

CONSTITUTION



Pakistan Swimming Federation

Ref. No. PSF/Constitution

NOT FOR SALE

Amended / Updated

1 March 2008

**CONSTITUTION OF THE
PAKISTAN SWIMMING FEDERATION**

PREAMBLE

We, the Pakistan Swimming Federation , an organization affiliated with FINA (Federation Internationale de Natation), Asian Swimming Federation (ASF), South Asia Swimming Federation (SASF) , Pakistan Sports Board (PSB) and Pakistan Olympic Association (POA) duly represented, hereby undertake to abide by the decisions of the FINA and to respect the provisions of the World Anti-Doping Agency (WADA).

We undertake, in accordance with our mission and role at the national and international level, to participate in actions to promote peace and to promote women in sport. We also undertake to support and encourage the promotion of sports ethics, to fight against doping and to demonstrate a responsible concern for environmental issues.

ARTICLE I

NAME AND HEADQUARTERS

1. The Organization shall be called the Pakistan Swimming Federation (hereinafter referred to as the Federation).The Headquarters of the Federation shall be located at a place where the Secretary General is located.

JURISDICTION

2. The Jurisdiction of the Federation shall extend throughout Pakistan as well as acceding States and Territories.

EMBLEM

3. The Emblem of the Pakistan Swimming Federation in its nearest proportion and colours is as reproduced below:-



4. The Crescent, title of the Federation and sketch of two swimmers are in green colour. The five (5) Olympic Rings below it are in blue, black, red, yellow and green colours.

5. The Flag of the Pakistan Swimming Federation is in green colour with the Emblem as described above and bearing the words Pakistan Swimming Federation.

ARTICLE II
INTERPRETATION OF TERMS

The terms and abbreviations used hereinafter shall mean:-

| | | |
|-----|---------------------|---|
| 1. | IOC | International Olympic Committee |
| 2. | OCA | Olympic Council of Asia |
| 3. | FINA | Federation Internationale de Natation |
| 4. | ASF | Asian Swimming Federation |
| 5. | SASF | South Asia Swimming Federation |
| 6. | PSB | Pakistan Sports Board |
| 7. | POA | Pakistan Olympic Association |
| 8. | PST | Pakistan Sports Trust |
| 9. | NSFs | National Sports Federations |
| 10. | Federation | Pakistan Swimming Federation |
| 11. | Constitution | Constitution of the Federation |
| 12. | Council | Council or the General Body of the Federation |
| 13. | Executive Committee | Executive Committee of the Federation |
| 14. | President | President of the Federation |
| 15. | Aquatics | Aquatics means and includes swimming, diving, water polo, open water swimming and synchronized swimming |
| 16. | Swimmer | Swimmer means and includes swimmer, diver, water polo player, open water swimmer and synchronized swimmer |

| | | |
|-----|---------------------------------|---|
| 17. | Affiliated Units / Member Units | Means and include all Affiliated Provincial Associations / Services / Departments / Other Associations / Organizations / PWSA / Technical Association / Coaches Association and Athletes Commission |
| 18. | Provincial Associations | Means and include Punjab Swimming Association, Sindh Swimming Association, NWFP Swimming Association, Baluchistan Swimming Association and Islamabad (Federal Area) Swimming Association |
| 19. | Other Associations | Means and include FATA, Northern Areas and Azad Jammu and Kashmir |
| 20. | Services | Services mean and include Pakistan Army, Pakistan Air Force and Pakistan Navy |
| 21. | Departments | Departments mean and include WAPDA, Railways and Higher Education Commission (HEC) |
| 22. | PWSA | Pakistan Women's Swimming Association |
| 23. | PATOA | Pakistan Aquatics Technical Officials Association |
| 24. | PACA | Pakistan Aquatics Coaches Association |
| 25. | Eligible | Born and domiciled in Pakistan or the States in Pakistan or having acquired nationality in Pakistan or the States therein or those who are deemed qualified by the Federation/ POA |

ARTICLE III
MISSION

The mission of the Pakistan Swimming Federation is to promote and develop the sport of aquatics in Pakistan in accordance with the FINA rules.

OBJECTIVES AND ROLE

The objectives and role of the Federation shall be:-

1. To maintain absolute Control of aquatics in Pakistan, particularly with reference to the rules and regulations governed by the FINA
2. To promote the formation of aquatics organizations / associations.
3. To seek affiliation of the Federation with the FINA, AASF, SASF, PSB and POA.
4. To collect funds through grants and donations for the Federation and utilize the same in such a manner as may be considered desirable for the attainment of mission and objects of the Federation.
5. To coordinate activities in respect of aquatics in all ways which inter alias shall include the holding of competitions at various levels as well as the Annual National Swimming and Water Polo Championships, both for men and women in open and age-group categories.

6. To encourage the scientific and systematic coaching and training of aquatics by establishing or causing to be established Coaching Centres in Pakistan to improve the standard of aquatics at International level.
7. To arrange through appropriate authorities the construction of adequate aquatics facilities with allied facilities in various cities / towns, educational institutions and other centres in Pakistan.
8. To encourage, promote and assist in and secure adequate participation in the Olympic Games, Asian Games, SAG Games and Championships and other International Aquatics Competitions.
9. To approve teams and officials to represent Pakistan in International Competitions and to arrange finances for visits of such teams abroad.
10. To promote, control and if necessary to finance visits of foreign teams to Pakistan.
11. To assist and promote cooperation and coordination among Member Units and of Members with the Federation.
12. To arrange teaching and promotion of Life Saving in Pakistan.
13. To form a National Aquatics Trust for the benefit of the retired and needy swimmers of Pakistan.
14. To standardize, improve and control officiating, judging and refereeing in aquatics.

