

PSMA, Swat



Constitution of The Private Schools Management Association (PSMA), Swat, 2005

As Amended in 2019

Drafted By:

Safdar Ali Aziz (Advocate)

M.A (Pol. Sc), LL.B (Pesh), B.Ed, (AIOU)

Principal,

Tipu Model School & College, Swat.



Constitution of the Private Schools Management Association, Swat

Preamble: Whereas the privately managed educational institutions have been playing a very crucial and significant role in Pakistan in connection with imparting quality education to your young generation for the last two decades.

And whereas the people have reposed their trust in these institution for better education and mental growth of their dears and nears.

We the mangers (Directors / Principals) of the Private Schools Management and Colleges of Swat, deem it necessary to have an association of these institutions so that we may be able to fulfil our responsibilities in a proper way by sharing our problems and experiences with each other and in this way improving and raising the educational standard of our institutions for serving our country and people in a better manner.

Therefore, we, the managers (Principals / Directors) of these institutions, after having formed and association, named as Private Schools Management Association, (PSMA), Swat, for the achievement and furtherance of our noble goals and objectives.

Do hereby through our representatives in the “Executive Council” of PSMA, Swat, adopt, enact and give to ourselves to this constitution.

The following members & Office bearers of Executive Council consent to pass the **1st Amendments Bill) 2019 to the 2005 Constitution of PSMA, Swat.**

Members & Office bearers Executive Council PSMA, Swat			
S/No.	Name	Designation	Signature
01	SAFDAR ALI AZIZ	Chairman EC, PSMA, Swat	
02	BAHADAR KHAN	Vice Chairman EC, PSMA, Swat	
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Dated: ____/____/2019

Chairman

Executive Council,

PSMA, Swat.

Dated: ____/____/2019

Section – 1:

(i) **Name:**

The name of the association shall be Private **Schools Management Association, Swat**, hereinafter called as “**PSMA**” or “**The Association**”.

(ii) **Head office:**

The Head Office of the association shall be located at Mingora.

(iii) **Geographical Limits:**

The geographical limits of the association shall be the same as those of the district Swat.

(iv) **Monogram:**

There shall be a monogram of the association representing knowledge and education.

Section – 2: AIMS & OBJECTIVES.

The following shall be the main aims & objectives of the association.

- (i) The association will strive to enable its member institutions to impart quality education in all environments in accordance with the state policies with special emphasis on science, religious and computer education.
- (ii) The association shall be a non-political body and there shall be no room in the association for those who attempt to use the same for the advancement of their political motives.
- (iii) PSMA will help and guide its member institutions to enable their students to meet the challenges of the modern world.
- (iv) It will encourage its members to promote co-curricular activities for their students.
- (v) PSMA shall strive to safeguard the legitimate rights, privileges and interests of its member institutions on all fronts.
- (vi) It will motivate the member institutions to inculcate among their students the true spirit of Islam, patriotism and dignity of labour.
- (vii)*¹ It will arrange teachers training workshops, symposiums, debates and seminars etc... for the member institutions “according to the available resources”.

Remarks:
*1. The words “according to the available resources” were added vide 1 st Amendment Bill 2019

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SECTION – 3: THE CENTRAL CABINET

The Central Cabinet of the association shall consist of the following office bearers:

- (i) President
- (ii) Senior Vice President
- (iii)*2 Vice presidents (one from each Tehsil/Zone)
- (iv) General Secretary
- (v) Deputy General Secretary
- (vi) Joint Secretary
- (vii) Finance Secretary
- (viii) *3 Press & Information Secretary
- (ix)*4 Expunged.

SECTION – 4: ELECTION OF THE CENTRAL CABINET

- (i) *5 All the office bearers of the Central Cabinet will be elected directly by the member institutions on the basis of simple majority (The words except the Vice President & Academic Secretary) are expunged/omitted
- (i)(a)*6 In case of any tie, draw will be held among the candidates having equal number of votes.
- (ii) *7 Expunged/omitted.
- (iii)*7 Expunged/omitted.
- (iv)*7 Expunged/omitted.
- (v) *5 All the office bearers will hold their offices / posts for a period of two years, provided that an office bearer elected / appointed against the post fallen vacant due to any reason will hold that office / post for the reaming period till the holding of fresh elections for the cabinet concerned.
- (vi)*8 The 2-year term will be counted from the date of the oath taking or from the 30th day of the notification of the newly elected Cabinet by the Chief Election Commissioner, whichever is earlier.

SECTION – 4 (A): MEETINGS OF THE CENTRAL CABINET

The regular meetings of the Central Cabinet will be held every two months provided that if an emergency meeting is held, the next regular meeting may be postponed for a period of one month counting from the date of the emergency meeting.\

Remarks:
<div><div>*2. The words inside the brackets were added vide 1st Amendment Bill 2019</div><div>*3. The words “Information” was added vide 1st Amendment Bill 2019</div><div>*4. Expunged vide 1st Amendment Bill 2019</div><div>*5. As Amended vide 1st Amendment Bill 2019</div><div>*6. Added vide 1st Amendment Bill 2019</div><div>*7. Expunged/omitted vide 1st Amendment Bill 2019</div><div>*8. Added vide 1st Amendment Bill 2019</div></div>

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- Remarks:

*10. Amended vide 1st Amendment Bill 2019

*11. The words in inverted 'commas' were added vide 1st Amendment Bill 2019

*12. Added vide 1st Amendment Bill 2019

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SECTION – 6: SENIOR VICE PRESIDENT

- (i) He shall exercise the same powers and functions as the President whenever the latter is not present at a meeting or if his post has fallen vacant and new President has not been elected.
- (ii) He will assist the President in the smooth sailing of the association.
- (iii) He shall be Chairman of the Audit Committee.
- (iv)*13 He will assume the office of the President as a “Full-fledged President” if it has become vacant due to any reason at such a stage when the remaining period of the Cabinet is less than six months.

