

**CONSITUTION**  
OF THE  
**OLD RAVIANS ASSOCIATION**  
LAHORE

AS AMMENDED AND APPROVED

ON

**MAY 2, 1994**

**CONSITUTION**  
**OF**  
**THE OLD RAVIANS ASSOCIATION, LAHORE**

**INDEX**

- I. DEFINITIONS
- II. NAME AND OFFICE
- III. OBJECTIVES
- IV. MEMBERSHIP
- V. OFFICE BEARERS
- VI. GENERAL MEETINGS
- VII. FUNCTIONS OF THE GENERAL BODY
- VIII. EXECUTIVE COMMITTEE AND ITS  
FUNCTIONS
- IX. ELECTIONS
- X. DUTIES & POWERS OF OFFICE BEARERS
- XI. ACCOUNTS
- XII. AMENDEMENT OF THE CONSITUTION
- XIII. RULES & REGULATIONS
- XIV. SEAL OF THE ASSOCIATION

In the name of Allah the most beneficent the most merciful

**DEFINITIONS**

- 1)
  - a) CONSTITUTION  
Means the Constitution of the Old Ravians Associations, Government College, Lahore.
  - b) ASSOCIATION  
Means the Old Ravians Association established on March 19, 1992 at Lahore.
  - c) EXECUTIVE COMMITTEE  
Means the executive committee of the Old Ravians Association, Lahore.
  - d) OFFICE BEARERS  
Means Holders of the offices of the Association listed in Article 16.
  - e) COMMITTEE  
Means any committee constituted by the Executive Committee of the Old Ravians Association to perform any specific function(s).

f) ELECTIONS

Means the Elections of the Executive Committee/Office Bearers of the Old Ravians Association, Lahore.

**NAME AND OFFICE**

- 2) The name of the Association shall be Old Ravians Association, Lahore, and it will be a registered organization. It incorporates the erstwhile Old Ravians Association, Old Boys/Girls Union, etc.
- 3) This is the parent body of all associations of old students of Government College, Lahore.

**OBJECTIVES**

- 4)
  - a) To promote social, cultural, educational and other such activities for strengthening the ties of Old Ravians with their Alma Mater.
  - b) To provide a forum for its members to share their views and provide them an opportunity to contribute to their intellectual, physical and spiritual enrichment of the Alma Mater.
  - c) To strengthen the feeling of amity, friendship and fraternity among its members and their families and promote their welfare.
  - d) To collaborate with the administration of the Alma Mater in achieving its objectives.

- e) To plan and implement projects for the collective benefit of present and old students of the college.
- f) To undertake such other activities as may be deemed necessary for promoting objectives of the Association.
- g) To work for the integrity and solidarity of Pakistan and welfare of the nation.

### **MEMBERSHIP**

- 5) Any old student who has been on the rolls of the College for at least two academic years is eligible to become a member or life member of the Association.
- 6) A person may be admitted as a member on payment of Rs. 50/- as admission fee along with either an annual fee of Rs. 100/- or Rs. 500/- as life membership fee. After the elections in 1994, these fees for annual and life membership would be Rs. 200/- respectively.
- 7) Every application for membership shall be made on the prescribed form along with verifiable data for proving eligibility, for consideration and approval by the Executive Committee or a Sub Committee of the Executive Committee.
- 8) Annual subscription fee shall become due on the first day of each calendar year. If this remains outstanding for more than three months, the membership may be cancelled after due notice. Membership can be renewed on payment of Rs. 50/- as re-admission fee at anytime along with arrears.

- 9) The Executive Committee may terminate membership of a member for misconduct or lack of Confidence by majority of members present.
- 10) The non-Ravian spouse of a member may become an Associate Member (Non-voting by paying a taken fee of Rs. 50/- and remain so throughout the membership of the other spouse).
- 11) The Association may grant affiliation/recognition to any branches, chapters, groups, etc. of Old Ravians set up at any place outside Lahore including abroad, subscribing to the objectives of the Association.
- 12) Any member of Faculty of Government College, Lahore who is not an Old Ravian may become an Associate Member of the Old Ravians Association on payment of admission fee of Rs. 50/- subject to the following conditions;
  - a) He has been a member of the Faculty for the last at least 3 years.
  - b) He shall not have the right to vote in elections.
  - c) He shall not be eligible for getting elected/nominated to the Executive Committee or any office of the Old Ravians Association.

### **OFFICE BEARERS**

- 13) There shall be an Executive Committee of the Association comprising 33 members including office bearers who will be elected/appointed through secret ballot or otherwise as described below.

- 14) The first election will take place in 1994.
  
- 15)
  - a) A Senior and Prominent Old Ravian will be Patron-in-Chief of the Association and may attend meetings of the Executive Committee from time to time.
  - b) The Principal of Government College, Lahore or any prominent Old Ravian will be Patron of the Association and may attend meetings of the Executive Committee by special invitation.
  
