Powers and Duties of The Office Bearers of Al-Khidmat Committees Sub Offices / Regional Office

19. The President Al-Khidmat Foundation will nominated different office bearers of each Al-Khidmat Regional Office / Sub Office for the term of three years.

Regional Offices

1) President Al-Khidmat Foundation Pakistan will appoint a President of Regional office for the term of three years & Regional President will appoint other office bearers in the region with the consultation of Regional Advisory Board.
2) Regional Offices shall be authorized to operate a Bank Account in a scheduled Bank branch using name of this Society. At least two out of three signatories shall be required to sign cheques, including regional President or Finance Secretary.
3) Regional offices may decide to establish sub offices within their region to meet specific targets.
4) Regional office may appoint a project Incharge for any sub office after written approval from Head Office.
5) Regional office is required to act on behalf of Head Office and discharge all such duties as an authorized office in the region, responsible for everything.
6) Compile a comprehensive bimonthly report with income / expenditures statement for central record at Head Office.
7) Regional office shall constitute a Regional Advisory Board with atleast 5 members. President and Secretary of regional office shall also act as President and Secretary of the Advisory Board. All members of the Board shall be approved by President of this Society at Head Office. At least 3 meetings of the Advisory Board shall be convened in a year. Advisory Board shall monitor and decide all affairs of projects and proposals existing in that specific region.

Sub-Offices

1. Regional office may appoint President, Secretary & Finance Secretary of the Sub office for a term of one year, under intimation to Head Office.
2. Sub-offices shall be established for managing specific projects at a location. All sub offices may open a Bank Account in the name of the project or Al-Khidmat Foundation Sub office to manage it properly. This Account need to be operated jointly by President or Finance Secretary. Two signatories out of three authorized persons are necessary to operate the bank Account for every sub office.
3. Sub office shall report progress, statement of accounts and all important events, changes, complaints and feed back to Regional offices on monthly basis. Any appointments of new staff have to be approved by Regional office upto Rs 10,000/- per month salary. More than Rs 10,000/- and Managerial appointments shall be duly intimated to Head Office in advance.
4. Sub offices shall be responsible for smooth functioning and achieving targets of the Sub offices, shall maintain books, office record and suggest improvements to enhance efficiency of the projects.
5. Sub offices are required to organize presentations for visitors. Proper arrangements to offer a round of the project to visitors must be carefully prepared. Maximum facilities within shortest possible time should be shown to the visitors.

Syed Ihsanullah Waqas

Secretary General,
Al-Khidmat Foundation Pakistan

NIAMAT ULLAH KHAN

President,
Al-Khidmat Foundation Pakistan

Advisory Council / committees / Directors of Different Departments

20.

(a) The Board may constitute an Advisory Council of the Society with Director as heed of the Department with such membership and on such terms and conditions thereof as the Board may determine / deem proper.
(b) The Board may seek advice from the Advisory Council Director on such matters as it may deem fit.
(c) The Board may entrust the management of its Constituent Projects or any of their departments to a person on such terms and conditions as it may determine.

MEETINGS AND PROCEDURES

21. **General Council**

a. **Ordinary General Meeting**. The General Council shall hold, in addition to any other meetings, a general meeting as its Annual General Meeting once, at least, in every calendar year, within a period of six months, following the close of its Financial Year and not more than eighteen months after the holding of its last preceding Annual General Meeting. The Agenda for the Meeting shall be circulated among the Members at least fifteen days before the date of Meeting.

b. **Extra – Ordinary Meetings.** All general meetings of the Society other than the Annual General Meeting, shall be called Extra Ordinary General meetings. It shall be called to consider any matter, which requires the approval of the General Council in a general meeting on the requisition of the Board of Management or members of the General Council representing not less than one third of the total members. The requisition shall state the objects of the meeting, be signed by the requisitionists and deposited at the registered office of the Society. The meeting, so called, shall be held within three months from the date of filing of the requisition.

c. **Emergent Meeting**. An emergent meeting of the General Council may be called, to consider an urgent business on requisition of the Board of Management.

22. **Board of Management**

a. The President may, at any time, call a meeting of the Board to consider any matter, which requires the approval of the Board.
b. The Board shall meet whenever requested by its members representing not less than one third of the total members after the others have received a minimum of seven days notice.

23. **Notice of Meetings**

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President,
Al-Khidmat Foundation Pakistan

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Secretary General,
Al-Khidmat Foundation Pakistan

Whenever a notice of meeting is required to be given by law or hereunder, due notice shall be deemed to have been given when the Secretary Board or any functionary of the Society so authorized sends a written communication by mail, under postal cover; telegram, fax, e-mail or by hand under a receipt, addressed to the member at his address shown in the Register of Members. The accidental omission to give notice to or the non-receipt of notice by, any member shall not invalidate the proceedings at any meeting.

a. **Ordinary Meeting**. A notice for a minimum period of fifteen days, in writing, shall be given to the Members before the date fixed for the meeting, specifying the place, the day and the hour of the meeting along with a statement of the business to be transacted at the meeting.
b. **Extra-Ordinary Meeting**. Notice for an extra ordinary meeting shall be sent to members at least three days before the date of the meeting.
c. **Emergent Meeting**. Notice for Emergent Meeting shall be sent to members at least 48 hours before the date of the meeting.

