MEMBERSHIP

Definition

4. The member of society shall be a person who, having been admitted therein according to the rules and regulations thereof, and shall have signed the roll or list of members thereof, and shall not have resigned or otherwise been disqualified in accordance with Article 10.

Qualification

5. Any person may become a member if he/(she):
   a. is more than 18 years of age.
   b. Subscribes to the aims and objects of Society.
   c. is a pious person having good reputation in the community.
   d. has a commitment for rendering social service' purely on merit without any discrimination.
   e. Never involved in any unlawful or immoral activities.
   f. is considered suitable by the General Council.

Procedure to Attain Membership

6. Any person, who acknowledges the aims and objects of the Society and is willing to work for their achievement and wishes to become a member of the Society, shall apply to the Secretary Board. The Secretary Board, after obtaining approval from the General Council, will inform him in writing accordingly.

Ex-Officio Member.

7. Any employee of the Society or that of its constituent projects may be nominated, by designation, by the Board of Management, to be member of the Society by virtue of his holding such an office. He will not have the right to vote.

Resignation

8. A member, by writing under his hand addressed to the Secretary Board, may resign from his membership.

Removal From Membership

9. No person shall be, or shall continue to be a member who:

   a. is found to be involved in any objectionable or unlawful activities.
   b. is at time has been, adjudicated insolvent or in saint.
   c. Is removed from membership by the Board of Management on having lost interest in the affairs of the Society and / or his activities are found detrimental to the aims and objects of the Society;

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Secretary General,
Al-Khidmat Foundation Pakistan

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President,
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10. **Register of Members**

a. The Society shall maintain, in the prescribed manner, a Register of Members in which the names and addresses of Members shall be entered. The Members shall intimate to the Secretary Board, in writing, any change in their address whenever it so occurs.
b. The Society may remove from the Register the name of any member of the Society:

(1) who dies, or becomes incapable.
(2) from whom a request has been received to that effect, or
(3) who is found to have become subject of removal from membership under Article 9.

MANAGEMENT AND ADMINISTRATION

Society

11. The Management of the Society shall vest in the following bodies: -

a. General Council.
b. Board of Management.

Patron-in-Chief

12. General Council of the Society may appoint a Patron-in-Chief in recognition of exceptional services rendered by a person in connection with the aims and objects of the Society.

General Council

Constitution

13. All the members of the Society shall form the General Council.

Powers and Duties of the General Council.

14. The General Council shall be responsible for carrying out into effect the Memorandum and Articles of Association of the Society. It shall:
a. elect the office bearers and the members of the Board;

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b. consider and approve the Annual Budget and audited accounts of the Society;
c. review the performance of the Society; and
d. delegate all or any of its powers to such other committee(s) and / or member(s) as it may deem suitable or necessary.

Board of Management

Constitution

15. The Board of Management shall consist of the following and will be elected by the General Council (except that of Patron-in-Chief who will be nominated):-

a. Patron-in-Chief. (if nominated)
b. President.
c. Secretary Board.
d. Secretary Finance.
e. Maximum elected five members.
f. Honorary Department Heads of the Head Office & Regional Presidents will be Ex office Members

Al-Khidmat Regional Office / Sub Offices & bodies

16. a. Branch offices of the Society shall be called Al-Khidmat Regional Office / Sub Office and shall be managed and administered by following office bearers to be nominated by the Secretary Board with the approval of the President Board of Management:-

(1) President
(2) Vice President
(3) Secretary
(4) Secretary Finance

b. Constituent Projects

The Constituent Project of the Society shall be managed and administered by respective Al-Khidmat Committees with the approval of the Secretary Board nominated by Regional Offices / Sub Offices in whose jurisdiction these are established.

Powers and Duties of the Board of Management

17.

a. The control and management of all the affairs of the Society and its constituent projects and branches shall vest in Board.
b. It will be responsible for carrying into effect the Memorandum and Articles of Associates of the Society and to achieve the aims and objects of Society.

