



**CONSTITUTION
OF**

**SINDH GRADUATES ASSOCIATION
AS AMMENDED IN 2021**

Published in February 2021 By:

Sindh Graduates Association

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First Edition of 08th Amendment as approved by Council of Members of Sindh Graduates Association and proposed by Central Executive Committee in their meeting of 24th January 2021 at Hyderabad.





Certificate of Registration of Societies.
ACT XXI OF 1860.

KAR No. 3631 OF 19 721973.

I hereby certify that THE SIND
GRADUATES ASSOCIATION.

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

Given under my hand at KARACHI

this TWENTYNINTH *day of* SEPTEMBER

One thousand nine hundred and SEVENTY TWO.

(SYED ROSHAN ZAMIR.)
Assistant Registrar of Joint-Stock Companies.
Karachi Region Karachi.

SOCIETIES REGISTRATION ACT XXI OF 1860
Sindh Graduates Association

MEMORANDUM OF ASSOCIATION

Clause (1) Name of Association:

The name of Association shall be **Sindh Graduates Association**

Clause (2) Head Office of the Association

The Head office of Sindh Graduates Association shall be situated in Karachi.

Clause (3) Definitions:

In these Articles unless there is any thing repugnant in the subject or context.

- a) **Articles of Association:** Means Articles of Association of Sindh Graduates Association as originally framed or as altered/amended from time to time by Central Executive Committee duly approved by Council of Members.
- b) **Association:** Means Sindh Graduates Association.
- c) **Chairman:** Means Chairperson of Sindh Graduates Association.
- d) **President: Means** President of Branch of Sindh Graduates Association.
- e) **Office Bearers:** Means any member holding post in the Council of Members or Central Executive Committee or Branch Managing Committee and includes at Centre.

(1) Chairperson (2) Vice chairperson (3) Secretary General; (4) Deputy Secretary General (5) Secretary Finance and Planning (6) Secretary Information (7) Secretary Education, (8) Secretary

Health and Disaster Management (9) Secretary Women Development (10) Secretary Culture and Central Executive Members (CEC). At Branch, President, Vice President, General Secretary, Joint Secretary, Finance Secretary and Planning Information Secretary and Members of Branch Managing Committee(BMC).

- f) **Council:** Means Council of Members of Sindh Graduates Association.
- g) **Central Exectutive Committee:** Means Centtral Executive Committttee formed under Article 3 (i) and 3 (ii) of the constitution
- h) **Branch Managing Committee:** Means Managing Committee of Branch of Sindh Graduates Association formed through election of office bearers on the roll of the Branch as per Articl 3 (iii) of the constitution.
- i) **Member:** Means a member or associate member or life member of Sindh Graduates Association registered/enrolled with any authorized branch of Association under article-I of Articles of Association of Sindh Graduates Association.
- j) **Register of Members:** Means register of members maintained by authorized branch of Association for enrollment of members.
- k) **Branch:** means a branch of Sindh Graduates Association opened in accordance with article 5 of Articles of Association.
- l) **Office of Branch:** Means an office and its premises permanently hired/purchased/acquired with full rights vested in Association for doing the official business of branch.
- m) **Committee:** Means a committee formed by the Central Executive Committee for some specific purpose

- n) **Bureau / Directorate:** Means a Bureau / Directorate / *Secrertrait* formed by Association for some specific purposes OR of permanent nature.
- o) **Sub-committee:** Means a sub-committee formed by the branch for some specific purpose
- p) **Rules:** Means Rules of Association framed for day-to-day business
- q) **Sindhi:** Means any person of Sindh origion or a permanent and bonafide resident of Sindh , meeting all requirements of Sindh Permanent Residence Certificate of Act-1971 and wedded to the interest of Sindh
- r) **Technocrat : Repealed**

Clause (4) Aims and Objectives of the Association

Sindh Graduates Association is a non-political Humane Social Organization recognizing inter-cultural and inter personal interaction for national harmony and peace among all sections of population and its objectives shall be:

- (1) To organize and unite the Graduates of Sindh where ever they may be.
- (2) To redress/address the unemployment and social grievances of the people of Sindh where ever they may be.
- (3) To endeavour to increase the Sindhi Primary Schools and to secure improvements in the Primary, Secondary and Higher (General and Technical) Education and to establish Educational Institutions.
- (4) To secure facilities from Federal / Provincial Government and Private sources for providing libraries, hostels, reading rooms and auditoriums.

- (5) To provide assistance to people in respect of matters arising out of or incidental to their employment.
- (6) To organize and run clubs, libraries, fair price shops and other forms of social services.
- (7) To cooperate and federate with other organizations of Sindh/Pakistan having kindred objects.
- (8) To endeavour to improve health facilities and establish health institutions.
- (9) To facilitate and to establish income generating projects for empowerment of poor.
- (10) To endeavour to protect basic human rights.
- (11) To endeavour to mobilize and sensitize the people on gender issues and social development
- (12) To endeavour to protect archeological structures and to preserve cultural heritage of Sindh.
- (13) To endeavour to work on the issues faced by the people of Sindh in different fields for their environmental, social and economical development.
- (14) To promote, fund, build, aid, assist, manage, maintain, administer and run schools, polytechnics, colleges, universities, research centers, educational institutions and training centers.
- (15) To promote, establish, purchase, acquire manage, control, supervise co-operative societies, corporate bodies or industrial undertakings, companies, financial institutions, banking companies and any other institutions.
- (16) To purchase, take on lease, exchange, hire or otherwise acquire immovable or movable properties, rights and privileges whatsoever to build, construct, alter and maintain

buildings, houses or other constructions for the Association or general benefit of people.

