

CONSTITUTION OF THE PAKISTAN GOLF FEDERATION



6th Edition
(November 2022)



FOREWORD

Affairs of Pakistan Golf Federation (PGF) were first registered at Karachi on 17th May 1960 under Registration Act XXI of 1860 with the name of “Pakistan Golf Union”. It was governed by its Constitution. The Constitution was then amended in June 1987, thereafter; it was amended / updated in October 2000, keeping in line with the Constitution of the Pakistan Sports Board and Pakistan Olympic Association, who control all sports activities of Pakistan. After a decade it is felt that in view of the developments in the game of golf and other requirements, the constitution of the PGF needs to be reviewed for ease of consultation and where necessary, new sub articles be incorporated for the better functioning of the Federation in March 2015.

Pakistan Golf Federation has now been registered as Non-Profit Organization by which the compliance of Pakistan Centre for Philanthropy and Federal Board of Revenue is compulsory.

It gives me great pleasure to say that this amended Constitution of PGF is now a more complete document duly attested by Assistant Registrar, Joint Stock Companies, Karachi. My compliments to all those who took interest for the development of Golf in Pakistan and worked diligently to produce this revised edition of the Constitution. Let us hope we continue to abide by the spirit of this Constitution to promote the game of golf in Pakistan.

President, Pakistan Golf Federation
Lieutenant General Mian Muhammad Hilal Hussain
HI (M), (Retd)

CONTENTS

<u>Article</u>	<u>Topic</u>	<u>Page</u>
1.	Title	4
2.	Principal Office	4
3.	Definitions	5
4.	Aims & Objectives	7
5.	Affiliation	8
6.	Subscription	10
7.	The Office Bearers	11
	• Tenure	11
	• Powers and Duties	11
8.	The General Body	13
	• Composition	13
	• Powers and Duties	13
9.	Executive Committee	15
	• Composition/Tenure	15
	• Duties and Powers	15
	• Delegation of Powers	17
10.	Elections of OB of PGF & Affiliated Associations	18
11.	Meetings	19
	• Committee Annual General Meeting	19
	• Special General Meeting	21
	• Executive Meeting	22
12.	Arbitration	24
13.	Miscellaneous	24
	• R & A Golf Club of St. Andrews	24
	• Attorneys	24
	• Interpretations	24
	• Functioning	24
14.	Review/Amendment of PGF Constitution	24
15.	Constitutions of Affiliated' Associations	25
16.	Discipline	25
17.	Tax Compliance as Non-Profit Organization	26

Article 1

TITLE

- 1.1 The Organization shall be called the" PAKISTAN GOLF FEDERATION". In short it will be called PGF.

Article 2

PRINCIPAL OFFICE

- 2.1 At the time of Registration (in the year 1960) it was at Karachi Golf Club.
- 2.2 Since 1981 under the order of Government of Pakistan it is at Rawalpindi Golf Club.

Article 3
DEFINITIONS

- 3.1 **Affiliated**. Admitted to its Association and PGF, after having fulfilled their conditions and paid the requisite fee. Such organization will have the status of affiliated body and be eligible to participate in the activities of PGF and granted the right to vote as per the clauses of this constitution immediately upon affiliation.
- 3.2 **Association**. An Association is an organization, whose office bearers and members are elected /nominated by its Affiliated Golf Clubs. Its office is governed by members, operate under bylaws formed for the purpose of conducting competitions and promoting the best interest and conserving the true spirit of the game of golf within their jurisdiction. The Provinces and the Federal Area of Pakistan will be the Golf Associations of their respective Province / Area and will act on behalf of PGF. They will be affiliated to the PGF.
- 3.3 **The Executive Committee (EC)**. It means the Executive Committee of the Federation for the elected tenure.
- 3.4 **The Federation**. It means the Pakistan Golf Federation.
- 3.5 **Golf Club**. The term "Golf Club" shall include any legally constituted club affiliated to the PGF, which has a golfing section and possesses a golf course of not less than nine holes, with at least 25 members that operate under bylaws, with committees related to golf to supervise golfing activities. The word "club" wherever referred to in the succeeding pages will mean a Golf Club. A Golf Club must be recognized by the PGF.
- 3.6 **Office**. It means the principal office of the PGF.
- 3.7 **Player/Member**. It shall imply both Amateurs and Professional golf players who are members of an affiliated club or registered with PGF and are paying specified capitation/ registration fee to PGF and their respective Association through their home club / organization / department.
- 3.8 **The President and the Vice Presidents**. It means the President and the Vice Presidents of the Federation for the elected duration.
- 3.9 **The Secretary, the Joint Secretary, the Treasurer & the Deputy Secretary**. It means the Secretary, the Joint Secretary, the Treasurer and the Deputy Secretary of the Federation for the elected duration and includes any person temporarily appointed as such.
- 3.10 **Representative(s)**. It means the individual(s) authorized to represent PGF, Association and an Affiliate at any forum concerning golf, inside or outside Pakistan and in the Annual General Meeting or Special General Meeting of the General Body.

