



**CONSTITUTION
OF THE
PAKISTAN TENNIS FEDERATION**

NOVEMBER 2010

1. NAME

The organization shall be called the "Pakistan Tennis Federation" hereinafter referred to as the Federation.

2. PARTON-IN-CHIEF

The Head of the State of the Islamic Republic of Pakistan will be the Chief Patron of the Federation.

3. PATRONS

The Governors of all the Provinces and any other dignitary as and when requested by the Council will be the Patrons of Federation. The dignitary appointed as Patron by the PTF Council will represent PTF beside the President and any other official of PTF in International Tennis Federation / other International Bodies Meeting. On his own expenses and he will be member of the Council till the time he is patron, but will have no voting right.

4. AIMS AND OBJECTIVES

The principles and objectives of the Federation shall be:

- a. To uphold and enforce the ITF Rules of Tennis, Tournament Guidelines, Code of Conduct, as promulgated from time to time by the ITF and Pakistan Tennis Federation it self;
- b. To promote and develop, on modern lines, the game of tennis in Pakistan.
- c. To promote, develop and execute players' developmental programs using modern teaching, coaching and training techniques throughout Pakistan.
- d. To promote, encourage and launch National Coaches Education/Certification programs.
- e. To take steps for the ongoing education/certification of on-court officiating staff.

- f. To promote the formulation of the affiliated organizations and exercise checks and balances over their performance.
- g. To uphold the principles and objectives of the Federation and to take such measures as may appear expedient for promotion of the game of tennis from national and international point of view.
- h. To enforce the observation of these Articles.
- i. To coordinate activities in respect of the game in the country including award of national and international tennis championships recognized by the Federation and organizing such tennis tournaments and championships.
- j. To collect funds and to employ those in such manner as shall be deemed expedient.
- k. To select teams and officials on the basis of a standard criterion, to represent Pakistan and to promote, control and enhance visits of foreign teams and individuals to Pakistan.
- l. To preserve the independence of the Federation in all matters concerning the game of tennis without the intervention of any outside authority.
- m. To take steps for the construction of tennis courts and other associated infrastructure.
- n. To put in place statements of work/job descriptions of various officers.

5. OFFICE

The Head Office of the Federation shall be *preferably at Islamabad where PTF has its complex* or at such places as the Committee of Management may from time to time decide.

6. ADMINISTRATION

- a. Any person who accepts a position in the administration of the game at national or provincial level and has or accrue any

financial interest in the game must state in writing to the corresponding body all such interests. Failure to do so will render him liable of removal from the position held.

- b. The Federation in the case of an international appointment of its any official has the right to veto such an appointment if in its opinion it is not in the best interest of the game.

7. MEMBERSHIP OF THE FEDERATION

The membership of the Federation shall be open to:

- a. The controlling bodies of the game of tennis in Federal Area Capital Territory, Province having affiliated Divisions, Districts and Clubs in its jurisdiction.
- b. Any organization of National level such as Intervarsities Sports Board, Defense Services, Pakistan Railways, Pakistan International Airlines, Pakistan Ordnance Factory Wah, WAPDA etc. However membership can be extended to an association/organization which council may consider to be serving the cause of tennis and contributing towards the promotion of tennis in the country.

However, the membership can be cancelled if the organization fails to perform.

8. ASSOCIATE MEMBERS WITHOUT VOTING RIGHTS

Recognized/International Affiliated Associations or corresponding Organizations of the friendly countries in which the game of tennis has already developed and if the Federation finds that such Association will help and assist us in our developmental and promotional programme in Pakistan, the President of the Federation may offer them the Associate membership, but without the right of vote.

9. HONORARY/MEMBERSHIP WITHOUT VOTING RIGHTS

Personalities/Dignitaries; local or foreign interested in the general development and promotion of the game of tennis in Pakistan may be offered the Honorary Membership of the Federation without the voting

right. The President of the Federation is authorized to nominate these members as and when he finds the right type and the necessity to do so.

10. SPONSOR MEMBERSHIP

Companies, firms, individuals who donate to the Federation a minimum of *Rs.175,000* to run a National tournament or for training of tennis players or for promoting the game of tennis in Pakistan, may be given Sponsor Membership of the Federation, but without voting rights. President will have the authority to consider such memberships on case to case basis.

