



CERTIFICATE OF REGISTRATION

(ACT, XXI OF 1860)

Registration No. RJSC/FSD/1535 of 2015.

I hereby certify that "PAKISTAN WATER OPERATORS NETWORK (PWON)

JAIL ROAD, FAISALABAD",

has this day been duly registered under the Societies
Registration Act, XXI of 1860

Given under my hand at FAISALABAD this 20th
day of March, 2015 (Two Thousand Fifteen)

Fee Rs. 500/- (Rupees Five hundred only)

Please note that you are required to file with the Registrar,
Joint Stock Companies Faisalabad, the names
Addresses and occupation of the members of the
governing body entrusted with the management of the
affairs of the Society, every year as required under
Section 4, of the societies Registration Act, 1860



DISTRICT OFFICER, (E.&I.P.)
For Registrar Joint Stock Companies,
Faisalabad.

Despatch No. RJSC / FSD/1535/15/247

Dated: 20.3.2015.

PWON

PAKISTAN WATER OPERATORS NETWORK

**MEMORANDUM OF ASSOCIATION
AND
ARTICLES OF ASSOCIATION
OF
PAKISTAN WATER OPERATORS
NETWORK [PWON]**

MEMORANDUM
OF
"PAKISTAN WATER OPERATORS
NETWORK (PWON)"

**(REGISTERED UNDER REGISTRATION OF
SOCIETIES ACT 1860)**

1. NAME OF ASSOCIATION:

The name of the Association will be

"Pakistani Water Operators Network (PWON)".

2. REGISTERED OFFICE:

The first registered office of the Association will be situated at **WASA HEAD OFFICE, Jail Road, Faisalabad** subject to change by the members of the Association at any other place or places they think fit from time to time.

3. WORKING AREA:

The Association will work within the territory of Pakistan.

4. AIMS & OBJECTS:

Without prejudice to the generality of the foregoing, the objects for which the Association is established are all or any of the following (*and in construing the following sub-clauses, the scope of no one of such sub-clause shall be deemed to limit or affect the scope of any other such sub-clauses*). The objects for which the Association is established are as follows and shall extend to the whole of Pakistan.

- 1.** To suggest and support measures for the protection of environment from Water problems and Water related environmental problems.

2. To educate and promote the understanding of hydrologic cycle for betterment of human being, nature conservation, echo-system and sustainable development.
3. To promote Water as a resource and its use on holistic basis giving appropriate weight age to each and every use.
4. To educate, encourage and promote governments, donor agencies and other stakeholders to adopt consistent, mutually complementary policies and programs in the field of Water resources management, sanitation and nature conservation.
5. To carry out studies and research in and to develop innovative and effective solutions of problems common to integrated Water resources management and the matters connected therewith.
6. To suggest and help practicable policies and good practices based on those solutions.
7. To focus on the activities through participatory approach.
8. To make networks, collaborate with networks, organizations, associations and create Area Water NETWORKS in the country and abroad.
9. To promote cooperation among stakeholders and end users.
10. To encourage adoption of better management practices, reforms and enhanced civil society role for conflict resolution.
11. To provide engineering input for problem management.
12. To promote technological innovations.
13. To provide training, technical assistance and dissemination of best practices information for integrated Water Resources Management etc.
14. To sponsor, arrange, conduct and participate in formal as well as informal dialogues, conferences, meetings and discussions with government and non-Government agencies and international donor organizations, etc. to improve the policies regarding integrated Water Resources management.
15. To organize, arrange, manage, hold, conduct, sponsor and participate in seminars, workshops and conferences and to arrange, organize, manage

and facilitate exchange of visits among different organizations, donors and the Governments, for building understanding of various conceptual as well as practical nuances of Water resources Management to enable and facilitate such Governments, Organizations and institutions to share experiences.

16. To develop, design, formulate, arrange and conduct training programs relating to integrated Water resources management and environmental protection.
17. To provide all types of services required in organizational development, staff training, staff development, training needs assessment, training material production, development of training tools and methodologies, evaluation of training courses, effectiveness of training, training follow up to members of the Association, institutions, development agencies and other affiliated with the Association.
18. To constitute establish bodies, corporate or incorporate, association of persons, firms, companies or such other entities, whether legal or juristic, to meet and further the objects of the Association.
19. To print, translate, publish, issue, sell, exhibit, disseminate, issue and circulate local or foreign literature or material in areas of interest incidental or conducive to the attainment of the objectives of the Association.
20. To arrange, carryout and coordinate research projects, conduct independent research, publish working papers, articles and books, inviting scholars, experts, academicians and persons of eminent repute to advise and help in organizing and coordinating research in the field of integrated Water resources management.
21. To promote networking, experience sharing and documentation of experiences and outcome of the activities of various agencies engaged in integrated Water resources management.
22. To sponsor, promote and provide, in various forms and manners, assistance including financial, institutional, advisory and training, to associations, institutions, bodies and agencies engaged in the field of integrated Water Resources Management.

