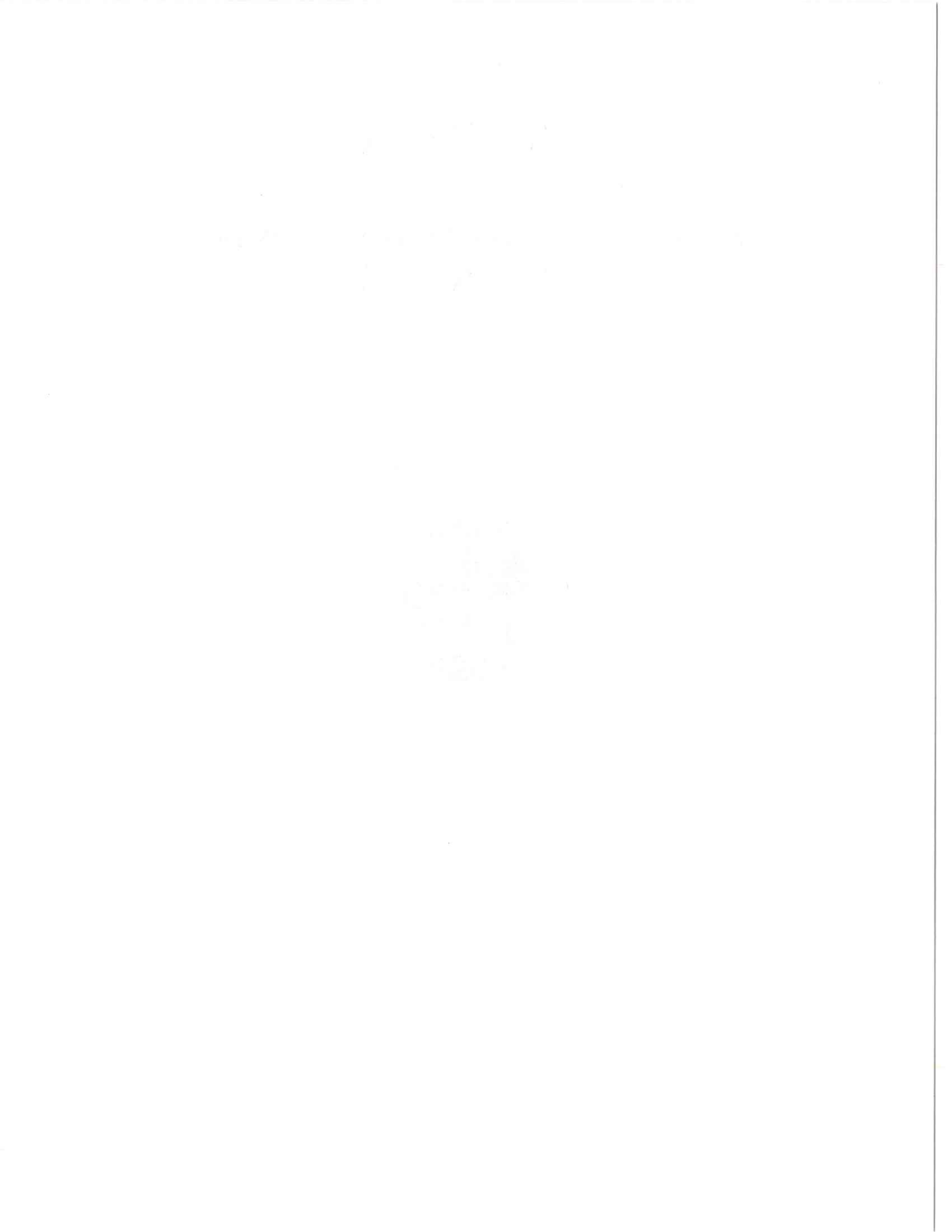


CHARTER

NED Alumni Association of Alberta (NEDAAAB)







NBD Alumni Association of Alberta (NBDAAB)
CHARTER

REVISION HISTORY

Rev.	Date	Description	Developed By	Reviewed By	Approved By
1	Nov 21 st , 2016	Amendments to Rev 0.	EC (2014-16)	EC (2014-16)	Imran-Ur-Rehman President EC (2014-16)
0	Nov 23 rd , 2007	Issue for Use	EC (2007-08)	EC (2007-08)	Nasim Suleman President EC (2007-08)