11. SUBSCRIPTION AND DUES

- (a) Each member body or organization mentioned in article hereinafter referred to as member association shall pay an annual subscription of *Rs.2,500/-* or the amount decided by the council from time to time to the Federation. The first subscription shall be payable as from the date of subsequent election and subscription shall be paid by the 30th June each year.
- (b) The financial year of the Federation will be the 1st of July to 30th June.
- (c) Enrolment Fee of *Rs.25,000/- (Rupees twenty five thousands)* will be paid once with the 1st subscription for new members.
- (d) The members shall have the right to vote at any meeting of the Federation or of a Committee or Sub Committee thereof unless the subscription for the year and other dues, if any, have not been paid.
- (e) Any Member Association which has been struck off the role of membership and which is readmitted to membership shall pay all arrears up to the date of expulsion and in addition to an amount equal to two years subscription at the current scale.

12. EXPULSION FOR NON-PAYMENT OF DUES

Any Member Association, which fails to pay its annual subscription for two successive years shall be liable to be expelled from the Federation by ordinary resolution of the Council but notice of motion of such proposed expulsion shall appear on the agenda of the Annual General Meeting at which it is to be moved. Any association which has been so expelled and is desirous of being re-affiliated shall comply with the provisions of article 11 para "e" and the regulatory clauses of *Government of Pakistan's Sports Policy 2001 ; specially clause 10(B)1-5.*

13. RESIGNATIONS

Any Member Association wishing to retire from the Federation must give notice in writing to the Honorary Secretary on or before the 30th day of June in any year and in default will be held liable for the subscription for the ensuing year.

14. TERMINATION OF MEMBERSHIP

- (a) Any Association which in the opinion of the Council does not adequately represent the game of tennis in its jurisdiction or territory or which has not acted in accordance with these Articles, shall cease to be affiliated to the Federation, a resolution to that effect shall have to be carried by a majority of at least two-third of the total members of the Council.
- (b) Notice of motion of such proposed termination of affiliation of a member association/organization shall appear on the Agenda of the Council Meeting at which it is to be moved.

15. ACCOUNTS

Unless otherwise decided by *the Council* in the Annual General Council Meeting, the financial year of the Federation shall close on the 30th day of June and annual statement of accounts shall be prepared by the Honorary Treasurer and audited as soon as possible thereafter.

16. CONDITION FOR HOLDING MEETINGS

Meetings of Council or the Committee of Management of the Federation may be held at any place decided by the President.

17. THE COUNCIL

- a. The supreme authority of the Federation shall vest in the Council which shall consist of the President, Patron, Senior Executive Vice President, Sr. Vice President or Sr. Vice Presidents, Secretary and Treasurer of PTF and Presidents or the Secretaries in the absence of President of Presidents of the Member Associations in case of provincial or Federal Association and in case of an organization a duly authorized representative of that organization.
- b. The authorized representative must be the permanent employee of the organization, which he is representing in the Council.
- c. Members of the Management Committee shall be able to attend Council meetings in their rights with voting power.
- d. Associate Members and the Honorary or Sponsor Members may attend the Council Meeting without the power to vote.
- e. Non accredited persons may attend a Meeting of the Council if the President shall so invite. They shall have no power to vote but may speak if the President so decides.

18. ANNUAL GENERAL MEETING

- a. The Annual General Meeting of the Council constituted in accordance with Article 17 shall be held annually at a place, date, and time selected by the Committee of Management and/or the President.
- b. The business of the Annual *General* Council Meeting shall be to:
 - (1) Confirm the minutes of the last *Annual* Council meeting;
 - (2) Receive the report of the President or in his absence the report from the Committee of Management;
 - (3) Receive the statement of accounts for the past year duly audited.

