Certificate of Registration of Societies

Act XXI of 1860

KAR No. 568 of 1999.

I hereby certify that "INDUS RESOURCE CENTRE"

A.F.T.P. 3, 2nd Floor, Block B, Mail Square, Zamama D.H.A., Phase V,
KARACHI.

has this day been duly registered under the
Societies Registration Act, XXI of 1860.

Given under my hand at Karachi this

TWENTY SEVENTH day of JULY, 1999.

One thousand nine hundred and ninety nine.

( H.I. KAZMI )

Provincial Assistant Registrar,
Joint Stock Companies, Sindh,
Karachi.
1. **Name of Association:**

   The name of the Association shall be "Indus Resource Centre" (hereinafter called the "Association").

2. **Registered Address of the Association:**

   The Principal office of the Association shall be at: **T.F. 3, 2nd floor, Block B, Well Square, Gymnaza D.H.A. Phase V, Karachi.**

3. **Aims and Objectives**

   - To build the managerial and technical capacities of civil society institutions that are rooted into the communities;
   - To harness the potential of individuals, promote a process of human resource development and encourage social and economic entrepreneurship at the grassroots;
   - To assist partner organisations in designing and implementing their projects and programmes;
   - To develop leadership among women and bring them into the mainstream of development;
   - To pick up issues from the field and turn them into subjects of research, workshops, seminars and policy dialogues;
   - To continuously improve capacity building interventions on the basis of research findings and the lessons learned from practice;
   - To facilitate and network with other resource organisation for testing of innovative ideas for problem solving;
   - To act as a funding channel for CBOs particularly for micro-credit programmes;
   - To seek collaboration with the intelligentsia, government, financial institutions, media, private entrepreneurs and corporate sector in the process of strengthening civil society organisations;
   - To collect and disseminate information leading to awareness, development and empowerment of communities on a regular and routine basis;
   - To bring out publications and use print and electronic media extensively for development education and image building of the civil society;
   - To enter into policy dialogues with various levels of government decision making based on the learning from research and practice;
   - To join like minded organisations in the struggle for creation of an enabling environment for the civil society;
   - To engage in charitable purpose and social welfare activities strictly on non-profit bases.
• To provide relief of the people areas (hereinafter referred as 'the areas') affected by floods, landslides, or any other natural disaster, and may be decided by the Governing Body of the Society (hereinafter referred to as 'The Governing Body') and to assist in rehabilitation and development the said areas.

• To cooperate, assist joint programs with organizations and agencies seeking the goal of relief, rehabilitation and development in Pakistan.

• To assist establishment cooperative societies in the said areas for carrying out the objectives of the Society.

• The purchase, hire on lease to use, or develop land and use it for the purpose of the Society as may be determined by the Governing Body in Pakistan or elsewhere in the World.

• To purchase, hire, maintain any agriculture equipment, machinery or apparatus for any of the purpose of the Society in Pakistan or elsewhere in the world, as may be determined by the Governing Body.

• To plan and execute long range programs for development of the said areas.

• To purchase, take on lease or in exchange or allotment or hire or otherwise acquire, erect, maintain, equip, construct, re-construct, repair, renovate, or adopt movable or immovable property include land, building resident quarters, quarters for officers, place of worship, school, hospital, dispensaries, recreation rooms, canteens, clubs, warehouse, go-downs, structures, erection or conventions for purpose of the Society by expending from time to time such sums or money as may be necessary or expedient for improving, adding to altering, repairing and maintaining the building structures, property for the time being of the Society or to purchase, purchase or hire all or any portions of the same as may be thought desirable.

• To purchase, construct, improve, maintain, develop, work, manage carry out, control and superintend hunts, markets, roads ways, reservoirs, railway branches and stations, bridges, reservoirs, canals, water courses, ferries, piers, hydraulic works, electric works, telephone works, labor quarters, and house bustees, villages, wharves, jetties, manufactories, warehouses, shop, stores, and other works and conveniences which may seem calculated in connection with relief, rehabilitation and welfare programs of Society.

• To purchase, charter, hire, build or otherwise acquire vehicles of any or every sort description for use on land or on and under water or in the air for the purposes of the Society.

• To procure for Society registration or recognition in any foreign country or place and to take all steps which may be necessary for expedient to enable to carry on its function there.

• To arrange for the money to such persons, firms, or associations, on such terms and conditions as may seem expedient solely in connection with relief and rehabilitation.