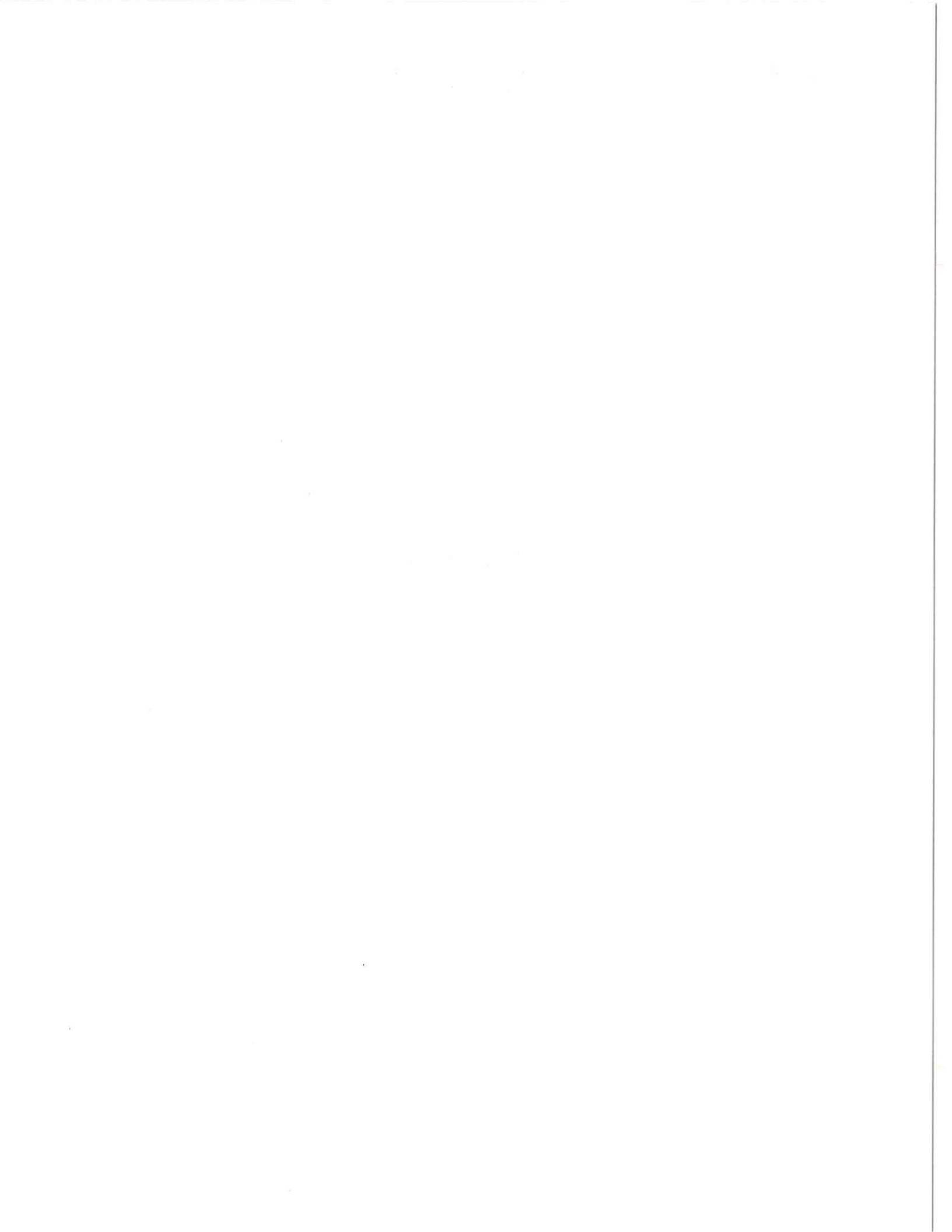
REVIEW / APPROVAL RECORD

S.No	Name	Role	Signature
1	Khurram Tauheed	Immediate Past President (EC 2012-14)	
2	Imran-Ur-Rehman	President	
3	Syed Hyde Ali	Vice-President	
4	Usman Maroof	General Cum Information Secretary	
5	Adnan Ali Khan	Finance Cum Social Secretary	
6	Noaman Ahmed	IT Secretary	
7	Nabi Baksh	Executive Member	
8	Muhammad Fahim	Executive Member	



