

CONSTITUTION
PUNJAB UNIVERSITY
ACADEMIC STAFF ASSOCIATION



UNIVERSITY OF THE PUNJAB
LAHORE-PAKISTAN

**CONSTITUTION
OF
UNIVERSITY OF THE PUNJAB
ACADEMIC STAFF ASSOCIATION
AMENDED & APPROVED BY
THE GENERAL BODY MEETING
HELD ON APRIL 2, 2005, &
March 15th 2017
November 13th ,2019**

I. Name

	The Association shall be known as the Punjab University Academic Staff Association
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II. Objects

	The Objects of the Association shall be:
1.	To promote social, education and cultural activities:
2.	To promote the general welfare of the members and to safeguard their interests;
3.	To collaborate with other organizations in furthering the interest of education:
4.	To cooperate with national and international organizations of teachers:
5.	To organize seminars, discussions and lectures: and
6.	To undertake such other activities as may be determined by the Association to achieve its objects.

III. Membership

1	i	Ordinary Members (a) All full-time regular salaried teachers of the University: (b) All full-time employees in Research Departments engaged in research who are eligible for appointment as University Teacher.
	ii	Associate Members Retired Ordinary Members
	iii	Honorary Members The honorary membership of the Association may be offered by the Executive Council to such persons as may be rendering meritorious services to the cause of education
2	The ordinary members shall be required to pay subscription at the rate of Rs. 300/- per month to be deducted from their salaries.	

IV. Officers

	The following shall be the office-bearers of the Association.
1	President
2	Two Vice-Presidents (one from Natural and Applied Sciences and the Other from social Sciences and Humanities)
3	Secretary
4	Treasurer
5	Joint Secretary

V. Election Rules

	All office-bearers of the association shall be elected each year.
1	President

2	The annual elections shall be held in the month of December for which a notice of at least one month shall be given.
3	The Secretary of the Association shall notify and Election Committee chaired by him or an ordinary member nominated by him with the consultation of the President
4	The Chairman of the Election Committee shall notify an election schedule at least two weeks before the date of election and shall process the nominations under the Election Rules.
5	Only ordinary members shall be eligible to contest and to vote for the election.
6	Only those ordinary members will be allowed to vote and contest who have been contributing the subscription throughout the year. However, newly appointed ordinary members (appointed in the month of election) shall be allowed subject to the condition they provide their proof of appointment.
7	An ordinary member can submit his/her nomination for any number of posts of Executive Council; however, he/she will have to withdraw his/her nomination from other posts according to election schedule.
8	The election shall be by secret ballot. The ballot shall bear the names of the candidates for election
9	Each nomination shall be duly proposed on the prescribed form by a member and seconded by another member with written consent of the nominee.
10	Each Proposer and Secunder shall propose and second only one candidate for one post.
11	The Chairman Election Committee shall circulate a list of nominations received by him for all posts of Executive Council according to the election schedule.
12	Objections on nominations, if any, shall be made in writing by any candidate according to the election schedule.
13	A nominee may withdraw his/her nomination according to election schedule in writing.
14	In case there is no nomination for any of the posts, the President in consultation with the Executive Council shall nominate any ordinary member for that posts.
15	Any ambiguity regarding Election Rules shall be resolved by the Election Committee whose decision shall be final.
16	The counting of votes shall be carried out just after the closing time of voting.
17	In case of a tie between two candidates, the outgoing President shall have a casting vote in addition to his vote as a member of the general body. This shall apply against as many cases as may be.
18	The result of the election shall be notified immediately after the counting.
19	the officers and the members of the Executive Council shall be deemed to have taken their respective office immediately after the declaration of the result.

VI. Functional Units

	The functions of the Association shall be carried out by the following units
1	An Executive Council

2	Such other Committees as may be appointed by the Executive Council from time to time.
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VII. Executive Council

	The Executive Council of the Association shall be composed of:
1	The Elected officers of the Association
2	Eight other members elected each year provided at least two members shall be from the Old Campus.
3	Five other members who will be co-opted by the elected members of the Executive Council provided that one of the co-opted members shall be from the Old Campus and other one co-opted member shall be from Gujranwala Campus / Jhelum camps.
2	All business of Association shall be conducted by Executive Council. It shall have the power to disburse the funds of the Association
3	The meetings of the Executive Council shall be convened by the Secretary under general directions of the President, or on the requisition of at least 1/3 members of the Council.
4	The Executive Council shall have the power to delegate any of its functions to a sub-committee or a [person as may be determined by the Executive Council.
5	Any member not attending three consecutive meeting of the Executive Council without assigning any reason shall cease to be the member of the Executive Council and the Executive Council shall appoint a substitute for the remaining term of the membership.
6	If there is any vacancy amongst the officers or the members of the Executive Council, the Executive Council shall fill in the vacancy for the remaining term.