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c. It will make rules prescribing terms and conditions of service of the staff employed by the Society.
d. It will approve and enforce rules and regulations for smooth working and running the affairs of Al-Khidmat Regional Offices / Sub Offices and Constituent Project.
e. To take decisions about the matters concerning the Society and its constituent projects, not expressively provided in the Memorandum and Articles of Association.
f. Approve nomination of the office bearers of Al-Khidmat Regional Offices / Sub Office.
g. consider and approve the reports of the Secretary Board and auditors;
h. approve appointment of, and the fixing of the remuneration of, the auditors;
i. approve development plans / new projects and monitor their implementation through various committees constituted for this purpose;

Powers and Duties of the Office Bearers of The Board of Management

18.

a. **Patron-in-Chief**

(1) The Patron-in-Chief (If nominated by the Board for a term of maximum four year) shall preside over all the meetings of the General Council.
(2) May delegate any of his powers, as he deems necessary, to the President or any other office bearer of the Board.
(3) Will oversee the administration and organization of the Society.

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b. **President**. The President will be elected by the General Council for a term of four years. He shall:-

(1) Assist the Patron-in-Chief in performance of his duties.
(2) Shall preside over all the meetings of Board of Management.
(3) Have powers, in anticipation of the approval of the Board, to sanction expenditure up to Rs one million.
(4) Be responsible for proper working and functioning of the Society and its constituent projects.
(5) Exercise all the powers of the Patron-in-Chief in his absence or in case of his inability to perform his duties.
(6) Give final approval of

c. **Secretary Board**. He will be elected by the General Council for a term of four years. He shall:-

(1) maintain the register of the members of the Society;
(2) carry out correspondence on behalf of the Society and maintain records connected with the work of the Society;
(3) convene the meetings of the General Council or / and the Board of Management and circulate the Notice and Agenda thereof;
(4) maintain records of the minutes of all meetings of the General Council and the Board of Management;

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(5) act as the Ex-officio member of all the committees of the Society and the constituent projects;
(6) take steps for the implementation of the resolution(s) passed by the Board;
(7) file suits in a court of law on behalf of the Society and defend the same, give evidence oral or through affidavit and take all the necessary steps in this behalf;
(8) prepare and present the Annual Report;
(9) ensure smooth functioning of all administrative affairs of the Society and the constituent projects.
(10) Nominate office bearers of Al-Khidmat Sub Offices / Regional Offices with the approval of President.
(11) Nominate any three persons of Sub Officers / Regional Offices to open & operate any bank Account in any scheduled bank within the Pakistan or in any Country in the world with the approval of the Board of Management.

d. **Secretary Finance**. He will be elected by the General Council for a term of four years. He shall:-

(1) To ensure proper maintenance of the accounts of the Society.
(2) To ensure that proper printed receipts are issued for all monies, gifts, donations, aids etc received.
(3) To ensure make payments on behalf of the Society after proper checking of the bills and getting acknowledgement of the receiver.
(4) To ensure maintenance of cash book, ledgers, stock registers etc.
(5) To ensure preparation of final accounts get them audited and present the audited accounts before the Board of Management and General Council.
(6) To appoint internal auditors, external auditors, consultants, Tax advisers, legal advisors etc, on behalf of society.
(7) To prepare and file various requisites, statements, returns schedules etc with any Government and other bodies.
(8) To open Bank account in any currency in or outside Pakistan and keep all money in Banks not immediate required by the Society
(9) Prepare and present the Annual Budget; before the Board of Management and General Council and get it approved by them.
(10) Guide and evolve a uniform system of Book-keeping at all branches or at Regional offices.
(11) Ensure smooth functioning of all the financial affairs of the Society and the constituent projects.
(12) Ensure Annual Audit of the Accounts in Head Office & Regional Offices.

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President,
Al-Khidmat Foundation Pakistan

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Secretary General,
Al-Khidmat Foundation Pakistan