NED Alumni Association of Alberta (NEDAAAB)
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NED Alumni Association of Alberta (NEDAAAB) CHARTER

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NED Alumni Association of Alberta (NEDAAAB) CHARTER

ARTICLE (I) OVERVIEW

Section 1.0 : Name

The name of the organization shall remain NED Alumni Association of Alberta, hereinafter called and referred as NEDAAAB.

It is established that NEDAAAB will remain as a social and professional association and shall exercise all of its operation as a "Society Association".

The head-office of NEDAAAB shall be located in the city of Calgary in the province of Alberta (Canada).

Section 2.0 : Vision

NEDAAAB is a leading association promoting NED University of Engineering & Technology (NEDUET), Karachi-Pakistan in Alberta and provides social and professional forum for NEDIANS of Alberta where they can interact for mutual benefit and growth.

Section 3.0 : Mission

NEDAAAB strives hard to contribute positively in the overall growth of Alberta through the continuous induction of its best engineering professionals in the local job market. It has high values for its members and always encourages them to interact amongst themselves by participating in the social and professional events organized through its platform.

NEDAAAB acts as a communication bridge between NED University of Engineering & Technology and its fellow members across Alberta.

Section 4.0 : Objectives

The objectives of NEDAAAB are identified below as:

- 4.1 To serve as the linking pin between all NEDIANS throughout Canada especially in Alberta.
- 4.2 To promote, develop and maintained a unified alumni association by representing the best values and traditions of NEDUET.
- 4.3 To strive hard to establish professional name and image of NEDUET in the minds of Canadian recruiters.

4.4 To create conducive environment where members can share mutual experiences, knowledge and information for their professional growth and can solve social matters through discussions and Interaction amongst themselves.

4.5 To organize professional events for the benefit and growth of its members.

4.6 To provide social platform for alumni members where they can interact with each other.

4.7 To provide a means to keep alumni members informed about important events and news related to NEDUET.

4.8 To develop a broad-based NEDIAN family in Alberta.

ARTICLE (II) CODE OF ETHICS

Section 1.0 : Purpose

1.1 The operations and functionality of NEDAAAB require member's' confidence in the integrity of its elected committee members. As a corner stone to this open, responsive and accountable elected committee, the code of ethics sets standard for the elected committee members in specific and for all registered members in general.

1.2 In order to cover all aspects of ethical requirements from each and every individual representing NEDAAAB, a separate by-law has been written to address this.

ARTICLE (III) REGULATIONS & BY-LAWS

Section 1.0 : Purpose

The association may make by-laws under following conditions:

- 1.1 For the administration of the association and for managing the conduct of its affairs.
- 1.2 Redefining the location of the head office (if required) of the association.
- 1.3 Forming new Chapter of NEDAAAB in any another city of Alberta.



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- 1.4 Respecting the nomination, election, members & term of elected committee, the discipline committee, appeal committee and any other committee established by the association and prescribing their powers.
- 1.5 Respecting the appointment, function, duties and power of an executive committee of the association.
- 1.6 Prescribing membership fees or expenses receivable / payable to members of the association.
- 1.7 Respecting the establishment, collection and payment of sums of money for short courses, seminars, lunch & learn sessions and any other session that association considers appropriate.

Below are some by-laws written as separate documents, to operate NEDAAAB in the areas where more specific guidelines are required for their functionality. The elected committee of NEDAAAB has an authority (by consensus) to incorporate any other by-law as required to exercise NEDAAAB operation.

- 1) Code of Ethics
- 2) Meeting Corium & Decorum
- 3) Yahoo Group Moderation
- 4) Election Procedure
- 5) Financial Audit
- 6) Formation of NEDAAAB Chapter

ARTICLE (IV) MEMBERSHIP

Section 1.0 : Requirement

- 1.1 Any individual, irrespective of gender, who is a graduate from NED University of Engineering & Technology (Karachi-Pakistan) or from its affiliated institution, living in Alberta and willing to join the group can become a member of NEDAAAB.

