

## Memorandum of Association Of

# **THE PETARIAN ASSOCIATION**

**(Registered under the Societies Registration Act-XXI of 1860)**

1. NAME:

Name of the Association / Society shall be "THE PETARIAN ASSOCIATION", hereinafter referred as the Association.

2. REGISTERED OFFICE

(1) The registered office based at Cadet College Petaro shall be known and designated as the Headquarter (HQ) of the Association.

(2) The branch offices shall be designated as "Regional Chapter". The Regional Chapters shall be formed at Provincial Headquarters / Federal Capital / Divisional Headquarters and major cities, whether in Pakistan or in any other country, as may be declared fit to be a Regional chapter by the CEC. Karachi, Quetta, Hyderabad, Lahore, Islamabad, PANA (Petarian Association of North America), PASA Petarian Association of Saudi Arabia), PAUAE (Petarian Association of UAE), and PAUK (Petarian Association of UK) shall, however, be assumed to be permanent Regional Chapters.

Provided that any Regional Chapter in or outside Pakistan shall be established in consultation with the CEC and approved by the Assembly. Such Chapters will perform all the functions of the Regional Chapter.

Provided further that no Regional Chapter will be formed if the number of members living in that area is less than fifty.

Provided further that where members living in a country wish to form a Regional Chapter and the number of members living in that country is less than fifty, the condition set in the second proviso above shall not apply.

Provided further that the new Regional Chapter outside Pakistan shall be established according to its respective zone or region and shall cover the Petarians resident in their respective zone as demarcated by the CEC.

(3) Such places like universities, institutions, neighborhoods, towns, countries, etc. Where not less than ten members are available, the Regional Chapter may allow establishing of sub-branches for reasons of smooth and conducive working, by the name of that university, institution, neighborhood, town or country as the case may be and the same shall be attached to the Regional Chapter allowing establishment of the said sub-branch.

Provided that no sub-branch will be established without prior approval of the CEC.

3. AIMS & OBJECTIVES:

The aims & objectives of the Association are:

(1) The Alumni Association of Cadet College Petaro, hereinafter referred to as the College, with the name of The Petarian Association, hereinafter referred to as the Association, is established to nurture, develop and promote feelings of brotherhood among all Petarians and also to keep up the traditional spirit of training obtained and life passed at the College. It will solely work for the betterment of the College, Petarians, Staff

Members, and employees of the College. The Association will focus its activities for Petarians irrespective of their place of residence, whether in or outside Pakistan.

- (2) The Association may undertake or participate in any project relating to health or education in Pakistan.
- (3) The mission statement of the Association shall be "Connect, Support & Excel".
- (4) The Association shall have a mission and a guiding principle of connecting and engaging Petarians in productive activities to support fellow alumni and the college through meaningful programmes, benefits, services and open communication.
- (5) The Association shall create opportunities for Petarians to contribute their time, talent and financial resources for the betterment of the alumni and the college.
- (6) The Association shall provide opportunities to its members for professional development and networking.
- (7) The Association shall develop communication and cooperation among faculty of the college, cadets and the members.
- (8) The Association shall arrange a Petarians reunion or convention every two years. Provided that if the circumstances are not favorable in a particular year where it is not possible to hold the reunion or convention, the CEC may decide to postpone the same for a year or any further period approved by the Assembly.
- (9) To offer assistance, as far as possible, to such Petarians and their families as may be in the need thereof.
- (10) To promote such literary, cultural, social and athletic pursuits as the Association may decide from time to time.
- (11) To raise and administer funds for educational, cultural and charitable purposes.
- (12) To establish an endowment fund to be utilized for the help to a needy Petarian or the faculty member or the college to develop its infrastructure or meet its financial obligations as the case may be.

Provided that such endowment fund shall be governed by the regulations governing such funds in Pakistan and its management shall be carried out jointly by a committee formed by the Assembly consisting of three members, namely, Chairman of the Assembly, President CEC and the Principal Cadet College Petaro.

- (13) To undertake, do and perform all such acts, matters, things as may be desirable or necessary in the opinion of Central Executive Committee of the HQ or the Executive Committees of the Regional Chapters or the sub-branches as the case may be for accomplishment of the foregoing purpose and to open and operate bank account(s).
- (14) The Association shall be governed by the Memorandum and the Articles attached herewith unless altered or amended or repealed in accordance with the procedure laid down in the bye-laws.

