

CONSTITUTION

INSTITUTE OF MANAGEMENT SCIENCES | PESHAWAR

ALUMNI ASSOCIATION

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INSTITUTE OF MANAGEMENT SCIENCES, PESHAWAR

CONSTITUTION OF THE ALUMNI ASSOCIATION

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ARTICLE I: Name, Definitions, Principal Office, Chapters and Affiliation

SECTION 1: Name of Association

The name of the association shall be “Institute of Management Sciences Alumni Association”, hereinafter referred to as the IAA or IMSciences Alumni Association.

SECTION 2: Definitions

In these by laws under anything repugnant in the subject or context:

- (i) “IAA” means the ‘Institute of Management Sciences Alumni Association (IAA)
- (ii) “Director” means Director of the Institute of Management Sciences, Peshawar.
- (iii) “Member” means a bonafide member of the IMSciences Alumni Association (IAA).
- (iv) “General Body” means General Body of the IMSciences Alumni Association (IAA).
- (v) “Executive Committee” means the Executive Committee of IMSciences Alumni Association (IAA), hereinafter referred to as ECIAA.
- (vi) All other words and expressions which have been used but not defined shall have the same meanings as have respectively been assigned to them in the Ordinance and the Rules.

SECTION 3: Principal Office

The Principle Office of the IAA within the Institute shall be at Office of Alumni Affairs, I-A, Sector E-5, Phase VII, Hayatabad, Peshawar, Pakistan . The IAA may also have offices other than said Principle Office in future.

SECTION 4: Chapters

To complement its activities the IMSciences Alumni Association may form regional, provincial and international chapters.

SECTION 5: Affiliations

The IMSciences Alumni Association shall not affiliate with any Govt. organization, political party in Pakistan or internationally to extend its support in any political movement, cause, activity or candidate for political position/office in Pakistan or abroad.

SECTION 6: Fiscal Year

The fiscal year of the Association shall begin on the first day of January till end date of December, similar as the Administrative Year.

SECTION 7: Administrative Year

The administrative year shall run from first date of January till end date of December. The administrative year shall be used to govern: term of membership in the Association as well as term of membership in the Executive Committee, which is the Association’s governing body and elected through the general elections of the Association.

ARTICLE II: Objectives and Status of Non-Profit

SECTION 1: Objectives

The Objectives of the IMSciences Alumni Association (IAA) are as follows:

1. To establish an eternal bond between the Institute and its family of alumni across the national and international borders by engaging them to the Institute commitment and vision of lifelong learning as well as its pivotal role in the regional advancement sphere and the political economy of Pakistan.
2. To highlight the importance and role of organizations/businesses where the IMSciences Alumni are rendering their valuable services.
3. To enhance mutually beneficial career oriented interactions among the Alumni and the current students, e.g. Financial Aid, Mentoring, Corporate Trainings, Research & Development, Seminars, Job Fairs, Internship Drives, and Infrastructure Development etc.
4. To keep the IMSciences Alumni updated regarding the prevailing challenges, developments through annual/semi-annual reunions, fundraising weeks and other social events.
5. To bring the culture of giving back among those alumni members who are currently serving good and reputable organizations as well as those members have been getting benefits in their student life in shape of fully funded need based merit scholarships and study loans etc.
6. To do all such other lawful things as are conducive or incidental to the attainment of the above objectives and/or beneficial to the interests of the Institute and its Alumni.

SECTION 2: Status of Non-Profit

The IAA is a non-profit organization. All members of the IAA work voluntarily to the extent of its objectives. IAA shall work for the unification of IMSciences alumni and build associations amongst themselves, the Institute, the students and the faculty.

ARTICLE III: Membership and Voting Rights

SECTION 1: Eligibility

- i. IAA membership includes all graduates of IMSciences. For the purposes of this constitution, an 'alumnus' is a person who has received a degree through any Program of the Institute. Any such alumnus is automatically a member without need for any further application, election, or enrollment.
- ii. Membership is Non Transferable
- iii. The faculty and administrative officers of all of IMSciences shall be the ex-officio members of the association and shall continue to be the members as long as they are on the strength of IMSciences. The members shall be required to pay the prescribed membership fee to become a member.

Students who have completed their degree but have not submitted their thesis or final projects will not be eligible to become members of IAA. Students can only be eligible for IAA membership once they have received clearance from their respective Program Coordinator and the clearance will be checked by the Department/Section Concerned once the cards are being issued

SECTION 2: Honorary Membership

Spouses, Parents, Employers of the IMSciences alumni as well as individuals who extended their noticeable support and services to the Institute of Management Sciences Peshawar, are also eligible for honorary membership of IAA. Honorary members may also be called as associates of the Alumni. They shall not have the voting rights and they shall not be eligible to contest election of ECIAA.

