

ARTICLE OF THE ASSOCIATION OF

KDA OFFICERS COOPERATIVE HOUSING  
SOCIETY RESIDENTS WELFARE ASSOCIATION

A-159/1, Block-A, KDA Officers Housing Society, Karachi

1. MEMBERSHIP:

The membership of the Association shall be opened to every adult of either sex who agrees to the aims and objectives of the Association and is willing to abide by the rules, who pay a sum of Rs.300/- as admission fee and promises to continue pay maintenance fund Rs.800/- per month as membership fee, amount of maintenance fund decided by the management time to time.

2. REMOVAL/TERMINATION FROM MEMBERSHIP:

- i. Every member who fails to pay subscription fee for three month will be removed from membership after giving him 15 days notice.
- ii. Every member who act or behave in contravention of the aims and objectives of the Association either by active behavior or otherwise and a resolution to that effect is passed against him by the Managing Committee shall be removed from membership by giving him due show-cause notice.

iii. Withdrawal/cancellation/stopping of the facilities such as water supply, lifting of garbage, lifting of barrier for which coming in and going out etc.

iv. A member shall be ceased to be a member of the Association for any of the following reasons:-

a) Resignation accepted by the Managing Committee.

b) Death of the member.

c) Gross misconduct.

d) Final conviction and sentence by a Court of Law involving moral turpitude, followed by a resolution of the Managing Committee.

e) If a member becoming mad, lunatic and abnormal would cease to be member of the Association.

3. RESTORATION OF MEMBERSHIP:

Member who barer ceased to be member of the Association or whose membership has been terminated for any of the reasons mentioned above may be re-enrolled as member with the approval of the General Body on the written requests and a payment of arrears if any except clause 2(3<sup>rd</sup>) above.

4. FINANCIAL YEAR:

The financial year of the Association shall be started from the July 1<sup>st</sup> to June 30<sup>th</sup>.

5. QUORUM:

The quorum for the meeting of the Managing Committee and General Body shall not less then 2/3<sup>rd</sup> majority of the total members.

6. AMENDMENT:

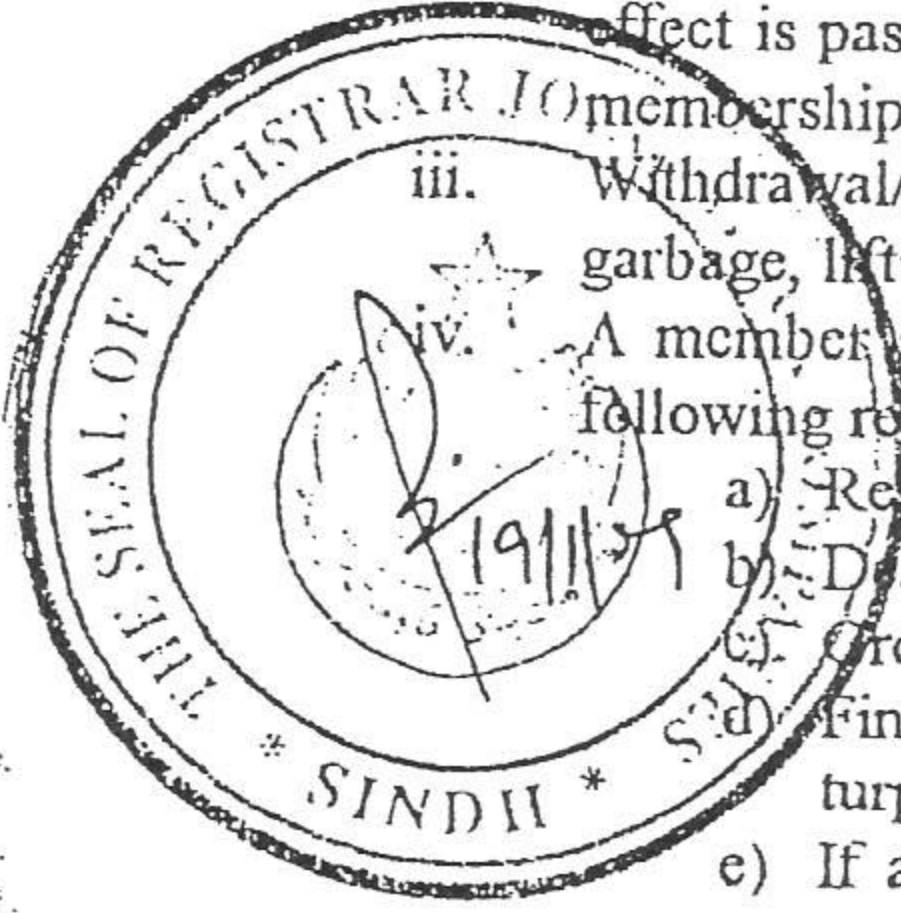
Any amendment proposed in the Memorandum and Article of the Association shall be passed by 2/3<sup>rd</sup> majority of the General Body. Or the members present in meeting.

