



CONSTITUTION

REVISED SEPTEMBER 20,
2024



**SOCIETY OF ASIAN
CIVILIZATIONS
PAKISTAN**

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“CONSTITUTION”
(Memorandum of Association)
[REVISED as on 20th September, 2024]

- I. **NAME:** The name of the Society shall be “**Society of Asian Civilizations Pakistan**”.
- II. **OFFICE:** Office No. 28, 2nd Floor, Main Commercial Area, Aslam Business Square, Main Double Road, E-11/2 Markaz, Islamabad.
- III. **AREA of OPERATIONS:** The Society shall operate in Islamabad.

IV. **AIMS & OBJECTIVES:** The following shall be the *aims* and *objectives* of the Society:

1. To create an understanding and awareness about Asian and other Civilizations.
2. To promote, research and arrange publications about Asian and other Civilizations.
3. shall be an academic, cultural, research-oriented Society and a non-political entity.

V. **ACTIVITIES:** The Society shall undertake the following activities:

1. Conferences, symposia, seminars and lecture series etc;
2. Publication of books, Holding of Cultural events, studies and other materials about Asian and other Civilizations;
3. Cultural Study Tours of historical and cultural importance;
4. Encouragement of exchange of scholars among Asian and other countries;
5. To liaise with other such Societies having similar *aims* and *objectives* both at home and abroad.

VI. **POWERS:**

1. In pursuance of the objectives and activities listed above, the Society shall take all such steps, do acts at IV and V, enter into agreements, establish covenants and otherwise shall be empowered to collect fees, subscriptions, deposits, donations, gifts and grants, both in cash and kind and award, scholarships, prizes, medals, gifts, certificates, and make citations subject to the only condition that nothing is inconsistent with the *aims* and *objectives* of the Society. All such collections, in cash and kind, shall be documented/declared in the book of accounts and shall be considered the property of the Society.
2. Acquire, purchase, take on lease or hire or otherwise accept and maintain any moveable or immovable property, rights or privileges on the terms and basis consistent with the *aims* and *objectives*, provided that no part of the property or the income of the Society or funds received by the Society shall not be used for any purpose other than the objectives and the activities set out at IV & V above except that this shall not prevent the payment in good faith of remuneration, honoraria or fees to any employee or any other person in return for any services rendered, interest on money borrowed or payment for articles supplied to the Society; to meet expenditures on day to day exigencies, utility bills, taxes, cess and fee etc.
3. The Society shall be body corporate and may sue or be sued through Secretary General or any office bearer of the Society duly authorized by the elected council in respect thereof.

VII. **LIABILITY OF THE MEMBERS:** The liability of the Members shall be limited to the extent their membership.

VIII. ARTICLES OF ASSOCIATION

CHAPTER 1: INTRODUCTION & CODE OF CONDUCT

1. PREAMBLE:

The members of this Society, are committed to creating a safe, inclusive, and respectful community. The members believe that every individual has the right to feel valued, heard, and supported. This code of conduct outlines the expectations for behavior and interaction among members and serves as a guide for promoting a positive and constructive environment.

2. CORE PRINCIPLES:

- 2.01 **Respect:** Treat others with kindness, empathy, and understanding.
- 2.02 **Inclusivity:** Embrace diversity, promote equity, and foster a sense of belonging.
- 2.03 **Integrity:** Act with honesty, transparency, and accountability.
- 2.04 **Open Communication:** Engage in active listening, clear expression, and constructive feedback.

3. SPECIFIC GUIDELINES FOR MEMEBRS:

- 3.01 Be respectful and considerate in interactions, avoiding discriminatory language or behaviour.
- 3.02 Maintain confidentiality when sharing personal information or discussing sensitive topics.
- 3.03 Avoid conflicts of interest and declare any potential biases or affiliations.
- 3.04 Respect boundaries and consent in all interactions, including physical and digital spaces.
- 3.05 Take responsibility for actions and their impact on others.
- 3.06 Engage in constructive dialogue, focusing on ideas rather than personal attacks.
- 3.07 Support fellow members, celebrating successes and offering help when needed.
- 3.08 Adhere to decisions and rules as formulated by the Elected Council of SACP, respecting the collective well-being of the members.
- 3.09 Be available for sharing of knowledge, expertise active Participation in academic and other activities of SACP.
- 3.10 Share constructive opinion on the matters related to Society.

