

GOVERNMENT OF PAKISTAN

حکومت پاکستان

ISLAMABAD CAPITAL TERRITORY
ADMINISTRATION

انتظامیہ وفاقی دارالحکومت



CERTIFICATE OF REGISTRATION

Registration No. VSWA/ICT/709 of 20 ¹⁷

رجسٹریشن نمبر

بابت ۲۰

I hereby certify that 'SOCIETY OF BAHRIA ENCLAVE RESIDENTS

میں تصدیق کرتا ہوں کہ

OFFICE NO.1, 2ND FLOOR, The Axis Arcade, Trafalgar Square, Islamabad.

has this day been Registered under the (BAHRIA ENCLAVE)
Voluntary Social Welfare Agencies

آج ادارہ ہائے معاشرتی بہبود (رجسٹریشن و کنٹرول) آرڈیننس ۱۹۶۱ء

(Registration and Control) Ordinance.

1961 (XLVI of 1961) کے تحت رجسٹر کر لیا گیا ہے

Given under my hand and seal at ISLAMABAD.

میرے دستخط اور مہر سے بمقام

this 2TH day of NOV.

تاریخ آف

ماہ

Two Thousand and SEVENTEEN

سن دو ہزار



(RABIA AURANGZEB)
Registration Authority
Islamabad Capital Territory

Registration Authority,
Voluntary Social Welfare Agencies
Islamabad Capital Territory.

Note : Loss of this Certificate must be reported to the Registration Authority within seven days.

(نوٹ) اس سرٹیفکیٹ کی گمشدگی کی اطلاع رجسٹریشن اتھارٹی کو سات دن کے اندر اندر پہنچ جانی چاہئے

CONSTITUTION OF THE
SOCIETY OF BAHRIA ENCLAVE RESIDENTS
(S O B E R)

Article No.1: Name of Association

The name of the Association shall be "SOCIETY OF BAHRIA ENCLAVE RESIDENTS (SOBER)"

Article No.2: Address / Office of Association

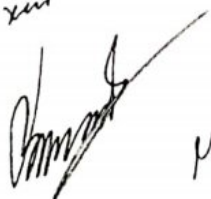
- I. Registered Office: Office# 1, second floor, The Axis Arcade, Trafalgar Square, Urban Boulevard, Sector- A Bahria Enclave Islamabad.
- II. Mailing address: Office#1, second floor, The Axis Arcade, Trafalgar Square, Urban Boulevard, Sector-A Bahria Enclave Islamabad.

Article No.3: Area of Operation

The area of operation of the Association will be Bahria Enclave extendable to all Sectors/ projects of Bahria Enclave Islamabad District.

Article No-4: Aims and Objectives:

- i. Welfare of the Residents / Members of Bahria Enclave.
- ii. Address community / civic problems faced by the residents of Bahria Enclave.
- iii. Take up various issues with other concerned Governmental / Non-Governmental agencies for carrying out aims and objects of association.
- iv. That since most of the services to the residents are presently provided by the Bahria Enclave/Town(Pvt.)Ltd., Administration, the main objective of this Association would be as follows:-
 - a. Exercise effective coordination and liaison with the Bahria Enclave Administration to ensure provisioning of improved services to the residents.
 - b. Point out any administrative lapses or inefficient working of the Bahria Enclave employees to the relevant authorities.
 - c. Maintain constant liaison and coordination with Bahria Enclave administration at all levels to ensure prevalence of cordial and healthy relationship between the administration and the residents.
 - d. Accept / receive funds / contributions for achieving the above aims and objects of the Association.



- e Do all other lawful things, incidental or conducive to the attainment of the above aims / objectives and any other objectives that may be considered beneficial for the welfare of the residents of Bahria Enclave.

Article No-5: Nature of the Association

The Association will be non-political, non-sectarian, voluntary welfare organization.

Article No-6: Membership

A. Eligibility for Membership

Membership of the Association shall be open to all owners / residents of Bahria Enclave, provided they qualify and fulfill the following conditions:-

- i. Citizenship of Pakistan, male or female, and having an age of 18 years or above.
- ii. Enjoys good reputation, possesses good character and has a sound mind.
- ii. Agrees to abide by the constitution, bye-laws and rules and regulations framed there under by the Association.
- iii. Agrees to pay the prescribed fee / other charges, as approved in the General Body meeting.

B. Categories of Membership

- i. **Founder Member:** All those Residents (owners + tenants) of Bahria Enclave, Islamabad by whom this society is established having special valid privileges.
- ii. **Permanent Member:** A resident who is an owner (or parents/spouse/child nominated by owner) of a house / plot / shop in Bahria Enclave and pays requisite charges i.e. Rs 1000/- as membership fee and Rs 500/- per month as subscription fee.
- iii. **Temporary Member:** A resident who lives as tenant or runs a shop as tenant in Bahria Enclave or a plot /shop owner and pays prescribed charges as in case of permanent member as long as he resides / owns plot in Bahria Enclave.

