

CONSTITUTION

"SAHARA WELFARE FOUNDATION"

ARTICLE 1:- NAME OF THE FOUNDATION:

The name of the organization shall "SAHARA WELFARE FOUNDATION"

ARTICLE -II:-NATURE OF THE FOUNDATION:

The organization shall be non-governmental, non-profiting and non-political organization working for the vast welfare of the humanity without any discrimination of caste, color, creed, culture sect and religion or community discrimination.

ARTICLE-III: OFFICE OF THE FOUNDATION:

The office of the foundation, Pir Sabaq Road Hakim Abad, District Nowshera.

ARTICLE- IV: AREA OF OPERATION:

The operational area of the organization shall be NWFP.

ARTICLE-V: AIMS & OBJECTIVES:

1. To provide education facilities to the male female formal informal and informal IT & Modern sciences among the masses in general.
2. To provide medical facilities among the masses in general.
3. To organize free medical camps at different localities. Which shall impart free medical facilities to the down trodden and helpless people who suffer various kind of diseases.
4. To work towards betterment of people in the field of environment, addicts & disability.
5. To work towards women development, social uplift and protection of women rights in shape of providing legal, social, monetary help and assistance.
6. To work on poverty alleviation program.
7. To improve overall socio economic condition of poor rural & urban women living in the operational area of the organization.
8. To help poor prisoners in their litigations.

PRESENTED
Dhawal
District Nowshera
Sahara Welfare
Foundation



CLAUSE (1):

ARTICLE-V: ELIGIBILITY FOR MEMBERSHIP:

1. Any person supporting the aims and objectives of the Organization and is above 18 years age shall be eligible for the membership of the Organization.
2. Residing in the area of operation of the Organization and who's membership has been approved by the executive body.
3. Shall be of good character and sound mind and not convicted by law for moral/criminal offences.
4. Is loyal to Pakistan & all parts of it
5. Agree to pay the prescribed fee.
6. No employee of the Organization can become its member.

CLAUSE (2)

MEMBERSHIP:

1. PATRON:

A person who pays Rs. 10,000/- or more in lump sum to the Organization and whose association with the Organization is helpful for the promotion of the objectives of the Organization shall be invited by the executive board to be its patron.

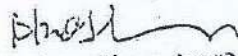
2. LIFETIME MEMBERS:

A person who pays RS: 2,000/- or more in lump sum to the Organization shall be invited by the executive board to become a lifetime member.

3. ORDINARY MEMBER:

Any person who applied on the prescribed form may become a member subject to introduction and recommendation of the executive board on payment of registration membership fee RS: 300/- and monthly fee RS: 50/.

4. HONORARY MEMBER: Any person who renders meritorious services for the causes of the Organization may be nominated an honorary member by the executive board with out payment of membership fee.


Registrar, Punjab
District Nowshera

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CLAUSE (3): ADMISSION OF MEMBERSHIP:

1. PATRON:

A person who fulfills the condition laid down under Article --- 5 clause (2) may be invited by the executive board to become patron of the Organization.

2. LIFE MEMBER & ORDINARY MEMBERS:

A person who fulfills the requirements as laid down by Article - 5 clause (2) and desirous to become life member or ordinary member shall apply on prescribed form of the Organization. The executive board shall have power to accept or reject such application. A person shall become the life member of the Organization only after payment of the prescribed fee.

3. HONORARY MEMBERS:

The executive board of the Organization shall nominate honorary members. The honorary members will be the persons who have eminent service for the Organization according to the Article - 5 clause (2)

CLAUSE (4): REJECTION OF MEMBERSHIP:

1. Person whose application for membership is rejected by the executive board can apply again after lapse of three months (3).
2. The application rejected second time by the executive board shall be put up before the general body for consideration providing reasons for rejection.
3. A person whose application is rejected by the executive board will have the right to appeal to the general body whose decision shall be final.

CLAUSE (5): PRIVILEGE OF MEMBERS:

1. The following member shall have the right to vote:
 - Lifetime members.
 - Ordinary members.
2. The following member shall not have the right to vote:
 - Honorary members.
 - Members who have not cleared dues.

