

**CONSTITUTION OF THE  
PAKISTAN AUSTRALIA FRIENDSHIP ASSOCIATION,  
CANBERRA INCORPORATED**

**PAFA**

1999

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1. **Name:** The name of this Association shall be **Pakistan Australia Friendship Association, Canberra Incorporated**. It may be referred to herein as **PAFA**.
  
2. **Objectives:**
  - (a) To develop social, cultural and other related activities amongst its members with a view to promoting a better understanding between Australians and Pakistanis.
  - (b) To receive and render all possible help to Pakistan nationals who may be residing, visiting or migrating to the Australian Capital Territory (ACT).
  - (c) To foster goodwill and friendship between Australians and Pakistanis.
  
3. **Membership:** There shall be four types of members:
  - (a) *Regular:* Regular membership is open, at the discretion of the Executive Committee, to nationals of Pakistan and Australia who are residents of the ACT or surrounding regions and who are not members of a parallel Association in the ACT. Regular members must be at least 18 years of age.
  - (b) *Associate:* Associate membership shall be open, at the discretion of the Executive Committee, to persons other than Pakistani and Australian nationals without having the right to vote.
  - (c) *Life:* Life membership may be conferred, at the discretion of the Executive Committee, on any Regular member who applies on payment of the Life membership fee.
  - (d) *Honorary:* Honorary membership may be conferred, at the discretion of the Executive Committee, for distinguished services in furtherance of the objectives of PAFA.
  
4. **Patron:** The Executive Committee may request any person of its choice to accept the position of Patron of PAFA for one year at a time.
  
5. **Subscription:**
  - (a) Annual subscription on a per person basis for Regular, Associate and Life membership shall be determined by the members at the Annual General Meeting (AGM) from time to time.
  - (b) The annual subscription shall be payable for a financial year (1 July to 30 June) or part thereof, from the date of membership.
  - (c) Donations from members and other sources approved by the Executive Committee shall be welcome.

6. **Finance:**
- (a) The financial year of PAFA shall be from 1 July to 30 June.
  - (b) Accounts pertaining to PAFA shall be operated through a bank jointly by the Treasurer and either the President or the Secretary.
  - (c) An audited financial statement for a period of 1 July to 30 June shall be presented at the AGM and submitted to the ACT Registrar General's Office in accordance with the *Associations Incorporation Act 1991*.

7. **Executive Committee:**

- (a) The Executive Committee shall consist of:
  - (i) President
  - (ii) Vice President
  - (iii) Secretary
  - (iv) Treasurer
  - (v) Five members
- (b) Regular members present at the AGM shall elect the Executive Committee.
- (c) One of the Executive Committee members shall be appointed as Public Officer.
- (d) The Executive Committee shall have the power to appoint any Regular member to fill a vacant position in the Executive Committee until the next AGM.

8. **Duties of the Executive Committee:**

- (a) **President:**
  - (i) Shall act as the spokesperson of PAFA.
  - (ii) Shall preside over Committee meetings as well as the Annual and other General Meetings.
- (b) **Vice President:**

Shall assist the President and act on his/her behalf in his/her absence.
- (c) **Secretary:**
  - (i) Shall be responsible for keeping all records and shall undertake all correspondence on behalf of PAFA.
  - (ii) Shall record the minutes of all meetings. In the Secretary's absence, this task shall be delegated by the President/Acting President to any member of the Committee.
  - (iii) Shall notify in writing the names of the new Executive Committee to the ACT Registrar General's Office and other organisations as determined by the Executive Committee within a month of the election and thereafter any change occurring in the Executive Committee.
  - (iv) Shall prepare an annual report, which shall be presented to the Executive Committee for verification, before presentation at the AGM.

(d) **Treasurer:**

- (i) Shall be responsible for all financial matters of PAFA.
- (ii) Shall prepare and present the audited financial statement to the members of PAFA at the AGM.
- (iii) Shall submit the audited financial statement to the ACT Registrar General's Office in accordance with the *Associations Incorporation Act 1991*.
- (iv) Shall operate the bank account jointly with either the President or the Secretary.

(e) **Public Officer:**

- (i) Shall be appointed in pursuance of the *Associations Incorporation Act 1991* either at the AGM or at the first Executive Committee Meeting.
- (ii) Shall be a resident of the ACT and be at least 18 years of age.
- (iii) May hold any other office in the Executive Committee.
- (iv) If the Public Officer vacates the position, the Executive Committee shall appoint a replacement within 14 days.
- (v) Shall notify in writing his/her full name and address to the Registrar General within one month of the appointment.

(f) **Committee Members:**

Shall be responsible for any duty assigned by the Committee.

9. **Committee Meetings:**

- (a) Shall implement the decisions of the General Meetings, and take all such measures consider necessary to promote the objectives of PAFA.
- (b) The President, Secretary and at least two other members of the Executive Committee shall constitute a quorum. Decisions of the quorum shall be communicated to absent members of the Executive Committee within 7 days for their information.
- (c) The Committee shall meet as required.

10. **General Meetings:**

- (a) The Annual General Meeting of PAFA shall be held in the month of July each year.
- (b) General Meetings or Special General Meetings shall be called by the Secretary:
  - (i) at the request of not less than 1/3 of the Regular members of PAFA; or
  - (ii) for such other purposes as the Committee may consider it necessary.
- (c) Notice of the General Meetings or Special General Meetings shall be sent to the members not less than 14 days before the date of the meeting.
- (d) The quorum for General Meetings and Special General Meetings shall be not less than 1/3 of its Regular members.

- (e) No business shall be transacted at any meeting, whether General, Special or Committee unless a quorum is present. Without a quorum the meeting stands adjourned for the same day in the following week.

**11. Expulsion/Reinstatement:**

- (a) Any member of the Executive Committee or of PAFA, whose actions consistently conflict with the objectives and interests of PAFA may be expelled, if a resolution to this effect is approved by at least a 2/3 majority of members present at a Special General Meeting.
- (b) Any application from an expelled person for reinstatement into the Executive Committee or PAFA shall be decided by at least a 2/3 majority of members present at a Special General Meeting.

**12. Elections:**

- (a) Elections for the Executive Committee shall be held in July each year.
- (b) Nominations for any position shall be lodged with the Returning Officer appointed by the Executive Committee.
- (c) Voting shall be done by secret ballot.
- (d) Only Regular members shall be entitled to vote and hold office in PAFA.
- (e) Proxies shall be allowed on behalf of a spouse and/or unmarried children provided they are Regular members.

**13. Affiliation:**

PAFA shall seek affiliation with the clubs, societies, associations, councils and other such organisations of the ACT for cooperation and mutual participation in various activities in order to create friendly and cordial relationships within the bounds of PAFA objectives and interests.

**14. Amendments:**

- (a) This constitution may be amended only on the approval of a 3/4 majority of members present at a General Meeting.
- (b) A copy of the amended constitution, together with a summary of the specific amendments made shall be submitted to the ACT Registrar General's Office within a month.

**15. Contingencies:**

Any matter arising in the course of PAFA's business not provided for in this constitution shall be dealt with in accordance with the relevant provisions set out in the *Associations Incorporation Act 1991*, read together with the *Associations Incorporation Regulations* issued by the authority of the ACT Government.

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