



# University of Peshawar Alumni Association (UoPAA)

**CONSTITUTION...**

**THE CONSTITUTION**  
**OF**  
**UNIVERSITY OF PESHAWAR ALUMNI**  
**ASSOCIATION**

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## Preamble

**Whereas**, We the Alumni of University of Peshawar (UoP), do hereby proclaim that an Alumni Association is required and needed in order: to maintain and promote the loyalty of its alumni to UoP; assist and promote the interest of the UoP generally; to establish and administer fundraising activities and related other endeavors undertaken by the alumni; to assist in the starting and maintenance of affiliated local chapters of the association in the various cities of the country and other parts of the world; to organize and mobilize the collective strength of the alumni and cooperate with the University in suggesting and carrying out programs designed to affect the continued growth and welfare of UoP; to advance the influence, interest, and usefulness of UoP; and to these ends to take and hold by bequest, devise, gift, grant, purchase, lease, or otherwise any property, real, personal, tangible or intangible, or any undivided interest therein without limitations as to amount or value, towards the overall purpose of best promoting the association and University of Peshawar. **THEREFORE**, we the alumni do hereby establish this constitution.

## Article One

### Definitions

- a) These laws and Regulations shall be called “**Constitution of University of Peshawar Alumni Association**”, hereinafter referred to as the “**Constitution**”.
- b) Association means “**University of Peshawar Alumni Association (UoPAA)**”, hereinafter referred to as the “**Association**”.
- c) “**Alumni**” mean any person who has remained on the rolls of any College, Department, Institute or Centre of the University of Peshawar, and who have successfully received a diploma/degree from the University of Peshawar and includes employees having remained as a permanent faculty member, or an administrative officer of University of Peshawar.
- d) The “**Executive Committee of the Association**” means a committee enshrined by Article 6 of this constitution, hereinafter referred to as the “**Executive Committee**”.
- e) “**Director, University of Peshawar Alumni Association**” means an employee of the University in BPS-18 or above nominated by the Vice Chancellor University of Peshawar through a notification, hereinafter referred to as the “**Director**”.
- f) “**General Body of the Association**” means a body including all the registered members of Association (under Article 4) and members of Executive Committee hereinafter referred to as the “**General Body**”.
- g) “**Registrar**” means the Registrar of University of Peshawar, hereinafter referred to as the “**Registrar**”.
- h) “**Treasurer**” means the Treasurer of University of Peshawar, hereinafter referred to as the “**Treasurer**”.

## **Article Two**

### **Section-2.1 (Legal Status)**

The Association shall be an autonomous, non-political and non-ethnic body registered under the laws of Islamic Republic of Pakistan, which will work in liaison with the University of Peshawar for the furtherance of aims and objectives enunciated in article 3 of this constitution.

### **Section-2.2 (Seat of the Association)**

The Seat of the Association shall be in the main campus of the University of Peshawar.

## **Article Three**

### **Section-3.1 (Mission Statement)**

The mission statement of the Association shall be to contribute towards the development and prestige of University of Peshawar to be amongst the top most ranking universities of Pakistan by supporting social, cultural, educational and networking events for the students and Alumni of the university.

### **Section-3.2 (Objectives)**

The objectives of the Association shall be:

- a) To promote collaborative and meaningful engagement between senior alumni, old students, present students and faculty of the University of Peshawar in collaboration with the office of the Vice Chancellor, University of Peshawar.
- b) To promote good fellowship among all members of the Association.
- c) To devise ways and means of raising funds for the Association and University of Peshawar.
- d) To develop and help maintain active alumni interactions and enhance the image of University of Peshawar through self-enrichment, career development and role modeling in the wider society.

- e) To raise funds for the financial assistance of underprivileged and deserving students seeking admission in the university and for efficient as well as general well-being of students and academia at University of Peshawar.
- f) To provide support and advice on the improvement of University of Peshawar Library and other research activities.
- g) To cooperate with relevant public sector bodies, the Alma Mater and other local and international institutions in spreading education and enlightenment with special focus on Khyber Pakhtunkhwa.
- h) To support efforts of the University of Peshawar and to link university of Peshawar with industry by utilizing the vast and diversified network of alumni in different fields.

## Article Four

### **Section-4.1 (Membership)**

Membership shall be of following categories:

#### **a) Life Members**

A member of the Association may be enrolled as a life member on a onetime payment (under Article 4.2/b) as registration fee. It shall also include other persons who are interested in the activities of the Association and are ready to render their voluntary services for the Association.

