

CONSTITUTION

NATIONAL PRESS CLUB

ISLAMABAD

Updated 2017

PREAMBLE

WHEREAS the General Council of the Rawalpindi Press Club constituted under the Provisional Constitution of the Club as approved by the ad Hoc Committee of the Club on January 30, 1960 met in its first meeting on April 16, 1960 to approve the said Constitution with amendments, if any;

And whereas, the said General Council passed the said Constitution as amended at the said meeting and authorized its publication:

Now, therefore, it is declared that the following is the Constitution of the Rawalpindi Press Club as passed by the General Council of the Club on April 16, 1960 amended in 1997,

The amendments in the Constitution were proposed, updated and later incorporated by a Committee appointed by the Governing Body of the Rawalpindi Press Club.

The amendment in the Rule 1 of the Article 1 of the Constitution of Rawalpindi Press Club was approved by the General Council in its meeting held on 17 September 2000.

Whereas it is expedient to amend the Constitution of the Rawalpindi-Islamabad Press Club 1960 in the General Council Meeting, the amendments may be called as RIPC Constitutional Amendment 2007.

Whereas it is expedient to further amend the Article 1 and 2 of the Constitution of Rawalpindi-Islamabad Press Club 1960, in the newly emerging situation of proposed formulation and constitution of the “National Press Club Islamabad” in pursuance of the provision of Article XII (Rule1-5) of the Constitution, The constitution of RIPC was amended.

This may be called as RIPC Constitutional Amendment 2008.

It shall come into force at once and shall be extended to the members of Rawalpindi-Islamabad.

Whereas it is expedient to amend the Constitution of the National Press Club Islamabad, the amendments may be called as NPC Constitutional Amendment 2009, 2010, 2011, 2012, 2014 and 2016 and all amendments passed by General Council in respective years are included in this constitution.

National Press Club
Islamabad
December 2017

THE NATIONAL PRESS CLUB ISLAMABAD

Memorandum of Association

1. The name of the institution shall be "THE RAWALPINOI PRESS CLUB RAWALPINDI", hereinafter referred to as the Club or abbreviated "RPC".
1. a. The name of the institution shall be "Rawalpindi-Islamabad Press Club" hereinafter referred to as the club or abbreviated to the "RIPC".
1. a. After amending the Rule I of the Article I, wherever the name Rawalpindi Press Club or RPC is used, will be replaced as Rawalpindi-Islamabad Press Club respectively.]1
1. b. [The Name "Rawalpindi-Islamabad Press Club" shall again be replaced and amended as "Rawalpindi Press Club". After the creation of the "National Press Club Islamabad" the Rawalpindi Press Club shall be merged into the National Press Club, Islamabad as campus office.]2
1. c. National Press Club Islamabad hereinafter referred as NPC shall be registered under "The Trust Act of Pakistan 1882, on the address Plot No. 1, Street No.38, Shaheed-e-Millat Road, F-6/1 Islamabad.
2. The Registered Camp Office of the Club, as well as its premises, shall be situated in Rawalpindi.
3. The aims and objects of the Club shall be:-
 - i. To provide a social and cultural rendezvous for its members;
 - ii. To provide facilities for entertainment, recreation, indoor and outdoor games and to organize picnics;
 - iii. To set-up a library for the use of its members and to provide facilities to journalists to improve their professional knowledge and, if possible, bring out a newspaper/magazine/or set-up Radio/web-TV/Web-portal or Television station for training/educational purposes or for disseminating news about the activities of the journalists community;
 - iv. To organize meetings, talks, discussions and debates and topics generally of interest of journalists and to provide facilities to hold Press Conferences, news/

¹RPC General Council 17, September 2000

² RIPC Constitutional Amendment 2008

photo exhibitions and contests;

- v. To organize film shows, to stage plays, to hold contests, hold indoor and outdoor sports activities/competitions and to promote any other recreational activities for the benefit of its members;
- vi. To promote the cultural and educational, economic and professional interests of journalists;
- vii. To run a canteen or restaurant and to provide hostel or residential facilities to visiting journalists and members of the Club;
- viii. To construct or acquire a suitable building or buildings adequate for the purpose mentioned above in the name of the Club in Islamabad/Rawalpindi and in such other places as may be deemed fit;
- ix. To sublet a space/part of the Club building and premises for the purposes approved by the Board of Trustees of the Club, as hereinafter defined, in order to provide income to the Club for its maintenance and for the promotion of its aims and objects.

4. The income and property of the Club shall be applied solely towards the promotion of the objects of the Club as set forth in the Memorandum of Association and no promotion thereof shall be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise by way of profit to the members of the Club. In case of subletting or renting any space, the payments from tenants shall be directly deposited by the tenants in the club's official bank account through cheques payable in the name of National Press Club Islamabad. (NPC);

Provided further that no member of the Governing Body of the Club shall be appointed to any salaried office of the Club nor shall he/she will be paid any kind of remuneration for his/her services to the club.

5. The fourth paragraph of this Memorandum of Association is linked with the condition mentioned in Trust Deed on NPC under Trust Act of Pakistan 1882.
6. The liability of the members shall be limited.
7. Every Council Member of the Club, as hereinafter defined, shall contribute to the welfare of the Club and help in raising the fund for the club. In case of closure of the club, the members will have no claim over his/her contribution in raising of the funds or in any other form.
8. If upon the winding up or dissolution of the Club, after paying of all its debts and liabilities, if there is any cash or property left in whatsoever form; the same shall be transferred to the journalists' benevolent fund.

9. Proper financial accounts shall be kept of the income in the form of membership fee, grants, and donations (whether in cash or kind) as well as of expenses made for the running of the club or any of its subsidiaries. The accounts shall be opened for inspection to the club members. The accounts of the Club shall be audited by certified auditors at least once every year. It will be the responsibility of the entire elected Governing Body of the Club to ensure that funds are audited before the end of its tenure. In case of failure of the sitting Governing Body to get its accounts audited, any member of the club or the new elected body will have the right to file a criminal case against the outgoing Governing Body and the defaulting Governing Body members shall lose their right to contest any general or by-election of the National Press Club in future.

THE NATIONAL PRESS CLUB ISLAMABAD

Articles of Association

GENERAL ARTICLE- I

Rule 1

The name of the institution shall be "THE RAWALPINDI PRESS CLUB" hereinafter referred to as the Club or abbreviated to the "RPC".

Rule 1: {Amended 2000}

[The name of the institution shall be "Rawalpindi-Islamabad Press Club" hereinafter referred to as the club or abbreviated to the "RIPC".

After amending the Rule I of the Article I, wherever the name Rawalpindi Press Club or RPC is used, will be replaced as Rawalpindi-Islamabad Press Club respectively.]

