



**CONSTITUTION**

**OF THE**

**PAKISTAN SQUASH FEDERATION**



**CONSTITUTION  
OF THE  
PAKISTAN SQUASH FEDERATION  
AS APPROVED  
IN THE 21ST ANNUAL GENERAL MEETING  
OF THE P.S.F.  
HELD AT AIR HEADQUARTERS CHAKLALA  
ON 28TH JULY, 1993**

**ARTICLE 1**

**Name**

The organisation shall be called the "Pakistan Squash Federation," whose official abbreviated title is "PSF."

autonomous and semi-autonomous organisations, Pakistan Railways Sports Control Board, University Grants Commission.

**(b) Affiliate Members:**

Members with participation rights in tournaments being run by the PSF or its Members. Affiliate Members may attend the General Council Meetings but shall have no voting rights.

**ARTICLE 2**

**Jurisdiction**

The jurisdiction of the PSF shall extend throughout Pakistan.

**(c) Honorary Members:**

Any individual considered beneficial to the Federation, may be co-opted as an Honorary Member. Honorary Members may attend General Council Meetings but shall have no voting rights.

**ARTICLE 3**

**Membership**

**3.1** The PSF shall consist of the following types of members:

**(a) Full Members:**

All provincial squash associations, defence services of Pakistan,

**3.2 Membership Fees:**

**(a) The annual membership**

At Affiliation Fee: The existing annual affiliation fee for all associations / deptts was increased by 100%. The revised rates would be implemented wef 1<sup>st</sup> July, 2012.

Rs 3000

(ii) University Grants Commission

Rs 2000

(iii) Defence services

Rs 5000

(iv) Autonomous/Semi autonomous bodies

Rs 7000

(v) Affiliate Members

Rs 2000

(b) The membership fee shall toll due on the 1st of July each year and shall be paid within one month of the date on which it falls due. In case of late submission a fine at the rate of 10% per month of the affiliation fee shall be charged up to a maximum of 6 months. The matter shall then be taken up in the AGM.

(c) A new applicant for membership shall pay the membership fee, along with the application for membership. The amount shall be refunded if the application is refused.

(d) No Member shall be entitled to vote at any meeting of the Federation while their fee is in arrears.

3.3 The financial year of the Federation shall be from 1st July to 30th June.

3.4 Any Member who has been struck off the roll of membership and who is re-admitted to membership shall pay all arrears, upto the date of re-admission.

## ARTICLE 4

### Affiliation

The PSF shall be affiliated to the World Squash Federation, the Asian Squash Federation and the Pakistan Olympic Association.

## ARTICLE 5

### Headquarters

The Headquarters of the PSF shall normally be located in the town where the president resides, or where the president desires, with the concurrence of the Executive Committee.

## ARTICLE-6

### Principles and objects

✓ (a) To promote the game in Pakistan.

(b) To maintain general control of the game of squash in Pakistan.

✓ (c) To uphold the rules of the game of squash as adopted by the World Squash Federation.

(d) To ensure the observance of these rules in all national and international competitions and matches held in Pakistan.

✓ (e) To organise and control national and international competitions and tournaments in Pakistan.

(f) To co-ordinate activities in respect of the game of squash within the country, including the preparation and enforcing of the "National Squash Calendar."

(g) To maintain and publish a national ranking list for players in all the categories (seniors, U-19 and U-16).



- (h) To enforce a code of conduct for players.
- (i) To arrange and encourage a systematic scheme for training of squash players.
- (j) ✓ To collect and manage funds.
- (k) To standardize and control refereeing.
- (l) ✓ To conduct referees' clinics and to grade referees.
- (m) To maintain liaison with the World Squash Federation, Asian Squash Federation, the Pakistan Olympic Association, the Pakistan Sports Board, the Professional Squash Association and all other national and international bodies, in all matters relating to the game of squash.
- (n) To collect, collate and circulate information amongst its Members.
- (o) ✓ To select national teams and team officials for international events.
- (p) To grant affiliation to new Members.
- (q) To grant permission to Members to organise national and international tournaments.
- (r) To seek exemption under Section 15(d) of the Income Tax Act 1992, and excise levies.
- (s) To appoint executive, standing and sub-committees.

