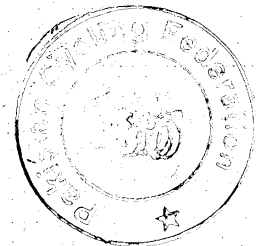


PAKISTAN CYCLING FEDERATION CONSTITUTION



Pakistan Cycling Federation



REVISED CONSTITUTION – PCF 2015

By

PCF Constitution Committee

Col M. Asghar Faiz Bodla	-	Chairman
Col. (R) Rashid Ahmad	-	Member
Major Rizwan Bashir	-	Member
Syed Azhar Ali Shah	-	Secretary

1. Constitution Approved in Pakistan cycling Federation General council meeting held on 13th November,2014 at Lahore
2. Amended as per instruction of UCI was made in the PCF General Council Meeting held on 30.7.2015 at Islamabad.



ARTICLE – I

NAME

The Organization shall be called Pakistan Cycling Federation.

SHORT TITLE AND COMMENCEMENT

This Constitution may be called the Constitution of PCF and it will come into force at once.

ARTICLE – II

JURISDICTION

The jurisdiction of the PCF shall extend throughout Pakistan, the acceding States and Territories under the control of Government of Pakistan. It shall have the exclusive rights to govern Cycling for men and women in Pakistan.

ARTICLE – III

HEADQUARTERS

The Headquarters of the Pakistan Cycling Federation shall be located in Peshawar or as decided by the General Council of the Federation.

ARTICLE – IV

DEFINITIONS AND INTERPRETATION OF TERMS

The Terms and abbreviations used hereinafter shall mean:-

- | | | |
|-----|-------------------------------------|--|
| 1. | IOC | International Olympic Committee |
| 2. | WADA | World Anti-Doping Agency |
| 3. | PCF | Pakistan Cycling Federation |
| 4. | UCI | Union Cycliste Internationale |
| 5. | ACC | Asian Cycling Confederation |
| 6. | POA / NOC Pakistan | Pakistan Olympic Association / National Olympic Committee of Pakistan |
| 7. | PSB | Pakistan Sports Board |
| 8. | Member Unit | Association / Organization affiliated with PCF All |
| 9. | Association | Provincial Associations |
| 10. | Other Associations | ICT, AJ&K, FATA & Gilgit Baltistan |
| 11. | Service / Departmental Organization | Service / Departmental Sports Organization constituted at the national level like Army, WAPDA, |
| 12. | PCTOA | Pakistan Cycling Technical Official Association |
| 13. | PCCA | Pakistan Cycling Coaches Association |

14.	Constitution	Constitution of PCF
15.	President	President PCF
16.	SVP	Senior Vice President PCF
17.	VP	Vice President PCF
18.	Advisor	Advisor to the President PCF
19.	Secretary General	Secretary General PCF
20.	Treasurer	Treasurer PCF
21.	Associate Secretary	Associate Secretary PCF
22.	Member Executive	Member of the Executive Committee of PCF

ARTICLE – V

AIMS AND OBJECTIVES

The Aims and objectives of Pakistan Cycling Federation shall be:-

1. To encourage, promote, develop, regulate and control the sport of Cycling in Pakistan.
2. To follow and enforce the Rules and Regulations of Union Cycliste Internationale and Asian Cycling Confederation.
3. To promote and facilitate affiliated Associations / Organizations.
4. To coordinate and control Cycling activities by holding meets / competitions, organizing National Senior and Junior Cycling Championships / Races (Men & Women) on its own or under the auspices of any of its Member Units.
5. To raise funds for the purpose of the Cycling and utilize the same in such a manner as may be considered desirable for the attainment of the aims and objectives of the PCF.
6. To select Cyclists and Officials to represent Pakistan in Cycling Programs and Competitions to be held within the country and abroad.
7. To create, educate, standardize and regulate structures for Technical Officials, Judges, Coaches and Administrators.
8. To establish Training Camps, organize Talent Hunt Schemes and Promotional Programs for expanding and raising standard of Cycling in Pakistan.
9. To communicate with the UCI, ACC, POA, PSB, other Government Bodies and NGOs regarding issues of Cycling when required.
10. To discourage and take appropriate action against violence, discrimination on grounds of race, religion, creed, political affiliation and gender etc.



