



**CONSTITUTION OF**  
**SHERIANS' ASSOCIATION**

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## **PREAMBLE**

This booklet is aimed to formulate constitution for the Sherians' Association of Karnal Sher Khan Cadet College, Swabi. Sherians' Association is established to promote interaction between alumni and to contribute to the development of college. This initiative will provide an opportunity to the alumni of alma mater to render productive interventions, programs, provisions of financial and material support, and enhancing networking and career development among the alumni. The only purpose of establishment of Sherians' Association is to work for the development of College in terms of academic, financial, legal, and administrative enterprises in future.

## ARTICLE 1

### INTERPRETATION CLAUSE

1. In this Constitution, unless the context otherwise requires - “College”, which means KARNAL SHER KHAN CADET COLLEGE, SWABI.
2. “Alumni” mean the former students of the College.
3. “Association” means a group of alumni, represented by a cabinet.
4. “Members” are defined as alumni, fulfilling the requirements defined in article 8.
5. “Cabinet” is the elected body for the representation of alumni.
6. “Policy Principle” outlines long term mission statement, goals, and objectives of the Association.
7. “General Assembly” denotes the official reunion of alumni.

## ARTICLE 2

### DEFINITION OF ASSOCIATION

1. The name of the Association shall be “Sherians’ Association” (hereinafter referred to as the “Association”).
2. The Association shall be a non-political and non-profit organization.
3. The Association has mission, goals, and objectives defined in Article 4.
4. The motto of the Association shall be “**Sherians a bond of brotherhood**”.
5. The Association has the privilege to use college’s official logo.

## ARTICLE 3

### POLICY PRINCIPLES

1. The Principles formulated in this article shall be known as Policy Principles, and it is mandatory that each member, organ, and person performing functions on behalf of the Association shall act in accordance with these principles; they have binding nature on organ, representative, and all other related to this association.

2. The Policy of the Association shall be “to contribute to the development of College and its alumni through productive interventions (capacity building trainings etc.), programs, provision of financial and material support, and enhancing networking and career development among the alumni”.
3. The Association shall take the following steps:
  - (a) To contribute towards the improvement of the Alumni;
  - (b) To raise financial and material resources for efficient and effective teaching, learning, general well-being of cadets, and staff at the College (when and where the college deemed it necessary);
  - (c) To develop and help maintain active alumni interactions and enhance the image of College through self-enrichment, career development, and role modeling in the society at large;
  - (d) To enhance and maintain links among members of the alumni and between alumni and College;
  - (e) To assist the poor cadet of the College by contributing to their academic requirements such as book allowances and financial contribution;
  - (f) To provide support to the College Library by donating and/or assisting the library access to documentary resources;
  - (g) To provide incentives such as rewards and prizes to the best academic achievers and best alumni models with proven record of significant contribution to society, to provide incentives, *shall be practiced from next reunion and onwards.*
  - (h) To provide recommendation(s) on the further improvement of College;
  - (i) To devise ways and means of raising funds for the Association;
  - (j) To encourage alumni to develop their respective careers through available opportunities;
  - (k) To initiate seminars, lectures, and other academic functions for the benefit of alumni and College;
  - (l) To create and support projects deemed necessary at College;

- (m) To enhance the image of College and promote College as a premiere educational institution of excellence in academics;
- (n) To utilize the services of college for the productive use of alumni.

4. The cabinet of the Association shall perform the following responsibilities:

- (a) Within 4 years of formation of association, a need and merit-based scholarship for deserving cadets and preference should be given to children of class four staff at the College, financially unstable members, ,and children of general locality of both districts Swabi and Mardan.
- (b) Assisting all the employees of the College in their social challenges outside the college, including education, healthcare, future development etc., up to a possible extent.
- (c) The Association will provide financial support to the toppers of entrance test of class 8<sup>th</sup> and 1<sup>st</sup> year respectively.
- (d) The Association will also render financial support to the toppers of class 2<sup>nd</sup> year at Board Exam.