- 3.11 **Membership**. It means when affiliated to its Association and PGF.
- 3.12 **Jurisdiction**. The jurisdiction of PGF shall extend to the whole of Pakistan and all other areas which are assigned to the Federation.
- 3.13 **Amateur Golfer**. It means an individual who plays Golf for pleasure.
- 3.14 **Professional Golfer**. It means an individual who plays Golf for earning purposes.

Article 4

AIMS & OBJECTIVES

- 4.1 The Aims and the objectives of the PGF shall be: -
- a. To promote, develop and maintain control on the game of Golf in Pakistan including selection of different teams for matches.
 - b. To control, coordinate and manage the affairs of all the golfers of Pakistan which would include male as well as female players of both Amateur and Professional status who are members of affiliated clubs or registered with PGF.
 - c. To promote the formation of affiliated member organizations.
 - d. To co-ordinate activities in respect of golf in all ways, including the holding of tournaments, seminars, golf classes etc and organizing National/International Championships/ Tournaments.
 - e. To raise/collect funds for the purpose of the PGF and employ the same in such a manner as may be considered desirable for the attainment of the objects of the PGF.
 - f. To select teams and officials to represent Pakistan and to promote, control and finance visits by such teams abroad.
 - g. To promote, control and, if necessary, to finance the visits to Pakistan of foreign teams.
 - h. To ensure a uniform PGF handicapping system and golf course rating for all the affiliated golf courses.
 - i. To assist in the layout and upkeep of golf courses, especially to define the rating of the course whenever requested by the Associations. It is mandatory for the Association to reestablish the rating of the course through PGF after changes are made in the layout of the course.
 - j. To obtain affiliation with international golf associations and other organizations established for the promotion of the sport and to represent Pakistan thereon.
 - k. To uphold the Rules of Golf and the Rules for Amateur Status, as prescribed for the time being, by the Royal and Ancient Golf Club of St. Andrews, subject to such local rules, which fall within the Recommendations of Local Rules made by Rules Committee and are necessary to meet the local climate/layout conditions of the course.
 - l. To provide means, whereby disputes and differences concerning golf in Pakistan may be settled.
 - m. Generally, to do all such acts and things, as may seem necessary to the PGF, to promote the game of golf, or the interests of its affiliates in carrying on the objects of the Federation.

Article 5
AFFILIATION

- 5.1 All the Associations of Pakistan shall be affiliated to the PGF.
- 5.2 Affiliation to the PGF shall be open to golf clubs and other organizations as the General Body may admit.
- 5.3 The General Body/Executive Committee of the PGF will deal with matters of granting affiliations.
- 5.4 **Application for Affiliation.** Any Golf Club or organization wishing to become an affiliate shall apply in writing to the Honorary Secretary PGF through the Association, giving full particulars of the club or organization.
- 5.5 Before considering an application for affiliation, the General Body/Executive Committee may make such enquires and call for such information, as it may think fit regarding the applicant's organization and its affairs.
- 5.6 As a token of acceptance of the request, a copy of the Constitution of the PGF and byelaws will be provided to the applying organization for study before accepting the formal application and deciding the affiliation fee.
- 5.7 All new applications for membership shall be accompanied by an affiliation fee which shall be decided by the General Body/Executive Committee based on the amount of selling of memberships by that club/organization. The minimum fee will, however, be not less than Rs. 20,000.
- 5.8 No application shall be entertained without the payment of affiliation fee in advance.
- 5.9 The General Body/Executive Committee shall have powers to accept or reject any applicant for affiliation. In admitting any applicant, PGF may impose such conditions, as it may deem fit.
- 5.10 Upon payment of the affiliation fee and having fulfilled the conditions imposed by the PGF, the General Body may admit the applicant, who shall then become affiliated with the Association and PGF. After affiliation it shall have the privileges, as prescribed in this Constitution, and abide by the clauses of the Constitution of its Association and PGF and all other notifications and bylaws.
- 5.11 Upon affiliation, the fee deposited will become nonrefundable.
- 5.12 All affiliations given by the Executive Committee will be ratified / approved by the General Body in its immediate next meeting.
- 5.13 **Resignation.** Any Affiliate wishing to resign from the PGF shall give a written notice one month before the close of the capitation fee payment quarter to the Honorary Secretary;

otherwise, the Affiliate shall be liable to pay subscription on the basis of the last quarter's fee for the next quarter.

- 5.14 **Rejoining**. Any club/organization having discharged all his liabilities to the PGF and wishing to rejoin is entitled to make a fresh application for it and the General Body or the Executive Committee may in its sole and absolute discretion, waive, in whole, or in part, any applicable entrance fees.

