



# **The Constitution Of The Kohatian Association**



## Table of Contents

1.	Name and Purpose.....	6
1.1.	Name.....	6
1.2.	Purpose .....	6
2.	Definitions.....	6
2.1.	Association .....	6
2.2.	Alumni .....	6
2.3.	Global Executive Committee (GEC).....	6
2.4.	Regional Chapters .....	6
2.5.	Member .....	6
2.6.	Executive Committee .....	6
2.7.	E-voting .....	6
2.8.	Term .....	6
3.	Membership.....	6
3.1.	Eligibility.....	6
3.2.	Types of Membership .....	7
3.3.	Membership Rights.....	7
3.4.	Quotas for Admissions .....	7
4.	Governance Structure.....	7
4.1.	Global Executive Committee (GEC).....	7
4.2.	Regional Chapters and Elections.....	7
4.3.	Composition of the GEC.....	7
4.3.1.	Role of Council of Advisors within GEC.....	8
4.4.	Council of Advisors.....	8
4.4.1.	Composition of the Council.....	8
4.4.2.	Council Representation in GEC .....	8
4.4.3.	Council Structure and Rotation.....	8
4.4.4.	Council of Advisors – Chapter Level.....	8
4.5.	Roles and Responsibilities.....	9
4.5.1.	President .....	9
4.5.2.	Vice President .....	9
4.5.3.	General Secretary .....	9
4.5.4.	Finance Secretary.....	9
4.5.5.	Executive Committee .....	9
5.	Elections.....	10



5.1.	E-Voting.....	10
5.2.	Term of Office .....	10
5.3.	Eligibility .....	10
5.4.	Election Commission .....	11
5.5.	Mechanism for Removal of Cabinet Members (including the President) .....	11
5.5.1.	Grounds for Removal .....	11
5.5.2.	Procedure for Initiating Removal .....	11
5.5.3.	3. Voting Process.....	11
5.5.4.	Final Decision and Communication.....	12
5.5.5.	Appeal Process.....	12
6.	Financial Management .....	12
6.1.	Transparency.....	12
6.2.	Donations from External Entities .....	12
6.3.	Spending .....	13
6.4.	Bank Account and Financial Management .....	13
6.4.1.	Opening a Bank Account .....	13
6.4.2.	Signatories.....	13
6.4.3.	Transparency and Reporting.....	13
6.4.4.	SOP for Operations .....	13
6.4.5.	Restrictions: .....	13
7.	Meetings and Accountability .....	13
7.1.	GEC Meetings.....	13
7.2.	KPIs and Accountability.....	14
7.3.	Annual General Meeting (AGM) .....	14
7.4.	Audit Review in GEC Meetings.....	14
8.	Projects and Specific Fund Allocation .....	14
8.1.	Focus Areas .....	14
8.1.1.	Alumni Projects.....	14
8.1.2.	Cadet Projects .....	14
8.1.3.	College Projects.....	14
9.	Auditing and Financial Oversight .....	14
9.1.	Internal Audits.....	14
9.2.	External Audits.....	15
9.3.	Financial Accountability .....	15
9.4.	Audit Committee.....	15
9.5.	Financial Risk Management .....	15



10. Amendment of the Constitution.....	15
10.1. Process for Amendments.....	15
11. Miscellaneous .....	15
11.1. Dissolution: .....	15
11.2. Code of Conduct: .....	16



## **Preamble**

We, the **members of the Kohatian Association**, in order to foster unity, provide support, and promote the welfare and shared interests of all **Kohatians worldwide**, do hereby establish this **Constitution**. Our purpose is to ensure transparent, equitable governance, uphold democratic values, and secure the sustained success of the **Kohatian community**. This Constitution is crafted to guide our Association in honouring the rich legacy of **Cadet College Kohat**, while adapting to the evolving needs of its alumni.

Upon formal approval and enactment of **this Constitution**, it shall be a **binding mandate** for the **Council of Advisors**, the **Global Executive Committee (GEC)**, and all **Executive Committees (ECs)** across regional chapters. This is to ensure fair, inclusive, and accessible participation for all members, reinforcing our commitment to accountability and the highest standards of governance in every decision.