In witness whereof we the following members whose names and addresses are mentioned hereunder, are desirous of being formed into Association called "THE PETARIAN ASSOCIATION" in pursuance of this constitution and have set and subscribed our respective hands on 24<sup>th</sup> day of December 1981.

Declared further that we the following are also members of the First Managing Committee to whom the Management of the Association has been entrusted.

FIRST MANAGING COMMITTEE  
Of  
**THE PETARIAN ASSOCIATION**

Name, Address and Description of the Members
<i>President:</i> <b>MR. QAMAR HASHIM</b> , 161-A, Block 3, P.E.C.H.S., Karachi
<i>Vice President:</i> <b>MR. BASHIRUDDIN MEMON</b> , 35-A, Block 2, P.E.C.H.S., Karachi
<i>General Secretary:</i> <b>MR. IKRAM GHANI</b> , B-271, Block 10, Federal B Area, Karachi
<i>Joint Secretary:</i> <b>MR. DOST MOHAMMAED BALOCH</b> , A-589, Block C, North Nazimabad, Karachi
<i>Treasurer:</i> <b>MR. TAHIR JAVED SIDDIQUI</b> , W/R, PNS Karsaz, Karachi

**Elected Members:**

1)	<b>MR. ALTAF AHMED SHAIKH</b> , 11/1, 6 <sup>TH</sup> Gizri Lane, Phase 4 Defence H.A Karachi
2)	<b>MR. IQBAL AHMED TURK</b> , 10, 3 <sup>RD</sup> Zamzama Street, Near P.O., Clifton, Karachi
3)	<b>MR. KHALID HUSSAIN MAKHDOOM</b> , Port Qasim Authority, Karachi 48
4)	<b>MR. SAIF-UR-RAHMAN GIRAMI</b> , A-24, Block 15, Federal B Area, Karachi
5)	<b>MR. NAWAL RAI N. OAD</b> , F-44, Alpine Apt., Stadium Road, Chandani Chowk, Karachi
6)	<b>MR. MALIK PERVAIZ AHMED</b> , Fl-11/3, Block 3, Gulshan-e-Iqbal, Karachi
7)	<b>DR. SARFARAZ ALI SHAH</b> , R.M.O., ENT Unit, Abbasi Shaheed Hospital, Nazimabad, Khi
8)	<b>MR. SARDAR AHMED</b> , 1234, Block 14, Federal B Area, Karachi
9)	<b>MR. SYED ASIF ABBAS</b> , C-9, Block A, North Nazimabad, Karachi
10)	<b>MR. SOALAH AHMED KHAN</b> , B-156, Block L, North Nazimabad, Karachi

# **Articles of Association**

of

## **THE PETARIAN ASSOCIATION**

### 1. TYPES OF MEMBERSHIP

#### (1) Member

- (i) Every Petarian who has a valid kit number and has studied in the College for a minimum of one complete academic period of one year shall be deemed to be a member of the Association.
- (ii) The Central Executive Committee shall obtain list of Petarians leaving College every year from the college administration and record the names in the membership register including address and telephone number(s).
- (iii) The member will be required to intimate any change of address and telephone numbers, either directly to the HQ or Regional chapter or sub-branch where he resides by mail or email on the address to be notified on the website of the Association.
- (iv) The member will not be entitled to contest for any post in the HQ or Regional chapter or sub-branch till he gets a Life Membership.
- (v) The member shall be entitled to vote in the election for Assembly or the Central Executive Committee of the HQ or his respective Regional Chapter or sub-branch after getting himself registered as a voter as directed by the CEC or the Election Commissioner of the Association by following the set procedure.

#### (2) Life Member

- (i) A member shall have the right to become Life Member by paying a fee set by the CEC and approved by the Assembly.
- (ii) The life member shall be entitled to contest and vote for the Assembly, any post of the Central Executive Committee of HQ and Executive Committee of Regional chapter or sub-branch.

Provided that every cadet while studying at the College and otherwise qualifying to become a member shall be offered life membership of the Association at the time of but not after leaving the college on payment of a reduced amount of fee set by the CEC and approved by the Assembly.