- 16) The following will be the office bearers of the Association:
  - a) President
  - b) Senior Vice President
  - c) Vice President
  - d) Lady Vice President
  - e) General Secretary
  - f) Finance Secretary
  - g) Legal Advisor
  - h) Joint Secretary Sports
  - i) Joint Secretary Information
  
- 17)
  - a) All the office bearers shall be elected after two years.

- b) The Legal Advisor will be nominated by the Executive Committee.
- 18) The office bearers and members of Executive Committee (existing) shall continue till the completion of the new election.
- 19) All bona-fide members will be eligible to become members of the Executive Committee/Office Bearers of the Association.

### **GENERAL MEETINGS**

- 20) The Annual General Meeting (AGM) shall be held preferably not later than the end of March every year.
- 21) A Special General Meeting (SGM) may be convened by the General Secretary on the requisition signed by at least one half of total members of the Executive Committee or by at least 1/5<sup>th</sup> bona-fide members of the Association and shall not transact any business other than that for which purpose it was requisitioned.
- 22) Notice of at least one week shall be given for a Special General Body Meeting and any other General Body Meeting through mail and at least two national dailies of Lahore; one Urdu and one English which shall be deemed to be sufficient notice to each and every member.
- 23) The quorum at a General Body Meeting shall be 1/10 of their total bona-fide membership and all questions shall be decided by simple majority of members present by voting. If there is lack of quorum, the meeting shall be adjourned for the same day of the next week at the same time and place, if possible and members then present shall be deemed to form the quorum.



- 24) The General Body Meeting and Executive Committee Meeting shall be presided over by the President and in his absence by the Senior Vice President or as per Article 48. In the absence of these office bearers, the meeting may be presided over by any Executive Committee Member designated by the President or Senior Vice President, or by a member of the Committee elected by the majority of the members present.

### **FUNCTIONS OF THE GENERAL BODY**

- 25) The General Body consisting of all bona-fide members shall carry out following functions:
- a) Consider Annual Report of the Association presented by the General Secretary after approval by the Executive Committee about the preceding year's working and a statement of receipts and expenditures, prepared by the Auditor(s).
  - b) Amend the constitution, as recommended by the Executive Committee for achieving the objectives of the Association, if the item has been explicitly mentioned in the notice/agenda of the meeting.
  - c) Perform such acts and functions in accordance with the constitution and rules made there under as may be necessary.

### **EXECUTIVE COMMITTEE AND ITS FUNCTIONS**

- 26) The Executive Committee shall exercise general supervision of the affairs of the Association.

- 27) The Executive Committee shall meet at least once in every 3 months and the quorum at such or special meetings shall be 8 members of whom at least four will be non-office bearers.
- 28) Special Executive Committee meeting may be convened by the General Secretary upon requisition signed by at least 7 Executive Committee members and shall not transact any business other than that for which purpose it was requisitioned.
- 29) The Executive Committee shall appoint auditors annually.
- 30) The Executive Committee will facilitate contributors to the Endowment Fund of Government College, Lahore through a sub-committee.
- 31) Without prejudice to the generalities of its powers, the Executive Committee may constitute sub-committees (which may include any member of the Association) to perform any of the following functions subject to ratification by Executive Committee.
  - a) Consider the applications for membership and pass final order upon them.
  - b) Convene all meetings in accordance with the constitution through the General Secretary.
  - c) Acquire or transfer absolutely or on lease or otherwise such movable or immovable properties as are considered proper and appropriate.
  - d) Enter into all contracts and settle terms thereof on behalf of the Association.
  - e) Undertake all such acts which are conducive to attainment of the objectives of the Association.

- 32) If there is any question as to the interpretation of a provision of the constitution or any of the rules, the decision of majority or members present of the Executive Committee shall be final.
- 33) The Committee may fill any vacancy caused during the tenure of its term and the member or office bearer as the case may be so appointed shall hold office for the unexpired term of the Committee office bearer.
- 34) No office bearer or member of the Committee shall receive any remuneration/honorarium for services rendered to the Association.

### **ELECTION**

- 35) The Executive Committee shall decide the election schedule and appoint an Election Committee of 3 members headed by a Chairman to conduct election. These members may be candidates for membership of Executive Committee but no any office. The Secretary General of the Association shall also act as Secretary of the Election Committee.
- 36) The Election Committee shall call nominations for the elections at least 4 weeks before the date fixed for election. These should reach the Committee at least two weeks before the date of the elections.
- 37) Each nomination shall be duly proposed and seconded by two bona-fide members and shall be submitted on the prescribed form along with the consent in writing of the nominee.
- 38) Immediately after the last date for filling of nomination papers, the Election Committee shall put up on the Notice Board Outside the

office of the Association at a conspicuous place a list of all the nominations received by it.

