

CONSTITUTION

ARTICLE 1: NAME OF THE ORGANIZATION.

The name of the organization should be Pakistan Disabled Peoples' Organization (PDPO) with independent logo and slogan.

ARTICLE 2: ADDRESS OF THE PRINCIPLE OFFICE OF THE ORGANIZATION.

Office of the organization considered the Chief Executive's office.

ARTICLE 3: AREA OF THE OPERATION.

Jurisdiction shall be the whole of Pakistan including Azad Jammu and Kashmir (AJK) and Tribal Area, All provinces, federal administered area and AJK are chapters. In all chapters organizations at Districts shall be established for grass root membership. PDPO shall be network of Disabled Peoples' Organizations and Parents' of Person with Disabilities organizations in all over country.

ARTICLE 4: AIMS and OBJECTIVES

- To achieve inclusive, barrier free and right base approach for the Person with Disabilities of Pakistan.
- To work on projects, these are of common benefit to all categories of disabilities
- Legislation for protection rights of Person with Disabilities.
- Research and data-base collection work.
- To promote accessibility needs including E-Accessibility and Accessible Environment for all.
- Advocacy and awareness campaign.
- Establishment of integrated income generating projects.
- Promotion of Community Based Rehabilitation Program.
- Promotion of Independent Living Centers.
- To support development of new Shelf Help Organizations.
- To encourage participation of Women with Disabilities on all levels including decision making processes.
- To promote and include rural based Person with Disabilities.
- To support in establishment of Parents' organizations.
- Mainstreaming of Person with Disabilities on all levels.
- To support the Government to achieve the all aims and objectives mentioned above.
- To collaborate organizations on local, national and International level.
- To develop networking on very grass root level and in vulnerable groups with in disabilities.

ARTICLE.5. NATURE OF THE ORGANIZATION.

The organization shall be non-political, non-profit and self help national organization of person with cross-disabilities and their parents.

ARTICLE 6. MEMBERSHIP

1. Categories of Membership
 - a. Regular Membership
 - i. All categories of person with disabilities shall be eligible on one from each registered organization basis for regular membership by paying an affiliation fee of Rs.500/- per annum.
 - ii. Experts / parents /guardian of mentally retarded children can become regular members.
 - b. Associate Membership
 - i. Agencies and organizations working for disabled person can become associate members by paying an affiliation fee of Rs.5000/- per annum
 - c. Honorary Membership
 - i. Any individual able-bodies or disabled who has done commendable service for the disabled people nationally and / or internationally may be nominated as the honorary member.
2. Procedure for Membership
 - Would be members of PDPO shall submit an application on prescribed form to the General Secretary, which shall be scrutinized by the Executive committee. The Executive committee shall have right to accept or reject, the reason should be given.
 - The rejected applicants have right of appeal to the National Council along with the comments of the executive body for final decision.
3. Right and privileges
 - i. All regular members shall have the equal right to attend meetings, cast vote and contest in elections.
 - ii. Associate and honorary members shall not be eligible to vote or contest elections. However they shall have the right to participate in the meetings.
4. Procedure for suspension and cancellation of membership
 - i. Any member who fails to pay the subscription fee after one month of the due date shall be given notice of stand suspended and after 3 months of the due date shall cease to be a member for casting vote or contest in election. If fails to pay fee continuous two years will be issued show cause in case of failure that will not be considered member of PDPO. Due date for affiliation fee to be the first quarter of every year.
 - ii. A member of executive committee, who fails to attend three consecutive meetings will be informed through a notice on announcement of fourth meeting about the suspensions, if s/he doesn't reply within a month of the notice will be suspended. After 6 months of suspension her/his membership will be cancelled in National Council meeting as member of executive committee.

- iii. A member's activities or conduct are found to be detrimental to the interest of the organization may be asked by the executive body through a notice prior next meeting to submit an explanation. If such members neither correct her/himself nor resign, a majority vote of the executive body may cancel its membership subject to the final decision of the National Council in the matter. National council have powers can nominate any enquiry committee if necessary.
- iv. If a member wishes to resign on his/her own accord, the executive body shall be empowered to accept such resignation provided all the record, dues and other liabilities have been paid up, if any.

5. Procedure for restoration of Membership

- i. A suspended member who pays the dues his/her membership shall be automatically restored.
- ii. In case of cancellation a member it to be readmitted as new member.
- iii. Whose membership the executive committee cancels, shall have the right to appeal before the national council and the decision of the national council shall be final and binding.

