

Constitution of the

**PAKISTAN ASSOCIATION  
OF GREATER BOSTON**

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**Constitution of the Pakistan Association of Greater Boston**

# Preamble

The Pakistan Association of Greater Boston is a voluntary mass organization of All Pakistanis regardless of their residential status, socio-economic standing, and political, ethnic, or sectarian sensibilities. Its primary function is to provide a focus for organizing the social and cultural life of our community. On occasions, when a general consensus exists within the community, it works for and takes public positions on issues of interest to the community. Constitutionally it is a democratic and egalitarian grouping of equals and does not entertain any classifications amongst its members on any basis whatsoever. It engages in social, cultural and educational programs under the authority of its general body and under the provisions of its constitution, in order to serve Pakistanis in particular, and the American society in general.

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**Constitution of the Pakistan Association of Greater Boston**

# Articles of Association

## I. NAME

The name of the Association is the Pakistan Association of Greater Boston.

## II. PURPOSE

The Association is a social, cultural and philanthropic organization. Fundamentally, it is non profit, non-ethnic, non-sectarian, and non-political in character.

## III. CHARTER

The charter of the Association is to provide a centralized focus for the activities of the Pakistani community at large, and to promote the social and cultural heritage of its members for their benefit as well as for the benefit of the American society in general. The Association uses its resources to enhance intra-communal harmony and cooperates with other organizations pursuing similar objectives.

## IV. MEMBERSHIP

- A. Regular membership to the Association, with full voting rights, is open to all people of Pakistani origin, irrespective of caste, creed, or color.
- B. Associate membership of the Association, without voting rights, is available to all others who endorse and support the objectives of the Association. These members may participate in all activities of the Association.
- C. Honorary membership of the Association, without voting rights, may be awarded to members of the public at large, whose contributions towards the goals and objectives of the Association are recognized by the general body of the Association.
- D. An up-to-date record of the Association's membership shall be kept in a membership register. The voting rights of the regular members will be contingent upon their being duly registered.
- E. The rights and privileges, as well as duties and responsibilities of the members are equal, independent of their social status and/or economic standing.

## V. GOVERNING BODY

- A. The governing body of the Association is the Executive Committee, which is nominated from and elected by the regular members of the Association. It is responsible for running the day to day affairs of the Association on behalf of its members and is directly responsible to its general body.

B. The Executive Committee consists of the following officers:

1. President
2. Vice President
3. General Secretary/Clerk
4. Treasurer
5. Secretary Public Relations
6. Secretary Membership/Students Affair
7. Secretary Social Affairs
8. President of Previous Executive Committee (Ex-officio)
9. Treasurer of Previous Executive Committee (Ex-officio)

## **VI. ELECTIONS**

- A. The members of the Executive Committee are elected by secret ballot at a general body meeting of the Association, held each year on or around the 23rd of March, Republic Day of The Islamic Republic of Pakistan.
- B. The elections are conducted by the Executive Committee under the supervision of an Elections Commission consisting of five members. The members of this Commission are elected by the general body on the day of the election prior to the election of the Executive Committee.
- C. In matters of procedures and any disputes related to the election, the decisions of the Election Commission are final and binding on parties concerned.

## **VII. FINANCES**

- A. All regular and associate members are required to pay an annual membership fee. The memberships are due for renewal on the 23rd of March, and the dues are payable within six weeks of the annual elections.
- B. Standard accounting procedures are to be followed for keeping the ledgers of the Association.
- C. The Association receives gifts, donations, and contributions, provided their terms do not violate the constitution of the Association. All such gifts are publicly received and acknowledged.
- D. The accounts and ledgers of the Association are open to all its members. These would be available at all general body meetings of the Association, and at other reasonable times when requested by the members.
- E. Receipts of such gifts and donations shall not be used to affect the rights, privileges, responsibilities and duties of any member or members of the Association. Specifically no special rights or privileges shall be accorded to the donors that are not available to the other members of the Association.