### **Objectives of the Constitution**

- To define the roles, responsibilities, and processes for leadership within the **Kohatian Association**.
- To guarantee transparency in all financial and administrative operations.
- To ensure equal opportunity for all alumni members to participate in decision-making.
- To foster an environment where unity, respect, and trust are central to our community's governance and growth.

This **Constitution** shall serve as the foundational document that supports a dynamic and engaged alumni community, dedicated to the ongoing prosperity of its members and the betterment of Cadet College Kohat.



## 1. Name and Purpose

### 1.1. Name

The name of the association shall be the Kohatian Association (KA).

### 1.2. Purpose

The Kohatian Association is a non-profit alumni association set up to:

- Foster a strong bond between alumni, current cadets, and the Cadet College Kohat (CCK).
- Provide support for the welfare of alumni, current cadets, and the development of CCK.
- Promote educational excellence and ensure continued alumni engagement in the institution's growth and alumni welfare.
- Engage in projects related to alumni, current cadets, and the college itself, promoting the mission and vision of CCK.

## 2. Definitions

### 2.1. Association

Refers to the Kohatian Association, an organisation of alumni from Cadet College Kohat.

### 2.2. Alumni

Refers to individuals who have studied at Cadet College Kohat at any time.

### 2.3. Global Executive Committee (GEC)

The central governing body of the Kohatian Association, responsible for the overall management and decision-making.

### 2.4. Regional Chapters

Local or regional subdivisions of the Association, each responsible for managing alumni activities in specific geographic areas.

### 2.5. Member

Any individual who is eligible to be part of the Association as per the membership criteria outlined in this constitution.

### 2.6. Executive Committee

Refers to the elected governing body within a chapter or the GEC, consisting of positions such as President, Vice President, General Secretary, and Finance Secretary.

### 2.7. E-voting

The electronic process by which members cast their votes in elections.

### 2.8. Term

A fixed period during which an elected office-bearer serves in their respective role.

## 3. Membership

### 3.1. Eligibility

Membership is open to all alumni of CCK (Kohatians), regardless of location.



### 3.2. Types of Membership

- **Regular & Registered Members:** All Kohatians are regular members of the **Association**. Alumni wishing to become registered members are required to pay a membership fee of between PKR 5000 - PKR 10,000 annually or PKR 1,000 monthly. The fee should be either as a lump sum on 1<sup>st</sup> January every year or by the 1<sup>st</sup> of each month for monthly payments.
- For **regional chapters**, such as UK, European Union, US and Canada etc, members may wish to setup standing orders for payments directly to their respective chapter's bank accounts on the first working day of each month.
- **Receipt of payments** should be shared with the members as a confirmation of their payments.
- For **regional chapters**, the fee should be decided by each regional chapter. This should include an initial joining fee and an ongoing monthly/yearly payment, which would go towards supporting the Kohatian Association.
- Each region has to inform GE (section 4.1) of their fee arrangement from an auditing point of view.
- Annual subscription fee by newly graduated Kohatians from the College will become effective from year 3 after their leaving Cadet College Kohat.

### 3.3. Membership Rights

- All members shall have voting rights in the Association's elections and decision-making processes.
- Members have the right to review financial disclosures, take part in meetings, and stand for office in elections.

### 3.4. Quotas for Admissions

- The Kohatian Association shall allocate **five (5) quota seats** for new students applying for admissions to Cadet College Kohat (CCK).
- The selection for these quota seats will be based on merit and will consider the financial background of the applicants to ensure fair access to quality education.
- The quota allocation process will be managed by the Global Executive Committee (GEC) by working closely with Board of Governors and College's Admission Committee ensuring transparency and adherence to the guidelines set up by the Association.

## 4. Governance Structure

### 4.1. Global Executive Committee (GEC)

The **GEC** is the highest governing body responsible for overseeing the activities of all regional chapters.

### 4.2. Regional Chapters and Elections

Each region (e.g. Lahore, Islamabad, Peshawar, Rawalpindi, UK & Europe, North America, etc.) shall have its own executive committee (President, Vice President, General Secretary, and Finance Secretary) responsible for managing chapter affairs in line with the overarching goals of the Association.

