

# KCA Bylaws

## *Preamble*

The Kinnaird College Association (KCA - founded in 1987) consists of students and teachers of Kinnaird College for Women, Lahore, Pakistan.

The objective of KCA is to socialize, foster kinship between all Kinnaird College Alumni and to support Kinnaird College through all possible resources available.

## *Article I*

### **Section 1: Objective:**

- (a) Promote social and professional networking among all Kinnaird College alumni in the United States.
- (b) Maintain cordial ties with Kinnaird College (KC), its administration and members of other KC alumni groups.
- (c) If possible, contribute towards the betterment of KC (including supporting good students getting their education from KC).

**Section 2: Membership:** Members of this society will consist of all who attended the college, as students or teachers of Kinnaird College for Women, Lahore, Pakistan.

### **Section 3: Dues:**

- (a) KCA will collect annual membership dues from members.
- (b) Dues are to be used to pay for annual meeting expenses, mailings, KCA website maintenance, KCA Charitable endeavors, and other valid KCA expenses. (further details in Article V and the Bylaws addendum).
- (c) No member of KCA (including officers and Board members) attends a reunion without paying her dues

## *Article II:*

### **Organizational Structure:**

**Section 1:** The organization will consist of the KCA Board and members. The functions of the office bearers and the KCA Board will be:

#### **(a) President:**

- I. Organize and manage all affairs of the society
- II. Responsible for make major decisions regarding:
  - i. KCA activities
  - ii. KCA Chapters
  - iii. Disbursing of the assets
  - iv. Organization of the annual meeting.
- III. The president will preside over the KCA Board as well as the annual meetings.

**(b) Secretary/Treasurer:**

- I. Track all expenses and manage all funds. Present a financial report at the Annual Meeting.
- II. Prepare clear concise Minutes of all events, especially the Annual meeting.
- III. Registration: of attendees at all events
- IV. Headcount : of attendees at all events
- V. Collection of :
  - i. Annual Dues
  - ii. Proceeds from KCA sales
  - iii. Any other dues
- VI. Assist the KCA President in all matters

**(c) Area Representatives:**

- I. KCA liaison to the members in their area. They are the first resource to members – for any questions/concerns the members may have
- II. Responsible for disbursing all relevant information pertaining to the society.
- III. Work closely with the Board to ensure good communication between the board and the alumni in their area.
- IV. Ensure all local events follow the outlines of the bylaws.
- V. If the annual reunion is in their area they will actively help in preparing and coordinating the event.
- VI. Vote in the general decisions and organization of the annual meeting as members of the Board

**Section 2: The Board**

**(a) The Board will consist of the:**

- i. Current President
- ii. Current Secretary/Treasurer
- iii. the immediately previous President
- iv. the immediately previous Treasurer
- v. the President elect
- vi. the Secretary / Treasurer elect
- vii. Any other consultant appointed by the officers

**(b) Function of the Board:**

- i. To assist the officers in decision making
- ii. To help the officers in hosting the annual reunion event
- iii. To help resolve conflicts if any

**(c) Voting process:**

- i. Motions will be set forth to the board by any board member via e-mail
- ii. The board members will vote on the issues
- iii. Each member gets one vote
- iv. A majority vote will settle the motion
- v. Only an absolute majority 75% can veto a President's decision.

**(d) Board meeting**

The president has the option to hold a board meeting once a year to make plans and consult for the next year. The meeting will be convened possibly at someone's house. If the meeting is at a central location like Manhattan, the President has the option to expense the meeting costs like (meeting room charge, WiFi connection, Food) to KCA. The amount should not exceed \$200.

## *Article III*

### **Elections:**

#### **Section 1: Election Location and Timing:**

- (a) All elections are held at the Annual Meeting.

#### **Section 2: Candidate Qualifications**

Alumni in good standing can be nominated, as described below:

- a) Been an active member for at least the past five (5) years
- b) Attended two consecutive reunions
- c) Paid dues for those years.
- d) Must be present at the elections.
- e) The nominees must have a valid phone number and email address that they commit to check and respond – for communications among the Board – within a reasonable time (as described in the Bylaws Addendum).
- f) The nominees must agree to volunteer the time and effort required to perform the duties of the organization.

#### **Section 3: Term**

The office holders will be elected at the annual meeting by a vote of the majority of the members present at the meeting. The officers will be elected for a term of two years

#### **Section 4: Officer Resignations**

In case of unforeseen circumstances, if the officer cannot continue with her duties, she can resign. The board will appoint a replacement till the next Annual Meeting, or for the remaining tenure (whichever comes first).