Article 6
SUBSCRIPTION

6.1 Capitation Fee

- a. The golf clubs and organizations affiliated with the PGF shall pay a monthly capitation fee to the PGF and its Association, in respect of each member as fixed by the EC PGF from time to time. A member who is a member of two or more Golf Clubs under the umbrella of an Association, will pay Capitation Fee in one club only, however, if he/she is a member of clubs belonging to different Associations than he/ she shall pay the Capitation Fee to one club in each Association.
- b. The subscription shall be paid quarterly i.e., after every three months, and shall fall due by the 10th of the month following that quarter to which it pertains.
- c. If the subscription remains unpaid for two consecutive quarters, the defaulting member organization shall automatically cease to be a member of the Federation. However, the Executive Committee at its discretion may reinstate such defaulting member(s) on payment of such dues together with any penalty it may impose.

6.2 The PGF shall have power to levy such further subscription towards its funds as may be decided at any General Meeting by a majority of 2/3 of the delegates present and voting in person.

6.3 **To Whom Remitted.** The quarterly subscriptions shall be remitted to the Secretary PGF and concerned Association. All such payments shall be made in the name of “Pakistan Golf Federation” and Concerned Golf Association, accompanied by a signed statement showing the total members of the Clubs and the members within the jurisdiction of the affiliated club/organization, on which such subscriptions have been calculated.

6.4 **Right to Vote.** No affiliated club/organization shall have the right to represent/vote at any meeting of the PGF or its Association or Sub-Committee thereof, unless the outstanding subscription and other dues, if any, have been paid.

6.5 **Financial/Golfing Year.** The financial year and the golf calendar of the PGF shall be from 1st July to 30th June.

Article 7

THE OFFICE BEARERS

7.1 Following shall be the office bearers of the PGF and shall be elected by the General Body:

-

- a. President.
- b. Two Vice President.
- c. Honorary Secretary.
- d. Honorary Joint Secretary.
- e. Honorary Treasurer.
- f. Deputy Secretary

7.2 **Tenure**

- a. All office bearers shall hold office for four years, unless they resign before they have completed their tenure or are removed. The time limit, prescribed above, shall not apply in the case of a paid Secretary or a paid Joint Secretary, who may be removed before time by the President for reasons of inefficiency or any other reason considered appropriate by him. If for any reason an office bearer cannot complete his tenure, his replacement will be elected for the remaining period of his tenure by the General body.
- b. In case an office bearer fails to attend three consecutive meetings of the Executive Committee, he may be removed from his office at the discretion of the President.

7.3 **Powers and Duties**

- a. **President.** The President shall head the PGF and shall have control of all its business affairs and properties. He may delegate his powers to anyone he considers appropriate, to sign and execute all authorized bonds, contracts, or other obligations in the name of the PGF. He shall convene and preside over all the meetings of the General Body, Executive Committee and of any committee of which he is a member. In case of equality of votes he shall have a casting vote. If in the opinion of the President, any emergency has arisen, which requires an immediate action, he should take such action and shall report the same at the next meeting of the General Body or the Executive Committee, which ever, in the ordinary course would have dealt with the matter.
- b. **Vice President.** In the absence of the President, the Vice President (designated) (VP) (D) shall exercise all the power of the President. If the VP (D) / VP is unable to act, the Honorary Secretary shall do it. If the President or the Vice Presidents are not present in

the meeting, the members present at the meeting shall elect a Chairman of the meeting.

- c. **Secretary**. He shall work with the guidance of the President and the Vice Presidents and be the Secretary of the General Body, the Executive Committee and of all other Committees and Sub-Committees of the PGF. He shall correspond on behalf of the PGF and give effect to the resolutions of the General Body and the Executive Committee. He shall issue notice for meetings and record the minutes of them. He shall also be responsible for the maintenance of other records, registers, and papers of the PGF for carrying out other duties that are entrusted to him.
- d. **Joint Secretary**. He shall work with the guidance of the Secretary. In the absence of the Secretary, he shall perform all duties of the Secretary and such other duties as may be assigned to him by the President, the Vice Presidents or the Secretary.
- e. **Treasurer**. He shall work with the guidance of the President and the Vice Presidents. He shall exercise general supervision over the funds of the PGF and advise the General Body as regards its financial policy.
- f. **Deputy Secretary**. He shall assist and perform tasks assigned to him by the Secretary.

