

NED ALUMNI ASSOCIATION OF TRI-STATE (NEDATS)

A NON-PROFIT ORGANIZATION FOR THE ALUMNI OF NED
ENGINEERING COLLEGE/ NED UNIVERSITY OF ENGINEERING &
TECHNOLOGY, KARACHI - PAKISTAN

Bylaws and Amendments

Initial Bylaws (February 1, 2009)
Amendment #1 (December 5, 2009)
Amendment #2 (June 3, 2013)

**ARTICLE-I
NAME**

SECTION 1:

The name of the organization shall be "NED Alumni Association of Tri-State" hereinafter called and referred to as "NEDATS".

It is a clearly defined, members motivated and financed, non-profitable, technical, social and welfare organization of the graduates of NED Engineering College/NED University of Engineering and Technology, Karachi, Pakistan, henceforth referred as "NEDIANS" who are legal Residents of **entire State** of New York or New Jersey or Connecticut not commonly known Tri-State which consists of only NY metro area.

SECTION 2:

The name of "NEDATS" shall be only used as authorized by the "Board of Directors". The privilege of the use of NEDATS' name, goodwill or credibility by any member as per article V will be withdrawn, if deemed advisable by the two-third majority of the total "Board of Directors".

SECTION 3:

All policy statements and commitments in which name, goodwill or credibility of NEDATS is used, shall first be submitted to the "Board of Directors" for approval except when a member is authorized by the "Board of Directors".

**ARTICLE – II
OBJECTIVE**

The objective of NEDATS shall be to promote interaction and closer contact amongst its members to achieve collective benefits for the NEDIANS and their Alma Mater. This noble cause shall be achieved by such means as holding technical and social meetings, lectures, seminars, training courses and other activities as deemed necessary. NEDATS shall raise funds for its activities by the annual membership fee, contributions by the members and outside sponsorship.

**ARTICLE-III
DEFINITIONS**

SECTION 1: Terms

The terms used in these bylaws shall convey the meaning stated here under unless it is defined otherwise in the text where they are used.

SECTION 2: Bylaws

As defined here under, the rules and regulations approved by the interim "Board of Directors" shall be considered the bylaws for the conduct of day-to-day business of the Association and shall form its constitution. They will be referred to in the text by the term

bylaws.

SECTION 3: NEDATS:

"NED Alumni Association of Tri-State" hereinafter shall be referred to as "NEDATS" and this term shall be used in the text of the bylaws for the purpose stated herein.

SECTION 4: Board of Directors:

The Board of Directors shall consist of nine (9) Office Bearers. The members of the Board of Directors must be residing continuously in either New York or New Jersey or Connecticut State for at least one (1) year at the time of election and shall be in good standing. The "Board of Directors" shall hereinafter be referred to in the text by the term "Board".

SECTION 5: Board of Trustees:

The Board of Directors of NEDATS are also the Board of Trustees for NEDATS.

SECTION 6: General Body:

All members as defined in Article I Section 1 present in a General Meeting will form the "General Body" of the Association.

**ARTICLE-IV
CODE OF ETHICS**

As a member of NED Alumni Association of Tri-State he/she shall pledge:

- (1) To abide by the Laws of Local, State and Federal government of USA
- (2) To assume the responsibility of promoting harmony among fellow members.
- (3) To deal fairly with all members and avoid any discrimination.
- (4) To always remember that NEDATS is a social organization of NEDians and shall endeavor to enhance its professional image among the sister organizations with similar goals and objectives.

**ARTICLE-V
MEMBERSHIP and MEMBERS' RIGHT**

SECTION 1: Requirement and Eligibility of Membership:

A degree/diploma from the NED Engineering College/NED University of Engineering & Technology, Karachi is a must for the membership of NEDATS and must be a legal resident of either New York or New Jersey or Connecticut State.

SECTION 2: Members' Entitlement:

Every member is entitled and privileged to and will be called to attend all the regular or special events. Only members who are in good standing fifteen (15) days before any NEDATS voting or general meeting and remain in good standing at time of such an event

can express their opinion in Annual General Meetings or take part in any voting except election of Board of Directors.