CHAPTER 2: MEMBERSHIP & FEE

4. MEMBERSHIP:

- 4.01 Membership of the Society shall be open to all individuals, corporations and educational institutions with valid identity/ authorization.
- 4.02 Applicants shall take full responsibility of the information provided at the time of membership. In case of fake/forged documents, Society shall have the right to terminate the membership at any time.
- 4.03 The members shall sign a code of conduct while seeking the membership.
- 4.04 Membership of the Society shall be granted to eligible persons on submission of application on prescribed forms to the Society's Secretariat on payment of prescribed fees and subscription and after approval of the Elected Council.

5. TYPES OF MEMBERSHIPS.

5.01 LIFE MEMBERS(LM): Membership of the Society shall be open to:

- 5.01.1 All adults agreeing with the *aims* and *objectives* of the Society subject to the eligibility criterion of the Society on payment of prescribed Membership Fee and annual/life subscription as determined by the Elected Council from time to time.
- 5.01.2 All the applicants, except student member & spouse member, for the membership of the Society must be graduate or hold an equivalent qualification in any professional field.
- 5.01.3 Any Member may become a Life Member at the time of seeking "membership" or could convert his/her 'membership' on payment of the stipulated subscription during that year.

5.02 FUNCTIONS & PRIVILEGES (LM): Life Members shall be:

- 5.02.1 Eligible to vote in the General Council meeting provided they had obtained *membership* at least one year prior to such voting;
- 5.02.2 Eligible to vote to elect the Elected Council Members and other Office Bearers provided they are Members of the Society for at least a year and have paid all their dues to the Society;
- 5.02.3 Members shall have the right to initiate, recommend and object to the policies, programs and decisions of the Society made through its Elected Council.
- 5.02.4 Have the right to access and question all decisions made by the elected body of the Society on real time basis or whenever required.
- 5.02.5 Entitled to take part in all the activities of the Society.

5.03 SPOUSE MEMBER(SPM)

- 5.03.1 A spouse of the member of the Society, upon the basis of qualifications of his/her spouse and agreeing with the aims and objectives of the Society subject to payment of the prescribed membership fee for subscription as determined by the Elected Council from time to time may become member of the Society. However, shall not be eligible to vote.

5.04 STUDENT MEMBERS(SM):

- 5.04.1 Any student of a College/University or any other educational or academic institution may seek Student Membership of the Society.

5.05 FUNCTIONS & PRIVILEGES (SM): Student Members shall be:

- 5.05.1 Entitled to all the functions & privileges as other Members have, except voting rights;
- 5.05.1 Exempted from Registration Fee and shall be entitled to 50% discount of the annual subscription fee and
- 5.05.3 Eligible to become full voting members after graduation and on payment of Membership fee.

5.06 CORPORATE MEMBERS (CM):

- 5.06.1 Academic institutions, Missions and Corporate Bodies may acquire Corporate Membership of the Society on payment of Corporate Registration Fee and Annual Subscription, subject to the terms and conditions as laid down by the Elected Council from time to time.

5.07 FUNCTIONS & PRIVILEGES (CM): Corporate Members shall be;

- 5.07.1 Eligible to vote to elect the Elected Council and other Office Bearers provided they are members of the Society for at least a year and have paid all of their dues to the Society;
- 5.07.2 Eligible to vote in the General Council meeting provided they obtained *membership* at least one year prior to such voting;
- 5.07.3 Offered Corporate Membership against a designation and not against an individual. In case the designated individual is moved from the organization, the membership shall automatically transfer to the replacement of the office bearer. Moreover, Each Corporate member shall be represented by a physical person.
- 5.07.4 Terminated in case the corporate body shows disinterest in continuing the membership.
- 5.07.5 Entitled to take part in all the activities of the Society following the rules/additional subscription or fee as laid down for other members.
- 5.07.6 Asked to nominate a new person in case the designated person leaves the office.