Provided further that such life member shall not be entitled to vote or contest the elections during his stay in the College.

- (iii) The member desiring to become a life member will be required to fill in the registration form available on the website of the Association or offices of the Association or its chapters.
- (iv) Upon receipt of the registration form and the fees at the HQ, either directly or through a regional chapter, the CEC shall after being satisfied that the member fulfills the criteria set for the purpose from time to time grant membership number to the member and the member shall be intimated

accordingly within fifteen days of the receipt of the form along with requisite fee at the HQ.

## 2. MANAGEMENT

- (1) The Association shall have following tiers to manage its affairs.
  - (a) The Petarian Assembly.
  - (b) Central Executive Committee of the HQ.
  - (c) Executive Committees of the Regional Chapters.
  - (d) Executive Committees of the sub-branches.
- (2) THE PETARIAN ASSEMBLY.
  - (i) The Petarian Assembly, hereinafter referred to as the Assembly, shall act as the General Body of the Association. The strength of the Assembly shall be as under:
    - (a) Each entry having entered the college since 1957 and passed out from the college at the time of the election      One seat each
    - (b) Karachi Chapter REC      Two seats
    - (c) Hyderabad Chapter REC      Two seats
    - (d) Islamabad Chapter REC      Two seats
    - (e) Lahore Chapter REC      Two seats
    - (f) Quetta Chapter REC      Two seats
    - (g) Saudi Arab Chapter REC      Two seats
    - (h) U.A.E Chapter REC      Two seats
    - (i) UK Chapter REC      Two seats
    - (j) North America Chapter REC      Two seats
    - (k) Central Executive Committee      Five seats

Provided that the number of seats shall vary according to the number of entries and number of Regional Chapters approved by the CEC from time to time.

- (ii) Headquarter of the Assembly shall be located at Cadet College Petaro.
- (iii) The Tenure of the Assembly shall be two calendar years starting from first Monday of the month of January.
- (iv) Members of the Assembly shall be elected as per following procedure:
  - (a) The Election Commissioner shall announce the election of the members of the Assembly mentioned in clause (i) of sub article (2).
  - (b) Date of election will be announced and applications shall be invited globally by the Election Commissioner.
  - (c) Only life members will be eligible to contest the elections against the seat of their respective entry.
  - (d) Every member registered with the Election Committee shall exercise his right to vote in person at place(s) designated by the Election Committee or through postal or electronic ballot using email id verified by the REC where he resides in favor of one of the candidate of his entry.
  - (e) The votes shall be counted separately for each entry and the candidate securing highest number of votes in his entry shall stand elected.
  - (f) In case of a tie or non-participation of any entry, the Election Committee shall announce bye elections for all vacancies and

complete the process within forty five days of holding of the main elections. In case of no response from any entry, the seat will be declared vacant.

- (g) The elected office bearers namely, President, Vice President, General Secretary, Joint Secretary and Treasurer of the HQ and President and General Secretary of every Regional Chapter shall represent their respective CEC and REC in the Assembly as non-elected members and will have all the privileges of the elected members in matters of decision-making and voting.
- (v) The Assembly in its first session shall elect its Chairman who must have passed out from the College at least twenty five years before the election.
- (vi) The Chairman shall represent the Association in the Board of Governors (BoG) of the College against one of the two seats of the Petarians as decided by the BoG in its earlier decision.
- (vii) The General Secretary and Treasurer of the CEC shall act as Secretary and Treasurer of the Assembly.
- (viii) All members of Assembly shall be honorary and shall not be entitled to any TA & DA and any remuneration.
- (ix) FUNCTIONS OF THE ASSEMBLY.
  - (a) To make policy decisions for smooth functioning of the Association, oversee the performance of the HQ and Regional Chapters, and advise them in the interest of the college and the members.
  - (b) To hold Annual General Meeting (AGM) of its members requisitioned by the Chairman.
  - (c) To propose, discuss and pass amendments in the byelaws of the Association.
  - (d) To appoint election committees for election at the HQ and Regional Chapters.
  - (e) To appoint a committee comprising any number of either of its members or the other Petarians who are members of the Association as may be considered necessary for a specific purpose, project or task.
  - (f) To act as a bridge between Petarians globally.
  - (g) To assist Petarians in career making.
  - (h) To assist and help the CEC to extend scholarships to needy and prominent cadets at the College.
  - (i) To assist and help the CEC to generate funds for undertaking welfare works for needy Petarians.
  - (j) It shall consider and approve the annual accounts of the Association put before it by the CEC.
  - (k) It shall appoint auditor(s) and fix their remuneration.
  - (l) It shall propose, discuss and add any new provision or amend existing provisions of the byelaws either through its own motion or on the proposal from the CEC or the EC of a Regional Chapter.
  - (m) It shall consider disciplinary action against a member proposed by the CEC.
  - (n) It shall consider appeal against termination of membership of a member under article 6.
  - (o) It shall discuss and approve such plans and schemes which are in