SECTION -6 (A): VICE PRESIDENT

- (i) The Central Vice Presidents of the association will act as representatives of their respective Tehsils at the Central Cabinet meetings.
- (ii) They will perform such duties and functions as assigned to them by the Central President.
- (iii)*14 The senior most Vice President will assume the office of the “Senior Vice President” if it has become vacant due to any reason at such a stage when the remaining period of the cabinet is less than six months.
Explanation:
 - a. Seniority of the Vice Presidents will be determined according to his experience as an office bearer in the PSMA.
 - b. In case of any controversy in this regard, decision of the Executive Council will be final.

SECTION – 7: GENERAL SECRETARY

- (i) There shall be a General Secretary who shall be elected as stated in Sec-4 (i) above.
- (ii) He will be the right hand man office bearer of the President of the association and shall be responsible for implementation of all decisions, policies and programs as approved by the provisions of this constitution.
- (iii) He will issue notices, letters, agenda and minutes of the meetings, reports etc... to all concerned.
- (iv) He will record the minutes of the meetings of the association.
- (v) He will be the Incharge of District Head Office and be responsible for day to day organization, communication and administration.
- (vi) He will perform as Stage Secretary in all meetings / functions / programs of the PSMA, Swat.
- (vii) He will perform all such duties as may be assigned to him by the President dealing with the following subjects:
 - a. Correspondence
 - b. Receipt of correspondence
 - c. Preparation of annual report and its authentication by the Executive Council
 - d. Providing assistance to the member institutions for smooth running of their activities
 - e. To sort out the legitimate problems of Administrators and Principals.

Remarks:
<div>*13. Added vide 1st Amendment Bill 2019</div> <div>*14. Added vide 1st Amendment Bill 2019</div>

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- (viii) ^{*15} He shall have the power to incur expenditure up to Rs. 24,000/- annually without the approval of the Central Cabinet. The amount of this expenditure may be increased with the approval of the Executive Council after every 2-Years.
- (ix) Any expenditure exceeding the above mentioned limit will need approval of the Central Cabinet.

SECTION – 8: DEPUTY GENERAL SECRETARY

- (i) He will be assisting the General Secretary of the association in performing his functions.
- (ii) He will exercise the powers and functions of the General Secretary if the latter is not present or his post has fallen vacant and new General Secretary has not been elected.
- (iii) ^{*16} He will assume the office of the General Secretary as a “Full-fledged” General Secretary if it has become vacant due to any reason and the remaining period of the cabinet is less than six months.

SECTION – 9: JOINT SECRETARY

- (i) He will perform his duties as assigned to him by the General Secretary.
- (ii) He will perform the functions of the General Secretary in case both the General Secretary and Deputy General Secretary are not present at a meeting.
- (iii) ^{*16} He will assume the office of the Deputy General Secretary as a “Full-fledged” Deputy General Secretary if it has become vacant due to any reason and the remaining period of the cabinet is less than six months.
- (iv) ^{*16} If his office becomes vacant due to any reason, no by-election will be held for his office and the President will be empowered to appoint a new Joint Secretary amongst the members of PSMA with the approval of his cabinet.

SECTION – 10: FINANCE SECRETARY

- (i) He will be the custodian of the accounts of the association.
- (ii) He will be responsible for ensuring proper accounting of receipts and expenditures of the association.
- (iii) He will advise the president and the association on all financial matters.
- (iv) He will prepare yearly budgetary estimates of the association and present the same to the Executive Council in the annual meeting fixed for this purpose.
- (v) He will be responsible to get the accounts of the association audited by the Audit Committee every year.
- (vi) He will operate the accounts of the association according to the rules framed by the constitution of the association.
- (vii) He will prepare cheques for presentation and taking signature of the President as a joint account holder.
- (viii) He will receive money / funds / donations / contribution from the President / Finance Secretary of each Tehsil according to the following formula.
60% of the total fund contributed annually by the member institutions falling in a Tehsil shall be contributed to the Central organization i.e PSMA, Swat.
- (ix) He will incur / utilize the expenditures with prior approval of the President and General Secretary on the following subjects:
 - a. Expenditure on the purchase of equipment, appliances, office furniture etc...

