

**Constitution**  
**NUST Alumni Association (NAA)**



Office of Alumni Affairs  
National University of Sciences & Technology

15<sup>th</sup> July, 2011

## **Article I**

### **General Provisions**

#### **Section 1: Name**

The name of the organization is the National University of Sciences and Technology (NUST) Alumni Association, hereinafter referred to as "NAA".

The National University of Science and Technology will be abbreviated as NUST in this document.

The Office of Alumni Affairs will be referred to as OAA.

#### **Section 2: Mission**

*“The NUST Alumni Association is founded to build and maintain lifelong relations with the NUST Alumni through a common platform in order to stimulate interest, build loyalty, increase involvement and generate support for the National University of Sciences and Technology”*

#### **Section 3: Nature**

The NAA is a non-profit organization. All members of the NAA work voluntarily. NAA shall work for the unification of NUST alumni and build associations 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 NUST as the accredited representative of these entities and of the alumni as a whole.

#### **Section 4: Representation**

The NAA shall represent all the graduates of NUST constituent Colleges/Schools/Institutes/Centers. These include; Military College of Engineering (MCE), Military College of Signals (MCS), College of Electrical and Mechanical Engineering (C of E&ME), Army Medical College (AMC), Pakistan Navy Engineering College (PNEC), College of Aeronautical Engineering (CAE), School of Electrical Engineering and Computer Science (SEECs), NUST Business School (NBS), School of Chemical and Materials Engineering (SCME), School of Civil and Environmental Engineering (SCEE), School of Mechanical and Manufacturing Engineering (SMME), Center for Advanced Mathematics and Physics (CAMP), NUST Center for Virology and Immunology (NCVI), Research Center for Modeling and Simulation (RCMS), School of Art, Design and Architecture (SADA) and NUST Institute of Peace and Conflict Studies (NIPCONS).

The Alumni Associations of each College/School/Institute/Center will be classified as the respective College/School/Institute/Center's Alumni.

The Alumni Associations based in different cities will be classified as Chapters.

#### **Section 5: Address**

The registered office of the NAA within the University shall be at Office of Alumni Affairs, CIE building, Innovation Drive, H-12 Sector, Islamabad. The NAA may also have offices other than said registered office in future.

#### **Section 6: Official Web Presence**

The website of NAA shall be: <http://www.alumni.nust.edu.pk>

The email address shall be: [connect.alumni@nust.edu.pk](mailto:connect.alumni@nust.edu.pk)

#### **Section 7: Authority**

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

The Constitution and Policy Document of NAA shall supersede the constitution, bylaws and policy documents of the respective College/School/Institute/Center of NUST and shall be binding on them.

The Alumni of Colleges/Schools/Institutes/Centers of NUST which do not adhere to the above shall be disbarred from being a member of NAA.

## **Article II**

### **Membership**

#### **Section 1: Membership Criteria**

- I. NAA membership includes all NUST Colleges/Schools/Institutes/Center's alumni. For the purposes of this constitution, an 'alumnus' is a person who has received a degree through any of the College/School/Institute/Center of NUST. Any such alumnus is automatically a member without need for any further application, election, or enrollment.
- II. NAA will offer honorary membership to all students who graduated from NUST's constituent Schools/ Colleges before NUST was chartered.
- III. An old student, who transferred from NUST in good standing, may be admitted as a member by the Executive Committee as a special case.
- IV. Membership is non-transferrable.
- V. The teaching staff of all of College/School/Institute/Center of NUST 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 the respective schools. They shall be required to pay the prescribed membership fee to become a member. They cannot be elected to an office bearing position.

Students who have completed their degree but have not submitted their thesis or final projects will not be eligible to become members of NAA. Students can only be eligible for NAA membership once they have gotten their clearance from their respective

Colleges/Schools/Institutes/Centers of NUST and the clearance will be checked by the Security Department once the cards are being issued.

Any such member, who undertakes the following actions, shall cease to be a member of NAA; resigns from his/her membership in writing, violates the NAA constitution or acts against the interests of NAA.

