

# Bylaws

## ARTICLE-I NAME

SECTION 1: The name of the organization shall be "NED Alumni Association Canada" hereinafter called and referred to as "NEDAC". It is a clearly defined, members motivated and financed, non-profitable, technical, and social and welfare organization of the graduates of NED Engineering College/NED University of Engineering and Technology, Karachi, Pakistan, henceforth referred as "NEDIANS" who are Citizens or legal Residents of Canada. The Head Office of NEDAC shall be located in the Greater Toronto Area in the Province of Ontario, Canada. Local Chapters of NEDAC may be opened in any other city of Canada, provided the number of members in the city is 15 or more.

SECTION 2: The use of the name of "NEDAC" shall be authorized by the "Board of Directors". The privilege of the use of NEDAC's name goodwill or credibility by any member will be withdrawn, if deemed advisable by the two-third majority of the total of the "Board of Directors".

SECTION 3: All policy statements and commitments in which name, goodwill or credibility of NEDAC is used, first be submitted to the "Board of Directors" for approval and at least two-third majority of the total of the "Board of Directors" must be sought for prior to application, except in the case of a press release by a member authorized by the "Board of Directors" or by these Bylaws.

## ARTICLE-II DEFINITIONS

SECTION 1: TERMS The terms used in these By-Laws shall convey the meaning stated here under unless it is defined otherwise in the text where they are used.

SECTION 2: BYLAWS As defined here under, the rules and regulations approved by the "Board of Directors" shall be considered the By-Laws for the conduct of day-to-day business of the Association and shall form its constitution. They will be referred to in the text by the term Bylaws.

SECTION 3: NEDAC "NED Alumni Association Canada" hereinafter shall be referred to as "NEDAC" and this term shall be used in the text of the Bylaws for the purpose stated herein.

SECTION 4: Board of Directors: The Board of Directors shall consist of 9 Office Bearers and 6 Executive Members and 2 Female Executive Members, who will be elected through a General Meeting of the members. The members of the Board of Directors shall be residing in Canada. The "Board of Directors" shall hereinafter be referred to in the text by the term "Board".

SECTION 5: General Body: All valid Members present in a General Meeting will form the "General Body" of the Association.

SECTION 6: Board of Directors – Local Chapters: Every Local Chapter of NEDAC shall have its own "Board" and shall consist of as many "Board" members as necessary, remaining within the structure of the "Board" at the Head Office. All the "Board" members of the Local Chapter shall be residing in the city where the Local Chapter is opened and shall be elected by the Local Chapter members.

## ARTICLE – III OBJECTIVES

SECTION 1: The basic objective of NEDAC shall be to promote interaction and closer contact among its members to achieve collective benefits for the NEDIANS and their Alma Mater. This noble cause shall be achieved by such means as holding technical and social meetings, lectures, seminars, training courses and other activities as deemed necessary. NEDAC shall raise funds for its activities by the annual membership fee, contributions by the members and outside sponsorship.

SECTION 2: Every member is entitled and privileged to and will be called to attend all the regular or special events and shall also have equal rights to express their opinion.

## ARTICLE-IV CODE OF ETHICS

As a member of NED Alumni Association Canada, he/she shall pledge:

- (1) To abide by the LAWS of the Country of Canada.
- (2) To assume the responsibility of promoting harmony among fellow members.
- (3) To deal fairly with all members and avoid any discrimination.
- (4) To always remember that NEDAC is a social organization of NEDIANS and shall endeavor to enhance its professional image among the sister organizations with similar goals and objectives.
- (5) To remember if “Anonymous” email addresses are used to violate the above-mentioned rule the Board shall have the authority to investigate to determine if any NEDAC member is involved and if his/her involvement is proved then the Board may temporarily suspend his/her membership or take other punitive action as per Bylaws and the laws of Canada.
- (6) To hand over completely within two weeks or ten working days any outstanding material such as records, amount of money or property in his/her possession during their tenure to the New Board. Violation in this regard shall lead to termination or suspension of his/her NEDAC membership and or legal action may be taken against that member as per Article Section 1.3.

## ARTICLE-V MEMBERSHIP

SECTION 1: REQUIREMENT AND ELIGIBILITY OF MEMBERSHIP: A degree/diploma from the NED Engineering College/NED University of Engineering & Technology, Karachi is a must for the membership of NEDAC.

SECTION 1a: DUTIES & RESPONSIBILITIES: NEDAC's social activities focus on strengthening fellowship and promote effective functioning. Every member is expected to participate in as many activities as possible to justify the privilege of being a bonafide NEDAC member.