Rule 1: {Amended 2008}³

[The Name "Rawalpindi-Islamabad Press Club" shall again be replaced and amended as "Rawalpindi Press Club"., after the creation of the "National Press Club Islamabad" and the Rawalpindi Press Club shall be merged into the National Press Club, Islamabad.]

Rule 2

The Registered Office of the Club shall be situated in the Rawalpindi Press Club building, provided that until the Club is housed in its own building, its office shall be maintained in such rented premises as the Governing Body of the Club may choose to house the Club in.

Rule 2: {Amended 2008}⁴

[That title of the Rawalpindi Press Club shall remain as" Rawalpindi Press Club" but it shall be constructed as integral part and as Camp Office of the National Press Club, Islamabad.].

³RIPC Constitutional Amendment 2008

⁴ RIPC Constitutional Amendment 2008

Rule 3

In this Constitution, unless there be something in the subject or context inconsistent herewith:

"Constitution" shall mean the constitution of the Club as laid down in the Memorandum, Articles of Association and the Schedule.

"Office-holder" shall mean anyone of the five office-holders: the President, the Vice-President, the Secretary, the Joint Secretary and the Treasurer".

"Journalist" means and includes the journalistic staff of dailies and weeklies and news agencies, Political cartoonists and press photographers {The journalistic staff of the private TV channels}⁵employed by these institutions/organizations on a full time basis will be deemed to be members of the journalistic staff. The categories of calligraphists, proof readers, managerial staff and the personal engaged in establishment duties and that Mechanical/Computer duties are excluded from the definition of journalists' in respect of this Constitution. Any person working full time or part time for any government department, except journalists belonging to PTV, PBC or Associated Press of Pakistan shall not be covered in the meaning of journalist.

A weekly of which at least two ordinary (4 pages of its original size) issues are not published during a calendar month shall not be regarded as a weekly for the purposes of this Constitution.

Words importing the masculine gender also include the feminine gender.

Rule 3 line 4{Amended 1997}⁶

The word "Five" will be replaced by "Seven" after "President" the words "Senior Vice President" will be added. After the word "Secretary" the words "The Senior Joint Secretary" will be added.

⁵ RPC amendment 2007 (affective from January 2006)

⁶ RPC General Council 25 December 1997

MEMBERSHIP

ARTICLE- II

Rule I

The membership of the Club shall be of five categories, namely:-

1. **Council Members:** Under this category will come all persons who have been bonafide full-time members of the journalistic profession for not less than three years, are fully dependent on their profession for their livelihood, and provided that they are not proprietors, directors, or partners of news agencies, newspapers, periodicals, magazines and TV channels.
 - a) [The Council and ordinary member members in the Rawalpindi-Islamabad Press Club by virtue of their membership shall automatically become the members of the National Press Club Islamabad.]⁷
 - b) Clause (a) is to be amended/added as under {**Addition 2011**}⁸The Owner/Editors and reporters of news agencies who are not members of All Pakistan Newspaper Society (APNS), but have eligible criteria as mentioned above for the council member of NPC, have right of Council Membership.
 - c) Clause (a) is to be amended/added as under {**Addition 2014**}⁹The producer and assistant producer of news and current affairs section of TVs who fulfill the criteria for council member as mentioned above are eligible for the council membership.

2. **Associate members:**

This category includes:-

- a) Persons who are proprietors, partners or directors of newspapers, news agencies, newspapers, TV channels, periodicals or magazines;
- b) Journalists and press photographers working on periodicals, other than weeklies;
- c) General Managers, Chairman and Managing Directors of TVs, newspapers or news agencies;

⁷ RIPC Constitutional Amendment 2008

⁸ NPC Constitutional Amendment 2012

⁹ NPC Constitutional Amendment 2014

- d) Press Information and Public Relations Officers, Press Attaches and Photographers under the Central or Provincial Governments of Pakistan, Government of Azad Kashmir stationed in Rawalpindi, and journalists working in the Government Publications;
 - e) Press Attaches and persons doing journalistic work in the Information services attached to foreign Embassies and Missions in Rawalpindi/Islamabad;
 - f) Advertisement Managers, printers/publishers of newspapers/periodical magazines/ TV channels and Executive Heads of bonafide advertisement firms serving newspapers/TVs;
 - g) Distinguished authors, artists and poets and persons who have made a valuable contribution to the literature and fine arts;
 - h) Public Relations Officers of industrial and commercial concerns and associations.
3. **Life members:** Persons from any walk of life who have made significant contribution to the society whether they are poets, artists, authors, scientists, academicians, sportsmen etc. or those journalists who have contributed significantly for the cause of the journalists community shall ne conferred life membership as a recognition to their services. To confer this honour on any individual will be the sole discretion of the elected Governing Body after getting approval from the General Council. No journalist or any other individual can claim for this right.
4. **Honorary Members:** The Governing Body, in its discretion, may select a person who has achieved excellence in his/her profession or is prominent member of the society, to confer honorary membership provided he/she makes contribution to the NPC which shall not less than Rs. 100,000/- towards the funds of Club. The General Council shall, however, have the right to confer honorary membership to any person having the above said criteria without monetary contribution.
5. **Temporary Members:** Visiting journalists may be admitted as Temporary Members of the Club for a period of not more than six months on introduction by a Council Member. They shall pay subscription but shall not be allowed to vote.

Rule 2

A Council Member who has remained a member for not less than ten consecutive years may be permitted, in its discretion by the Governing Body, to become an Associate Member after he/she ceases to be a journalist, provided he remains in a profession indirectly linked with the profession of journalism.

Rule 3

Subject to Rule 2 above, a Council Member who ceases to work as a journalist may retain his Council membership for not more than six months from the date on which he ceases to work as a journalist, provided that he does not join any other profession during that period.

Rule 4

No one shall be admitted to the membership of the Club unless he or she has completed the age of 21 years.

Rule 4 to be replaced as under {Amended 1997}¹⁰

"None shall be admitted to the membership of Club unless he/she is graduate with three years' experience/Master in Journalism and Mass Communication with one year experience. Under graduate applicants must have ten years' experience as working journalist In case of Press photographers/Cameraman Secondary School Certificate with three years' experience is necessary. Governing Body will have the right to ask any applicant to prove his/her educational qualification/experience."

Rule 5

It shall be obligatory on every member¹⁰ intimate in writing to the Secretary of the Club within a month any circumstance which disentitles him/her to be a member of the category to which he/she belongs.

Article- II

The chapter "Membership" (Article II) is amended and reformulated as under:¹¹

Fresh Membership

Any journalist, having minimum qualification of Graduation (minimum Matric qualification required for Photo Journalist) on his/her application for new membership will be given the status of associate member and shall not have the right of vote for a minimum period of two years. After completion of two years, he/she can apply for council membership.

