

**CONSTITUTION**  
**of**  
**RESIDENTS WELFARE**  
**ASSOCIATION**  
**of**  
**MPCHS B-17**  
**ISLAMABAD**

# DECLARATION FORM

1. **Name of the Organization:** RESIDENTS WELFARE ASSOCIATION OF MULTIPROFESSIONAL HOUSING SOCIETY
2. **Address of the Organization:** B-17, Peshawar Road, Islamabad.
3. **Area of activities of the Organization:** Blocks A, B, C, D, E, F, G
4. **Aims and Objectives:**
  - a. To create, foster and promote feelings of fraternity and kinship, and to strengthen social bonds, in general and through cooperative efforts.
  - b. To foster a spirit of mutual help and goodwill among the inhabitants of the Sector in general and the members of the Association in particular, thereby promoting communal harmony and national integration.
  - c. To promote and encourage activities that are conducive to social, recreational, cultural, moral, intellectual, economic development and other objects of welfare nature of the residents of the MPCHS, B-17 in general, and its members.
  - d. To make all possible efforts to achieve normal civic amenities for its residents and redress their legitimate difficulties, to achieve general amenities, consumer protection, e. g. interaction with traders on quality and quantity of goods, over-charging etc. and environmental protection, such as steps to curb pollution, ensure cleanliness, plantation of trees etc.
  - e. To undertake all such lawful acts, deeds, or things, including sports and cultural activities as are incidental and conducive to overall well being of the residents.
  - f. To set up, construct and maintain charitable and educational institutions, community halls, libraries, reading rooms, health clubs, Bhavans and Barat Ghar, etc.
  - g. To work for welfare of women, children, aged, infirm, widows, destitute and orphans.
  - h. To bring out/ publish periodicals, books, newspapers, and suitable literature to promote the cause and objectives of the Association.
  - i. To cooperate and coordinate with Associations and Societies, having similar objects and functioning in the territory of MPCHS, B-17.

5. **Office Bearers of the Organization:**

#	Name	S/D/W O	Address	Designation	Occupation
(1)	(2)	(3)	(4)	(5)	(6)
1	Air Cdre. Siraj ul Munir, SI(M), Retd.			Patron-in-Chief	
2	Muhammad Nawaz			President	
3	Dr. Baloch			Senior Vice President	
4	Khalid Jamil			Vice President	
6	Umair bin Tahir			Secretary	
7	Ayaz Swati			Treasurer	
8	Anayat Khattak			Organizational Secretary	
9	Dawood			Joint Secretary	

6. We the undersigned declare that to achieve the aims and objectives of this Organization, we wish to get the Residents Welfare Association, MPCHS B-17, Islamabad registered under the Societies Registration Act, 1860.

<b><u>Name</u></b>	<b><u>Signatures</u></b>
Air Cdre. Siraj ul Munir, SI(M), Retd.	
Muhammad Nawaz	
Dr. Baloch	
Khalid Jamil	
Umair bin Tahir	
Ayaz Swati	
Anayat Khattak	
Dawood	

**BY-LAWS**

**Residents Welfare  
Association**

**MPCHS, B-17**

**Islamabad**

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2. **Address of the Organization:** B-17, Peshawar Road, Islamabad.
3. **Area of activities of the Organization:**
  - a. Blocks A, B, C, D, E, F, G in Sector B-17
  - b. After the registration of RWA no new society would be included in the areas of activities of RWA.
4. **Aims and Objectives:**
  - a. To create, foster and promote feelings of fraternity and kinship, and to strengthen social bonds, in general and through cooperative efforts.
  - b. To foster a spirit of mutual help and goodwill among the inhabitants of the Sector in general and the members of the Association in particular, thereby promoting communal harmony and national integration.
  - c. To promote and encourage activities that are conducive to social, recreational, cultural, moral, intellectual, economic development and other objects of welfare nature of the residents of the MPCHS B-17, Islamabad in general, and its members.
  - d. To make all possible efforts to achieve normal civic amenities for its residents and redress their legitimate difficulties, to achieve general amenities, consumer protection, e. g. interaction with traders on quality and quantity of goods, over-charging etc. and environmental protection, such as steps to curb pollution, ensure cleanliness, plantation of trees etc.
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  - g. To work for welfare of women, children, aged, infirm, widows, destitute and orphans.
  - h. To bring out/ publish periodicals, books, newspapers, and suitable literature to promote the cause and objectives of the Association.
  - j. To cooperate and coordinate with Associations and Societies, having similar objects and functioning in the territory of MPCHS, B-17.

