

**CONSTITUTION OF CUSIT ALUMNI ASSOCIATION
APPROVED DEC 04, 2015**



BY:

CUSIT Alumni Association Constitution Committee

Article I

General Provisions

Section 1: Name

The name of the organization is the City University of Science and Information Technology (CUSIT) Alumni Association, hereinafter referred to as "CUSITAA".

The City University of Science and Information Technology will be abbreviated as CUSIT in this document.

The office of Alumni affairs will be referred to as CUSITAA

Section 2: Mission

"The CUSITAA founded to build and maintain lifelong relations with CUSIT Alumni through a common platform in order to stimulate interest, build loyalty, increase involvement and generate support for the City University of Science and Information Technology"

Section 3: Nature

The CUSITAA is a Non-Profit organization. All members of the CUSITAA work voluntarily. CUSITAA shall work for the unification of CUSIT Alumni and build association amongst themselves, the University, the Students and the Faculty. The Association shall be recognized by the constituent or affiliated societies, classes, clubs and affinity groups of CUSIT as the accredited representative of these entities and the Alumni as a whole.

Section 4: Representation

The CUSITAA shall represent the graduates of CUSIT. The Alumni Association based in different cities will be classified as chapters.

Section 5: Address

The registered office of the CUSITAA within the university shall be at office of Alumni Affairs, registrar City University of Science and Information Technology Dalazak Road Peshawar. The CUSITAA may also have offices other than said registered office in future.

Section 6: Official Web Presence

The website of CUSITAA shall be: <http://www.cusit.edu.pk/alumni>. The email address shall be: alumni.president@cusit.edu.pk

Section 7: Authority

This constitution and action taken under its authority is the basis for the conduct of all businesses in the Association. The Governing Board may adopt any useful resolution, or may by a two-third vote, adopt by laws that supplement this constitution.

Article II

Membership

Section 1: Membership Criteria

CUSITAA membership includes all the graduates of CUSIT. For the purposes of this constitution, an 'alumnus' is a person who has received a degree through any program of CUSIT. Any such alumnus is automatically a member without need for any further application, election, or enrollment.

Membership is non-transferrable.

All teaching staff of CUSIT (with a minimum of 3 years of regular service) shall be the ex-officio members of the Association and shall continue to be the members as long as they are on the staff of CUSIT. They shall be required to pay the prescribed membership fee to become a member. However, they shall not be eligible to contest election to an office bearing position.

Students who have completed their degree but not have submitted their thesis or final projects will not be eligible to become members of CUSITAA. Students can only be eligible for CUSITAA membership once they have received their clearance from their respective Head of the Department and the clearance will be checked by the Security Department before membership cards are issued to them.

Section 2: General Meeting

Only the Governing Board can call the General Member meetings. Members can submit proposed agenda items to the President or the Directors of the GB.

Announcement of the General Member Meeting including the agenda will be sent to all the members no later than seven days before the meeting.

If any member of the GB misses the general member meetings, without providing any valid reason for the absence, then he/she will automatically cease to be a GB member, and the Executive Committee will nominate a new member in his/her place.

Section 3: Minutes of the Meeting

Minutes of the meeting shall be prepared by the General Secretary and shall be distributed with two working days of the meeting taking place 1 week to approve if no

response is received. Records of the approved minutes shall be kept by the Executive Committee (EC).

Article III

Governing Board

Section 1: Function

The CUSITAA shall have a Governing Board, being referred to as GB in this document. The governing authority of CUSITAA is with the GB. In the GB, the Association's highest policymaking and executive authority resides. The GB may act on the Association's behalf in any matter, except to the extent that such action is inconsistent with this constitution. The GB may review any action by the Executive Committee or any other committee, officer or other agent.

Section 2: Composition

The GB shall consist members who hold senior offices as HOD's etc in CUSIT Administration.

Section 3: Meetings

(a) Annual Meeting: The GB shall meet annually in a special meeting which will take place towards the end of every year.

(b) Other Meetings: The GB shall ordinarily meet twice between annual meetings. These meetings can be called by the president of CUSITAA and their announcement shall be made ten days in advance.

(c) Quorum: The GB's quorum shall consist of one half of its members.

Article IV

Executive Committee

Section 1: Function

The Executive Committee (EC) supervises the management, represents CUSITAA externally, solves urgent problems, and sets agenda for the GB meetings. The EC shall follow the policy and execute the resolutions of the GB. EC can invite advisors

to attend GB meeting and monitor GB email discussion. However, the advisors shall not be eligible to vote.

