

## THE CONSTITUTION

*"REVISED CONSTITUTION OF PAKISTAN AMERICAN FRIENDSHIP  
ASSOCIATION AS ADOPTED BY THE GENERAL BODY ON DECEMBER 2009"*

### **PREAMBLE**

The original constitution of the Pakistan Friendship Association was enacted on June 2, 1973. With the passage of time and changed circumstances, it had become necessary to revise the original Constitution.

### ARTICLE I

#### **NAME:**

The name of the Association shall be Pakistan American Friendship Association, hereinafter to as the "Association" The association shall be a Not for Profit organization.

### ARTICLE II

#### **VISION STATEMENT**

"Pakistan American Friendship Association" (PAFA) is a non profit, non religious and non political organization sponsoring social, educational, literary and charitable activities for bringing Pakistani and American Community together and to enhance Pakistan's image in the USA.

### ARTICLE III

#### **MEMBERSHIP:**

- a) The Residents of the State of Indiana shall be eligible to be Members of the Association.
- b) One can become a voting member on completion of the following conditions:
  1. Submission to and acceptance of membership application by the Executive committee.
  2. Payment of Membership dues.
  3. .
- c) The Executive committee may award Honorary Membership to an individual in recognition of his/ her contribution in promoting the objectives of the Association.
- d) Associate member.

### ARTICLE IV

#### **MEMBERSHIP DUES:**

- a) The membership dues shall be determined by the General Body.

- b) The membership dues initially shall be \$75 for a family and \$35 for a single member. This was revised in 2015 from \$50 and \$25.
- c) There shall be no annual dues for Associate members.
- d) The fiscal year for membership will begin on the first day of January and end on December 31 of the each year.
- e) Complimentary lifetime membership for retired senior PAFA executive committee members age 65 or above (this change was made in 2015).

#### ARTICLE V

##### **MEMBERSHIP RIGHTS:**

- a) The voting members shall form the General body of the Association. A member shall have the right to vote after he/she has been a member for 30 days.
- b) Dependents of a voting member's immediate family shall automatically be eligible to become voting members provided they have attained the age of 18 years.
- c) Any voting member shall be eligible to hold an office, if elected.
- d) The Associate Members and the Honorary Members shall not be allowed to vote and/or hold an office of the Executive committee.
- e) All official communications shall be e-mailed to the members of the Association.
- f) The non-members shall be required to pay one and a half times the Charges for a member in order to participate in functions organized by the Association.

#### ARTICLE VI

##### **CESSATION OF MEMBERSHIP**

- a) Any voting member shall cease to be a member on nonpayment of annual dues payable by no later than January 31, of each year.

#### ARTICLE VII

##### **STRUCTURE OF THE ASSOCIATION:**

###### **1. GENERAL BODY:**

- a) The voting members of the Association shall form the General Body of the Association.
- b) The General Body shall be the supreme authority of the Association.
- c) The General Body shall elect the Executive Committee to run the day to day affairs of the Association.

- d) The General Body shall meet as and when required preferably once every three months. The presence of a simple majority of the voting members shall be considered to be a quorum.
- e) The quorum for any constitutional amendments shall be the presence at least 2/3 of the registered voting members of the Association.

## **2. EXECUTIVE COMMITTEE:**

- a) The following office bearers elected by the General Body shall form the Executive committee;
  - 1. The President (Must be of Pakistani Ethnicity)
  - 2. The President Elect (Must be of Pakistani Ethnicity)
  - 3. The General Secretary,
  - 4. The Treasurer, and
  - 5. The Outgoing President shall be an ex officio member.
  - 6. 50% of the executive committee must of Pakistani Ethnicity.

## **3. SPECIAL COMMITTEE(S):**

The Executive committee shall be empowered to appoint special committees from the members and the President shall appoint Chairpersons of such special Committees.

## ARTICLE VIII

### **DUTIES OF THE MEMBERS OF EXECUTIVE COMMITTEE:**

#### **THE PRESIDENT:**

- a) The President shall preside over all the meetings of the Association and the Executive Committee.
- b) The President shall be the spokes person of the Association.
- c) The President shall represent the Association in all matters of public relations.
- d) The President shall be empowered to call the meetings of the Association.
- e) The President shall recommend the name of a person to fill a vacancy of the Executive Committee, if any, to the General Body. The General Body shall approve such an appointment.
- f) The President may recommend the removal of an office bearer to the General Body . A" written notice, giving reasons for removal must be forwarded to the member of the Executive committee who is under consideration for removal. The final decision shall be made by the General Body .

**THE PRESIDENT ELECT:**

- a) The President Elect shall be elected to be the next President of the Association.
- b) In the absence of the President, the President Elect shall preside over all meetings of the Association as Acting President.
- c) The President Elect shall automatically assume the role of the President if and when the office of the president becomes vacant . The new President shall nominate a President Elect with the approval of the General Body within 90 days
- d) .

**THE SECRETARY:**

- a) The secretary shall assist the President in all matters concerning the Association.
- b) The secretary shall be responsible for the maintenance of all the records of the Association.
- c) The Secretary shall record the minutes of all the meetings of the General Body and after approval by the Executive Committee , circulate them amongst the voting members . Any variance in the recorded minutes must be submitted to the next meeting of the General Body or Executive Committee for correction and approval.
- d) The Secretary shall also be responsible f or the maintenance of attendance roster of the members.