#### **b) Members**

Members of the Association means any person who has remained on the rolls of any department, institute or centre of the University of Peshawar, and *who have received a diploma/degree from the University of Peshawar* and employees of the University having remained as a permanent faculty member, as well as Administrative officers of University of Peshawar, on payment (under Article 4.2/a) as registration fee.

#### **c) Honorary Members**

Honorary Members shall include officials of the Government of Pakistan who deal with activities of technical cooperation, persons who are willing to support the Association, and any other person as decided by the Executive Committee.

## **Section-4.2 (Subscription)**

- a) Registration fee for membership of the Association shall be Rs. two Thousand only (1,000/-).
- b) All the members of the Association shall remain members on payment of annual renewal/subscription of Rs. One Thousand only (500/-).
- c) A member of the Association may be enrolled as a life member on a one time subscription of Rs. Twenty Thousand only (20,000).
- d) Any alteration in the subscription fee shall be decided by the Executive Committee.
- e) Subscription fee once paid by any member shall not be refundable in any case whatsoever.
- f) The unpaid annual subscription of more than three (3) months after the due date shall be notified in writing by the General Secretary of the Association. Non-payment of annual membership fee within six (6) months of the due date shall result in removal of the name of member from the list and shall not participate in any activities of the Association thenceforth.
- g) Revival of a dormant membership shall require a written request to the President of the Association. The acceptance of the request shall be subject to the payment of all outstanding dues and approval of the President.

## **Article Five**

### **Organization**

The following shall make up the Association:

- a) Vice Chancellor of the University of Peshawar shall be the Patron-in-Chief of the Association.
- b) There shall be an Executive Committee to oversee the activities of the Association in accordance with the rules laid down to serve the purpose of the Association as laid out in Article 6 of the constitution.
- c) The Executive Committee may appoint Sub-Committees as it may deem necessary and determine the extent of powers to be vested in the sub-committees.
- d) There shall be office-bearers who shall administer the activities of the Association.



## Article Six

### **Composition of Executive Committee**

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

- a) The Director University of Peshawar Alumni Association who shall also serve as Secretary to the Executive Committee.
- b) Maximum number of Executive members, including the nominee of UOP, shall be Eleven (11), to be elected in Annual General Body meeting of the Association after every five years, whereas the Director (nominee of the Vice Chancellor) and the President of the Association shall be ex-officio members of the Executive Committee.
- c) The Executive Committee members shall be individuals of outstanding reputation and integrity having a record of achievement in the professional and other social, cultural and academic fields.
- d) Honorary members could be appointed on the Executive Committee from amongst the donors or public sector institution on the basis of financial contribution. The criteria for such membership shall be determined by the Executive Committee.
- e) The president of the Association shall be the ex-officio Chairman of the Executive Committee.
- f) The quorum for the Executive Committee shall be 50 percent of the total members who are present in person or remotely via Skype/video link/phone etc.

## Article Seven

### Office Bearers

Following shall be the elected (under Article 8) office bearers of the Association who shall be elected for a term of two years.

- a) President
- b) Vice President
- c) General Secretary
- d) Finance Secretary
- e) Press Secretary
- f) Protocol & Liaison Secretary

## Article Eight

### Elections

- a) The **Director- University of Peshawar Alumni Association** shall be the Election Commissioner and he/she shall conduct the election of the members of the Executive Committee and office bearers.
- b) The **Vice Chancellor** shall nominate the members of the Election Commission for the purpose of elections.
- c) The **Director** shall publish the election Schedule one month prior to the Annual General Body Meeting of the Association.
- d) The **Executive Committee and office bearers** shall be elected from amongst the life Members and members of the Association (defined in Article 4.1/a & 4.1/b). Honorary members (defined in Article 4.1/c) shall not be eligible for election.
- a) The **Executive Committee** shall set out a detailed election process for the smooth and efficient electoral process for elections.
- b) **Elections of the executive committee** shall be held in the Annual General Body Meeting of the Association **after every five years**. Whereas the election for **office bearers** enumerated

in Article 7 shall be held **after every two years** in the Annual general Body Meeting of the Association.

c) Name of a candidate for an office shall duly be proposed and seconded by any Two (2) members of the Association, the candidate shall clearly lay out the position for which he intends to run for election.

d) No candidate shall be eligible for contesting elections to more than one position. Also every candidate shall contest elections in Independent capacity and there shall be no groupings/paneling permitted for the purpose of conducting elections.

e) Election shall be held by a secret ballot and the candidates securing maximum number of votes polled shall be declared as elected.

f) Term of the elected members of Executive Committee shall be five (5) years whereas term of members of Office Bearers, shall be Two (2) years.

g) The statutes of the University of Peshawar will be applicable to the elections of the Executive Committee.

h) The candidates for elections shall pay Rs. Five Thousand (5000) as the election fee for any post to be deposited with the Secretary of the Executive Committee.

i) The minimum age limit for a person to contest election for the Executive Committee shall be 40 years.

j) The Candidate for the post of President must not be holder of a public office.

