

Articles of Association

of

GIKI ALUMNI ASSOCIATION (REGISTERED UNDER ACT XXI OF 1860)

ARTICLE – 1

Name & Nature

- (a) This Association has been formed pursuant to registration of its Memorandum of Association under the Societies Registration Act 1860 (XXI of 1860) under the name of "GIKI Alumni Association".
- (b) GIKI Alumni Association shall be a non-political and non-profit organization of the alumni of the Ghulam Ishaq Khan Institute of Engineering Sciences and Technology and will work purely for the aims and objects laid down in Article 4.


ARTICLE – 2


Definitions


In these Articles, unless there is anything repugnant in the subject or context: -

- (a) "Active Member" means such member of the Association as described in sub-Clause (ii) of Clause (a) of Article 5;
- (b) "Alumni" means and includes the alumni of GIK Institute and, for the purposes of Article 4, means and includes only Members as defined hereinafter;
- (c) "Annual General Meeting" means such meeting of the General Body as is described in sub-Clause (i) of Clause (b) of Article 8;
- (d) "Association" means the GIKI Alumni Association;
- (e) "Executive Committee" means the Executive Committee of the Association as described in Article 9;
- (f) "General Body" means the General Body of the Association as described in Article 8;
- (g) "GIK Institute" means the Ghulam Ishaq Khan Institute of Engineering Sciences and Technology, Topi, District Swabi, N.W.F.P., and, where the context admits, its students, teaching faculty, administration, staff, employees, etc.;

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- 8
- (h) "Members" means and includes all Regular Members and Active Members of the Association;
 - (i) "office-bearer" means the President, Vice-President, Secretary, Joint Secretary or Treasurer of the Association;
 - (j) "prescribed" means prescribed by Articles framed under Article 17; and
 - (k) "Regular Member" means such member of the Association as is described in sub-Clause (i) of Clause (a) of Article 5;

Words importing the singular number include the plural number and vice versa as per the context.

Words importing the masculine gender include the feminine gender.

ARTICLE – 3

Head Office

The Head Office of the Association shall be situated at Mezzanine, Pak Pavilions, 65-E, A.K. Fazlul Haq Road, G-7, Blue Area, Islamabad which may be declared the Head Office of the Association by the General Body.

Sub-offices, branches or other representation of the Association may also be established at any other place with the approval of the General Body.


ARTICLE – 4

Aims & Objects

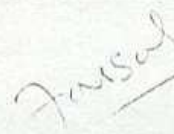
The aims and objects for which the Association is formed are:

- (a) To establish and maintain meaningful contact with the Alumni;
- (b) To provide and promote a link and communication channel among the Alumni as well as between the Alumni and GIK Institute;
- (c) To promote formation of fora/sub-committees providing various facilities, arranging functions and engaging in various activities for the welfare and well-being of the Alumni and for the achievement of the aims and objects of the Association and to regularize their activities;
- (d) To help and coordinate with the administration of GIK Institute for promotion of welfare of the Alumni and GIK Institute including, without limitation, in the acquisition of talented faculty and provision of an environment conducive to teaching and learning in the GIK Institute;

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- 86
- (e) To do all such acts, performs such functions and engage in such activities as are geared towards the advancement of the interest of the Alumni in any manner whatsoever whether collectively or individually.
 - (f) To coordinate efforts to help GIK Institute achieve its educational goals as defined in the mission statement of GIK Institute;
 - (g) To provide and arrange for financial aid and scholarships, research fellowships, etc., for suitable as well as needy students and other deserving individuals from the Association's funds;
 - (h) To raise and collect funds from Alumni as well as any other person, association, organization, firm, company, body and entity, etc. and utilize them in a manner as may be considered desirable for achieving the aims and objects of the Association including, without limitation, for expenditure and investment purposes, etc.;
 - (i) To deposit the funds and money raised and collected from the Alumni, any other person, association, organization, firm, company, body and entity, etc. in the scheduled bank(s) and maintain and operate the account(s) opened for the said purpose; and
 - (j) To generally do all such acts and things as may appear to the Association convenient for and/or incidental, supplemental or consequential to the carrying out of its purposes, aims, objects and functioning.

