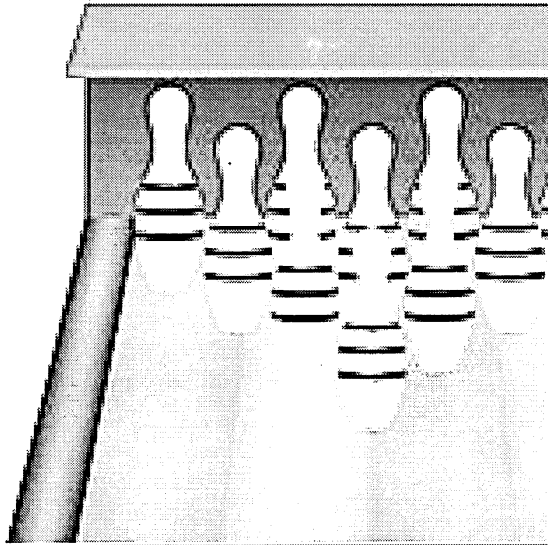
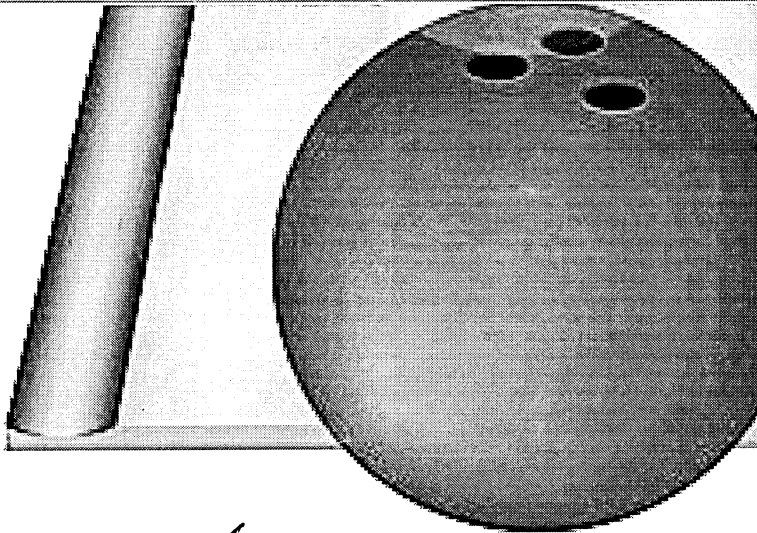




PAKISTAN TENPIN BOWLING FEDERATION



PTBF CONSTITUTION



Registered Office: 12-Second Floor,
Golden Plaza, G-11 Markaz,
Islamabad, Pakistan.
Ph: 0092-51-2830701
Fax: 0092-51-2830702

15/11/11

AIMS AND OBJECTIVES

1. That the federation shall operate in the larger interest of the members and game of bowling at levels.
2. The federation shall be run purely on non-commercial, non-religious, or non-political and upon no profit and no loss basis.
3. The federation shall establish manage and conduct for members and sports lovers the erection and maintenance of bowling alley centers / club premises in Pakistan and to provide conveniences and generally to afford members and sportsmen for the promotion of the bowling.
4. The federation shall strive for the achievement of social, economical and technical advancement & development of the game of bowling in Pakistan.
5. The federation shall devise the practical measures for the improvement of intellectual, moral, social and economical status of the federation members and the bowlers.
6. It shall create a spirit of mutual help, sympathy and shall safe guard the rights of the bowlers and the center operators / bowling alley owners.
7. To help, assist, coordinate, promote, support and backup all the efforts and to undertake it such efforts which could introduce the sport of bowling in mentally, physically disable persons, or handicapped people and to encourage their participation in the sport.
8. To organize from time to time various events related to the development of bowling included but not limited to workshops, seminars, conferences, tournaments, championships, competitions, and dinners for the federation members and the bowlers.
9. To promote and hold either alone or jointly with any other federations, clubs persons, locally or internationally, all kind of bowling tournaments leagues matches and competitions and to offer and contribute towards prize cups, sticks medals and rewards into promote offer supports dinners concerts and other entertainment events.
10. To create training workshops / training sessions for the students upon all levels in the country and to encourage new bowlers and members for developing their interest in bowling.
11. To raise funds and acquire temporarily or permanently suitable property for any of the objects of the federation or which it may be convenient so to acquire in connection with it the power to sell or transfer the same or any interest therein temporarily or otherwise.
12. To layout repair and maintain any lands property acquired by the federation and to which the federation is interested for any of the objects of the federation and

