

# **Karachi University Geology Alumni Association (KUGAA)**

## **CONSTITUTION**

### **ARTICLE-1 : NAME**

This Association shall be called "Karachi University Geology Alumni Association (KUGAA)"

### **ARTICLE-II OBJECTIVE**

The objective of this Association is to establish a social, professional, educational and human relationship among the old students of Geology Department University of Karachi, to promote a link between old students particularly those involved practicing geology and to the department of Geology, to provide educational training facilities to the students and faculty members where ever and whenever it is possible, to get new concepts of geology from practicing geologists and share among the members, to inspire and assist Department of Geology to provide excellent education to the society and maintain high standards of leadership in the field of science of Geology, to provide the members and faculty members opportunities where new technology ideals and research work can be professionally shared, to provide members events of socializing, to assist Department of Geology in establishing the meaningful and practically acceptable curriculum to the geoscientific industry that meets the requirements of the dynamics of geoscience.

### **ARTICLE-III : MEMBERSHIP**

SECTION -1 : The members of this Association shall consist of old students of the University of Karachi Geology Department.

SECTION-1 : Two classifications of memberships and the qualifications thereof shall be established by the Bylaws of the Association.

### **ARTICLE IV : CODE OF ETHICS**

#### **SECTION-1 : General Principles**

- a) The practice of the geology constitutes a profession, and the privilege of professional practice requires professional morality and professional responsibility.

This Association is strictly non-political and non profiting. It is a social, scientific and professional association.

## **SECTION-2 : Members Responsibility**

- a) Members shall abide by the laws and regulations of the Association.
- b) Members shall endeavour to cooperate with others in the profession and shall encourage the ethical dissemination of geological knowledge.
- c) By applying for or continuing membership in the Association, each member agrees to uphold the ethical standards set forth in this Code of Eithics.

## **SECTION-3 : Discipline for Violations of Standards**

Members violating any standard given in this Article shall be subject to discipline as provided by the constitution.

### **ARTICLE - V : MANAGEMENT**

The Management of this Association shall be vested in an Executive Committee. The composition of each body, the manner of selection, the terms of office, the specific duties, responsibilities and other matters relevant to such bodies and officers shall be as provided in the Bylaws of this Association. Any responsibility and authority of management of the Association not otherwise specified in these governing documents shall be reserved to the Executive Committee.

### **ARTICLE - VI : BYLAWS**

The Bylaws consisting of seven articles as appended hereto, are hereby adopted and may be amended, enlarged or reduced as provided in the Bylaws.

### **ARTICLE - VII : AMENDMENTS**

### **SECTION -1 : Mail Ballot by Members.**

Amendments to this Constitution may be made by a two-third majority vote of the members of this Association responding by mail ballot.

### **SECTION-2 : Proposal of Amendments**

Such amendments may be proposed by the following.

- a) Resolution by the Executive Committee.
- b) Resolution by a special constitutional committee appointed by the President.
- c) A proposal in writing signed by any fifteen (15) members of the Association

All such resolutions or proposals must be submitted to, and action must be taken during, the annual meeting of this Association, as provided in the Bylaws.

### **SECTION-3 : Voting on Amendments**

If any proposed amendment shall be acted upon favourably by two third majority vote, the Executive Committee shall arrange for a ballot of members by mail within sixty days and two-third majority favourable vote of the ballots received within sixty days of such mailing shall be sufficient to amend.

## **BYLAWS**

### **ARTICLE-1 MEMBERSHIP**

#### **SECTION-1 : Membership**

Membership in this Association shall consist of the following classifications.

- a) Members
- b) Honorary Members

#### **SECTION-2 : Definition of the Term "Member"**

Unless otherwise expressly provided in these Bylaws, the term "Member" shall refer only Members. Only members may hold office, vote in Association affairs, sponsor membership application or refer to themselves as members of the association.

#### **SECTION-3 : Members**

Any person who have been enrolled in the Department of Geology University of Karachi can apply for the membership, provided the applicant holds minimum a Bachelor's Degree in Geology.

Persons soon after their passing out from University shall be eligible to apply for the membership.

#### **SECTION-4 : Honorary Members**

Honorary Members shall be those Members of this Association which shall been enrolled in any other Institution which have a bonafide affiliation with University of Karachi and holds bachelor degree in Geology. Such members may not be eligible to hold office in Executive Committee.

#### **SECTION-5 : Election to Membership**

Every candidate for admission as a member shall submit a formal

application on an application from authorized by the Executive Committee, signed by the applicant, and endorsed by not less than two members who are in good standing, stating the applicants bonafide affiliation with Department of Geology University of Karachi as a regular student and completed Bachelors Degree. The Executive Committee shall be the sole judge of the eligibility of the applicant for membership and the adequacy of the applicant's qualification. If the Executive Committee after due consideration, judges that the applicant's qualifications meet the requirements of the Constitution and these Bylaws, the committee shall notify to the applicant and inform the decision to him /her.

If Executive Committee raises any objection in regard of membership applicant it shall inform the applicant and reconsidered the application after receiving written response from applicant or after hearing his/her argument.

