

Excerpts from the Alumni Association Constitution (2019) for the Alumni Association Elections-2026

Article 2e: Election Authority means Registrar of the University.

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 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.
- 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:
 - a. Age to the Office of President, Vice-President and Secretary General shall be not less than 45 years, whereas, for the remaining offices age limit shall be 30 years.
 - b. Graduate of University of Engineering and Technology Peshawar/NWFP University of Engineering and Technology Peshawar/Faculty of Engineering, University of Peshawar.
 - c. 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 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 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 expenditures 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 cheque shall be valid for payment unless signed by any two of the earlier mentioned.

e. 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 objectives 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.