INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD

University Staff Welfare Association (USWA)

CONSTITUTION



1. **Establishment:**

On separation of the Association of the employees from that of the Students and as a result of dissolution of Students Employees Welfare Association (SEWA) a separate Association of the employees of the IIU and its Constituent Units stood Established vide a Resolution passed by the Executive Body and its approval by the General Body of erstwhile Students Employees Welfare Association (SEWA) in their Meetings held on 06.06.1999 and 08.06.1999 respectively.

2. **Short Title and Commencement:**

This constitution may be called constitution of **"UNIVERSITY STAFF WELFARE ASSOCIATION (USWA), IIU ISLAMABAD** and it will come into force on the day it is approved by Executive Body and General Body.

3. **Definitions:**

In this constitution, unless anything is repugnant to the context or subject.

i) **"Constitution"** means the constitution of the University Staff Welfare Association (USWA), IIU, Islamabad.

ii) **"Association"** means University Staff Welfare Association (USWA), IIU, Islamabad.

iii) **"University"** means the International Islamic University, Islamabad (IIUI) and constituent units.

iv) **"Member"** shall mean a permanent/regular employee (BPS 01-16) of the University, whose monthly USWA subscription is mandatorily deducted from their salary.

v) **"Working Body"** means the elected Office Bearers of the Association (USWA).

vi) **"Executive Body"** means the executive member of the Association to be nominated by elected Office Bearers of (USWA).

vii) **"Mis-conduct"** means any act on the part of a member prejudicial and detrimental to the interests of Association or which may bring a bad name to the Association or the University.

4. **Territorial Area:**

Islamabad territory shall ordinarily be the primary area where the Association arranges and carries out its programs to achieve its objectives. However, these programs may also be arranged and carried out in other cities of Pakistan, subject to the availability of resources.

5. **Location:**

The office of the Association will be located on the premises of the University at the IIUI Campus, Sector H-10, Islamabad.

6. **Aims and Objectives:**

The Association, being a purely social, non-political, and non-profit organization, shall have the following aims and objectives:-

i) To work for the general betterment of employees by strengthening them physically, professionally, educationally, morally, and spiritually, and to motivate them to work diligently in their respective fields of life. Furthermore, to encourage persistent efforts to assist the University to the best of their abilities, enabling it to achieve its objectives for the betterment of employees and humanity.

ii) To promote a spirit of mutual understanding and brother-hood amongst the employees of the University in order to create a congenial and harmonious atmosphere at the University.

iii) To provide possible financial assistance subject to resources to the needy Members and their dependents (in cases of deceased employees) for the purpose not in consistent with the aims and objective of the Association.

iv) To organize Tarbiyyah programs.

v) To make all lawful efforts for solution of individual and collective problems of Members and their dependents.

vi) To arrange sports events/activities and excursion/pleasure trips for Members and their dependents.

vii) To coordinate and collaborate with other nonprofit organizations already operating in Islamabad to fulfill and achieve the above-mentioned aims and objectives.

viii) Any other matter which may be recommended by the Executive Body and approved by General Body to be included and treated as objective of Association from time to time.

7. <u>Membership of Association:</u>

i) All regular employees in BPS 1-16 shall be eligible for membership, subject to the completion of required procedures.

ii) If a member of the Working Body is promoted to BPS-17, retires, or is terminated from University service, their membership in the Working Body, Executive Body, and General Membership shall automatically terminated, the next senior elected member shall assume the charge of the promoted, terminated, or retired person within one week, if required.

8. <u>Monthly fee/Subscription:</u>

i) The following monthly fee/subscription, which may be revised from time to time with the approval of Executive Body and the General Body, shall be payable by each member.

i)	BPS 1-5	Rs.40/-	Per Month
ii)	BPS 6-10	Rs.60/-	Per Month
iii)	BPS 11-16	Rs.80/-	Per Month

ii) The monthly fee/subscription on the prescribed rates shall be deducted by the Finance Department of the University from monthly salaries of members and credited to the Bank Account of the Association by the 10th of each month.

iii) Members shall not refuse to pay the monthly subscription fee.