- the general interest of the members.
- (p) It shall announce date for election of the CEC and the ECs of the HQ and RCs respectively and appoint election committees as provided in the election procedure for the HQ or the RCs as the case may be.
  - (q) It shall consider and discuss the report of the General Secretary of the CEC regarding activities of the Association during past one year.
  - (r) It shall consider any other matter with the permission of the Chairman.
- (x) MEETING OF THE ASSEMBLY:
- (a) The Assembly shall meet for AGM once in a calendar year and may meet as many times as requisitioned by the Chairman.
  - (b) The Chairman may arrange the attendance of the members not available in Karachi through video conference or other communication tools to make the proceedings meaningful and participatory.
  - (c) The meeting place of the Assembly shall normally be in Karachi, unless decided otherwise by 70% members of the Assembly.
  - (d) One third of the total of the elected and non-elected members of the Assembly shall form quorum of the Assembly and the meeting shall not proceed if the number of the present members either in person or online or through any other mode decided by the Chairman is less than the quorum.  
Provided that if the quorum is not complete, the meeting may be either adjourned or may be taken as 'Adjourned' meeting and all the provisions related to the ordinary meeting shall be deemed to be applicable on the said adjourned meeting.
  - (e) Any motion coming before the Assembly for consideration and approval shall be decided by simple majority through open vote.  
Provided that amendment in the bylaws shall be considered as approved only where a minimum of fifty one percent of the total members of the Assembly have voted in favor of that amendment.
  - (f) A minimum of twenty one days' notice shall be given for the meeting of the Assembly specifying time, date and place of the meeting along with agenda, a copy of the audited accounts of the Association and minutes of the last meeting or AGM as the case may be.
  - (g) If one third of the members send a signed requisition to the Chairman for a meeting or Extra Ordinary Meeting, the Chairman shall call such meeting within thirty days of the receipt of the requisition in his office.

(3) CENTRAL EXECUTIVE COMMITTEE OF THE HEADQUARTER (CEC)

- (i) The Headquarter (HQ) of the Association shall be at Cadet College Petaro. Its management shall vest in the Central Executive Committee so elected under clauses (v) and (vi) of sub article (3). The CEC shall be responsible for management of the Association and also for enforcement of "Memorandum and Articles of the Association" and any other bylaws or

rules that may be framed by the Assembly for furtherance of the pursuits and objectives of the Association.

- (ii) COMPOSITION OF THE CENTRAL EXECUTIVE COMMITTEE: The CEC will consist of the following:-
  - (a) President
  - (b) Vice President
  - (c) General Secretary
  - (d) Treasurer
  - (e) Joint Secretary
  - (f) Five Elected Members
  
- (iii) The President shall have authority to create an additional post in the CEC with the approval of the CEC.
- (iv) The President shall be a Petarian of minimum forty years of age who has passed out from the College after securing an SSC, HSC, O Level or A Level certificate and at least twenty years before contesting for the post.
- (v) The President must have remained Life Members of the Association for a minimum of five years at time of filing of the nomination papers for the elections.
- (vi) The office bearers and Members of CEC shall be elected as per the following procedure:
  - (a) Date of the elections shall be announced by the Election Committee.
  - (b) Soon after announcement of the election applications shall be invited globally.
  - (c) Only Life Members will be entitled to contest the election.
  - (d) Every member of the Executive Committees of all the Regional Chapters, whether jointly or severally, shall act as elector of the CEC.
  - (e) The determined number of seats shall stand earmarked to as many candidates who earn the highest votes.
  - (f) In case of a tie or non-participation of any candidate against any post, the Election Committee shall conduct by-election and complete the process within forty five days of announcing the results of the main election.
- (vii) The tenure of the CEC shall be Two Calendar years starting from first Monday of the month of February.

