



CONSTITUTION/ BY LAWS PAKISTAN PADEL FEDERATION

ARTICLE-I

NAME/ TITLE

The organization shall be called the “**PAKISTAN PADEL FEDERATION**” affiliated with International Padel Federation (FIP).

ARTICLE-II

JURISDICTION

The jurisdiction of the “Pakistan Padel Federation” shall extend throughout Pakistan, the acceding State and the Territories under the control of Pakistan.

ARTICLE-III

HEAD QUARTER

The Headquarter of the Pakistan Padel Federation shall be located in Karachi or as decided by General Council of the Federation.

ARTICLE-IV

DEFINITIONS AND INTERPRETATION OF TERMS

The terms and abbreviation used hereinafter shall mean

1.	IOC	International Olympic Committee
2.	WADA	World Anti Doping Agency
3.	FIP	International Padel Federation
4.	APF	Asian Padel Federation
5.	PPF	Pakistan Padel Federation
6.	NOC	National Olympic Committee
6.	PSB	Pakistan Sports Board
7.	Federation	Pakistan Padel Federation
8.	Member Unit	Association / Organization affiliated with the Federation.
9.	Constitution	Constitution of Pakistan Padel Federation

ARTICLE-V

GOVERNING BODY

The Pakistan Padel Federation recognizes the rules of (FIP) International Padel Federation and acknowledges FIP as the global governing body for Padel sports.

ARTICLE-VI

AIMS, OBJECTIVES AND ROLE

The aims, objectives and the role of Pakistan Padel Federation shall be:

- a. To promote, develop, regulate and control the Padel game in Pakistan.
- b. To follow and enforce the Rules & Regulation of International Padel Federation.
- c. To promote and encourage the formation of affiliated Associations/Organizations/ Clubs.
- d. To coordinate and control activities in respect of Padel Sports in all ways including the organization of tournaments, organizing of National Championships, Senior, Junior and Women Championships, under its own or under the auspices of any of its affiliated Member units.
- e. To collect the funds for the purpose of the Federation and utilize the same in such a manner as may be considered desirable for the attainment of the aims and objects of the Federation.
- f. To select the teams and officials to represent Pakistan in Padel Sports/ Programs to be held within the country and abroad.
- g. To create, standardize and regulate structure of Technical Officials/ Referees/ Judges/ Umpires, Coach and Administration under Executive Committee of the Federation.
- h. To establish training camps and organize Promotional Programme for expanding and raising standards of Padel Sports in Pakistan.
- i. To communicate with the International Padel Federation, National Olympic Committee, Pakistan Sports Board, Asian Padel Federation and other Government Bodies when required.
- j. To take stand against violence in Padel Sports and against any form of discrimination on grounds of race, religion, politics and sex etc.
- k. To ensure the observation of World Anti Doping Code of WADA approved by the IOC and fight against doping and use of substances and procedures prohibited by the IOC or the International Padel Federation.
- l. To encourage women participation in Padel Sports.
- m. To encourage coaches' participation in Padel Sports, create Coaching Association at National and Provincial levels, and induct coaches in the General Council / Executive Committee of the Federation.
- n. To ensure resolution of all disputes in the Federation and its affiliated members units through arbitration.
- o. To establish medical and scientific commission for Anti- Doping and for improving performance the players.
- p. To launch Youth Development Programme at grass-root levels.
- q. To improve administration and technical structure of the Federation and the Association from National to the District levels/ Club Level.
- r. To do all other acts and things as deemed to be necessary or conducive to carry out Aims, Objects and Role of the Federation.