SECTION 3: Member in Good Standing:

Any member as described in article V section 1 who is current with his/her annual membership fee shall be considered as member in good standing.

SECTION 4: Contesting and Voting in Election:

Any member who is in good standing on the 10th day from announcement of an Election and remain in good standing till the time of election shall be eligible to contest and vote for any "Board" position as explained in article IX. A member can contest only for one position at a time.

SECTION 5: Not Eligible for Contesting Election:

If a member is an Office Bearer of some other NED Alumni Association, he/she cannot seek election for any position with NEDATS. Members nominated to represent NEDATS in other organizations are exempted from this requirement.

SECTION 6: Termination of Membership:

If a member moves out permanently of the defined area of this organization, his/her membership is automatically terminated. In this section permanently means more than six (6) months continuous absence from the defined area of this organization.

**ARTICLE VI
FEES AND DUES**

SECTION 1:

The Annual Membership Fee shall be such amounts as determined from time to time by the "Board" and must be approved by at least two-third majority of the total of the "Board" and must be sought for prior to application.

SECTION 2:

The membership dues shall be payable in advance, as determined from time to time by the "Board".

SECTION 3:

Annual membership is effective from the date membership dues are received by NEDATS and is valid for one year from that date.

SECTION 4:

Other than payment for spouse all dues must be paid by the member themselves. It cannot be directly or indirectly paid by anyone on someone's behalf. Any violation of this rule may result in termination of membership for all involved for three (3) years.

**ARTICLE-VII
FISCAL YEAR**

SECTION 1:

The fiscal year shall be from 1st of January to 31st of December of each calendar year.

SECTION 2:

Yearly financial report and statements of the Association covering the earnings and expenditures incurred during the whole fiscal year shall be produced by the Finance Secretary. Other financial reports and statements shall be produced by the Finance Secretary at such times as required or requested by the “Board”.

**ARTICLE-VIII
BOARD MEETINGS**

SECTION 1: Quorum:

A quorum of 5 out of 9 members of the “Board” shall be required for all the meetings. When a two- third majority requirement is needed to pass any rule, it means six (6) out of nine (9) votes are essential.

SECTION 2: Board Meeting:

The “Board” meeting shall be held every four (4) months which means three (3) times per year. Additional meetings may take place as it may deem necessary at the call of the President, or the Vice President in the absence of the President or on the request of at least four (4) board members.

The General Secretary shall inform the members of the “Board” about the meeting place and agenda ten (10) days prior to such meetings.

SECTION 3: Annual General Meeting (AGM)

The Annual General Meeting of NEDATS shall be held at such time and place as may be decided by the “Board”.

The General Secretary in consultation with the President or Vice President, as the case may be, shall finalize the agenda of the meeting and shall inform all registered members on record about the place and agenda sixty (60) days prior to the AGM.

SECTION 4: Special Meetings:

A special meeting may be called at anytime, with a written notice sent via postal mail or e-mail of seven (7) days prior to the meeting, at the request of the President or two-third majority of the total members of the “Board”.

All notices of such meetings shall state the time, place and agenda to be discussed.

SECTION 5:

Resolution for discussion of any other matter or topic in any special Meeting must be supported by the majority of the members of the “Board”.

SECTION 6: Majority Vote:

At all meetings, every permissible issue shall be decided by a majority of votes of the “Board” members present in person. In case of tie, the presiding person vote shall be considered as tiebreaker.

SECTION 7: Show of Hands Voting:

Every issue shall be decided in first instance by show of hands unless a poll is demanded by any member. Upon a show of hands, every member having voting rights shall have one vote. The Presiding “Board” member shall declare that a resolution has been carried or not. An entry to that effect in the minutes of the association shall be admissible evidence of the adoption or defeat of a resolution. No secret ballot shall be allowed either by a member or members or any member of the “Board” or by anybody.