11. To ensure the observance of Anti-Doping Code of WADA and PADA duly approved by IOC and POA. Fight against doping, use of substances and procedures prohibited by the IOC or the International Association of Union Cycliste Internationale.
12. To extend invitations to Foreign Cyclists and Officials for participation in National Cycling Championships and other Meets in Pakistan.
13. To encourage women participation in Cycling, create Women Association / Women Wings at National and Provincial levels and induct Women in the General Council / Executive Committee of the PCF with due consideration to the policies of IOC and POA.
14. To ensure resolution of all disputes in the Federation and its affiliated Member Units through PSB.
15. To formulate Cyclists Commission with Terms of Reference in line with the Constitution of POA and UCI.
16. To establish Medical and Health Commission for Anti-Doping and for improving performance of the Cyclists.
17. To launch Youth Development Programs at grass-root levels.
18. To do all other acts and things as deemed necessary or conducive to carry out Aims, Objectives and Role of the PCF.

ARTICLE – VI
MEMBERSHIP

1. The membership of the Pakistan Cycling Federation shall be open to the following:-
 - a. Provincial / State of AJ&K Cycling Associations fulfilling the criteria as laid Down in the Constitution Article VII-I. The Controlling Body of Cycling in a Province shall be affiliated with the respective Provincial Olympic Association and Provincial Sports Board.
 - b. Services / Departments / Organizations subject to fulfilling the criteria as laid down in the Constitution.
 - c. Federally Administrated Territory of Islamabad provided that the body complies with the eligibility criteria as prescribed in the Constitution.
 - d. The Member Units of the PCF shall submit their Annual Activity Report for the next financial year to the PCF by end of June each year.
 - e. Membership of the Units with PCF is subject to review of the activities and Participation in National Championship or other activities in their own Jurisdiction. It will be mandatory for Secretaries of all the affiliated Units to send Annual Activity Report by end of September each year to include the following



- i. Change in the office bearers if any (shall be reported on occurrence).
 - ii. Competitions held along with a copy of the results.
 - iii. Courses, Seminars, Clinics etc, if organized.
 - iv. Participation in National Cycling Championships and attendance in the meeting of PCF.
 - v. No of Cyclists selected in the National Training Camps and National Team.
 - vi. Any other Cycling activity conducted during the year.
- f. Affiliated units which do not enter their teams in the National Cycling Championship for two consecutive years will be exempted for voting right and their affiliation with the PCF will be cancel and the unit which does not hold the Provincial / Departmental Championship for two consecutive years shall also be deprived off voting right subject to the approval of PCF General Council Meeting.
- g. Any unit applying for membership and fulfilling the above criteria shall be given playing rights and only after having been satisfied with their performance will be considered for full affiliation.
2. Representation of the affiliated Members Units on in General Council of the Pakistan Cycling Federation shall be as under:-
- | | | | |
|----|---|---|--------|
| a. | Provincial Associations | - | 2 Each |
| b. | Services Organizations, Departments
And Sui Southern Gas Company | - | 2 Each |
| c. | AJ&K, FATA, Islamabad and NA | - | 2 Each |

ARTICLE – VII

ELIGIBILITY FOR MEMBERSHIP

1. **Provincial Associations.** The Provincial Cycling Associations shall be eligible for Seeking and retaining membership of the PCF if they fulfill the following conditions:-
 - a. They have a Constitution each in line with the Constitution of the PCF.
 - b. They shall be constituted by the properly represented District Associations, genuinely existing and functioning. The District Association shall be constituted by Active Clubs. The minimum strength of Active Clubs in each District shall be three representing all Tehsils or a minimum number of twenty (20) active cyclists.
 - c. All the Clubs affiliated with District Associations shall participate in the Annual District Championships and Provincial Championships if so required by the Provincial Associations.



- d. Active Clubs shall have facilities where cyclist activities shall take place. Such Clubs shall have a proper management and some sort of financial support system to ensure sustainable activities of the Club during the year as well as its participation in the Cycling Meets, Competitions and Championships.
- e. The Clubs affiliated with the District Associations shall have close liaison with the Governmental Sports Bodies at Tehsil and District levels to receive the requisite financial, infrastructural and logistics support of the Government to run Cycling activities efficiently. In case Tehsil and District Associations face any problem in this regard they shall bring the issue to the notice of the respective Provincial Association.
- f. Inter-Provincial Cycling Championships (Men & Women) will be organized by the Provincial Association on rotational basis in accordance with the decision of the PCF.
- g. They have Women Associations / Women Wings and induct 20% Women on their General Council / Executive Committees.
- h. They are affiliated with the respective Provincial Olympic Association and Provincial Sports Board which will certify bonafides of these Associations.
- i. They hold elections as embodied in their respective Constitutions on which at least one representative from PCF shall be called to attend the election meeting as observer, to ensure transparency and compliance of the Constitutions of the Associations / PCF.
- j. They pay their affiliation fees and subsequent annual subscriptions to the PCF within the first three months of the Financial Year.
- k. They participate without fail in the National Cycling Championships / Road Races and programs in accordance with the directions of the PCF.
- l. The Constitution of Provincial Cycling Associations shall not conflict with the Constitution of PCF.