Remarks:
<div>*15. As amended vide 1st Amendment Bill 2019</div> <div>*16. Added vide 1st Amendment Bill 2019</div>

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- b. Payment of telephone electricity and gas bills.
 - c. Printing of forms brochures, reports, publicity materials etc...
 - d. Purchase of stationary and other essential items for office work.
 - e. Purchase of teachers training equipments, kits and books etc...
 - f. unforeseen expenditures approved by the President, the General Secretary and the Chairman of Executive Council.
 - g. Functions / meetings expenditures.
 - h. Postage / dispatch charges.
 - i. Photo copying essential papers / documents etc...
 - j. Transport expenditures in connection to attending meetings/functions by the office bearers of the Central Cabinet and members of the Executive Council.
 - k. Accommodation / food charges in connection to attending important meetings / functions by the members of the Central Cabinet and the Executive Council.
 - l. Miscellaneous expenditures approved by the President and the General Secretary.
 - m. He will maintain proper stock register, cash book and other registers.
- (x) *17 If his office becomes vacant at any stage due to any reason no by-election will be held for his office and the President will be empowered to appoint a new Finance Secretary amongst the members of PSMA with the approval of his cabinet.

SECTION- 11*18 : PRESS & INFORMATION SECRETARY

- (i) *19 He will, with the approval of the President and the General Secretary of the association, arrange publicity through print, electronic and social media for advancing the cause of the association.
- (ii) He will be responsible for propagating the cause and progress of the association in the larger interest of the association and member institution of PSMA in district Swat subject to the approval of the President and the General Secretary of the association.
- (iii) *19 He will update member schools about the latest developments regarding the issues facing them and the efforts made by the association for resolving these issues through messaging and social media.
- (iv) *19 If his office becomes vacant at any stage due to any reason, no by-elections will be held for his office and the President will be empowered to appoint a new Press and Information Secretary amongst the members of PSMA with the approval of his cabinet.

SECTION-12*20: ACADEMIC COMMITTEE

Expunged / omitted

SECTION-12 (A)*20 : POWERS & FUNCTIONS OF THE ACADEMIC SECRETARY

Expunged / omitted

SECTION – 13: THE ZONAL / TEHSIL ORGANIZATIONS

- (i) The district of Swat will be divided in to as many Zones or Tehsils as deemed convenient for the smooth running of the association. The Central Cabinet will decide about the number of Tehsils and the geographical limits thereof.
- (ii) Each Zone / Tehsil will have the same office bearers as that of the Central Cabinet provided that there will be only one Vice President in each Tehsil.

Remarks:

- *17. Added vide 1st Amendment Bill 2019
- *18. The words “& Information Secretary” were added vide 1st Amendment Bill 2019
- *19. Added vide 1st Amendment Bill 2019
- *20. Expunged/omitted vide 1st Amendment Bill 2019

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08	SAIFUR RAHMAN	President PSMA, Tehsil Matta	
09	TAYYAB SARDAR	President PSMA, Tehsil Barikot	
10	HAZRAT ALI	President PSMA, Tehsil Babuzai	
11	SYED ISRAR ALI	President PSMA, Tehsil Khwaza Khela	
12	HAZRAT HUSSAIN ZAKI	Senior Vice President PSMA, Swat	
13	UMAR DHER	G.S, PSMA, Tehsil Barikot	
14	ZAINULABIDIN	G.S, PSMA, Tehsil Kabal	
15	MUSHTAQ AHMAD	G.S, PSMA, Tehsil Matta	
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17	LATIF KHAN	G.S, PSMA, Tehsil Khwaza Khela	
18	ISRAR ALI	Vice President, PSMA, Swat	
19	AKHTAR ALI	Member EC, PSMA, Swat	
20	KHURSHID AHMAD	Finance Secretary PSMA, Swat	
21	NOORUL AMIN	Vice President, PSMA, Swat	
22	MALAK RIAZ AHMAD KHAN	Member EC, PSMA, Swat	
23	UMAR RAHMAN	J.S, PSMA, Swat	
24	NUMAN SAEED	Press Secretary PSMA, Swat	
25	ZIAULLAH	Member EC, PSMA, Swat	
26	SHAMSUR RAHMAN	Vice President, PSMA, Swat	
27	SAWAB KHAN	Member EC, PSMA, Swat	
28	ADAM KHAN	Vice President, EC, PSMA, Swat	
29	BAHADAR JAN	Member, EC PSMA, Swat	
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Dated: ____/____/2019

Chairman

Executive Council,

PSMA, Swat.

Dated: ____/____/2019

- (iii)*²¹ The office bearers of Zonal / Tehsil cabinet will be elected in the same manner and for the same period as prescribed for the office bearers of the Central Cabinet.
- (iv) The office bearers of the Zonal / Tehsil Cabinet will exercise the same powers and perform the same functions in their respective Zones / Tehsils as prescribed for the office bearers of the Central Cabinet provided that:
 - a. The Finance Secretary of the Zone / Tehsil will be responsible for collecting and receiving money / funds / donations / contributions at rates fixed by the Central Cabinet with the approval of the Executive Council from the member institutions located in his Zone / Tehsil.
 - b. He will also receive membership fee from the fresh members along with the annual contribution.
 - c. Each Zonal / Tehsil organization will contribute 60% of the total membership fee and annual contribution / donation etc... to the central organization and retain the remaining 40% for the welfare of Tehsil organization.
- (v) The President and General Secretary of each Zone / Tehsil shall be ex-officio members of the Central Executive Council.
- (vi) The Zonal / Tehsil presidents will be responsible for the implementation of the policies and decisions of the Central Cabinet in their respective Zones / Tehsils and will be in direct contact with the Central President and General Secretary.
- (vii) The Tehsil president and General Secretary will seek guidance from the Central President and General Secretary in performance of their duties and functions.
- (viii) *²² The provisions of Section-5(xiv), Section-6:(iv), Section-6:(A)(iii), Section-8: (iii), Section-9: (iii), Section-10: (x) and Section-11: (iii) will also apply to the office bearers of the Tehsil Cabinets.