Section 2.0 : Procedure

- 2.1 Any individual as described above can join NEDAAAB by submitting a dully filled membership from available online (NEDAAAB website) and paying one time membership fees (where applicable).

Section 3.0 : Tenure

- 3.1 The membership granted for NEDAAAB life time once granted subject to cancellation by the EC if found in non-compliance to Section 4.0 of this article.

Section 4.0 : Obligations

Every registered member has some obligation on him/her for being a registered NEDAAAB member. Those obligations are:

- 4.1 Being in good morale standing as a citizen of Canada.
- 4.2 To abide by all the federal and provincial laws of the government of Alberta in particular and with government of Canada in general.
- 4.3 To abide by all the rules and bylaws as mention and related to the charter of NEDAAAB.

Section 5.0 : Benefits/ Services

Being a registered member, every individual enjoys the following privileges:

- 5.1 Every member shall have full right to vote and contest in election for any position in the "elected committee" and to participate in all benefits and program of the NEDAAAB as disclosed time to time.
- 5.2 Every member in entitled and privileged to and will be called to attend all activities / events offered by NEDAAAB and also got rights to express their opinion on NEDAAAB forum.

Section 6.0 : Honorary Membership

- 6.1 Any alumni member who got more than 20 years of professional experience may be granted HONORARY MEMBERSHIP of NEDAAAB.
- 6.2 Every honorary member is entitled and privileged to attend all the activities / events and shall also have equal right to express their opinion on alumni form.
- 6.3 Every honorary member shall have full right to vote and contest in election for any position in the elected committee and participate in all benefits



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and programs of the alumni.

**ARTICLE (V)
Elected Committee**

In order to run day to day function of NEDAAAB, some individuals from the registered members are selected through an election process to perform operational activities. This group of individuals is hereinafter referred to as "The Elected Committee".

Section 1.0 : Fiscal Year

1.1 The fiscal year for NED Alumni Association of Alberta is defined from July 1st to June 30th of every year.

Section 2.0 : Structure

2.1 The structure of the Elected Committee is as below:

Position	Nos. of Position
Immediate past President	01
President	01
Vice-President	01
General Cum Information Secretary	01
Finance Secretary	01
Social Secretary	01
Information Technology Secretary	01
NED Liaison Secretary	01
Executive Members Calgary	01
Executive Member from Chapter City	01
General Executive Member	03-05

Section 3.0 : Elected Committee Member

3.1 The selection of Elected Committee members on all offices will be done through election process held at the end of existing elected committee tenure (2 years).

Section 4.0 : Placement

4.1 All EC members after being elected and after the official announcement disclosure of the elections results, shall assumed to be functional as the office bearers in the elected committee of NEDAAAB.

Section 5.0 : Tenure

5.1 The placement of all the office bearers in the elected committee of NEDAAAB shall be for two (2) years.

5.2 The existing elected committee will automatically be dissolved once the Election Committee is announced for executing the next tenure election.

5.3 No individual can hold office for more than two (2) consecutive terms in the same capacity. However he/she can serve third time to a different office.

Section 6.0 : Resignation

6.1 Any elected committee member has the right to resign from his/her office due to any personal reason.

6.2 The resignation shall be submitted to the President of NEDAAAB in written.

6.3 The resignation process shall be concluded in a months' time frame.

6.4 The resigning member shall continue his/her duties until the resignation is approved.

6.5 The vacant position will be filled by the majority decision within elected committee.

Section 7.0 : Voting Rights

7.1 Every elected committee member has right to vote in any decision making matter of NEDAAAB.

7.2 For every specific and unique matter, his/her vote will be considered as a single vote.

7.3 Every elected committee member has a right of NO VOTING for any issue they feel appropriate at his/her personal level.

7.4 President is not entitled to vote unless a situation of tie arises in any matter/issue.

Section 8.0 : Elected Committee Meeting Participation & Membership Continuing Requirement

8.1 For an elected committee member to remain the part of elected committee, he/she should have to



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attend at least 65% of the elected committee meeting during his/her tenure.