5.08 HONORARY MEMBERS(HM):

- 5.08.1 The Elected Council may resolve to confer 'Honorary Membership' on a distinguished diplomat or a personality of eminence and distinction in such fields as academics, history, literature, art, law, social or physical sciences who has made a significant contribution to the *aims and objectives* of the Society and enhance the cause' of preservation and promotion of Asian or other civilizations.
- 5.08.2 Such Members shall be exempted from payment of both, Registration Fee and Annual Subscription and shall enjoy all the privileges of a regular member except holding office or voting at meetings of Executive or General councils or in the Elections of Society.
- 5.08.3 This shall not debar them from being nominated on any committee or sub-committee set up by the Society for a specific and limited purpose.

5.09 MEMBERSHIP FEE & SUBSCRIPTION:

- 5.09.1 All the members shall pay non- refundable membership fee/subscription for respective membership, duly mentioned in the membership form.

5.10 TERMINATION of MEMBERSHIP: The membership shall be liable to termination if:

- 5.10.1 Member resigns in writing and the resignation is accepted or one month has passed after the receipt of the resignation;
- 5.10.2 The Elected Council is of the opinion that his/her activities are in violation of the code of conduct, duly posted on the Society website, social media, and as an annexure of membership form. The 'conduct' amounts to defeat and sabotage the activities of the Society and is detrimental to its good name, goodwill and reputation, based upon the report / recommendation of Fact-Finding Committee (FFC) constituted by Elected Council in respect thereof.
- 5.10.3 The FFC shall be comprised of a Head and Two Members and be constituted from amongst the members of Society. The FFC shall serve a show-cause notice upon the member and shall seek reply to that and shall submit its report after giving an opportunity of being heard to all concerned within the timeframe (s) given by Elected Council.

CHAPTER 3: PATRON

6. PATRON:

- 6.01 A Patron designated by the Elected Council shall be personality of eminence and distinction in such fields as academics, history, literature, art, law, social or physical sciences who can promote and advance the 'Aims and Objectives' of the Society.
- 6.02 The Elected Council may replace the Patron for a sufficient cause. (Violation of code of conduct or disassociation from the Society matters).
- 6.03 The Elected Council shall designate the Patron within 90 days from the date of vacation of the office.

CHAPTER 4 : ORGANIZATIONAL STRUCTURE

7. EXECUTIVE BODY (EB):

A Three Members Advisory Council shall be selected amongst elected body, irrespective of their elected designations in elected body for two years likely to be extended provided they are re-elected in the election.

7.01 ROLES & RESPONSIBILITIES (EB): They shall;

- 7.01.1 Enjoy the privilege of being advisors, guiding the organization towards its mission.
- 7.01.2 Give recommendations to EC on required matters facilitating in decision-making.
- 7.01.3 Be responsible for registration/renewal of SACP with authorities as & when required.
- 7.01.4 Perform their designated elected roles in EC as well.

8. ELECTED COUNCIL:

The Elected Body of SACP shall be called **ELECTED COUNCIL** and shall be comprised of the following;

i. President	01
ii. Senior Vice President	01
iii. Vice President	01
iv. Secretary General	01
v. Deputy Secretary General	01
vi. Secretary Finance	01
vii. Secretary Media	01
viii. Secretary Publications	01
ix. Secretary Marketing	01
x. Secretary Coordination	01
xi. Elected EC Members	05
xii. Nominated Corporate Member	01(optional)
xiii. Nominated Honorary Member	01(optional)

Total	17
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8.01 ROLES AND RESPONSIBILITIES (EC): The Elected Council Shall;