## **VIII. MEETINGS**

- A. In general, meetings of the general body of the Association are convened by the Executive Committee and are presided over by the President of the Executive Committee.
- B. Regular voting members of the Association may also initiate the convention of a general body meeting. Such special meetings shall be convened by the Executive Committee after it has received a written request, stating the purpose of the general body meeting, signed by a least 25% of the voting membership of the Association or twenty five voting members, whichever is less.
- C. Agenda for a general body meeting will be sent to the Association members at least four weeks before the scheduled date of the meeting.
- D. Except for general body meetings to consider a vote of no confidence, or an amendment to the Constitution, or dissolution of the Association.
  - 1. All general body meetings would be considered valid if 40% of the voting membership of the Association is present.
  - 2. All decisions at general body meetings would be by a simple majority vote of those in attendance.

## **IX. REMOVAL FROM OFFICE**

- A. The entire Executive Committee, or any member thereof, can be removed from the office by a vote of no confidence passed in a general body meeting, by a two thirds majority of the attending voting members, provided that:
  - 1. The resolution of no confidence has been moved by a voting member and is supported by at least four other voting members.
  - 2. At least 50% of the total voting members of the Association are present.
- B. The proceedings of the general body meeting or a portion thereof, considering a vote of no confidence, shall be conducted by a Presiding Officer elected for this purpose by the general body.
- C. Supplementary elections to fill a vacant position in the Executive Committee shall be held within 8 weeks of the position becoming vacant, or the next general body meeting, whichever is earlier.

## **X. AMENDMENTS TO THE CONSTITUTION**

- A. The Articles of the Constitution and its by-laws can be amended at a general body meeting convened for this purpose by a two thirds majority vote of the attending members provided that:
  - 1. A written amendment proposal has been submitted to the Executive Committee before the convening of the general body meeting.
  - 2. The proposal is made by a voting member and is supported by at least four other voting members.
  - 3. At least 50% of the total voting members of the Association are present.

- B. The Executive Committee will initiate the process for convening a general body meeting to consider a proposed amendment to the Constitution, within two weeks of the receipt of such a proposal.

## **XI. DISSOLUTION OF THE ASSOCIATION**

- A. The general body shall have the authority to dissolve the Association at a general body meeting convened for this purpose by a two thirds majority vote of the attending members provided that:
1. A dissolution proposal in writing has been submitted to the Executive Committee before the convening of the general body meeting.
  2. The proposal is made by a voting member and is supported in writing by at least two thirds of the total voting membership of the Association.
  3. At least two thirds of the total voting-members of the Association are present in the meeting.
  4. The dissolution shall become effective only if the voting on the proposal has been preceded by an approval by two-thirds majority vote of an appropriate plan for the disposal of the assets and liabilities of the Association.

# By-Laws of the Association

## I. MEMBERSHIP

- A. For the purpose of regular membership, the term persons of Pakistani origin will mean persons who are:
1. Either citizens of Pakistan, or originate from the Jammu & Kashmir state.
  2. Either descendants of the citizens of Pakistan or of those who originate from the Jammu & Kashmir state.
  3. Presently married either to citizens of Pakistan or to those who originate from the Jammu & Kashmir state.
- B. Only regular members of the Association are eligible for voting in the meetings of the Association, provided they have been members of the Association for at least three months prior to a meeting.
- C. Only regular members of the Association are eligible for seeking an elective office in the Association, provided they have been regular members of the Association for a consecutive period of at least one year prior to an election.
- D. Award of an honorary membership will be recommended by the Executive Committee of the Association, and bestowed in a general body meeting of the Association. Honorary members will not be required to pay any dues.

## II. GOVERNING BODY

### A. Executive Committee

As the governing body of the Association, the Executive Committee shall strictly abide by the constitution of the Association, and the State and Federal constitutions of the United States of America.

1. Among other things, the day to day activities and functions of the Executive Committee include planning and execution of activities to further the objectives of the Association, preparation of budgets, and appropriation, collection and disbursement of Association's funds, representing the Association in public and private forums, maintenance of its records, and assets and convening of general body meetings.
2. The Executive Committee is responsible for all preparations needed to hold the annual general elections.
3. The Executive Committee is responsible for keeping the general membership informed of all significant activities and developments pertaining to the interests of the Association.
4. The Executive Committee shall meet at least four times a year. For those meetings four members will constitute a quorum and all decisions will be made by a simple majority vote.