## **ARTICLE 4**

### **POWERS AND FUNCTIONS OF THE ASSOCIATION**

In pursuance of its policy principles, objectives and for the better and proper performance of its functions under this Constitution, the Association shall have the following powers:

- (a) Engage in any activity or undertaking for the purpose of mobilizing or generating financial and other material resources to be applied exclusively to the fulfillment of aims and objectives of the Association as set out in this Constitution;
- (b) Solicit donations, gifts, and other forms of material aid acceptable to the Association for the purpose of meeting the financial requirements and other needs of the Association in furtherance of its objectives and policy principles;
- (c) Exercise any other power, perform any other function, or do any other activity that may lawfully be so exercised, performed or done

by the Association for carrying out/giving effect, to the purpose for which the Association is established;

(d) Rules prescribed are:

(i) The rates and modes of payment by members which shall apply from time to time in respect of membership fees, events fees, and other contributions/donations towards the funds of the Association;

(ii) The circumstances in which and the conditions upon which membership of the Association may or shall be suspended or terminated as described in Article 8 (membership rules);

(iii) Such other conditions relating to membership as may be necessary or desirable to ensure integrity, independence, honor, and dignity of the Association as well as efficacy in its operations as described in Article 8.

## **ARTICLE 5**

### **CABINET OF THE ASSOCIATION AND THEIR FUNCTIONS**

**(1)** The Association shall have an elected Cabinet consist of the following:

(a) The Organs of cabinet shall have qualification as under:

- i. Shall not be an expelled alumnus under Art 8(A)(b)(b1);
- ii. Shall have no criminal record according to the laws of Land;
- iii. Shall be of socially amiable, proactive will relatively better repute;
- iv. Shall have skills in electronic media ( this clause is for seat of Information Secretary);
- v. Shall have skills in finance (this clause is for seat of finance secretary).

(b) The President shall perform the below functions:

- (i) To chair meetings of the Cabinet and the General Assembly;
- (ii) To supervise and coordinate activities of the Association;
- (iii) To propose and develop projects for the development of College in collaboration with the administration of College;
- (iv) To coordinate and take alumni input on College curricula and programs;

- (v) To perform, as a bridge between college administration and alumni.
- (c) Shall be answerable to the members on the steps taken for achieving the goals prescribed in Article 4;
- (e) In his absence, the vice-president cannot make a decision without his consultation;
- (c) The **Vice-President** shall have the following obligations:
  - (i) To initiate the establishment and organization of Alumni Chapters;
  - (ii) To coordinate activities of the various Alumni Chapters;
  - (iii) To report to the Cabinet on programs of the Associations directly benefiting students;
  - (iv) To initiate cadet -alumni activities.
  - (v) In absence of the President, to perform functions of the President, however, consultation with the President in decision making is necessary;
  - (vi) To coordinate and arrange, in liaison with Alumni Chapters, tours, excursions, and reunions for the alumni;
  - (vii) To coordinate alumni awards or prizes sponsored by or through the Association.
- (d) The **General Secretary** shall execute the below functions:
  - (i) To act as secretary at meeting of the Cabinet;
  - (ii) To take minutes during the meeting of the General Assembly;
  - (iii) To act as custodian of all the records of the Association;
  - (iv) To be the public relations person/focal person for the Association;
  - (v) To monitor fulfillment of activities of the Association and prompt different offices accordingly;
  - (vi) To publicize income-generating activities of the Association.
- (e) The **Information Secretary** shall have the responsibilities:
  - (i) To handle issues of publicity for the Association;



(ii) To coordinate the production of the newsletter and other publications of the Association;

(iii) In the absence of the General Secretary, to perform the duties of the Secretary;

(iv) To publicize income generating activities of the Association.

(f) The **Finance Secretary** shall be responsible for:

(i) To act as the custodian of the finances of the Association;

(ii) To act as the custodian of audit records;

(iii) To act as the custodian of the inventory of property for the Association;

(iv) To prepare and report to the Cabinet the Association's regular financial documents and statements;

(v) To release funds on the advice of president;

(vi) To prepare the draft of annual budget of the Association for presentation to the Cabinet and the General Assembly;

(vii) To ensure that accounts are audited by Auditors of the Association;

(viii) To make financial transactions on behalf of the Association.