- (17) To purchase, hire, maintain any agricultural farms, equipment, machinery or apparatuses for furtherance of objects of the Association.
- (18) In association with any foreign organization or on its own the Association may undertake all or any of its programs or activities in any country (recognized by Pakistan) of the world or assist the replication of such programs or activities in such manner as the council of members may decide.
- (19) To enter into any arrangement with Provincial / Federal Government or authority, local municipal or other public or quasi-public bodies that may seem conducive to the objects of the Association for rights, privileges and concessions, which the Association may think desirable to obtain and to carry out, exercise, or comply with any such arrangements, rights, privileges and concessions.
- (20) To Receive donation from any person, local organization, corporate body including private and public limited companies, Government of Sindh / Pakistan, International Development Agencies, International Organizations, Foreign Governments, UN Agencies from home and abroad.
- (21) To establish, at any place in Sindh, Pakistan, or elsewhere in the world such branch, agency or local board for managing any of the affairs of the Association as may be considered necessary and expedient.
- (22) To establish, run and support research institutions, laboratories, technical training centers and schools, grant stipends, scholarships for training abroad, and to do all such other things beneficial to the people. To promote arts, science, literature, medicine, engineering, agriculture and

other disciplines which will promote the well-being of human beings and flora and fauna on a sustainable basis and give literary and science awards and prizes in furtherance of these objectives.

- (23) To establish, support, or assist in the establishment and running of associations, institutions, funds, trusts and conveniences for the benefit of members or employees or ex employees of the Association, or the dependents connected to such persons and to grant pensions and allowances and to pay towards insurance and to subscribe or contribute money to employees provident fund and to open schools, hospitals, clubs, cooperative shops and to provide suitable living quarters.
- (24) To act or be appointed, as trustee, agent or representative; to manage, superintend and to control any venture in furtherance of the objects of Association.
- (25) To fund, build, aid, assist, set up, manage, maintain, administer, run homes, shelters, for poor and ultra poor with special emphasis on welfare of children, women and weaker sections of society, for their development and empowerment.
- (26) To print, publish, issue, circulate papers, periodicals, books, publications and other literary, scientific and other useful subjects; to endeavour to undertake the establishment of electronic media such as TV channels, F.M radio etc. as may be helpful to accomplish any of the objects of the Association.

The names, descriptions and addresses of the members of the Managing body to whom by the rules of the Society, the management has been entrusted are given page No. 45

ARTICLES OF ASSOCIATION

Article (1)

(i) Membership:

Any Graduate of Sindh origin or a permanent and bonafide resident of Sindh, meeting all requirements of the Sindh Permanent Residence Certificate Act 1971 and wedded to the interests of Sindh shall be eligible to become a member of the Association on the payment of an admission fee and annual subscription as prescribed by COM from time to time provided that:

- (1) He/She is introduced by a member of Association of concerned branch
- (2) His/Her membership is approved by the Branch Managing Committee/Central Executive Committee, whose decision shall be final and shall not be challengeable in any Court of Law.
- (3) He/She agrees to abide by the rules and bye-laws made by the Association and decisions taken by Association from time to time.
- (4) He/ She agrees to volunteer His/Her services for the well being of the people.

(ii) Associate Member:

Any lady minimum Intermediate related to any member shall be entitled to become Associate member of Association, on payment of membership fee and annual subscription as prescribed by COM from time to time provide that:

- (a) She is introduced by a member of Association of concerned SGA Branch.

- (b) Her membership is approved by the Branch Managing Committee/Central Executive Committee whose decision shall be final and shall not be challengeable in any Court of Law.
- (c) She undertakes to abide by the rules and bye-laws made by the Association and the decisions taken by the Association from time to time.
- (d) She undertakes to volunteer her services for the well being of the people.

However condition of being intermediate is not applicable to the existing Associate members. She is not eligible to vote.

(iii) Life Membership:

Any Graduate of Sindh origin or a permanent and bonafide resident of Sindh, meeting all requirements of the Sindh Permanent Residence Certificate Act 1971 and wedded to the interests of Sindh shall be eligible to become a life member of the Association on the payment of fees as prescribed by COM from time to time provided that:

- (a) He/She is introduced by a member of Association of concerned SGA Branch.
- (b) His/Her membership is approved by the Branch Managing Committee/Central Executive Committee, whose decision shall be final and shall not be challengeable in any Court of Law.
- (c) He/She agrees to abide by the rules and byelaws made by the Association and decisions taken by Association from time to time.
- (d) He/ She agrees to volunteer His/Her services for the well being of the people.

Article (2) Register of Members:

- (a) The branch of Association shall keep a Register of its members containing their names with CNIC numbers, father's/ husband name, and profession, place of work and full address of place of residence and email address. The Register shall be available for inspection by the office-bearers and members during normal office hours of the Association. The copy of Said register shall be sent to the head office for record.
- (b) File of membership form of each member.

Article (3)

(i) Central Executive Committee (CEC)

The Central Executive Committee (CEC) shall comprise of **30** Members as under:

(a) Elected Members

Twenty five (25) members including at least three female members shall be elected by the Council of Members

(b) Peremanant Members: Deleted

(c) Co-opted Members

There shall be five (5) including at least two female co-opted members nominated by CEC from amongst past Chairmen, Associate/Vice Chairmen, Secretary Generals or members of CEC having more than 10 years continuous record of services with the Association. There should not be any political role of co-opted members.

(ii) Office Bearers of Central Executive Committee

The office bearers shall be elected by the members of COM and shall consists of (i) Chairperson (ii) Vice Chairperson (iii) Secretary General (iv) Deputy Secretary General (v) Secretary Finance and Planning (vi) Secretary Information (vii) Secretary Education (viii) Secretary Health and Disaster Management

- (ix) Secretary Culture (x) Secretary Women Development
(xi) Central Executive Members (CEC).

(iii) Office Bearers-Branch Managing Committee (B.M.C):

Each branch of the Association shall have a President, Vice-President, General Secretary, Joint Secretary, Finance Secretary and Planning, Information Secretary and Nine Executive Members.

Article (4)

(i) Oath of Office:

Before entering upon office every office-bearer shall make, before the Chairperson/ President oath in the form set out in schedule "A" provided that the Chairperson/ President shall make the said oath before the Chief Election Commissioner at Centre level and Election Commissioner at Branch level.

(ii) Transfer of Membership:

The transfer of membership can be effected from one branch to another when a desirous member makes a request in writing to a branch where he/she is enrolled as member of Association.

The transferer branch after having been satisfied that all the dues of the requesting member are cleared will issue a No Objection Certificate (NOC) to the transferee branch and on the basis of NOC, the transferee branch will take that member on the roll of the branch.