Article 8

THE GENERAL BODY

8.1 **Composition.** The supreme authority of the PGF shall vest in the General Body, which will consist of the following: -

- | | | |
|--|---|------------|
| a. Representatives of each member Association | - | 02 (Two) |
| b. Representatives of each 27 Hole Golf Course Club | - | 03 (Three) |
| c. Representatives of each 18 Hole Golf Course Club | - | 02 (Two) |
| d. Representatives of each 09 Hole Golf Course Club | - | 01 (One) |
| e. Representatives of clubs on the base of capitation fee paid to PGF. | - | 01* (One) |
| f. Representatives of Professional Golfers registered with PGF. | - | 01** (One) |

* Per 200 members of that club (subject to a maximum of 4 representatives)

** Per each member Association

NOTES

- i. The Office Bearers and the nominated Executive Committee Members will form part of the General Body on behalf of their respective Associations /Organization. The remaining representatives, if any, for the General Body should preferably belong to their respective Golf Clubs. However, in case an affiliate is unable to send its representative, the affiliated Association can in its discretion, nominate any other member to represent it in the General Body, staying within their allotted strength.
- ii. Representatives of the clubs will be based on average capitation fee paid for the last 12 months.
- iii. The Affiliated Associations, from their active playing professional golfers registered with PGF, shall nominate representatives of Professional Golfers.

8.2 **Powers and Duties**

- a. To grant affiliation of the PGF to clubs/organizations applying for membership in accordance with the constitution of the PGF.
- b. To elect the office-bearers of the PGF and Professional members of the Executive Committee.
- c. To appoint ad-hoc committees as and when it is deemed necessary.
- d. To appoint auditors, who shall invariably be Chartered Accountants and fix their remuneration.
- e. To adopt the Annual Report submitted by the Executive Committee.

- f. To pass the audited statement of accounts and the budget estimates for the next year.
- g. To hold, control and administer the property and funds of the PGF.
- h. To make and amend the constitution of the PGF as and when considered necessary.
- i. To frame by-laws in accordance with the rules laid down in the constitution.
- j. To consider and decide matters not covered by the rules/articles of the PGF constitution.
- k. To take such other steps as may be necessary and expedient to carry into effect the objects of the PGF.
- l. To elect / nominate Finance Sub-Committee comprising three members with the following powers: -
 - i. To examine the accounts and scrutinize proposals for expenditure.
 - ii. To consider and comment on the annual budget, annual accounts and the financial estimates prepared by the Treasurer before these are submitted to the Executive Committee and the General Body.
 - iii. To fix limits for the total expenditure (recurring as well as non-recurring) for the year based on the income and resources of the PGF.
 - iv. To consider and decide proposals for expenditure not provided for in the budget.
 - v. To consider and evaluate proposals involving expenditures of over Rs. 500,000.00 including sponsorships.
 - vi. To work as internal auditor.
 - vii. To generate funds for the PGF
- m. To establish "Arbitrary Tribunal" to hear and adjudicate on any appeal from any affiliate/member who is not satisfied with any decision of the Executive Committee, or any other committee formed by PGF for the purpose. The decision of such "Tribunal" shall be final and binding and will not be challengeable in any court of law.

Article 9

EXECUTIVE COMMITTEE

9.1 **Composition/Tenure.** The Executive Committee of the PGF, whose term of office shall be for a period of 4 (four) years, shall consist of the following office Bearers elected by the General Body and members nominated by the respective Member Associations: -

a. **Office Bearers**

- i. President - One (Elected)
- ii. Vice President - Two (Elected)
- iii. Secretary - One (Elected)
- iv. Joint Secretary - One (Elected)
- v. Treasurer - One (Elected)
- vi. Deputy Secretary - One (Elected)

b. **Members Nominated by Respective Associations including the respective Secretaries**

- i. Punjab Golf Association - Three (Nominated)
- ii. Sindh Golf Association - Three (Nominated)
- iii. KPK Golf Association - Two (Nominated)
- iv. Balochistan Golf Association - Two (Nominated)
- v. Federal Golf Association - Two (Nominated)

c. **Lady Members.** The President PGF is empowered to nominate to the Executive Committee, Lady Members equivalent to 20% of the members on the Executive Committee or any such percentage fixed by the Government of Pakistan, Pakistan Olympic Association, or the Pakistan Sports Board from time to time, provided that the said nominees are members of the affiliated clubs.

d. Representatives of the Professional Golfers (elected by General Body from Professionals nominated by respective Associations) - Two (Elected)

9.2 **Powers and Duties.** The duties and powers of the Executive Committee are: -

- a. To control and exercise jurisdiction as the governing body, over all golf activities in Pakistan and over all representatives of Pakistan golf abroad regarding Amateur and Professional Golf.
- b. It shall be its duty to see that the provisions of the Constitution, its Regulations and the By-Laws are complied with, in all respects by PGF and its affiliates.
- c. To sanction and control expenditure in accordance with the budget approved by the General Body and shall supervise and conduct the business of the Federation.