- (4) Consider and deal with the applications for membership of the Federation;
 - (5) Consider resolutions of which due notice has been given;
 - (6) Elect after the completion of every four years the office bearers of the Federation, or as soon thereafter as may be practicable; President, Secretary & Treasurer of the Federation;
 - (7) Appoint the auditors - who shall invariably be Chartered Accountants and to fix their remunerations.
 - (8) Hold control and administer the property and funds of the Federation;
 - (9) Make and amend Federation Constitution's articles as and when considered necessary;
 - (10) Consider and decide matters not covered by the articles of the Federation;
 - (11) Take such other steps as may be necessary and expedient to carry into effect the provisions of the Constitution so that the game of tennis is popularized, promoted and developed at grass-root and other levels.
- c. Votes may be taken by show of hands or by ballot as may be decided by the Council. All matters shall be decided by a majority of votes provided that no amendment to the constitution shall be made unless it is carried out by the majority of at least two-third of the total members of the Council.
- d. Minutes of all the meetings of the Council will be recorded by the Secretary and after approval of the President, these shall be circulated to the members. At such meetings the minutes of the previous meeting shall be reviewed and confirmed after considering any comment or comments sent by the member(s) who attended the meeting.
- e. At a meeting of the Council one-third of the total Members shall form a quorum (the fraction will be taken as a whole). If at any meeting there is no quorum, the meeting may be adjourned to a date not earlier than ten days later. No quorum shall be necessary for an adjourned meeting.
- f. Notice for resolution to be brought up at the Council Meeting shall be given in writing to the Secretary not later than one week before the date of the meeting. These shall be incorporated in the agenda or sent separately as supplementary agenda if received after the issue of the regular agenda.

19. NOTICE OF COUNCIL MEETING

Notice for every Council meeting stating the date, time, place thereof and the business to be transacted there at, shall be sent by the registered A.D. post/telegraphic and/or other electronic means to each affiliated Association/Organization at least 15 days prior to the date fixed for such meeting.

20. NOTICE OF RESOLUTION

- (a) The text of the resolution to be brought forward at an annual meeting or a special meeting must reach the Secretary at the office of the Federation not later than ten days before the date fixed for the next Council Meeting unless such resolution is brought forward by the Committee of Management.
- (b) A resolution of which due notice has not been given may be discussed at a Council Meeting provided that the President allows it.
- (c) Resolution may only be brought forward by the Committee of Management or by the Member Association.

21. VOTES AT GENERAL MEETING

- a. The vote to which an association is entitled shall be cast by the President or his authorized representative. The authority letters are handed over to the PTF Secretary prior to start of the meeting.
- b. Member Association whose subscription and other dues are in arrear, and/or fail to perform, as per the criteria of performance shall not be entitled to vote.

22. SPECIAL GENERAL MEETING OF THE COUNCIL

- (a) Special General Meeting of the Council may be called at any time:
 - i. By the resolution of the Council, or
 - ii. On a requisition in writing of at least one fourth of the total member Association, or

- iii. On the discretion of the President to consider such matter of matters as he may consider very important and necessary.

The Secretary shall give not less than 7 days notice of such meetings to all members and shall also circulate with the notice a copy of the Agenda.

- (b) In case of an emergency or a situation calling for an urgent action, the President in his discretion may convene a meeting at a shorter notice.
- (c) In the interval between the two meetings of the Council, any action that might be taken, may be so taken, if the President so desires, or after consulting the members by telephone, post, telegraph, or other means of modern communication such as e-mails, and in every such case, the votes so taken shall be recorded by the Secretary and decision reported at the next meeting.

23. MANAGEMENT COMMITTEE

- a. To run all the affairs including the day to day affairs of the Pakistan Tennis Federation, there shall be a Management Committee which shall consist of the followings Office Bearers:
 - (1) The President
 - (2) Senior Executive Vice President (Maximum of two)
 - (3) Senior Vice Presidents (One or more)
 - (4) Vice Presidents – one from each Province, In case of President of a Province goes to the slot of SVP that province will lose the VP seat and the President PTF shall give that seat to any other Association or organization.
 - (5) Honorary Secretary
 - (6) Joint Secretaries (Two or more)
 - (7) Treasurer
 - (8) One or more co-opted individuals with special technical background

- b. All the office bearers shall hold office for four years or till the holding of fresh elections unless they resign, *die*, or their seats stand vacated under the Constitution.
- c. The incumbent office bearers shall be eligible for re-election.