If for any reasons transferee branch refuses to accept transfer, the affected member in that case may approach Central Executive Committee for intervention. The decision of Central Executive Committee so taken shall be final. In this process the membership of the affected member will remain continued and he shall be entitled for all the rights and benefits of membership alike other members of the transferor branch from the date following the date of NOC. Issued by the transferor branch.

Article (5) Procedure For New Branch:

The opening of Branch will be at the discretion of Central Executive Committee.

The procedure for opening of new branch shall be as follows:

- i) The application is made by prospective Convenor duly recommended by Branch Managing Committee of existing nearest Branch.
- ii) The Secretary General will call the applicant in writing for interview to be taken at the office of Sindh Graduates Association by Board consisting of Chairman and Secretary General or any person/persons nominated by Chairman.
- iii) The interview Board shall put up its recommendations / comments before Central Executive Committee for consideration and approval.
- iv) Secretary General will advise the applicant in writing for approval of his/her convenorship and also shall issue him/her an authority for opening the account of the bank. After that the applicant will start campaign for membership.
- v) He / She will send the following to Central Executive Committee before holding the elections:
 - (a) Membership forms in Duplicate for 30 members at least.
 - (b) 25 % of income as contribution.
 - (c) Name of Bank and Number of Account and Bank Certificate.
- vi) The Secretary General will put up the above before Central Executive Committee for approval for registration of Branch. After it is approved, the Secretary General shall communicate to the Convenor to hold the elections within 30 days.
- vii) After holding the elections, the Convenor will communicate the following information within 30 days:
 - (a) Names and addresses of office-bearers.
 - (b) Permanent location and address of the office.

Article-5 (A) Responsibilities of Branch

1. To implement all decisions/directives of CEC.
2. To communicate following information to SGA-Head office.
 - (i) The minutes of periodical meetings of Branch Management Committee and General body as per constitutional requirement.
 - (ii) Half yearly income and expenditure statement.
 - (iii) Quarterly activity report.
 - (iv) Annual activity report, income and expenditure statement and Balance sheet for audit purpose.
 - (v) The information of any project adopted/established by the branch.
3. In case any branch fails to furnish the required information or not to implement any decision/directives of Central Executive Committee, the following steps will be taken.
 - (i) The President and General Secretary of the branch shall be asked to furnish the reasons for such non compliance or negligent attitude.
 - (ii) In case of non response or unsatisfactory reply of the President and General Secretary of the branch, Secretary General or any Member CEC nominated by Chairman shall visit the branch and discuss the matters with BMC.
 - (iii) The Secretary General or nominated member CEC shall submit his/her report along with his/her recommendations to CEC.
 - (iv) The CEC shall take decision considering the report and recommendations, on merits, for the branch.

Article (6)

(i) Council of Members (C.O.M):

All the affairs of Association including financial and otherwise shall be conducted by a Council of Members henceforth called C.O.M, through CEC. The COM shall consist of the Presidents, General Secretaries of Branches of Association, and Members of Central Executive Committee.

In order to conduct the affairs of Association, the Council of Members shall exercise the powers through Central Executive Committee which shall have its office-bearers, executive members and co-opted members as contemplated by article 3(i) and (ii) of the constitution. The Council of Members shall be high powered body and all its decisions taken in general meeting, extra ordinary general meetings, shall be binding on all its members, Central Executive Committee, and the Branches.

(ii) Central Executive Committee (C.E.C):

The office-bearers of C.E.C. shall be elected as per article 3(i) (ii). It will look after all the day to day business of Association. It shall recur and spend funds of Association. It shall monitor the working of branches and enforce the discipline.

All decisions of Central Executive Committee shall be binding on all branches and members of the Association.

(iii) Meetings and Formation of Committees:

a) Meeting:

The Council shall meet at least once in six months. The Council shall hold annual general meeting/annual convention of Association to transact the business as contemplated by article (16).

The Central Executive Committee shall meet at least once in three months.

b) Notice:

Regular notice for the meeting shall be given ten days in advance in case of Central Executive Committee meeting and

fifteen days in advance in case of meeting of Council of Members. The notice shall state the date, time, place thereof and agenda to be discussed there at.

c) Quorum:

For CEC one third of the members and office bearers of Central Executive Committee and for Council one third or 40 of the members and office bearers of Council of Members, which ever is less, shall form the quorum. If the quorum is not complete with-in one hour or as may be decided by the chair or the meeting shall be adjourned to another date not exceeding the period of 10 days.

d) Requisition:

On getting a requisition signed by atleast one third of the members and office bearers of Council Of Members or of Central Executive Committee, the Secretary General shall call a special meeting of Council or Central Executive Committee as the case may be, within 15 days of the receipt of such requisition. If the Secretary General fails to call the meeting, the requisitionist shall refer the matter to Chairperson for convening such meeting within 10 days of the receipt of such reference. The meeting so called shall neither discuss nor decide any matter other than one for which the meeting is specially called in terms of the requisition so received.

e) Emergency Meeting:

If the Chairperson, Vice Chairperson or Secretary General feels that it has been essential to discuss some emergent matter, the Secretary General, shall call emergency meeting with a notice of 48 hours. The mode of communication of such notice shall be SMS/Telephone or mail, whatsapp. The quorum of such meeting shall be 11 members.

f) Committees/Bureaus/Directorates /Boards:

The Central Executive Committee may form Bureaus/Directorates/Committees/Boards for the purpose of

supervision or management of the affairs of the Association and projects which shall be governed by the rules framed by the Central Executive Committee. The number of the members of body shall be determined by the Central Executive Committee.

(iv) Branch Managing Committee:

The affairs of the branches of the Association including its financial and otherwise shall, subject to restrictions laid down by the Council/Central Executive Committee, be conducted by the Branch Managing Committee consisting of the office bearers elected in accordance with the election schedule provided by the Central Election Commission as laid down under the Constitution or co-opted under the provisions of this Constitution.

