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CONSTITUTION OF THE PAKISTAN SAILING FEDERATION

ARTICLE – I

Name

0101. The Organization shall be called the Pakistan Sailing Federation.

ARTICLE – II

Jurisdiction

0201. The jurisdiction of the Pakistan Sailing Federation shall extend throughout Pakistan, the acceding States and the Territories under the control of Pakistan.

ARTICLE – III

Headquarter

0301. The Headquarter of the Pakistan Sailing Federation shall be located in National Sailing Centre (Property of the Pakistan Sailing Federation) situated at St-19, Block-6, Clifton, Boat Basin, KARACHI or as decided by the General Council of the Federation.

ARTICLE – IV

Emblem

0401. The emblem/flag of Pakistan Sailing Federation in its nearest proportion and colour is as reproduced below:



0402. The Federation's flag shall be a green triangle with a silver or white crescent and star on the fly. The star shall be directly above the crescent. There shall be a white band at the hoist bearing the letters PSAF in black placed vertically. The ratio of white to green shall be 1 to 3. The flag shall have a staff in golden color.

ARTICLE – V
Definitions and Interpretation of Terms

0501. The terms and abbreviations used hereinafter shall mean:

i.	IOC	International Olympic Committee
ii.	WADA	World Anti Doping Agency
iii.	ISAF	International Sailing Federation
iv.	ASAF	Asian Sailing Federation
v.	POA / NOC Pakistan	Pakistan Olympic Association
vi.	PSB	Pakistan Sports Board
vii.	NCA	National Class Association of boats having International recognition
viii.	ICA	International Class Association of a particular class.
ix.	Federation	Pakistan Sailing Federation
x.	Member Unit	Club/Association/Organization affiliated with the Federation
xi.	Association	The Provincial Sailing Association
xii.	General Council	Annual General Body
xiii.	Council Members	Office bearers of PSAF and elected members and nominated representative of member units
xiv.	Office Bearers	Elected members of the Federation
xv.	Committee	Executive Committee of the Pakistan Sailing Federation
xvi.	Executive Member	Member of the Executive Committee of the Pakistan Sailing Federation
xvii.	AGM	Annual General Body Meeting
xviii.	EGM	Elective General Body Meeting
xix.	Full Term	A period of four years
xx.	Sailing	Sport of sailing in all its forms

ARTICLE – VI
Aims and Objectives

0601. The aims and objects for which the Pakistan Sailing Federation, as the controlling authority of sailing in all its forms throughout the Pakistan shall be:

- i. To promote, develop, regulate and control Sailing in Pakistan.
- ii. To establish, supervise and interpret the Rules and Regulations of International Sailing Federation (ISAF) / Asian Sailing Federation (ASAF) and other International Class Associations.
- iii. To coordinate and control activities in respect of sailing in all ways including the holding of competitions, organization of National Championships, Clinics and Seminars under its own or under the auspices of any of its Member Unit.
- iv. To act as the organizing authority of the National Games Sailing Competition and International Sailing Regattas/Championships.
- v. To collect funds for the purpose of the Federation and utilize the same in such a manner as may be considered desirable for the attainment of the aims and objects of the Federation.
- vi. To select teams and officials to represent Pakistan in the sailing competitions to be held within the country and abroad.
- vii. To create, standardize and regulate structures of Technical Officials / Race Officers / Judges / Umpires and Coaches under Executive Committee of the Federation.
- viii. To establish training camps and organize promotional programs for expanding and raising standard of sailing in Pakistan.
- ix. To communicate with the ISAF, ASAF, PSB, POA and other Governmental Bodies when required.
- x. To establish affiliation and continue recognition by ISAF, ICA, ASAF, PSB and POA.

