

# BY-LAWS

## ARTIVLE-I.

### NAME OF THE SOCIETY:

**REPID (Rural Empowerment and Institutional Development)**

## ARTICLE II.

**AREA OF OPERATION: Pakistan**

## ARTICLE-III.

**HEAD OFFICE: House No 19 Street 02 Sector H-4 Phase-2 Hayatabad Peshawar**

## ARTICLE-IV.

### AIMS AND OBJECTIVES

- A. To do collective efforts for brotherhood and independency in social life on country Basis.
- B. To extract internal and external sources for the development of the country, i.e. Emergencies, Relief, Rehabilitation, Recovery, Infrastructure forest, Agriculture, supply of clean water, saving, technical education, etc.
- C. To point out development fields, to plan and try to accomplish them.
- D. To get training for human development and effective use of these human resources for the betterment of the organization as well as for the area.
- E. To take measures to protect human being health and the environment.
- F. To solve the community irrespective of religion, caste, gender, color, sex, etc.
- G. To work for the social welfare of the windows, words, and homeless people.
- H. To solve the conflicts arising on a domestic basis.
- I. To cooperate with government and NGOs to achieve their desired objectives of the betterment of needy people in our working area.
- J. To promote the local culture and skills.
- K. To provide social justice to the general public and try to avoid social evil in the Community.
- L. To work for the betterment and rights of women.
- M. To educate women for the safety of their children.
- N. To start the saving and loan programs for poor and backward people


## ARTICLE V.

### INTERPRETATIONS

In the article of the society, the following words and expressions have the meaning hereafter assigned to them respectively.

The "Ordinance" means the Voluntary Social Welfare Agencies (Registration and Control) Ordinance, 1961.



  
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The "regulation" means the regulations continued in the schedule in the articles of the society with such modifications therefore additions thereto as may be deemed necessary from time to time.

The "By-laws" means the by-laws outlined in the schedule thereto or other by-laws forth of the society for the time being in force.

The "Board of Governors" will consist of seven members the Board of Governors will be the supreme body of the society and will have powers as laid down in the constitution. "General Body" means all members of the society according to the constitution.

## ARTICLE VI.

### ELIGIBILITY FOR MEMBERSHIP.

- Any person, who supports the aims and objectives of the society and is more than eighteen years of age, can become a member of society.
- Shall be Pakistan National.
- Shall be a good character and sound mind. Agreed to pay prescribed annual fee etc.
- No convicted by any court of law for mortal or criminal offenses.

## ARTICLE VII.

The society may invite and distinguished person to become a partner of the society. Life member: Any person who pays Rs. 800/- in a lump sum to the society shall be eligible to become a life member.

S.No	Designation
1.	CHAIRMAN
2.	VICE CHAIRMAN
3.	GENERAL SECRETARY
4.	JOINT SECRETARY
5.	FINANCE SECRETARY
6.	PRESS SECRETARY
7.	COORDINATION SECRETARY

b. the board of governors shall meet as and when decided by the Chairman in consultation with the executive member at least every three months.

A. A notice of 15 days shall be normally required for any meeting of the Board of Governors however, in case of any emergency situation; an earlier meeting shall be called by the Chairman in consultation with the executive members.

B. The quorum of a meeting of the board of governors shall be 2/3<sup>rd</sup> strength.

## ARTICLE VIII.

### HONORARY MEMBERS OF THE BOARD

1. Representative of Islamic Scholars.
2. Representative of Arts/ Culture and Sports
3. Representative from the local communities.

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## **ARTICLE IX.**

### **POWERS AND FUNCTIONS OF THE BOARD OF GOVERNORS**

Without prejudice to the provision of the constitution, the Board of Governors shall have the following powers.

1. The Board of Governors shall be the supreme executive body of the society and shall exercise general supervision and control all its activities.
2. to represent the society in all matters to further its aims and objectives and execute the policies and decisions of the general body.
3. To appoint amongst members of the society subcommittees, Adhoc committees, and any other special subcommittees as deemed necessary from time to time.
4. To represent the matters in which the interest of society is involved before the government and other public bodies or any other properly constituted body.
5. The Board of Governors shall meet ordinarily at least four times in one calendar year at a place decided by the Board Governors in its previous meeting.
6. To enter into an agreement for and on behalf of the society.
7. to exercise all powers and functions whenever necessary in the interest of the day-to-day administration of the society subject to obtaining post facto confirmation of the general body.
8. To propose amendment or modification in the existing rules and by-laws of the society.
9. To appoint if necessary delegates to represent the society in any national and international meetings.
10. To appoint and engage employees and personnel necessary for the day-to-day working of the society.
11. The board of Governors may delegate all or any of its power to any sub-committees of the society or any executive committee/BOG member.
12. The board of governors shall hold office for three years.
13. The board of governors shall fill any vacancy in its strength by majority of votes.
14. The board of governors shall perform the duties and exercise all such powers as may be necessary for carrying out the activities of governors.
15. If any office bearer or member of the Board of Governors fails to attend three consecutive board meetings without any valid reason shall be automatically suspended.