Meetings and Formation of Sub-Committees:

a) Meeting:

The Branch Managing Committee shall meet at least once in two months.

b) Notice:

Regular notice shall be given seven days in advance stating the time, date, place thereof and agenda to be discussed thereat.

c) Quorum:

One third of the members of the Branch Managing Committee shall form the quorum. If the quorum is not complete with in one hour, the meeting shall be adjourned to another date not exceeding the period of 10 days.

d) Requisition:

On getting a requisition signed by atleast one third of members of the Branch Managing Committee, the General Secretary shall call a special meeting of the Branch Managing Committee within seven days of the receipt of such requisition. If the General Secretary fails to call the meeting, the requisitionist shall refer the matter to the President for convening such meeting

within seven days of the receipt of such reference, but such meeting shall not discuss or decide any matter other than the one for which meeting is specially called in terms of requisition so received.

e) *Emergency Meeting:*

If the President and General Secretary feel that it has become essential to call a meeting to discuss some emergent matter, the General Secretary at the advice of president may call emergency meeting with a notice of forty eight (48) hours. The mode of communication of such notice shall be SMS/Whatsapp/telephone. The quorum for such meeting shall be eight (7) members.

f) *Sub Committee:*

The Branch Managing Committee may form a sub-committee for the purpose of supervision or management of the affairs of the branch of the Association. The members of a sub-committee shall be headed by the Convenor who shall be ex-officio member of Branch Managing Committee.

Article (7) Duties of Office Bearers:

A (i) *The Chairperson*

He / She shall be responsible for the general supervision of the affairs of Association and shall preside over all regular meetings and Annual General Meetings / Conventions except a meeting in which a motion for vote of no confidence is placed for discussion against him/her. In the absence of the Chairperson his/her duties shall be performed by the Vice Chairperson. In the absence of Vice Chairperson, Chairperson of the meeting shall be elected from among the members to preside over the meeting.

(ii) *Vice Chairperson:*

- (a) He/She shall be responsible for all affairs and activities of Association in the absence of Chairperson duties as assigned by the Chairperson.

- (b) He/She shall be head of the audit committee for the financial / internal controls in the Association and shall report to CEC in audit matters.
- (c) He/She shall be head of audit and monitoring committee comprising of two from elected members and three from among coopted members who do not hold active post in the CEC.
- (d) Committee shall oversee the financial controls, it may review the budgetary provisions.
- (e) It may evaluate the performance of Association.
- (f) It may suggest the measures and strategies to strengthen the internal controls.

(iii) *The Secretary General:*

He/She shall be responsible for all the records of the Association thereof and shall record minutes of all the meetings, convene meetings, shall sign bills, vouchers in normal course of business and exercise supervision over the affairs of the Association thereof. In the absence of the Secretary General, his/her duties will be performed by the Deputy Secretary General

(iv) *Deputy Secretary General*

He/She will be responsible for all activities of Association in the absence of Secretary General or will attend to such duties as the Secretary General may delegate.

(v) *Secretary Finance and Planning:*

He/She shall keep all the Accounts of Receipts and Expenditure.

He/She shall be responsible for all funds of the Association. He/She shall manage to prepare a Balance Sheet, and Income and Expenditure account annually or when ever required under the constitution, showing clearly every item of

receipt and expenditure. He/She shall be responsible for the financial as well as planning of the budget of the association.

(vi) Secretary Information:

He/She shall be responsible for all the public relations, media, publications, effective communication between Association and members, NGOs and other related agencies.

(vii) Secretary Education:

He/She shall be the incharge and responsible of all the activities for promotion of Education and opening of Schools and Colleges. He/She being a /Chairman of Central Roshan Tara School Committee shall endeavour to develop mechanism to stream line the working and bring uniformity of education system in Roshan Tara Schools.

He/She shall be responsible to arrange development programmes for youth and take necessary measures for promotion of SGA Scouts, Girl Guides, indigenous and Olympic games among the youth of Sindh. He/She shall endeavour to institutionalize the activities for capacity building of individuals, members and organizations.

(viii) Secretary Health and Disaster Management

He/She shall be responsible for the promotion & preservation of Health.

(ix) Secretary Women Development:

He/She shall be responsible to promote female participation in development process, social mobilization of communities for participation in development and decision making at all levels, advocacy of social, economic and gender issues of the country in general and Sindh in particular.

(x) Secretary Culture

He/She will be responsible to hold cultural activities.

(xi) CEC Members

- a) To enforce discipline in the working of branches.
- b) To coordinate with Centre and Branches for all functions at Branch and Central level.
- c) To arrange inter district exchanges of delegations as part of study tour of branches.
- d) To create scouts wing at branch level and to promote youth activities. To establish Youth clubs (Sports, Health, etc.) and Youth Councils at branch level in close coordination with secretary Education.
- e) To promote female participation in development process and social mobilization for development in close coordination with concered Secretary.
- f) To promote membership and role of females.
- g) To help implement decisions of CEC

B. Office Bearers Branches

(i) The President

He / She shall be responsible for the general supervision of the affairs of Branch and shall preside over all regular meetings and Annual General Meetings / Conventions except a meeting in which a motion for vote of no confidence is placed for discussion against him/her.

(ii) Vice President

He/ She perform all the duties in the absence of President.

(iii) General Secretary

He/She shall be responsible for all the records of the Branch thereof and shall record minutes of all the meetings, convene meetings, shall sign bills, vouchers in normal course of business and exercise supervision over the affairs of the Association thereof.

(iv) Joint Secretary

He/She will be responsible for all activities of Branch in the absence of General Secretary or will attend to such duties as the Secretary General may delegate.

(v) Finance Secretary and Planning

He/She shall be responsible for all funds of the Branch. He/She shall manage to prepare a Balance Sheet, and Income and Expenditure account annually or when ever required under the constitution, showing clearly every item of receipt and expenditure. He/She shall be responsible for the financial as well as planning of the budget of the association.

(vi) Information Secretary

He/She shall be responsible for all the public relations, media, information related publications, effective communication between Association and members, NGOs, GOs and other related agencies.

Article (8) Funds:**(i) Central Funds:**

The funds for the Association shall be raised as follows:

- a) 25 % of income of each branch excluding such specific funds as approved by Central Executive Committee.
- b) Obtaining loans.
- c) Grants, donations or gifts from Government in any form or from individuals or any institution.
- d) Service fees/corporate charges etc. received from funded projects.
- e) Any other source as determined by CEC from time to time.

