

**SHAIKH KHALIFA BIN
ZAYED AL-NAHYAN
MEDICAL & DENTAL
COLLEGE**

**ALUMNI ASSOCIATION
BYLAWS**

ARTICLE I: Preamble and Name

We, the students of the Shaikh Khalifa Bin Zayed Al-Nahyan Medical & Dental College (henceforth referred to as the SKZMDC), out of our conviction to form a cohesive and uniform platform to foster closer ties with the SKZMDC, and to promote, promulgate and facilitate the healthcare, educational, research and community service missions of SKZMDC, and to support our alma mater, hereby form “**SKZ Alumni Association**” (henceforth referred to as “the Association”).

ARTICLE II: Objectives of the Association

The Association shall:

- a. Promote the welfare and interests of the SKZMDC and the Alumni Association.
- b. Develop ways and means to contribute to the growth and development of its members and to the SKZMDC by organizing the resources of its members.
- c. Foster professional opportunities and educational for the professional, personal and intellectual growth of its alumni.
- d. Maintain a liaison between its members and SKZMDC.
- e. Be responsible for developing and maintaining communication with the Alumni through regular publications, including, but not limited to, alumni database, a newsletter and its website.
- f. Conduct other programs the Association may consider incidental or conducive to the attainment of the objectives.

Article III: Membership

- a. Alumni shall be defined as "students of SKZMDC who have passed Final Professional Examination."
- b. The membership of the Association shall be divided into the following categories:
 - i. Active Members: Membership shall be open to all alumni of SKZMDC who have passed Final Professional Examination. Active Members shall have the right to vote in all elections and shall have the right to hold office.
 - ii. Passive Members: Membership shall be open to those students of SKZMDC who failed to pass Final Professional Examination and subsequently left SKZMDC or appeared in one professional examination but opted out of SKZMDC. Passive Members shall not have the right to vote in any elections or hold office.
 - iii. Honorary Members: This shall be conferred to persons who would have demonstrated special service or made contribution(s) to the mission of SKZMDC or the Association. Honorary members may be nominated by any member of the Governing Council and shall be ratified by a simple majority of the Governing Council, and subsequently approved by the next Annual General Body Meeting of the Association by a simple majority. Honorary Members shall not have the right to vote or hold office.
- c. Rights and obligations of members:

- i. Eligible persons shall fill a prescribed membership application form that shall be verified by the Office of the Registrar or the Office of Alumni Affairs, or their designee.
 - ii. Active membership shall take effect, after all dues, as prescribed by the Governing Council of the Association, are paid by the applicant.
- d. Only Active Members shall have the right to vote and shall be eligible to hold office. Active membership shall expire for the following reasons:
 - i. Upon non-payment of prescribed dues;
 - ii. If the member withdraws his/her membership in writing;
 - iii. If the member is convicted of any felony crime/indictable offense in any jurisdiction;
 - iv. If the member's degree is revoked by the University for any reason; or
 - v. If the member's professional license is withdrawn/revoked by his/her professional regulatory body.
- e. The dues of the Association shall be decided by the Governing Council and revised periodically as deemed necessary by the Governing Council.

Article IV: Governance and Structure:

The Association shall be a registered body of SKZMDC.

a. General Body

- i. It shall consist of Active Members of the Association, according to the provisions provided herein.
- ii. For the smoother running of its affairs, it shall delegate authority to various components as outlined herein.

b. Governing Council

- i. It shall be the legislative and policy-making body of the Association.
- ii. It shall consist of elected officers of the Association and the component societies as described in Article IV(c).
- iii. It shall fix the date and place of meetings upon the recommendation of the President of the Association.
- iv. It shall create and authorize the standing committees, upon the recommendation of the President of the Association.
- v. It shall create and authorize special and ad hoc committees as and when needed and upon the recommendation of the President of the Association.
- vi. It shall determine the annual membership dues for all categories of membership, which may be revised periodically.
- vii. The Chairman of SKZMDC or his/her nominee and the head of Alumni Affairs shall be ex-officio Active Members of the Governing Council.
- viii. In consultation with members of the Alumni, the University's academic entity heads shall appoint the first members of the Governing Council on a provisional basis and they shall constitute the Governing Council in accordance with Article IV and V of the bylaws. The first members shall hold office for no longer than one year and in that period shall be

charged with the responsibility to execute the functions of the Governing Council, to appoint the Elections and Nominations Committee to conduct the elections of the officers and to assemble the rest of the Governing Council. They may present themselves for election. This clause [Article IV (b) (viii)] shall be deleted from the bylaws once the first duly elected Governing Council has taken office.