7. BANK ACCOUNT:

The donation or any other amount for subscription shall be deposited with any Scheduled Bank as may be prescribed by the General Body from time to time. The Bank Account shall be operated under the joint signature of the Finance Secretary and President or General Secretary.

8. FUNDS:

The funds of the Association shall consists of admission fee, monthly subscription fee from members, Voluntary donations, Aids and Special contributions by members for specific purposes. Also grants and Aids from the Government.



9. SPECIAL GENERAL MEETING:

Special Meeting of the General Body of Association shall be called by the President on the requisition of the members. The requisition duly signed by a good majority of the members shall be delivered to the President who or the General Secretary will call special General body meeting with 15 days of the receipt of such requisition.

10. FUNCTION AND POWER OF THE GENERAL BODY MEETING:

- a) There shall be held a General Body Meeting every year in the month of June. It shall receive report of the working of the Association.
- b) Every year a General Body Meeting of the Association shall be held in which the General Secretary shall submit his report and accounts.
- c) The General Body shall have power to make alter or substitute rules.
- d) One month after the election of the New Managing Committee shall take Office and the Old Managing Committee shall return and surrender charge of the Office.

11. FUNCTION AND POWERS OF THE MANAGING COMMITTEE:

- a) The administration of the Association shall vest in the Managing Committee who shall be elected by members of the Association for a period of two years, and it shall continue to function till a new one is duly formed and shall have the authority to manage the affairs of the Committee according to aims and objectives and initiate useful program within the frame work.
- b) The managing committee may also form/constitute sub-committee which shall function to the control of the Managing Committee. The Managing Committee is also authorized to suspend membership of any member on the basis of misconduct or working against the interest of the Association.



(I) Annual General Body Meeting.

- a) Annual report of General Secretary regarding the working of the Association.
- b) Resource of the Association.
- c) Working of the Committee and its progress towards the achievements of its aims and objectives and future program for next year.
- d) Approval for the income and expenditures.
- e) Any other matter with the permission of the President.

(II) Extra Ordinary General Body Meeting.

Extra Ordinary General Body Meeting of the Association shall be held from time to time as may be deemed necessary by the President or pursuance of the direction issued to him by the Association and shall be held within a fortnight from the date of receipt of the requisition signed by not less then 2/3<sup>rd</sup> members describing the urgency thereto.

(III) Meeting of the Managing Committee.

The ordinary meeting of the Managing Committee shall be held every month on a date fixed by the General Secretary.

13. AUDIT:

The account of the Association shall be audited by a Chartered Accountant every year as appointed by the General Body.