23. To take on lease or license or otherwise acquire or obtain possession of property from any person or institutions, as the Association may deem fit in the furtherance or advancement of its objects.
24. To provide, endow, furnish and fit out any of its property with all necessary furniture, instruments and other equipment and manage offices, premises, centers, institutions and other establishments for the furtherance and advancement of the Association.
25. To provide or procure the provision by others or in joint venture with others of every and any service, need, want or requirement, particularly consultancy, advisory, educational, technical, scientific, managerial and administrative services required by any person, firm, Association, corporation, institution or local authority in all or any of the fields connected with or associated with objects of the Association.
26. To purchase, take on lease or in exchange, hire or otherwise acquire any immovable or movable property and any rights or privileges.
27. To construct, maintain and alter any buildings or erections and to provide the same with all proper and necessary fixtures, furniture, fittings, apparatus, appliances, conveniences and accommodation.
28. To advance money or give credit, either with or without security, to such persons or companies and on such terms as may seem expedient and, in particular, where the same is desirable in the interests of the Association and to persons or companies having dealings with the Association and to guarantee the performance of any contract or obligation and the payment of money to or by any person or Association and generally to give guarantees and indemnities.
29. To borrow and raise, money generate finances on such terms and on such security, if any, as may be deemed fit.
30. To open and operate a banking account(s) or banking accounts and to draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading, warrants, drafts, cheques, bonds, debentures and other negotiable or transferable instruments.
31. To undertake and execute any agencies which may seem directly or indirectly conducive to the objects of the Association.
32. To invest and deal with the money of the Association, not immediately required, in such securities, shares, debentures, and in such manner as

shall from time to time be determined for the benefit of the Association and as may be permissible under the law and to create reserve fund, insurance fund and depreciation fund thereto.

33. To enter into any arrangements with any Governments and authorities, supreme, municipal, local, international or otherwise or any person or Association that may seem conducive to the objects of the Association or any of them and to obtain from any such governments, authority, person or Association or any of them any rights, privileges, charters, contracts, licenses and concessions which the Association may think it desirable to obtain and to carry out, exercise and comply therewith.
34. To accept grants from any governments or agencies or authorities, public bodies, corporations, companies, international institutions, donor agencies or persons, or money, moveable and immovable property, donations, gifts, subscriptions, devices, bequests and other assistance with a view to promoting the objects of the Association and in receiving any gift or property to take the same either unconditionally or subject to any special conditions which may be prescribed by the donor in writing.
35. To take such steps by personal or written appeals or otherwise as may from time to time be deemed expedient for the propose of procuring contributions to the funds of the Association in the shape of donations, annual subscriptions or otherwise and to promote, assist in the promotion of or otherwise and such other schemes or things as have for their object or any of their objects the raising of money for the purposes of the Association.
36. To establish and maintain or procure the establishment and maintenance of any contributory or non-contributory provident, pension or superannuation funds for the benefit of and to give or procure the giving of donations, gratuities, pensions, allowances, benefits or emoluments to any persons who are or were, at any time, in the employment of the Association or of any society or Association allied to or associated with the Association and the widows, families and dependents of any such persons and to make payments to or towards the insurance of any such persons as aforesaid and to do any of the matters aforesaid either alone or in conjunction with any such other society or Association as aforesaid.
37. To establish and support, or aid in the establishment and support of associations, institutions, funds, trusts and conveniences calculated to benefit employees or past employees of the Association or the dependants or connections of any such employees and to grant pensions and allowances, and to make payments towards insurance and to

subscribe or guarantee money for any charitable, educational or benevolent object or for any exhibition or for any public, general or useful object or for any purposes which may be considered likely, directly or indirectly, to further the objects of the Association.

38. To amalgamate with any other association or Association having objects altogether or in part similar to those of the Association.
39. To promote or assist in the promotion of any Association or association having objects similar to the objects of the Association and also any Association or association the objects of which are calculated either directly or indirectly to benefit the Association in the attainment of any of its objects.
40. To promote any Association or companies, Chairman or association (whether corporate or not) for the purposes of acquiring all or any of the property, rights and liabilities of the Association.
41. To develop, manage and maintain such infrastructure as is considered necessary for the smooth functioning of the Association.
42. To collect, classify, circulate, distribute and/or disseminate the data, information, statistics or
Knowledge gathered at all levels
43. To work in conjunction with, ~~and to confer or~~ affiliate with other individuals, groups, companies, ~~associations~~, societies, corporations, institutions, government organization and agencies to effectuate any and all of the foregoing objects of the Association whether in Pakistan or elsewhere.
44. To make establish and maintain close relation and contacts with other companies, bodies, associations, societies corporations, institutes whether in Pakistan or elsewhere, having objects partly or entirely similar to that of the Association.
45. To establish, promote or assist in establishing or promoting, and subscribe to or become a member of any other Association, association or club whose objects are similar or in part similar to the objects of this Association, or the establishment or promotion of which may be beneficial to the Association.

