

OPBRWA CONSTITUTION

APPROVED BY SOCIAL WELFARE DEPARTMENT
GOVERNMENT OF SINDH

STRUCTURE

ARTICLES

AMENDMENTS

MEETINGS



OVERSEAS PAKISTANIS BUNGALOWS RESIDENTS WELFARE ASSOCIATION [DSW(564)-K]



**AIMS &
OBJECTIVES**



**GENERAL
BODY
POWERS**



**CHECK &
BALANCE**



**MEMBERS
RIGHTS &
RESPONSIBILITIES**



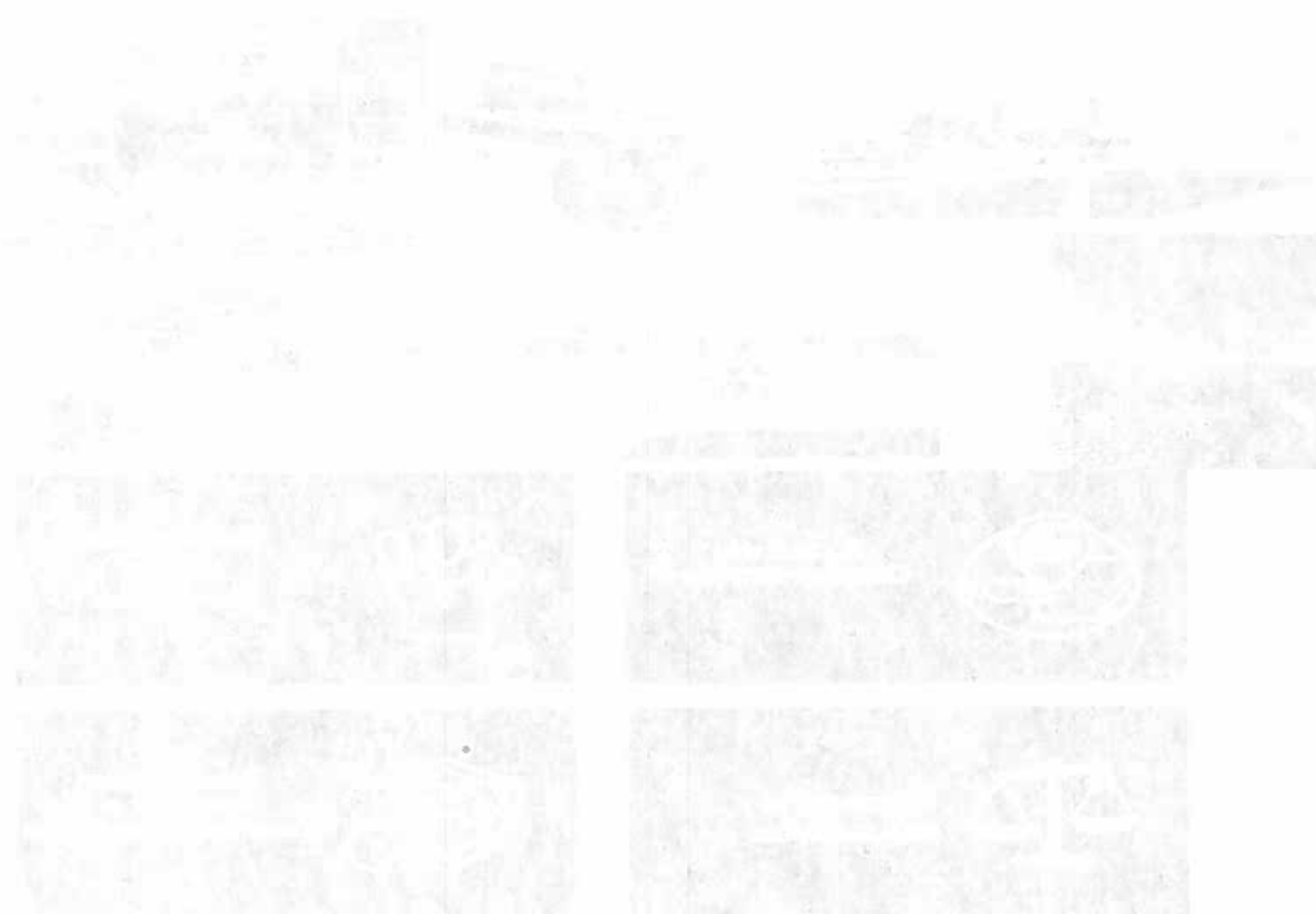
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Overseas Pakistanis Bungalows Residents Welfare Association (OPBRWA)

The Society named as "KDA OVERSEAS PAKISTANI'S BUNGALOWS" situated at Block 16A of Gulistan e Johar Karachi a project of Karachi Development Authority (KDA) for the Overseas Pakistani's, booking was made through advertisement in all National Newspapers of that time i.e., Daily Jang dated 9th Jan 1982 for balloting in phase I in US Dollars 50,000, Daily Jang dated 25th June 1985, Daily Dawn dated 25th June 1985 for balloting in phase II in US Dollars 32,000.

According to initial Master Plan Layout of KDA in the brochure following Amenity Plots were exist in the locality:

1. Z-1 Shopping Centre converted into Jable Rehmat Apartments & Shops
2. Z-2 Masjid Abu Bakar Siddiq
3. Z-3 Madressah Ayisha
4. Z-4 Family Park now named as Naseem Ahmed Khan Family Park
5. Z-5 Community Centre converted into 16 equal size of plots
6. Z-6 Children Welfare Centre & Primary School allotted to Azhar Education Society Presently possessed by Mr. Amin Ahemdani for AES Girls School
7. Z-7 Masjid Khadeejatul Kubra
8. Z-8 Not traceable
9. Z-9 Not traceable
10. Z-10 Municipal Market converted into shops & KDA Safari Apartments
11. Z-11 Shops converted into Hill Post Apartments & Shops
12. Z-12 Swimming Pool of 4,274 sq Yards converted into Gold Line Residency
13. Z-13/1 Maternity Home & Dispensary Centre.
14. Z-13/2 Post Office and Fire Brigade

This area of KDA Overseas Pakistani's Bungalows comes under the jurisdiction of Cantonment Board Faisal (CBF) and each house has to pay all taxes and charges directly to CBF in lieu of services provided by CBF to the area. Some important services that CBF provides us includes Street Lights, Picking Debris and waste from designated Dumpsites, Fumigation, operating filter plants for drinking water, maintenance of roads and parks etc.