### 4.3. Composition of the GEC

- **President**
- **Vice President (VP)**
- **General Secretary**



- **Finance Secretary**
- **Two representatives from each regional chapter. A President, VP, or General Secretary if a chapter is unable to appoint a VP**
- **Three members from the Council of Advisors, elected by the Council to ensure adherence to the Constitution and maintain transparency**

#### 4.3.1. Role of Council of Advisors within GEC

The three Council members on the GEC will hold a dual role:

- **Governance Oversight:** Ensure that the GEC operates within the bounds of the Constitution, maintains transparency, and serves the interests of the Kohatian Association (KA).
- **Liaison Function:** Act as a bridge between the Council of Advisors and the GEC to foster alignment on key initiatives, foster continuous communication, and maintain a unified strategic direction.

#### 4.4. Council of Advisors

To strengthen governance and ensure continuity, a 10-member **Council of Advisors** shall be established at both the Central Cabinet level and for each Chapter. The Council will play a critical role in guiding the leadership while actively participating in **critical** decision-making.

##### 4.4.1. Composition of the Council

The Council of Advisors will be composed of representatives from the initial entries as defined in Section 4.4.3 below.

##### 4.4.2. Council Representation in GEC

Three members from the Council of Advisors will be elected through Council voting to serve on the GEC. These members will play a key role in reinforcing governance and facilitating collaboration between the Council and the GEC.

##### 4.4.3. Council Structure and Rotation

- The Council will consist of **10 members**, selected from the entry 1 to entry 20
- The term of each Council member is **one year**.
- Each year, representatives will be chosen from alternate entries:
- **Year 1:** Representatives from Entries 1, 3, 5, 7, 9, 11, 13, 15, 17, and 19.
- **Year 2:** Representatives from Entries 2, 4, 6, 8, 10, 12, 14, 16, 18, and 20.
- This pattern will continue, alternating annually, ensuring representation across multiple entries over a ten-year cycle.
- Every entry will nominate its own representative for the term.

**Review:** This arrangement will be reviewed after **five years** for any **adjustments**, including potential exclusion of the 1st and 2nd Entries from future Councils. The review process will repeat **every five years**.

The Council of Advisors structure will be implemented with flexibility to ensure representation, stability, and continuity in advising the Kohatian Association. The Council will work in close collaboration with the executive leadership to support the Association's goals and values.

##### 4.4.4. Council of Advisors – Chapter Level

- **Composition:** Each regional chapter will determine the composition of its Council of Advisors, including the number of members.





- **Roles:** Each chapter will define the specific roles of its advisors, ensuring they align with the chapter's needs and goals.

#### 4.5. Roles and Responsibilities

##### 4.5.1. President

The President shall:

- Supervise the day-to-day activities of the Association
- Preside the meetings and regulate the proceedings of meetings and conferences
- Cast a vote in case of a tie, in addition to an ordinary vote
- Sanction expenditures up to Rs. 10,000 per month without prior approval; expenditures above Rs. 10,000 require Executive Committee approval.
- Be succeeded by the Vice President in case of resignation or inability to serve until the next election.

##### 4.5.2. Vice President

In the absence of the President, the Vice President shall perform the duties of the President.

##### 4.5.3. General Secretary

The general secretary's role is to:

- Act as the Chief Executive and manage the general administration of the Association.
- Serve as custodian of the Association's office and property.
- Be the Secretary of all standing committees and sub-committees.
- Maintain records of correspondence and minutes of meetings.
- Have the authority to sign and verify documents on behalf of the Association.
- Co-sign all cheques with the Finance Secretary.
- Convene meetings as directed by the President.
- Maintain an up-to-date register of members.
- Publicise the Association's activities and send reports to media outlets.

##### 4.5.4. Finance Secretary

The Finance secretary's role is to:

- Maintain regular accounts of income and expenditures and submit yearly statements to the Executive Committee
- Prepare the Association's / regional chapter's budget
- Oversee the audit of the Association / local chapter
- Contribute in the financial reporting and auditing of the Association
- Prepare annual accounts for presentation to the Executive Committee and General Body.
- Collect all subscriptions and deposit them in a bank approved by the Executive Committee
- Co-sign all cheques with the General Secretary.