15. To appoint a panel of selectors.
16. To take action against any forum of discrimination and violence in sports on the grounds of race, religion, politics, sex or otherwise.
17. To adopt and implement the WADA Code thereby ensuring that the POA's anti-doping policies and rules, membership and/or funding requirements and results management procedures conform with the WADA Code and respect all the roles and responsibilities for norms that are listed within the WADA Code.
18. To encourage and induct women participation in aquatics and management.
19. To take disciplinary action against any Member Unit for misbehaviour of its swimmers / officials or any undesirable activity bringing discredit to the Country, sport of aquatic and Federation or violating the Federation and international rules.
20. To take disciplinary action against any swimmer (male and female) for misbehaviour or any undesirable activity bringing discredit to the Country, sport of aquatic and Federation or violating the Federation and international rules.
21. To do all acts and things necessary and proper to carry out the mission and objectives of the Federation.

ARTICLE IV
MEMBERSHIP

1. The Membership shall consist of:
 - a. President and Secretary General (elected at the Elective Meeting of the General Council)
 - b. Affiliated / Member Units
 - c. Athletes Commission
 - d. Life Members
 - e. Individual Members

2. Following shall be the Affiliated / Member Units of the Federation:-
 - a. Punjab Swimming Association (PSA)
 - b. Sindh Swimming Association (SSA)
 - c. NWFP Swimming Association (NWFP SA)
 - d. Balochistan Swimming Association (BSA)
 - e. Islamabad (Federal Area) Swimming Association (IFASA)
 - f. Pakistan Army Sports Directorate
 - g. Pakistan Navy Sports Control Committee
 - h. Pakistan Air Force Sports Control Committee
 - i. WAPDA Sports Board (WSB)
 - j. Pakistan Railways Sports Control Board
 - k. Higher Education Commission (HEC)
 - l. Pakistan Women's Swimming Association (PWSA)
 - m. Other Associations i.e. FATA, Northern Areas and Azad Jammu and Kashmir
 - n. Pakistan Aquatics Technical Officials Association (PATOA)

- o. Pakistan Aquatics Coaches Association (PACA)
- p. Athletes Commission
- q. Life Members
- r. Individual Members

3. The representation of the Affiliated Units / Members to the General Council shall be as under:-

- a. Provincial Associations - Two (2)
- b. Services - Two (2)
- c. Departments - Two (2)
- d. PWSA - Four (4)
- e. Other Associations - One (1) each
- f. Technical Associations - Two (2)
- g. Coaches Association - Two (2)
- h. Athletes Commission - Two (2)
- i. Life Members - Two (2) max
- j. Individual Members - Four (4) max

4. Membership of the Federation shall be open to bodies as defined under rules of the FINA and shall be composed of all Affiliated Member Units as mentioned above. The Provincial Associations shall have properly constituted and affiliated Divisional Associations with active Tehsils and Districts Associations or Clubs affiliated to them. Organizations of independent character at national level controlling all aquatics activities in their respective jurisdictions shall also have the right to become Members of the Federation.

5. Membership shall also be open to any other deserving organization of independent character falling under the categories in ARTICLE IV Clause - 4 on the basis of

performance and services rendered to the cause of aquatics in Pakistan.

6. No Affiliated Unit or member shall itself promote or take part in or permit any association, club or body within its jurisdiction to promote or take part in any competition:-

- a. Which is not approved by the Federation.
- b. At which anything but a Challenge Cup or Trophy is competed for.
- c. At which prizes other than medals or miniature cups of nominal cost or certificates are awarded to any participating swimmer.
- d. At which any payment other than that which is specified in Article V Clause 2, is made for participation in it. Infringement of this shall be dealt with by the Affiliated Unit or member concerned and reported to the Federation or dealt by the Federation's Council at the instance of the Affiliated Unit and member concerned.

7. Members shall exclude from their own body as well as from any associations, clubs or bodies affiliated to them, any swimmer who is not defined under rules of the FINA. They shall also exclude from affiliation with themselves any association, club or body, which wilfully violates rules of the FINA.

8. No Affiliated Unit or member shall permit any club or association from within the jurisdiction of other members to take part in any competition under it, or within its jurisdiction unless the Club or Association applies for entry through the member within whose jurisdiction it is located.

9. Affiliated Units shall report to the Federation all cases of penalties, disqualifications or bans imposed on swimmers, swimming clubs, associations or competitions in their jurisdiction. Such reports shall be circulated by the Secretary to other members and enforced by them in their jurisdiction and shall be in operation unless the penalty is withdrawn by the next higher body.

10. Appeals, against disciplinary action taken by the Affiliated Units and members against swimmers or clubs, associations or competitions in their jurisdiction, shall lie with the Federation in case the aggrieved person is not satisfied with the action taken by his / her Association / Organization.

11. All the Affiliated Units and members shall obtain permission from the Federation when they promote, finance or select a team to tour or participate in a competition abroad or when they wish to invite a foreign team to visit Pakistan at least six months before the start of the competition.