ARTICLE – 5


Membership

(a) Categories of Members:

There shall be three categories of members of the Association as under: -

- (i) **Regular Member** – Every person who has remained a student of the GIK Institute for at least one semester shall *per se* be a Regular Member of the Association except such students who were expelled or terminated from the GIK Institute on disciplinary grounds.
- (ii) **Active Member** – Any Regular Member who wishes to remain actively involved in the activities of the Association and gets registered with the Association in such capacity upon the payment of the prescribed subscription fee shall be an Active Member of the Association. An Active Member shall be entitled to receive such benefits as may be made available by the Association, from time to time, specifically for Active Members.
- (iii) **Honorary Member** – Any person, association, organization, firm, company, body, or other entity who may assist the Association in any manner in achieving its aims and objects may be made an Honorary

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Secretary

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Member of the Association by the Executive Committee if so deemed fit in the interest of the Association for a period of three years or less.

Provided that, in appropriate cases, a person may be made an Honorary Member for a period longer than three years with the approval of the General Body.

Provided further that in case of an association, organization, firm, company, body, or other entity, a nominee thereof shall be made the Honorary Member in place of such association, organization, etc.

Provided also that all members of the teaching Faculty of GIK Institute shall *per se* be Honorary Members of the Association.

(b) Loss of & Removal from Membership:

- (i) Any of the Members or any Honorary Member shall forthwith lose his membership of the Association upon conviction by a court of law for an offence involving moral turpitude or financial corruption unless such conviction is ultimately set aside.
- (ii) Any of the Members may be removed from membership by the General Body for acting against the interests of the Association in the same manner as is prescribed for the removal of an office-bearer through a no-confidence vote.

ARTICLE – 6

Subscription Fee

- (a) There shall be no monthly or annual subscription fee for Regular Members and Honorary Members.
- (b) There shall be an annual subscription fee for Active Members as may be prescribed by the Executive Committee from time to time.

ARTICLE – 7


Funds

(a) Sources:

Subject to law, for the purpose of achieving its aims and objects, the Association may raise funds from all sources including, without limitation, the following:

- (i) Subscription fee from Active Members of the Association.
- (ii) Funds, donations, grants, aid, bequests, contributions, etc. from the Alumni, the GIK Institute, any other person, association, organization,

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firm, company, body, or entity whatsoever both governmental and non-governmental, national and international.

- (iii) Funds raised from fee or other charges collected from such activities, facilities, functions, etc. of the Association for which a fee or other charge may be levied by the Association.
- (iv) Earnings of the Association which may arise from or on account of its various activities and working.
- (v) Any other funding source from which the Executive Committee may wish to raise or receive funds provided the same is solely for the purpose of furtherance and accomplishment of the objects of the Association.

(b) Deposit:

All funds of the Association not otherwise employed or invested shall be deposited from time to time to the credit of the Association in any account(s) maintained at such scheduled bank as the Executive Committee may from time to time designate and for the purpose of such deposits, all cheques, drafts and other orders for the payment of money which are payable to order of the Association may be endorsed, signed and delivered by such office-bearer or other staff of the Association as may from time to time be determined by the Executive Committee.

(c) Authorised Signatures:

All cheques, drafts, pay orders or instruments indicating withdrawal of funds for payments or other evidence of indebtedness issued in the name of the Society shall be signed or endorsed by such office-bearer or other staff of the Association as may from time to time be determined by the Executive Committee. Each of such office-bearer or staff may be required to furnish such bonds as the Executive Committee may deem fit.

ARTICLE – 8

General Body


The supreme supervision, control and management of the Association shall vest with the General Body of the Association, which shall consist of the Members.