##### 4.5.5. Executive Committee

The Executive Committee shall:

- Serve as the executive authority, executing the policies and programmes of the Association.
- Frame rules and regulations for daily operations and elections.
- Appoint sub-committees and ad hoc committees as needed.
- Appoint or remove salaried officers and employees.
- Review matters before they are discussed in the General Body.



- Fill vacancies in the Executive Committee by majority vote.
- Exercise all powers necessary for the Association's functioning.

## 5. Elections

### 5.1. E-Voting

- Upon enactment of this Constitution, the GEC and Council of Advisors will oversee the development and implementation of an e-voting system within six (6) months to ensure inclusive and transparent elections.
- All elections for the Global Executive Committee (GEC) and Regional Chapter Executive Committees shall be conducted via **e-voting** to ensure transparency and accessibility for all alumni globally.
- Voting shall be conducted using a secure platform approved by the GEC, and all members will be issued a unique identification code for authentication (name, kit number, OTP).

### 5.2. Term of Office

- The term of office for elected officials at both the GEC and Regional Chapter levels shall be **2 years**.
- **No individual member shall be permitted to hold the same office within KA for more than One term** during their lifetime.
- Upon **completing one term** of office, the individual shall become **ineligible to serve** in the **same office** for life.
- A maximum of only **one extension** (up to one year) may be granted in cases of **natural disasters** such as pandemics or wars, upon **approval by 75%** (or 2/3) of the GEC and Presidents and Vice Presidents of Regional chapters.

### 5.3. Eligibility

#### Basic Criteria for All Candidates:

#### Good Standing

- All candidates must demonstrate good standing within the Association and in their professional and personal capacities.
- This includes a clean disciplinary record both within the Association and externally.
- There must be no outstanding dues owed to the Kohatian Association (KA) or any financial institution globally.

#### Professional Background

- Candidates should ideally possess relevant leadership experience or professional expertise that aligns with the responsibilities of the office they seek.
- These qualifications should demonstrate their ability to contribute to the effective governance and strategic goals of the Association.

#### Specific Criteria for GEC Offices (President, Vice President, General Secretary):

#### Prior Experience in Chapter or Committee

- **Candidates** for the **President** or **Vice President** roles must have previously held an executive position within a chapter, committee, or regional body for at least one term (or two years).
- **General Secretary** candidates should have experience in administrative or leadership roles to ensure they possess strong organisational skills.



## 5.4. Election Commission

- **Selection:** The Council of Advisors (CoA) will appoint the Election Commission, including the Chief Election Commissioner (CEC) and two additional members. Selection will be made from representatives within the first 20 entries and reviewed after every 5 years.
- **Role:** The Election Commission will:
  - Screen and scrutinise candidates for eligibility.
  - Arranging ballots and conducting elections at both the KA level and regional chapter levels.
  - Oversee the final counting of votes.
  - Announce the successful candidates.

## 5.5. Mechanism for Removal of Cabinet Members (including the President)

### 5.5.1. Grounds for Removal

- The removal of any cabinet member, including the president, can be initiated under the following circumstances:
  - Violation of Constitution or By-Laws
  - Any action that breaches the Association's constitution, policies, or governing rules.
- **Misconduct:** Behaviour that brings disrepute to the Association or compromises its integrity, including ethical violations, financial mismanagement, or abuse of power.
- **Incompetence or Negligence:** Failure to perform duties and responsibilities effectively, causing harm to the Association's objectives.
- **Conflict of Interest:** Engagement in activities that create a conflict with the duties and responsibilities of the position.
- **Loss of Confidence:** If the majority of GEC members believe the individual is no longer able to lead or contribute effectively.

### 5.5.2. Procedure for Initiating Removal

#### Submission of Motion

- Any GEC member may propose the removal of a cabinet member by submitting a motion in writing to the Election Commission (or Council of Advisors if Election Commission is not involved).
- The motion must detail specific reasons for the proposed removal, supported by evidence if available.

#### Notice to the Member

- The member subject to removal will be notified in writing, including the grounds for removal, and will be given 28 days to respond.
- During this time, they may submit their written defence and request a hearing (physical or online) before the GEC.

#### Review and Hearing

- The Election Commission (or a designated subcommittee) will review the motion, the evidence, and the member's response.
- A formal hearing will be conducted at the next GEC meeting, allowing the member to present their defence and answer questions.