There are 387 bungalows spread over in 16 blocks including 9 commercial plots out of which only on 2 plots FUS-1 and NUS-1 where shops are open for the community. It provides residence to around 1500-1600 inhabitants, living peacefully and enjoying life with zeal and sense of security. There are two entrance / exit gates, one facing Long life bungalows and the other one is facing to Railway society block 16A, Gulistan-e-Johar. The boundaries are surrounded by Safari Park, Al Habib Society and have approaches to Rashid Minhas Road and Main Johar More in Gulistan-e- Johar. There are 16 parks including one Naseem Ahmed Khan Family Park and one H Park & Sports Ground within the society.

The society is run by an elected Association named as Overseas Pakistani's Bungalows Residents Welfare Association (OPBRWA), having its operation center in H Park & Sports ground and registered with Sindh Government Social Welfare Department under Registration No. DSW (564)-K dated 09-09-1990. The Association mainly provides the following services to the residents (Members):

Overseas Pakistani's Bungalows Residents Welfare Association (OPBRWA)

- a) Janitorial services through Private Vendor.
- b) Arrange Security within the boundary of the area of operation through an efficient Security System and taking steps to make it more effective using modern, digital surveillance and monitoring technology using Private guards of Security Company and paid chowkidars.
- c) Maintains Naseem Ahmed Khan Family Park and H Park & Sports Ground
- d) Maintenance of street lights with the help of CBF.
- e) Organize National day celebrations, sports activities, cultural events etc.,
- f) Arrange gatherings at H Park & Sports Ground for EID prayers.
- g) Miscellaneous maintenance works within the society.
- h) Provide assistance for water supply within the area by KWSB.
- i) Provide assistance to residents to coordinate with relevant departments in resolving their problems

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Overseas Pakistanis Bungalows Residents Welfare Association (OPBRWA)

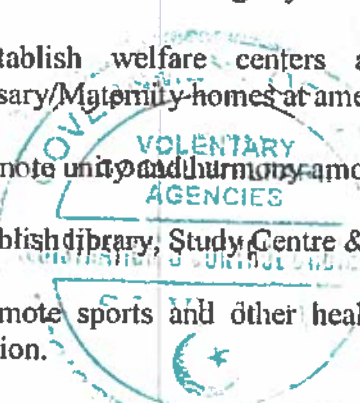
AMENDED CONSTITUTION OF OPBRWA

Article- (1)	<p><u>NAME OF ASSOCIATION</u></p> <p>The name of Association shall be "OVERSEAS PAKISTANIS BUNGALOWS RESIDENTS WELFARE ASSOCIATION" herein after called "OPBRWA".</p> <p>The OPBRWA is registered with Sindh Government Social Welfare Department under Registration No. DSW (564)-K dated 09-09-1990.</p>
Article-(2)	<p><u>OFFICIAL ADDRESS OF OPBRWA</u></p> <p>The official address of OPBRWA is H-Park, KDA Overseas Pakistanis Bungalows, Block 16-A, Gulistan-e-Johar, Karachi-75290.</p>
Article (3)	<p><u>AREA OF OPERATION</u></p> <p>The area of operation of OPBRWA shall be KDA Overseas Pakistanis Bungalows, Block 16-A, Gulistan-e-Johar Karachi-75290.</p>
Article (4)	<p><u>AIMS AND OBJECTIVES</u></p> <p>The Association has the following objectives:</p> <ol style="list-style-type: none"> To establish welfare centers and promote to establish free Dispensary/Maternity homes at amenities for resident members. To promote unity and harmony among all the resident members. To establish library, Study Centre & Sport rooms etc. To promote sports and other healthy activities for kids and youth population. To assist residents in having civic amenities by the relevant authorities. To arrange security for the entire neighborhood. To manage cleanliness of the area that includes streets, parks & surroundings to ensure hygienic living. To promote educational, social, cultural festivities in the area of operation. Prepare and maintain a data base for issuance of identity Cards for all domestic workers/employees like Driver, Mali, Maid or Care taker etc., for entrance into the "KDA Overseas Pakistanis Bungalows Block 16-A Gulistan-e-Johar Karachi-75290". To act as coordinator between residents and the concerned authorities for redressal of grievances. To promote all other healthy and positive activities in the interest of residents that includes organizing of all National Events and Eid prayers gathering etc.

Director
Social Welfare Department
Government of Sindh
Karachi Division

Amir
PRESIDENT
OVERSEAS PAKISTANI'S
BUNGALOWS RESIDENT
WELFARE ASSOCIATION

Yasir
GENERAL SECRETARY
OVERSEAS PAKISTANI'S
BUNGALOWS RESIDENT
WELFARE ASSOCIATION



Article (5)	<p><u>NATURE OF ORGANIZATION</u></p> <p>The Association shall perform as a voluntary Social Welfare Organization on Non-profit, Non-Political, Non-Religious and Non-Sectarian basis. The prime objective is to provide welfare services to the residents purely on voluntary basis. It can get affiliated with other welfare organization(s) registered under Voluntary Social Welfare Agencies (Registration and Control) ordinance 1961.</p>
Article (6)	<p><u>MEMBERSHIP AND RESPONSIBILITIES</u></p> <p>a) Any Resident Owner and/or one or more Tenant(s) living within one housing unit become a member and get the Membership Card (as Principal Member) subject to the following:-</p> <ol style="list-style-type: none"> Who is of or above 18 years of age. Who resides in the area of operation of Association and have submitted Membership form duly completed. Abide by the principles of best community living conforming to good neighborhood practices. Agrees to observe all moral obligations to live peacefully and avoid any bad practices / habits like playing loud music, use of ammunition and liquor or any other form of narcotics or involve in any such activities which disturb the peace and tranquility of residents. Agrees to pay monthly maintenance charges in vogue. The payment receipt should include his/her name and house number and included in a valid list of residents on record of the Association. Must not indulge in holding public political or religious Jalsa, rally or protest within the vicinity of KDA Overseas Bungalows. Must keep roads open for traffic and refrain from parking their vehicles on the roads which disturb the flow of traffic or in front of other's houses and parks of the society and constructing car shades / porch for vehicles and cages for animals like Goat, Sheep, Cow and hens etc., on an unauthorized space. Must not pile up building material, debris and fallen trees and shrubs in front of houses and roads. Residents will be responsible to remove such material at earliest under own arrangements. Residents shall be responsible for conduct of their visitors. It is residents' duty to inform their guest to cooperate with Security personnel and follow the rules of association For Security at the main gates, the photo ID of all visitors be retain before entering into the Society and Principal Member must ensure that their visitor follow the same. Must display stickers on their vehicles provided by the Association. Must obtain Security Cards for their servants from Association office and ensure that their servants display while entering into the society. Also responsible to get security card cancellation and updating records of Association while laid off the servant.

