

CONSTITUTION

(Registration under the Voluntary Social Welfare Agencies (Registration & Control) Ordinance, 1961)

ARTICLE-1: NAME OF THE ORGANIZATION.

The name of the Organization shall be "Da Haq Awaz Anti-Drug Social Welfare Organization".

Nature Of The Organization:

The Organization will be Non-governmental, non-profitable and non-political Organization. Working for the vast Welfare, relief and developing capacity for the uplifting of living standards of the humanity without any discrimination of caste, race, color and religion as per provision of VSWA(R&C) Ordinance 1961 and rules made there under.

ARTICLE-2: AREA OF OPERATION.


The area of operation of the Organization Shall be Province "Khyber Pakhtunkhwa".

ARTICLE-3: ADDRESS OF OFFICE OF THE ORGANIZATION.

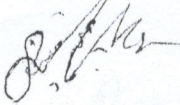
The office of the organization shall be located at Village Gulabad P/o Sardheri Tehsil & District Charsadda.

ARTICLE-4 AIMS AND OBJECTIVES OF THE ORGANIZATION.

1. To provide free education facilities as per need and to promote literacy program for educated Pakistan.
2. To provide services to disabled/destitute, education and skill development services.
3. To spread awareness through camps, seminars, meetings about gender issues, social evils, law and basic human rights.
4. To work for the welfare of women, youth and children.
5. To work for the welfare and rehabilitation of patients.


ASSISTANT DIRECTOR
(Registration)
Social Welfare, Peshawar.

Da Haq Awaz
Chairman
Haji Muhammad Shafi



Article-V: MEMBERSHIP

Clause - (1): Eligibility for Membership:

- Any person supporting the aims and objectives of the Organization and is above 18 years age shall be eligible for the membership of the Organization.
- Residing in the area of operation of the Organization and whose membership has been approved by the executive body.
- Shall be of good character and sound mind and not convicted by law for any moral/criminal offences.
- Is loyal to Pakistan & all parts of it
- Agree to pay the prescribed fee.
- No employee of the Organization can become its member.

Clause - (2): Categories of Membership with conditions and fees thereof:

1. Patron:

A person who pays Rs.1,000/- or more in lump sum to the Organization and whose contribution with the Organization is helpful for the promotion of the objectives of the Organization shall be invited by the executive body to be its patron.

2. Ordinary Members:

Any person who applied on the prescribed form may become a member subject to the introduction and recommendation of the executive body on payment of registration fee Rs.100/- and monthly fee Rs.50/.

3. Honorary Members:

Any person who renders meritorious services for the causes of the Organization may be nominated an honorary member by the executive body without payment of membership fee.

Clause - (3): Procedure for admission of Members:

1. Patron

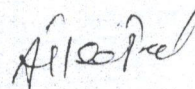
A person who fulfills the condition laid down under article -5 clause (2) may be invited by the executive body to become patron of the Organization.

2. Ordinary Members:

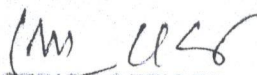
A person who fulfills the requirements as laid down by article – 5 clause (2) and desires to become ordinary member shall apply on prescribed form of the Organization. The executive body shall have power to accept or reject such application. A person shall become the ordinary member of the Organization only after payment of the prescribed fee.



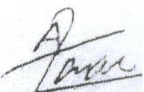
Da Haq Awaz
Chairman
Haji Muhammad Shafiq



ASSISTANT DIRECTOR
(Registration)
Social Welfare, Peshawar.



ASSISTANT DIRECTOR
Central Board of Secondary Education
Islamabad



Da Haq Awaz
General Secretary
Adnan Khan

Article-VI: BRANCHES

No Branch exists of "DA HAQ AWAZ ANTI DRUG Social Welfare Organization" at this time, however in future if organization establishes its branches, prior approval of the Registration Authority is mandatory.