9. <u>Bank Account:</u>

a) The accounts of the Association shall be maintained in the form and manner prescribed by the Executive Body. All income shall be credited to the Association's bank account(s), and any expenditure from these accounts shall be incurred only with the prior approval of the Executive Body.

b) The Joint Bank Account shall be opened and operated jointly, requiring the mandatory signatures of the President, General Secretary, and Finance Secretary of the Association.

c) Expenditure from USWA fund shall be made as per following details:

i) An amount of Rs.10,000/- (Rupees Ten Thousand) shall be paid to a member upon their retirement.

ii) All necessary expenses for the functioning of USWA, including legal costs, refreshments, photocopies, other expenditures, and miscellaneous items, shall be paid from the USWA Fund. Such expenses shall be subject to prior or subsequent approval by the Executive Body.

iii) All necessary expenditures shall be supported by appropriate documentation, including receipts, invoices, and approval records. A monthly financial report shall be submitted to the Executive Body. Disputed expenditures shall be reviewed by a designated Finance Committee, consisting of Working Body/Executive Body members, to ensure transparency and accountability.

10. Donations:

The Association, with the approval of its Executive Body, may donate to or accept donations from other organizations, agencies, or individuals on a voluntary basis to fulfill its objectives. Any donations or gifts received by any member of the Working Body or Executive Body on behalf of USWA shall be deemed the property of USWA.

11. Rights and Privileges of Members:

i) All Members, subject to regular and continuous payment of monthly/annual fee/subscriptions, would be eligible to attend meetings of the General Body and cast their votes if and when so required.

iii) Subject to clause (i) above and unless a member is specifically prevented with the approval of Executive Body for the reasons to be recorded, all Members shall have right to participate/attend all functions organized/arranged by the Association.

12. Termination/Suspension/Resignation of Working Body/Executive Body Members:

The following acts on the part of a member shall liable him/her to suspension/termination of his/her membership of the Association:-

i) Non-payment of monthly fee/subscription for three successive months.

ii) Any misconduct or violation of the Rules and/or decisions of the Association, including those of the Working Body or Executive Body, or failure to comply with any specific advice of the Executive Body, which is prejudicial or detrimental to the interests of the Association, shall be deemed a breach of conduct.

iii) If any member of the Working Body, including the President or General Secretary, acts in violation of the Association's aims and objectives, a Show Cause Notice shall be issued with the approval of at least 8 members of the Working Body, requiring a response within 7 working days.

iv) If the response is unsatisfactory, the Executive Body, with the approval of two-third majority, may terminate the membership of the Working Body. The Senior Vice President shall communicate the Executive Body's decision regarding the President, while the President shall notify the Executive Body's decision concerning the General Secretary. Regarding the other Working Body members, the General Secretary shall notify the Executive Body's decision, if applicable.

v) If any member of the Working Body/Executive Body submits their resignation, the President USWA shall have the authority to accept or reject the resignation at their discretion.

vi) If a member of the Executive Body fails to attend three consecutive meetings without valid reasons or engages in actions against the interests of the Association, the General Secretary shall bring the matter before the Executive Body. The Executive Body may, by a two-thirds majority vote, suspend, terminate, or issue a warning to the member. The General Secretary will notify the decision in writing.

13. Patron-in-Chief:

The Association shall have a Patron-in-Chief, who shall be chosen from among the most distinguished and respected figures within the Muslim World. The individual selected must be of exceptional intellectual and scholarly standing, demonstrating profound knowledge in relevant fields, and should be known for their exemplary qualities of compassion, selflessness, and commitment to humanitarian causes. The Patron-in-Chief shall serve as a source of guidance and inspiration for the Association. The nomination of the Patron-in-Chief shall be made by the Executive Body, preferably by reaching a consensus among its members. In the event that a consensus is not achievable, the nomination shall proceed through a majority vote of the Executive Body.