SECTION 8: Standing Committee Meetings:

The Standing Committee meetings may be held by the members of any Standing Committee to expedite the task of the Committee as assigned by the “Board”.

SECTION 9: Failure to Attend Meetings:

Any “Board” member who fail to attend three (3) continuous regular meeting without any approved leave of absence by at least two-third majority of the “Board”, will lose his/her position in the “Board”.

SECTION 10: Losing Board Position:

If any “Board” member fails to maintain his/her membership status in good standing, he/she will automatically lose his/her “Board” position.

**ARTICLE-IX
BOARD OF DIRECTORS**

SECTION 1:

Board of Directors of the Association shall consist of:

- a) President = 1
- b) Vice-President = 1
- c) General Secretary = 1
- d) Finance Secretary = 1
- e) Joint Secretary = 1
- f) Social Secretary I = 1
- g) Social Secretary II = 1
- h) Information and Publications Secretary = 1
- i) NED Liaison Secretary = 1

A member willing to be a candidate for election as an office bearer must first be nominated by a member and seconded by two other members.

The Board Members shall hold their respective offices for a three (3) year period. No member will hold any office in the Association for more than two consecutive terms. Any prior Board Member can seek an election after missing one (1) or more elections of the “Board”.

SECTION 2: President:

- a) The President shall be principal executive officer of the Association.
- b) Subject to the directions of the “Board” and provisions of these bylaws, the President shall be in charge of the day-to-day affairs of the Association
- c) Shall see that the Objectives in Article-III and Code of Ethics mentioned in Article-IV, resolution of members, recommendations of the “Board” and provisions of these bylaws are carried into effect.
- d) Shall discharge all duties incident to the office of the President and such other duties as may be requested by the “Board”.

SECTION 3: Vice-President:

- a) The Vice-President shall assist the President in discharge of the functions stated under Section-2 Item (b), (c) & (d) above.
- b) Shall perform the functions and responsibilities of the President in his absence.

SECTION 4: General Secretary:

- a) Take and keep the records of the minutes of the meetings of the “Board”. Within a week, minutes of all the meetings shall be e-mailed to all the “Board” members.
- b) Shall see that the notices are duly given in accordance with the provisions of these bylaws or as requested by the “Board”.
- c) Shall provide a copy of all the records which are necessary to have a hard copy such as but not limited to: bylaws, any changes in bylaws and all filed papers to government.
- c) Shall be custodian of all official records, except the records concerning finance, which will be maintained by the Finance Secretary.
- d) As authorized by the “Board” and on behalf of the Association shall coordinate with other Secretaries, media and any agency required to be contacted for the events of the Association.
- e) Shall perform the duties as may be assigned by the President or the “Board” from time to time.

SECTION 5: Finance Secretary:

- a) The Finance Secretary shall be the chief financial officer of the association and shall have the charge of and be responsible for the maintenance of books of account for the Association.
- b) Shall maintain good and clear computerized records of all transactions.
- c) Have charge and custody of funds of the Association and be responsible for the receipt and disbursement thereof.
- d) Expenses up to US Dollars of 500.00 must have written consent of the President or Vice President.
- e) Expenses exceeding US Dollars 500.00 must have approval of the “Board”.
- f) Shall perform the duties that may be assigned by the President from time to time.

SECTION 6: Joint Secretary:

- a) The Joint Secretary shall assist the General Secretary in discharge of the functions stated under Section 4.
- b) Shall perform the functions and responsibilities of the General Secretary in the absence of the General Secretary.

SECTION 7: Social Secretary I:

- a) The Social Secretary shall be responsible for arranging social activities, annual dinners and other events for the Association
- b) Shall make arrangements of party halls, hotels or the place of events in coordination with social events sub-committee.
- c) Shall be responsible for the receipt and disbursement of the funds and shall submit accounts after each event.
- d) Shall perform the duties that may be assigned by the President from time to time.