c. Component Societies

- i. An attempt shall be made to have representation at the Governing Council based on geographical location of the alumni. Any single geographical location may form a regional chapter. The minimum size of a geographical unit to be allowed to form a regional chapter shall be decided by the Governing Council and may vary according to the country where such chapter is being considered. The Governing Council shall revise the minimum membership and geographical size requirement periodically. Additionally, the geographic chapters shall not be limited to individual academic entities, but represent all alumni of the University residing in that particular area.

d. Officers

- i. The officers of the Governing Council shall be the President, Vice President, Secretary and Treasurer of the Association
- ii. The President shall be the presiding officer of the Association.
- iii. The Secretary shall be the recording officer of the Governing Council and the General Body.
- iv. The Secretary shall supervise all arrangements for the holding of each meeting in compliance with the bylaws and instructions of the Governing Council including sending all official notices of meetings, committee appointments, notification of election results and special committee assignments.
- v. The Treasurer shall be the manager of all recurring funds of the Association including all membership dues, assessments, and donations and such monies acquired to support alumni activities as may be due to the Association. In such duties, the Treasurer shall be accountable, through the Governing Council, to the Association. The Treasurer shall also chair the Finance Committee.

- vi. The Treasurer shall collect, deposit and disburse all funds received upon order of the Governing Council.
 - vii. The term of office for each officer shall be two years, starting April 15.
 - viii. The officers must be Active Members of the Association for at least three years (this provision is waived for the first three years after ratification of the bylaws).
 - ix. In the event that one or more elected officers or governors (other than the President) is unable or fails to complete his or her term of service, the President, in consultation with the Elections and Nominations Committee, shall have the power to fill such vacancy or vacancies by the appointment of a replacement. Each replacement so chosen shall hold office until the end of the term of the officer or governor whom he/she is replacing.
- e. **Standing Committees**
- i. The President shall nominate members to standing committees in consultation with the Governing Council.
 - ii. The term of each committee member shall be three years provided that, in the case of the first committee constituted, one-third of the members, to be determined by lot, shall be replaced every year.
 - iii. The standing committees of the Association shall be as follows and the terms of reference for each shall be provided and approved by the Governing Council:
 - a. Nomination and Elections Committee
 - b. Finance Committee
 - c. Research, Education and Scientific Affairs Committee
 - d. Resource Development Committee
 - e. Alumni Tracking Committee
 - f. Publications and Communications Committee
 - g. Constitution and Bylaws Committee
 - iv. Each Committee shall present an annual report to the Governing Council and the Officers of the work done by the Committee

Article V: Elections

- a. Elections shall be held in the second half of the year. Elections shall be concluded and newly elected officers announced by April 1.
- b. Election of officers of the Association shall be held by secret mail ballot or secure electronic methods, or any other manner as approved by the Governing Council, with a simple majority required for election.
- c. No candidate shall be elected to the same office of the Association for more than two consecutive terms. After that, at least two full terms of office shall pass before the said officer may re-seek the same office.

- d. The election process shall be supervised and conducted by the Nomination and Elections Committee. The members of this committee shall not be contestants for elections for two years preceding and following their term.
- e. The rules and methodology of elections shall be prescribed by the Nominations and Elections Committee and confirmed by the Governing Council and the contestants shall agree to abide by such rules in writing prior to their nominations being accepted.
- f. Members may self-nominate, or may be nominated by any Active Member..
- g. In case of a tie, a run-off election will be conducted amongst the candidates receiving equal votes. No new names shall be sought nor added to the list of candidates indicated on the original ballot for the post under consideration in a run-off election. Only candidates with the highest number of votes shall be included in the run-off election.
- h. The Nominations and Elections Committee shall seek nominations from the Active Members for all posts through electronic or other communications channels determined by the Committee. At least 30 days notice shall be provided to Active Members to send in nominations.
- i. The dates of election shall be fixed by the Officers in consultation with the Governing Council. However, at least 30 days shall be given to Active Members to cast the ballot by mail or electronically. The process shall be completed at least 60 days prior to the expiration of terms of current officers.

