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DOCUMENT HISTORY

Who	Version	Date	Description	Page/Section
Naveed Hamid 2012.	0.0	2012	Initial Draft	All
Athar Awan Ali Tajik	0.1	03/12/2014	Updates from 1 st Review Committee meeting	Pages 4 – 9
Ali Tajik	0.2	30/12/2014	Updated clause 5.3 & 5.4 from 2 nd Review Committee meeting	Pages 9, 10
Ali Tajik	0.3	14/1/2015	Copied contents from current constitution and removed proposed contents.	Pages 11 to 15
Ali Tajik	0.4	15/1/2015	Moved Clauses Membership clauses 4 & 5 after Executive/General body clauses and number changed to 6 & 7.	Pages 6 to 15
Ali Tajik Athar Awan	0.5	16/1/2015	Entered additional clause	Pages 6, 13, 14, 15
Ali Tajik	1.0	17/1/2015	<ul style="list-style-type: none"> Updates from 3rd Review Committee Meeting. Updated Appendix A 	Pages 6, 15, 16 Pages 17, 18
Ali Tajik	1.1	18/1/2015	<ul style="list-style-type: none"> Replaced Executive Committee & General Committee words with Executive Body & General Body PANZ Logo water marked. 	All
Ali Tajik	1.3	21/1/2015	Updates based on feedback from review committee members.	Pages 4, 6, 5, 7, 10, 11, 12
Ali Tajik	1.4	22/1/2015	Clause 1.3 moved to 2.1 Word General Management Committee replaced with General Body	Page 4 Pages 8, 9, 10, 11
Ali Tajik	1.5	29/03/2015	Clause amended as per approved in the SGM dated March 28, 2015.	Page 4, 5, 8
Farrukh Gul Qaisrani	1.6	16/11/15 06/04/16	Full Review of the contract and correction.	All
Aamir Nawaz Naveed Hamid	1.6	06/04/16	Replaced word PANZ with Association Format sections and subsections. Amended as per approved in the AGM dated April 3, 2016	All

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1. MEMORANDUM & ARTICLES OF ASSOCIATION

(Rules & Bye-laws to provide for the establishment, organization and management of the society per provisions of the Incorporated Societies Act 1908)

2. NAME & OFFICE

1. The name of society is "Pakistan Association of New Zealand Incorporated" hereinafter referred to as "Association"
2. The Registered office of the Association will be the given address of the Association's President in office

3. OBJECTIVES OF THE ASSOCIATION

The **key** objects of the Association are:

- I. Pakistan Association of New Zealand (Association) is a non-Profitable, non-political, non-sectarian community Association, promoting charitable purposes and activities.
- II. To encourage, promote and provide for better interaction, understanding and unanimity among the people of Pakistan origin residing in New Zealand **and other New Zealanders**;
- III. To assist the community in general and people of Pakistan origin in particular through provision of advise, support and representation in their successful settlement in New Zealand, including but not limited to;
 - 1.1.1. Providing Urdu language education for free.
 - 1.1.2. Arranging career coaching seminars for free.
 - 1.1.3. Arranging Pakistani cultural events i.e. Eid gatherings with open invitation to the Public.
 - 1.1.4. Arranging events to bring awareness in the Public as to the Pakistani Urdu language and culture.
- 1.2. To manage a scholarship fund where the individuals study, activities or research can enhance Urdu language and Pakistan culture and image in NZ society.
- IV. To establish youth and elderly fora to encourage and promote their wellbeing by arranging sports and cultural activities in cooperation with other communities i.e. Urdu Poetry nights,

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Pakistani folk music nights for seniors and Cricket tournaments for youth where teams from other communities can also compete.