Section 9.0 : Exclusion

- 9.1 Any elected committee member can be stepped down from his/her office within the tenure by a NO-CONFIDENCE MOTION raised and placed by any of the elected committee member (if approved).
- 9.2 The elected committee member raising the no-confidence motion has to submit a written explanation for this to the president.
- 9.3 The president is responsible to form a three (3) member INVESTIGATION COMMITTEE from the elected committee member to look into this matter.
- 9.4 The investigation committee is bound to conclude their findings within fifteen (15) days.
- 9.5 Comprising on the findings of the investigation committee, the no-confidence motion will be exercised in the next elected committee meeting through secret balloting.
- 9.6 The decision on the no-confidence motion shall be discharge or otherwise approved by two-third majority of the elected committee members.
- 9.7 In case if the NO-CONFIDENCE MOTION is against the president, it has to be submitted in written to the vice-president.

**ARTICLE (VI)
ROLES & RESPONSIBILITIES**

Section 1.0 : Immediate Past President

- 1.1 If new President is elected, the former President will remain as part of the elected committee in order to bridge the gap of experience and for the continuation of outstanding tasks.
- 1.2 Ideally attend all regular meetings of the elected committee.
- 1.3 Serve as a key advisor to the sitting elected committee.

Section 2.0 : President

Sub-Section 2.1 : Eligibility Requirement

- 2.1.1 President is required to be a registered member of NEDAAAB.
- 2.1.2 Any individual whose registered membership with NEDAAAB is for at least past two (2) years can contest for this office.

Sub-Section 2.2 : Responsibilities

- 2.2.1 President shall be the head of the alumni (NEDAAAB).
- 2.2.2 Responsible of strategic and operational direction for NEDAAAB within the policies and objectives derived from this Charter and determined by its By-Laws.
- 2.2.3 Responsible to emancipate all the decisions of NEDAAAB as the final authority.
- 2.2.4 Responsible to make sure that NEDAAAB is being governed by its Charter.
- 2.2.5 Has the right to veto any elected Committee decision in the broader interest of NEDAAAB community.
- 2.2.6 2/3rd majority of elected committee has right to over-rule president's veto decision in the broader interest of NEDAAAB.
- 2.2.7 Responsible to develop annual strategic plan in consultation with the elected committee that stated objectives and associated performance measures for the year.
- 2.2.8 Responsible for producing end-of-year report in consultation with the elected committee that summarizes accomplishments for the year and make recommendation for the future actions.

- 2.2.9 Can render his/her services in any taskforce as well as he/she can also lead any taskforce.

Section 3.0 : Vice-President

Sub-Section 3.1 : Eligibility Requirement

- 3.1.1 Vice-President is required to be a registered member of NEDAAAB.
- 3.1.2 Any individual whose registered membership with NEDAAAB is for at least past two (2) years can contest for this office.



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Sub-Section 3.2 : Responsibilities

- 3.2.1 Shall assist the President in all his NEDAAAB related activities.
- 3.2.2 Responsible to act on behalf of President in his/her absence and emancipate all the activities mention in article VI; Section 2.0; Sub-Section 2.2).
- 3.2.3 In case of resignation from president, vice-president will resume the role of president till EC decided the path forward for filling president's position.
- 3.2.4 Can render his/her services in any taskforce as well as he/she can also lead any taskforce.

Section 4.0 : General cum Information Secretary

Sub-Section 4.1 : Eligibility Requirement

- 4.1.1 General cum Information Secretary is required to be a registered member of NEDAAAB.
- 4.1.2 Any individual whose registered membership with NEDAAAB can contest for this office.

Sub-Section 4.2 : Responsibilities

- 4.2.1 Shall see that the notices are duly given in accordance with provision of the Charter or as required by the elected committee decision.
- 4.2.2 Shall be the custodian of all official records in duplicate, except the records concerning finance, which will be maintained by Finance cum Social Secretary.
- 4.2.3 Responsible for the provision of advice to the elected committee members of NEDAAAB offices and for the implementation of its decisions.
- 4.2.4 Responsible for the coordination of all of the operations and activities of NEDAAAB under the directives defined by the President.
- 4.2.5 Shall maintain the record of all registered members.
- 4.2.6 Shall act as a spokesman of NEDAAAB and responsible for all formal communication of the alumni matter outside the elected committee.
- 4.2.7 Shall record the minutes of the elected committee

meetings and distribute it within a reasonable time frame.