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Secretary
Sahara Welfare Foundation
District Nowshera KP



CLAUSE (6): SUSPENSION, CANCELLATION & REGISTRATION OF MEMBERSHIP:

MEMBERSHIP MAY BE TERMINATED IN ANY OF THE FOLLOWING CASES.

1. For non-payment of subscription up to 30 days after due date. General secretary will issue 15 days notice to defaulter members prior to the due date a second notice of 15 days will be given at the expiry of the notice period if the dues are not cleared as per second notice, the person concerned will ipso- facto cease to be a member
2. Absence from meeting (General body & executive board).
3. A member who fails to attend three consecutive meetings with out prior intimation or justification shall cease to be a member of executive board or General body as per following procedure.
4. The executive board shall give 15 days notice to defaulting member(s) during which he shall submit a written reply of his conduct.
5. In the event of explanation, being found unsatisfactory by the executive board may either administer a warning or may ask the member to resign the membership from the Organization forthwith.
6. In the event of the said member refusing to resign his membership when asked to do so. The executive board in a special meeting may decide the case with three fourth (3/4th) majority of its total strength of the board.
7. For reason to be recorded in writing the executive board with three fourth (3/4th) majority of its total membership may suspend forthwith the membership of the defaulter member maximum for a period of three months during which executive board shall be bound to take final decision.
8. Any member may on his own accord terminate his membership sending his resignation to General secretary. The executive board may accept his resignation provided all the outstanding dues are cleared to the satisfaction of the board.
9. Death of the member.

[Handwritten Signature]
Registration Officer
Director Social Welfare
G.P. D. D. D.

CLAUSE (7): RESTORATION OF MEMBERSHIP:

1. Membership of a member may be restored after payment of dues approval by the executive board.
2. In conduct cases the executive board may if it is satisfied restore its membership after assurance by the member that he shall not work against the interest of the Organization

ARTICLE-VI: THE COMPOSITION POWER AND FUNCTIONS OF THE GENERAL BODY & EXECUTIVE BOARD:

CLAUSE (1): The Organization shall consist of General Body and Executive Board.



CLAUSE (2): GENERAL BODY:

The General Body of the Organization shall be composed of life members and ordinary members.

CLAUSE (3): POWER & FUNCTION OF THE GENERAL BODY:

1. The general body shall determine the policy and the programs of the Organization and approve fiscal budget submitted by the executive board.
2. It shall hold election of the office bearers and members of the executive board and when due through/under supervision of social welfare officer.
3. It shall appoint Chartered Accountants for the purpose of auditing the accounts of the Organization.
4. It shall approve the report and audited statements of accounts of the previous year submitted by the members and the matters referred by the executive board.
5. The General Body is not empowered to make amends in the constitution. It will be registration authority to approve amendments proposed by the Executive Body.
6. The general body shall alone be competent to take all policy matters.

EXECUTIVE BOARD:

THE EXECUTIVE BOARD OF THE ORGANIZATION SHALL BE COMPOSED OF THE FOLLOWING OFFICE BEARERS AND MEMBERS.
EXECUTIVE BOARD:

1	President	One
2	Vice President	One
3	General Secretary	One
4	Joint Secretary	One
5	Finance Secretary	One
6	Press Secretary	One
7	Office Secretary	One

[Handwritten signature]
 Secretary
 Sahara Welfare Foundation
 District, Sahara

CLAUSE (5): POWERS & FUNCTIONS OF THE EXECUTIVE BOARD:

1. To act and represent the Organization in all matters and execute the policy and decision of the General body.
2. To invite, nominate, accept, suspend, cancel, or restore the membership of the person (s) according to the provisions of the Article three (5) of the constitution.
3. To appoint, suspend, punish, or dismiss paid staff of the Organization if deemed necessary. It shall also determine the terms and conditions of the employment of staff.
4. To prepare schemes, budget and progress reports and will be responsible for the maintenance and case study of the office records and property etc.

