

# **Pakistan Overseas Community (POC)**

*Memorandum and Articles of Association  
&  
Guidelines for Roles and Responsibilities*



**Note:** For internal discussion with only authorized persons (not for circulation)

## Table of contents

<b>Preamble</b> .....	4
<b>Mission Statement</b> .....	5
<b>Vision Statement</b> .....	5
<b>Value Statement</b> .....	5
<b>1. Name of the Association</b> .....	6
<b>2. Nature of the Association</b> .....	6
<b>3. Aims of the Association</b> .....	6
<b>4. Membership</b> .....	8
4.1 <b>Types of Membership</b> .....	8
4.2 <b>Procedure for Membership</b> .....	9
4.3 <b>Loss of Membership</b> .....	9
<b>5. POC Organizational Structure</b> .....	10
<b>6. Power and Functions of the Organizations</b> .....	14
<b>Central Organizations</b> .....	14
6.1 <b>Board of Directors (BOD)</b> .....	14
6.2 <b>The Core Committee (CC)</b> .....	14
6.3 <b>International Council (IC)</b> .....	15
6.4 <b>Election Commission (EC)</b> .....	15
6.5 <b>POC Think Tank</b> .....	16
6.6 <b>Disciplinary Action Committee (DAC)</b> .....	17
<b>Overseas Organizations</b> .....	18
6.7 <b>Overseas Coordinators (OC)</b> .....	18
6.8 <b>Overseas Administrative Bodies (AB) (Country wise bodies)</b> .....	19
<b>Provincial Organizations (Pakistan)</b> .....	19
6.9 <b>Provincial President (PP)</b> .....	19
<b>7. Roles and Responsibilities of the Office Holder</b> .....	20
<b>8. Annual General Meetings</b> .....	28
<b>9. Accounts and Auditors</b> .....	30
<b>10. Income and Bank Account(s)</b> .....	31

11. **Other activities of the Association** ..... 31

12. **Awards** ..... 31

13. **Welfare** ..... 32

14. **Special Provisions** ..... 32

15. **Notices** ..... 32

16. **Gender** ..... 32

17. **Amendment to the Rules** ..... 33

18. **Dissolution** ..... 33

19. **Electronic Ballot** ..... 34

20. **General Guidelines** ..... 34

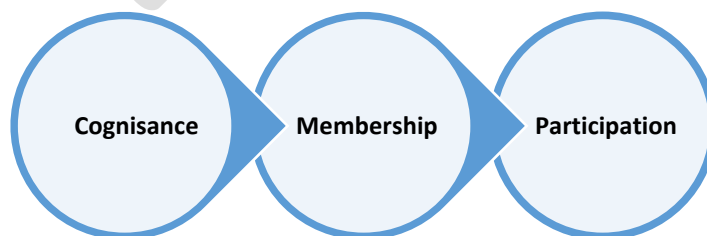
DRAFT

## Preamble

Pakistan Overseas Community (POC) is a unique effort to connect overseas Pakistanis and to represent them in Pakistan. The purpose of the association is to create a platform where overseas Pakistanis can connect with each other and develop mutual links to better resolve local issues and to participate in the development of Pakistan. It also aims to promote and represent those who are currently living in Pakistan, but they are associated with the overseas affairs by any means. POC is committed to promote their profiles, interests and participation not only in Pakistan but also at global level. Currently, Overseas Pakistanis are representing in each and every corner of the world. The POC has been recognized in Pakistan and globally in a short period of time. It became a worldwide platform for those who are residing in Pakistan with overseas affairs and to the overseas Pakistanis residing abroad. POC believes that in the current situation, representation and active participation of overseas Pakistanis is a prerequisite of the hour. A vast majority of Kashmiris are residing abroad and POC also aims to create a movement to shoulder the freedom of Indian occupied Kashmir. POC is committed to highlight Kashmir issue on each and every global platform.

POC- a non-political, non-religious organization, with its central secretariat in London, United Kingdom and in Lahore, Pakistan, represents overseas Pakistanis in the world. It has now its members and representative chapters all around the world and in Pakistan.

POC working structure starts from recognising the needs and challenges to overseas Pakistanis, which further leads to gather likeminded people to build a platform through membership and finally to make plan for active participation to discuss challenges and opportunities.



## **Mission Statement**

POC community is dedicated to raise the profile of Overseas Pakistanis and safeguard their legitimate rights effectively in Pakistan and in their country of current residence. We aim to enhance the existence of Overseas Pakistanis by representing them in Pakistan and worldwide, enabling them to accomplish their goals more collectively, than they could individually.

## **Vision Statement**

To make POC the true representative of Overseas Pakistanis, to network globally, to help each other, to grow, and to meet the global and local challenges.

## **Value Statement**

we are responsible, accountable, respectful, effective, efficient platform of Overseas Pakistanis. We promote honesty, integrity and openness. We encourage innovation to meet challenges and foster an environment of collaboration.

## **1. Name of the Association**

1.1. The Association shall be called the “Pakistan Overseas Community” (POC).

## **2. Nature of the Association**

2.1. The Association shall be non-profit and non-political organization.

## **3. Aims of the Association**

3.1. To facilitate connectivity and develop links between Overseas Pakistanis (OPs) living around the globe and promote the Overseas Pakistanis showing hospitality gesture to the member POC visiting from round the world.

3.2. To represent and promote the interests of Overseas Pakistanis and to work for the welfare of the overseas Pakistanis.

3.3. To raise the profile of Pakistan in general and Overseas Pakistanis in particular.

3.4. To strengthen the movement of Kashmir by shouldering the overseas Kashmiris, with their rights, demand for the freedom of Indian occupied Kashmir, and to highlight the Kashmir issue in front of the international community through peaceful gatherings, awareness campaigns, conferences and seminars.

3.5. To pursue government to set up courts for Overseas Pakistanis to provide legal protection for their real estate projects/properties and other related legal matters.

3.6. To pursue government to make police reforms to provide protection to overseas Pakistanis while returning to Pakistan.

3.7. To provide voting right to Overseas Pakistanis in General and local level Election in Pakistan.

3.8. To earn representation in Pakistani qualified individuals in Senate, National and Provincial Assemblies of Pakistan.