2. **Services / Departmental Organizations.** Services / Organizations shall be eligible to seek or retain membership of the PCF only, if they are constituted on national basis and fulfill the following Criteria:-

- a. They have a Constitution / Rules, Bye-laws in line with the Constitution of the PCF.
- b. They organize Inter-Unit / Inter-Divisional / Inter-Departmental Championships every year at National level in which all their component Units,



With bonafides employee Players / Cyclists, from throughout the country, take part.

- c. National Cycling Championship (Men & Women) / Road Races will be organized by services / organizations on rotational basis in accordance to the decision of the PCF. In case of failure to hold allotted championship, the concerned Unit shall be liable for a fine of Rs. 100,000/-
- d. They should pay their Affiliation Fees and subsequent Annual Subscriptions within first three months of the financial year to the PCF.
- e. They should participate without fail in the National Cycling Championships / Road Races and programs in accordance with the directions of the PCFs.

3. **Other Associations**

Other Associations like Islamabad, FATA, Northern Areas and Azad Jammu Kashmir shall be eligible to seek or retain membership of the PCF provided they fulfill following conditions:-

- a. They have a Constitution each in line with the Constitution of the PCF and shall be constituted by at-least.10 Active Clubs or a minimum numbers of one hundred (50) active Cyclists.
- b. These Associations in their jurisdiction may create lower level Associations in line with the District Associations of the Province with whom Clubs / Cyclists may be registered.
- c. They participate without fail in the National Cycling Championships in accordance with the directions of the PCF.
- d. They hold regular Annual Championships and organize at least one competition to be participated by the clubs / cyclists of the area under their jurisdiction.
- e. They hold elections as embodied in their Constitutions in which one representative of the PCF shall be called to attend the elections meeting, as observer to ensure transparency and compliance of the Constitution of the concerned Association / PCF.
- f. They pay their affiliation Fee at the time of their affiliation with the PCF and subsequent annual subscription within the specified period as indicated in the Constitution of the PCF.



ARTICLE-VIII
SUBSCRIPTIONS

1. All affiliated Associations / Service Organizations / Other Associations shall pay Rs.2000/- as affiliation Fee and Rs.2500/- as Annual Subscription to PCF.
2. The annual subscription fee may be increased by the General Council as and when considered appropriate.
3. The annual subscription fee shall fall due on the 1st of July each year and payment shall be made before 30th September each year.
4. No representative of a member unit shall be entitled to vote at any meeting of the PCF if the member unit is in arrears in as regards of payment of its dues to the PCF.
5. A member unit failing to pay Subscription or any other dues to the PCF for a period of two years, for which at least two notices have been duly issued and served by the Secretary General, is liable to be dis-affiliated by decision of the Executive Body of the PCF and approval of General Council.
6. Once a member unit is removed from the membership of the PCF for non-payment of dues, application for re-admission will not be considered by the PCF unless all arrears have been paid along with a penalty of Rs.20,000/- to the PCF.
7. Any organization applying for membership / playing rights shall pay Rs.100,000/- and Rs. 50,000/- respectively along with application as admission fee which shall be refunded in case membership / playing rights are refused.

ARTICLE-IX
GENERAL COUNCIL

1. Supreme authority of the PCF shall be vested in the General Council consisting of the following:
 - a. Executive Committee.
 - b. Three representatives including one female (mandatory) from each Association including the one if on the Executive Committee.
 - c. Two representatives each from Departmental Organization / Commissions Including the one if on the Executive Committee.
 - d. The number of lady members shall be at least 20% of the total strength of The General Council.



2. General Council shall meet at least once a year. Other meetings of General Council May also be held as and when summoned by the:
- a. President.
 - b. Executive Committee.
 - c. At request in writing form not less than 33% of the total strength of the Persons eligible to attend the General Council meeting.
 - d. If a Special Meeting is requisitioned, the Secretary shall issue a notice with Prior approval of the President for such meeting within one month of the receipt of the requisition. The Secretary shall however give not less than 15 day's notice of such meetings to all members and shall circulate with the notice a copy of the agenda.
 - e. In case of emergency, the President at his discretion may convene a meeting at a shorter notice.
 - f. At a meeting of a General Council one third (1/3) of the members shall form the quorum. If at any meeting there is no quorum, the meeting may be adjourned for a period of not less than 10 days. No quorum shall be necessary for an adjourned meeting provided that not less than 7 days notice is given to members of the adjourned meeting.
 - g. Except for want of quorum, no meeting of the General Council once convened shall be postponed or cancelled unless 2/3 (two third) of the members present ask for such postponement or cancellation.
3. In order to exercise their votes in the General Council meeting, names of the Representatives from member units must be received in writing in the PCF Secretariat at least Fifteen (15) days before the date of meeting, failing which they shall not be entitled to attend the meeting.
4. in case President of a member unit is unable to attend the meeting, his nominee May attend the meeting through a written authorization which must be received by the Federation Secretary with a copy to the President, 10 days before the meeting. In case of the election meetings the President of a member unit, while nominating his nominees will clearly indicate as to whom out of the two / three is authorized to vote in the meeting.