### 5.5.3. 3. Voting Process

**GEC Vote:** Following the hearing, the GEC will convene to deliberate and vote on the motion to remove the member.



- A **2/3 majority vote** of the GEC is required for removal.

**Quorum:** For the vote to be valid, at least 3/4 of the GEC members must be present during the meeting.

#### 5.5.4. Final Decision and Communication

##### Decision Implementation:

- If the 2/3 majority vote is achieved, the member will be immediately removed from their position.
- The Election Commission will oversee the transition process for the vacated role.

##### Communication to Members

- The decision, along with the reasons (appropriately summarised), will be communicated to the Association members to ensure transparency.

#### 5.5.5. Appeal Process

##### Right to Appeal

- The removed member may submit an appeal within 28 days to the GEC and Council of Advisors (CoA).
- The appeal must clearly state why the decision was unjust or unsupported by the evidence presented.

##### Final Review

- The GEC along with CoA will review the appeal and issue a binding decision within 14 days of receiving it.

## 6. Financial Management

### 6.1. Transparency

- All **donations** and **financial contributions** received, whether from internal (Kohatians) or external sources, must be disclosed **quarterly** in a report published on the official website and shared with all members.
- All funds must be allocated to projects related to the alumni, cadets, or the college as outlined in Section 1.2.
- **Detailed breakdowns** of all donations received, categorised by internal (Kohatians) and external sources.
- **Categorised expense reports** showing how funds were used (e.g., alumni welfare, cadet scholarships, college infrastructure).
- All financial reports shall be **reviewed by the Audit Committee** prior to publication.
- A **quarterly financial report** will be prepared by the Finance Secretary and shared with all members. This report shall include details of:
  - Donations received.
  - Allocation of funds.
  - Project expenditures.

### 6.2. Donations from External Entities

- Donations from external entities (non-Kohatians) must be directed to the GEC for **transparent allocation**.



- Upon receiving **external donations**, the **GEC must immediately** inform all **Regional Chapters**. Allocation of external funds should be in line with the constitution's funding arrangements.

### 6.3. Spending

- All spending must be aligned with the purpose of the Association, specifically focusing on projects that benefit alumni, current cadets, and the College itself.
- The spending of these funds must be **approved by the GEC** and audited annually by an independent third party.

### 6.4. Bank Account and Financial Management

#### 6.4.1. Opening a Bank Account

- **Where possible**, the Association, both at the GEC and regional chapter levels, **shall try** to maintain bank accounts in reputable financial institutions. The accounts **must be registered** in the name of the relevant body (e.g., "Kohatian Association - [Chapter Name]").
- Where not possible (UK, and US etc) due to local laws, the account can be maintained in the name of the President, VP or Finance Secretary of the chapter or as the chapter decides.

#### 6.4.2. Signatories

- All accounts must be operated with **joint signatories**. The authorised signatories shall be the President, General Secretary, and Finance Secretary, with any two of the **two** being required to authorise transactions.

#### 6.4.3. Transparency and Reporting

- All transactions must be recorded and reported in quarterly financial statements, shared with the members via email and on relevant platforms.
- Annual financial audits must be conducted, and the audited financial reports presented at the Annual General Meeting (AGM).

#### 6.4.4. SOP for Operations

- Payments above a specified threshold (to be set by the GEC or regional chapter) must be pre-approved by a majority vote in the respective Executive Committee.
- Online banking may be used for convenience, but the same signatory rules shall apply to digital transactions.

#### 6.4.5. Restrictions:

- No member of the Executive Committee shall have individual access to funds without the requisite co-signature from the Finance Secretary or President.

## 7. Meetings and Accountability

### 7.1. GEC Meetings

- The GEC must convene **at least once every quarter**, with the option for both online and **physical meetings**.
- An **agenda of the meeting** must be published one week prior to the meeting along with **actions and decisions** from the last meeting
- Minutes of these meetings must be published **within two weeks** and shared with all members to ensure transparency.