- 3.9. To pursue government to launch attractive schemes and benefits to attract remittances from Overseas Pakistanis.
- 3.10. To make arrangements and conduct conferences, and exhibitions on Pakistan and areas in which Overseas Pakistanis can promote and highlight the soft image of Pakistan.
- 3.11. To help and encourage Pakistani overseas students who want to pursue higher studies in Pakistan and assist their placements in Pakistani reputed institution and try attaining maximum quota for Pakistani overseas students from concerned Pakistani authorities.
- 3.12. To empower the Overseas Ministry which has the representation of overseas Pakistanis whereby all the issues facing by overseas Pakistanis can be addressed on priority basis and to secure their rights.
- 3.13. To establish a specialized government department, which perform dedicated task of providing investment opportunities to overseas Pakistani returnees.
- 3.14. To attract the overseas Pakistanis to invest in Pakistan and to ensure the ease in doing business and investment and protection from the government to the overseas Pakistani investors.
- 3.15. To pursue government to issue insurance scheme at nominal premium which should be mandatory available to the overseas Pakistanis in case of retirement, redundancy or death.
- 3.16. When requested, to provide advice to the Government of Pakistan or any other government, public or private institution in diversified field in which Overseas Pakistanis hold expertise.
- 3.17. Where possible to assist with the welfare and security of Overseas Pakistanis, in relation to matters such as redundancy and disability and forced to relocate to Pakistan.

- 3.18. To undertake consultancy and research work for fees or gratis and to undertake other such work as deemed necessary.
- 3.19. To arrange through Pakistan government free legal assistance to Overseas Pakistanis in relation to residency issues in their respective country of residence.
- 3.20. To produce a newsletter periodically, under the guidance of an editor appointed by the Board of Directors through POC Think Tank.
- 3.21. And any other advantages and benefits usually associated with the Association.

## **4. Membership**

Any person with an origin/parental connection with Pakistan, having age of 18 years, with a valid document (passport, CNIC/NICOP/POC, driving licence or any document proving his/her association with Pakistan) or dual nationals or holding any kind of legal status in the host country. For Pakistan chapter of the POC, any person who was/is associated with overseas matters such as returned to Pakistan, business abroad, and family related affairs.

### **4.1 Types of Membership**

- 4.1.1. **Voting Members** – being individuals (irrespective of (dual) citizenship) of Pakistani descent or origin, who are residing abroad or have been recently moved out of Pakistan.
- 4.1.2. **Honorary Member** – being individuals who render or have rendered special assistance to the Association or whose membership of the Association would be in the interest of the Association. Honorary Membership to apply to Pakistani living in Pakistan.
- 4.1.3. **Institutional Member** – being any Pakistani institution with a business interest in Pakistan. Institutional Members shall be entitled to send up-to three persons from their institution to events, meetings or functions organized by the Association and shall appoint one person from their institution as their nominee (hereinafter called



“Institution Nominee”). An Institution Nominee may not contest for any association elections.

- 4.1.4. **Friend of the POC**– being individuals of non-Pakistani decent or origin who have an interest in Pakistan.

## 4.2 Procedure for Membership

- 4.2.1 Any eligible person may apply for membership of the Association by completing the relevant application form and submitting it to the association (by paper or electronically).
- 4.2.2 The application then shall be reviewed by the relevant level POC authority and if satisfied that the applicant meets the criteria for membership, put up the application at the next official body meeting in the country he/she reside.
- 4.2.3 Acceptance of membership in the Association as a “Voting Member”, and Friend of the POC or an Institutional Member shall be by a majority vote of the Administrative Body of each country/unit/chapter and in the case of Honorary Membership shall be by two-thirds vote of the POC Core Committee.

## 4.3 Loss of Membership

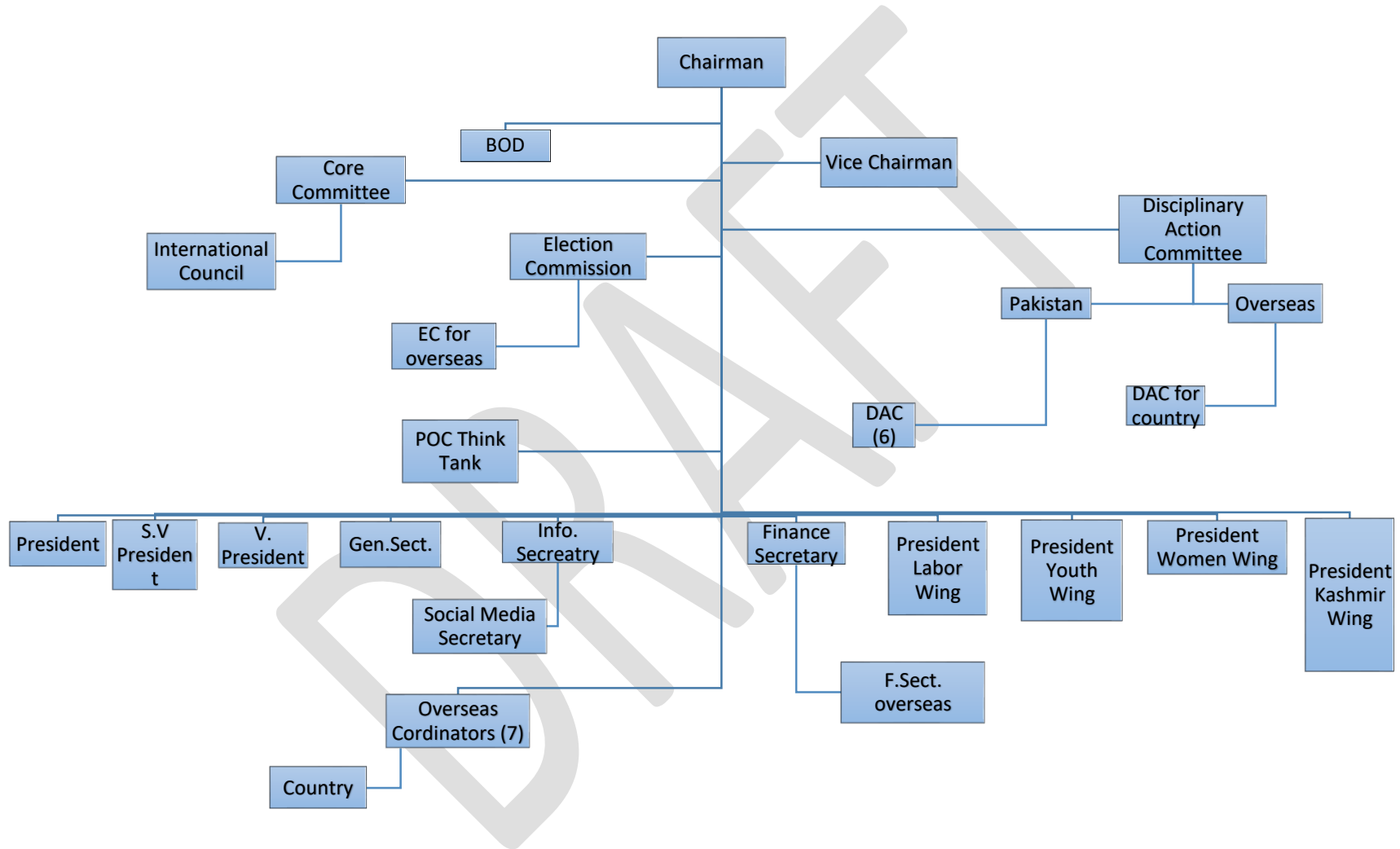
- 4.3.1 Membership will cease/be lost if any of the following should occur:
- a) Any member can withdraw/resign from the Association by giving notice in writing to such effect, to the country/unit/chapter President.
  - b) If at any time the country/unit/chapter Administrative Body is of the opinion that the interests of the Association so require, they shall request any member to withdraw from the Association. If the member refuses, then the matter may go to the Central Disciplinary Action Committee.