Director
Social Welfare Department
Government of Sindh
Karachi Division

PRESIDENT
OVERSEAS PAKISTANI'S
BUNGALOWS RESIDENT
WELFARE ASSOCIATION

GENERAL SECRETARY
OVERSEAS PAKISTANI'S
BUNGALOWS RESIDENT
WELFARE ASSOCIATION

	<p>xiii. Employee of the Association or person other than the owner or tenant occupying the house either servant or caretaker is not eligible to become principal member.</p> <p>xiv. Membership Card Holder shall be responsible to provide data of family members that includes (Name, Father /Husband name, Gender and CNIC number etc. Female residents may be exempted from providing their pictures and mobile number) of all residents on prescribed form to obtain a Resident Card (for each resident) from Association. Whenever relocating within or outside the association, the resident's cards may be returned to the Association. It is Association's responsibility to maintain the confidentiality of data provided by residents.</p> <p>b) <u>RIGHTS & PRIVILEGES OF MEMBERS</u></p> <p>Principal Member shall have the right to vote & contest election of OPBRWA, avail all facilities given by OPBRWA, take part in General Body meetings and functions arranged by the ASSOCIATION.</p> <p>c) <u>SUSPENSION AND CANCELLATION OF MEMBERSHIP</u></p> <p>Membership of the Principal Member is terminated on the following grounds:</p> <ol style="list-style-type: none"> For continuous Non Payment of dues up to 3 months. Conduct being detrimental to the Society. Violating rules mentioned in Article 6(a). <p>d) <u>RESTORATION OF MEMBERSHIP</u></p> <ol style="list-style-type: none"> In case if the membership of Principal Member is terminated due to Non-payment of dues as per Article 6(c) (1) the membership may be restore after payment of all outstanding dues along with payment of penalty amounting Rs.100/- for each outstanding month subject to the approval of the Executive Committee. In case if the membership of the Principal Member is terminated due to conduct being detrimental to the interest of the Association or Society or violating rules of Article 6(c)(2) & 6(c)(3), the Executive Committee if satisfied may restore the membership on submission of written assurance from Principal Member. <p>e) <u>MONTHLY MAINTENANCE CHARGES/FEEs</u></p> <ol style="list-style-type: none"> Every resident (owner or tenants) shall pay monthly maintenance charges through cash or bank by 10th of subsequent month. A receipt of the payment shall be issued by the (OPBRWA) at the spot. Shop owners shall also have to pay monthly maintenance charges in full through cash or bank by 10th of subsequent month and a receipt of payment shall be issued by the (OPBRWA) at the spot. It is the owners' responsibility to ensure that his/her tenant (s) pay the monthly maintenance charges regularly to OPBRWA.
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Saim
PRESIDENT
 OVERSEAS PAKISTANI'S
 BUNGALOWS RESIDENT
 WELFARE ASSOCIATION

V.K.
GENERAL SECRETARY
 OVERSEAS PAKISTANI'S
 BUNGALOWS RESIDENT
 WELFARE ASSOCIATION

Director
 Social Welfare Department
 Government of Sindh
 Karachi Division

AMENDED CONSTITUTION

- iv. Accumulation of dues should be avoided and it is required that maintenance fee is paid each month regularly.
- v. The **Principal Member** who have been defaulted, as per current circulated list, in paying the maintenance charges shall not be eligible for casting vote in OPBRWA elections or any meeting/activity organize by Association. OPBRWA office will also not entertain complaints of any non-eligible/defaulting member or resident.
- vi. The tenant or owner before vacating / selling the house will have to clear all outstanding dues of OPBRWA.
- vii. The new owner or tenant occupying the house will have to obtain No Objection and No Dues Certificates from OPBRWA.
- viii. The maintenance charges are subject to annual increase of Rs.100/- effective 1st month of financial year as approved by the General Body dated 22nd July 2018. Increase beyond Rs.100/- of the existing charges, the association will circulate the rationale/ reason of increase to residents for their opinion before presenting the matter with Executive Committee for concurrence and thereafter approval by General Body.

[Signature]
 Director
 Social Welfare Department
 Government of Sindh
 Karachi Division

Article (7)

ASSOCIATION STRUCTURE

AMENDED CONSTITUTION

- i. Executive Committee of Association shall consist of following:
 - a. President (1)
 - b. Vice President (1)
 - c. General Secretary (1)
 - d. Joint Secretary (1)
 - e. Treasurer (1)
 } Office Bearers
- f. Executive Members (10)
- ii. The body so formed shall be termed as the EXECUTIVE COMMITTEE for all intent and purposes.
- iii. The above all 15 positions will be elected by the vote of **Principal Members**. The Executive Committee can co-opt member(s) for special purpose only.
- iv. All above positions are honorary on voluntary basis and carry no compensation or remuneration and perks.

Article (8)

COMPOSITION OF ASSOCIATION

The Association shall consist of an Executive Committee i.e., office bearer and Executive Members.

- "A" General Body &
- "B" Executive Committee

'A' General Body

The General Body shall consist of all **Principal Members**.

[Signature]
PRESIDENT
 OVERSEAS PAKISTANI'S
 BUNGALOWS RESIDENT
 WELFARE ASSOCIATION

[Signature]
GENERAL SECRETARY
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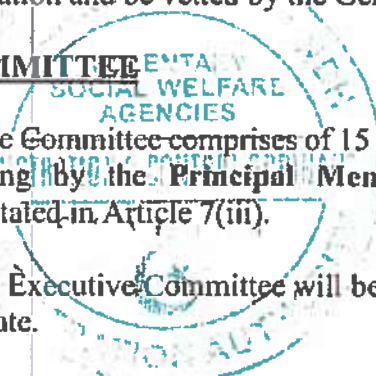
POWERS AND FUNCTIONS OF GB

- i. The General Body will formulate policies or shall approve the policies prepared and submitted by the Executive Committee.
- ii. It will elect election committee to hold the elections of the 5 Office Bearers and 10 Executive Members on individual basis as and when due.
- iii. It will appoint Auditors for the audit of Association accounts on yearly basis. This appointment shall be subject to the approval of the Registration Authority.
- iv. Approve report of an audited accounts audited by registered audit firm submitted by the Executive Committee.
- v. To amend the constitution as and when necessary with the approval of 2/3rd majority of **Principal Members**. The consent from **Principal Members** may be taken through circulation and be vetted by the General Body Meeting.

