**Constitution**

**Of**

**Pakistan Network for Quality Assurance in Higher Education (PNQAHE)**

**1 Mission, Purpose & Principles**

* 1. **Mission**

**To strengthen the system of Quality Assurance in Higher Education through filling gap among the Quality Assurance practionners of Higher Education and Stakeholders of Higher Education for the Quality Education provision to bring forward Pakistan in the list of developed countries.**

**1.2. Statements of Purpose**

1. To learn and share successful practices, techniques and procedures applied for Quality Assurance and Enhancement in Higher Education Institutes.
2. To organize Conferences on Quality Assurance to provide forum for the Researchers and Practioners of Quality Assurance.
3. To communicate and facilitate the members for accomplishments of Targets set by Quality Assurance Agency, Higher Education Commission for the assurance of Quality Education and National Qualifications framework
4. To provide broad spectrum image of Quality Assurance implementation in Universities of Pakistan to the Higher Education Commission Pakistan to facilitate the commission for setting targets and improvement plans of Quality Education for the Public and Private Universities.
5. To elevate the capability and professional skills of Quality Assurance managers in quality enhancement and quality assurance.
6. TO highlight the successful practices of Pakistani Universities on Quality Assurance at International Level through sharing feedback with the International Agencies.
7. Develop International forum of Quality Assurance through involvement of International members.
8. To develop liaison with the Global network of Quality Assurance.

**Proposed Functions:**

Following functions are suggested.

1. Facilitating members in programme Assessment and Quality Enhancement Practices through workshops and trainings
2. Arrange tailor made workshops for capacity building of QA officials and peers/assessors
3. Facilitate HEC, QAA in implementing QA mechanism.
4. Represent Pakistan QA initiatives on international level.
5. To develop relation of strategic partner with the global networks.
6. Get full or associate membership of different QA bodies of the world.
7. Introduce new and innovative QA measures for members.
8. Hold national and international conferences on Quality Assurance.
9. Facilitating and promoting research from members on Quality Assurance.
10. Facilitating HEC and members through peer and experts evaluation.
11. Collaborate with international QA agencies for promoting quality culture in Pakistan.
12. Input for Accreditations of programs with the help of trainings to the Accreditation Council members and being a part of Accreditation Council as a member.
13. Research Journals of Quality Assurance will be published.

**2. Memberships**

There are three categories of membership.

**Full Member**: All QECs/HEIs/DAIs/Universities are eligible for full membership. However, voting would be done on the basis of QEC association. Two members from same QEC would be treated as one.

**Associate Member**: All national and international bodies/institutes/organizations involved in Quality Assurance activities in Education Sector.

**Individual Member:** Any individual who has background/involved/interested in QA related activities.

**ANNUAL FEE:**

**Full Member: PKR 25,000 per annum (to be paid by the organization/HEI)**

**Associate Member: PKR 15,000 per annum**

**Individual member: PKR 1,000 per annum**

Executive Committee shall determine the membership fee and revise it, as on need basis

2.1. Associations/Networks of quality assurance agencies, established either on the basis of geographical regions or other agency characteristics, such as agencies in small states or agencies for professional accreditation, interested in entering into a Memorandum of Cooperation arrangement with PNQAHE, are invited to join the Network as strategic partners.

2.2. An applicant for membership of the Network is required to present a written request to the Secretariat of the Network, and, provide a brief description of his/her role, interests, responsibilities and operations in the required format.

2.3. The Executive Committee will verify that any request for membership complies with the requirements of the membership and decide regarding the admission of the applicant.

2.4. Individual members may participate in the General Body Meeting, but without the right to vote.

2.5. Members are obliged to:

2.5.1 Abide by the Constitution of the Network; and

2.5.2 Remit the subscriptions or any other contributions determined in accordance with the Constitution.

2.6. Membership with the Network may be withdrawn by a majority vote of the Executive Committee if the Member:

2.6.1 Fails to maintain the conditions that allowed its initial admission, as set out in this Constitution; or

2.6.2 Does not fulfill the obligations set out in the Constitution; or

2.6.3 Acts in the Network’s name without authorization; or

2.6.4 Misrepresents its association with the Network as implying any level of recognition (beyond the criteria that allowed its admission to the Network);

2.6.5 Proves to have been engaged in illegal operations or misconduct leading to loss of trust in their provisions of quality assurance.

**3. Governance**

**3.1 Governing Bodies**

The governing bodies of the Network are the General Body and the Executive Committee.

**3.2 General Body**

3.2.1 The General Body is the plenary policy and decision-making body of the Network. It is composed of Full and Associate Members of the Network, each represented by one nominated individual.

3.2.2. Meetings of the General Body shall be presided over by:

3.2.2.1 The President of the Network; or

3.2.2.2 In the absence of the President, the Vice President; or

3.2.3 In the absence of both the President and Vice President, the Executive Committee Member approved by majority vote of the Executive Committee to preside over such meeting.