(2) The **College Principal** shall be the **Patron-in-Chief** shall perform the following functions:

(a) To observe key issues initiated by the Association and relate them to the relevance of College;

(b) To convey worth considering proposals to the Cabinet;

(c) To advise the Cabinet on the policies and regulations of the College.

(3) In the execution of its functions, the Cabinet shall have the following obligations:

(a) Serve as a policy and executive group to facilitate the work of the Association between meetings of the General Assembly, and deliberate on actions and policies of the General Assembly;

- (b) Serve as an advisory and planning body for the Association of projects and any other reports submitted to the Cabinet, and issue appropriate directions for compliance by the competent organs or officers of the Association;
- (c) Consider and approve proposals by the President to appoint a Committee to perform special tasks;
- (d) Consider the budget of the Association before it is presented to the General Assembly;
- (e) Appoint auditors of the Association;
- (f) Receive and consider auditor's reports and audited accounts, and financial statements relating to the accounts of the Association presented by the Finance Secretary;
- (g) Receive, consider, and draft a resolution for any issue or question for determination and in respect of which this Constitution makes inadequate or no provision for its resolutions. Such a draft resolution shall be presented to the General Assembly for approval.

**(4) Elections and terms of office for office bearers shall be as follows:**

- (a) Office bearers of the Cabinet shall be elected during the General Assembly/Reunion after each two years;
- (b) Office bearers shall be elected by a majority vote; the voting shall be done through secret ballot and for the said purpose, a presiding committee consists of three faculty members shall be appointed by the outgoing cabinet.
- (c) The term of office for office bearers shall be two years and shall resume duty at the close of the regular meeting of the General Assembly at which they were elected and end at the close of the succeeding regular meeting at which a new Cabinet was elected;
- (d) Any position that falls vacant between regular General Assembly meetings may be filled by a majority vote of the Cabinet until the close of the next regular General Assembly.

**(5) Division Coordinators hereafter referred as DC of the Association shall be as follows:**

- (a) The Association shall have coordinators based on Divisional zones of the country (e.g. Peshawar Division Coordinator, Malakand Division Coordinator etc.)
- (b) A group of alumni shall qualify to be registered as a DC by sending their CV to the Cabinet and the President shall select DC on Majority of vote of cabinet members.
- (c) Each DC shall operate in accordance with the directions of Cabinet.
- (d) Each DC, if he deemed necessary can appoint an assistant DC, who shall perform function in name of DC. For such appointment, the approval of cabinet is necessary.
- (e) Each DC shall develop his own program of activities based on the annual plan of the Association;
- (f) DC's shall remain in constant contact with the Association's Cabinet.

**(4A)** The DC shall render the following functions:

- i. To keep record of members of association in that particular division.
- ii. To provide speedy facilitation to the members such as blood donations, financial needs, hosting of guest members etc.
- iii. To collect funds from members of his zone.
- iv. To attend social activities of members on behalf of cabinet.

## **ARTICLE 6**

### **OFFICE OF THE ASSOCIATION**

- (1) The Office of the Association shall be based at College campus and the postal address shall be Sherians' Association Office, Karnal Sher Khan Cadet College, Swabi.
- (2) A faculty member shall be In-charge Alumni Affairs who will be appointed by the President on majority vote of cabinet.
- (3) The duties of the In-charge Alumni Affairs shall be following:
  - (a) Manage the office of the Association;

- (b) To coordinate the day to day affairs of the Office;
- (c) To work in close collaboration with the President of Cabinet in the execution of their specific tasks;
- (d) To perform such other duties as the Cabinet may deem necessary to be performed by the In-charge Alumni Affairs.