[Signature]
Director
 Social Welfare Department
 Government of Sindh
 Karachi Division

'B' EXECUTIVE COMMITTEE

- i. The Executive Committee comprises of 15 members will be elected through voting by the **Principal Members** except co-opted members as stated in Article 7(iii).
- ii. Tenure of the Executive Committee will be for two years from the oath taking date.



POWERS AND FUNCTIONS OF EXECUTIVE COMMITTEE

- i. To act and represent the Association in all matters and execute the decisions of the General Body in letter and spirit.
- ii. To appoint, from amongst the members of the Association such sub-committee (s) for any specific purpose / tasks as may be necessary.
- iii. To appoint and terminate service of the paid staff of the Association on need basis.
- iv. To supervise the contractors working in the society like janitorial staff to ensure quality services provides to residents. Security passes are issued to contractors through association office.
- v. To prepare annual budget and submit periodical progress report.
- vi. It can assign dual charge to any elected member for casual vacancy which arises due to demise or resignation of an Office Bearer, or any other reason, if half or more than half of the term of office has elapsed. If the vacancy occurs before half the term is over, it shall be filled in through fresh election of the vacant position as decided by the General Body.
- vii. It shall prepare annual reports, audited accounts and present them for the General Body approval.

[Signature]
PRESIDENT
 OVERSEAS PAKISTANI'S
 BUNGALOWS RESIDENT
 WELFARE ASSOCIATION

[Signature]
GENERAL SECRETARY
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 BUNGALOWS RESIDENT
 WELFARE ASSOCIATION

- viii. It shall fix the date, time and place for holding the General Body meeting as and when due or required.
- ix. All property movable or immovable belonging to the Association shall vest in the General Body and shall be used only for the intent and purpose of the Association. No property can be sold out or used for personal purposes.
- x. It cannot waive off any outstanding amount of **Principal Member** against the monthly charges and can only consider the exceptional cases like Widow, Persons with special need or underprivileged.
- xi. The Executive Committee has power to call explanation verbal or written from any member of the Executive Committee for his/her act of corruption, malpractice and criminal practice which is against the objectives of the Association. If the member fails to justify or explain the act within a given time to the satisfaction of Executive Committee, the Executive Committee may recommend his/her termination of membership temporary or permanent with General Body.
- xii. The Executive Committee will regularly publish and circulate list of defaulters/outstanding of monthly maintenance charges or dues of the Association.
- xiii. For defaulters will not issue stickers for cars & Motorcycles, entry card for servants etc., booking at H- Park for functions or any other facility that is allowed to resident member.
- xiv. Executive Committee can allow any individual, firm or company etc., to distribute promotions pamphlets or banners that do not disturb environment of the area.
- xv. Executive Committee can cancel security pass of any servant / contractor or restrict to enter into the area if found him/her involved in unethical activity.
- xvi. The supervision and maintenance of H Park, Family Park and Association office is the responsibility of Executive Committee, for which sub-committees from the existing members can be formed.
- xvii. Arrangement of any family function by members at H Park, permission shall be granted by the Executive Committee.
- xviii. KDA Overseas Bungalows is a gated community operates with two main gates through Security Guards and Chowkidars along with boundary walls and fencing to protect all houses and shops. The Security is the responsibility of Executive Committee or the sub-committees formed to manage it.
- xix. The Executive Committee will ensure that nonresident/outsideers are restricted to use all the amenities of the society like Family park, H Park or any other Parks etc., and roaming around in the residential area.

AB

Director

Governor



AMENDED CONSTITUTION

Salim

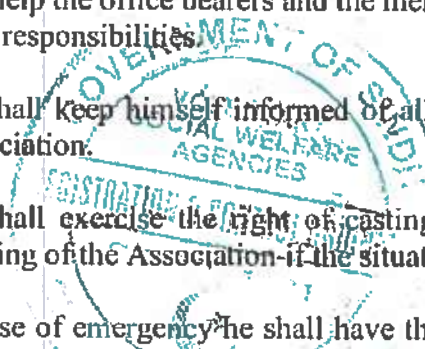
PRESIDENT
OVERSEAS PAKISTANI'S
BUNGALOWS RESIDENT
WELFARE ASSOCIATION

YK

GENERAL SECRETARY
OVERSEAS PAKISTANI'S
BUNGALOWS RESIDENT
WELFARE ASSOCIATION

	<p>xx. Restrict to fix any stall or cabin etc., on temporary or permanent basis for commercial purposes except ones that are on commercial plots or under the supervision of association as in fun fairs etc.</p>
Article (9)	<p><u>POWERS AND FUNCTIONS OF OFFICE BEARERS</u></p> <p><u>'A' PRESIDENT</u></p> <p>i. The President shall be the constitutional head of the Association (OPBRWA). He shall preside over meetings of the Executive Committee and General Body. He can adjourn the meetings if he considers that proceedings of the meeting are injurious to the interest of the Association. Such adjourned meeting shall be held within one week of the date of adjournment.</p> <p>ii. He shall ensure compliance of the constitution.</p> <p>iii. He shall supervise the working of the organization, guide and help the office bearers and the members in discharge of their responsibilities.</p> <p>iv. He shall keep himself informed of all the activities of the Association.</p> <p>v. He shall exercise the right of casting vote in any of the meeting of the Association if the situation arises.</p> <p>vi. In case of emergency he shall have the powers to approve the expenditure of Rs.25,000/- subject to post-facto approval of Executive Committee.</p> <p><u>'B' VICE PRESIDENT</u></p> <p>i. The Vice President shall assist the President in discharging off his duties and perform such duties as may be assigned to him by the President in so far as they relates to his/her office.</p> <p>ii. In the absence of the President the Vice President shall assume the powers and functions of the President.</p> <p><u>'C' GENERAL SECRETARY</u></p> <p>i. The General Secretary shall be the CHIEF EXECUTIVE of the Association and shall carry out his functions in consultation with the President and answerable to the Executive Committee.</p> <p>ii. He in consultation with the President shall prepare the agenda; call meetings of the General Body and Executive Committee in accordance with the provision of the constitution prepare and put-up the minutes of the last meeting in the subsequent meeting for confirmation and maintain proper record of the same. He shall be responsible for execution of all resolutions and directives of the Executive Committee and the General Body.</p> <p>iii. He shall prepare annual report on the performance of the Association and submit the same in the Executive Committee meeting for consideration and approval and subsequently in the General Body Meeting as the case may be.</p>

