



PAKISTAN HVACR SOCIETY

Heating
Ventilation
Air- Conditioning
Refrigeration

Associate Society of the American Society of Heating,
Refrigeration and Air Conditioning Engineers, Inc.



By Laws 2013

(OCTOBER)

BRIEF HISTORY OF SOCIETY'S BYLAWS

1. Original Bylaws approved & registered under Societies Act # XXI of 1860 vide Certificate # RS / ICT / 325 dated 22-7-1999.
2. Article 10.1 (Income of Society) revised by Resolution # ----- dated ----
----- at Islamabad AGM effective from July 1999.
3. Bylaws amended in pursuance of April 2003 balloting (Article # 1.2, # 6, # 7.2 # 7.11, # 7.12, # 9 including other relevant clauses) effective from June 2003.
4. Bylaws amended in pursuance of September 2006 balloting (Article # 4.3(a), # 5.7 (b), # 5.7 (c), #6.1, # 6.1(a), # 6.1(b), # 6.1(c), # 6.1(d), 6.5, # 7.1, # 7.2, # 7.11, #7.12, # 9.1 effective from December 2006.
5. Bylaws amended in pursuance of May 2013 balloting (Article # 6.5, #7.4, # 5.7 (a), #7.11, # 8.1, # 8.5 effective from June 2013.
6. Bylaws amended in pursuance of October 2013 balloting (Article # 6.5, effective from October 2013.

Legend: (where applicable)

1. Digit 03 : indicates year of 2003.
2. Digit 04 : indicates month of April.
3. Digit 01 add : indicates Addendum # 1.
4. Digit 01 cor : indicates Corrigendum # 1.
5. Digit 06 : indicates year of 2006
6. Digit 09 : indicates month of September
7. Digit 02 add : indicates Addendum # 2
8. Digit 02 add : indicates Corrigendum #. 2.

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PAKISTAN HVACR SOCIETY BY LAWS

WHEREAS it is expedient and necessary to establish a Society to promote the activities of Heating, Ventilation, Air-conditioning and Refrigeration field (hereinafter referred to as “HVACR”) and to regulate its objects & functions in Islamic Republic of Pakistan (hereinafter referred to as “Pakistan”), the General Body of persons associated with HVACR in Pakistan has approved the Bylaws of the Society as follows:

ARTICLE # 1

NAME AND ADDRESS:

- 1.1 The Society shall be called Pakistan HVACR Society (hereinafter referred to as the “Society”) and its Principal Office shall be located at Office #. 08, First Floor, Shawez Center, F-8 Markaz, Islamabad which can be shifted by the Society, if the necessity so arises.
- 1.2 The Society can establish its regional / chapter offices anywhere in Pakistan, for the promotion of its objectives (03-04-01 add.)

ARTICLE # 2

DEFINITIONS:

In these Bylaws unless and until there is something in the subject or context inconsistent therewith:

“Society” means Pakistan HVACR Society.

“Members” means members in good order of Pakistan HVACR Society as listed in the Register of the Society.

“General Body” means all the members in good order of Pakistan HVACR Society collectively called the General Body.

“Council” means the Executive Council of the Society for the time being elected in accordance with the Bylaws.

“Register” means the Register of members of the Society.

“Secretary” means any person appointed to perform the duties of the Secretary of the Society and includes an Honorary Secretary.

Words purporting to be masculine shall include feminine, words denoting “singular” shall include the “plural” and vice versa.

ARTICLE # 3

AIMS AND OBJECTIVES:

- 3.1 To create sense of good relations, respect and morality between the senior and junior members of the society and to motivate juniors to take professional advantage of the knowledge and experience of the seniors. To regulate the conduct of the members of the Society to be in accordance with the norms of good ethics and morality.
- 3.2 To maintain a communication system with foreign sources for obtaining ready information on global changes and developments and to convey such information to the members, respective Government departments and agencies, associations, markets, consumers and other concerned persons.
- 3.3 To provide all necessary help and assistance to different groups of HVACR to form their individual associations and to provide guidance for keeping these associations active.
- 3.4 To provide leadership to all associations and groups of HVACR to improve their working standards and ethics.
- 3.5 To develop good relations among the members of HVACR associations / groups and to intervene and assist them in resolving any conflicts or disputes between the associations / groups.
- 3.6 To prepare rules of its working and draw procedures and regulations for future working of the Society, including rules for elections and nomination of its members.
- 3.7 To promote the common interests of HVACR associations and groups by representing their common cause before higher functionaries of the Government.
- 3.8 To nominate delegates for participation in national and international seminars / exhibitions / forums.
- 3.9 To promote technical education and training of all associated with HVACR.
- 3.10 To promote establishment of research and development activities and establish Test Standards for equipment and systems in line with international standards as adaptable in Pakistan.
- 3.11 To establish committees and regional offices to promote and achieve the above objectives.

ARTICLE # 4

MEMBERSHIPS:

4.1 On one time payment of Rs. 5,000/- (Five thousand only) within three months of the date of adoption of these Bylaws, the persons listed in Annexure – 1 will become the founder members of the Society and shall have all the rights and privileges of individual life members as defined herein. (Resolution # ----- dated -----).

4.2 Each association will be entitled to nominate its three elected office bearers as members of the Society:

- | | |
|------------------------------|-----------------|
| i) Manufacturing | ii) Consultancy |
| iii) Service and Maintenance | iv) Contracting |
| v) Engineering | vi) Trading. |

4.3 **INDIVIDUAL MEMBERSHIP:**

- a) An individual associated with HVACR can apply for membership of the Society. The Council shall check the qualifications of the applicant and if the requirements are fulfilled, the applicant shall be admitted as a member of the Society in relevant grade by a simple majority vote of the Council. Different grades of membership and the qualifying criterion for each grade are given in Annexure -2. The Society will have only three categories of members i.e., Life Members, Members & Student Members (the membership category for Founder Members remains intact) A member can apply to the Council for promotion to a higher grade of membership and the Council shall decide by a simple majority vote to grant or refuse higher grade of membership after scrutiny of the facts given in the member's application. (06-09-02 add)
- b) An individual who is a member of any of the associations listed in Article 4.2 can apply for membership of the Society in his individual capacity in accordance with sub-cause (a) above.
- c) The Council can grant membership of the Society to any person in the interest and promotion of its objectives by a resolution passed by the Council for the duration as mentioned therein.

