



ASSOCIATION OF
KHYBER MEDICAL UNIVERSITY
|ALUMNI

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1 ARTICLE 1: Name, Definitions, Main Office, Chapters and Affiliation

1.1 Name of Association

The name of the association shall be “Khyber Medical University Alumni Association”, hereinafter referred to as the “AKmUA” or Association of Khyber Medical University Alumni.

1.2 Definitions

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

- (i) “Act” means the Khyber Pakhtunkhwa Universities Act 2012 amended 2016.
- (ii) “AKmUA” means Association of Khyber Medical University Alumni
- (ii) “University” means Khyber Medical University.
- (iii) “Member” means a bonafide member of the Association of Khyber Medical University Alumni (AKmUA).
- (iv) “General Body” means General Body of the Association of Khyber Medical University Alumni (AKmUA).
- (v) “Executive Committee” means the Executive Committee of Association of Khyber Medical University Alumni (AKmUA), hereinafter referred to as ECAKmUA.
- (vi) Exofficio members
- (vii) “Registrar” means Registrar of the University.
- (viii) “Statutes” mean Statutes of the University.
- (ix) 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 Act, Statutes and other prevailing Rules and Regulations or otherwise in general context.

1.3 Main Office

The Main Office of the AKmUA within the university shall be at Office of Alumni Affairs, KMU Road, Phase V, Hayatabad, Peshawar, Pakistan. The AKmUA may also have offices other than said Main Office in future.

1.4 Chapters

To complement its activities the AKmUA may form regional, provincial, and international chapters.

1.5 Affiliations

The Association of Khyber Medical University Alumni shall not affiliate with any 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.

1.6 Fiscal Year

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

1.7 Administrative Year

The administrative year shall run from the first date of January till the end date of December. The administrative year shall be used to govern the 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.

2 ARTICLE II: Objectives and Status of Non-Profit

2.1 Objectives

The Objectives of the Association of Khyber Medical University Alumni (AKmUA) are as follows:

- (i) Strengthen ties between Alumni and Alma Mater providing opportunities for Cooperation and Communication.
- (ii) To promote and encourage a continuing interest in and loyalty to The Khyber Medical University.
- (iii) To effectively employ the talents, energies, and contributions of alumni to constructive ends for The Khyber Medical University and this Association.
- (iv) To provide a standardized organizational structure and coordinated program for alumni chapters.
- (v) To develop goals and coordinate the efforts aimed at their accomplishment.
- (vi) To publish and distribute various materials relating to the University and its alumni.
- (vii) To arrange and conduct meetings of the alumni.
- (viii) To assist in the recruitment of students to attend the University and to provide scholarships where appropriate.
- (ix) To encourage alumni and friends of the University to generously support the institution by gifts, devices, and bequests.
- (x) To organize and promote a fund to be known as The Association of Khyber Medical University Alumni Fund for the use and benefit of The Khyber Medical University and this Association.
- (xi) To conduct all appropriate activities to accomplish the above objectives and purposes.
- (xii) To cooperate with the State of Pakistan, the college, and other institutions in spreading education and enlightenment among the people of Pakistan with special focus on the Khyber Pakhtunkhwa.
- (xiii) To enhance mutually beneficial career-oriented interactions among the Alumni and the current students, e.g., Financial Aid, Mentoring, Trainings, Research & Development, Seminars, Job Fairs, and Internship Drives, etc.

(xiv) To keep the Alumni updated regarding the prevailing challenges, developments through annual/semi-annual reunions, fundraising weeks, and other social events.

(xv) 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 University and its Alumni.

2.2 Status of Non-Profit

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

3 ARTICLE III: Membership and Voting Rights

3.1 Eligibility

- (i) AKmUA membership includes all graduates of KMU. For the purposes of this constitution, an 'alumnus' is a person who has received a degree/diploma through any Program of the University. 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 KMU 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 AKmUA. 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 AKmUA. Students can only be eligible for AKmUA 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.

<https://forms.gle/nvExvrs2qaj7isTC7>

3.2 Honorary Membership

Friends of KMU, individuals who extended their noticeable support and services to the Khyber Medical University, are also eligible for honorary membership of AKmUA. Honorary members may also be called associates of the Alumni. They shall not have the voting rights and they shall not be eligible to contest the election of ECAKmUA.

3.3 Membership Fee

There shall be an annual non-refundable fee for membership of AKmUA. All membership fees may be due by the end date of the first month of the year for which membership is sought. Late membership requests will be charged with a 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 EAKmUA.

3.4 Retention of Membership

Each member must be in current status with the payment of the AKmUA membership dues as set by the ECAKmUA. All members should also maintain conduct that does not harm the good name and reputation of the AKmUA and the Khyber Medical University.

3.5 Termination of Membership

- (i) Membership shall be automatically terminated if membership dues are not received by the Khyber Medical University within thirty days of the beginning of the new administrative year as mentioned in Section 1.7, 3.3.
- (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 AKmUA and the Khyber Medical University.
- (iii) As a result of such action, the Executive Committee shall make 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.