- 4.2.8 Responsible to release information (where required) related to the meeting of the elected committee to the registered member of alumni.
- 4.2.9 Shall perform any duty assigned by the President from time to time necessary for the effective and efficient operation of NEDAAAB.
- 4.2.10 Can render his/her services in any taskforce as well as he/she can also lead any taskforce.

Section 5.0 : Finance Secretary

Sub-Section 5.1 : Eligibility Requirement

- 5.1.1 Finance cum Social Secretary is required to be a registered member of NEDAAAB.
- 5.1.2 Any individual whose registered membership with NEDAAAB can contest for this office.

Sub-Section 5.2 : Responsibilities

- 5.2.1 Responsible for receiving and maintaining all funds paid to NEDAAAAB.
- 5.2.2 Responsible for entire budget planning for the fiscal year.
- 5.2.3 Responsible for marinating cash-flow records for all activities.
- 5.2.4 Responsible for managing all accounts.
- 5.2.5 Responsible to produce year-end financial statements for NEDAAAB account.
- 5.2.6 Responsible for proposing an asset allocation model for future projects and events of NEDAAAB.
- 5.2.7 Has an authority to spend up to \$500/- CAD on any project/event of NEDAAAB.
- 5.2.8 Responsible to take approval (written if possible) for any expense exceeding \$ 500/- CAD from President.
- 5.2.9 Responsible for directing fund raising efforts and activities.
- 5.2.10 Responsible for tax-return and for facilitating NEDAAAB financial audit as required by law for a



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-
- Society being registered under "Societies Act".
- Section 6.0 : Social Secretary**
- Sub-Section 6.1 : Eligibility Requirement**
- 6.1.1 Finance cum Social Secretary is required to be a registered member of NEDAAAB.
- 6.1.2 Any individual whose registered membership with NEDAAAB can contest for this office.
- Sub-Section 6.2 : Responsibilities**
- 6.2.1 Responsible for arranging or delegating social activities, annual dinners and other events of NEDAAAB and.
- 6.2.2 Responsible for making arrangements or delegating the acquisition of party halls, hotels or places for events as required.
- 6.2.3 Responsible for searching sponsorships for any event.
- 6.2.4 Shall perform any duty assigned by the President from time to time necessary for the effective and efficient operation of NEDAAAB.
- 6.2.5 Can render his/her services in any taskforce as well as he/she can also lead any taskforce.
- Section 7.0 : Information Technology (IT) Secretary**
- Sub-Section 7.1 : Eligibility Requirement**
- 7.1.1 Information Technology Secretary is required to be a registered member of NEDAAAB.
- 7.1.2 Any individual whose registered membership with NEDAAAB can contest for this office.
- Sub-Section 7.2 : Responsibilities**
- 7.2.1 Responsible for maintaining the website of NEDAAAB and solving all its related issues.
- 7.2.2 Responsible for maintaining database of all the records related to the alumni membership.
- 7.2.3 Responsible of leading the team of discussion forum administrator and moderator.
- 7.2.4 Shall perform any duty assigned by the President from time to time necessary for the effective and efficient operation of NEDAAAB.
- 7.2.5 Can render his/her services in any taskforce as well as he/she can also lead any taskforce.
- Section 8.0 : NED Liaison Secretary**
- Sub-Section 8.1 : Eligibility Requirement**
- 8.1.1 END Liaison Secretary is required to be a registered member of NEDAAAB.
- 8.1.2 Any individual whose registered membership with NEDAAAB is for at least past one (1) years can contest for this office.
- Sub-Section 8.2 : Responsibilities**
- 8.2.1 Responsible for coordination between NEDAAAB and NED University of Engineering & Technology, Karachi Pakistan.
- 8.2.2 Shall perform any duty assigned by the President from time to time necessary for the effective and efficient operation of NEDAAAB.
- 8.2.3 Can render his/her services in any taskforce as well as he/she can also lead any taskforce.
- Section 9.0 : Executive Member**
- Sub-Section 9.1 : Eligibility Requirement**
- 9.1.1 Executive Member is required to be a registered member of NEDAAAB.
- 9.1.2 Any individual whose registered membership with NEDAAAB is for at least past one (1) years can contest for this office.
- Sub-Section 9.2 : Responsibilities**
- 9.2.1 Responsible for providing assistance in the on-going task throughout the tenure.
- 9.2.2 Shall perform any duty assigned by the President from time to time necessary for the effective and efficient operation of NEDAAAB.
- 9.2.3 Can render his/her services in any taskforce as well as he/she can also lead any taskforce.