12. Individuals shall obtain permission from the Federation through their respective Affiliated Unit before participation in foreign tours or competitions or training abroad.

13. Members shall not affiliate clubs or other bodies from outside their jurisdiction.

14. The General Council of the Federation shall be competent authority to admit a new Member or remove a Member by resolution adopted by not less than two-third majority of votes provided that more than half the total

- g. Organize National Championships (open/age-group male and female) when ever assigned by the Federation.
- h. Must have properly Constituted Constitution which shall not conflict with the Constitution of the Federation in any manner.
- i. Must hold elections as embodied in their Constitution within the time prescribed under the direct supervision of the Federation. Representatives of the Provincial Olympic Association and Provincial Sports Board must be invited as observers during the Elective Meetings.
- j. The Elected President, Secretary and Treasurer of the Provincial Association shall not hold any of these offices in any other NSFs affiliated to the PSB/POA and shall also not be entitled to hold any of these offices in any of other Provincial Sports Associations or lower associations such as Division and District.
- k. Must hold Annual General Council and Executive Committee Meetings under intimation to the Federation. Representation of the Federation's representative on all General Council and Executive Committee Meetings is mandatory.
- l. Submit Annual Activity Report along with Audited Statement of Accounts to the Federation on annual basis.

- m. Pay Annual Affiliation Fee every year to the Federation as specified in ARTICLE V Clause 2.
- n. Shall seek permission of the Federation before according affiliation to any District / Tehsil / Club.

19. **Pakistan Women's Swimming Association (PWSA).**
PWSA shall be eligible to seek or retain Membership of the Pakistan Swimming Federation subject to the following conditions:-

- a. All female aquatics activities at national / provincial / tehsil / club levels shall be controlled by PWSA under the directions of the Federation.
- b. Shall have at least two to three (2 - 3) properly constituted Provincial Women's Associations and Women Wing of Service / Departments / Organizations as its affiliated member associations.
- c. Each of the Provincial Women's Associations and Women Wing of Service / Departments / Organizations must work in harmony with the respective Provincial Swimming Association / Service / Departments and Organizations under the auspices of PWSA and adhere to the rules of the PWSA/Federation.

- d. Proof must be adduced that these Provincial Women's Associations exercise a specific and real sports activity in their province, in particular by organizing and participating in competitions and implementing training programmes for swimmers.
- e. There shall not be more than one Women's Association at National Level and one each at Provincial Level recognized by the PWSA/ Federation which governs the aquatics activities at National and Provincial level respectively.
- f. Have properly constituted General Council and Executive Committee as per directive of the Federation at National and Provincial levels.
- g. Organize National and Provincial Championships (open / age-group for female) every year with the widest participation along with implementing the training programme for their sports persons.
- h. Have proper Constitution which shall not conflict with the Constitution of the Federation in any manner.
- i. Hold elections as embodied in their Constitution within the time prescribed under the direct supervision of the Federation.
- j. The elected President, Secretary and Treasurer of the PWSA and its Provincial Associations shall not hold any of these offices in any other NSF's affiliated to the POA and shall also not be entitled to hold any

of these offices in any other Provincial Sports Associations or lower associations such as Division and District.

- j. Hold Annual General Council Meetings under intimation to the Federation. Representation of Federation's representative is mandatory.
- k. Submit Annual Activity Report along with Audited Statement of Accounts to the Federation on annual basis.
- l. Pay Annual Affiliation Fee every year to the Federation as specified in ARTICLE V Clause 2.
- m. Shall seek permission of the Federation before according affiliation to any Provincial Association.

20. **Services / Departments / Organizations.** The Services / Departments / Organizations shall be eligible to seek or retain membership of the Federation subject to following conditions:-

- a. Organize Inter-Unit Championships on annual basis.
- b. Organize National Championships (male and female, open and age group categories) when allotted to by the Federation and assist Provincial Associations in staging their annual championships / tournaments / other sports programmes.

- c. The Constitution / Rules of Services / Departments / Organizations shall not conflict with the Constitution of the Federation in any manner.
- d. Submit annual activity report to the Federation on annual basis.
- e. Pay Annual Affiliation Fee every year to the Federation as specified in ARTICLE V Clause 2.

21. **Other Associations.** Other Associations i.e. FATA, Northern Areas and Azad Jammu and Kashmir shall also be eligible to seek or retain Membership of the Federation subject to following conditions:-

- a. They have a Constitution which is in line with the Constitution of the Federation and shall be constituted by at least 10 existing Active Clubs or by the representatives of at least 200 registered swimmers where Clubs System does not exist.
- b. These Associations in their jurisdictions may create lower level Associations in line with the District Associations of the Province with whom Clubs / swimmers may be registered.
- c. They shall participate without fail in all National Championships i.e. open / age-group, male and female (where applicable).

- d. They hold regular Annual Championships and organize one tournament to be participated by the clubs / swimmers of the area under their jurisdiction.
- e. They hold elections as embodied in their Constitutions under the direct supervision of the Federation so as to ensure transparency and compliance of the Constitution of the Federation.
- f. Submit Annual Activity Report along with Audited Statement of Accounts to the Federation on annual basis.
- g. They pay their Affiliation Fee at the time of their affiliation with the Federation and subsequent annual subscriptions within the specified period as defined in ARTICLE V 2.