#### **SECTION-6 : Loss of Membership Rights**

Any member may resign at any time from the Association; such resignation shall be in writing and shall be accepted by the Executive Committee.

### **ARTICLE-II : OFFICERS**

#### **SECTION-1 : Designation**

The officers of this Association shall be the following.

- 1) President
- 2) Senior Vice President
- 3) Vice President
- 4) Secretary General
- 5) Joint Secretary
- 6) Secretary Finance
- 7) Information Secretary
- 8) Chairman Membersip Committee
- 9) Chairman Program Committee
- 10)Member

- 11)Member
- 12)Member
- 13)Lady Member

## **SECTION-2 : President**

The elected president shall be the Chief Executive Officer of this Association. The Chairman shall be spokesman for the Association on all matters pertaining to the public; shall appoint the members of all committees within the limits prescribed in the Constitution and Bylaws; shall appoint delegates to cooperating organizations to represent the Association; and shall serve as president of the Executive Committee. The President shall perform his duties with the complete consent of the Executive Committee except where the matters need to be resolved immediately. However, President shall try to get the consent of as much the members of the Executive Committee available. President will however, shall inform the Executive Committee at the next meeting the reasons of such an urgent decision.

## **SECTION-3 : Senior Vice President and Vice President**

The Senior Vice President and Vice President shall perform the duties of the president in the absence or inability of the President to serve. The Senior Vice President shall assume the office of the President in case of a vacancy for any cause in that office until the term of the elected President expires. The Senior Vice President shall perform such duties as may be assigned by the President .

## **SECTION-4 : Secretary General**

The Secretary General shall be responsible for recording the actions of the Executive Committee; shall keep possession of the corporate seal and affix the same and perform other duties as may be directed by the Executive Committee.

## **SECTION-5 : Joint Secretary**

The Joint Secretary shall perform the duties of the Secretary in the absence of the Secretary, record the minutes of the meeting and perform

other duties as may be directed by the Executive Committee.

#### **SECTION-6 : Finance Secretary**

The Finance Secretary shall supervise the receipt of all funds and, under the direction of the Executive Committee, be responsible for all disbursements of funds of the Association, shall serve ex-officio as a member of the Finance Committee; shall give bond, the amount of which shall be determined by the Executive Committee, shall make the annual report as Finance Secretary and perform such other duties as directed by the Executive Committee.

#### **SECTION-7 : Information Secretary**

The Information secretary shall be responsible to establish a link between the public and Alumni. Principal responsibility of this position is to prepare plans to publicize and highlight the activities of the Geologists in the economic development of Pakistan. Information Secretary will be responsible to publish literature and information brochures to the benefit of the members of the Alumni and public. This officer shall make efforts to develop a link between Press (including electronic media) and Alumni.

#### **SECTION-8 : Chairman Membership Committee**

Chairman Membership Committee shall perform the duties in order to promote membership and device the programs to get the access to all the members and potential members within the country and overseas. Complete and update list of all the members shall be kept at all time. Any additional data and information from the members shall be collected when ever it requires and members record should be maintained. Chairman may nominate the members of their committee with the approval of the Executive committee

#### **SECTION-9: Chairman Program Committee**

Chairman Program Committee shall perform the duties in order to promote technical and educational information within members and device programs to developed such activities. Chairman may nominate the members of their committee with the approval of the Executive committee

## **SECTION-10: Members Executive Committee**

There shall be Three (3) elected male members and one (1) lady member in the Executive Committee. They will perform their duties as directed by the Executive committee. If the direct election of the Lady member is not possible due to any reason Executive Committee shall nominate one Lady member from the List of the Members for the tenure as applicable for the Executive committee.

## **SECTION-9 : Terms of Office**

- a) The President, Senior Vice President and Vice President , each as such shall serve a one (1) year term and shall not succeed themselves in office. The Secretary General Joint Secretary Secretary Finance and Information secretary, each as such, shall serve a two (2) year staggered term and shall not succeed themselves in office.
- b) The term of office shall commence on 01, January followed by election.

## **SECTION-10 : Election of Officers**

The officers shall be elected from among the members of the Association by means of secret ballot in the following manner. The President shall appoint a nominating committee in each year composed of minimum three members from the Faculty members of Geology Department to invite nominations from the members of the Association to determine those qualified to serve as officers of the Executive Committee. The nominating committee shall present the name of at least one candidate for each office at the forthcoming meeting of the Association.

The officers of this Association shall be elected by either of the following methods, as determined by the Executive Committee.

- a) At the annual meeting, to be held in April each year, through secret ballot of the Alumni members present.

- b) By secret postal ballot of Alumni members. or BOTH a) & b)

The president shall appoint tellers who will count the ballots and announce the result. A plurality of all votes cast for an office is necessary for election. In case of a tie vote, the Executive Committee shall cast one additional deciding vote.

Candidates who have been elected will immediately be notified and shall attend the next scheduled meeting of the Executive Committee to be held after 1 January.

### **SECTION-11 : Vacancies**

A vacancy occurring in the offices of Senior Vice President, Secretary General, Joint Secretary, Finance Secretary or Information Secretary, shall be filled by the Executive Committee.