**B. President**

The President of the Executive Committee represents the Association at all occasions and supervises and coordinates all of its activities. In addition the President:

1. Presides over the meetings of the Executive Committee and the general body of the Association.
2. Is responsible for overall management of Association's administrative and financial affairs.
3. Institutes various committees and sub-committees as needed.
4. Prepares and presents the Annual Report to the general body of the Association.
5. Co-signs with the Treasurer all cheques issued on behalf of the Association.

**C. Vice President**

The Vice President represents the President in his/her absence. In addition the Vice President:

1. Assists the President in discharging the duties of his office.
2. Looks after the administrative details of the Association's activities.
3. Is responsible for overall community relations.

**D. General Secretary**

The General Secretary maintains and preserves all records of the Association. In addition the General Secretary:

1. Prepares agenda for meetings and records the minutes.
2. Notifies the Association membership about the meetings and activities of the Association.
3. Tracks internal and external correspondence.

**E. Treasurer**

The Treasurer is responsible for the management of the Association's financial affairs. In addition the Treasurer:

1. Prepares the annual budget and the annual financial report of the Association.
2. Maintains records of collections and disbursements of Association's funds.
3. Manages the Association's bank account, prepares all cheques to be issued on behalf of the Association and signs them with the President.
4. Receives and deposits all monies on behalf of the Association.
5. Maintains up-to-date dues payment records of the members.

**F. Secretary of Public Relations**

The Secretary of Public Relations is repository of all information about the Association its goals and its activities. The Secretary:

1. Prepares, maintains, and provides such information to the general public and the media.
2. Is responsible for maintaining liaison with the public media and other organizations.

G. Secretary Membership/Student Affairs

The Secretary of Membership and Student Affairs handles the membership and student related issues. The Secretary:

1. Maintains membership records.
2. Keeps and updates the Association's mailing list.
3. Maintains liaison with various student organizations.
4. Is in charge of host family programs for the incoming students.

H. Secretary Social Affairs

The Secretary of Social Affairs looks after the details of various social and cultural activities of the association. In this role the Secretary:

1. Helps the Executive Committee in the planning and organizing of the Association's activities
2. Is the principle liaison with other social and cultural organizations.

**III. ELECTIONS**

- A. Each candidate for an elective office is nominated by at least one voting member of the Association and is seconded by another voting member. The candidates must accept the nominations before the names can be placed on the list of candidates.
- B. The nominations can be withdrawn by the nominators with the consent of the nominee or by the nominee on his own at any time during the election proceedings.
- C. After the nominations have been filed, the candidates shall have the right to address the general body for a time interval to be specified by the Elections Commission.
- D. The time, date and place for annual elections will be set and notified to the Association membership at least four weeks before the proposed date of the elections.
- E. The results of the voting shall be announced on the floor of the meeting. A formal notification of the results of the election shall be prepared by the Elections Commission and circulated in the community after the election is over.
- F. The formal succession and handing over of the charge of the Association's Board of Directors includes, but is not limited to the following:
1. Membership & mailing lists.
  2. Records of resolutions and minutes of Association meetings.
  3. Records of correspondence.
  4. Account ledgers, cheque books and bank records.
  5. Instruments of incorporation of the Association.
  6. Seals and stamps.
  7. An inventory of the assets of the Association.
  8. All assets as recorded in the inventory.

## **IV. FINANCES**

- A. The dues paid by the members are on an annual basis and are not prorated.
- B. The Executive Committee shall prepare an annual budget within one month of its election and circulate it in the community for information.
- C. Any member of the Executive Committee can spend up to \$100.00 on behalf of the Association by getting approval from the President or the Treasurer of the Association.
- D. Amounts above \$100.00 shall require formal prior approval of the Executive Committee.
- E. The Association shall maintain a bank account in a local bank to manage the finances of the Association.
- F. The cheques are prepared by the Treasurer and co-signed by the Treasurer and the President.
- G. Monies received by the Treasurer or the Treasurer's appointees are always deposited directly in the Association's bank account. Private accounts are not to be used under any circumstances to keep Association's funds for any period of time.
- H. No indebtedness shall be undertaken by any member of the Executive Committee on behalf of the Executive Committee without prior or explicit approval of the full Executive Committee.
- I. Any financial indebtedness which requires the Association's commitment and involves sums of monies larger than 50% of the Association's annual revenues derived from membership dues shall have to be approved by a general body meeting of the Association.