3.2.4. The General Body shall hold an Ordinary Meeting at least once every year. The Secretariat of the Network will convene the meeting giving at least twenty-one (21) days’ notice prior to the meeting. The Meetings may be held electronically.

3.2.5. A Notice of Meeting must at least specify the following:

3.2.5.1 The place, date and time of meeting and, if the meeting is to be held in two or more places;

3.2.5.2 The general nature of the meeting’s business in the form of a proposed Agenda;

3.2.5.3 A statement setting out the Member’s rights to appoint a Delegate or proxy, the voting entitlement of those delegates or proxy holders.

3.2.6. The General Body may, by request of a majority of the Executive Committee Members, or at the request of the President, or at the request of at least 10% of the Full and/or Associate Members, hold an Extraordinary General Meeting. The Secretariat of the Network will convene the meeting giving at least twenty-one (21) days’ notice prior to the meeting. Meetings may be held electronically.

3.2.7. **The responsibilities of the General Body**

3.2.7.1 Confirm Minutes of the previous General Body meeting.

3.2.7.2 Elect executive committee members; the Interim Committee (appointed by the EC) shall conduct the Election of the Executive Committee for the following year (as per tenure of the EC members).

3.2.7.3 Approve amendments to the constitution if any, may be presented / considered and voted upon by the EC.

3.2.7.4 Approve the annual subscription rate for membership and any other contribution to be paid by members;

3.2.7.5 Approve the strategic plan of the Network every five years, and its possible modifications;

3.2.7.6 Approve the reports of the Executive Committee, prepared according to the Strategic Plan;

3.2.7.7 Approve the Network’s financial statements;

3.2.7.8 Establish the courses of action and make the decisions or recommendations necessary for the satisfactory operation of the Network, in the framework of the Constitution; and

3.2.8. The quorum for a General Body Meeting is twenty-five percent (25%) of the eligible voting members (i.e. Full, and Associate). The quorum must be present, whether in person, by Delegate, proxy or electronic means, at all times during the meeting.

**4 THE EXECUTIVE COMMITTEE**

**4.1 Executive Committee**

1. The Executive Committee (EC) shall comprise of fourteen (14) members (two from each province and one from federally administered territory, one from AJK and one from GB and one from QAA, HEC, Pak), immediate past President, and immediate past General Secretary.
2. The EC shall manage the general affairs of the network.
3. EC members shall preferably be officers of Quality Enhancement Cells of HEIs.
4. Office bearers of the Executive Committee will be President, Vice President, General Secretary, Joint Secretary and Finance Secretary
   1. They (less President) should be officers of QECs.
   2. The President of the PNQAHE must be the Vice Chancellor of an HEI. The President shall be elected (through secret ballot) by the Executive Committee members for a term of three years (may be elected for no more than two terms).
5. Members of EC/Office Bearers shall serve for a three years term.
6. A member may be elected to the EC for no more than two terms.
7. No two EC members shall be from the same HEI.
8. A non-functional/non-cooperative EC member can be voted out by a simple majority vote of the EC as and when deemed fit by the President.

**4.2 Election of Executive Committee Members**

1. Members of E.C. will be elected by Full Members of PNQAHE through secret ballot (electronic voting).
2. PNQAHE secretariat will conduct the Election of the executive committee.
3. Nominations for election must be received from full members, two weeks prior to the voting and displayed on the PNQAHE website. A template, prepared by the secretariat, shall be used for the nominations.
4. Representatives associated with QEC and directly employed by Full members are eligible for nomination.
5. No two members shall be nominated from the same institute.
6. Each full member can cast one vote. In order to cast a vote, the representative of the full member institute shall submit the duly filled ballot to the secretariat through official email address before the deadline.

**4.3 Officers**

**4.3.1 Positions of Office**

1. President.
2. Vice Presidents
3. General Secretary.
4. Joint Secretary
5. Finance Secretary.

**4.3.2 Appointment of Officers**

1. The Officers shall be appointed by the Executive Committee at the first quadrate meeting post by way of a resolution passed by a simple majority of the Executive Committee
2. The term of appointment for an Officer shall be for two years.
3. Appointment of Officers may be reviewed and changed at any time by the E.C by way of a resolution passed by a majority of the Executive Committee.

**4.4 Responsibilities**

**4.4.1 President’s Responsibilities**

1. President will be responsible to Call, set the agenda
2. President will chair the meeting of E.C.
3. Call, set the agenda for and chair the Annual General Meeting (AGM) of the PNQAHE
4. Represent the PNQAHE when and as appropriate.