14. ISSUE OF NOTICE FOR MEETING:

- i. Notice for the Annual General Body Meeting of the Association shall be issued not less then a fortnight before the date fixed. The Notices for the Extra Ordinary General Body Meeting of the Association shall be not less then 10 days before the date fixed but in special case, such an Extra Ordinary Meeting may however, be called for consideration of urgent matters by of notice issued not less then five days before the date fixed.
- ii. Notice for the Ordinary Meetings of the Managing Committee shall be issued not less then five days, before the date fixed. An Extra Ordinary notice of the Managing Committee in special case, may however, be conveyed for consideration of urgent/important matter, on 24 hours, notice. Proposal if any from the members of the Committee may be addressed to the President or General Secretary.

### 15. MANAGING COMMITTEE:

The Managing Committee shall have the following Office Bearers and Members:-

President.	01 (one)
Vice President.	01 (one)
General Secretary.	01 (one)
Finance Secretary.	01 (one)
Joint Secretary.	01 (one)
Member.	02 (two)

### 16. DUTIES AND POWERS OF THE OFFICE BEARERS:

#### PRESIDENT:

- He is Chief Executive Head of the Association.
- President will preside over the meetings of the Association.
- President will be in power to call the emergency meeting of the Managing Committee.
- He has the authority to accept or reject the decision.
- President has authority to terminate any member of the Association without calling meeting in case of rebellious behavior and destructive behavior.

#### VICE PRESIDENT:

The Vice President shall preside over the meetings, in the absence of President and shall exercise the power of President and shall perform duties in his absence. He will also assist the President and look-after the matter and working in consultation with President.

#### GENERAL SECRETARY:

- The General Secretary shall be responsible to execute the decision of the Managing Committee.
- He will keep proper records of Proceedings of all the meeting held.
- All the correspondence shall be made by General Secretary under intimation to the President.
- He will execute and enforce the resolution passed in the meetings in conformity with the provisions of the Constitution of the Association and to represent the Association in all the matters relating thereto.
- He will have custody and control over the records of the Association. He will spend Rs.5000/- in a month in case of emergency and after that he will get approval/ sanction from the Managing Committee.

#### FINANCE SECRETARY:

The following duties shall be performed by the Finance Secretary:-

- To maintain or cause to be maintained proper accounts and books of accounts of income and expenditures of the Committee.
- To receive donations and other amounts and issue receipt thereof.
- To prepare budget and obtain its sanction from the Managing Committee.
- To make payment with the approval of the Chairman or the General Secretary.
- To operate Bank Account and draw cheques etc. with joint signatures of the President or General Secretary.

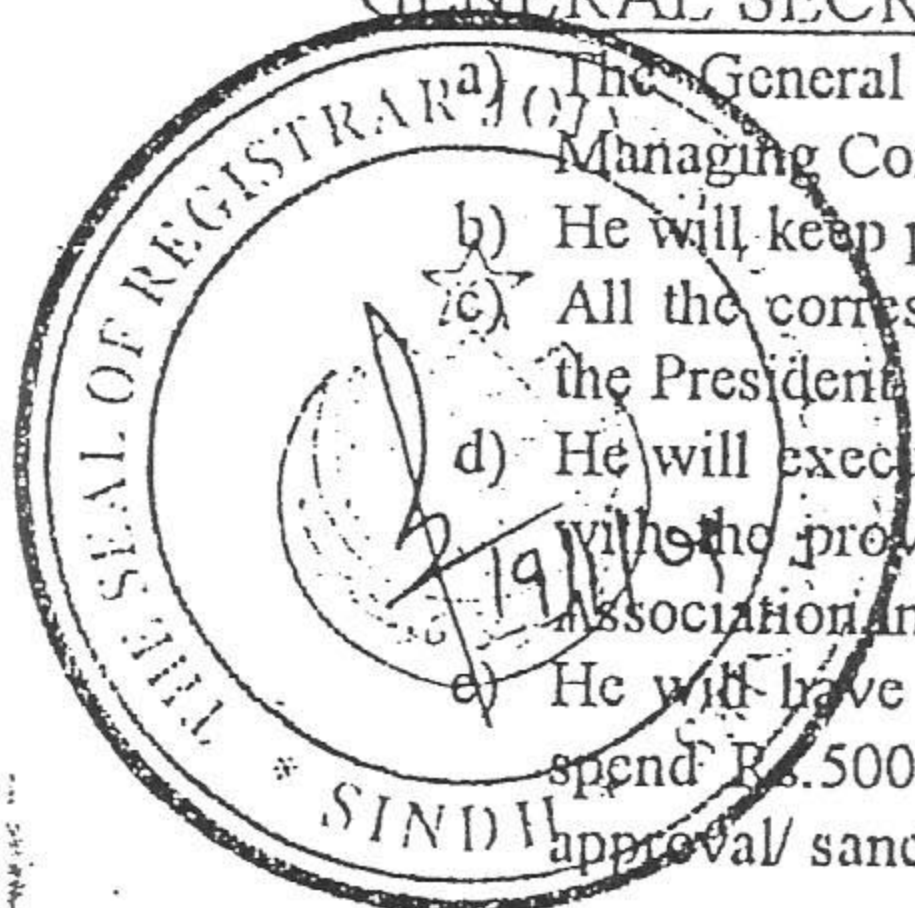
#### JOINT SECRETARY:

Joint Secretary will assist the General Secretary as well in absence of General Secretary the Joint Secretary will perform and to exercise the duties and powers of the General Secretary. He has to work time to time assigned by the General Secretary for any special purpose.

#### MEMBER:

They shall assist the Managing Committee in the manner as desired of them.

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17. ELECTIONS:

- a) After every Two (02) years, General Secretary shall convene a meeting of the General Body for elections of the members of the Managing Committee, and it's Office Bearers.
- b) The elections shall be voted by the members present or proxy in which cases the procedure vote by proxy procedure under the Society Registration Act, 1860 shall be followed and formed shall be used.
- c) The Election Commissioner will be responsible to conduct free and impartial election. The Election Commissioner will be nominated by the general body along-with four members for assisting the Election Commissioner.
- d) Every member shall have a right to one vote but the defaulter member who has not paid the membership fee continuously for three months or is in arrears of three months shall not be eligible to cast his/their votes.
- e) Members seeking election will have to file nomination papers at-least two weeks prior to the date fixed for election and scrutiny of all the nomination papers proposed and seconded by two members shall be held at-least one week before the date of election. Those candidates whose nomination papers are in-order shall be eligible to contest for the position sought and may contest the election.
- f) Only Owner of ~~PROPERTY~~ will be the candidate of the Election. Or the owner nominee.

18. VACANCY:

The Managing Committee will nominate replacement of any Office Bearer or Member who may in the event of resignation, death etc. become out of the Association. The replaced Office Bearer or Member will continue to hold the Office, till the dates of new election vide Clause-17 of the Articles.

19. DECISION

All decisions of the meetings will be taken with the approval of 2/3<sup>rd</sup> majority of General Body and Managing Committee respectively at the present members in meeting.

20. DISSOLUTION:

That on dissolution of the Association after the approval of 2/3<sup>rd</sup> majority of General Body all assets of the Association shall be transferred to any other Association after clearance of all liabilities subject to the condition that such Association must be in Agreement with Aims and Objectives of this Association.

CERTIFIED TO BE TRUE AND CORRECT COPY OF ARTICLES, RULES AND REGULATION OF  
**KDA OFFICERS COOPERATIVE HOUSING  
SOCIETY RESIDENTS WELFARE ASSOCIATION**

A-159/1, Block-A, KDA Officers Housing Society, Karachi

Mr. Muhammad Ajmal Khan Aziz,  
President.

Syed Mehboob Ali,  
General Secretary.

Mr. Arsalan Arif Nara,  
Finance Secretary.

**TRUE COPY**

Registrar Joint Stock Companies  
19/11/09