SECTION – 13(A): MEETINGS OF TEHSIL CABINET

The Tehsil Cabinet shall hold its regular meetings every two month provided that if an emergency meeting is held, the next regular meeting may be postponed for a period of one month counting from the date of the emergency meeting.

SECTION – 14: THE (CENTRAL) EXECUTIVE COUNCIL

- (i) There shall be a Central Executive Council headed by a Chairman and to be constituted in the following manner:
 - a. All the members of the Central Cabinet shall be the ex-officio members of the Executive Council.
 - b. The president and General Secretaries of the Zonal / Tehsil organizations shall also be the ex-officio members of the Council.
 - c.*²³ The Chairman of the Executive Council may also invite some of the senior members of the association to a particular meeting after consultation with the Central President, General Secretary & Secretary of the Council to seek their good advice on some burning issues on the agenda of the meeting.

SECTION – 14 (A): THE CHAIRMAN & VICE CHAIRMAN OF THE EXECUTIVE COUNCIL

Remarks:
*21. The words from “Provided that” to “consultation with the Cabinet” were expunged/omitted vide 1 st Amendment Bill 2019
*22. Added vide 1 st Amendment Bill 2019
*23. As amended vide 1 st Amendment Bill 2019

The following members & Office bearers of Executive Council consent to pass the **1st Amendments Bill) 2019 to the 2005 Constitution of PSMA, Swat.**

Members & Office bearers Executive Council PSMA, Swat			
S/No.	Name	Designation	Signature
01	SAFDAR ALI AZIZ	Chairman EC, PSMA, Swat	
02	BAHADAR KHAN	Vice Chairman EC, PSMA, Swat	
03	ABDUL JALIL KHAN	President PSMA , Swat	
04	NISAR AHMAD KHAN	G.S, PSMA, Swat	
05	RAFIULLAH	Dy, G.S PSMA, Swat	
06	SHABBIR AHMAD	Secretary, EC, PSMA, Swat	
07	UBAIDULLAH	President PSMA, Tehsil Kabal	
08	SAIFUR RAHMAN	President PSMA, Tehsil Matta	
09	TAYYAB SARDAR	President PSMA, Tehsil Barikot	
10	HAZRAT ALI	President PSMA, Tehsil Babuzai	
11	SYED ISRAR ALI	President PSMA, Tehsil Khwaza Khela	
12	HAZRAT HUSSAIN ZAKI	Senior Vice President PSMA, Swat	
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15	MUSHTAQ AHMAD	G.S, PSMA, Tehsil Matta	
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17	LATIF KHAN	G.S, PSMA, Tehsil Khwaza Khela	
18	ISRAR ALI	Vice President, PSMA, Swat	
19	AKHTAR ALI	Member EC, PSMA, Swat	
20	KHURSHID AHMAD	Finance Secretary PSMA, Swat	
21	NOORUL AMIN	Vice President, PSMA, Swat	
22	MALAK RIAZ AHMAD KHAN	Member EC, PSMA, Swat	
23	UMAR RAHMAN	J.S, PSMA, Swat	
24	NUMAN SAEED	Press Secretary PSMA, Swat	
25	ZIAULLAH	Member EC, PSMA, Swat	
26	SHAMSUR RAHMAN	Vice President, PSMA, Swat	
27	SAWAB KHAN	Member EC, PSMA, Swat	
28	ADAM KHAN	Vice President, EC, PSMA, Swat	
29	BAHADAR JAN	Member, EC PSMA, Swat	
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Dated: ____/____/2019

Chairman

Executive Council,

PSMA, Swat.

Dated: ____/____/2019

(i)^{*24} *Election of the Chairman*

- a. The Chairman of the Executive Council shall be elected by the members of the Council through secret ballot in a special meeting called for this purpose.
- b. The candidate for the post of the Chairman of the Council should have been a bona fide member of the association for at least one year at the time of election.
- c. His institution should not have been defaulter in respect of annual contribution to the association for one or more years.
- d.^{*25} (i) He will be elected with absolute majority votes of the house for a period of two years, provided that if there are more than two candidates contesting for this office and no candidate secures absolute majority in the first round, a second round of voting will take place among the top's two candidates of the first round in the same meeting.
^{*26} (ii) In case of tie in the second round, the presiding officer will have to exercise his casting vote in favor of any one candidate.
- e. The existing Chairman shall convene the meeting of newly formed Executive Council within ten days after election process of Central and Tehsil Cabinets is complete. In this meeting he shall tender his resignation to the Central President of the association.
- f. The Central President in collaboration with the General Secretary will make arrangements for election of new Chairman and Vice Chairman of the Council in this meeting.
- g. Nominations forms will be made available by the Central President in the same meeting.
- h. The Central President will announce time limit for submission of nomination papers which shall not be less than one hour.
- i. Polling will take place in the same meeting.
- j. The proposers and seconders of each candidate should be bona fide members of the Executive Council.
- k. Each candidate may appoint one member of the Council as his polling Agent.
- l. Counting will be held after completion of polling process and the result will be announced immediately after the counting.
- m.^{*26} The Presiding Officer will notify his election within one week after the election, failing which the notification to the effect will presumed to have been issued on the 7th day of his election

(i)a.^{*27} *Powers & Functions of the Chairman*

- a.^{*24} He shall have the power to summon the meetings and emergency meetings of the Council for any special purpose.
- b.^{*28} He shall approve the agenda of these meetings for discussion.
- c. He shall preside over the meetings of the Council and give his rulings to windup the discussion on any matter.
- d. He shall act as Central Election Commissioner for the purpose of holding elections / by-elections to any post / office of the association at Central and Tehsil level.
- e. He will also appoint Election Commissioner for all Tehsils for the purpose of holding fair, free and impartial elections.
- f. He will be responsible for framing electoral rules for elections according to the constitution.
- g. He will issue schedule for election of Central and Tehsil Cabinets.