ARTICLE-VII

MEMBERSHIP

1. The membership of the Pakistan Padel Federation shall be open to the following:
 - a. Provincial Padel Association having affiliated District Padel Associations starting from the Club levels or Players levels. The controlling body of Padel in a Province should be affiliated with the PPF.
 - b. Controlling body of Padel Sports in Service Organizations / Departments subject to fulfilling the criteria as laid down in the constitution.
 - c. Controlling body of Padel Sports in the Federally Administered Territory of Islamabad provided the body complies with the eligibility conditions as prescribed in the Constitution.
 - d. Controlling body of Padel Sports in the federally administered Northern Areas (Gilgit) provided the body fulfills the minimum eligibility conditions prescribed in the constitution.
 - e. Controlling body of Padel Sports in Azad Jammu Kashmir (AJK) provided the body fulfills the minimum eligibility conditions as laid down in the constitution of the Federation.
 - f. Controlling body of Padel Sports in Educational Institutes subject to fulfilling the criteria as laid down in the constitution for only Associate Membership.
 - g. All clubs must be registered and should acquire the license to operate after paying the designated fees to Pakistan Padel Federation while abiding the rules & regulations.
 - h. All players must acquire license on an annual basis by paying the designated fees to play for all & any purposes; recreational, entertainment or for professional purposes - while abiding the rules & regulations.
2. Representation of the affiliated Members units on the General Council of the Federation shall be as under:

a. Provincial Associations	Two (02) each
b. Services / Departmental Organization	One (1) each
c. Other Associations	One (1) each

ARTICLE-VIII

ELIGIBILITY OF MEMBERSHIP

1. **Provincial Associations**

The Provincial Padel Associations shall be eligible for seeking and retaining membership of the federation if they fulfill the following conditions:

- a. They have constitution each in line with constitution of the Federation.
- b. They shall be constituted by the properly represented District Association, genuinely existing and functioning. The Districts Associations shall be constituted by the Active Clubs.
- c. They have Women representation and induct 40% Women on their General Council / executive Committee.
- d. They hold election as embodied in their respective Constitution on which one representative each from Federation and Provincial Sports Board shall be called to attend the elections meetings as observer, so as to ensure transparency and compliance of the Constitution of the Association / Federation.
- e. They pay their annual fees and subsequent annual subscriptions to the Federation within the first three months of the financial year.
- f. They participate without fail in National Championship, Senior, Junior and Women every year as well as participate in other tournament / competition when asked by the Federation.
- g. The constitution of Provincial Flying Disc Association shall not conflict with the constitution of the Federation.

2. **Services Organizations**

Services Organizations shall be eligible to seek or retain membership of the Federation only, if they are constituted on national basis and fulfill the following condition: -

- a. They have a constitution / Rules, Bye-Laws in the line with the constitution of the Federation.
- b. They organize Inter unit Championship with bonafides employee players from throughout the country, take part.
- c. They assist the Federation in organizing its Annual Championships / Tournaments/ other Sports Programmes as and when so asked by the Federation.
- d. They have paid affiliation fee and are paying annual subscriptions within first three months of the financial year to the Federation.
- e. They participate without fail in the National Championships as per the directions of the Federation.

3. **Other Associations**

Other Associations of the Federally Administered Areas like Islamabad, Gilgit, and Azad Jamu Kashmir shall be eligible to seek or retain membership of the Federation provided they fulfill the following conditions:

- a. They have a constitution each in line with constitution of the Federation and shall be constituted by atleast 3 Active Clubs existing as per definition given under Article VI-1(c).
- b. These Associations in their jurisdiction may create lower level Association in line with the District Association of the Province with whom Club / Players/ Athlete may be registered.
- c. They shall participate without fail in the Annual Championships, Senior, Junior and Women.
- d. They hold election as embodies in their constitution on which one representative of the Federation shall be called to attend the elections meetings, so as to ensure transparency and compliance of the constitution of the concerned Association/ Federation.
- e. They pay their affiliation fees at the time of their affiliation with the Federation and subsequent annual subscription within the specified period as indicated in the constitution of the Federation.

ARTICLE-IX

ASSOCIATE MEMBERSHIP

Educational Institution

- a. If the head of department, Educational Institute applies for the Associated Membership.
- b. All Associated Members shall be entitled for playing rights in National & International level as well as domestic championships/ tournaments.
- c. All Associated Members shall not be entitled to attend the G.C & E.C Meeting and No right of any vote.
- d. Their registrations fee would Rs. (10,000) while annual membership is fixed Rs. (5,000).

ARTICLE-X

HONY: MEMBER

- a. Hony. Membership can be granted to the sports clubs, donor organizations and sports loving individuals on proper request. They shall not be entitled to attend the G.C & EC meetings and will have no right of vote. However they may attend and join in the

sports activity both within and outside Pakistan.

- b. Their registrations fee would Rs. (10,000) while annual membership is fixed Rs. (5,000).

