

CONSTITUTION/BY LAWS OF SUPPORT WITH WORKING SOLUTION.

1. The name of the organization shall be Support With Working Solution short title of which shall be SWWS.
2. Area of operation shall be NWFP, FATA, FANA, AJK and will be extended to whole country.
3. Registered address shall be SWWS house Karnal Sher Khan Town Tehsil and District Swabi. Later on district level offices will also be established at each district headquarter.

4. AIMS AND OBJECTIVES

A PURPOSE:

Socio-economic development of the deserving class of the society.

B. OBJECTIVES:

The organisation will focus development of poor in the following sectors.

I. Poverty alleviation

- i. To accept gift/donation/grant/loan, money, moveable and immovable property subscription from any government, agencies, authorities, public bodies, corporations, companies or persons for any one or more of the objects of the organisation
- ii. To extend credit/loans to individuals and groups/CBOs for the purpose of poverty alleviation, with or without security on such terms and conditions as may seem expedient and, in particular, where the same is desirable in the interest of the organisation
- iii. Impart knowledge, skill and attitude to promote micro enterprises.
- iv. Linkages development with other organisations/programme/ Govt. Department

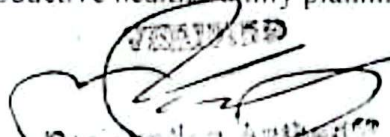
II Education:


- i. Improve enrolment and quality of education for girls working and indigent children.
- ii. Initiation of adult literacy classes for (Male/Female)
- iii. Ensure primary and vocational related education for all working children.
- iv. Form train and strengthened Parents teachers association/ village education committee / school management committees

III Health :

Promote reproductive health/Family planning


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Support With Working Solution


DIRECTOR
Department of Welfare
Government of FATA


General Secretary
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- ii. Minimise health hazardous of working class specially children.
- iii. Minimise maternal mortality and infant mortality rates.
- iv. Create awareness for drugs and sexual abuse.

IV Rights

- i. Ensure women and child rights through advocacy.
- ii. Eliminate violence against women.
- iii. Encourage advocacy against gender discrimination.

V Environment

- i. Promote personal and domestic hygiene
- ii. Support government initiatives and aware general public regarding government policies in this regard.
- v. Create awareness and sense of ownership among women folk for the management of Forests and other natural resources at village level.
- vi. Create awareness through advocacy campaign to discourage Sale, sawing and smuggling of timber

5 MEMBERSHIP

1. Membership is open to all the Pakistani Women and Man for the Area above the age of 18 years.
2. Persons desirous of becoming members shall apply on the form.

6 SUBSCRIPTION


1. **Patron:** The Director Social Welfare, Social Welfare Department will be the patron of this organization subject to willingness of the concern government official
2. **Ordinary members:**
An ordinary member will have to pay Rs. 120/- annually. However members on their own may pay as much as they want.
3. Any member can become a **life member** by paying Rs. 2000/- in lump sum.
4. **Honorary member** A member who could not pay but support the activities of the organization shall honorary member.


All registered members (who pay membership fee) shall be eligible to attend the meetings (annual) and have one vote.

The Executive Committee/ board shall have the right to **suspend or cancel the Membership** of a person on the ground such as:

- a. Non payment of subscription within three months.
- b. A member of the executive committee, will have his/her membership from the said committee only in case he/she remains absents from three consecutive meetings of the executive committee, without reason and information. His/her membership of the general body will however remain unaffected.
- c. Any conduct being detrimental to the interest of the organization.
- d. The effected member however has the right to appeal to the General body for the restoration of membership. The decision of the general body will be final.


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General Secretary
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7 ORGANIZATIONAL STRUCTURE

1. **General Council:** All categories of members shall constitute the General Council of the Organization and meet once a year when summoned by the President on the recommendation of the Executive Board
2. At least fifteen day notice of the general meeting shall be given through post or bearer. Such a notice shall specify all subjects the time and data of the meeting and contain a summary of the agenda to be considered. The disposal of any business at such a meeting

3. THE FOLLOWING BUSINESS SHALL BE CONDUCTED IN THE GENERAL MEETING

- a. To consider and approve the annual report of the General Secretary.
- b. To consider and approve the annual income and expenditure statement as well as audit report.
- c. Amendment of the constitution and bye laws, if any but it will be done subject to the approval of the Registration Authority.
- d. Consideration of any other matter referred to it by the General Secretary or by the President.