5. An elected Office Bearer representing a member unit shall remain one of the Representatives of the unit on the General Council of PCF for full term provided he / she continues to hold some Office of the Member Unit unless his / her representation is not specifically withdrawn by the concerned Unit on cogent grounds. The intimation to this effect shall be provided by the President of the concerned member unit to the Secretary General and President of PCF at least (7) days before the General Council Meeting of PCF.
6. 15 days Notice shall be necessary for the meeting of the General Council.
7. The Elective General Council Meeting of the PCF shall be convened once after Every four years, in which besides other matters, the elections shall be held, on which a Representative of POA, PSB and ACC shall be invited by the PCF as observers to ensure transparency of the elections. The Annual General Council Meeting of the PCF shall be held at least once in a year. The date and place of the meeting shall be determined by the Secretary General in consultation with the President or in his absence with the SVP, unless previously decided by the General Council or Executive Committee.
8. All business discussed and decided at a meeting of General Council shall be recorded in a Minute Book which shall be signed by the Chairman of the meeting. Copies of the proceedings will be provided to all Member Units and their authorized Representatives who attended the meeting within 20 days of the meeting.
9. General Council shall meet to normally transact the following business:-
 - a. To consider and approve admission and removal of member Units.
 - b. To elect Office Bearers and Members of the Executive Committee and committees in an Elective General Council Meeting exclusively convened for this purpose when elections are due.
 - c. To consider and approve audited statement of accounts. Statements of Accounts shall be for the previous financial year and be audited by Chartered Accountant appointed by the General Council.
 - d. To consider and approve the Annual Report of Activities of the PCF Presented by the Secretary General and head of the Sub-Committees.
 - e. To take such other steps as may be necessary and expedient to carry into effect the aims and objective of the PCF.



- f. To appoint Ad-hoc Committees in the event of any Association being dissolved or becoming defunct.
 - g. To frame, adopt, incorporate on the recommendation of PCTOA Competition rules and regulations in line with ACC and UCI rules.
 - h. To consider and decide matters, not covered by the rules or the Constitution of the PCF on the proposal of President.
10. All decisions shall be taken by a simple majority of votes unless otherwise provided in the Constitution.
 11. The voting strength in the General Council Meeting and its procedure shall be as under:
 - a. Voting strength shall be:-
 - i. Provincial Associations 2 Each
 - ii. Services / Departmental Organizations 2 Each
 - iii. Sui Southern Gas Company (SSGC) 2 Each
 - v. Islamabad / FATA / HEC / AJ&K & Gilgit Baltistan 2 Each
 - b. All members who's dues are not in arrears including the current year shall be entitled to exercise their votes in the General Council.
 - c. Members shall not be entitled to exercise their vote by proxy except the services and nomination for election meeting shall not be changed.
 - d. Voting may be held by secret ballot.

ARTICLE – X

OFFICE BEARERS

1. Following Office Bearer and Members of the PCF Executive Committee shall be elected after every four years in the Elective General Council Meeting of the PCF:-
 - a.President One (1)
 - b.SVP One (1)
 - c.VP (Men) Five (5)
 - d.VP (Women) One (1)
 - e.Secretary General One (1)
 - f.Treasurer One (1)
 - g.Associate Secretary (Men) Three (3)
 - h.Associate Secretary (Women) Two (2)
 - i.Public Relation Officer One (1)



2. All office Bearers shall hold their offices for a term of four Years unless they resign or any of them is removed by the General Council on cogent grounds which inter-alia shall include unsatisfactory performance to be evaluated by the General Council in its Annual General Council Meeting each year and for any other reason for which Notice to the concerned person has been duly served and opportunity of explaining his / her case has been provided.
3. An office bearer shall cease to hold office of the PCF if his / her representation is withdrawn by the concerned affiliated member unit through a decision taken by the General Council / Executive Committee / President of the said member unit and intimation of which is duly received by the Secretary General and President of the PCF at-least 7 days before the meeting of the General Council / Executive Committee of the PCF, where this matter will be finally decided.
4. President, Honorary Secretary General and Treasurer shall not hold any of these offices in any other National Federation.
5. President may not necessarily be the representative of any member units but all other office bearers shall be elected from amongst the authorized representatives of member units or the persons eligible to attend the General Council meeting.