- 39) Any objection to the nominations made in writing should be filed with the Chairman of the Election Committee within 3 days of the aforesaid list having been put up on the Notice Board. The objections to the nominations would be placed before the Election Committee and the majority decision will be final.
- 40) A nominee may withdraw his/her name at any time before the date of the elections.
- 41) In case no nomination is filed for an office, the new Executive Committee will fill the vacancy through majority votes.
- 42) In case of a tie, the President shall have casting vote in addition to his vote as member of the Association.
- 43) The elections shall be held by secret ballot. The ballot shall bear the names of the bona-fide candidates
- 44) The newly election office bearers and the members of the Executive Committee shall be deemed to have assumed their office immediately after the result of the elections is announced the Chairman of the Election Committee.
- 45) A member may file nomination papers for more than one office or an office as well as membership of the Executive Committee but he/she will ultimately contest for one office/membership only. If he fails to make this choice in time, his nomination for the higher office only will be effective.
- 46)

- a) The Executive Committee may extend the election period for a maximum of six months if it is not possible to hold it within the specified time due to unavoidable circumstances.
- b) The Executive Committee can remove a member of the Executive Committee or an office bearer due to misconduct or lack of confidence after giving him an opportunity to explain and elect the replacement by majority vote. The voting may be by secret ballot if so desired by a member.

### **DUTIES & POWERS OF THE OFFICE BEARERS**

- 47) The President shall have the following powers;
  - a) He shall preside over all meetings of the Association and Executive Committee.
  - b) He shall have the power to sanction expenditure not exceeding Rs. 50,000/- subject to ratification by Executive Committee. Expenses beyond this limit should have prior sanction of the Executive Committee.
  - c) He shall generally supervise the affairs of the Association in accordance with the provisions of the constitution/rules.
- 48) The General Secretary shall be vested with the following powers:
  - a) He shall act as the Chief Executive of the Association and Secretary of the Executive Committee.
  - b) He shall be in charge of the office of the Association and shall be the custodian of the records of the Association and shall maintain the minutes of all meetings.

- c) He shall have the power the sanction expenditure not exceeding Rs. 25,000/- on any single item subject to ratification by the President/Senior Vice President/Executive Committee. He shall promptly make available all accounts to Finance Secretary.
  - d) Subject to the general directions of Executive Committee, he shall have the authority to convene meetings of the Association and Executive Committee subject to the provisions of the constitution.
  - e) He will also liaise with other organizations of Old Ravians.
  - f) He will coordinate and supervise all functions to be organized by the Association.
- 49) The Finance Secretary shall exercise control over the income and expenditure of the Association in accordance with the directions of the Executive Committee. It will be his responsibility to frame the annual budget, to maintain proper and up-to-date accounts of the Association and to get the accounts duly audited and place them before the Executive Committee and the AGM for approval.

### **FUNCTION COMMITTEE & DUTIES**

- 50)
- a) The Executive Committee will nominate five to ten member of function Committee by the recommendation of General Secretary amongst from General Body or Executive Committee.

- b) Executive Committee will nominate the Chairman of function committee.
- 51)
- a) The member of the function committee nominate from General Body having equal status of member of the Executive Committee.
  - b) The member of the function committee will help the General Secretary to organize the function.

### **ACCOUNTS**

- 52) The accounting year of the Association shall be the calendar year and statement of accounts thereof shall be presented in the AGM.
- 53) The accounts shall be maintained in any Bank(s) which shall be operated under the joint signature of the Finance Secretary and President/Senior Vice President/General Secretary.
- 54) The funds of the Association shall comprise admission fees, annual and life subscriptions, donations, grants, income from various functions, investments, endowments, etc.
- 55) These funds shall be applied solely for and towards the aims and objectives of the Association.
- 56) All properties of the Association shall be entered in a register to be kept and maintained for this purpose by the General Secretary.
- 57) All expenditure incurred by an office bearer duly verified by the Finance Secretary will be subject to ratification by the Executive Committee.

- 58) Auditor(s) shall be appointed every year by the Executive Committee. The audited accounts of the Association and the balance sheet along with a list of members/voters shall be available at the office of the Association prior to the AGM.

### **AMENDMENT OF THE CONDITION**

- 59) Any proposal for an amendment of the Constitution by a bona-fide member of the Association shall be submitted to the Executive Committee which shall convene its meeting within a month of the receipt of such proposal.
- 60) The Executive Committee shall consider the amendment and the General Secretary will place the proposal in the Special/Annual General Meeting along with the recommendations of the Executive Committee. The proposal and report shall be sent to all the bona-fide members at least ten days before the date of the meeting.
- 61) The provisions of the Constitution of the Association may be amended on recommendation of Executive Committee in a Special or Annual General Meeting by at least 2/3<sup>rd</sup> of members present. The Executive Committee may, by a vote of the majority of its total membership, dispense with any article(s) of the Constitution in any specific case for unavoidable/adequate reasons.

### **RULES & REGULATIONS**

- 62) The Executive Committee shall frame the Rules and Regulations for the Association in keeping with this Constitution, and may add them or alter them or rescind them 2/3<sup>rd</sup> of members present.



**SEAL OF THE ASSOCIATION**

- 63) The Association shall have a seal approved by the Executive Committee. It will be affixed on all documents, membership card, etc. of the Association.