[Signature]
 Director
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 Government of Sindh
 Karachi Division



[Signature]
 PRESIDENT
 OVERSEAS PAKISTANI'S
 BUNGALOWS RESIDENT
 WELFARE ASSOCIATION

[Signature]
 GENERAL SECRETARY
 OVERSEAS PAKISTANI'S
 BUNGALOWS RESIDENT
 WELFARE ASSOCIATION

iv. He shall be responsible for coordination and submission of reports required by the Registration Authority or any other regulatory body with consultation of Executive Committee. He shall be responsible for office management and safe keeping of the record.

v. He shall conduct all correspondence on behalf of Association. However he will take prior approval of the Executive Committee in policy matters.

vi. He shall be responsible for the general supervision of the office staff and services of the Association. The Executive Committee may delegate to him the power to appoint, dismiss and take punitive action against the paid staff of the organization. Any such action taken by the General Secretary shall be reported to the Executive Committee and General Body for approval which shall be final.

vii. He shall approve expense vouchers of bills verified by the relevant member and pass on to the Treasurer for payment and record.

viii. He shall be ex-officio member of all Sub- Committees.

ix. In case of emergency he shall have powers to approve single transaction /expenditure up to Rs.50,000/- subject to subsequent approval by the Executive Committee. For larger transaction / expenses, prior approval of the Executive Committee shall be necessary and recording of justification in writing shall also be required.

x. He shall have power to inquire progress of all Sub-Committees and may recommend changes for necessary approval to the Executive Committee if Sub-Committees performance is not found up to the standard.

'D' JOINT SECRETARY

- i. He will assist the General Secretary in discharging his duties.
- ii. He shall perform such functions as may be assigned to him by the General Secretary relate to the office.
- iii. In the absence of General Secretary the Joint Secretary shall perform all the duties of General Secretary.

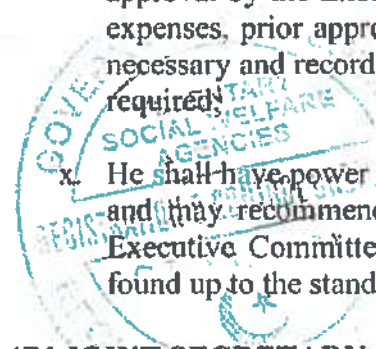
'E' TREASURER

- i. The Treasurer shall maintain accounts of the Receipts and Payments and be custodian of finances and its records of the Association.
- ii. He shall operate the bank account of the Association jointly either with the General Secretary or President as may be decided by the Executive Committee.


Director
Social Welfare Department
Government of Sindh
Karachi Division


PRESIDENT
OVERSEAS PAKISTANI'S
BUNGALOWS RESIDENT
WELFARE ASSOCIATION


GENERAL SECRETARY
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BUNGALOWS RESIDENT
WELFARE ASSOCIATION



AMENDED CONSTITUTION

	<p>iii. He shall deposit all cash/cheques collections in any approved bank of the Association at the earliest possible and keep sufficient cash in hand to meet the daily petty expenses as per the limit set by the Executive Committee.</p> <p>iv. He shall be responsible for proper audit of the Association accounts by an auditor duly appointed by the General Body.</p> <p>v. He shall receive and collect all donations, grants-in-aid, subscriptions, dues and other payments on behalf of the Association and will issue proper receipts thereof.</p> <p>He shall maintain accounts of the Association and present monthly statement of receipts and payments in the meeting of Executive Committee. He shall put up annual audit report on receipts and payments in General Body meeting for its confirmation.</p> <p>vii. He shall get the accounts examined by the General Secretary and the President before publishing the statement of accounts on monthly basis.</p> <p><u>'F' EXECUTIVE MEMBER</u></p> <p>i. They shall be part of any sub-committee appointed by the Executive Committee for any specific purpose/task as may be necessary.</p> <p>ii. Each Executive Member shall be responsible to assist and support General Secretary in execution of all policy matters.</p>
<p>Article (10)</p> <p>PRESIDENT OVERSEAS PAKISTANI'S BUNGALOWS RESIDENT WELFARE ASSOCIATION</p> <p>GENERAL SECRETARY OVERSEAS PAKISTANI'S BUNGALOWS RESIDENT WELFARE ASSOCIATION</p>	<p><u>MEETINGS</u></p> <p><u>A. EXECUTIVE COMMITTEE MEETINGS</u></p> <p>i. Ordinary meeting of the Executive Committee shall be held on monthly basis at Association Registered Office. All meetings of the organization shall stand adjourned for seven days if within half an hour of the appointed time quorum is not formed.</p> <p>ii. No fresh notice shall be needed for an adjourned meeting and the meeting shall be held on the same day time and place on the following week. In case the day of meeting falls on holiday it will be held on next working day.</p> <p>iii. No quorum would be required for such meeting. Provision of this section shall not apply to the requisitioned meeting.</p> <p>iv. Condition of quorum shall also be applicable in such meetings i.e., 2/3rd of the Executive Members.</p> <p>v. Special Meetings of the Executive Committee can be requisitioned by any Executive Committee Member. Such meetings shall be treated as cancelled if within half an hour of the appointed time quorum is not met.</p>

	<p>vi. A special or emergent meeting may be called at the discretion of the President or the General Secretary with the consultation of each other at 48 hours' notice and with 1/3rd members to form quorum.</p> <p>vii. If any office bearer or Executive Member fails to attend three consecutive meetings without prior written intimation he/she shall cease to be an office bearer / Executive member of the Association, for which a notice has to be served by the General Secretary or President with the consent of the Executive Committee, before ceasing his/her membership.</p> <p>B. <u>GENERAL BODY MEETINGS</u></p> <p>i. The annual General Body meeting shall be held on a fifteen days written notice to all Principal Members within two months of the expiry of the financial year i.e., 30th June to transact matters referred by Executive Committee and any other matter permitted by the chair</p> <p>ii. Quorum for such meetings will be 1/3rd of the total Principal Members or the quorum approved by the members present in the meeting at that time.</p> <p>iii. Special or Emergency meeting the General Body may be called on a seven days written notice by the General Secretary in consultation with the President or the Executive Committee. Such meetings will have a quorum of 1/3rd or the quorum determined by the members present in the meeting.</p> <p>iv. General Body Meeting can be requisitioned on a written request from 1/3rd of the Principal Members for special business. On receipt of such requisition the General Secretary will convene the meeting within 15 days of the receipt of the requisition.</p>
<p>Article (11)</p> <p>PRESIDENT OVERSEAS PAKISTANI'S BUNGALOWS RESIDENT WELFARE ASSOCIATION</p> <p>GENERAL SECRETARY OVERSEAS PAKISTANI'S BUNGALOWS RESIDENT WELFARE ASSOCIATION</p>	<p><u>TERM OF OFFICE & HOLDING OF ELECTIONS</u></p> <p>i. The term of office shall be two years from Oath taking date.</p> <p>ii. No office bearer shall hold office fo more than two consecutive terms.</p> <p>iii. The Executive Committee must hand over the charge along with all official records and inventory to newly elected Executive Committee within 15 calendar days after announcement of election results under supervision of the Election Committee and under intimation to Registration Authority.</p>