ARTICLE # 5

GENERAL BODY:

- 5.1 The General Body of the Society shall consist of the founder members (Article 4.1), all individual members (Article 4.3) and the nominees of the associations as listed in Article 4.2.
- 5.2 A meeting of the General Body shall be held at least once every calendar year and not later than nine months after the end of its financial year. In the meetings the General Body will consider all matters pertaining to collective interests including national / international matters, its obligations and other duties as required.
- 5.3 Annual meeting to be held in accordance with Clause 5.2.
- (a) The General Body shall consider and approve the annual report submitted by the Honorary General Secretary.
 - (b) The General Body shall approve the annual income / expenditure accounts for the current year and budget for the next year submitted by the Honorary Finance Secretary (as previously approved by the Council) with amendments, if necessary, appoint auditors, frame future plans and policies of the Society for the guidance of the Council.
- 5.4 The Council in special circumstances shall call emergency meeting of the General Body for a specific agenda.
- 5.5 A proper notice for all the meetings giving place, date and time of the meeting alongwith agenda shall be sent to the members by the Honorary General Secretary at least three weeks before the date of the meeting.
- 5.6 **QUORUM FOR GENERAL BODY MEETINGS:**
- Twenty-five percent of the total members of the Society shall form the quorum for a meeting. In case of lack of quorum, the meeting shall be adjourned and be held at the same place 2 hours after the specified time and no quorum shall be required for the adjourned meeting.
- 5.7 The General Body shall have the powers to amend these Bylaws by a resolution passed by at least thirty five percent of the total membership in good order.

5.7(a) Normally 35% members are not present at AGM's Bye Law amendment approval should be by the required number of members. Postal ballot facilitates this. **(22-06-13 add.)**

5.7(b) Voting at General Body Meetings will be strictly through secret ballot.(06-09-02 add)

5.8 REQUISITIONED MEETING:

Fifty or more individual members in good order may send an application signed by all such members giving names and membership numbers, to the Honorary General Secretary to requisition a special meeting of the General Body to consider the matters detailed in the application. Within two weeks of the receipt of such application, the Honorary General Secretary shall give proper notice to the members alongwith the copy of the application received by him. Only matters detailed in the application shall be discussed in the meeting. If the quorum is not completed within thirty minutes of the time fixed for the meeting, it shall be adjourned sine die without transacting any business.

5.9 Every member of the Society who is not disqualified by the Bylaws from so doing shall be entitled to attend and vote at all meetings of the Society.

ARTICLE # 6

ELECTIONS:

6.1 The elections for the 18 members of the Executive Council shall be held in September from 2007 before the expiry of the term of Council. Only individual members in good order shall be eligible to take part in the elections, which will be held according to the procedure and rules made by the Council (06-09-02 add)

6.1(a) Elections will be held on Regional basis for Executive Council members from the region with the number of Executive Council Seats for each region being determined in proportion to the number of members in the region. (06-09-02 add)

6.1(b) Elected Executive Council members from each region will elect a Chapter Chairman (06-09-02 add)

6.1(c) Local Council Election on Regional basis to be held on the same day as the elections for Executive Council (06-09-02 add)

- 6.1(d) Prorata determination of Executive Council seats for different regions shall be based on membership status one year prior to election date. (06-09-02 add)
- 6.2 The Council shall appoint one of the senior members of the Society who is neither a member of the Council nor a candidate for election as the Election Officer to conduct the elections of the Council as per rules framed by the Society. The elections will be held by secret ballot and postal ballots will be allowed. The results will be announced by the Election Officer in the General Body meeting. The Election Officer shall have the power to co-opt upto three members who are neither members of the Council nor candidates for election to assist him in the discharge of his responsibilities (03-04-01 cor).
- 6.3 The Election Officer shall invite nominations of intending candidates on a proper form six weeks before the date of the General Body meeting and after scrutiny of the nomination forms, if the candidates are more than the vacancies, issue ballot papers to eligible individual members three weeks before the date of General Body meeting. The Election Officer shall have the right to reject any incomplete / incorrect nomination form. The sealed ballot papers will be received by the Election Officer before 5.00 p.m on the day before the date of the General Body meeting fixed in the notice.
- The ballot papers shall be opened by the Election Officer soon after on the same date in the presence of at least three members of the Council and those candidates who may like to be present. The Election Officer shall have the right to reject any incorrectly marked ballot paper. The Election Officer shall compile the result of the elections and announce the same in the General Body meeting. After counting the votes the Election Officer will keep all ballot papers in a sealed envelope duly signed by him and the three members of the Council for future record (03-04-01 cor).
- 6.4(a) The first elections shall be held within two months of the adoption of these Bylaws by the General Body and the first term of office shall be deemed to be completed on 31st March of the 2nd consecutive year after following year.
- Thereafter the 2-year term of office shall commence on 1st April upto 2001 and on 1st October from 2003 (03-04-01 cor).
- (b) In case the elections are not held in time due to some unavoidable circumstances, the term of the incumbent Council and office bearers may be extended by a maximum period of 3 months. However, the term of office of the new elected Council and office bearers shall be deemed to have commenced from 1st April upto 2001 and thereafter from 1st October 2003 (03-04-01 cor).

- 6.5 “No member can serve as a member of Local Council for more than two consecutive terms. However he can become member of Local Council again with a break. To serve on Executive Council a member must have served at least one term in Local Council (this qualification is not applicable to those members who have already served on Executive Council) No member can serve as a member of Executive Council for more than two consecutive terms, however he can become member of Executive Council again with a break.

However, members cannot serve for more than one term (in total) as President and Chapter chairman. (Note that Chapter Chairman is an executive council member.) The President once elected as President will not come again as President. (30-10-13 add.)”

ARTICLE # 7

EXECUTIVE COUNCIL:

- 7.1 The Executive Council shall consist of 18 members for a term of two years. (06-09-02 add)
- 7.2 The individual members of the General Body of the Society shall elect **eighteen** members of the Council for a term of two years commencing from 1st April upto 2001 with the exception of first election as per Clause 6.4 (a) and thereafter from 1st Oct 2003 w.e.f. (03-04-01 cor.). Each of the six associations admitted as a member of the Society as per Article 4.2, shall nominate one of the elected office bearers as a member of the Council for the same term of two years. (06-09-02 add)
- 7.3 The Council in its first meeting after the elections before or after the meeting of the General Body, shall elect from its members, five office bearers by a simple majority vote of the total membership of Council in each case, viz. President, Senior Vice President, Vice President, Honorary General Secretary and Honorary Finance Secretary of the Society. The term of the office bearers shall end alongwith that of the Council.
- 7.4 Member's continued absence of more than three meetings from executive or local council meeting shall be addressed in E.C or L.C meeting and with a simple majority vote, seat shall be considered vacant and vacancy shall be filled with laid down procedure in the Bye Laws. **(22-06-13 add.)**

7.5 POWERS OF EXECUTIVE COUNCIL

The Council shall have general control and management of the affairs, property and funds of the Society and shall from time to time determine the policy of the Society on all matters within the scope of the Society’s aims and objectives and shall exercise all the powers of the Society subject to the provisions of the Bylaws and to any resolution by a meeting of the General Body.