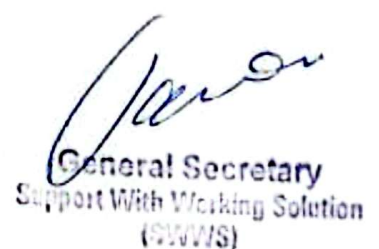
8 EXECUTIVE BOARD

- a. The General meeting of the council shall elect the following office bearers and members of the Executive Board.
 - 1- President
 - 2- Vice President (Senior)
 - 3- Vice President (Junior)
 - 4- General Secretary
 - 5- Joint Secretary
 - 6- Finance Secretary
 - 7- Press Secretary
 - 8- Education Secretary
 - 9- Health Secretary
 - 10- Human Right Secretary
 - 11- Economic Secretary
 - 12- Liaison Secretary
 - 13- Secretary planning
 - 14- Secretary monitoring and supervision.



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General Secretary
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b. THE EXECUTIVE BOARD SHALL EXERCISE THE FOLLOWING POWERS:

- 1- To implement the aims and objectives of the organization in the light of the policy laid down by the General Council.
- 2- To appoint various committees to effectively achieve its aims and objectives.
- 3- To fill any vacancy among the members of the executive committee until holding of the next General meeting.
- 4- For smooth running of projects the executive board shall form the Management committee headed by The General Secretary comprising five seniors Mangers. The Management committee shall be responsible for day to day affairs
- 5- To appoint paid staff of the organization on the recommendation of the Executive board.
- 6- To accept or reject the resignation of the members of the executive committee.
- 7- To suspend, punish, dismiss, or re-instate paid employees of the organization.
- 8- To fix their salary and terms of service.
- 9- To meet its immediate needs, the organization may from time to time borrow or raise fund from any Bank, Financial institution or any other source subject to prior approval of the Executive Board.


9 POWERS AND FUNCTION OF THE OFFICE BEARERS

1. The President
Shall preside over all the meetings of the Executive Board and General Council.
Is empowered to call an extra ordinary meeting of the General body or of the executive board ;
Has to sign the cheques regarding the agency alongwith the General Secretary
Secretary.
Present the organization at different fora whenever it is needed.
Shall appoint the legal, technical and financial advisor and auditor.
2. Senior Vice President
Shall perform all the duties of the President and exercise all powers in the absence of the President.
3. Junior Vice President
Shall assist the President and Senior Vice President whenever it is needed.
4. General Secretary
Shall run the overall management with President and assist/help the President in all legal issues.
Shall maintain and keep the record of meetings. Shall honor and implement the policy plan by the executive board.
Shall call the meetings and will prepare meeting agenda with consultation of President.



PRESIDENT

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General Secretary

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(SWWS)

Shall prepare reports with Management committee and took the approval of the General council and executive board.

Sign all cheques alongwith the President and deposit all money in the Bank.

5. Joint Secretary

Shall assist the General Secretary in his/her duties and shall carryout all the powers of the General Secretary in his/her absence.

6. Finance Secretary/Treasurer

Shall maintain true and accurate account of all money received and spent to keep a true and accurate account of the assets and liabilities of the organization. To prepare and lay before the executive director for board and general council the income and expenditure statements receive all money on behalf and in the name of the organization and sign and receive account thereof.

7. Press Secretary

Shall be responsible for all the public relations work the publicity advertisement in the newspapers and arrange publication of press notes of the organization in the newspapers.

8. Other Secretaries

All other Secretaries of the different branches shall be the incharge of the respective branch.

10 FINANCIAL ADMINISTRATION

1. Financial year of the organization shall be the same as of Government.

All money received for and on behalf of the organization shall be deposited in any scheduled Bank as decided by the Executive board. The money will be drawn by cheques signed jointly by the President and the General Secretary.