(The Chairman and Vice-Chairman shall serve as honorary members of the Association. The President and General Secretary shall carry out any duties assigned to them by the Working Body or Executive Body, in accordance with their respective responsibilities)

14. Working Body:

The Working Body of the Association shall comprise the following:-

1. President
2. Senior Vice-President
3. Vice-President-I
4. Vice-President-II
5. General Secretary
6. Additional General Secretary
7. Joint Secretary
8. Finance Secretary
9. Additional Finance Secretary
10. Office Secretary
11. Press & Information Secretary
12. Social/Welfare Secretary
13. Sports Secretary

15. Duties and Privileges of Office Bearers:

15.1 President:

The duties and powers of the President shall be as follows:

i) The President shall be responsible for effective implementation of the decisions of the Executive Body and the General Body.

ii) The President shall preside over all the meetings of the Working Body and the Executive Body, if and when present.

iii) He shall maintain discipline in the meetings and his decision on particular matter(s) in this regard shall be final and binding on each Member.

iv) In the event of a tie, the President shall have the authority to cast a deciding vote, which shall be final and binding.

v) In case of an emergency, the President of USWA is authorized to incur expenses up to Rs.5,000/- per month from the Association's funds. Appropriate receipts must be submitted to the Finance Secretary for adjustment. The Finance Secretary shall report the expenses to the Executive Body for approval at the next scheduled meeting.

vi) The President shall represent the Association in all official matters, correspondence, and dealings with external entities, including government departments, organizations, and stakeholders.

vii) The President shall have the authority to sign agreements, memorandums, and other official documents on behalf of the Association, subject to the prior approval of the Executive Body.

viii) The President shall act as the custodian of the Constitution and ensure that all members adhere to the rules, regulations, and objectives of the Association.

ix) In case of disputes or conflicts within the Association, the President shall mediate or appoint a mediation committee to resolve the matter amicably.

15.2 Senior Vice-President:

i) The Senior Vice-President in absence of the President shall exercise all powers of the President and perform his functions/duties or the President/Executive Body may assign such other duties/functions as to him.

ii) He is absence of the President shall preside over the meetings of Executive Body and General Body.

15.3 Vice-President-I:

The Vice-President in absence of the President and the Senior Vice-President shall exercise all powers of the President and perform his/her functions of other functions/duties as may be assigned to him/her by the Executive Body/President.

15.4 Vice President-II:

The Vice President-II in absence of the President, Senior Vice President and Vice President-I shall exercise all powers of the President and perform his/her functions of other functions/duties as may be assigned to him by the Executive Body/President.

15.5 General Secretary:

The duties of the General Secretary are as follows:-

i) The General Secretary shall be responsible for the maintenance and safe custody of all records and properties of the Association.

ii) The General Secretary shall maintain an updated record of all assets, properties, and resources owned by the Association, ensuring their proper utilization and safeguarding, and shall also record the proceedings of the meetings of the Working Body, Executive Body, and General Body.

iii) The General Secretary shall record and maintain minutes of all meetings of the Working Body, Executive Body, and General Body. At the commencement of each meeting, he shall read the minutes of the previous meeting for approval.

iv) The General Secretary shall prepare the agenda for meetings of the Working Body, Executive Body, and General Body, and, with the President's approval, shall present matters for consideration. He shall also prepare the Annual Reports of the Association and, with the President's approval, present them to the Executive Body and General Body.

v) The General Secretary shall carry out all correspondence on behalf of the Executive Body and the Association and sign all official letters and papers issued by the Association.

vi) The General Secretary shall supervise the employees/members and affairs of the Association, ensuring adherence to the Association's rules, by-laws, and decisions made by the Working Body, Executive Body, and General Body.

vii) He shall address grievances raised by members and take appropriate measures for their resolution, ensuring fairness and transparency.

viii) The General Secretary shall prepare and submit audit reports and progress reports of the Association to the concerned registration authority as per their requirements.

ix) He shall prepare the Association's Annual Report, obtain the President's approval, and submit it to the Executive Body and General Body for consideration.

15.6 Additional General Secretary:

The Additional General Secretary shall assist the General Secretary and, in the absence of the General Secretary, shall perform all duties of the General Secretary, along with any other duties assigned by the General Secretary.

15.7 Joint Secretary:

He shall assist the General Secretary and shall perform all the duties of General Secretary in the absence of General Secretary and Additional General Secretary and such other duties assigned to him by the Additional General Secretary/ General Secretary.

