

**AMENDED CONSTITUTION**  
**OF**  
**COMMUNITY RELIEF SERVICES (CRS)**  
**HOUSE NO.22 SHAHBAZ COLONY, G.T ROAD KUMB,**  
**TALUKA KOTDIJI DISTRICT KHAIRPUR.**

Article No.1. **NAME OF NGO**

The name of the shall be **Community Relief Services (CRS)**

Article No.2. **ADDRESS OF NGO**

The Office of the NGO shall be at **HOUSE NO.22 SHAHBAZ COLONY, G.T ROAD KUMB, TALUKA KOTDIJI DISTRICT KHAIRPUR**

Article No.3. **AREA OF OPERATION**

The area of operation of the NGO shall be **Sindh Province**.

Article No.4. **AIMS AND OBJECTS**

- ❖ To Work for the community Development and integration of underprivileged individuals, groups and communities.
- ❖ To provide humanitarian assistance for relief and rehabilitation
- ❖ Preserving human values in the community and contributing to improving them.
- ❖ Supporting the most vulnerable segments of the community and empowering them through building necessary skills for the development of the both individuals and community scales.
- ❖ To provided social, educational and economic empowerment
- ❖ To provide community physical infrastructure initiatives
- ❖ To work for uplifting poor peoples for overall development.
- ❖ To provide Medical/Health facilities to the members and public in general.
- ❖ To maintain Libraries and Reading Rooms for the betterment of Members & public in general.
- ❖ To aware, educate youth & communities for the attainment of peace and prosperity and mobilizing communities regarding their basic political, socio-economic & human rights.
- ❖ To mobilize youth and communities for Gender Equity & campaigns to end Gender Based Violence & protection of women and children rights.
- ❖ To provide safe water pumps for public in general.



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## NATURE OF THE NGO

The NGO shall be non-Political Body and non-profit body will work solely for humanitarian grounds and Welfare purpose.

## Article No.6. MEMBERSHIP.

### **A. ELGIBILITY OF MEMBERSHIP**

Any person having the following qualification shall be eligible for membership of the NGO.

- i. Who is of above 18 years of age.
- ii. Who is a Pakistani.
- iii. Who has reputable character and sound mind.
- iv. Who agrees to abide by the constitution and by-laws of the NGO and supports the aims and objectives of the NGO.
- v. Who agrees to pay the prescribed fee of the NGO.
- vi. No. employee of the NGO can become member of the NGO.

### **B. CATEGORIS OF MEMBERSHIP**

#### **i. Chief Patron/Patron**

A person who pays Rs. 10,000 or more in lump sum to the NGO and whose suggestions with the NGO is deemed by the Executive Committee helpful for the promotion of the objectives of the NGO shall be invited by the Executive Committee to be its Patron Condition A (ii) of Article No.6 shall not apply on this category.

#### **ii. Life Member.**

A person who pays Rs.5,000 lump sum to the NGO shall be invited by the Executive Committee to become a life member of the NGO.

#### **iii. Ordinary Member.**

A person whose application for membership is approved by the Executive Committee shall become ordinary member of the NGO on payment of an annual membership fee of Rs. 500/-

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## **PROCEDURE FOR ADMISSION OF MEMBERSHIP**

### **i Patron**

Person who fulfils the condition laid down under Article 6-B (I) may be invited by the Executive committee to come patron of the NGO.

### **ii Life Members & Ordinary Member.**

Persons having qualifications as laid down in Article 6-A desirous to become life members or ordinary member shall apply on prescribed form of the NGO, to the Executive Committee which shall have the power to accept or reject any such application. A person shall become life member or ordinary member only after payment of the prescribed fee.

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## D. PROCEDURE OF REJECTION

- i. Persons whose applications for membership are rejected by the Executive Committee can apply again after a lapse of six months.
- ii. The application rejected second time by the executive committee shall be put before the Joint body meeting for consideration given reasons for rejection.
- iii. A person whose application has been rejected by the Executive committee will have the right to appeal to the Joint body whose decision shall be the final.

## E. RIGHTS & PRIVILEGES OF MEMBERSHIP.

- i. Following categories of members shall have the right to vote and take part in the meetings/functions of the NGO and hold office in it.
  1. Life Members.
  2. Ordinary Members.

Members who have not cleared their dues by the due date will not have the right to vote or seek election or participation in any activity of the Foundation.

## F. PROCEDURE OF SUSPENSION, CANCELLATION & RESIGNATION OF MEMBERSHIP.

Membership may be terminated on any one of the following grounds.