- 8.01.1 Be responsible for entire management and working of the Society and shall exercise Oversight on the administrative and financial powers of the President and other Office Bearers of the Society;
- 8.01.2 Have complete control over income/expenditures and funds of the Society including approval of annual budgets and annual accounts;
- 8.01.3 Derive power from the General Council and exercise it on its behalf;
- 8.01.4 Be competent to organize various activities of the Society and supervise all its institutions;
- 8.01.5 Be empowered to possess the movable properties and documents of immovable properties of Society through Secretary General. However, the ownership shall remain with the Society.
- 8.01.6 Be Competent to purchase movable and immovable properties or to transfer any property by way of sale, exchange, mortgage, gift or in any other way or give it on lease or to make material changes therein, subject to prior approval of General Council.
- 8.01.7 Have the powers to acquire on rent or otherwise any premises required for the Society;
- 8.01.8 Have the authority to co-opt other Members of the Society or any other person having specific qualification or skill for specific purposes for aid and assistance in its work. Such co-opted Members may also attend the meetings of the Elected Council and take part in discussion but shall not have the right to vote;
- 8.01.9 Receive and approve the Annual Report along with the audited accounts of the Society received from the Secretary General and Secretary Finance respectively as well as consider any resolutions to be moved at the General Council Meetings before these reports and resolutions are presented in the General Council Meeting for approval;
- 8.01.10 Take all decisions in all matters pertaining to the objectives and activities listed in the constitution and may authorize designated Office Bearers to sign all covenants, deeds and representations on its behalf;
- 8.01.11 Have the powers to appoint and dissolve any working-Committee for any purpose of the Society and delegate such powers and responsibilities to any Member or Office Bearers as it may deem necessary from time to time;
- 8.01.12 Recommend amendments in the 'Constitution' of the Society as & when required;
- 8.01.13 Determine the number of staff to be appointed by the Society, their salaries and other benefits;
- 8.01.14 Approve or terminate membership or otherwise call fresh application for membership;
- 8.01.15 Authorize and grant financial powers to its Office Bearers including President, Senior Vice President, VicePresident, Secretary General, Deputy Secretary General and Secretary Finance and set the financial limits;
- 8.01.16 Prescribe the Fee Schedule for membership and annual subscription from time to time;
- 8.01.17 Appoint an Election Committee to conduct smooth/fair elections of Society;
- 8.01.18 Fill any vacancy by delegating the charge to any appropriate member of the five elected EC members.
- 8.01.19 Have the authority to open, operate and close bank accounts of the Society;
- 8.01.20 Delegate powers to the Office Bearers of the Elected Council for operation of bank accounts, incurrence of expenditure and such other administrative and financial powers as it deems fit;
- 8.01.21 Constitute a three-member committee from amongst Elected Council to scrutinize applications for membership, with a view to ascertaining suitability of the applicants keeping in view the Society's objectives. The Elected Council shall take final decision on such applications on the basis of report submitted by the said committee.
- 8.01.22 Constitute a Fact-Finding/Grievance Handling/Dispute Resolution Committee comprising of a Head and Two Members from amongst the members of Society either from GC or EC, in case of any complaint against any member and specifically any elected member and

to decide the issue of termination of membership of General Council member and/or appointment of an elected member.

- 8.01.23 Competent to designate/replace a patron of the Society with majority of vote.
- 8.01.24 Hire credible firm for audit of Society's accounts.
- 8.01.25 Have the powers to accept or reject the resignation of any office bearer.
- 8.01.26 Enhance/curtail administrative powers and arrangements of office bearers for sufficient reasons as and when required.
- 8.01.27 Be competent to make any other action and shall take appropriate measures to promote the *Aims and Objectives* of the Society;

8.02 TENURE OF EC:

- 8.02.1 The life of the Elected Council shall be of two years from the oath taking and shall stand automatically dissolved with the oath taking of the newly Elected Council and the oath taking shall be held within a month of the announcement of election results;
- 8.02.2 The Elected Council can be dissolved at any time by a decision of the General Council, provided that notice of the General Council meeting is given at least 15 days before the meeting to all Members on the list at the time and 2/3rd of the entire voting list 'vote' for dissolution at a meeting called for this purpose. If the existing Elected Body is dissolved, the General Council shall be competent to elect an *interim* administrative team and appoint an Election Committee in the same sitting to elect new Elected Council within three months of such a dissolution.