Remarks:
<div><div>*24. Numbering alphabets changed from capital to small letters vide 1st Amendment Bill 2019</div><div>*25. As amended vide 1st Amendment Bill 2019</div><div>*26. Added vide 1st Amendment Bill 2019</div><div>*27. Numbered as "(i)(a)" vide 1st Amendment Bill 2019</div><div>*28. The word "prepare" was substituted by the word "approval" vide 1st Amendment Bill 2019</div></div>

The following members & Office bearers of Executive Council consent to pass the **1st Amendments Bill) 2019 to the 2005 Constitution of PSMA, Swat.**

Members & Office bearers Executive Council PSMA, Swat			
S/No.	Name	Designation	Signature
01	SAFDAR ALI AZIZ	Chairman EC, PSMA, Swat	
02	BAHADAR KHAN	Vice Chairman EC, PSMA, Swat	
03	ABDUL JALIL KHAN	President PSMA , Swat	
04	NISAR AHMAD KHAN	G.S, PSMA, Swat	
05	RAFIULLAH	Dy, G.S PSMA, Swat	
06	SHABBIR AHMAD	Secretary, EC, PSMA, Swat	
07	UBAIDULLAH	President PSMA, Tehsil Kabal	
08	SAIFUR RAHMAN	President PSMA, Tehsil Matta	
09	TAYYAB SARDAR	President PSMA, Tehsil Barikot	
10	HAZRAT ALI	President PSMA, Tehsil Babuzai	
11	SYED ISRAR ALI	President PSMA, Tehsil Khwaza Khela	
12	HAZRAT HUSSAIN ZAKI	Senior Vice President PSMA, Swat	
13	UMAR DHER	G.S, PSMA, Tehsil Barikot	
14	ZAINULABIDIN	G.S, PSMA, Tehsil Kabal	
15	MUSHTAQ AHMAD	G.S, PSMA, Tehsil Matta	
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18	ISRAR ALI	Vice President, PSMA, Swat	
19	AKHTAR ALI	Member EC, PSMA, Swat	
20	KHURSHID AHMAD	Finance Secretary PSMA, Swat	
21	NOORUL AMIN	Vice President, PSMA, Swat	
22	MALAK RIAZ AHMAD KHAN	Member EC, PSMA, Swat	
23	UMAR RAHMAN	J.S, PSMA, Swat	
24	NUMAN SAEED	Press Secretary PSMA, Swat	
25	ZIAULLAH	Member EC, PSMA, Swat	
26	SHAMSUR RAHMAN	Vice President, PSMA, Swat	
27	SAWAB KHAN	Member EC, PSMA, Swat	
28	ADAM KHAN	Vice President, EC, PSMA, Swat	
29	BAHADAR JAN	Member, EC PSMA, Swat	
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Dated: ____/____/2019

Chairman

Executive Council,

PSMA, Swat.

Dated: ____/____/2019

- h. He will appoint at least three other members to constitute the Central Election Commission for his assistance.
- i. ^{*29} He shall dissolve the Central Cabinet & Tehsil Cabinets at least one month before the holding of fresh elections and appoint Care-Taker Cabinets till the election of the new cabinets.
- j. ^{*30} Expunged/omitted.
- k. He shall apprise the Central President of the grievances of any member of the Executive Council and issue directives to him for the removal of these grievances.
- l. If the president fails to satisfy him, he shall convene an emergency meeting of the Executive Council to take the matter in to consideration.
- m. He shall hold his office till the formation of new Executive Council after the elections of Central and Tehsil Cabinets.

(ii) ^{*31} *Vice Chairman of the Executive Council*

- a. There shall also be a Vice Chairman of the Council to be elected in the same manner and with the same conditions as for the Chairman of the Executive Council.
- b. He shall perform the functions of the Chairman if the latter is not present at a meeting or his post has fallen vacant and the new Chairman has not been elected.

(iii) *Secretary of the Executive Council*

There shall be a Secretary of the Executive Council to be appointed by the Chairman of the Council amongst its members and his powers and functions will be the same in respect of the Executive Council as those of the General Secretary in respect of the Central Cabinet, mentioned in Section-7 Clause(iii), (iv) and (vii) a, b, c.

(iv)^{*31} ***Functions / Powers of the Executive Council***

The following shall be the powers / functions of the Executive Council.

- a. To control and supervise the output of the Central Cabinet for furtherance of the cause of the association.
- b. Any decision / policy of the Central Cabinet which any member of the Council challenges as wrong or detrimental to the interests of the association or the member institutions, shall be placed before the Executive Council in a meeting specially called for this purpose and its decision shall be final.
- c. Any protest program of the association shall need approval of the Executive Council.
- d. The Executive Council shall hold its regular meetings every three months provided that if an emergency meeting is held, the next regular meeting may be postponed for a period of two months counting from the date of the emergency meeting.

