

# **PUNJAB UNIVERSITY EMPLOYEES HOUSING SCHEME, LAHORE**

## **CONSTITUTION OF MANAGEMENT COMMITTEE**

### **PRELIMINARY**

1. This 'Constitution' shall be called Constitution of the Management Committee of Town-I of the Punjab University Employees Housing Scheme (PUEHS).
2. This Constitution shall come into force from the date of its formal approval by the Chief Patron on the recommendation of the Management Committee of the Town-I, PUEHS.
3. A Management Committee shall be constituted through Elections to run the affairs of the Town-I, PUEHS.
4. In future, all the Elections of the Management Committee shall be held under the provisions of this Constitution.
5. The fiscal year of the Town-I, PUEHS shall be from 1<sup>st</sup> of January to 31<sup>st</sup> of December every year.

### **DEFINITIONS**

6. In this Constitution, unless there is anything repugnant in the subject or context, the expression:

**“Candidate”** means any member of the General Council who is not disqualified to contest elections under this Constitution.

**“Chairman”** means a member of Town-I, PUEHS nominated by the Management Committee to perform the functions of the Chairman Election Committee under the provisions of this Constitution.

**“Constitution”** means the Constitution of the Management Committee of the Town-I, PUEHS approved by the Chief Patron.

**“Defaulter”** means a member of the General Council who has been declared as defaulter on account of non-payment of dues of the PUEHS.

**“Director”** means an officer appointed by the Management Committee to perform the duties of the Director of the Town-I, PUEHS.

**“Election Committee”** means a group of members of the Town-I, PUEHS appointed by the Management Committee to hold the Elections for constitution of new Management Committee.

**“Election”** means an Election held under this Constitution to elect new Management Committee.

**“Eligible”** means eligible to contest election of the Management Committee under the provisions of this Constitution.

**“Member”** means a person who owns a plot/house in Town-I, PUEHS.

**“Notice Board”** means Notice Boards placed in the office of the Town-I, PUEHS at conspicuous place.

**“Polling Agent”** means a member appointed by the contesting group or candidate on the polling day for the elections of the Town-1, PUEHS.

**“Polling Station”** means a place, room or building selected by the Election Committee to hold the Elections of the Management Committee.

**“Voter”** means a member of the General Council who owns a plot/house in Towns-I, PUEHS and who is not a defaulter of the Town-I, PUEHS.

## **OBJECTS**

7. To promote the economic and social interests of the members and to plan, establish and maintain the residential Town-1, PUEHS.
8. To arrange, buy or otherwise acquire land, buildings and other property and to bring into existence, construct, manage and maintain services and institutions of various kinds for the convenience and benefit of the members.

## **FUNCTIONS**

9. The Punjab University Employees Housing Scheme Town-1, PUEHS shall perform the following functions:
  - (i) To regulate the construction and maintenance of buildings, roads, shopping centres, Mosques and other structures of various kinds in the Town-I, PUEHS.
  - (ii) To provide measures for the protection, safety and better living of the members residing in the Town-I.
  - (iii) To protect all the fundamental rights of the members and resolve all civic issues of the residents.
  - (iv) To beautify the Town-I, PUEHS, to provide the best civic facilities and to make the Town-I, best for living.
  - (v) To maintain and to efficiently run the electricity, water, gas, sewerage, gardens and security systems of the Town-I, PUEHS.
  - (vi) To promote recreational activities, social tolerance and cooperative activities among the members.

- (vii) To frame bye-laws for proper operation and maintenance of the Town-I, PUEHS.
- (viii) To impose a contributory cess or rate on all persons residing or owning immovable property in the Town-I, PUEHS to meet metropolitan and other expenses.
- (ix) To maintain and keep ready the accounts of income, expenditure and investment of the Town-I PUEHS.
- (x) To arrange the sports and recreational activities, and seminars for the welfare of the members and their families.
- (xi) To adopt any other necessary measures to promote economic and social interests and welfare of the members.

### **FUNDS AND INVESTMENT**

10. Funds may be raised in any or all of the following ways:
  - (i) Application fee, Membership fee, and Surcharge,
  - (ii) Plot transfer fee,
  - (iii) Maintenance charges,
  - (iv) Possession fee,
  - (v) Mosque fund,
  - (vi) Rent of plots/parks and buildings,
  - (vii) Donations,
  - (viii) Profits on investments, and
  - (ix) Any other mode deemed necessary and expedient.
11. The Management Committee may invest or deposit its funds in securities issued by or saving schemes of or duly registered with the Government of Pakistan. All investments shall be made in “interest-free schemes”.