**THE TREASURER:**

- a) The Treasurer shall handle the financial matters and keep proper financial records of the Association.
- b) The Treasurer shall be responsible for timely collection of membership dues .
- c) The Treasurer shall prepare the Annual Budget of the Association, and, after it has been reviewed by the Executive Committee, shall present it to the General Body for approval.

ARTICLE IX

**RESIGNATION AND REMOVAL:**

- a) The resignation by an Office Bearer must be addressed to the President of the Association who shall present such a resignation along with his/ her comments to the next General Body meeting. The General Body shall be the sale authority to consider such a resignation by simple majority.
- b) An Office Bearer who permanently moves out of the State of Indiana shall automatically cease t o bean Office Bearer.
- c) The General Body may, for a cause, remove an Office bearer by a vote of at least two third of the total number of registered voting members. In such an event the Office Bearer shall notified by at least 2 weeks and be allowed to present his case to the General Body immediately preceding the deciding vote.

- d) The recommendation of the President for the removal of an Office Bearer shall also be considered by the General Body. The General Body shall accept or reject the recommendation of the President for the removal of an Office Bearer by a majority vote of at least two third of the total number of registered voting members.

#### ARTICLE X

##### **FINANCIAL RESOURCES AND ACCOUNTS:**

1. The funds for the Association shall be derived from
  - A. Membership fees
  - B. Donations from members and other friendly sources.
  - C. Revenue from classified on website / Publications.
2. The funds of the Association shall be kept in a bank and the account shall be operated usually by the Treasurer. The President shall also be authorized to operate the bank account of the Association. The Executive Committee should budget all the committee accounts and should not spend more than 75% of the collected funds. The President and the treasurer shall not authorize expenses greater than \$500 on a single expense. In case an expense is greater than \$500, then , two Executive members should authorize it, sign it, and give it to the Treasurer for final signature.
3. The accounts of the Association shall be audited each year by a member or members approved by the General Body.
4. Last year's financial statement should be made available on the website.

#### ARTICLE XI

##### **MEETINGS:**

1. The Executive Committee shall meet at an appropriate place as often as necessary and whenever called upon by the President.
2. The General Body meetings shall be called as and when required preferably once every three months.

#### ARTICLE XII

##### **ELECTIONS:**

- a) All the officers of the Association shall be elected by a simple majority vote.
- b) An Office bearer shall be elected for a period of one year.
- c) The Elections shall be held on the first Saturday of the month of December each year.
- d) Any Voting Member shall be eligible to become an Office bearer of the Association provided .he/ she is a member in good standing .

- e) The nominations for the incoming Executive Committee should be submitted to the Executive committee on or prior to October 31 each year. Such a nomination must be proposed and seconded by at least 10 to 15 voting members.
- f) In the event no nominations are received by the Election Committee by October 31, the Executive Committee shall and is hereby empowered to nominate candidates.
- g) The Executive Committee shall announce the place and time for elections by no later than October 31 each year . The list of nominees shall also be included in this announcement. Certified copies of the Voters List shall be made available to the candidates without any charge.
- h) An office bearer may seek re-election for another term of one year. The newly elected officer shall take charge of his/her office in the first week of January.
- i) The outgoing Executive committee shall hand over all the records of the Association to the new Executive Committee, and the satisfactory handing over of the records, including the audited accounts, shall be reported to the General Body at its next meeting following the elections.
- j) No Office bearer shall be allowed to hold more than one position at a time.

#### **BALLOTING:**

The Elections shall be held on show of hand basis. Each voting member including his /her dependents who are at least 18 years old and each Voting member shall be entitled to cast one vote each after verification from the voters list.

#### **ABSENTEE BALLOTS:**

Absentee ballots shall be provided to those members who shall not be able to attend the election meeting due to health or travel reasons. The absentee ballots must be received by the Executive Committee at least 48 hours before the date of election. The absentee ballot must be submitted in a sealed envelope with "ABSENTEE BALLOT" written on the front. At least two members of the Executive committee must sign the back of the envelope across the seal. An accounting of the absentee ballots must be provided to the contestant's representatives and all such envelopes containing the absentee ballots shall be deposited in the ballot box(es) on the election day in the presence of the contestants representatives.

### **ARTICLE XIII**

#### **AMENDMENTS TO THE CONSTITUTION**

Any amendments to this Constitution shall be made with the approval of a two-thirds majority of the General Body.

## **PROCEDURE FOR SUBMISSION OF PROPOSED AMENDMENTS**

The proposed amendment must be submitted to the Executive Committee. The Executive Committee shall circulate and invite the comments of the voting members. The proposed amendments along with comments, if any, shall be presented to the next meeting of the General Body for consideration.

### **ARTICLE XIV**

## **INTERPRETATIONS OF THE CONSTITUTION AND BY LAWS**

The General Body shall be responsible for the interpretation of the constitution and its By-laws.

### **ARTICLE XIV**

#### **Information Management:**

1. PAFA website is owned by PAFA.
2. Executive Team is responsible to maintain and provide information on website, by e-mail and other mass distribution sources like face book groups .
3. Only executive team would have the access to the website. Executive committee can appoint a person or organization to manage information for the duration of their term..
4. At the end of each term, PAFA executive committee is responsible to transfer all records, passwords to access etc at their the end of their term, to the next executive committee in 4 weeks.