(a) Functions of the General Body:

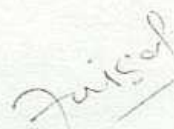
Functions of the General Body shall be to:

- (i) Subject to law, amend and modify the Memorandum of Association of the Association; provided that no such amendment or modification shall become effective without the prior approval of the Executive Committee

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- (ii) Make these Articles under Article 17 and amend any Articles under Article 18.
- (iii) Achieve, ensure and cause to be achieved the aims and objects of the Association by way of supervising and controlling the affairs of the Association.
- (iv) Approve the general plans, policies and programmes of the Association recommended for consideration by the President or the Executive Committee and lay down guidelines in regard to overall operations of the Association.
- (v) Consider and adopt the Annual Report or other periodical report of the Association.
- (vi) Consider, confirm and/or approve or adopt the annual statement of accounts, audit reports, budget and any other report(s) placed before the General Body for consideration and necessary action under these Articles or Articles framed thereunder.
- (vii) Appoint auditors of the Association and to fix their remuneration.
- (viii) Consider and confirm the minutes of the last meeting of the General Body.
- (ix) Elect office-bearers of the Association each year in its Annual General Meeting.
- (x) Undertake and perform any other business, function, etc. which under these Articles ought to be transacted at a meeting of the General Body.

(b) Meetings:

- (i) An annual meeting of the General Body shall be held once every year during the Spring Semester of the academic year of the GIK Institute to be called the "Annual General Meeting".
- (ii) Other than Annual General Meeting, the Executive Committee may at any time, if deemed necessary in the interest of the Association, call a meeting of the General Body.


(c) Notice of Meetings:

- (i) Annual General Meeting

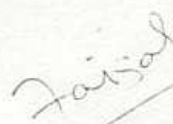
21 days clear notice in advance of the date fixed for the meeting shall be given to the Members alongwith agenda and/or resolution(s) to be discussed/passed at the relevant meeting.

- (ii) Any other Meeting of the General Body

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14 days clear notice in advance of the date fixed for the meeting shall be given to the Members for any other meeting of the General Body alongwith agenda and/or resolution(s) to be discussed or passed at the relevant meeting.

Provided that no meeting other than Annual General Meeting, shall be convened unless a requisition for the said purpose is made duly signed by at least 25 (twenty-five) of the Members containing the proposed agenda for such meeting.

(d) Voting:

- (i) Members shall be entitled to one vote each in any meeting of the General Body. The President shall, however, have a casting vote in addition to the vote he is entitled as a member of the Association in case the votes of Members are equally divided on a particular issue put to vote in meeting of the General Body.
- (ii) Votes may be given either personally or by proxy duly authorized in this behalf or by post or electronically in such form and/or format as is made available by the Association to the concerned member, provided that no person shall be appointed a proxy unless he is a member of the Association himself.
- (iii) Honorary Members shall be eligible to attend, but not vote at, all meetings of the General Body upon invitation to be sent to them in the same manner as a notice for such meeting to Members as provided herein above.

(e) Quorum:

- (i) At any meeting of the General Body, at least 25 (twenty five) of the Members shall form the quorum.
- (ii) If quorum is not constituted, the meeting shall be adjourned to a future date for the same purpose and agenda.
- (iii) No quorum shall be necessary for an adjourned meeting provided that the members who were not present at the first meeting shall be given due notice in advance of the adjourned meeting.

ARTICLE – 9


Executive Committee


The executive authority of the Association shall be exercised by the Executive Committee of the Association.

(a) Composition:

The Executive Committee of the Association shall comprise the following:

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- (i) President
- (ii) Vice President
- (iii) Secretary
- (iv) Joint Secretary
- (v) Treasurer
- (vi) Two co-opted Honorary Members to be nominated every three years by the Rector of GIK Institute (from amongst the members of the teaching faculty of GIK Institute).