4.3.2 No member may be deprived, in whole or in part of the rights appertaining to membership without being informed of the complaint against him and he has been given the opportunity to answer such complaint.

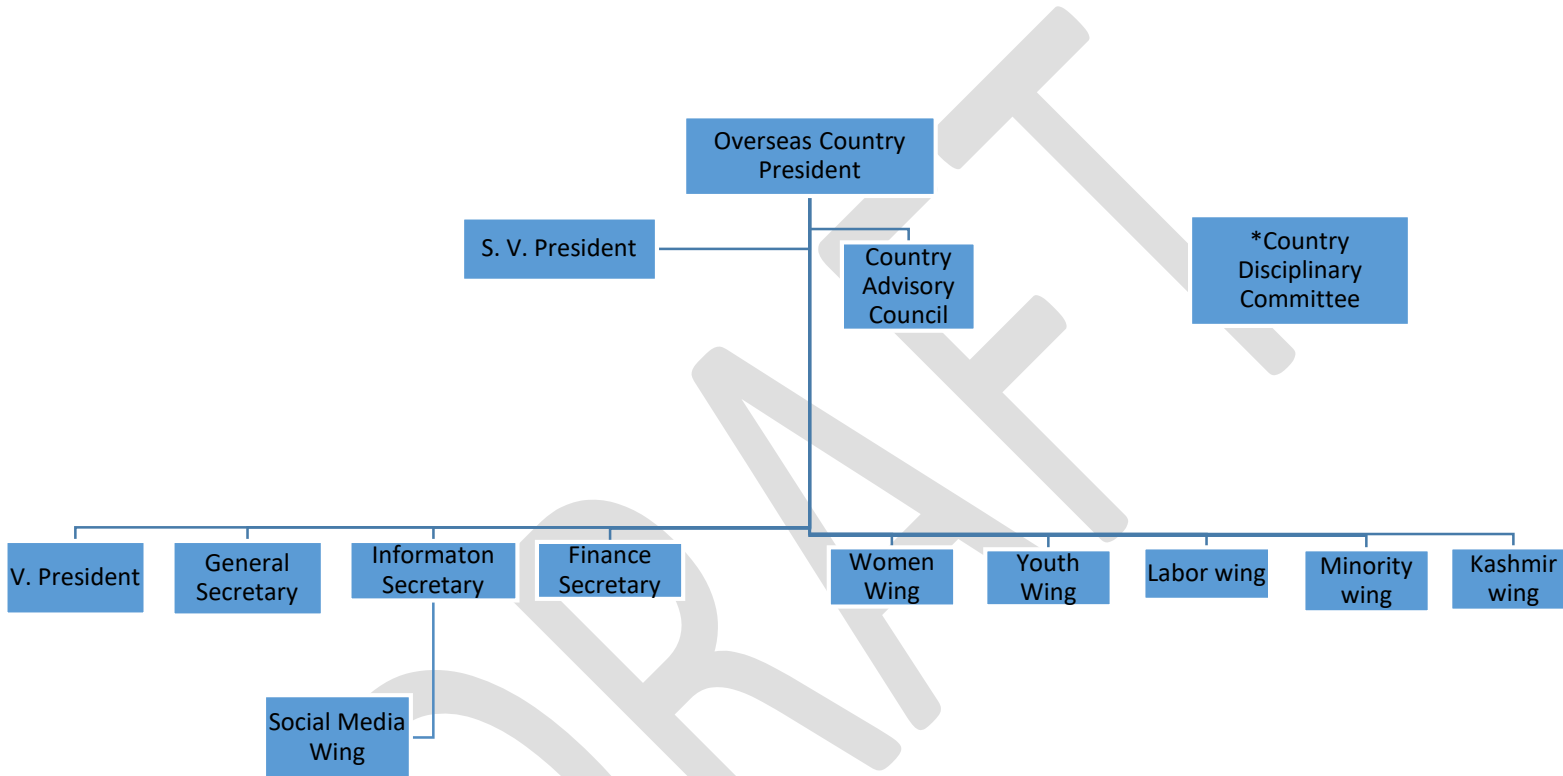
## **5. POC Organizational Structure**

DRAFT

5.1 Organizational Structure for Central Secretariat London, UK

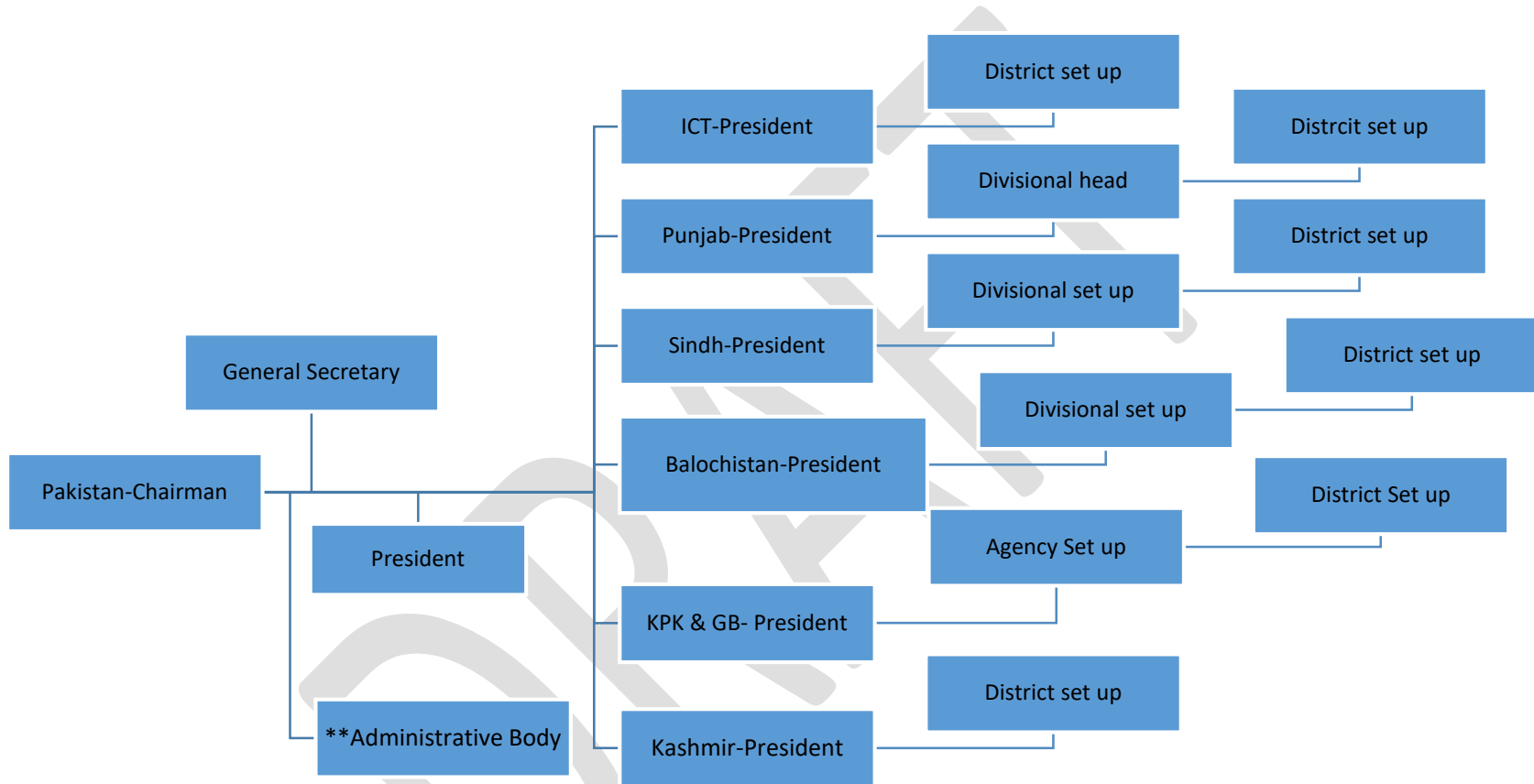


**5.2 Organizational Structure for Overseas Countries (Chapters) (Administrative Bodies)**



\*From the central secretariat structure

5.3 Organizational Structure for Pakistan Secretariat



\*district and any decentralised set-up shall be the same as the overseas country structure with the administrative bodies

\*\* Administrative body, includes the same designations as described in overseas chapters

## 6. Power and Functions of the Organizations

### Central Organizations

Board of Directors (BOD), Core Committee (CC), International Council (IC), Think Tank, Election Commission (EC), and Disciplinary Action Committee (DAC), shall be the central organizations of the entire POC.

#### 6.1 Board of Directors (BOD)

6.1.1 Members of the BOD shall be the permanent governing body of the POC.

6.1.2 There shall be 9 members or as shall be recommended by the Chairman.

6.1.3 Chairman shall come from the BOD.

6.1.4 The term of the BOD member shall be of 3 years (renewable).

##### 6.1.5 Primary role of the BOD

6.1.5.1 BOD shall be the governing body, and their primary role is to provide governing direction to the organization through its executive role.

6.1.5.2 BOD shall hold their regular meetings.

6.1.5.3 Core Committee decisions can only be reviewed by the BOD by two-third majority.

#### 6.2 The Core Committee (CC)

6.2.1 Chairman shall head the core committee.

6.2.2 Chairman shall nominate 16 members for the CC among the Board of Directors and International Council for two years.