- i. For non-payment of subscription up to 30 days after due date.

*all*  
The honorary Treasurer will issue 15 days' notice to all members. Who are in arrears prior to the due date. The second notice of 30 days will be given at the expiry of the first notice period if the dues are not cleared and after second notice the person concerned will ipso-facto ceased to be a member.

- ii. Absence from meeting (Joint Body & Executive Committee).

A member who fails to attend 3 consecutive meetings without prior intimation, without justification, shall cease to be a member of the Executive committee or Joint body, as the case may be.

- iii. Conduct being detrimental.

If the conduct of any member is deemed by the Executive Committee to be prejudicial to the interest of the NGO or calculated to bring the agency into dis-reputation, his membership can be suspended /cancelled according to the following procedure:-

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- a. He shall be given a notice of at least 15 days by the Executive committee during which he shall submit a written explanation of his conduct.
- b. In the event of explanation being found unsatisfactory the Executive committee may either administer a warning or may ask the member to resign his membership from the NGO forth with.
- c. In the event of the said member refusing to resign, when asked to do so, the Executive committee in a special meeting may decide the case finally with  $\frac{3}{4}$  majority of the total strength of the Executive committee.
- d. For reasons to be recorded in writing, the Executive committee with  $\frac{3}{4}$  majority of its membership may suspend forth with the membership of a defaulting member maximum for a period of 3 months, during which the Executive committee shall be bound to take final decision.

### iv. Resignation.

Any member may on this own accord terminate this membership by sending his resignation in writing to the General Secretary, Executive Committee may accept resignation provided all the outstanding dues have been cleared by him.

### DEATH OF THE MEMBER

#### Procedure of restoration of membership.

##### i. Non Payment.

In case it is due to not payment of membership fees as per article 6F (I) his membership may be restored after payment of all the dues outstanding against the members subject to the approval of the Executive Committee.

Signature: *Ali*  
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In case this conduct being detrimental to the interest of the NGO, the Executive Committee if is satisfied, may restore his membership after he is satisfied, may restore his membership after he gives a written assurance that he will not work against the interest of the NGO.

##### iii. In case the persons membership is not restored by the Executive Committee, he shall have the right to appeal to the Joint body which by a majority of 2/3 of the members present in voting may restore his membership. Decision of the Joint body on this subject shall be final.

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**Article No.7 The NGO shall consist of the Joint body and the Executive Committee.**

**NGO STRUCTURE.**

**Article No.8 A. Joint Body.**

The Joint body of the NGO shall be composed of life members and ordinary members.

**POWERS AND FUNCTION OF JOINT BODY.**

- i. The Joint body shall determine the policy and program of the NGO and approved fiscal budget submitted by the Executive Committee.
- ii. It will hold elections of office bearers and members of the Executive Committee as and when due through Election committee elected by it.
- iii. It will appoint Local Accountant for the purpose of auditing the account of the NGO.
- iv. It will approve the report and audited statement of accounts of the previous year, submitted by the Executive Committee.
- v. It will decide the appeals filed by members and matters referred by the Executive Committee.
- vi. It shall amend in the constitution of the NGO as and when necessary, in accordance with Article 14 of the constitution.

**EXECUTIVE COMMITTEE.**

*Signature*  
The Executive committee of the NGO shall be composed the following office bearers and members; whereas at least three women membership is mandatory in the Executive Committee.

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1. Chairman	One
2. Vice Chairman	One
3. General Secretary	One
4. Treasurer	One
5. Joint Treasurer	One
6. Joint Secretary	One
7. Public Relation Secretary	One

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**POWERS AND FUNCTION OF EXECUTIVE COMMITTEE**

1. The act and represent the NGO in all matters and execute the policy and decisions of the Joint body.
2. To appoint, from members of the NGO such sub -committee (s) for any specific purposes as may be necessary. It will have the right of co-opting members to serve on their sub-committee for specific purpose to such sub-committee (s) shall submit to reports to the Executive Committee on completion of the tasks assigned to them within stipulated time after completion of tasks.
3. To invite, nominate, accept, suspend, cancel or restore the membership of person (s) according to the provisions of Article (6) of the constitution.
4. To appoint, suspend, punish or dismiss paid staff of the NGO if deemed necessary. It shall also determine the terms and conditions of the employment of staff.
5. To prepare schemes, budget and progress reports and be responsible for the maintenance and safe custody of the office records, property, etc.
6. If vacancy occurs in the Executive Committee, it can co-opt members (s) if half or more than half of the terms of office is over. If vacancy occurs before half the tenure of office is over, the Joint body shall fill it in.
7. It shall prepare Annual Reports, Audited Accounts and present them to the Joint body for approval.
8. It shall fix the date, time and place for holding annual Joint body meeting as and when due.
9. After the election the committee shall draw-up the programs of the NGO and be responsible for its implementation.
10. The committee shall keep a register of members to be maintained and kept up to date in which the name and addresses.