3.6 Voting Rights

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

3.7 Rights to the Property

No members or elected officials of the Association of Khyber Medical University Alumni shall have any right, claim, interest, or title whatsoever in or to any property or assets, which the association may have or hereafter obtained. 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 Khyber Medical University, Endowment Fund.

4 General Body Meetings and events

4.1 General Body Annual Meetings of Members

The Association of Khyber Medical University Alumni 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 Section 2.1.

4.2 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 Vice Chancellor KMU 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.

4.3 Advertising of General Annual Meetings

The ECAKmUA 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.

4.4 Post Event Newsletter

The General Secretary of the ECAKmUA and the Media Protocol Officer 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.

5 ARTICLE V: General Elections and Executive Committee Meetings

5.1 Governing Body

(i) The ECAKmUA shall remain the supervising and governing body of the Association of Khyber Medical University Alumni (AKmUA).

(ii) The Executive Committee of the Alumni Association shall be chaired and authorized by the Vice Chancellor Khyber Medical University to govern, administer, monitor & evaluate the progress, performance & practices of AKmUA.

(iii) The organizational structure of the ECAKmUA shall consist of Ex-officio members and Elected office bearers.

(iv) The Following are elected office bearers of the Association.

1. President
2. Vice President
3. General Secretary
4. Finance Secretary
5. Information and Public Relations Secretary
6. Chapter heads (Representative from each institute elected in annual General body meeting and Representative for each overseas chapter)

(v) 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 AKmUA. President of the ECAKmUA will play an active role of the representative of the elected officers of ECAKmUA, Chapter Committees' Officers as well as the General Members of the Association.

5.2 Ex Officio Members

The Vice Chancellor shall be the Patron of AKmUA whereas Registrar, Director Academics and Admissions, Treasurer, Controller of Exams, Manager UAC (University advancement Centre), and at least three senior faculty members (appointed by the Vice Chancellor), shall

remain the Ex Officio Members of the ECAKmUA. The Vice Chancellor, KMU will chair all the meetings and will supervise the strategic development of AKmUA. In the absence or ailment of the Vice Chancellor, Registrar, as the case may be, will perform the chairmanship duties of the ECAKmUA.

5.3 Elections of the ECAKmUA

- (i) All the active members of the Association of Khyber Medical University Alumni will have equal right for nomination to the official positions of ECAKmUA as per the attached hierarchy of AKmUA 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 Chief Election Commissioner of the university 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 ECAKmUA 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.

5.4 AKmUA Election Voting System

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

5.5 ECAKmUA Meetings

The AKmUA should hold the Executive Committee Meetings at KMU 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.

5.6 Meeting Notifications

With the approval of the Vice Chancellor, KMU notification of ECAKmUA meetings shall be provided, or caused to be provided by the AKmUA 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.

5.7 Quorum

- (i) Fifty percent (50%) 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 with 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.)

5.8 Voting Rights of ECAKmUA

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.

5.9 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.

5.10 Subcommittees

- (i) The ECAKmUA 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 ECAKmUA 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 Vice Chancellor may wish to appoint a special committee of paid/non-paid consultants whose on-going advice and contribution to AKmUA and to the University are valued by the ECAKmUA. These consultants must be members of the AKmUA; 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 ECAKmuA meetings based on the permission of the Patron and/or President, but they shall have no vote.

6 ARTICLE VI: Officers

6.1 Elected Officers

The ECAKmuA shall include Ex-Officio Members as mentioned in Section 5.2 as well as the elected officers i.e., President, Vice President, General Secretary, Finance Secretary, Information and Public Relations Secretary, and Chapter Heads (or Nominated Members by Chapter Heads). 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.

6.2 Tenure

The Executive Committee members shall be elected for a term of 03 years.

6.3 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 Association of Khyber Medical University Alumni (AKmuA)
- (ii) Has attended at least 50% of the Executive Committee Meetings during his/her 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 Chief Election Commissioner appointed by Khyber Medical University, 15 days prior to the election date.

6.4 Assumption of Office

The elected officers of the AKmuA 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 three years until their successors are elected and duly qualified or until their earlier resignation, removal, or departure from the office.

6.5 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.

6.6 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 ECKMuA and/or as per the hierarchy of the Association.

6.7 Duties and Powers of the Elected Officers

The AKmUA's elected officers (Main, Regional, Provincial and International Chapters) shall exercise all the lawful powers of the AKmUA as per the objectives of the AKmUA or as approved job descriptions by the Vice Chancellor.