15.8 Finance Secretary:

The duties of the Finance Secretary are as follows:-

i) The Finance Secretary shall be responsible for the financial affairs of the Association and shall maintain proper and accurate accounts, which shall be submitted to the Executive Body in accordance with the prescribed procedures.

ii) The Finance Secretary shall manage the Association's accounts, ensure the deposit of all USWA Fund deductions within one week in a bank approved by the Executive Body, and make payments on written orders of the General Secretary with Executive Body authorization. All other payments shall require prior approval from the Executive Body.

iii) The Finance Secretary shall prepare the budget and summary statements of receipts and expenditures and present them to the Executive Body for approval.

iv) The Finance Secretary shall provide a complete record of accounts, including income and expenditure, at the General Body meeting.

v) The Finance Secretary may maintain a cash balance up to Rs.50,000/- (Fifty Thousand Rupees) from the Association's funds for official or emergency purposes. Any expenditure from this amount must be reported to the Executive Body for approval at the next meeting.

vi) The Finance Secretary shall be responsible for conducting the annual audit of the Association's accounts and presenting the audit report to the Executive Body for compliance. He shall also submit a copy of the audit report to the concerned registration authority, within the required timeframe.

vii) The Finance Secretary shall ensure that all financial transactions of the Association are conducted in accordance with applicable laws, regulations, and policies, and that the Association's funds are utilized in a transparent and responsible manner.

viii) The Finance Secretary shall coordinate with external/internal auditors during the audit process and provide any necessary documentation or clarifications requested by the auditors.

ix) The Finance Secretary shall ensure timely payment of any statutory dues or taxes applicable to the Association and maintain proper documentation of such payments.

15.9 Additional Finance Secretary:

The Additional Finance Secretary shall assist the Finance Secretary and, in their absence, perform all duties of the Finance Secretary, along with any other tasks assigned by the Finance Secretary/General Secretary/President of USWA.

15.10 Office Secretary:

The Office Secretary shall maintain the membership record, including the official addresses and contact numbers of members. He shall open the office of the Association at specified times daily and perform all other duties as assigned by the General Secretary.

15.11 Press & Information Secretary:

The duties of the Press & Information Secretary are as follows:-

i) Press & Information Secretary shall arrange appropriate publicity through print, electronic media, and social media for the activities of the Association and provide relevant information to the concerned Office Bearers regarding any problems or hardships faced by the member employees.

ii) The Press & Information Secretary shall be responsible for publishing news related to the events, programs, etc., of the Association in prominent dailies, electronic media, and social media. Additionally, the Press & Information Secretary shall maintain the Association's social media accounts and keep the necessary records.

15.12 Social Welfare Secretary:

The Social Secretary shall develop plans and programs for all social activities in consultation with the General Secretary and President of USWA.

15.13 Sports Secretary:

The Sports Secretary shall be responsible for organizing and making arrangements for extracurricular activities, including games, tournaments, and other related events, both within the University and with other universities/organizations.

16. Executive Body:

The Executive Body of the Association shall comprise the following:-

i) Office Bearers (Working Body)

ii) Fifty Two (52) other members shall be nominated by the Office Bearers/Working Body for executive body from various departments.

iii) President and General Secretary of Association are Chairman and Secretary of Executive Body respectively.

iv) The President of USWA shall take the oath from the Executive Body members or may deputize any member to take the oath from Executive Body Members.

17. Nomination of Executive Body Members:

The elected Office Bearers/Working Body shall nominate the Executive Body from various departments through mutual consultation among the Working Body members. The General Secretary shall notify the Executive Body, and such notification shall be displayed on the notice boards, WhatsApp Group, USWA Facebook page, and a hard copy shall be submitted to the concerned registration authority.