ARTICLE-Xi
SUBSCRIPTION

- a. Each Association / Other Association / Services Organization shall pay Affiliation Fee to the Federation and Annual Subscription shall make before 30th September each year. Financial year of the Federation, which will also be the year of the Federation for all purposes, shall begin from 1st July and end on 30th June. The Affiliation Fees and Annual Subscription details are as under:

i.	Affiliation Fee	RS. 100,000/-
ii.	Annual Subscription of Services / Departmental Organization	RS: 100,000/-
iii.	Educational Institute	RS. 50,000/-
iv.	Annual Subscription of Provincial Associations	RS: 100,000/-
v.	Annual Subscription of Other Associations	RS: 100,000/-
vi.	Annual Subscription of Clubs & Recreational Grounds	RS: 100,000/-
vii.	License Registration Fees for Players/ Coaches	RS: 15,000/-
viii.	Annual License Fees for Players	RS: 10,000/-
ix.	Annual License Fees for Coaches/Referees	RS: 10,000/-

- b. No representative of a member unit shall be entitled to vote at any meeting of the Federation if the Member unit is in arrears in respect of payment of its dues to the Federation.
- c. A member unit failing to pay subscription or any other dues to the Federation for one year, shall penalty charge RS. 10,000/- per year.
- d. A member unit failing to pay subscription or any other dues to the Federation for two years, for which at least one notices, have been duly issued and served by the Secretary General / Treasurer and shall be liable to be suspension automatically from the Membership of the Federation.
- e. A member unit failing to pay subscription or any other dues to the Federation for two years, for which at least two notices have been duly issued and served by the Secretary General / Treasurer shall be liable to be removed from the Membership of

- the Federation through a decision of the Executive Committee of the Federation.
- f. Once a Member unit is removed from Membership of the Federation for non-payment of dues, application for re-admission will not considered by the Federation unless all arrears have been along with a penalty of RS. 10,000/- to the Federation.

ARTICLE-XII
GENERAL COUNCIL

1. Supreme authority of the Federation shall be vested in the General Council consisting of authorized Representatives of affiliated members units as per ArticleVI-2 of the constitution, duly elected office bearers of the Federation i.e. President, Vice Presidents, Secretary General, Associate Secretaries, Treasurer, and E.C Members.
2. The number of Lady Members shall be 40% of the total strength of the General Council, who are elected by the Pakistan Curling Federation.

General Council shall meet atleast once a year. Other meeting of General Council may also be held as and when summoned by the: -

- i. President
 - ii. Executive Committee
 - iii. At a request in writing from not less than 33% of the total strength of the persons eligible to attend the General Council meeting.
3. General Council shall meet to normally transact the following business:
- a. To elect Office Bearers and Member Executive Committee in Elective General Council Meeting expressly convened for this purpose when election due.
 - b. To consider & approve the membership admission and remove.
 - c. To consider and approve Audited of Accounts statement of Account shall be for each year and shall be audited by Chartered Accountants appointed by the General Council.
 - d. To comprehensively consider and approve nest 4 year Programmes / activities of the Federation with the yearly target and measurable indicators in the Elective General Council Meeting or a Special General Council Meeting to be convened for the purpose within one month of elections.
 - e. To critically consider and evaluate the Annual Report of Activities of the Federation and of the Member units submitted by the Secretary General.
 - f. To consider and approve the amendments to the constitution of the Federation.

- g. To consider and approve next year budget estimate of PPF.
 - h. To consider and decide matters, not covered by the Rules or the Constitution of the Federation on the proposal of President.
4. To Quorum for Meeting of the General Council shall be One Third of the total strength of the persons eligible to attend the General Council meeting.
 5. (i) In order to exercise their votes in the General Council Meeting, Names of the Representative from Member units must be received in writing in the Federation's Secretariat atleast three (05) days before the date of meeting, failing which they shall not be entitled to attend the meeting.
(ii) An elected Office Bearers representing a member unit shall remain one of the representation of the unit on the General Council of the Federation for full term provided he / she continuous to hold some office of the member units or his / her representation is not specifically withdrawn by the concerned units on cogent grounds. The intimation to this effect shall be provided jointly by the President and Secretary General of the concerned member unit to the Secretary General and President of the Federation atleast one month before the General Council Meeting of the Federation.
 6. All business discussed and decided at a meeting of General Council shall be recorded in a Minutes book which shall be signed by the Chairman of the meeting. Copies of the proceedings will be supplied to all Member units and their authorized representatives who attended the meeting within 45 days of the meeting.
 7. 15 days previous notice shall be necessary for the meeting of the General Council.
 8. In the Event of a meeting of the General Council is not held on the appointed date for want of quorum the same will be held on a subsequently date within a month with same agenda items without quorum. For this purpose 7 days previous notice shall be necessary for convening the said adjourned meeting of the General Council.
 9. All decisions shall be taken by simple majority of votes in the General Council meeting unless otherwise provided in the constitution.