46. To conduct surveys, studies and research into various fields and best practices of management and operation of Water supply, sewerage services and other integrated Water resources management services at national or international levels.
47. To employ and remunerate staff and to provide such benefits on retirement or on leaving the service or on death in service and to provide for their training or work abroad and to remove and replace them as the Chairman may from time to time determine.
48. To purchase, lease or assign any interest, rights, privileges, lands, buildings, trademarks, patents copyright, licenses, machinery, and any movable or immovable property of any kind necessary for the achieving the purposes of the Association.
49. To sell, lease, and grant easement and other rights in any manner and to deal with or dispose of the property, assets, rights and effects of the Association or any part, thereof, for such consideration as the Association may think fit.
50. To conduct all lawful activities that may be necessary, useful, or desirable for the furtherance or accomplishment by establishing specific working groups committees and/or sub-committees for the benefit of Members and attainment of the objects of the Association.
51. To prepare and make representation and submission on behalf of the Association to the Government, Commission, authorities and other organization local or international interested in or concerned with relating to integrated Water resources ~~law~~ management law, policies, rules, regulations, standards and practices or any aspect thereof.
52. To erect, construct, alter or maintain or cause to be erected, constructed, altered or maintained, any building, works, improvements, plant or machinery which may be deemed necessary or convenient for any of the purposes of the Association.
53. To sign and execute deeds, documents and other instruments of every nature which relate in any way to the objects of the Association.
54. To provide a platform for research and development relating to objects of the Association.
55. To take such actions as are considered necessary to raise the status or to promote the efficiency of the Association.

56. To carry out contracts, agreements, joint ventures or Public Private NETWORKS Agreements with other companies, government departments or countries within the scope of the objects of the Association.
57. To employ and remunerate managers and other officers, employees and servants of the Association or any person or firm or Association rendering services to the Association upon such terms as the Association may determine.
58. To train personnel and workers, both in Pakistan and abroad to attain the requisite technical and managerial proficiency in various specialties connected with its objects.
59. To employ experts and professionals and persons conversant with technology and having all technical expertise and practical skill in which they are employed and such other staff, persons as may be deemed necessary or proper for the efficient handling and carrying on the business of the Association.
60. To do all such other lawful and charitable things as are incidental or conducive to the attainment of the above-described objects.
61. Notwithstanding anything contained herein, the object clauses shall not be construed to empower the Association to carry out business of a banking Association, investment Association, and Insurance Association or any unlawful business.
62. It is hereby declared that the word "Association" in this Clause, except where used in reference to this Association, shall be deemed to include any NETWORK or other Chairman of persons whether incorporated or not and whether domiciled in Pakistan or elsewhere and the intention is that the objects specified in each of the paragraphs of this Clause shall be regarded as independent objects and powers and accordingly shall be in no way limited or restricted (except where otherwise expressed in such paragraphs) by reference to or inference from the terms of any other paragraph or the name of the Association but may be carried out in as full and ample a manner and construed in as wide a sense as if each of the said paragraphs defined the objects and powers of a separate and distinct Association. The meaning of any general word or words in any paragraph of this Clause shall not be restricted by being construed *ejusdem generis* with any particular word or words in the same paragraph.

5. The names of the office bearers of the Association to which the rules and bye-laws of the management affairs is entrusted are.

Sr. No.	Name Father's Name	Address	Designation
1.	Syed Zahid Aziz S/O Abdul Aziz Shah	P-268, Kareem Block Allama Iqbal Town Lahore.	Chairman
2.	Adnan Nisar Khan S/O Nisar Ahmad Khan	P-322, St No 4, Sarfraz Cly, Faisalabad	General Secretary
3.	Faqir Hussain Babar S/O Noor Muhammad	P-118, St No 3, Aqsa Town, Millat Road, FSD.	Joint Secretary
4.	Abdul Latif S/O Muhammad Hanif	P-228/B, Satellite Town, W-Block, Khan Pur, R.Y.Khan	Member
5.	Aziz Ullah Khan S/O Mian Khan	P-79/1-D, St No 32, F-6/1 Islamabad.	Member
6.	Jaffar Hussain S/O Sajjad Hussain Bajwa	P-5/2, FDA Officers Residences Gulistan Cly Fsd	Member
7.	Ghulam Shabir S/O Asghar Ali	Chak No 9, Group, Post Office 25-Pull, Tehsil Kabir Wala Dist: Khan-e-Wal	Member

