

# **Constitution of HEF School Alumni Association** **(Association of Former Students of HEF School)**

## **Article I**

### **Name & Address and Official Logo**

- a) **Name:** The name of the Association shall be “**HEF School Alumni Association**” the short name shall be used hereinafter as “**HEFSAA**”
- b) **Office:** Office shall be located inside the premises of HEF School
- c) **Official Logo:** Official Logo of the Association shall be as follows:



## **Article 2**

### **Aims and Objectives**

The **HEFSAA** shall be a non-profit body and shall:

- I. Promote and Assist to spread the light of Education in general and the HEF School in particular.
- II. Serve the community for academic and cultural needs
- III. Provide Scholarships and bursaries to under privileged and needy students of good academic achievements & records.
- IV. Preserve and advance the religious, moral and intellectual Islamic Standards
- V. Arrange educational, social and religious events on national holidays or other occasions
- VI. Arrange Health & Educational Seminars, Lectures and career Guidance
- VII. Arrange sports indoor and outdoor and rest & recreation activities.
- VIII. Organize job fairs for unemployed fellows and assist other fellow students to upgrade them in their jobs or business through senior former students who have higher positions in their companies or own big businesses.
- IX. Assist in Matrimonial match making

- Article 3**      **Religious obligation**      Association shall conduct all activities and transactions meetings and day to day affairs on the basis of mutual respect and with conformity of cultural and moral values as well as with spirit of our religion.
- Article 4**      **Patron in Chief**      The Chairman of Husein Ebrahim Foundation (HEF) Mr. Aziz Latif Jamal shall be the life Patron in Chief of HEF School Alumni.
- a) Patron in chief shall have the right to appoint or reappoint some or all members of Board for the Tenure of 3 years commencing from 1<sup>st</sup> Jan of first year to 31<sup>st</sup> Dec of 3<sup>rd</sup> year.
  - b) Patron in chief shall have the right to appoint the convener and Deputy Convener initially for a term of 4 years and may extend their standing for another term.
  - c) Patron in Chief shall invite application from interested Candidates to become member of Executive Council one week before completion of Tenure. After perusal of applications of candidates, Patron in Chief shall declare the names of selected and appointed members for EC.
  - d) Any time EC members with simple majority of majority of members of Managing Board may request Patron in Chief to replace an EC member with enough evidence of reason of replacement.
  - e) Patron in Chief may or may not attend any or all meetings of Managing Board. If he attends the meeting, he shall chair the meeting.
  - f) In presence of Patron in Chief in the meeting, if there is need of voting on any matter, Patron in Chief shall have the right to use two votes.
  - g) Patron in Chief can advise any OB or Member of EC or full Managing Board to undertake certain assignment in the interest of HEF School.
- Article 5**      **Membership**
- a) Membership of the Association shall be open to all who have completed matriculation from HEF School in any year.
  - b) Registration of membership is subject to submission of a form on line to become a formal member of HEFSA.
  - c) Membership shall be verified by coordinator or Deputy Coordinator from school records and confirm registration of members.
  - d) If records of any member is not found, he might be asked to provide evidence of his matriculation from HEF, otherwise, he shall lose his membership,
  - e) Member shall bear good moral character.
  - f) No membership fee shall be charged, however, Managing Board may decide in future if any member's registration or annual fee is required to be levied.

**Article 6**

**Managing  
Board (MB)**

The Managing Board shall be comprised of the following:

a) Convener	01	(Office Bearer)
b) Deputy Convener	01	(Office Bearer)
c) Executive Council Member:		
Male:	08	(Member EC)
Female:	04	(Member EC)
d) Finance Secretary	01	(Member EC)
e) Media Secretary	01	(Member EC)
<b><u>Total Members of Board</u></b>	<b><u>16</u></b>	

All Office Bearers and EC members shall be graduate (Possess a Bachelor Degree) in any discipline or above. Copy of Graduation certificate shall be submitted to the Convener or Deputy Convener when applied to become member of Executive Council.