SECTION 3: Membership Fee

There shall be an annual non-refundable fee for membership of IAA. All membership fees may be due by the end date of the first month of the year for which the membership is sought. Late membership requests will be charged with nominal late fee along with the annual membership fees. The amount of fees, late fee may be decided/changed by a majority vote during any meeting of the ECIAA.

SECTION 4: Voting Rights

IMSciences Alumni Association shall extend the right to vote to all of its paying members for the election of the officers and members of the ECIAA or other related matters of IAA. The voting power and interest of members in the association shall be equal. Voting on operational/professional matters will be restricted to the elected ECIAA members only. Proxy voting shall be strictly prohibited.

SECTION 5: Rights to the Property

No members or elected officials of the IMSciences Alumni Association shall have any right, claim, interest or title whatsoever in or to any property or assets, which the association may have or hereafter obtain. In case of or upon the winding up/dissolution of the Association, the authority in charge of the liquidation shall allocate any assets remaining after payment/discharge of all the Association's duties or obligation, to the Institute of Management Sciences Peshawar, Pakistan's Students Scholarships Endowment Fund.

ARTICLE IV: General Body Meetings of Members (Re-Unions and Fund Raising Events)

SECTION 1: General Body Annual Meetings of Members

The IMSciences Alumni Association General Body should hold an annual Re-union event to be followed by a fundraising event with a gap of 6 months in the same year, for the fulfillment of its objectives as mentioned in Article II, Section 1.

SECTION 2: Notices for General Body Annual Meetings

An official meeting notice shall be issued by the General Secretary of the Association with the approval of the Director Institute of Management Sciences, Peshawar and the same shall be circulated among the stakeholders by the General Secretary of the Association at least a month before the date of the scheduled meeting.

SECTION 3: Advertising of General Annual Meetings

The ECIAA shall be responsible for all the marketing and outreach activities of the planned and notified general body meetings for members. All such events should be advertised in different newspapers of national and regional importance.

SECTION 4: Post Event Newsletter

The General Secretary of the ECIAA and Manager Career Development Center shall be responsible for dissemination of the latest news, events coverage and achievement/success reports through a Post Event Newsletter, with all the active members of the Association.

SECTION 5: Retention of Membership

Each member must be in current status with the payment of the IAA membership dues as set by the ECIAA. All members should also maintain conduct that does not harm the good name and reputation of the IAA and the Institute of Management Sciences, Peshawar.

SECTION 6: Termination of Membership

- (i) Membership shall be automatically terminated, if membership dues are not received by the Institute of Management Sciences within thirty days of the beginning of the new administrative year as mentioned in Article III, Section 4.
- (ii) Membership shall be terminated by the majority vote of the Executive Committee for reasons, such as but not limited to, it deems a member's conduct be harmful to the good name and the reputation of IAA and the Institute of Management Sciences, Peshawar.
- (iii) As a result of such action, the Executive Committee shall use reasonable efforts to communicate the committee's decision of termination to the terminated member. Such "written" notification shall include communicating to the terminated member by letter, facsimile and/or by electronic means.

ARTICLE V: General Elections and Executive Committee Meetings

SECTION 1: Governing Body

- (i) The elected ECIAA shall remain the supervising and governing body of the IMSciences Alumni Association (IAA).
- (ii) Executive Committee of the Alumni Association shall be chaired and authorized by the Director, Institute of Management Sciences, Peshawar to govern, administer, monitor & evaluate the progress, performance & practices of IAA.
- (iii) The President and all other Elected Officers of the Executive Committee shall perform their duties as per their job descriptions and required to actively participate in all the General Body and Executive Committee Meetings as per the objectives of IAA. President of the ECIAA will play an active role of the representative of the elected officers of ECIAA, Chapter Committees' Officers as well as the General Members of the Association.

SECTION 2: Elections of the ECIAA

- (i) All the active members of the IMSciences Alumni Association will have equal right for nomination to the official positions of ECIAA as per the attached hierarchy of IAA given as Annexure - I. For the first ever election, all the nominating members shall have to register themselves through the prescribed application form with the Institute appointed Alumni Relations Officer/Assistant Manager Institutional Advancement and Development and also pay the prescribed registration fee.
- (ii) After completion of tenure of two years, the responsibility of the elections will be handed over to the ECIAA and fresh elections should be held before the subsequent General Body Annual Meeting e.g. Re-union or Fundraising Event. The newly elected officers will have to assume office after the completion of the first two years tenure.
- (iii) Deadline for the nominations along with the General Body Meeting (annual reunion or fundraising events) shall also be advertised in public newspapers.