Article-VII: ORGANIZATIONAL STRUCTURE

Clause - (1): Names of the different 'Bodies' formed from amongst the members of the agency to run the affairs of the agency properly:

1. General Body
2. Executive Body

Clause - (2): Composition, Powers and functions of the General Body, Governing Body and any other 'Body'.

a) Composition of the General Body:

- The General Body of the Organization shall be composed of ordinary members.

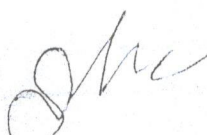
b) Powers & Functions of the General Body:

- The general body shall determine the policy and the programs of the Organization and approve fiscal budget submitted by the executive body.
- It shall hold election of the office bearers and members of the executive body and when due through/under supervision of social welfare officer.
- It shall appoint Chartered Accountants for the purpose of auditing the accounts of the organization after the approval of the Registration Authority.
- It shall approve the report and audited statements of accounts of the previous year submitted by the members and the matters referred by the executive body.
- It shall make amendments in the constitution of the organization as and when necessary. But the amendment should be approved from the Registration Authority who will approve it provided that all the codal formalities are full filled.
- The general body shall alone be competent to take all policy matters.

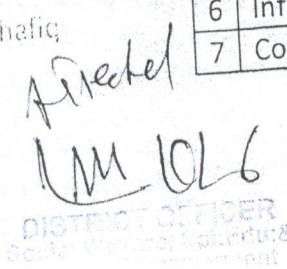
c) Composition of the Executive Body/Governing Body:

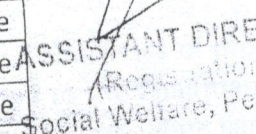
The Executive Body of the Organization shall be composed of the following office bearers and members.

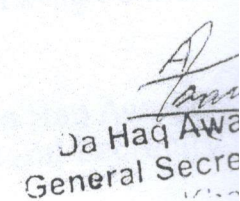
1	Chairman/President	One
2	Vice Chairman/President	One
3	General Secretary	One
4	Joint Secretary	One
5	Finance Secretary	One
6	Information Secretary	One
7	Coordination Secretary	One



Da Haq Awaz
Chairman
Haji Muhammad Shafiq


DISTRICT OFFICER
Social Welfare, Peshawar


ASSISTANT DIRECTOR
(Registration)
Social Welfare, Peshawar


Da Haq Awaz
General Secretary

d) Powers & Functions of the Executive Body/Governing Body:

- To act and represent the Organization in all matters and execute the policy and decision of the General body.
- To invite, nominate, accept, suspend, cancel, or restore the membership of the person (s) according to the provisions of the Article three (5) of the constitution.
- To appoint, suspend, punish, or dismiss paid staff of the Organization if deemed necessary. It shall also determine the terms and conditions of the employment of staff.
- To prepare schemes, budget and progress reports and will be responsible for the maintenance and case study of the office records and property etc.
- If a vacancy occurs in the executive body the executive body can nominate cooperative members (s) to fill the vacancy if half or more than half of the terms of the office is over or otherwise the case may be referred to the General Body.
- It shall prepare annual activity reports, audited accounts and present them to General body for approval.
- It shall fix date, time and place for holding annual General body meeting as and when due.
- After the election the body shall maintain a register of member and keep it up to date in which the name and addresses of all categories of members of the Organization mode of donation or subscription as the case may be.
- All property movable as well as immovable, belonging to the Organization shall vest in the executive body, which shall administer it only for the aims and objectives of the Organization.

Clause - (3): Office Bearers:

i) The designation of all the office bearers;

The executive body of the organization shall be the office bearers/holders by default. It shall be composed of the chairman/president, vice chairman/president, general secretary, joint secretary, information secretary, finance secretary and coordination secretary.

ii) Elections:

- Election of the office bearers and executive members of the executive body shall be held after three years.
- Before election a three members election committee other than those contesting the election will be formed which shall monitor and facilitate the election.
- Election committee consisting of three members shall not be eligible to contest the election for post of member of the executive body.
- Election shall be held by secret ballot under the supervision of S.W.O and each member shall have one vote.
- Nomination papers of the candidates bearing signature / addresses of proposed candidates of the election body one week before the election date. The candidate can withdraw within two days of the submission of nomination papers.
- Executive body must handover the charge to newly elected executive body within seven days after the election and the handing & taking over shall be carried out under the supervision of the election committee in the presence of social welfare officer.

