

THE CONSTITUTION
*"REVISED CONSTITUTION OF PAKISTANI AMERICAN FRIENDSHIP
ASSOCIATION AS ADOPTED BY THE GENERAL BODY ON SEPTEMBER 29, 2019"*

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 1

NAME:

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

ARTICLE II

VISION STATEMENT

"Pakistani 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.
- 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 \$90 for a family and \$35 for a single member.
- 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 each year.

- e. For members signing up during or after September in any given year; their membership fee will be deemed to be paid for next fiscal year.

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 and 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 31st 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 meet as and when required, preferably once every six months. The presence of a one-third of the voting members shall be considered to be a quorum.
- 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 of at least 2/3 of the registered voting members of the Association.

2. EXECUTIVE COMMITTEE:

- a. The General Body shall elect five executive committee members to run the affairs of the Association.

- b. Executive committee will be elected for a term of three years.
- c. Executive committee, for a term of one-year, will elect the following office bearers with a simple majority vote;
 - 1. The President,
 - 2. The Vice President,
 - 3. The General Secretary,
 - 4. The Treasurer, and
 - 5. The Coordinator.
- d. At least 30 days prior to end of yearly term of the office bearers, executive committee will re-elect office bearers for the next year, except in third year of its term.
- e. Any office bearer can present himself/herself for re-election for the same position to serve for next term.
- f. In an event of dispute over re-election(s) of office bearers or matter(s) that cannot be settled within the executive committee, all such issue(s) will be referred to the “Board of Advisors”.
- g. All office bearers must of Pakistani Ethnicity.
- h. In an event where majority members of the Executive Committee resign at the same time, all vacant positions will be filled by the General Body through election process.

3. BOARD OF ADVISORS:

- a. Executive committee will appoint a board of advisors to serve the same term as of the executive committee.
- b. Board of advisors will comprise of three voting members, preferably Pakistani Ethnicity.
- c. Board of advisors will perform functions of arbitration and guidance / assistance as requested by the President or by the simple majority of the Executive Committee.

4. 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 the EXECUTIVE COMMITTEE:

THE PRESIDENT:

- a. The President shall preside over all meetings of the Executive Committee.
- b. The President shall be the spokesperson 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 the vacancy of the Executive Committee, if any, to the General Body. The General Body shall approve such an appointment.

THE VICE PRESIDENT:

- a. The Vice President will assist the President in all matters concerning the Association.
- b. In temporary absence of the President, the Vice President shall represent the President and will assume all duties of the President.
- c. The Vice President shall automatically assume the role of the President if, and when, the office of the president becomes vacant for the remainder of the term.

THE GENERAL 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 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 be responsible for the maintenance of membership records and attendance roster of the members.
- e. The Secretary will maintain complete records of all Executive Committee meetings.

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.
- d. The treasurer shall be responsible for issuing financial statements as required by Article X.

THE COORDINATOR:

- a. The Coordinator will be responsible for coordinating administrative activities of PAFA including sub committees, events, and others as assigned by the President.

ARTICLE IX

RESIGNATION AND REMOVAL:

- a. The resignation by an Executive Committee member 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 sole authority to consider such a resignation by simple majority.
- b. Executive Committee member who permanently moves out of the State of Indiana shall automatically cease to be Executive Committee member.
- c. The General Body may, for a cause, remove an Executive Committee member by a vote of at least two third of the total number of registered voting members. In such an event the Executive Committee member shall be notified by at least Two (2) weeks and be allowed to present his/her case to the General Body immediately preceding the deciding vote.
- d. President may, for a cause, recommend removing an Office bearer by a vote of simple majority of the Executive Committee. In such an event the Office Bearer shall be notified by at least Two (2) weeks and be allowed to present his/her case to the Executive Committee immediately preceding the deciding vote. In an event where such matter is not settled within the Executive Committee, it will be referred to the Board of Advisors for simple majority decision, who will follow same procedure of hearing. In an event where such matter is not settled within the Board of Advisors, it will be referred to General Body for final decision using same hearing procedure.
- e. Entire Executive Committee, other than the President, may, for a cause, can recommend removal of the President. Such recommendation will be made to the Board of Advisors. If the Board of Advisors, after hearing the President, unanimously agrees with such recommendation, matter will be referred to the General Body for final decision. General Body, after hearing the President, will decide by a majority vote of at least two third of the total number of registered voting members.

ARTICLE X

FINANCIAL RESOURCES AND ACCOUNTS:

- a. The funds for the Association shall be derived from
 1. Membership fees
 2. Donations from members and other friendly sources.
 3. Revenue from classified on website / Publications.
 4. Sponsorships for events and projects.
- b. The funds of the Association shall be kept in a bank and the account shall be operated by the Treasurer. The President shall also be authorized to operate the bank account of the Association. The Executive Committee should not spend more than 75% of the collected funds, unless

approved in the Executive Committee meeting by majority vote. However, in the final year of the Executive Committee term, spending should not exceed 75% of the collected funds during such year. The President and/or the Treasurer are authorized to approve expenses provided such expense do not exceed \$500 limit on a single expense item. In case an expense item is greater than \$500, approval should be sought by two additional Executive Committee members. Any person cannot incur and approve an expense the same time.

- c. The accounts of the Association shall be audited each year by a member or members approved by the General Body.
- d. Last year's financial statements should be made available on the website.

ARTICLE XI

MEETINGS:

- a. The Executive Committee shall meet at an appropriate place as often as necessary and whenever called upon by the President, but at least once every 45 days.
- b. The General Body meetings shall be called as and when required preferably once every six months.

ARTICLE XII

ELECTIONS:

- a. All member of the Executive Committee of the Association shall be elected by majority vote.
- b. Executive Committee shall be elected for a period of three years at a time.
- c. The Elections shall be held on the first Saturday of the month of December in election year.
- d. Any Voting Member shall be eligible to become a member of the Executive Committee or an Office bearer of the Association provided he/she is a member in good standing .
- e. The nominations for Executive Committee should be submitted to the Election Committee on or prior to October 31, each election year. Such a nomination must be proposed and seconded by at least three (3) 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 Election Committee shall announce the place and time for elections by no later than November 1st each election 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. Any current Executive Committee member may seek re-election for another term. The newly

elected Executive member 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.
- k. Election committee of three (3) members will be formed by the Board of Advisors, in consultation with the President, before September 30th each election year.
- l. Election committee will be dissolved automatically, earlier of, on December 15th or when all election issues are resolved.

BALLOTING:

The Elections committee shall administer the balloting process. Each voting member including his/her dependent who are at least 18 years old and each shall be entitled to cast one preprinted paper 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 Election 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 Election 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 contestant's 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:

- a) PAFA website is owned by PAFA.
- b) Executive Committee is responsible to maintain and provide information on website, via email and other mass distribution sources like social media, communication, Facebook groups.
- c) Only executive team would have access to the website. Executive committee can appoint a person or organization to manage information for the duration of their term..
- d) At the end of each term, PAFA executive committee is responsible to transfer all records, passwords to access etc. at the end of their term, to the next executive committee in 4 weeks.