We the undersigned request to register our Association according to the Societies Registration Act, 1860:-

Sr. No.	Name Father's Name	Address	Designation
1.	Syed Zahid Aziz S/O Abdul Aziz Shah	P-268, Kareem Block Allama Iqbal Town Lahore.	Chairman
2.	Adnan Nisar Khan S/O Nisar Ahmad Khan	P-322, St No 4, Sarfraz Cly, Faisalabad	General Secretary
3.	Faqir Hussain Babar S/O Noor Muhammad	P-118, St No 3, Aqsa Town, Millat Road, FSD.	Joint Secretary
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7.	Ghulam Shabir S/O Asghar Ali	Chak No 9, Group, Post Office 25-Pull, Tehsil Kabir Wala Dist: Khan-e-Wal	Member

Memorandum & Articles of Association of Pakistan Water Operators Network

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Name and Surname (Present & former in full in block letters)	Father's / Husband Name (in full)	Residential Address (in full)	Occupation	Designation	Signature
Syed Zahid Aziz	Abdul Aziz Shah	P-268, Kareem Block Allama Iqbal Town Lahore.	Service	Chairman	
Adnan Nisar Khan	Nisar Ahmad Khan	P-322, St No.4, Sarfraz Cly, Faisalabad	Service	General Secretary	
Faqir Hussain Babar	Noor Muhammad	P-118, St No 3, Aqsa Town, Millat Road, FSD	Service	Office Secretary	
Abdul Latif	Muhammad Hanif	P-228/4, Satellite Town W-Block, Khan Pur, Raj. Khan	Service	Member	
Aziz Ullah Khan	Mian Khan	P-49, M-D, St No 32, F-6/1 Khanabad	Service	Member	
Jaffar Hassan	Sajjad Hussain Bajwa	P-572, EDA Officers Residence, Gulistan Cly, Fsd	Service	Member	
Ghulam Shabir	Asghar Ali	Chak No 9 group, Post Office 25-Pull, Tehsil Kabir Wala Dist: Khan-e-Wal	Service	Member	

RULES & REGULATIONS
OF
"PAKISTAN WATER OPERATORS
NETWORK (PWON)"

(REGISTERED UNDER REGISTRARION OF SOCIETIES
ACT 1860)

1. NAME OF ASSOCIATION:

The name of the Association Will be

"Pakistan Water Operators Network (PWON)".

2. REGISTERED OFFICE:

The first registered office of the Association will be situated at **WASA HEAD OFFICE, Jail Road, Faisalabad** subject to change by the members of the Association at any other place or places they think fit from time to time.

3. WORKING AREA:

The Association will work within the territory of Pakistan.

4. MODE OF ADMISSION:

- (a) An application to become a member shall be made to the General Secretary on prescribed form duly recommended by at least two existing regular members and it shall be accompanied by non-refundable admission fee with one month's subscription.
- (b) The General Secretary shall place the application before the Executive Committee which shall duly consider the same on its merits before accepting or rejecting it. In case of rejection the remedy of the application shall be to move the application to the General Body.

5. MEMBERSHIP:

- a. Promises to abide by the rules & by laws and all the decisions taken by the Association in respect of the amendments of the rules & by laws.
- b. Subscribed in writing to carry out to the best of his capacity, the objects of the Association.
- c. Every member will deposit Membership fee as well as monthly subscription fee as prescribed from time to time.
- d. He/She is sane and bears a good moral character.
- e. Every Pakistani, adult male or female is qualified to be the member of "**Pakistan Water Operators Network (PWON)**" irrespective of his religion, political inclination or cultural distinction.
- f. The persons having been declared the criminals or the social offender by any Court of Law will not be eligible for the membership.
- g. He/She was attained the age of 18 years.

6. DISQUALIFICATION FROM THE MEMBERSHIP:

A member shall loose his membership on the following grounds and reasons and the Governing Body is empowered to take such decisions:

- a. On his/her death.
- b. On his/her absence without permission of the Chairman in three consecutive meetings.
- c. On his resigning from the membership of the Association at any time at his sweet will.
- d. By giving one month's notice in writing to the General Secretary to terminate the membership.

- e. He/She who becomes of unsound mind.
- f. He/She who is hindrance to the achievements of the Aims & Objectives of the Association.
- g. He/She who has been declared insolvent.
- h. He/She who does not subscribe his/her membership fee.