C. Procedure for Admission of Membership

Resident having qualification as laid down in Article 6B i and ii and desires to become a permanent or temporary member shall apply on prescribed form of the Association to the Executive Committee, which shall have the power to accept or reject any such application. All memberships will only be made after payment of prescribed fee or as may be decided by the General Body from time to time.

D. Procedure for Rejection

1. Resident: whose application for membership is rejected by the Executive Committee can apply again after two months.
2. The application rejected second time by the Executive Committee shall be put up before the General Body for consideration giving reasons for rejection.

3. A Resident: whose application has been rejected by the Executive Committee will have the right to appeal to the General Body whose decision shall be final.

E. Rights and Privileges of the Members:

1. All members i.e. Founder, Permanent and Temporary shall have the right to vote and take part in the meetings / functions of the Association.
2. Founder and permanent members will be eligible to become Office Bearers/Executive Committee nominees.
3. Member who has not paid his / her monthly subscription till last FY will not be eligible to contest election for any office of the Executive Committee.

F. Procedure for Resignation:

1. Resignation

Any member on his / her accord may withdraw his / her membership by sending his / her resignation to the General Secretary. Executive Committee may accept resignation.

2. Death of Member

Membership will cease to exist on the death of any member, on the confirmation of any member of the Executive Committee.

3. Termination by Executive Committee:

In case of Member's conduct being detrimental to the interest of Association, Executive Committee will have the authority to terminate his/her membership after giving a hearing.

G. Procedure for Restoration of Membership

1. In case it is due to non-payment of membership fee as per Article 6(F)(i), his / her membership may be restored after, payment of all dues outstanding against the member subject to approval of the Executive Committee.
2. In case the person's membership is not restored by the Executive Committee he/ she shall have right to appeal to the General Body, which by the majority of 2/3rd of the members present in voting may restore his / her membership

Article No 7: Organizational Structure

The Association shall consist of General Body and Executive Committee.

General Body

The General Body of the organization shall be composed of the founder, permanent and temporary members of the Association.

Powers and Functions of General Body

1. The General Body will determine the policy and program of the Association and shall approve fiscal budget submitted by the Executive Committee.
2. It will hold elections of the office bearers of the Executive Committee.
3. It will approve the audit reports and the statements of account of the previous year.
4. It will decide the appeals filed by the members and the matters referred by the Executive Committee.
5. Will approve any amendments in the Constitution as may be proposed by the Executive Committee from time to time.

C. Executive Committee:

The Executive Committee of the Association shall be composed of the following positions:

- | | | | | | | | |
|-------|---|---|---|---|---|---|---|
| i. | President | To be elected by general body through elections | | | | | |
| ii. | Vice President | " | " | " | " | " | " |
| iii. | General Secretary | " | " | " | " | " | " |
| iv. | Joint Secretary | " | " | " | " | " | " |
| v. | Finance Secretary | " | " | " | " | " | " |
| vi. | Information Secretary | " | " | " | " | " | " |
| vii. | Coordination secretary | " | " | " | " | " | " |
| viii. | Executive Members Twenty one (21) to be nominated by President in consultation with Executive Committee. | | | | | | |
| ix. | Sector Coordinators (1 from each phase/project) -to be nominated by President in consultation with Executive Committee. | | | | | | |

D. Powers and Functions of Executive Committee:

1. Act and to represent the Association in all matters and execute its policies.
2. To appoint from the members of the Association such sub-committees for any specific purpose as may be necessary.
3. To invite, to nominate, suspend, cancel or restore the membership of persons according to the relevant provisions hereof.
4. To appoint suspend or dismiss paid staff of the Association if deemed necessary. It shall also determine the terms and conditions of the employment of staff.
5. To prepare schemes, budget and progress reports and shall be responsible for the maintenance and the safe custody of the office records.
6. Will be authorized to spend Rs 150,000/- out of the funds in any project / program.
7. It shall prepare annual reports, audit reports and present them to the General Body.

8. It shall fix the date, time and place for holding annual General Body meeting as and when due.
9. After elections, the Executive Committee shall draw up programs of the Association and shall be responsible for its implementation.
10. The Executive Committee shall keep a register of membership to be maintained and kept up-to-date, in which names and addresses of all the members of the Association shall be entered with the payment made by each of them by way of subscription.
11. The Executive Committee will ordinarily meet at least once a month.

