



ALUMNI ASSOCIATION REGUALTIONS 2024

Draft

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1. Title and Commencement

- (1) These Regulations shall be called “Alumni Association Regulations 2024”.
- (2) These shall come into force with immediate effect at once.

2. Definitions

- (1) “Association” means “Alumni Association”.
- (2) “Council” means the “Alumni Association Council”.
- (3) “Competent Authority” means the Vice Chancellor of the University of South Asia, Lahore.
- (4) “Council Member” shall mean a General Member who has been elected to serve on the Alumni Association Council.
- (5) “Departmental Alumni Chapters” shall mean a Chapter of Departmental Alumni established, maintained, administered and organized by the Head of Teaching Department.
- (6) “Forum” shall mean the annual reunion of Alumni Association Registered members at a venue selected by the University.
- (7) “President” means the elected President of the Alumni Association Council by the registered members of Alumni Association.
- (8) “Deputy President” means the Vice Chair of the Council elected by the members of the Council in the first meeting of the Council after coming to effect.
- (9) “Network” shall mean a group of alumni sanctioned by the Alumni Association Council.
- (10) “Selection Committee” means the committee notified by the Vice Chancellor to shortlist candidates applied for the post of President of Council and for the member of the Council.
- (11) “Election” means the voting criteria as prescribed by the University.

3. Functions

- (1) The principal function of the Alumni Association is to establish and develop a mutually beneficial relationship between the University and its body of alumni.
- (2) The Alumni Association will contribute to building an engaged and supportive alumni community appropriate to a world class University.
- (3) The Association will Promote networking opportunities among University of South Asia alumni.
- (4) The Association will Support the University in achieving its strategic goals through alumni contributions.
- (5) The Association will Foster a culture of giving back to the University in the form of time, expertise, and financial resources.

4. Membership

The following will be the Alumni Association members:

- (1) The Vice Chancellor will be the Chairperson of the Alumni Association.
- (2) The Graduates and Honorary Graduates of the University, who hold an academic award of level 05 or above from the University as per National Qualification Framework 2015 and are registered with the Alumni Office of the University.
- (3) The registration will be one-time and free of cost.

The Alumni Manager shall keep a record of all members of the Alumni Association, which shall be conclusive as to the entitlement of any person to vote in an election relating to the Alumni Association Council.

5. Alumni Association Functions

- (1) An alumni forum shall be held at least once a year. Notice shall be provided to all members of the Alumni Association by the Alumni Office.
- (2) The Vice Chancellor if present shall Chair the forum.
- (3) The President of Alumni Association Council shall act as Deputy Chair and who will Chair the Alumni Association forum in the absence of Vice Chancellor.
- (4) The Manager Alumni Office shall act as the Secretary of the forum.
- (5) The Vice Chancellor or their nominee will present a report at the annual forum on the affairs of the University.

6. Alumni Forum

An annual alumni forum shall be held at least once a year, Alumni Office will be responsible for the operational delivery and funding of the forum.

7. Alumni Association Council

The Alumni Association Council will contribute to building an engaged and supportive alumni community by working in partnership with the Alumni Association and the Alumni Office of the University. The Council members will provide expert advice, strategic insight and specialist contributions, and act in an ambassadorial capacity within the alumni community and for the University as well as supporting the purpose of the Alumni Association.

8. Functions

To contribute to building an engaged and supportive alumni community by working in partnership with Alumni Office and the wider University to:

- (1) **Strategic Planning:** Develop and implement a strategic plan for alumni engagement that aligns with the University of South Asia's overall goals.
- (2) **Event Planning and Execution:** Organize and support alumni events such as reunions, networking events, webinars, and seminars etc.
- (3) **Fundraising:** Develop and execute fundraising campaigns to support scholarships, university development, and other initiatives.
- (4) **Communication:** Ensure regular and effective communication between the university and the alumni community through newsletters, social media, and other channels.
- (5) **Mentorship and Career Support:** Facilitate mentorship programs where alumni can offer guidance and career support to current students and recent graduates.
- (6) **Recognition and Awards:** Establish and manage recognition programs to honor distinguished alumni and their contributions to the university and society.
- (7) **Governance:** Adhere to the governance structure and Regulations of the University of South Asia, ensuring transparency and accountability in all operations

9. Council Membership

A maximum of fourteen members shall form the full Council. The Council and Alumni Office will work together in partnership to manage to maintain full Council membership.