**Article 7**

**Function and  
Duties of OBs  
and EC  
Members**

**A) Convener:**

- I. He will preside over all the MB meetings, General body or special meeting, if called for any reason.
- II. He shall represent the Alumni personally or through delegation in all matters and dealings of the Alumni with other organizations.
- III. In case of difficult or complicated matters, he shall consult patron in Chief before taking certain decision.
- IV. He shall have the right of two votes to be used whenever there is tie on any matter and/or decision in MB meeting.
- V. He shall supervise all logistics, administrative matters, prepare minutes, maintain all records of correspondence, issue agendas for all meetings and execute & organize the activities of Alumni as approved by the Board and shall also communicate with all members of association and all other orgs locally or internationally.

**B) Deputy Convener:**

- i) He shall fully coordinate with Convener in all matters related to HEF School Alumni.
- ii) He shall make arrangements to hold Board meetings particularly Zoom meeting and record all proceedings.
- iii) He shall assume all duties and powers of the Convener during his absence.

**C) Coordinator:**

- i) He shall be responsible for members affairs including registration, verification and guidance,
- ii) He shall submit monthly report on members registration and comments if any..
- iii) He shall maintain and supervise what's app group(s) and arrange seminars and group discussions with consent and consultation of Convener & Deputy Convener.
- iv) He shall reconcile and resolve amicably the difference and dispute, if any raised between two members.
- v) He will make sure of complaint free atmosphere in association.

**D) Deputy Coordinator:**

- i) He shall assist Coordinator in all matters including in performing all his duties as described in the constitution.,
- ii) He shall undertake tasks & duties as and when assigned to him by Coordinator.
- iii) He may undertake his responsibilities jointly with Coordinator as and when required.

**E) Finance Secretary:**

- i) He shall maintain financial records and account of the Alumni.
- ii) He Shall also maintain all income and expenses accounts of all events individually and shall submit report to Board in first meeting after event.
- iii) He shall take care of all transaction and moment of fund raising, if announced by Alumni for any specific purpose.
- iv) He Shall prepare financial report by end of every year regularly and submit to the Board in first meeting of new year
- v) He shall maintain bank account with consultation and consent of Convener and Deputy Convener. Two out of Three Convener, Deputy Convener and Treasurer shall be authorized to operate Bank Account.
- vi) He shall prepare all account to present in AGM

**F) Media Secretary:**

- i) He shall be responsible to contact Electronic, Print and Social Media for coverage of all meetings, events and functions of the association.
- ii) All Press releases and event reports to media shall be released by him with consultation of Convener / Deputy Convener.

- iii) He shall maintain record of media monitoring in regard to HEF School Alumni events or relevant information.

**G) Executive Council Ordinary Members:**

- i) They shall carry out all works and organize any event of the association with mutual understanding, unity and team work.
- ii) They will assist, help and fully cooperate the Convener & Deputy Convener in fulfilling their responsibilities smoothly.
- iii) They will look into all points of agenda in Board meeting and discuss and decide all matters in the interest of HEFSAA.
- iv) They may submit suggestions and ideas in the meeting that can benefit Alumni commendably.
- v) Board shall appoint auditor, raise funds for the association as and when required.
- vi) All decisions shall be taken by them in friendly and in entirely peaceful manners.
- vii) They shall not disclose or discuss proceeding or decisions of board meeting outside board.

**Article 8**      **Amendment  
in  
constitution**

- a) Office Bearers Convener, Deputy Convener, Coordinator and Deputy Coordinator shall move resolution for amendment and call a board meeting just for single agenda of amendment.
- b) Any amendment in the constitution shall require two third majority of total Board members in the Board Meeting.
- c) Amendment shall be discussed and approved by Managing Board.

**Article 9**      **Quorum for  
Meetings**

- a) Quorum of Board meeting shall be 50 percent of Board members.
- b) Quorum for AGM 50 percent of registered formal members.

**Article 10**     **Disciplinary  
committee**

Discipline Committee Shall be formed by the Patron in Chief, which will consist of only 3 senior members of more than 50 years age. Patron in Chief shall preside over the discipline committee meeting and resolve the matter with amicable solution.