7. REINSTATEMENT OF MEMBERSHIP:

- a. In case membership is suspended temporarily for non-payment of subscription and failure to comply with show cause notice by the Governing Body, it will be automatically reinstated with the payment of subscription.
- b. In case of permanent cancellation, the member will be required to become a member newly.
- c. The member will have a right to appeal before the general meeting for reinstatement of membership and the decision of general meeting will final and binding on all.
- d. Any Ex-member, whose membership was terminated under Article 6, may apply for re-admission to membership by paying prescribed fee as re-admission fee in addition to the arrears outstanding against him.

8. PROFESSIONAL CONDUCT & EXPULSION FROM MEMBERSHIP:

All questions affecting the professional conduct of any member or the member acting in contravention of the objects and interests of the Association or violating any resolution adopted at a general meeting or at a meeting of the Executive Committee shall be required into by the Executive Committee or any sub-committee formed by the Executive Committee after reasonable notice to such member. The Executive Committee may take action in one of the following manners:-

- 1. By warning.
- 2. By censure.
- 3. By compelling the guilty member to offer a suitable apology.

4. By asking the guilty member to resign from his/her membership of the Association.
5. By recommending the suspension as expulsion of such member to the General Body which shall have full powers to deal with the matter. The finding of the general meeting in this respect shall be final.

9. SECURITY OF PROCEEDINGS:

The office bearers and the members of Executive Committee shall be bound to keep/maintain secrecy over matter relating to Article 8 or any other matter which are under consideration by the Executive Committee at the general meeting.

10. REGISTER OF MEMBERS:

A register containing the names and addresses of all members of the Association shall be kept at the registered office of the Association. All changes in addresses of the members should immediately be communicated in writing to the General Secretary at the Head Office of the Association as the case may be.

11. ADMINISTRATION:

Two administrative bodies i.e. General Body & Governing Body of the Association and committees formed by the bodies from time to time for some special purposes will control the administration of the Association.

12. GENERAL BODY:

a. Formation:

The General Body will consist of all members of the Association.

b. Meeting:

The General body will meet at least once in a year but in special case this may be called whenever necessary with the permission of the Chairman.

c. Notice:

A fortnight notice will be essential for General Body meeting. Under emergent circumstances meeting may be called by the General Secretary with the approval of the Chairman in week's notice.

d. Quorum:

Two fifths of the total membership will be the requisite quorum of the meeting. In case of the adjourned meeting, there will be no quorum maintenance requirement.

e. Annual Meeting:

Annual meeting will be held in the first week of January every year.

f. Duties:

- (i) To guide the Association in fulfilling its objectives.
- (ii) To decide policy matters as the case may be.
- (iii) To elect/nominate and select members of the Governing Body.
- (iv) To form policies of Association from time to time to fulfill objects of the Association.
- (v) To examine and ~~adopt annual report of~~ Governing Body.
- (vi) To consider and adopt annual report of Association.
- (vii) To consider and decide any motion of no confidence against the Governing Body.
- (viii) To consider and give decision for and against any disputed matter of Governing Body.
- (ix) To act in the best interest of the Association.

13. GOVERNING BODY:

- a. (i) The Governing body shall consist of not less than Seven and not more than Eleven members.

- (ii) The management, control and all affairs like Income & Property (both movable & immovable) of the **Pakistan Water Operators Network (PWON)** shall be entrusted to the Governing Body.
- (iii) The term of the Governing Body shall be three years, a member whose term expires shall be eligible for re-election.
- (iv) The General Body will elect/nominate Governing Body of the Association in its general meeting after every three years. The following shall be the office bearers of the first Governing Body of the Association who shall hold office until first election of Governing Body in the first annual general meeting of the Association.
- (v) The first members of the Governing Body are as under:

Sr. No.	Name Father's Name	Address	Designation
1.	Syed Zahid Aziz S/O Abdul Aziz Shah	P-268, Kareem Block Allama Iqbal Town Lahore.	Chairman
2.	Adnan Nisar Khan S/O Nisar Ahmad Khan	P-322, St No 4, Sarfraz Cly, Faisalabad.	General Secretary
3.	Faqir Hussain Babar S/O Noor Muhammad	P-118, St No 8, Aqsa Town, Millat Road, Fsd.	Joint Secretary
4.	Abdul Latif S/O Muhammad Hanif	P-228/B, Satellite Town, W-Block, Khan Pur, R.Y. Khan	Member
5.	Aziz Ullah Khan S/O Mian Khan	P-79/1-D, St No 32, F-6/1 Islamabad.	Member
6.	Jaffar Hussain S/O Sajjad Hussain Bajwa	P-5/2, FDA Officers Residences Gulistan Cly Fsd.	Member
7.	Ghulam Shabir S/O Asghar Ali	Chak No 9, Group, Post Office 25-Pull, Tehsil Kabir Wala Dist: Khan-e-Wal	Member

- (vi) All the office bearers of Governing Body will be elected through general election unless appointed to fill any casual vacancy occurred during the tenure of Governing Body elected or appointed.
- (vii) The General Body will fix remuneration of the Governing Body in its general meeting.