- V. To promote better communication and understanding between the people of Pakistani origin and the New Zealand Public Sector by providing free reading materials, publications and advice on public services. To engage advisors for the free advice and provide physical premises for a library, especially books in Urdu language. To assist and represent community members where language is the barrier or the community members need assistance due to financial or physical constraints.
- VI. To educate and encourage awareness about Pakistan customs, Urdu language, culture and values.
- VII. To take steps by personal or written appeal, public meetings, or through media or otherwise, as and when necessary to advance the charitable purposes above.
- VIII. To streamline and grow the funding for the Association in the form of grants, donations, contributions, periodical subscriptions, fees and engage other sources of funding for the sole purpose of charity to the community.
- IX. To take part or accept any honour, decoration, gifts, property or favours, whether or not subject to any trust, to fulfil objectives of the Association.
- X. To invest funds of the Association in a manner chartered in the Memorandum & Articles of Association, exclusively for the charitable purposes.
 - 1.1.1. Any income, benefit and advantage derived from the funds of the Association shall be used to advance the charitable purposes of the society.
 - 1.1.2. No member of the Association, or anyone associated with a member, shall be allowed to take part in, or influence any decision made by the Association in respect of payments to, or on behalf of, the member or associated person of any income, benefit, or advantage.
 - 1.1.3. Any payments made to a member of the Association, or person associated with a member, must be for goods or services that advance the charitable purpose and must be reasonable and relative to payments that would be made between unrelated parties.
 - 1.1.4. The General Body will present the Association accounts to the Executive Body for audit at the end

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of each financial year. The accounts will also be presented to the community members, by the Body in charge at the time, in the annual general meeting.

- XI. To generate and collect emergency relief funds, including a funeral fund, in order to relieve the needs of those in poverty, or in need of urgent medical attention, advance education to those in need through urgent tuition. Creating events for collection of donations for the emergency relief fund for the community
- XII. To organize or assist in arranging social, cultural activities and fairs to advance education about Pakistani culture to the community.
- XIII. To promote social activities within the society insofar as this is ancillary to the charitable purpose above.
- XIV. To coordinate and actively participate in the program(s) of other ethnic communities and organizations.
- XV. To establish a community school/forum for the new generation of Pakistani children for learning Urdu language, culture and values to uphold their identity and communication skills in their national language.
- XVI. The list is not exhaustive and may include any other charitable objective that may from time to time be established by the AGM.

4. PECUNIARY GAIN & LIABILITY

- I. The income or property of the Association, whomsoever derived, shall be applied solely towards the promotion of the objects of the Association (promoting charitable purposes and activities) as set forth in the Memorandum & Articles of Association (Rules) and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend or bonus or otherwise.
- II. Any Income, benefit or advantage must be used to advance the charitable purposes of the Association.
- III. No member of the group, or any associated with a member, is allowed to take part in, or influence any decision made by the group in respect of payments to, or on behalf of, the member or associated person of any income, benefit or advantage.

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- IV. Any payments made to a member of the group, or person associated with a member, must be for goods or services that advance the charitable purpose and must be reasonable and relative to payments that would be made between unrelated parties.
- v. WINDING UP OR DISSOLUTION OF THE ASSOCIATION - If upon the winding up or dissolution of the Association there remains after the satisfaction of all its debts and liabilities any property, whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other registered Pakistani Association/institution in New Zealand having charitable purposes similar to the objectives of the Association, to be determined by the members of the Association at or before the time of dissolution, and in default thereof by Registrar or Court of Law in case of any dispute as may have or acquire jurisdiction in the matter.

5. OFFICERS

There will be one General Body consisting of five elective members and one Executive Body consisting of three elective members.

6. EXECUTIVE BODY, ITS ROLE AND RESPONSIBILITIES:

The Executive Body shall consist of three members.

- I. Selection Criteria of Executive Body Members
 - i. Members of the Executive Body shall be elected by the members of the Association and they shall hold office for three years.
 - ii. Executive body duration will end on January 31st irrespective when their term started but not more than 3 years.
 - iii. The members of the Executive Body are not entitled to contest in the election of General Body while holding the office of Executive Body. An Executive Body member can take part in the General Body election if he/she resigns from the Executive Body at least two months prior to the General Body elections.
 - iv. An officer of the outgoing Executive Body may be eligible for re-election up to two consecutive terms for any position at the Association office after which one year of waiting period shall apply before re-contesting or taking of any Association office position.
 - v. If two or less than two members of the Executive Body are not available for a reasonable period of time than the remaining Executive Body member(s) will call for the elections for the vacant Executive member

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position. The elections must be called within 30 days once the resignation is/are received to the Executive Body or a determination is made that the subject Executive members is/are not available. Any such determination must be in writing by the remaining Executive member(s), with sufficient grounds, and kept on record and disseminated to the community. For clarification, 3 months is a reasonable time period.

- vi. If all three members of the Executive Body are not available for a reasonable period of time than the General Body will call for the elections for the vacant Executive members positions. The elections must be called within 30 days once the resignation is received to the General Body or a determination is made that the subject Executive members are not available. Any such determination must be in writing by the President, with sufficient grounds, and kept on record and disseminated to the community. For clarification, 3 months is a reasonable time period.