There is an addition in article-II as "member of APNS shall not be a member of RIPC (now NPC)"

¹⁰RPC General Council 25 December 1997

¹¹ RIPC Constitutional Amendment 2007

Annual Membership Fee

1. The Associate Member shall deposit with the Club an annual membership fee of Rs.1300/-
2. The Council Member shall deposit with the Club as annual fee of Rs.250/-.

If the requisite fee is not deposited by the member, the Governing Body after fifteen days' notice can terminate the membership. Such membership shall only be restored by the Governing Body on an application made after clearance of the arrears.

The annual membership fee could be enhanced by a majority decision of the Governing Body {Amended 2007}

ENROLEMENT OF MEMBERS

Article- III.

Rule I

Every application for membership shall be in writing on the prescribed Form of NPC approved by the Governing Body which shall be signed by a proposer and a seconder, both of whom should be Council Members, provided that the members enrolled before the coming into force of this Constitution shall be deemed to have been duly enrolled in the appropriate category as on the Membership Register on the day of the passing of this Constitution. If any proposer or a seconder of an applicant for the membership of the NPC is proved to have proposed or seconded an ineligible person, his/her membership will be suspended for a minimum term of two years and there will be no recourse to appeal at any forum.

Rule 2

No applicant for membership shall be deemed to have become member until his/her membership is approved by the Governing Body, within a period of six months from the date of submission of the application for the membership of the NPC, if at the expiry of the specified period the Governing Body fails to take any decision the matter will be referred to the Secretary of NPC to convene a special meeting for this purpose within three months.

Rule 3

The decision of the Governing Body on the question of membership of an applicant shall prevail until on appeal to the General Council of the Club. The decision of the General Council shall be final. The General Council can overrule such a decision of the

Governing Body only by a two-third majority present and voting or more than 50 per cent of the total membership whichever is higher.

Rule 4

A member who ceases to be eligible for General Council membership can be transferred to Associate Membership or will cease to be a member.

Rule 5

Every application for membership shall be accompanied by the admission fee of rupees one thousand and the first year's annual fee prescribed above. No fee shall be charged from Honorary and Life members. The admission and one year annual fee deposited by any applicant for the membership of the NPC shall be returned if his/her membership is rejected by the Governing Body.

Rules 6

The Temporary members who are council members of other registered press clubs in the country/abroad will pay the same amount of fee to the NPC as being paid by the Council Members of the NPC. The foreign nationals given Associate Membership will pay ten dollars per month or its equivalent amount in Pakistani currency.

THE GENERAL COUNCIL AND THE GOVERNING BODY

ARTICLE- IV

Rule I

The supreme body in which all rights, powers and final authority in respect of the administration of the affairs of the club vest shall be called the General Council of the Rawalpindi Press Club (Now NPC), hereinafter referred to as the General Council. It shall comprise exclusively of the Council Members of the Club for the time being, as defined in Article II Rule I (a).

Rule 1: {Amended-add 2008}

[That all the acts and activities in the Rawalpindi Camp Office shall be run by the Elected Body of the National Press Club Islamabad or as decided by the Governing Body of the National Press Club, Islamabad.]

Rule 2

The executive of the General Council shall be the Governing Body and shall consist of

the following:-

A President, a Vice-President, a Secretary, a Joint Secretary, a Treasurer and seven members, all elected by the General Council, in the manner prescribed in the relevant provisions of these Articles of Association and the Rules of Elections contained in the Schedule in this Constitution.

Rule 2: {Amended 1997}¹²

After word "President" the words "A Senior Vice-President" will be added. After the word "Secretary" the words "A Senior Joint Secretary" will be added. The word "Seven" will be replaced by "Fifteen" after the word "Members" in Rule 2 Para 2 words "all elected by the General Council" will be replaced by "the office-bearers and fifteen members of the Governing Body will be elected by General Council and two members of Governing Body will be nominated by the President afterward.

Rule 2: {Amended 2014}¹³

The word fifteen will be replaced with seventeen after the word Members in Rule 2 Para 2, including further 2 (Two) seats allocated for women journalists as quota. These all will be elected by the General Council other than two members of Governing Body who will be nominated by the President afterward.

Rule 2 :{ Amended 2007}¹⁴

The word Treasurer is replaced as Finance Secretary. In addition to the above the following proviso is added.

In addition to the above the following proviso is added.

"provided that a person, having been elected as President and Secretary of RIPC (Now NPC) for two consecutive terms shall not be eligible to be a candidate for same slot unless he has completed two years after the termination of his last proceedings term as President and Secretary". The said proviso shall take effect from election of RIPC (Now NPC) held in 2007.

Rule 3

Elections to the Governing Body shall be held before the end of 31st December every year from the next electoral year beginning January, provided that actual polling shall be held not later than ten days before the close of the official year.

¹² RPC General Council 25 December 1997

¹³ NPC Constitutional Amendment 2014

¹⁴ RIPC Constitutional Amendment 2007

Rule 4

The club may have a paid manager and such other paid employees as may be appointed by the Governing Body which shall decide their tenure of office, terms and conditions of appointment and functions and duties.

Rule 5

All meetings of the General Council and the Governing Body shall be held within the premises of NPC building. Only in case of special circumstances, like floods and other natural disasters, a meeting can be held outside the club premises with the approval of the Governing Body.

Rule 6

The status or powers of the Governing Body shall not be affected by the diminution of its membership, at any time due to any cause, provided that its membership does not fall below the prescribed quorum and also provided that at least one of the two Presidents and one of the two Secretaries still retain their membership.

Rule 6: {Amended 1997}:¹⁵

The word "Two President" will be replaced by the words "Three Presidents". The words "Two Secretaries" will be replaced by the word "Three Secretaries".

Rule 6: {Amendment 2014}:¹⁶

The word Three President will be replaced by the words four presidents {including one seat of vice president reserved for women journalist}. The word three secretaries will be replaced by the word four secretaries {including one seat of joint secretary reserved for women journalist}.

GENERAL COUNCIL MEETING

ARTICLE- V

Rule I

The annual meeting of the General Council shall be held as far as possible in the month of October and polls, if necessary, for the annual elections to the Governing Body, shall

¹⁵ RPC General Council 25 December 1997

¹⁶ NPC Constitutional Amendment 2014

be held as far as possible on the same day as the Annual General Council Meeting.

Rule 1 {Amended 2007}¹⁷

The annual meeting of General Council shall be held as far as possible in the month of December, and at least ten days prior to the announcement of election schedule of the NPC.

Note: the election to governing body held on May14, 2006, in exceptional circumstances, in consequence upon on agreement arrived in the civil court at Rawalpindi. The Governing Body having being elected on May 14, 2006 shall continue till 2007, afterwards the Governing Body, which will be elected in 2007, shall continue till December 2008 to regularize the coming election, to be held in before December 31st every year, as amended above.