## Article Nine

### **Rights & Duties of the Members**

a) Members of the Association shall submit their opinion concerning activities or affairs of the Association, to the President.

b) All members of the Association shall have the right to the information about financial statements to be issued on quarterly basis.

c) All members of the Association, except the honorary members, shall have the right to cast their vote in the elections of the Association. Honorary members can attend the meetings, activities and elections etc. by invitation only.

- d) All Members of the Association shall abide by the laws, rules and regulations of the Association.
- e) Members shall inform the General Secretary, in writing, about any change of personal information/particulars given in the membership form.
- f) Termination of membership shall take place in case of death of a member, relinquishment of membership, or, majority vote of the Executive Committee against any member who fails to abide by this constitution and by-laws of the Association, or, acts in a manner not in line with his status as member of this Association.

## Article Ten

### **Resignation, Disqualification & Filling of Vacancies**

- a) Any member of the Executive Committee or an Office Bearer may resign from his office by tendering his resignation in writing to the Chairman, which shall be placed before the Executive Committee for acceptance or otherwise. Provided if the resignation is not accepted within a period of 30days, it shall be deemed to be accepted.
- b) If the President himself wishes to resign from his office, he/she shall address his/her resignation in writing to the Executive Committee through the Secretary of the Executive Committee, who shall decide on the acceptance or otherwise of the resignation within a period of 30days. Provided if the resignation is not accepted within a period of 30days, it shall be deemed to be accepted. Provided further if the office of the President falls vacant during the term of office, the Vice President shall become President for the remaining term.
- c) Post of any Office Bearer or member of the Executive Committee shall also fall vacant by death, disqualification or due to default.
- d) If any member fails to pay the annual subscription, he/she shall cease to be a member of the Executive Committee. However, membership shall be resumed on payment of subscription fees with arrears if any.
- e) A member of the Executive Committee shall lose his/her office or membership if he/she deliberately and without any reasonable cause fails to attend three (3) consecutive meetings of the Executive Committee.

f) In case of a position in the Executive Committee falling vacant during the term of office, the Executive Committee may either assign the additional responsibilities to another member of the Executive Committee, or, to any other Life Member of the Association. Such an induction shall be placed before the next General Body meeting for *ex-post facto* approval.

## Article Eleven

### **Section-11.1 (Duties & Functions of Executive Committee)**

The Executive Committee shall be the governing body of the Association and shall have absolute authority to:

- a) Exercise overall powers as enshrined under the constitution of the Association, for the smooth and progressive management and activities of the Association.
- b) Act for, and represent the Association in all matters and execute the policy and decisions of the general body.
- c) Give consultation and direction to the President of the Association in the matters of Association.
- d) Appoint from members of the Association; subcommittee(s) for any specific purpose (s) as may be necessary. It would have the right to co-opting members to serve on the sub-committee for specific purposes. The sub-committee shall submit reports to the Executive Committee on completion of tasks assigned to them within stipulated period of time.
- e) Invite, nominate, accept, suspend cancel or restore the membership of person(s) according to the provision of relevant constitution of the association.
- f) Formulate the budget and financial policies of the Association and direct its utilization and implementation in furtherance of the aims and objectives set under Article 3 of the constitution.
- g) Hire/appoint a reputable auditor firm who shall conduct annual audit of the accounts of the Association, in collaboration with the finance secretary, and submit report to the Executive Committee.
- h) Frame rules to carry out the purpose and objectives of this association.

- i) Take decisions in the Executive Committee, with a simple majority of members in favor.
- j) Meet at least twice a year or otherwise deemed necessary.
- k) Delegate powers to the President and other office bearers of the association not specifically mentioned in this constitution, as well as to withdraw powers from the President and the office bearers.
- l) Receive and manage grants, contributions, endowments and donations on behalf of the association and ensure its proper utilization for promoting the purpose of the association.

## **Section-11.2 (Duties & Functions of the Office Bearers)**

### **President**

- a) Shall preside over all the affairs and meetings of the Association and shall also preside over the meetings of the Executive Committee.
- b) Shall supervise the general functioning and administration of the Association, under the direction of the Executive Committee.
- c) Shall strive and guide others to work for achieving the objectives of the Association.
- d) Shall sanction the expenditures up to Rs. Fifty Thousand (50,000). Amount exceeding this can only be sanctioned with mandatory consent of the Executive Committee.