(ii) Branch Funds:

The funds may be raised by any or by all of the following sources:

- a) Admission fee
- b) Monthly subscription
- c) Obtaining loans subject to approval of Central Executive Committee.
- d) Grants, donations or gifts in any form from Government Organizations or from individuals or any institution.
- e) Any funds given by Central Executive Committee.
- f) Any other source as determined by BMC from time to time.

The funds so raised under above different sources shall collectively be known as General Fund. All expenses/ payments shall be met from the General Fund unless there is specific fund for specific purpose.

Monthly fees for each member will be Rs.30/ (Thirty rupees only)

(iii) Contribution to Centre:

Twenty five (25%) of total income of Branch excluding Roshan Tara Schools shall be paid to Centre as contribution. The funds of Branch shall be the property of Association and the ultimate right over these funds shall vest in the Council Of Members.

(iv) Loan:

Loan from any financial institution can be obtained subject to approval of two third majority of Central Executive Committee.

Article (9)**(i) Operation of Bank Accounts:**

The funds of Association or a branch thereof shall be deposited in a Bank or Banks approved by the Central Executive Committee/Branch Managing Committee in the name of "Sindh Graduates Association". In the case of branch the title of the Account shall be "Sindh Graduates Association Branch Account".

The bank account shall be opened with the approval of Centre and shall be operated jointly by any two of the following office bearers.

For Association: Chairman or Secretary General jointly with Secretary Finance.

OR

In certain special cases CEC may delegate signing powers to CEC members or down the line.

For Branches: The President or the General Secretary jointly with Finance Secretary. However, in certain special cases the BMC with the approval of CEC may delegate signing powers to BMC members or down the line.

The Bank account of Branch can be closed or operations ceased by the CEC if warranted under dire circumstances.

(ii) Control of Funds and Operation:

- a) The funds of the Association shall be utilized as per the provisions of Financial Management Policy duly approved by Central Executive Committee from time to time.
- b) The funds of the Association shall be spent for the purposes which will promote the objects of the Association as laid down in this Constitution.

Article (10) Audit:

(i) Appointment of Auditors for Association:

The auditors shall be appointed by the Central Executive Committee and the remuneration to be given to them shall also be fixed by the Central Executive Committee.

(ii) Qualification:

In respect of Association the auditors shall be practicing Chartered Accountants where as for Branch; any person who is qualified or is authorized by Association shall audit the accounts of Branch.

(iii) Disqualifications:

The auditor who is associated with the Association as an office bearer or as a member or is not chartered accountant will stand disqualified for the appointment as Auditor of Association. If the auditor is associated with Association as member or as an office bearer, his appointment will be invalid and he shall cease to be the auditor of the Association provided that an office bearer or member of Association or any other person who is authorized by Central Executive Committee shall be the Auditor for the Branch of Association.

Article (11) Powers of Auditors:

The auditor shall be entitled to call for and have access at all times to all or any documents, books of Association or its Branch and can seek clarification from any of the office bearers or members of the Association which in the opinion of the auditors are necessary for audit purpose with the approval of head of the Audit committee.

Article (12) Submission of Accounts:

The Central Executive Committee or Managing Committee of each Branch shall submit the un-audited accounts in the General Meeting twice a year. The annual accounts will be audited and submitted in the Annual General Meetings. The Secretary Finance and Planning/ Finance Secretary and Planning shall be responsible and answerable to the queries with the help of finance department in respect of the Accounts as raised by the members in the meeting.

Article (13) Financial Year:

The financial year of the Association/Branch shall be from 1st July to 30th June.

Article (14) Vacancies and Removal:

- (i) Should a vacancy occur in the Central Executive Committee or Branch Managing Committee it shall be filled in through co-option by the respective committees.
- (ii) A member may be expelled by the Central Executive Committee or Branch Managing Committee by two third majority for committing fraud or for having acted against the interest of the Association, provided that the member proposed to be expelled is given an opportunity to explain his/her conduct. An office bearer may be removed by the Central Executive Committee or Branch Managing Committee with two third majority for committing fraud or for having acted against the interest of the Association provided he/she is given an opportunity to explain his/her conduct. Such removed office bearer will lose his/her membership in branch and also any position held by him/her in Council or Central Executive Committee or Branch Managing Committee and will only be eligible for re-membership, if it is so approved by the Council in case of CEC and CEC in case of BMC on his/her appeal preferred by him/her to the Council/CEC. If his/ her appeal is rejected by Council/CEC he/she shall be debarred for re-membership in any branch.

If any office bearer resigns his/her post in Branch Managing Committee, he/she will also be losing the position held by him/her in CEC or any committee at Centre.
- (iii) A member will stand expelled; if he/she fails to pay subscription for continuous period of three years provided it is permitted by the Branch Managing Committee. Such member can be allowed re-membership upon payment of all arrears of Association provided it is so permitted by the Branch Managing Committee.

- (iv) If an office bearer continuously remains absent in three regular meetings, his/her office shall fall vacant if so approved by Central Executive Committee / Branch Managing Committee and condonation is not granted.
- (v) If an office bearer does not take oath within two months of the election, subject to condonation by C.E.C. or B.M.C. on valid grounds, the office held by him/her through election will fall vacant. The validity or otherwise grounds so taken shall be determined by the respective committee and its decision shall be final which cannot be called in question in any court of law.
- (vi) An office bearer shall be expelled if he/she violates the oath as set out in Schedule 'A'. The decision of C.E.C. and B.M.C. in this behalf shall be final and shall not be called in question.
- (vii) If he / she commits a breach of trust or does not handover the charge of all records under his/her charge/custody or steals/take away any record from office of Association or does any such act which under-mines the image and name of Association, shall be expelled from office bearership or membership of Association as deemed fit by BMC or CEC. The affected person may appeal to CEC against decision of BMC and to Council of Members against decision of CEC whose decision shall be final. (Refer Article 14 (ii)).
- (viii) A vacancy shall occur in CEC if the office bearer is unsound mind or unsound health or dies a natural death or voluntarily resigns. Such vacancies if so occurred shall be filled in through nomination/ cooption by the CEC.