## **V. MEETINGS**

- A. Any member of the Association can attend any meeting of the Executive Committee as an observer.
- B. The meetings shall be presided over by the President or in his/her absence by another office bearer in the following order of succession:
  - 1. Vice President
  - 2. General Secretary
  - 3. Treasurer
- C. There shall be at least five general body meetings of the Association, approximately timed as follows:
  - 1. Annual general body meeting - Pakistan Republic Day
  - 2. General body meeting and dinner - Eid-ul-Fitr
  - 3. General body meeting and dinner - Eid-ul-Adha
  - 4. General body meeting and dinner - Pakistan Independence Day
  - 5. Introductory general body meeting to be held within two months of the elections. This meeting shall be the occasion for the new Executive Committee to introduce

their committee and their annual budget before the Association. A rough plan for the next year's activities shall be presented at this meeting.

D. Other general body meetings can be called by the Executive Committee or members of the general body for special occasions.

## **VI. MEMBERSHIP FEES**

A. Membership fees shall be as follows:

1. Individual \$15.00
2. Family \$25.00
3. Student \$10.00

B. Yearly membership fees may be revised by the Executive Committee. C.

Family includes wife, husband and all children under age 18.

## **VII. ARTICLES OF ASSOCIATION**

The rules contained in the current edition of Robert's Rules of Order will govern the meetings of the Association in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Association may adopt.

## **VIII. GENERAL WAIVER**

For the purpose of the first elections of the Association the pertinent provisions of the Constitution and its by-laws may be waived as needed.

## **IX. ADOPTION OF THE CONSTITUTION**

The constitution and the by-laws laid down heretofore will become the Constitution and By-Laws of the Pakistan Association of Greater Boston as and when adopted by the general body meeting of the Association for this purpose.

The original PAGB Constitution was approved on March 31, 1990.

## **Amendments to the PAGB Constitution**

The PAGB Constitution was revised with the following 11 amendments on March 26, 1994.

Amendment 1

**Change sub-clause D-1 of Article VIII (Meetings) as follows:**

All general body meetings would be considered valid if 25% of the voting members or 75 voting members (whichever is less) are present. If the meeting is canceled due to a lack of quorum a second meeting may be called to consider the same agenda. The second meeting will be considered valid if 20% of the voting membership or 50 voting members (whichever is less) are present.

Amendment 2

**Change sub-clause A-2 of Article IX (Removal From Office) as follows:**

At least 60% of the voting membership or 100 voting members (whichever is less) are present.

Amendment 3

**Change sub-clause A-3 of Article X (Amendments To Constitution) as follows:**

At least 40% of the voting membership or 100 voting members (whichever is less) are present.

Amendment 4

**Change sub-clause B of Article VI (Elections) as follows:**

The Board of Directors shall appoint an Election Commission consisting of 3 members to conduct the elections. The names of the members of the commission shall be notified to the membership at least 90 days before the election.

Amendment 5

**Change sub-clause A of By-Laws III (Election) as follows:**

Each candidate for an elective office is nominated by at least one voting member of the Association, and is seconded by another voting member. The candidates must accept the nomination before their names can be placed on the list of candidates. All nominations

shall be in writing and appropriate nomination forms shall be provided by the election commission for this purpose.

Amendment 6

**Change sub-clause C of By-Laws V (Meetings) as follows:**

There shall be at least one general body meeting every year on or close to the Republic Day of the Islamic Republic of Pakistan. General elections of the association shall be held during this meeting. In addition to this, appropriate community gatherings shall be held throughout the year to celebrate events of national and cultural significance.

Amendment 7

**Add sub-clause A-5 in By-Laws II (Governing Body) as follows:**

In case a position on the Board of Directors becomes vacant due to non-disciplinary reasons, the Board of Directors shall have the power to fill the position temporarily until the next scheduled elections.

Amendment 8

**Add sub-clause A-6 in By-Laws II (Governing Body) as follows:**

In case one or more positions on the Board of Directors are not filled on the date of the election, a supplementary election will be held to fill those positions within 90 days.

