



RULES & REGULATIONS POPULATION ASSOCIATION OF PAKISTAN (Amended 2018)

MEMBERSHIP

- 1) Eligible persons desirous to become a member of the Population Association of Pakistan (hereinafter called “the Association”) shall apply to the President or the Secretary General of the Association on a prescribed Application Form. The Application Form shall be submitted to the Executive Council for approval by the concerned individual in the next upcoming meeting of the Council.
- 2) Membership in the Association shall begin with the month of processing an application and will extend until 31st December of the year in question.
- 3) A member may resign from the Association by notifying the Secretary General in writing. There shall be no refund of dues in the event of a resignation.

MEMBERSHIP FEE

- 4) All members other than honorary members shall pay a membership fee which shall be as under:

Regular membership

- Pakistanis residing in Pakistan Rs. 1500/- per annum
- Foreigner & Overseas Pakistanis \$50 per annum

Student membership Rs. 200 per annum

Institutional membership Rs. 10,000/- per annum

Life membership

Pakistanis residing in Pakistan Rs. 10,000 once

Foreigner & Overseas Pakistanis \$500 once

The fee will include subscription to all publications of the Association.

- 5) The Executive Council may revise the membership fee as and when deemed necessary.

GENERAL BODY

- 6) The Association shall hold every calendar year its General Body Meetings at a time and place to be determined by the Executive Council.
- 7) The General Body shall have the following duties and powers:
 - a) To elect the Executive Council;
 - b) To amend the Memorandum of Association, according to procedures set forth in the Memorandum and the Rules and Regulations;
 - c) To suspend or remove the elected Officers of the Association or Members of the Executive Council;
 - d) To consider and decide on all matters that may from time to time be placed before them in a general meeting.
- 8) Those members who are unable to attend the General Body meeting shall have the right to express their opinion through postal or electronic communication on any matter on the agenda of the meeting of the General Body. Such opinion shall be heard and duly considered. Members who can not attend the meeting may send their opinion immediately after receiving the intimation of such meeting. Opinions received till one day prior to the General Body meeting shall be considered for discussion/decision.
- 9) Meetings of the General Body shall be held only at places where full access to facilities of the meeting can be assured for all members.
- 10) The General Body meeting shall act as a forum for open discussion of the affairs of the Association.
- 11) The notice for a General Body meeting after approval by the President shall be mailed by the Secretary General to all members, including Honorary Members, Regular Members, Institutional Members, Life Members and Student Members, at least, fourteen days prior to the meeting.
- 12) A special General Body meeting can be convened by at least 50 percent of the current members by making a written request to the President or the Secretary General giving notice at least 30 days in advance.

EXECUTIVE COUNCIL

- 13) The Association shall have an Executive Council to manage the affairs of the Association.
- 14) The Executive Council shall be composed of:
 - President
 - Vice-President
 - Secretary General
 - Joint Secretary
 - Treasurer
 - Six Elected Members

- 15) All Office Bearers and Members of the Executive Council shall be elected by simple majority for a period of two years.
- 16) No member of the Executive Council shall hold office for more than two consecutive terms.
- 17) For holding meetings of the Executive Council, a minimum notice of fourteen days shall be required. In case of an emergency, an extraordinary meeting may be called giving a notice of three days.
- 18) The Executive Council shall meet at least twice in twelve months. The President will usually convene the Executive Council meetings. It may meet more often if the President deems it necessary, or will meet if a written demand is made by one-third of the members of the Executive Council to call a meeting.
- 19) Any member of the Executive Council not attending two consecutive meetings of the Executive Council without prior written information to the President or the Secretary General shall cease to be a member of the Executive Council.
- 20) The President, and in his or her absence, the Vice President, shall preside over all the meetings of the Association. In their absence, the Office Bearers who are present shall elect a chairman for the meeting.
- 21) The decisions of the Executive Council shall be taken by a simple majority vote. In case of a tie, the President will have the deciding vote.
- 22) Seven out of eleven members of the Executive Council shall constitute a quorum for its meetings. No decision shall be taken until a quorum is present.
- 23) All business discussed or decided shall be recorded and the minutes of the meetings circulated among members of relevant bodies for their information and approval.