• To inter into any arrangement with any Government or authority, supreme, local, municipal or otherwise public or quasi-public bodies that may seem conducive to the objects of the Society for the rights privileges and to carry out, exercise, and comply any such arrangement, rights privileges and concessions.

• To receive donations from persons, institutions or companies from here and abroad and use the same toward the objective of the Society.

• To invest and deal with money of the society not immediately required in such manners as may from time to time be determined.
To barrow or raise or secure the payment of money in such manner as the society shall deem fit from time to time and general to barrow money in such manner as may be agreed upon between the lender and the society and to apply the same for all or any purpose of the society.

To draw, make, accept, discount, execute, and issue bills of exchange, promissory notes, hundies, bills of lading warrants, debentures and the other negotiable or transferable instruments or securities.

To remunerate any person or company for services rendered or to be rendered in or about the formation or promotion of the Society or the acquisition of property by the Society.

To establish in any place in Pakistan or elsewhere in the world such branch, agency or local board for managing any of the affairs of the society as may be settled by the governing body.

To establish, run and support research institutions, laboratories, technical training centers and schools, grant stipends, scholarships for training board, and to do all such other things as may be calculated to benefit the society.

To establish support or aid in the establishment and running of associations, institutions, funds, trusts and conveniences calculated to benefit employees of ex employees of the society, or the dependents connected to such persons and to grant pensions and allowances and to pay toward insurance and to subscribe or contribute money to employees provident funds and to open schools, hospitals clubs, co-operative shop and to provide suitable living quarters.

To do all such other things as are incidental or conductive to attainment of the above project.

The objectives as set forth in any sub clause of the above clause shall not except when the context expressly requires, be in any way limited or restricted by reference to of inference from the terms of any sub-clause or by the name of the society. No sub-clause or the object therein specified or the power thereby conferred shall be deemed merely subsidiary or auxiliary or the object mentioned in the first sub-clause of this clause, and the society shall have power to exercise all or any of the power conferred by any part of the clause in
ARTICLES OF ASSOCIATION
OF
INDUS RESOURCE CENTRE

1. Membership
Only members are eligible for attending General Body Meetings and to casting votes.

1.1 Eligibility for Membership
Any person of 18 years of age and above possessing sound mind, good moral character who agrees to the aims and objects of the organisation can apply to become a member of the organisation. The application shall be considered by the Managing Committee.

1.2 Procedure of Suspension/ Cancellation of Membership
Membership may be terminated on any of the following grounds:

1.2.1 For non-payment of subscription upto 30 days after due date
The Secretary will issue 15 days notice to all members who are in arrears prior to the due date. A second notice of 30 days will be given at the expiry of the first notice period. If the dues are not cleared as per second notice the person concerned will ipso-facto cease to be member.

1.2.2 Absence from meeting (General Body and Managing Committee)
A member who fails to attend three consecutive meetings without prior intimation, with justification, shall cease to be a member of Managing Committee or General Body as the case may be.

1.2.3 For misconduct or immorality
If the conduct of a member is deemed, by the Managing Committee to be prejudicial to the interest of the organisation or calculated to bring the agency into disrepute, his membership can be suspended/canceled according to the following procedure:

(a) He shall be given a notice of at least 15 days by the Managing Committee during which he shall submit a written explanation of his conduct.

(b) In the event of explanation being found unsatisfactory, the Managing Committee may either administer a warning or may ask the member to resign his membership from the organisation forthwith.

(c) In the event of the said member refusing to resign when asked to do so, the Managing Committee in a special meeting may decide the case finally with 3/4 majority of the total strength of the Committee.

(d) For reasons to be recorded in writing the Managing Committee with 3/4 majority of its total membership may suspend forthwith the membership of a defaulting member maximum for a period of three months, during which, Managing Committee shall be bound to take a final decision.

1.2.4 Resignation
Any member may of his own accord, terminate his membership by sending his/her resignation in writing to the Secretary. Managing Committee may accept resignation provided all the outstanding dues have been cleared by him.

1.2.5 Death of the member

1.3 Procedure for Restoration of Membership
The Managing Committee may restore membership on written request from the person whose membership has been suspended/cancelled.

2. Organizational Structure:
The organisation shall consist of a General Body and a Managing Committee.

2.1 General Body
The General Body of the organisation shall be composed of all members of the organisation.

2.1.1 Powers and Functions
(i) The General Body shall determine policy and programme of the organisation and approve the fiscal budget submitted by the Managing Committee.

