

ARTICLES OF ASSOCIATION
PoliTO Alumni Society Pakistan (PASP)
Adopted (December 3,2013)

Article One - NAME

The name of this organization is the “*PoliTO Alumni Society Pakistan*” hereinafter referred to as “*PASP*”.

Article Two – PURPOSE

PASP is a non-profit organization that aims to gather the Pakistani alumni, who completed their study at the Politecnico di Torino, in order to support and promote relations and cooperation between the Politecnico di Torino, universities and government agencies (HEC, Ministry of Education, the Italian Embassy) in Pakistan and Pakistani Embassy and consulate in Italy.

The association PASP intends to;

- ✚ Promote the Politecnico di Torino in Pakistani institutions / universities and encourage the inclusion of future talented students.
- ✚ Facilitate and cooperate with the International office of Politecnico Di Torino for the admission of Pakistani students to different degree courses BS, MS and PhD;
- ✚ Support in defining joined research programs and mobility between Pakistani universities and the Polytechnic.
- ✚ To build an effective network of communications and relations with Polito Alumni Association, Italian National Agency – QUACING, Pakistan Engineering Council (PEC) and the European Federation of National Engineering Associations (FEANI).

Article Three – MEMBERSHIP

The classes of *PASP* membership are:

1. Regular members consist of all those Pakistani students who have/had been regularly enrolled in a degree granting program at the Politecnico di Torino. The Pakistani students who join Politecnico di Torino for partial study can be members only if they stay at Politecnico for minimum one semester.
2. Associate members consist of all persons, excluding those qualified as regular members, who have shown an active or vital interest in the Politecnico di Torino and the *PASP*.

Article Four - AMENDMENT OF ARTICLES OF ASSOCIATION

A majority vote by the Board is required to amend the Articles of Association.

BYLAWS
PoliTO Alumni Society Pakistan(PASP)
Adopted (*December 3,2013*)

Section One – OFFICERS AND DIRECTORS

The *PASP* will be governed by a Board of Officers and Directors (hereinafter the “Board”) who are elected by the general membership at the Annual Meeting.

Officers and Directors are expected to be current / previous Pakistani students of Politecnico Di Torino.

Section Two – ELECTION OF OFFICERS AND DIRECTORS

New Officers and Directors will be nominated by the Nominating Committee four weeks prior to the Annual Meeting and presented to the Board for approval by a majority vote of the Board members present at the sitting Board meeting. The nominations will be affirmed by a majority vote of the general members at the Annual Meeting.

The members of the Board shall be drawn from the membership of the *PASP*.

The Board ‘ll be consisted of the following representatives.

- ✚ Four Officers: President, Vice President, Secretary and Treasurer whose general responsibilities are listed in *Addendum A*.

- ✚ Four Directors whose general responsibilities are listed in *Addendum B*.

Interim Officers have been appointed on volunteer basis by founding members of Alumni. The Interim board will assume duties till the nomination committee calls for the first formal election based on the nominations made. Interim board (2015-2017) is listed in *Addendum D*.

Section Three - TERMS OF OFFICE FOR OFFICERS AND DIRECTORS

PASP Officers are elected for a two year term and may be re-elected for two additional terms for a total of six consecutive years of service in a single office.

PASP Directors are elected for two year term and may be re-elected for two additional terms for a total of six consecutive years of service on the Board.

If an Officer or Director resigns before his or her term ends or be unable to complete his or her term of office, the President, with concurrence of a majority of the Board, may replace that Officer or Director for the un -expired term until the next election. The replacement will be selected by utilizing the nomination and selection process outlined above.

If the President resigns before the end of his or her term, the Vice President will assume the role of President, and with concurrence of a majority of the Board, may replace the Vice President for the un- expired term until the next election. The replacement will be selected by utilizing the nomination and selection process outlined above.

Section Four - QUORUM AND VOTING

A quorum for the Board will consist of a minimum of five Board members with at least two Officers in attendance. Action by the Board must be by a majority of the quorum.

Section Five - COMMITTEES

PASP has six standing committees:

1. Marketing and Communications Committee
2. Membership Committee
3. Nominating Committee
4. Programming Committee
5. Scholarship & Student Relations Committee
6. Young Alumni Committee

General responsibilities for these committees are listed in the accompanying addendum C.

Section Six - MEETINGS

The Annual Meeting of the Board will be held at specified date, time, and location each year as the Board or President may designate with proper notice being sent to all members. Any member in good standing may attend. Such notice will accompany the notice of the election of Officers and Directors.

There will be at least one meeting of the Board each year. Additional meetings of the Board may be called when deemed necessary by the President or any three members of the Board. Notice of such meeting may be provided by e-mail, or with mailed notice, provided such notice is given at least seven days prior to said meeting.

Section Seven - RULES OF ORDER

Roberts Rules of Order, or any other set of Rules of Order duly adopted by a majority of the Board, shall govern democratic procedure in the *PASP* meetings.

Section Eight - BYLAWS

The Bylaws will be adopted for the governance of the *PASP* by a majority of the Board. A majority vote by the Board is required to amend the Bylaws.