6.2.3 Equal number of members shall be nominated from Pakistan and overseas.

6.2.4 Members of the Core Committee shall rotate after the completion of their term.

6.2.5 One CC member can play the role of secretary of the CC.

6.2.6 Experts and intellectuals can be invited to assist the core committee.

##### 6.2.7 Primary role of the CC

6.2.7.1 CC shall provide direction to POC and enforce policy implementation.

6.2.7.2 Secretary CC shall prepare meeting agenda and keep record of meetings and discussions for other POC organizations.

### 6.3 International Council (IC)

6.3.1 International Council shall be considered as the 'electoral college' for the nomination/election of Core committee and Board of Directors.

6.3.2 Every head of the POC unit such as president of a foreign country, head of think tank, Pakistan chapter president, and provincial presidents shall be the members of the International Council for two years.

6.3.3 Chairman shall chair the International Council meetings and conferences.

#### 6.3.4 **Primary role of the IC**

6.3.4.1 The primary role of the International Council shall be to hold annual conference/meetings to elect members of the Core Committee and Board of Directors.

6.3.4.2 IC shall act as the general assembly of the POC which will provide the information on the challenges and issues overseas Pakistanis are facing in Pakistan and globally.

6.3.4.3 A five to seven-member coordination committee shall be formulated to organize the semi/ annual general meetings in accordance with the BOD, CC and Chairman.

6.3.4.4 Performance reports and evaluations of each chapter/unit may be presented in the IC meetings.

### 6.4 Election Commission (EC)

6.4.1 A three-member central Election Commission, headed by Chief Election Commissioner shall be formulated by the approval of BOD.

6.4.2 The term of the EC shall be for three-years and once notified by the POC general secretary, EC can only be removed with the two-third majority of BOD.