### **MEMBERSHIP AND ELIGIBILITY**

12. The membership shall consist of:
  - (i) All the “owners/holders” of at least one plot/house in Town-I, PUEHS.
  - (ii) Legal heirs of the deceased who own a plot/house in the Town-I.
13. All of the members shall be members of the General Council.
14. Every member shall vote directly for office bearers and other etc.

## **GENERAL COUNCIL**

15. The supreme authority of the Town-I, PUEHS shall vest in the General Council. The General Council shall communicate its decisions and opinion through the Management Committee.
16. Every member, who is not 'defaulter' of the Town-I, PUEHS, shall be member of the General Council.
17. The bi-annual meetings of the General Council shall be held in April and October every year.
18. Special/Emergent meeting of the General Council on some important issues may be convened at any time by the Management Committee or upon a requisition signed by at least 10% members.
19. The Management Committee shall convene special/emergent meeting within one month on receipt of such requisition from the members.
20. A special meeting of General Council shall not transact any business other than that mentioned in the notice convening the meeting.
21. Notice convening annual/special meeting of the General Council shall state the date, time, venue and agenda to be considered, and shall be posted on Notice Board or sent to the members through a circular at least 15 days before the date of the meeting.
22. All of the members and the Management Committee shall abide by the decisions of the General Council.
23. The functions of General Council shall be to:
  - (i) Frame, add, amend, or rescind any provision of the Constitution with two-third majority of the present members.
  - (ii) Plan for achieving the objectives and prepare methodology and ways to complete the objective and functions of the Town-I, PUEHS.
  - (iii) Elect the Management Committee under the provisions of the Constitution.
  - (iv) Find the means to raise the funds for the Town-I, PUEHS.
  - (v) Comment and approve the accounts of income, expenditure and investment of the Town-I, PUEHS.
  - (vi) Approve the annual budget of the Town-I, PUEHS prepared by the Management Committee.
  - (vii) Take appropriate action (if required) against any member of the General Council.

## MANAGEMENT COMMITTEE

24. Under the Provisions of the proceedings of the Syndicate meeting 1689<sup>th</sup> held on 29<sup>th</sup> October 2011. The Management Committee Town-I, PUEHS shall be as under:

- (i) Vice-Chancellor – Chief Patron
  - (ii) President
  - (iii) Vice-President
  - (iv) General Secretary
  - (v) Joint Secretary
- } Through Election
- (vi) Five members from the Stakeholders through Election
  - (vii) Four members of the Syndicate (Teachers)

**Note:**

- (i) In Town-I, PUEHS among the five elected members (Two members from Block-A and Three members from Block-B) shall be elected.
  - (ii) The Management Committee may co-opt the members.
25. The term of the Management Committee shall be for a period of one year. An office bearer and member shall cease to hold office:
- (i) If he/she resigns at his own consent and his resign is accepted,
  - (ii) If he/she is disqualified under the provisions of this Constitution,
  - (iii) If a no confidence motion is approved against him/her in the meeting of the General Council,
  - (iv) On his/her not attending three consecutive meetings without sufficient cause having been shown to the satisfaction of the Management Committee, or
  - (v) On completion of a period of one year, he/she shall be automatically considered retired.
  - (vi) If he/she is ceased to be a member of the Town-I, PUEHS his post shall be considered vacated.
26. A member shall not be eligible to contest the election for more than two consecutive terms.
27. The Election of the Management Committee shall be held through secret ballot after one year. No proxy shall be allowed.
28. The newly elected Management Committee shall be considered to have assumed their office after declaration of the official results.

29. The expired Management Committee shall be bound to hand over complete charge to the newly elected Management Committee within 10 days from the declaration of the official results.
30. Only the members of the Town-I, PUEHS shall be nominated for the Election Committee.
31. If a member of the Management Committee wants to resign from his post, he/she shall tender his resignation in writing duly signed by him to the General Secretary. The General Secretary shall present his resignation for decision in the next meeting of the Management Committee and its decision shall be final.