- xi. To take action against violence in sport and against any form of discrimination on grounds of race, religion, politics and sex etc.
- xii. To ensure the observance of World Anti Doping Code of WADA approved by the IOC and ISAF and fight against doping and use of substances and procedures prohibited by the IOC or the ISAF/ASAF.
- xiii. To encourage women participation in sailing and make an endeavor to induct women in the General Council / Executive Committee of the Federation with the strength as per PSB/POA's directive.
- xiv. To do all other acts and things as deemed to be necessary or conducive to carry out Aims and Objects of the Federation.

ARTICLE – VII

Patrons

Patron in Chief	-	Chief of the Naval Staff
Patron	-	Commander Karachi

ARTICLE – VIII

Membership

0801. The number of members with which the Federation proposes to be registered is unlimited.
0802. Membership in the Federation shall consist of the following classes:
- i. **Full Member** – full membership in the Federation granted to member units under Article VIII Para 0803 (i).
 - ii. **NCA member** – membership granted to National Class Association of classes of boats recognized by the ISAF/ASAF/ICA under Article VIII Para 0803 (ii).
 - iii. **Affiliate Member** – membership granted under Article VIII Para 0803 (iii).

iv. **Individual Member** – membership granted to individuals under Article VIII Para 0803 (iv).

v. **Honorary Member** – membership granted under Article VIII Para 0803 (v).

0803. Membership in the Federation may be granted by the Council in the various types of membership as follows:

i. **Full Member** – Application for full membership of the Federation shall be made to the Secretary General who shall place it before the Council. The Council shall take into consideration the status of the sport in the unit and of the regulations/constitution of the unit making the application. All clubs shall be granted full membership provided they meet eligibility criteria mentioned under Article-IX. A full member shall be entitled to cast two votes at all meetings of the Federation.

ii. **NCA Member** – Class Associations governing National classes that have met the criteria made from time to time by the council and have been granted National or Recognized status by the respective ICA shall be granted NCA membership. A NCA member shall be entitled to cast one vote at all meetings of the Federation.

iii. **Affiliate member** – An affiliate member is any self-administered National organization, other than a Club or NCA or Individual member thereof, interested in or associated with sailing in any of its forms and whose activities are not in conflict with PSAF or NCA may be granted affiliate membership subject to conditions and terms of such membership as the Council may respectively from time to time decide. All Services HQs i.e. GHQ, NHQ, AHQ and Provincial Sailing Associations affiliated with respective Provincial Olympic Association shall be accorded such membership. In addition National Sailing Association like Pakistan Youth Sailing Association (PYSA) etc and Government departments such as Railway, WAPDA, Police and HEC (Higher Education Commission) will also be given affiliate membership. An Affiliate Member shall be entitled to cast one vote at all meetings of the Federation.

iv. **Individual member** – any individual who is a member of the Council, an Officer and a member of any committee of the Federation may become an individual member of the Federation upon acceptance of his application and payment of the annual fee established by Council. An individual member shall not be entitled to cast vote.

v. **Honorary membership** - Honorary membership of the Federation may be conferred by the Council upon such persons as it may determine. An Honorary member shall not be entitled to voting rights.

ARTICLE – IX **Eligibility for Full Membership**

0901. A club shall be eligible for seeking membership of the Federation if it fulfills the following conditions:

i. Shall have a constitution / bye-laws / rules each in line with the constitution of the Federation.

ii. Shall have premises with sailing facilities where activities of sailing shall take place regularly.

iii. Shall have a proper management and financial support system to ensure sustainable activities of sailing are taking place at the club.

iv. Access to sea/water front from where yachting could purposefully be organized.

v. Availability of 10 boats with the club out of which 3 should be of internationally recognized classes.

vi. At least 20 regular members and an organized committee of its own.

vii. Shall pay its affiliation fees and subsequent annual subscriptions to the Federation.

viii. Participate without fall in the National Championships.

0902. At least two members of the Executive Committee will visit the club requesting for affiliation to confirm the requirements enumerated at Para 0901 under Article (XI) above.