22. **Athletes Commission**

- a. There shall be an Athletes Commission to fulfil the mission and objectives with composition and functions as directed by the Federation.
- b. The Athletes Commission shall have at least seven (7) members (including female member(s)) who are at least 16 years of age and have never been sanctioned for a doping offence.
- c. The Commission shall be composed of such male and female aquatic players who at the time of their election/nomination are at least participating at national level.

- d. The Members of the Athletes Commission shall be elected/nominated for four (4) years or till next elections of the Federation and can be renewed.
- e. The President of the Federation shall approve the nomination of the suitable Members of Athletes Commission for each term out of the list of qualified athletes recommended by the Affiliated Units.
- f. The Commission shall be represented at the General Council with two (2) of its members elected by the Federation's Athletes Commission and they shall have the right of vote.
- g. The Commission shall be represented on the Federation Executive Committee with at least one (1) member elected by the Federation General Council and he/she shall have right of vote.

23. **Life Members**. Any individual who has contributed to promotion and development of aquatics in the country may be elected as Life Member (maximum 2) proposed by the President and approved by the General Council with right of vote.

24. **Individual Members**. Subject to nomination proposed by the President and approval of the General Council, there shall be Individual Members on the General Council of the Federation, who are likely to be helpful to strengthen the effectiveness of

the Federation or who have rendered distinguished services to the cause of sports of aquatics.

ARTICLE V
MEMBERSHIP FEE

1. The President, Secretary General, Members of the Athletes Commission, Individual Members and Life Members shall be Members of the Federation without payment of any Membership Fee.

2. Each Affiliated Member Unit shall pay Annual Fee as following:-
 - a. Provincial Associations and PWSA
Rs. 3000.00
 - b. Services / Departments / Organizations
Rs. 6000.00
 - c. Other Associations Rs 1500.00
 - d. Technical Association and Coaches Association
Rs 1500.00 each.
 - e. The Membership Fee shall fall due on the first of July each year and shall be paid within two (2) months of the date it falls due.
 - f. No representative(s) of the Affiliated Unit shall be entitled to vote at any meeting of the Federation and contest elections if the Affiliated Unit is in

arrears in respect of fees.

- g. An Affiliated Unit failing to pay the Fee within the time fixed shall be liable to be removed from the Membership of the Federation.
- h. Once an Affiliated Unit is removed from the Membership of the Federation for non-payment of Fee, the application for readmission will be processed to the General Council only if all arrears have been paid and a sum of Rupees Thirty Thousand (Rs 30,000) as penalty has been paid.
- i. Any fresh application from an intending member seeking affiliation with the Federation will pay Rupees Fifty Thousand (Rs 50,000) in advance as Registration Fee at the time of affiliation.
- j. The Federation's Financial Year shall be from 1st July to the following 30th June.

ARTICLE VI
GENERAL COUNCIL

1. The Supreme authority shall be vested in the General Council of the Federation. The following shall be eligible to attend the Federation's General Council Meeting:-

- a. President, Senior Vice President, Vice Presidents, Secretary General, Treasurer and Associate Secretaries of the Federation.
- b. Representatives of the Member Units as defined in ARTICLE IV Clause 3 whose intimation has duly been sent to the Secretary General of the Federation as laid down in ARTICLE VI Clause 4.
- c. Representatives of the Athletes Commission elected from amongst its members on the General Council for each term as defined in ARTICLE IV Clause 22.
- d. Life Members for each term, who are nominated by the President of the Federation and approved by the General Council as provided in ARTICLE IV Clause 23.
- e. Individual Members for each term, who are nominated by the President of the Federation and approved by the General Council as provided in ARTICLE IV Clause 24.

Powers and Duties of the General Council

2. The following shall be the powers and duties of the General Council:-

- a. The General Council shall meet at least once a year (preferably in December/January). Other General Council Meetings may be held as and when summoned by the:-
 - (1) President
 - (2) Executive Committee
 - (3) At the request made in writing by not less than two-third of the Affiliated Member Units. To hold, control and administer the property and funds of the Federation.
- b. To elect the office-bearers of the Federation.
- c. To admit organizations as Members of the Federation.
- d. To cancel any membership for wilful infringement of the rules and lack of sufficient activities on its part as required by the Federation's Constitution.
- e. To elect an Executive Committee and such other Sub Committees for carrying out the work of the Federation including Finance Committee.

- f. To appoint Ad-hoc Committee in the event of any Association being dissolved.
- g. To appoint Auditors, who shall be Chartered Accountants, and fix their remuneration.
- h. To adopt the Annual Report submitted by the Secretary General.
- i. To pass the Audited Statement of Accounts and Budget Estimates.
- j. To frame the Constitution and Bye-Laws of the Federation.
- k. To add and amend the Constitution and Bye-Laws as and when necessary.
- l. To consider and decide matters not covered by the rules of the Federation.
- m. To interpret the provision of these rules.
- n. To take such steps as may be expedient to achieve the objects of the Federation.
- o. To secure by purchase, lease, gift or otherwise, property movable or immovable and whether subject to any special trust or not, for any or all of the objects of the Federation.