SECTION 2: MEMBERS'RIGHT: Every Member, after payment of one-time life membership fee, shall have full right to vote and contest in election for any position in the “Board” and to participate in all benefits and programs of the Association.

SECTION 3: MEMBERSHIP DATA BASE: A membership data base shall be developed, maintained and updated by the Association on a regular basis.

SECTION 4: LOCAL CHAPTER MEMBERSHIP DATA BASE: The data base of all NEDAC members shall be maintained by the NEDAC Head Office. The membership application form of any Local Chapter member shall be sent to NEDAC Head Office for allocation of membership number.

## ARTICLE VI FEES AND DUES

SECTION 1: The one-time life Membership Fee for new members shall be \$60.00 effective Jan 1<sup>st</sup>2020 and any further changes as determined from time to time by the "Board" and approved by an affirmative opinion of two-third of the members attending the General meeting.

#### ARTICLE-VII FISCAL YEAR

SECTION 1: The fiscal year shall be from 1st of September to 31st of August of each calendar year.

SECTION 2: Yearly financial report and statements of the Association covering the Earnings and expenditures incurred during the whole fiscal year shall be produced by the Finance Secretary. Other financial reports and statements shall be produced by the Finance Secretary at such times as required or requested by the "Board".

#### ARTICLE-VIII BUSINESS MEETINGS

SECTION 1: QUORUM: A quorum of 7 out of 17 members of the "Board" shall be required for all the "Board" meetings.

SECTION 2: Board Meeting: Generally, the meeting of the "Board" shall be held bi-monthly i. e. 6 times per year. Additional meetings may take place as it may deem necessary at the call of the President, or the Vice President in the absence of the President. The General Secretary shall inform the members of the "Board" about the meeting place and agenda fifteen (15) days prior to such meetings.

SECTION 3: Annual General Meeting (AGM) The Annual General Meeting of NEDAC shall be held at such time and place as may be decided by the "Board". The General Secretary in consultation with the President or Vice President, as the case may be, shall finalize the agenda of the meeting and shall inform all registered members on record about the place and agenda thirty (30) days prior to the AGM.

SECTION 4: Special Meetings of the Board: A special meeting of the Board may be called at anytime, with a written notice of seven (7) days prior to the meeting, at the request of the President or two-third majority of the total members of the "Board". All notices of such meetings shall state the time, place and agenda to be discussed.

SECTION 5: Resolution for discussion of any other matter or topic in any special Meeting of the Board must be supported by the majority of the members of the "Board".

SECTION 6: Majority Vote: At all meetings of the Board, every issue shall be decided by a majority of votes of the members present in person. Majority is considered to be 50 percent of the members in good standing present, plus one.

SECTION 7: Show of Hands Voting: Every issue in General Body Meeting (GBM) shall be decided in first instance by a show of hands unless a poll is demanded by majority. Upon a show of hands, every member having voting rights shall have one vote. A declaration by the President that a resolution has been carried or not carried and an entry to that effect in the minutes of the association shall be admissible evidence of the adoption or defeat of a resolution. If a secret ballot be demanded and not be withdrawn, the question shall be decided by two-third majority of votes given by the members present in person and such secret ballot shall be deemed the decision of the Association upon the matter in question.

SECTION 8: Standing Committee Meetings: The Standing Committee meetings may be held by the members of any Standing Committee to expedite the task of the Committee as assigned by the "Board".

#### ARTICLE-IX OFFICE BEARERS

SECTION 1: Office bearers of the Association shall consist of:

- a) President = 1
- b) Vice-President = 1
- c) General Secretary = 1
- d) Joint Secretary = 1
- e) Finance and Membership Secretary = 1
- f) Social Secretary = 1
- g) Information Secretary = 1
- h) Publication Secretary = 1
- i) Liaison Secretary = 1
- j) Executive Members = 6
- k) Female Executive Members = 2

**SECTION 1.1:** The office bearers shall be elected in a General Body meeting designated for this purpose. Such General Body meeting shall normally be held not later than 2 months from expiry of Board tenure. A member willing to be a candidate for election as an office bearer must first be nominated by a member and seconded by two other members. The office bearers shall hold their respective offices for a two (2) years period. No Office bearer will hold any office in the Association for more than two consecutive terms and No office bearer will hold an office in the Association for more than four terms in total in the life time.

**SECTION 1.1a:** All office Bearers should have a minimum of two years of Life Membership tenure with NEDAC.

**SECTION 1.1b:** The position for President and General Secretary should have served the board for at least ONE term in NEDAC board at any position.