## ARTICLE 7 General Council

7.1 The supreme authority of the PSF shall be vested in the General Council consisting of the president, vice presidents and president of each Member or the members' duly authorised representatives.

7.2 The General Council shall have the following powers:-

- (a) To admit new applicants to membership of the PSF, in accordance with the rules of the PSF.
- (b) To hold, control and administer the property and funds of the PSF.
- (c) To make and amend rules of the PSF and to frame bye-laws as and when considered necessary.
- (d) To consider and decide matters not covered by the rules.
- (e) To take such other steps as may be necessary and expedient to carry into effect the objects of the PSF.
- (f) To appoint duly qualified auditors (chartered accountants) for the audit of the accounts of the Federation.
- (g) To ratify the actions taken by the Executive Committee, in accordance with the rules.
- (h) To amend the Constitution, for which a two-third majority of the votes of the Members present shall be required. A 21 day notice will be

required for the proposed amendments.

(i) To elect the office bearers, by ballot or show of hands.

(j) To ensure all provincial associations hold their elections regularly.

(k) To receive duly approved minutes of the meetings held by the provincial associations.

### 7.3 General Meetings:

(a) Annual General Meeting. The General Council shall ordinarily meet once in a year, within three months of the commencement of the financial year.

(b) The following shall be eligible to attend the General Council Meetings:-

- (i) president.
- (ii) vice-presidents, they will exercise vote only if they are representing a Member.
- (iii) one representative from each Member.
- (iv) honorary secretary.
- (v) honorary treasurer.
- (vi) Affiliate Members.
- (vii) Honorary members or any other person, who the president feels will be beneficial for the promotion of squash.

(c) the honorary secretary shall give not less than 21 days notice of the meeting to all



Members and shall circulate with the notice, a copy of the agenda and audited statement of accounts.

### 7.4 Special/Emergent Meetings of the Council:

(a) A special meeting of the General Council shall be held as and when summoned by:-

- (i) the president.
- (ii) the executive committee.
- (iii) a written request of not less than one third of the Members.

(b) The honorary secretary shall give not less than 15 days notice of such meetings to all Members, and shall also circulate with the notice, a copy of the agenda.

(c) Items for the agenda must be received by the Secretary three weeks prior to the meeting.

7.5 In case of any emergency, the President may, at his discretion convene a meeting at short notice.

7.6 Agenda for the annual General Council Meeting would include:-

- (a) Opening remarks by the president/senior vice president.
- (b) Election of officers in the year election is due.
- (c) Confirmation of the minutes of the last General Council

Meeting.

(d) Business arising from the minutes of the last General Council Meeting.

(e) Senior vice president/executive Director's report.

(f) Auditor's report - balance sheet and accounts and their confirmation.

(g) Budget for the forthcoming year and its approval.

(h) Appointment of executive, standing and sub-committees.

(i) Any other business not included in the agenda.

(j) Date and place of next meeting.

(k) Closing remarks by the president.

#### 7.7 Minutes

All business discussed and decided at a General Council Meeting shall be recorded in a Minutes Book and approved by the chairman of the meeting. Copies of the proceedings shall be supplied to members within one month of the meeting.

#### 7.8 Quorum for general council meetings:

(a) The quorum at general council meetings shall be one third of the representatives of the

Members. If at any meeting, there is no quorum, the meeting shall be adjourned to a date not earlier than ten days. No quorum shall be necessary for an adjourned meeting.



(b) Except for want of quorum, no meeting of the General Council, once convened, shall be postponed or cancelled unless two-thirds of the members ask for a postponement or cancellation.

#### 7.9 Voting

(a) In order to exercise their votes at a General Council Meeting, Members shall intimate to the honorary secretary, in writing, the names of their representatives. Any change in representatives must be intimated in writing.

(b) Members shall not be entitled to exercise their votes by proxy.

### ARTICLE 8

#### Office Bearers

8.1 The following office bearers of the PSF shall be elected at the General Council Meeting:-

(a) president and the 3 vice presidents.

(b) All elected office bearers shall hold office for three years. A vacancy caused by death, illness or resignation shall be filled at the discretion of the Executive Committee.

(c) The office bearers shall be eligible for re-election.