Article VI: Meetings

- a. Meetings shall be held at such times and places as determined by the President in consultation with the Governing Council.
- b. A minimum of one Governing Council and one General Body meeting shall be held every year.
- c. The President or the Governing Council, upon recommendation of a majority of the Governing Council, may call additional meetings of the Governing Council.
- d. Additional meetings of the General Body may be called by a majority of the Governing Council or by a majority of the Active Members of the Association.
- e. The format of the meetings, whether requiring physical presence or through electronic communication, shall be decided by the President in consultation with the Governing Council. A simple majority of the Governing Council shall constitute the quorum for the Governing Council Meetings.
- f. The presence of at least 5% of the Active Membership or a minimum of 20 Active Members shall constitute quorum for the General Body Meetings. These numbers shall be revised by the active membership at a duly called General Body Meeting within five years of ratification of the bylaws, and at least once every 10 years thereafter, to adjust to the growing alumni body.

ARTICLE VII: Operations

- a. The use of the SKZMDC name, abbreviation and logo shall be subject to agreement between SKZMDC and the Association.
- b. The Association shall maintain an account at National Bank of Pakistan located in SZH, Lahore, Pakistan.
- c. Any membership dues or any other assessments or funds raised for the Association's operations shall be the property of the Association, and shall be expended by the Association according to the bylaws and the direction of the Governing Council.
- d. Contributions other than those specified in Article VII, Section g, made to the Association shall be considered to be contributions to SKZMDC and shall be utilized in consultation with the Governing Council in line with the SKZMDC's priorities and needs.

ARTICLE VIII: Amendments

- a. The Association may from time to time repeal, add or amend the bylaws.
- b. Proposal for amendments may be initiated with a written request of at least 20 Active Members.
- c. Any request for amendments shall be addressed initially to the Constitution and Bylaws Committee, which shall provide its recommendations to the Governing Council at the next meeting of the Governing Council.
- d. The Governing Council shall deliberate upon the recommendations of the Constitution and Bylaws Committee at the next regular meeting, or a specially called meeting upon the request of a simple majority of the Governing Council members.
- e. A simple majority of the Governing Council shall vote in affirmative on the proposed amendments for the amendments to be presented to the General Body
- f. Once approved by a simple majority of the Governing Council, the proposed amendments shall be presented to the General Body at the next scheduled meeting, for which at least a 60-day notice and the intention to present such amendments shall be provided to the General Body members.

- g. At least a two-thirds majority of the General Body, at a duly called General Body meeting, as specified in Article VI, Section f, provided a quorum is present, shall be required to carry the amendments.
- h. The Governing Council shall provide the facility to vote on amendments via secure electronic ballot or web conference for those Active Members unable to attend the General Body meetings in person.

The Principal,

January 23, 2017

SKZMDC,

Lahore.

SUBJECT: APPLICATION FOR ESTABLISHMENT OF SKZ ALUMNI ASSOCIATION

Dear Sir,

With due respect and regards it is stated that students of 1st batch (Class of 2014) and 2nd batch (Class of 2015) have successfully passed Final Professional Examination last year and are working as house officers in Sheikh Zayed Hospital. The students of 3rd batch (Class of 2016) are appearing in Final Professional Examination these days.

As all institutes have an active alumni association and that we have around 200 alumni as of now and hopefully we will have 300 alumni in the coming months after result of Final Professional Examination is announced for 3rd batch, it is high time that SKZ Alumni Association is constituted.

SKZ Alumni Association shall serve as a liaison between alumni and SKZMDC. It shall serve as not only a body which organizes annual Alumni meetings but also as a body which ensures that graduates serve and give back to their college.

I have attached proposed by-laws of SKZ Alumni Association with this application, which have been adopted from by-laws of already successfully running alumni associations of King Edward Medical University and Aga Khan University.

I am confident that SKZ Alumni Association will be constituted at the earliest so that it becomes functional and active before the 3rd batch passes out from SKZMDC.

Thanks in advance.

Yours obediently,

Danyal Shafiq Butt

Final Year MBBS
Roll no 19