**SECTION 1.1c:** After Announcement of Election Date: When election date is announced by current President, the activities of the existing Board shall cease, and the Election Committee shall take charge of any announcement from NEDAC. The Election Committee may seek any help from any existing Board member or any other NEDAC member for press release, website etc. However, the current board will help the election committee for arrangements and financial expenses for the election.

**SECTION 1.2:** By-Elections In case any office bearer or executive member resigns or becomes incapacitated during his/her tenure, the vacant position shall be filled as follows:

- a) The position of President shall be filled by the Vice-President.
- b) The position of General-Secretary shall be filled by the Joint Secretary.
- c) The position of any of the remaining office bearers shall be filled by the candidate who secured the next highest votes in the last elections in the descending order. In case of non-availability of such candidate for any reason, the position shall be filled from an executive member or a female executive member by the "Board" by a majority of vote.
- d) The position of executive member(s) shall be filled by the candidate(s) who secured the highest votes among the non-elected candidates in the last elections in the descending order.
- e) The position of female executive member(s) shall be filled by the candidate(s) who secured the highest votes among the non-elected candidates in the last elections in the descending order.
- f) In case the serving Board becomes incapacitated due to any reason, the last Election Commissioner who monitored the elections of the serving Board, will be responsible to conduct new elections within 90 days from the day the entire serving Board becomes non-functional. The Election Commissioner will form a (5) Member Committee of NEDAC members, who had served the Board previously as a member of the Board of Directors or is actively associated with NEDAC. The Committee will take care of day-to-day NEDAC activities and will also assist the Election Commissioner to conduct elections.
- g) The President and all office bearers of the dysfunctional Board will be responsible to handover all record and NEDAC properties to the Election Commissioner within one week.

- h) The signatories of financial matters will hand over complete funds, records to the Election Commissioner and to new signatories within one week.
- i) The Finance Secretary of the dysfunctional board will be responsible to handover all financial record to the Election Commissioner and coordination between signatories and new signatories.
- J) If any office bearer refuses to handover any property or record, NEDAC will have the right to take legal action against the person and or cancel/suspend his/her membership from NEDAC.

SECTION 1.3: Disciplinary Action – Board Members If the performance of any “Board” member is seen to be unsatisfactory or he/she loses interest in the activities of the “Board” or does not attend the “Board” meetings regularly without a valid reason, the President shall issue a letter to such member asking him to explain the reason of his absence. The response of the member will be reviewed by the “Board”. In case of unsatisfactory response or non-receipt of response from the member, the “Board” shall ask the member to resign. If resignation is not received within a week the “Board” will remove him/her from the “Board” if approved by majority of the total “Board” members.

#### SECTION 2: PRESIDENT

- a) The President shall be principal executive officer of the Association.
- b) Subject to the directions of the “Board” and provisions of these By-Laws, the President shall be in charge of the day-to-day affairs of the Association
- c) Shall see that the Objectives in Article-III and Code of Ethics mentioned in Article-IV, resolution of members, recommendations of the “Board” and provisions of these By-Laws are carried into effect.
- d) Shall discharge all duties incident to the office of the President and such other duties as may be requested by the “Board”.

#### SECTION 3: VICE-PRESIDENT

- a) The Vice-President shall assist the President in discharge of the functions stated under Section-2 Item (b), (c) & (d) above.
- b) Shall perform the functions and responsibilities of the President in his absence.

#### SECTION 4: GENERAL SECRETARY

- a) Record the minutes of the meetings of the “Board”.
- b) Shall see that the notices are duly given in accordance with the provisions of these By-Laws or as requested by the “Board”.
- c) Shall be custodian of all official records in duplicate, except the records concerning finance which will be maintained by the Finance Secretary.
- d) As authorized by the “Board” and on behalf of the Association shall coordinate with other Secretaries, media and any agency required to be contacted for the events of the Association.
- e) Shall perform the duties as may be assigned by the President or the “Board” from time to time.

#### SECTION 5: JOINT SECRETARY

- a) The Joint Secretary shall assist the General Secretary in discharge of the functions stated under Section 4.
- b) Shall perform the functions and responsibilities of the General Secretary in the absence of the General Secretary.

#### SECTION 6: FINANCE AND MEMBERSHIP SECRETARY

- a) The Finance Secretary shall be the chief financial officer of the association and shall have the charge of and be responsible for the maintenance of books of account for the Association.
- b) Have charge and custody of funds of the Association and be responsible for the receipt and disbursement thereof.
- c) Expenses up to Canadian Dollars 500.00 must have written consent of the General Secretary.