SECTION -14 (B) AUDIT COMMITTEE

- (i) There shall be an Audit Committee of the association comprised of the following office bearers and members.

a.*³¹ Chairman

The Senior Vice President of the Central Cabinet shall act as Chairman of the Audit Committee.

b. Members

The Senior Vice Presidents of the Zonal / Tehsil organizations shall be ex-officio members of the Audit Committee.

Remarks:
<ul style="list-style-type: none"> *29. As amended vide 1st Amendment Bill 2019 *30. Expunged/omitted vide 1st Amendment Bill 2019 *31. The numbering alphabets were changed from capital to small letters vide 1st Amendment Bill 2019

The following members & Office bearers of Executive Council consent to pass the **1st Amendments Bill) 2019 to the 2005 Constitution of PSMA, Swat.**

Members & Office bearers Executive Council PSMA, Swat			
S/No.	Name	Designation	Signature
01	SAFDAR ALI AZIZ	Chairman EC, PSMA, Swat	
02	BAHADAR KHAN	Vice Chairman EC, PSMA, Swat	
03	ABDUL JALIL KHAN	President PSMA , Swat	
04	NISAR AHMAD KHAN	G.S, PSMA, Swat	
05	RAFIULLAH	Dy, G.S PSMA, Swat	
06	SHABBIR AHMAD	Secretary, EC, PSMA, Swat	
07	UBAIDULLAH	President PSMA, Tehsil Kabal	
08	SAIFUR RAHMAN	President PSMA, Tehsil Matta	
09	TAYYAB SARDAR	President PSMA, Tehsil Barikot	
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13	UMAR DHER	G.S, PSMA, Tehsil Barikot	
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18	ISRAR ALI	Vice President, PSMA, Swat	
19	AKHTAR ALI	Member EC, PSMA, Swat	
20	KHURSHID AHMAD	Finance Secretary PSMA, Swat	
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26	SHAMSUR RAHMAN	Vice President, PSMA, Swat	
27	SAWAB KHAN	Member EC, PSMA, Swat	
28	ADAM KHAN	Vice President, EC, PSMA, Swat	
29	BAHADAR JAN	Member, EC PSMA, Swat	
30			

Dated: ____/____/2019

Chairman

Executive Council,

PSMA, Swat.

Dated: ____/____/2019

SECTION – 15: MEMBERSHIP

The following members & Office bearers of Executive Council consent to pass the **1st Amendments Bill) 2019 to the 2005 Constitution of PSMA, Swat.**

Members & Office bearers Executive Council PSMA, Swat			
S/No.	Name	Designation	Signature
01	SAFDAR ALI AZIZ	Chairman EC, PSMA, Swat	
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Dated: ____/____/2019

Chairman

Executive Council,

PSMA, Swat.

Dated: ____/____/2019

SECTION – 15 (A): SUSPENSION / EXPULSION OF A MEMBER

- (i) A member of the association may be suspended by the Central President on the recommendation of Tehsil President for a period of two months if he has been guilty of committing any act detrimental to the interests of the association, provided that such case should be brought before the Chairman of the Executive Council within two months' period after the date of suspension.
- (ii) The Chairman shall convene an emergency meeting of the Council to take the matter in to consideration and the decision of the Council shall be final regarding his expulsion from the association or restoring his membership with or without penalty.
- (iii) The member shall be given full opportunity to appear before the Council and defend himself.

SECTION – 16: ELECTIONS

- (i) ^{*34} Elections will be held both for the Central Cabinet and the Tehsil Cabinet after every two years.
- (ii) Only the bona fide members of the association will be eligible to exercise the right of vote and contest elections at Central or Tehsil level.
- (iii) Each member institution shall have the right to use only one vote in respect of each slot.
- (iv) Only the Director or Principal of a member institution shall exercise the right to vote.
- (v) Voting shall be held through secret ballot.
- (vi) No member of the association will be eligible to exercise the right to vote or contest election to any post at Central or Tehsil level if his institution has been defaulter in respect of annual contribution to the association for one or more years.
- (vii) No person will be eligible to contest election for any office / post at Central or Tehsil level unless he has been a bona fide member of the association at least for one year at the time of filing his nomination papers.
- (vii-a) ^{*35} Any member of Election Commission on Central or Tehsil level or any office holder in Central or any Tehsil Care Taker Cabinet will not be eligible to contest election for Central or any Tehsil Cabinet.
- (viii) The CEC will announce the date for fresh elections for the Central & Tehsil Cabinets within one month after completion of the term of the existing cabinets.
- (ix) ^{*36} Expunged/omitted.
- (x) ^{*36} Expunged/omitted.
- (xi) ^{*34} The CEC will issue complete schedule for the elections of Central as well as Tehsil organizations at least on month before the date of elections and advertise it through social media and at least two local "Dailies".
- (xi- a) ^{*35} Election of the Central & Tehsil Cabinets will take place on the same day & Polling Stations will be established at such places as deemed convenient by Central Election Commission.
- (xii) The election schedule shall be in the following form:
 - a. Last date for filing of nomination forms.
 - b. Last date for withdrawal of nomination forms.
 - c. Date for displaying the provisional list of contesting candidates.
 - d. Last date for appeals against the acceptance or rejection of nomination papers.
 - e. Date for display of final list of contesting candidates.
 - f. Date and time of polling.
 - g. Venue for polling.
 - h. Date for Declaration of result by the CEC.