- d. To authorize payments pending the approval of the budget by the General Body.
- e. The Executive Committee shall have the power to invest, lend or borrow money for the Federation on such terms as to security and rate of interest or otherwise as the Executive Committee shall decide.
- f. All cheques, bills of exchange, promissory notes and other similar documents shall be drawn, accepted, or made on behalf of the PGF by the President or the Secretary or the Treasurer or such other person(s) as shall be nominated from time to time by a resolution of the Executive Committee. All bank accounts, deposits and other investments shall be opened, kept and made in the name of the "Pakistan Golf Federation".
- g. To convene a "Committee" to settle any dispute referred to by its affiliates. It shall hear and decide all matters submitted to it and all its decisions shall be complied with by the affiliated clubs/organizations. Any affiliate/member who is dissatisfied with the decision of the Committee may file an appeal with the General Body.
- h. The Executive Committee shall meet not less than three times in a PGF financial year.
- i. To fix the date, venue and agenda of the Executive Committee and the Annual General Meetings.
- j. To calculate/Intimate to the Associations the number of representatives/members of the affiliates to the Annual General Meetings.
- k. To prepare all necessary reports for any meeting.
- l. To decide on the PGF' s representation to any international meeting, conference, seminar, or international competitions.
- m. To submit after each Annual General Meeting, it's audited accounts with reports on all its activities and the use/disbursement of all its funds of the previous and preceding financial year, to any Body of the Government of Pakistan as required.
- n. To ensure that the selection procedures for players, officials and coaches and any other person, to represent the Country are open and fair.
- o. To prepare and issue the National Golfing Calendar for the year.
- p. **Attorneys.** The Executive Committee may appoint any person or firm or corporation to be the constituted attorney of PGF for any purpose(s).

- q. **Press Releases.** Only the President or any other person authorized by him, or the Executive Committee shall be entitled to make press releases or any statements to the press concerning the PGF.
- r. **Sub-Committees.** Shall designate the Chairmen, appoint members, and outline the terms of reference and duties of all Sub-Committees. The Chairmen of such Sub-Committees shall report directly to the Executive Committee and shall perform their duties under the direction of the Executive Committee. The Executive Committee may at its discretion remove any Chairman or member of the Sub-Committees or fill any vacancy. The Sub-Committees of the Association are -
- i. The Discipline Sub-Committee
 - ii. Finance Sub-Committee.
 - iii. Rules and Selection Sub-Committee.
 - iv. Competitions Sub-Committee.
 - v. Amateur Status Sub-Committee.
 - vi. Handicap Sub-Committee.
 - vii. National Teams Training and Selection Sub-Committee.
 - viii. Junior Development Sub-Committee.
 - ix. Web Page and Publishing Sub-Committee.
 - x. Associate Members Sub-Committee.
 - xi. Slope Rating Sub-Committee.
 - xii. Special Project Sub- Committee
 - xiii. Such other Sub-Committees as the Executive Committee may from time to time decide.

9.3 **Delegation of Powers.** The Executive Committee may from time-to-time delegate any of its powers to the sub-committees constituted in accordance with the rules and regulations of the PGF and may revoke such delegations.

Article 10

ELECTIONS OF OFFICE BEARERS OF PGF AND AFFILIATED ASSOCIATIONS

- 10.1 Elections of PGF shall be held during the proceedings of the Annual/Special General Meeting between October and November of the election year. The Affiliated Associations must hold their elections before the PGF elections i.e. between July and September of the election year. Any Affiliated Association, which does not hold its elections, will not be allowed to be represented **by the old body** in the elections/Annual General Meetings/Special General Meetings.
- 10.2 Votes may be taken by show of hands only.
- 10.3 The nominee/nominees stand elected on receiving a majority of votes. A President, Secretary and Treasurer can assume an office for two tenures (each for 4 years) only.
- 10.4 **The Procedure**
- a. The outgoing President will suggest two names for the post of the President. Associations may also suggest one name each for the Post of the President. The voting will then take place and then the President will be Elected. The new President will assume the Chair.
 - b. The President will announce his team, the office bearers, for elections. The Associations may also name a person each, against each position. The voting then takes place for each appointment, turn by turn, and elections completed. Then the new Office Bearers will then assume the Chairs.
 - c. The Associations will then nominate their representatives for the Executive Committee.
 - d. The President will then nominate the Lady Members.
 - e. The Concerned Associations will then nominate one Professional each for the two Professional's Slots. Elections for both the slots will be conducted and two Professional elected, one for Sindh and Balochistan and other for Punjab, Federal & KPK. The elected professionals must be from the concerned Association represented by them.
- 10.5 **Tenure**. The tenure of Office Bearers of PGF and affiliated Associations will be as laid down in para 7.2a.