- 7.6 Meeting of the Council shall be held at least four times every year and at such other times as the President may think fit or requisitioned by at least 5 members of the Council other than the office bearers.
- 7.7 The meetings of the Council shall be called by the Honorary General Secretary by giving at least fifteen days notice to the members. At least five members and two office bearers shall constitute a quorum at all meetings of the Council. The agenda for the meeting shall be conveyed alongwith the notice to the members.
- 7.8 The President may call an emergency meeting of the Council by giving three days notice to the members to discuss any urgent matter.
- 7.9 The Council shall have the power to co-opt maximum two persons to assist the Council in specific matters in the interest of the Society. The co-opted members will not have voting right.
- 7.10 The Council shall take steps for the registration of the Society with statutory body (ies) of Pakistan. In case the statutory body requires any changes affected in the Bylaws the same shall be made. The changes so made and the reason thereof shall be submitted at the next General Body meeting for ratification by the General Body.
- 7.11 The proposed byelaws changes shall be referred to Executive Council for review/comments before circulating to members for their vote. **(22-06-13 add.)**

ARTICLE # 8

OFFICE BEARERS:

8.1 PRESIDENT

He shall be the Chief Executive of the Society and preside all the meetings of the Society and the Council. He shall have all the administrative powers for the smooth running of the Society, supervise the affairs of the Society and will have the power to appoint staff and decide their salary / remunerations, etc., with the approval of the Council. He will be authorized to sanction expenditure to the extent of Rs.25,000/- (Twenty five thousand) for a specific requirement.

The President shall have the power to appoint Honorary Joint Secretary and Honorary Media Secretary with the approval of the Council. The President shall fill any vacancy occurring in these two posts with the consultation of Honorary General Secretary. The term of last of the said nominees will end with the term of the President.

- 8.1(a) The President shall have the power to constitute working committees for the smooth running of society's affairs with pre-approval of council. **(22-06-13 add.)**
- 8.1(b) The president shall have power to purchase or sell property with the pre-approval of the council. **(22-06-13 add.)**
- 8.1(c) The President shall have the power to sign any type of MOU or contract in the interests of society or its members with pre-approval of council. **(22-06-13 add.)**
- 8.1(d) The President shall be elected from the elected council members on rotational basis for each term like Lahore, Karachi, Islamabad. **(22-06-13 add.)**

8.2 SENIOR VICE PRESIDENT

One Senior Vice President will be elected and he will assist the President in supervising the affairs of the Society. In the absence of the President, the Senior Vice President shall exercise all the powers of the President and preside over the meetings of the Society and the Council.

8.3 VICE PRESIDENT

One Vice President will be elected and he will assist the President in performing specific duties as allocated to him from time to time by the President.

8.4 HONORARY GENERAL SECRETARY

He shall be the Secretary of the Society and shall be responsible for maintenance of proper record of all the meetings of the Society and the Council. He shall call the meetings of the Society and the Council with the consent of the President and inform the members of the Society and the Council and communicate to the members / office bearers of the Society / Council the agenda of the meeting.

He shall be responsible to maintain the register of the members of the Society and will look after the property of the Society. He will sign all the correspondence. He will prepare the annual report of the activities of the Society and present it (after approval by the Council) in the General Body annual meeting for approval. He shall have the power to incur expenditure to the extent of Rs. 15,000/- (fifteen thousand) for any specific requirement.

8.5 HONORARY FINANCE SECRETARY

He will be responsible for the maintenance of accounts / bank accounts of the Society alongwith other office bearer(s) nominated by the Council for this purpose. He shall be responsible for timely payment of all routine bills and authorized expenses duly advised by the Honorary General Secretary and approved by the president and maintain monthly accounts. He will prepare annual statement of accounts for timely submission (after approval by the Council) to the appointed auditor and submit the said statement alongwith the auditor's report at the General Body annual meeting for approval.

He will prepare the budget for the next year and after approval by the Council, submit the same at the General Body annual meeting for approval.

In case of delay in processing signatures of replaced authorized signatory in the bank, the outgoing officers will continue signing on banking documents till finalized by the bank. . **(22-06-13 add.)**

8.6 HONORARY JOINT SECRETARY

He shall assist the Honorary General Secretary, with performance of his duties. However, in the absence of the Honorary General Secretary, he shall perform and exercise the powers and responsibilities of the Honorary General Secretary, as delegated to him by the Honorary General Secretary. He will be assisted in his work by appointed staff as authorized by the Council.

8.7 HONORARY MEDIA SECRETARY

He will be the public relations officer of the Society and be responsible to have close liaison with Government departments and agencies or non-Government organizations under the guidance of the President and Honorary General Secretary. He will be Incharge of publicity and publications of the Society.

ARTICLE # 9

9. **ADVISORY COUNCIL** (03-04-01 cor)

- 9.1 Advisory Council shall consist of Five (5) members of retired Presidents on permanent basis. The senior most member shall act as its Chairman till such time the strength of 5 members is attained. Retiring Presidents, serving in the Executive Council shall not automatically become Advisory Council Members until they cease to serve on the Executive Council.(06-09-02 add)

- 9.2 When the members of Advisory Council exceeds 5, the senior president shall retire and the next retired president to take over the chairmanship in chronological order.
- 9.3 In case of any vacancy occurs in the Advisory Council during any time on account of any reason whatsoever, the Advisory Council has the option to fill it by opting any member for the duration as deemed necessary. The opted member shall enjoy full and equal rights and privileges like other members.
- 9.4 First time, Advisory Council shall be formed by the Executive Council. The opted members other than those retired Presidents, shall retire in successive manner upon induction of each retired president as member of the Advisory Council. The retiring procedure for opted members, shall be drawn through a lot at the time of formation of the Advisory Council.
- 9.5 The Advisory Council shall have the advisory powers, when asked for by the President, on the following matters or any other issue.
- 9.5.1 To review the amendment in Bylaws or the rules & regulations as suggested / recommended by the Executive Council / Management, prior to sending the same to General Body for approval.
- 9.5.2 To advise regarding the planning of the continuity of the top slots of the Society i.e., Presidentship & Senior Vice Presidentship from the 3 regions on rotational and long-term basis and under a policy statement. *“The office shall seek the person rather than the person seek the office”*. The Advisory Council shall not however offer any candidate for any office.
- 9.6 In addition to the above, the Advisory Council shall have the judiciary powers and its decisions are final & binding on the parties and are not challengeable in any court of Law of Pakistan on the following matters or any other matter related to the Society.
- 9.6.1 To decide any appeal from any member, if referred by the President, (Normally, complaints of members on all matters shall be addressed / resolved by the Executive Council).
- 9.6.2 To decide the differences between the President and the Council members, if referred by the President or majority of the members of the Council.