**4.4.2: Vice President**:

1. The Vice President will perform the role of President in the absence of the President

**4.4.3 General Secretary’s Responsibilities**

1. Secretary will be the official reporter, including responsibility for the minutes of meetings of the Executive Committee and the General Body Meeting.
2. Maintain the official records of the PNQAHE
3. Be the official correspondent for incoming and outgoing mail pertaining to the PNQAHE activities.
4. Be the Corporate Registrar responsible for filing the legal documents of registration for the PNQAHE when and as required on behalf of the PNQAHE
5. Maintaining PNQAHE website.
6. Press releases
7. To administer the constitution of sub-committees as decided by the Executive Committee.

**4.4.4 Joint Secretary Responsibilities**:

The Joint Secretary will perform the responsibilities of General Secretary in the absence of his/her.

**4.4.5 Finance Secretary’s Responsibilities**

1. Prepare the annual budget.
2. Prepare the annual financial statement and submit to the AGM for approval.
3. Arrange the financial audit (if required).
4. Advise the Executive Committee on the financial implications of proposed goals and activities.
5. Advise and recommend to the E.C on the annual sponsorship fees.
6. Manage the financial affairs of the PNQAHE

**4.4.6 Executive Committee Members’ Responsibilities**

1. Attend meetings of the Executive Committee and provide advice and input to the deliberations of the Executive Committee
2. Vote on issues for which a vote is required.
3. President and the Finance Secretary will be signatories for the PNQAHE bank account.
4. Approve the organizers of the next regular Conference of the Network.

**4.4.7 Co-opted Committee Members’ Responsibilities**

1. Attend meetings of the Executive Committee and provide advice and input to the deliberations of the Executive Committee.

**4.5 Vacancies**

1. A position on the Executive Committee will become vacant if the incumbent submits resignation in writing to the President.
2. A position on the Executive Committee will become vacant if the incumbent misses three consecutive meetings. The attendance will be accepted via audio/video link.
3. In case an Executive Committee member becomes disassociated from the HEI/University/DAI, he/she will complete the tenure.

**4.6 Executive Committee Procedures**

1. The Executive Committee shall meet at least twice in a year.
2. A meeting of the Executive Committee shall be quorate if and while a simple majority of elected Executive Committee Members is present.
3. It is expected that the Executive Committee shall conduct its meetings in a manner befitting the mission and principles of a collegial PNQAHE. Consensus should be sought, and voting should be avoided unless necessary, and the President does not have a casting vote.
4. All substantive financial and policy decisions should be made at a general meeting of the PNQAHE; the Executive Committee may not over-ride or act in a manner inconsistent with a decision made at a general meeting. However, if it is necessary for the continuity of business, then the Executive Committee may make a significant financial or policy decision approved by a vote of the majority of members present at a quorate meeting, and any such decision must subsequently be submitted to the next general meeting of the PNQAHE for ratification.
5. Executive Committee meetings will be held at PNQAHE Secretariat.
6. The Executive Committee will establish a Code of Conduct to guide its activities.
7. To handle multidimensional tasks, the Secretariat may make sub-committees comprising Executive Committee members and/or specialists as on need basis.

**5 FINANCIAL MATTERS**

**5.1 Financial Affairs**

1. The Executive Committee will establish a joint account under the name of “PNQAHE” in one of the authorized/Available banks in the Pakistan
2. The president is authorized to open an account in any schedule Bank operating in Pakistan.
3. The PNQAHE will deposit its funds in the said bank account.
4. The PNQAHE will have an Annual Budget and Final Account prepared according to proper accounting procedures.
5. Financial year for PNQAHE shall begin from July 1 to June 30.
6. The Executive Committee will prepare at the beginning of each financial year a planned budget which includes the items that should be spent for administrative affairs and other activities.
7. The President will be responsible for the matters related to finances of the PNQAHE and account
8. The PNQAHE has the right to invest the surplus from its financial resources in activities approved by the Executive Committee.
9. The PNQAHE is allowed to accept donations & gifts.
10. Funding will be generated from membership / registration fee. Donors agencies shall be contacted for funding
11. Individual membership shall be granted to individuals relevant to higher education, accreditation bodies and regulatory bodies (Regional / Provincial Higher Education Directorates)
12. The president will ensure that the balance sheet is properly maintained and updated for the PNQAHE account.
13. The income and property of the PNQAHE shall be used and applied solely in promotion of its purposes as set out in these Guidelines.
14. No income or property of the PNQAHE is to be distributed, paid or transferred directly or indirectly as a dividend, bonus or profit to any member.
15. Honorarium for staff of PNQAHE secretariat, Mr. Sahir Atiq, Data Analyst QEC, KMU and Mr. Fazli Haq, Section Incharge QEC (Administrator PNQAHE) will be awarded Rs. 5000/- each on quarterly basis which will be further increased keeping in view the financial status of the network.
16. In the event that the PNQAHE is dissolved / wound up, any remaining assets and liabilities shall be liquidated and the net sum or debt distributed evenly between the Members fully paid up at that time.

General Secretary PNQAHE