SECTION 3: IAA Election Voting System

For voting purposes, an online/electronic voting system shall be utilized through the website of the IMSciences Alumni Association Online Web Portal.

SECTION 4: Ex Officio Members

The Director shall be the Patron of IAA whereas Joint Director, Deputy Director, Controller Finance, Manager CDC, and at least three senior faculty members (appointed by the Director), Institute of Management Sciences, Peshawar will remain the Ex Officio Members

of the ECIAA. The Director, Institute of Management Sciences, Peshawar will chair all the meetings and will supervise the strategic development of IAA. In the absence or ailment of the Director, Joint Director or Deputy Director, as the case may be, will perform the chairmanship duties of the ECIAA.

SECTION 5: ECIAA Meetings

The IMSciences Alumni Association should hold the Executive Committee Meetings at Institute of Management Sciences, Peshawar on quarterly basis or as required, regarding all the operational matters of the Association e.g. annual Re-union, fundraising event, opening of new chapters etc.

SECTION 6: Meeting Notifications

With the approval of the Director, Institute of Management Sciences, Peshawar, notification of ECIAA meetings shall be provided, or caused to be provided by the IAA President or its General Secretary in writing (along with the Agenda of meeting) to each member of the Committee before ten business days of the meeting, including the day of the meeting. Such “written” notification shall include communicating to members of the Committee by letter, facsimile and/or by electronic means. The notification shall include, at a minimum, Agenda, the date, the start time, and the location of the meeting.

SECTION 7: Quorum

- (i) Sixty percent (60%) of the total members comprising the Committee at the time shall constitute a quorum at Committee meetings. To be included in the quorum, a Committee member must be present at the meeting. If a quorum is not attained within thirty minutes of the official start time of the meeting, the meeting is to be adjourned with no action taken by the Committee to be considered binding or officially decided. The Committee’s Secretary shall note in the Committee’s official records that the meeting was terminated, in accordance this constitution, for failure of attaining a quorum within the allocated thirty minutes period.
- (ii) Once a quorum has been reached and the meeting begun, should the early departure of members of the Committee reduce the remaining number of members attending the meeting to less than one-quarter of the total members comprising the Committee at the time, then the quorum shall no longer exist and the meeting must be immediately adjourned with no other Association business to be discussed or acted upon. (In such a situation, Association business discussed and decided upon, if any, during the time the quorum existed shall be considered official and binding.)

SECTION 8: Voting Rights of ECIAA

To vote, a member of the Committee must be present at the meetings of the Committee. Voting “in absentia” shall not be allowed. A majority vote as set forth in this section shall constitute an official and valid act of said membership of the Association. A decision on the floor must be approved by a “majority” vote of those Committee members present, not just those present and voting on a particular decision.

SECTION 9: Attendance

All the elected members of the Executive Committee of the Association need to attend at least 50 % of all the meetings held annually, otherwise the member would not be eligible to contest in the preceding election.

SECTION 10: Subcommittees

- (i) The ECIAA may create and terminate, standing committees, temporary or subcommittees as may be necessary to fulfill the objectives of the Association and/or to assist the ECIAA in its efforts e.g. Committees for Reunions, Fundraising Events, Investment and Expenditure Decisions etc. Such committees are not to detract from the efforts of or duplicate the work and responsibilities of the any other subcommittee or standing committee.
- (ii) From time to time, the Association President with the approval of the Director Institute of Management Sciences, Peshawar may wish to appoint a special committee of paid/non-paid consultants whose on-going advice and contribution to IAA and to the Institute are valued by the ECIAA. These consultants must be members of the IAA; however, there are no other requirements for membership to this committee. Members of this committee, as is the case with any current Association member, may attend ECIAA meetings based on the permission of the Patron and/or President, but they shall have no vote.

ARTICLE VI: Officers

SECTION 1: Elected Officers

The ECIAA of the IMSciences Alumni Association shall include Ex-Officio Members as mentioned in Article V, Section 3 as well as the elected officers i.e. President, Vice President, General Secretary, Chapter Heads (or Nominated Members by Chapter Heads) , Secretary and Treasurer. All the officers shall be elected from members during the general members meeting of the Association. If the general election of officers does not take place at such a meeting, such election shall be held as soon thereafter as possible.

SECTION 2: Tenure

The Executive Committee members shall be elected for the term of two years.