18. Powers and Functions of Executive Body:

Unless contrary to the provisions of this constitution, the Executive Body shall have the following powers and functions, which shall be exercised in accordance with the principles and objectives outlined in the constitution.

i) To scrutinize and approve the Annual Budget of the Association.

ii) To consider/finalize Annual report to be presented before the General Body at its meeting.

iii) To manage and control the funds and assets of the Association and to authorize expenditure from the Association's Account(s).

iv) To constitute Committees and Sub-Committees on various matters when deemed necessary.

v) To approve by-laws for the betterment of the employees and the Association.

vi) To take disciplinary actions and decisions in all the matters.

vii) To consider and decide the matter(s) regarding non-payment of monthly fee/subscription by Members.

viii) To appoint three qualified individuals with expertise in finance or audit as auditors (two members in BPS-17 and above, and one member in BPS-16) to examine the Association's funds, accounts, and expenditures, ensuring transparency and compliance with regulations.

ix) The Executive Body shall have the authority to perform any other duties or functions as may be assigned to it by the General Body.

x) To oversee the proper implementation of decisions taken by the General Body and ensure compliance with the Association's Constitution and by-laws.

xi) To monitor and evaluate the performance of various Committees and Sub-Committees and provide necessary guidance or directions for their effective functioning.

xii) To establish rules and procedures for the effective functioning of the Association, including financial management, membership management, and operational guidelines.

xiii) To provide guidance and support for welfare programs, events, or initiatives undertaken by the Association for the benefit of its members.

19. Meetings of Executive Body:

i) The Executive Body shall normally meet once every two months, with a minimum of 5 days prior notice, if necessary.

ii) An emergency meeting of the Executive Body may be convened with a 24-hour notice to address matters of an urgent nature, which, in the judgment of the President of USWA, necessitate the holding of such a meeting.

20. Official Year:

The official year of the Association shall commence on the 1st of March and conclude on the last day of February.

21. Meetings of General Body:

The General Body meeting shall be held annually as a routine matter. In case of an emergency, the Executive Body shall have the authority to call a General Body meeting with at least three days' notice. The General Body shall conduct the following business:

i) Confirmation of the proceedings of the previous General Body meeting.

ii) Consideration of the Annual Reports.

iii) Consideration and approval of the audited financial statements for the preceding year.

iv) To conduct any other business of significant importance not specifically mentioned in this constitution.

v) To review and discuss the progress and outcomes of ongoing projects and initiatives of the Association.

vi) To approve the budget and discuss any financial requirements or adjustments.

vii) To address any resolutions or proposals presented by members of the Working Body or Executive Body.

viii) To review the implementation of decisions made in previous meetings and ensure compliance.

ix) To consider any amendments or revisions in the constitution or by-laws of the Association.

x) To appoint or elect any new office bearers, if required, in accordance with the provisions of the constitution.

xi) To discuss and take necessary actions on matters related to the welfare of the members of the Association.

22. Notices:

i) All notices, whether in hard copy or soft copy, pertaining to meetings shall be issued by the Press and Information Secretary to the concerned members at least three (3) days prior to the scheduled date of the meeting.

ii) Each notice shall specify the nature of the business to be transacted and shall be duly signed by the General Secretary. In the absence of the General Secretary, the notice shall be signed by the Additional General Secretary or the Joint Secretary.

iii) A requisitioned meeting of the Executive Body may be convened upon the submission of a written notice by at least fifty percent (50%) of the members of the executive body, accompanied by the proposed agenda. The General Secretary shall acknowledge receipt of such notice and shall convene a meeting of the Executive Body within three (3) days from the date of receipt.

iv) A General Body meeting may be requisitioned by fifty percent (50%) of the total membership, accompanied by the proposed agenda. Upon receipt of such a requisition, the General Secretary, with the approval of the President, shall convene the General Body meeting within ten (10) days. In case of an emergency, the President of USWA, in consultation with the Working Body, shall call a General Body meeting within twenty-four (24) hours to address the urgent matter.

v) In the event that the General Secretary fails to convene the requisitioned meeting of the Executive Body or the General Body within the specified timeframe, with the approval of the President, the President shall have the authority to convene the meeting directly. Such a meeting shall be held to deliberate on the agenda specified in the requisition notice, provided the requisition is duly presented or reported to the President. Decisions taken at such a meeting, by a two-thirds (2/3) majority of the members of the Association, shall be deemed final and binding.

vi) A minimum notice of ten (10) days shall be provided for all Annual General Body meetings. The Executive Body may convene a General Body meeting with a minimum notice of seven (7) days. However, the President may, in case of an emergency, call a General Body meeting with a notice period of 24 hours.