II. Powers/Role of Executive Body

1. To assist in the activities of the General Body.
2. To monitor the activities of the General Body.
3. To evaluate the performance of the General Body.
4. To ensure that the activities of the General Body should be in line with the constitution and for the betterment of the Pakistani Community.
5. To arrange & conduct the fair elections of General Body by forming independent election commission.

- III. Executive body will hold a "Review Meeting" once in 60 days for governance and forward planning and to conduct the performance review of the General Body. It is mandatory for General Body to attend these meetings and keep the meeting minutes for record. Executive Body will chair these meetings. The meeting could be either in person or via electronic media.

- IV. Three General Body members and one Executive Body member may constitute a quorum at the Meetings. Any member of the Executive Body may call the meeting, provided reasonable time is given to attend the meeting (preferably two weeks notice). The meeting must convene within three weeks of the notice. A General Body member can also delegate his authority to another General Body member to attend the meeting but this must not be for more than two consecutive meetings.

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- V. In case General Body fails to attend two consecutive meetings, without providing a reasonable justification or excuse, this may be sufficient reason to dissolve the General Body.
- VI. If the activities of the General Body are not in line with the constitution or involved in any misconduct or due to bad performance, the Executive Body is empowered to dissolve the General Body and call new elections within 60 days. The Executive Body decision shall be final. All three executive members must attend the impeachment proceedings and the final decision will be by the majority of the three Executive members. The Executive Body must give a formal warning before any such decision is made and provide the General Body opportunity to file written submissions/reply. From the date of the formal notice, the General Body will have 15 days to respond and then the Executive Body will have another 15 days to make the final ruling. This process must not take more than 40 days. The General Body is entitled to have the subject hearing in person.
- VII. Executive Body must attend meetings with General Body. It is obligatory for Executive Body to attend the General Body meetings unless a member has a valid reason for not to attend. An Executive Body member can also delegate his/her authority to another Executive Body member to attend the meeting but this must not be for more than two consecutive meetings.
- VIII. To oversee annual returns to the Societies office.
- IX. To oversee GST returns and claims to IRD.
- X. Responsible for bank accounts, annual returns, GST claims & IRD returns during the interim period when General Body is not in place.
- XI. Complete hand over of bank accounts, Association's official electronic media tools, assets and documentation from previous to next General Body.

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7. GENERAL BODY, ITS ROLE AND RESPONSIBILITIES:

The General Body shall consist of five persons, namely;

- 1) The PRESIDENT
- 2) The Vice PRESIDENT
- 3) General Secretary
- 4) Joint Secretary
- 5) Treasurer

- I. Members of the General Body shall be elected by the members of the Association and they shall hold office for a term of two years.
- II. General body duration will end on December 31st irrespective when their term started but not more than 2 years.
- III. An officer of the outgoing General Body may be eligible for re-election up to two consecutive terms for any position at the Association office after which one year of waiting period shall apply before re-contesting or taking of any Association office position.
- IV. A meeting of the General Body members must be held every month, either in person or via electronic media. It is obligatory for all the General Body members to attend the General Body meetings unless a member has a valid reason for not to attend. A General Body member can also delegate his/her authority to another General Body member to attend the meeting but this must not be for more than two consecutive meetings. Minutes of the meeting are to be disseminated in the community and kept for record and reference purposes.
- V. Any member of the General Body who remain absent without leave from the three consecutive meetings may lose his/her office position. The General Body may appoint some other community member on vacant position by inviting expression of interest through appropriate channels. The position must not remain vacant for more than 3 months.
- VI. The President shall be the Chairperson of all the General Body Meetings including Annual General Meetings and Special General Meetings. In the absence of the President the Vice President shall be the Chairperson of the said meetings and in the absence of Vice President the General Secretary will hold the Chair or the members present may select one of the Executive members as Chairperson for that meeting. In case the agenda of the meeting includes disciplinary action against the president or a member of the General Body than the meeting will be chaired by a member of the Executive Body.
- VII. The President may at any time upon not less than 24 hours' notice call a General Body Meeting.
- VIII. If there is no quorum present with in half hour after the time scheduled for the commencement of a General Body meeting, those present at such meeting shall constitute a quorum and shall be competent to transact all business for witch the meeting was called.
- IX. Voting at General Body Meetings shall be by show of hands, each member of the general meeting shall be entitled to record only one vote.