<p>Article (12)</p>	<p><u>ELECTION PROCESS</u></p> <p>i. Election of office bearers and Executive Members will be held every two years and election will be decided two months before the expiry of the tenure of the sitting Association. The sitting Association will announce the date of next election before the completion of its tenure.</p> <p>ii. The valid Principal Members as defined in article 6(a) shall be eligible to contest and cast the vote irrespective of his/her affiliation with any political or religious party, the office bearer will not use the Association's platform/office for any political or religious activity/purpose. If found, the office bearer will automatically be disqualified for any position. For Vote casting his/her name must be included in final list of valid Principal Members issued by the Association. The Association will provide valid list of Principal Members to election committee before elections. If validity of Principal Members is suspended due to non-payment as per article 6(c)(i), he/she can clear the dues by due date as mentioned in the circular for contesting the election or casting the vote.</p> <p>iii. The tenants who are eligible to cast vote on one family one vote basis and contest election (for Executive Member position only). They will not eligible to contest election for Office Bearers and maximum 3 Executive members in one panel can be tenants not more than that be allowed to contest election.</p> <p>iv. The two year term of office may start from the date of oath taking within fifteen days of election result announcement.</p> <p>v. An Election Committee comprised of three Principal Members including its Chairman shall be elected at the General Body meeting, specially called for this purpose to arrange and conduct fair and free election of OPBRWA. Such election committee shall be neutral for conducting elections. It shall be responsibility of the existing Association to assist the Election Committee in discharge of its duties for conducting fair election.</p> <p>vi. The Election Committee will be automatically dissolved once election results are announced by the Election Committee and charge from the previous to the new Association is handed over.</p> <p>vii. None of the three members of the Election Committee or an immediate family member can contest elections for any post.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p><i>[Signature]</i></p> <p>PRESIDENT OVERSEAS PAKISTANI'S BUNGALOWS RESIDENT WELFARE ASSOCIATION</p> </div> <div style="text-align: center;"> <p><i>[Signature]</i></p> <p>GENERAL SECRETARY OVERSEAS PAKISTANI'S BUNGALOWS RESIDENT WELFARE ASSOCIATION</p> </div> </div>
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Following is the procedure of election:

- a. Elections will be contested on an individual basis, means on all 15 positions as mentioned in Article 7(i).
- b. A group of 15 individuals contesting the election is called a Panel and every individual can only contest election for one post from any panel. The word panel is only used for identification, canvassing and promoting the residents for vote.
- c. An individual can't contest the election independently unless he/she form a group of 5 office bearers mentioned in Article 7(i) and name it a Panel.
- d. From every house only one **Principal Member** can contest the election.
- e. **Principal Member** will vote for 15 individuals one vote per individual basis on ballot paper. For Vote casting his/her name must be mentioned on Membership Card or final list of Principal Members issued by the Association or through a valid proof that he/she is an immediate family member of a **Principal Member**.
- f. The Election will be held by secret ballot and each **Principal Member** will have only one vote.
- g. Nomination papers of candidates from each Panel, bearing signature of the Proposer & Seconder, who are **Principal Member**, shall be submitted to the Chairman Election Committee on the date announced by Election Committee through circulation. The candidate can withdraw his/her nomination papers within two days of the submission or the date announced by the Election Committee. Election Committee can allow a substitute of the withdrawn candidate if required.
- h. Vote can only be cast on polling day and time (announced by Election Committee) by **Principal Member**.
- i. Election / polling process will be monitored by the Election Committee which includes announcement of Election Day, results date and time for conducting the elections, counting / computing the votes before polling agents, announcement of result and keeping all election material / record in safe custody. Election Committee will be responsible for verifying eligibility of the candidate as well as the voter before casting the vote.
- j. Election Committee will also monitor and supervise the process of handing over charge to the elected body.
- k. Each Panel/members contesting election shall have right to canvassing voters by distributing pamphlets and display banners within the KDA Overseas Bungalows. Canvassing will end 12 hours before the Election Day.
- l. Character assassination is strictly prohibited by any contestor and may lead to his/her disqualification by the Election Committee.
- m. Each panel will arrange only one polling agents from the **Principal Member** on Election Day and their names shall be communicated to the Election Committee before the voting starts.

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Director
Social Welfare Department
Government of Sindh
Karachi Division

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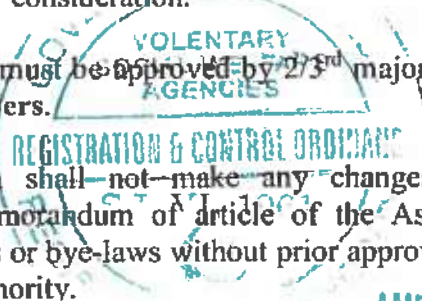
PRESIDENT
OVERSEAS PAKISTANI'S
BUNGALOWS RESIDENT
WELFARE ASSOCIATION