ARTICLE # 10

INCOME OF THE SOCIETY

10.1 Individual Members:

*REGISTRATION & MEMBERSHIP FEES (*effective for one fiscal year)*

- Annual Subscription Fee (including registration fee) Rs. *1000 w.e.f. Feb. 26, 2011
- In lieu of annual subscription, Members will pay Rs. 5,200/- for Life Membership Fee lump sum or clear through equal installment (must be clear) within financial year (July to June).
- Student Membership @ Rs. *200 (July to June).

10.2 The association member (Article 4.2) shall pay annual subscription of Rs.5,000/- (five thousand only).

10.3 The rates of subscription for different grades of members can be revised by a resolution passed by a simple majority vote of the members present in an annual General Body meeting.

10.4 The Society will accept donations from its members or other bodies.

10.5 The Council as a special case may appeal to the members or other bodies for payment of donations for any special purpose.

10.6 All the funds of the Society will be deposited in scheduled banks and will be used as per provisions of the Bylaws and will be subject to a proper audit by an Auditor appointed by the Society. The name of Auditors shall be submitted to the General Body for approval in the annual meeting.

10.7 The deposit books and cheque books of the bank accounts shall be in the custody of the Honorary Finance Secretary. The bank account shall be operated jointly by the Honorary Finance Secretary and one other of three office bearers of the Society nominated by the Council for this purpose. In case the Honorary Finance Secretary informs the Council about his intending prolonged absence, the Council shall nominate an acting Honorary Finance Secretary for the period of such absence, and he shall take / hand over charge of the accounts from / to the Honorary Finance Secretary.

10.8 The first financial year of the Society shall be completed on 30th June of the next year after adoption of these Bylaws. Thereafter the financial year of the Society shall be from 1st July to 30th June.

ARTICLE # 11

CESSATION OF MEMBERSHIP:

- 11.1 a) If a member shall fail to pay any levy or annual subscription within three months after the same become due, a final notice shall be sent to such member requiring payment of the amount due within one month and in default of payment within such further period, the Council may remove the name of the defaulting member from the members Register.
- b) A member whose name is removed from the Register for reasons given above, within a period of one year, may have his name reinstated on the Register at the discretion of the Council, on payment of his subscription in arrears and for the intervening period together with a rejoining fee to be determined from time to time by the Council provided that he is otherwise eligible for membership.
- 11.2 If the Council is of the opinion that any member has by reason of a breach of or non-compliance with the Bylaws (other than such as related to payment of monies to the Society), or otherwise, ceased to be eligible for membership of the Society, the name of such member shall not be removed from the Register until he has been notified in writing of the alleged breach or non-compliance or other circumstances relating to continued eligibility and invited to show cause within 30 days from the date of the notice as to why his name should not be removed from the Register. If the member shall fail to show cause in accordance with the notice or if having shown cause, the Council is of the opinion that such member has failed to establish his continued eligibility the name of such member shall be removed from the Register.

ARTICLE # 12

DISSOLUTION

If no the winding up or dissolution of the Society there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Society but shall be given or transferred to some other institution or institutions having objectives similar to the objectives of the Society and which would prohibit the distribution of property or its income among its or their members. Such institution or institutions to be determined by the members of the Society before the time of dissolution and if and so far as effect cannot be given to the aforesaid provision then to some charitable object. The decision for winding up or dissolution shall be taken in a General Body meeting held for this purpose by a resolution passed by atleast thirty five percent of the total membership. The provisions of section 30 of the Societies Registration Act, 1860 shall be complied with.

ARTICLE # 13

GENERAL PROVISIONS:

- 13.1 All decisions of the General Body, the Executive council and / or the Local Council shall be by a resolution passed in a meeting by a simple majority vote of the members present in the meeting except where the Bylaws otherwise stipulate.
- 13.2 The General Body, Executive Council and / or the Local Council shall have the powers to amend or annul a previously passed resolution in subsequent meeting.

Annexure – 1	List of Founder Members.
Annexure –2	Application /Grades of Individual Membership.
Annexure – 3	Rules for Society’s Local Chapters.
Annexure – 4	Procedure & Rules for elections.

LIST OF FOUNDER MEMBERS

1. Mr Anwar Saadat
2. Mr. Mohammad Siddique
3. Mr. Mohammad Zakaria
4. Mr. Azim Ashraf
5. Mr. Fahim I. Siddiqui
6. Mr Farooq Mehboob
7. Mr. Shamsul Hassan
8. Mr. Ashiq Ali
9. Mr. Sadiq Ali
10. Mr. F. I. Qureshi
11. Mr. Humayun Zaheer
12. Mr. A. Malik Khan
13. Mr. Arshad Siddique Sheikh
14. Mr. Sajjad Bukhari
15. Mr. Sajjad Ghani
16. Mr. Javed Butt
17. Mr. Parvaiz Butt
18. Mr. Sami Sanaullah
19. Mr. Zia ul Hasan
20. Mr. Saeed A. Khan
21. Mr. M. Samiullah
22. Prof. Javaid Iqbal
23. Mr. Qazi Mustafa Kamal
24. Mr. A. Karim
25. Haji M. Anwar
26. Mr. Ramzan
27. Mr. Salahuddin
28. Mr. K.R. Toor
29. Mr. Abbas Shahid
30. Mr. Ather N. Siddiqui

Heating
Ventilation
Air- Conditioning
Refrigeration



PAKISTAN HVACR SOCIETY

MEMBERSHIP APPLICATION FORM

NAME OF APPLICANT

HOME ADDRESS

PHONE ADDRESS

MOBILE:

DATE OF BIRTH

NIC #:

BUSINESS INFORMATION

BUSINESS NAME:

ADDRESS

ACTIVITIES

STATUS

PHONE NO.