## **ARTICLE 7**

### **MEETINGS OF THE ASSOCIATION**

- (1) The General Assembly shall be a gathering in which the Cabinet (president) shall be answerable to the entire membership of the Association.
- (2) The General Assembly shall be attended by:
  - (a) All members of the Association who shall attend the General Assembly meeting as voting delegates;
  - (b) The immediate ex-officio members (outgoing cabinet) of the Cabinet;
  - (c) Partners and organizations that support the Association shall be invited to attend by the General Secretary of the Cabinet but such delegates shall have no voting rights.
- (3) The President or his Vice-President and Principal shall chair meetings of the General Assembly.
- (4) Ordinary meetings of the General Assembly shall be held annually.
- (5) The Cabinet, by two-thirds vote, may call for an extra-ordinary General Assembly upon request from more than half of the subscribing members of the Association, after consultation with the Principal.
- (6) Voting at the General Assembly shall be by the subscribing members and by secret ballot.
- (7) In case of tie, President shall have a deciding vote;

(8) A preliminary agenda for the General Assembly shall be prepared by the Cabinet and sent to the DCs three months in advance of the General Assembly with following responsibilities:

- (a) Subscribing members may propose business to be transacted at the General Assembly through their DCs;
- (b) Such proposals shall reach the Secretary General at least two months before the meeting;
- (c) The agenda of business to be transacted at the General Assembly shall be distributed by the Secretary General to the DCs and delegates at least one month before the meeting;
- (d) No questions that have not been placed on the agenda shall be discussed or put to vote unless a proposal to that effect is approved by a two-third majority vote at the General Assembly.

(9) The venue of the next General Assembly shall be decided by the cabinet two month earlier to coming general assembly.

(10) The Cabinet shall decide the exact dates of the General Assembly.

(11) The Cabinet may decide a registration fee or scale of registration fees for the next General Assembly.

(12) The Cabinet may waive registration fees either partly or wholly for subscribing members of the Association.

(13) The General Assembly shall have the following functions:

- (a) On the proposal by the Cabinet, to decide the subscription rates;
- (b) To determine special projects that shall be financed independently of the general expenditure;
- (c) To consider and give proposals to cabinet for any short or long term development plan of activities and strategies for implementation through method prescribed in point 8(a) of this article;
- (d) To receive, review and evaluate reports on implementation of projects and any other reports submitted to the General Assembly by the Cabinet,

and issue appropriate directions for compliance by the competent organs or officers of the Association;

(e) To consider and approve proposals by the Executive Committee to appoint a Committee to perform special tasks;

(f) To consider and approve the budget of the Association;

(g) To consider and approve auditor's reports, audited accounts and financial statements relating to the accounts of the Association presented by the Finance Secretary;

(h) To receive and consider draft resolutions from the Cabinet for any issue or question of which this Constitution makes inadequate or no provision for its resolution.

(14) Meetings of the Cabinet shall be held quarterly and all members of the Cabinet shall attend the meetings.

(15) One third of the members of the Cabinet shall form a quorum (minimum number of voting members must be present to perform a business for a group.

(16) The President or the Vice- President shall chair meetings of the Cabinet.

(17) DCs shall hold Annual General Meetings.

(18) The DC of the Division shall chair the Annual General Meeting.

(19) All members of the Association in the particular Division shall attend the Annual General meeting and members of the Cabinet shall be invited to attend.

(20) The venue of the next Annual General Meeting for the Division shall be decided during the preceding meeting.

(21) The exact dates of the Annual General Meeting shall be decided on the will of DC.

(22) The DC may decide a registration fee or scale of registration fees for the next Divisional Annual General Meeting.

(23) A preliminary agenda for the Annual General Meeting shall be prepared by the DC and sent to the Division members one month in advance of the meeting.

(24) Subscribing members may propose business to be transacted at the Divisional Annual General Meeting and such proposals shall reach the Secretary of the Chapter at least two weeks before the meeting.

(25) The Chapter Secretary shall distribute the agenda of business to be transacted at the Annual General Meeting to subscribing members at least one week before the meeting and no questions that have not been placed on the agenda shall be discussed or put to vote unless a proposal to that effect is approved by a two-third majority vote at the Annual General Meeting.

## **ARTICLE 8**

### **MEMBERSHIP OF THE ASSOCIATION AND ITS RULES**

(A) Members of the Association are defined in following categories:

- (a) The Passed Out, leaving the College by their own will.
- (b) The expelled Members, further divided in categories such as;
  - (b1) Cadets found in immoral acts, which caused their expulsion from the College, shall be exclusively excluded from the membership of the Association.
  - (b2) Formal cadets who committed offences such as smoking, bunking, cheating and possessing mobile etc will be eligible from the membership of Association case to case basis, will complete scrutiny of record and discussion in Alumni cum College Council meeting.
  - (b3) Cadets expelled from the college on the basis of misbehavior with the faculty/staff shall be excluded from the membership.