- p. To consider ratification of swimming records.
 - q. To draw up, publish and enforce uniform rules for the control and conduct of aquatics competitions in Pakistan and deal with any infringements thereof and enforce FINA laws.
 - r. Members shall not be entitled to exercise their right of votes by proxy.
 - s. To consider and approve financial assistance and grant to needy deserving swimmers of Pakistan from the National Swimming Trust or for recommendation to the Pakistan Sports Trust.
 - t. To decide about the participation of Pakistan Aquatics Team Contingents in the contests of international events.
 - u. To appoint the members of Pakistan Aquatics Technical Officials Association and Pakistan Aquatics Coaches Association.
 - v. To take decisions about levy of any contribution, penalty and other charge.
3. The quorum for a meeting of the General Council shall be one-third of the representatives eligible to vote including the President.

4. In order to exercise their votes at the Elective Meeting of the General Council, the names of the representatives from the Member Units, duly signed by the President / Secretary of the Association / Head of Services / Departments / Organizations, must be received in writing in the Federation Secretariat seven (7) days before the date of the Meeting, failing which the representatives shall not be entitled to attend the Meeting.
5. An elected Office Bearer representing a Member Unit shall remain as one of the representatives of the Federation on the General Council of the Federation for full term provided he/she continues to hold some office in the respective Member Unit or his/her representation is not specifically withdrawn by the concerned Member Unit, the intimation of which is duly provided to the Secretary General of the Federation, at least one month before the General Council Meeting of the Federation.
6. All business discussed or decided at the 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 sent to all Member Units within one month of the Meeting.
7. The Secretary General shall give not less than fifteen (15) days notice of the Meeting to all Members and shall circulate with the notice a copy of the Agenda along with the comprehensive working paper.
8. In the event of the Meeting of General Council not being held on the appointed date for want of quorum, the Meeting will be held on a subsequent date without any quorum.

9. Only the President of the Federation and the representatives of the Members Units as laid down in ARTICLE IV Clause 3 shall have the right to vote at the Elective Meeting of the General Council Meeting.

10. Votes shall be taken either by show of hands or ballot as determined by the President / Council. All matters shall be decided by a simple majority of votes unless otherwise provided in the Constitution.

11. During the intervening period between two meetings of the General Council any action taken by the President after consulting the members by post or email / fax the votes so taken shall be preserved by the Secretary General and the decisions taken by the President under situation shall be reported at the next meeting.

12. Notice for resolutions, to be brought up at the Annual General Council Meetings, shall be given in writing to the Secretary General, not later than one week before the date of meeting. These shall be incorporated in the Agenda to be issued by the Secretary General, subject to approval of the President or sent separately as supplementary agenda if received after issue of regular agenda.

Office Bearers

13. The following shall be the Office Bearers of the Federation and shall be elected after every four (4) years at the Elective Meeting of the General Council:-

- a. President (who may not necessarily be a representative of any Affiliated Unit of the Federation).
- b. Six (6) Vice Presidents, out of which there shall be one (1) Senior Vice President and one (1) Lady Vice President.
- c. Secretary General (who may not necessarily be a representative of any Affiliated Unit of the Federation).
- d. Honorary Treasurer.
- e. Five (5) Associate Secretaries, out of which there shall be one lady Associate Secretary.
- f. Total number of the female representatives on the Council shall be 20% of its strength or more.

14. All the Office Bearers, except the President and Secretary General shall be elected from amongst the persons eligible to attend the Elective Meeting of the General Council.

15. The tenure of Federation Office Bearers shall be for four (4) years unless they expire or resign before they have completed their tenure of office. In the event of a vacancy thus caused to occur the post will be filled by the Executive Committee.

16. The Office Bearers shall be eligible for re-election.

17. Office Bearers, except for the President, Secretary General and Treasurer, elected from the Services and Departments will be by designation and not by name. Representation by proxy is not permissible.

18. An office bearer shall cease to hold office of the Federation, if at any time he/she resigns or his/her representation is withdrawn by the concerned Affiliated Unit through a decision taken by the General Council/General Body/Executive Committee or President of the Member Unit or by the order of competent authority of the concerned Services, Departments and Organizations and intimation of withdrawal of representation along with the said decision/order is duly received by the Secretary General of the Federation at least forty five (45) days before the Meeting of the General Council/Executive Committee, in which the Secretary General should put up the said position. An Office Bearer shall also cease to hold office if he/she is removed by not less than two-third majority of votes provided that more than half of the total number of the members eligible to vote have voted in favour of such a proposal.

19. **Powers and Duties of the Office Bearers**

a. **President**

- (1) The President shall be the Head of the Federation. He shall preside at the Meeting of the General Council and Executive Committee and interpret the Rules of the Constitution. He shall be authorized to appoint commissions committees/sub committees, define their terms of reference, take decisions on their reports on behalf of the General Council / Executive Committee and issue direction for the smooth working of the Federation on day to day basis. In any emergency the President shall have the power to take any action he deems fit, but such action taken shall be reported to the General Council / Executive Committee in its next Meeting.
- (2) In the absence of the President, Senior Vice President or one of the Vice Presidents and in their absence, a Member elected will preside at the Meeting of the General Council and Execution Committee.
- (3) In case of equality of votes, the President shall have a casting vote. If in the opinion of the President any emergency arises which requires immediate action, he may take such action as he deems necessary, and

shall report the same at the next meeting of the General Council or of the Executive Committee whichever in the ordinary course would have dealt with the matter. In case immediate action is not deemed necessary but cannot be withheld till the convening of a General Meeting, then the President may get approval of the Members by post or email / fax.