ARTICLE-XIII

BEARER OFFICE

1. Following shall be the Office Bearers of the Pakistan Padel Federation who shall be elected after every four (04) years in the Elective General Council Meeting of the Federation and Office Bearers shall hold the offices for four (04) years or till next

Election.

i.	President	One (1)
ii.	Senior Vice President	One (1)
iii.	Vice President	One (1)
iv.	General Secretary	One (1)
v.	Joint Secretary	1 One (1)
vi.	Finance Secretary	One (1)
vii.	Members Executive Committee	Two (2)

2. All Office Bearers shall hold their Offices for four years or till next election unless they resign or any of them is removed by the General Council on cogent ground which inter-alia shall include unsatisfactory performance to be evaluated by the General Council in its Annual General Council Meeting each year and for any other reason for which notice to the concerned person has been duly served and opportunity of explaining his / her case has been provided.

An office bearer shall cease to hold office of the Federation if his/ her representation is withdrawn by the concerned affiliated members unit though a decision taken by the Executive Committee/ President of the Federation said member unit and intimation of which is duly revived by the Secretary General and President of the Federation atleast 7 days before the meeting of the Executive Committee of the Federation.

3. The Office Bearers shall be eligible entitles for re-election.
4. President, Secretary General and Hony. Treasurer shall not hold any of these offices in any other National Federations.
5. President may not necessary be the representative of any members units but all other office bearers shall be elected from amongst the authorized representative of member units or the persons eligible to attend the General Council meeting.

ARTICLE-XIV

POWER AND DUTIES OF THE OFFICE BEARERS

1. **PRESIDENT:**

The President shall be the head of the Federation. He shall preside over all meeting of the General Council / Executive Committee and of any Committee of which he is a member. He shall interpret the provisions of the constitution and Rules of the Federation. He/ she shall be authorized to appoint committees/ sub committees define their terms of reference and take decision on their report on behalf of the General Council / Executive Committee and issue directions for smooth working of the federation on day to day basis, the President shall have the power to take any action on the suggestion or in consultation

with the Secretary General but such action taken by the President shall be reported to the General Council or the Executive Committee which in the ordinary course would have dealt with the matter.

2. **S.V. PRESIDENT:**

In the absence of President or on their direction, other Senior Vice President shall exercise all powers of the President for a meeting. The Vice Presidents shall carry out other assignment /duties given to them by the President / Chairman or the Executive Committee.

3. **GENERAL SECRETARY:**

Since the General Secretary holds key responsibility to regulate and run the affairs of the Federation. The General Secretary, in particular, shall perform the following duties:

- a. To act as General Secretary of the federation, the Executive Committee and any other committee / sub- committee.
- b. To perform all this duties under the control of the President and the Executive Committee.
- c. To sign on behalf of the Federation and to conduct its correspondence.
- d. To superintend and control the work of office.
- e. To issue notice and agenda for all meetings.
- f. To include, in the agenda / supplementary agenda for the meeting of the General Council and Executive Committee, any matter duly proposed and seconded by a member unit or by any other person eligible to attend the said meetings and delivered to the Secretary General atleast 15 days and 7 days before the dates of the meeting of the General Council and Executive Committee respectively.
- g. To record proceeding of all meetings and to obtain signature of the Chairman thereon and supply copies to all concerned persons / member units.
- h. To jointly operate Bank account of the federation along with Treasurer.
- i. He/ She shall have imprested money up to RS. 5,000/- per month for recurring expenses.
- j. He/ She shall keep the President or V.P informed all action and activities of the Federation.