Article 11

MEETINGS

11.1 **Venue.** All meetings of the General Body, Executive Committee and the Sub-Committees shall be held at the Headquarters of the PGF, unless otherwise directed by the President, subject to any previous decision of the General Body or the Executive Committee, as the case maybe.

11.2 **Annual General Meeting (AGM)**

- a. The Annual General Meeting of the General Body shall be held in the first quarter of the PGF financial year except for the election year when it will be held in October/November.
- b. The date of the meeting shall be given by the President PGF.
- c. The Secretary PGF shall give not less than 30 days' notice of the Annual General Meeting to all Associations by post/courier service/E-mail/Fax etc. and shall circulate with the notice a copy of the agenda and relevant documents. It is advisable to confirm from the Associations on telephone receipt of the dates and documents. Serving of the notice shall be deemed to have been affected on the day following that on which it is posted.
- d. The Associations need to ensure that the agenda thus received from PGF is posted/circulated to the Affiliates at least two weeks before the meeting.
- e. The inadvertent omission to send a notice of the meeting or non-receipt of such notice by any member shall not invalidate any resolution passed or proceedings at such meeting.
- f. **Quorum.** At a meeting of the General Body, one-half of the Members shall form a quorum. If at any meeting there is no quorum, the meeting may be adjourned to a date not earlier than ten days later. No quorum shall be necessary for an adjourned meeting provided that not less than a week's notice is given to affiliates of the adjourned meeting.
- g. Except for requests of quorum, no meeting of the General Body once convened shall be postponed or cancelled unless two-thirds of the present members asks for postponement or cancellation in writing.
- h. The business at the Annual General Meeting shall be conducted in the following manner:-
 - i. To record the attendance and credentials of the members of the General Body or their representatives who are present.

- ii. After having considered and settled any objection that may be raised, confirm the Minutes of the Previous Annual and/or any Special General Meeting. Once settled they shall thereafter be accepted as the true record of business transacted at that meeting.
- iii. To read and adopt the Annual Report submitted by the Executive Committee.
- iv. To receive, consider and pass the audited statement of accounts of the Federation, made up to the 30th of June.
- v. To pass the Budget Estimates for the next year presented by the Executive Committee.
- vi. To ratify and confirm any decision/action of the Executive Committee not previously approved/sanctioned.
- vii. To elect office bearers and get the members of the Executive Committee nominated in the year when elections are due.
- viii. To appoint auditors, who shall invariably be Chartered Accountants and fix their remuneration.
- ix. To transact any other business which any member of the Federation may wish to place before the meeting. No member of the Federation shall be entitled to move any resolution under this heading unless a copy of the proposed resolution has been sent to the office of the Federation fourteen days before the date of the meeting.
- i. Votes to be taken either by show of hands only. All matters shall be decided by a majority of votes.
- j. Each vote must be given personally and not by proxy. In order to exercise their votes at the Annual General Meeting, the affiliates/organizations shall intimate, in writing, to the Secretary, at least 48 hours before the time of holding the meeting, the names of their representatives.
- k. The Secretary PGF shall record the minutes of all meetings of the General Body. After the approval of the President, these shall be circulated to all the Affiliated Clubs/Organizations.
 - l. In the interval between two meetings of the General Body, the President PGF, if so, desire may take any action/decision after consulting the members of the Executive Committee. In every such case, the Secretary shall record the votes taken and the decision so made and present these decisions at the next meeting of the General Body for confirmation.

11.3 **Special General Meeting**

- a. Special General Meetings of the General Body may be called at any time, by a resolution of the General Body, or on a requisition in writing by at least one-fourth of the affiliates or at the discretion of the President to consider such matters as may be mentioned in the resolution or requisition.
- b. The Secretary shall give not less than 15 (fifteen) days' notice of such meetings to all affiliates and shall also circulate a copy of the agenda.
- c. In case of an emergency, the President, at his discretion, may convene a meeting at a shorter notice.
- d. The Secretary shall send notice of the meeting to all affiliated Clubs/Organizations by courier service, e-mail, fax etc. Serving of the notice shall deem to have been affected on the day following that on which it is posted.
- e. The inadvertent omission to send a notice of the meeting or non-receipt of such notice by any member shall not invalidate any resolution passed or proceedings at such meeting.
- f. At a meeting of the Special General Body, one-half of the members shall form a quorum. If at any meeting there is no quorum, the meeting may be adjourned to a date not earlier than ten days later. No quorum shall be necessary for an adjourned meeting provided that not less than a week's notice is given to affiliates/organizations of the adjourned meeting.
- g. Except for want of quorum, no meeting of the Special General Meeting once convened shall be postponed or cancelled unless two thirds of present members asks for postponement or cancellation in writing.
- h. The business at the Special Annual General Meeting shall be conducted in the manner as prescribed in the Annual General Meeting.
- i. Votes may be taken either by show of hands only. All matters shall be decided by a majority of votes.
- j. Each vote must be given personally and not by proxy. In order to exercise their votes at the Special General Meeting, the member organizations shall intimate, in writing, to the Secretary at least 24 hours before the time of holding the meeting, the names of their representatives.
- k. The Secretary PGF shall record the minutes of all the Special General Meetings of the General Body. After the approval of the President, these shall be circulated to all the Member Organizations. The minutes of the Special General Meetings of the General Body shall be confirmed in the next Annual General Meeting or the next Special

General Meeting of the General Body whichever is earlier, after considering any objections that may be raised/settled and thereafter, it shall be accepted as the true record of business transacted at that meeting.