YK

GENERAL SECRETARY
OVERSEAS PAKISTANI'S
BUNGALOWS RESIDENT
WELFARE ASSOCIATION

	<p>ix. With the prior approval of Executive Committee the Association can ask for donations from the residents for any special purpose with proper justification and rationale.</p> <p>x. The Association can accept donations from any company or an individual for their product promotions and arranging events etc., in the area of operation which should not be commercial or political.</p>
Article (14)	<p><u>AMENDMENTS TO THE CONSITITUTION</u></p> <p>i. Amendments to the constitution shall be made by a special meeting of the General Body called for this purpose or through circulation to the General Body.</p> <p>ii. Any member wishing to suggest an amendment may do so by writing to the Executive Committee mentioning complete justification for the proposed amendment. After approval by Executive Committee, the proposed amendment shall be circulated among all General Body members along with notice of the meeting at which the amendment is to be considered, at least 30 days prior to the meeting. Proposed amendment will be placed before the General Body for consideration.</p> <p>iii. The amendment must be approved by 2/3rd majority of all Principal Members.</p> <p>iv. The Association shall not make any changes in the constitution, memorandum of article of the Association rules, regulations or bye-laws without prior approval of the Registration Authority.</p> <p>v. No amendment shall be enforced or applied without the approval of the Registration Authority (Director Karachi Division), Social Welfare Department Government of Sindh.</p>
Article (15)	<p><u>DISSOLUTION OF ASSOCIATION</u></p> <p>i) The Association shall be dissolved in accordance with Article 10, 11 and 12 of the Voluntary Social Welfare Agencies (Registration control) Ordinance 1961.</p> <p>ii) Dissolution shall be decided at special meeting of the General Body called for the purpose, with a fortnight notice and the decision taken would be communicated to the Registration Authority by the General Secretary and President.</p> <p>iii) In the event of dissolution of the Association its assets, left after meeting liabilities if any, shall be transferred to any other registered voluntary agency with similar objectives as provided under the Voluntary Service Welfare Agencies (Registration control) Ordinance 1961.</p>

[Signature]
 Director
 Social Welfare Department
 Government of Sindh
 Karachi Division



AMENDED CONSTITUTION

[Signature]
 PRESIDENT
 OVERSEAS PAKISTANI'S
 BUNGALOWS RESIDENT
 WELFARE ASSOCIATION

[Signature]
 GENERAL SECRETARY
 OVERSEAS PAKISTANI'S
 BUNGALOWS RESIDENT
 WELFARE ASSOCIATION

	<p>n. On written request within 3 days after announcement of election results from any panel/members to the Election Committee for recounting of votes, Election Committee in the presence of polling agents nominated by the competing Panels/members will recount the votes at any convenient date in OPBRWA office and announce the revised result.</p> <p>o. In cases votes of the contesting candidates are equal then re-election of the same post will be held as announced by the Election Committee unless one candidate withdraws.</p> <p>p. Once the election committee is formed, it will issue guidelines for election process and upon successfully conducted election, will issue a report that includes the total number of votes cast, name of the contesting candidates, names and votes of winning and all candidates of each Panel and any other information deem fit.</p> <p>q. Principal Member complaints regarding violations of election guidelines and process will be addressed to the Election Committee. Upon receipt of the complaint the Election Committee will provide an opportunity to the relevant candidate to respond the allegations. Decision of the Election Committee will be final and binding on all parties.</p> <p>r. Election Committee has the authority to take decisions as deemed fit for smooth process of the election.</p>
<p>Article (13)</p> <p>PRESIDENT OVERSEAS PAKISTANI'S BUNGALOWS RESIDENT WELFARE ASSOCIATION</p> <p>GENERAL SECRETARY OVERSEAS PAKISTANI'S BUNGALOWS RESIDENT WELFARE ASSOCIATION</p>	<p><u>FINANCIAL MANAGEMENT</u></p> <p>i. Financial year of the Association shall be from 1st July to 30th June, of the subsequent year.</p> <p>ii. Funds of the Association shall be kept in a scheduled bank approved by the Executive Committee.</p> <p>iii. Accounts shall be opened under joint signatures of Treasurer, General Secretary and President and will be operated under joint signatures of Treasurer, General Secretary or President as second signatory.</p> <p>iv. Accounts of Association shall be audited annually by Chartered Accountants appointed by the General Body.</p> <p>v. The Association will not grant donation to any agency unless approved under section 47(1) of the Income Tax ordinance.</p> <p>vi. For acquiring / disposing of any property/equipment approval of the majority of the Executive Committee shall be necessary. However in case of an emergency the General Secretary can approve to purchase of an asset subject to post-facto approval from the Executive Committee.</p> <p>vii. Receipts and property of the Association shall be applicable solely towards the promotion of the objectives of the Association.</p> <p>viii. No portion of the receipts and property of the Association shall be paid or transferred directly or indirectly by way of profit/dividend/bonus or otherwise to any Executive Member or his/her relatives.</p>



"Say no to Corruption"

File No: DIR/KAR/(East-564-K/1990)/2023/5622

OFFICE OF THE DIRECTOR
KARACHI DIVISION
SOCIAL WELFARE DEPARTMENT
GOVERNMENT OF SINDH

Karachi dated: 17th January, 2024

To,

✓ President/General Secretary,
Overseas Pakistanis Bungalows Residents Welfare Association,
H-Park, KDA Overseas Pakistanis Bungalows, Block-16-A,
Gulistan-e-Jauhar, Karachi.

Via email: opbrwa@yahoo.com

Subject: APPROVAL OF AMENDMENT IN THE CONSTITUTION OF
OVERSEAS PAKISTANIS BUNGALOWS RESIDENTS WELFARE
ASSOCIATION.

With reference to the subject noted and followed by last meeting held on 18th December, 2023 in the office of the undersigned wherein each proposed amendment was discussed in detail.

Your request for amendment in constitution has been examined and finalized in accordance with the provision of VSWA Ordinance 1961. Hence, you are requested to submit five sets of enclosed constitution duly signed by President and General Secretary by Overseas Pakistanis Bungalows Residents Welfare Association.

 17/01/24

(AAMIR WAHEED KHAWAJA)
DIRECTOR, KARACHI DIVISION



Reg No. DSW(564)K

Overseas Pakistanis' Bungalows Residents' Welfare Association

OPBRWA/006/LH/REV-1

21 February 2024

Mr. Amir Waheed Khawaja
Director Karachi Division
Social Welfare Department
Government of Sindh
Karachi.

(Handwritten signature and date)
21/2/24

Approval for Amendment in the Constitution of Overseas Pakistanis Bungalows Residents Welfare Association

Dear Sir,

With reference to your letter File No. DIR/KAR/ (East-564-K/1990)/2023/5628 dated 17th January 2024 we are enclosing 5 sets of Constitution duly signed by President and the General Secretary of Overseas Pakistanis Bungalows Residents Welfare Association (OPBRWA) to be approved by your good office.

Thanking you.