### **Section 2: General meeting**

- I. Only the Governing Board (GB) can call the general member meetings. Members can submit proposed agenda items to the President or the directors of the GB.
- II. Announcement of the general member meeting including the agenda will be sent to all 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**

- I. Minutes of the meeting shall be prepared by the General Secretary and shall be distributed within two weeks of the meeting taking place.
- II. Records of the approved minutes shall be kept by the Executive Committee (EC).

## **Article III**

### **Governing Board**

#### **Section 1: Function**

The NAA shall have a Governing Board, being referred to as GB in this document. The governing authority of NAA 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**

a) The GB shall consist of (a) the Executive Committee (Article IV) (b) GB Directors; President of each Military College Alumni Association will become the Director of the GB. However, the Presidents of the constituent Schools/Colleges/ Centers Alumni Associations present within the H-12 campus will have an election to elect Directors. Any School/College/ Center present within the H-12 campus can have more than one Director if elected. In case the President of an Alumni Association is residing out of country, his nominee can become Director of the Governing board.

School/ College	No. of Director's
MCE	01
MCS	01
C of E&ME	01
AMC	01
PNEC	01
CAE	01
SEECs, NBS, SMME, SCME, SCEE, CAMP, NCVI, RCMS, SADA, NIPCONS	06
<b>Total</b>	<b>12</b>

**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 NAA and their announcement will 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 NAA 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 cannot vote.

#### **Section 2: Composition**

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

## **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 NAA.

#### **Section 2: Duties**

##### **(a) Patron**

The Patron will be the serving Rector of NUST. The Patron shall (1) act as the active figurehead for NAA (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 NAA with fundraising campaigns and public relations, and (4) support and assist NAA 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 NAA and perform other leadership functions as needed (2) be responsible for all communications with members (3) oversee the management of the NAA 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 NUST management and the 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 the financial affairs of NAA, including establishing and managing financial accounts as needed (2) maintaining accurate records of all transactions of the NAA (3) leading the budgeting process (4) preparing quarterly and annual financial statements and (5) presenting them to the stakeholders.

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



**(f) Directors**

Each Director shall perform; (1) the duties customarily incident to his or her office and/or committee, including (but not limited to) those duties that the Executive Committee prescribes and (2) such other duties as this document, the Governing Board the Executive Committee, or the President prescribes.

**Article VI**

**Elections**

**Section 1: General Provisions**

**(a) Officers:** Each President of the Military Colleges Alumni Association will become the Director of the GB. However, the Presidents of the constituent Schools/Colleges/ Centers Alumni Associations present within the H-12 campus will have an election in order to elect GB Directors. Any School/College/ Center present within the H-12 campus can have more than one Director if elected. In case the President of an Alumni Association is residing out of country, his nominee can become Director of the Governing board.

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 OAA itself.

**(b) Eligibility Criteria:** The President/Vice President/Treasurer shall be alumni of NUST and shall have completed one full term as the Directors of the GB. The General Secretary shall be an officer at the Office of Alumni Affairs in addition to being an alumnus of NUST. Each Director of the GB shall be the current President of their respective Alumni Associations.

**(c) Term:** The term of service for the President, Vice President, General Secretary and Treasurer is two years. The term of service for each Director of GB will be in accordance to the term of the President prescribed in their respective charters. If in case, any office-bearer wants to resign, then he or she should hand in the resignation to the EC seven days in advance.

## **Section 2: Election**

**(a) Nominations.** The nominations for each position will be made available to the General Secretary of NAA. 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, and (2) votes cast 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 NAA may receive gifts or levy dues in order to finance its expenses.

#### **Section 2: Management**

The NAA Fund shall be managed by NUST with the financing decisions resting with the GB of NAA.

#### **Section 2: Dissolution**

NUST shall succeed the NAA in case of the NAA'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 NAA, Article 1-Section 1, Article 1-Section 2 and Article 1-Section 3 of this constitution shall never be changed in principle.