ARTICLE – X
Subscription

1001. Except an honorary member all other members shall pay an annual subscription to the funds of the Federation of such amount as in each individual case the Executive Committee may from time to time determine. Subscription categories for members shall be approved by the Council at each General Council meeting in the year before these take effect after having considered the recommendations, if any, of the Executive Committee. All subscriptions shall be due on the first day of January for each ensuing calendar year.

1002. A member unit of the Federation shall not be entitled to any rights, privilege or benefits of membership or to be represented at any meeting of the Federation until its subscription for that year and all arrears (if any) have been paid.

ARTICLE – XI
General Council

1101. Supreme authority of the Federation shall be vested in the General Council consisting of authorized Representatives of Member Units as per the Constitution, Office Bearers of the Federation i.e. President, Senior Vice President, Vice Presidents, Secretary General, Treasurer, Joint Secretary, PRO and Lady Members.

1102. The number of Lady Members shall be 20% of the total strength of the General Council, who are elected by the members of General Council of the Federation for each term.

1103. General Council shall meet at least once a year. Other meetings of General Council such as Extra Ordinary General Council Meeting may also be held as and when summoned by the:

- i. President / Patron.
- ii. Executive Committee.
- iii. At a request in writing from not less than 33% of the total strength of the persons eligible to attend the General Council meeting.

1104. General Council shall meet to normally transact the following business:

- i. To consider and approve admission and removal of Member Units.
- ii. To elect Office Bearers and Members of the Executive Committee in an Elective General Council Meeting expressly convened for this purpose when elections are due.
- iii. To consider and approve Audited Statement of Accounts. Statement of Accounts shall be for each year and shall be audited by Chartered Accountants appointed by the Council/Executive committee.
- iv. To comprehensively consider and approve 4 Year Program of future activities of the Federation with yearly targets and measurable indicators in the Elective General Council Meeting or an Extra Ordinary General Council Meeting to be convened for the purpose within one month of elections.
- v. To critically consider and evaluate the Annual Report of Activities of the Federation and of the Member Units submitted by the Secretary General.
- vi. To consider and approve the amendments to the Constitution of the Federation.
- vii. To consider and decide matters, not covered by the Rules or the Constitution of the Federation on the proposal of Executive Committee.
- viii. To take such other steps as may be necessary and expedient to carry into effect the Aims and Objects of the Federation.

1105. The Quorum for meetings of the General Council shall be One Third of the total strength of the persons eligible to attend the General Council meeting:

- i. In order to exercise their votes in the General Council meeting, Names of the Representatives from Member Units must be received in

writing in the Federation's Secretariat at least three (3) days before the date of meeting, failing which they shall not be entitled to attend the meeting.

ii. An elected Office Bearer representing a Member Unit shall remain one of the representatives of the unit on the General Council of the Federation for full term provided he / she continues to hold some office of the Member Unit or his / her representation is not specifically withdrawn by the concerned Unit on cogent grounds. The intimation to this effect shall be provided jointly by the President and Secretary of the concerned Member Unit to the Secretary General of the Federation at least one month before the General Council Meeting of the Federation.

1106. At least twenty one days previous notice shall be necessary for the meeting of the General Council.

1107. A bona-fide representative of a Member Unit present at a Meeting of the General Council shall be entitled to cast vote of an absent representative provided that he is duly authorized by the President / Secretary General / absent representative in writing.

1108. All business discussed or decided at the meeting of General Council shall be recorded. Copies of the proceedings will be supplied to all members within one month of the meeting.

1109. In the event of a meeting of the General Council is not held on the appointed date for want of quorum, the same will be held on a subsequent date within a month with same agenda items without quorum. For this purpose 7 days previous notice shall be necessary for convening the said adjourned meeting of the General Council.

1110. All decisions shall be taken by simple majority of votes in the General Council meetings unless otherwise provided in the Constitution.