(b) Functions:

The Executive Committee shall have the following functions and responsibilities:

- (i) To run, manage and supervise the day to day affairs of the Association.
- (ii) To work for the achievement of the aims and objects of the Association.
- (iii) To safeguard the interest of the Association and to put its best efforts for the betterment of the Association.
- (iv) To receive applications for financial aid, scholarships, research fellowships, etc., and give approval therefor, in the prescribed manner.
- (v) To give, grant and donate funds in the prescribed manner to such persons, associations, organizations, firms, companies, bodies or entities, etc. as are approved for the said purpose by the General Body upon recommendation of the Executive Committee.
- (vi) To constitute and appoint sub-committees or working groups for general, or specific or advisory purposes, and delegate to them such powers as are deemed necessary for smooth and efficient functioning of the Association.
- (vii) To make and recommend general plans, policies and programmes of the Association for the consideration of the General Body.
- (viii) To authorise any suitable person to enter into any agreement or execute and deliver any contract or other instrument in the name and on behalf of the Association and such authority may be general or confined to special purposes.
- (ix) To frame necessary draft Articles for the smooth functioning of the Association and obtain approval thereof from the General Body.

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- 9
- (x) To manage and control funds of the Association in the prescribed manner.
 - (xi) To prepare the budget of the Association, seek approval thereof from the General Body in the Annual General Meeting and to sanction necessary expenditures from time to time.
 - (xii) To conceive and/or approve projects, programmes and other activities in furtherance of the aims and objects of the Association.
 - (xiii) To acquire, manage and dispose of movable and immovable property on behalf of the Association in the prescribed manner.
 - (xiv) To receive funds, donations, contributions, etc. and deposit the same in the account(s) of the Association.
 - (xv) To maintain, or cause to be maintained, complete record of all transactions, assets and liabilities of the Association in the prescribed manner.
 - (xvi) To associate or affiliate with such other associations, organizations, firms, companies, bodies or entities, etc. as may be necessary or useful for achieving the aims and objects of the Association.
 - (xvii) To actively coordinate with the Alumni both within Pakistan as well as outside Pakistan for achieving the aims and objects of the Association, in particular, for raising funds for the Association.
 - (xviii) Subject to budgetary provision, to appoint advisors, advocates, solicitors, etc. for assisting the Association in the achievement of its aims and objects as well as in its functioning.
 - (xix) Subject to budgetary provision, to recruit and fix terms and conditions of service of necessary qualified and competent staff of the Association.
 - (xx) To ensure implementation of these Articles.
 - (xxi) To do any other act or thing which is necessary and/or incidental to the above-mentioned functions and responsibilities.


(c) Notice of Meetings:

Seven (7) days clear notice in advance of any meeting of the Executive Committee shall be given to the members of the Executive Committee alongwith agenda thereof. However, an emergency meeting may be called at a shorter notice to dispose of an urgent matter.

(d) Quorum & Other Matters:

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At least three office-bearers of the Association must be present at all the meetings of the Executive Committee to constitute a quorum.

All decisions shall be taken by a majority vote.

The President shall preside over all meetings of the Executive Committee and, in his absence, the Vice President shall preside over the meetings.

ARTICLE – 10

Election

The first elections of the Association shall be held within 90 (ninety) days of the registration of the Association or, if delayed for unavoidable reasons, as soon as practicable, and subsequently, in every Annual General Meeting, an election shall be held and conducted in the prescribed manner under the supervision of a sub-committee appointed for the said purpose by the Executive Committee for the election of the new office-bearers of the Association for the following year.

Following persons shall be the office-bearers of the Executive Committee of the Association who shall hold their respective offices till the first election to the office of office-bearers of the Executive Committee of the Association as aforesaid:


Name of the office-bearer	Designation/Office
1. Jahanzeb Arshad (NIC No.61101-1966828-5)	President
2. Mohsin Reza Naqvi (NIC No.61101-2025443-1)	Vice President
3. Asher Ahmad (NIC No.61101-5730133-7)	Secretary
4. Asif Mahmood Mughal (NIC No. 37405-0311488-5)	Joint Secretary
5. Asif Ahmed (NIC No.213-77-028172)	Treasurer

ARTICLE – 11

Removal

An office-bearer shall forthwith cease to be such office-bearer in the following cases: -

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- (a) If such office-bearer ceases to be a member of the Association or is removed from membership of the Association as provided in Clause (b) of Article 6.
- (b) If a no-confidence vote is passed against an office-bearer by a 3/4th majority of the Members voting at a meeting of the General Body specially convened for the said purpose.