(ii) It will hold election of office bearers and members of the Managing Committee as and when due through Election Committee elected by it.

(iii) It will appoint Chartered Accountant for the purpose of auditing the accounts of the organisation.

(iv) It will decide the appeals filed by the members and matters referred by the Managing Committee.

(v) It shall amend in the constitution of the organisation as and when necessary.

2.2 Managing Committee
The Managing Committee will consist of seven (7) members with following designations:

a. President
b. Secretary
c. Finance Secretary
d. Four (4) Members

In addition, the Managing Committee may co-opt any member or non-voting member for a specific purpose.

2.2.1 Powers and Functions
(i) To act and represent the organisation in all matters and execute the policy and decisions of the General Body.

(ii) To appoint, from members of the organisation such Sub-Committee(s) for any specific purpose(s) as may be necessary. It will have the right of co-opting members to serve on their Sub-Committee(s) for specific purpose(s). Such Sub-Committee(s) shall submit reports to the Managing Committee on completion of the tasks assigned to them within stipulated time after completion of tasks.

(iii) To invite, nominate, accept, suspend, cancel or restore the membership of person(s).

(iv) To appoint, suspend, punish, or dismiss paid staff of the organisation if deemed necessary. It shall also determine the terms and conditions of the employment of staff.

(v) To prepare schemes, budget and progress reports and be responsible for the maintenance and safe custody of office records property, etc.
(vi) If vacancy occurs in the Managing Committee, the Managing Committee can co-opt a member(s) if half or more than half of the terms of office is over. If the vacancy occurs before half the tenure of office is over, it shall be filled up by the General Body for the remaining term.

(vii) It shall prepare Annual Reports, Audited Accounts and present them to the General Body for approval.

(ix) After election the Committee shall draw-up the programmes of the organisation and be responsible for its implementation.

(x) The Committee shall keep a register of members to be maintained and kept up-to-date in which the names and addresses of all categories of members of the organisation shall be entered, with the payment made by each of them by way of donation or subscription as the case may be.

(xi) All office bearers and members of the Managing Committee shall be Honorary and shall not charge any remuneration.

(xii) All property movable as well as immovable belonging to the Agency shall vest in the Managing Committee who shall administer it for only the aim and objects of the Agency.

2.2.2 Term of Office

(i) The term of office shall be for a period of two years for all the office bearers and members of the Managing Committee.

(ii) No office bearer shall hold the same office for more than two (2) consecutive terms.

(iii) The Managing Committee must hand over the charge to newly elected Managing Committee within 15 days after the election. The handing over and taking over will be carried out under the supervision of the Election Committee.

2.3 Meeting

(i) All meetings of the organisation shall stand adjourned for seven days if within half an hour of the appointed time quorum is not formed.

(ii) 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. In case the day of meeting falls on a holiday, it will be held on the falls on a holiday. It will be held on the next working day. No quorum would be required for such meeting. Provision of this section shall not apply to the requisitioned meeting.

(iii) No quorum shall be required for an adjourned meeting.

2.3.1 Annual General Body

The Annual General Body Meeting of the organisation shall be held within two months of the expiry of the fiscal year i.e. 30th June, to transact the following business:

(i) Business as mentioned under article 2.1.1.

(ii) Matters referred to by the Managing Committee.
(iii) Any other matter permitted by the Chair.

2.3.1.1 Notice: An Annual General Meeting shall be called, after giving fifteen days written notice under postal certificate.

2.3.1.2 Quorum: One third of the total members of the organisation in good standing, shall constitute the quorum at the annual general meeting or any other meeting of the General Body.

2.3.2. Special or Emergency Meeting of General Body

2.3.2.1. Meeting: A special or emergency meeting of the General Body may be called by the Secretary in consultation with President.

2.3.2.2. Notice: Such meeting will require a written notice of at least seven days.

2.3.2.3. Quorum: One fourth of the total members in good standing shall constitute the quorum.

2.3.3. Managing Committee Meeting

2.3.3.1. Meeting: The Managing Committee will ordinary meet once a month, but must hold meeting at least once in two months.

2.3.3.2. Notice: A notice of seven days will be necessary for an ordinary meeting of the Managing Committee.

2.3.3.3. Quorum: Not less than four nor one third of the members, whichever is greater, of the Managing Committee shall form the quorum for a meeting of the Managing Committee.

3. Election

(i) The Elections of office bearers and members of the Managing Committee will be held after two years within two months of the expiry of the term of office i.e. 30th June, of every alternate year.