SECTION 3: Eligibility of the Contestant

All the nominations for the officers' position will be considered eligible if the contestant:

- (i) Is an active member of the IMSciences Alumni Association (IAA)
- (ii) Has attended at least 50% of the Executive Committee Meetings during his previous tenure
- (iii) Cleared all the dues before the General Election
- (iv) Has submitted his / her nomination papers to the competent authority i.e. General Secretary or Alumni Relations Officer appointed by the Institute, 15 days prior to the election date

SECTION 4: Assumption of Office

The elected officers of the IAA by the Alumni Members shall take office after the official announcement of the General Election results. Officers shall hold the office for a term of two years until their successors are elected and duly qualified or until their earlier resignation, removal or departure from the office.

SECTION 5: Proxy for Nominations

- (i) Nominations for officers may be conducted by proxy as long as the proxy is received at least fifteen days before the scheduled general elections or general body meeting in which nominations, voting or election are to take place.
- (ii) Voting and Election shall not be conducted by Proxy.

SECTION 6: Chapter / Regional Officers

All the Regional, Provincial and International Chapters of the Association may elect their own officers as needed based on the approval of the ECIAA and/or as per the hierarchy of the Association.

ARTICLE VII: Duties and Powers of the Elected Officers

The IAA's elected officers (Principal, Regional, Provincial and International Chapters) shall exercise all the lawful powers of the IAA as per the objectives of the IAA or as approved job descriptions by the Director Institute of Management Sciences, Peshawar.

SECTION 1: President

- (i) The President shall have to participate actively in ECIAA meetings and all the annual events of the General Body e.g. annual reunion, fundraising event or any other social event.
- (ii) Provide leadership and direction to IAA based on the development needs and prevailing challenges to the Alumni, Institute and the students.

- (iii) Provide facts based recommendations to the Director of the Institute of Management Sciences regarding business and meeting objectives of the IAA.
- (iv) Prepare strategic, operational and annual development plans for the IAA on annual basis.
- (v) Assign responsibilities to the general members and the elected members of Executive and other sub/standing committees of IAA for completing work in progress and meeting the annual development targets.
- (vi) Ensure that the constitution is followed and also amended as the need arise.
- (vii) Serves as primary contact for Alumni General Body Members, Elected Officers and Chapters established on Regional, Provincial and International level.
- (viii) Serves as primary link for the approval of the Executive Committee's recommended decisions regarding the Association, from the Director Institute of Management Sciences, Peshawar.

SECTION 2: Vice President

- (i) The Vice President shall fulfill all the duties and responsibilities of the President in the absence or ailment of the President.
- (ii) Closely coordinate with the Chairman/President in fulfillment of their duties and shall have to respond actively to any lawful duties as are delegated or assigned by the Chairman/President of the ECIAA.
- (iii) Shall act as liaison to the Alumni, Faculty, Administration and Other Staff of the Institute of Management Sciences, Peshawar.
- (iv) Strengthen the relationship among the ECIAA and the Chapter Heads/Elected Officers on regional, provincial and international level.

SECTION 3: General Secretary

- Responsible for close coordination with all the members of the ECIAA, in planning, organizing and implementing the strategic and operational plans of the Association.
- The General Secretary shall fulfill all the duties and responsibilities of the President and/or Vice President in the absence or ailment of the President and/or Vice President.
- To coordinate with, direct and supervise the elected officers of the regional, provincial and international chapters.
- To serve as an agent of communication among the General Members, ECIAA Members and the Director Institute of Management Sciences, Peshawar.
- General Secretary is the focal person of IAA and shall receive and keep custody of all minutes and records of the IAA, and perform all duties incident to the office of General Secretary and such other duties as may be assigned to the General Secretary from time to time by the President and Vice President of IAA.
- All the correspondence would be the responsibility of the General Secretary, and all the membership application and/or nomination applications should be addressed to General Secretary.

- Finally, the General Secretary shall have to submit and share all the approved plans, minutes of meetings, budgets, application forms and any other business documents with the Alumni Relations Officer appointed by the Institute of Management Sciences, Peshawar.

SECTION 4: Secretary

- Keep all the official records of the IAA and ECIAA under the guidance and supervision of the General Secretary
- Actively solicit and communicate news about IAA
- Take communication initiatives: sending out letters or postcards with return sections; sending holiday or birthday cards; calling or visiting alumni; sharing the Post Events Newsletter with all the members
- Call meetings of the ECIAA, Approve Agenda for Meeting from the General Secretary, President ECIAA and Director Institute of Management Sciences, Peshawar.
- Secretary shall draft minutes of the meeting for further approval.
- To develop yearly meetings and events calendar for the ECIAA in consultation with the senior officers.

