

ARTICLES OF ASSOCIATION

QUAID-E-AZAM MEDICAL COLLEGE ALUMNI ASSOCIATION QAMC BAHAWALPUR .

- A. **Alumni** means the QUAID-E-AZAM MEDICAL COLLEGE ALUMNI (QAMC ALUMNI) an association of Doctors (MBBS) graduating from QAMC Bahawalpur.
- B. **General council** means a council consisting of all the permanent member and the association member of the Alumni.
- C. **Executive council** means council consisting of the following members elected for a period of two year.
1. President
 2. President elect
 3. Vice President (Male)
 4. Vice President (Female)
 5. General Secretary
 6. Joint Secretary (Male)
 7. Joint Secretary (Female)
 8. Finance Secretary
 9. Press and publication Secretary
 10. Patron/ Coordinators to be elected by above office bearers by simple majority in their first meeting.
- D. **Member** means a member of the Alumni who is validly entitled to participate in the affairs of the Alumni. Member should have spent total 5 academic year in QAMC and having graduated from Quaid-e-Azam Medical College Bahawalpur.
- E. **Eligible voter** means permanent member whose name for the time being appears on the roll of the Alumni and not declared as defaulter.
- F. **Office Bearers** means president, president Elect, vice president (male), vice president- (female), General Secretary, Joint Secretary (male), Joint Secretary (female), Finance Secretary, Press and publication Secretary, Patron, Coordinators and members of Executive Council as may be elected or nominated under the memorandum of Alumni or any other person to whom all or any of the functions of the office bearer for the time being assigned by the Executive Council.
- G. **Election Conduction board** means a Board consisting of three members amongst senior member of the Alumni and one of them from teaching staff of Quaid-e-Azam Medical College Bahawalpur. nominated by Executive Council.

- H. Annual Meeting means meeting of GENERALCOUNCIL convened for the approval of reports on the performance of Alumni. Two months notice for convening meeting will be necessary.
- I. Special Meeting means meeting of the General Council convened for the special purposes may be convened and 10 day notice.
- J. Emergent Meeting means meeting of the General Council on the requisition of the members (permanent) under the memorandum of the Alumni. At least 50 members will request for it. Minimum notice of 72 hours shall be necessary to convene the meeting.
- K. General Body Meeting means a meeting of the General Council convened to deal the ordinary business of the Alumni.

Objectives

QAMC Alumni exists to fulfill the needs for the creation of an organization dedication to promote and achieve the following.

- a) To fasten & maintain the bounds of brotherhood amongst graduates of the college.
- b) To develop the traditions of the college.
- c) To plan and realize schemes for the betterment and welfare of members of QAMC Alumni including associate, life & honorary members.
- d) To further the best interest of the college by taking active part in schemes of its development and progress.
- e) To further the best interest of the college by taking active coordinating with the administration of college and Board of Management (BOM).
- f) To be a non-political body.
- g) To raise funds, through contributions from Governmental, Non-Governmental Organizations and others individuals & organization (national & foreign), for the purposes of achieving the various objectives of QAMC Alumni.
- h) To devise methods for achieving the objective of making the college a premier institution par excellence.
- i) To invest fund in moveable and immovable assets with a view to ensure generation of adequate income thereof.

Membership

- a. QAMC Alumni is declared to consist of unlimited number of members.

b. There shall be four classes of members, thus:

Member
Associate Member
Life Member
Honorary Member

c. The following persons shall qualify for the membership of QAMC Alumni, Namely:

Member- a graduate earning the degree of MBBS being on rolls of QAMC for full academic duration and had spent total 5 scholastic years in the college can become a member of QAMC Alumni. Member is entitled to cast vote if eligible and can also contest for any seat if permitted by rules and regulations. Membership fee if is Rs. 1000/- initially and then Rs. 1000/- annually.

Life Member- a member who contributes Rs. 10,000/- to QAMC Alumni funds shall become eligible for a life membership. Only a qualifying member can become a life member. This should be approved by the Alumni Council.

Associate Member- Any doctor who spent at least one scholastic year of his MBBS in QAMC can be an associate member. He is entitled to cast vote but not eligible to contest for any seat for the office bearers. Also a serving or retired member of the administrative and teaching staff with at least five years service with the college can be an associate member. (He may attend all functions of QAMC Alumni in an advisory but non-voting capacity). Membership Rs. 1000/- and renewal Rs. 500/-

Honorary Member- A person who has rendered outstanding service to the cause of the college or QAMC Alumni shall be nominated as Honorary Member by the Central Executive Committee. Honorary member may attend all functions of QAMC Alumni in an advisory but non-voting capacity. Fee initially Rs.1000/- renewal Rs. 250/-

Note: Every Ex-President and Gen. Secretary of Alumni will automatically become member of all the next Central Executive Committee. Any other permanent member who contributes at least one lac pak Rupees in Alumni fund will also become member of CEC.