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- X. The General Body shall have power to delegate to any of its members for any specified purpose such powers it may deem necessary. It shall also have the power to form sub-committees/bodies and appoint representatives in different regions of New Zealand. This may include representative(s) from various segments of the community and from various regions of New Zealand.
- XI. In case a member of the General Body is subject to the impeachment process, the President must give a formal notice before any such decision is made and provide the member opportunity to file written submissions/reply. From the date of the formal notice, the member will have 15 days to respond and then the President will have another 15 days to make the final ruling. This process must not take more than 40 days. The affected member is entitled to have hearing in person before the President. At least 2 members of the General Body, including the President, and 1 member of the Executive Body should conduct such hearing. The majority decision shall be final.
- XII. Must complete handover of bank accounts, assets, Association official electronic media tools, documentation to Executive Body at the end of its term. The General Body will be responsible for any misappropriation of accounts/assets caused during their term(s).
- XIII. In case there is a matter of common concern, registered members of the Association may file a resolution with the General Secretary of the Association to call a Special General Meeting. Any such resolution must be signed by at least 10% of the registered members whose membership is paid and is current. The resolution must include the agenda of the meeting. The General Secretary must call the Special General Meeting within 30 days after receiving the resolution.

8. MEMBERSHIP OF THE ASSOCIATION:

There will be three classes of members, namely

i. General Members

- General Members: Every person of Pakistani origin who is above the age of 16 years residing in New Zealand shall be eligible for the membership of the Association.
- Membership fee will be NZ \$10 per year for an individual. Membership fee may be waived or changed time to time by the acting Body. Membership will be closed ten days before election.

ii. Honorary Members:

Persons, whether from Pakistani Community or otherwise, who are in agreement with the objectives of the Association will also be eligible to become Honorary Member of the Association provided that an Honorary member shall have no right to vote. An Honorary Member may, however, give suggestion(s) on all matters relating to the activities and operations of the association. Any member of the community can recommend a person for the honorary membership. The President should grant the membership on the application unless there are good reasons not to.

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- iii. Every application for membership shall be made by giving notice to the Association or by filling the Association's online forms, accompanied by an admission fee as prescribed by the Association from time to time.
- iv. Every application for General Membership shall be placed by the Secretary General before the Association office bearers at its next meeting who shall either accept or decline application by majority by giving a reason, subject to any direction issued from time to time under the Incorporated Societies Act 1908. In case an election has been announced and next meeting is not anticipated before the elections, the membership will be registered on filing the application form with the prescribed membership fee.
- v. In case the Association rejects the application, all sums accompanying the application shall be returned to the applicant and no further application from him shall be entertained for a period of three months reckoned from the date of such rejection. Applicant has right to appeal against the decision and send review request to Executive Body. The Executive Body's decision will be final.
- vi. Membership record: The Association shall maintain record of the provided details of every member, date of membership and date of expiry of membership, fee, periodical subscription, donation or any other payment details, and shall draw a list of all registered members.

9. RIGHT AND PRIVILEGES OF THE MEMBERS

- i. Every member of the Association shall conform to and be bound by the Articles of the Association, for the time being in force, as well as the Bye Laws that are be framed from time to time, in pursuance of the powers given in the said Articles.
- ii. Every general member of the Association shall be entitled:
 - a. To vote at all general meetings of the Association and on all matters coming before the general body of the members.
 - b. To be elected subject to the provisions of Incorporated Societies Act 1980 and the Articles of Association and the Bye- Laws of the Association, as Association office bearer or as a representative of the Association.
 - c. To the use of Association's recreation hall or community hall or library or reading room and other facilities.
 - d. To obtain any information, circulars, notifications, letters, minutes of the general meetings or publications of the Association, on payment of reasonable cost, if any. Every General member is entitled to this information, the information must be disclosed unless there is a good reasons not to.
 - e. To all other privileges which may be conferred on the members by the Association from time to time.
 - f. In case of any dispute or of unresolved differences of the opinion between various members or classes of members on matters on which Government has called for advice of the Association, or any matter moved otherwise by

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the Association, the respective member shall have the right to have their point of view heard by the Association.