1. **Election Rules**

Election will held after expiry of 4 years term or two months before the expiry but charge will be hand over to the newly elected body on the date of expiry. The following rules will be followed for electing new office bearers for next term:-

- a. President will be summon election meeting 20 days prior of the election
- b. PCF General Council will constitute election commission comprising of three members in general council meeting before election summon ,who will not be members of the PCF General Council Meeting.
- c. Representative of POA, PSB and ACC shall be invited by the PCF as observers to ensure transparency of the elections.
- d. Election Commission will circulate nomination papers.
- e. For the post of President, Secretary and Treasure nomination papers will have the recommendation of one departments and two provincial associations and that the units can only recommend one person for each post and change of nominee for any post will be not allowed.
- f. Nomination papers for all posts shall be reached 15 days before the date of election.
- g. Nominee names for elective meeting shall be send by the departments and provinces 10 days before the election. Only nominated person will be allowed to cast vote on behalf of his/her department/unit, proxy will not be allowed to cast vote. Change in nomination paper for casting vote will not be allowed.
- h. Scrutiny of nomination papers shall be completed within 10 days.
- i. List of contestants shall be displayed/circulated 5 days before the election.



ARTICLE – XI
POWERS AND DUTIES OF THE OFFICE BEARERS

Following shall be the powers and duties of the Officer Bearers:-

1. **President**
The President shall be the head of the PCF. He shall preside over all meetings of the General Council / Executive Committee and of any Committee of which he is a member. The President shall nominate the representative of PCF to attend the meetings of POA or any other such meetings where representation of PCF is required. In case of equality of votes, he shall have the casting vote. In any emergency, the President shall have the powers to take any action on the suggestions or in consultation with the Honorary Secretary General but such action taken by the President shall be reported to the next General Council or the Executive Committee which in the ordinary course would have dealt with the matter.
2. **Senior Vice President**
In the absence of President, he will exercise all powers of the President. He shall also carry out duties as assigned to him by the President or the Executive Committee.
3. **Vice President**
In the absence of the President and Sr. Vice President or on their directions, other Vice Presidents shall exercise the powers of the President for a meeting. The Vice Presidents shall carry out other assignments / duties given to them by the President / Executive Committee.
4. **Secretary General**
 - a. Since the Secretary General holds a key responsibility to regulate and run the affairs of PCF, so he must have at least the following qualifications:-
 - i. Be a person having sufficient knowledge and experience of Cycling for at least 5 years as a Player / Technical Official / Coach / Organizer.
 - ii. Must be academically qualified and possess proficiency and experience of running an office of equivalent level.
 - iii. Must possess communicative skills particularly in English language to interact with National and International level organizations.
 - iv. Must have the qualities and experience of a dynamic sport leader and be capable to get the programs and tasks accomplished from other administrative and technical groups / persons.



- j. Withdrawal of contesters for any post will be allowed 1 day before the election.
- k. Only members of the House shown vide S.No. e to h in ARTICLE-X of the constitution are eligible to contest for the post of Secretary General, Treasurer and Associate Secretaries.
- l. Election will be held only on secret ballot.

2. **Applicable to National Federations.**

- a. Their voting members, and executive bodies will comprise Provincial Associations and corresponding Associations of Islamabad, AJ&K, FATA and Northern Areas with Punjab, Sindh, KPK, and Balochistan with two votes each.
- b. They will raise and organize Provincial Associations, where not in existence presently, within one year of issue of this policy.
- c. Provincial Associations will be elected directly by District Association. Islamabad Association will be elected by the Clubs.
- d. District / Tehsil Associations will be elected by member clubs.

3. **Tenure restriction of Office Bearers**

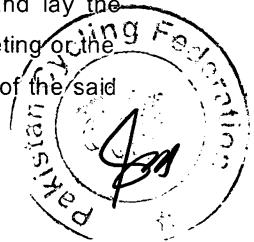
- a. One tenure of any member of PCF will be four years.
- b. President, Secretary General and the Treasurer will be allowed a maximum of two tenures, in any office of the PCF, after which they will become ineligible for election/ holding the same posts of PCF. However, they will be allowed to contest for next higher post / Association at any time.
- c. Tenure restriction will not be applicable on the office-bearers of the PCF holding posts of President or Secretary of ACC or UCI.
- d. An office bearer of PCF except the representative of departments will not be allowed to be a member of any other Federation or Association within the country. He will however be allowed to hold office in International Federations or Associations without any bar.