24. **Quorum**.
No business shall be transacted at any meeting unless a quorum of members in present at that time when the meeting proceeds to business. The quorum for various meetings shall be;

a. in case of the General Council Meetings, 1 / 3rd of the total members.
b. in case of the Board of management Meeting, 1 / 3rd of the total members..

25. **Resolution in Writing**.
A resolution / decision in writing circulated to all the Members of the General Council and the Board through telex, telegram, e-mail and signed or affirmed by them or a majority of them, shall be as valid and effective as if it had been passed by the meeting of the General Council and of the Board duly convened and held.

26. **Voting Procedure**. At any meeting, a resolution put to the vote of the meeting shall be decided by the show of hands. A declaration by the Patron-in-Chief / President that a resolution has, by show of hands, been carried either unanimously or by a particular margin, or lost, and the entry to that effect having been made in the minutes of the meeting, shall be the conclusive evidence to the fact, without the proof of the number / proportion of the vote recorded in favour of, or against, that resolution.

27. **Decisions by Majority**.
All decisions will be taken by the simple majority of the members present and cast vote and proxy.

28. **Casting Vote**

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President,
Al-Khidmat Foundation Pakistan

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Secretary General,
Al-Khidmat Foundation Pakistan

In case of equality of votes, the Chair shall have and exercise a second or casting vote.

29. **Right to Vote**.
Subject to any right or restriction for the time being attached to any class or classes of membership, by a show of hands, every member present in the meeting shall have one vote. Vote may be given either personally or by proxy.

30. **Proxy**,
The presence through authorized representative by proxy shall be allowed during the Annual General and Board of Management meetings, on the following terms and conditions: -

a) The instrument appointing a proxy shall be in writing under the hand of the appointer or his attorney duly authorized in writing.
b) The instrument appointing a proxy shall be in the following form:-

I,
_____
____being a member of the Al-Khidmat Foundation Pakistan, hereby appoint Mr_____S/O _____ as my proxy to represent and vote for me and on my behalf at the Ordinary General Meeting / Board of Management Meeting to be held on the _____ day of _____ and at any adjournment thereof,

Signature _____

Name _____

Address _____

ELECTION

31. a. **General provisions**

(1) The election of the Board of Management shall be held after every four years.
(2) The retiring office bearers / members of the Board are eligible for re-election.
(3) The presence of the candidate is essential during the election but in case of his absence, a written consent from him for the election shall be necessary for proxy.
(4) The election shall be by vote by the members present.
(5) The Board of Management will nominate any person to conduct the election as "Returning officer".

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President,
Al-Khidmat Foundation Pakistan

Syed Ihsanullah Waqas
Secretary General,
Al-Khidmat Foundation Pakistan

b. **Procedure of Election**

(1) A notice, minimum of four weeks, shall be given to all the members for participation in the election
(2) Members desirous of contesting in election shall have to file the nomination papers at least two weeks prior to the date fixed for the Election before "Returning officer"..
(3) Every individual candidate shall be proposed and seconded by two members.
(4) Returning officer will announce the result after receiving & counting the ballots.

32. **Annual List of office Bearers and Members of the Board.**
A list shall be filed every year, as required under Sec. 4 of the Societies Registration Act 1860, with the Registrar of Joint Stock Companies.

33. **Casual Vacancy.**
Any casual vacancy occurring among the office bearers of the Board may be filled by the Board and, the person so appointed shall hold office for the remainder of the term of the office bearer in whose place he is appointed.

ACCOUNTS

34. **Financial Year**
The Financial Year of the Society and its constituent project(s) shall commence on July 1st and end on June 30th.

35. **Funds**
The funds of the Society shall consist of: -
a. Contribution from Members.
b. Donations, presents and gifts from individuals or from corporate organisations.
c. Grants-in-aid from the Government and other NGOs from home or abroad.
d. Rental and lease money or by selling some donated assets.

36. **Bank Account**
(a) All funds at Head Office, of the Society, not immediately consumed and not otherwise invested, shall be deposited to the credit of the Society in a scheduled Bank designated by the Board and the bank accounts shall be operated by any two out of three members jointly .
(b) That the Society shall utilize its income and donations received during the preceding years for achieving its aims and objects and any money set apart or not utilized shall not exceed twenty five percent of its income

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Al-Khidmat Foundation Pakistan

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