

**CONSTITUTION OF
THE ALUMNI ASSOCIATION
UNIVERSITY OF ENGINEERING AND
TECHNOLOGY PESHAWAR
2019**

[IN THE NAME OF ALLAH, THE MOST BENEFICENT AND MOST MERCIFUL]

**CONSTITUTION
OF THE ALUMNI ASSOCIATION
UNIVERSITY OF ENGINEERING AND TECHNOLOGY PESHAWAR**

Article 1

Short Title: The Association shall be called "Alumni Association"

Application: It shall work in University of Engineering and Technology Peshawar.

Commencement: It shall come into force with effect from approval by General Body.

Article 2

Definitions: In this Constitution, unless the context otherwise requires, the following expressions, shall have the meanings hereby respectively assigned to them, that is to say:

- a. Act means the Khyber Pakhtunkhwa Universities Act currently enforced.
- b. Association means Alumni Association, University of Engineering and Technology Peshawar.
- c. University means University of Engineering and Technology Peshawar.
- d. Constitution means Constitution of the Association.
- e. Election Authority means Registrar of the University.
- f. Executive Council means as defined in Article 7.
- g. Member means member of the Association.
- h. Office Bearer means as defined in Article 6.
- i. Vice-Chancellor means Vice-Chancellor, University of Engineering and Technology Peshawar, who shall be the Patron-in-Chief of the Association.

Other words will carry same meaning as provided under the Act, Statutes and other prevailing laws in the University or otherwise in general context.

Article 3

Aims and Objectives

- a.** The aims and objectives of the Association shall be:
- b.** To promote social contact between senior and junior alumni, present students and faculty and administration of the University
- c.** To promote partnership among all members of the Association
- d.** To provide amenities of good social life to all members
- e.** To encourage, strengthen and maintain the high traditions and good name of the University
- f.** To establish a fund for welfare of the University
- g.** To accept gifts, donations, aid, etc. to be utilized for the betterment of students, employees, University and Members of the Association; and
- h.** To cooperate with the State of Pakistan, the University and other institution in spreading education and enlightenment among the people of Pakistan with special focus on Khyber Pakhtunkhwa.

Article 4

Composition

The Association shall consist of elected Office Bearers and members of the Executive Council.

Article 5

Membership

- a.** All students whose names have been borne on the rolls of the University for a minimum of one year; and teacher having remained on the University faculty for a minimum of five years and shall be eligible for membership of the Association on payment of a membership fee to be deposited in the Association Account.
- b.** **Life Time Members,** A member of the Association or an old student of the University, otherwise eligible as per Article 5 (a), may be registered as a Life Member of the Association on a one-time payment of the prescribed fee in advance.
- c.** The annual fee shall be paid before June 30th each Financial Year at the prescribed rate.

Article 6

Office Bearers

The following shall be the elected office bearers of the Association;

- a. President
- b. Vice President
- c. General Secretary
- d. Finance Secretary
- e. Information and Public Relations Secretary.

Article 7

Executive Council

The Executive Council of the Association shall consist of the following;

- a. All the Office Bearers shall be ex-officio members.
- b. The previous outgoing President and General Secretary.
- c. The Vice-Chancellor of the University.
- d. A teacher of the University, appointed by the Vice-Chancellor.
- e. One member from each engineering discipline to be elected the members of that particular discipline.
- f. One member from the non-engineering disciplines to be elected by the non-engineer members.

Article 8

Meetings

(a) General Body Meeting

- i. A General Body Meeting of the Association shall ordinarily be held at least once in a calendar year.
- ii. It shall be convened by the General Secretary in consultation with the President.
- iii. Date, time, venue and agenda for the General Meeting of the Association shall be communicated to the members at the least fourteen days before the meeting and the same shall be given advance publicity through the news media.
- iv. It can be requisitioned by one-fourth of the Office-Bearer and Executive Council of the Association on an issue of prime importance.
- v. The following shall form the agenda for the General Body Meeting:
 - a. Confirmation of the minutes of the previous General Meeting.
 - b. Presentation of the Annual Report by the General Secretary.

- e. Presentation of the audited account of the previous year by the Finance Secretary.
 - d. Amendments, if any, to the constitution. Election of the Office bearers, when due.
 - e. Any other item/s recommended by the Executive Council or proposed in the General Body Meeting after consultation with the President.
- vi. All matters in the General Body Meeting shall be decided by a simple majority. In case of tie, President shall have casting vote.
 - vii. The quorum for the General Body Meeting shall not be less than 30 present members or one fourth of the total strength of the present members, whichever is more.

(b) Executive Council Meetings

- i. The executive Council shall meet once in a quarter, at the date, time and venue specified by and under the convenorship of the President.
- ii. The Agenda for the Council Meeting shall be prepared by the General Secretary and circulated amongst the members so as to reach them at least one week before the Meeting with approval of the President.
- iii. General Secretary shall record the proceedings of the Meetings.
- iv. The quorum for the Meeting shall be not less than one fourth of the total strength of the Executive Committee.
- v. An emergency meeting of the Executive Council may be held after giving a 24 hours' notice to the members.
- vi. All matters in the meetings shall be decided by a simple majority vote.
- vii. In case of tie, President shall have the casting vote.

Article 9

Elections

- a. The election of the Office Bearers of the Association shall be held. The outgoing Cabinet shall not use official resources from the date of announcement of election.
- b. On the recommendation of the Cabinet, the Election Authority will notify election for the coming session at the end of the tenure i.e. third week of December for which election will be held in second week of January. The Schedule, to be notified, will include date for general election, submission of nomination form, valid list publication after scrutiny, withdrawal and final list of contesting candidates besides time, date and venue for election. The Election Authority will conduct election with support of Returning Officer, who will be an employee of the University. Presiding Officer, an employee of the University duly notified by the Authority, will assist Returning Officer on the day of polling.
- c. The name of each candidate to an office shall be duly proposed and seconded by any two members of the Association.