Article (15) Vote of No Confidence:

A vote of no confidence can be moved in writing duly signed by not less than one third of the members of respective committee of BMC or CEC and may be passed by two third

majority of the members of the respective committee. The meeting so called in this respect shall not be adjourned for want of quorum in which case the motion for vote of no confidence shall fail. The proper notice will be issued by the Secretary General or General Secretary as required under Article (6) (ii) (d) and iii (d). in case of centre the meeting will be convened within fifteen days of the receipt of notice in case of Centre and 7 days in case of branch failing which the interested persons shall be entitled to issue notice to all office bearers giving the time, place, date and agenda thereof.

Article (16) Convention/General Meetings:

- (i) **The Convention** of the Association shall be held annually. General meeting of Council shall be held at least twice a year.
- (ii) **General Meeting** of each Branch shall be held atleast twice a year.
- (iii) **Annual General Meeting** of Association or its Branches shall be held after 12 months but not exceeding 15 months to transact the following business:
 - a) To confirm minutes of last annual general meeting.
 - b) To adopt and approve the report of the work done by the Association and the audited statement of the accounts.
 - c) To consider any item proposed by C.E.C./B.M.C.
 - d) To transact any other business with the permission of the Chair.
- (iv) **Annual Convention:** The following business will be done:
 - a) To confirm minutes of last convention.
 - b) To review the performance of Association and of each Branch.
 - c) To review the performance of Committees.
 - d) To hold training workshop on different topics for the members.
- (v) **Quorum:** For the General meeting the quorum shall be one third of the members on the roll of the Branch/ Association. OR Forty (40) members which ever is less. If quorum is not

complete with in one hour, the meeting shall be adjourned to another date not exceeding the period of 20 days.

- (vi) **Notice:** For Annual and ordinary General Meeting or Convention 20 day's clear notice shall be given.

Article (17) Extra Ordinary & Requisitioned General Meetings:

The Secretary General/General Secretary may call an extra ordinary General Meeting of the Association/Branch whenever he/she thinks it necessary after giving 15 days notice. He/She shall also hold a General Meeting on receiving a requisition signed by at least one third of the total number of members on the roll of the Branch or Council Of Members within seven days of the receipt of the requisition. If the General Secretary/ Secretary General fails to convene the meeting, the President/ Chairman shall be entitled to convene the requisitioned meeting. It shall be considered as valid and all decisions taken thereat shall be binding. Such meeting shall not discuss or decide any matter other than one for which meeting is specially called in terms of requisition so received.

Article (18) Dissolution/Assets/Liabilities:

In the event of dissolution of the Branch of Association the net assets after satisfying all liabilities will not be transferred to any member but will vest in the Council as property of Association and will be dealt with or will be transferred by Council through a resolution to some charitable organization having similar object.

However, in the event of dissolution, and after meeting all liabilities, if any, the Association shall transfer its entire assets within three months of the dissolution under intimation to the Commissioner of Income Tax to another similar Organization with same aims and objectives and which is an approved Non-Profit Organization.

Article (19) Liability of Office Bearer:

No office bearer shall be personally liable. Unless otherwise proved to have acted against interest of the Association and created the liability in name thereof no office bearer shall be sued in his/her individual capacity by any party from within members or outside provided he/she has acted in good faith.

Article (20)**(i) Dissolution/Reorganization of Branch:**

The Council after having been dissatisfied with functioning of any Branch or its office bearers may dissolve the Branch or dismiss/remove any or all its office bearers and may nominate or elect new office bearers from amongst electoral members or supervise the affairs of the Branch directly through office bearers of Central Executive Committee or a committee formed for the purpose so long as deemed fit under the circumstances. This will also apply if a vacancy or vacancies has/have fallen in any branch subject to condition that cooption is not adopted by the Branch Managing Committee within 30 days of such vacancy.

(ii) Emergency Powers:

If the circumstances warrant a quick action under Article 20(i) and the meeting of Council Of Members is not expected soon, the CEC may suspend the branch and appoint a committee to run the affairs of branch, which shall later be put up before Council Of Members.

Article (21)**Vacancy in Branch Managing Committee**

Every branch shall inform and communicate to the Central Executive Committee within a week of any vacancy caused by death or by other reason of any office bearer of Branch Managing Committee.

Article (22) Passing of Rules/Amendments:

The Central Executive Committee shall frame the rules for the conduct of day-to-day business of Association and may pass the amendment subsequently approved by two third majority of Council of Members.

Article (23) Amendments in Constitution:

An amendment or alteration or to rescind, to waive or introduce any clause or article in the Constitution at any time, as deemed fit shall be done by Central Executive Committee and later on approved by Council of Members.

Article (24) Amendment in Rules:

Any amendment or alteration or rescinding, waiving or introduction of any Rules of any existing or new body / agency validly framed by C.E.C. and approved by Council of Members shall be added to this constitution and shall be deemed as part thereof.

Article (25) Rights and Benefits of a Member:

Each member of the Association shall be entitled to any benefits that may be provided for in the byelaws and agreed upon by the members in any ordinary or extra-ordinary meeting.

Article (26) Sister Organization:

(Repealed)

Article (27) Board of Directors:

(Repealed)

Article (28) Council of Members:

(Repealed)

PART – II RULES

Rules of Election

Rule 1:

(i) Formation of Central Election Commission:

The Central Executive Committee shall appoint Central Election Commission for three years consisting of a Chief Election Commissioner and two members.

Any two present shall form the quorum. In absence of Chief Election Commissioner the senior member or as mutually agreed between the two members will act as chairman.

(ii) Functions of Central Election Commission:

- (a) The commission will issue schedule and programme of elections one month before the date of election for Association and all branches.
- (b) Commission shall charge fee payable by the candidates as fixed by CEC
- (c) Commission will reimburse the expenses incurred in holding the elections at branches.
- (d) The TA/DA for election commission members and staff will be decided and paid by the commission.
- (e) Appeals against decision or results announced by Branch Election Committee will be preferred before central election commission whose decision will be final.
- (f) In case of dispute in election of office bearers of Association, appeal will be preferred before the Chief Election Commissioner whose decision shall be final.