FAX NO.

EMAIL ADDRESS

CHECK PREFERRED MAILING ADDRESS

☐ HOME☐

BUSINESS

Do you want Group Insurance Coverage

☐ YES☐

NO

EDUCATIONAL RECORD

DEGREE/DIPLOMA	YEAR OF PASSING	COURSE DURATION	INSTITUTE/UNIVERSITY	ADDITIONAL INFORMATION

EXPERIENCE RECORD

FOR THE PERIOD		NAME OF BUSINESS	TITLE
FROM	TO		

OTHER MEMBERSHIP

MEMBERSHIP OF SOCIETIES/COUNCILS	MEMBERSHIP GRADE	YEAR	MEMBERSHIP NO.

SPONSOR:

I hereby certify that the foregoing informations are correct, to the best of my knowledge and belief. (Society Bylaws require that a sponsor be a Good Order Member of all-grades)

NAME

MEMBERSHIP NO.

BUSINESS NAME

SIGNATURE

CERTIFICATION BY APPLICANT

I hereby certify that all statements made above are correct and I agree with the objectives and bylaws of the Society and shall follow them.

DATE

SIGNATURE

FOR OFFICE USE ONLY

Amount Paid Rs. _____ In Words _____
Payment Receipt # _____ Date _____

Membership #.

				-		-				
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APPROVED / NOT APPROVED

HONY. GENERAL SECRETARY

PRESIDENT

DATED _____

DATED _____

RULES & REGULATIONS FOR SOCIETY MEMBERSHIP

GENERAL INFORMATION & INSTRUCTIONS

1. Write or type in capital letters, the information asked in the application form. Additional sheets may be attached. Use blue or black ball pen/ink pen. Do not use pencil/marker.
2. Fill out all information requested on the application form. Please be as specific as possible when describing your qualifications, job assignments and responsibilities.
3. All applicants claiming to be registered engineering professionals must indicate their PEC registration number.
4. All applications be signed in original by the applicant.
5. All applications forms must have one sponsor and he will be member of Pakistan HVACR Society.
6. All forms must be accompanied by 2-passport size photographs; copy of NIC; photocopy of highest degree/diploma.
7. Mail your application form with payment to the following Regional/Chapter's Offices:

HEAD QUARTER & ISLAMABAD CHAPTER OFFICE:

Suite #. 8, 1st Floor, Shawez Center, F8 Markaz, Islamabad

Ph: +92 51 2287560-1, E-mail: executivesecretary@hvacr.org.pk OR islamabad@hvacr.org.pk

LAHORE CHAPTER OFFICE:

Office # 2-E, Block H-3, 2nd Floor, Expo Tower, Johar Town, Lahore

Ph: +92 42 35951729-30 E-mail: lahore@hvacr.org.pk

KARACHI CHAPTER OFFICE:

Suite # 201, 2nd Floor, Faiyaz Centre, SMCHS, Sharae Faisal, Karachi 75350

Ph: +92 21 34323712, 34167570 E-mail: karachi@hvacr.org.pk

FAISALABAD CHAPTER

Office: Upper Floor MCB Bank, Ashrafabad, Near Millat Chowk, Main Sheikhpura Road, Faisalabad.

Ph: 041-8783555 Email: faisalabad@hvacr.org.pk OR [hvacrfsd@gmail.com](mailto:hvacrfds@gmail.com)

GRADE OF INDIVIDUAL MEMBERSHIP (Article 4 of By Laws)

1. Members
2. Life Member
3. All Society Members collectively called individual "Members" would enjoy the rights and privileges of members as defined in the Bylaws.

REGISTRATION & MEMBERSHIP FEES (*effective for one fiscal year)

- Lifetime Membership will be Rs. 5,200/- lump sum or clear through equal installment (must be clear) with in financial year (July to June).
- Annual Membership fee will be Rs. 1,000/- (July to June).
- Annual Student Membership fee will be Rs. 200/- (July to June).
- Publications will be sent only for Lifetime members, however, annual members will be illegible to get soft copy of publication on Society website.
- Mode of payment: Crossed cheque or Pay Order/DD drawn in favour of Pakistan HVACR Society

MEMBERSHIP PROCESSING TIME

Normal membership application processing time is approximately 8 weeks from the date application is received at the Society office. If you have qualified for Society Membership, you will be informed by mail, and a membership certificate is sent.

In case, your application is not eligible for acceptance, you will be informed accordingly by mail and your payment is refunded.

PAKISTAN HVACR SOCIETY
RULES FOR SOCIETY'S LOCAL CHAPTERS

(APPROVED BY THE EC IN ITS 116TH MEETING HELD ON NOV 05, 2020 UNDER THE LIGHT OF MOTION)

- 01 To promote the aims and objectives of the Society, the Executive Council (Council) of the Society may establish "Local Chapters" {Chapter(s)} in different cities of Pakistan if 300 or more members residing in that region can be affiliated with a Chapter.
- 02 In case of less than 300 membership, a Sub Chapter / Section shall be formed which shall work under the Chapter of that area i.e., Islamabad, Karachi or Lahore; however, its Local Council (s) may carve out its independent programs according to the aims & objectives of the Society. The future Chapters / Sub Chapters / Sections may be Faisalabad, Multan, Sialkot (affiliated with Lahore Chapter), Peshawar, Hattar, Northern areas (affiliated with Islamabad Chapter) Gwadar, Hyderabad, Quetta (affiliated with Karachi Chapter) etc., etc., or as per the need may arise.
- 03 The geographic area (region) / Sub Chapters / Sections affiliated with a Chapter shall be notified by the Council during formation of its L/C who may amend the same if the necessity so arises in future.

At present following three Chapters shall be established:

- (a) Islamabad Chapter covering the areas of Federal Capital, Rawalpindi Division of Punjab Province, NWFP and Northern Areas, known as region.
 - (b) Karachi Chapter covering Sindh and Baluchistan Provinces, known as region.
 - (c) Lahore Chapter covering Punjab Province excluding Rawalpindi Division, known as region.
- 04 The Chapters / Sub Chapters / Sections shall function in accordance with the Bylaws of the Society and these Rules and additional / amended rules framed by the Council from time to time.
 - 05 The Local Chapters / Sub Chapters / Sections are empowered to conduct / organize conferences, seminars, workshops and display to promote the Art & Science of HVACR in Pakistan.
 - 06 The Region shall elect from amongst the members of the region covered by a Chapter, 'Local Council' for that Chapter / Sub Chapter / Section, comprising 6 members, for general control and management of the affairs, property and funds of the Chapter / Sub Chapter / Section. The term of the Local Council(s) shall end along with that of the Council. A member can either file nomination for the Executive Council or the Local Council & Vice Versa.
 - 07 The Local Council shall work in accordance with the Bylaws of the Society, these Rules and general directions given by the Council from time to time, and manage the affairs of the Chapter /Sub Chapter / Section and maintain a register of members within its region. The Local Council shall arrange meetings, seminars, workshops, conferences, exhibitions, etc. to promote the aims and objectives of the Society.