24. POWERS AND THE DUTIES OF THE OFFICIALS

President PTF

The President shall assure that the Aims and Objectives as contained in Article 4 are met in letter and spirit. These shall include, but not be limited, to the following Scope of the Powers of the President:

The main role of the President of the Federation is to meet the organization's fundamental need for ongoing leadership. Therefore, the President assumes primary responsibility for the association and, in effect, becomes its "soul". The President must always have the best interest of the Federation at heart.

The President should also be capable of remaining neutral or impartial on issues to allow him to act as a conciliator between opposing parties, or to allow discussions in meetings to take place with a neutral person in the chair.

A. **Responsibilities**

- *Chairing meetings*
- *Pursuing decisions made in meetings*
- *Acting on behalf of the Federation between meetings*
- *Representing the Federation's views to outside groups, individuals and the media.*
- *To arrange and assure the construction of the required infrastructure for tennis development.*
- *To assure that a fair criteria for selection and hiring of educated, experienced, qualified, and certified coaches/Technical Directors and other technical staff is developed and followed.*
- *To assure that players' development programs are put in place through which players of various age groups and abilities are developed via a systematic and modern developmental approach.*

- *To assure that a fair criterion for selection of players for the national squad is developed and followed.*
 - *To assure that adequate job description and work assignments of various officers, National Coaches, National squad Captains, and other technical staff are developed and followed.*
 - *To assure that a contingent of qualified/certified on-court officiating staff is developed and is available to officiate National and International matches.*
 - *Help in collection of funds, equipment, and resources*
 - *To assure that fair criterion for the utilization of ITF/PTF funds and resources is developed and followed.*
 - *To make sure that the Constitution and the related rules and regulations stay current to meet the demands of modern tennis development.*
- (1) *The President PTF shall convene and preside over all the meetings of the Council, the Committee of Management and of any Committee of which he is a member. In case of equality of vote election he shall have a casting vote. If in the opinion of the President any emergency and/or situation has arisen, requiring urgent action, he shall take such action or actions as he deems necessary and shall advise the same at the next meeting of the Council or the Committee of Management whichever in the ordinary course would have dealt with the matter.*
 - (2) *The President shall have the powers to take suitable disciplinary action for violation of constitution, code of conduct, rule or any decision taken by the Committee or the Council or the directions issued by any office bearer of the Committee, committed by any player, captain, manager, coach, staff, umpire and any person employed in connection with the activities of the Federation or the member association, as laid down in rules.*
 - (3) *The President shall take steps to lay down standard policy with regard to issuing press statements regarding the affairs of the Federation, and the game of tennis as a whole.*
 - (4) *The President shall sanction and control all expenditure. He shall supervise and conduct the business of the Federation through the committee of management.*

- (5) *The President may delegate some financial powers to the SVP-VP Secretary and Treasurer to sanction expenditure for smooth running of the office if it is required.*
- (6) *The President may call a special meeting of the Council, or the Committee of Management, if he feels that the situation demands such meeting, which may be called at a short notice.*
- (7) *The President shall have the powers to appoint such staff in the Federation as may be necessary to run the affairs of the Federation smoothly and efficiently.*

(a) Senior Executive Vice Presidents

In the absence of the President PTF, designate Senior Executive Vice President will look after administrative affairs of PTF.

(b) Senior Vice Presidents

In the absence of the President and Senior Executive Vice Presidents one of the Senior Vice President as delegated shall exercise all the powers of the President.

(c) Vice Presidents

- (1) *If the Senior Vice President is unable to act, the Vice President indicated by President/Senior Vice President shall exercise all the powers of the President.*
- (2) *Vice Presidents shall also hold such office or offices as the Committee of Management or the President directs.*

(d) Secretary

He shall be the Secretary of the Council and the Committee of Management and of all other Committees and sub-committees of the Federation. He shall carry on correspondence on behalf of the Federation and give effect to the resolutions of the Council. He shall issue notices of meeting and record minutes of the same and shall be responsible for the maintenance of the same. He shall also be responsible for the maintenance of other records or register as well as

the custodian of all documents/papers of the Federation and for carrying out other duties that may be entrusted to him.