6.4.3 EC shall prepare its internal election code of conduct, guidelines and by-laws according to the POC constitution.

- 6.4.4 EC if may require can ask/hire for additional members, associates for specific tasks etc.
- 6.4.5 In case of EC resignation, the above mentioned procedure shall be adopted to nominate new EC.
- 6.4.6 At least 90-days shall be given to conduct any level elections.
- 6.4.7 EC shall formulate a five-member overseas Election Commission by taking at least three-members from the overseas chapters.
- 6.4.8 A two-member election monitoring committee shall be formulated by taking one member from Pakistan and one member from overseas chapters.
- 6.4.9 **Primary role of the EC**
- 6.4.9.1 The primary role of the EC is to conduct free and fair elections of the POC office holders.
- 6.4.9.2 Only EC will issue the notification for the election results. All relevant election procedures, deadlines and notifications shall be posted on the central websites/online platforms.
- 6.4.9.3 EC shall be the only custodian of the membership data, elections related material and shall not share any data without the written approval of the BOD two-third majority.
- 6.4.9.4 EC shall announce Election Tribunals within 30 days of the election to hear any election related issues/petitions.
- 6.4.9.5 Election Tribunals shall resolve an issues/petition within 90 days of the complaint registration.

## 6.5 POC Think Tank

- 6.5.1 A Think Tank shall be formed for policy, research and analytical thinking.
- 6.5.2 A Head of the Think Tank and general secretary shall be announced to further formulate Think Tank working body or by laws.



- 6.5.3 Any professional, skilled person, businessman and intellectual shall be made part of the Think Tank.
- 6.5.4 A resume outlying the professionalism, skills and profile of the candidate for the Think Tank shall be required. Each chapter/unit of the POC can recommend domestic and overseas professionals, subject matter experts, and senior professionals.
- 6.5.5 The primary purpose of the Think tank is to create awareness and highlight the challenges the overseas Pakistanis are facing through their individual or collective writings, debates and conferences.
- 6.5.6 Policy papers and policy guidance can be presented by the Think tank officials to the CC or IC annual meetings.
- 6.5.7 Think Tank members can be invited to other POC meetings for expert opinions on subject matters.
- 6.5.8 Think Tank shall conduct regular meetings in coordination with the chairman and other organizations of the POC.

#### 6.6 Disciplinary Action Committee (DAC)

- 6.6.1 Any behaviour, action/act and dispute affecting the organization's charter, policy, constitution, repute and image shall be considered as the "disciplinary violations".
- 6.6.2 A five-member central Disciplinary Action Committee shall be formulated with a head of the committee and a term of three years.
- 6.6.3 Central DAC shall further formulate and delegate powers to Pakistan, and overseas chapters with up-to three-member' sub-committees.
- 6.6.4 Central DAC shall circulate the disciplinary action procedures and guidelines for registering a complaint.
- 6.6.5 All disciplinary circulations and notifications shall go through DAC and on the central web portal.
- 6.6.6 **Primary role of the DAC**

- 6.6.6.1 DAC shall entertain only written with credible evidence based complaints. Proper mechanism to handle complaints and the nature of disciplinary actions shall be circulated by the DAC after its notification.
- 6.6.6.2 Shall issue notices to the concern parties within seven-days.
- 6.6.6.3 DAC may issue penalty on the false allegations/complaints.
- 6.6.6.4 A decision made by the Central DAC shall only be reviewed by the BOD with two-third majority.

## Overseas Organizations

### 6.7 Overseas Coordinators (OC)

- 6.7.1 BOD shall nominate/elect overseas coordinators with the approval of Chairman from various geographical zones.
- 6.7.2 The term shall be of two-years.
- 6.7.3 Each geographical zone such as; North America, Latin America, Far-East and Australia, Asia, Europe, Russia, Africa, Middle East or any other geographical zone shall have one Coordinator.
- 6.7.4 OC shall represent the office of the general secretary of POC and Overseas Administrative Bodies shall represent the relevant chapters.
- 6.7.5 **Primary role of the OC**
  - 6.7.5.1 OC's role shall be administrative in nature.
  - 6.7.5.2 OC shall expand the network of POC by creating new overseas chapters in its assigned continent.
  - 6.7.5.3 OC shall prepare overseas chapters for memberships and elections.
  - 6.7.5.4 OC shall not collect or allowed any remuneration in cash or other kind.
  - 6.7.5.5 OC shall facilitate EC for conducting overseas elections.

6.7.5.6 OC in coordination with country chapters falling under their geographical zone shall organize annual conferences in consultation with the central POC organizations.

6.7.5.7 OC shall produce performance reports semi-annually.

6.7.5.8 OC may formulate specific overseas by-laws if required according to the local country laws and regulations. OC shall also verify the law abidance regarding the POC registration etc. in the relevant overseas country.

## 6.8 Overseas Administrative Bodies (AB) (Country wise bodies)

6.8.1 Administrative bodies shall represent each overseas country; AB shall comprise of President, Vice President, General Secretary, Information Secretary and Finance Secretary.

## Provincial Organizations (Pakistan)

### 6.9 Provincial President (PP)

6.9.1 Chairman (Pakistan) shall nominate/elect with the approval of BOD the provincial presidents for each province in Pakistan and for the Islamabad Capital Territory for administrative purposes.

6.9.2 The term shall be of two-years.

6.9.3 Provincial presidents shall represent their provinces in the central organizations and meetings.

#### 6.9.4 **Primary role of the PP**

6.9.4.1 PP shall expand the network of POC by creating new units in its area of jurisdiction.

6.9.4.2 PP shall prepare their divisions/districts for memberships and elections.

6.9.4.3 PP shall not collect or allowed any remuneration in cash or other kind.

6.9.4.4 PP shall facilitate EC for conducting the elections.

6.9.4.5 PP shall organize annual conferences of their provinces with the central POC organizations.

6.9.4.6 PP shall produce performance reports regularly.

6.9.4.7 PP may formulate specific provincial by-laws if required according to the local needs and cultural.

## **7. Roles and Responsibilities of the Office Holder**

Following guidelines have been made defining the authority and responsibility of office holders of a country/ province/ region/city (Pakistan and overseas).

### **7.1 Chairman**

- 7.1.1 Subject to the Rules, The Chairman shall be responsible to ensure that the board is effective in its task of setting and implementing the Association's direction and strategy.
- 7.1.2 The chairman is appointed by the Board of Directors and the position shall be full-time or part-time. Chairman shall also take the chair at general meetings and Board of Director's meetings.
- 7.1.3 Chairman is the administrative head of the POC.
- 7.1.4 Pursue all administrative activities required for the fulfilment of the mission statement set out in the constitution of the POC.
- 7.1.5 Chairman is required to attend annual meetings with BOD, Core Committee and with the International Council.
- 7.1.6 Defines the reporting hierarchy of the members of his cabinet including the board members.

### **7.2 Vice chairman**

- 7.2.1 Vice Chairman assists chairman in carrying out POC administrative tasks.
- 7.2.2 Takes the charge in case of Chairman's absence.