8.03 MEETINGS: of Elected Council shall be convened as follows;

- 8.03.1 It shall meet, preferably each month, but at least once in three months;
- 8.03.2 The meeting of the Elected Council can be requisitioned by President or any 05 Members of the Elected Council in writing to consider any agenda or specific matter duly approved by the President in writing or in his/her absence by Senior Vice President or in the absence of both President and Senior Vice President by the Vice President;
- 8.03.3 seven days' notice shall be required to convene meeting of the Elected Council. In case of emergency, meeting may be called at a short notice 'preferably at three days' notice with the written consent of the President or in or his/her absence with the written consent of the Senior Vice President or in the absence of both President and Senior Vice President, with the written consent of Vice President.

8.04 QUORUM:

- 8.04.1 The quorum of Elected Council meetings shall be one fourth of its total strength.

8.05 ELIGIBILITY: A person shall be eligible to be elected as a Member of the Elected Council if he/she:

- 8.05.1 Has not been declared insolvent;
- 8.05.2 Has not been found of unsound mind;
- 8.05.3 Has not been convicted by a Court of Law for an offence involving moral turpitude has at least one year membership at his/her credit;
- 8.05.4 Is not paid employee of the Society;
- 8.05.5 Has not been found guilty of misconduct, misappropriation of funds or misuse of Society's assets;
- 8.05.6 Has not been defaulter of the Society's dues.

8.06 TERMINATION/ REMOVAL OF EC MEMBER:

- 8.06.1 Membership of Elected Council shall stand terminated or removed by the Elected Council by serving a show-cause notice, subject to an opportunity of being heard;
- 8.06.2 If an Elected Member fails to attend 03 consecutive meetings without reasonable cause (acceptable to Elected Council), or
- 8.06.3 Becomes ineligible as defined in clause 8.05 supra.

9. GENERAL COUNCIL (GC):

All Members of the Society shall form the General Council of the Society.

9.01 FUNCTIONS & PRIVILEGES (GC): The General Council shall;

- 9.01.1 Be the supreme body and shall elect the Elected Council;
- 9.01.2 To give recommendations to EC in the functioning of the Society; and
- 9.01.3 Be empowered to amend the 'Constitution' of the Society upon the recommendation of Elected Council.

9.02 MEETINGS OF GC:

- 9.02.1 At least one, known as Annual General Meeting (AGM) or more Meeting(s) of General Council known as Extraordinary General Meeting (EGM) may be called under a decision of the Elected Council each year; wherein the Secretary General and the Secretary Finance respectively shall place the Annual Report and Financial Report and Audited Accounts of the year, duly approved by the Elected Council for adoption and approval of the General Council.
- 9.02.2 One week's clear notice with agenda approved by the Elected Council shall be given for all General Council meetings.
- 9.02.3 Quorum at all GC meetings shall be 1/10th of the total eligible valid voting Members.
- 9.02.4 Finance Secretary shall also place before the General Council Meeting an outline of the budget for the next year, duly approved by the Elected Council.
- 9.02.5 One sixth valid voting Members may requisition in writing to the President, or in his/her absence to Sr. Vice President or in the absence of both President and Sr. Vice President to the Vice President, for a special meeting of the General Council for considering only a specific subject, which requisition shall be acted upon after approval by the Elected Council. The notice of such a special meeting shall contain the agenda for the meeting and shall be issued one week in advance.