*all*  
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11. Categories of members of the NGO shall be entered, with the payments made by each of them by way of donation or subscription as the case may be.
12. All office bearers and members of the Executive Committee shall not charge any remuneration.
13. All property movable as well as immovable belonging to the NGO shall vest in the Executive Committee through Joint Secretary who shall administer it for only the aim and objects of the NGO.

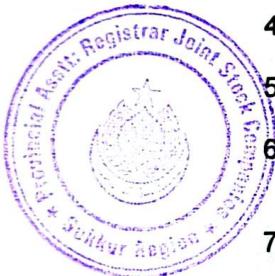
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**Article No: (9) Power & Function of office bearers.**

**A. CHAIRMAN**

1. The Chairman shall be also the constitutional Head of the NGO.
2. He shall preside over meeting of the Executive Committee and General body with Chairman.
3. He would adjourn the meetings of Executive Committee and General body with the permission of Chairman if he considered that the proceedings are injurious to the interest of the NGO. Such adjourned meetings would be held within one week from the date of adjournments.
4. He shall ensure that the constitution is duly carried out in all respects.
5. He shall keep himself informed of all the activities of the NGO.
6. He shall supervise the working of the NGO guide and help the office bearers and members in discharge of their duties towards the NGO.
7. In case of emergency, she shall have powers to meet expenditure up to Rs. 10,000. Subjected to the approval by the Executive Committee in its subsequence meeting.



**B. VICE-CHAIRMAN.**

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1. The Vice Chairman shall assist the Chairman in the discharge of his duties as may be assigned him by the Chairman so far as they relate to his office. In The absence of the Chairman the Vice Chairman shall assume the powers and functions of the Chairman.
2. He shall ensure that the constitution is duly carried out in all respects.
3. He shall keep himself informed of all the activities of the NGO.
4. He shall supervise the working of the NGO guide and help the office bearers and members in discharge of their duties towards the NGO.
5. He shall exercise the right of casting vote in any of the meeting of the NGO.
6. In case of emergency he shall have powers to meet expenditure up to Rs. 10,000. Subjected to the approval by the Executive Committee in its subsequence meeting.

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## **C. GENERAL SECRETARY.**

1. The General secretary responsible for ensuring that accurate and sufficient documentation exist to meet legal requirements. And to enable authorized person to determine when, how, and by whom the board business was conducted.
2. He in consultation with the chairman shall prepare the agenda, Call meetings of the Joint body and Executive committee in accordance with the provision of the constitution, prepare and put up the minutes of the last meeting in the subsequent meeting for confirmation and maintain proper record of the same. He shall be responsible for execution of all the resolutions and directive of the executive committee and Joint body.
3. He shall prepare annual report about the work done by the NGO and submit it in the meeting of Executive committee for consideration and approval and subsequently in the Joint body meeting, as the case may be.
4. He shall be responsible for submission of reports and returns as desired by the registration authority. He shall be responsible for office management and the record of all the NGO.
5. He shall conduct himself or otherwise designate a person to make all the correspondence on behalf of the NGO, except on policy matters for which prior approval and instruction of the Executive committee shall be necessary.
6. He shall be responsible for the Joint supervision of the office staff and services of the NGO. The Executive committee may delegate to him the power to appoint, dismiss and take punitive action against the paid staff of the NGO.
7. He or any other person nominated by him shall verify all bills, vouchers, etc and forward them to the Treasurer for scrutiny and payments as per rules.
8. He shall be the Ex-office member of all sub-committees.
9. In case of an emergency, he shall have powers to meet expenditure of no limit's subjects to the approval by the Executive committee in its subsequent meeting.

## **D. TREASURER**

1. The Treasurer shall maintain accounts of the income and expenditure, and be in charge of the finance of the NGO.
2. He shall within a week of receipt deposit all the amount in the Bank duly approved by the Executive Committee in the accounts of the NGO.
3. He shall receive and collect all donations grants in Aid.

