

**CHARTER OF  
PAKISTAN BUSINESS FORUM  
KUWAIT**

**(Final - 21st November 2005)**

**Introduction**

The Pakistan Business Forum is a voluntary nonprofit association of Pakistani business people and professionals residing in Kuwait.

**Mission Statement**

The aim of PBF is to promote, support and provide advisory services for Pakistani professionals and business undertakings in the fields of commerce, trade, investment and employment; and to encourage remittances to Pakistan.

## **Article 1.0 : Objectives**

- 1.1 Work to improve the image of Pakistan and Pakistanis in Kuwait.
- 1.2 Promote Pakistani exports to Kuwait and to enhance general trade relations between the two countries.
- 1.3 Promote investments in Pakistan.
- 1.4 Assist and advise Pakistani controlled businesses and Kuwaiti businesses managed by Pakistanis.
- 1.5 Work to promote employment opportunities for Pakistanis in Kuwait.
- 1.6 Assist, directly or indirectly, in raising funds or providing relief in any form, through whatever means appropriate, to deserving causes.

In their effort towards achieving these objectives, the Members of the PBF shall work, as necessary and appropriate with official representatives of the Government of Pakistan as well as other Pakistani societies and associations.

## **Article 2.0 : Definitions, Interpretations and Amendments**

- 2.1 Abbreviations used in the Charter shall be read as follows:
  - PBF : Pakistan Business Forum
  - MC : Management Committee
  - GM : General Meeting of the PBF Members
  - AGM : Annual General Meeting of the PBF Members
  - EGM : Extraordinary General Meeting of the PBF Members
  - SWT : Special Working Teams
  - AAP : Annual Action Plan
- 2.2 The interpretation of these Articles by the Management Committee shall be final and binding, unless such interpretation is considered by the Members to be inadequate, in which case it will be clarified, changed or subsequently rescinded as provided herein in Article 2.3.
- 2.3 An Amendment to any Article of this Charter can be made only at a GM, constituted as provided herein. The proposed amendments, or proposals to change or rescind an interpretation of these Articles by the MC, must be submitted to the Secretary at least 1 week prior to distribution to the MC, and to the Members at least 4 weeks prior to a General Meeting.

### **Article 3.0 : Membership**

- 3.1 Membership of PBF will generally be limited to Pakistanis and people of Pakistan origin who are resident in Kuwait.
- 3.2 In the interest of PBF and its objectives, the rule in Article 3.1 can be relaxed by the Management Committee to allow other individuals to become Members. Such Members cannot become Members of the MC, but may participate in SWTs.
- 3.3 A new member can be inducted only after an application has been proposed and seconded by an existing Member, and approved by the MC. The approval or rejection of such proposal by the MC shall be final.
- 3.4 Every member will act in the best interest of PBF. The contravention of this principle will result in the cancellation of membership, provided such action is initiated as a resolution by the MC, and is approved by 75% of the Members present in any official General Meeting.
- 3.5 Any person may be offered an Honorary Membership of PBF. The MC shall determine the method of selection for Honorary Membership. An Honorary Member shall pay neither a membership induction fee nor annual membership dues. He shall not be entitled to the rights of voting or of holding office.

### **Article 4.0 : Subscription and Donations**

#### **4.1 Subscription**

- 4.1.1 A member must pay an induction fee and annual membership dues to be entitled to participate in the affairs of the PBF as laid down in this charter.
- 4.1.2 The induction fee to join PBF shall be KD 25.
- 4.1.3 The annual subscription will be KD 25 and shall be payable within the first month of each fiscal year which starts from 1<sup>st</sup> of September. New Members joining during the second half of a fiscal year shall pay a subscription of KD 15 for that fiscal year.
- 4.1.4 Funds subscribed will not be refunded.
- 4.1.5 The induction fee and the annual subscription amount can be changed from time to time upon the recommendation of the MC, and upon approval as per the procedure laid down in Article 12.4.

4.1.6 Dues payable to PBF must be paid-in within 2 weeks of any notification received from the MC or the Treasurer. The MC may take, or recommend, an action to be taken in when any requested payments are not received within 2 weeks of the notification.

## **4.2 Donations**

4.2.1 To meet the cost of any project, MC may request Members for donations.

4.2.2 Such donations will be non-refundable unless the donations were for a specific project which was later cancelled, in which case only the residual amount will be refunded.