## **RULES AND REGULATIONS**

### **1. Short Title**

- a. Association shall be known as the 'MPCHS, B-17 RESIDENTS WELFARE ASSOCIATION' (hereinafter referred to as "Association").
- b. The Registered office of the Association shall be situated at MPCHS, Block – B, Sector B-17, Islamabad. The Registered Office may, however, be changed, as and when the necessity arises.

### **2. Association's Financial Year:** The Association's financial year shall be from 1<sup>st</sup> July to 30<sup>th</sup> June of the following year.

### **3. Territorial Limit/ Jurisdiction:** For the purposes of the Association, seven Blocks, viz. A, B, C, D, E, F, G shall be the jurisdiction of the Association.

### **4. Membership Eligibility:** Owners of plots in MPCHS B-17 and/or their spouses/immediate members of the family will be eligible for regular membership, subject to being above 18 years of age. Authorized tenants of MPCHS, B-17 and those having business interests in MPCHS, B-17 may also be considered for temporary membership.

### **5. Categories of Members:** Membership shall be of two categories as under:

- a. **Regular Member:** Owners of plots in MPCHS, B-17 shall be eligible for regular membership. For election to the Managing Committee membership will be required.
- b. **Temporary Member:** Authorized tenants of MPCHS, B-17 (those registered with the Association) shall be eligible for temporary membership. However, they shall not have voting rights and shall not be eligible for being elected to the Managing Committee. Temporary membership may also be granted to businessmen having stakes in MPCHS, B-17 and are authorized by CDA.

### **6. Admissions & Termination**

- a. **Admission Fee:** Every person desiring to become a member of the Association shall apply for membership in the prescribed form accompanied by the admission fee. The rates of admission fee and subscription shall be as under:
  - i. Admission fee: Rs. 2000/-
  - ii. Subscription: Rs. 1000/- per annum
  - iii. Rates of subscriptions may be changed from time to time by the Managing Committee.

- b. **Addition Contributes:** Additional contributions may be raised, as and when required, for specific occasions, as approved by the Managing Committee from time to time.
- c. **Termination of Membership:** A member shall cease to be a member of the Association on shifting of his/her residence out of the MPCHS B-17, on voluntary resignation, on non-payment of subscription for the year ending 30<sup>th</sup> June last or when his membership is terminated by the Managing Committee for his working against the objects of the Association. However, the condition of termination of membership on shifting his residence out of MPCHS B-17 shall not apply to a member enrolled under sub-rule 4 above if he/she continues to own property in MPCHS B-17.
- d. **Approval:** All applications for membership shall have to be approved by the Managing Committee.

## 7. Organizational set up

The organizational set up of the Association shall consist of:

- a. General Body
- b. Managing Committee
- c. Executive Committee

## 8. Managing Committee

- a. The Managing Committee shall be composed of the following office bearers and Block representatives:

Patron-in-Chief	1
President	1
Senior Vice President	1
Vice President	1
Secretary	1
Joint Secretary	1
Organizing Secretary	1
Treasurer	1
Executive members	7
Immediately preceding ex-President and Secretary of the Association, who do not hold an elected office, and shall have the right to attend the meetings and to vote.	2

Special Invitee	1
Total	16

- b. **Auditor:** A person competent to carry out audit of accounts shall be appointed by the General Body. He shall be entitled to attend meetings of the Managing Committee and of the General Body, particularly when accounts and matters relating thereto are to be discussed. Such an Auditor shall not have a right to vote, unless he is otherwise a member of the Association
- c. The Managing committee may appoint members of the Association as Auditor(s) till the Association's assets remain below Rs. 20 lakhs.

