



**THE
CONSTITUTION OF
PAKISTAN ASSOCIATION DUBAI
UNITED ARAB EMIRATES**

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www.pakassociationdubai.com

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PREAMBLE

Whereas the necessity of an association in every sphere of the civilized world is universally acknowledged, and therefore, we, the Pakistani Nationals, residing and working in the United Arab Emirates have resolved to establish for ourselves a body to be known as PAKISTAN ASSOCIATION DUBAI - United Arab Emirates, with the aims and objectives as laid down hereunder:

AIMS AND OBJECTIVES

1. Foster the spirit of mutual understanding and cooperation; strengthen the ties of fraternity amongst the Pakistani Nationals and the UAE Nationals as well as other foreigners in the United Arab Emirates.
2. Promote relationship amongst Pakistanis, the Nationals and other foreigners, not contrary to the canons of Islam and the policies of the Governments of Pakistan and the United Arab Emirates.
3. Promote cultural and social contacts.
4. Represent the views of Pakistanis residing in the United Arab Emirates and assist them in resolving their problems with the Local and Pakistani authorities.
5. Manage and run the existing Pakistan Sports and Recreation Club.
6. Carry out functions, lectures and conferences of cultural, religious and national importance.
7. Undertake any other activities not specifically mentioned herein but deemed to be in the best interest of the Pakistani Nationals with the collaboration of the authorities of the Emirates or the country.
8. Help Pakistani businessmen and professionals in United Arab Emirates especially in Dubai with the view of solving their problems.
9. The Association will not indulge in political activities and agree to abide by the rules and regulations of the United Arab Emirates.

ARTICLE I - NAME

The name of the Association shall be Pakistan Association Dubai. It will, hereinafter, be referred to as "PAD".

ARTICLE II - FUNCTIONS

PAD shall act in accordance with the provisions and by-laws set forth in this Constitution.

ARTICLE III - LOCATION

The office of PAD shall be located at Zabeel East Plot B-46 in Dubai, UAE.

ARTICLE IV - LANGUAGE

The official language of PAD for its officials, all Pakistanis and Pakistani missions shall be Urdu. All communication between PAD and governmental departments of UAE shall be in Arabic whereas communication with other expatriates and their institutions shall be in English.

ARTICLE V - MEMBERSHIP

1. All Pakistani Nationals of any sex, caste and religion holding a valid Pakistani Passport and a valid Residence Visa of United Arab Emirates shall be eligible to enroll themselves with PAD as its members.
2. Every application for membership shall be submitted on the prescribed form duly completed and signed by the applicant along with the prescribed subscription fee. Each application shall be proposed and seconded by the members of the Executive Committee and approved by the President and the General Secretary.
3. A member of PAD shall automatically lose his membership if he dies, is expelled or resigns from the membership himself.
4. A member may be expelled from PAD if, in the opinion of the Executive Committee, such a member has:
 - a) been a persistent defaulter in payment of subscription fee, or
 - b) willfully deceived PAD by a false statement, or
 - c) been insane or legally disabled, or
 - d) committed an offense involving moral turpitude, criminal breach of trust, or
 - e) acted in any way prejudicial or detrimental to the interests of PAD

provided that a written notice is served to such a member to produce his defense in writing within a fortnight. In case his explanation is found unsatisfactory or he fails to give an explanation within the stipulated time, he shall be expelled from the membership list of PAD by a resolution passed by not less than two-third of the members of the Executive Committee present at the meeting. Such expulsion shall not exceed a period of five years.

The categories of membership are as follows:

1. Long Term/Short Term Membership

All Pakistani Nationals of any sex not less than 18 years of age shall be eligible to become Long Term or Short Term Members of PAD. The duration for long term is ten (10) years whereas that for the short term is two (2) years.

2. Honorary Membership

The Honorary Membership shall, with the approval of the Executive Committee, be conferred upon V.I.P. Pakistanis as well as UAE Nationals and other dignitaries who are beneficial and advantageous to the welfare of PAD.

3. Associate Membership

Every member of any wing of PAD shall automatically become an Associate Member of PAD. Such membership shall not confer upon him the benefits given to a Long Term or Short Term Member.

ARTICLE VI - SUBSCRIPTION

The schedule of subscription fee for various memberships is cited in Appendix 1 of this Constitution. This schedule may be reviewed and revised by the Executive Committee as and when required. Any changes to the schedule shall be approved by two-third majority of the present members of the Executive Committee.