Article No-8: Powers and Functions of Office Bearers

a. President:

The President:

1. Shall preside over the meetings of Executive Committee as well as General Body.
2. Will be constitutional President.
3. Will be authorized to sign the cheques along with the Secretary Finance or General Secretary as applicable for maintaining/operating the Association's Bank Account(s).
4. Will be authorized to represent the Association at any forum.
5. Shall govern body for checking of all records of the Association
6. Will be authorized to spend Rs 25,000/- at a time out of funds in any matter concerning the Association.
7. On emergency or any natural calamity may use power to call emergency meeting on short notice.
8. If a vacancy occurs in the Executive Committee, the President in consultation with the Executive Committee may appoint/nominate any Member to temporarily fill in the vacancy till the next elections are held.

b. Vice President:

Will be fully empowered in the absence of President and will perform all the duties of the President.

c. General Secretary:

1. Will be senior of the Secretaries.
2. Will be authorized to look after the records of the Association
3. Will prepare agenda of all meetings with the consent of the President.
4. Will represent the Association at any forum if so authorized/advised by the President.

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5. Will produce in the general or special meetings any complaints, applications or no confidence motion from the members.
6. In emergency will be authorized to spend Rs 10,000/- from the Association funds.
7. Will be responsible for all the arrangements concerning the meetings / programs organized by the Association.
8. Will be responsible for informing the members and office bearers with regard to the schedule of meetings.
9. Will prepare the minutes of all the General Body and Executive Committee meetings and will issue these after approval of the President.

d. Joint Secretary:

1. Will assist the General Secretary in discharge of his duties.
2. Will perform such duties as may be assigned to him by the General Secretary in so far as these relate to his office.

e. Finance Secretary:

1. Will be responsible for keeping the financial records updated and clear.
2. Will be responsible to produce all the bank records on demand from Executive Committee.
3. Will produce the accounts for audit to the nominated agency / person annually as decided by the Executive Committee.
4. Will be responsible for preparing the budget for every project / program minimum one month prior to its inception for discussion in Executive Committee meeting.


F. Information Secretary:

Will be responsible for circulation of decisions of all the meetings and any other developmental activities thereof.

F.I. Information Secretary:

Will look after work/matters of the office, assist the secretariat and accomplish the liaison task.

g. Executive Members:

 They will attend the meetings as Executive Members and will participate in the voting and discussion. They may be given any responsibility / designation as desired by the Executive Committee / President.

h. Phase Coordinators.

1. To coordinate/implement all matters / decisions of the Executive Committee and General Body within the respective phase.
2. Continuously endeavor to enhance the membership from the respective phase.
3. To appoint Street Reps from respective sector and coordinate with them all matters relating to implementation of decisions of Executive Committee and General Body.

Article No-9: Meetings

1. The General Body meeting of the Association shall stand adjourned for seven days if within an hour of the appointed time the quorum is not formed.
2. No fresh notice shall be needed for an adjourned meeting and the meeting shall be held on the same day, time and place in the following week.
3. A requisitioned meeting shall stand dissolved if within an hour of the appointed time quorum is not formed.
4. There will be no requirement of quorum for the adjourned meeting.
5. **Notice:** Such meetings will require a written notice of at least 15 days.
6. **Quorum:** 50% of the total members in the good standing shall constitute the quorum.

A. Annual General Body Meeting

The annual General Body meeting of the Association/Society shall be held on reasonable time during the financial year i.e. 30th June or as decided by the Executive Committee to transact the following business:

1. Matters referred by the Executive Committee.
2. Any other matter permitted by the chair.

B. Special or Emergency Meeting of the General Body

1. A special or emergency meeting of the General Body can be called by the Vice President with consultation of the President.
2. Such meeting will require a written notice of at least 7 days.
3. 1/4th of the total members in good standing shall constitute the quorum.

Article No 10: Term of Office

1. The terms of office shall be for the period of three years for all the office bearers Executive Members and sector Coordinators.
2. The Executive Committee must hand over the charge to the newly elected Executive Committee within 15 days of the elections.
3. Previous Executive Committee shall continue to perform the functions until charge is handed over to new elected Executive Committee.

Article No-11: Election

1. The election of the office bearers of the Executive Committee will be held within 3 months of the expiry of the office bearers of the Executive Committee.

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- An election committee consisting of 3 members including its chairman shall be appointed by Executive Committee to arrange and conduct election of the office bearers.
- The members of election committee will not be eligible to seek election for any post of the Executive Committee.
- The elections for Office Bearers will be held by secret ballot or show of hands as may be decided by the Executive Committee from time to time; and each member will have one vote.
 - In case Executive Committee decides to hold election by show of hands, the office bearer shall be elected in General Body meeting held for the purpose.
 - The notice giving the date, time and place of election meeting of General Body would also be sent to all the members by post, electronic media or any possible communication mode, at least 15 days before the date of election.
 - The Executive Committee shall continue to hold office and discharge its duties in accordance with the constitution until such time the new office bearers are elected.
 - First election of the Association shall be held by the founder members.