- g. Any member, wishing to resign, may do so in writing addressed to the Secretary General of the Association at any time, even before the expiry of his/her then running period of subscription. The subscription once paid shall not be refundable.
- h. Any member so resigning shall not, in any way, be absolved from any liability or any dues accrued and unpaid up to the time their resignation is presented.
- i. Every member shall be liable to be fined and/or have all or any of the rights and privileges allowed by the Association withdrawn from him/her for all or any of the following this reasons. The decision will be made by a resolution of the General Body, passed in a meeting where the question is specifically fixed for consideration. PROVIDED ALWAYS THAT in the case of withdrawal of any or all the rights and privileges, the resolution shall not be given effect to, unless passed by a simple majority of the members, AND the member affected shall have the right to appeal to the Executive Body of the Association against the decision. The concerns of disputed party shall be heard and the Executive Body decision shall be final.

10. Reasons of membership cancellation

- I. Neglecting or refusing to submit to, abide by or carry out any order of The Association made in conformity with the Articles and the Bye- Laws of the Association. Violating or disregarding any of the Rules and Regulations or the Bye-Laws of the Association or do any act in violation of the provisions of Incorporated Societies Act 1980 and rules made there under.
- II. Failure to pay any difference or fees when due, or any non- payment of any fine or penalty imposed on him/pursuant to the Articles or Bye-Laws of the Association or any failure to pay any other amount due by him under the Articles or the Bye-Laws of the Association.
- III. The Association reserves to itself the right of expelling any member at the recommendation of the General Body, in case such member acts in violation of any provision of the Incorporated Societies Act 1908 or Rules made there under, or he does any act or pursues any conduct that is either in contravention of the Rules and Regulations or the Bye-Laws of the Association or is in any way injurious to its welfare and harmful to its interest or for any other good and sufficient reasons it is thought desirable to remove him from the membership of the Association. But action in this behalf shall only be taken on a resolution of the General Body meeting.
- IV. The member, whose name is to be removed, shall be informed of the proposal, by a notice in writing, sent at least 10 days before the day of the meeting of the General Body at his last known address to enable him to be present at the meeting and to defend himself personally or through some other representative nominated by him/her for this purpose.
- V. Subject to any directions issued by the Registrar from time to time under Incorporated Societies Act 1908 the General Body shall have the powers to expel any member(s) from the register of the Association, after a resolution

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of any General Body meeting whereat the members present shall have voted for the expulsion.

- VI. Disqualification clause:
- VII. A person shall be deemed to be disqualified from becoming or continuing as member of the Association if;
- VIII. If he fails to pay his subscription within one month after expiry of the period of his last subscription.
- IX. If the General Body decides to expel him from Association as provided for in the rules.

11. Termination of an office bearer

A Committee consisting of three Executive members and the President, excluding the member subject to the impeachment proceedings, may suspend/terminate the appointment of any member of the Association's office bearer. In case the impeachment proceedings are against the President than the General Secretary of the General Body will sit in the proceedings. The suspension/termination could be on the following grounds:

- I. Continued absence from monthly meetings (i.e. the member has missed 3 consecutive meetings without reasonable excuse)
- II. Serious misconduct. Where the Committee considers that the behaviour of an elected member has or can bring the Association into disrepute. Serious misconduct is defined as any conduct which falls under the following definition:
- III. Serious misconduct includes, but is not limited to:
 - (i) Any criminal conviction on an impressionable offence.
 - (ii) Any form of assault- verbal or physical at any meetings.
 - (iii) Serious or repeated failure to follow a reasonable request of the committee;
 - (iv) Deliberate destruction of any property belonging to the Association
 - (v) Actions which seriously affect the Association's reputation
 - (vi) Making media statements on behalf of or against Association, while having the office position, without approval of the respective Body. For clarity, only those statements fall in this category which are against the interest and objectives of the Association.

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12. RULES REGARDING MEETINGS:

I. General Meetings:

- a. Discuss General Business
- b. Receive reports from Sub-Committees/Bodies as to the activities and finances of the Association.
- c. Decide on any matter affecting the Association.
- d. Set policy and rules for the next move.
- e. The meeting will be open to all members.

II. Special General Meetings:

- a) The General Body or Executive Body may request a Special General Meeting at any time by giving notice to the secretary stating the reason.
- b) The Secretary shall give notice of a Special General Meeting no later than seven days after receiving the request.