The Local Council will promote the cause of the Society and carry out activities in the interest of the members.

08. The Chapter/Sub Chapter Chairman or Section Chief elected by regional members of Executive Council will preside over the first meeting of the Local Council as an Election Officer wherein the members of the Local Council shall elect through consensus OR by secret ballot, from amongst themselves following three office bearers by a simple majority vote of the total L/C members present at that time. The Chairman /Section Chief shall only cast his vote in case of a tie.
- a) Honorary Secretary
 - b) Honorary Treasurer
 - c) Honorary Media & Membership Secretary
- 09.a) Any vacancy occurring in the Local Council during the term of office shall be filled by the Local Council by nomination as provided in clause 04.
- 09.b. Any vacancy occurring in the office bearers shall be filled by the Local Council members by election with a simple majority vote of the L/C members as provided in clause 08.
10. The Local Council will hold at least 9 meetings during a year and the interval between 2 meetings shall not exceed 8 weeks. The quorum for all meetings shall be four including at least 2 office bearers. The Chairman/Section Chief of the Local Council shall preside over its meetings. In his absence the Honorary Secretary shall preside over a meeting.
11. The members of the Society residing within the region of a Chapter/Sub Chapter/Section shall be affiliated for administrative purposes with that Chapter. On change of residence the member shall notify the Honorary Secretaries of the previous Chapter /Sub Chapter/Section and new Chapter / Sub Chapter / Section so that the register of members maintained by respective Chapters / Sub Chapters / Sections and the Society is updated accordingly.
12. The Local Council shall maintain account / bank accounts for the Chapter/Sub Chapter/ Section. The accounts shall be opened in scheduled banks. The deposit books and cheque books of the bank accounts shall be in the custody of the Honorary Treasurer. The bank accounts shall be operated jointly by the Honorary Treasurer and one of the two office bearers nominated for this purpose by the Local Council.
- The Honorary Treasurer shall properly maintain the accounts books for the Chapter /Sub Chapter/Section and make payments as directed by the Chapter / Sub Chapter Chairman/ Section Chief and deposit the payments received in the bank accounts.
- The Honorary Treasurer will prepare annual statement of accounts for timely submission (after approval by the Local Council) to the appointed auditor and send the said statement along with the auditor's report to the Honorary Treasurer for onward transmission to Honorary Finance Secretary for consolidation of Society's accounts and audit by the Society's Auditor in accordance with the Bylaws.
13. The Local Council will receive applications and payments from applicants for membership, scrutinize and forward the applications with their recommendations to the Honorary General Secretary for consideration and approval by the Council in accordance with the Bylaws.
14. The Local Council will receive membership and other dues from the members, fees from delegates / participants of seminars, conferences, workshops, exhibitions, etc. and donations and deposit the same in the bank accounts.
15. a) The Local Council will periodically transfer funds to the Society's accounts as directed by the Council.
- b) The Local Council will furnish a complete statement of accounts at the end of every month /quarter to the Honorary Finance Secretary for information and consideration by the Council.

16. a) All decisions of the Local Council shall be by a resolution passed in a meeting by a simple majority vote of the members present in the meeting except where these Rules otherwise stipulate.
- 16b. The Local Council shall have the powers to amend or annul a previously passed resolution in a subsequent meeting.
17. The Society's Annual Expo & Conference will be held only in Islamabad, Lahore & Karachi as per previous practice;
- 17a. That any new Chapter established after meeting the required membership strength will not be authorized to hold the EXPO. Expo on a small scale required the Executive Council approval upon the presentation of the complete feasibility and is not guaranteed to have approval.
- 17b. The Executive Council members can be selected from the newly established chapters according to their respective regional membership strength. However, no President can be elected from any newly established chapters for a period of 10 years from the date of Chapter establishment and this is optional after 10 years unless gets approval. Other office position at the Executive Council may be designated as per the approval of the newly elected EC members.
- 17c. If, any member from the newly established chapters is already present in the Executive Council he may become the Chapter Chairman or can recommend someone as per bylaws. In a special case (formation of new chapter) an extension to the newly nominated chairman can be given with the consensus of members of new chapter regardless if the EC member is serving the consecutively second term.
- 17d. All other office bearers of local council and members of newly established chapters shall be nominated by the EC member of the respective region with endorsement of Executive Council.
18. Allocation of Executive Council members to newly established chapter shall be revised as per the ratio of members among the various chapters. Increase in the number of EC members can also be consider if required.

4.	03	In the light of approved motion the rules for Local Chapters were revised by the Executive Council of 2019-21 for the launching of Faisalabad Chapter, points #. 17, 17a, 17b, 17c, 17d & 18 were added.	116th	Nov. 05, 2020
3.	02	On account of formation of new Chapters / Sub Chapters / Sections, rules for Local Chapters have been revised by the Executive Council of 2018 for the smooth working of Local Chapters, point #. 2 was created, however, impact on relevant points were amended.	105th	June 23, 2018
2.	01	On account of opting Chapter Chairman from EC, original rules for Local Chapters were revised by Executive Council of 2007 for the smooth working of Local Chapters.	57th	Feb 18, 2007
1.	Approval of Chapters Rules	The then Society President Mr. Anwar Saadat drafted the Chapters Rules & on the recommendation & circulation of Mr. Fahim I. Siddiqui, HGS, the EC in its 14 th meeting held on Aug 28, 1999 approved the Chapter rules.	14th	Aug 28, 1999
S/ No.	Revision	Description	Meeting #	Dated
			Approved by EC	

PROCEDURE & RULES FOR ELECTIONS OF EXECUTIVE COUNCIL & LOCAL COUNCILS

(REVIEWED & APPROVED BY EXECUTIVE COUNCIL IN 139th MEETING HELD ON JULY 22, 2023 AT FAISALABAD)

The Bylaws Amendments – October 2013 have necessitated reciprocal modifications in Procedure & Rules for Elections of Executive Council & Local Councils. The following modified Procedure & Rules for Elections of Executive Council & Local Councils have been duly approved by the Executive Council in 139th meeting held at Faisalabad.