10. Appointments to the Council

- (1) The President and members of the Alumni Association Council will be elected by members of the Alumni Association.

- (2) The Vice President of the Alumni Association Council will be elected by members of the Council.
- (3) The Secretary of the Alumni Association Council will also be elected by members of the Council.
- (4) The Registrar will notify the winning candidates on the recommendation of the Manager Alumni Office who will be responsible for the conduct of the election and its process.

11. Term of Office

- (1) The Chair and members will serve for a period of up to two years, renewable for a further period up to a maximum term of four years on the recommendation of the Alumni Office subject to the approval of the Vice Chancellor. No member shall serve the Council for more than four years continuously. The Registrar and Alumni Office will work together to undertake the re-appointment process.
- (2) When a Chair or member steps down from the Council, they must be absent for a period of one-year minimum before they can apply for a Council role again.
- (3) A Deputy Chair is elected for a one-year term of office at the first Council meeting of the year. This term of office runs parallel with their term of office as a member.

12. Alumni Association Council Membership

The Alumni Association Council will comprise up to a maximum of fourteen voting members:

- (1) The President of the Alumni Association Council will act as Chair of the Council.
- (2) A senior member of university faculty or staff, nominated by the Vice Chancellor for a period of 2 years renewable after the end of period.
- (3) At least one member of the Alumni Association who now internationally based.
- (4) At least one member of the Alumni Association who is based in Pakistan.
- (5) At least one member of the Alumni Association who graduated within the previous five years (at the time of appointment).
- (6) Registrar (*ex officio*).
- (7) Manager of the Alumni Office (*ex officio*).
- (8) Patron University Clubs and Societies; (*ex officio*) and
- (9) Further members of the Alumni Association up to a total membership of fourteen (including ex officio members) elected after scrutiny from the Selection Committee and appointed by the Vice Chancellor on the recommendation of the manager Alumni Office.
- (10) A Deputy Chair of the Alumni Association Council will be appointed from within the Council membership by the Council members.
- (11) The Selection Committee shall determine who can run for elections.
- (12) Only Principal Seat graduates are eligible to become members. HIC graduates are not eligible.

13. Meetings

- (1) The Council meets two times per annum, plus ad-hoc meetings as circumstances may require. Members are encouraged to attend meetings in person, and the University shall provide facilities for members who wish to participate in meetings online.
- (2) The quorum of the Council is reached if the Chair and six other members of the Council are participating (in person or by digital means).
- (3) The Minutes of the Meeting will be recorded and sent to the members of the

Alumni Association Council.

- (4) Meetings will be chaired by the Chair or Deputy Chair of the Alumni Association. In their absence, the meeting can be chaired by a nominated member of the Council.

14. Reporting

- (1) The Council will report its activities, financial status, and progress towards strategic goals to the Vice Chancellor annually through the Alumni Office.
- (2) Regular updates will be provided to the alumni community through newsletters, the University's website, and official social media platforms.

15. Decision-Making Process

- (1) Decisions will be made by a simple majority vote. In the case of a tie, the Chair will have the casting vote.
- (2) All decisions will be documented in the meeting minutes and shared with the Council members by the Council Secretary. The Secretary, who will be selected by the Council members, will look after the arrangements of the meetings in consultation with the Manager Alumni Office. The record of the meetings will be kept at the Central Repository of the Alumni Office.

16. Conflict of Interest

- (1) Council members are expected to act in the best interest of the Alumni Association and the University of South Asia, maintaining high ethical standards.
- (2) Any potential conflicts of interest must be disclosed, and the member in question will be required to recuse themselves from related decision-making processes.

17. Departmental Alumni Chapters

Each Academic Department will form their Departmental Alumni Chapter, notified by the Registrar Office on the recommendation of Manager Alumni Office through proper channel. They will arrange departmental alumni events, and share updates with the USA Alumni Association Council through Manager Alumni Office.

18. Dissolution

- (1) The University of South Asia Alumni Association Council may be dissolved by a two-thirds majority vote of its members or by a directive from the University's administration or by a directive of the Vice Chancellor, subject to a review process carried out on the direction of the Vice Chancellor.
- (2) Upon dissolution, any remaining funds or assets will be transferred to the University of South Asia for alumni-related activities.