### **FUNCTIONS OF THE MANAGEMENT COMMITTEE**

32. The term of Management Committee shall be for a period of one year and it shall exercise all powers of the PUEHS except those reserved for the General Council. In particular, the powers and duties of the Management Committee are to:
  - (i) Maintain a true and accurate account of all the assets and liabilities of the Town-I, PUEHS.
  - (ii) Prepare and lay before the General Council a profit and loss account, balance sheet and the annual budget accordingly.
  - (iii) Examine accounts, sanction contingent expenditure according to the laid down limits and supervise the maintenance of registers.
  - (iv) Fix the amount of imprest money to be kept by the General Secretary for day to day expense.
  - (v) Sell, mortgage, loan or otherwise dispose of payable property belonging to the Town-I, PUEHS with the approval of the General Council.
  - (vi) Enter into agreements or contracts with other agencies for furtherance of the objectives of the Town-I, PUEHS.
  - (vii) Regulate the construction, use and maintenance of all buildings, roads and other properties.
  - (viii) Ensure the implementation of decisions of the General Council and the Management Committee.
  - (ix) Appoint sub-committees for the implementation of decisions of the General Council and the Management Committee. Any member (outside the Management Committee) can also be nominated on the sub-committee.

- (x) Nominate any member for the remaining period against a post vacated by resignation of any member or through vote of no confidence.
- (xi) Nominate the Election Committee before one month of the completion of term and to provide all of the facilities, including stationery and cash, to the Election Committee for holding free, fair, transparent and impartial election.
- (xii) Provide up-to-date complete list of members to the Election Committee for use as voters list.
- (xiii) After the announcement of Elections along with constitution of Election Committee any new development program will not be initiated. In case the Management Committee fails to hold Elections within the defined period, the Patron in Chief will nominate a 05 member committee which will take charge on expiry of Management Committee and hold Elections within one month (30 days).

#### **WORKING OF MANAGEMENT COMMITTEE**

- 33. The General Secretary shall, with the consent of the President, convene at least one meeting of the Management Committee every month. The special/emergent meeting may be convened at any time.
- 34. Special/Emergent meeting of the Management Committee on some important issues may be convened at any time or upon a requisition signed by five members.
- 35. The presence of at least seven members shall be quorum for the meeting.
- 36. All the matters shall be decided with a majority vote. In case of equalization of votes, the casting vote of the President shall make the decision.

#### **FUNCTIONS OF THE OFFICE BEARERS**

##### **37. *Chief Patron***

The Town-I, PUEHS shall be honorarily headed by the Chief Patron assisted by the President of the Management Committee. He shall:

- (i) Preside over the meeting of the General Council.
- (ii) Comment on the accounts of income, expenditure and investment; profit and loss account; balance sheet; and annual budget of the Town-I, PUEHS.
- (iii) Comment on the working of the Management Committee.

- (iv) Guide for future plans of the Town-I, PUEHS and announce the donations.

38. ***President***

Subject to formal approval of the General Council entire authority of the Town-I, PUEHS shall vest in the President. All the officials shall work under his direct supervision. The powers and functions of the President shall be to:

- (i) Preside over the meetings of the Management Committee and approve the proceeding of the previous meeting.
- (ii) Ensure the implementation of the decisions taken in the previous meetings.
- (iii) Keep the house in order for the meetings of Management Committee and General Council and to proceed on the agenda items accordingly.
- (iv) Give approval of the date, time and venue for the meetings of the Management Committee and General Council on the recommendations of the General Secretary.
- (v) Approve the expense upto a sum of Rs. 100,000 without tenders observing other rules and regulations with the approval of the Management Committee.
- (vi) Approve the expense and sanction payment with the approval of the Management Committee.
- (vii) Sign the Cheques exceeding a sum of Rs. 100,000 after the signature of the General Secretary.
- (viii) Pass all the bills, vouchers and receipts due for payment by the Town-I, PUEHS. All such documents shall be presented to him by the Accountant duly enter in the accounts registers and countersigned by the General Secretary.
- (ix) In case of equal distribution of members on any matter, the casting vote of the President shall be final.
- (x) Appoint the employees for execution of the objectives and functions of the Town-I, PUEHS.
- (xi) Punish or remove any employee. The same will later be put up in the meeting of Management Committee for formal approval.
- (xii) The President may delegate any of his powers to any officer or member of the Management Committee with the approval of the Management Committee.



- (xiii) All documents of the Town-I, PUEHS shall be signed jointly by the President and the General Secretary.

39. ***Vice-President***

The Vice-President shall:

- (i) Perform all the functions of the President in his absence.
- (ii) Execute and complete the tasks assigned to him by the President or the Management Committee.
- (iii) Arrange the sports and recreational activities, and seminars for the welfare of the members and their families.