The following record shall be maintained:

- a) Cash book in which shall be entered in a chronological order every amount paid or recived by or on behalf of the agency and all payment shall supported by necessary vouchers which shall be preserved.
- b) A ledger book which shall contain all personal and impersonal accounts.
- c) An income and expenditure account, which shall be compiled at the close of each financial year and shall be audited by a chartered Accountant or Auditor approved by the Registration Authority and shall be submitted to the said Authority within six months of the close of financial year.
- d) A membership book which contain the name and addresses of the members.
- e) A minutes book which shall contain record of the minutes of the meetings.
- f) An Inspection/Visitor book in which shall be recorded the views of the persons authorized to visit/inspect the Agency.
- g) An inventory register which shall contain record of assets of the agency.

[Signature]

PRESIDENT

[Signature]

[Signature]

General Secretary
Support Unit

2.ANNUAL REPORTS

- a) At the close of each financial year publish an annual report containing inter alia the following details:
- b) General management of the Agency
- c) Details of the nature and extend of services rendered during the year which supported by the statistics.
- d) Future plan/Programme for the next year.
- e) Audited accounts.

11 ELECTIONS

- a) Election for the Executive Board will be held after every three years.
- b) Only a person who has served for three years as a member or as an office bearer holder of the executive board will be eligible to compete for the seat of the President of the Organization.
- c) No one who has not served for less than three years as an ordinary member will be eligible to compete for membership of the executive board
- d) Only those ordinary members who were enlisted as members of the organization at least six months before the election will be allowed to vote.
- e) Election will have to be completed within the month of December.
- f) The new executive board created as a result of the election will take charge in the month of January.

12 MEETINGS

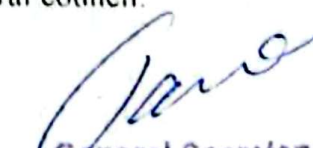
- a) Seven-day notice for the meeting of the Executive Board and fifteen days notice from the meeting of the general council shall be necessary.
- b) Emergency meeting can be called with a notice of 24 hours and 36 hours in once of executive board and general council respectively.
- c) One third of total members of the general council can apply to the President for calling a requisitioned meeting of the general body stating the purpose of meeting. The President will call such a meeting within one month of the receipt of the application giving fifteen days notice failing which the requestionate can themselves call such a meeting for the same purpose only giving fifteen days notice. The decisions takes in this meeting will be legal provided quorum is complete.

13. QUORUM

One third of the members of the executive board and general council shall constitute the quorum for the meetings of the Executive Board and general council.


PRESIDENT
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Registration Authority
 Director Social Welfare


General Secretary
 Support With Working Solution
 (SWWS)

14. AMENDMENT TO THE CONSTITUTION

Any member can give a notice of amendment of the constitution to Executive board through General Secretary, fourteen days before the commencement of the posting of the general council. The same will have to be carried out with a majority vote of two third but all amendments will be subject to the approval of the Registration Authority.

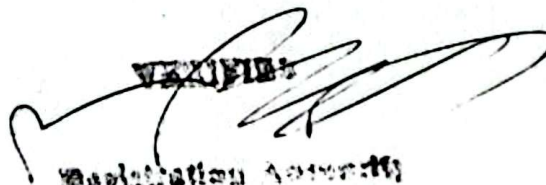
15. DISTRICT SOCIAL WELFARE OFFICER


1. Be the Patron of SWWS.
2. Co-ordinate between Government and SWWS
3. Shall inspect and monitor SWWS work at any time.
4. Shall support SWWS on behalf of Government of Pakistan.
5. Shall prepare meetings agenda and participate in SWWS meetings.
6. Shall provide technical support in planning and implementing SWWS policies.
7. Shall finalize and submit Grant application to Government on behalf of SWWS.

16. DIA-SOLUTION OF AGENCY

In case of dia-solution of : Support With Working Solution (SWWS) the relevant provision of the voluntary social welfare agencies (Registration and Control) ordinance, 1961, shall be followed.


 **PRESIDENT**
 Support With Working Solution


VERIFIED:
Registration Authority
Director Social Welfare


General Secretary
 Support With Working Solution
 (SWWS)