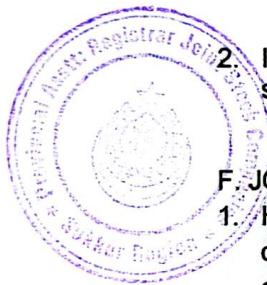
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4. He shall prepare the annual budget and place it before the Executive committee for approval prior to its session to the Joint body of the NGO.
5. He shall get the account examined by the General Secretary and Chairman quarterly and put up the quarterly report of the accounts and statement of fees and other such dues payable by the member and shall suggest the means of increasing their source of income of the NGO.
6. He shall keep with him some cash for day-to-day expenditure and the amount shall be fixed by the Executive Committee

**E. JOINT TREASURER**

1. He shall assist the Treasurer in the discharge of his duties, he shall perform such duties as may be assigned to him by the Treasurer in so far as the relate to the office.



2. In the absence of the Treasurer the Joint Treasurer with the permission of Finance Secretary shall perform all the duties of Treasurer.

**F. JOINT SECRETARY**

1. He shall assist the General Secretary in the discharge of his duties, he shall perform such duties as may be assigned to him by the General Secretary in so far as the relate to the office.

2. In the absence of the General Secretary the Joint Secretary with the permission of General Secretary shall perform all the duties of General Secretary.

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**G. PUBLIC RELATION SECRETARY**

1. He will propagate the aims and objects of the NGO in the Joint public.
2. He will remain in constant touch with information/publicity media and get the articles, advertisements, research material, audit reports, proceedings of meetings published in newspapers, magazine, periodicals etc.
3. He will contact people of the locality and socialize them with the noble objects and aims of the NGO

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## Article No: (10) MEETINGS.

1. All meetings of the NGO shall stand adjourned for 7 days if within half an hour of the appointed time quorum is not formed.
2. No fresh notice shall be needed for an adjourned meeting and the meeting shall be held on the same day time and place in the following week, in case the day of meeting falls on the holiday, it will be held on the next working day. No quorum would be required for such meeting provision for this section shall no apply to the requisitioned meeting.
3. No quorum shall be required for an adjourned meeting.
4. A requisitioned meeting shall stand dissolved if within half an hour of the appointed time no quorum is formed. A requisitioned meeting for the same business shall not be called for a period of 6 months from the dissolved requisitioned meeting. The decision taken in such a meeting shall be valid only if it is supported by a two-third majority of the members present and shall have all the force of a meeting if it was called by the Joint Secretary.

5. If any office bearer or executive members or member of the NGO fails to attend three consecutive meetings of the NGO without prior and written intimation, he shall cease to be an office bearer/executive member of the NGO.

### A. ANNUAL JOINT BODY MEETING

The Annual Joint body meeting of the NGO shall be held within two months of the expiry of the fiscal year i.e. financial, to transact the following business

1. Executive business as mentioned under Article 8 (A)
2. Matters referred to by the Executive Committee.
3. Any other matter permitted by the Chair.

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**NOTICE.**

An annual Joint meeting shall be called after give 15 days' written notice under postal certificate. If necessary, it may be published in local newspaper.

### QUORUM.

Two Third of the total members of the NGO in good Standing, shall constitute the quorum at the annual Joint meeting or any other meeting of the Joint body.

### B. SPECIAL OR EMERGENCY MEETING OF JOINT BODY.

#### 1. MEETING

A special or emergency meeting of Joint body may be called by the Joint Secretary in consultation with the Chairman.

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**2. NOTICE**

Such meeting will require a written notice of at least 3 days.

**3. QUORUM**

Fifty percent of the total members in good standing shall constitute the quorum.

**C. REQUISITIONED MEETING OF JOINT BODY MEETING.**

**MEETING**

On a written request from two-third members of Joint body in good standing, the Joint Secretary shall call the meeting of Joint body for special business. In case, the Joint Secretary upon the receipt of requisition, the requisitioners may themselves convene Joint body meeting for business.

**1. NOTICE**

Such meeting will require a written notice of at least 15 days.

**2. QUORUM**

Fifty percent of the total members in good standing shall constitute the quorum.

**D. EXECUTIVE COMMITTEE MEETING**

1. The Executive Committee will ordinarily meet at least once in three months

**2. Notice**

A notice of 7 days will be necessary for an ordinary meeting of the Executive Committee.