SECTION 8: Social Secretary II:

- a) The Social Secretary II shall assist the Social Secretary I in discharge of the functions stated under Section 7.
- b) Shall perform the functions and responsibilities of the Social Secretary I in the absence of the Social Secretary I.

SECTION 9: Information and Publications Secretary:

- a) The Information and Publications Secretary shall be responsible for the maintenance of database of members of the Association and shall update record of members from time to time.
- b) Shall maintain the website of the Association.
- c) Shall coordinate with the publishing Sub-committee for publication of Newsletters, Souvenirs and Program Booklets etc as and when required.
- d) Shall perform all duties that may be assigned by the President from time to time.

SECTION 10: NED Liaison Secretary:

- a) The NED Liaison Secretary shall be responsible for coordination between the Association and NED University of Engineering and Technology, Karachi.
- b) Shall propose required assistance to meet the requirements of NED University and its students.
- c) Shall coordinate with NEDIANS anywhere in the world to achieve the objectives of the Association.
- d) Shall arrange lectures/ seminars on behalf of NEDATS at NED University of Engineering and Technology, Karachi.
- e) Shall perform all duties that may be assigned by the President from time to time.

**ARTICLE-X
OTHER APPOINTMENTS**

SECTION 1: Honorary Member:

An honorary member of the "Board", could be any person approved by the two-third

majority of the total of the “Board” who plays an important role in performance of the Association and carry out a special task but shall have no right to vote.

SECTION 2: Associate Member:

Any NEDian who lives outside the defined area of this organization but wants to be associated with this organization, can be an associate member. He/she shall not be the part of general body and cannot become member in good standing.

SECTION 3: Standing Committees:

A Standing Committee will consist of at least one of the “Board” members for specific tasks such as Sponsorship arrangements, Technical Seminars/ Training, issuance of Newsletters, etc. Other members of the standing committees can be any member of NEDATS with good standing.

Section 4: Advisors:

The “Board” may nominate Advisor/ Advisors for specific purpose and for specific periods to provide advice as needed to NEDATS.

Section 5: Auditor:

An Auditor shall be hired by NEDATS, if and when required and approved by the two-third majority of the total of the “Board”.

**ARTICLE-XI
OBLIGATIONS**

No indebtedness shall be incurred on behalf of the Association by any office bearer or member.

**ARTICLE-XII
APPLICATION OF FUND**

NEDATS shall apply its funds only to accomplish the social, welfare and educational objectives and purposes specified in the bylaws.

**ARTICLE-XIII
BANK ACCOUNT and SIGNING POWERS**

SECTION 1: Opening an Account:

Any bank account shall be opened by the signature of Four (4) “Board” members namely President, Vice President, General Secretary and Finance Secretary. The type of account shall be checking and two signatures from any of the above “Board” members shall be required to write a withdrawal check.

SECTION 2: Bank Deposits:

All checks, bills of exchange or other orders for the payment of money, notes other

evidence issued in the name of NEDATS shall be signed by such officers of NEDATS and in such manner as shall from time to time be determined by resolution of the “Board”. Any member of the “Board” may be assigned by the resolution of the “Board” to endorse notes and checks only for deposit with the bank for the credit of NEDATS Account.

ARTICLE-XIV SUCCESSION

SECTION 1:

In case of vacation, illness/death or any reasons for absence of the President, the succession of heading the business of the NEDATS including holding and leading the meetings shall be in the same order of (a) through (i) as per article IX section 1.

SECTION 2:

When any position of a board member becomes vacant because of a member’s death, resignation, impeachment or for any other reason(s), the position shall be filled within sixty (60) days with a member in good standing who shall be approved by the majority of the “Board”. The newly appointed member shall finish the remaining time of the vacated member. If the remaining time is less than one (1) year, it shall not be considered as full term and the member shall remain eligible to contest two (2) consecutive elections as defined in article IX section 1.

ARTICLE-XV DISSOLUTION

SECTION 1:

In case the Government authorities request the closure of the activities of NEDATS, the Association shall be dissolved by the “Board”.