## **Article 5.0 : Management Committee**

5.1 The affairs and activities of the PBF shall be managed by a Management Committee which shall comprise the following five office bearers:

- President
- Vice President
- Past President
- Treasurer
- Secretary

5.2 Except for the Past president, MC office bearers shall be elected as prescribed in Article 8.0, and shall hold office for a continuous period not exceeding two years.

5.3 Notwithstanding the above, under special circumstances, Members attending an AGM may extend the tenure of an office bearer to beyond two years. Such extension of tenure shall be effected only after it is proposed, seconded and approved by the Members as provided herein.

## **Article 6.0 : Management Committee**

6.1 The MC will be responsible for running the affairs of PBF through its Members and committees; and shall meet at least once a month.

6.2 The MC will present an Annual Action Plan which they will endeavour to implement during their Term of Office. The AAP shall be presented to the Members at a GM, within 30 days of the MC being constituted. In the second

year of the MC's term of office, the AAP shall be presented at the AGM that will be held in September.

- 6.3 The MC shall prepare and circulate to Members the agenda for the forthcoming General Meeting based on any suggestions from Members or any other matters related to the affairs of PBF.
- 6.4 The MC quorum will require presence of at least 3 Members. If only 3 Members are attending the MC meeting, a unanimous approval will be required for decisions to be taken in that meeting.
- 6.5 All decisions will be taken with a majority vote. The MC has the right to refer certain unresolved issues to a GM for a final decision.
- 6.6 The MC shall appoint and monitor the functions of the Special Working Teams, described in Article 9.0.
- 6.7 No two offices shall be held by one person, and no more than one person shall serve in any office concurrently.
- 6.8 Not later than the last day of November, the MC shall adopt a budget for the fiscal year. The budget shall specify the estimated revenues and sources thereof, and the purposes and amounts of expected expenses and appropriations.

## **Article 7.0 : Responsibilities of Office Bearers**

### **7.1 President:**

- 7.1.1 Will be the head of PBF and shall be responsible to the MC and Members on all matters related to the affairs of PBF.
- 7.1.2 Will be responsible for execution of policies of the MC, with the assistance of other office bearers and Members as and when required.
- 7.1.3 Will be responsible, along with the Treasurer, for preparation of income and expenditure statements and incurring any expenditure as per the approved budget guidelines on activities or projects of PBF.
- 7.1.4 Shall operate PBF bank accounts jointly with the Treasurer.
- 7.1.5 Will chair monthly meetings of the MC and all GMs.

## **7.2 Vice President:**

- 7.2.1 Will assist the President in carrying out all his functions as defined above.
- 7.2.2 Shall act as President during the latter's absence from any function and meetings/proceedings.
- 7.2.3 In the absence of the President, operate PBF bank accounts jointly with the Treasurer.

## **7.3 Past President**

- 7.3.1 Will advise the President and the MC on all matters pertaining to the operation of the MC and PBF.
- 7.3.2 In the absence of the President and Vice President, preside over or officiate as required, at any meetings and events organized by the MC or the PBF.

## **7.4 Secretary:**

- 7.4.1 Will be the administrative head of PBF, responsible to the MC and Members for the efficient administration of the Forum.
- 7.4.2 Will convene, organize and attend all the MC and General Meetings as per the directives of the MC.
- 7.4.3 Will prepare and circulate the agenda and minutes of all MC and GM meetings.
- 7.4.4 Will perform various administrative duties including keeping proper records of PBF activities and meetings, circulating announcements as necessary, and take the lead in maintaining the PBF website and guiding publicity on behalf of the PBF.

All official publications, advertisements and communications shall be approved by the MC, or by the Members at a GM if so desired by the MC, prior to being released publicly.

## **7.5 Treasurer:**

- 7.5.1 Will be responsible to the MC for maintaining accounts, funds and financial records of PBF. He shall be responsible for proper internal control procedures, including the receipt, deposit and disbursements of PBF in the manner authorized and prescribed by the MC.

- 7.5.2 Shall operate bank accounts of the PBF along with the President/Vice President.
- 7.5.3 The Treasurer shall make a financial report at each MC meeting and other meetings as required.
- 7.5.4 Will prepare and present an annual financial report at the AGM held in September.
- 7.5.5 Keep final accounts, records and books of the PBF open to inspection by the MC, and auditors named by the MC.

### **Article 8.0 : MC Office Bearers – Appointment Procedure**

Election for membership and offices of the MC shall be held every second year at the AGM held in September.

