

Association of Lahore College for Women University Alumni (ALCWUA) Bylaws

Article I - Name

The name of this Association shall be Association of Lahore College for Women University Alumni (ALCWUA).

Article II – Purpose / Objectives

The primary purpose of LCWU Alumni Association shall be to:

- i. support the University in its pursuit of excellence in teaching, research and development and public service.
- ii. support the University in developing national /international linkages.
- iii. develop strong bonds of loyalty between Alumni /Associates and the University
- iv. encourage lifelong learning.
- v. support a network of former graduates who will, in turn, help to raise the profile of the University.
- vi. promote the stature of the University.
- vii. to hold Alumni Award Program and declare Alumni of the Year.
- viii. Develop strong Alumni Affinity groups.

Article III - Members

Section 1: Alumni

- The definition of Alumni shall be “anyone who has obtained Degree / Certificate from Lahore College for Women University is an **Alumni of the University**”.
- The data presented in Convocation will be considered as the most authentic database for this purpose.

Section 2: Associate Members

The definition of Associate Member shall be “All current (regular / Tenured (TTS) and retired faculty / administrative heads, who have not studied at LCWU but have served the institution for at least 05 (five) years and wish to support Lahore College for Women University Alumni (ALCWUA) in achieving its objectives.”

Section 3: Honorary Members

- The definition of Honorary Member shall be “All ex-Vice Chancellors who helped ALCWUA in promoting its causes or achieving its objectives are eligible for Honorary membership.”
- This membership can be conferred after nomination by at least three ALCWUA Members for the applicant for Honorary membership followed by acceptance of the

- Executive Committee.
- All persons who have received Honorary Degree from LCWU not having attended its Degree Programs.

Section 3: Membership Fee

All Alumni, Associate Members, all Graduating students (at the time of Convocation), and all Intermediate students (at the time of receiving certificates) will register once for lifetime with ALCWUA after payment of approved registration fee and will receive membership cards. The life subscription shall be Rs. 1000/= for both Alumni and Associate Member or and may be re-fixed by the ALCWUA.

Section 4: Alumni Benefits

- i. Career support
- ii. Discount offers
- iii. Access to Library
- iv. Alumni directory

Article IV - Rights and Obligations of ALCWUA Membership

Section 1. Rights to Membership

- i. All members of ALCWUA have a right to receive notice of Annual General Meeting (AGM).
- ii. All members have a right to propose written suggestions to the General Secretary, who in turn will respond in writing or via email /WhatsApp within 15 days.
- iii. Alumni and Associate Members can participate in general elections as voters.
- iv. Only Alumni can contest the elections as representatives except for office bearers of Executive Committee.
- v. All Members shall have a right to inspect the budget and annual financial reports by writing to the Secretary Finance of the Association.
- vi. All Members may have access to the minutes of Association's Executive Committee meetings as well as Sub-Committees.
- vii. All Members may have a right to file an appeal to the President of ALCWUA. Whereas, the President would be obliged to discuss the matter or respond within 15 days to the filing member. Executive Committee would be obliged to resolve appeal issues within 30 days or as appropriate.
- viii. Members are not authorized to issue any statements to General Body or to external media without prior approval or permission of the Patron-in Chief and the Executive Committee.
- ix. All members would be protected from personal abuse and harassment.

Section 2: Obligations of ALCWUA Membership

- i. All members must be familiar with the ALCWUA bylaws.
- ii. All members must respect ALCWUA's rules and regulations.
- iii. All Executive Members must plan to attend Annual General Meetings (AGM).
- iv. None of the members of Association should be involved in any activity which may damage the image of parent institute i.e. (LCWU).

- v. All members must attend meetings as applicable to their position in ALCWUA i.e., Executive Committee/ Sub Committees.
- vi. All members should plan and make an effort to participate in ALCWUA in accordance with its objectives. Furthermore, all members may volunteer to assist such activities.

Article V- Alumni General Body

- i. The General Body of ALCWUA shall consist of all Alumni and ex-Officio Members.
- ii. The General Body shall meet at least once per year. The AGM will be presided by the President of ALCWUA and in her absence by the Vice-President. In the absence of both President and Vice-President, the General Body may nominate any member of the Executive Committee to preside over the meeting.