III. Annual General Meetings:

- a) The Annual General Meeting of the Association shall be held on a date fixed by the General Body as soon as it can be conveniently arranged, preferably after the end of the financial year of the Association for the following purposes;
 - b) To receive the Annual Report and Statement of Accounts for the preceding year duly audited.
 - c) The consideration of any other business with the permission of Chairperson.
 - d) At least four weeks notice of the date of such meeting shall be given by post/electronic media by the secretary to members and a copy of such notice shall be posted at the registered office.
- e) Annual General Meeting Quorum
 - a. At any Annual General Meeting of the Association there should not be less than one third of the members in person in order to form a quorum.
 - b. If there is no quorum present within half an hour after the time fixed for commencement of the meeting, those present at such meetings shall be competent to transact all the business for which the meeting was called.
 - c. Voting could be by secret ballot papers, electronic media or by raising of hands.
 - d.

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13. VOLUNTARY WINDING UP OR DISSOLUTION.

- I. The Association may be wound up voluntarily if at a General Meeting of its members a resolution was passed requiring the association to be wound up, and the resolution is confirmed at the subsequent Special/Annual General Meeting called for that purpose and held not earlier than thirty days after the date on which the resolution so to be confirmed was passed.
- II. Any property belonging to the Association on a voluntary winding up and all the property of the Association in the event of dissolution by the registrar shall be first subject to the payment of any debts and liabilities of the Association. The remaining funds and assets will be made gift to any other registered charitable organisation whose activities are aligned with or for charitable purposes.

14. ALTERATIONS AND ADDITIONS TO THE CONSTITUTION:

- I. The constitution clause five should not be deleted, but it can be modified.
- II. This constitution shall not be altered, added or amended except by resolution at the Annual General Meeting or at a Special General Meeting of the Association. The notice of the meeting by the Secretary must state that a review of the Constitution will be part of the meeting agenda and give reasonably sufficient information enabling the attending members to make a decision. Full content of the proposed review are not necessary in the notice.
- III. No alteration or cancellation will be made to this constitution that is in conflict with the aims and objectives of the Association.

15. COMMON SEAL

The Common seal should be in the custody of the General Secretary and shall not be used except with the authority of the General Body. When the seal is used it will be signed by the President and one of General Body Members. In the absence/leave of the President, the General Secretary has the right to sign along with one member of the General Body.

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16. CONTROL OF FUNDS

- i. All funds received by the Association will be paid into its bank account.
- ii. All Cheques and withdrawal slips drawn on the Association account will be signed by Treasurer and one of President or General Secretary.
- iii. General Body can use internet banking with two signatories.

17. GENERAL

All Complaints shall be made in writing to the General Secretary of the Association.

- I. Every member will be bound by and will observe the constitution and bylaws of the Association. Bylaws can be made at anytime by the President. Bylaws cannot be made and enforced subject to that all the General Body and Executive Body members have given their endorsement to the Bylaws.
- II. Any dispute or doubt shall arise as to the construction or interpretation of this constitution or any part thereof such dispute or doubt shall be determined by the majority decision of the Executive Body members. The Executive Body shall also have the power to determine any matter which may arise and is not covered by this constitution.

18. ELECTIONS

1. Election Commission (EC):

- a. An Election Commission shall be formed to conduct the election of the Executive & General bodies of the Association. EC shall consists of three members from the community. The EC must be formed within reasonable time before the elections and must not be later than four weeks before the elections.
- b. Election Commission shall be formed by Executive or General Body (Active body whose term is still valid shall form EC for the body whose tenure is ending) by calling expression of interest (EOI) from community. EC shall not support any panel and act impartially for transparency.

2. Eligibility of Election Commissioners

- a. The Election Commissioner must have Association membership and preferably should be current paid member of the Association.
- b. Unless there are special reasons, the EC members shall not be eligible for candidacy for any position in the Association for that period for which they are going to conduct the election.
- c. A standing candidate can make an objection to the selection of any EC member. This objection must be in writing and the sitting Body must give it a proper consideration before making a final deliberation. Any proven misconduct of the EC member unduly influencing the outcome of the elections may result in the re-elections.

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3. Procedure of Election in Details:

EC preferably use electronic voting tools during elections. Voting rules are subject to reasonable changes by the EC. The overriding principle is that maximum community members could cast votes. Registration of the voters must close at least ten days prior to the election date and final lists provided to the candidates by the EC. EC must announce and post the results through electronic media within one week after the elections. Voters email addresses can be used for the communication. After receiving the results, the sitting Body must post the results on the Association website and Facebook page immediately.