- b. The Honorary Secretary General, shall perform all duties under the direct supervision / control of the President PCF and or the Executive Committee, inclusive of but not limited to the following duties:-
- i. To act as Secretary of PCF, the Executive Committee and any other Committee / Sub Committee.
 - ii. To supervise and control the work of office.
 - iii. To sign on behalf of the PCF and to handle correspondence.
 - v. To issue notices and agendas for all meetings as directed by the President PCF, General Council / Executive Committee.
 - vi. To include, in the agenda / supplementary agenda for the meetings of the General Council and Executive Committee, and matter duly proposed and seconded by a member unit or by and other person eligible to attend the said meetings and delivered the Secretary General at least 15 days and 7 days before the date of the meetings of the General Council and Executive Committee respectively.
 - vii. To record proceedings of all meetings and to obtain signatures of the Chairman thereon and forward copies to all concerned persons / member units.
 - viii. To prepare jointly with the Treasurer the Annual Budget of the PCF. To keep a permanent advance of Rs. 100,000/- in order to meet expenditures of contingent nature, which may be recouped from time to time.
 - ix. To jointly operate Bank Accounts of the PCF along with Treasurer.

5. **Treasurer**

- a. To maintain with the assistance of the Secretary General accurate an upto-date accounts of the PCF including cash book.
- b. To receive and deposit money immediately in the bank received on behalf of the PCF and make payments according to the PCF's decision communicated to him through Secretary General.
- c. To prepare statements of Accounts every year and get them audited by the approved Chartered Accountants as per decision of the PCF and lay the Audited Statement of Accounts in the Annual General Council Meeting or the Elective General Council Meeting of the PCF, if the presentation of the said Statement is due.



- d. To maintain a Stock Register.
- e. To prepare Annual Budget in consultation with the Secretary General and present the same to the General Council in its meeting, if the presentations of the Budget is due.
- f. To jointly operate the Bank Account along with Honorary Secretary General.
- g. Payment of expenditure can be made through cash, online banking, Cheque Or any other formal way.

6. **Associate Secretary**

He shall perform all such duties as may be assigned to him by the Executive Committee, President or the Honorary Secretary General. However, he can be deputed by the President to perform the duties of Honorary Secretary General or Honorary Joint Secretary in their absence.

ARTICLE – XII

EXECUTIVE COMMITTEE

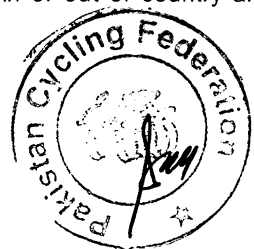
1. The Executive Committee shall consist of:-

a. **Members**

i.	President	-	1	
ii.	Senior Vice President	-	1	
iii.	Vice President	-	3	(One must be Lady) 1
iv.	Secretary	-	1	
v.	Treasurer	-	1	
vi.	Associate Secretaries	-	4	(One must be Lady)



- b. Lady Members whose strength shall be 20% of the total strength of the Executive Committee and they would be elected by the General Council out of the elected Lady Members on the General Council of the PCF.
 - c. One member of Athletes Commission of the PCF elected by the General Council out of the Two elected Members on the General Council.
2. Meetings of the Executive Committee shall be held at least twice every year or as frequently as necessary, and at other times when summoned by the President or at the written request of $1/3^{\text{rd}}$ of the total members.
 3. Quorum of the meeting shall be $2/3^{\text{rd}}$ of the total strength of the Executive Committee. No proxies shall be allowed at the Executive Committee meetings. Ten (10) days prior notice shall be necessary for a meeting of the Executive Committee.
 4. All vacancies in the Executive Committee shall be filled in by the President PCF / Executive Committee.
 5. The Executive Committee may delegate any of its powers to:-
 - i. President
 - ii. SVP
 - iii. Secretary General
 - iv. A Sub-Committee appointed from amongst its members
 6. The Executive Committee shall exercise all powers of the PCF except those vested in the General Council and in particular shall have the powers and duties:-
 - i. To observe in all transactions the provision of the Constitution of the PCF.
 - ii. To sanction the expenditures of the PCF.
 - iii. To raise funds for PCF.
 - iv. To prepare Coaching Schemes, organize Courses for Technical Officials and Coaches and encourage holding of Meets and Competitions, with a view to popularizing and improving the standard of the sport.
 - v. To take decision about holding of National Championships, Senior. Junior (Men and Women).
 - vi. To summon General Council Meetings, when deemed necessary.
 - vii. To engage experts for conducting Coaches Courses and to engage Coaches, for training of teams / Cyclists, from within or out of country and establish Coaching and Training Camps.



- viii. To appoint officials of the teams such as Managers, Assistant Managers, Coaches or other persons officials necessary to be included for optimum performance of Cyclists.
- ix. To frame Rules and Bye-Laws for conducting business of the PCF.
- x. To take suitable action against Cyclists, Officials, Organizers or any other person connected with the activities of the PCF for misconduct.
- xi. To do all such other things as may be incidental or conducive for the attainment of aims and objectives of the PCF.
- xii. All decisions shall be taken by simple majority of votes in the Executive Committee meetings unless otherwise provided in the Constitution.
- xiii. All the members who's dues are not in arrears including the current year shall be entitled to exercise their votes in the Executive Committee.
- xiv. Voting may be held by show of hands or through secret ballot as decided by the majority of the members.