SECTION 2:

In the event of dissolution or discontinuance of NEDATS the “Board” shall transfer such funds, money and other possessions after paying all outstanding liabilities to a non-profit organization(s) as approved by the majority of the “Board”.

ARTICLE-XVI AMENDMENT

SECTION 1:

Any proposed amendments, suspensions, alterations in bylaws must be approved by at least two-third majority of the total of the “Board” and shall also be approved by at least (fifty) 50% of the members in good standing.

SECTION 2:

Any such proposed changes shall be notified in writing to all members of the “Board”

through the President, at least seven (7) days prior to the meeting of the “Board”.

SECTION 3:

Any such proposed changes shall be notified in writing via e-mail or postal mail to all members in good standing after approval from the Board of such changes at least fifteen (15) days prior to general vote.

SECTION 4:

Any approved changes in bylaws shall be filed with the state where NEDATS has been registered. All new names of “Board of Directors” which may evolve due to election, resignation, death, or incapability of performing duties or for any reason must be filed with the state where NEDATS has been registered. Any changes to these bylaws approved, according to Section 1, 2 and 3 of Article XVI, shall become effective immediately on approval. All members shall be notified via postal or e-mail within a week of approved changes.

SECTION 5:

Section 1, 2, 3, 4 of article XVI is applicable after the first election.

**ARTICLE-XVII
ELECTIONS**

SECTION 1: Date for Election:

An election shall be held every three years for all the approved “Board” positions. At least ninety (90) days prior to due date of election, “Board” meeting shall be held to finalize the exact date of election and members of Election Commission. With the approval of at least two-third majority of the total of the “Board”, elections shall be held within thirty (30) calendar days either before or after the due date. Within fifteen (15) days of this meeting, Election Date and members of Election Commission shall be announced and the President shall inform in writing to all the members in good standing.

SECTION 2: Election Commission:

The “Board” with the approval of at least two-third majority of the total of the “Board” shall appoint a three (3) member Election Commission, who may be a non-member, to hold elections. The Election Commission will comprise of Chairman and two (2) members. Any member of election commission shall not be the member of the sitting “Board” and neither he/she nor any immediate family member shall be contesting election.

Election Commission shall design the ballot and send the ballot in no less than twenty one (21) days prior to the date of election to all the members in good standing. Any method of voting approved by the majority of the board can be adopted. Only in person method of voting cannot be selected. The list of members in good standing shall be provided by the Finance Secretary.

The chairman of election commission shall announce the results in no more than three (3) days after receiving all the ballots.

SECTION 3: Handing Over the Authority:

The sitting Board of Directors shall hand over the authority along with all the documents including PIN/Passwords related to NEDATS to the incoming elected Board of Directors within fifteen (15) days after the announcement of election results in a neat, transparent and professional manner.

**ARTICLE-XVIII
IMPEACHMENT OF AN ELECTED BOARD MEMBER**

SECTION 1: Reasons for impeachment:

If an elected official becomes incapable of performing his/her responsibilities due to illness, losing interest in NEDATS affairs and/or missing three (3) consecutive meetings without an approved leave of absence or for any reason; by at least two-third majority of the total of the “Board”, the officer may be impeached.

SECTION 2: Motion for impeachment:

Any member in good standing can file a motion with the signatures of at least 40% of the members in good standing to impeach an elected official. The Finance Secretary shall provide the list of members in good standing or in case motion is filed against him, President or Vice President shall provide the complete list. Motion for impeachment can be filed only against one “Board” member at a time.

SECTION 3: Approval of motion:

After receiving the motion, within fifteen (15) days, the President, if motion is not against him, shall verify the signatures of the members, approve the motion and notify the member against whom the motion is filed. In case motion is against the President, Vice President shall approve the motion.

Any disputed and non-verifiable signature shall be approved/ disapproved by at least two-third majority of the total of the “Board”.