- to provide amenities and facilities like reading rooms, swimming pools, parks & recreation facilities, stadiums, indoor and outdoor sports, restaurants which and conveniences in connection therewith and to maintain the same and to permit the same in property of the federation to be used by federation members or other persons either in gratuitously or against remuneration.
13. To encourage support facilities promote organize control and maintain all or any forms of sports games, indoor and outdoor such as bowling alley snooker tennis cricket chess, table tennis badminton swimming universally accepted card games of skills and all objects incidents ancillary to such objects
 14. The promoters, office bearers and executive staff are the paid employees of the federation.
 15. That the federation may participate into any charitable venture, could provide help to those suffering from natural disasters or calamities, social problems and can also raise funds or assist other organizations for into such issues.
 16. To come together all members and to coordinate organizations by infusing and fostering cooperation based upon moral and ethical values.
 17. To purchase take or lease hire or otherwise acquire and or provide and maintain lands belonging rights privilege furniture utensils implements apparatus appliances glass books papers periodicals stationery office equipment, vehicles, tangible or intangible depreciable items musical and electronics entertainment and other property. Effects and things, which might be requisite for the purpose or may be congenitally used in connections with any of then objects of the federation.
 18. To provide and make available whenever desired to the members of the federation all sorts of help / assistance / advice / instructions / directions in respects of all grievances / difficulties / shortcomings / hardships / troubles inequities between members.
 19. To obtain accept and acknowledge subscriptions donations grants / gifts devices and bequest and trust from any person, firm, members corporations or companies and to ensure their proper utilization.
 20. To fix the amounts for donations and subscriptions payable to the various members of federation and for the operation and vary the amounts of such subscriptions and donations from time to time.
 21. To create and maintain a permanent fund out of the subscription / donation each, to carry out the aims and objects of the federation.
 22. To appoint employees or terminate the employees, agents, lawyers, auditors, contractors, attorneys, architects, valuers or other such consultants engaged for any of the purpose of the federation and to frame schemes for the benefits of the employees / members of the federation.

23. To invest in any profitable deals, business ventures with the available / surplus funds of the federation through permission of managing committee.
24. To work for the attainment, by every possible measure what so ever, derived shall be applied solely for the objects of the federation as set forth in the memorandum of federation. No portion thereof shall be transferred directly or indirectly by the way of profit to the members provided that nothing therein contained shall prevent the payments made or required to be made in good faith under remuneration to any officer, member or employee of the federation or to other person in return for any service rendered for federation or against any article, whether tangible or intangible, purchased or acquired.
25. Every member of the federation shall undertake and guarantee to contribute to the assets of the federation in the event of the same being wound up during the time that he is member within one year afterwards for payment of the debts and liabilities of the federation contracted before he ceases to be member and the cost, charges and expenses of winding up the same and for adjustment of right of the contributors among themselves such amount as may be required not exceeding Rs. 10,000/-
26. That the federation can issue the membership to the players of bowling / bowling center operators private and public limited firms, companies government bodies autonomous institutions clubs and sports organizations. Every member shall be given a trial or associate membership for a period of 60 days after which the managing committee / executive council shall approve and confirm the same after proper review.
27. That the federation holds the right to award lifetime membership to any individual, center operator / group in case the managing committee deems suitable.
28. That the federation shall formulate its by laws, code of discipline, rules and regulations for organizing committees, sub committees and sub ordinate bodies for the sake of safe guarding the rights of bowlers / center operators / center owners, and its members, whereby every member shall abide by the same in the better interest of the federation.
29. That the federation shall handover the copies of it's by laws to every member acquiring the membership or elected to work for any sub committee or organizing committee as mentioned in clause number 28 herein above. .
30. That the federation shall nominate any of its managing committee members or federation member or member of any provincial committee members, in case there is any representation required at any national and international level for any event, or official meeting of other federations, congresses or any event related to the bowling.
31. That the federation can advertise its charter of operations and can participate into any advertisement campaign dammed necessary by the managing committee in print, electronic and other media for achieving its aims and objectives.