## 7.2. KPIs and Accountability

- **Quarterly KPIs** will be established for all GEC members, especially the President, Vice President, General Secretary, and Finance Secretary. These KPIs will be shared publicly.
- At the end of every quarter, the GEC must release a **KPI performance report** showing progress on key initiatives and projects.
- A **yearly KPI performance** review for the **President** and the **GEC** shall be published and subject to approval by the General Body of the Association.

## 7.3. Annual General Meeting (AGM)

- An **AGM** shall be held annually, where the **GEC** and **Regional Chapter Committees** will present reports on activities, finances, and future plans.
- The AGM shall include the presentation of audited financial statements.

## 7.4. Audit Review in GEC Meetings

- The **Quarterly Internal Audit Report** and the **Annual External Audit Report** must be included as a standing item in every quarterly GEC meeting.
- The GEC must **formally acknowledge** receipt and review of the audit findings and propose an action plan for any issues raised during the audit.

# 8. Projects and Specific Fund Allocation

## 8.1. Focus Areas

- All donations, whether from alumni or external entities, must be directed toward projects specifically related to alumni, current cadets, and the college itself.

### 8.1.1. Alumni Projects

- Welfare support for Kohatians facing hardships, educational scholarships, and professional development programs for alumni.

### 8.1.2. Cadet Projects

- Scholarships for current cadets, funding for educational programmes, and support for extracurricular activities at CCK.

### 8.1.3. College Projects

- Infrastructure development, faculty improvement programs, and technology upgrades at CCK.

# 9. Auditing and Financial Oversight

- To ensure the financial integrity and proper use of donations, there needs to be a clearly defined **auditing** and **financial oversight** process in the constitution. This will not only build trust among members and donors but also ensure that funds are used responsibly. I propose adding the following:

## 9.1. Internal Audits

- The Association shall conduct **quarterly internal audits** of all financial transactions, records, and activities related to the KA. These audits shall be conducted by an internal auditor appointed by the Global Executive Committee (GEC).
- The internal auditor must submit a **Quarterly Audit Report** to the GEC, outlining any discrepancies, irregularities, or concerns, along with suggestions for remediation.



## 9.2. External Audits

- The financial records of the Kohatian Association and the Kohatian Foundation must be subjected to **annual external audits** by an independent, third-party audit firm.
- The external auditor shall be appointed by the General Body, with the appointment lasting no more than **three years** to maintain impartiality.
- The **Annual External Audit Report** must be shared with all members and made available on the official website within **30 days** of its completion.

## 9.3. Financial Accountability

- All financial transactions, including donations received and disbursements made, must be recorded in a **standardized financial management system** that tracks both revenues and expenditures.
- Detailed financial records must be maintained for a minimum of **seven years** and be available for review by any member upon request.

## 9.4. Audit Committee

- An **Audit Committee** shall be established, consisting of three independent members (who are not part of the GEC), to oversee the audit processes, ensure compliance with audit findings, and recommend improvements in financial controls.
- The **Audit Committee** shall also review and approve the scope and methodology of both internal and external audits.

## 9.5. Financial Risk Management

- A **financial risk management policy** must be established, outlining key financial risks, including fraud, embezzlement, or mismanagement, and the internal controls in place to mitigate these risks.
- The internal auditor will be responsible for ensuring adherence to these controls.

# 10. Amendment of the Constitution

## 10.1. Process for Amendments

- The constitution shall **undergo a mandatory** review every **five years**.
- A review of the constitution may be **initiated at any time** by the **General Executive Council** (GEC), provided there is a **two-thirds majority** in agreement to commence the review process.
- Amendments to the constitution require approval by a **two-thirds** majority of the General Body.
- Proposed amendments must be submitted to the General Secretary no later than **six weeks** before the next scheduled General Body meeting.
- All proposed amendments will be circulated to the members for consideration, and a final decision will be made via an electronic vote (e-vote).

# 11. Miscellaneous

## 11.1. Dissolution:

- In the event of dissolution, the assets of the **Association** shall be transferred to another charitable organisation that aligns with the goals and purposes of the **Kohatian Association**, as determined by the general body.



### 11.2. Code of Conduct:

- All members of the **Association**, including office bearers, are expected to adhere to the highest standards of integrity, transparency, and accountability in all their dealings.
- Any violations of these principles will be addressed by a **disciplinary committee**, with potential consequences including **removal** from **office** or **membership**.