(ii) An Election Committee consisting of three members, including its Chairman, shall be elected at the Annual General Body Meeting to arrange and conduct elections of the office bearers and members of the Managing Committee.

(iii) The members of the Election Committee will not be entitled to seek elections for any post in the Managing Committee.

(iv) The elections will be held by secret ballot and each member will have one vote.

(v) The office bearers and members of the Managing Committee shall be elected in the General Body Meeting held at a special date with such notice being put up on the Notice Board in the organisation's premises fifteen days before in election.
(vi) The Notice giving the date, time and place of election meeting of the General Body would also be sent to all the members by post under postal certificate at least fifteen days before the date of election.

(vii) Nomination papers of candidates bearing signatures of the proposer and seconder, who are bona fide members, shall be submitted to the Chairman, Election Committee, one week before the election date. The candidates can withdraw within two days of the submission of paper.

(viii) The Managing Committee shall continue to hold office and discharge its duties in accordance with the constitution until such time as the new Managing Committee and office bearers are elected.

(ix) First election of the organisation shall be held by the founder members and the above procedure shall not be applicable for the first election.

4. Financial Administration

(i) The Financial year of the organisation shall be from 1st January to 31st December, of the subsequent year.

(ii) The funds of the organisation shall be kept in a scheduled Bank approved by the Managing Committee.

(iii) The Accounts shall be operated under joint signature of any two of the following: Finance Secretary, President, Secretary, any staff member nominated by the Managing Committee.

(iv) The accounts of the organisation shall be audited Annually by the Chartered Accountant appointed by the General Body.

(v) The money, income and property of organisation however derived shall be applicable solely towards the promotion of the objects of the organisation.

(vi) No portion of the moneys, income and property of the organisation shall be paid or transferred directly or indirectly by way of profit, dividends, bonds or otherwise to any of its members or relatives.

5. Amendments in the Constitution

(i) Amendment in the Constitution shall be made in a special meeting of the General Body called for this purpose.

(ii) Any members wishing to suggest an amendment in the constitution may do so by writing to the Managing Committee. After approval of the Managing Committee, the proposed amendment shall be circulated among all the members of the General Body, along with the agenda of the Meeting at which the amendment is to be considered at least seven days before the date of the General Body Meeting will be placed before it for consideration.

(iii) The amendment must be approved by 3/4 majority of the total membership of the General Body in good standing.

6. Dissolution of the Organisation

(i) The organisation shall be dissolved in accordance with rules and regulations of the Societies Act.

(ii) Dissolution shall only be decided at special meeting of General Body, specially called for the purpose, with a fortnight notice. The decision taken would be communicated to the registration authority, for further necessary action.
(iii) In the event of the dissolution the organisation its assets, left after meeting its liabilities if any, shall be transferred to any other organisation having similar objectives.
## LIST OF FOUNDING MEMBERS

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name &amp; Father's Name</th>
<th>NIC Number</th>
<th>Address</th>
<th>Occupation</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Harris Khalique s/o Khalique Ibrahim Khalique</td>
<td>511-85-115750</td>
<td>A-8, Shams Plaza, SF-2, Block B, North Nazimabad, Karachi</td>
<td>Development Professional</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Irfan Ahmad Khan s/o Ashfaq Ahmad Khan</td>
<td>503-88-185108</td>
<td>A-171, Sector 11-A, North Karachi, Karachi</td>
<td>Development Professional</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Jauaid Ahmed Bhutto s/o Lal Mohammad Bhutto</td>
<td>411-93-135391</td>
<td>Mall Godworn Road, Old Saddar, Taluka &amp; Distt. Shirkapur</td>
<td>Educationist</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Nur Ahmad Shah s/o Syed Shah Mohammad</td>
<td>510-40-193792</td>
<td>House No. 6, GOR, Feroz Khan Nana Road, Bath Island, Karachi</td>
<td>Government Service</td>
<td></td>
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<tr>
<td>5</td>
<td>Rehana Shaikh d/o Walidino Shaikh</td>
<td>425-68-053004</td>
<td>House No 1380, Nazar Ali Shah Street, Kamber, Larkar</td>
<td>Development Professional</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Sadiqa Salahuddin w/o Ghazi Salahuddin</td>
<td>517-46-123456</td>
<td>2nd Floor, Block B, Market Square, Zamzama, DHA Phase V, Karachi</td>
<td>Development Professional</td>
<td></td>
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