4. Membership List:

The General Body to provide the updated members list to the Election Commission and the sitting Executive Body at least seven days prior to the elections.

5. Eligibility of the Voter:

All paid members of the Association are eligible to vote. All members who are contributing through auto payments are entitled to cast votes.

6. Eligibility of the candidates: EC shall ensure following clause:

- a) **Must be** a paid member.
- b) Must be of Pakistani origin and hold Permanent Residency or Citizenship or hold a valid New Zealand work permit for two years or more.
- c) Must have no criminal records or criminal investigations pending. By criminal record means imprisonable offence. Must not be declared insolvent or had files bankruptcy application.
- d) Should not be office bearer of other organization with similar objectives. The overriding principle is there must not be a conflict of interests.
- e) Must not contest for more than one post.
- f) Participated Panel for General body shall submit 500.00 NZD (non-refundable) per panel with Expression of Interest to EC.
- g) Candidates for Executive Body shall submit 100.00 NZD (non-refundable) per person with Expression of Interest to EC.
- h) The expression of interest must be submitted to the EC at least three weeks prior to the elections.
- i) Candidates are to provide EC their election portfolios and mission statements for posting on the Association Facebook and website. The postings would be on first come first serve basis.

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The EC must post the candidates election portfolios/statements within two days of the receipt.

7. *Responsibility & Authority of the Election Commission*

The Election Commission shall

- a) Scrutinize the validity of the expression of interest papers.
- b) Prepare final list of candidates.
- c) Conduct election and submit result to active body within one week after the elections.
- d) Keep the records and papers relating to the election and voter list and hand over these to the active body. The EC to keep copies of the records for 15 days.
- e) The EC shall resolve any situation, which is not stipulated in the constitution, and their decision shall be final. Any such decision must be unanimous by all three members of the EC.
- f) The EC shall keep the updated voter lists as supplied by the General Body, and the candidates have the right to get a copy of the voter list from the Election Commission. This list will contain First & Last Name of the members.
- g) In case a complaint is filed against the elections process or the result of the election, the EC must conduct investigations which should complete within 15 days from the lodgement of the complaint. Any such complaint must be filed within 15 days of the election results. In case a misconduct is established, the EC must cancel the results and call for new elections within thirty days.

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19. ARTICLES OF ASSOCIATION (Appendix -A)

- i. The name of society is "Pakistan Association of New Zealand Incorporated" hereinafter referred to as "Association".
- ii. The Registered office of the Association will be situated at the current address of the General Secretary of the General Body. (It's a legal requirement under s18 of the Act that the Association must have a physical address. It could be any official's address - point to discuss)
- iii. In these Articles, unless there be something in the subject or context inconsistent therewith:
- iv. The Act means The Incorporated Societies Act 1908 (as amended from time to time)
- v. The Association means the Pakistan Association of New Zealand.
- vi. The "Article" means these Articles of Pakistan Association of New Zealand, which are the Bye Laws of the Association for the time being in force
- vii. The "General Body" means the five elected members of the Association.
- viii. The "Executive Body" means the Higher Management Committee of the Association responsible for the supervision, monitoring and evaluation of the performance of the General Body.
- ix. The "General Body" means the body of the five elected office bearers of the Association responsible for general management and conduct of day to day affairs of the Association.
- x. The "Standing Committee" means the committee formed on the recommendations of the General Body with the approval of the Executive Body for the purpose of examining, deliberating, discussing an issue or subject related to the affairs of Association or its objects and make recommendations to the General Body or the Executive Body, as the case may be, for consideration and further action.
- xi. "Month" means a month reckoned according to the British Calendar.
- xii. The "Office" means the registered office for the time being of the Association.
- xiii. "Person" shall include any firm, company, association or any other body of individual whether incorporated or not.
- xiv. All other expression defined in the Incorporated Societies Act 1908 or Rules made there under shall have meaning assigned to them in the respective Act or Rules.
- xv. When any provision of the Act or Rules is referred to, the reference shall be to such provision, as modified by any statutory enactment for the time being in force.
- xvi. If and when the context so requires, words importing singular number only, shall include plural number and vice versa and words importing masculine gender shall include feminine gender and vice versa.
- xvii. Objects of the Association are the same as narrated in the Memorandum of Association.
- xviii. Association official electronic media tools refer to are email, facebook, website, linkedin, twitter, smart phone app. The list is not exhaustive.

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