ARTICLE – XIII

PERFORMANCE EVALUATION & ACCOUNTABILITY

The PCF, in its Annual General Council Meeting or a Special General Council Meeting to be convened for the purpose within one month after the elections, shall comprehensively discuss and approve a 4 Year Program of its future activities, within the available budgets as well as with the resources to be generated by the PCF, by fixing yearly targets for improving standards of its sport in measurable terms. The yearly reports of activities with details of funds spent, shall be evaluated with particular reference to the yearly targets in the subsequent Annual General Council Meetings which besides the representatives of the PCF, shall also be attended by the representatives of Pakistan Olympic Association and Pakistan Sports Board, who must be invited by the PCF well ahead of the meetings.

ARTICLE – XIV

AMENDMENTS

Amendments to the Constitution of the PCF shall be made at the General Council meeting of the PCF. The proposed amendments must be circulated by the Honorary Secretary General at least 10 days before the meeting. The amendment shall be adopted Only if two third of the members present vote in favor and such votes are more than 50% of the total strength of the General Council.



ARTICLE – XV

REGISTRATION AND TRANSFER OF CYCLISTS

1. Every cyclist shall be registered with one of the member unit of the PCF with whose jurisdiction he / she resides or work, in accordance with the Registration Rules of the PCF. No cyclist shall be registered with or be eligible to participate simultaneously for two member units.
2. All member units of the PCF shall provide the lists of their registered Cyclists to the PCF in the month of September every year on the prescribed format of the PCF.
3. New registration Number (where applicable) shall be issued by Secretary General PCF on payment of Registration fee of Rs. 500/- per Cyclist.
4. Registration of cyclist who belongs to a department and Services shall be subject to production of employment orders duly verified by Secretary / Director Sports of concerned deptt: Services. If any cyclist quit his/her parent deptt: to join another deptt: as a cyclist is subject to the production of NOC of his/her parent deptt:
5. Transfer application(s) shall be considered from 1st April to 30th June every year on prescribed format.
6. Transfer (with NOC of parent unit) shall be allowed on payment of Rs. 5,000/- per cyclist.
7. Transfer (without NOC of parent unit) shall be allowed on payment of Rs. 50,000/-per cyclist. 60% of this amount will go to the parent for province cyclist/Isb/ fata and AJk.
8. Participation in National Championships / Competitions shall be subject to Registration Number issued by Secretary PCF.
9. Secretary PCF shall be bound to issue Registration Number within 30 days of receipt of Registration / Transfer Fee (as the case may be).
10. Cycling License Annual Renewal Fee: Rs.200 will charge before 31 December per annum. if it late the fee after 1st January it will Rs 500/-
11. Cyclist transferred from one Department to another Department shall be eligible to participate in the National Championships / Competitions subject to following duration of service / registration with units:-
 - i. NOC cases 30 days
 - ii. Without NOC cases 90 days

Note: Period shall be counted with effect from the date of payment of transfer fee



ARTICLE – XVI

ARBITRATION

1. All disputes arising out of the functioning and performance of PCF and or any of its affiliated Members Units within itself or amongst each other shall be resolved through Arbitration by PCF. Any affiliated Member Unit of the PCF nor any person associated in any manner with the PCF shall not take the dispute of any nature relatable in any manner with the member unit or the PCF to any other body or Court of Law, but to the arbitration as provided in the Constitution of the PCF.
2. The disputes in subordinate unit of the PCF from the lowest level to the level of the PCF shall be referred to the President of the next higher level Organization who shall resolve the dispute through arbitration. Thus disputes at club level shall be referred to the President of the respective District Association and similarly disputes at District level to the President of Provincial Association and so on and so forth to the PCF level.
3. President of PCF with the approval of PCF General Council will constitute three member arbitration committee to resolve any disputes arising amongst the members.
4. The committee will submit their recommendation to General Council for final approval/decision.