- 7.2.3 Help President in determining the strategic direction, organizing meetings, internal and external communications.
- 7.2.4 Responsible for carrying out Chairman's strategic plan and oversee overall operational activities according to the POC constitution.
- 7.2.5 Assigning responsibilities, guiding and monitoring the performance of the members of the BOD, Core Committee and International Council.
- 7.2.6 Keep an eye on the internal and external affairs of the POC
- 7.2.7 Perform other responsibilities as assigned by the Chairman and keep him up-to-date with overall progress.

### **7.3 President**

- 7.3.1 Pursue all activities required for the fulfilment of the mission statement POC.
- 7.3.2 President is the administrative head of the unit and directly reports to Central Secretariat POC.
- 7.3.3 President will represent its territory in the International Council.
- 7.3.4 President has the task to implement the directions from POC Central Secretariat, set the targets for the unit's growth and oversee the overall progress.
- 7.3.5 President should take his team members in confidence in all decisions, planning and activities.
- 7.3.6 Carry out, and continue attracting overseas Pakistanis for more support and membership in his/her area of responsibility.
- 7.3.7 Maintain proper record of activities, memberships, and events etc.
- 7.3.8 Hold regular meetings with the local Pakistan High Commission/ Embassy to resolve local challenges to overseas Pakistanis and to organize cultural activities.
- 7.3.9 Organize or help support in organizing events/ seminars/conferences/ cultural activities along with POC Central Secretariat coordination at the local/overseas territory to promote POC.
- 7.3.10 Defines the reporting hierarchy of the members of his cabinet including the chapter advisory council.

- 7.3.11 All appointments shall be time bound for two years and will require president's approval.
- a. President can appoint additional members in his team and to the local cities and regions. Members' appointment for local cities/regions will require the POC Central Secretariat approval. It is recommended that a President consult his team members on such appointments though he is not bound by their suggestion.
  - b. Resignation of any member of the cabinet will need to be submitted to the president and will be forwarded to the POC Central Secretariat.
- 7.3.12 Administrative authority of president will encompass the supervision of the country's resources and of the members of the cabinet.
- c. Define, alter or extend the responsibilities of any position/role.
  - d. Grant/Revoke access to/of a position/role to chapter's official entities e.g. Email, Facebook, Twitter & Skype etc. and data e.g. membership, financial & clerical etc.
  - e. Cannot overrule the decision of his cabinet.
  - f. Adopt the strategy with mutual consultation and expect from his cabinet members to follow his directions.
- 7.3.13 POC Central Secretariat can dismiss any member of cabinet including president and any city designators on legitimate reason.
- g. Removal of any members by the president should be consulted with the POC Central Secretariat first and if POC Central Secretariat gets convinced that it is not an unfair dismissal then president can announce member's dismissal.
- 7.3.14 In case of a conflict within the team (until president himself is involved in the conflict), can make a final decision as a resolution to the conflict.
- 7.3.15 Continue representing POC in public events/gathering of within the constituency of his/her, country as an Ad Hoc/Interim representative of POC after the end of his term (two year) until next President formally takes the charge.
- 7.3.16 POC central secretariat shall formulate a disciplinary committee by nominating two members of his choice and one member nominated by the chapter president.

**7.4 (Sr.) Vice President**

- 7.4.1 Vice President reports to President, and has more or less the same responsibilities as President but provides a supporting role to the President.
- 7.4.2 Takes the charge in case of president's inability to resume his services, resignation, removal etc.
- 7.4.3 Help President in determining the strategic direction.
- 7.4.4 Responsible for carrying out President's strategic plan and oversee overall operations in accordance with the direction established in the strategic plans as defined by the POC constitution.
- 7.4.5 Assigning responsibilities, guiding and monitoring the performance of the members of the cabinet who report to him.
- 7.4.6 Evaluate the success and maintain awareness of both the external and internal challenges and opportunities.
- 7.4.7 Perform other responsibilities as assigned by the President and keep him up-to-date with overall progress.

**7.5 General Secretary**

- 7.5.1 General Secretary reports to president and provides him administrative support.
- 7.5.2 Defines the agenda, calls, arranges, measures the progress on last meeting's action points, identifies new action points, takes & distributes minutes of meetings.
- 7.5.3 Maintains the database of all members and the records.
- 7.5.4 In-charge of all logistics.
- 7.5.5 Make arrangements for mass support drives and other events/functions/awareness campaigns, membership drives.
- 7.5.6 Keeping of record all of the administrative paperwork.
- 7.5.7 Prepare reports on team/membership progress.
- 7.5.8 Facilitate the handling of complaints and keep a record of it.

- 7.5.9 Issue notifications of appointments, dismissals and other important organisational matters.
- 7.5.10 Keep record of all financial matters.
- 7.5.11 Maintain awareness of both internal and external challenges and opportunities and pass recommendations to President.
- 7.5.12 Assigning responsibilities, guiding and monitoring the performance of the members of the cabinet who report to him.
- 7.5.13 In the absence of the President and the Vice President, assume the functions of the President.
- 7.5.14 Keep in touch with other neighbouring POC units/chapters.
- 7.5.15 Perform other responsibilities as assigned by the President and keep him up-to-date with overall progress.

#### **7.6 Information Secretary**

- 7.6.1 Information Secretary reports to General Secretary and provides him support to manage and disperse information.
- 7.6.2 Speaks on behalf of the chapter in the media.
- 7.6.3 Prepare & publish circulars, newsletter, notices and other publications related to awareness of POC activities and agenda.
- 7.6.4 Manage and formulate social media team and update chapter's official social media sites, groups and accounts.
- 7.6.5 Target print and electronic media to spread the message of POC, news of upcoming events and press releases in its territory.
- 7.6.6 Get familiar with POC Social media & communication policies and ensure these guidelines are being followed and practiced within the territory.
- 7.6.7 Perform other responsibilities as assigned by the General Secretary and keep him up-to-date with overall progress.