- 1.0 In pursuance of clause 6.1 of Bylaws, the Executive Council has approved the following procedure & rules for the election of the members of the Executive Council in its 139th meeting held at Faisalabad.
- 1.1 The President with the Approval of EC shall appoint the Chief Election officer by 15th June of every election year. In case of resignation or unavailability of Chief Election officer, the President may appoint another Chief Election Officer within three (3) working days.
- 1.2 The Chief Election Officer shall appoint other Regional Election Officer(s) within ten (10) days at his end. In case of resignation or unavailability of regional election officer, the Chief Election Officer may appoint another Regional Election Officer within three (3) working days. the election program will be issued by the Chief Election Officer/Respective Regional Election Officer(s) to all members on the role of the Society, who are eligible to vote, around six weeks before the date of General Body meeting.
- 1.3 The Election process including Nomination Form, Election Fee, Security Deposit for EC/LC, Withdrawal Form & ballot papers including other relevant attached annexures, may also be sent & received, shared through digital mediums such as online banking transactions, official/registered email address/whatsapp or website election portal under the guidance of Chief or Regional Election Officers. The said Portal having provision to upload/download facility.
- 1.4 A member shall be eligible to vote in election of the Society after completion of *ONE YEAR* of membership provided further that such a member fulfills the conditions stipulated for the Renewal of Membership.
- 1.5 Only those members who are in Good Order except Students and Honorary Members; shall be entitled to vote or stand for election or nominate a candidate for election.
- 1.6 In case any elected Executive Council Member *RESIGNS* from his seat, the Executive Council shall opt any other eligible member from that respective region. But opted member will not be entitled for any *OFFICE BEARER SEAT*.
- 1.7 For any clarification/explanation of any clause or any ambiguity the Chief Election Officer shall refer the matter to the President, whose clarification/explanation shall be considered final and binding on all stakeholders.
- 1.8 Members shall elect, by majority of votes, the required number of members of the Executive Council.
- 1.9 The contesting candidate for the Executive Council seat shall deposit Bank Draft or Pay Orders in favor of the Society amounting **Rs.50,000/-** (Rs. 25,000/- as Election Fee & Rs. 25,000/- being security fee, refundable). The Society will refund Rs. 25,000/- to each elected member after completion of his two years term. Rejected/Withdrawn member shall be refunded after 20% deduction of deposited amount.
- 1.10 The contesting candidate for the Local Council seat shall deposit Bank Draft or Pay Orders in favor of the Society amounting **Rs.20,000/-** (Rs. 10,000/- as Election Fee & Rs. 10,000/- being security fee, refundable). The Society will refund Rs. 10,000/- to each elected member after completion of his two years term. Rejected/withdrawn member shall be refunded after 20% deduction of deposited amount.
- 1.11 Any member at one time may contest for one seat only e.g., either for Executive Council or for the Local Councils.
- 1.12 The intending candidate for Executive Council & Local Councils members shall take part in election, provided that:
 - 1.12a. He is a Bonafide member of the Society.
 - 1.12b. He is willing to give time to the Council and undertakes to attend the meetings of the Executive Council & Local Councils regularly.
 - 1.12c. He is not a defaulter of the Society.
 - 1.12d. He is not terminated from HVACR Society, EC/LC at any time.
 - 1.12e. He is not convicted or under Criminal/Fraudulent Trial.
 - 1.12f. He is not an Honorary Member & Student member of the Society.

- 1.13 All members of the Society, eligible to vote, will notify the Executive Secretary through Respective Chapters Offices Secretaries by the date specified for the purpose in the Election program, about any change in their addresses.
- 1.14 The polling shall take place at the Regional Offices of the Society, within the hours and on the date specified for the purpose in the Election Program.
- 1.15 Any member causing disturbance or creating disorder during the election proceedings can be disqualified from participating in the election-by-Election Officers.
- 1.16 The Election Officer shall have the right to reject any incomplete / incorrect nomination form or incorrectly marked ballot paper.
- 1.17 If the candidates are more than the vacancies, ballot papers shall be issued to eligible individual members as per the election program.
- 1.18 Adequate arrangements shall be made to maintain the secrecy of the polls.
- 1.19 Before being sealed, empty Ballot Boxes shall be shown to the candidates or their agents, if they want to be present on the occasion.
- 1.20 Soon after the expiry of the closing time for polling, the Ballot Boxes shall be unsealed and opened by the Election Officers and 3 retiring Council Members, in the presence of the candidates or their agents, if they want to be present on the occasion. Not more than one agent for each candidate may be allowed to be present and then counting of the votes shall start. The Society will make seating arrangements for the candidates or their agents on this occasion.

Provided that:

- a. Proper account shall be maintained by the Election Officers or their designated officers in respect of ballot papers including used, unused, tendered, challenged or stray ballot papers.
 - b. The challenged votes shall be kept in a separate sealed envelope duly signed and sealed by the Election Officers / and the 3 Council Members.
 - c. The Election Officers shall decide about the challenged votes after its verification before the official announcement of the results.
- 1.21 On the day fixed for the purpose in the election program after receipt of results at the Headquarter of the Society and under the chairmanship of the Election Officer of the Islamabad Region who will also be the Chief Election Officer, the elected members of the Executive Council, under the provisions hereinbefore provided, shall elect from amongst themselves a President, Senior Vice-President, Vice-President, General Secretary & Finance Secretary.
- 1.22 All members of the Executive Council, as well as those contesting the election for such members are expected to make themselves available at the registered office of the Society or at any approved location on the date and time fixed in the election program, so that those of them who are successful, can take part in the election of the office bearers, but the absence of any such person shall not make the proceedings of the election of the office bearers in fructuous.
- 1.23 In the event of equality of votes between the last two or more candidates, a lot shall be drawn by the Chief Election Officer in the presence of the candidates or their authorized representatives of such candidates and a record of the result thereof shall be made and shall be legally binding.
- 1.24 The ballot papers shall be serially numbered by the Chief Election Officer and handed over to the Hon. General Secretary within one month after the election is over.
- a. The result of the election, duly signed by the Election Officers, shall be handed over to the Chief Election Officer in Islamabad.
 - b. The record of election shall be opened for inspection upon a written application made in this respect to the Chief Election Officer by any candidate within seven days of the date of polling. The written application shall be accompanied by an amount of **Rs. 5,000/-** in cash (nonrefundable) in favour of the Society, towards processing charges.
- 1.25 If for any reason any candidate does not or candidates do not receive any of the communications in connection with his election, the election proceedings shall not be invalidated on that account. It is incumbent on the part of the candidates to seek confirmation from the Election Officers within dates stipulated in the election program.
- 1.26 The sign (X) shall be marked distinctly with blue or black ink against the name(s) of the candidate(s) in whose favour a representative wish to cast his vote(s). If the marking of any vote is done in pencil, or is otherwise indistinct, or has been erased or remarked, such vote shall be declared INVALID. The decision of Election Officer in this respect shall be final.
- 1.27 The ballot paper shall not be signed or stamped, sealed or marked in any manner, which might disclose the identity of the voter. Any ballot paper bearing such signature, stamps, seal or mark shall be declared invalid.