CHAPTER 5: ROLES AND RESPONSIBILITIES OF OFFICIALS OF THE SOCIETY:

10. PATRON: The Patron of the Society shall:

- 10.01 Provide overall guidance to the Society.
- 10.02 Not be the member of Elected Council.
- 10.03 Defend, protect and advocate the 'Aims and Objectives' of the Society;
- 10.04 Play a substantial role in enhancement of the Society's national and international image;
- 10.05 Remain detached from day-to-day working of the Society in any capacity, directly or indirectly;
- 10.06 Preferably attend meetings/functions/activities of the Society but not mandatorily;
- 10.07 Extend 'advisory opinion' to the 'Elected Council' for the betterment of the Society.
- 10.08 Function as long as he/she enjoys the confidence of the 'Elected Council'.

11. PRESIDENT: of the Society shall;

- 11.01** Be the Head of the Society;
- 11.02** Be responsible for smooth functioning of the Society with all administrative, executive and financial powers;
- 11.03** Call the meetings of General Council/ Elected Council, any other Committees of the Society or Special Meetings as and when required;
- 11.04** Approve the agenda and minutes of the EC or any other meetings of the Society;
- 11.05** Approve appointment of staff of the Society;
- 11.06** Operate bank accounts of the Society jointly with Secretary Finance, General Secretary and/or any other Official whom financial powers have been delegated by the Elected Council in this regard.
- 11.07** Take all measures to promote the *aims* and *objectives* of the Society;

12. SENIOR VICE PRESIDENT: of the Society shall;

- 12.01** Perform all functions of the President in his/her absence; and
- 12.02** Assist the President in the performance of his/her functions.

13. VICE PRESIDENT: of the Society shall;

- 13.01** Perform all the functions of the Sr. Vice President in his/her absence; and
- 13.02** Perform such functions as assigned to him/her by the President or Sr. Vice President.

14. SECRETARY GENERAL: of the Society shall;

- 14.01** Be responsible for implementation of the decisions of the GC and Elected Council;
- 14.02** Be responsible for organizing and managing all activities of the Society subject to the provisions of the Constitution of the Society;
- 14.03** Approve the routine expenditures of the Society as per limit prescribed by the EC;
- 14.04** Be responsible for making all the expenditures with the approval of the President or in his/her absence with the approval of Sr. Vice President and in the absence of both President and Sr. Vice President with the approval of Vice President.
- 14.05** Shall keep all records of the Society except books of accounts, vouchers, bank statements and other accounts related record;
- 14.06** Issue agenda of meetings of General Council/ Elected Council or other meetings after obtaining the written approval of the President, or in his /her absence with the approval of the Sr. Vice President or in case of absence of both President and Senior Vice President with the approval of the Vice President;
- 14.07** Record minutes and maintain Minutes' Books of General Council/ Elected Council or any other meetings of the Society;
- 14.08** Deal with all correspondence on behalf of the Society, and operate bank accounts of the Society jointly with Secretary Finance or any other Official of the Society whom financial powers have been delegated by the Elected Council.

15. DEPUTY SECRETARY GENERAL: of the Society shall

- 15.01** Assist the Secretary General in the performance and execution of various activities of the Society;
- 15.02** Perform all such functions which may be assigned to him/her by Secretary General;
- 15.03** Perform all the functions of the Secretary General in his/her absence.

16. SECRETARY FINANCE: of the Society shall;

- 16.01** Be responsible for managing the finances of the Society;
- 16.02** Prepare annual budget as well as Balance Sheet; Income and Expenditure Statements and Cash Flow Statements for approval of the EC;
- 16.03** Be responsible for proper maintenance of accounts of the Society and their audit by the Auditor(s) appointed by EC, submit their reports to the EC and then to the GC for approval;
- 16.04** Jointly operate either with the President or Secretary General of any other official whom financial powers have been delegated, all bank accounts of the Society; receive all the revenue, income including Registration Fee, Life/Corporate Membership Fee and annual subscription, grants and donations etc. on behalf of the Society and shall issue proper receipts thereof;
- 16.05** Be responsible for timely deposit of all revenue receipts/income in the relevant bank accounts of the Society;
- 16.06** Be responsible for making all payments on behalf of the Society by crossed cheques except routine expenditure not exceeding the approved limit by Elected Council.