For fee structure, please refer to Appendix 1.

ARTICLE VII - DEFAULTS IN PAYMENT OF SUBSCRIPTION FEES

In case a member does not pay his subscription fee within a month from the date when it becomes due, he shall be served with a written notice for payment and if he fails to do so, a reminder shall be issued. In case no reply is received within a period of three weeks after the issuance of the reminder, he will cease to be a member of PAD. The membership of a defaulter shall only be renewed on payment of arrears to PAD and shall be subject to the approval of the Executive Committee, who may, at its discretion accept or reject such an application.

ARTICLE VIII - OFFICE BEARERS

The general body of PAD shall elect:

- | | |
|-------------------------------|--|
| 1. President | 7. Sports & Recreation Secretary |
| 2. Vice President | 8. Community Welfare Secretary |
| 3. General Secretary | 9. Public Relations Secretary |
| 4. Joint Secretary | 10. Religious Affairs Secretary |
| 5. Treasurer | 11. Education & Personal Development Secretary |
| 6. Cultural Affairs Secretary | 12. Social and Legal Affairs Secretary |

The total number of office bearers will be twelve (12).

In accordance with the procedures laid down hereinafter:

- a. The President and General Secretary, in consultation with the elected office bearers, shall nominate ten (10) Executive Committee Members from amongst the Long Term Members of PAD to constitute an Executive Committee. The maximum strength of the Executive Committee will be twenty two (22). Each nominee shall contribute Dhs. 500 upon his acceptance.
- b. In case a vacancy is caused by resignation, death, or permanent departure from the United Arab Emirates, the President and the General Secretary, in consultation with the Executive Committee, shall nominate a member to fill the vacancy so caused.
- c. If two third or more elected members of the Executive Committee and office bearers resign, simple majority of the Executive Committee shall elect new office bearers within three months. In such case all the powers and functions of the Executive Committee shall devolve to the Adhoc Committee comprising of the President, the General Secretary and the Treasurer for an Interim Period as stipulated in Article XIII.
- d. In case the office of the President or the General Secretary falls vacant due to promotion to the higher office, death, resignation, permanent departure from the UAE or any disqualification under Article V, the Vice President and the Joint Secretary shall take over as President and General Secretary respectively. In case due to any reason any one of the above shows inability to take over the office, the Executive Committee shall appoint with simple majority new President and / or General Secretary.
- e. In case the office of any office bearer excluding the President and the General Secretary falls vacant due to promotion to the higher office, death, resignation, permanent departure from the UAE or any disqualification under Article V, the Executive Committee, with simple majority, will appoint a new office bearer for the respective post.

ARTICLE IX - FUNCTIONS OF THE OFFICE BEARERS

1. President

- a. The President shall be the Chief Executive of PAD and shall have powers to decide on daily matters and shall be answerable to the General Body and Executive Committee in all matters.
- b. The President shall control and supervise the affairs of PAD. He will ensure that PAD and all its sister organizations operate in accordance with the provisions of its constitution.
- c. The President shall incur recurring as well as non-recurring expenditure to the extent as determined / sanctioned by the Executive Committee.
- d. The President and the General Secretary shall jointly sign any and all documents required to be signed on behalf of PAD. However, the President and/or the General Secretary can sign day-to-day routine letters, circulars and correspondence with the Executive Committee.
- e. The President and the General Secretary shall jointly verify and sign any complaint, written statement, affidavit and all documents connected with the legal proceedings.
- f. The Executive Committee may delegate any other powers to the President, if required.

2. Vice President

In the absence of the President, the Vice President shall have the same functions and powers as vested in the President. He shall also take active part and assist the President in all matters in which his assistance is sought by the latter.

The President may delegate some of his functions and powers to the Vice President as and when necessary.

3. General Secretary

He shall be the administrative head of the PAD. He shall be responsible for the efficient working of the office administration and shall exercise powers as per by-laws of PAD. He shall be answerable to the President and the Executive Committee.

He shall summon and attend all the meetings of the General Body and the Executive Committee. He shall be responsible to record proceedings of the meetings in the minute book, authenticate them and circulate copies to all the members before the next meeting. He shall issue call notice to the members to pay subscription fee or other dues, if any. He shall exercise all powers as may be assigned to him by the Executive Committee. The Office Secretary will assist him in carrying out his duties.

