum for the AGM shall be minimum of 40 Members.

12.4 Extraordinary General Meeting.

The Executive Board with the majority consent, in the event of urgent matter, may call for an Extra Ordinary General meeting by giving written a notice to Members 14 days prior to the date of such meeting.

Quorum for the Extraordinary General Meeting shall be minimum of 40 Members.

ARTICLE 13: EFFECTIVE DATE OF THE CONSTITUTION

This Constitution shall be passed by at least 2/3rd majority of the Executive Board present and voting and become effective immediately thereafter.

ARTICLE 14: DISSOLUTION OF THE ORGANISATION

14.1 The Organisation shall not be dissolved except by a resolution passed to that effect by more than a 75% (3/4) of the Executive Board Members which shall be conveyed to the Members at the Annual General Meeting or Extraordinary General Meeting; or

14.2 Upon dissolution of the Organisation, the Executive Board shall take no actions other than liquidation of cash and all assets of the Organisation and settle all liabilities. Thereafter, remainder of the funds, if any, shall be donated to the Cancer Hospital in Maharagama, Sri Lanka.

ARTICLE 15: LETTERHEADS AND LOGO

15.1 All letters are issued in specified letterheads with logos of the Organization as decided by the Executive Board.

ANNEXES (To be developed with input from the Sub-Committee within three months from the rectification of the Constitution)

1. Membership Fees Structure
2. Regional Representation Guidelines
3. Global Event Hosting Protocol
4. Conflict Resolution Framework
5. Audit procedures
6. Election procedure
7. Event organizing process