- b. **Senior Vice President.** In the absence of the President he shall exercise all the powers of the President.
- c. **Vice Presidents.** In the absence of the President or the Senior Vice President a Vice-President shall exercise all the powers of the President.
- d. **Secretary General.** He shall be the Secretary of the General Council and Executive Committee and of all other Committees or Sub Committees of the Federation. He shall carry out correspondence on behalf of the Federation and give effect to the resolutions of General Council and Executive Committee. He shall issue notices for meetings and record minutes of the same and shall be responsible for their maintenance and that of other records / registers as well as the

custody of all documents of the Federation and carrying out other duties that may be entrusted to him by the President.

- e. **Treasurer.** He/she shall exercise general supervision over the funds of the Federation and advise the General Council regarding its financial policy. He/she shall receive all moneys including subscriptions and donations and keep a regular account of receipts and disbursements. He/she shall be responsible for all moneys received by the Federation from whatever source and shall issue receipts for the same on the official form. He/she shall also submit to the General Council at its annual meetings a statement of the receipts and expenditure duly audited and the Budget Estimates.
- f. **Associate Secretaries.** He/she shall assist the Secretary General in the duties assigned to him/her. The senior most Associate Secretary shall act as the Secretary in his/her absence and perform all duties normally performed by the Secretary General.

20. **Special Meeting of the General Council**

- a. Special or Emergent General Council Meetings may be called at any time by a resolution of the Executive Committee or by a requisition to be made in writing by at least two third of the Members or at the discretion of the President to consider such matters as had been specifically

indicated by the Executive Committee, requisitionists or the President. The Secretary General shall give not less than ten (10) days notice of such meeting to all members and shall also circulate with the notice a copy of the Agenda.

- b. In case of an emergency, the President at his discretion may call a meeting at a shorter notice.
- c. Votes shall be taken either by show of hands or ballot as determined by the President / Council. All matters shall be decided by a simple majority of votes. No amendments to the Constitution shall be made unless it is carried by a majority of at least two-third voting members present and that too if proper notice of the proposed amendments has been circulated at least (15) fifteen days in advance of the meeting.
- d. All representatives present shall be entitled to speak but only one representative from each Member Association shall be entitled to vote provided subscriptions of his Member Unit are not in arrears as laid down in ARTICLE V Clause 2.
- e. The Minutes the Meeting shall be recorded by the Secretary General and circulated to all the Members. At each meeting the minutes of the previous meeting shall be confirmed after considering any objection already raised or to be raised during the meetings.

ARTICLE VII
EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the following:-
 - a. All officer Bearers viz. President, Senior Vice President, Vice Presidents, Secretary General, Associate Secretaries and Treasurer.
 - b. Ten (10) representatives of the Member Units to be elected at an Elective Meeting of the General Council.
 - c. One representative from the Athlete Commission nominated by the President of the Federation and approved by the General Council.
 - d. Life Member(s) nominated by the President of the Federation and approved by the General Council.
 - e. Individual Member(s) nominated by the President of the Federation and approved by the General Council.

2. **Powers & Duties of the Executive Committee.** The Executive Committee shall have the following powers and duties:-
 - a. All the affairs of the Federation shall be conducted by the Executive Committee and it shall be the duty of the Executive Committee to

see that the general provisions of the Constitution and the Regulations / Bye-Laws of the Federation are observed in all respects.

- b. The Executive Committee shall sanction and control expenditures in accordance with the budget approved by the General Council and shall generally supervise and control the business of the Federation.
- c. The Executive Committee shall hear and decide all questions submitted to it. All its decisions shall be implemented; however, an appeal may be filed with the General Council by any member who is dissatisfied with the decision of the Executive Committee.
- d. The Executive Committee / President shall approve the selection made by the panel of selectors when forming National Swimming Teams and their officials for participation in international competitions and accord financial sanction of the expenditures to be incurred or incurred thereon including those for conducting training camps.
- e. The Executive Committee shall meet at least twice a year.
- f. The time and place of such meetings shall be fixed by the President and a notice shall be issued by the Secretary to each member of the Executive Committee at least (7) seven days before the date fixed for such a meeting.

- g. The quorum of the Executive Committee meetings shall be at least six members.
- h. All members of the Executive Committee elected by name shall attend the Executive Committee meetings. No person can substitute a member elected by name.
- i. An Affiliated Services, Department and Organization elected on the Executive Committee may send any individual representative of their Association / Organization to attend meetings of the Executive Committee.
- j. All vacancies of the Office Bearers and Members of Executive Committee shall be filled in by the Executive Committee by majority of votes during the intervening periods falling between the two election meetings of the General Council.

ARTICLE VIII
MISCELLANEOUS RULES
GENERAL COUNCIL / EXECUTIVE COMMITTEE

1. All meetings of the General Council, Executive Committee and other Committees or Sub Committees shall preferably be held at the Headquarters of the Federation unless otherwise directed by the President, subject to any previous decision of the General Council and Executive Committee, as the case may be.

2. Any member(s) or the office bearer(s) who fail(s) to attend two (2) consecutive General Council / Executive Committee meetings of the Federation without cogent reasons and intimation to the President / Secretary General will automatically lose his / her membership / office and shall cease to be the Member of the House.