4. Joint Secretary

In the absence of the General Secretary, the Joint Secretary shall have the same functions and powers as vested in the General Secretary. He shall also take active part and assist the General Secretary in all matters in which his assistance is sought by the latter.

The General Secretary may delegate some of his functions and powers to the Joint Secretary as and when necessary.

5. Treasurer

He shall maintain the accounts and funds of PAD in line with generally accepted accounting principles. He shall keep records of receipts and payments, maintain the books of accounts, and keep other records related to the financial matters. He shall follow the procedures and directives laid down by the Executive Committee. He shall ensure that an independent auditor audits the annual accounts. He shall submit the audited account statements to the Executive Committee and present a summary of the same in the Annual General Body Meeting.

6. Cultural Affairs Secretary

He shall function in the manner prescribed by the Executive Committee to promote cultural activities. He shall arrange cultural functions from time to time subject to prior approval of the Executive Committee.

7. Sports & Recreation Secretary

He shall organize and conduct all indoor and outdoor sports activities on behalf of PAD, subject to prior approval of the Executive Committee, and in conformity with the policy enunciated by the Executive Committee from time to time.

8. Community Welfare Secretary

He shall look after the problems and welfare of the community and shall be responsible to promote fraternal ties among the different classes. He shall work in line with the policy set out by the Executive Committee.

9. Public Relations Secretary

He shall propagate the activities of PAD and shall develop close contact with the Government, Semi-Government and autonomous bodies and other agencies (Radio, Television, Newspaper etc.) to promote the cause of PAD according to the rules and laws of the land.

10. Religious Affairs Secretary

He shall function in the manner as may be prescribed by the Executive Committee to arrange the religious functions and lectures, which shall be non-sectarian and not contrary to the canons of Islam, and strictly in accordance with Qur'an and Sunnah.

11. Education & Personal Development Secretary

He shall coordinate with Educational Institutions in the United Arab Emirates, promote and support educational activities in the community and organize programs at PAD related to education and personal development.

12. Social & Legal Affairs Secretary

He, with the support of legal and social experts in his team, shall ensure to provide deserving Pakistanis with assistance in solving their social and legal problems.

ARTICLE X - EXECUTIVE COMMITTEE

The Executive Committee shall comprise of the minimum twelve elected office bearers and ten members selected from the Long Term Members with the total number not to exceed twenty two. The President and General Secretary will nominate members not below the age of 25 years in consultation with elected office bearers to form the Executive Committee.

1. Functions and Powers of the Executive Committee

The Executive Committee shall exercise the following functions and powers:

- a. To approve the expenditure from the funds of PAD.
- b. To appoint paid staff of PAD and fix their remuneration.
- c. To frame by-laws and regulations for the proper and expedient conduct of day-to-day affairs/matters of PAD.
- d. To appoint working committees, arbitrators, administrators, custodians in all matters relating to trade, industry, labor, social, educational, and cultural fields and do all other work as may be deemed necessary in the best interest of PAD and the community.
- e. To amend the constitution by two-third majority of the Executive Committee as and when necessary. However, the Executive Committee shall make no amendment in the constitution within six months before the date of elections. In case an amendment becomes absolutely necessary, this can only be made by a simple majority vote of the General Body.
- f. The Executive Committee will appoint an Office Secretary who will keep records of all meetings.

2. Working Committees

There shall be a number of working committees appointed by the Executive Committee to execute the decisions and to carry out the various activities of PAD.

The structure of the working committees shall be as follows:

- a. The respective elected secretary shall head the working committee.
- b. The secretary shall have 3-5 persons to form this committee from members of PAD who are willing to help in carrying out the activities of the committee. Out of the total members nominated or elected in the working committee, at least one must be a member of the Executive Committee.
- c. The head of the working committee will be personally responsible to take care of the functions of the committee working under his control. He will submit his report to the President and General Secretary.
- d. The President and General Secretary, if required, can change the head of a working committee in the best interest of the community and in accordance with the Constitution.

ARTICLE XI - ACCOUNTS

1. The financial year of PAD shall commence from the 1st of January and shall end on the 31st of December each year.
2. All money received by PAD shall be kept in the banks designated by the Executive Committee.
3. The bank account shall be operated under the joint signatures of any two out of the President, the General Secretary and the Treasurer.
4. A monthly statement of accounts shall be prepared by the Treasurer for placing before the Executive Committee in its meeting.
5. An annual balance sheet/statement of accounts shall be prepared at the close of the calendar year but not later than 31st of January of the following year. It shall be placed before the Executive Committee for its scrutiny and approval.
6. A recognized independent auditor shall audit the accounts of PAD annually. The auditor shall submit his report along with his observations, if any, to the Executive Committee.