Article 12 : Vote of No Confidence

Vote of No Confidence against any Office Bearer of the Executive Committee may be moved by 1/3rd and passed by 2/3rd majority of the General Body. However, Vote of No Confidence against any Executive Member or Phase Coordinator may be moved by 1/3rd and passed by 2/3rd majority of the entire Executive Committee.

Article No-13: Financial Administration

- The financial year of the Association will be from 1st July to 30th June of the subsequent year.
- The funds of the Association will be kept in a scheduled bank as may be approved by the Executive Committee from time to time.
- The account shall be operated under a joint signatures of any of the two officials from amongst President, General Secretary and/or Secretary Finance.
- The accounts will be audited by the auditor / chartered accountant appointed by the Executive Committee as per the rule.
- For disposal of any property / equipment costing over Rs 50,000/- approval of the General Body will be necessary.
- The money income and property of the Association however derived shall be utilized towards the promotion of the objectives of the Association
- No portion of the money income of the Association be paid or transferred directly or indirectly by way of profit or otherwise to its members or to any of their relatives.
- The accounts once approved in the General Body meeting shall be final and conclusive for all purposes.

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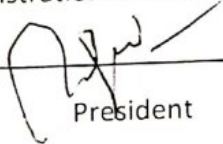
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ICT, Islamabad
MAN/REG/ACT/709 Date 22-12-17

Article No-14: Amendments in the Constitution

1. Amendments in the Constitution shall be made with the approval of the General Body subject to certification by the Registration Authority.
2. Any member wishing to suggest any amendment in the constitution may send it in writing to Executive Committee at least 30 days in advance before the next AGM. After the consent of the Executive Committee the proposed amendment shall be submitted before the General Body for approval in next AGM or special meeting as may be deemed appropriate.
3. The amendment must be approved by simple majority of the General Body members present in the meeting.
4. The Association shall not make any change in the constitution, memorandum of Association or Articles of Association, rules and regulations or bylaws without the prior approval of the General Body.

Article No-15: Dissolution of the Association

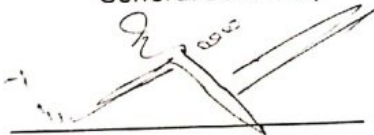
1. The Association shall be dissolved in accordance with Article 9, 10 and 11 of the Voluntary Social Welfare Agencies (Registration & Control) Ordinance 1961.
2. Dissolution shall only be decided in a special meeting of the General Body especially called for this purpose.
3. In the event of dissolution of the agency, the assets shall be transferred to any other registered voluntary Association having similar objectives registered under Social Welfare Agencies (Registration & Control) Ordinance 1961.



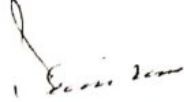
President




General Secretary



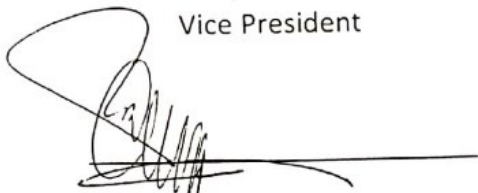
Joint Secretary



Coordination Secretary



Vice President



Finance Secretary



Information Secretary

SOBER

List of Founder Members

(Executive / Managing Committee + Executive Members)

S.No.	Name	House No.	Street	Sector
1	Mr. Abdul Ahad Haqqani	8	15-D/1	A
2	Mian Muhammad Nasseer	43	Urban Boulevard	A
3	Mr. Muhammad Musazzam Malik	37*	-do-	A
4	Mr. Muhammad Ali Khokhar	33*	14	A
5	Syed Zulfiqar Ali Shah	3	14	A
6	Ch. Abdul Sattar	61	23	A
7	Mr. Badrul Islam	82	23	A
8	Mr. Khalid Naseer	19	Urban Boulevard	A
9	Mr. Arshad Mahmood Qureshi	11	Urban Boulevard	A
10	Mr. Anwar-ul-Hassan Khan	72-N	23-2	A
11	Mr. Hamid Saeed Qureshi	38	17	A
12	Mr. Ghulam Hussain**	9*	15-D'	A
13	Mr. Abdul Rahim	1	15	A
14	Mr. Awais Ahmad	22	15-C/1	A
15	Mr. Laiq Khan Yousafzai	15AA	6	A
16	Mr. Abid Iqbal	06	2	C-1
17	Mr. Fida Muhammad Khan	65	21	A
18	Mr. Shams-ul-Abideen	10	15-D	A
19	Syed Irfan Ali	80	23	A
20	Dr. Asghar Abbasi	16GG	6	A
21	Sardar Ghulam Hussain Baloch	2	6	A
22	Mr. Maqsood Sajid	7	13	A

*Shifted to new residence in BE** Tenant later become permanent Resident of BE.