6.8 President

- (i) The President shall have to participate actively in ECAKmUA 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 AKmUA based on the development needs and prevailing challenges to the Alumni, University, and the students.
- (iii) Provide facts-based recommendations to the Vice Chancellor regarding business and meeting objectives of the AKmUA.
- (iv) Prepare strategic, operational and annual development plans for the AKmUA on annual basis.
- (v) Assign responsibilities to the general members and the elected members of Executive and other sub/standing committees of AKmUA for completing work in progress and meeting the annual development targets.
- (vi) Ensure that the constitution is followed and amended as the need arises.
- (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 Vice Chancellor, KMU.

6.9 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 ECAKmUA.
- (iii) Shall act as liaison to the Alumni, Faculty, Administration and Other Staff of the Khyber Medical University, Peshawar.
- (iv) Strengthen the relationship between the ECAKmUA and the Chapter Heads/Elected Officers on regional, provincial, and international level.

6.10 General Secretary

- Responsible for close coordination with all the members of the ECAKmUA, 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, ECAKmUA Members and the Vice Chancellor, KMU.
- General Secretary is the focal person of AKmUA and shall receive and keep custody of all minutes and records of the AKmUA 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 AKmUA.
- All the correspondence would be the responsibility of the General Secretary, and all the membership application and/or nomination applications should be addressed to the 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 Khyber Medical University, Peshawar.

6.11 Information and Public Relations Secretary

- Keep all the official records of the AKmUA and EC AKmUA under the guidance and supervision of the General Secretary
- Actively solicit and communicate news about AKmUA.
- 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 ECAKmUA, Approve Agenda for Meeting from the General Secretary, President ECAKmUA, and Vice Chancellor, KMU.
- He/She shall draft minutes of the meeting for further approval.
- To develop yearly meetings and events calendar for the ECAKmUA in consultation with the senior officers.

6.12 Finance Secretary

- The Finance Secretary shall receive and keep custody of all the operational, raised and other funds and all the financial record of AKmUA.
- He/ She shall perform all the duties incident to the office of Finance Secretary and such other duties as may be assigned from time to time by the President, Vice President, General Secretary and the Vice Chancellor, KMU.

6.13 Chapter/Regional Heads and Other Officers

- All the elected officers of different chapters on Regional, Provincial, and international level shall be members of the ECAKmUA. The Chapter / Regional Heads or their nominated member's presentation / attendance in any of the ECAKmUA meeting may be required.
- The elected officers of the chapters e.g., Presidents, Vice Presidents, General Secretaries, Information and public relations Secretaries and Finance secretaries shall assume all the duties of the elected officers as mentioned in Section 6.8 to 6.12 respectively for their own chapters, as per the objectives and development plans of AKmUA.

6.14 Borrowing / Lending Funds

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

6.15 Delegation

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

7 ARTICLE VIII: Bank Accounts, Gifts and Audits

7.1 Bank Account

- (i) The AKmUA's bank account is to be opened in the name of "Association of Khyber Medical University Alumni (AKmUA)" at a reputable bank of the Country, as depositories for the funds of the AKmUA through the online donation system or through cross cheques. Based on the approval of the ECAKmUA, the raised funds shall be withdrawn over the signatures of the President AKmUA and Treasurer, KMU for the purpose of investment, utilization and spending as per the objectives of AKmUA.
- (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 ECAKmUA, the raised funds shall be transferred to the Main Office KMU, 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 Section 7.1 (i).

7.2 Gifts

The officers may accept on behalf of AKmUA any contributions, gifts, or bequest to meet its objectives or for any specific purpose of the Association. Such acceptance should be brought into the knowledge of the Patron and President of ECAKmUA.

7.3 Annual Audits

An annual audit of the AKmUA shall be performed by the University's Internal Audit Office and presented to the officers not later than the last date of June. This report may be published separately in the Annual Reports and Newsletters of the KMU, Peshawar.

8 ARTICLE IX: Amendments and Record Keeping

8.1 Amendments in the Constitution

- (i) The constitution of AKmUA may be amended at any meeting of the ECAKmUA 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 ECAKmUA 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.

- (ii) This constitution, as amended and adopted by the Executive Committee (ECAKmuA) of the Association Khyber Medical University Alumni (AKmuA), on the mentioned date, immediately supersede and replace any Association By-Laws adopted by the Executive Committee previous to that date mentioned.

8.2 Record Keeping and Focal Person

- (i) In accordance with the University’s hierarchy; the AKmuA Mian Office for record keeping of its affairs would be AKmuA Office; assisted by Manager University Advancement Center (UAC) as appointed by the competent authority.
- (ii) The General Secretary shall have to share all the approved minutes, plans, budgets etc. with the Manager UAC appointed by the Khyber Medical University.

8.3 Website and Online Donation System

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

8.4 General

In furtherance of powers and authority defined for monitoring the performance of the Executive Committee (ECAKmuA) of the Association of Khyber Medical University Alumni (AKmuA), the University reserves the rights and powers authorized by the Vice Chancellor, KMU to challenge or question the decisions of the Executive Committee of the Association of Khyber Medical University Alumni.

ANNEXURE - I STRUCTURE OF THE EXECUTIVE COMMITTEE AKmUA