11.4 **Executive Committee Meeting**

- a. The Executive Committee shall meet not less than 3 times in a PGF financial year. However, the Associations with a quorum of 1/3 can also requisite the Executive Committee Meeting.
- b. The President PGF shall fix the time and place for the Executive Committee meetings.
- c. Notices shall be sent by post/courier service/telephone/e-mail/fax to each office bearer and members of the Executive Committee by the Secretary PGF, at least seven days before the date fixed for such a meeting provided the meeting may be called at a shorter notice.
- d. The agenda for the meeting shall also be circulated along with the notice for the meeting.
- e. Provided that the inadvertent omission to send a notice or the non-receipt of such a notice by any member, shall not invalidate any resolution passed during the proceedings of that meeting.
- f. Serving of notice shall be deemed to have been effected on the day following that on which it is posted.
- g. **Quorum.** At a meeting of the Executive Committee, 1/3 of the members shall form a quorum. If at any meeting there is no quorum, the meeting may be adjourned to a date not earlier than ten days later. No quorum shall be necessary for an adjourned meeting provided that not less than a week's notice is given to members of the Executive Committee.
- h. **Minutes.** The proceedings of all meetings of the Executive Committee shall be recorded in the minute's book. After the approval of the President, these shall be circulated to all the members of the Executive Committee. At such meetings the minutes of the previous meeting shall be confirmed after considering any objection that may be raised and shall be accepted as a true record of business transacted at that meeting.
- i. **Votes.** Each vote must be given personally and not by proxy. All matters shall be decided by a majority of votes.
- j. **Tied Votes.** Motions will be passed by a majority of vote. In case of a tie the casting vote of the President/Chairman shall decide the issue.

- k. **Opinion on Resolution by E-mail/Post.** A resolution in writing which has been circulated to all the members of the Executive Committee and assented to by a majority of such members shall be as valid and effectual as if it had been passed at a duly called and constituted meeting of the Executive Committee. The opinion of each member in such a case shall be considered as given in person.
- 11.5 **Requisitioning of a Meeting.** If any of the above meetings is not held in routine, the Executive Committee with a minimum strength of 1/3 can request a meeting with a notice of 30 days.

Article 12

ARBITRATION

- 12.1 Any dispute arising within and between the affiliated Clubs/Organizations shall be referred to the “Executive Committee” who may constitute a “Committee” to resolve it (within 4 weeks). In case the decision of the “Committee” is not acceptable to the clubs/organizations, the matter shall be referred to the “Arbitration Tribunal” which may be constituted for this purpose by the “General Body” of the PGF. The decision (which must come within 4 weeks of the matter reported) of the Tribunal shall be deemed final and binding and can't be taken to any court of law.

Article 13

MISCELLANEOUS

- 13.1 **Royal & Ancient Golf Club of St. Andrews.** The PGF recognizes the Royal and Ancient Golf Club of St. Andrews, Scotland (United Kingdom) as the Ruling Authority on Golf.
- 13.2 **Attorneys.** The Executive Committee may appoint any person or firm or corporation to be the constituted attorney of the PGF for any purpose or purposes.
- 13.3 **Interpretation.** Interpretation of the articles of the Constitution of the PGF by the General Body shall be final.
- 13.4 **Functioning.** PGF shall function under the aegis of Pakistan Sports Board and Pakistan Olympic Association or any other body which the Government considers appropriate.

Article 14

REVIEW / AMENDMENT OF PGF CONSTITUTION

- 14.1 The Constitution of the PGF shall be reviewed /amended to bring it up to date with the changing needs and development of the game of golf in Pakistan at least once in every ten years. Suggestions will be sought in writing by PGF from all Associations and the Affiliated Golf Clubs at least 1 (one) month in advance, before reviewing/amending the Constitution. No amendment to the Constitution will be made unless it is carried by ½ strength of General Body. No amendments to the constitution shall be made in any adjourned General/Special meeting of the General Body for which no quorum is required.

Article 15

CONSTITUTIONS OF AFFILIATED ASSOCIATIONS

- 15.1 All the affiliated Associations of the PGF will strictly adhere to the covenants of PGF constitution and frame their own constitutions accordingly.