ARTICLE 6: Organizational Structure:

General Body

- i. Any eligible organization may be the member of general body.
- ii. There is no limit of membership in number.
- iii. Organization should be registered according registration laws of Pakistan.
- iv. Organization for Person with Disabilities, Un-registered organizations or newly registered organization shall be encouraged as associate member.
- v. Organization for Person with Disabilities means less then 51% members with Disabilities in general or as board members.
- v. Newly registered organization means registered period less then one year.

National Council

- The National Council will consist on 8 members from each province and 4 members, 2 each from Federal Area and AJK each. Total members shall be 36 in National council.
- Incase any chapter may not produce 8 members, remaining seats will remain vacant and PDPO will ensure to develop new organizations in those chapters.
- At least from 8 members from province share one members with each disability, woman with disability, rural based member and parent.
- Incase any province may not ensure equal participation shall give reasons before election of executive committee.
- Federal Area and AJK may elect member for national council on equal gender basis or on merit with justification.

Executive Committee

The executive committee will consist of not more than 8 members, of all the categories of the Person with Disabilities including Women with Disabilities and organizations from rural areas.

ARTICLE 7: FUNCTIONS

General Body

General Body will:

- Meet once in four years.
- Elect National Council.
- Approve amendments in constitution.
- Be national representative of Person with Disabilities.
- Determine the policy and program of the organization.
- give the final approval fiscal budget submitted by the National Council through Executive committee.
- Be composed of one fifth of ordinary members.
- Exercise all such power conferred on it elsewhere in the constitution.

National Council

The National council shall transact of following business.

- Will hold annual general meeting (AGM) once a year.
- Formulate the policies of the Organization
- Decide the no confidence motion
- Propose the amendments to the constitution.
- Elect the executive Committee.
- Appoint auditors for auditing the accounts of the organization.
- It will approve the report and statement of account of the previous year submitted by the Executive Committee.
- Decide all the appeals and pending issues referred to the national council by the executive committee.
- Fix the date time and place for holding General Body meeting as and when due.
- Formulation rules by simple majority.
- Exercise all such power conferred on it elsewhere in the constitution.

Executive Committee:

- Shall meet twice a year.
- Shall execute the policies as formulated by the National council.
- Shall be responsible for the general administration and management of the affairs of the organization and control its funds in accordance with the constitution.
- To appoint, from members of the organization such sub-committee (s) for any specific purpose (s) as may be necessary. It will have right of co-opting members to serve their sub-committee (s) shall submit reports to the Executive

Committee on completion of the task assigned to them within stipulated time after completion of tasks.

- Shall select any schedule bank or banks for depositing its funds.
- Shall prepare annual reports and budget and seek approval of the same from the National Council.
- To appoint suspend, punish or dismiss paid staff of the organization if deemed necessary it shall also determined the terms and conditions of the employment of staff.
- To prepare schemes, projects, budget and progress report and be prescribed for the maintenance and safe custody of this office records property etc.
- If vacancy in the Executive Committee the Executive Committee can co-opt member (s) if half or more than half of the terms office is over. If the vacancy occur before half the tenure of office is over shall be filled by the National Council.
- The committee shall keep a register of members be maintain categories of members of the organization shall be entered the payment made by each them by way of donation or description as the case may be.
- It shall fix the date time and place for holding Annual General Meetings for National Council as and when due.
- Shall have the power to form autonomous project committees on national level according to the needs.
- Shall nominate the delegates / representatives to the national / international seminars / assemblies.
- All office bearers and members of the Executive Committee shall be honorary and shall not charge any remuneration.
- All property moveable as well as immovable belonging agency shall vest in the Executive Committee who shall administer if for only the aims and objects of the agency.
- Shall utilize all such powers which have been given to it in this constitution elsewhere.

ARTICLE 8: POWERS and FUNCTIONS of OFFICE BEARERS.

- a. President
 - i. Shall be the constitutional head
 - ii. Shall preside over all the meetings of Executive committee, National Council and General Body.
 - iii. Shall ensure that constitution is duly carried out all respects.
 - iv. Shall keep her/him informed of all activities of the organization.