Provided that a no-confidence motion duly signed by at least 25 (twenty-five) of the Members shall be placed in advance alongwith the requisition made for such meeting of the General Body.

Provided further that voting on such no-confidence motion is included in the agenda proposed in the requisition made for such meeting.

ARTICLE – 12

Vacancy

The position of an office-bearer or a co-opted Honorary Member of the Executive Committee shall be declared to be vacant by his death, resignation or failure on his/her part to attend three consecutive meetings of the Executive Committee without leave or prior permission.

ARTICLE – 13


Duties & Powers

Following shall be the duties and powers of each office-bearer: -

(a) President:

- (i) He shall be the Chief Executive of the Association and, subject to these Articles and any Articles made thereunder, shall exercise overall superintendence and control over the affairs of the Association.
- (ii) He shall have power to summon meetings of the Executive Committee at any time on his own motion or upon the request of any office-bearer of the Association.
- (iii) He shall have power to remove any member of a sub-committee after consultation with other office-bearers in case such member is not performing/acting in a satisfactory manner.
- (iv) Subject to his availability, he shall preside over all meetings of the General Body as well as the Executive Committee.
- (v) When the votes are equally divided on an issue put to vote at any meeting of the General Body or the Executive Committee, he shall

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have a second casting vote, which shall be in addition to his vote already exercised as a member of the Association.

- (vi) He may, if deemed necessary for efficient discharge of his responsibilities, delegate some of his duties and powers to the Vice President with the consultation and approval of the Executive Committee.
- (vii) He shall be the *ex-officio* Head of all sub-committees of the Association.

(b) Vice President:

He shall perform and exercise duties and powers of the President in case the President is mentally or physically incapacitated from carrying out his functions and responsibilities, or in the case of the death, resignation or removal of the President, or such powers and duties as are delegated by the President in consultation with the Executive Committee for the efficient discharge of his functions, etc.

(c) Secretary:

- (i) He shall generally supervise the affairs of the Association under the leadership of the President.
- (ii) He shall be responsible for all correspondence on behalf of the Association and shall convene and issue notices for the meetings of the General Body and the Executive Committee.
- (iii) He shall keep and maintain complete record of proceedings of all meetings of the General Body and the Executive Committee and all other activities of the Association.
- (iv) He shall institute, prosecute and defend suits and other legal proceedings on behalf of the Association or in respect of which the Association is interested or concerned.
- (v) He shall always keep with him a sum of Rs.10,000/- (Rupees Ten Thousand only) to meet urgent expenses of the Association.
- (vi) He will submit an annual report of the activities of the Association in the Annual General Meeting after approval of the same by the Executive Committee.
- (vii) He will be the *ex-officio* Secretary of all sub-committees of the Association.

(d) Joint Secretary:

He shall perform and exercise duties and powers of the Secretary in case the Secretary is mentally or physically incapacitated from carrying out his functions and responsibilities, or in the case of the death,

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resignation or removal of the Secretary, or such powers and duties as are delegated by the Secretary in consultation with the Executive Committee for the efficient discharge of his functions, etc.

(e) **Treasurer:**

- (i) He shall keep and maintain, or cause to be kept and maintained, consolidated accounts of the Association.
- (ii) He shall receive funds on behalf of the Association, deposit the same in the Association's account(s) maintained in the bank(s) duly approved by the Association and issue proper receipt therefor.
- (iii) He shall withdraw money under the joint signatures of the President and his own, or with the joint signatures of himself and any other person(s) specifically authorized by the Executive Committee in this behalf.
- (iv) He shall place annual audited accounts of the Association before the Executive Committee prior to submission to the General Body in the Annual General Meeting.
- (v) He shall prepare the balance sheet and budget estimates for the following year under the supervision of the Executive Committee for submission to the General Body in the Annual General Meeting.


