

PAKISTAN ROWING FEDERATION

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President

Iftikhar Ali Malik
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Secretary General

Rizwan ul Haq
0092 333 521 6778

Mr. Abdul Khaliq Khan
Secretary General
Pakistan Olympic Association

December 17, 2008

Handwritten notes and signatures in a box:
18/11/08
3208
Som 18/11
[Signature]

Subject: Pakistan Rowing Federation Constitution.

Kindly permit me to express my heartiest gratitude on behalf of Pakistan Rowing Federation and the Entire Rowing Family for your on going support for the promotion of sports culture in the country.

Please find enclosed herewith the letter Copy of Pakistan Rowing Federation Constitution.

Hoping and assuring you of our best cooperation ever.

Warm Regards,

[Signature]
Rizwan ul Haq

Handwritten note at the bottom:
We had already a copy of the constitution of P.R.F. Is there any change or amendment? p. discuss.

As
18/12

DI: 1

CONSTITUTION PAKISTAN ROWING FEDERATION

Article

No. 01

NAME:

The organization shall be called the "PAKISTAN ROWING FEDERATION" with PRF as its abbreviation name with its headquarters at the place where the President of PRF desires.

Article

No. 02

JURISDICTION:

The Jurisdiction of the Pakistan Rowing Federation shall extend through out PAKISTAN, the accending Sates and the territories under the control of the Government of Pakistan.

Article

No.03

INTERPRETATION OF TERMS:

<u>FISA</u>	Federation International Des Societies D' Aviron.
ARF	Asian Rowing Federation.
PRF	Pakistan Rowing Federation
POA	Pakistan Olympic Association
National	On Country Wide basis
Member	Affiliated Association or Organization.
Armature	As defined by IOC Rule 26
	Eligible Born and domiciled in Pakistan or having acquired Nationality of Pakistan.

Article

No. 04

AIMS AND OBJECTIVES:

1. To encourage, promote, control and assist the development of Rowing in Pakistan.
2. To organize Regattas and championships in Rowing and to authorize the holding of same every year;
3. To control and standardize umpiring through Pak. Rowing Umpires Association.
4. To encourage the formation of Provincial Rowing Associations.
5. To arrange, assist, finance, if requires and encourage systematic training of Oarsmen through coaching centers in Pakistan or training programs in other countries.
6. To arrange and finance Pakistan's representatives teams for participation in World and International Championships.
7. To certify the 'Amateur 'status of Pakistan, Oarsmen where ever required.
8. To raise funds for carrying out the aforesaid objectives of the Federation, and

9. To do all such other things that may be ancillary to the attainment of the above aims and objectives.

**Article
No. 05**

MEMBERSHIP.

1. Membership of the Pakistan Rowing Federation shall be opened to:-
 - a) The controlling body for rowing in provinces having affiliated associations/clubs.
 - b) Any independent body which has got its rowing team and takes active part in rowing activities to the satisfaction of the council.
 - c) Pakistani Umpires Rowing Association
2. A general council meeting of the Federation shall be competent to admit members by simple majority of those who are present and shall have the powers to remove members by two third majority votes of those present at the meeting.

**Article
No. 06**

MEMBERSHIP FEE:

1. The membership fee of the Pakistan Rowing Federation shall be Rs. 2000/- and will fall due on the 1st of July each year and shall be paid within three months from the date it falls due
2. The membership fee can be increased or reduced by the General Body of Pakistan Rowing Federation by two third majority of those present at the meeting
3. No member shall be entitled to vote at any meeting of Pakistan Rowing Federation while his fee is in arrears.
4. Members failing to pay the fee within the time fixed may, by majority of votes, be disaffiliated or allowed to pay the arrears along with such penalty as may be imposed by Pakistan Rowing Federation
5. All new applications for membership must be accompanied by the requisite Membership fee without which an application shall not be considered.
6. Once a member is disaffiliated for non-payment of fee by the Pakistan Rowing Federation re-admission will not be allowed unless all arrears and in addition, a penalty to be fixed by the General Body Meeting has been paid in advance.
7. The Pakistan Rowing Federation's financial year shall be from 1st July to the 30th June.

**Article
No. 07**

GENERAL BODY:

1. The supreme authority of the Pakistan Rowing Federation shall vest in the General Body. The following shall be eligible to attend the meeting of General Council Meeting.