Yours Sincerely

(Handwritten signature of Younus Mohiuddin)

Younus Mohiuddin

General Secretary

0300-8254859

**GENERAL SECRETARY
OVERSEAS PAKISTANI'S
BUNGALOWS RESIDENT
WELFARE ASSOCIATION**

(Handwritten signature of Farahat Ali Khan)

Farahat Ali Khan

President

0333-2188954

**PRESIDENT
OVERSEAS PAKISTANI'S
BUNGALOWS RESIDENT
WELFARE ASSOCIATION**

KDA OVERSEAS BUNGALOWS
"H" Park, Block 16-A,
Gulistan-e-Johar, Karachi.

Landline: 021-37244908
Email: opbrwa@yahoo.com
Website: opbrwa.com



Overseas Pakistanis' Bungalows Residents' Welfare Association

سرکل نمبر 131

04 ستمبر 2023

مجوزہ آئین میں ترامیم

خاص جنرل باڈی اجلاس جو مورخہ 06 اگست 2023 بروز اتوار بوقت 09:30 بجے بمقام H پارک و اسپورٹس گراؤنڈ میں منعقد ہوا جس میں شامل ممبران نے مجوزہ آئین میں کچھ شکوے پر سیر حاصل بحث و مباحثہ کے بعد فیصلہ کیا کہ آئین میں تبدیلی کے لئے ممبران کی دو تہائی اکثریت کی منظوری لازمی ہے لہذا ایسوسی ایشن آئین کی شکوے میں تجویز کردہ تبدیلی کو سرکولیشن کے ذریعے ممبران سے منظوری لے۔ ایسوسی ایشن نے جنرل باڈی کے فیصلہ کے مطابق مجوزہ آئین میں ترامیم کو ممبران سے سرکولیشن کے ذریعے منظوری کا عمل مکمل کر لیا ہے اور الحمد للہ دو تہائی سے زیادہ اکثریت یعنی 73% فیصد ممبران نے آئین میں ترامیم کی منظوری دے دی ہے۔

اتنی بڑی تعداد میں ممبران کی حمایت ایسوسی ایشن پر مکیںوں کا بھرپور اعتماد کا مظہر ہے۔

ہم تمام مکیں ممبران کو مجوزہ آئین میں تبدیلی کی منظوری پر مبارکباد پیش کرتے ہیں اور یقین دلاتے ہیں کہ موجودہ ایسوسی ایشن اکثریتی مکیں ممبران کی رائے کو مقدم رکھتے ہوئے فیصلہ کرے گی۔

یونس محی الدین
جنرل سیکریٹری



Overseas Pakistanis' Bungalows Residents' Welfare Association

Reg No. DSW/584/JK

OPBRWA/006/LH/REV-1

CIRCULAR No. 128
12-August-2023

خاص جنرل باڈی اجلاس برائے تبدیلی آئین کی تفصیلات:

مورخہ 6 اگست 2023 بروز اتوار بوقت 9:30 بجے بمقام H پارک و اسپورٹس گراؤنڈ میں خاص جنرل باڈی اجلاس منعقد کیا گیا جس میں 131 ممبران نے شرکت کی۔ اجلاس کی تفصیلات درج ذیل ہیں:

اجلاس کا باقاعدہ آغاز تلاوت کلام پاک سے ہوا جسکی سعادت حیدر صدیقی کو حاصل ہوئی۔
عمیر بیگ صاحب نے صدر جناب فرحت علی خان کی اجازت سے کاروائی کا آغاز کیا اور ممبران کو ایسوسی ایشن کے آئین میں موجودہ اور تبدیل شدہ شق کو ایک ایک کر کے نہ صرف سنایا بلکہ اسکرین پر بھی اسکو دکھایا۔
کچھ ممبران نے اس کاروائی میں بڑھ چڑھ کر حصہ لیا اور ایک سیر حاصل بحث کے بعد کچھ تبدیلیوں میں نہ صرف ردوبدل کروایا بلکہ کچھ شقوں کی تبدیلی کو مسترد بھی کیا جسکو کثرت رائے سے منظور کیا گیا۔
اسکے ساتھ آئین کی کافی شقیں جسمیں تبدیلی تجویز کی گئی تھی اسکو بھی کثرت رائے سے منظور کیا۔

کیونکہ آئین میں تبدیلی کے لئے ممبران کی دو تہائی کثرت رائے کی ضرورت ہے لہذا تجویز دی گئی کہ ایسوسی ایشن آئین میں تبدیلیوں کو دوبارہ ڈرافٹ کر کے سرکولیشن کے ذریعے منظور کروائے گی۔

ایسوسی ایشن نے ممبران کو ڈیفالٹر لسٹ اسکرین پر دکھائی جس پر کچھ ڈیفالٹر ممبران نے تحفظات کا اظہار کیا جو غیر تسلی بخش تھا، جس پر شیخ عبدالقدوس صاحب نے ممبران کو مخاطب کیا کہ یہ ہر مکین کی ذمہ داری ہے کہ وہ ماہانہ چارجز باقاعدگی سے ادا کریں اور ڈیفالٹ کی کوئی وجہ نہیں بنتی ہے کیونکہ یہ پیسے وہ ایسوسی ایشن کو نہیں بلکہ سوسائٹی کو دیتے ہیں۔ ان کا کہنا تھا کہ جو لوگ باقاعدگی سے پیسے دیتے ہیں وہ کیوں ڈیفالٹر کا بوجھ اٹھائیں۔

جنرل سیکرٹری نے ممبران کو 2021-22 کی ایسوسی ایشن کی الٹ رپورٹ اسکرین پر دکھائی۔

جنرل سیکرٹری نے ممبران کو اسکرین پر ان مکینوں کی فہرست دکھائی جنکے پچھلے بقایاجات معاف کیے گئے اور جنرل باڈی سے انکی منظوری لی۔ یہ سہولت صرف ایک دفعہ کے لئے تھی اور یہ بقایاجات انکے تھے جو ممبر انتقال فرما گئے اور انکے لواحقین پچھلے بقایاجات دینے سے قاصر ہیں، جو ممبر بغیر بقایاجات ادا کئے محلے سے شفٹ ہو گئے ہیں اور وصولی ناممکن ہے، یا وہ ممبران جو پچھلے کئی سالوں سے باقاعدگی سے ادائیگی کر رہے ہیں مگر پچھلے بقایاجات دینے کی صلاحیت نہیں رکھتے ہیں۔

ایک طویل میٹنگ رات ایک بجے اختتام پزیر ہوئی جسکے بعد ممبران کی تواضع گرم گرم حلیم و چائے سے کی گئی۔

منجانب:
یونس محی الدین - جنرل سیکرٹری