Article VI -Alumni Chapters and Affinity Groups

Section 1: Alumni Chapters

i. Local

- i. Main Local Chapter (Lahore)
- ii. Federal Chapter (Islamabad)
- iii. Local South Chapter (Baluchistan and Sindh)
- iv. Local North Chapter (Punjab, KPK)

ii. International Chapters

- North America (America and Canada)
- Europe
- Asia

Note: Depending upon membership, more Local and International Chapters may be opened. These regional chapters may function and be governed by a regional committee consisting of a President and Secretary who will be nominated by the Executive Committee. Each regional Chapter will preferably hold at least one activity per year.

Section 2: Alumni Affinity Groups

Affinity groups on the basis of shared interests, profession, business, Graduation year, subject or other unifying characteristics in common may be formed. The ALCWUA members with these groups will connect either in person or preferably through electronic media to pursue mutually beneficial opportunities for LCWU. Each Affinity group will hold at least one activity per year.

Article VII - Alumni Relations Officer

The Alumni Relations Officer (ARO) will be an existing permanent employee of LCWU on additional charge as appointed by the Vice Chancellor LCWU/ Patron-in-Chief ALCWUA. The Alumni Relations office will be established in LCWU main campus and the Alumni Relations Officer will work as a focal point and coordinate with both the administration of

LCWU and ALCWUA. The Alumni Relations Officer (ARO) shall also maintain ALCWUA records and files. She will also coordinate with Alumni through print as well as electronic social media and will maintain the Alumni data.

Article VIII: Constitution of Executive Committee and its Functions

The elected officers of ALCWUA, who shall be named as Executive Committee, shall be five elected members. The Vice Chancellor of LCWU shall be the Patron-in-Chief of the Executive Committee. The Office bearers of ALCWUA shall be as follows:

- i. President
- ii. Vice President
- iii. General Secretary
- iv. Finance Secretary
- v. Media Secretary

Only Alumni are eligible to compete for these above-mentioned five positions. All the following ex-Officio Members will be part of the Executive Committee:

Ex-Officio Members from the University

- i. Patron-in-Chief, The Vice Chancellor, Lahore College for Women University, Lahore
- ii. Registrar, or his / her nominee Lahore College for Women University, Lahore
- iii. Director Student Affairs, Lahore College for Women University, Lahore
- iv. Principal / In-charge Intermediate College, Lahore College for Women University, Lahore
- v. Alumni Relations Officer (ARO), Lahore College for Women University, Lahore

Section 1 – Electoral Candidate Criteria

Alumni interested to compete in election to be Office bearers should possess leadership qualities and skills /experience in key areas of need for ALCWUA, that might arise from time to time. The prescribed minimum age limit for all posts of the ALCWUA shall be as follows:

Post / Seat	Qualifying Minimum Age Limit
President	45 Years
Vice President	45 Years
Secretary General	35 Years
Secretary Finance	35 Years
Media Secretary	35 Years

Section 2: Election

- i. Election shall be conducted on one member one vote basis. The positions will be duly advertised before election with the approval of Patron-in Chief.
- ii. Election shall be conducted by the Election Committee nominated by the Patron-in-Chief.

- iii. Any vacancies created owing to death, illness, resignation or non-attendance at meetings shall be filled by Executive Committee.

Section 3: Functions of Executive Committee

- i. The Executive Committee shall keep record of the minutes of its meetings. These minutes shall be open for inspection by General Body on request.
- ii. The Executive Committee shall constitute various Sub-Committees to carry out and perform specific functions.
- iii. The Executive Committee in accordance and collaboration with Patron-in-Chief shall revise and constitute any new rules of business of Executive Committee and other Sub Committees.
- iv. The member /s of the Executive Committee shall cease to hold her office if she fails to attend three consecutive meetings without leave of absence / genuine reason.
- v. Executive Committee will finalise all the events including the Alumni of the Year and Annual Awards Program of ALCWUA.
- vi. The former Executive Committee shall be responsible to hand over the charge and all official documents of the offices of the Executive Committee to the newly elected Executive Committee within two weeks of taking charge of newly elected Executive Committee Office Bearers.

Section 4: Duties of Office Bearers

The powers and duties of the Office Bearers would be as follows:

Patron-in-Chief

The duties of the Patron-in-Chief are as follows:

- i. She will approve the rules of ALCWUA revised by the Executive Committee.
- ii. All the activities carried out under the umbrella of ALCWUA will be held after consultation and prior consent of Patron-in-Chief.