ARTICLE XII - MEETINGS

1. General Body Meetings

- a. A General Body Meeting shall be held once every six months. All Long Term and Short Term Members of PAD shall be invited who shall be sent a notice for the General Body Meeting at least fourteen (14) days before the date of the meeting. The quorum for the General Body Meeting shall be one third of the total Long Term and Short Term Members.
- b. Once in a year, in the General Body Meeting, the General Secretary shall present a progress report of PAD's activities including its financial results.

2 Executive Committee Meetings

- a. At least one Executive Committee Meeting per month shall be held. A notice for the Executive Committee Meeting shall be issued to all its members at least three (3) days before the date of the meeting. The quorum for the Executive Committee Meeting shall be one third of its total members present in the United Arab Emirates on the day of the meeting.
- b. The agenda of the Executive Committee Meeting should reach each of its members at least 3 days in advance to enable them to go through and prepare any questions thereon.
- c. The minutes of each meeting of the Executive Committee shall be sent to all its members for information and follow up. The members of the Executive Committee can also collect a copy of the minutes personally from the office of PAD.
- d. An emergency or extraordinary meeting of the Executive Committee can be summoned at a notice of 24 hours.
- e. The General Secretary shall convene an emergency or extraordinary meeting on a written requisition signed by not less than 5 members of the Executive Committee.
- f. In the emergency or extraordinary meeting, only such business shall be transacted for which the meeting is convened and no other subject shall be taken up.
- g. Proxy for any Executive Committee Member for any specified meeting will be acceptable while he is out of the station but the proxy has to be duly sent to the General Secretary in writing.

ARTICLE XIII - ADHOC COMMITTEE

1. An Adhoc Committee will be formed temporarily when the Executive Committee has resigned or its term is complete.
2. The period of Adhoc Committee will be from the date the Executive Committee has ceased to function until the date the new elected office bearers take the oath of office.
3. Once the new office bearers have taken oath, the Adhoc Committee will be automatically dissolved.
4. The interim period of Adhoc Committee shall be a maximum of one hundred and twenty (120) days during which the election procedure as laid down in article XIV must be completed.
5. The purpose of the Adhoc Committee is to ensure that day-to-day functions and operations of PAD are carried out smoothly during the interim period.
6. The Adhoc Committee will comprise of three members who are the President, the General Secretary and the Treasurer of the outgoing Executive Committee. In case any of these three are not ready to work as a member of the Adhoc Committee, then any other member from the outgoing Executive Committee can be appointed as member of the Adhoc Committee.
7. Beside these three members, two other PAD Long Term Members other than those of the outgoing Executive Committee may be included in the Adhoc Committee.
8. The members of the Adhoc Committee will be mainly authorized signatories of bank accounts on behalf of PAD.
9. The Adhoc Committee will have no power to postpone, delay, cancel and/or alter the schedule of the elections announced by the outgoing Executive Committee.
10. No member of the Adhoc Committee can contest the election.

ARTICLE XIV - ELECTIONS

1) Procedures for Election

- a. The elections shall be held after every two (2) years and should not be extended beyond that period. However, if due to any unavoidable circumstances this is extended, the extension period will be for maximum three (3) months.
- b. An office bearer of PAD can retain the same office for not more than two terms. However, he is entitled to contest and hold any other office after two terms.
- c. The outgoing Executive Committee shall approve the election program in its meeting and nominate the members of the Election Committee.
- d. The President, with the consent of the Executive Committee shall form an Election Committee consisting of a Chairman and maximum six (6) members. These persons shall be selected from among respected and esteemed members of the Pakistani community. This committee shall be responsible for holding proper, fair and transparent election in person.
- e. Written consent from the designated members of the Election Committee, of their appointment, should be obtained before their names are announced.
- f. The voters list, signed by the President and the General Secretary, shall be handed over to the Election Committee before the Executive Committee transfers its responsibility to the Adhoc Committee.
- g. The approved election program should be communicated to the Election Committee as soon as the outgoing Executive Committee approves it.
- h. The Executive Committee will cease to function from the day the Election Committee starts functioning and Adhoc Committee takes over from the Executive Committee.
- i. Once an Election Committee has started functioning the previous Executive Committee cannot be reappointed by canceling the election. However, if due to any reason the election has to be postponed then it will be the responsibility of the appointed Election Committee, in consultation with Adhoc Committee, to conduct the election on the revised date. The election should be held within one hundred and twenty (120) days from the date the Election Committee has started functioning.
- j. No speeches of any kind shall be made at the time of election. The publication and/or distribution of any material that might result in annoyance of any person or body shall be considered as misconduct. A person or persons responsible for such an act shall be disqualified for contesting the election.