ADDENDUM (A)

OFFICER AND DIRECTOR POSITIONS

Officers

The responsibilities of the *PASP* shall include but not be limited to the following:

- Set overall strategy for the *PASP*
- Lead efforts to revise Articles of Association, By-Laws, and Addendums as needed

President

The President's responsibilities include:

- Supervising and coordinating *PASP* activities
- Calling and presiding over regular and special meetings of the Board
- Ensuring the holding of the Annual Meeting called by *PASP*'s bylaws
- Ensuring the completion of the *PASP* Annual Report
- Serving, if interested, as a member committee with the right to vote
- Appointing, with a majority vote of the Board, standing or ad hoc committees for the *PASP* and their respective chairpersons
- Serving as principal liaison with the University, the Alumni Association and other organizations

Vice President

The Vice President's responsibilities include:

- Presiding over the *PASP* meetings in the absence of the President
- Chairing the Nominating Committee
- Ensuring that the term limits described in the *PASP* bylaws are respected by the Officers and Directors of the Board
- Serving as a resource for the Chairs of all the committees and participating in associated activities as needed
- Assuming the duties of the President on an interim basis if the President is unable to complete his/her term

Secretary

The Secretary's responsibilities include:

- Giving notice of the (*PASP*) Board meetings
- Taking and distributing meeting minutes at Board and special meetings
- Maintaining a permanent record of all *PASP* proceedings
- Tallying votes from the Board and general membership
- Maintaining and circulating the current Articles of Association, Bylaws and Addendums of the *PASP*
- Serving as a resource for the Contributing Editors and Web Site Administrator
- Supervising the *PASP*'s annual election

Treasurer

The Treasurer's responsibilities include:

- Receiving all funds paid to the *PASP*
- Disbursing money on properly authorized orders/invoices
- Maintaining the permanent record of all financial matters
- Preparing a Treasurer's Report on the status of the operating and scholarship funds for all meetings of the Board, including the Annual Meeting
- Preparing a final report for the prior fiscal year and submitting such report to the Board
- Transferring financial records to the incoming treasurer no later than the Annual Board Meeting
- Assisting in preparation of event-based budgets and related record keeping
- Serving as a resource for the Director(s) to pursue;
 - (1) Scholarship Awards & Student Relations
 - (2) Fundraising and participating in associated activities as needed

ADDENDUM (B)

DIRECTORS

Directors' responsibilities include:

- Serving as liaisons among the *PASP* leadership, members and the community at large
- Representing the diverse interests of the general membership
- Assisting the Officers in the administration of the *PASP* and in volunteer identification and recruitment
- Attending Board meetings on regular basis
- Attending *PASP* events on a regular basis
- Contributing to the work of at least one standing or ad hoc committee

ADDENDUM (C)

COMMITTEES

The Chairs for each committee will be responsible for submitting financial goals, including budgets, in writing to the Treasurer throughout each fiscal year. The financial goals are to be reviewed and thereafter rejected, accepted, or accepted with modifications by the Board.

Marketing and Communications Committee

Members of this committee include the Website Administrator and Contributing Editor. The responsibilities of the Marketing and Communications Committee include the coordination, communication and marketing strategies for the *PASP* and assisting other committees with creation and execution of flyers, postcards, and other mailers.

Website Administrator responsibilities include:

- Managing and updating the content of the website as requested by the Board

Contributing Editor responsibilities include:

- Writing text for the *PASP* website
- Submitting *PASP* monthly submissions to social media pages
- Submitting information for the PoliTO Alumni website

Membership Committee

The responsibilities of the Membership Committee include:

- Creating and executing strategies to welcome alumni moving to the *PASP* area
- Planning, with the Programming Committee, an annual welcoming event each August or September for new members
- Ensuring the *PASP* membership materials and volunteer sign-up sheets are available at *PASP* events
- Creating strategies, with the Alumni Association, to market the value proposition of membership to members
- Leading Board recruitment efforts to identify volunteers to serve on committees and to join the Board

Nominating Committee

The responsibilities of the Nominating Committee include:

- Soliciting nominees for Officer and Director positions by consulting current board members and collaborating with the Marketing and Communications Committee to develop a strategy to make opportunities for leadership known to the general membership
- Developing an application process and time table for nominations
- Presenting a slate of nominees, through the Vice President who serves as chair of the Nominating Committee, to the Board of Directors for Officer and Director positions.

Programming Committee

The responsibilities of the Programming Committee include:

- Leading the *PASP* Programs Planning meeting, scheduled annually where a diverse calendar of events for the fiscal year (July 1 – June 30) are identified
- Presenting the proposed calendar of events to the Board for approval at the Board meeting
- Planning, arranging and coordinating events for the *PASP*
- Establishing financial and operational objectives for *PASP* events
- Determining subcommittees and electing subcommittee chairs that best fulfill the annual programming goals of the *PASP*
- Ensuring that the Communications Committee is informed of all events with sufficient time to make sure members are notified of events and encouraged to attend
- Collecting informal feedback from event attendees and informing the Board about “lessons learned” from each event
- Insuring that at least one representative on the Programming committee attends events that are planned by the committee

Scholarship & Student Relations Committee

The responsibilities of the Scholarship and Student Relations Committee include:

- Assisting in the recruiting of students for the Politecnico di Torino
- Disseminating scholarship information and materials to students in Pakistan

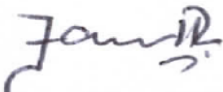


Young Alumni Committee

The responsibilities of the Young Alumni Committee include:

- Advising the Board when necessary to amend the definition of “young alumni”, which is currently defined by year of graduation
- Serving as the single point of contact for initiating and responding to young alumni communications
- Assisting the Programming Committee in developing programs and events focused on engaging young alumni, including identifying young alumni to serve as volunteers for young alumni events and events involving local high school students

ADDENDUM (D)

CURRENT BOARD OFFICERS (2015-2017)

Designation	Name	Affiliation	Signature
President	Mian Farrukh MEHMOOD	Politecnico Di Torino	
Vice President	Muhammad Kashif BANGASH	Politecnico Di Torino	
Secretary	Muhammad Yasir AKRAM	Politecnico Di Torino	
Treasurer	Javed IQBAL	Politecnico Di Torino	