(d) The following office-bearers shall be appointed by the president:-

- (i) honorary secretary.
- (ii) honorary treasurer.
- (iii) honorary joint secretary.



he deems necessary and shall report the same at the next meeting of the General Council or the Executive Committee.

(h) The president shall have all the financial powers in respect of the approved budget of the Federation.

(i) The president shall approve selection of national teams and officials.

(j) The president shall nominate delegate(s) to attend meetings of the WWSF, ASF or any other meetings at home and abroad.

(k) The president, in consultation with the Executive Committee shall have the powers to dissolve any of the provincial associations and to appoint an ad-hoc committee to carry on the work of that association until fresh elections are held within six months.

(l) The president shall have the powers to disaffiliate any member that violates the constitution, objectives or rules of the Federation.

## ARTICLE 9 Duties and Powers of Officials

### 9.1 President:-

(a) The president shall be head of the Federation and shall act on behalf of the Federation between meetings.

(b) The president may nominate one of the vice-presidents as the senior vice president (executive director) to assist him in administering the affairs of the Federation in accordance with the policies laid down by the General Council.

(c) The president shall appoint an honorary secretary, honorary joint-secretary and honorary treasurer.

(d) The president shall assign duties to all the office bearers.

(e) The president shall convene and preside over all the meetings of the General Council and the Executive Committee of the Federation.

(f) In case of equality of votes, the president shall have the casting vote.

(g) If in the opinion of the president any emergency has arisen which requires immediate action, he shall take such action as

### 9.2 Senior vice president:

(a) In the absence of the president the senior vice-president shall exercise all the powers of the president.

(b) The senior vice president shall assign specific duties to the honorary secretary and honorary treasurer. (These duties may be in addition to duties outlined in Articles 9.3 and 9.4 of this

Constitution].

(c) To liaise with the WSF, ASF and sports governing bodies within Pakistan on behalf of the president.



(b) To maintain up to date accounts of the PSF including a cash book.

(c) To receive and deposit in the bank(s) all funds received on behalf of the Federation.

(d) To prepare and circulate, with the help of the honorary secretary annual audited statement of accounts.

(e) To prepare the budget of the Federation and submit it to the General Council.

(f) To make all payments with the approval of the president (or the senior vice president).

(g) To advise the General Council/Executive Committee on financial matters.

### 9.3 Honorary secretary:

The duties and powers of the honorary secretary shall be as follows:-

(a) To perform all duties delegated/assigned to him by the president/senior vice-president.

(b) To correspond on behalf of the PSF.

(c) To issue notices and agenda for all the general and executive committee meetings.

(d) To maintain correct and up-to-date data of members and their bonafide representatives.

(e) To record proceedings of all the meetings and to provide copies to members within a month of the meeting.

(f) To effectively supervise and control the functioning of the office of the Federation (Guidelines in App. "A").

(g) To act as secretary of the General Council, Executive Committee and all other committees constituted under the rules.

(h) To implement the programme laid down by the Federation;

### 9.4 Honorary treasurer:

(a) To maintain a stock register.

## ARTICLE 10 Executive Committee

10.1 The Executive committee shall consist of the following:

(a) All office-bearers of the PSF as given in Article 8.1.

(b) One member from each provincial association unless a province is represented by an office bearer of the Federation.

(c) any other member deemed necessary.

(d) honorary secretary

(e) honorary treasurer (quorum will be 4 including two vice presidents).

### 10.2 Meeting of the Executive



Committee:

The Executive Committee shall meet, not less than twice in a calendar year, or:-

- (a) Whenever summoned by the president.
- (b) At the written request of at least three members of the committee.

10.3 Quorum and voting procedure for executive committee meetings:

The quorum for an executive committee meeting shall be four. No proxies shall be allowed. All decisions will be taken by a simple majority of votes. In case of a tie on a particular issue, the chairman shall have the casting vote.

10.4 Powers of the executive committee:

- (a) To comply with the Constitution and bye-laws of the PSF and to decide all queries pertaining to the interpretation of the Constitution.
- (b) To conduct routine affairs of the Federation.
- (c) To sanction and control expenditure in accordance with the budget approved by the General Council.
- (d) To ensure that the honorary treasurer maintains true and accurate accounts of the Federation.
- (e) To raise funds for the Federation.



(f) To hold national and international championships and tournaments in the country.