ARTICLE – 14

Budget

- (a) The fiscal year of the Association shall commence on the 1st day of July every year and shall end on the 30th of June the following year.
- (b) The income of the Association shall be expended in accordance with an operating budget prepared by the Treasurer under the supervision of the Executive Committee for submission through the President to the General Body for consideration and approval in the Annual General Meeting in accordance with the prescribed proforma.
- (c) If, in the course of a fiscal year, it is found essential to undertake any project, programme, or other activity for which provision has not been made in the sanctioned budget, approval of the Executive Committee shall be obtained for financing such project, programme or other activity by re-appropriation within the sanctioned budget. Supplementary funds, if required, shall be approved by the General Body, or in case of emergency by the Executive Committee in anticipation of the sanction of the General Body.

ARTICLE – 15

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Accounts

- (a) The Treasurer under the overall supervision of the Executive Committee shall maintain, or cause to be maintained, complete record of all transactions, assets and liabilities in the prescribed manner.
- (b) The accounts of the Association shall be audited every year.
- (c) The annual Statement of Accounts together with the report of the Auditors thereon shall be placed by the Executive Committee through the President before the General Body for consideration and necessary action.

ARTICLE - 16

Auditors

The General Body shall, on such terms and for such period at a time as may be considered necessary, appoint a firm of Chartered Accountants as Auditors of the Association who will audit the books of accounts every year, prepare an annual statement of accounts of the Association and its report thereon for consideration by the General Body.

ARTICLE - 17

Articles

General Body may frame further Articles for the achievement of the aims and objects of the Association as laid down in the Memorandum of Association of the Association. However, such further Articles shall not be inconsistent with these Articles.

ARTICLE - 18

Amendment


Nothing shall be amended, altered, added to, or repealed in these Articles except at an Annual General Meeting or any other meeting of the General Body called by the President with due prior notice to the Members and passed by a majority of 3/5th of Members present at such meeting.

ARTICLE - 19

Dissolution

Subject to law, in the event of dissolution of the Association, all of its assets, net income, current and accumulated, remaining after the payments of its first debts, obligations or claims shall be transferred to its successor organization

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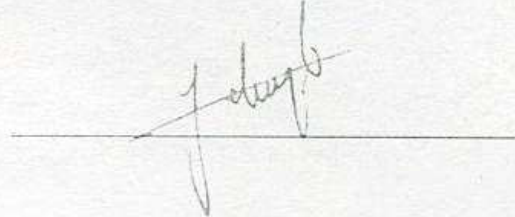


provided the purposes of said successor organization are also exclusively educational and charitable, otherwise said assets shall be transferred to and become the property of the GIK Institute.

Provided that any such transfer as aforesaid shall take place under intimation to the Central Board of Revenue/Federal Government within 3 (three) months of dissolution.

We the undersigned, the several founders/members/office-bearers of the GIKI Alumni Association, have agreed on and approved these Articles of Association and present the same for proper registration on this 29th day of April 2003

(1) Jahanzeb Arshad
(NIC No.61101-1966828-5)



(2) Mohsin Reza Naqvi
(NIC No.61101-2025443-1)




(3) Asher Ahmad
(NIC No.61101-5730133-7)



(4) Asif Mahmood Mughal
(NIC No. 37405-0311488-5)



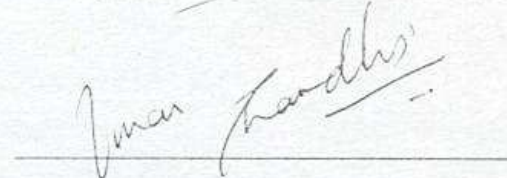
(5) Asif Ahmad
(NIC No.213-77-028172)



(6) Shuaib Iqbal Nazir
(NIC No.101-74-477895)



(7) Umar Farooq Chaudhry
(NIC No.211-74-490378)



Dated: 9th Oct 2003

WITNESSES:



1. Faisal
Faisal Liaquatullah
136-78-115592

2. Badar Ahmad Siddique
Badar Ahmad Siddique
211-71-018354

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