Provided that the CEC shall continue to hold the office till a new CEC is elected.
- (viii) All the members of the CEC will be honorary members and shall not be entitled to any remuneration or allowance whether as matter of reimbursement of the expenses incurred in performance of duties of the Association or otherwise.
- (ix) The CEC shall coordinate the inter-regional affairs of the Chapters and provide platform as requested by the Chapters to arrange functions, seminars, counseling lectures, sports events and such other undertakings. Provided that no Regional Chapter shall be barred from engaging in any activity with the College or the Petarians which is not otherwise against the mandate of the Association by the CEC merely on the grounds that the Chapter has not secured consent of the CEC.
- (x) The Executive Committee shall meet at least once a month and may



meet as often as may be at the direction of the President.

- (xi) The notices of the meeting along with agenda shall be provided to every committee member at least seven days before the date fixed for the meeting by post, e-mail, SMS, or other communication tools presently in vogue.
- (xii) Emergency meeting may be called by the President if in his opinion circumstances have arisen to merit such a meeting at a notice of minimum 24 hours.
- (xiii) Quorum of the meeting of the Executive Committee shall be at least fifth percent of the members. However no quorum shall be necessary for an adjourned meeting.
- (xiv) All the office bearers and Members of CEC shall only contest and remain member of the CEC for two consecutive terms on any post and shall be allowed to contest the election for the next term with a gap of minimum one term.

#### (4) FUNCTIONS OF THE CENTRAL EXECUTIVE COMMITTEE

- (i) To look after the entire management of the Association.
- (ii) To confirm the proceedings of the last meeting.
- (iii) To propose the name of Auditor in AGM.
- (iv) To appoint one or more sub-committee(s) for specific purposes.
  - (a) Such sub-committee shall cease to exist when the purpose for which it was formed, has been fulfilled.
  - (b) Proposer of the specified concept or donor of the funds of the project shall also become part of the specified committee.
- (v) To select any scheduled bank to open a current or savings account or the account under Islamic provisions of banks for the custody of the funds of the Association. Such bank account shall be operated by the incumbent President and the Treasurer jointly.
- (vi) To approve the Annual Budget of the Association.
- (vii) To recommend to the Assembly for appropriate action or expulsion against any member or office bearer or committee member of CEC for any act done contrary to the aims and objects of the Association or behavior which is against the interest of the Association or which is likely to harm the integrity of the Association. Decision of the Assembly in such matter shall be considered as final.
- (viii) To approve and disapprove the life membership of any member.
- (ix) To appoint the staff for the Association and fix their remuneration.
- (x) To approach the Assembly to fill any vacancy for the remaining period of the tenure of the Central Executive Committee in case of resignation, death, insolvency or such other event of a member.
- (xi) To receive and dispense the scholarships and donations as and when collected on the call of the Assembly.
- (xii) To hold convention, seminars, functions, sports events, reunions, and such other endeavors at the College in consultation with the College administration.

#### (5) RESPONSIBILITIES OF THE OFFICE BEARERS OF CEC

- (i) **PRESIDENT:** The President shall preside at all the meetings of the Central Executive Committee.