3. Any person who holds the office of the President, Honorary Secretary / Secretary General, Honorary Treasurer / Treasurer of any other NSFs affiliated with the POA will not be eligible to be elected as President, Secretary General or Treasurer of the Federation.

4. The person holding the office of the President, Secretary General and Treasurer of Federation shall not hold any of these offices in any of other NSFs.

5. The persons holding the office of the President, Secretary General and Treasurer in the Provincial Swimming Associations shall not be entitled to hold any of these offices in any of other Provincial Sports Associations or lower associations such as Division and District.

6. Except from Services and Departments, any Office Bearer and member(s) of the NSFs affiliated with the POA and their respective Provincial and District Associations shall not be eligible to become a member of the Federation, Provincial and District Swimming Associations.

ARTICLE IX
PERFORMANCE EVALUATION AND ACCOUNTABILITY

1. The Federation, in its Elective General Council Meeting or a Special General Council Meeting to be convened for the purpose within one (1) month after the elections, shall comprehensively discuss and approve a four (4) year programme of its future activities, within the available budget as well as with the resources to be generated by the Federation, by fixing yearly targets for improving standards of its sport in measurable terms.

2. The Yearly Report 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 Federation, shall also be attended by the Representatives of POA and PSB, who must be invited by the Federation well ahead of the meetings.

3. In case of unsatisfactory performance of the office bearers, the case shall be referred by the General Council to a Committee comprising of three (3) members from POA and two (2) members from the Federation. The Committee shall forward its recommendations to the General Council of the Federation. In case the General Council fails to take action as per the recommendations, the case shall be referred to the Performance Evaluation and Accountability Committee of the POA to evaluate and putting up recommendation to POA President / General Council for final decision.

ARTICLE X
FUNDS

1. **General**. All funds of the Federation shall be deposited in a scheduled bank(s) in the name of the Federation and no amount from the account shall be withdrawn except by cheque or draft signed jointly by the Secretary General and the Treasurer of the Federation.

2. **Accounts**

- a. The Treasurer shall cause proper books of accounts to be kept and a statement of accounts to be prepared for each year which shall be examined and correctness thereof shall be certified by the Auditors of the Federation. The accounts as audited shall be presented at the Annual General Meeting. The Auditors shall have access to all accounts and vouchers.

- b. An imprested money of Rs. 10,000/- (Rupees ten thousand only) may be placed at the disposal of Secretary General to meet incidental expenses to be adjusted subsequently in the accounts of the Federation.

ARTICLE XI
TROPHIES

1. Challenge Trophies when awarded will be signed for by the recipients and shall be returned to the Federation as and when required.
2. It shall be the responsibility of the recipients to maintain in good condition the Trophies won by them, while in their possession.
3. In case of loss / damage to any Trophy the recipients shall make good the loss / damage as estimated by the Federation.

ARTICLE XII
REGISTRATION AND TRANSFER POLICY

1. The word player referred to in both the policies means swimmer, water polo player, diver, open water swimmer, and synchronized swimmer (both male and female).
2. All cases of Registration and Transfer must be processed with the Federation as per procedure spelled out in the succeeding paragraphs. The final authority in all cases rests with the Federation.
3. Cases of female players must be processed with the PWSA who in turn will submit the required data/information to the Federation.

4. Affiliated Units are not authorized to directly issue any kind of No Objection Certificate (NOC). In cases where an NOC is required to be obtained, it must be processed through the Federation / PWSA. The Federation / PWSA in turn will process the case with the concerned Affiliated Unit to issue NOC.
5. The Registration and Transfer Policies of all Affiliated Units of the Federation must be uniform and must be in line with the Policies of the Federation.
6. These Registration and Transfer Policies will come into effect from 7th March 2007 and supersedes all previous policies on the subject.

Registration Policy

7. All players must be registered with their Provincial Association/ Department/Service before he/she is eligible to participate in any championship/games.
8. The Record of registered players must be maintained by all Affiliated Units of the Federation as per following procedure:-
 - a. All Affiliated Units must submit two copies of the Official Registration Form, duly completed to the Federation, who would then sign and return the original form to the originating unit. Once the information is received by the Federation the name of the player and the unit to which he / she has been registered will be posted on the official website of the Federation i.e. www.pakswim.com. In the case of a female player, the Official

Registration Form must be processed through PWSA.

- b. Official Registration Form must be signed by the player, his/her parents or guardians and President/General Secretary of the Affiliated Unit.
- c. No player will be allowed to participate in any championship / games whose Registration Record is not held with the Federation /PWSA.

9. The following documents must be attached with each Official Registration Form:-

- a. Registration Fee:-
 - (1)Provinces - Rs 20/- per player
 - (2)Departments/Services - Rs 5,000/- per player (for contracted / stipend players only)
- b. 2 recent passport size colored photographs.
- c. Attested copy of computerized B Form.
- d. Attested copy of parents Domicile Certificate.
- e. Attested copy of birth certificate/school ID card/ school certificate.
- f. Attested copy of Parents ID card if under 18.
- g. Attested copy of CNIC (if over 18 years of age).
- h. In case of contracted/stipend players with Services/Departments copy of contract agreement duly signed by the player, his/her parents and Sports Secretary of Services/Department.