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- d. The election shall be held by a secret ballot and the candidate/s securing maximum of the votes polled shall be declared as elected.
 - e. Each member of the Association whose membership is valid at the time of election shall be entitled to cast one vote.
 - f. Eligibility criteria for contesting election shall consist of:
 - i. Age to the Office of President, Vice-President and Secretary General shall be not less than 45 years, whereas, for the remaining offices the age limit shall be 30 years.
 - ii. Graduate of University of Engineering and Technology Peshawar/NWFP
University of Engineering and Technology Peshawar/Faculty of Engineering,
University of Peshawar
 - iii. In order to participate in election, the intending candidate will deposit a prescribed fee in the Association Account.

Article 10

Term of Office

- a. Term of office for Office bearers shall be two years from date of oath taking.
- b. Term of office for the Executive Council shall be one year other than ex-officio members.
- c. The President, Vice-President and General Secretary shall hold respective Offices for not more than three terms.

Article 11

Resignation

- a. Any member of the Executive Council or an Office Bearers may resign his office by tendering his resignation in writing to the President, which shall be placed before the Executive Council for acceptance or otherwise.
- b. If the President himself wishes to resign his office, he shall address his resignation in writing to the Patron-in-Chief through the General Secretary.
- c. The post of any Office bearer or member of the Executive council shall also fall vacant by death, disqualification or due to default as mentioned in Article 12 of the Constitution.

Article 12

Disqualification

- a. If a member fails to pay the annual subscription for the current year, by the Annual General Body Meeting, he shall cease to be a member of the Association.

- b. However, membership will be resumed on payment of subscriptions.
- c. An Office bearer or a member of the Executive Council shall lose his office or membership of the Executive Council if he deliberately and without any reasonable cause fails to attend three consecutive meetings.

Article 13

Filling of Vacancies

- a. The vacancies occurring during the term of office by resignation, death or disqualification shall be filled through co-option from amongst the members of the Association, through election by the Executive Council.
- b. If the office of the President falls vacant, the Vice-President shall become President for the remaining term.

Article 14

Duties, functions and Powers of the Office Bearers

(a) President

- i. Shall preside over all the meetings of the Association, and the Executive Council.
- ii. Shall supervise the general functioning and administration of the Association.
- iii. He may sanction the expenditure up to prescribed amount, otherwise he may seek the approval of the Executive Council.
- iv. Shall strive, and guide others to work for achieving the objectives of the Association.

(b) Vice President

- i. Shall perform all the duties of the President in his absence.
- ii. Shall assist the President in the performance of his duties.

(c) General Secretary

- i. Shall arrange for the meetings of the Association and the Executive Council, prepare the agenda for the meetings and after approval of the President circulate it amongst the members.
- ii. Shall have copies of the minutes prepared for distribution amongst the members.

- iii. Shall maintain the records of the Association and conduct all correspondence relating to matters under the supervision of the President and the control of the Executive council. In all other matters he shall regulate the entire correspondence at his discretion and shall issue such notices as may be necessary.
- iv. Shall incur expenditure not exceeding a prescribed amount.
- v. Shall submit an Annual Report on the working, achievements and plans of the Association at its Annual General Body Meeting.

(d) Finance Secretary

- i. Shall maintain accounts of the Association and collect funds.
- ii. Shall place the accounts through the General Secretary before the President, the Executive Committee and the Association.
- iii. Shall prepare the annual statement of accounts and hand over to the General Secretary for presenting them for consideration of the Annual General Body Meeting.
- iv. Shall receive all cash contribution against duly assigned receipts.
- v. Shall open and maintain an account in the name of the Association in any scheduled bank, which shall be operated by the President, General Secretary and the Finance Secretary. No check shall be valid for payment unless any signed by any two of the earlier mentioned.

(f) Information and Public Relations Secretary

- i. Shall arrange to provide necessary information to the members and about the Association to all others to whom it may concern.
- ii. Shall maintain liaison with print and electronic media and arrange coverage for the activities of the Association.
- iii. Shall establish and maintain contact with such organization that have similar aims and objective as the Association or with such organization that may help to further the cause of the Association.
- iv. Shall publish a newsletter as frequently as possible.

(g) Executive Council

- i. Shall administer and manage the affairs of the Association.
- ii. Shall supervise and control the finances of the Association and sanction expenditure that is beyond the powers of the President or the Secretary General.
- iii. Shall approve the annual statement of receipts and expenditure, the annual budget and other similar statements in the General Body Meeting of the Association.
- iv. Shall accord *ex-post facto* sanction of transactions that might have taken place during the period subsequent to the last meeting of the Executive Council.
- v. Shall elect and co-opt members for different committees of the Association as and when deemed necessary.

- vi. Shall appoint any sub-committee from amongst the members related to any particular issue.
- vii. Shall carry out annual verification of the property of the Association, prepare a certificate to the effect and present it before the Annual General Meeting.
- viii. Shall maintain close liaison with University authorities with a view to enhancing social contact and mutual goodwill amongst the old and present students and faculty.

Article 15

Amendments to the Constitution

No amendments to the Constitution shall be made except by a vote of at least two third of the members present in the Annual General Body Meeting of the Association and provide a notice for such a change has been given to the members along with the agenda for the said meeting.

Article 16

Head Office of the Association

The Head Office of the Association shall be located within the premises of University of Engineering and Technology Peshawar.

-----The Constitution ends-----