(g) To allocate major national and international championships and tournaments to the Members.

(h) To recommend new applications for membership to the General Council.

(i) To summon Special/Emergent General Council Meetings when necessary.

(j) To approve the selection of players/teams to represent Pakistan in international competitions, at home and abroad.

(k) To appoint coaches and to establish coaching camps for the national teams/players selected to represent Pakistan.

(l) To recommend bye-laws to the General Council.

(m) To sanction grant-in-aid to Members for squash activities.

(n) To appoint chairman and members of various standing committees to run the day to day affairs of the Federation and for the promotion of squash.

(o) To enforce the code of conduct.

(p) To investigate, consider and dispose of all matters arising out of misconduct of players, officials and members.

10.5 Time and place for Executive Committee meetings:

This will be fixed by the hon-

orary secretary in consultation with the president. A notice of seven days shall be issued to all concerned for the meetings. However, in case of an emergent issue, the president may call a meeting at short notice.



Members one vice president, manager, designate coach  
 Secretary Honorary secretary, PSF

### 10.6 Agenda for Executive Meetings:

This shall be drawn by the honorary secretary who, after getting it approved by the president, shall circulate it to all the members of the committee. Members may also send points for inclusion in the agenda.

## ARTICLE 11 Committees.

The PSF shall have the following standing committees, with the composition and functions mentioned against each. All these committees shall be appointed by the Executive Committee. The tenure of these committees shall be determined by the Executive Committee. The committees shall perform their respective functions under the rules approved by the Federation.

### 11.1 Selection Committee for the national team:

#### (a) Composition

Chairman Senior vice president

- (b) Functions
- (i) To adopt the fairest system (Trials) for selection of national teams.
  - (ii) To select the best possible team to represent Pakistan in international championships at home and abroad.
  - (iii) To appoint the camp commandant, coach and manager for national teams.
  - (iv) To draw up agreements between PSF and the players, managers and coaches selected for the national teams.

### 11.2 Disciplinary Committee:

#### (a) Composition:

Chairman one vice president  
 Members one member from each provincial association and one member from each association/department of the accused person.  
 Secretary honorary secretary

- (b) Functions and Powers
- (i) to uphold the good name of the PSF and the game.
  - (ii) to ensure that the code of conduct of the PSF is not violated by players and team officials.

(iii) to investigate cases of indiscipline and recommend appropriate action to the Executive Committee including banning of players from competitions, if necessary.

(iv) to issue warnings or impose fines upon defaulters.

(v) to withhold prize money from a player pending possible disciplinary action.

(vi) to recommend to the Executive Committee such action as may be necessary to uphold the objects of the code of conduct.

(c) Procedures

(i) following the reporting of an incident to the Disciplinary Committee, a meeting shall be convened to investigate the incident. The player concerned shall be asked to be present at such a meeting.

(ii) if a player is found guilty of violating the PSF code of conduct or the rules of the game, he/she shall be notified of the charges to be made against him/her and shall be invited to respond in writing.

(iii) the Disciplinary Committee shall, after receiving the player's response, recommend to the Executive Committee such action as it deems appropriate.

(iv) a player may appeal against the disciplinary action taken against him/her within 14 days in writing to the Federation.



The appeal shall be heard by the Executive Committee.

The decision of the disciplinary and/or the Executive Committee shall be binding on all concerned.

11.3 Referees committee:

(a) Composition

Chairman	senior vice president
Members	two vice presidents and two co-opted members
Secretary	Honorary Secretary, PSF

(b) Functions

(i) to ensure that latest rules of the game as adopted by the WSF are enforced in Pakistan.

(ii) to provide interpretation of the rules of the game.

(iii) to train or get trained referees and markers and to arrange referees' and markers' clinic in Pakistan.

(iv) to appoint a tournament referee for national and international tournaments in Pakistan.

11.4 Junior squash development committee:

(a) Composition

Chairman	senior vice president
Members	one vice president and one member from each provincial association.
Secretary	Honorary Secretary, PSF



(b) Functions.  
(i) to develop and implement a comprehensive programme, including tournaments and coaching for the development of squash at the junior level i.e. under 19 years of age.

(ii) to effectively scrutinize the age of squash players in tournaments for the different age groups in junior squash.