32. To start to publish fortnightly, monthly / semi annual / bi annual / quarterly or annual journal, news letters to provide current information about the federation activities and bowling intelligence to its members and sports lovers and all other suitable information about the national and international events records, tournament participations, invitations for the members and general public.
33. That the federation shall bring into notice of its members all the expenses and income details on annual basis as mentioned in the articles of the same.
34. That the federation can function as a welfare organization for the sake of betterment promotion of bowling at all levels or under special circumstances in the vent to support any national cause, in the state of national disaster or calamity and for any philanthropist activity as may the case be.
35. That the federation can operate the bank accounts, issue any bank guarantees, enter into any lending borrowing transactions with any banks investment organizations, can acquire assets on lease or installments, can purchase and sell tangible and intangible assets / property with the due permission of managing committee for the sake of any necessary steps to meet the objectives set herein to promote safe guard the sport.
36. The federation can import necessary plant and equipment, spare parts, accessories and other ancillary material, which is considered necessary for any of the objective contained herewith.
37. That the federation may represent or vice versa any national or international bowling federation for the sake of bowling promotion and can represent Pakistan at all international levels if required to do so, for the support and sport of bowling.
38. The federation shall continue its activities in only to the objects as set forth in this memorandum of federation and violation of the conditions shall be personal responsibility of the office bearer or the member concerned.

END OF AIMS AND OBJECTIVES.

PAKISTAN TENPIN BOWLING FEDERATION. ARTICLES OF ASSOCIATION

MEMBERSHIP:

Any person 16 years of age, male or female. Firm (s) or corporate, Government institutions, educational or multi national institutes carrying business activity in Pakistan or hired in Pakistan or abroad, Bowling center operators / owners and who is doing business in Pakistan, associated with Bowling in any form, shall be eligible for the membership of the Pakistan Tenpin Bowling Federation and upon filling the prescribed form and payment of fees.

SUBSCRIPTION

All the Admission fees and advance monthly subscription fees are Non Refundable.

For Individuals: Admission Fee Rs. _____/- (Rupees _____ Only) which includes a basic membership fee of Rs. _____/- and Rs. _____/- as 12 months subscription @ Rs. _____/- per month, a member at once can pay for three years advance monthly subscription fee.

For Bowling Alley Owners / Center Operator: Rs. _____/- (Rupees _____ Only) which includes a basic membership fee of Rs. _____/- and Rs. _____/- as 12 months subscription @ Rs. _____/- per month, a member at once can pay for three years advance monthly subscription fee.

PROCEDURE FOR MEMBERSHIP:

Any person eligible and desirous to become a member of the Federation shall apply on prescribed application form whose membership shall be proposed or nominated by any other member, and pay admission fee and 12 months subscription in advance which shall be approved by the managing committee after necessary verifications and satisfaction. An Associate Member's identification card shall be issued within seven working days. The Managing Committee reserves the rights to accept or refuse the membership.

RIGHTS AND PRIVILEGES OF MEMBERS:

The members of the federation shall have the right of participation in the activities of the federation, vote in the meetings and elections and into all the associated activities or engagements as may be announced or held by the federation from time to time. Member shall also be eligible to acquire, receive and avail all such benefits that shall be prescribed by the federation from time to time.

SUBSCRIPTION / CANCELLATION OF MEMBERSHIP:

1. In case a member is in arrears for three months or more after the date of payment is due, the General Secretary or Treasurer shall demand payment from him in written, and in default of the payment of the arrears due from such member, after the expiry of the specified payment period of 30 days, the name of such member shall be struck off from the register of membership. The Managing committee may restore membership of such defaulter within six months of the date of his removal but such restoration shall take place only after all dues/ such member pays arrears. Fresh admission fee would be charged to restore the membership after the expiry of six months.
2. Any member who acts or behaves in a manner considered dirty mental and /or prejudicial to the interest of the Federation by the Managing Committee after giving him an opportunity to explain his point of view, the membership shall be cancelled.
3. Any member convicted through any court of law whether in Pakistan or abroad.
4. Any member whose membership has been cancelled shall have the right to appeal to the Managing Committee for reconsideration of his case within one month from the date of his membership cancellation.
 - a. Managing Committee, on receipt of any such appeal, after making its complete satisfaction can restore the membership with retrospective effect.
 - b. If the Managing Committee rejects the appeal of the member effected, he will have the right to appeal against the decision of the Managing Committee to the General Body within fifteen days from the date of the decision of managing committee, who shall consider such case in its routine meeting and if satisfied with the explanation of the effected member, can restore his membership.

