

**CONSTITUTION OF THE
UNIVERSITY OF MALAKAND
ALUMNI ASSOCIATION**



UNIVERSITY OF MALAKAND
DIR, LOWER AT CHAKDARA

CONSTITUTION OF THE UNIVERSITY OF MALAKAND ALUMNI ASSOCIATION (UMAA)

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

Article 1

Short Title: The Association shall be called “University of Malakand Alumni Association (UMAA).”

Application: It shall function in University of Malakand.

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:

1. Act means the Khyber Pakhtunkhwa Universities Act 2012 (Amended 2016)
2. Association means University of Malakand Alumni Association (UMAA).
3. University means University of Malakand.
4. Constitution means University of Malakand Alumni Association (UMAA)..
5. Election Authority means Registrar of the University.
6. Executive Committee means as defined in Article 7.
7. Secretary General means General Secretary of the Association.
8. Meeting means all type of meetings of the Association.
9. Member means member of the Association.
10. Office Bearer means as defined in Article 6.

11. President means President of the Association.
12. Registrar means Registrar of the University of Malakand.
13. Statutes mean Statutes of the University.
14. Vice-Chancellor means Vice-Chancellor, University of Malakand, 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

The aims and objectives of the Association shall be to:

1. promote social contact between alumni, present students and faculty and administration of the University of Malakand;
2. promote partnership among all members of the Association;
3. provide amenities of good social life to all members;
4. encourage, strengthen and maintain the high traditions and good name of the University of Malakand;
5. benefit from the experiences of alumni;
6. get suggestions for further improvement of teaching and learning in the University;
7. provide an opportunity to the ex-students for get together with one another, and recollect the cherished memories of the days that are no more;
8. establish a fund for welfare of the University;
9. accept gifts, donations, aid, etc. to be utilized for the betterment of students, employees, University and Members of the Association; and

10. cooperate with the State of Pakistan, in the form of spreading quality 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 Committee.

Article 5

Membership

(a) All students whose names have been borne on the rolls of the University of Malakand for a minimum of one year; and teacher having remained on the faculty for a minimum of one year at the time of seeking membership, 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 , otherwise eligible as per Article 5 (a), may be registered as a Life Member of the Association on a one-time payment of Rs. 10000/- in advance.

(c) The annual fee shall be paid before June 30th each Financial Year at the rate of Rs. 2000/-but positively at the time of Annual General Meeting.

Article 6

Office Bearers

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

- (a) President
- (b) Vice President
- (c) Secretary General
- (d) Joint Secretary
- (e) Finance Secretary

(f) Information and Public Relations Secretary.

Article 7

Executive Committee

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

(a) All the Office Bearers shall be ex-officio members.

(b) The previous outgoing President and the Secretary General.

(c) The Vice-Chancellor of the University of Malakand.

(d) A teacher of the University Public School and College, University of Malakand, appointed by the Vice-Chancellor.

(e) Eight members to be selected out of whom six will be selected by the Office Bearers and two by the Patron-in-Chief out of four recommended by the Cabinet. If the Patron-in-Chief does not respond, the decision of the Cabinet shall be final.

Article 8

Meetings

(a) General Meeting

(i) A General Meeting of the Association shall ordinarily be held at least once in a calendar year.

(ii) It shall be convened by the Secretary General 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 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 Committee of the Association on an issue of prime importance.

(v) The following shall form the agenda for the General Meeting:

(a) Confirmation of the minutes of the previous General Meeting.

(b) Presentation of the Annual Report by the Secretary General or the Joint Secretary in absence of the Secretary General.

(c) Presentation of the audited account of the previous year by the Finance Secretary.

(d) Amendments, if any, to the constitution.

(e) Election of the Office bearers, when due.

(f) Any other item/s recommended by the Executive Committee or proposed in the General Meeting after consultation with the President.

(vi) All matters in the General meeting shall be decided by a simple majority. In case of tie, President shall have casting vote.