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5. If a vacancy occurs in the executive board the executive board can nominate coop members (s) to fill the vacancy if half or more than half of the terms of the office is over or otherwise the case may be referred to the General Body.
6. It shall prepare annual activity reports, audited accounts and present them to General body for approval.
7. It shall fix date, time and place for holding annual General body meeting as and when due.
8. After the election the board shall maintain a register of member and keep it up to date in which the name and addresses of all categories of members of the Organization, mode of donation or subscription as the case may be.
9. All property movable as well as immovable, belonging to the Organization shall vest in the executive board, which shall administer it only for the aims and objectives of the Organization.
10. The General Body is empowered to make any amends to the constitution. It will be notified to the registration Authority within 15 days to incorporate such amends in their record of the Organization.

CLAUSE (6): POWERS & DUTIES OF THE OFFICE BEARERS:

1) PRESIDENT:

1. The President shall be the constitutional head of the Organization and shall preside all meetings.
2. He shall ensure that the provision of the constitution are duly carried in all respect
3. Shall have the power to sanction expenditure up to RS. 40,000/- in each subject to approval by the executive board in subsequent meetings.
4. He shall have the right of casting vote in any meeting in case of tie.
5. He shall supervise the working of the Organization, guide and help the office bearers in discharge of their duties.
- ✓ 6. He shall operate bank account jointly with the treasurer of the ORGANIZATION.

2) VICE PRESIDENT:

Similar powers as that of President in his absence

GENERAL SECRETARY:

1. The General Secretary shall act in consultation with the President.
2. The General Secretary in the consultation with the President shall prepare the agenda, call meeting of the general body and executive board in accordance with the provision of the constitution, prepare and put up the minutes of the last meeting for confirmation and maintain proper record of the same.
3. The General secretary shall be responsible for the execution of the resolution and directive of the executive board & General body.

REGISTERED
[Signature]
 Registration Authority
 Director Social Welfare
 M. P. S. B. B. B. B.

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4. The General secretary shall prepare annual report about the work done by the Organization and submit it before the executive body or the general body meeting as the case may be.
5. The general secretary shall be responsible for submission of the report and return as desired by the registration Authority. The respective social welfare officer shall also be responsible for the office management and record of the Organization. The General secretary shall conduct all correspondence on behalf of Organization.
6. The General Secretary shall verify all bills; vouchers etc get approval of the President & forward them to Finance Secretary for security & payment as per rules.

4) JOINT SECRETARY:

1. In the absence of the General secretary, joint secretary shall exercise all the powers and functions of the general secretary and in his presence, shall assist the General secretary.

5) FINANCE SECRETARY:

1. He shall operate Bank accounts under signature of the President.
2. He shall arrange collection of donations, grants, aids, subscription & issue proper receipt.
3. He shall deposit the amount in the bank account of the Organization.
4. He shall maintain register of members, donors, with their names and addresses.
5. Maintain accounts of income and expenditure in register prescribe under section 9 of the ordinance of voluntary social agencies (registration & control) rules 1961.
6. Arrange audits of the accounts of the Organization & its affiliated welfare program units.
7. Prepared annual budget, quarterly reports & schemes for fund generation and obtain approval of the executive board.

6) PRESS SECRETARY:

1. He shall give publicity to all the aims and objectives of the Organization and publication of all such material.
2. He will also keep inform all concerned of the activities of the Organization.

7) OFFICE SECRETARY:

1. To establish much close working relation and liaison with National and International Organization etc.

9) ANNUAL GENERAL BODY MEETING:

1. The General body shall meet once in year and shall be called Annual General body meeting.
2. Venue of the Annual General body meeting will be decided by the executive board in a meeting with a clear notice of two weeks in advance with proper agenda.



Handwritten signature
 Registration Authority
 S.W.S. District Nowshera

3. In the case of emergency special meetings may be called with three days notice.
4. 1/3rd quorum will be necessary for each meeting.

CLAUSE (8): EXECUTIVE BOARD MEETINGS:

1. The executive board shall meet once in a month with five days advance notice.
2. Special emergency meeting may be called without advanced notice at the discretion of the President.
3. 1/3rd quorum will be necessary for each meeting.

CLAUSE (9): TERMS OF THE OFFICE:

1. Terms of the office shall be for a period of three (3) years for all the office bearers and members of the executive board commencing from 1st of July and ending on 30th June.
2. Executive board must hand over charge to newly elected executive board within ten days after election under supervision of election board and in presence of social welfare office as the member of the election board.

