

PAS ASSOCIATION MEETING CONDUCT RULES 1991

AS AMENDED FROM TIME TO TIME UPTIL 01.01.2014

1. These Rules shall be called PAS Association Meeting Conduct Rules 1991.
2. The Central Executive Committee shall ideally meet once a month at a date, time and venue to be communicated by the Secretary General to all members, elected or coopted of the Council.
3. The meeting shall be chaired by the President of the Association, or, in his absence, the Vice President, or in the absence of both, any Member of the Council designated by the present members.
4. The President shall conduct the meeting with the assistance of the Secretary General as close as possible to the agenda items. Nothing contained in this rule shall be construed to restrain the President or any member from raising, or allowing to be raised, any pertinent issue not circulated in the Agenda. The decisions of the meeting shall be properly recorded and widely disseminated.
5. The duties of Secretary General shall be

 - i. To liaise with the President to determine date, time and venue of the meetings.
 - ii. To prepare Agenda for the meeting in consultation with the CEC members.
 - iii. To circulate the date, time and venue of the meeting as well as the agenda among the office bearers and members of the Council.
 - iv. To assist the President in the conduct of the meeting.
 - v. To record minutes of each meeting and after getting the draft approved by the President, circulate them among all members of the PAS Association through email, facebook or any other electronic, paper or postal means.
 - vi. To keep a record of all Minutes and decisions of PAS Association meetings.
 - vii. To coordinate among the CEC members to ensure maximum presence.

viii. To make sure that there is never a gap of more than three months in two meetings of the CEC of PASA.

6. There shall be at least one Annual General Body meeting of the Association.

7. The above Rules 2 through 6 shall mutatis mutandis be applicable to the provincial chapters of the PAS Association.

8. The quorum for AGM of the Federal Chapter shall be 40 members and for that of the provincial chapter(s), at least 20 members.

9. The quorum for a CEC meeting shall be six members while that for a PEC meeting shall be five members.

10. The President shall have the power to amend these Rules subject to concurrence by the CEC and his decision on interpretation of any rule shall be final.