ASSISTANT DIRECTOR
(Registration)
Social Welfare, Peshawar

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Da Haq Awaz
Chairman

Ull Muhammad Shafi

Da Haq Awaz
General Secretary

3. Honorary Members:

The executive body of the Organization shall nominate honorary members. The honorary members will be the persons who have eminent service for the organization and the community. He/she will not be required to pay any membership fee.

Clause - (4): Procedure for admission or rejection of Members:

Procedure of Admission:

According to Article 5 Section (3) of the constitution of the agency, members shall be granted membership of the organization.

Procedure for Rejection:

- Person whose application for membership is rejected by the executive body can apply again after lapse of three months (3).
- The application rejected second time by the executive body shall be put up before the general body for consideration providing reasons for rejection.
- A person whose application is rejected by the executive body will have the right to appeal to the general body whose decision shall be final.
- The same if any may be communicated to the Registration Authority for confirmation/approval through concerned District Officer.

Clause - (5): Rights and Privileges' of various categories of Members:

The following categories of members shall have the right to vote:

- Ordinary members.

The following categories of members shall not have the right to vote and to hold office but can participate in the meetings and functions of the organization.

- Honorary members.
- Members who have not cleared dues till their due date.

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Social Welfare, Peshawar

Clause - (6): Procedure of Suspension, Cancellation & Registration of Membership:

Membership may be terminated in any of the following cases.

1) Non-payment of Subscriptions:

- For non-payment of fees up to 30 days after the due date. General Secretary will issue 15 days' notice to defaulter members prior to the due date a second notice of 15 days will be given at the expiry of the notice period if the dues are not cleared as per second notice person concerned membership will be ceased.

2) Absence from meeting (General body & executive body).

- A member who fails to attend three consecutive meetings without prior intimation justification shall cease to be a member of executive body or General body as per full procedure.
- The executive body shall give 15 days' notice to defaulting member(s) during which he/she shall submit a written reply of his conduct.

DISTRICT OFFICER
Social Welfare, Peshawar
Peshawar

Da Haq Awaz
Chairman
Muhammad Shafiq

Da Haq Awaz
General Secretary
Adnan Khan

- In the event of explanation, being found unsatisfactory by the executive body may either administer a warning or may ask the member to resign the membership from the Organization forthwith.
- In the event of the said member refusing to resign his membership when asked to do so. The executive body in a special meeting may decide the case with three fourth (3/4th) majority of its total strength of the body.
- For reason to be recorded in writing the executive body with three fourth (3/4th) majority of its total membership may suspend forthwith the membership of the defaulter member maximum for a period of three months during which executive body shall be bound to take final decision.
- Any member may on his own accord terminate his membership sending his resignation to General Secretary. The executive body may accept his resignation provided all the outstanding dues are cleared to the satisfaction of the body.
- Death of the member.

3) Conduct being Detrimental to the interests of the agency;

If conduct of any member is deemed by the executive body to be prejudicial to the interest of the organization, or calculated to bring the organization into disrepute, his membership can be suspended/cancelled according to the following procedure:-

- He/ She shall be given a notice of at least 15 days by the executive body during which he shall submit a written explanation of his conduct.
- In the event of explanation being founded unsatisfactory the executive body may either give a warning, or may ask the members to resign his membership from the organization forthwith.
- In the event of the said member refusing to resign, when asked to do so, the General body in a special meeting may decide to case finally with 3/4th majority of the total strength of the committee.
- For reasons to be recorded in writing, the decision of the general body will be final and will not be challenged in any court.

Affected
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DISTRICT OFFICER
Social Welfare, Peshawar
Govt. of Punjab

Clause - (7): Procedure for Restoration of suspended or cancelled membership or re-admission:

1) Non-payment:

In case the membership is cancelled due to non-payment, it may be restored after payment of outstanding dues subject the approval of the executive body.