40. ***General Secretary***

Subject to formal approval of the Management Committee, the General Secretary shall:

- (i) Represent the Town-I, PUEHS and to act as spokesperson on each and every forum.
- (ii) Create a conducive environment for the welfare and development of the Town-I, PUEHS.
- (iii) Correspond with relevant agencies under his signature and seal for the resolution of the problems of the Town-I, PUEHS.
- (iv) Negotiate with the relevant agencies and resolve the issues through dialogue.
- (v) Enter into all agreements and contracts for and on behalf of the Town-I, PUEHS in accordance with the terms designed or approved by the Management Committee, provided that the General Secretary shall have the power to settle the terms of petty contracts upto a limit of Rs. 10,000.
- (vi) Get approval of the President, on his recommendation, for the date, time and venue for the meetings of the Management Committee and General Council.
- (vii) Attend all meetings of the Management Committee and the General Council and to record the proceedings of all such meetings and get the same confirmed in the next meeting by the Management/General Council.
- (viii) Nominate any other member to implement the decisions taken in the previous meetings.
- (ix) Look into the proper running of the office and to take care of the entire works of the Town-I, PUEHS.

- (x) Keep and maintain the record of properties and other investments of the Town-I, PUEHS.
- (xi) Make recommendations for the appointment of employees for the functions of the Town-I, PUEHS.
- (xii) Suspend any employee subject to subsequent approval of the Management Committee.
- (xiii) Distribute the duties and powers among the officials to run the affairs of the office in excellent way and to keep an eye on the performance of the officials.
- (xiv) Present the accounts of income, expenditure and investment, profit and loss, balance sheet and annual budget in the annual meeting of the General Council.
- (xv) Present the report on the performance of the Management Committee in the annual meeting of the General Council.
- (xvi) Sign the Cheques upto a sum of Rs. 100,000 for payment.
- (xvii) Sign, verify, pursue and file all complaints, written statements, memos of appeal, affidavits, petitions, applications and such other documents on behalf of the Town-I PUEHS in any court, tribunal and/or authority in the prosecution, defense of any suit, appeal petitions and proceedings which may be instituted by or against the PUEHS in any court, tribunal and/or authority.

41. ***Joint Secretary***

The Joint Secretary shall:

- (i) Perform all the functions of the General Secretary in his absence.
- (ii) File the correspondence of the General Secretary and proceedings of the meetings of Management Committee and General Council and to maintain the record in a proper way.
- (iii) Prepare and maintain stock registers of perishable and non-perishable assets in the office, parks and mosques of the Town-I, PUEHS
- (iv) Get the approval of the Management Committee to write off or dispose of the unserviceable items.

**ELECTION COMMITTEE**

- 42. To hold free, fair, transparent and impartial elections according to the schedule given by the Management Committee.

43. All of the members of the Election Committee shall be members of the Town-I, PUEHS. The role of all members of the Election Committee shall be neutral, impartial and fair in the election process.
44. To provide an up-to-date voters list to the contesting groups/candidates well in time and also notify on the Notice Board.
45. The Election Committee shall be bound to issue the Election Schedule according to the date fixed by the Management Committee. The Election Schedule shall specify the dates for:

(i)	Display of voters list on Notice Boards	1 day
(ii)	Objections on the voters list	1 day
(iii)	Clarification of objections in consultation with the Election Committee	1 day
(iv)	Issuance of nomination papers on payment of fixed fee	2 days
(v)	Receiving of nomination papers	3 days
(vi)	Display of list of contesting candidates	1 day
(vii)	Scrutiny of nomination papers	1 day
(viii)	Display of (group-wise) list of eligible candidates	1 day
(ix)	Inviting objections against the candidates and any other irregularity	1 day
(x)	Making decision on the objections	1 day
(ix)	Withdrawal of nomination papers and allotment of election symbols	1 day
(xii)	Display of (group-wise) final list of the candidates	1 day
(xiii)	Preparation of ballots, deputation of election staff and preparation of polling stations	3 day
(xiv)	Date for Polling	1 day
(xv)	Declaration of interim results of the election	Same day
(xvi)	Declaration of final results of the election	1 day

46. The Election Committee shall issue the nomination papers on payment of fee to the tune of a sum of Rs. 1,000 per member. One member may obtain nomination papers for more than one post.
47. The Election Committee shall make suitable arrangements for free, fair, transparent and impartial elections.