#### 9. Term of Office-bearers

- a. Office bearers of the Association shall be elected once every 3 years. No member shall be eligible to hold the same office for more than two consecutive terms.
- b. After registration of the managing committee of RWA, MPCHS will hold elections within 1 year.
- c. In the event of a casual vacancy occurring in the office bearers, it may be filled in by the Managing Committee itself from amongst its own members, but the term of such members shall expire at the next General Body Meeting.
- d. If an office bearer or a member of the Managing Committee fails to attend two consecutive meetings, without prior notice, or reasonable cause to the satisfaction of the Managing Committee, he/she shall cease to hold the office.

#### 10. Duties and Powers of the Managing Committee

- a. The Managing Committee shall deal with all matters, administrative, financial and others, relating to MPCHS, B-17 and its residents, keeping in view the aims and objectives of the Association.
- b. The Managing Committee shall implement decisions taken by the General Body.
- c. The Managing Committee may appoint Sub-Committee(s) and Ad hoc Committee(s) and may co-opt members of the Association who are not members of the Managing Committee to such Sub Committees or Ad-hoc



Committees. One of the members of the Managing Committee shall be nominated as the Convener of such Sub or Ad hoc Committees.

- d. Terms of reference of Sub Committee(s)/ Ad hoc Committee(s) shall be laid down by the Managing Committee and Reports submitted by such Sub/Ad hoc Committee (s shall be considered by the Managing Committee for final decision.

## **11. Duties and Powers of the General Body**

- a. The General Body shall elect office bearers and Block representatives at its Annual General Meeting (AGM). Proposals for election to different offices shall be invited at the AGM one by one. If there are more than one proposal for an office, election to that office shall be held by ballot on the spot.
- b. When proposals for all offices requiring elections have been received and election for more than one office is to be held, a consolidated ballot paper shall be issued, and election conducted immediately thereafter.
- c. The Auditor for the year shall be appointed by the General Body at its Annual General Meeting.
- d. Income & Expenditure Account for the financial year and the Balance Sheet, if any, of the Association, duly audited along with the audit report and Report of the Managing Committee thereon and Annual Report on the activities of the Association shall be circulated along with the Notice calling an Annual General Meeting and shall also be presented for approval at the Annual Meeting of the General Body.
- e. Any question of general welfare of MPCHS, B-17 residents may be discussed in an Annual General Meeting and directions given to the Managing Committee.

## **12. Meetings**

- a. **Managing Committee Meetings:** The Managing Committee shall meet as frequently as possible and needed but at least once a month given there are no social distancing regulations imposed by the government.
  - i. The quorum for a meeting shall be 1/3<sup>rd</sup> of the total number of members of the Managing Committee or nine (9) whichever is less.
  - ii. The President shall preside over meetings of the Managing Committee. In the absence of the President, the Vice President shall take the chair and when both are absent, any one of the Managing Committee members present may be elected to preside over the meeting, unless the meeting is agreed to be postponed.

- iii. A proper notice of at least 5 days in advance of the meeting will ordinarily be given by the Secretary and, in his absence, by the Joint Secretary
- b. **General Body Meetings:** Annual General Meeting of the Association shall ordinarily be held by 31<sup>st</sup> of May every year so that office bearers and members of the Managing Committee, who are elected, may take over immediately after the election Section 4 of the Societies Registration Act shall be complied with.
  - i. Only those regular members who have no outstanding dues on the day of the meeting shall be eligible to vote and contest any elections. Temporary members are not allowed to vote in the elections.
  - ii. A Special General Body Meeting may be convened by the President on his own or at the written request of at least ten (10) members to discuss specific agenda. The requisitioned meeting shall be called by the President within 21 days of the receipt of the requisition.
  - iii. A notice of not less than fourteen (14) days shall be given for a meeting of the General Body.
  - iv. Quorum for a meeting shall be 1/5<sup>th</sup> of the total number of members or 10, whichever is less.
- 13. **Adjourned Meetings:** If the required quorum for a meeting is not present on the day, it shall be considered adjourned, and shall be held on the same day, at the same place, after a lapse of half an hour. This shall also apply to adjourned meetings of the Managing Committee. No fresh notice or quorum shall be required for such adjourned meetings. The adjourned meeting shall be deemed to be a continuation of the originally convened meeting. However, if the Presiding Officer finds that the atmosphere is not conducive to hold the meeting in a proper manner, he may adjourn it.
- 14. **Duties of the Patron-in-Chief:** The primary role of a Patron-in-chief is to lend credibility and support. They don't play a formal part in the organization, but are usually listed on letterheads, appeal brochures and publicity material to help raise awareness and support.
- 15. **Duties of the President**
  - a. The President shall be the administrative head of the Association and shall be assisted by the Vice President and other members of the Managing Committee.
  - b. He shall preside over all meetings of the Managing Committee and of the General Body.
  - c. Shall exercise general supervision over the activities of the Association.