WITHDRAWAL FROM SUBSCRIPTION OR MEMBERSHIP:

Any member can at any time opt for withdrawal from his / her membership without any prejudice or reason, however it is mandatory for such member to explain a valid reason in written to the managing committee. Such member shall not be liable for any refunds of any sort or reclaims of any assets, material or property, bequests / donations of which he might have extended to the federation during the period of his / her membership.

NOW PROPOSED TO BE FINANCED:

By Subscription and donation of its members.

NAME OF BANKERS:

Any Scheduled Bank in Pakistan and under special circumstances, any scheduled banks abroad.

AMENDMENT OF RULES:

The rules of the Federation and its Bye Laws for the members may be altered, extended or abridged or rescinded, modified in the extra ordinary General Body Meeting of the Club held for the purpose after fourteen days written notice period to its members and is passed by at least three fourth majority of the members present. Any Member in arrears shall not b entitled to vote either in election of in extra ordinary meeting held for the purpose as stated here in above.

FUNDS

The funds of the Federation shall consist of Admission Fee, monthly subscription fee from the members, voluntary donations, aids and special contributions by members for the specific purposes.

SPECIAL GENERAL MEETING

The Special General Meetings can be called by the President or the General Secretary; such request shall be duly signed by good majority of the members. The President, Vice President or the General Secretary shall then call the requisites General Meeting within 10 days of the such requisition duly submitted in writing.

FORMATION OF GENERAL BODY

The General Body shall comprise Managing Committee and all members of the club.

FORMATION OF MANAGING COMMITTEE:

The Managing Committee shall comprise of 07 (seven) office bearers / members who will be elected by the General Body in a General Meeting for a period of Four Years. The Managing Committee shall be comprised of the following Office Bearers.

President	One	(1)
Sr. Vice President	Two	(2)
Vice President	Two	(2)
General Secretary	One	(1)
Joint Secretary	Three	(3)
Treasurer	One	(1)
Social Secretary	Two	(2)

POWERS, FUNCTIONS & MEETINGS OF THE GENERAL BODY

The Powers and functions of the General Body shall be:

- a. To elect the members of the Managing Committee for prescribed tenure for the office.
- b. In case of any misconduct or serious violation the general body has the powers to entertain any vote of no confidence against any members of managing committee for whose approval a minimum of 2/3 majority votes shall be required.
- c. To elect any member from the Federation members on any position that may fall vacant in the event of any managing committee member's resignation or sad demise or incase of his / her absence from four consecutive meetings of Managing Committee.
- d. To approve annual report of the activities of the club and the statement of the accounts as presented by the Managing Committee.
- e. There shall be Two (bi) annual meetings of the General Body, it shall receive report on the Federations operations and discuss overall progress and evaluate various functions, jobs, assignments and tasks awarded to any sub committees or other bodies pertaining.
- f. The General Secretary shall present annual accounts and report to the members.
- g. The General Body shall have the powers to form, alter or substitute the Federation byelaws, in case deemed necessary, with the approval of three forth majority.
- h. In the General Body's meeting, every member shall have the right to present his/her grievances, suggestions and complaints if any.
- i. Members absent upon any meeting of general body shall have a right to be represented through proxy; however, the voting right shall be given to the members present personally.

- j. The agenda for general meeting shall be made known to every member along with notice for such meeting.
- k. The minutes of proceedings shall be circulated through official mail to every member.
- l. Any member desiring to discuss any matter in such meeting shall inform the managing committee at least 7 days ahead of such meeting in written with such a matter.