Section 2: Composition

The EC comprises of the President, Vice-President, Treasurer and the General Secretary of CUSITAA.

Article V

Officers

Section 1: Officers

The officers shall be the President, the Vice-President, the General Secretary, the Treasurer and the GB Directors to the CUSITAA.

Section 2: Duties

(a) Patron

The Patron will be the President of CUSIT. The Patron shall (1) act as the active figurehead for CUSITAA (2) address the GB members during the General Member meeting, once per year (3) participate in GB meetings when a foreign dignitary or equivalent or senior rank is addressing the members (4) help CUSITAA with fundraising campaigns and public relations, support and assist CUSITAA when required.

(b) President

The chief executive, operating, administrative, and presiding officer is the president, who shall (1) chair the GB and the executive committee; (2) subject to review by the GB or the Executive Committee, enforce and interpret this document and implement each clause or resolution that supplements it; (3) appoint the members of each committee (other than the Executive Committee), except as the GB provides otherwise; (4) undertake or delegate any responsibility not otherwise assigned; and (5) be the general representative and official spokesperson.

(c) Vice President

Vice-President shall work closely with the President to; (1) set the general strategy of the CUSITAA and perform other leadership functions as needed (2) be responsible for all communications with members (3) oversee the management of CUSITAA website. In the case of prolonged absence or incapacitation of the president, the vice-president shall have all the rights and responsibilities of the president's position until the president is able to resume his/her duties.

(d) GENERAL SECRETARY

The General Secretary shall be responsible to ensure that there is a smooth flow of information between the CUSIT Management and Alumni Body and will serve as a link

between these two entities. The General Secretary will exercise the same powers as the Directors of the GB.

(e) Treasurer

The Treasurer shall be responsible for; (1) the management and oversight of financial affairs of CUSITAA, including establishing and managing financial accounts as needed (2) maintaining accurate records of all transactions of the CUSITAA (3) leading the budgeting process (4) preparing quarterly and annual financial statements and (5) presenting them to stakeholders.

However, this role for a CUSITAA member will be activated after the two years of operation of CUSITAA. In the meantime, a representative of Finance Directorate will serve as the Treasurer and a Prime signatory.

Article VI

Elections

The President, Vice-President and the Treasurer shall be elected from the GB after every two years. The General Secretary shall be an officer from the office of Alumni Affairs and will be nominated from the University itself.

(b) Eligibility Criteria: The president/Vice President/Treasurer shall be alumni of CUSIT.

(c) Term: The term of service of the president, Vice president, General Secretary and the Treasurer is two years. In case, any office-bearer wants to resign, then he or she should hand in the resignation to EC seven days in advance.

Section 2: Election

(a) Nomination: The nominations for each position will be made available to the General Secretary of CUSITAA. The GB shall report its nomination or nominations for each election, after which any member may from the floor nominate any other member. Any unopposed nominee is automatically elected.

(b) Election: The vote shall be taken by secret ballot. Election shall occur by simple majority, disregarding (1) abstentions, (2) votes casted for a candidate who (A) is ineligible for election, (B) was not nominated, or (C) has been excluded as provided herein. If no nominee gets a majority, the meeting shall again ballot, in which case

the nominee or nominees with the fewest votes on the last ballot are excluded unless such exclusion would leave only a nominee with less than a simple majority. In the case of a tie, the meeting may invite each nominee to speak for up to three more minutes, then shall continue to ballot until an election occurs.

Article VII Finance

Section 1: Income

The CUSITAA may receive gifts or levy dues in order to finance its expenses.

Section 2: Management

The CUSITAA Fund shall be managed by CUSIT with the financing decisions resting with the GB of CUSITAA.

Section 3: Dissolution

CUSIT shall succeed the CUSITAA in case of CUSITAA's dissolution.

Article VIII Amendment

This Constitution may be amended at any annual meeting by two- thirds vote of the GB, provided the proposed amendment was submitted in writing by a member to the General Secretary 30 days in advance of the annual meeting. However the new clauses can be effective only after fifty days of the amendment. To ensure the continuity and independent nature of CUSITAA, Article 1- Section 1, Article 1- Section 2 and Article 1- Section 3 of this constitution shall never be amended in principle.