- d. May authorize expenditure up to Rs. 2000/- not exceeding Rs. 10,000/- in a month, which will be approved at the next meeting of the Managing Committee.
- e. He may delegate any of his powers for the time being to one of the Vice Presidents.

#### **16. Duties of Vice President**

- a. In the absence of the President, one of the Vice Presidents shall preside over the meetings of the Managing Committee and of the General Body as may be decided by the Managing Committee by majority vote.
- b. Each Block (A, B, C, D, E, F, G) shall elect an Executive Member, who shall be designated as Vice President (Executive). Thus, there shall be three Vice Presidents (Executive).
- c. Vice President (Executive) shall be responsible to
- d. Project problems, suggest/ recommend measures, prepare estimates/ options, prepare List of Members, be in contact with the members as frequently as possible.

#### **17. Duties of Secretary.**

- a. He shall maintain a Register, showing names, addresses, Tel. Nos, etc. of the members of the Association.
- b. Issue notices for the meetings in consultation with the President and record the minutes of all the meetings of the Managing Committee and of the General Body.
- c. He will ordinarily conduct all correspondence on behalf of the Managing Committee and be responsible for safe custody of the records of Association.
- d. The Secretary may incur expenditure not exceeding Rs. 500/-, not exceeding Rs. 2000/- a month, in anticipation of formal sanction.
- e. Shall be responsible to the President/ Managing Committee for all activities of the Association.
- f. Shall report to the Managing committee on the working of the Association for the preceding year.
- g. Shall execute contracts on behalf of the Association.
- h. He/she shall further carry out any other functions entrusted to him by the Managing Committee/President.

#### **18. Duties of Joint Secretary.**

- a. The Joint Secretary shall assist the Secretary in discharge of his duties and shall perform the duties of the Secretary in his absence.
- b. He shall exercise all the powers of the Secretary, when the secretary is not available for some reason, for a period exceeding one month. The Secretary may delegate all or any of his/her powers to the Joint Secretary, as and when necessitated by circumstances and considered to be in the interest of the Association.
- c. Note: In the absence of Secretary and Joint Secretary, the proceedings of the meeting will be recorded by a member of the Managing Committee so authorized by the Presiding Officer

#### **19. Duties of Organizing Secretary**

- a. Shall be responsible for organizing events, e.g., AGM, Managing Committee meetings, cultural and social activities, visitors' passage through blocks, media, web, and Environment management. He shall be authorized to spend Rs. 1000/- for organizing an event and account for the same.
- b. Shall perform the duties of Secretary/Jt. Secretary in their absence during office hours.
- c. Shall act as construction consultant.

#### **20. Duties of Treasurer**

- a. The Treasurer shall open an Account in the name of the Association in a Schedule Bank as approved by the Managing Committee and operate the same jointly with the President/ Secretary. All cheques shall be signed jointly by the President/Secretary and the Treasurer.
- b. The Treasurer shall be responsible for making all collections and to receive cash/cheques/drafts and give receipt therefore on behalf of the Association. Shall keep proper accounts of the same and present the accounts to the Managing Committee/ General Body as and when required. He shall ensure that all vouchers are duly signed by the President/ Secretary and the Treasurer.
- c. He shall not disburse any sum without the written sanctions from the President or the Secretary in the Sanctions Register.
- d. Books of Accounts, including all vouchers and Receipt Books shall remain in the custody of the Treasurer and shall be kept as per financial regulations in vogue.
- e. Shall keep cash in hand up to Rs. 1000/- only and deposit the excess funds, if any, in the Bank.