48. To issue a code of conduct for the contesting candidate well in time.
49. The Election Committee shall resolve all of the issues relating to the elections.
50. Any member may file written complaint/objection against any proposed candidate, irregularity or violation of rules. The Election Committee shall consider the complaints and make decision. Its decision shall be final.
51. The Election Committee shall reject a nomination paper if it is satisfied that the candidate falls under the definition of defaulter. Its decision shall be final.
52. A candidate aggrieved by a decision, conduct or proceedings of the Election Committee may file a review petition against the same within the prescribed period before the Election Committee for re-consideration.
53. The Election Committee shall announce the provisional results of elections on the day of polling. A copy of provisional results shall be displayed on the Notice Boards of the Town-I, PUEHS.
54. The Election Committee shall declare the final results of elections on the next day of polling and shall provide a verified copy to the contesting groups/candidates.
55. The contesting group/candidate may, before the commencement of the polling, appoint one polling agent for each polling station and shall give authority letter thereof in writing to the Chairman Election Committee along with specimen signature of the polling agent. Only a member of the Town-I, PUEHS can be appointed as polling agent.
56. The Election Committee shall allot election symbols to the contesting groups/candidates on the fixed date. However, election symbol against Pakistan/the ideology of Pakistan shall be rejected by the Election Committee. The decision of the Election Committee shall be final.
57. The Election Committee shall hand over all the record of elections and receipts through sale of nomination papers to the newly elected General Secretary within 2 days after the polling.
58. An eligible candidate may withdraw his nomination papers by submitting a written application duly signed by him on or before the date fixed for withdrawal. An application of withdrawal shall not be recalled or withdrawn under any circumstances.

## **CONDUCT OF ELECTIONS**

59. The Elections of the Management Committee shall be held in the third week of December after one year with secret ballot under the supervision of the Election Committee.

60. The timing for polling shall be announced by the Election Committee.
61. If at any time, the polling is interrupted or obstructed by rigging, riot, open violence, by reason of any natural calamity or circumstances beyond the control of the Election Committee, the Chairman Election Committee may, after recording reasons thereof, stop the polling and shall make the decisions accordingly.
62. Canvassing in any way shall be prohibited within the premises of the polling station.
63. No contesting group/candidate shall establish his polling camp within an area of 200 feet from the polling station.
64. Nobody shall be allowed to enter the polling station while in possession of arms, ammunition, knife, *lathi*, etc.
65. No member shall be eligible to contest the election of the Management Committee if he is declared defaulter by the PUEHS.
66. Only an eligible voter shall propose or second the name of a candidate; however, he may not propose or second more than one candidate for one post.
67. Every proposal for a candidate shall be made on the nomination paper supplied by the Election Committee, which shall be signed by the proposer and seconder, and accepted by the candidate. No proxy nomination shall be allowed.
68. The Election Committee shall regulate the number of voters to be admitted in the polling station at one time and remove all other persons from the polling stations except any person on duty in connection with the election.
69. In case of death of a candidate after the display of final list of candidates, the polling for that post shall be postponed and shall be re-scheduled within 15 days after the declaration of final results.
70. Where a voter is blind, disable or incapacitated to cast vote without any assistance, the Chairman Election Committee or his nominee shall assist him to cast the vote.
71. A voter who has inadvertently spoil his ballot paper that cannot be used as a ballot paper shall not be issued second ballot paper.
72. If the number of final contesting candidates is not more than the number of members to be elected, the Election Committee shall declare such candidates to be elected as unopposed office bearers or members, as the case may be. In case of unopposed election, the Chairman Election Committee shall declare the newly unopposed Management Committee after the day of election at the earliest.

73. No person shall be given any ballot paper or shall be permitted to cast vote after the time fixed for the close of polling except the voters who at that time are present within the premises of Polling Station
74. After the close of polling the Election Committee shall proceed with the counting of votes in the presence of polling agents of contesting groups/candidates.
75. The Election Committee shall, after the count, prepare a statement of count and shall announce the interim result of election. A signed copy of the result shall also be provided to the polling agents.
76. In case of equality of the votes between two candidates, the decision shall be made by the Chairman Election Committee through draw in the presence of contesting candidates or their polling agents.
77. The resources and staff of the Town-I, PUEHS shall not be misused in the election process by any office bearer or member of the Town-I, PUEHS.
78. Each voter is entitled to cast only one vote against the plot/house he owns.

#### **NO CONFIDENCE**

79. Every member has a right to present a motion of no confidence against any member of the Management Committee.
80. The approval of no confidence shall be decided by majority vote of the present members through secret ballot.
81. If a no confidence motion fails against any member of the Management Committee, the same motion shall not be allowed against that member till the next election.