## *Article IV*

### **Annual Meetings**

#### **Section 1: Frequency:**

The organization will meet formally at the Annual Meeting – to be held in the spring of every year (currently the first Saturday in May).

#### **Section 2: Venue:**

- (a) Annual meetings are held at a location deemed conveniently central, and usually voted by the majority at the previous Annual Meeting.

- a. Members' Homes: KCites interested in volunteering their homes should inform the Treasurer ahead of time so determination can be made if the venue meets the following requirements:

- i. It is not too remote
- ii. It can accommodate the typical Reunion gathering comfortably.
- iii. It has adequate parking
- iv. It is convenient to public transportation.

- (b) Other Venues: In cases where the next Annual meeting's venue has not been decided at the last Annual meeting, the Officers can pick a venue, either by asking a

member to host in her home, or by negotiating a commercial venue – with assistance (if needed) from other members. In case of unforeseen circumstances, the Officers can change the venue -- with the Board's agreement.

- (c) In order to encourage maximum participation, the venue of the annual reunion will be in areas which have strong KCA representation, i.e. New Jersey; Manhattan, NY; Long Island, NY; Westchester County, NY and Boston, MA. Other areas may be included in the list in future years.
- (d) The Host, Area Reps, and members of that area are responsible for all preparations for the meeting. KCA will reimburse valid expenses (see Article V for details). While hosting the KCA Annual Meeting gives the hosting area a chance to show their KCA sophistication, every effort should be made to conserve KCA funds (for example, rather than catering, everyone prepares one dish) – so they can be used for Kinnaird or other uses.
- (e) The Board members will volunteer to help the officers in any way they can to make the reunion a success including hosting the event, performing tasks, as well as donating, lending any items needed to make the reunion a success.

### **Section 3: Attendees:**

- (a) All Kinnaird Alumni, students (who may be visiting) and/or teachers.
- (b) Guests are discouraged, however if someone wants to bring a mother or daughter (over 13 years of age) they can inform their Area Rep, who has to ensure the Treasurer is informed ASAP.
- (c) Registration fee for a guest will be higher than for a member (see addendum.
- (d) Members are strongly discouraged from bringing little children at the reunion. Those who have no other option but to bring their children must bring a baby sitter and register the babysitter and the child as guests (higher fee).

### **Section 4: Invitations/ notice:**

- (a) Notice of meetings will be placed on the [www.kinnairdcollege.org](http://www.kinnairdcollege.org) website and sent to all members via email (mailings will be limited to requesting members to conserve resources and costs), at least a month before the meeting.
- (b) The notice will contain information regarding the date, venue and directions and other information deemed necessary for the meeting.

### **Section 5: Purpose/ Agenda:**

The meeting will be predominantly a social occasion organized by the host and the office holders. Within this event the President and Treasurer will hold a formal meeting with an agenda to discuss various, pre-determined items. The meeting will roughly follow the following format:

- (a) Meeting opened by the President.
- (b) The Treasurer will present an annual report of the financials
- (c) Administrative issues (including elections, if needed)

- (d) Open Forum: If any member wishes to speak about any (approved) topic, she will need to inform the Treasurer to book an allotted time for her speech.
- (e) General comments from the members will be allowed but the president will control the meeting in order to adhere to the agenda. Members are requested to be brief and to the point. They can inform about the College or its alumni; or any local news that would be pertinent to KCA members
- (f) Program: Usually prepared by the Officers in collaboration with other members & hostess.
- (g) There could be entertainment at no cost to the organization.
- (h) Decide on the venue and date of the following year's meeting
- (i) Meeting closed by the President
- (j) Minutes of the meetings must be e-mailed to all members within 2 months after the meeting
- (k) Miscellaneous: Items for sale (e.g., jewelry, clothes, etc.) may be sold by (Board approved) vendors. All vendors will be charged a fee decided by the Officers.

## *Article V*

### **Allocation of funds**

KCA funds will only be used for:

- (a) Expenses for the annual reunion.