- i. Attested copy of parents posting place for services and departments.

10. The player once registered with an Affiliated Unit of the Federation must remain with that Affiliated Unit for three (3) consecutive years i.e. from the date of his/her registration. On completion of his/her initial registration period, the player and his/her parents are at will to either continue to represent same Affiliated Unit (for the next 3 years) or join any other Affiliated Unit, however, rule of domicile will apply. No NOC will be required for registering with the new unit. In all cases necessary information must be conveyed to the Federation / PWSA. No registration fee will be applicable for the player if he/she continues to represent his/her previous Affiliated Unit; however, in case of change of affiliation, the formality procedure as spelled out in paragraphs 8 and 9 will be followed. Once a player enters university he / she may be allowed to swim for HEC even before the 3 years contract is completed with the province / department, on receipt of confirmation from HEC, that the player would be an accredited student and HEC will provide necessary university information to Federation / PWSA.

11. A player having a domicile of a province cannot register to swim with any other province unless the player moves his / her residence and obtains a new domicile certificate / attested school certificate for the new province of residence.

12. An unregistered player may be registered at anytime during the year and must follow the above procedure.

Transfer Policy

11. Transfer means transfer of a player(s) from one Affiliated Unit to another; rules of domicile will apply, while the player is officially registered with any unit.

12. The official transfer period is from 1st January to 31st January of each year.

13. The Affiliated Unit requesting for transfer of a player must process the case with the Federation / PWSA as per following procedure:-

a. The Unit to which the player is transferring to will apply for transfer of the player on the Official Transfer Form to the Federation / PWSA.

b. If a player is to be transferred before the stipulated registration period is completed, the Unit to which the player is being transferred will have to pay a compensation fee of Rs. 200,000/- (Two Hundred Thousand) to the Federation. The Federation will then pay:-

(1) Rs 100,000/- (one hundred thousand) to the parent unit i.e. old affiliated unit.

(2) Rs 70,000/- to PWSA (in case of female players only).

c. There will be no Transfer Fee applicable if the player transfers after the stipulated registration period of 3 years with the parent unit. In case a player leaves the university, then he/she may

register with the new unit subject to provision of domicile certificate and university leaving certificate. The following documents must also be attached with each transfer case:-

- (1) Official Transfer Form.
- (2) New Registration Form.
- (3) Letter addressed to the Federation / PWSA to obtain NOC from the transferring unit. Federation / PWSA will process the case with the transferring unit to issue the NOC.
- (4) Attested computerized copy of B form.
- (5) Copy of CNIC if over 18.
- (6) Copy of parents ID card if under 18.
- (7) Copy of birth certificate for those players under the age of 18 years.
- (8) 2 recent passport size coloured photographs.
- (9) School / College / University leaving certificate.

14. The transferring unit is under no obligation to issue the NOC during the stipulated period of registration / contract. A penalty of 20% of the compensation fee will be deducted, should a player is not given an NOC by his / her parent unit.

15. The transfer of the player will only be deemed complete only after the formalities are approved by the Federation.

16. In case of any dispute/query the matter will be referred to the Federation for arbitration which is the final authority.

ARTICLE XIII
ARBITRATION

1. Any dispute among the Member Units shall be referred to Arbitrator(s) to be appointed by the next higher Organization. The award of the Arbitrator(s) shall be deemed as final. No person, Association or an Organization connected with aquatics at any level shall go to the court of law regarding any dispute. For example, a dispute at any level will be referred to the next higher authority who will appoint Arbitrator(s) whose decision will be communicated to the lower level for implementation.
2. A dispute at district level will be dealt with as laid down above at the divisional level and a dispute at divisional level will be dealt with at the Provincial level.
3. In all cases the Federation will be the final Court of Appeal.
4. The decision of the Federation shall be final and cannot be challenged in any Court of Law.
5. The dispute, if any, in the Federation shall be resolved, through arbitration, by the POA, under its rules and its decision shall be final and binding on all concerned in any manner with the Federation or the sport of aquatics in Pakistan.

ARTICLE XIV
AMENDMENTS

Amendments to the Constitution of the Federation shall be made at the General Council meeting of the Federation. The proposed amendments must be circulated by the Secretary General at least ten (10) days before the Meeting. The amendment shall be adopted only if two third of the Members present vote in favour and such votes are more than 50% of the total strength of the General Council.

ARTICLE XV
MISCELLANEOUS

1. In case of urgent matters, when holding of General or Executive Committee Meeting is not possible, the Secretary General may obtain the decision of the Members by email, fax or post votes and act according to the majority votes, provided the votes so obtained are preserved in the Federation's record and the matter is laid in the General or Executive Committee Meeting for approval.

2. The Emblem and the Flag adopted by the Federation for use in relation to its activities, including the National Championships is its exclusive ownership, which cannot be used by any other person, organization or party except with prior permission of the Federation on its terms and conditions in compliance with the provisions of its Constitution.

3. The Office-bearers and members of the Executive Committee of the Federation with the exception of those who devote themselves to administration of sports shall accept no salary or bonus of any kind in consideration for the performance of their functions.

4. The Constitution of the Federation shall at all times be in accordance with the directives of the FINA and POA.

Kamran Lashari
President
Pakistan Swimming Federation

Major Majid Waseem
Secretary General
Pakistan Swimming Federation