2) Detrimental Conduct:

In case of his/her conduct being detrimental to the interests of the organization, the executive body, if it is satisfied may restore his/ her membership after written assurance is given by him that he/she will not work against the interest of organization in future.

Appeal:

In case the person's membership is not restored by the executive body. He/ She has the right to appeal to the general body, which by a majority of 3/4th of its members, may restore his membership. Decision of general body in this respect shall be final.

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ASSISTANT DIRECTOR
(Registration)
Social Welfare, Peshawar.

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Da Haq Awaz
Chairman

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Da Haq Awaz
General Secretary

- The executive body shall frame the rules relating to the procedure for election.

iii) **Terms of Office:**

- Terms of the office shall be for a period of three (3) years for all the office bearers and members of the executive body commencing from 1st of July and ending on 30th June.
- Executive body must handover the charge to newly elected executive body within ten days after the election and the handing & taking over shall be carried out under the supervision of the election committee in the presence of social welfare officer.

iv) **Powers and functions of the Office bearers**

The following powers and functions are to be exercised by each office bearers.

1. Chairman/President:

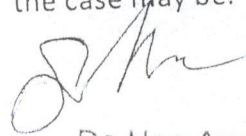
- The Chairman/President shall be the constitutional head of the Organization and shall preside all meetings.
- He/She shall ensure that the provision of the constitution are duly carried in all respect.
- Shall have the power to sanction expenditure up to Rs.5000/- in each case subject to approval by the executive body in subsequent meetings.
- He/She shall have the right of casting vote in any meeting in case of tie.
- He/She shall supervise the working of the Organization, guide and help the office bearers in discharge of their duties.
- He/She shall operate bank account jointly with the Finance Secretary of the Organization.
- He/She shall exercise the right of casting vote in any meeting of the organization in case of tie.

2. Vice Chairman/President

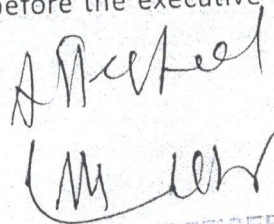
Shall exercise all power of the Chairman/President in his absence & in his presence will assist the Chairman/President.

3. General Secretary

- The General Secretary shall be the chief executive of the organization and shall act in consultation with the Chairman/President and shall be responsible for the execution of the body.
- The General Secretary in the consultation with the Chairman/President shall prepare the agenda, call meeting of the general body and executive body in accordance with the provision of the constitution, prepare and put up the minutes of the last meeting for confirmation and maintain proper record of the same.
- The General Secretary shall be responsible for the execution of the resolution & directive of the executive body & General body.
- The General Secretary shall prepare annual report about the work done by the Organization and submit it before the executive body or the general body meeting in the case may be.



Da Haq Awaz
Chairman
Haji Muhammad Sanaig



DISTRICT OFFICER
Social Welfare, Govt. Educ. &
Welfare Department
Chitral

ASSISTANT DIRECTOR
(Revenue)
Government of Peshawar

Da Haq Awaz
General Secretary
Adnan Khan

- The General Secretary shall be responsible for submission of the report and return desired by the registration Authority. The General Secretary shall conduct correspondence on behalf of Organization.
- The General Secretary shall verify all bills; vouchers etc. get approval of Chairman/President & forward them to Finance Secretary for security & payment as per rules.
- Shall be responsible for the general supervision of the staff and of any policy proposal approval and instruction of the executive body shall be necessary.
- The executive body may delegate to the general secretary the powers to appoint, dismiss and take punitive action against the paid staff of the organization, any such action taken by the general body for approval, which shall be final.

4. Joint Secretary

In the absence of the General Secretary, joint Secretary shall exercise all the powers and functions of the General Secretary and in his presence, shall assist the General Secretary.