The Secretary is the key to the effective functioning of a Federation. As the principal administrative officer and manager, the Secretary's role is to be at the forefront of all the Federation's work, ensuring that it is coordinated and focused on the principles, purposes and objectives of the Federation.

To fulfill the duties of the post it is vital that the Secretary has an understanding of the requirements and processes involved in each of the Federation's activities. The Secretary must also be informed and current on any issue which could affect the Federation. To maximize effectiveness, the Secretary cannot work in isolation. The ability to delegate and coordinate the work of staff and volunteers is key to success.

He shall have the powers to appoint contingent paid staff such as Chowkidar, Groundmen, Mali, Sweeper for the tennis secretariat of buildings, furniture / fixture, tennis equipments and maintenance of courts in the PTF Complex.

Responsibilities

- *Organizing the Secretariat, establishing basic administrative procedures and managing staff and volunteers.*
- *Dealing with correspondence.*
- *Maintaining important records.*
- *Organizing meetings.*
- *Reporting to meetings*
- *Coordinating regular activities and special projects.*
- *Representing (in coordination with the President) the association's views*
- *To outside groups and the media.*

(e) Joint Secretaries

The Joint Secretaries shall assist the Secretary in the carrying out of his duties and whenever required shall act on behalf of the Secretary in all matters concerning the Federation. They shall assist the President or the Senior Vice President in matters concerning the Federation at the

stations where the Secretary is not present or have been given/assigned some other work by the President or the Committee of Management.

(f) Treasurer

The office of the treasurer shall be in the Main Office of the Federation so that he is readily available to the Committee:

- (1) He shall exercise the general supervision over the funds of the Federation and advise the Council and/or the Committee of Management as regards its financial policy and status of funds.*
- (2) He shall receive all subscriptions and donations and keep a regular account of receipts and disbursements. He shall be responsible for all money received by the Federation from whatever source derived and shall issue receipts for the same on official forms.*
- (3) He shall also submit to the Council at its annual meeting a statement of receipts and expenditures, the balance sheet and audited accounts and the financial estimates approved by the Committee of Management.*

25. POWERS OF MANAGEMENT COMMITTEE

The Committee of Management here-to-after referred to as "Committee" shall exercise all the required powers to fully satisfy the general provisions of the Constitution, rules and bye-laws, so that the game of tennis and the systems flourish in the country:

- (a) All the affairs of the Federation shall be conducted by the Committee and it shall be the duty of the Committee to see that the general provisions of constitution, the rules and bye-laws of the Federation are complied with in all respects.*
- (b) The Committee shall have the power to frame rules necessary for carrying out the purposes of the Constitution. The Committee shall also be competent to repeal or amend any rule. In addition, the Code(s) of conduct, and various guidelines as contained in various ITF Handbooks, and Rules Books, shall also be complied with.*

(c) The Committee shall have the powers to appoint *the following committees, or any other committee(s)*, which may be necessary for carrying out the work of the Federation. *The Heads and members of these Committees ought to familiarize themselves with the progressive tennis systems so that the National approach taken is consistent with the rest of the progressive tennis world:*

- Competitions
- Coaching and Players Development
- Sponsorship/Fund Raising
- Press and Publicity
- Discipline
- Men's Tennis
- Women's Tennis
- Junior Development
- Veterans Development
- Teams and other officials selection
- Officiating

The Heads of the above Committees are empowered to create other sub-committees such as selection sub-committees so that they are powerful and independent enough to carry out their functions.

- (d) The Committee shall sanction and control expenditure in accordance with the budget approved, and shall generally supervise and conduct the business of the Federation.
- (e) The decision of the Committee shall be final unless set aside or modified by the Council in an appeal filed by the person affected within a period of 30 days from the date of decision
- (f) The Committee shall have the power to take suitable disciplinary action or actions for violation of constitution, rule or any decision taken by the Committee or the Council or the directions issued by any office bearer of the Committee, committed by any player, coach, captain, manager, member association, staff umpire and any person employed in connection with the activities of the Federation or the member association as laid down in the rules.

