

# CONTENTS OF THE CONSTITUTION

THE VOLUNTARY SOCIAL WELFARE AGENCIES  
(REGISTRATION AND CONTROL ORDINANCE 1961)

**ORDINANCE No. XLVI OF 1961**

Constitution of: LIFE WELFARE ASSOCAITON-ISLAMABAD

**Article-1:**

Name of the Association: LIFE WELFARE ASSOCAITON-ISLAMABAD

**Article-2:**

Address of the Association: Plot No. 166, Street 09, Sector I-10/3, Islamabad-PAKISTAN.

**Article-3:**

Area of Operation: Islamabad (Rural and Urban).

**Article-4:**

Objectives of the Society:

1. To collaborate with Govt. and other NGO's in the field of reproductive health, including family panning, nutrition and environmental pollution.
2. To supplement efforts of the Govt. to disseminate knowledge of family health, Nutrition, Reproductive health including family planning and environmental pollution.
3. To provide free of cost nutrition services.
4. To conduct regular field, visits and promotion of the program.
5. To open and operate family planning centres in different areas of the region, especially in the remote areas.
6. To help evolve comprehensive population policy and measure.
7. To educate the masses about the links between population, health, environment, national resources and national development.
8. To arrange regular / refresher training courses.
9. To provide contraceptives at service outlets.
10. To provide free of cost nutrition services.
11. To conduct regular field, visits and promotion of the program.
12. To open and operate family planning centres in different areas of the region, especially in the remote areas.
13. To help evolve comprehensive population policy and measure.
14. To organize and promote research through survey and seminars, conferences and conventions.
15. To encourage masses to adopt family planning methods by distributions of IEC material and give away items.

16. To provide forum to all the retired officers officials of population planning in order to utilize the their experience in promotion of reproductive health package in their respective areas.
17. To strengthen MCH activities in the area.
18. To encourage counselling of male population in reproductive health
19. To promote income generating activates.
20. To work closely with other NOGs and Donors for Health System Strengthening.

**Article-5:**

Membership: Every adult male /Female can become

(A) a member of this agency, subject to the condition & approval of the executive body; that

1. He/she shall be mentally stable
2. His/Her age is more than 18 years.
3. H/She bears good moral character.
4. Agree with the aims / objectives and the constitution of the agency.
5. Regularly pay membership fee.
6. Permanently reside or operate business within the area of operation of the agency

(B) Type of membership: **Ordinary Membership**

1. Each person who pays Rs. 10/- as registration fee and Rs. 50/ as annual fee can become an ordinary member.

**Permanent / Life Membership**

2. Each person who pays Rs. 10/- as registration fee and Rs. 150/ as Life time membership fee can become an permanent member.

**Honorary Membership**

3. Person who can be helpful to the association due to his knowledge, experience and deep interest in social welfare activates or is affiliated with such agency which can be helpful for achieving the objectives of the association can be nominated as honorary members of this agency. Condition of payment of membership fee or being resident of the area will not be applicable to such membership.

**Patron In-Chief**

4. The association may request a person whose services can be beneficial to the progress and experience of the agency to become it's patron subject to the condition that he pays Rs. 5,000/- as lump sum contribution to the association and readily accepts this patron ship.

### **Modes of operation for Seeking membership:**

1. Each person who is constitutionally eligible for membership and wishes to seek ordinary membership, shall apply for it on prescribed form to the executive body, who are empowered to accept or reject their application. In case of rejection, the executive body will intimate in writing the reason of rejection of application.
2. Under Article 2-B, the executive body may nominate any person as honorary member
3. Each one, who under article 4-B fulfil condition can become it's patron.
4. In case of rejection, of the application of membership, each person whose have been rejected by the Executive board, may appeal to the General Body, the decision of which shall be final.

### **Rights of members**

1. Ordinary or permanent members shall be members of the general body of the association, they will have a right to vote and to contest elections.
2. Honorary member or Patron has no right to vote. They can participate and express their views and opinion/ideas.