Rule 2:

(i) Branch Election Committee:

The Branch Election Committee shall be appointed by Central Election Commission, which shall be composed of one

Chairman Election Committee and two members. Any two present shall form a quorum. In absence of Chairman Election Committee to chair the meeting, a senior member or as mutually agreed between the two members present will act as chairman.

(ii) Functions of Branch Election Committee:

- i) To arrange and hold elections as per programme given by commission.
- ii) To ensure that open publicity and propaganda is not done by any candidate.
- iii) To ensure that print or electronic media is not used by any candidate.
- iv) To decide on any issue/dispute as brought before the committee by any candidate.
- v) To announce the results of election and to exhibit on the notice board of the branch.
- vi) To keep accounts of all receipts and payments.
- vii) To ensure that no group/panel of candidates has been formed by the contesting candidates

(iii) New Branch Elections:

The elections of new branch shall be held as decided or directed by CEC.

(iv) Accounts:

After the close of election process, the election committee will send a detailed account of all receipts and payments to Central Election Commission along with a demand draft or pay order for the excess amount of income over expenditure.

Rule 3. Qualification of a Candidate for Branch Managing Committee.

- i) That he/she meets the requirement of the constitution.
 - ii) That he/she has paid subscription up-to-date.
-

- iii) That he / she is not office bearer of any Political Party.
- iv) That he/she is not regularly pursuing the studies.
- v) That in case of existing branch his / her membership in Association must be old for four years or equal to the age of branch if lesser than four years.

OR

Repealed

- vi) That the candidate does not involve in convincing in the manner prohibited by the Commission.
- vii) That he/she does not propagate in such a way which injures the feelings of fellow members or harms the name and reputation of Association.
- viii) That he / she does not act against the directions of election commission/committee.
- ix) That he / she does not spend money for votes.

3 (a) Qualification of Candidate for C.E.C. and Office Bearer of SGA Centre

- i) He/She should not be office holder of the branch as President, Vice President, General Secretary, Joint Secretary, Finance Secretary and Information Secretary.
 - ii) He/She should be regular member of the Association for at least ten consecutive years. However this condition shall not apply to female members to the extent that she has remained in Branch Managing committee for one tenure.
 - iii) He/She should have remained in C.O.M. for at least one tenure and two tenures for office bearer in the SGA Centre. However, this condition shall not apply to female members to the extent that she has remained in BMC for one tenure.
 - iv) He/she neither have been reprimanded nor have been punished for having acted against the interest of the Association.
-



- v) That he/she does not propagate in such a way, which injures the feelings of the fellow members or harms the name and reputation of the Association.
- vi) That he/she does not act against the directions of Election Commission.
- vii) That he/she does not spend money for votes.
- viii) He/She shall not be office bearer of any political party.

(b) Candidature for the post of Chairperson

- i) He/she must have been past Chairperson /Vice Chairperson, Secretary General or any other senior office bearer at central level or President or General Secretary at branch level.
- ii) Repealed

Rule - 3 (b)
Repealed

Rule - 4. Qualification for voters:

A bonafide member of the branch having one Tenure standing and who has cleared all the dues will be eligible to vote in the election of Branch. The members (Presidents and General Secretaries) in the Council of Members shall be entitled to vote in the election of the office bearers of Central Executive Committee, provided that the branch of such members has passed one tenure (Election) as an active branch vote in the next tenure has cleared the dues of the Centre. Any other member of Council validly co-opted or nominated shall be eligible to cast vote.

Rule 5. Procedure for Election:

- i) The Election Commission shall fix a date, place and time as the closing date for receiving nomination from candidates for election as office bearer of the Association/Branch as per advise of Central Executive Committee.



- ii) For holding the election, the Commission shall also fix a date, which shall not be earlier than 7 days and later than 30 days after the closing date for receiving nomination.
- iii) The date so fixed shall be notified at least seven days in advance to the candidates. Such notices shall be affixed on the Notice Board and given adequate publicity amongst the members. The notice shall specify the number of seats to be contested by the candidates.
- iv) The Election Commission shall announce the full schedule of election at least 30 days in advance. Such schedule will be affixed on notice board and will be sent to all eligible candidates.
- v) All twenty five (25) CEC Members including 10 Office Bearesrs (Chairperson, Vice Chairperson, Secretray General, Deputy Secretary General, Secretary Finance and Planning, Secretary Health and Disaster Management, Secretary Education , Secretray Culture, Secretray Women Development and Seceretray Information) shall be directly elected by the C.O.M And Five (05) members later shall be co opted by elected members.

Rule 6. Nomination of Candidate for Election:

- i) No Candidate shall be entitled to file nomination for more than one post at a time in the elections of office bearers of CEC or Branch.
- ii) Such nomination paper shall be signed by the candidate to whom it relates and is proposed by a valid member and seconded by one other voter of the concerned branch and shall be delivered to the Election Committee.
- iii) The nomination papers may be sent to Election Commission by post but for election to the posts of Association, the signatures of the nominated person may be verified by President or General Secretary of Branch.



- iv) In CEC or Branch elections no candidate shall be entitled to contest for more than one post.
- v) No voter shall propose or second more than one candidate for one and same post. However, for CEC no voter can propose or second more than 20 candidates including two female candidates.

Rule 7. Scrutiny of the Nomination Papers:

- i) On the day following the last day fixed for filling the nomination papers, the nomination papers shall be scrutinized by the Election Committee/ Commission in the presence of the candidate and proposing or the seconding person if they desire to be present and the invalid forms shall be rejected.
- ii) For the purpose of sub-rule (i) a nomination paper shall be held to be invalid if: - (a) the candidate nominated is not eligible for membership under rule (3), (b) the requirements for Rule (4) have not been complied with or the nomination paper contains material errors or proposing/seconding person has seconded the other person against same post.
- iii) The affected candidate may appeal to Election Committee/Commission against rejection within 3 days. The decision of Committee/Commission on appeal shall be final and not challengeable in any Court of law.

Rule 8. Mode of Election:

The election shall be through secret ballots.

Rule 9. Voting in Election:

- i) If the number of candidates who have been validly nominated is equal to the number of seats, the candidates shall be forthwith declared duly elected.