- (viii) No person shall be eligible for election/appointment as an office bearer of the Governing Body unless he is regular member of the Association.

b. Meeting:

The Governing Body shall ordinarily meet once in every three months, provided that the President may, where he thinks or on written request of not less than two members may call a special meeting of the Governing Body.

c. Notice:

The notice of the meetings shall be given at least Seven days ahead but in special circumstances the General Secretary with the consent of the Chairman, will have power to call meeting by giving three days notice.

14. SPECIAL GENERAL MEETINGS:

Any Seven members of the Association may at any time by notice in writing to the General Secretary request him to call a Special General Meeting of the members of the Association to consider such matter as may be brought before it, provided that such notice shall be given ten days before the holding of the meeting and shall specify the matters to be discussed. The General Secretary shall issue copies of this notice to the member within three days of its receipt and call the Special General Meeting. In case of emergency, a Special General Meeting may be called by the President and General Secretary at any moment after giving reasonable notice to the members.

15. APPEAL AGAINST ORDERS OF EXECUTIVE COMMITTEE:

Any appeal against any order as decision of the Executive Committee any of these Articles may be presented in writing to the General Secretary within Thirty days from the date of order appealed against and the General Secretary within Ten days of the receipt of such appeal shall convene the Special General Body Meetings of the members to consider the same. The decision of the General Meeting shall be final.

16. RECONSIDERATION OF DECISIONS BY GENERAL MEETING:

No decision of the General Meeting will be reconsidered within a period of Six months after it is made, except on a requisition signed by at least one-third of the members for this purpose. The previous decision can only be raised if more than one-half of the total members vote against it.

17. POWERS & DUTIES OF GOVERNING BODY:

- i) The Governing Body will be competent to raise funds and purchase property (moveable & immovable) as decided by it.
- ii) The Governing Body shall have full charge of all immovable property (s) belonging to or vested in the Association, in such a manner as it thinks fit and these will be handled through the General Secretary or as decided by the Governing Body.
- iii) The Governing Body shall be competent to invest the funds in the manner it likes and it shall be competent to borrow or mortgage or hypothecate the property (s) on behalf of the Association and these too shall be handled through the General Secretary or as decided by the Governing Body.
- iv) All office bearers shall be full time workers. If they are full time workers, they will be entitled to an appropriate amount or salary as decided by the Governing Body.
- v) To act in accordance with policies ~~by the~~ General Body of the Association for achievement of objects of the Association.
- vi) Will be responsible and authorized to control all internal and external financial and other matters of the Association and make arrangements for this purpose.
- vii) Will be authorized to fill any casual vacancy occurring during the year and get it approved from General Body in its general meeting.
- viii) Will prepare annual report and annual budget for approval of General Body in its General Meeting.

18. ELECTIONS OF EXECUTIVE COMMITTEE:

The office bearers as mentioned in Article 13 shall be elected from amongst the regular members according to Election Rules and shall hold

office for three years or till new elections at the next General Body Meeting. Any vacancy amongst the members of Executive Committee or other office bearers of the Association may be filled up by the Executive Committee temporarily till the next elections.

19. **OFFICE BEARERS:**

The Governing Body of the Association shall consist of the following:-

1. **Chairman:**

The following will be entrusted to the Chairman:-

1. To preside over all the meetings of the Executive Body & General Body.
2. To exercise all powers of the Executive Body in the absence of the Body.
3. He/She will sign the important papers and Accounts Books.
4. He/She can exercise special opinion/power in case of equal votes.
5. He/She can call or adjourn any meeting according to the situation/circumstances.
6. To keep order at the meeting of the Association.
7. To give his Ruling on the disputed interpretation of any clause of the Articles of the Association.
8. All stipendiary officers and employees of the Association shall be under his/her control and supervision.
9. To approve all affiliations and other similar arrangements through which institutions or individual may become associated with the Association.
10. To act as the Chief Executive of the Association.

11. To ask the General Secretary to convene meetings of the Executive Committee, Sub Committees. Governing Body or such other meetings of the Association as he/she thinks necessary.
12. To give propriety to any item on the agenda of any meeting of the Association.
13. To delegate his/her powers to the President or any other office bearer as and when necessary.