vii) Notices for meetings shall be served through hand delivery, registered post, email, or any other approved communication method. Each notice must include the date, time, venue, agenda, and relevant documents. Urgent notices may be issued with a minimum notice period of twenty-four (24) hours. All notices shall be recorded by the Press and Information Secretary.

vii) Notices must follow prescribed timelines and formats to be valid unless approved by the Executive Body. Members must confirm receipt of notices within three (3) days. Non-receipt of a notice due to delivery issues shall not affect the validity of meeting proceedings, provided notices were properly issued. In case of postponement, a revised notice shall be issued at least 24 hours before the new meeting date.

23. Quorum:

i) A quorum for a normal, emergent, or requisitioned meeting of the General Body shall consist of a minimum of fifty one percent (51%) of the total membership. Decisions of the General Body shall be determined by a majority vote of the members present and casting votes.

ii) Fifty one percent (51%) of the total members shall form the quorum for an Executive Body meeting. If a quorum is not met, the meeting shall be rescheduled within seven (07) days to discuss the same agenda.

24. Audit:

i) The Executive Body shall appoint three qualified individuals with expertise in finance or audit as auditors (two members in BPS-17 and above, and one member in BPS-16) to examine the Association's funds, accounts, and expenditures, ensuring transparency and compliance with regulations.

ii) The audit report shall include a detailed assessment of the financial status of the Association and any discrepancies or concerns identified during the audit.

25. Elections Bye-Laws:

a) Nominations:

i) The General Secretary must announce the elections at least 30 days before the completion of their two-year term, with the approval of the Executive Body, and will continue their duties until the day before the election. During the election month (1st February to the last day of February), no funds shall be withdrawn or released from the Association's account, except for expenses incurred by the Election Committee for conducting the USWA election.

ii) The Office Bearers/Working Body shall automatically dissolve after completing their two- year term. The General Secretary, in consultation with the President, shall convene a meeting of the Working Body to announce the election. The General Secretary, with the approval of the Executive Body, shall announce the election and nominate the Election Commission, including the Chairman and Secretary of the USWA Election Commission, from among the Officers, Teachers, and Staff Members, by 1st February.

iii) It is hereby acknowledged that upon the completion of their respective tenures, the members of the Working Body and Executive Body shall forfeit all powers and shall not exercise any authority or engage in any activities related to USWA, in any capacity.

iv) If the existing body fails to announce the Election Committee for the USWA election by 1st February, the previous Election Commission Chairman or Secretary, who conducted the last USWA election, shall have the authority to conduct the USWA election on the scheduled date and time. If neither the Chairman nor the Secretary from the previous Election Commission is available, any member of the previous Election Commission may nominate a Chairman and Secretary to conduct the election on time.

v) Each nomination paper must have a proposer and a seconder, both of whom must be eligible voters. Nomination papers must be signed by the candidate, proposer and seconder.

vi) Nomination papers shall be scrutinized by an Election Committee.

vii) Any regular employee members in BPS 1-16, except for contestants, may propose or nominate candidates for the Office Bearers/Working Body.

viii) A candidate may submit only one nomination paper for one position.

ix) The USWA elections shall be conducted in a panel-to-panel format, consisting of 13 office bearers.

x) The election of the Office Bearers of the Association shall be conducted through a formal election process, with the right to vote restricted solely to regular employee members in BPS 01-16.

xi) Candidates shall provide the requisite details as specified in the nomination form.

b) Election Committee:

i) Election Committee shall be announced before 1st February.

ii) The Election Committee shall establish and announce all necessary procedures and rules to ensure the decorum of the election.

iii) Members of the Election Committee cannot contest or propose a candidate in the USWA election, but they are allowed to vote if they are eligible USWA members.

iv) The members of the Election Committee will be nominated from among impartial regular employees, including faculty members, officers, and staff members. These members will not be part of the working body of any Association.

v) The Election Committee shall invite nominations from the members for the positions of President, Senior Vice-President, Vice-President I, Vice-President II, General Secretary, Additional General Secretary, Joint Secretary, Finance Secretary, Additional Finance Secretary, Press and Information Secretary, Office Secretary, Social Welfare Secretary, and Sports Secretary of the Office Bearers.