ELECTIONS & VOTING PROCEDURES

- 24) The election shall be held on a single day at a fixed time.
- 25) The Secretary General shall, not less than ninety days before the holding of the annual General Body meeting, invite nominations for election to the Executive Council.
- 26) All voting members in good standing as stipulated in the Memorandum of Association, the Rules and Regulations and/or the By-laws shall be eligible for contesting election for any office.
- 27) All voting members desirous to contest election for an office shall submit their particulars duly proposed and seconded by two life/regular members at least forty five days prior to the election.
- 28) The President in consultation with the Executive Council shall appoint an Election Committee of three General Body members headed by a chairman to oversee nominations and elections.
- 29) The Election Committee shall ensure, if possible, to have at least two nominees for each office of the

Association, and at least nine nominees for Elected Members.

- 30) The members of the Election Committee shall not be eligible to contest for any office for the particular election that they are holding, although they may contest to become Elected Member if they are not already serving their second consecutive term.
- 31) On receipt of nominations, the Chairman of the Election Committee shall send the list of nominees for various offices, with brief biographical sketches, to each member entitled to vote.
- 32) The ballot with the final list of nominees shall be sent to all voting members *at least thirty days* before the General Body meeting with instructions about the voting procedure.
- 33) The election shall be conducted by secret ballot under supervision of the Election Committee.
- 34) A voter may, if so desires, send his or her voting papers through bearer or by post in *a* sealed envelope stating on the envelope the words Confidential Vote. A vote through e-mail shall only be valid if sent from the authenticated email address of the sender and duly verified by the Election Committee.
- 35) Each member shall have only one vote. No proxies shall be admissible.
- 36) Counting of votes, including mailed ballots, shall be done on the day of the election by the Election Committee and the tentative results shall be announced on the spot. Each candidate may, in person or through *a* representative, observe the counting of ballots.
- 37) The results shall be valid after authentication by the Executive Council and later on published in the newsletter or any other publication of the Association or by any other source deemed expeditious by the Executive Council.

DUTIES & POWERS OF THE EXECUTIVE COUNCIL

- 38) In accordance with the Memorandum of Association, the Executive Council shall have the powers and duties to:
 - a) Direct, regulate and administer the general affairs of the Association in accordance with the Memorandum of Association, the Rules and Regulations and/or the By-laws of the Association;
 - b) Grant affiliations to similar bodies if deemed desirable in the opinion of the Executive Council in accordance with the following criteria:
 - I. Grant affiliations to national organizations;
 - II. Affiliation could be extended to any governmental or non-governmental national organization working in the field of population and/or related field as deemed necessary for the eligibility of membership;
 - III. Reputation, past performance, projects history and other performance indicators shall be taken into account while selecting the organizations; and
 - IV. Any other selection criteria for this purpose could be established by the Executive Council in its own discretion.

- c) Sell, manage, lease, mortgage, exchange, dispose of or otherwise deal with and turn to account all or any part of the property of the Association, whether movable or immovable, with a view to the promotion of its objectives;
- d) Borrow and raise money in such manner as may be considered necessary and for the purpose of securing any debt or other obligation of Association subject nevertheless to such consents, if any, as may from time to time be imposed or required by law and subject also as hereinafter provided;
- e) Invest and deal with any money of Association not immediately required for use in connection with any of its objectives in the purchase of funds, shares, securities, or other investments or property movable or immovable or of whatsoever nature, and situated anywhere in Pakistan;
- f) Pay all expenses of and incidental to the incorporation and establishment of Association;
- g) Accept, receive and administer funds for the above purposes and to that end to take and hold by bequest, gift, purchase, or lease, either absolutely or in trust for such objectives and purposes or any of them, and property, real, personal or mixed, without limitation as to amount or value, except such limitations, if any, as may be imposed by law and to sell, convey, dispose of any such property and to invest and re-invest the principal and income thereof, and to deal with and expend the principal and income of the Association any of the above objectives and purposes without limitation, except such limitations, if any, as may be contained in the instrument under which such property is received or other limitations imposed by law;
- h) Generally to undertake, do and perform all such acts, matters or things as may be desirable or necessary in the opinion of the Executive Council for the accomplishment of the above objectives or any of them and in particular, but without prejudice to the generality of the foregoing, to engage staff on remuneration, to bring out publications and to enter into contracts, to undertake financial and commercial obligations, to borrow or raise or secure the payment of money, to open, operate or maintain bank account or accounts, to sell, exchange, mortgage let or lease or otherwise deal with the property and accounts of the Association, to purchase, take on lease or tenancy or exchange, hire, take options over and otherwise acquire any estate, interest or property whatsoever and to insure and maintain insured its estates, interest or property and to hold, develop, deal with and turn to account any property, assets or rights, real or personal, of any kind and in the discretion of the Executive Council to apply the assets of Association in or towards the establishment of any association and/ or institution the objectives or purposes of which are in accordance with the objectives of Association; and
- i) Do all other lawful things, incidental or conducive to the attainment of the above objectives.