2. General Secretary:

Subject to the supervision, control and orders of the Chairman, the General Secretary shall perform the following duties:-

1. To call the meeting of the General Body/Governing Body with the consent of the Chairman.
2. To keep minutes of the meetings of General Body/Governing Body.
3. To keep and preserve the record of the Association General Body/Governing Body.
4. To carry on correspondence on behalf of the Association/Governing Body.
5. To prepare agenda of meetings and to circulate the same and arrange the meetings of the Association.
6. To perform all legal formalities to run the Association according to the Law.
7. To act as the immediate executive officer of the Association.
8. To carry out the decisions of the Executive Committee and convey the same to the members of the Association.
9. To have the charge of the office, register, books of accounts and documents belonging to the Association under the supervision of the President.

10. To keep and maintain as cause to be kept as maintained up to date all register kept as required to be kept by the Executive Committee.
11. To prepare the annual report of the working of the Association in consultation with the Executive Committee and to submit it for acceptance by the members at the annual general meeting of the Association.
12. To keep separate minutes nooks of the general meetings of the Executive Committee and other committees as such committees and record the proceedings of such meetings in the respective books and get them certified and signed by the President.
13. To receive decisions or applications for membership and submit them to the Executive Committee for approval.
14. To incur expenditure within the limits prescribed by the Executive Committee in consultation with Chairman.
15. To keep register of members of the Association and members of the Executive Committee with such details as Executive Committee may from time to time determine.
16. To get the sanction of the Executive Committee of the expenditure to be incurred if it is more than the limit set by the Executive Committee.
17. To take step to ensure that elections of the Association are held in accordance with Articles.
18. To assign work or any duty to the staff of the Association.

3. Joint Secretary:

In the absence of General Secretary he/she will look after the works of the General Secretary and do any other works as authorized by Governing Body/Chairman.

4. Finance Secretary:

1. To keep accounts of all financial transaction of the Association and of all the sums of money received and spent

by the Association and maintain records of receipts and expenses relating to such matters, and of assets, credits and liabilities. Provided that the accounts shall be kept separately of all donations/grants/contributions if any.

2. To get the accounts audited by the chartered accountant appointed by the Governing Body at the close of fiscal year, every year.
3. To submit the Governing Body the annual accounts and budgets of the Association.
4. To receive admission fees, subscriptions, penalties, monetary gifts, donations and other amounts in cash or kind through central office on behalf of the Association and to issue receipts for the same.
5. To deposit the funds of the Association in the Bank or Banks — and to keep only such amount in cash in his possession as may be prescribed by the Executive Committee for defraying the daily expenditure.
6. To operate the account of the Association in the Bank or Banks jointly with the Chairman and Finance Secretary.

5. **Information Secretary**

1. To propagate the Aims & Objects of the Association.
2. He/She shall supply all kinds of information regarding the Association to the press and shall undertake the diversities and publish all other matter of the Association.
3. The information shall be supplied to him by the General Secretary and the Chairman.
4. He/She shall maintain the record of all sorts of publications.
5. He/She shall act as Media Spokesman of the Association.
6. He/She shall be Incharge of monthly/quarterly bulletins of the Association.

6. Office Secretary:

1. She shall be Incharge of the office of the Association.
2. She will be responsible for all the assets of the office of the Association.
3. She will keep the files etc in clean and tidy conditions.
4. She will maintain the relevant record of the office in an upto date condition.

20. ELECTION RULES:

1. The annual election of the Association shall be held under the supervision of the Election Board, so as to conclude by 31st of January, after three years. However, the date can be extended by the General Body, if need be. All office bearers of the Association mentioned in the election procedures shall be elected by the members of the Association who had been declared "Eligible Voters" by the Executive Committee.
2. The Executive Committee shall constitute an Election Board consisting of Chairman and two other members, seven days before the schedule for annual election announced by the Executive Committee. The Election Board shall consist of three senior members of the Association to conduct the annual election and to decide all election issues. It shall remain in force for three months.
3. In case of re-election under the election procedures, the Election Board constituted shall continue to function till the final results of the election.
4. All the issues shall be decided by majority and all proceedings shall be in writing and open to inspection by any member of the Association after the final decision of the Election Board.
5. The Election Board shall maintain secrecy of ballot and shall assure its free and voluntary exercise of the right to vote.
6. The Election Board shall follow the schedule of the annual election announced by the Executive Body.