Amendment 9

**Change sub-clause B in Article VIII (Meetings) as follows:**

Special general body meeting shall be convened by the Board of Directors if at least 20 voting members request such a meeting in writing for a stated purpose.

Amendment 10

**Change sub-clause B of By-Laws I (Membership) as follows:**

Only paid regular members of the Association, with at least 4 weeks standing, are eligible for voting in the general body meetings.

Amendment 11

Replace all references in the constitution of "Executive Committee" by "Board of Directors", and "Executive Committee member" by Director.

The PAGB Constitution was revised with the following 2 amendments on March 29, 1998.

Amendment 12

**Change sub-clause B in Article V (Governing Body) as follows:**

The Board of Directors consists of the following officers:

1. President
2. Vice President
3. General Secretary/Clerk
4. Treasurer
5. Director Public Relations
6. Director Membership/Students Affairs
7. Director Social Affairs
8. President of Previous Board (Ex-officio)
9. Treasurer of Previous Board (Ex-officio)

The President, the Vice President, the General Secretary, and the Treasurer are the Corporate Officers of the Association. The Corporate Officers serve two-year terms. All other Directors serve one-year terms.

**Change sub-clause A in Article VI (Elections) as follows:**

The members of the Board of Directors are elected by secret ballot at the annual meeting of the Association. The annual general body meeting of the Association is held each year on or around the 23rd of March, Republic Day of The Islamic Republic of Pakistan. The Corporate Officers are elected during even numbered years, all other Directors are elected annually.

Amendment 13

Replace all references in the constitution of "Secretary Public Relations", "Secretary Membership/Student Affairs" and "Secretary Social Affairs" by "Board Public Relations", "Director Membership/Student Affairs", and "Director Social Affairs".

The PAGB Constitution was revised with the following 2 amendments on May 5, 2002.

Amendment 14

**Change sub-clause D-1 of Article VIII (Meetings) as follows:**

All general body meetings would be considered valid if 25% of the voting members or 50 voting members (whichever is less) are present. If the meeting is canceled due to a lack of quorum a second meeting may be called to consider the same agenda. The second meeting will be considered valid if 20% of the voting membership or 40 voting members (whichever is less) are present.

Amendment 15

**Change sub-clause A-1 of By-Laws II (Governing Body) as follows:**

The Board of Directors shall meet at least four times a year. For those meetings four members will constitute a quorum and all decisions will be made by a simple majority vote. For the information of the Association's membership, the approved minutes of the Board meeting will be posted on PAGB's web-site.

The PAGB Constitution was revised with the following 5 amendments on April 23, 2006.

Amendment 16

**Change sub-clause C of By-Laws IV (Finances) as follows:**

Any member of the Board of Directors can spend up to \$500.00 on behalf of the Association by getting approval from the President or the Treasurer of the Association.

**Change sub-clause D of By-Laws IV (Finances) as follows:**

Amounts above \$500.00 shall require formal prior approval of the Board of Directors.

Amendment 17

**Change sub-clause B of By-Laws IV (Finances) as follows:**

The Board of Directors shall present a financial report at the annual general body meeting. This report shall describe the overall status of the Association's finances, and disclose the income earned and expenses incurred.

Amendment 18

**Change sub-clause B of Articles of Association VI (Elections) as follows:**

The Board of Directors shall appoint an Elections Commission consisting of three members to conduct the elections. The names of the members of the Commission shall be included in the annual election general body meeting notification sent to the membership as indicated in Article VIII, paragraph C.

Amendment 19

**Change sub-clause B of Articles of Association X (Amendments) as follows:**

The Board of Directors will initiate the process for convening a general body meeting to consider a proposed amendment to the Constitution, within two weeks of the receipt of such a proposal. The text of the amendment proposal shall be included in the general body meeting notification sent to the membership as indicated in Article VIII, paragraph C.

Amendment 20

**Change sub-clause B of Articles of Association V (Governing Body) as follows:**

The Board of Directors consists of the following officers:

1. President
2. Vice President
3. General Secretary/Clerk
4. Treasurer
5. Director Public Relations
6. Director Membership/Students Affairs
7. Director Social Affairs
8. President of Previous Board (Ex-officio)
9. Treasurer of Previous Board (Ex-officio)

The President, the Vice President, the General Secretary, and the Treasurer are the Corporate Officers of the Association. All Directors serve two-year terms.