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**ARTICLE (VII)
OTHER APPOINTMENTS**

- Section 1.0 : Task Force**
- Sub-Section 1.1 : Appointment**
- 1.1.1 In order to achieve any specific task, a small group from the elected committee could be formed. This committee is referred as the TASK FORCE.
- 1.1.2 Any member whether registered member or elected committee member can also be the part of this committee.
- 1.1.3 President has the right to nominate directly any individual from the elected committee members as the head of this task force or any registered member to be the part of this task force considering his/her capabilities.
- 1.1.4 Any elected committee member can nominate any registered member to participate in a task force depending on the skills and expertise of that individual after approval by two-third majority of the elected committee members.
- Sub-Section 1.2 : Responsibilities**
- 1.2.1 The taskforce shall have a specific objective to achieve within a limited time frame, hence having a short term responsibilities to perform.
- Sub-Section 1.3 : Abolishment**
- 1.3.1 These taskforces are automatically considered as "dissolved" immediately after the task is completed.
- Section 2.0 : Special Appointment**
- Sub-Section 2.1 : Advisor**
- Clause A : Nomination**
- A1 An external nomination as an "Advisor" for the elected committee (where needed) could be put forward based on the requirement for that position.
- A2 An elected committee member can propose any registered member for this appointment.
- A3 The proposed nomination for this special

appointment shall be approved by two-third majority of the elected committee members.

A4 Advisor is not supposed to be part of the elected committee and got no right to vote in any of the elected committee meeting motion.

Clause B : Tenure

B1 The tenure for this special appointment will automatically be terminated with the abolishment of the elected committee by the end of its tenure.

Clause C : Responsibilities

C1 The responsibilities of this special appointee will remain but not restricted with the task he/she is appointed for.

**ARTICLE (VIII)
MEETINGS**

Section 1.0 : Types of Meetings

Sub-Section 1.1 : Annual General Body Meeting

Annual General Body Meeting (AGM) of all the registered members of NEDAAAB shall be held at least once every year on a specific date, time and place at the closing of each fiscal year but not later than 30th of June. The business of the general meeting shall be but not limited to:

1.1.1 To discuss with general members, the elected committee's report on the progress and working of the alumni during the previous year.

1.1.2 To discuss the treasury report and the audited account of alumni for the previous year

1.1.3 To elect new elected committee and to appoint auditors for next tenure (if required and agreed within the elected committee).

1.1.4 To deal with such other matters as may be put before it.

Sub-Section 1.2 : Elected Committee Meeting

1.2.1 In order to execute the intended function of NEDAAAB, it is required that the elected



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committee members assemble together once in a month. This gathering shall be referred as "elected committee meeting".

1.2.2 The agenda of the elected committee meeting should be pre-defined and agrees upon to the meeting. Any possible mechanism (most probably e-mail) could be used to exercise this requirement.

1.2.3 Minutes of each elected committee meetings shall be recorded and be distributed to the entire elected committee member in a reasonable time frame.

Sub-Section 1.3 : Special Meeting

1.3.1 Special meeting of members may be held upon the call of the President or on the basis of majority of the elected committee members.

1.3.2 Proper communication amongst the elected committee member such as time, place and purpose of the meeting is required.

Sub-Section 1.4 : Extra-ordinary General Meeting

An extraordinary general meeting of the association shall be convened when if:

1.4.1 The elected committee deems it desirable.

1.4.2 At the point request in writing of not less than one-fifth (1/5) of the total registered members stating the objectives and reason for such meeting. Such request shall be addressed to the President.