Rule 2

Annual elections and by-elections to the Governing Body shall be held on dates fixed in accordance with the Rules of Elections.

Rule 3

the quorum for General Council meetings, annual or Extraordinary, shall be 25 per cent of the full membership of the General Council, or three hundred Council Members, whichever is less.

Rule 4

Extraordinary meetings of the General Council may be held as and when deemed necessary by the Governing Body provided that within a month after a new Governing Body takes charge it shall present before an Extraordinary Meeting of the General Council, the Budget proposals for the current year for its approval.

Provided that if One-fourth of the General Council members, sign a requisition for holding an extraordinary meeting of the General Council, the Governing Body shall have to convene it within 15 days of such a requisition.

Rule 5

A requisition for moving a no-confidence motion against the Governing Body as a whole or against any individual member or office-holder shall be submitted to the Secretary of the Club by hand or through registered mail/Courier service with not less than fifteen days' notice. Upon receiving such a requisition, the Secretary shall fix a date for convening the meeting and make announcement of such a meeting by issuing a press

¹⁷RIPC Constitutional Amendment 2007

release, displaying notification for the holding of meeting at least three places in the club building including the club notice board, as well as sharing this information on the journalistic groups on social media. In case the requisition is intended to dislodge the secretary then it should simultaneously be delivered to the president and joint secretary. In such a case the president or the senior joint secretary shall convene the meeting within fifteen days.

Rule 6

All meetings of the General Council shall be presided over by the President, or, during his absence, by the Vice-President, or in his/her absence by a Vice President. If a no confidence has been moved against the entire office bearers and Governing Body, a Council Member shall be elected by the General Council through show of hands to preside over that meeting.

Rule 6 :{ Amended1997}¹⁸

After the worlds "during his absence" the words "by the Senior Vice- President and during the absence of both the President and the Senior Vice- President" will added.

Rule 7

In case a Governing Body, as whole, resigns or a no- confidence motion is passed against it, by-elections shall be held within three weeks, and during the interval an ad-Hoc Committee of not more than five Council Members may be elected to function as a caretaker executive. These members will be elected by the General Council by the show of hands in the same meeting at which a no-confidence is passed.

Rule 8

Subject to any specific provision to the contrary, no meeting of the General Council shall be constitutional and valid;

- a) Unless it is called by the Secretary or by the Joint Secretary with the express approval of the Governing Body or the President or Senior Vice President.
- a) The word "Joint Secretary" will be replaced by the words "one of the Joint Secretaries".{ Amended 1997}¹⁹
- b) Unless the meeting is presided over by the President or during his absence by the Vice-President.
- b) Before the word "Vice-President" the words "Senior Vice President and

¹⁸RPC General Council 25 December 1997

¹⁹ RPC General Council 25 December 1997

during the absence of both the President and the Senior Vice- President" will be added. {Amended 1997}²⁰

- c) Unless notice together with agenda of the meeting is given in writing to all members of the General Council five days prior to the holding of the meeting. In case of an annual or Extraordinary General Council Meeting at least fifteen days' notice will be given to the members along with the agenda. Similarly it will be responsibility of the Governing Body to ensure that such a notice along with the agenda is prominently displayed on the Club notice board and shared with the members through letters/e-mails or an advertisement in one of the three leading newspapers and also on social media.

Rule 9

Voting at Annual or Extraordinary Meetings of the General Council shall be in person and no postal voting or voting by proxy shall be permissible.

Rule 10

All elections to the Governing Body shall be made through secret ballot, each member of the General Council having one vote for each post to which election is held. In case of a tie the term will be divided for six months each amongst the two contestants. Lots will be drawn to determine the first occupant of the post.

Rule 11

If an Extraordinary Meeting requisitioned under Rule 5 above is not held within the time prescribed under the rule, One-fourth of the Council Members may jointly convene a meeting of the General Council after the expiry of the period, giving the prescribed notice under their signatures, and it may be presided over the any Council Member elected for the purpose. It shall have all the powers of an Extraordinary Meeting held under Rule 5. If such an Extraordinary Meeting is called expressly for the purpose of moving a no-confidence motion against the Governing Body, as a whole and such motion is passed by such meeting, that Governing Body against whom such motion is passed shall cease to function. In such a case, the Extraordinary Meeting shall not adjourn until it has appointed an ad-hoc Committee of not more than five Council Member with a Convener to function as a caretaker executive and an Election Committee of not more than five members for the purpose of holding fresh elections, under the relevant provision of this Constitution. The Ad-hoc Committee shall hold the new election within thirty days from the day the extraordinary meeting of General

²⁰ RPC General Council 25 December 1997

Council is held.

GOVERNING BODY

ARTICLE- VI

Rule 1

The Governing Body shall hold meeting as and when necessary, provided that a least one meeting shall be held every month to review the administration and transact the business of the Club. The minutes of the meeting shall be recorded/maintained in a register for this purpose and the minutes should be duly signed by the Governing Body members present in that meeting. The decisions taken any meeting should be duly recorded/maintained in the register and also notified through a circular on the notice board of the club and also made public through emails/SMS, and social media as well as through the media.

Rule 2

No meeting of the Governing Body shall be constitutional and valid unless:

- a) It is called by the Secretary, or during his absence by the Joint Secretary, in either case in consultation with and with the approval of the President and during his absence that of the Vice-President.
- a) After the words "absence by" the words "the Senior Joint Secretary and during the absence of both the Secretary and Senior Joint Secretary by" will be added. The word "either" will be replaced by the word "each". Before the words "Vice-President" and words "Senior Vice- President and during the absence of both the President and the Senior Vice- President that of the" will be added. {Amended 1997}²¹
- b) Written notice together with the agenda of the meeting shall be circulated among all members of the Governing Body at their last known address and E-mail Ids giving them at least three days' notice. Such announcement should also be put up on the Club notice board. In case of an emergency such a meeting may be called in the above manner giving only 24 hours' notice by sending SMS messages and E-mails simultaneously.

²¹ RPC General Council 25 December 1997

Rule 3

All members and office-holders of the Governing Body shall be resident in Rawalpindi/Islamabad during the period of their membership of the Governing Body.

Rule 4

Any office-holder who fails to attend three consecutive meetings of the Governing Body without giving in advance satisfactory reason shall cease to be an office holder and will not be eligible to contest the next year general election. Such office holder who remains outside Rawalpindi/Islamabad for whatsoever reason for one-twenty days consecutively shall also cease to be an office-holder after the passage of one-twenty days. In such a case where a seat becomes vacant due to absence of a member of Governing Body for the above mentioned reason in Rule 4, the secretary shall notify his/her de-seating to the election commission within three days for holding a by-election on the vacant seat. In case of secretary's failure to inform the election commission about the vacant seat/seats, any Governing Body member can inform the Election Committee in writing about the vacant seat. The Election Committee will hold an inquiry into the complaint and if it is found that the member has not attended the three consecutive meeting of the Governing body or is away from the city for more than one-twenty days, the election committee shall announce the by-election for that vacant seat. Provided no such by-election can be held in the last quarter of the electoral year.