5. Finance Secretary

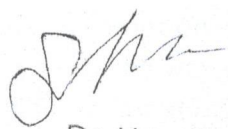
- The finance secretary shall maintain accounts of the income and expenditure and be in charge of the finance of the organization.
- The finance secretary shall within three days of the receipt, deposit the entire amount in the bank duly approved by the registration authority in the account of the organization.
- He/She shall operate bank accounts jointly with the Chairman/President.
- He/She shall arrange collection of donations, grants, aids, subscription & other payments on the behalf of the organization and issue proper receipt.
- He/She shall maintain register of members, donors, with their names and addresses.
- Maintain accounts of income and expenditure in register prescribed under section 10 of the ordinance of voluntary social agencies (registration & control) rules 1962.
- Arrange audits of the accounts of the Organization & its affiliated welfare program under the ordinance.
- Prepare annual budget, quarterly reports & schemes for fund generation and obtain approval of the executive body.

6. Information Secretary

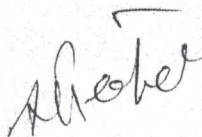
He shall give publicity to all the aims and objectives of the Organization and publication of all such materials aimed at gaining help and support from line agencies, print and electronic media.

7. Coordination Secretary

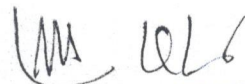
The coordination secretary maintains the office files, correspondence and liaison with donor agencies and the line departments.



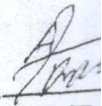
Da Haq Awaz
Chairman
Haji Muhammad Siddique



ASSISTANT DIRECTOR
(Registration)
Social Welfare, Peshawar.



DISTRICT OFFICER
Social Welfare, Peshawar
(Registration)



Da Haq Awaz
General Secretary
Adnan Khan

Article VIII: MEETINGS

Clause - (1): Procedure for calling different types of meeting:

General Body Meeting:

- The General body shall meet once in year and shall be called Annual General Body meeting.
- Venue of the Annual General Body meeting will be decided by the executive body in a meeting with a clear notice of two weeks in advance with proper agenda.
- In the case of emergency special meetings may be called immediately.
- 1/3rd quorum will be necessary for each meeting.
- Notices shall be circulated through mail, email, and telephone/mobile or by hand.

Executive Body Meeting:

The executive body shall meet once in a month.

Clause - (2): Notice Period of the Meetings:

- A notice period of 5 working days shall be necessary for an ordinary meeting of executive body.
- Special emergency meeting may be called without advanced notice at the discretion of the Chairman/President.

Clause - (3): Quorum for the different types of meetings:

2/3rd quorum will be necessary for each meeting of the executive body, but no quorum is will be required for an emergency meeting.

- All the meetings of the organization shall stand adjourned for seven days within half an hour of the appointed time quorum is not formed.
- No fresh notification shall be needed for adjourned meeting and the meeting shall be held on the next work day, no quorum would be required for subsequent meeting. Provision of this section shall not apply to the requisitioned meeting.

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DISTRICT OFFICER
Social Welfare, Cpb: Edu: &
Youth Development
Peshawar

ARTICLE-IX: FINANCIAL ADMINISTRATION:

- (a) Procedure for withdrawal of money from bank
- (b) Procedure for appointment of the auditor of the agency

- The financial years of the Organization shall be from 1st July to 30th June of subsequent year.
- The funds of the Organization shall be kept in a scheduled Bank approved by registration authority, Directorate of Social Welfare KP.
- The Chartered Accountants or Auditor shall audit the accounts of the Organization annually.
- The money income and property of the Organization however derived shall be applicable solely towards the promotion of the aims and objectives.
- No promotion of the money, income and property of the Organization shall be made directly by way of profit divided bond or otherwise to any of its members their relative.
- The accounts shall be operated under the joint signature of Chairman/President and Finance Secretary.
- Any subscription, donation or financial assistance etc shall be deposited in the bank within three days of its receipt.

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ASSISTANT DIRECTOR
(Registration)
Social Welfare, Peshawar.

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Da Haq Awaz
Chairman
Haji Muhammad Shah.