SECRETARIAT

- 39) There shall be a full-time, paid, Executive Officer who will be appointed by the President with the

approval of the Executive Council. The responsibilities, salary, perks and privileges of the Executive Officer and any other staff based in the secretariat will be fixed or altered by the Executive Council. The Executive Officer shall be based in the Association's secretariat; shall manage the day-to-day business of the Association under immediate directions of the Secretary General and general direction of the Executive Council; and shall serve as non-voting secretary to the Executive Council. Under this authority, she or he shall:

- a) Recruit, appoint and dismiss other paid staff with the written approval of the Secretary General;
 - b) Supervise other paid staff and their activities;
 - c) Maintain the membership roster;
 - d) Implement preparations and logistics for meetings of the Association, including the General Body and the Executive Council;
 - e) Pay the routine expenses of the Association from an imprest account;
 - f) Under the supervision of the Treasurer, maintain the financial records and accounts of the Association.
- 40) The Executive Council can change the composition or staff position of the Secretariat as and when required.
- 41) The Executive Council shall place a reasonable amount of up to Rs.1 00,000 as imprest money at the disposal of the Executive Officer to be utilized for incidental expenses. Proper account of such expenses shall be maintained by the Executive Officer.

FINANCES

- 42) The financial year of the Association shall be from January 1 to December 31.
- 43) All checks drawn on any Bank, other than the imprest money account shall be jointly signed by the President or the Vice President and the Treasurer or Secretary General. ,
- 44) The Executive Officer shall operate and maintain a separate bank account for imprest money.
- 45) The Association shall be financed from the following sources:
- a) Fees paid by the Members of the Association;
 - b) Sale or royalties of publications of the Association;
 - c) Gifts and endowments made to the Association by different nationals and international agencies;
 - d) Grants from donors;
 - e) Interest on investments;
 - f) Earnings from properties if any; and
 - g) Any other source duly approved by the Executive Council of the Association.

LOCAL CHAPTERS

- 46) At least 30 members in a province shall be required to start a provincial chapter of the Association with the approval of the Executive Council. The Executive Council shall encourage the formation of such chapters and provide all possible assistance in their smooth functioning.
- 47) The provincial chapters shall have their own provincial Executive Council with powers, obligation, and duties similar to those of the central Executive Council. The provincial chapter shall not undertake any activity in contravention of the objectives of the Association. In the event of any dispute in a provincial chapter, the decision of the central Executive Council shall be final.

AMENDMENTS

- 48) The Memorandum of Association or a part thereof may be amended by resolution passed by a three fifth majority of the members who have cast their vote at the General Body meeting, if the members voting constitute more than one-half of all eligible voters.
- 49) Amendments may be proposed to the Memorandum of Association by the Executive Council, or by a petition of at least ten percent of the valid membership of the Association.
- 50) All proposed amendments to the Memorandum of Association shall be communicated to the valid membership at least ten days prior to a meeting where such amendments or modifications are to be considered.
- 51) These Rules and Regulations shall be amended by Executive Council by at least three fifths of the total members approving such amendments.