- (g) The Committee shall meet not less than three times in a year, *or as warranted by circumstances.*
- (h) The time and place for such meetings shall be fixed by the President and a notice shall be issued by the Secretary to each Member of the Committee at least 7 days before the date fixed for such a meeting provided the meeting may be called at a shorter notice if the President so desires. The agenda of the meeting shall also be circulated along with the notice.
- (i) A member or an office bearer of the Committee who does not attend three consecutive meetings or does not attend two consecutive meetings of the Council without assigning any valid reason, in writing, under intimation to the Honorary Secretary of the Federation shall be deemed to have vacated the membership or office of the Committee.
- (j) Any vacancy in the Committee under clause (i) above or due to resignation or demise of office bearer/member may be filled in by the President for unexpired period of the tenure.
- (k) To approve the Schedule of National and International Tournaments and to assure that scheduled tournaments are held as planned.

26. **OFFICIAL CHAMPIONSHIPS**

- (a) *No National/Open/Ranking tournament shall be held by any of the Member Association unless recognized and approved by the Federation. However, in order to popularize and develop tennis, the Member Associations are encouraged to hold provincial, regional, localized tournaments. Such Associations may like to establish their own ranking system.*
- (b) Approved list of National/Open/Ranking tournaments will be issued by the Committee at the *start* of every year.
- (c) Exhibition matches of all descriptions will be sanctioned by the Committee or the President.
- (d) An authorization fee equivalent to 2.5% of the prize money available to competitors shall be paid to the Federation. For Exhibition matches a

total of 2.5% of the gate money shall be paid to the Federation by the Organizing Association.

27. DELEGATION OF POWERS

The Committee of Management may delegate, in writing, any of its powers and functions to any of its office bearers or to any sub-committee or special committee.

28. REGISTRATION OF PLAYERS

Member Association will register their players each year before 30th June. Players not registered will not be allowed to take part in the tournaments approved by the Federation. A registration Fee as determined by the Committee from time to time shall be charged from each player and 50% of the same shall be remitted to Federation.

29. REGISTRATION OF QUALIFIED/CERTIFIED COACHES

The Committee of Management and all Member Associations will register their educated/qualified/certified coaches before 30th June. Coaches not registered will not be given any official coaching assignment.

30. DEFINITION OF PLAYERS

For the purpose of this Constitution the definition of Professional and Amateurs will be the same as laid down in the rules of ITF and IOC respectively as amended from time to time.

31. ELIGIBILITY

A tennis players who wishes to compete in Olympic/Asian Games must apply for a license through the respective member Association to the Federation. The Member Association will ensure that he is eligible under IOC Rules. Such license can be withdrawn by the Member Association or by the Federation at the request of the IOC.

32. APPOINTMENT OF ADHOC COMMITTEE

The Committee shall have the powers to suspend any Member Association and to appoint adhoc committee for a definite period if in the opinion of the Committee it is expedient to do so.

33. ARBITRATION

Any dispute or differences between two or more Member Associations shall be referred to three arbitrators, to be nominated by the President. The arbitrators shall take evidence in such manners as they may think advisable. They will give their finding, opinion and recommendation, which after the approval of the President shall be final and binding on all parties concerned.

34. AMENDMENT OF THE CONSTITUTION

The Constitution may be amended from time to time at any General Meeting of the Council, if due notice of the resolution embodying such amendments shall have been given in accordance with Article 20 and must be carried at the Meeting by two-third majority of total members of the Council.

35. CHECKS AND BALANCES OVER THE PERFORMANCE OF THE MEMBER ASSOCIATIONS

(a) *All Member Associations are required to comply with the general provisions of the Constitution. In addition, through separate rules or circulars, the Committee of Management shall require of each member association, the following:*

- *to hold certain number of national/open/ranking tournaments in a year*
- *to hold certain number of provincial/regional/local tournaments*
- *to establish player development programs in their areas of jurisdiction*
- *to establish other tennis systems as may be needed from developmental point of view*

Certificate:

I Qazi Adil Aziz, Advocate High Court and Legal Advisor of Pakistan Tennis Federation certify that the changes brought into the PTF Constitution were as per the Judgment of Honourable Justice Ijaz Ahmed Chaudhry of Lahore High Court, Lahore dated 28th October 2010.