If President or Vice-President or any “Board” member knowingly certifies a fraudulent signature, he/she can no longer hold the position and will be immediately released from his/her duties as a “Board” member and will be barred for life from holding any office in the Association.

SECTION 4: Rights of verifying the motion:

The “Board” member against whom motion of impeachment is approved has the right to inspect the complete list of verified members who has filed the motion within three (3) days of the approval of motion. Any objection shall be presented in writing to the President or Vice-President within five (5) days from approval of motion. All objections shall be approved or disapproved by the majority of the “Board” within seven (7) days.

SECTION 5: Rescind:

Once the motion of impeachment is passed by the “Board”, the member shall be temporary suspended and shall not take part in any activity on behalf of NEDATS until the case against him/her is resolved.

SECTION 6: Overseeing Panel:

After the motion for impeachment is passed against a “Board” member, the “Board” with the approval of at least two-third majority of the total of the “Board” shall appoint a three member panel, with a Chairman and two members who may be a non-member, to oversee the impeachment process. Any member of Overseeing Panel shall not be the member of the sitting “Board” and neither any immediate family member of the member facing the impeachment.

Overseeing Panel shall design the ballot and send the ballot in not more than fifteen (15) days after the appointment of the panel to the members in good standing. Any method of voting approved by the majority of the board can be adopted. Only in person method of voting cannot be selected. The list of members in good standing shall be provided by the Finance Secretary or by the President.

SECTION 7: Voting by the members:

In order for the impeachment to take effect, the election officer shall get the affirmative vote from at least two third of the members in good standing within thirty (30) days of mailing the ballot. The Chairman of Overseeing Panel shall announce the result in no more than three (3) days after receiving all the ballots.

SECTION 8: Announcement of the result of impeachment:

Within seven (7) days of successful impeachment, president, in case he is impeached, vice president shall inform all the members via postal or e-mail about the result.

ARTICLE-XIX

TERMINATION OF OTHER APPOINTMENTS

Any appointment other than an elected official can be terminated by at least two-third majority of the total of the “Board”.

Fax:

Dec 24 2009 09:25am P003/003



AMENDMENT TO BY-LAWS
NED ALUMNI ASSOCIATION OF TRI-STATE
 Filing Number: 100999460 ; CORPORATION NO. 0100999460

3. NED Alumni Association is organized exclusively for charitable, religious, educational, and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue code, or corresponding section of any future tax code. [Purpose clause].

3. No part of the net earnings of the organization inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

1E. Upon the dissolution of the organization, assets shall be distributed for or more exempt purposes within the meaning of section of 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization is organizations, as said court shall determine, which are organized and operated exclusively for such purposes. [Dissolution clause].

APPROVED BY:

This BYLAWS is approved by the interim Board of Directors of NEDATS on February 1st, 2009

Arshad Rizvi	President
Mohammad Izhar	Vice President
Anas Hashmi	General Secretary
Mubbashir Rahman	Finance Secretary
Not filled	Joint Secretary
Not filled	Social Secretary
Not filled	Societal Secretary
Not filled	Information and Publications Secretary
Not filled	NED Liaison Secretary

Amendment#1 is approved by the interim Board of Directors of NEDATS on Dec. 5th, 2009

Arshad Rizvi	President
Shakeel Ahmed	Vice President
Anas Hashmi	General Secretary
Mubbashir Rahman	Finance Secretary
Kamran Sikandar	Joint Secretary
Not filled	Social Secretary
Not filled	Societal Secretary
Munawwar Yusuf	Information and Publications Secretary
Rashid Baig	NED Liaison Secretary

Amendment#2 is approved by the NEDATS Board of Directors on June 3, 2013

Arshad Rizvi	President
Shakeel Ahmed	Vice President
Anas Hashmi	General Secretary
Mubbashir Rahman	Finance Secretary
Sohail Akhtar	Joint Secretary
Not Filled	Social Secretary I
Badar Bhatti	Social Secretary II
Shahbaz Zubairi	Information and Publications Secretary
Rashid Baig	NED Liaison Secretary