**7.7 Finance Secretary**

- 7.7.1 Finance Secretary reports to General Secretary and provides him administrative support to manage financial matters of the cabinet.
- 7.7.2 Upon taking office, obtain all financial records and material from his predecessor. This should include membership records, previous audit reports, monthly financial reports and bank statements etc.
- 7.7.3 The Finance Secretary shall ensure that there are proper arrangements for the collection of all subscriptions paid if any; remind anyone whose subscriptions has lapsed by one month and that their membership will cease unless payment is received within a further one month, unless he can give a satisfactory explanation to the Central Core Committee, who may at its discretion, allow the defaulter further time to pay.
- 7.7.4 Become familiar with POC financial policies/guidelines and relevant country's financial procedures for handling money.
- 7.7.5 Prepare monthly financial report of all monies received, deposits made and/or authorizations for payment prepared.
- 7.7.6 Prepare annual financial report of all monies received & paid during the past fiscal year.
- 7.7.7 Submit all records for audit semi-annually and at any time when POC Central secretariat needs it.
- 7.7.8 Attend all events/meetings where financial matters may need to be discussed.
- 7.7.9 Record all receipts in a bound ledger book, indicating the date of receipt, number of receipt issued, amount, from whom received, and for what account (e.g., donations, fundraising, membership fees etc.).
- 7.7.10 Prepare a cost benefit analysis of fundraisers & donation drives.
- 7.7.11 Maintain record of assets and liabilities.
- 7.7.12 Overseas finance secretaries report to central finance secretary on all financial matters.

7.7.13 Perform other responsibilities as assigned by the General Secretary and keep him up-to-date with overall progress.

### **7.8 Women Wing President**

7.8.1 Women wing President reports to her relevant chapter President and help him/her achieve chapter's strategic objectives with her wing's support.

7.8.2 Set the targets, design a strategy and then lead its execution till completion to increase awareness among women.

7.8.3 Build a team of women under her leadership, assign responsibilities, guide and monitor her team's performance.

7.8.4 Increase women participation, their involvement in events and activities.

7.8.5 Perform other responsibilities as assigned by the President and keep him up-to-date with overall progress.

### **7.9 Youth Wing President**

7.9.1 Youth wing President reports to his/her relevant chapter President and help him achieve strategic objectives with his wing's support.

7.9.2 Set the targets, design a strategy and then lead its execution till completion to increase awareness among Pakistani youth in Pakistan and abroad.

7.9.3 Build a team of youth under his leadership, assign responsibilities, guide and monitor his team's performance.

7.9.4 Introduce POC in Pakistani student communities in Institutions and Universities and can formulate POC student wing to highlight educational and job market opportunities.

7.9.5 Increase youth participation and their involvement in internal and external awareness matters, organizing cultural events etc.

7.9.6 Perform other responsibilities as assigned by the President and keep him up-to-date with overall progress.

**7.10 Labour Wing President**

- 7.10.1 Labour wing President reports to his/her relevant chapter President and help him achieve strategic objectives with his wing's support.
- 7.10.2 Set the targets, design a strategy and then lead its execution till completion to increase awareness among Pakistani labour market in Pakistan and abroad.
- 7.10.3 Build a team of labour workers under his leadership, assign responsibilities, guide and monitor his team's performance.
- 7.10.4 Introduce POC in Pakistani labour workers to highlight job market opportunities.
- 7.10.5 Increase labour participation and their involvement in internal and external awareness matters, organizing cultural events etc.
- 7.10.6 Perform other responsibilities as assigned by the President and keep him up-to-date with overall progress.

**7.11 Minority Wing President**

- 7.11.1 Minority wing President reports to his/her relevant chapter President and help him achieve strategic objectives with his wing's support.
- 7.11.2 Set the targets, design a strategy and then lead its execution till completion to increase awareness among Pakistani-origin minorities in Pakistan and abroad.
- 7.11.3 Build a team of likeminded people under his leadership, assign responsibilities, guide and monitor his team's performance to highlight challenges minorities are facing at each level.
- 7.11.4 Perform other responsibilities as assigned by the President and keep him up-to-date with overall progress.

**7.12 Kashmir Wing President**

- 7.12.1 Kashmir wing President reports to his/her relevant chapter President and help him achieve strategic objectives with his wing's support related to the cause of Kashmir.

- 7.12.2 Set the targets, design a strategy and then lead its execution till completion to increase awareness among Pakistani-origin Kashmiris in Pakistan and abroad.
- 7.12.3 Build a team of likeminded people under his leadership, assign responsibilities, guide and monitor his team's performance to highlight challenges Kashmiris are facing at each level and become a part of the Kashmir freedom movement.
- 7.12.4 Perform other responsibilities as assigned by the President and keep him up-to-date with overall progress.

### **7.13 Additional Authority of Every Member of the POC**

- 7.13.1 Any unethical and unfair act along with any misuse by any position holder shall be reported to POC Central Secretariat by the members.
- 7.13.2 Appointments not done on merit or showing nepotism/unfair dismissals must be reported to the POC Central Secretariat. Upon investigation POC Central Secretariat can nullify the appointments/dismissal and take other necessary actions too.
- 7.13.3 In case of a conflict where president/head of the unit is also an involved party & all internal efforts of resolving the conflict are exhausted, can escalate the matter to POC Central Secretariat for intervene.

**Note:** POC Central Secretariat will investigate all allegations of misuse and if president/unit head is found guilty then penalize the guilty and if the person who falsely reported this misuse then that person who is guilty of making false accusations will be penalized.

## **8. Annual General Meetings**

- 8.1 The Association shall hold an Annual General Meeting within fifteen months of the previous Annual General Meeting but where possible the Association shall endeavour to hold the Annual General Meeting within every twelve months from the previous Annual General Meeting.

8.2 All meetings other than the Annual General Meeting shall be Extraordinary General Meetings.

8.3 At least sixty days' notice, in writing, to conduct an Annual General Meeting from the office of the General Secretary with the approval of the Chairman shall be given to all invitees.

8.4 An agenda shall be sent to the members at least ten days prior to the meeting, specifying the place, the day and the time of the meeting and in the case of special business, the general nature of that business. The annual report, balance sheet, statement of accounts and budget shall be copied to the members with the agenda.

8.5 The accidental omission to give notice of an Annual General Meeting to, or the non-receipt of such notice by, any person entitled to receive notice thereof shall not invalidate the proceedings at the Annual General Meeting.

#### **8.6 Procedure for the Annual General Meeting**

The Annual General Meeting may consider and approve any one or more of the following matters;

8.6.1 To receive from each country/chapter/unit the annual report, balance sheet and statement of accounts for the previous fiscal year.

8.6.2 The annual programs to be conducted and the plan to run the country/chapter/unit.

8.6.3 The basis of co-operation with bodies, with aims or objectives similar to the aims of the Association.

8.6.4 The level of annual subscriptions payable by the various categories of Members if any.

8.6.5 The election arrangements of the Administrative body, and such other business as the Members of the Core Committee may by majority decide.