CLAUSE (10): ELECTION:

1. Election of the office bearers and executive members of the executive board shall be held after three years.
2. Before election a three members election board other than those contesting election will be formed which shall monitor and facilitate the election.
3. Election board consisting of three members shall not be eligible to contest election for post of member of the executive board.
4. Election shall be held by secret ballot and each member shall have one vote.
5. Office bearers and members of executive board shall be elected in all General body meetings held on a special date for which a notice being put up on the notice board in the premises of the Organization 15th days before election and such notice should be sent to members at least 15 days before election.
6. Nomination papers of the candidates bearing signature / addresses of proposed and seconding who are bona-fide members shall be submitted to the President of the election board one week before the election date. The candidate can withdraw within two days of the submission of nomination papers.
7. The executive body shall frame the rules relating to the procedure for election.

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Signature
Secretary Welfare
M. W. J. S. Dastgir

ARTICLE-VII

CLAUSE (1): FINANCIAL MANAGEMENT:

- a) The financial years of the Organization shall be from 1st July to 30th June of the subsequent year.
- b) The funds of the Organization shall be kept in a scheduled Bank approved by the Executive Body.
- c) The Chartered Accountants shall audit the accounts of the Organization annually.
- d) The money income and property of the Organization however derived shall be applicable solely towards the promotion of the aims and objectives.
- e) No promotion of the money, income and property of the Organization shall be paid directly by way of profit divided bond or otherwise to any of its members their relatives.
- f) The accounts shall be operated under the signature of the President & General Secretary.
- g) Any subscription, donation or financial assistance etc shall be deposited in the bank within three days of its receipt.

ARTICLE-VIII: VOTE OF NO CONFIDENCE:

CLAUSE (1)

Any member who for some reason show no confidence on an office bearer or a member of the executive board shall inform the President of the executive board in writing to this effect giving solid proof of the members attitude misconduct, misusing power delegated under the constitution or violating the aims & objectives Organization. By laws/rules detrimental to the cause of the Organization.

CLAUSE (2)

The President/Executive Board shall give the said member a chance to clear himself within 15 days of the receipt of no confidence motion and after being satisfied that there are sufficient grounds to proceed against the member concerned, the President shall convene a General body special meeting as laid down under clause (7) of article 4 and place the matter before the General body.

CLAUSE (3)

The General body shall with (2/3) rd majority decide either to remove such office bearer/member of the executive board or otherwise.

ARTICLE-IX: AMENDMENTS IN THE CONSTITUTION:

CLAUSE (1)

Amendments in the constitution shall be made in a special meeting of the General body called for this purpose.

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Registration Authority
Ministry of Social Welfare
G. P. O. Post Office

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CLAUSE (2)

Any members who wish to suggest an amendment in the constitution may do so by writing to the executive board and the proposed amendments shall be circulated among the members of the General body with a 30 days notice of the meeting at which the amendment is to be considered. It least 30 days prior to the date of the meeting proposed amendments received from members up to 7 days before the meeting may be put up for consideration.

CLAUSE (3)

The amendments must be approved by three fourth 3/4th majority of the total membership of the General body

CLAUSE (4)

The General Body may make any changes in the constitution, preamble, memorandum of article of the Organization, rules and regulation or bye - laws after due deliberation.

CLAUSE (5)

All such amendments as per clause 4 above shall be notified to registration authority (Directorate Social Welfare Department) Government of NWFP, with 15 days notice for update record of the Organization.

CLAUSE (6)

The proposed amendments should be routed through the concerned Social Welfare Office to the registration authority.

ARTICLE-X: ROLE OF SOCIAL WELFARE OFFICER:

CLAUSE (1)

Social Welfare Officer may attend every meeting of General body and/or any if its functions.

CLAUSE (2)

Social Welfare Officer can check account and other records of agency at any time and all relevant record will be provided whenever demanded.

CLAUSE (3)

The Social Welfare Officer can pay visits to the Organization and inspect any document without prior intimation or notice

ARTICLE-XI: DISSOLUTION OF THE ORGANIZATION:

CLAUSE (1)

The Organization shall be dissolved in accordance with section 11 & 12 of the voluntary Social Welfare Agencies (Registration & control) Ordinance 1961.

Handwritten signature
Registration Authority
District Social Welfare
District Nowshera