**3. Quorum**

**Sukkur Region Sukkur** A special or emergency meeting of the Executive Committee may be called at the discretion of the Chairman or Joint Secretary at a notice of 48 hours. One third of the members shall form the quorum for a meeting of the Executive Committee.

**Article No. (11) TERMS OF OFFICE.**

- i. The terms of office shall be for a period of Two years for all office bearers and members of the Executive Committee.
- ii. The Executive Committee must hand over charge to the newly elected Executive Committees within 15 days after the election. The handing over and taking over will be carried out under the supervision of the Election Committee.
- iii. No office bearers shall hold the same office for more than two (2) consecutive terms.

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Article No. (12). ELECTIONS.

1. The Election of office bearers and Executive members of the Executive Committee will be held after Two years within two months of the expiry if the term of office i.e. 30<sup>th</sup> June, of every Two year.
2. An election committee consisting of three members, including its Chairman, shall be elected at the Annual Joint body meeting to arrange and conduct elections of the office bearers and members of the Executive Committee.
3. The members of the Election Committee will not be entitled to seek election for any post in the Executive Committee.
4. The Election will be held by secret ballot and each member will have one vote.
5. The office bearers and members of the Executive Committee shall be elected in the Joint body meeting held on a special date with such notice being putting on the Notice Board in the NGO premises 15 days before the election.
6. The Notice, giving the date, time and place of election meeting of the Joint body would also be sent to all the members by post under postal certificate at least 15 days before the date of election
7. Nomination paper of candidate bearing signature of the proposer and seconded who are Bona fide members shall be submitted to the Chairman Election Committee one week before the election date. The candidates can withdraw within two days of the submission of papers.
8. The Executive Committee shall continue to hold office and discharge its duties in accordance with the constitution until, such time as the new Executive Committee and office bearers are elected. First election of the NGO shall be held by the founder members and the above procedure shall not be applicable for the first election.

Article No. (13) FINANCIAL ADMINISTRATION:

- A. The financial year of the NGO shall be from 1<sup>st</sup> July to 30<sup>th</sup> June of the subsequent year.
- B. The funds of the NGO shall be kept in a schedule Bank approved by the Executive Committee.

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- C. The accounts shall be operated under joint signature of the Chief Executive Officer and Finance Officer with the approval of Executive Committee.
- E. The accounts of the NGO shall be audited annually by an Accountant, appointed by the Executive Committee in accordance with standard practices.
- F. For acquiring / disposing off any property / equipment costing over Rs. 500,000/- approval of the Joint body shall be necessary.
- F. The money, income and property of the NGO however derived shall be applicable solely towards the promotion of the objects of the NGO.
- G. No portion of the money, income and property of the NGO shall be paid or transferred directly by way of profit dividends bonds or otherwise to any of its members or relatives.
- H. To accept credit/ grants/donation/ loan money, and immovable property subscription from any government, agencies, authorities' companies, or person for any one or more of the objects of the NGO.

**Article No.14. AMMENDMENTS IN THE CONSTITUTION:**

1. Amendment in the Constitution shall be made in a special meeting of the General body called for this purpose.

2. Any member wishing to suggest an amendment in the constitution may do so by writing to the Executive Committee. After approval of the Executive Committee the proposed amendment shall be circulated among all the members of the Joint Body, along with notice of the meeting at which the amendment is to be considered at least 30 days prior to the date of the meeting. Proposals for amendments received from members up to 7 days before the date of the Joint Body meeting will be placed before it for consideration. The amendment must be approved by 3/5 majority of the total membership of the Joint Body in good standing.

3. The NGO shall not make any change in the Constitution, Memorandum of Article or NGO rules and regulation or by laws, without the prior approval of the Joint Body.

**Article No.(15). DISSOLUTIN OF THE NGO.**

- i. The NGO shall be dissolved in accordance with the rules and regulation of the Registration Authority, Government of Sindh.
- ii. Dissolution shall only be decided at special meeting of Joint body, specially called for the purpose, with a fortnight notice.

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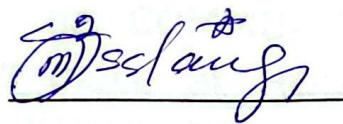
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- iii. The decision taken would be communicated to the Registration Authority, for further necessary action.
- iv. In the event of the dissolution of the NGO its asset, left after meeting its liabilities if any, shall be transferred to any other registered Voluntary Agencies having similar objective, under instructions of the Registration Authority within three (3) months.

Chairman



General Secretary



Treasurer



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