vi) The Election Committee shall prepare a list of all proposed candidates from various position and circulate it to all members via mail and email. Nominees shall be allowed to withdraw their candidature if they so desire. The final date for receiving withdrawal requests shall be in accordance with the schedule determined by the Election Commission.

vii) The voting process will be conducted in the month of February, on a specific date and day determined by the Election Committee. The results of the election must be announced on the same day.

viii) The announcement of the list of submitted nomination papers, withdrawal of nomination papers, display of the provisional list of contesting candidates, handling of objections, and display of the final list of contesting candidates, etc., shall be the responsibility of the Election Commission, to be completed within the month of February.

ix) Only regular employee members are eligible to cast or poll votes, provided they present their University ID card, Salary Slip, and any valid evidence of regular employment. No employee will be allowed to cast or poll a vote without presenting their University ID card, Pay Slip, and proof of regular employment.

x) The new Working Body/Office Bearers shall assume office immediately after the election. The new term will begin on 1st March and continue for a period of two years (non-extendable). The oath-taking ceremony will be held in the first week of March.

xi) The Election Committee shall have the authority to make final and binding decisions in cases where unforeseen incidents arise during the election process, for which no specific provisions are outlined in the constitution. Such decisions shall be made in the best interest of the employees and with the objective of maintaining a peaceful and orderly environment.

xii) The Election Committee shall ensure that all election procedures are conducted fairly, transparently, and in accordance with the established rules.

xiii) The Election Committee shall ensure that all voting materials and ballots are secure and properly handled to avoid any tampering or fraud.

xiv) If a party that owns all the properties, assets, and equipment of the University Staff Welfare Association (USWA) loses the election, it must hand over the said properties, assets, and equipment to the winning party within fifteen (15) days of the finalization of the election results, under the supervision of the Election Commission.

c) Eligibility:

i) All regular employee members in BPS 01-16 are eligible to contest the USWA election.

ii) An employee member on lien is eligible to cast a vote and contest the election for the Working Body/Office Bearers, except for those holding BPS-17 and above positions. However, an employee on deputation is allowed to cast a vote.

iii) Adhoc, contract, daily wage employees, and laborers are not eligible to participate in or contest the USWA election. They are also not permitted to cast votes in the USWA election.

26. <u>Amendment:</u>

i) Any changes to the Articles of the Constitution require approval by a two-thirds majority of the Executive Body members. Once approved, the amendment will be presented to the General Body. After the General Body's approval, the amendment will be incorporated into the USWA constitution, and the amended copy will be forwarded to the concerned registration authority for record-keeping.

ii) Any proposal for the amendment, alteration, or modification of the Articles of the Constitution shall be delivered personally to the members of the Executive Body by the General Secretary, in consultation with the President of USWA.

iii) The proposed amendment must be clearly stated in writing and shared with all Executive Body members before voting takes place.

iv) After the General Body approves the amendment, the General Secretary will ensure that it is properly recorded and filed.

v) Any proposed amendment in the Constitution shall be discussed in a meeting before going through the voting process.

vi) All members of the Executive Body must be given enough time to review the proposed amendment before going through the voting process.

27. <u>Dissolution:</u>

i) If the aims and objectives of the Association unable to achieved, the Association may be dissolved by a majority vote of the General Body in an emergency meeting. Upon dissolution, all assets and properties, after settling any liabilities, shall be donated to the Employees Welfare Fund Account of the University, in accordance with applicable laws.

ii) If seven (7) members of the Working Body resign, the body shall be automatically dissolved. In such a case, Clause 25(a)(iv) shall apply for the election. If the Working Body is unable to function before completing its two-year term, the President shall have the power to dissolve the Working Body. Subsequently, USWA elections shall be held immediately in accordance with the prescribed procedure. The winning party will complete the remaining term as well as the subsequent two-year tenure.

28. <u>Miscellaneous:</u>

The Executive Body shall have the authority to make decisions on any matters not specifically addressed in the Articles of this Constitution, in accordance with the aims and objectives of the Constitution.