(1) Membership of the Association shall be;

(b) Life time Membership and shall be open to:

- (i) Former cadets of Karnal Sher Khan Cadet college, Swabi such as those stated in para (A)(a) and (A)(b)(b2) of article 8 except those prescribed in para (A)(b)(b1) of article 8;
- (ii) Members prescribed in Para (A)(b)(B1) shall be allowed for membership after completion of 3 years of their expulsion.

(2) There shall be a registration fee for membership.

(3) Membership and subscription fees shall be determined by the Cabinet and ratified by a simple majority vote at the General Assembly.

(4) Payment of annual subscriptions shall be made by the end of the month of December each calendar year.

(5) All members of the Association shall be bound by the provisions of this Constitution, rules prescribed in membership rules, and its interpretation as made by the Cabinet and its members.

(6) At any meeting of the Association, when a vote is taken by secret ballot, all paid up members shall be entitled to one vote each.

(7) Membership shall cease upon resignation by writing to the President of the Cabinet.

(8) The Cabinet shall have the right to terminate or suspend membership for any member whose conduct is deemed to be prejudicial to the good name of the Association and violation of membership rules.

(B) Rules to be followed by Members of Association;

(a) To pay on time, the fees prescribed by Cabinet.

(b) To give correct information about his education and job status.

(c) To follow the SOPs of college during their visit to college, either individually or for General Assembly.

(d) To act in accordance with the restriction imposed by cabinet before every gathering inside college premises.

(e) To respect the members of association and cabinet without the difference of junior and senior.

(f) To present himself as a role model before the cadets of college.

(9) The former Principals shall be included in the Association as an integral part as they can be proved instrumental for providing professional, administrative and financial support to the College and Association.

## **ARTICLE 9**

### **FINANCIAL MATTERS**



- (1) The Association shall generate its income from these sources:
  - (a) Membership fees and subscriptions;
  - (b) Contributions by well-wishers;
  - (c) Donations and grants from Governments, bilateral donors and non-governmental organizations;
  - (d) Fund raising activities taken under the authority of the Cabinet.
- (2) The Cabinet shall open a joint account in the name of Sherians' Association and all funds of the Association shall be deposited in that account.
- (3) There shall be three signatories to the Account and these shall be the General, the President, and the College Representative.
- (4) A portion of the Association's fund shall be allocated for discharging the duties of the Office.
- (5) Donors shall make donations for specific functions or activities of the Association.
- (6) All accounts, records, and documents of the Association shall be open for yearly auditing by an auditor approved by the Cabinet.
- (7) DCs shall open Bank accounts at zone levels.

## **ARTICLE 10**

### **PROPERTY RIGHTS**

- (1) All movable and fixed assets of the Association shall be entered in a register, which shall be reported during the General Assembly.
- (2) The income and property of the Association shall be applied solely towards the promotion of the objectives of the Association as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly, by way of dividends, bonus or profits to its members.

## **ARTICLE 11**

### **AMENDMENTS**

- (1) Subscribing members proposing amendments to this Constitution shall inform the General Secretary of the Cabinet three months prior to the next General Assembly.
- (2) The General Secretary of the Cabinet shall table the proposed amendment during the Cabinet meeting.
- (3) Amendments shall be tabled during the General Assembly and a two third majority vote shall be required to pass an amendment to the Constitution during the General Assembly.

## **ARTICLE 12**

### **DISPUTES**

- (1) The Cabinet shall appoint a lawyer who shall handle disputes and all other legal issues involving the Association.
- (2) All disputes shall be settled according to the laws of Pakistan.

## **ARTICLE 13**

### **DISSOLUTION**

- (1) The Association shall be dissolved by a resolution passed by not less than two third of active and subscribing members.
- (2) If upon dissolution of the Association, there shall remain any property whatsoever, after settling all its debts and liabilities, shall be given or transferred to College.