Rule 5

All issues/questions shall be decided by the Governing Body by a majority vote. The President shall be entitled to vote with other members, provided that he/she shall have and shall exercise a casting vote in case of tie.

Rule 6

Any four members of the Governing Body may requisition in writing a meeting of the Governing Body to discuss a specific matter of urgent importance concerning the Club and it shall be obligatory on the Secretary to hold a meeting of the Governing Body within ten days of receiving such a requisition.

Rule 6: {Amended 1997}²²

The words "any four members" will be replaced by the words "any twelve members". The words "and the Vice President" will be replaced by "and both the Vice Presidents". Before the word "absent" the word "both" will be omitted. {Amended 1997}

²² RPC General Council 25 December 1997

Rule 7

If the Secretary fails to hold a meeting of the Governing Body requisitioned under Rule 6 above within the stipulated period, any seven members of the Governing Body may jointly hold such a meeting giving due notice and explaining the circumstances, at which any member of the Governing Body may be elected to preside if the President and the Vice- President are both absent, or refuse to preside, such a meeting shall have the same powers as a meeting called under Rule 1 and 2 above.

Rule 8

The quorum for the Governing Body shall be thirteen, five of whom shall be office holders and eight other elected member of governing body.

Rule 9

The Governing Body shall announce a date for applying for new membership in all or any specific category. Such an announcement shall be made through a notification which shall be displayed on the notice board of the Club and also disseminated through emails/SMS/social media groups of journalists and through media. The list of applicants in each category shall be announced and publicized in the same manners as stated above in this rule. If any objection is raised by a Council Member on any applicant, the Council Member will be asked in writing by the Governing Body to provide proof to his/her claim and if a valid proof is provided for the applicant illegibility that application shall be rejected and refused. Governing Body will also be empowered to freeze new membership, if it deems necessary.

Rule 10

It shall be obligatory on the Governing Body to constitute Membership & Scrutiny Committee in the first 30 days of its election. Any objection raised by any Council Member shall be in writing and the decisions taken by the said Committee on such an objection shall be communicated in writing to both the parties. {Addition 2010}

The Committee shall maintain a complete record of all the objections received and decisions taken on these objections.

RIGHTS OF MEMBERS

ARTICLE-VII

Rule 1

Only Council Members shall be entitled to be members of the General Council and Governing Body or to stand for election to any post or vote at the meeting of either.

Rule 2

Subject to the limitation by Rule I above and such other limitations which may directly follow the reform, Associate Members, Honorary Members, Life Members and Temporary Members shall have all other rights except vote and shall be entitled to participate in all social, cultural and other activities and functions of the Club. They are entitled to all facilities and privileges in respect of the library, games, sports and restaurant services. All Life Members who are journalists shall continue to exercise the rights of full permanent council member.

Rule 3

Council Members may ask questions about the affairs of the club at meetings of the General Council and move resolutions giving due notice. They are entitled to see the accounts of the Club provided such a request is moved by at least three hundred General Council Members under their signatures and after giving not less than seven days' notice to the Treasurer/Finance Secretary, who will inform them in writing about the date on which the inspection can be made of the accounts. The inspection date shall not be later than fifteen days from the receiving of such a notice.

Rule 4

A Council Member whose contribution to the Club is in arrears for more than three months shall not be entitled to participate in any meeting of the General Council nor can vote or stand for any office in the NPC election. A Council Member whose membership's fees are in arrears for more than six months may be removed from the Membership Register if he fails to clear his arrears up-to date within 14 days after receiving notice to that effect from the Secretary/Finance Secretary whose duties shall be to issue notices to defaulting members.

Rule 5

Associate Members shall be removed from membership if their membership fees are in arrears for more than six months and if they fail to clear them up-to-date within 14 days of receiving notice to that effect from the Secretary.

Rule 6

A council Member whose membership is terminated under Rule 4 above shall have his/her common rights restored to him/her as soon as he/she clears all arrears up-to-date, but his/her special rights as a Council Member enumerated in Rule I, 2 and 3 above shall not revive until after the expiry of two months from the date of his re-instatement.

Rule 7

An Associate Member whose membership has been terminated under Rule 5 above shall have his membership rights restored to him as soon as he is reinstated on payment of all arrears up-to-date.

Rule 8

All properties belonging to the National Press Club are owned by the National Press Club as an institution and no member can claim any proprietary right or share in the property of the National Press Club either during the period when he/she is a member or at the time of termination or after the termination of his membership.

Rule 9

The Club is not a profit-distributing concern and no member, by virtue of his membership, is entitled to any share, profit or dividend, either during or at the end of his membership, in the income made by the Club or in the moneys collected or donations received by the Club, except for who is an employee of the Club or is hired to provide services to any its subsidiary organization/facility.

FINANCE

ARTICLE- VIII

Rule I

The capital for constructing, equipping and running the club may be raised in any or all of the following ways:-

- a) Through membership fees, subscriptions and donations from members;
- b) Through organizing mushairas, dramatic performances, variety entertainments, cinema shows, etc.
- c) Through donations from philanthropists;
- d) Through grants;

- e) Through arrangements with financiers on terms beneficial and suitable for the Club and consistent with the basic objectives of the institution; and
- f) Through any other lawful means including raffles, etc.

Rule 2

A current account in the name of The Rawalpindi Press Club (now NPC) shall be opened in a Scheduled Bank approved by the Governing Body and all money, donations, grants, funds received from time to time shall be deposited in that account. Receipts shall be issued by the Finance Secretary for all cash donations or any other kind of donation. All donations, grants and funds received through any mean should reflect in the Annual Audit Report along with the receipt numbers.

Rule 3

All receipts shall be signed by the Secretary or the Finance Secretary for the Club and proper receipts shall be given for all amounts received.

Rule 4

The bank account in the name of The Rawalpindi Press Club (now NPC) shall be operated jointly by the President and the Treasurer and all cheques shall be signed by them jointly.

Rule 5

The Treasurer shall maintain a complete and correct account in ledgers of all receipts and expenditure of the Club, supported by proper vouchers.

Rule 6

The financial year of the NPC shall be from November 1 to October 31 of the following year.

Rule 6: {Amended 2009}²³

[The financial year of the Club shall be from January 1 to 31 December of the following year.]