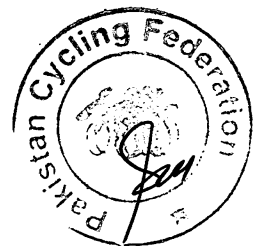
ARTICLE – XVII

DISCIPLINE

1. Any office bearer /ex member /cyclist of PCF or representative of any affiliated unit of PCF working against the constitutional parameters, issuing derogatory statements or appearing in the media or any of his / her act against the policies / constitution of PCF or generally against the interest of Cycling shall be liable to any of the following sanctions:-
 - a. Suspension up to 5 years
 - b. Ban up to 5 to10 years
 - c. Fine up to Rupees One Hundred Thousands
 - d. Or any other punishment as recommended by the Discipline Committee and approved by the General Council / Executive Committee / President PCF.
2. Cyclists and officials shall be liable to disciplinary action on account of following grounds:-
 - a. Indiscipline on and off the field-outside / inside country b.
Lack of interest in training



- c. Absence from camp without authorized permission / cogent reasons
 - d. Lack of competitive spirit
 - e. Deliberate attempt for not attending / absconding from training camp / competition / visit abroad
3. In case of indiscipline, cyclists / official shall be subject to following penalties:
- a. Warning by Secretary PCF as approved / directed by the President PCF.
 - b. Fine of Rs.5,000/- to Rs.10,000/- By Secretary PCF on the recommendation of Discipline Committee. In case of non payment of the fine, the cyclist / official (as the case may be) shall not be eligible to participate in the competitions for a period of one year.
 - c. Ban to participate in a particular competition by the President PCF on the recommendations of Discipline Committee
 - d. Ban to participate in all competitions (maximum two years) – By Executive Committee of PCF on the recommendations of Discipline Committee.
4. Any official or cyclist shall be suspended upto a period of two years from all activities of Cycling at any level if he / she issues any derogatory statement against the PCF or acting against the interest of the PCF / Cycling in General. The General Council is authorized to issue the suspension notification to all concerned as and when in his view about the offence that has occurred. However, in such cases the Secretary General will immediately inform the Discipline Committee. So that Disciplines Committee may convene the meeting as soon as the situation warrants. Convening of the Discipline Committee Meetings within 3 months will be mandatory. In case the Discipline Committee recommends the punishment, to be continued the same may be reported during the next Executive Committee or General Council Meeting. In case the Discipline Committee recommends against the suspension, the Secretary General will call the Executive Committee Meeting within one month of the receipt of the Minutes of Discipline Committee for its decision.



ARTICLE – XVIII

Financial Powers

Financial powers of the Officer Bearers of the PCF are as under:-

1. **President:**

Full powers to sanction all expenditure for which provision has been made in the budget or sponsorship is available. In case of necessity he may sanction expenditure above the budgeted amount or not provided in the budget but all such expenditure will be put up to the General Council for approval at the next meeting.

2. **Executive Committee:**

Full powers to sanction all expenditure. Provides subsidies to the Associations for the purpose of coaching and training of cyclists or for holding competitions in their jurisdiction provided funds are available.

3. **Secretary General**

He may sanction expenditure up to Rs.200,000/-. He may also keep advance from Imprest of Rs.50,000/- for meeting day to day expenditure office contingencies

ARTICLE-XX

Dissolution of Federation and Formation of Interim Setup

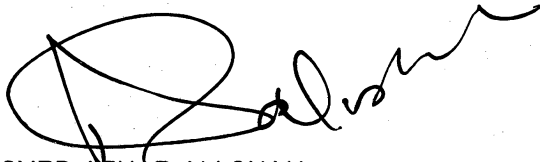
1. In case of any dispute which can't be resolved under PCF Constitution and which harm the activities of the Federation for the promotion of cycling the General Council with the majority of 60% can dissolve the cabinet of the federation.
2. In case of any dissolution of the PCF cabinet held the General Council will form an interim setup of the federation for the official work and cycling acivities till the next election.

ARTICLE-XXI

MISCELLANEOUS

1. All funds of the PCF shall be deposited in the Bank selected by the Executive Committee in the name of the PCF. The Treasurer and Honorary Secretary General shall jointly operate Bank Accounts of the PCF. In case any one of them is not available then Honorary Joint Secretary / Honorary Associate Secretary authorized by the President shall sign in place of the absentee.
2. In case of urgent matters when holding of the General Council or Executive Committee Meeting is not possible, Secretary General in consultation with the President may obtain a decision from the concerned members or persons by post. Fax or email and act according to the majority votes provided the votes so obtained are preserved in the record of the PCF and the matter is laid in the next meeting of General Council or Executive Committee, as the case may be, for approval.

3. The Constitution and regulations of the PCF shall not run counter to the Constitution and Regulations of the UCI, in case of divergence, only the Constitution and Regulations of the UCI shall apply.
4. Any matter not covered by these rules shall be decided at the General Council Meeting by the majority votes.
5. The interpretation of these rules of the Constitution by the PCF shall be final.
6. The Federation will manage its internal affairs with total independence and will ensure that no third party interferes in its operations. It will remain autonomous and resist all political, religious and financial pressure which may infringe its commitment to abide by the Constitution of the UCI. Any external form of interference or attempt to interfere will be reported to UCI and ACC.



SYED AZHAR ALI SHAH
Secretary Pakistan cycling Federation