7. The contesting candidate for an office shall be proposed and seconded in writing by an eligible voter and accepted in writing by the candidate and signed and dated.
8. Each nomination paper for the office of Chairman shall be accompanied by an election fee of Rs.5000/- and General Secretary such fee shall be Rs.3000/- for each candidate. All such election fees will be non-refundable even in case of withdrawal or retirement.
9. A proposal shall relate only to one candidate for each post and shall be invalid if it relates to more than one.
10. The contesting candidate himself or his proposer or seconder shall submit the nomination paper or papers to the Election Board. The election heard or any other person specifically authorized by him in this behalf shall note on each proposal as soon as it is received, its number as well as the time and the date on which it is received.
11. The Election Board after the expiry of time fixed for submission of the nomination papers shall display on the notice board complete list of nomination papers received for each office, the name of the contesting candidates, their proposers and seconders and the time of receipt of every such nomination.
12. On the date and time fixed in the schedule, the Election Board shall scrutinize and examine all the nomination papers for all the office holders in the presence of the contesting candidates or their proposers or seconders or the candidates duly appointed agents.
13. The Election Board shall accept the nomination papers if those were found to be in order. The Election Board shall display on the notice board, the list of valid nomination papers.
14. A candidate may withdraw his candidature before three days from the poll is held. However, he may retire before polls.
15. The candidate for the office, for which there is no other contesting candidate and his nomination had been accepted as valid nomination, the candidate shall be declared as elected for that office by the Election Board.

16. The Election Board shall arrange for the ballot papers and the ballot box for each office in the manner deemed fit and proper to the board.
17. On the date and time fixed for in the election schedule, the Election Board shall give to each eligible voter, his ballot paper signed by Chairman Election Board one by one and obtain his signatures on the voter list. Each such voter shall get ballot paper indicating the names of each contesting candidates for each office and the eligible voter shall be required to cross mark (x) or tick mark for his choice of candidate for each office.
18. The eligible voter shall cast his vote for each contested office secretly and with full sense of responsibility to the prestige, honour and independence of his profession.
19. At the close of the election, the Election Board shall separately count vote for each contested office in the presence of the candidate or his authorized agent.
20. After counting votes for each office, the Election Board shall immediately report in writing the results to the Chairman who shall immediately announce it.

21. ELECTION PETITIONS:

An Election Petition Board will be appointed by the Executive Committee from the senior members which will consist of a Chairman and two other members. On appeal from any aggrieved contesting candidate the Election Petition Board will decide the appeal on merits after giving reasonable opportunity to the parties concerned, the decision of the Election Petition Board will be final.

22. SOURCES OF FUNDING:

The following will be the sources of funding/income:

Admission fees, subscriptions, subscriptions from the members, non-members and donations from local and abroad. Other sources while the Executive Committee of the Association may from time to time seek to exploit.

23. CHANGE & AMENDMENTS IN THE CONSTITUTION/RULES & BYE LAWS:

Any change or amendment in the constitution/rules and bye laws be done by the Governing Body called for this purpose and approved by more than 75% of total strength of the Governing Body.

24. ASSETS & FUNDS:

- a. All the funds should be kept in any scheduled Bank or Banks and will be jointly operated by Chairman and Finance Secretary. The Governing Body may however, authorize some other member of the Governing Body to operate the account in place of Chairman and Finance Secretary.
- b. All assets & funds will belong to the Association and not to any individual member/office bearer.
- c. All purchase & sales pertaining to the Association shall be as per direction of Governing Body.

25. ACCOUNTS OF THE ASSOCIATION:

- a. Financial year of the Association shall be from 1st January to 31st December of the succeeding year.
- b. The Governing Body shall manage checking up of accounts and preparation of income expenditure accounts, balance sheet, utilization certificate or any other financial statement from any Chartered Accountant Firm as may be needed for submission with donor/financing agencies.

26. RECORDS TO BE KEPT BY THE ASSOCIATION:

The following books shall be kept:

- (i) A Minutes Book of the proceedings of the Governing Body and the General Body.
- (ii) Accounts Book.
- (iii) Subscription Book.
- (iv) Stock Register.

- (v) Suggestions Book.
- (vi) Such other books as the Governing Body may decide.

27. SUGGESTIONS & COMPLAINTS:

Members may enter any suggestion or complaint in the suggestion book which shall be kept for that purpose in the office of the Association and the General Secretary shall take necessary action thereon.

28. DISSOLUTION OF THE ASSOCIATION:

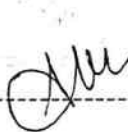
The Association shall be dissolved as per Act, 13 & 14 of the Societies Registration Act, 1860. All the immovable properties of the Association shall be handed over to another Association pursuing similar activities as decided by the Governing Body after payment of all the liabilities.

We the under signed certify that the above rules & regulations of the Association are true and correct.

Chairman



General Secretary



Joint Secretary