1.28 No member shall be eligible to cast his vote at the election, unless he has paid his annual subscription and other dues.

1.29 Members from each region are required to cast their votes against allocated seats only for their respective regions as intimated in the election program. Ballot papers having (X) marking on less than allocated candidates, or over allotted candidates shall be declared INVALID.

1.30 In case any successful member withdraws his name during the election process of office bearers or during the oath taking ceremony then the security & election fee will not be refunded and the said member shall not be eligible to take part in elections at least for two terms. It is applicable for both EC/LC members.

2. ELECTION PROGRAMME

THE ELECTION PROGRAMME SHALL BE AS FOLLOWS:

		DATE
2.1 The Executive Secretary of Society, along with the election Schedule, shall send a list of all members eligible to vote to each chapter for display at the respective chapter offices.	Fifteen days prior to the announcement of election schedule by the CHIEF Election Officer.	
2.2 The changes, if any, regarding name and addresses appearing in the list of voters, shall be sent to the Executive Secretary/Chapters Offices Secretaries.	Within seven days of the circular dated at 2.1 above.	
2.3 A copy of final list of voters shall be provided to each Election Officer of the region & to the final list of candidates contesting the election.	Within seven days on receipt of changes, if any, otherwise, existing list of voters shall be provided.	
2.4. Circulation of Election Schedule to the final list of voters, by each Election Officer along with the criteria / qualifications for the intending candidates as per the specimen attached with Nomination Form.	Within seven days on receipt of list of final voters.	
2.5 Any person who is eligible to contest the election shall send his nomination duly proposed, seconded, and signed by the candidate, to the Election Officer on the prescribed form in accordance with the Bylaws / criteria / qualifications for the intending candidates.	Within fifteen days of the issuance of the Election Schedule.	
2.6 Scrutiny of the nomination papers. Any nominee or his agent wishing to be present on this occasion will be free to do so with one day's prior notice of his intention.	Within 3 days after the receipt of nomination forms.	
2.7 Circulation by the Election Officers of the list of nominees whose papers have been declared valid along with forms of withdrawal to the said nominees.	Next two days after the date of scrutiny of the nomination forms.	
2.8 Date of receipt by the Election Officers of the withdrawal forms completed by the nominees wanting to withdraw from the election.	Within seven days after the date of circulation of the list of nominees.	
2.9 Dispatch of the final list of the candidates for the Election to all the members who are eligible to participate in the election.	Next two days after the date of receipt of the withdrawal forms.	
2.10 Polling at the Regional Offices of the Society or at the approved location. OR Receipt of ballot papers through mail.	Within ten days after the dispatch of the final list of the candidates.	
2.11 Counting of votes shall take place immediately after the polling hours / receipt of posted ballot under the supervision of Election Officer in the presence of the 3 Council Members and the candidates, or their polling agents, if any, at the designated location.	---	
2.12 Provisional results may be declared by the Chief Election Officer through Email Or Whatsapp Number Or Society Website.	Immediately after the counting of votes is completed.	
2.13 *Election of the office bearers of the Executive Council member under the Chairmanship of Chief Election Officer	The next day prior to the Annual General Meeting.	
2.14 *Official announcement of results of the Executive Council members by the Chief Election Officer at Islamabad.	In front of the General Body	
2.15 Election of the Local Council office bearers under the Chapter Chairman who is also member of Executive Council or Regional Election Officer.	Within fifteen days from the date of election.	

EXPLANATIONS:

- If any day on which an act scheduled to be performed under the election program falls on a holiday, such act shall be performed on the next day following the holiday(s).

- b. The regional election officer may announce the respective regional election results with the consent of chief election officer. however, the regional election officer(s) shall immediately take snapshot of the result of the count and, as soon as connectivity is available and it is practicable, electronically send it to the chief election officer before sending the original documents to HQ office.
- c. The chief election officer may announce the consolidated results through society website, social media accounts through circulars and invite the newly elected members for oath taking & office bearers elections as per procedure approved by the Executive Council.
- d. During the General Body after the announcement & confirmation of election results, the oath taking ceremony, office bearer elections, announcement, speech by the outgoing President & Speech by the incoming President, the ceremony will be adjourned with vote of thanks.

5.		In the 139 th EC meeting held on JULY 22, 2023 in Faisalabad, following points were created/modified; - Point no. 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.9, 1.10, 1.12, 1.13, - Point No. 2.1, 2.2, 2.4, 2.12, 2.15 and some relevant explanations.	139 th	22-07-2023
4.		The EC in its 66 th EC meeting held on May 01, 2009 in Lahore amended the rules and point no. 1.4, 1.5 & 1.6 were deleted from Election rules.	66 th	01-05-2009
3.		In pursuance of clause 6.1 of Bylaws, the EC in its 57 th meeting held on June 03, 2007 at HQ Office Islamabad. Under the light of amended bylaws, the house modified the bylaws annexure.	57 th	03-06-2007
2.		In the light of 11 th AGM held on March 27, 2004 at Karachi, the Election procedure was modified in 49 th EC meeting held on June 03,04, 2005 at NED University, Karachi, finalized the election on regional basis and same day for EC & LC. Ballot Papers shall only be issued on the day of the election to the eligible voters within the premises where elections are being cast and cannot be taken out.	49 th	03-06-2004
1.		In pursuance of clause 6.1 of Bylaws, the EC in its 40 th meeting held on July 12, 2003 at Lahore. Under the light of amended bylaws 2003, the house modified the Election Rules & Procedure.	40 th	12-07-2003
S/ No.	Revision	Description	Meeting #	Dated
			Approved by EC	