- a) The president who may or may not belong to a member unit. In his capacity as President, he will act independently and shall not represent any unit
 - b) Two representatives from each affiliated unit, including office bearers, whose written intimation has duly been sent to the Honorary Secretary in advance in accordance with clause 5 of this Article.
2. Ordinary General Council Meeting will be held at least once every year before the end of October, of that year. However, elections of the office bearers shall be held every 4 years. Other General Council Meeting shall be held as and when summoned by:-
- a) The President.
 - b) Executive Committee, or
 - c) At the written request of not less than half of the member organizations.
3. The following business shall be transacted in an Ordinary General Council Meeting:-
- a) To elect office bearers and the Executive Committee.
 - b) Admission and removal of members.
 - c) To consider Statement of Accounts, balance Sheet and auditors Report. Accounts shall be audited every year.
 - d) To authorize engagement of coaches and establishment of coaching centers for the training of Oarsmen in Pakistan or abroad.
 - e) To decide about the participation of Pakistan in World/International Championships and sanction expenditures for the purpose.
 - f) To amend the Constitution by two majority.
 - g) To take decisions about levy of any contribution from the members
 - h) To consider the budget for the next year.
4. To quorum at the General Council Meeting shall be half of the total members and all decisions except stated otherwise shall be taken by simple majority.
5. In order to exercise their votes at a General Council Meeting the member Organizations shall intimate in writing to the Honorary Secretary the names of their representatives by 30th May every four years. Any further change of representatives during the period of four shall be intimated to the Secretary in writing. Such intimation shall be supported by a resolution of the Organization concerned or "letter of competent authority".
6. All business discussed or decided at a General Council Meeting shall be recorded in minutes book which shall be signed by the Chairman of the meeting. Copies of the proceedings will be supplied to all members of units in the one-month of the meeting.
7. Fifteen days previous notice for an ordinary General Council Meeting and ten days for the adjourned General Council Meeting.

OFFICE BEARERS

1. The following shall be the office bearers of the PRF and shall be elected every four years at the Ordinary General Council Meeting.
 - a) President
 - b) Vice President 3+1 (04)
 - c) Honorary Secretary
 - d) Honorary Associates Secretaries 2+1 (03)
 - e) Honorary Treasurer.
 - f) Members of the Executive Committee 7+2 (09)
2. The Pakistan Rowing Federation may elect a patron who in the opinion of the council renders outstanding service to sport of 'Rowing'.

THE POWERS AND DUTIES OF THE OFFICE BEARERS.

The powers and duties of the office bearers shall be as follows:-

1. President

The president shall be the Chief Executive of the Federation. He shall preside over the General Council Meetings and Executive Committee Meeting of the Federation and shall exercise general supervision. In case of equality of votes he shall have a casting vote. If in his opinion any emergency has arisen, which requires that immediate action should be taken, he shall take such action as he deems necessary and shall report the same at the next meeting of the Council/General Body or the Executive Committee whichever in the ordinary course would have dealt with the matter. In emergent projects in furtherance of the objectives of the federation as stated here in above he may sanction payments without limit.

2. Vice Presidents

In the absence of the president, one of them shall perform duties of the President. However, They shall perform such things as are assigned to them by president or the Executive Committee.

3. Honorary Secretary

The duties of the Honorary Secretary of the Federation shall be:-

- a) To act as Secretary of the Federation, the Executive Committee and the Sub-Committee.
- b) To perform all his duties under the control of the President and Executive Committee.
- c) To superintend and control the work of the office.
- d) To sign on behalf of Pakistan Rowing Federation and to conduct the correspondence.
- e) To issue notices and agendas of the meetings.
- f) To include in the agenda to the General Council Meetings and Executive Committee Meetings or other Meetings any matter duly proposed or seconded by the representatives of the members and deliver to the Secretary one month before the date of the meeting.

4. **HONORARY TREASURER**

- a) To maintain accurate and up-to-date accounts of the Pakistan Rowing Federation.
- b) To receive and deposit immediately in the bank all moneys received on behalf of the Federation and make payments in accordance with the decision taken in the General Body Meeting of the Federation or of the Executive Committee.
- c) To get the accounts audited ever year and lay the audit report before the ordinary General Council Meeting.
- d) To maintain a Stock Register.
- e) To operate funds/accounts of the Federation in the Bank jointly with Honorary Secretary or the President.
- f) To receive all subscriptions and donations and keep regular Account of the same.

5. **HONARARY ASSOCIATE SECRETARIES**

In the absence of the Honorary Secretary one of the them shall perform all the duties that may be assigned to him by the President, the Vice President or the Honorary Secretary.

6. **EXECUTIVE CHAIRMAN**

The President may appoint Executive Chairman, who shall perform duties as Chief Executive of Pakistan Rowing Federation and exercise powers on his behalf and under his direction in the interest of smooth and efficient working of the Federation. The Executive Chairman will attend the meetings of Pakistan Rowing Federation, and where the President directs him, to represent the Federation in any meeting pertaining to the rowing sport or in any other matter relevant to sports in general and rowing sport in particular.”