ARTICLE – XII **Office Bearers**

1201. Following shall be the Honorary Office Bearers of the Pakistan Sailing Federation who shall be elected after every four years in the Elective General Council Meeting of the Federation. However, the

Commander Karachi (COMKAR) will be Ex-Officio “Patron” of PSAF and may be elected as the President of the Federation during the election:

i.	President	One (1)
ii.	Sr. Vice President	One (1)
iii.	Vice President	Two to three (2 to 3)
iv.	Secretary General	One (1)
v.	Treasurer	One (1)
vi.	Joint Secretary	One (1)
vii.	Public Relation Officer	One (1)
viii.	Members Executive Committee	4 - 8

1202. All Office Bearers shall hold their offices for four years unless they resign or any of them is removed by the General Council on cogent grounds which inter-alia shall include unsatisfactory performance to be evaluated by the General Council in its Annual General Council Meeting each year and for any other reason for which notice to the concerned person has been duly served and opportunity of explaining his / her case has been provided.

1203. An Office Bearer shall cease to hold office of the Federation if his / her representation is withdrawn by the concerned Member Unit through a decision taken by the General Council / Executive Committee / President of the said Member Unit and intimation of which is duly received by the Secretary General and President of the Federation at least 7 days before the meeting of the General Council / Executive Committee of the Federation, where this matter will be finally decided.

1204. All office bearers who have held the same office for two consecutive full terms shall not be eligible for re-election to that office for the third term.

1205. President, Secretary General and Treasurer shall not hold any of these offices in any other National Federation.

1206. Except President all Office Bearers shall be elected from amongst the authorized representatives of Member Units or the person eligible to attend the General Council Meeting.

1207. Patron / President shall have the power to nominate any of the office bearers of the Federation who leaves office due to any reason, which is to be notified during the next Executive Committee meeting. The new appointment holder will continue to function until the next Elective General Council.

ARTICLE – XIII
Power and Duties of the Office Bearers

1301. Following shall be the powers and duties of the Office Bearers:

i. **President** The President shall be the head of the Federation. He shall preside over all meetings of the General Council / Executive Committee and of any Committee of which he is a member. He shall interpret the provisions of the Constitution and Rules of the Federation. He shall be authorized to appoint Committees / Sub Committees, define their Terms of Reference and take decisions on their Reports on behalf of the General Council / Executive Committee and issue directions for smooth working of the Federation on day to day basis. In case of equality of votes, he shall have the casting vote. The President shall have all powers including financial powers to approve all matters on file on the suggestions or in consultation with the Secretary General but such action taken by the President shall be reported to the General Council or the Executive Committee for ratification.

ii. **Senior Vice President** In the absence of President, he will exercise all powers of the President. He shall also carry out duties as assigned to him by the President or the Executive Committee.

iii. **Vice Presidents** In the absence of the President and Sr. Vice President or on their directions, one of the designated Vice Presidents shall exercise the powers of the President for a meeting. The Vice Presidents shall carry out other assignments / duties given to them by the President / Executive Committee.

iv. **Secretary General** Since the Secretary General holds a key responsibility to regulate and run the affairs of the Federation, so he must have at least the following qualifications:

- 1) Be a person having sufficient knowledge and experience of Sailing as a Player / Technical Official / Coach / Organizer.
- 2) Must be academically qualified and possess proficiency and experience of running an office of equivalent level.
- 3) Must possess communicative skills particularly in English language to interact with National and International level organizations.
- 4) Must have the qualities and experience of a dynamic sport leader and be capable to get the program and tasks accomplished from other administrative and technical groups of persons.

v. The Secretary General, in particular, shall perform the following duties:

- 1) To act as Secretary of the Federation, the Executive Committee, and Secretary of any other Committee / Sub Committee, if deemed appropriate.
- 2) To perform all his duties under the control of the President and the Executive Committee.
- 3) To superintend and control the work of office.
- 4) To sign on behalf of the Federation and to conduct its correspondence.
- 5) To issue Notices and Agendas for all meetings.
- 6) To include, in the Agenda / Supplementary Agenda for the meetings of the General Council and Executive

Committee, any matter duly proposed and seconded by a Member Unit or by any other person eligible to attend the said meetings and delivered to the Secretary General at least 15 days and 7 days before the dates of the meetings of the General Council and Executive Committee respectively.