### **Vice-President**

- a) Shall perform all the duties of the President in his/her absence.
- b) Shall assist the President in performance of his/her duties.

### **General Secretary**

- a) Shall arrange meetings of the Association and the Executive Committee prepare the agenda for the meeting after approval of the President and circulate it amongst the members.
- b) Shall record the minutes of such meetings.
- c) Shall have copies of the minutes prepared for distribution amongst the members.
- d) Shall maintain the record of the Association and conduct all correspondence relating to matters under the supervision of the President and the control of the Executive Committees of

the Association. In all other matters, he/she shall regulate the entire correspondence at his discretion and shall issue such notices as may be necessary.

#### **Finance Secretary**

- a) Shall maintain accounts of the Association and collect funds.
- b) Shall place the accounts before the President, and Executive Committee of the Association.
- c) Shall prepare the annual statement of accounts and present them for consideration at the annual General Body meeting.
- d) Shall receive all cash contributions against duly signed receipts.
- e) Shall open and maintain an account in the name of the Association in any scheduled bank, which shall be operated by the President and the Finance Secretary and any other office bearer authorized by the Executive committee.

#### **Press Secretary**

- a) He/she shall be responsible for publishing and circulating, activities of the Association in the general press and mass media, as authorized by the Executive Committee.
- b) He/she shall also be responsible for maintenance of all published record.

#### **Protocol & Liaison Secretary**

- a) He/she shall be responsible for all protocol related duties including, but not limited to, receiving dignitaries during important meetings and assistance in arrangements of important activities.
- b) He/she shall also be responsible for strengthening the linkages of the Association with other organizations.

## Article Twelve

### **Regional Chapters & Their Management**

- a) There may be regional chapters of the Association within and outside Pakistan.
- b) The Executive Body of the Regional office shall be elected by the members of that particular region and shall work under the overall supervision of the Executive Committee.
- c) The term of office of the Regional Executive Body shall be of the same as that of the Executive Committee.
- d) The eligibility of a candidate for election to the Regional Executive Body shall be the same as for a candidate for election to the Executive Committee.
- e) Elections for Regional Executive Bodies shall be supervised by Secretary of the Executive Committee in accordance with the process laid down by the Executive Committee.
- f) The composition of Regional Executive Body shall be as follows:
  - 1. Regional Convener
  - 2. Regional Coordinator
  - 3. Treasurer
  - 4. Executive members {Three (3)}



## **Article Thirteen**

### **General Body Meeting**

- a) A General Body Meeting of the Association shall ordinarily be held at least once a calendar year or otherwise considered necessary and important by the Executive Committee.
- b) Date, time, venue, and agenda for the meeting shall be communicated to the members at least one (1) month before the meeting and same shall be given advance publicity through media.
- c) The quorum for the General Body meeting shall not be less than hundred (100) members, or one Sixth (1/6<sup>th</sup>) of the total number of members of the Association, whichever is more.
- d) Following shall form the basic agenda for the Annual General Body Meeting:
  - 1) Confirmation of the minutes of previous General Body meeting.
  - 2) Presentation of the Annual Report by the General Secretary.
  - 3) Presentation of audited accounts of previous year by the Finance Secretary.
  - 4) Amendments (if any) to the Constitution of the Association.
  - 5) Election of the Office bearers (when due).
  - 6) Any other items recommended by the Executive Committee or proposed in the General Body meeting after consultation with the President.
  - 7) All matters shall be decided by a simple majority vote in the General Body meeting.

## **Article Fourteen**

### **Amendments to the Constitution**

- a) No amendments to the Constitution shall be made except by a vote of at least Two Third (2/3<sup>rd</sup>) of the members present in the Annual General Body meeting of the Association.
- b) A prior notice for an Amendment shall be given to the members before the General Body meeting.
- c) If necessary, General Body shall have the right to move a Resolution for amendment in the Constitution by a simple majority during a General Body meeting.

## Article Fifteen

### **Property of the Association**

- a) Finance Secretary, under the supervision of the General Secretary shall maintain and update record of all property of the Association.
- b) He/she may assign responsibility to any member/members amongst the Executive members in this regard.
- c) He/she shall maintain stock ledger for all non-expandable stocks of the Association.
- d) He/she shall assist the Executive Committee in the Annual Physical Verification of the stock.

## Article Sixteen

### **Interim Cabinet**

The first cabinet of the Association shall be the Interim, notified by the Vice Chancellor of the University of Peshawar, who shall hold office till the holding of the first Annual General Body Meeting or period of one year from the date of their notification, whichever comes earlier.

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