- d) Expenses exceeding Canadian Dollars 500.00 must have approval of the "Board".
- e) Shall assign a membership number to any new member on receipt of his/her membership application form and the fees. Shall acknowledge receipt of application form to the new member with a copy to all "Board" members and shall ensure addition of the new member's particulars in the NEDAC membership data base.
- f) Shall perform the duties that may be assigned by the President from time to time.

#### SECTION 7: SOCIAL SECRETARY

- a) The Social Secretary shall be responsible for arranging social activities, annual dinners and other events for the Association
- b) Shall make arrangements of party halls, hotels or the place of events in coordination with social events sub-committee.
- c) Shall be responsible for the receipt and disbursement of the funds and shall submit accounts after each event.
- d) Shall perform the duties that may be assigned by the President from time to time.

#### SECTION 8: INFORMATION SECRETARY

- a) shall be responsible for the maintenance of complete record of members of the Association and shall update record of members from time to time.
- b) Shall maintain the website of the Association.
- c) Shall issue Press Releases of NEDAC after getting approval from the President.
- d) Shall keep liaison with the media for publicizing NEDAC's activities
- e) Shall perform all duties that may be assigned by the President from time to time

SECTION 9: PUBLICATION SECRETARY a) Shall be responsible for publication of News Letters, Souvenirs and Program Booklets etc. as and when required. b) Shall perform all duties that may be assigned by the President from time to time.

#### SECTION 10: LIAISON SECRETARY

- a) Shall be responsible for coordination between the Association and NED University of Engineering and Technology, Karachi.
- b) Shall propose required assistance to meet the requirements of NED University and its students.
- c) Shall coordinate with Canadian NEDIANS in Pakistan to achieve the Objectives of the Association.
- d) Shall arrange lectures/ seminars on behalf of NEDAC at NED University of Engineering and Technology, Karachi.
- e) Shall coordinate with other chapters of NEDAC in Canada.
- f) Shall coordinate with other NED Alumni associations outside Canada.
- g) Shall perform all duties that may be assigned by the President from time to time.

### ARTICLE-X OTHER APPOINTMENTS

SECTION 1: EXECUTIVE MEMBERS Being part of the "Board", the Executive Members will have an important role in decision making of the Association and perform the special tasks.

SECTION 2: STANDING COMMITTEES A Standing Committee will consist of at least one of the "Board" members for specific tasks such as Social events, Sponsorship arrangements, Technical Seminars/ Training, issuance of Newsletters, etc.

SECTION 3: ADVISORS The "Board" may nominate Advisor/ Advisors for specific purpose and for specific periods to provide advice as needed to NEDAC.

SECTION 4: AUDITOR: An Auditor shall be hired by NEDAC, if and when required.

### ARTICLE-XI OBLIGATIONS

SECTION 1: No indebtedness shall be incurred on behalf of the Association by any Office bearer or member.

#### ARTICLE-XII APPLICATION OF FUND

SECTION 1: NEDAC shall apply its funds only to accomplish the social, welfare and educational objectives and purposes specified in the By-Laws.

#### ARTICLE-XIII SIGNING POWERS

SECTION 1: All cheques, bills of exchange or other orders for the payment of money, notes other evidence issued in the name of NEDAC shall be signed by such Officers of NEDAC and in such manner as shall from time to time be determined by resolution of the "Board". Any member of the "Board" may be assigned by the resolution of the "Board" to endorse notes and cheques only for deposit with the bank for the credit of NEDAC's Account.

#### ARTICLE-XIV DISSOLUTION

SECTION 1: In case the Government authorities request the closure of the activities of NEDAC, the Association shall be dissolved by the "Board". SECTION 2: In the event of dissolution or discontinuance of NEDAC the "Board" shall transfer such funds, money and other possessions after paying all outstanding liabilities to NED University of Engineering and Technology for the welfare of the students.

#### ARTICLE-XV AMENDMENT

SECTION 1: Any proposed amendments, suspensions, alterations in these By-Laws shall be presented in writing to the "Board". A vote of two-third of the majority of the total of the "General Body" is necessary to approve such proposed changes.

SECTION 2: Any such proposed changes shall be notified in writing to all members of the "Board" through the President, fifteen (15) days prior to the meeting of the "Board".

SECTION 3: Any changes to these By-Laws approved, according to Section 1 & 2 of Article XV, shall become effective immediately on approval.