- v. Shall supervise the working or the organization and help to the office bearers and members in discharge their duties toward the organization.
- vi.
- vii. Shall be entitled to spend up to Rs.5000/- at a time approval of which shall be taken in the following meetings.
- viii. Shall exercise his/her vote in case of the tie
- ix. Shall have the power to adjourn meeting under unpleasant circumstances.

b. Vice Presidents

- i. Vice president shall advise president on all matters about their own categories of disabilities and expertise.
- ii. The Vice president shall assist the president in the discharge of his duties and perform with duties as may be assigned of his duties and perform such duties as they relates to his office.
- iii. In the absence of President the Vice President shall use the power and functions of the President.

c. General secretary

- i. The General Secretary shall be the chief executive and shall act in consultation with the president and be responsible to the executive committee.
- ii. The General Secretary in consultation with the president shall call the meeting and its executive body in accordance with the provisions of the constitution and be responsible for executive committee.
- iii. He shall conduct the meetings of the General Body, National Council and also of the executive committee and keep a correct record of the proceedings of all such meetings.
- iv. He shall be responsible for the general supervision of the office and the staff and institutions services, if any.
- v. The executive committee may delegate to him the power to appoint, dismiss or reprimand members of the staff for dedication of duty or any other lapse. Any such action taken by the General Secretary shall be reported to the executive body and national council for approval which shall be final..
- vi. He shall prepare annual report about the work done by the organization and submit it in the meeting of Executive Committee for Consideration and approval and subsequently in the national council meeting as the case may be.
- vii. He shall verify all bills vouchers etc. and forward to meet them the treasurer for security and payment as per rules.
- viii. In case of emergency he shall have the power to meet expenditure up to Rs. 3000/- subject to the approval by the Executive Committee.

- ix. He shall conduct all correspondence with consultation of President except on policy matters for which prior approval and instructions of the executive body shall be necessary.
- x. He shall be the ex-officio member of all sub-committees.
- xi. General Secretary will form action committees with the consent of national council.
- xii. He in consultation with the President shall prepare the call meeting General Body and Executive Committee in accordance with the provision of the constitution prepare the minutes of the last meeting in the subsequent meeting after the same. He shall be responsible for execution of all the resolution and directives of the Executive Committee, National Council and General Body.

d. Joint Secretary.

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

f. Finance Secretary

- i. Shall be in charge of the finances of the organization.
- iv. Shall operate the bank accounts of the organization along with the president/General secretary
- v. Shall received and collect all donations, grants in-aid, subscription dues and other payments on behalf of organization and shall issue proper receipts there of.
- vi. Shall maintain accounts of the organization in proper registers and present half-yearly accounts of the organization to the executive committee members for approval.
- vii. Shall prepare annual budget and place it before executive body for approval prior to its sub-mission to the national council.
- viii. Shall be responsible for proper auditing of the organization account by an auditor duly appointed by the national council
- ix. The finance secretary shall hold the impress cash not exceeding Rs.1000/-

g. Executive Committee Member:

Executive Committee shall assign member with an assignment according to her/his disability, gender or expertise with simple majority if needed.

ARTICLE 9 MEETINGS

a. General Body:

- i. General Body meeting shall be held once in four years period.
- ii. If, in spite of one-third members request to hold meeting after the period of four years President or General Secretary fails to call the meeting, the agenda of that meeting shall be constitutional. All decision shall be constitutional with approval of one-third majorities.
- iii. Notice for General Body meeting shall be served 60 days before the meeting.
- iv. Notice shall be sent each member under postal certificates at their registered addresses, faxes, emails and advertisement in national newspapers.
- v. Quorum to be one third of members. Any person authorized by members with an authority letter will be counted as member. Virtually participation of a member will be considered as present in the meeting.

b. National Council

- i. Annual General meeting of the national council shall be held at an interval of one year. Agenda shall be issued to all the members
- ii. If, in spite to respected requests from the members of national council, the president or the general secretary fails to call the meeting by a voted of two third of the total number of the members. The agenda of this meeting shall be constitutional and valid.
- iii. Emergency meeting may be called by the president if and when necessary but not with short intervals.
- iv. Any proposal at the annual general meeting shall be submitted by the members to the general secretary in writing at least 10 days before the annual general meeting and four days before emergency meetings.
- v. A notice of 30 days for ordinary meetings and 15days for emergency meetings shall be given.
- vi. Notice shall be sent each member under postal certificates at their registered addresses, faxes and emails.
- vii. Agenda will be circulated to all the members 15days earlier under postal certificates, faxes and emails.
- viii. Quorum to be two third of the members. Any person authorized by members with an authority letter will be counted as member. Virtually participation of a member will be considered as present in the meeting. If the quorum is not present, the meeting shall be required for the adjourned meeting which will be held the next day at time and place.

c. Executive Body

- i. Meetings of the executive body shall be held once in six months.