- k. The election shall be held in person by secret ballot system and the results shall be announced immediately after the counting is over. In case a candidate returns unopposed, he shall be declared elected by the Election Committee. The counting of the votes shall be in the presence of the candidate or his authorized agent.
- l. The decision of the Election Committee will be final and cannot be challenged.

2) Qualification of Candidates for Election

- a. Any member of PAD shall be eligible to contest election for the office of PAD if he is not below the age of twenty five (25) years.
- b. The candidates for all the offices of PAD should have reasonable past experience in social welfare work.

3) Election Fee

Each candidate contesting elections shall deposit, along with his nomination papers non-refundable fees as follows:

For the offices of President, Vice President and General Secretary Dhs. 4,000.-

For all other offices Dhs. 2,000.-

ARTICLE XV - GENERAL BODY

1. The General Body shall consist of all Long Term / Short Term Members of PAD.
2. The General Body shall be the supreme body of PAD from which the power of this institution shall be derived, assuming a decisive role for the Pakistani Community in UAE.

ARTICLE XVI - WINGS

1. PAD can form its wings for the benefit of its members to cooperate in their special fields.
2. The President of PAD will be the patron of all its wings.
3. All the wings are required to work under the umbrella of PAD.
4. All wings shall be liable to pay an annual subscription fee to PAD, as a contribution in bearing operational expenses of PAD. The amount of such contribution shall be decided by the Executive Committee, which may review and revise it as and when necessary.
5. In case PAD provides space at its premises for regular use to any of its wings or any other Pakistani Organization, separate fees for this purpose shall be agreed between PAD and wing/organization, subject to revision on expiry of the agreed term.

ARTICLE XVII – DISCIPLINARY ACTIONS

In the following cases, a member of the Executive Committee or the Working Committee shall face disciplinary action, which may lead to his expulsion from the Committee:

- a. If he does not settle the dues as mentioned in Article VII;
- b. If he does not attend three (3) consecutive meetings of the Executive Committee or a Working Committee without submitting a written, acceptable, pertinent reason;
- c. If he willfully deceives PAD by false statement;
- d. If he commits an offense involving moral behavior or criminal breach of trust;
- e. If he acts against the interest of Pakistani community, PAD or brings dishonor to the nation.

ARTICLE XVIII - GENERAL

1. PAD shall have a common seal, which shall be in the custody of the President/ General Secretary and shall be used by them on every deed or instrument on which the seal is to be affixed. It shall be attested for and on behalf of PAD by the President/General Secretary and in their absence by the Vice President / Joint Secretary.
2. The subscription fee shall be payable in advance.
3. Welcome letters shall be sent to all new members. Inviting suggestions for improving the activities will make them feel that they are important and PAD values their views.
4. Membership drives should be made through newspapers and membership counter should be opened at all functions to enroll new members.
5. Decent and durable membership cards shall be made for all members.
6. Invitation to various functions should be restricted to members & VIP's only.
7. Periodic fund raising functions shall be organized and the earnings from all functions shall go to PAD fund. Cultural troupe and sports teams shall be invited from abroad from time to time.
8. Letters of appreciation and other awards shall be given to deserving members for their outstanding performance in PAD at annual functions of PAD.
9. Visiting dignitaries shall be invited from time to time to address the members on various subjects of common interest.

10. No member shall take part in political and subversive activities, whether local, international or external within the premises of PAD.
11. PAD shall not be responsible, wholly or partly, for the political and subversive activities of any of its members outside the premises of PAD, as aforesaid contravention or violation of which shall render the member liable to forfeit his membership by a motion at the meeting of the Executive Committee.
12. The differences, if any, between the members shall be referred to the Executive Committee for resolution. The Executive Committee shall hear both the parties in person and shall try to patch up the differences as far as possible. The decision of the Executive Committee in all such cases shall be final and binding on both parties.