- (a) He shall supervise and be responsible for the entire working and management of the Association and its finances.
  - (b) He shall represent the Association in the Board of Governors (BoG) of the College on the second seat reserved for the Petarians in the BoG. He shall also finalize the list of applicants and recommend names for admission in the College against the quota reserved for sons of Life Members in consultation with the Chairman of the Assembly, the CEC and the ECs of the Regional Chapters.
- (ii) VICE PRESIDNET:
- (a) He shall preside the meetings of the CEC in absence of the President.
  - (b) He shall assist the President and manage affairs of the CEC in his absence.
  - (c) He shall assist the President to manage events & functions of the Association.
  - (d) He shall assist the President and the General Secretary to maintain contact with the Regional Chapters.
- (iii) GENERAL SECRETARY:
- (a) He shall maintain a Register of Members and Life Members.
  - (b) He shall keep complete record of the meetings and proceedings of the Assembly and the CEC and issue minutes of all meetings to be published on various electronic forums approved by the CEC.
  - (c) He shall conduct the proceedings of the AGM or SAGM and record the minutes of the said meetings and shall publish them on various electronic forums approved by the CEC.
  - (d) He shall preside over the proceedings of the Assembly in case the Chairman of the Assembly is not available to conduct the proceedings.
  - (e) He shall maintain contact with the Regional Chapters.
  - (f) He shall do all correspondence and maintain record of the Association.
  - (g) He shall take steps for compliance of the Resolutions passed by the Assembly, the CEC and the AGM.
  - (h) He shall maintain the office and do all executive work of the Association.
  - (i) He shall supervise and maintain website of the Association and official groups on the social media.
  - (j) He shall call meetings of the Assembly and the CEC in consultation with the Chairman and the President for their respective forums.
  - (k) He shall circulate notices, agenda and minutes of all the meetings.

- (l) He shall prepare annual reports.
- (m) He shall distribute, share and assign duties to members of the CEC as and when required, in addition to the defined responsibilities of their portfolios.
- (n) He shall be responsible to monitor, keep record and reply to all correspondence on TPA recognized forums in consultation with the President.

(iv) TREASURER:

- (a) He shall prepare and submit the monthly accounts to the CEC.
- (b) He shall maintain the Register of Accounts of the income and expenditure of the Association.
- (c) He shall prepare the Annual Account Reports in league with the Auditors to be placed before the CEC and the AGM.

(v) JOINT SECRETARY:

- (a) He shall officiate for the General Secretary in his absence and will discharge all the duties of the General Secretary.
- (b) He shall do all such duties as may be assigned to him by the President and the CEC.

(6) REGIONAL CHAPTERS

- (i) In addition to the already existing Chapters and subject to sub article (2) of article 2 of the memorandum members may form themselves into a Regional Chapter to further the aims and objects of the Association. The CEC shall initiate formation of the Regional Chapter and the Chapter shall become operative after approval of the Assembly.
- (ii) Regional Chapters formed under clause (i) shall have REGIONAL Executive Committee (REC) with a maximum of TEN Life members elected locally as provided hereunder. The tenure of the REC shall be two years starting from first Monday of the month of January.

Provided that where a Regional Chapter does not have enough life members or the members deem it necessary for the convenience of smooth functioning, the members may decide to have small number of office bearers and executive committee members but in no case they shall be less than five.

Provided further that the Regional Chapters may decide to call their office bearers with the designations, such as, Coordinator, Regional President, etc. suited to their places of situation or local customs.

- (iii) Life Members and Members registered for the purpose of election with the Election Committee residing in the area covered by each Regional Chapter shall act as electors for the respective Chapters.
- (iv) The Election Commissioner shall announce the date for elections which shall be a weekly holiday of the second week of the month of December immediately preceding the month of January in which the term of the new

REC is to commence.

- (v) The announcement of the date for election shall be made at least one month but not more than two months prior to the date of election.
- (vi) The election criteria for the REC shall be similar as provided in clause (iv) of sub article (3).

Provided that the President of the REC shall be a Petarian of minimum forty years of age who has passed out from the College after securing an SSC, HSC, O Level or A Level certificate at least twenty years before contesting the election.

Provided further that the President must have remained Life Member of the Association for a minimum of five years at the time of filing of the nomination papers.

- (vii) REGIONAL CHAPTER WORKING: Subject to clause (ii) of sub article (4) the Regional Chapter will be run by the elected Executive Committee called the Regional Executive Committee. The strength of the REC shall be:

- (a) President
- (b) Vice President
- (c) General Secretary
- (d) Treasurer
- (e) Joint Secretary
- (f) Five Elected Members

- (viii) The function of the office bearers and members of the REC shall be similar to the functions of the office bearers of the CEC, but their jurisdiction will remain restricted to the activities of their respective Regional Chapters. The President or his nominee, who may be any member of the REC, may attend the meetings of the CEC to keep close liaison with the Headquarter.
- (ix) The RECs may interact with the college administration for carrying out any visit, social or sports activity, or for the betterment of the College and Petarians under intimation to the President CEC within the frame work of Articles of Association.
- (x) Forty percent of the subscription fee for Life Membership collected by the Regional Chapters shall be paid to the Headquarter at the end of every calendar month, and the balance sixty percent will be utilized as per decision of the REC, however, payment can also be forwarded on case to case basis.
- (xi) Application for Life Membership received at a Regional Chapter shall be forwarded duly accompanied by the recommendation to the CEC which shall consider the application in its next meeting and communicate its decision to the Chapter and the applicant.
- (xii) The RECs shall submit an annual report including accounts statement to the CEC through its President or his nominee.
- (xiii) The REC shall operate within the ambit of the Articles and Memorandum of Association.