(iii) to maintain a record of the ages of U-19 players and to circulate this information to all members.

## ARTICLE 12

### Procedure for amendments to the constitution

(a) All the amendments suggested by the members shall be forwarded in writing to the Honorary Secretary, PSF.

(b) The proposed amendments shall be considered by the Executive Committee at least 10 days before the meeting of the General Council.

(c) The recommendations of the Executive Committee along with the proposed amendments submitted by the Member shall be circulated to all members and the recommendations of the Executive Committee shall be placed on the agenda of the General Council Meeting.

(d) The constitution or any provision thereof shall not be amended unless passed by at least a two-third majority of the members present during the General Council Meeting of the Federation.

## ARTICLE-13

### Arbitration

Any dispute or differences between two or more Members shall be referred to the president whose decision shall be final.

The Executive Committee of the PSF shall appoint a legal adviser, if necessary on a suitable honorarium, to defend any cases filed in a court of law by any member of the PSF against the decision made by the General Council, Executive Committee, any other Committee or any of its authorised officials.

## ARTICLE 14

### Code of conduct for players

In order to maintain discipline the PSF code of conduct for players shall apply to all events held in the jurisdiction of the Federation.

The PSF supports the Rules of Squash as published by the WWSF. All tournaments organised in Pakistan under the auspices of the PSF or its members shall be played according to the Rules of Squash.

The code of conduct applies to individuals and teams.

The following offences may be subjected to penalties under the Rules of Squash, and/or disciplinary action:-



(a) A player who verbally or physically abuses his opponent, the marker, referee, officials, spectators or sponsors.

(b) A player who shows dissent to the Marker, Referee or officials, including foul language and obscene gestures.

(c) A player who abuses playing equipment or the court.

(d) A player who fails to comply with the conditions of entry of a championship.

(e) A player who having entered a championship withdraws from the event without justifiable grounds.

(f) A player who fails to complete a match for a reason other than injury, illness or an emergency.

(g) A player who defaults from a championship. The Disciplinary Committee may require evidence or proof of injury, illness or any emergency.

(h) A player who fails to make himself available to meet reasonable requests for interviews by the media.

(i) A player who does not comply with the rules or spirit of the game.

(j) A player guilty of any other unreasonable conduct which brings the game or the Federation into disrepute.

## DEFINITIONS

PSF	Pakistan Squash Federation
WSF	World Squash Federation
ASF	Asian Squash Federation
POA	Pakistan Olympic Association
Member	An Affiliate Unit of the PSF
PSA	Professional Squash Association



## **APPENDIX 'A'**

### **GUIDELINE FOR ACCOUNTING PROCEDURE TO BE CAR- RIED OUT BY THE HON- ORARY TREASURER**

1. He shall act as financial adviser to the Senior Vice President PSF in relation to the maintenance of PSF accounts.

2. The limit of cash in hand is Rs. 100,000,00 (Rupees one hundred thousand only) for petty cash transactions (as amended during 30<sup>th</sup> AGM of PSF on 20<sup>th</sup> November, 2002 at AHQs Chaklata).

3. He shall examine all the bills paid or incurred on behalf of the PSF and to satisfy himself that they are correct and in order.

4. He shall maintain a cash book in his own handwriting which shall be balanced each month and submitted to the Senior Vice President for monthly checks.

5. He shall obtain monthly bank statements and prepare reconciliation statements, on time, scrutinize and verify.

6. He shall receive and deposit all cheques and cash in

the bank on behalf of PSF.

7. He shall maintain the following books:-

- (a) Cash book
- (b) Petty cash book
- (c) Purchase book
- (d) Stock book for:-

- (i) consumable items
- (ii) non consumable items

8. He shall pay all bills relating to the PSF on time after ensuring that they are in order and passed correctly.

9. He shall ensure that every transaction is to be supported by the appropriate vouchers.

10. He shall obtain approval of estimated expenditure of the championships, trials/camp from the Senior Vice President of the PSF.

11. He shall prepare an annual statement of account as at the 30<sup>th</sup> of June every year and get the accounts audited from a chartered accountant.

12. He shall take immediate remedial action on detection of serious irregularities during routine and surprise checks or annual audit of the PSF Fund, details thereof to be notified to the General Council.