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Da Haq Awaz
General Secretary
Adnan Khan

Article-X: VOTE OF NO CONFIDENCE

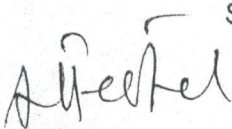
- Any member who for some reason show no confidence on an office bearer or a member of the executive body shall inform the Chairman/President of the executive body in writing to this effect giving solid proof of the members attitude misconduct, misusing power delegated under the constitution or violating the aims & objectives Organization by laws/rules detrimental to the cause of the Organization.
- The Chairman/President/Executive Body shall give the said member a chance to clear himself within 15 days of the receipt of no confidence motion and after being satisfied that there are sufficient grounds to proceed against the member concerned, the Chairman/President shall convene a General body special meeting as laid down under clause (7) of article 4 and place the matter before the General body.
- The General body shall with 2/3rd majority decide either to remove such office bearer/member of the executive body or otherwise.

Article-X: AMENDMENTS IN THE CONSTITUTION

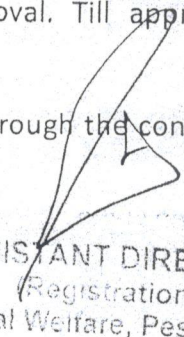
- Amendments in the constitution shall be made in a special meeting of the General body called for this purpose.
- Any members who wish to suggest an amendment in the constitution may do so by writing to the executive body and the proposed amendments shall be circulated among the members of the General body with a 30 days' notice of the meeting at which the amendment is to be considered at least 30 days prior to the date of the meeting proposed amendments received from members up to 7 days before the meeting may be put up for consideration.
- The amendments must be approved by three forth 3/4th majority of the total membership of the General body.
- The organization shall not make any changes in the constitution, preamble, memorandum of article of the Organization, rules and regulation or bye – laws without prior approval of the registration authority (Directorate of Social Welfare KP).
- All the proposed amendments shall be forwarded to the Director, Social Welfare Khyber Pakhtunkhwa Registration Authority for approval. Till approval the amendments shall remain invalid.
- The proposed amendments should be routed through the concerned Social Welfare Officer to the registration authority



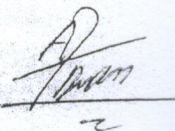
Da Haq Awaz
Chairman
Haji Muhammad Sarwar



DISTRICT OFFICER
Social Welfare, Edu: &
Sports Department
Peshawar



ASSISTANT DIRECTOR
(Registration)
Social Welfare, Peshawar,



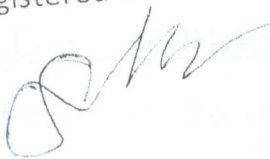
Da Haq Awaz
General Secretary
Adnan Khan

ARTICLE-XI: ROLE OF DISTRICT OFFICER SOCIAL WELFARE

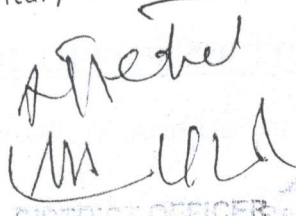
- He/ She may attend every meeting of General body and/or any if its functions.
- He/ She can check account and other records of agency at any time and all relevant record will be provided whenever demanded.
- He/ She can pay visits to the Organization and inspect any document without prior intimation or notice.

ARTICLE-XII: VOLUNTARILY DISSOLUTION OF THE ORGANIZATION

- The Organization shall be dissolved in accordance with section 11 & 12 of the voluntary Social Welfare Agencies (Registration & control) Ordinance 1961.
- Dissolution shall only be decided at special meeting of the General Body, specially called for the fortnight notice. The decision taken would be communicated to the Registrar Authority for further necessary action.
- In the event of dissolution of the organization, its assets, left after meeting its liability if any, shall be transferred to any other voluntary agencies having similar objectives, registered under the voluntary social welfare agency (R&C) ordinance 1961.



Da Haq Awaz
Chairman
Haji Muhammad Sadiq



DISTRICT OFFICER
Supervisor
Registration NGOs
District Government
Islamabad



Da Haq Awaz
General Secretary
Adnan Khan