SECTION 5: Treasurer

- The Treasurer shall receive and keep custody of all the operational, raised and other funds and all the financial record of IAA.
- The Treasurer shall perform all the duties incident to the office of Treasurer and such other duties as may be assigned to the Treasurer from time to time by the President, Vice President, General Secretary and the Director Institute of Management Sciences, Peshawar.

SECTION 6: Chapter/Regional Heads and Other Officers

- All the elected officers of different chapters on Regional, Provincial and International level shall be members of the ECIAA. The Chapter / Regional Heads or their nominated member's presentation / attendance in any of the ECIAA meeting may be required.
- The elected officers of the chapters e.g. Presidents, Vice Presidents, General Secretaries, Secretaries and Treasurers shall assume all the duties of the elected officers as mentioned in Section 1, 2, 3, 4, 5 and 6 respectively for their own chapters, as per the objectives and development plans of IAA.

SECTION 7: Borrowing / Lending Funds

The officers shall have no authority/power to borrow or lend money on behalf of the IAA unless the same shall be approved and authorized by the ECIAA.

SECTION 8: Delegation

The officers may delegate, to the extent considered necessary, any portion of their responsibility/authority to manage, control and conduct IAA's business to any standing or special committee of IAA members. Notwithstanding such delegation, the officers shall exercise general supervision and oversight of the committee(s) and their members.

ARTICLE VIII: Bank Accounts, Gifts and Audits

Section 1: Bank Account

- (i) The IAA's bank account is to be opened in the name of "IMSciences Alumni Association (IAA)" at a reputable bank of the Country, as depositories for the funds of the IAA through the online donation system or through cross cheques. Based on the approval of the ECIAA, the raised funds shall be withdrawn over the signatures of the Director and Joint Director, Institute of Management Sciences, Peshawar for the purpose of investment, utilization and spending as per the objectives of IAA.
- (ii) The officers of the International Chapters shall also open Chapter's bank account in the reputable bank of the respective country. Based on the approval of the ECIAA, the raised funds shall be transferred to the Principal Office IMSciences, Peshawar or may be utilized for the respective Chapters activities. After the process of transfer the Mechanism of the withdrawal and utilization will remain the same as mentioned in the Article VIII, Section 1 (i).

Section 2: Gifts

The officers may accept on behalf of IAA any contributions, gifts or bequest to meet its objectives or for any specific purpose of the Association. Such acceptance should be brought in to the knowledge of the Patron, President or any other senior member of the ECIAA.

Section 3: Annual Audits

An annual audit of the IAA shall be performed by The Institute's Internal Audit Office and presented to the officers not later than the last date of May. This report may be published separately in Newsletters of IMSciences Alumni Association (IAA) as well as in the Annual Reports and Newsletters of the Institute of Management Sciences, Peshawar.

ARTICLEIX: Amendments and Record Keeping

Section 1: Amendments in the Constitution

- The constitution of IAA may be amended at any meeting of the ECIAA by a two-thirds vote in favor of the proposed amendment(s). A proposed amendment may be approved, in whole or in part. Any proposed amendment must be provided in writing to the members of the ECIAA for their review and consideration at least five business days, including the day of the meeting, prior to the Committee

meeting. Such “written” notification shall include communicating to the Committee by letter, facsimile and/or by electronic means.

- This constitution, as amended and adopted by the Institutional Advancement Committee for the Executive Committee (ECIAA) of the IMSciences Alumni Association (IAA), on the mentioned date, immediately supersede and replace any Association By-Laws adopted by the Executive Committee previous to that date mentioned.

Section 2: Record Keeping and Focal Person

- In accordance with the Institute’s hierarchy; the IAA Principal Office for record keeping of its affairs would be IAA Office; assisted by Manager Career Development Center (CDC) as appointed by the competent authority.
- The General Secretary shall have to share all the approved minutes, plans, budgets etc. with the Alumni Relations Officer appointed by the Institute of Management Sciences, Peshawar.

Section 3: Website and Online Donation System

A website/online portal shall be designated for IAA; developed and maintained by the IT Section of the Institute, supervised by the CDC Office to facilitate the online registrations of alumni, elections, donations made by alumni and friends of the Institute. This dedicated online portal shall have to be linked with the Institute official main website.

General

In furtherance of powers and authority defined for monitoring the performance of the Executive Committee (ECIAA) of the IMSciences Alumni Association (IAA), the Institute reserves the rights and powers authorized by the Director, Institute of Management Sciences Peshawar to challenge or question the decisions of the Executive Committee of the IMSciences Alumni Association.

**STRUCTURE OF THE EXECUTIVE COMMITTEE
INSTITUTE OF MANAGEMENT SCIENCES ALUMNI ASSOCIATION**