FUNCTIONS AND POWERS OF THE MANAGING COMMITTEE

- a. The administration and supervision of the federation shall vest in the managing committee who shall be elected by the members of the federation for a period of four (4) years, which shall continue to function until the new committee is formed, exercising all the powers vested in such a committee including routine business matters and transactions.
- b. No two blood relatives; spouse can be members of managing committee at one office tenure.
- c. The Managing Committee may also form any sub committee (s), organizing committees, special committees, coordination committees, provincial committees and international coordination committees that shall function and operate up to the specific tenure and for the task they are liable to.
- d. Such Committees shall abide by and adhere with the prescribed code of conduct and with delegated authorities as may be extended through the control of the managing committee under proper accountability and responsibility for either side.
- e. Existence and administration of such sub committees shall be notified officially.
- f. The Managing committee reserves the right to suspend or call off the functioning of any sub committee mentioned in clause "c" hereinabove due to the fulfillment of the purpose or misconduct.
- g. The Managing Committee is also authorized to suspend / withhold the membership of any member found involved in misconduct or working against the interest of the Federation.
- h. After one month of Managing Committee elections, the new Managing Committee shall take charge of the office from the old committee.
- i. Approval / disapproval of annual Report of General Secretary regarding the working of Federation.
- j. Approval / disapproval of income and expenditure statements presented by General Secretary or treasurer.
- k. The managing committee reserves the right to designate its Specific administrative powers (for any specific operational requirement) to the executive office headed by chief operating officer or chief executive officer through special notifications or memorandums addressed to the

members of general body explaining the requirement of such action and utilization.

- i. Selection for such executive office bearers including chief operating officer, chief executive officer, general managers, manager, secretaries, marketing coordinators, brand managers, technical and administrative staff and other ancillary staff for day-to-day administrative operations and communications shall be done through a committee for selection of human resources and not through an individual member of managing committee.
- m. The meetings of Managing Committee can only be Chaired and validated by Federation's President, Sr. Vice President, Vice President or General Secretary.
- n. Managing committee has the right to make decisions in larger interest of the federation and through a minimum of three (3) members of managing committee's approval.
- o. Two members of the managing committee shall operate the bank account having General Secretary present in both the combinations.
- p. For any of the designated post i.e. joint secretary, treasurer, social secretary, within the managing committee, general secretary with the consent of president can assign descriptive assignments to any member of managing committee in case of absence of such member holding the post or in case of vacancy of that post.

MEETINGS

General Body

The General Body Shall meet Twice in a year at the end of the month of June and December, and a fifteen days prior written notice shall be required, for all the meetings of the General Body served through regular postal service or electronic mail.

Quorum

The Quorum of all General Body Meetings / Managing Committee, shall be 1/3rd of the total members, no quorum shall be required for an adjourned meeting of the General Body.

Managing Committee

The Managing Committee shall meet at least once in every month and meet as often as may be considered necessary. Three days prior written notice will require to be served to the members of the Managing Committee and a twenty-four hours notice in case of an emergency meeting.

Notice for the extra ordinary meeting of the Managing Committee shall be issued not less than five days before the date of such meeting. An extra ordinary notices of Managing Committee in special case may however be conveyed for consideration of urgent and important agenda on 24 hours notice. Proposals if any from the members of the Federation for discussion and consideration or requests for any meetings of the managing committee can only be addressed to the President or General Secretary.

Sub Committees:

As and when considered important or required by General Secretary, at the notice of seventy-two hours. However, the head of any sub committee can decide upon his discretion to call for sub ordinate meetings.

FINANCIAL YEAR

Financial year of the federation shall start from 1st July every year up to 30th June next year.

AUDIT

A chartered accountant or chartered accounting firm shall audit the accounts of the federation every year as appointed by the Managing Committee.

DUTIES AND POWERS OF OFFICE BEARERS

▪ PRESIDENT

He is the Head of the Federation. President will preside over all the meetings of the Federation. In addition, shall approve all the matters that are pertaining with the chair.

He will call meetings of the Managing Committee and either of the own record at the request of the members of the Managing Committee.

▪ SENIOR VICE PRESIDENT

The Sr. Vice resident shall preside over the meetings in the absence of the President and shall exercise powers of President and shall perform

duty in his absence, he will also assist the President and look after the matters and working in consultation with the President.