Valid, reasonable, and only ACTUAL expenses -- with receipts (except for tips) -- will be reimbursed. They will include:

- i. Food – including catering: maximum per guest as stated in the ByLaws Addendum
  - ii. Supplies (paper plates, glasses, forks, knives, napkins, etc.)
  - iii. Tip for helpers: as stated in the Bylaws Addendum
- (b) Favors, if any within reason. Favors should be donated. The officers are discouraged from using KCA funds for favors other than from the discretionary allowance of the president stated in the addendum.
- (c) Speaker or other Presentation: No honorarium will be given to speakers or other presentations without prior approval of the Board.
- (d) Annual Reunion costs must not exceed income.
- (e) The President and Treasurer have discretion to spend up to the amount stated in the Bylaws Addendum as “discretionary allowance” (including favors and entertainment, if they choose). They will need the Board’s approval for any expense over that amount.
- (f) Website Maintenance:
  - a. Annual Dues
  - b. Any other expense that substantially enhances/upgrades the website
- (g) KCA Scholarships – as explained in Article VI (below)
- (h) Any additional expense added in future (besides reunion, website and Scholarship) will be approved at the annual reunion general meeting by vote by the attendees.

## *Article VI*

### **Scholarship Fund**

- a) Scholarship fund: Funds for scholarship endowment will be a high priority for Kinnaird College Association, since they will provide scholarships for perpetuity. Endowment funds established at Kinnaird will be closely monitored. A member of KCA will be assigned to continue communication with the Kinnaird administration to make sure the funds are used appropriately.
- b) **KCA Scholarship Endowment fund:** comprises of a bank account opened by the Kinnaird administration; the interest of which will pay for one student's scholarship for a Bachelor's degree (four year program). . The current amount of the Endowment fund is stated in the Bylaws Addendum
- c) **Scholarship eligibility**

Following are some controls and procedures established to ensure the accomplishment of the scholarship goals:

- I. Eligibility requirements for the student:
  - a. financial inability to afford the fees
  - b. consistent, good grades in school
  - c. maintenance of good grades in college
  - d. motivated and enthusiastic to learn and complete college degree
  - e. aspiration for further/ professional studies and employment etc.
- II. Kinnaird College staff would have the responsibility for preparing a short list of eligible candidates. A report including candidates profile to be sent to the KCA Officers to share with the Board, for our files and for communication with the Association Members. Students are normally asked to write an essay about their background and aspirations, KCA should receive copy of that to share with the members. The final selection will be made by the KCA Board.
- III. Accountant's receipt acknowledging receipt and use of funds annually
- IV. If for some reason the candidate is unable to complete the program, the remainder of the funds would be used towards the fees requirements for the next candidate, or to grow the capital of the endowment fund.

## *Article VII*

### **Web page**

The web domain “www.kinnairdcollege.org’ is the property of KCA. This web page has been set up as a resource and a place to come together for the community of past, present and future KCites living in USA.

The website consists of confidential and non-confidential sections:

- (a) Confidential section: The confidential section consists of the member database, bylaws, minutes of meetings, and will be accessible by members who have valid log-in IDs only.
  - a. Only Kinnaird Alumni residing in the US will be given access to register at the website. The officers will scrutinize applicants for membership via direct phone contact before approval for access.
- (b) Non confidential section consists of:
  - i. Home page describing the organization including our Motto
  - ii. Announcements and upcoming events
  - iv. A section featuring the current officers and webmasters
  - v. A photo album of events of KCA as well as satellite Kinnaird Alumni organizations all over the US
  - vi. A page featuring a KC Alumna and her achievements. The feature will change every so often but the information of previously featured members will be available on this page.
  - vii. Contact e-mail addresses and phone numbers for a general mailbox for KCA.
- (c) Any changes, additions and deletions to the content of the webpage will be at the discretion of the webmasters with direction from the Officers.
- (d) Major changes on the web site will be made after consultation with the Board.
- (e) The website access will be free at this point.

# KCA Bylaws Addendum

This addendum lists all current numbers that are referred to in the Bylaws:

*(Article I, Section 3. a)* Annual Membership Dues

Pre-paid           \$50.00

At the reunion \$60.00

*(Article IV, Section 3: b), c), & d)*

Guest Fee       \$75.00

This fee also applies to a baby, and the Baby's Babysitter

*(Article II, Section 2 b)*

Response time committed to by Board members:

Email            3 days

Telephone       1 day

*(Article V, e)*

Discretionary allowance for the President and Treasurer;   \$500

*(Article II, Section 2d)*

Board meeting expense: \$200

*(Article VI, b)*

Endowment Fund   \$10,000.00