Sub-Section 1.5 : Task Force Meeting

The task force meeting may be executed among the members of the task force to expedite the task assigned by the elected committee. Provision for notice, quorum and minutes are totally at the discretion of the members of the task force.

ARTICLE (IX) FEES & DUES

Section 1.0 : Registration Fees

1.1 The registration fees as decided by the elected committee shall be applicable to all the registered members. Their membership will be subjected to the payment of this registration fees.

1.2 The mode of payment of the registration fee or any other dues shall be either by cheque, cash or also by online payment through NEDAAAB website,

Section 2.0 : Special Event Fee

2.1 The fees to be collected for any special events (when organized) shall be decided and agreed by the elected committee and will be communicated to the registered member during the course of execution of the particular event.

ARTICLE (X) FINANCIAL AUDIT

Section 1.0 : Requirement and Commencement

1.1 NEDAAAB may facilitate an independent audit for its financial statements by the end of any elected committee tenure.

1.2 The audit should be conduct by any knowledgeable individual / subject matter expert from the Society outside of sitting elected committee.

1.3 The audit should result in the publication of an annual financial report with an opinion whether or not the financial statements are relevant, accurate and complete.

ARTICLE (XI) SIGNING POWERS

Section 1.0 : Payments / Withdrawals / Disposition of Funds.

1.1 All cheques, bills of exchange or other orders for the payment of money in the name of NEDAAAB shall be signed either by the President or by the Financial Secretary. In the absence or unavailability of anyone of them, Vice-President can sign on his behalf.

1.2 Any member of the EC (elected committee) may be assigned through resolution to endorse notes and cheques only for the deposit with the bank for the credit of NEDAAAB account.



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ARTICLE (XII)
AMMENDMENTS

- Section 1.0 : Changes / Additions /
Deletions in Charter and
Its By-laws.
- 1.1 Any proposed amendments, suspensions, alteration in this Charter and its By-laws shall be presented in writing to the EC (elected committee). A vote of two-third of the majority of the elected committee members is required to approve such proposed changes.
- 1.2 Any such proposed changes shall be notified in writing to all EC (elected committee) members by the President fifteen (15) days prior to the EC (elected committee) meeting.
- 1.3 Any changes to the Charter or its By-laws approved as per section 1.1 & 1.2 of this article (Article XII) shall become effective immediately on approval.

ARTICLE (XIII)
HANDLING DISPUTE

- Section 1.0 : Dispute between Members
- 1.1 Out of Society affair, if in case, a dispute arises between two (2) registered members, the dispute shall be handled by a impartial committee.
- 1.2 President / or Vice President / or General cum Information Secretary will form a three (3) member committee under his/her supervision to resolve the dispute.
- 1.3 For this committee, President / or Vice President / or General cum Information Secretary can nominate any member from EC or outside EC.
- 1.4 This committee has to be approved a two-third majority of the elected committee members.
- 1.5 The disputing parties will be informed about the committee composition before starting any proceeds.
- 1.6 If any effected party objects the nomination of any of the member (conflict of interest situation), that member shall be replaced by any other member.
- 1.7 The committee will evaluate the dispute by looking into the matter and gather information and any evidences (where available) to reach up to a

decision within fifteen (15) days.

- 1.8 The parties will be informed about the decision and bound to abide by that with its entirety.
- Section 2.0 : NEDAAAB dispute with any
Other Entity.
- 2.1 In case if there is a situation of dispute between NEDAAAB and any other entity, it shall be decided by arbitration, which shall be under the "Arbitration Act of Alberta"

ARTICLE (XIV)
DISSOLUTION

- Section 1.0 : Purpose
- 1.1 In case the government authorities request the closure of the activities of NEDAAAB with any legal reason, the President shall dissolve the association after consulting the EC (elected committee).
- 1.2 In the event of dissolution or discontinuance of NEDAAAB, the EC (elected committee) shall transfer such funds, money and other possessions after paying all outstanding liabilities to NED University of Engineering & Technology for the welfare of its students.