### **Suspension and Cancellation of membership**

1. Membership can be suspended or permanently cancelled subject to;
  - if a member does not pay it's membership fee immediately after expiry, then his membership shall be suspended, and if he/she does not pay the fee within 30 days at maximum, his/her membership may stand permanently cancelled.
  - if without proper intimation, he/she fails to attend 3 consecutive meetings of general; body or executive body without proper reason, the general body or executive body is empowered to cancel his / her membership.
  - if executive body has solid reasons to believe that conduct of the member is against the aims of the agency or in of deforming nature, the body shall seek explanation form the member. In case of un satisfactory explanation from the member, the body will issue a warning and demand resignation of the said member. If a member refuses to resign, the executive body with  $\frac{3}{4}$  majority can cancel his membership.

### **Resignation of the members**

- Member can resign at their own free will.
- If a member, whose membership has been suspended, pay his dues, his membership shall stand active.
- A member, whose membership has been cancelled, have to apply a fresh membership.

## **Article-6:**

Administrative Structure;

The association shall consist of General Body and Executive Body.

### **1. General Body:**

A. Formation: The General Body shall consist of ordinary and permanent members.

B. Powers and Rights:

1. formulation of policy
2. shall elect the members of executive body
3. shall approve the proceedings of meetings
4. shall accord approval annual report after due consideration
5. shall decided over vote of no confidence with due consideration
6. shall approve proposed amendments but these amendments shall be subject to final concurrence by the registration authority
7. Shall appointed Chartered Accountant for scrutiny and audit of accounts.
8. shall decide over appeals and other matters such as decision of executive body
9. shall use all powers of general body bestowed by the constitution in other clauses

### **2. Executive body:**

A: Formation: The Executive Body shall consist of fifteen (15) ordinary and permanent members, which shall comprise of eight (08) office bearers (including Patron in chief), and seven (07) members, elected by the General body for a period of 3 years. Patron of the association, shall automatically deemed to be an office bearer, and no election for him/her shall be held.

B: Duties and Rights:

1. Implementation of policy decisions taken by General Body.
2. The executive body shall work for achieving aims and objectives of the association in accordance with the policy.
3. Shall be responsible for the internal administration of the association and shall take necessary steps for achieving the same.
4. shall fill in all vacant seats, if it occurs in last half period of it's functioning. If this occurs in first half period, then the seat shall be filled in thorough General Body.
5. Shall select a scheduled bank for financial operations.
6. shall prepare annual reports and budgets, and concurrence of which shall be sought from General Body.
7. Shall use all powers given in other articles of this constitution.

## **Article-7:**

Office Bearers shall be allowed to hold following posts only, after holding of elections for a term of three (03) years maximum:

- A: President
- B: Sr. Vice President
- C: Vice President
- D: General Secretary
- E: Joint Secretary
- F: Finance Secretary (also called treasurer)
- G: Information Secretary (also called cultural and publication secretary)

A: President

- 1- He/She shall be the constitutional head of the agency and shall preside over all General / Executive Body meetings.
- 2- Is authorized to incur expenditure over Rs. 10,000/- to achieve it's objectives, the approval of which shall be sought from executive body in its next meeting.
- 3- in situation of equal votes, he shall use his special opinion.
- 4- Is authorized to postpone the proceeding of the meeting, being held in un ruly form.

B: Sr. Vice President

- 1- Shall use all powers of the president in his absence.

C: Vice President

- 1- Shall use all powers of the president in the absence of Sr. Vice President.

D: General Secretary

- 1 Shall be GS of both the Bodies and operational head of the agency.
- 2- Shall call meetings of Executive / General Body with the consultation / consent of President and shall issue Agenda.
- 3- Shall record the proceedings of regular meetings and seek concurrence from the President in its next meeting.
- 4- Shall Keep the record of the Association in his custody and shall be protector and custodian of Association's property.
- 5- Shall present Annual Report to the General Body after its approval from Executive Body.

E: Joint Secretary

-shall use all powers and perform all duties of General Secretary in times of his absence and shall perform duties assigned to him by General Secretary.