Article 16

DISCIPLINE

- 16.1 **Dress**. All the Golfers and the Caddies are expected to wear proper Golf gears, normally worn in the reputed international championships. All the Golf Clubs reserve the right to disallow the golfer to play who is not properly dressed as per the Club Policy.
- 16.2 **Play**. Golf must be played as per local rules and Rules followed by R&A as PGF in principle follows the Rules of R&A. PGF also follows Standard Scratch Score & handicapping system effective 1st July 2001 (Supported by CONGU Handicapping System). Any violation observed or reported (which has been committed) must be referred to the Committee made responsible for it. For a serious breach like altering the score, intentionally, a player can also be banned by PGF Discipline Committee from playing for up to a period of two years and deprived from the honors/awards granted to him/her. The PGF will keep a record of such happenings.
- 16.3 **World Anti-Doping Code**. PGF abides by World, IGF and Pakistan Anti-Doping Policy. A player can be subjected to the test procedure, any time, by the PGF.

Article 17

TAX COMPLIANCE AS NON-PROFIT ORGANIZATION

- 17.1 Pakistan Golf Federation is registered Non-Profit Organization. Pakistan Golf Federation will ensure to implement rules updated time to time by Federal Board of Revenue (FBR) and Pakistan Centre for Philanthropy (PCP) to ensure the NPO status.
- 17.2 PGF shall restrict the surpluses or monies validly set apart, excluding restricted funds, up to twenty-five per cent of the total income of the year: Provided that such surpluses or monies set apart are invested in Government securities, NIT units, a collective investment scheme authorized or registered under the Non-Banking Finance Companies (Establishment and Regulation) Rules, 2003, mutual fund, a real estate investment trust approved and authorized under the Real Estate Investment Trust Rules, 2006, or scheduled bank.
- 17.3 Accounts of PGF will be maintained in a scheduled bank or in a post office or national savings organization, National Bank of Pakistan, or nationalized commercial banks.
- 17.4 In the event of dissolution of PGF for whatsoever reason, its assets will be transferred, after meeting all liabilities to another non-profit organization which is an approved non-profit organization, within three months of the dissolution under intimation to the concerned Income Tax authorities.
- 17.5 No amendment in the constitution of the PGF will be made without prior approval from the concerned Income Tax authorities which affect finance.
- 17.6 Organization will utilize its money, property or income or any part thereof solely for the promotion of its objectives. Further it prohibits any benefits that include Finance or property or courses or education or foreign visits of the organization or any part thereof are paid or transferred directly or indirectly to any of the Office Bearers / Executive Committee Members of organization or any of their relatives.
- 17.7 In case of representing Pakistan as player, team, or Captain, only those Executive Committee members can represent/participate if they fall in the list top 3 best players in their respective category of last three PGF Calendar Matches.
- 17.8 In case of Meeting with Affiliated / governing bodies, Only President and Secretary from Executive Committee will be allowed for foreign visits.
- 17.9 Nominees for Election of Office Bearer & Executive body must submit following details to the organization, and organization then provide these details to FBR under Income Tax Rules 2002. Any executive committee member whose tax status in-active in Taxpayer List should be immediately removed from the Executive Committee: -
- (i) Name of Individual

- (ii) Computerized National Identity Card Number
- (iii) Passport Number
- (iv) National Tax Number
- (v) Income Declared
- (vi) Owned Property Details by Individual, his/her spouse & dependents (Complete details)
- (vii) Tax Compliance of Last Year (Individual must fall in ATL)
- (viii) Address & Updated Contact Details
- (ix) Undertaking that Whenever FBR call for verification, Individual will provide all requisite details. (As per the Format)
- (x) Undertaking duly countersigned by the President regarding not visiting out of the country under PGF regime (As per the Format)
- (x) Complete Profile including all Jobs & businesses.

17.10 The audit of the organization annual accounts will be conducted every year by a qualified auditor as prescribed by the IT Rules.

17.11 The books of accounts of the organization will be regularly maintained in accordance with the generally accepted accounting principles and may be inspected by interested members of the public, without any hindrance at all reasonable times.

17.12 No financial amendment in the policies/constitution of the PGF and its affiliates will be made without prior approval from the concerned Income Tax authorities and registration authorities.

17.13 PGF will work as NPO (Non-Profit Organization) for Promotion of Golf.

17.14 Following policies will also be part of Constitution of PGF: -

- (i) Finance Policy (PCP recommended clauses should be covered)
- (ii) Employee Policy (PCP recommended clauses should be covered)
- (iii) Professional Policy
- (iv) Amateurs Policy
- (v) Event Calendar Policy
- (vi) Investment Policy
- (vii) Selection of Foreign Players, Teams & Captains (as per Article 17.7 – 17.9)