Article
NO.10

EXECUTIVE COMMITTEE

1. The executive committee shall consist of the following:-

- a) President
- b) Vice Presidents

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5 (at least one shall be woman)

- c) Honorary Secretary 1
 - d) Honorary Treasurer 1
 - e) Honorary Associate Secretaries 5
 - f) Thirteen others member to be elected from amongst the representatives of affiliated organizations.
2. The Executive Committee shall be competent to fill in any vacancy occurring during the period of four years.
3. Meetings of the Executive Committee shall be held as and when summoned by the President, Honorary Secretary or at the written request of half of the total members of the Executive Committee. Quorum of the meeting shall be half of the total members. No proxies shall be admitted for Executive Committee Meetings. Ten days notice is necessary for the Executive Committee meetings.
4. The Executive Committee may in certain cases delegates some or all of its power to:-
- a) President
 - b) Vice Presidents
 - c) Honorary Secretary
 - d) Sub-Committee appointed for the purpose.
5. The Executive Committee shall exercise all the powers of the PRF except those reserved for the General Council meetings and in particular, shall have the following powers and duties:-
- a) To observe in all there transactions the provisions of the Constitution of the Federation.
 - b) To maintain true and accurate accounts of all money received and spent and all stocks bought and sold.
 - c) To raise funds for the Pakistan Rowing Federation
 - d) To sanction expenditure on the Pakistan Rowing Federation staff and of contingent nature.
 - e) To appoint auditors to check the account of Pakistan Rowing Federation.
 - f) To hold regattas to popularize, improve and expand championships.
 - g) To take decision about holding of National Championships.
 - h) To summon General Council meetings when necessary.
 - i) To engage coaches, establish coaching centers and select Oarsmen for training in Pakistan or Abroad to the extent of expenditure sanctioned by the General Council Meetings.
 - j) To nominate officials for teams participating in World and International Championships.
 - k) To decide about other matters referred to it by the General Council Meeting.
 - l) To consider sanction of grant-in-aid to members of Pakistan Rowing Federation.
 - m) To frame by laws for conduction the business of Pakistan Rowing Federation.
 - n) To take disciplinary action against officials or competitors wherever and whenever required.

- o) To do all such other things as may be incidental or conducive to the attainment of the aims and objects of the Federation.

6. All the decisions taken by the Executive Committee shall be on the basis of simple majority.

Article

No 11

ARBITRATION.

1. Disputes among the members organization shall be referred to an Arbitrator(s) to be appointed by the next higher organization. The award to the Arbitrator(s) shall be deemed as final.

Example:- for instance, a dispute at Tehsil level will be referred to the President of the District Association who will appoint an Arbitrator(s), receive the award and communicate it to the President of the Tehsil Association for Implementation.

A dispute at District level will be dealt with as laid down above at the provincial level.

However, in all cases, the General Council of the Pakistan Rowing Federation will be the final Court of Appeal.

2. Any member, official, Oarsmen or Coach, issuing statement or passing derogatory remarks or going over the head of the Federation shall be debarred from the activities and proceedings of the Federation, Membership of Federation or any affiliated Unit and from all competitions organized and arranged by the Federation or any Association or Organization affiliated with PRF or its Affiliated Associations, for a period to be specified by the executive Committee in each but no exceeding 5 years in any case.

Article

No 12

MISCELLANEOUS

1. All funds shall be deposited in a Bank selected by the PRF in the name of the Federation and shall not be withdrawn except under the signatures of Honorary Secretary and Honorary Treasurer or in the absence of the Secretary the President will operate jointly with the Treasurer.
2. In case of emergent matters when holding of a meeting is not possible, the Hony. Secretary may obtain the decision of the members by post or telegram votes and act according to the majority votes provided the votes obtained are preserved in the PRF record and the laid at the next meeting for approval.
3. No amendment to these rules shall be made event at a General Council Meeting passed by a two-third- (2/3) majority votes of the members present at the meeting provided due notice of the proposed amendment is given to the members at least 21 days before the date of meeting.

4. a. Any matter not covered by these rules shall be decided by the Executive Committee or the General Council Meeting as the case may be, by a majority of votes.
- b. The interpretation of these Articles of the Constitution by Pakistan Rowing Federation shall be final.
5. If no winding up the affairs of the Federation, there remain after the satisfaction of all debts and liabilities and properties whatsoever, the same shall not be paid to or be distributed among the members of the Federation, but shall be transferred to some other Sports Institution exempted under Section 15(d) of Income Tax Act, 1922.