F: Finance Secretary (also called treasurer)

- shall be responsible for income and expenditure account preparation and other financial matters,.
- shall prepare quarterly accounts to Executive Body.
- shall get accounts of the association audited from a chartered accountant.
- is authorized to keep upto Rs. 20,000/- as chest money for various expenditure.

G: Information Secretary

- shall be responsible for propaganda and publication matters.
- Shall keep close contacts with the advertising media and agencies.
- shall be responsible for cultural activities.
- shall be acting under control of the rest of the executive body.

## **Article-8:**

### Conducts of Meeting:

Issuance of agenda to its members is compulsory for calling meetings of Executive / General Body members. If president or General Secretary do not call meeting of Executive / General Body in spite of repeated requests of members, the members of General Body shall issue "Call-Meeting Notice" to the president or general secretary. Even then, if meeting is not called in, then the concerned members are authorized to call meeting, shall issue agenda to its members through "Registered Cover". The decision of this meeting shall be constitutively valid.

## **Article-9:**

- 1- (Duration of Notice and Quorum for General Body) 15 days (Fifteen days notice for Elections for regular meetings) 7 days (Seven days Notice for Urgent meeting) is compulsory).
- 2- Participation of 1/3 (one third) of its total members is compulsory, otherwise the meeting shall stand postponed. Quorum is not compulsory for postponed meeting.

## **Article-10:**

### (Duration of Notice and Quorum for Executive Body)

- 1- To call regular meeting 15 days notice, 3 days notice for special meetings and 24 hours Notice for urgent meetings is compulsory.
- 2- The Participation of 2/3 (two third) of its total members for each meeting of Executive body otherwise the meeting shall stand postponed at next date for which condition of Quorum is not compulsory.

## **Article-11:**

### Finance

- 1- The Financial Year of Association shall be in accordance with the financial year of Govt. of Pakistan.
- 2- The Signature of General Secretary shall be compulsory along with signature of Treasurer for drawing amount for Bank and in times of absence to Treasurer, General Secretary and Vice President shall be authorized to sign the cheques.
- 3- The income or donations received by the association shall be utilized only to achieve its objectives.
- 4- The Annual Audit of accounts shall be conducted by the Charter Accountant or approved Audit / Auditors by the Registration Authority.

## **Article-12:**

### Constitutional Amendment

The General Body shall call special meeting for amendment in the constitution and shall decide regarding this proposed amendment with 3/4th majority. This amendment shall

be subject to final concurrence by the Registration Authority and shall not be operative prior its concurrence.

**Article-13:**

No Confidence Motion

On the written demand of at least 1/3rd of total members of Executive Body of General Body, no-confidence motion against any office bearer can be moved in only General Body meeting the approval of which is subject to the approval of present members.

**Article-14:**

- 1- The Duration of work of office bearers and members of Executive body through Election shall be three (03) years.
- 2- Decision on all matters (Keeping aside such matter as specially mentioned in the constitution) shall be taken on simple majority.
- 3- Counting of vote in Executive & General Body meeting, shall be through show of hand and if considered essential, through 'Secret Ballot'.

**Article-15:**

Voluntary Dissolution

If the members of the Agency wish to voluntary dissolve the agency they shall have to act in accordance with Section 11-12 of voluntary Social Welfare Agency (Registration & Control) Ordinance 1961.

We the signatories confirm that the above Constitution was passed and approved in its meeting of founders held on 29-2-2008 at Islamabad.

Signature and Date

Signature and Date

Field of Welfare:

- |                         |                        |                  |
|-------------------------|------------------------|------------------|
| 1- Child Welfare        | 2- Youth Welfare       | 3- Women Welfare |
| 4- Health Education     | 5- Reproductive Health | 6- Family Health |
| 7- Environmental Health | 8- Nutrition           |                  |

We assure that any change in office bearer or members of executive body shall be intimated to you with in thirty days.

Four copies of constitution of the proposed Agency are hereby presented.

We testify that the above said particulars are correct.

Accounts shall be operated in \_\_\_\_\_.