7) To record proceedings of all meetings and to obtain signatures of the Chairman thereon and supply copies to all concerned persons / Member Units.

8) To prepare jointly with the Treasurer the Annual Budget of the Federation. To keep a permanent advance of Rs 20,000/- to meet the expenditures of contingent nature, which may be recouped from time to time.

vi. **Treasurer**

1) To maintain with the assistance of the Secretary General accurate and up to date Accounts of the Federation including Cash Book.

2) To receive and deposit immediately in the Bank all money received on behalf of the Federation and make payments according to Federation's decision communicated to him through Secretary General.

3) To prepare Statement of Accounts every year and get them audited by the approved Chartered Accountants as per decision of the General Council/Executive Committee and lay the Audited Statement of Accounts in the Annual General Council Meeting or the Elective General Council Meeting of the Federation, if the presentation of the said statement is due.

4) To maintain a Stock Register.

5) To prepare Annual Budget in consultation with the Secretary General and present the same to the General Council in its meeting, if the presentation of the Budget is due.

6) To jointly operate the Bank Account along with the President.

vii. **Joint Secretary:** He shall perform all such duties as may be assigned to him by the Executive Committee, President or the Secretary General. He shall perform duties of Secretary General during his absence, while doing so he will keep the President apprised of his working.

viii. **Public Relation Officer:** He shall perform all such duties as may be assigned to him by the Executive Committee, President or the Secretary General.

ARTICLE – XIV **Executive Committee**

1401. The Executive Committee shall consist of:

i. All office bearers viz President, Sr. Vice President, Vice Presidents, Secretary General, Joint Secretary, Treasurer and PRO.

ii. Four - Eight (4 - 8) Members duly elected from amongst the representatives of Member Units by the General Council.

iii. Lady Members whose strength shall be 20% of the total strength of the Executive Committee and they would be elected by the General Council out of the elected Lady Members on the General Council of the Federation.

1402. Meetings of the Executive Committee shall be held at least twice every year or as frequently as necessary, and at other times when summoned by, the President or at the written request of at least 10 Members of the Executive committee.

1403. Quorum of the meeting shall be one third of the total strength of the Executive Committee. No proxies shall be allowed at the Executive Committee meetings. Seven (7) working days previous notice shall be necessary for a meeting of the Executive Committee.

1404. All vacancies in the Executive Committee shall be filled in by the Executive Committee.

1405. The Executive Committee may delegate any of its powers to:

- i. President
- ii. Sr. Vice President
- iii. Secretary General
- iv. A Sub-Committee appointed from amongst its Members

1406. The Executive Committee shall exercise all powers of the Federation except those vested in the General Council and in particular shall have following powers and duties:

- i. To observe in all transactions the provision of the Constitution of the Federation.
- ii. To sanction the expenditures of the Federation.
- iii. To raise funds for Federation.
- iv. To prepare coaching schemes, organize courses for referees and Coaches and encourage holding of competitions, with a view to popularizing and improving the standard of the sailing in Pakistan.
- v. To take decision about holding of National Championships of senior, junior and women.
- vi. To summon General Council Meetings, when deemed necessary.
- vii. To engage experts for conducting Coaches Courses and to engage Coaches, for training of teams / players, from within or out of country and establish Coaching and Training Camps.
- viii. To appoint Selection Committee consisting of not more than five members including Chairman and the Coach appointed by the Executive Committee. The members of the Selection Committee shall be technically qualified experts or Retired National / International Players of established repute and integrity.