VIII. Duties and powers of Officers

1	The President shall have the following powers:
I	He shall preside at the meetings of the Association and the Executive.
II	He shall have the power to sanction expenditure no exceeding Rs. 10,000.00/- on single item in consultation with the Secretary.
III	He shall generally supervise the affairs of the Association
2	The Vice-President shall perform such functions as may be entrusted to them from time to time one of the Vice-President elected by the Executive Council shall, in absence of the President, exercise the powers and perform the duties of the President.
3	The Secretary of the Association shall have the following powers
I	Under the General Directions of the President he shall act as Chief Executive Officer of the Association. He shall act as Secretary of the Executive Council.
II	He shall maintain the record of the proceedings of the Association and Executive Council
III	He shall have the power to sanction expenditures not exceeding Rs. 5000.00

		on any single item.
	IV	Under the general supervision of the President, he shall convene meetings of the Association and the Executive Council.
4	The Joint Secretary of the Association shall have the following powers:	
	I	In the absence of the Secretary, the Joint Secretary shall exercise the powers and perform the duties of the Secretary.
5	The Treasurer shall exercise supervision of the income and expenditures of the Association and operate the bank account jointly with the Secretary. He shall be responsible for framing the budget placing it before the Executive Council.	

IX. Accounts

1	All accounts of the Association shall be maintained by the Treasurer and the Secretary jointly and shall be presented at annual general body meeting by the Secretary.
2	The financial year of the association shall be from January 1 st to December 31 st .
3	On a signed requisition by at least seventy-five ordinary members, the Secretary shall furnish details of the accounts of the Association for their perusal.

X. Audit

	All accounts of the Association shall be submitted for audit and the auditor's report shall be place before the Executive Council at the end of the year. The auditor will be appointed the Executive Council on such terms and conditions as it may determine.
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XI. Amendment of Constitution

	The Constitution of the association may be amended by a two-third majority of members present and voting at a general meeting in the following manner.
1	All proposals for amendment of the Constitution shall be submitted to the Executive Council.
2	The Executive Council shall forward the amendments along with its recommendations to the General Body.
3	One week notice shall be given to the members of the Association before moving the amendment

XII. Miscellaneous

1	Meetings: A meeting of the General Body shall be held within 14 days, if a requisition is made to that effect by not less then seventy-five ordinary members
2	The General Body Meeting will be held at least four times during an academic session.
3	Removal of Officers: any officer, including the members of the Executive Council, may be removed from office by a majority of 3/4 th of the members

	present at general meeting of the association.
4.	The quorum of a General Body of the association shall be 75 ordinary members
5	There shall be a house journal of the Association named Faculty News which will be brought out and managed by an editorial board consisting of ordinary members to be nominated by the executive Council.
6	<p>(i) In case of death of any in service member of the Association, there shall be deducted from the salary of all the members 'one day' salary to be given to the family of departed soul as a token of solidarity.</p> <p>(ii) In case any member of the Association declines to contribute to that extent, he/she shall inform the treasurer's office in writing.</p> <p>(iii) In case of contribution to be made by a member who is on Tenure Track System, such deduction shall be made from his/her salary equal to that of basic scale of his/her cadre.</p>
7	Without prejudice to their academic and administrative assignments in the Department/Centre/ Institute or College, no member of the Executive Council shall accept any administrative position, like Registrar, Additional Registrar, Resident officer, Controller of Examinations, Additional Controller of Examinations, Deputy Controller of Examinations, Chairman Hall Council, Deputy Chairman Hall Council and Advisor Students Affairs during the currency of his/her tenure as an office bearer or member executive. In case such member accepts such position, he/she shall forthwith cease to hold the office of the Association for remaining term and shall also be disqualified to obtain any office of the Association for ever.