17. SECRETARY MEDIA: of the Society shall;

- 17.01** Be responsible for all media-related matters, publicity and projection of the activities of the Society in electronic, print and social media.

18. SECRETARY PUBLICATIONS: of the Society shall;

- 18.01** Be responsible for all the publications-related matters.

19. SECRETARY MARKETING: of the Society shall;

- 19.01** Be responsible for all matters of the Society relating to the marketing and sponsorships etc.
- 19.02** Make sincere endeavor to enhance financial position of Society and reduce expenses through seeking advertisements in Society's publications including 'News Letter', lobbying for sponsorships for Conferences, Seminars, Lecture Series and Cultural Study Tours etc.

20. SECRETARY COORDINATION: of the Society shall;

- 20.01** Be responsible for coordination matters of the Society, particularly of the activities of different Chapters in the country. He/ she shall be responsible for the coordination with the government and other relevant departments on behalf of the Society.

21. EC MEMBERS: of the Society shall;

- 21.01** Carry forward any role and responsibility assigned to them for support the appointment holders in their role specific duties;
- 21.02** Dedicate themselves for adding new memberships of the Society;
- 21.03** Support EC in organizing academic and cultural events;
- 21.04** Be appointed as committee heads;
- 21.05** Liaison between the members from multiple cities;
- 21.06** Act as face of the Society of Asian Civilizations to promote its *aims* and *objectives*.
- 21.07** Be considered as a temporary or permanent replacement of any terminated or resigned elected member and shall be eligible of all roles and privileges of that role.

22. FOUNDERS: The names of three founders of the Society are;

- ❖ Dr. Ahmed Hassan Dani (late)
- ❖ Dr. Razia Sultana (late)
- ❖ Dr. Zulfiqar Ali Qureshi (alive)

CHAPTER 6: ELECTIONS:

23. PROCEDURE:

- 23.01** The outgoing EC shall designate a three members Election Committee headed by a Chairman in first week of election year for the election of next Elected Council;
- 23.02** The election committee shall be responsible for a free, fair and transparent balloting process;
- 23.03** Provision of eligible members data to Election Committee shall be the responsibility of the outgoing EC;
- 23.04** The election committee shall take charge of the process and only those EC members shall be allowed to assist who would not contest for any seat in that particular election.
- 23.05** The Election Committee shall complete the process of election till the 10th of March, in order to facilitate the EC to take oath on 23rd March;
- 23.06** The Election Committee shall announce schedule, including nomination forms, code of conduct, procedure for addressing complaints etc in consultation with outgoing EC, for election of Elected Council and shall perform all ancillary functions in respect thereof;
- 23.07** The election committee shall address the complaints of candidates or voters ASAP before the final voting day.

24. RIGHTS & ETHICS:

- 24.01** The General Council members have the right to nominate any member, through prescribed nomination form issued by the election committee, to take part in elections, provided the nominee is a valid life member, has sound knowledge according to the role and willingness to fulfill the responsibilities of the specific role;
- 24.02** The nominated person shall have the required competence for the role and shall accept and fulfill the responsibility, laid down against the role;
- 24.03** The nominations shall comprise a proposer and a seconder who must be bona fide Members of the Society and must be signed by the candidate concerned;
- 24.04** The interested members may commence their formal canvassing for election, on all authorized platforms provided by the Society including the official social media sites, upon the announcement of final list of candidates after the scrutiny and resolution of objections raised on the nominated candidate by the election committee. However Informal Canvassing may commence from the date of announcement of elections. Election Committee shall not be responsible for any informal canvassing from a candidate who stands disqualified in the final list.
- 24.05** A member of Society can contest the election only for one seat at a time.
- 24.06** The contesting candidates may form a group in the elections. However, every contesting candidate shall be voted for, **individually**.
- 24.07** The contesting member shall not assist the election committee to run the process and handle the data once shared for election.
- 24.08** The members shall have the option to cast the vote in any approved balloting method, physical or digital duly decided by the election committee;
- 24.09** Contestants shall have the right to observe the effectiveness and transparency of the balloting procedure, authenticity of voters' list, access to the voters through various means, be present in person or appoint their agents at the time of voting and counting of votes can check and validate the counting themselves or their representatives;
- 24.10** Counting of votes shall take place immediately after the closure of polling time;
- 24.11** The result of election shall be announced by the chairman Election Committee soon after its compilation the same day;
- 24.12** Members & Chairman Election Committee shall not be eligible to contest the elections;
- 24.13** The Election Committee shall be responsible for Oath Taking of the newly Elected Council;
- 24.14** The election committee shall submit a written report on the entire election process along with all relevant original documents to the newly elected General Secretary.