4. **FINANCE SECRETARY:**

- i. To maintain with the assistance of the General Secretary accurate and upto-date

accounts of the federation including cash book.

- ii. To receive and deposit immediately in the bank all moneys receive on behalf of the federation and make payments according to federations decisions communicated to him through Secretary General.
- iii. To prepare statement of accounts every year and get them audited by the approved Chartered Accountants as per decision of the federation and lay the audited statement of account in the annual General Council presentation of the said statement is due.
- iv. To maintain a stock register.
- v. To prepare Annual budget in constitution with the General Secretary and present the same to the General Council on its meeting, if the presentation of the budget it due.
- vi. To jointly operate the Bank account along with President /General Secretary.

7. JOINT SECRETARY:

In the absence of the General Secretary, the Joint Secretary General shall perform all such duties of the General Secretary during his absence. While doing so he will keep the president apprised of his working.

ARTICLE-XV

EXECUTIVE COMMITTEE

- 1. The executive Committee shall consist of:**
 - a. All office bearers viz President, Senior Vice President, Vice President, General Secretary General, Joint Secretary, Finance Secretary.
 - b. Two-Members duly elected from amongst the representative of affiliated member units.
2. Meeting of the Executive Committee shall be held atleast once every year or as frequently as necessary, and at other times when summoned by, the President or at the written request of not less than 33% of the total strength of the persons eligible to attend the Executive Committee.
3. Quorum of the meeting shall be one third to the total strength of the Executive Committee. No proxies shall be allowed at the Executive Committee meeting. Seven (07) day's previous notice shall be necessary for a meeting of the Executive Committee.

4. All Vacancies in the Executive Committee shall be filled in by the Executive Committee.
5. **The Executive Committee may delegate any of its powers to: -**
 - i. President or in his absence a SVP
 - ii. General Secretary
 - iii. A sub-committee appointed from amongst its members.
6. The Executive Committee shall exercise all powers of the federation except those vested in the General Council and in particular shall have the powers and duties: -
 - i. To observe in all transactions the provision of the constitution of the federation.
 - ii. To sanction the expenditure of the Federation.
 - iii. To raise funds for federation
 - iv. To prepare Coaching schemes, organize courses for Referees and coaches and encourage holding of tournaments and competitions, with a view to popularizing and improving the standard of Padel Sports.
 - v. To take decision about holding National Championship, Senior, Junior and Women.
 - vi. To consider and approve admission and removal of Member units.
 - vii. To summon General Council Meeting, when deemed necessary.
 - viii. To engage experts for conducting coaches courses and to engage coaches, for training of teams/ players, from which or out of country and establish coaching and training center.
 - ix. To appoint Selection Committee consisting of not more than five members including Chairman and the Coach appointed by the Executive Committee.
 - x. To appoint officials of the team such as Manager, Assistant Manager, Coaches or other persons officials necessary to be included for the good performance of Players.
 - xi. To nominate representative of the Federation to attend meeting of IPF or any other such meetings where representative of the Federation is necessary.
 - xii. To take suitable action against Sportspersons, Officials, Organizers or any other person connected with the activities of the Federation

for misconduct.

- xiii. To frame Rules & Regulations for conducting business of the Federation.
- xiv. To do all such other things may be incidental or conducive for the attainment of aims and objects of the Federation.

ARTICLE-XVI

MEETING

1. The Elective General Council Meeting of the Federation shall be convened once after four years, in which beside other matters, the election shall be held, on which a representative of PSB shall be invited by the federation to ensure transparency of the elections. The Annual General Council Meeting of the Federation shall be held at least once in a year. The date and place of the meeting shall be determined by the Secretary General in consultation with the President or in his absence with the SVP, unless previously decided by the General Council or Executive Committee.

A Special General Council meeting may also be held to transact specific business as and when summoned by the:

- a. President
 - b. Executive Committee
 - c. At the written request of not 33% of the total strength of the persons eligible to attend the General Council Meeting. The said request for the meeting must be accompanied with the statement of business proposed to be conducted in the requisitioned meeting.
2. The Secretary General shall give 10 days' notice to all members units and concerned persons eligible to attend Elective General Council Meeting and Annual General Council Meeting. 03 days notice shall be given by Secretary General in case of special General Council meeting. He/ She shall circulate with the notice a copy of agenda, annual audited statement of accounts and budget estimates if due.
 3. Decision in the meeting of General Council and house of the Executive Committee shall be taken by the majority of votes.