A vacancy occurring in the office of President shall be filled by majority vote of the Executive Committee.

## **ARTICLE -III EXECUTIVE COMMITTEE**

### **SECTION 1: Executive Authority**

The executive authority of this Association shall be vested in an Executive Committee composed of the following members:

- 1) President.
- 2) Senior Vice President
- 3) Vice President
- 4) Secretary General
- 5) Joint Secretary
- 6) Finance Secretary
- 7) Information Secretary
- 8) Chairman Membership Committee
- 9) Chairman Program Committee
- 10) Member
- 11) Member
- 12) Member

13)Lady Member

## **SECTION-2 : Jurisdiction**

- a) The Executive Committee shall have general executive control and management of the affairs and funds of this Association; these shall include, but not limited to : designation of time and place of the annual meeting of the Association; supervision of election of officers and filling vacancies; determination of applicant qualification and classification, accepting, creating and administering funds for purposes provided under the Constitution and Bylaws of this Association; appointing trustees to manage such funds; establishing such fiscal policies as may be appropriate; and performing such other administrative duties as required to accomplish the objects and purposes of this Association.
- b) The Executive Committee shall also serve as an appeal authority in all matters involving grievance proceedings.
- c) The Executive Committee shall have sole responsibility and authority for all matters involving the external affairs of this Association.

## **SECTION-3 : Meetings**

The Executive Committee shall meet immediately before the annual meeting and at such other times during the year and at such places as designated by such Executive Committee and at the call of the President.

Robert's Rules of Order shall apply at all meetings. Notice by Mail of at least five (5) days shall be given to the members of the Executive Committee prior to meetings, unless waived. A quorum shall consist of four (4) members. No proxy votes shall be allowed and no alternates may be appointed for absent members.

## **ARTICLE-V : COMMITTEES**

### **SECTION--1 : Standing Committees**

The Executive Committee of this Association, shall have the authority to establish, maintain and dissolve standing committees of the Association. In the like manner, the charge to each standing committee may be modified. A list of standing committees the charge to each committee, and the names of the Chairman, Vice Chairman, and committee members shall be published annually. The Executive Committee shall report to the members at its annual meetings as to the establishment or dissolution of any standing committees since the last meeting.

### **SECTION-2 : Appointments and Tenure**

The President shall appoint, with the consent of the Executive Committee, all committee chairman, vice-chairman, and committee members, and fill vacancies whenever they occur, except where otherwise specified in these Bylaws. The Executive Committee shall determine the number of members of each standing committee. The Executive Committee may remove any committee chairman, vice chairman, or member. The term of office of a member of standing committee, unless otherwise provided in these Bylaws, shall be determined by the Executive Committee. Committee members shall be Member of this Association unless specifically authorized by the Executive Committee.

### **SECTION-3 : Special Committees and Delegations**

In addition to the standing committees, the President may appoint, annually, such special committees and delegations as the Executive Committee may authorize. Executive Committee will determine the tenure and terms of the committee.

## **ARTICLE VI : MEETINGS**

The Association shall hold at least one (1) stated meeting of its members each year, at a time and place designated by Executive Committee.

## **ARTICLE VII : DUES**

### **SECTION-1 : Fiscal Year**

The Fiscal year of the Association shall begin on January 1 and end on 31 December of the following calendar year.

### **SECTION-2 : Dues Benefit**

The payment of annual dues for any fiscal year entitles the Members, and Honorary member to receive without further charge a copy of such periodicals as may be published by the Association for that year.

### **SECTION-3 : Due Schedule and Billing**

The annual dues of members shall be payable in advance of the fiscal year in accordance with a schedule to be established annually by the Executive Committee, provided that the dues shall not exceed the sums set forth below.

Member : Upto Rs. 300  
Honorary Member : Upto Rs.150

- a) That the annual change in dues for Active Members cannot exceed fifteen percent (15%) and that this annual change is non cumulative
- b) That a penalty to be established annually by the
- c) Executive Committee will be levied for each quarter year of delinquency beginning on 1 January.

#### **SECTION-4 : Arrears and Suspension**

Any member of whatever classification whose dues are in arrears for more than sixty (60) days and for less than one (1) year shall be suspended from membership in the Association and shall not be entitled to the privileges of membership.

#### **SECTION-5 : Forfeit of Membership**

Any member of whatever classification who is more than one (1) year in arrears in payment of dues shall forfeit membership in the Association and the member's name shall be removed from membership rolls.

### **ARTICLE VIII : AMENDMENTS**

#### **SECTION-1 : Proposal of Amendments**

Amendments to these Bylaws may be proposed by the following means.

- a) Resolution by the Executive Committee.
- b) Written proposal signed by fifteen (15) member of the Association.

#### **SECTION-2 : Publication of Amendments**

The Executive Committee shall cause them to be published at least two (2) months prior to the annual meeting.

#### **SECTION -3 : Consideration of Amendments**

Proposed amendments shall be considered at the annual meeting and shall be passed upon receipt of a two third (2/3) affirmative vote of the members present and voting.