Candidates for office should be proposed and seconded by Members. In case there are more than one candidate for any office, elections will be held by simple majority vote, either by secret ballot or a show of hands, as directed by the Management Committee.

#### **8.1 Past President**

The previous term's President will become the Past President.

#### **8.2 President**

The previous term's Vice-President will become the President.

#### **8.3 Vice President**

Will be elected for a two-year term.

#### **8.4 Treasurer**

Will be elected for a two-year term.

#### **8.5 Secretary**

Will be elected for a two-year term.

8.6 The Treasurer and the Secretary will be elected in alternate years in order to maintain the continuity of Office Bearers in the MC.

- 8.7 There is no limit to the number of terms of any Office Bearer may preside in, except that there should be a gap of a minimum of three years for any member to contest re-election for the same position.
- 8.8 If a Committee member resigns or leaves Kuwait for good or leaves PBF for any reason then:
- For Past President, the most recent prior Past President shall be appointed to this position.
  - For President, the Vice President will become President and new elections will be held for the Vice President.
  - For Vice President, new elections will be held.
  - For Secretary and Treasurer, the MC will appoint the Secretary and Treasurer for the remaining part of the year until the next election.
- 8.9 Any replacement stipulated in Article 8.8 will not count towards the regular tenure specified elsewhere in this document.

#### **Article 9.0 : Special Working Teams**

Working Committees shall be appointed to undertake particular tasks and assignments that will contribute to the fulfillment of PBF objectives.

- 9.1 A SWT shall be responsible for a particular task assigned by the MC. The Chairman for each SWT shall be appointed for a tenure to be determined by the MC.
- 9.2 The MC will appoint Chairmen for the various SWTs from amongst the Members, for guiding and organizing the activities of their respective Teams, to fulfill the responsibility assigned as in Article 9.1.
- 9.3 The Chairmen of these SWTs shall induct four to five Members in their respective committees. Members are encouraged to actively participate in SWTs. At the discretion the Chairman, non-PBF members can be inducted to any SWT, if it is felt that such persons can make an effective contribution towards achieving the SWTs goals
- 9.4 SWTs shall report to the MC as required.



### **Article 10.0 : Financial Matters**

- 10.1 The financial year of PBF will commence on 1<sup>st</sup> of September each year and end on 31<sup>st</sup> August.
- 10.2 All funds received on behalf of PBF shall be deposited in accounts/banks as designated by the MC.
- 10.3 Bank accounts shall be operated under the joint signatures of President/Vice President and Treasurer.
- 10.4 A quarterly financial statement shall be prepared by the Treasurer for presentation to the MC.
- 10.5 Annual financial statements shall be prepared by the Treasurer as specified in Article 7.5.4.

### **Article 11.0 : Audit**

The MC will appoint a person with the appropriate background, to act as the Auditor of PBF. The Auditor will conduct an examination of the books of accounts and financial statements of PBF within three months following the end of each fiscal year and report to the Members whether:

- Proper books of accounts have been kept for the financial transactions undertaken during the fiscal year.
- The financial statements present a fair view of the financial position of PBF at the end date of the fiscal year as well as income and expenditure during that year; and
- The expenses recorded in the books were for the objectives of PBF as defined in the Charter.

If satisfied that the financial affairs and books are in order, the Auditor shall put his signature to the audited statement.

The Auditor will not be a member of the MC and will not receive any fees for his services.

## **Article 12.0 : Meetings and other Matters**

### 12.1 Schedule:

GMs of PBF Members shall be held once every month, on a date and time agreed upon by the MC.

### 12.2 Meeting Venue:

Meetings will be held at any place agreed upon by the MC.

### 12.3 The required quorum of a GM is 50% of the membership.

### 12.4 In order to approve draft resolutions put forward at a GM, 75% of the Members present must vote in its favour.

### 12.5 An EGM can be convened by the MC if requested at any time by any five Members. The President will call for a meeting of the members on a mutually agreed date within one week of receiving the request. In an extraordinary meeting only those points will be discussed that necessitated such a meeting.

### 12.6 Any member who is unable to attend a meeting for personal reasons may give written authority to any other member as a proxy.

## **Article 13.0 : Dissolution of PBF**

If PBF ceases to function to achieve its objectives, the decision can be made in a GM to dissolve PBF. In such a situation all PBF funds will be donated to a charitable organization mutually agreed upon by the members.

## **Article 14.0 : Bye Laws**

Appropriate Bye Laws may be framed by an EGM as and when deemed necessary by the MC.