- ii. The procedure of a requisitioned meeting shall be the same as that of the national council
- iii. Notice shall be sent by post under postal certificate to the members of their registered addresses.
- iv. A notice of 30 days for ordinary meeting and 15days for emergency meetings shall be given to the members.
- v. Quorum. One third of the executive body shall constitute the quorum for the meeting. If there is no quorum, the meeting shall be adjourned and held again after 24 hours at the same time and place. No quorum shall be required for the adjourned meeting but decisions shall be approved by national council.

ARTICLE 10 FINANCIAL ADMINISTRATION

- a. The financial years of organizations shall be as that of the government of Pakistan (1st July-30th June)
- b. All funds of the organizations shall be kept in a schedule bank, approved by the executive committee.
- c. The national council shall make the appointment of the auditor.
- d. The fund of the organization shall be utilized for furtherance of the objectives of the organization.
- e. A chartered accountant shall audit the accounts of the organization annually.

ARTICLE 11 ELECTIONS & TERM

- a. Election and voting pattern
 - i. The voting pattern shall be one member one vote and decision by simple majority.
 - ii. In the meeting of General Body Each chapter (province, federal area and AJK) shall elect members for National council according to constitution.
 - iii. National Council shall elect members of Executive Committee.
- b. Term of office
 - i. The term of office of all members of the executive body shall be two years.
 - ii. The term of office of all members of the national council shall be four years.
 - iii. The tenure of the member of General body shall be till organization exists.
 - iv. The Executive Committee meets hand over the charged to newly elected Executive Committee within 15 days after the Election.
 - v. The handing over the taking over will be carried out under the supervision of the election committee.
- c. Election

- i. Elections shall be held after every two years for executive committee and four years for national council within two months of the end of the official terms.
- ii. The executive body shall continue to hold office and discharge its duties in accordance with the constitution until such time as the new executive committee is elected.
- iii. The election committee consisting of three members including chairman. In general body meeting for election of the national council in case of equal votes. Election committee should be entitled to cast vote as member for the election of national council but they cannot contest in the election.
- iv. The election committee will be elected from National Council members consisting three members including chairperson before or in the meeting of National.
- v. The notice giving the at time and place of election meeting shall be sent to all the members by post under postal certificate, faxes or emails at least one month before the date of election
- vi. All elections shall be conducted by a secret ballot or decided by the house in simple majority.
- vii. Nomination papers of candidate bearing signatures of the proper and according who are benefited members shall be submitted to Chairman Election Committee 20 days, scrutiny will be made 15 days, appeals 10 days and final list of candidates 5 days before the election date the candidate withdrawn with the constitution until such time as the National Council /Executive Committee elected.

ARTICLE 12 GENERAL

- A vote of no confidence against any office bearer shall be presented by simple majority of national council or executive committee only in the meeting of National Council. Such a motion shall be approved only two third of the total membership of national council vote in its favor.
- The executive committee may delegate all or any of its power to the CE, is so required.
- All the matter shall be decided by a simple majority vote in accordance with the voting pattern except those mentioned in the constitution elsewhere.
- PDPO shall abide by the conditions laid down by Central Board of Revenue for obtaining. Exemption of income-tax on funds donated to it.
- PDPO shall send annual progress report to the registration authority.

- PDPO shall abide all the rules of organization associated as member with but not with contradictions rules to aims and objectives of PDPO.

ARTICLE 13: Board of Directors

1. Along with executive body, board directors will work in organization as staff.
 - Board directors will work independently for strengthening organization in professional manners.
 - Executive Committee will be advisory body for board directors.
 - Executive committee will not interfere in working of board directors.
 - Members of Executive Committee will work on honorary basis.
2. Head of the board members will be Chief Executive.
3. CE will appoint other board directors according to need.
4. Board directors will be paid for their services.
5. As funds shall raised CE will arrange and contribute on loan basis to Organization.
6. Any complimentary service will be converted in time donation for PDPO.

Appointment of CE:

Executive Committee will appoint CE with simple majority.