Remarks:
*34. As amended vide 1 st Amendment Bill 2019
*35. Added vide 1 st Amendment Bill 2019
*36. Expunged/omitted vide 1 st Amendment Bill 2019

The following members & Office bearers of Executive Council consent to pass the **1st Amendments Bill) 2019 to the 2005 Constitution of PSMA, Swat.**

Members & Office bearers Executive Council PSMA, Swat			
S/No.	Name	Designation	Signature
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28	ADAM KHAN	Vice President, EC, PSMA, Swat	
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Dated: ____/____/2019

Chairman

Executive Council,

PSMA, Swat.

Dated: ____/____/2019

- (xiii) All contesting candidates shall be provided with the complete voter list by the CEC both at Central and Tehsil level.
- (xiv) The CEC may delegate some or all of his powers to the Tehsil Election Commissioner for the purpose of holding election for the Tehsil Cabinet.
- (xv) ^{*37} Each candidate may appoint one member of the association as his Polling Agent at each Polling Station.
- (xvi) ^{*37} The CEC will appoint an impartial person as “Presiding Officer” at each Polling Station to conduct the Polling Process on the Polling Day.
- (xvii) ^{*38} (a) The CEC will notify the names of all the elected candidates for Central and Tehsil cabinets within 10-days after the date of elections.
(b) If the CEC fails to do so, the notification to the effect will be presumed to have been issued on the tenth day of the elections.

SECTION – 17: ABSENCE FROM MEETINGS

- (i) ^{*39} If a member of a Tehsil Cabinet, Central Cabinet, Executive Council or any committee formed according to the provisions of this constitution remains absent from three consecutive meetings of the Cabinet concerned, Executive Council or the committee his membership shall be terminated by the President, Chairman or the head of the committee as the case may be, by issuing a notification in this regard. Copies of the notification should be sent to all concerned.
- (ii) ^{*39} Fresh election/ appointment for the replacement of any member as stated in (i) above will take place within one month after the notification of his termination.

SECTION – 18: QUORUM

The Quorum for each meeting will be as under:

S. No.	Name of Meeting	Quorum
1.* ³⁹	General Body meeting (Central or Tehsil)	1/5 of the total membership
2.	Annual Meeting of the Executive Council for Annual Report / Budget presentation / Audit Report / Annual planning etc...	Members Present
3.	Regular meetings of the Central / Tehsil Cabinet / Executive Council	Members Present
4.	Extraordinary / Emergency meetings of the Central / Tehsil Cabinet / Executive Council	Members Present
5.* ³⁹	General Body Meeting for vote of no-confidence at Central or Tehsil level	Absolute majority of the total membership (1/2 of the total membership +1)
6.	Executive Council Meeting for amendment in the constitution	2/3 of the total membership
7.* ³⁹	Executive Council Meeting for vote of no-confidence against the Chairman or the Vice Chairman of the council	Absolute majority of the total membership. (1/2 of the total membership +1)

Explanation: It will be the responsibility of the movers of the resolution for a vote of no-confidence or the Proposers of the amendment in the constitution as the case may be to ensure the required quorum in case of “S. No. 5, 6 and 7” above, failing which the motion will be deemed as defeated in all of the above three mentioned cases.

Remarks:
<ul style="list-style-type: none"> *37. The words “at each Polling Station” were added vide 1st Amendment Bill 2019 *38. Added vide 1st Amendment Bill 2019 *39. As amended vide 1st Amendment Bill 2019

The following members & Office bearers of Executive Council consent to pass the **1st Amendments Bill) 2019 to the 2005 Constitution of PSMA, Swat.**

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04	NISAR AHMAD KHAN	G.S, PSMA, Swat	
05	RAFIULLAH	Dy, G.S PSMA, Swat	
06	SHABBIR AHMAD	Secretary, EC, PSMA, Swat	
07	UBAIDULLAH	President PSMA, Tehsil Kabal	
08	SAIFUR RAHMAN	President PSMA, Tehsil Matta	
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10	HAZRAT ALI	President PSMA, Tehsil Babuzai	
11	SYED ISRAR ALI	President PSMA, Tehsil Khwaza Khela	
12	HAZRAT HUSSAIN ZAKI	Senior Vice President PSMA, Swat	
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25	ZIAULLAH	Member EC, PSMA, Swat	
26	SHAMSUR RAHMAN	Vice President, PSMA, Swat	
27	SAWAB KHAN	Member EC, PSMA, Swat	
28	ADAM KHAN	Vice President, EC, PSMA, Swat	
29	BAHADAR JAN	Member, EC PSMA, Swat	
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Dated: ____/____/2019

Chairman

Executive Council,

PSMA, Swat.

Dated: ____/____/2019

SECTION – 19: AMENDMENT

- (i) Any section / provision of this constitution may be amended, altered, restructured or revised by 2/3 majority of the total membership of the Executive Council.
- (ii) Any proposal for amendment once defeated or rejected should not be brought again before the Council at least for one year.
- (iii) All the members of the Executive Council should be communicated the amendment in the following form at least one week before the date of meeting.