The following rate of non-refundable membership initial contribution/renewal fee shall apply to the different categories of members, thus:

- Member: Initial contribution Rs. 1000/-
Annual Renewal fee Rs. 1000/-
- Life Membership: One time contribution Rs. 10,000/-
- Associate Member: Initial contribution Rs. 1000/-
Renewal fee Rs. 500/-
- Honorary Member: Initial contribution Rs. 1000/-
Renewal fee Rs. 250/-

d. Member shall pay the annual renewal fee as prescribed above, in advance by 30th June, with a grace period of one month i.e. up to 31st July, for the year starting 1st July and ending 30th June, in case of default the membership shall stand cancelled on 1st August. CME credits shall be awarded to the members with good standing only (Clearing all dues).

Governing Body

a) QAMC Alumni shall be governed by the central Executive Committee, hereinafter referred to as CEC.

b) CEC shall comprise of the executive Council and all the Regional Executive Committee Conveners.

c) The Regions, number of Regional Executive Committee members, hereinafter referred to as REC, from each Region and their respective areas of jurisdiction shall be as under.

(All members of REC are eligible to contest for the seats of Executive Council in coming times but not eligible to become convener REC for two consecutive terms.)

- **Bahawalpur:** 8 REC members in Southern Punjab including Rahimyarkhan, Bahawalpur, Bahawalnager, Lodhran, Mailsi, Vehari, Multan, DG khan & Mian channu.
- **Lahore:** 4 REC members. Upper Punjab including Shahiwal, Lahore, Faisalabad & Sargodha, (Excluding Rawalpindi & Islamabad).
- **Islamabad:** 4 REC members, Islamabad/Rawalpindi and NWFP.
- **Sindh:** 4 REC members.
- **KPK:** 2 REC members.
- **Baluchistan:** 2 REC members.
- **Overseas:** To be defined by the CEC and ratified by the General Body.

President and Gen Sec of Alumni cannot contest election for consecutive next term and each term comprised of two years duration. Minimum age limit for president is 45 years of fifteen year after MBBS. Minimum age limit for Gen Secretary will be 35 year or Ten years after MBBS and other all other office bearers should have completed at least 5 year after MBBS.

Election & Allied process of REC/CEC

a. Elections shall be held after every two years. Each REC will choose a Convener and a Finance Sec among themselves. Both of these will be in touch with Executive Council and will attend all the meetings of Executive Council time to time. Every REC will meet once a month in its region to extend cordal relations and discuss their problems.

b. Elections date shall be announced by CEC at least 30 days prior to the date of commencement of the election. Elections should be held within the prescribed period.

c. REC members shall be elected by members of respective Regions.

- d. Elections for REC shall be conducted in respective Regions by a team of Members nominated by the CEC from amongst respective Region. The election team shall be monitored by at least one member of the CEC, acting as the presiding Officer, from a Region other than the Region where elections are held.
- e. For REC of Bahawalpur Region elections shall be held within the premises, presided over by the college staff nominated by Executive Council.
- f. The presiding Officer shall announce the results after the counting of votes. Verdict of presiding officer shall be final and there shall be no right of appeal to it.
- g. Elections shall be on basis of one member One vote through secret ballot.
- h. In case of tie the casting vote shall be exercised by the outgoing convener (for REC elections). And outgoing president of Alumni Council.

Election Dates

QAMC Alumni office bearer's election will be held after every two years in second week of March and new Executive Council will take oath in second week of April.

Qualification, Terms & Condition for REC/CEC office Bearers:

All candidates for elected office should have received MBBS Degree from QAMC and Spent all 5 academic years in QAMC.

A period of at least 15 years should have lapsed since such a candidate left the college and age not less than 4 years in case of a candidate for the elected office of president CEC. A period of 10 years for Gen Sec and age not less than 35 years. A period of not less than 5 years for other seats of the Executive Committee .

A candidate shall contest election for not more than one post at an election.

No member shall contest for an elected office after two consecutive terms.

All the office bearers of the REC will serve on the committee for a period of two years, One half retiring each year through ballots and others elected through ballots.

Functions of the president

- a. The president shall preside over all CEC and General Body meetings.
- b. In case of any dispute within the CEC the president's decision to resolution of the dispute shall be final and binding.
- c. The president shall visit the college and Head Office of QAMC Alumni at least twice per annum.