19. Finances

- (1) The Alumni Association's financial account is amalgamated within the University account, and it has a separate financial record. The Manager Alumni will keep under
- (2) The annual statement of the Alumni Association funds will be shared with the Manager Alumni Office and same will be shared with the Registrar Office.

20. Budget and Resources

- (1) The Alumni Office will prepare an annual budget outlining the financial requirements for its activities throughout the year.

- (2) Funding may come from alumni contributions, fundraising events, and institutional support.

21. Amendments to TOR

- (1) Any amendments to this TOR must be proposed by a Council member and recommended by a two-thirds majority vote of the Council. The proposed amendment(s) will be sent to the Registrar Office through Alumni Office for consideration and approval by the Vice Chancellor.
- (2) The amended TOR will be shared with the Council members and the alumni community for transparency.
- (3) Further amendments to these TORs shall be approved by the Vice Chancellor.

22. Job Role and Selection Criteria of the President and Members of the Alumni Association Council

(1) Role Purpose and Responsibilities

- (a) It is an unremunerated voluntary job. The President of the Alumni Association plays a significant leadership role in promoting, supporting and representing the interests of alumni and of the University.
- (b) The President of the Alumni Association will also be the Chair of the Alumni Association Council.
- (c) The President will lead the Alumni Association Council to build an engaged and supportive alumni community by working in partnership with alumni, networks, Alumni Office and the wider University.
- (d) The President of the Alumni Association requires an in-depth understanding of the University's strategy and a commitment to its mission and values, as well as providing an alumni voice in university affairs.
- (e) The President will lead, direct and motivate the Council in fulfilling their responsibilities, developing a deep understanding of university strategy and ensuring the close alignment of key Alumni Association activities. The Chair will also build a strong and productive working relationship with other key alumni, and act as the main point of liaison between the Council and the wider University.

(2) Relationships with Internal Stakeholders

- (a) Alumni: regular contact as the stakeholder community
- (b) Alumni Office: regular contact as principal strategic partner and key point of liaison and delivery
- (c) Patron University Clubs and Societies: occasional contact for specialist activity e.g. Careers fairs, on campus student trainings and workshops and matters relating to employability, sports, student clubs, societies and informal groups
- (d) Academic community: occasional contact for specialist activity e.g. guest lectures, market research updates, taking part in University Statutory meetings when invited.

(3) Time Commitment

- (a) The individual appointed will Chair the Council of the Alumni Association and encourage all members to participate in discussions and activity. The Council typically meets two times a year.

- (b) Outside of Council meetings, the President will engage closely with the Manager Alumni Office and be involved in associated activity and events.
- (c) There will also be an expectation for the President to act as host, representative and ambassador at university events. The Chair may also be asked by Alumni Chapter members to participate at their events when required.

(4) Relevant Experience, Skills and Knowledge

The Selection Committee notified by the Vice Chancellor will look for the following person specifications for the President and Council Members:

(a) Required

(i) General Experience

- (a) A demonstrable enthusiasm for the work of the University and the importance of higher education, and ability to develop an in-depth understanding of the University Strategic Plan and wider strategic perspective including the key challenges and opportunities for higher education.
- (b) Commitment to promoting, advocating and supporting the mission and vision of the University, with an understanding and enthusiasm for developing alumni and friends' relations through strong social and professional networks
- (c) A commitment to equality, diversity and inclusion - with an inclusive and motivational style; the ability to optimize the contributions of Council members; and the ability to establish and maintain positive relationships with a wide range of people and communities internally and externally
- (d) The ability to understand and connect with the student and graduate community as part of the alumni engagement lifecycle
- (e) The ability to demonstrate high standards of conduct and integrity with a high level of credibility at a senior level

(ii) Specialist experience

- (a) Chairing boards or influential Councils for major companies or leading organizations
- (b) Extensive experience in a reputable preferably multinational organization(s) at the Board level or similar
- (c) Extensive experience in speaking roles and delivering presentations
- (d) Marketing, communications and major events management
- (e) International exposure or work experience in a professional capacity

(iii) Desirable

- (a) Developing or leading major volunteering initiatives and programs for leading business, governmental organizations or charities
- (b) Establishing new Boards and Councils
- (c) Experience of Philanthropic fundraising for higher education or the charity sectors
- (d) Academic Record includes GPA above 3.00, no F grades during the degree, no disciplinary or UMC cases, no 3rd Division throughout the academic career.