- (xiv) The Presidents of the Regional Chapters shall submit the Annual Report of their respective chapters by 31<sup>st</sup> of October every year to the CEC, which shall compile all reports and present them in the AGM.
- (7) The REC will conduct its meetings in accordance with the provisions of the clauses (ix), (x), (xi) and (xii) of sub article (3) mutatis mutandis.
- (8) Provisions of clause (xiii) of sub article (3) shall apply to number of terms served by the members of the RECs.

Provided that nothing contained in this article shall prevent any member from contesting election for the Assembly or CEC without availing gap of minimum one term.

- (9) SUB-BRANCH: The Executive Committee of Regional Chapters may allow establishment of one or more sub-branches at places they deem appropriate.
  - (i) Provided that no sub-branch shall be established where the number of members is less than Ten (10).
  - (ii) Provided further that the EC of the sub-branch shall be managed by two Life Members to be designated by the REC as Local Representatives who shall work under administrative authority of the said Regional Chapter.

### 3. ELECTION COMMITTEE

- (i) There shall be an Election Committee for the purpose of conducting elections of members of the Assembly, CEC and RECs.
- (ii) The Election Committee shall be headed by an Election Commissioner and two members appointed under the provisions of sub article (5) for a period of two years by the Chairman of the Assembly in consultation with the President of the CEC and the Presidents of the RECs as the case may be.
- (iii) The Election Committee shall be appointed soon after the election of the Chairman of the Assembly and Presidents of the CEC and RECs.
- (iv) The election Committee shall commence its tenure after its appointment and shall end after elections of the Assembly, CEC and the RECs are complete and the new Committee is appointed.
- (v) The members of the Committee in case of elections of the RECs shall be from amongst the Life Members of the Region where elections are being conducted and in case of elections of the Assembly and the CEC shall be chosen from amongst the Assembly members.
- (vi) The Election Commissioner shall register the voters before the elections of the Assembly and the RECs by devising methods for manual registration for physically present voters and electronic registration of voters intending to cast their votes electronically.
- (vii) The voter registration shall be completed at least one month before the closing date for filing of nomination papers by the candidates and shall be provided to each candidate soon after announcement of the final list of the candidates.
- (viii) The Election Committee shall fix a fee for candidates' payable by them at the time of obtaining or filing nomination papers.
- (ix) In conduct of the elections the Election Committee shall have supreme authority and shall have access to the funds of the Association and no hindrance shall be caused in the way of conduct of free, fair and impartial elections.

4. VCANCIES ARISING DUE TO RESIGNATION, DEMISE, ETC.

- (i) Where Chairman of the Assembly, President of the CEC or any of the RECs becomes unable to perform his duties, resigns, or expires, the Assembly, the CEC, or the REC as the case may be shall elect Chairman or President from amongst the members of the Assembly, the CEC, or the REC and the vacancy so arising shall be filled in accordance with the provision of sub article (3).
- (ii) Where any member of the Assembly, CEC, or REC becomes unable to perform his duties, resigns, or expires, the vacancy shall be filled in accordance with the provision of sub article (3).
- (iii) The Assembly, CEC, or REC shall notify to the Election Committee the vacancy and upon receipt of said notification the Election Committee shall arrange to hold the election on the vacant seat within two months of the receipt of the notification.
- (iv) In case where a whole CEC or any or all of the RECs resign for any reason the Election Commission shall immediately but not later than two months arrange the election of the said CEC or the REC and the Chairman shall assume the position of the President of the said CEC or the REC in the interim period and shall appoint a team of not more than three Life Members as members of the CEC or the REC.
  - a. Provided that the Chairman shall, in the case of REC, appoint members of the team who reside in the area of that Chapter.