- d. The president shall maintain close liaison with and advise the principal/ patron on matters effecting the reputation of the college.
- e. The president / president's nominee, in consultation with the principal / patron, shall be an ex-office member of the board of Governors of the College.
- F. The president shall have the discretionary power to spend up to Rs.50,000(fifty thousands) to cater for unforeseen expenditure towards maintenance of QAMC Alumni operations for which prior approval of the CEC does not exist. In such case ex-post-facto sanction by the CEC is required within 15 days of occurrence of the transaction.
- g. In case the president resigns or ceases to hold office for any other reason the CEC shall within one month of such occurrence elect from within itself or any other member of QAMC Alumni who pre qualifies to be a member of CEC, a new president for the remaining tenure.

Function of the Vice President

- a. The CEC vice president shall assist the president in performing all his duties related to QAMC Alumni and act as president in his absence except in the exercise of financial powers.

Function of the General Secretary

- a. Record the proceeding of all the meetings in books.
- b. Carry on the correspondence of the association with the authorities concerned.
- c. Be in charge of the current record of the association.
- d. Keep on the amount of 5000/- (Rupees Five Thousand only) with him/her for any contingent expenses.
- e. Prepare the annual report of each year, obtain the approval of CEC and submit it to general body at its annual meeting together with the audited statement of account.
- f. Prepare the budget for the coming year and after obtaining the approval of CEC place it for sanction of the general body.

Function of the joint Secretary

- a. He will discharge all the functions of General Secretary in his absence.
- b. He will assist the General Secretary in proper discharge of his function.

Function of the Finance Secretary

- a. To manage account of QAMC Alumni including contribution, donations and subscriptions and be accountable for all financial matters.
- b. To keep up to date account statement of all receipt and expenses.
- c. To conduct all correspondence concerning financial matters. To submit account statement at the quarterly meeting of the CEC.
- d. Make all disbursement only through the approval of the president of Association.

- e. Maintain all vouchers properly prepared and signed, supported by the sanction and by the countersignature of president.
- f. To facilitate internal and external audits.
- g. The President, Gen. Secretary and finance Secretary will open the Alumni Association account and any two of these can operate the account.

Function of CEC (central executive committee)

- a. The CEC shall meet once in three months.
- b. Where the quorum shall preferably be 50% the quorum would be complete with the attendance of five (5) CEC Members with at least one REC from each region, with the exception of overseas region.
- c. All issues presented before the CEC shall be decided by virtue of simple majority of votes by the attending CEC members including expulsion of a QAMC Alumni members for conduct unbecoming.
- d. The president shall have the casting vote.
- e. The CEC shall appoint auditors for biannual & annual audits of QAMC Alumni Association's accounts.
- f. The CEC shall nominate two members from within itself to assist the Finance Secretary in managing accounts; together they shall form the finance sub-committee of the CEC headed by the Finance Secretary.
- g. This immediately herein above, facilitates the mandatory three registered account holders of whom two must be signatories to all transactions and that each transaction shall not exceed Rs. 50,000/-
- h. The CEC shall nominate three CEC members to internal audit the accounts biannually and arrange the annual audit through an external audit company.

General Body

Shall constitute all members of QAMC Alumni.

General Body Meeting

General Body Meeting shall be held at least twice a year.

Amendments

- a. Only the general body shall be empowered to amend Articles of Association by a majority of 2/3 members present and voting.
- b. The quorum should not be less than two hundred members.
- c. Notice of amendment should bear the signatures of at least 10% of the total membership present or should originate from the CEC.

Removal of an elected office Bearer

Any elected office Bearer may be removed from office in accordance with the provision of this article as explained herein under.

- a. Not less than one half of the total membership of CEC may give to the President or the vice President in case the move is against the President himself, a written notice of its intent on to move a resolution for the elected office bearer; such notice shall set out the charges against him .
- b. The President or the Vice President in case the move is against the President himself; shall transmit it to the Patron of another CEC member in case the move is against the Patron who shall within 14 days of the receipt of the notice summon the CEC ad shall also cause a copy of the notice to be transmitted to the office bearer in question.
- c. The elected office bearer in question shall have the right to appear before the CEC and defend the charge(s). in case office bearer fails to appear on the said date the resolution shall be proceeded with in absentia.
- d. The final decision shall rest on the CEC and a 2/3 majority shall be required for the resolution to carry and as a consequence such office bearer shall cease to hold office.

Dissolution of QAMC Alumni Association

If at any time the member of QAMC Alumni determine by three fourth $\frac{3}{4}$ majority (subject to minimum of four hundred votes in favor)that QAMC Alumni Association Cannot make any effective or significant contribution to the advancement of its objectives, QAMC Alumni Association by special resolution be dissolved and its assets if left over after meeting its liabilities transferred to the College for safe custody And return to the new legally constituted ex. students body the members presents must endorse their signature/member ship numbers for dissolving QAMC Alumni Association under this clause.

Dr. MAJID JEHANGER
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QAMC Alumni Association

Prof. Dr. Jamil Ahmad Shaheen
President
QAMC Alumni Association