**Change sub-clause A of Articles of Association VI (Elections) as follows:**

The members of the Board of Directors are elected by secret ballot at the annual meeting of the Association. The annual general body meeting of the Association is held each year on or around the 23rd of March, Republic Day of The Islamic Republic of Pakistan. The President, Treasurer, Director Public Relations and Director Membership/Student Affairs are elected during even numbered years. Vice President, General Secretary/Clerk and Director Social Affairs are elected during odd numbered years.

The PAGB Constitution was revised with the following 4 amendments on March 9, 2014.

Amendment 21

**Change sub-clause B of Articles of Association VI (Elections) as follows:**

The Board of Directors consists of the following officers:

1. President
2. Vice President
3. General Secretary/Clerk
4. Treasurer
5. Director Information Technology
6. Director Membership/Students Affairs
7. Director Social Affairs
8. President of Previous Board (Ex-officio)
9. Treasurer of Previous Board (Ex-officio)

The President, the Vice President, the General Secretary, and the Treasurer are the Corporate Officers of the Association. All Directors serve two-year terms.

Amendment 22

**Replace paragraph F of By-Laws of the Association II (Governing Body) as follows:**

Director of Information Technology

The Director of Information Technology is responsible for maintaining the relevant information current on all electronic channels for PAGB. The Director:

1. Ensures the appropriate electronic channels (portals, social media etc.) remain functional.
2. Is responsible for maintaining the information on all electronic channels so that the information remains current, consistent and accurate.

Amendment 23

**Change sub-clause A of Articles of Association VI (Elections) as follows:**

- A. The members of the Board of Directors are elected by secret ballot at the annual meeting of the Association. The annual general body meeting of the Association is held each year on or around the 23rd of March, Republic Day of The Islamic Republic of Pakistan. All positions within the PAGB board are re-elected during even numbered years.

Amendment 24

**Change sub-clause A of Articles of Association VII (Finances) as follows:**

- A. All regular and associate members are required to pay an annual membership fee. New members may join at anytime within a year by paying the full annual membership dues. All memberships expire on March 22nd and are due for renewal on March 23rd of each year.

Amendment 25

**Change sub-clause B of Articles of Association V (Governing Body) as follows:**

The Board of Directors consists of the following officers:

1. President
2. Vice President
3. General Secretary/Clerk
4. Treasurer
5. Director Information Technology
6. Director Membership
7. Director Social Affairs
8. Director Public Relations and Student Affairs
9. President of Previous Board (Ex-officio)
10. Treasurer of Previous Board (Ex-officio)

The President, the Vice President, the General Secretary, and the Treasurer are the Corporate Officers of the Association. All Directors serve two-year terms.

Amendment 26

**Change sub-clause G of By-Laws of the Association II (Governing Body) as follows:**

**Director Membership**

The Director of Membership handles membership issues and maintains membership information. The Director:

1. Maintains membership records.
2. Actively reaches out to the community to ensure retention of current members and get non-members to join the Association.
3. Keeps and updates the Association's mailing list.

Amendment 27

**Add sub-clause I to By-Laws of the Association II (Governing Body) as follows:**

**Director Public Relations and Student Affairs**

The Director Public Relations and Student Affairs is responsible for ensuring that the relevant information is current on all electronic channels for PAGB. The Director will proactively reach out to the students in greater Boston area to get them involved in PAGB and handles the student related issues. The Director:

1. Maintains the information on all electronic channels so that the information remains current, consistent and accurate.
2. Updates and makes changes as required for specific events.
3. Main liaison with various student organizations.
4. Actively looks for opportunities to for PAGB to engage with the student activities on campus.

Amendment 28

**Add sub-clause III G to By-Laws of the Association II (Elections) as follows:**

Each candidate nominated to the Election Commission for a Board position, must meet the following requirements:

- a. Paid member in continued good standing.
- b. Educated to at least a Bachelor's degree level from an accredited college or university.
- c. Demonstrated experience of serving on a registered non-profit Board (other than PAGB) or has a proven record of being actively involved in social and community service.