▪ **VICE PRESIDENT**

The Vice resident shall preside over the meetings in the absence of the President and shall exercise powers of President and shall perform duty in his absence, he will also assist the President and look after the matters and working in consultation with the President.

▪ **GENERAL SECRETARY**

He shall be the chief executive of the Managing Committee and as Chief Executive, he is entitled to issue all notices of meetings and carry out all necessary communication. He shall be responsible for keeping and maintaining up to date records of the General Body and the Managing Committee. He shall be Responsible for the preparation of minutes of the meetings, reports of the Federation and all other documents, correspondence etc. He will spend and utilize the funds and other resources of the Federation in the ways and manner he deems considerable under the larger interest of Federation.

▪ **JOINT SECRETARY**

Joint Secretary will assist the General Secretary, and in the absence of General Secretary he will perform and exercise the duties of General Secretary, however, Joint Secretary shall not have a power to preside or chair managing committee's meetings. He shall perform all such jobs as assigned by General Secretary and any purpose / matter related to functional affairs of the federation.

▪ **TREASURER**

The Treasurer shall maintain and cause to maintain proper accounts and books of accounts, income and expenditure statements for the Managing Committee, Receive donations and other amounts and including subscription and membership fee and issue necessary receipts, to prepare budgets and obtain its sanction from the Managing Committee, to make necessary payments with the approval of General Secretary.

▪ **SOCIAL SECRETARY**

The Social Secretary shall maintain records of all the events related to sports and particularly to the bowling happening at national and international levels. He shall make necessary arrangements for the

Federations representation in such events, he shall also maintain a list of all the contacts and the managing committee may require information of important offices as. He shall be the overall head of all the social sub committees working within the Federation, which shall be related with social affairs, and shall be empowered to assign them the jobs and look after their affairs. He shall be entitled to seek a nominated amount for his office's operation by Managing Committee.

VACANCY

The Managing Committee shall nominate suitable replacement of any office bearer or member who may in the event of resignation, death etc become out of the Federation. The replaced office bearer / member shall continue to hold the office, until the date of new elections take place.

ELECTIONS

- a. After every four years, General Secretary shall convene a meeting of the General Body for elections of the members of the Managing Committee, and its office bearers.
- b. The members present shall vote in the elections. However, the elections shall only be held for such positions where two or more candidates had filed the nomination papers and found valid after scrutiny.
- c. The managing committee shall form an Election committee comprised upon maximum number of three members who shall be from the general body, to conduct the entire process.
- d. A candidate shall be deemed to have elected un apposed in case no other nomination has been filed for the post.
- e. Every member except those who are NOT in default for three continuous months shall have the right to vote.
- f. The Election Committee shall announce the filing of nominations papers and other election procedure at least 15 days before the Election Day.
- g. Any member whose membership is expiring upon the date of voting or near to the expiry after 15 days of proposed date of elections shall not have the right to vote unless a renewal is made.
- h. Official notification of the results shall be publicized through official gazette of the federation, after 72 hours of ending of the election process, before that no results can be validated.
- i. All the candidates contesting the elections shall have right to nominate any member from general body to remain present as their proxy during the process of vote count.

- j. In case of dispute related to the nomination or qualification, voting pattern or misconduct during election the same shall be referred to an executive council comprised of five neutral members of general body whose decision shall be considered final for validation or re-election whatsoever the case may be.
- k. Managing committee have the right to prescribe standard or specific format and prescribe the rules and regulations, by laws or code of conduct for holding such elections in its special or extra ordinary meeting, and which shall be issued with the approval of at least seven members of managing committee.

WOUND UP

In case the Federation wound up by decision of 3/5th Majority of the members present in a meeting of the Federation summoned for the purpose, all the assets shall vest in General Body who shall decide through 3/5th majority of votes the disposal of assets as per Government Regulations.

**CERTIFIED TO BE TRUE AND CORRECT COPY OF ARTICLES AND
MEMORANDUM OF**

“PAKISTAN TENPIN BOWLING FEDERATION”



PRESIDENT



PAKISTAN TENPIN GENERAL SECRETARY
BOWLING FEDERATION
GENERAL SECRETARY

Dated: 12 November 2011



Pakistan Tenpin Bowling Federation Office Bearers Chart