## **ARTICLE X**

### **THE GENERAL BODY:**

The General Body shall consist of members of the board of governors, life members, and ordinary members.

#### **Ordinary Member:**

Any person who pays Rs. 300/- per annum to the society shall become a member of the society subject to the approval of the board of governors.

Honorary member: Any person who has rendered meritorious services for uplifting the cause of the



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society may be awarded honorary membership of the society by the board of governors. Any person desirous of becoming an ordinary member/life member shall apply to the board of governor of society on a prescribed form which shall have the right to accept or reject any application.

In case of rejection, the applicant shall have the right to appeal to the general body of the society. The applicant shall be informed in writing regarding his membership's acceptance or rejection.

If the member is not informed within 3 months of his application it shall be assumed that his/her membership is accepted.

## ARTICLE XI.

### THE PRIVILEGES OF MEMBERS:

Participate in all activities of the society. Receive all the publications of the society. The ordinary members, life members, and board of governors will have the right to vote.

## ARTICLE XII.

### PROCEDURES, SUSPENSION, CANCELLATION AND RESIGNATION FROM MEMBERSHIP:

Membership can be terminated/suspended on the following grounds:

1. for non-payment of dues within two months' due date, despite two written reminders.
2. Absence from 3 consecutive meetings without any valid reason.
3. Conduct being detrimental to the interest of the society.
4. Registrations.

The finance secretary shall issue notice to all members who are in areas before the due date. If the dues are not cleared within two months the membership shall be deemed as suspended.

In case, the conduct of a member is thought to be detrimental to the interest of the organization he/she shall/will be given one month's notice. By the board of governors to submit a written explanation. In the event of the explanation being found unsatisfactory by a majority of 2/3 of the present board of governors, his membership shall be terminated with immediate effect/

Any member may on his own accord terminate his membership by sending his resignation to the Executive body of the society.

## ARTICLE XIII.

### PROCEDURE FOR RESTORATION OF MEMBERSHIP:

- If the membership is canceled due to non-payment of society, it may be restored after payment of all outstanding dues by the member if the board of governors decides to restore him.
- In case his conduct is detrimental to the cause of society, the board of governors may restore his membership after a written assurance by the member.

In case the membership is not restored by the board of governors, he shall have the right to



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appeal to the general body which may, by a majority of 2/3<sup>rd</sup> of the members present, may restore his membership.

## ARTICLE XIV.

### BOARD OF GOVERNORS

The Board of Governors shall be the supreme executive body of the society and shall perform all such functions and exercise powers, as are necessary for the furtherance and achievements of the objectives of the society.

#### It shall consist of :

The General body should meet once a year.

1/3<sup>rd</sup> of the attendance shall be necessary or a quorum of the Meeting of the general body.

- ▶ Presenting and approval of annual report.
- ▶ To formulate a policy for the organization.
- ▶ To approve or budget for the next year.
- ▶ To pass audited accounts and to appoint chartered accounts for the following year.
- ▶ To conduct elections of the office bearers and.

## ARTICLE XV.

### POWERS/DUTIES OF OFFICER BEARERS:

All the Board of Governors BOG/executive committee members possess the same power in authorization and implementation.

#### CHAIRMAN

- ▶ Shall be the Executive head of the society. He shall control all the activities of the society.
- ▶ Shall regulate the proceeding of the meetings and conferences.
- ▶ Shall interpret rules and by-laws and decide doubtful points and related issues.
- ▶ Shall preside over meetings of the board of governors, general body, and all other meetings, including the meeting of the committees and subcommittees.
- ▶ Shall Authorize any member of the BOG/executive committee on his behalf.

▶ Shall have the power to sanction expenditure up to Rs. 10000/- in a month subject to the post-factor approval of the board of governors. Sign cheques jointly with reassure/and or with the general secretary.

## ARTICLE XVI.

### VICE CHAIRMAN:

In the absence of the Chairman, the Vice Chairman shall perform the duties of the Chairman



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and shall in addition perform the duties assigned by the Chairman.