Rule 7

The new Governing Body elected at the annual election of the General Council, after assuming office, shall prepare the Budget showing the estimated income and expenditure of the Club during the following financial year and shall present it before

²³NPC Constitutional Amendment 2009

an extraordinary meeting of the General Council for its approval within 35 days of the election result. The Governing Body will also form, within 45 days, a five members Accounts Committee to ensure that the account ledgers are properly maintained and no violation of the rules is being made. The Committee will be headed by an office bearer while its remaining four members will be council members. This Committee will also be responsible to maintain inventory of the moveable and immoveable assets of the NPC.

Rule 8

During the course of the financial year, if circumstances warrant, the Governing Body shall have the right to present supplementary Budgets, not exceeding two during anyone financial year, to take provision for expenditure of an extraordinary nature or to finance any scheme which was subsequently decided upon.

Rule 9

The Governing Body shall fix from time to time the amount of contingency money to be kept in cash.

Rule 10

No expenditure shall be made nor liability incurred by the Governing Body or any office-holder except in so far as it is provided for in the budget, annual or supplementary.

Rule 11

The President and the Finance Secretary, in consultation with the Secretary, can spend a maximum amount of rupees one hundred thousand (Rs 100,000) for any special expenses excluding utility bills. For any expense, which is more than rupees hundred thousand, prior approval of the Governing Body shall be taken and the approval shall be mentioned in the minutes of that meeting. Expenditure of a routine nature, within reasonable limits, for which sanction has been given in the Budget, may be made by the Manager in consultation with the Secretary and Finance Secretary.

Rule 12

The Governing Body may authorize the President, Secretary and Treasurer, individually or jointly, to spend specified amounts for specified purposes as provided for in the Budget. The approval should also reflect in the minutes of the meeting.

Rule 13

No major item of expenditure not sanctioned in the Budget shall be incurred except with the approval and under the direction of the Governing Body.

Rule 14

All amounts sanctioned in the Budget but not spent during the budgetary period shall be shown as savings in expenditure during the financial year or be carried over to the next budget for expenditure during the next financial year, as the case may be.

Rule 15

The outgoing Governing body shall provide financial accounts of the club and all other relevant records to the newly elected body within one week after the election result. In case the outgoing body fails to submit the audited financial accounts to the new elected body within stipulated period, all outgoing members of the governing body shall permanently seize their right to contest any future election of the National Press Club at any level. The new elected body shall register criminal cases against the members of outgoing Governing Body.

Rule 16

During any budgetary crisis or some unforeseen circumstance where all other expenses are capped or prohibited, sanctions for recurring items of expenditure like Municipal taxes, telephone bills, electricity bills, rent and installments of repayments of loans shall continue and the Governing Body shall be competent to make such payments during such time.

POWERS OF THE GOVERNING BODY

ARTICLE- IX

Rule I

All executive powers concerning the NPC and its Camp Office RPC shall vest in the Governing Body which will administer NPC as Trust, subject to other relevant rules of the Constitution, shall have the power to take any decision and to do any act to fulfill the aims and objects of the Club, to promote its interests and for the efficient administration of its affairs.

Rule 2

Subject to other rules of this constitution, the Governing Body shall have the following powers:-

- a) To administer the funds of the Club, to collect, receive and disburse moneys for and on behalf of the Club, in the manner and for purposes laid down in this Constitution;
- b) To acquire property, to equip the Club, to raise funds and to set-up any organization/subsidiary body for training/educational/recreational purposes and to make by-laws for such subsidiary bodies, both semi-autonomous and autonomous. Any semi-autonomous body or autonomous body shall be directly answerable to the board of Trustees of the NPC.
- c) The Governing Body will have the power to undertake any new construction, and to set up an Independent Committee to control and oversee the finances for the project if necessary. Any such project has to be completed through inviting tenders/bids which shall be opened in public and in the presence of the bidding parties.
- d) To sell or dispose of moveable property for the benefit of the Club, provided that for the sale of any movable property belonging to the Club, prior sanction of Governing Body shall be necessary. Any moveable property will be sold through proper auction/bidding and a receipt would be issued against the cash received against selling of such an item.
- e) To invite bids for the public auction of the annual contract for the advertisement/bill Boards inside and outside the Club building and grant contract to the highest bidder.
- f) To enter into contractual relations with parties for the maintenance of club building and for the benefit of the Club, or for other purpose in the interest of

- the Club;
- g) To institute suits against any parties on behalf of the Club for safeguarding its financial and other interests;
 - h) To institute suits against any member or office-holder of the Club who is suspected of embezzling or misappropriating funds belonging to the Club or who by willful or criminal negligence has caused financial loss or liability to the Club; and
 - i) To write off as bad debts any outstanding amount which is irrecoverable without incurring disproportionately large expenditure.
 - j) The legal suits by or against the Club shall only be filed within the territorial jurisdiction of Islamabad and Rawalpindi. All the suits by the Club shall be instituted through the Secretary of the Press Club after due approval of the Governing Body. {Amended 2007}²⁴

Rule 3

The Governing Body shall formulate bye-laws and regulations for the day-to-day administration of the Club or the various departments or sections under it, provided that such bye-laws and regulations shall not contravene the provisions of this Constitution. When such bye-laws and regulations are formulated they shall be put on the notice board of the Club and published in the Press.

Rule 4

The Governing Body shall have power to appoint temporary or permanent staff/employees as deemed necessary for the efficient management of the Club as well as to decide their terms of service. It can also terminate their services for sufficient reasons in accordance with their terms of appointment.

Rule 5

The Governing Body shall have power to appoint Committees and their Chairmen/Secretaries from time to time for the various activities of the Club including its development, financial management, indoor games, library, restaurant, cultural and professional activities, etc. The terms of reference, its scope and powers will be decided by the Governing Body with majority vote and provided to the Committee Chairman in writing, a copy of which shall be displayed on the notice board. The Committees shall provide monthly reports in writing to the Governing Body about its activities/progress.

²⁴ RIPC Constitutional Amendment 2007

Rule 5 (a)

If any written complaint is received by the Governing Body about the ineligibility of any member, in any category of membership, the Governing Body shall refer the matter to the Scrutiny Committee to decide. The Committee shall summon both the parties and hear them in person. The burden of proof will be on the applicant. If the Committee finds that the member does not fulfill the required criteria for the membership as laid down in the constitution, the committee shall recommend his/her removal from the club membership or transfer to another category of membership. The Governing Body shall be bound to take action recommended by the Scrutiny Committee.

Rule 6

The Governing Body may invite the Secretaries of any of committees appointed under Rule 5 above or any other persons whom it may consider necessary to invite for any specific purpose, to attend a meeting of the Governing Body.

Rule 7

The Governing Body may revise the admission fee and membership fee if circumstances warrant such a revision, subject to the approval of the General Council, provided that those who had been enrolled as members before the revised rates came into force shall not be obliged to pay the enhanced admission fee nor be entitled to receive a refund in case of reduction of the admission fee.