- f. Shall be responsible for maintaining all financial documents, supporting receipts and expenditure with latest Bank statements and submit quarterly to the Managing Committee.
- g. Shall prepare an Annual Statement of Accounts at the end of each financial year and after its approval by the Managing Committee, submit it to the AGM, duly audited, along with the Auditor's Report and replies thereto, if any.
- h. Shall be responsible for the custody of all the property of the Association.

## **21. Audit Board**

From amongst regular members of the Association, the Managing Committee shall be appointed every Quarter an Audit Board for audit of accounts of the quarter and An Annual Audit Board shall audit accounts of the preceding year.

## **22. Source of Income**

Income to the Association shall accrue through

- a. Membership subscriptions/fees as laid down in the Constitution and/or funds raised from time to time on specified counts.
- b. Grants-in-aid from the Government of Pakistan.
- c. Donations / contributions.
- d. Monthly charges from vendors/hawkers/canteens/any facilities established by the contractors.
- e. Interest on bank deposits.
- f. Bank accounts in the name of the Association shall be operated under the signatures of any two office bearers - President, Vice President, Secretary and Treasurer.

## **23. Recalling of Office Bearers of the Managing Committee**

In case, in the opinion of the President / Managing Committee, an office bearer is unable to perform his duties and serve the Association effectively, it may recommend to the Managing committee to recall such an office bearer and replace him with another member. The Managing committee shall have the right to entertain such a request and recall such a member and elect another in his place.

## **24. Welfare Funds**

The Treasurer shall maintain separate accounts of every Welfare Fund created by the Association for any specific purpose. The Managing Committee shall frame Rules for the operation of such Funds.

## **25. Properties**

Ownership of all properties, moveable or immoveable, acquired, possessed, or held by the Association, shall vest in the Association.

## **26. Code of Conduct**

Every member, including all the members of the Managing Committee, shall faithfully follow the aims and objects of the Association and maintain decorum and discipline at meetings and contribute to normal and proper functioning and unity of the Association.

In case of violation of these obligations, conduct of defaulting member(s) shall be referred to the Managing Committee for taking suitable action under the Rules.

The representation of the Association in legal matters in any court shall be made by the lawyer or any suitable person as authorized by the president or secretary of the Association.

## **27. Amendments**

- a. Any amendment, addition, deletion or alteration to these rules and Regulations shall not be made unless prior notice therefore has been circulated and a resolution approving the proposed amendments(s) has been passed at the AGM by majority of the members present and voting/ / or in the Special general Body meeting for the purpose called.
- b. Any amendment, addition, deletion or alteration to the 'Aims and Objects' or the Name of the Association shall be included in the agenda of the Annual General Body meeting or special general body meeting convened for the purpose and shall be approved by votes of three-fifth(3/5<sup>th</sup>) of the members present and voting.
- c. A copy of the Resolution approving the amendment(s) shall be filed with the Registrar of Societies concerned, as required under the law.

## **28. Handing Over Charge**

The Secretary of the outgoing Managing Committee shall be responsible for handing over the charge to the Secretary of the newly elected Managing Committee within 15 days or the date on which results of the elections are declared. All registers relating to accounts, including Pass Books, Cheque Books, and other papers shall be handed over by the Treasurer to his successor.

The proceedings of the dissolution of the association shall be governed in accordance with the provisions of section 13 and 14 of Societies Registration Act, 1860.

**29. Societies Registration Act**

All provisions of The Societies Registration Act shall apply to this Association.

**30. Election Process**

- a. Sitting President would appoint an election commission from among the registered members.
- b. Election commission would announce the date of the election and would conduct them on the appointed date.
- c. Election commission would release the notification for the elected body after the results of the election.
- d. The new elections will be required to be held 2 months before the previous term is over.
- e. The newly elected office bearers would take oath when the previous term is complete. The outgoing President will administer the oath.

President

MPCHS, B-17 RESIDENTS WELFARE ASSOCIATION  
ISLAMABAD

Dated: 09-07-2022