## ARTICLE XVII.

### SECRETARY-GENERAL:

1. Shall be responsible for the administration of the society.
2. Shall record the proceedings of the general body and executive body.
3. Shall prepare an Agenda in consultation with the president and issue notice of all the meetings of the society.
4. Under the supervision and direction of the Chairman will conduct all the correspondence of the society and maintain files of the entire letters, papers circulars, etc.
5. Shall prepare an annual report of the society.
6. Shall spend Rs. 5000/-in case of emergency.
- 7.

## ARTICLE XVIII.

### FINANCE SECRETARY:

1. Shall collect the membership dues, donations, contributions, and grants and deposit the same in the bank. He will hold, manage and disburse as authorized by the executive committee the funds of the society.
2. The consultation with the secretary he will also prepare the annual budget and present it at the annual meeting of the society.
3. He will sign all cheques with the counter signature of the Chairman to draw the money from the bank.
4. The Account for Organization shall be open at any Bank with the joint signatories of the Chairman or CEO and Finance Secretary or Finance Manager.

## ARTICLE XIX.

### JOINT SECRETARY:

In the absence of the Chairman or other members, all the duties and matters will be performed by the joint secretary and will be upon his instruction.

## ARTICLE XX.

### COORDINATION SECRETARY:

In the absence of the Chairman or other members, the duties and matters will be performed by the coordination secretary and will be upon by Chairman's instruction. They will participate in the entire executive proceeding of the society and will perform duties as assigned by the Executive from time to time.

## ARTICLE XXI.

### PRESS SECRETARY

They will participate in the press-related and other proceedings of the society and will perform duties as assigned by the Executive from time to time.



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## ARTICLE XXII.

### ELECTIONS:


- ▶ Election of the bearers shall be held every year within three months of the end of the financial year at a place decided by the board of the governor in its previous meeting.
- ▶ The board of governors shall continue to hold office bearers and the board of governors is elected.
- ▶ An election commission consisting of an election commissioner and two members shall be appointed by the board of governors to arrange and conduct elections.
- ▶ the election commissioner and its members shall not be candidates for any post/office on the board of governors.
- ▶ Notice giving the date, time, and place of the elections shall be sent to all concerned original post peon, booked, at least four weeks before the due date of election by the election commissioner.
- ▶ Nomination of candidates bearing the signature of the propose and seconder who are bona fide before members of the society shall be submitted to the election commissioner (4) four weeks before the date of elections.
- ▶ Name of candidates for all the posts in case of contest shall be sent to all the members of the society one week before the due date of elections.
- ▶ Elections shall be conducted by secret ballot.
- ▶ A member shall be entitled to contest for only one post.
- ▶ Post for which no nomination has been received shall be filled by the board of Governor in the meeting of the board of Governors called for election the fresh Candidates shall automatically stand elected.
- ▶ In the meeting of the board of governors called for election, no other business shall be discharged.
- ▶ Election shall be only postponed with permission 2/3<sup>rd</sup> of the board of governors.
- ▶ Only the members who have cleared their dues shall have the right to vote and The right to contest elections.
- ▶ Electorates of all the elections shall consist of members of the general body.
- ▶ Tax exempted according to Govt Exemption.

## ARTICLE XXIII.

### AMENDMENTS, ALTERATION, AND REPEAL OF MEMORANDUM/BY-LAWS

Any amendments, alteration, and repeal of memorandum/by-laws needed to be based on the society as and when necessary, shall be considered at the meeting of the board of governors.

- ▶ The proposal and alterations must reach the head office at least four months before the due date of the routine meeting of the Board of Governors.
- ▶ Proposal shall be circulated to members of the board of governors at least 8 weeks before the due date of the ordinary meeting.
- ▶ Such proposal shall be discussed at a meeting of the board of governors and shall be adopted by 2/3<sup>rd</sup> majority of voting members. A proposal for amending the constitution and by-law shall have to be approved by the board of governors and then the general body.

  
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- ▶ Article words of the proposed alteration shall be included in the agenda of the meeting of the board of governors.
- ▶ the proposed amendments shall be forwarded along with the original constitution for approval to the registration authority.
- ▶ the proposed amendment shall remain invalid till approval from the registration authority under section 12 of the Social Welfare Act 1961.

### ARTICLE XXIX.

#### DISSOLUTION:

The society shall be dissolved by rules and regulations of the Social Welfare Act 1961 dissolution shall only be decided at a special meeting of the board of governors specially called for the purpose with a fortnight's notice and the decision taken would be communicated to the registration authority. In the event of the dissolution of the society, the assets will be handed over to an agency having similar aims and objectives.

Account for NGO shall be open at any Bank.

*Sam Ali*      *Mahoor*      *Raj*      *Adil*      *Kamal*      *J*

*Yamunli*      *Q*

*[Signature]*

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