Rule 7 {Amended 2009}²⁵

[The Governing Body is empowered to revise the admission fee, Council membership fee and Associate membership fee from time to time, without sending it to General Council meeting.]

Rule 8

Subject to other relevant rules of this Constitution, the Governing Body may determine and assign, from time to time, the functions and duties of its office-holders, Committees, Sub-Committees and members and employees of the Club.

Rule 9

The Governing Body, with two-third majority decision of the entire Governing Body, shall have all powers in respect of leasing or renting out premises, intended for that purpose, determining their rent, deciding the terms of lease and for taking all steps necessary for safeguarding the interests of the Club. No premises shall be leased out nor any tenant chosen without the prior sanction of entire Governing Body's two-third

²⁵ NPC Constitutional Amendment 2009

majority decision.

Rule 10

The Governing Body, with majority vote of the entire cabinet, shall have power to suspend any office-holder or member of the Governing Body from the performance of his functions as such office-holder or member, on a charge of embezzlement of misappropriation of the funds of the Club or its subsidiary departments or for gross mismanagement of the affairs of the Club, proved to the satisfaction of the Governing Body.

Rule 11

Any office-holder or member of the Governing Body suspended under Rule 10 above shall have the right to appeal within 15 days to the General Council provided that no such appeal shall lie after the Governing Body has filed a case against him in a Court of Law.

Rule 12

The Governing Body or a disciplinary committee appointed by it, shall have the right, after giving due warning, to suspend or remove from membership any member who willfully and repeatedly violate the rules and regulations of the Club, or who is proved to the satisfaction of the Governing Body/Disciplinary Committee to be guilty of conduct not consistent with the dignity of the journalistic profession or misconduct detrimental to the reputation and dignity of the Club. Any person against whom such action is taken shall be entitled to appeal against such decision of the Governing Body/Disciplinary Committee to the General Council within 15 days after the decision is communicated to him.

Rule 12: (a)

The Governing Body shall institute a Professional Disputes Hearing Committee whose mandate shall be to resolve the disputes between member journalists, hear complaints from journalists against any external entity and or public or groups or institutions complaints against NPC members from external organizations. The committee would be authorized to receive/hear complaints, and give its findings/recommendations/ action, if any necessary, to the Governing Body, for taking the final decision. {Addition 2016}

Rule 13

In case an appeal is made to the General Council under rule 11 or 12 above, a meeting of the General Council shall be called by the Governing Body within three weeks of receiving such appeal.

Rule 14

If any of the office holders authorized by the Constitution to sign cheques or contracts on behalf of the Club has ceased to be member of the Governing Body or is disabled by illness or absence from Rawalpindi/Islamabad, the Governing Body shall have power to authorize the Senior Vice President in case of absence of the President and Senior Joint Secretary in case of absence of the Finance Secretary as office-holder for the time being to sign such cheques for running the day-to-day affairs of the Club. However they will not be competent to initiate any project or sign any contract, for which the majority vote of the Governing Body will be mandatory.

Rule 15

In any matter regarding which there is no express provision in the Constitution, the Governing Body shall have the right to act in its discretion, in keeping with the spirit of the constitution and subject to the approval by the General Council.

Rule 16

If, as a result of resignation or removal of any office-holder of the Governing Body, a constitutional deadlock is, or is likely to be created, the Governing Body shall have power to appoint a temporary office-holder until a new office-holder is elected in accordance with the provisions of this constitution provided that such temporary office-holders shall not be empowered to sign contracts on behalf of the Club, except for routine receipts.

POWER OF OFFICE HOLDERS

ARTICLE- X.

Rule I

The President is the constitutional head of the Club. In his absence, the Vice-President shall automatically become the acting President and function as such. If the President resigns from his seat or a vote of no-confidence is passed against him by a two-third majority of the Governing Body, the Vice-President will officiate as Acting President until a new President is elected as per the Constitution and shall enjoy all the powers and privileges of the President during the period. However, in case the President resigns or is removed, in the last quarter of the electoral year, no election will be held to fill the vacant post.

Rule 1²⁶

After the words "during the period" the following sentence will be added: "In the absence of both the President and the Senior Vice-President the Vice-President, who had polled more votes than the other vice-President, will officiate as Acting President". {Amended 1997}

Rule 2

All contracts and agreements on behalf of the Club shall be jointly signed by the President and the Secretary.

Rule 3

The Secretary is the Chief Executive Office of the Club. In case of his absence or removal from the office, the Joint Secretary shall automatically assume the duties and responsibilities of the Secretary in addition to his own, until a new Secretary is elected.

Rule 3: Amended 1997²⁷

After the words "until a new Secretary is elected" the following will be added: "the Senior Joint Secretary and in absence of both the Secretary and the Senior Joint Secretary, the Joint Secretary will officiate as Acting Secretary. {Amended 1997}

Rule 4

The Joint Secretary shall work in co-operation with and under the direction of the Secretary.

Rule 4 :{ Amended 1997}²⁸

The words "Joint Secretary" will be replaced by the words "Joint Secretaries". {Amended 1997}

DISSOLUTION

ARTICLE- XI

Rule I

The Rawalpindi Press Club shall not be wound up, or otherwise dissolved, except in the manner laid down in this Article,

²⁶ RPC General Council 25 December 1997

²⁷ RPC General Council 25 December 1997

²⁸ RPC General Council 25 December 1997

Rule 2

A formal notice of a resolution proposing the winding up of the Club shall be given to the Secretary of the Club not later than the 15TH day of March, preceding the Annual Meeting of the General Council at which the resolution is sought to be moved.

Rule 3

The Secretary shall thereupon put the resolution on the notice board of the Club as well as serve individual notices to the Council Members through emails/SMS/social media groups of journalists and print and electronic media and no amendment to the resolution shall be admissible unless it is given notice of not later than 21 days before the date fixed for the Annual Meeting of the General Council.

Rule 4:

Neither resolution nor amendment to a resolution referred to in the preceding Rules shall be deemed to have been passed by the General Council unless not less than 75 per cent of the total eligible membership of the General Council on the Membership Register votes in favor of such resolution.

Rule 5

The decision to wind up or dissolve the Club shall not be deemed to have been taken by the General Council unless the General Council passes the same resolution proposing winding up, in the same manner as is prescribed in the proceeding Rules, at two consecutive annual meetings of the General Council.

Rule 6

A resolution proposing the winding up of the Club shall not be moved in any meeting of the General Council other than its annual meeting.

Rule 7

When a valid decision to wind up the Club is taken by the General Council as here in before provided, a liquidation committee may be appointed or the Governing Body may be authorized to wind up the institution.

CONSTITUTION

ARTICLE- XII

Rule I

No Article or Rule of this Constitution shall be altered or amended except in the manner laid down in this Article.