- ix. To appoint officials of the teams such as Managers, Assistant Managers, Coaches or other persons necessary to be included for the good performance of Players.
- x. To nominate representatives of the Federation to attend meetings of PSB/POA or any other such meetings where representative of the Federation is necessary.
- xi. To frame Rules and Bye-Laws for conducting business of the Federation.
- xii. To take suitable action against sportspersons, officials, organizers or any other person connected with the activities of the Federation for misconduct.
- xiii. To appoint/approve Referees' Board and Board of Coaches the functions of which shall be defined and controlled by the Executive Committee.
- xiv. To do all such other things as may be incidental or conducive for the attainment of Aims and Objects of the Federations.

ARTICLE – XV **Meetings**

1501. The Elective General Council Meeting of the Federation shall be convened once after every four years, in which besides other matters, the elections shall be held, on which a Representative of Pakistan Olympic Association and a Representative of Pakistan Sports Board shall be invited by the Federation to ensure transparency of the elections. The Annual General Council Meeting of the Federation shall be held at least once in a year. The date and place of the meeting shall be determined by the Secretary General in consultation with the President or in his absence with the Senior

Vice President, unless previously decided by the General Council or Executive Committee. A Extraordinary General Council Meeting may also be held to transact specific business as and when summoned by the:

- i. President
- ii. Executive Committee

iii. At the written request of not less than 33% of the total strength of the persons eligible to attend the General Council Meeting. The said request for the meeting must be accompanied with the statement of business proposed to be conducted in the requisitioned meeting.

1502. The Secretary General shall give 21 days previous notice to all Member Units and the concerned persons eligible to attend the Annual General Council meeting and Elective General Council Meeting. 10 days previous Notice shall be given by Secretary General in case of Extra Ordinary General Council Meeting. He shall circulate with the Notice a copy of Agenda.

1503. Decision in the Meetings of General Council and those of the Executive Committee shall be taken by the majority of votes except in case of Amendments to the Constitution.

ARTICLE – XVI **Amendments**

1601. Amendments to the Constitution of the Federation shall be made after the recommendation of the Executive Committee at the Annual General Council Meeting of the Federation. The proposed amendments must be circulated by the Secretary General at least 10 days before the said meeting. The amendment shall be adopted only if two third of the Members present vote in favor and such votes are more than 50% of the total strength of the General Council.

ARTICLE – XVII **Arbitration**

1701. All disputes arising out of the working / functioning and performance of Federation and/or any of its Member Units within itself or amongst each other shall be resolved through Arbitration. No Member Unit of the Federation or any person associated in any manner with the Federation shall take the dispute of any nature relatable in any manner with the Member Unit or the Federation to any Court of Law, but to the arbitration as provided in the Constitution of the Federation.

1702. The disputes in the Federation shall be referred to the President for their resolution. The Executive Committee shall be a Court of Appeal for resolution of disputes in the Federation and its decision will be binding on all concerned.

ARTICLE – XVIII

Miscellaneous

1801. All funds of the Federation shall be deposited in the Bank selected by the Executive Committee in the name of the Federation. The President and Treasurer shall jointly operate Bank Accounts of the Federation. In case any one of them is not available then Senior Vice President / Secretary General authorized by the President shall sign in place of the absentee.

1802. In case of urgent matters when holding of the General Council or Executive Committee Meeting is not possible, Secretary General in consultation with the President may obtain a decision from the concerned Members or Persons by Post, Fax or Email and act according to the majority votes provided. The votes so obtained are preserved in the record of the Federation and the matter is laid in the next meeting of General Council or Executive Committee, as the case may be, for approval.

1803. The Constitution of the Federation shall, at all times, be in line with the Constitutions of ISAF, ASAF, PSB and POA.

1804. Revision of the Constitution approved by Annual General Council of the Pakistan Sailing Federation in its meeting held on 06 January 2014.

PRESIDENT PSAF

SECRETARY GENERAL PSAF