ARTICLE-XVII

VOTING POWER

Votes may be taken either by show of hands or by ballot as may be decided by the Executive Committee. All members shall be decided by a majority of votes.

- | | | |
|----|---|----------------|
| a. | Each Provincial Associations | Two (02) Votes |
| b. | Each Services / Departmental Organization | One (01) Vote |
| c. | Other Associations | One (01) Vote |

ARTICLE-XVIII

PERFORMANCE EVALUATION & ACCOUNTABILITY

The Federation, in its Elective General Council Meeting or a Special General Council Meeting to be convened for the purpose within month after the election, shall comprehensively discuss and approve a 4 year programme of its future activities, within the available budgets as well as with the resources to be generated by the Federation, by fixing yearly targets for improving standard of its sports measurable terms. The yearly reports of activities with details of fund spent shall be evaluated with particular reference to the yearly targets in the subsequent Annual General Council Meeting.

ARTICLE-XIX

AMENDMENTS

Amendments to the constitution of the Federation shall be made at the General Council meeting of the Federation. The proposed amendments must be circulated by the Secretary General At least 07 days before the meeting. The amendment shall be adopted only if two third of the member present vote in favour and such votes are more than 50% of total strength of the General Council.

ARTICLE-XX

ARBITRATION

1. All disputes arising out of the working / functioning and performance of Federation and or any of its affiliated member units within itself or amongst each other shall be resolved through Arbitration. No affiliated members units of the Federation or any person associated in any manner with the Federation shall take the dispute of any nature relatable in any manner with the members units or the Federation to any court of law, to the arbitration as provided in the constitution of the Federation.

2. The dispute in subordinate units of the Federation from the lowest level to the level of the Federation shall be referred to the President of the next higher level organization who shall resolve the dispute through arbitration. Thus dispute at Tehsil level shall be referred to the President of the respective District Association and similarly disputes District level to the President of Provincial Association and so on and so forth the Federation level. The

dispute in the Federation shall be referred to the President International Padel Federation.

ARTICLE-XXI

GENERAL PROVISIONS

1. All Affiliated units actively participate of all the tournaments.
2. All Affiliated units shall not participate in-registered Association/ Tournament/ Championship. Any affiliated units or individual players/ official taking part in such over, Executive Committee will be taken necessary action.
3. Protest fee RS. 3,000/-
4. The Selection Committee shall select the players.
5. The Organizer of the tournament shall submit a details report along with news cutting within one month of the competition.
6. PPF is responsible to organize the National, junior, Women, Inter Provincial Championship as well as local & domestic events every year.
7. All organizing committee shall provided first aid boxes in all matches with ambulance.

ARTICLE-XXII

MISCELLANEOUS

1. All funds of the Federation shall be deposited in the Bank selected by the Executive Committee in the name of Federation. The President, General Secretary, and Treasurer shall jointly operate the Federation's bank account, with any two (2) of these signatories required to sign a cheque to authorize its clearance. In case any one of them is not available then one Joint Secretary authorized by the President shall sign in place of the absentee.
2. In case of urgent matters when holding of the General Council or Executive Committee Meeting is not possible, Secretary General in consultation with the President & V.P may obtain a decision from the concerned members or persons by post, fax or e-mail and act according to the majority votes provided the votes so obtained are preserved in the record of the Federation and the matter is laid in the next meeting of General Council or Executive Committee, as the case maybe, for approval.
3. The constitution of the Federation shall, at all times, be in line with the constitution of International Padel Federation.

ARTICLE-XXIII
NON-PROFIT STATUS

1. The association operates selflessly and does not primarily pursue its own financial interests. It exclusively and directly serves charitable purposes as defined in the "Tax-Privileged Purposes" section of the Tax Code.
2. The association's funds may only be used for purposes specified in the Articles of Association. Members receive no allocations from the association's funds. No person may benefit from expenditures unrelated to the association's purpose or from disproportionately high benefits.
3. The association may reimburse its officials for expenses incurred. Payment of a flat-rate allowance is permissible.

(THE END)