Removal of CE;

- If CE may resign.
- Through house:
 - If it will be considered that CE is involved in corruption, misconduct or damaging organization.
 - Any Member of Executive body has right to point out in written about corruption, misconduct or damaging organization.
 - Solid proofs will be presented in Executive body meeting.
 - If Executive body recommends with $\frac{3}{4}$ majority then it will be submitted in next general body meeting for final approval.
 - If General body approves with $\frac{3}{4}$ majority.
 - CE will be provided opportunity to appeal and prove his innocence.

Next Appointment for CE:

- CE may nominate any person for his successor.
- In absence of nomination Executive body will be final authority to nominate appropriate person for CE.

Appointment of Board of Directors:

- Chief Executive will appoint all Board of Directors and staff on prescribed terms and conditions.

Duties of CE:

1. To be the executive head and chief administrative officer of the organization and to direct, control, supervise, and manage, the development, preparation, organization, administration, operation, implementation, and maintenance of the comprehensive management program of the organization.
2. Act in the best interests of the Organization and in good faith at all times. For example consider whether a deal with another Organization CE also own will be the best deal for the Organization. At the time a decision is made are CE acting in good faith and solely for the benefit of the Organization taking all the circumstances into account?
3. Check CE are using the powers conferred on CE by the Organization's Articles for their proper purpose and that the Organization does not exceed what it is allowed to do in its constitution.
4. Ensure that if there is a conflict of interest between CE personally and the Organization that the Organization always wins. The way to avoid there being an issue over conflict is to disclose fully to the board of directors CE's interest so that the Organization (acting through its directors) can make a decision with all the facts in front of them. Disclose all interests in relation to transactions or shares held.
5. Refrain from dealing in CE's own interests rather than the Organization's when dealing with Organization business and property. If a director diverts work away from the Organization for his own benefit thereby making a secret profit, which is not, disclosed (and so authorized by the board) he will have to account for all of it to the Organization even if the Organization benefits as well.
6. Exercise skill and care as a director generally and in CE's particular area of management. Go to as many board meetings as CE can and make sure CE know at all times what is happening. Ignorance is no defense and as a director CE will be jointly liable for any mistakes made.
7. Remember CE's contractual duties under CE's employment. Beware of CE's rights and responsibilities as both an employee and a director.
8. Do not accept loans or the benefit of guarantees from the Organization. Obtain shareholder approval when it is required for actions taken. Know CE's rights as a director in relation to the calling of meetings, voting etc.
9. Keep up to date with all the record keeping and administrative requirements set out in the volunteer Social Welfare agencies Act 1961.
10. Keep on top of the duties of directors in relation to specific areas applicable to CE's business such as health and safety, correspondence, international relations etc.
11. CE must be signatory of all treasury bills, cheques, and records with nominated person/s from executive Committee.

ARTICLE: 14: AMENDMENT IN THE CONSTITUTIONS:

- The Board of Directors shall draft the amendments and circulate among members.
- Any member wishing to suggest an amendment or correction in the constitution may do so by writing to the Executive Committee. The Executive Committee proposed amendment or correction shall again circulated among all the members of the General Body along with the notice of the meeting at which the amendment is to be considered at least 60 days prior to the date of the meeting amendment, received from members up to a 15 days before date of the General Body Meeting will be placed before it for consideration.
- After a process mentioned above shall submit to the executive committee and afterwards national council approval with simple majority.
- The national council shall convince a special meeting for amending the constitution. The propose amendment shall be included in the notice of the meeting. Two third majority votes of the members present shall be necessary to pass the amendments.
- Final approval shall be given in general body meeting with two third majorities before elections.
- If general body shall not approve in first session then during the general body meeting same shall be submitted again after elections to the newly elected national council
- After making changes (if any) by the newly elected national council same will be supposed amended constitution.
- Amended constitution shall be submitted to registration authority for the record with minutes of meeting and election report.

ARTICLE 14. DISSOLUTION OF THE ORGANIZATION:

- Organization may be dissolved in accordance with article 10, 11 and 12 of the Government of Pakistan voluntary social welfare agencies (Registration and control) ordinance 1961, organization already registered under the ordinance.
 - Dissolution shall only be decided at special meeting of the General Body specially called for the purpose with one month notice, The decision taken would be communicated to the Registration Authority, for further necessary action.
 - In the event of the dissolution all the assets and liabilities will be transferred to any other voluntary agency having similar objectives and approved under section 15(b) I of the income tax registration authority.
-