President

The duties of the President are as follows:

- i. Attend regular and special meetings of the Executive Committee.
- ii. Represent ALCWUA at University and/or public affairs requiring Alumni representation when called upon to do so or designate a representative to act in this capacity with consent from Patron-in-Chief and consultation of other Executive Committee Members and approval of Sub Committees.
- iii. Perform all the duties normally pertinent to the office and duties.

Vice President

The Vice Presidents shall perform following duties:

- i. Assist the President in the discharge of her duties.
- ii. Perform the duties of the President in her absence, unavailability, or resignation of

- the President.
- iii. Perform other duties as assigned by the President.

General Secretary

The General Secretary will be responsible to perform the following duties:

- i. to see that meeting announcements, agendas, and minutes of the Executive Committee meetings are properly prepared, distributed in a timely manner, and maintained for archival and business records purposes.
- ii. to serve as a parliamentarian at every meeting of the Executive Committee and shall maintain and have an on hand and up-to-date copy of the Association bylaws and any policy or governance procedures adopted by the Executive Committee
- iii. General Secretary will be responsible for issuance of membership cards.

Secretary Finance

The Secretary Finance shall be responsible for the following duties:

- i. The Secretary Finance shall be responsible for the planning and management of funds of ALCWUA.
- ii. pay bills and collect dues. Keep full record of accounts.

Media Secretary

The Media Secretary shall be responsible for the following duties:

- i. to manage and organize communications activities, including writing press releases, organizing events, media coverage, updating the official website, coordinating with reporters, executing social media posts.
- ii. will act as a formal spokesperson and media liaison for media.

Section 5: Terms of Office

- i. Each Executive Committee member shall hold the office for three years.
- ii. No officer shall serve more than two consecutive terms in the same office.
- iii. Upon resignation of President, Vice President shall automatically become President and shall serve the remaining term.

Article IX - Finance Committee

The Finance Committee will be comprised of the following members:

- i. President or her nominee
- ii. Secretary Finance ALCWUA
- iii. Two Associate Members nominated by Executive Committee
- iv. Alumni Relation Officer (ARO)

Article X - Sub Committees

The Executive Committee shall constitute various Sub Committees as per requirement.

Article XI - Funds of the Alumni Association

Section 1: Funds

ALCWUA shall plan and work for design and implementation of Alumni Fund-raising programs. All revenues generated by ALCWUA shall be submitted in an ALCWUA Account and monetary and other items will be separately held.

Section 2: Book of Accounts

The Finance Committee shall be responsible for the preparation and fair presentation of annual budget and financial statements. A comprehensive financial report will be submitted by the Secretary Finance in Annual General Meeting (AGM).

Section 3: Audit of ALCWUA Funds

The accounts of ALCWUA shall be audited each year. Audit of the ALCWUA account will be the responsibility of Executive Committee.

Section 4: Utilisation of Funds

The funds of Alumni Association shall solely be utilised for promoting the objectives of ALCWUA. No money, property or income shall be aid or transferred directly or indirectly by way of dividend, bonus, honorarium or profit to any of its members or the relative/s of the member/s. ALCWUA will aspire to utilise its funds to strengthen Lahore College for Women University and for timely financial help and assistance of currently enrolled students of LCWU through the below mentioned channels:

- i. Endowment Fund
- ii. Outreach Programs
- iii. Capacity Building of faculty and students
- iv. Students Events
- v. Maintenance of ALCWUA Online Portal and support network
- vi. Any other channel proposed by the Executive Committee

Section 5: Investment of Surplus Funds

The Association of Lahore College for Women University Alumni (ALCWUA), may invest the surplus funds in such investments, securities or properties as the Executive Committee deems fit and shall maintain its record.

Article XII – Revision of Bylaws

Any of these Articles of Association of Lahore College for Women University Alumni (ALCWUA) may be revised and new Articles of the Association adopted at any meeting of the Alumni General Body on recommendations of the Executive Committee and approval of the Patron-in-Chief of ALCWUA.

Article XIII - Arbitration

- i. Patron-in-Chief or her nominee will act as an Arbitrator.
- ii. The Association / Executive Committee may in written, agreement refer to the Patron-in- Chief for arbitration an existing or future difference between and any other institution, member or person.