8.6.6 No business shall be transacted at any Annual General Meeting unless a quorum is present when the meeting proceeds to business. Save as herein otherwise provided, one third of the total number of members entitled to

attend and vote at an Annual General Meeting present in person or by proxy shall be quorum.

- 8.6.7 If within half an hour of the time appointed for the holding of an Annual General Meeting a quorum is not present, the Annual General Meeting shall be adjourned to one half hour later and if at the adjourned Annual General Meeting a quorum is not present, the members present in person or by proxy shall constitute a quorum.
- 8.6.8 At any Annual General Meeting a resolution put to the Members shall be decided with a show of hands.
- 8.6.9 In the case of an equality of votes, the chairman of the Annual General Meeting shall be entitled to a second or casting vote.
- 8.6.10 The Chairman, country/chapter/unit administrative bodies may, at its sole discretion, invite representatives from organizations with Pakistani affiliation, academic foundations and eminent personalities to attend an Annual General Meeting.

## **9. Accounts and Auditors**

- 9.1 The financial year of Association shall run from one Annual General meeting to the next.
- 9.2 The central Finance Secretary shall prepare at the end of each financial year, a statement of the income and expenditure of the Association at the end of that financial year.
- 9.3 The central Finance Secretary shall present the annual accounts to the general body at the Annual General Meeting or to the BOD, CC or in the IC.
- 9.4 Central Finance Secretary shall coordinate with Pakistan chapter POC and Overseas finance secretaries for their relevant chapter financial statements.

## **10. Income and Bank Account(s)**

- 10.1 The income of the Association may be derived from the following sources:
- 10.2 The annual subscription payable by the Board of Directors or other Members as determined by the Annual General Meeting;
- 10.3 Fees for Consultancy and research services
- 10.4 Donations, contributions and subsidies accepted by the POC central organizations
- 10.5 Funds invested by the Association
- 10.6 Membership fees (if any), fund raising events etc.

## **11. Other activities of the Association**

The Chairman, BOD, CC and Country wise ADs along with the office of the general secretary in the central secretariat shall be responsible for the proper use, custody and accounting of the funds entrusted to them by the Association, and shall maintain in the name of the Association such bank accounts(s), as they consider appropriate, into which all monies shall be paid. The accounts shall be operated under the joint signatures of the central Finance Secretary, with the Chairman, Core Committee President or the General Secretary or any other designated member of the POC.

## **12. Awards**

In order to encourage and promote Overseas Pakistanis, whether by birth or descent, those who excel in their careers or achieve extra ordinary success in their fields , the Chairman, Core Committee Board of Directors, Country wise Administrative bodies, from time to time in their sole discretion, make such awards, prizes as it deems appropriate to: Professionals, students, athletics or

artists of exceptional ability being those who, in the majority opinion of the Chairman, Board of Directors, Country Wise ABs, have first class academic credentials or, professional services, achievements etc.

### **13. Welfare**

The Chairman, The Core Committee, Board of Directors, Country Wise as may, by unanimous decision, from time to time in its sole opinion provide such assistance as it deems appropriate whether by way of cash award or other assistance in kind.

### **14. Special Provisions**

14.1 The Association will have no political allegiance and will not act as a political forum for any establishment.

14.2 The official languages will be Urdu and English; documents will be kept in English. Any overseas chapter can use if required the local language such as for the press or media briefings.

### **15. Notices**

15.1 A notice may be given by the Association to any member, either personally or by sending it by e-mail to him or to his registered e-mail address. Services of a notice sent by e mail or any other form of electronic communication shall be deemed to be effected when the message is sent.

### **16. Gender**

16.1 All references in this document to the male gender should also be taken to cover the female gender.



## **17. Amendment to the Rules**

17.1 These rules may be added to, repealed or amended by resolution at any Annual General Meeting or by electronic ballot as determined by the Chairman, The Core Committee, Board of Directors provided that no such resolution shall be deemed to have been passed unless it is carried by a majority of at least two thirds of the Members entitled to vote thereon.

## **18. Dissolution**

18.1 The Association shall only be dissolved by three-quarter of total membership or by the two third majority of the BOD. In the event of the winding up of the Association, all its assets will be given to a Pakistani Charitable Association that the members of the final Annual or Extraordinary General Meeting determine.

## **19. Electronic Ballot**

19.1 Where the Chairman, The Core Committee, Board of Directors, Country Wise ABs considers it needs the approval of the members or where it deems appropriate it can hold an electronic ballot in coordination with the central Election Commission. An electronic ballot is the process whereby members eligible to vote are able to vote by e-mail without the need to wait until the next Annual General Meeting or hold an Extraordinary General Meeting. In the event of an electronic ballot, each member eligible to vote shall be sent via e-mail/ or via registered mobile SMS an explanation detailing the reasons for the electronic ballot, the matter to be voted on, and such other documents as the relevant competent authority considers appropriate. A resolution/decision passed/made by electronic ballot shall be as effectual as if it had been passed/made at an Annual/Extraordinary General Meeting duly convened and held.

## **20. General Guidelines**

- 20.1 All the data belongs to POC only and not to any particular position holder.
- 20.2 No sensitive data/information shall be leaked or made available publically.
- 20.3 The tenure for each position is for two years except for the chairman.
- 20.4 The tenure for the Members of the BOD is 3 years.
- 20.5 Each chapter (country and subsections) are required to submit their progress report quarterly in a year.

**END OF THE DOCUMENT**

**OATH**

I -----do solemnly swear (or affirm) that I shall support, obey and defend the constitution of the Pakistan and Pakistan Overseas Community (POC), and I swear (or affirm) that I being Muslim firmly believe that Prophet Muhammad (PBUH) is the last Prophet of God. And that I further swear (or affirm) that I shall be faithful to the Pakistan and Pakistan Overseas Community (POC) and shall do the best for the association to the best of my ability.

Name:

Signature:

Date:

Oath verification/witness person:

**For Office Holders**

I ..... do swear in the name of Allah and Solemnly affirm that I will bear true faith and allegiance to the constitution of Pakistan and to the Pakistan Overseas Community. I will uphold this constitution in true letter and spirit and perform my duties as..... to the utmost of my ability and high standards of integrity.

**For Members**

I ..... do swear in the name of Allah and Solemnly affirm that I will bear true faith and allegiance to the constitution of Pakistan and to the Pakistan Overseas Community. I will uphold the constitutions in true letter and spirit. Henceforth, I shall abide by the local country laws, regulations and the associations.