CHAPTER 7: AMENDMENTS IN THE CONSTITUTION

25. CONSTITUTION REVIEW COMMITTEE (CRC) & PROCESS:

- 25.01** The EC shall constitute a Constitutional Review Committee, of three members, comprising of a head and two members from amongst the EC which shall submit its recommendations within the time given by EC;
- 25.02** The EC shall debate the said proposals for amending the Constitution in its meeting (s) and clear them for adoption to the General Council for approval;
- 25.03** Amendments to the 'Constitution' may be proposed by the GC Members as well in writing to the Constitution Review Committee;
- 25.04** Amendments cleared by the EC shall be deliberated in GC Meeting.
- 25.05** Any amendment suggested by a general council member but not adopted by the EC shall be displayed and explained the reasons for non-adoptions for the information of GC.
- 25.06** That proposed Amendments to the 'Constitution' shall be made by 2/3rd majority of the General Council Members present in that meeting called for this purpose.

CHAPTER 8: DISPUTE RESOLUTION

26. DISPUTE RESOLUTION COMMITTEE (DRC) & PROCESS:

- 26.01** The Elected Council shall constitute a dispute resolution committee from amongst the senior members of the Society for dispute resolutions between the office bearers in case of substantial conflict of opinion badly hampering the activities of the Society;
- 26.02** In that case a written complaint shall be forwarded to the secretary general for putting it up in the fourth coming Elected Council meeting;

27. FINDINGS OF DRC & ACTION BY EC:

- 27.01** The findings of dispute resolution committee, after hearing all the concerned, shall be submitted to Elected Council, who's decision shall be final.
- 27.02** Any dereliction of duty cost upon the office bearer by virtue of the constitution or in the light of the findings of the dispute resolution committee shall constitute misconduct liable to punitive action by Elected Council.

CHAPTER 9: DISSOLUTION OF SOCIETY

28. PROCEDURE & CONSEQUENCES:

- 28.01** Society of Asian Civilizations Pakistan shall stand dissolved by the GC with 2/3rd Majority of the entire membership of the Society through formal resolution and subject to clearance by the registration authority;
- 28.02** In the eventuality of the dissolution of Society, all its moveable/immovable assets shall be devolved upon the organization/trust/university or any charitable organization as decided by the then EC.
- 28.03** The quorum given in clause 9.02.3 supra shall not be applicable to this meeting.

CHAPTER 10: CERTIFICATE & ASSENT

29. Certificate:

We hereby certify that the present Constitution was last amended by the GC, in its meeting held at Islamabad on 20th September 2024 under the chair of the President of the Society.

Dr. Samina Nadeem
President SACP

Raana Arshad Qazi
Senior Vice President/Chairperson CRC

Zainab Jafari
Secretary General /Member CRC

Saeed Anjum Khokhar
Advocate Supreme Court /Member EC&CRC

30. Assent:

I, the Founder of the Society (SACP) hereby give my assent under the constitution to all amendments, approved by the General Council and duly incorporated in this draft as final provisions of this constitution.

Zulfiqar Ali Qureshi
Founder.