5. DUTIES OF MEMBERS

- (i) Every member shall abide by the constitution and bylaws of the Association.
- (ii) The members shall have no right whatsoever on the income, subscription, donations, gifts, property and assets of any kind whether moveable or immovable belonging to the Association.

6. TERMINATION OF LIFE MEMBERSHIP

The Central Executive Committee may consider termination of membership of a Life Member if he is found guilty of defaming, tarnishing the image or bringing into bad repute the name of the Petarian Association, Cadet College Petaro and Petarians.

Provided that no decision to terminate the Life Membership shall be taken unless the Life Member accused of one or several of the above charges is provided ample opportunity of being heard and the decision of the CEC shall take effect after it is endorsed by the Assembly in its next meeting.

7. RESTORATION OF MEMBERSHIP

A member who has been expelled from the Association on account of misconduct can apply again for membership; and his case will be referred to the Assembly, which will debate the matter in its next session and forward its decision to the CEC, which shall implement the said decision.

8. PATRONS OF THE PETARIAN ASSOCIATION

- (i) PATRON-IN-CHIEF: The Chairman Board of Governors, Cadet College Petaro shall be the Patron-in-Chief of the Association.
- (ii) PATRON: The Principal, Cadet College Petaro shall be the Patron of the Association.
- (iii) The position of the Patron-in-Chief and Patron cannot be challenged in any manner and in any case.

9 DISQUALIFICATION OF THE MEMBERS OF THE CEC OR REC:

Any office bearer or member of the Executive Committee who does not attend three consecutive meetings of the committee without intimation shall be served with proper notice. After service of three consecutive monthly notices his membership on the Executive Committee shall be deemed to be terminated.

- (i) Provided that if the said member has a reason which in the opinion of the CEC or the REC as the case may be was a sufficient cause to have forced such absence the absence shall be condoned and converted into leave.
- (ii) Vacancies arising as a result of action under sub article (1) shall be filled by the Election Committee as per the set procedure for by-elections.

10 OFFICIAL YEAR:

The official year of the Association shall be from January to December.

11 BANK ACCOUNT OF HEADQUARTER OR REGIONAL CHAPTER:

- (i) The bank account or accounts of the Association and Regional Chapters shall be operated by any two of three signatories namely: President, General Secretary and Treasurer.
- (ii) The Association shall not spend any amount from life membership fee except for day-to-day expenses, staff salaries, office equipment, and such other expenses required to be done for ordinary functioning of the office of the headquarter of the Association or the Assembly. In case where funds are required for holding of functions or meetings and it becomes necessary to meet the expenses from the said fee, then the amount so utilized shall be reimbursed to this account by raising the funds through sponsorship or any other resource.

12 AUDIT OF ACCOUNTS:

Once at least in every year the accounts of the Association shall be examined and correctness of the Balance Sheet and the Income and Expenditure Account will be ascertained by one or more auditor(s).

13 STATUS OF THE ASSOCIATION:

The Association will run on non-political and non-commercial basis.

14 DISSOLUTION:

- (i) The Association shall be deemed to have been dissolved if a resolution is passed to that effect in the General Body Meeting by two thirds of the members of the Assembly.
- (ii) The dissolution shall be effective from the date of passing the Resolution.

15 AMENDMENT IN MEMORANDUM AND ARTICLES:

- (i) An amendment to the Memorandum and Articles shall be proposed and passed by the Assembly in the General Body Meeting by majority vote.
- (ii) Provided that such amendment shall not be made in an adjourned meeting of the General Body.

In witness whereof we the following members whose name and particulars are mentioned herein below are desirous of being formed into an Association called "THE PETARIAN ASSOCIATION" in pursuance of these bylaws and have set and subscribed their respective hands on 15<sup>th</sup> day of November 2015.

We the following Office Bearers of THE PETARIAN ASSOCIATION do hereby certify that the mentioned Articles of Association are true and correct to the best of our knowledge and belief.

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**M. Farooq Azam Memon - 7776 LF**  
(Secretary Bylaws Committee)

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**Khalid Ranjhani – 82125 J**  
(General Secretary - TPA)

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**Nasir Mehmood – 79113 IQ**  
(President - TPA)