- ii) If for any post the number of candidates is more than the number of seats allotted to it, voting shall take place on the date fixed for election.
- iii) The voting shall be conducted by the Election Committee/Commission. The candidates shall have the right to nominate his/her Polling Agents.
- iv) The contesting candidate shall be entitled to challenge the Election of the post within 24 hours in writing to the Election Committee/Commission.
- v) If the number of votes remain same then toss shall be applied

Rule 10. Arrangements for Election:

- i) The Election Committee/Commission shall be responsible for arrangements in connection with the Election.
- ii) The Election Committee/Commission shall declare the names of elected office bearers of the Association/Branch and make some suitable arrangements for keeping records of proceedings of the Election.

Rule 11. Term of Office:

- i) The term of office bearers of Association/Branch other than a member chosen to fill a casual vacancy shall be three years.
- ii) A member chosen to fill a casual vacancy shall hold office for the un-expired term of his/her predecessor.
- iii) The term of the office of the Election Committee/ Commission for holding the Election shall be for a period of three years. During the tenure of office in election Committee/Commission, the member cannot be office bearer of Association or the branch of Association.

Rule 12. Vacancies:

In the event of any office bearer ceasing to be functioning or in the event of his/her resignation/death, his/her successor shall be co-opted from the members of the Association /Branch in regular meetings to which the member vacating the seat belongs.

Rule 13. Ammendment:

Any amendment or alteration or to rescind, waive or introduce any clause in these rules, at any time, as deemed fit, shall be done by Central Executive Committee.

The names, descriptions and addresses of the members of the Managing Body to whom by the rues of the society, the management has been entrusted as under:

S.	Name	Address	Description
1	Mr. Mohammad Bilal Siyal	Manager, Fisherman's Co-Operative Society, Fish Harbour Karachi.	President
2	Mr. Shamsheer-ul-Hyderi	Editor, Pakistan Films & Publication Dept. 29-D, Pakistan Quarters, Karachi.	Vice President
3	Dr. Suleman Shaikh	19 LMC Colony, Jamshoro.	General Secretary
	Mr. Sain Bux Abbasi	A/31, C-1 Area, Liaquatabad, Karachi.	Joint Secretary
5	Mr. Bakhsh Ali Lakho	661/18 Federal B Area, Karachi.	Finance Secretary
6	Mr. Mohammad Swaleh Shaikh	Engineer K.E.S.C. 637/C, P.E.C.H.S., Karachi.	Information Secretary

We the following are desirous in forming an Association in pursuance of this Memorandum of Association.

S. No.	Name	Address
1	Mr. Mohammad Bilal Siyal	Address given above
2	Mr. Shamsheer-ul-Hyderi	- do -
3	Mr. Sain Bux Abbasi	- do -
4	Mr. Mukhtar Ahmed Mughal	4/A. S.M.C.H. Society, Karachi.
5	Mr. Ghulam Hyder Baloch	Accountant, Fisherman's Cooperative Society, Fish Harbour, Karachi.
6	Mr. Abdul Karim Baloch	Programme Producer, Pakistan Television Corporation, Karachi.
7	Mr. Ali Anwar Shaikh	52, Baitul-Hamd, D.M.C.H. Block-7 & 8, Karachi.



Schedule "A"

OATH OF OFFICE

I _____ S/o, D/o,
W/o _____ on having been
elected / nominated / co-opted as _____ do solemnly
affirm that I shall perform all the functions assigned to me from
time to time, with loyalty, sincerity, honesty and to the best of my
abilities in accordance with the articles of the constitution of
Sindh Graduates Association.

Signature _____

Oath made before me.

**Chairperson / President /
Chief Election Commissioner**



Schedule "B"

**SINDH GRADUATES ASSOCIATION – ELECTION COMMISSION
FORM OF NOMINATION PAPER FOR ELECTION 20 ____**

Name of the Candidate: _____
Father's name: _____
Membership No.: _____
Name of Branch: _____
Local Address: _____
Permanent Address: _____

I propose the nomination of Mr. _____ as a candidate
for Election of the Association / Branch for the post of _____

Particulars of the proposer:

Name: _____
Signature: _____
Membership No.: _____

I second the above proposed Nomination.

Particulars of the Seconder:

Name: _____
Signature: _____
Membership No.: _____

I agree to the above proposed and seconded Nomination.

Dated _____ **Signature of the Candidate:** _____

FOR OFFICE USE ONLY

Received and scrutinized the nomination paper and accepted / rejected.

**Chief Election Commissioner/
Election Commissioner**



MISSION STATEMENT

- SGA is a Humane Social organization, which recognizes intercultural and interpersonal interaction as the fundamental basis for voluntary work.
- SGA follows Humanistic Philosophy that recognizes and respects the values and rights of each individual, group or culture as a starting point for any kind of human interaction.
- SGA in its work synthesizes the methodical approach of conscientization and empowerment of communities.
- SGA undertakes social analysis of the society within the framework of participation, equity and equality. Based on the principle of Human Rights as enshrined in the U.N.O. Charter and the Constitution of Islamic Republic of Pakistan.
- SGA believes that Peace and National Harmony is possible only when knowledge and experience possessed by each individual is released in a transparent process and through collective group actions.
- SGA while pursuing the goal of National Harmony and Peace shall undertake empirical analysis, to identify discrimination and gaps in access and quality of life within Sindh and compared with national scenarios.
- SGA believes that through constructive dialogue and mutual understanding perception of reality do change.
- SGA would endeavour to orient personal actions and personal perceptions through socialization and education when

individual values, preferences and norms have been internalized. People form their needs, hopes and aspirations according to those perceptions. This subjective reality will always orient personal action and interaction with other human beings. SGA would gear these aspirations towards group action and constructive roles for the welfare of Sindhi Folk and other Pakistani brothers.

- SGA would operate on the assumption that '*modernization paradigm*' is a reductionistic view which neglects the diversity of possible cultural understandings of development. Each society has created its own language and culture, which reflects its values, traditions and vision. It is the basic right of each society to preserve, protect and flourish these values. SGA shall work to achieve Aims and Objectives of the Association as outlined in Clause-4 of the Constitution of Sindh Graduates Association.