S. No.	Existing rule / provision	Proposed amendment

SECTION – 20: REMOVAL OF AMBIGUITY

If there arises any matter regarding which there is no clear provision in the constitution, the decision of the Executive Council shall be final in this regard.

SECTION – 21:^{*40} FINANCIAL YEAR

The financial year of the association shall commence from 1st January and terminate on 31st December every year.

SECTION – 22:^{*41} BOARD OF PRIVATE SCHOOLS MANAGEMENT ASSOCIATION, SWAT

Expunged / omitted

SECTION – 23: *⁴¹ POCETS OF THE BOARD AT ZONAL / TEHSIL LEVEL

Expunged / omitted

SECTION - 24: FORMATION OF OTHER BODIES

The Central Cabinet with the approval of the Executive Council may form any other body which may prove helpful in furtherance the cause and objectives of PSMA.

SECTION – 25: RESIGNATION FROM POSTS / OFFICES

The office bearers of the association may resign their offices in the following way:

- (i) The Central President may, by writing under his hand addressed to the Chairman of the Executive Council, resign his office.
- (ii) Any other office bearers of the Central Cabinet may, by writing under his hand addressed to the Central President, resign his office.
- (iii) The Tehsil President may, by writing under his hand addressed to the Central President, resign his office.
- (iv) Any other office bearer of a Tehsil Cabinet may, by writing under his hand addressed to the Tehsil President, resign his office.
- (v) The Chairman of the Executive Council may, by writing under his hand addressed to the Central President, resign his post.
- (vi) The Vice Chairman or the Secretary of the Executive Council may, by writing under his hand addressed to the Chairman of the Council, resign his post.
- (vii) ^{*41} Expunged / omitted

Remarks:
<p>*40. The words "ACADEMIC AND" were expunged vide 1st Amendment Bill 2019</p> <p>*41. Expunged/omitted vide 1st Amendment Bill 2019</p>

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Dated: ____/____/2019

Chairman

Executive Council,

PSMA, Swat.

Dated: ____/____/2019

- (i) *42 Any office bearer of the Central Cabinet may be removed from his office if a resolution for a vote of no-confidence moved by not less than 20% of the total membership of the association is passed by a majority of the total membership of the association at a “General Body” meeting called for this purpose.
- (ii) The Chairman / Vice Chairman of the Executive Council may be removed from his office if a resolution for a vote of no-confidence moved by 20% of the total membership of the Executive Council is passed by a majority of its total membership at a special meeting called for this purpose.
- (iii) *43 Expunged/omitted.
- (iv) Any office bearer of a Tehsil Cabinet may be removed from his office if a resolution for a vote of no-confidence moved by 20% of the total membership of the association belonging to that Tehsil is passed by a majority of the total membership of the Tehsil concerned at the General Body meeting of that tehsil called for this purpose.
- (v) *44 Any office bearer of a body / committee formed under the provisions of this constitution may be removed by the Central President with the approval of the Executive Council.
- (vi) *43 Expunged / omitted
- (vii) No resolution for a vote of no-confidence against any office bearer may be moved before the lapse of six months’ period after the defeat of a similar resolution against him, whether the proposers of the resolution may be the same or different persons.
- (viii) There will be no bar on an office-bearer removed through a vote of no-confidence to contest for the same post again in the By-Elections.

- (i) By-elections will be held for the posts fallen vacant due to any reason within one month from the date the post has become vacant provided that no by-election will be held for the posts of joint Secretary, Finance Secretary and Press and Information Secretary as provided in Section- 9 (iv), Section – 10 (x) and Section – 11 (iv).
- (ii) Fresh appointments shall take place within one week from the date of resignation / removal by the authorities concerned according to the provision of the constitution.

- (i) *⁴⁵ Every office bearer of the central / Tehsil Cabinet / Executive Council shall, before entering upon his office, take oath of his office as stated in the appendix (1) below.
- (ii) *⁴⁶ Oath taking must take place within one month after the notification of election of all the constituent bodies of the association.

Remarks:
*42. As amended vide 1 st Amendment Bill 2019
*43. Expunged/omitted vide 1 st Amendment Bill 2019
*44. As amended vide 1 st Amendment Bill 2019
*45. The word “Any” was substituted with the word “Every” vide 1 st Amendment Bill 2019
*46. Added vide 1 st Amendment Bill 2019

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30			

Dated: ____/____/2019

Chairman

Executive Council,

PSMA, Swat.

Dated: ____/____/2019

Appendix: 1



I Mr. _____

do solemnly swear that, as the _____

of the Central Cabinet / Executive Council of the PSMA, Swat / Tehsil Cabinet of _____

Tehsil, I will perform my functions, honestly, sincerely and devotedly to the best of my abilities and capabilities in accordance with the constitution of the PSMA, Swat, and always for the furtherance and advancement of the interests of the association.

That I will not allow my personal interests to influence my official functions,

That I will preserve, protect and defend the constitution of the PSMA, Swat.

May Allah Almighty help and guide me. (Ameen)

Signature

Name: _____

Dated: _____/_____/20____

Oath administered by

Signature

Name	Designation

The End

The following members & Office bearers of Executive Council consent to pass the **1st Amendments Bill) 2019 to the 2005 Constitution of PSMA, Swat.**

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