(vii) The quorum for the General Meeting shall not be less than 20 present members or one fourth of the total strength of the present members, whichever is more.

(b) Executive Committee Meetings

(i) The executive Committee 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 Committee Meeting shall be prepared by the Secretary General and circulated amongst the members so as to reach them at least one week before the Meeting with approval of the President. Joint Secretary shall record the proceedings of the Meetings.

(iii) The quorum for the Meeting shall be not less than one fourth of the total strength of the Executive Committee.

(iv) An emergency meeting of the Executive Committee may be held after giving a 24 hours' notice to the members.

(v) All matters in the meetings shall be decided by a simple majority vote.

(vi) In case of tie, President shall have the casting vote.

Article 9

Elections

(a) The election of the Office Bearers shall be held of the Association. 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) Any ex- student of the University of Malakand (including UPS) shall be eligible for contesting election to the Office of President, Vice-President and Secretary General.

(g) In order to participate in election, the intending candidate will deposit Rs. 10000/- in the Association Account.

Article 10

Term of Office

- (a) Term of office of Office bearers shall be four years from date of oath taking.
- (b) Term of office of the Executive Committee shall be one year other than ex-officio members.
- (c) The President, Vice-President and Secretary General shall hold respective Offices for two terms only.

Article 11

Resignation

- (a) Any member of the Executive Committee or an Office Bearers may resign his office by tendering his resignation in writing to the President, which shall be placed before the Executive Committee 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 Secretary General.
- (c) The post of any Office bearer or member of the Executive committee 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 Meeting, he shall cease to be a member of the Association. However, membership will be resumed on payment of subscriptions with arrears if any;

(b) An Office bearer or a member of the Executive Committee shall lose his office or membership of the Executive Committee 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 Committee.

(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 Committee.

(ii) Shall supervise the general functioning and administration of the Association.

(iii) He may sanction the expenditure up to Rs. 50,000/- at a time, provided the total amount sanctioned during the financial year does not exceed Rs. 500,000/- otherwise he may seek the approval of the Executive Committee.

(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) Secretary General

(i) Shall arrange for the meetings of the Association and the Executive Committee, 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 committee. 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 Rs. 25,000/- at a time.

(v) Shall submit an Annual Report on the working, achievements and plans of the Association at its Annual General Meeting.

(d) Joint Secretary

(i) Shall record the minutes of meetings.

(ii) Shall assist the Secretary General in the performance of his duties.

(iii) Shall perform the duties of the Secretary General in his absence.

(e) Finance Secretary

(i) Shall maintain accounts of the Association and collect funds.

(ii) Shall place the accounts through the Secretary General before the President, the Executive Committee and the Association.

(iii) Shall prepare the annual statement of accounts and hand over to the Secretary General for presenting them for consideration of the Annual General 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, Secretary General and the Finance Secretary. No cheque shall be valid for payment unless any two of the earlier mentioned signs it.

(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 Committee**

(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 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 Committee.
- (v) Shall elect and co-opt members for different committees of the Association as and when deemed necessary.
- (vi) Shall appoint a financial sub-committee from amongst the members and if found expedient, any member conversant with accounting for the purpose of audit and the annual accounts of the Association.
- (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

Property

The Finance Secretary under the supervision of the Secretary General shall maintain an updated record of all property of the Association. He may assign the responsibility to a member of the Executive Committee. The member so assigned:

- (i) Shall take on charge all property received by the Association and get off charge property that has been disposed.
- (ii) Shall also maintain stock ledger for all non-expendable stock of the Association.

(iii) Shall assist the Executive Committee in the annual physical verification of the stock.

(v) Shall protect and enhance the property of the University of Malakand in close collaboration with the Authorities.

Article 16

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 Meeting of the Association and provide a notice for such a change has been given to the member along with the agenda for the said meeting.

Article 17

Head Office of the Association

The Head Office of the Association shall be located within the premises of University of Malakand.

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