Rule 2

A formal notice of the Resolution proposing an amendment to the Constitution shall be given to the Secretary of the Club at least 15 days before the scheduled meeting of the General Council at which the resolution is sought to be moved.

Rule 3

On receipt of notice of the resolution referred to in Rule 3 above, the Secretary shall place it on the notice board of the Club as well as serve individual notices to the Council Members through emails/SMS/social media groups of journalists and print and electronic media, and no amendment to the resolution shall be admissible unless it is given notice of not later than seven days prior to the date fixed for the scheduled meeting of the General Council.

Rule 4

No resolution proposing an amendment to Article II (Membership), Article XI (Dissolution) and Article XII (Constitution) shall be deemed to have been passed by the General Council unless not less than two-third of the total eligible membership of the General Council on the Membership Register vote in favour of such resolution.

Rule 5

No resolution proposing an amendment to any of the Article or provisions other than those referred to in Rule 5 above shall be deemed to have been passed by the General Council unless not less than two-third of the members of the General Council present at the meeting vote in favour of such resolution.

Rule 6

This Constitution shall come into force with immediate effect, provided that anything done in good faith in conformity with the provisional constitution as approved by the ad Hoc Committee on 30th January 1960, before its coming into force, shall, notwithstanding its passage through the General Council on 16th April 1960 in an amended form, be deemed to have been done lawfully and regularly.

SCHEDULE

RULES FOR HOLDING ELECTIONS TO THE GOVERNING BODY OF THE NATIONAL PRESS CLUB ISLAMABAD PRESCRIBED IN RULE 2 OF

ARTICLE IV

Rule 1

The Governing Body shall before the end of September every year and whenever there occurs any vacancy in the Governing Body appoint an Election Committee consisting of not more than five members of the Club not necessarily Council Members to hold elections to the Governing Body under the relevant provision of the Articles of Association and these rules.

No member of the committee, even if otherwise qualified, shall contest election to any office for which the election is to be held. Members may however, exercise their vote, if otherwise qualified to do so.

The committee shall be autonomous and answerable only to the General Council and once the committee has been appointed it shall not be dissolved before it has fulfilled its mandate under these rules except by a specific resolution of an Extra Ordinary Meeting of the General Council convened for that sole purpose in accordance with procedure laid down in the constitution.

The Election Committee shall hold elections in accordance with the list of members provided to it and which has been duly approved by the out-going Governing Body of Club. Each page of the members list shall carry the signatures by both the President and the Secretary along with the seal of both the offices. Any Page without their signatures and seal shall be considered invalid.

The Election Committee will not have the power and shall not revise the list of membership that has been provided to it by the outgoing Governing Body of the Club as mentioned in Rule d. It will also not authorize any person to cast vote in the election whose name is not included or has been dropped even inadvertently from the voter list.

Rule 2

As soon as may be, after its appointment, the committee shall by a notice to members affixed on the clubs notice board and such other methods as may be necessary for the purpose, appoint the following days that is to say.

A day for receipt of nomination papers not earlier than three days after the date of the notice.

A day or days for the examination of nomination papers submitted by interested candidates not earlier than the day following the date of filing of nomination papers.

A day for the scrutiny of nomination papers not earlier than the day following the date of the examination of nomination papers by candidates.

A day for hearing objections received from the candidates/council members on other candidates, by the election committee and to issue show cause to the other candidate/candidates and to give its decision on such issues.

A day for the withdrawal of nominations not later than the 24 hours after the final list of valid nominations has been published by the committee and

A day for polling if necessary for the contested offices and seats of the Governing Body not earlier than three days after the list of contesting candidates has been published.

Rule 3

Any Council Member may be proposed by a Council Member and seconded by another Council Member for election to any office or membership of the Governing Body provided that the candidate has agreed in writing and under his/her signature to serve the club in that capacity.

- a) The same member may not propose or second a nomination paper of another candidate for the same office. He/she can, however, propose or second not more than ten candidates for the Governing Body seats.
- b) If any Council Member proposer seconded more than one nomination paper either as a proposer or as seconder for the same office among nine office-holders or for more than 10 members of the Governing Body all such nomination papers shall be void.

Rule 4

On presentation of a nomination paper the Election Committee or one of its members appointed by it for the purpose of receiving nomination papers shall acknowledge receipt of it and satisfy himself that the nomination paper is properly filled in and duly signed by the proposer/seconder and the candidates and shall permit any error in the nomination papers to be rectified if the party applies to him in person.

Rule 5

As soon as possible after the time for filing of nominations is over, the committee shall display the list of candidates, from whom the nomination papers have been received, on Notice Board of the Club as well as on social media journalistic forums and issue a press release for this purpose. The list should also carry the name of the proposer and the seconder against every candidate.

Rule 6

Each candidate for a post or posts, if applying in person, shall be permitted to examine the nomination papers of all other candidates contesting election against him/her for that post or posts on examination day.

Any candidate may raise any objection in writing to the validity of nomination of any other candidate opposing him. All objections reaching the election committee after examination day shall be treated as void.

Rule 7

The Election committee shall hear explanations, if any, from candidates whose nominations have been objected to by opposing candidates or by the committee on its own motion. After hearing the candidates whose nomination were deemed prima facie invalid, the Committee shall give its findings regarding the validity or otherwise of such nomination paper in writing.

Rule 8

The Committee shall not object any nomination paper except on the following grounds:

- a) If, the candidate, his/her proposer or seconder or all of them are not council members or that the signature of any of them on the relevant nomination paper is not genuine.
- b) the candidate his/her proposer or seconder have proposed or seconded any other nomination paper proposing or seconding another council member for the same office provided that the Council Member may validly propose and second nominations for other offices and up to 10 for memberships of the Government Body.

Rule 9

The Election Committee shall, as soon as possible, after it has given its findings on the explanations of candidate, release a list of candidates for the election as it stands after the completion scrutiny of nomination papers and display it on the Club Notice Board as well as issue a press release for this purpose.

Rule 10

Withdrawals shall be allowed until 10.00 p.m. on the withdrawal date through a written request by the candidate to the Chairman of the Election Committee or his/her nominees and no such request for withdrawal shall be entertained after that time. An hour after the time for withdrawal is over, the final list of contesting candidates shall be affixed on the notice board and published in such other manners as the Election Committee may deem fit.

Rule 11

If after withdrawals, the Committee finds only one valid nomination for any office-holder or as many nominations as there are seats of members on the Governing Body, it shall declare the candidate or candidates elected uncontested to those posts, and shall cause a notice to that effect affixed on the notice board.

Rule 12

The Committee shall determine the hours of polling on the polling day and display the timings on the Club Notice Boards and at other prominent places inside the Press Club building. The Chairman or any of his /her nominee will have the power to extend the time provided both the candidates for the post of president or secretary make such a request for this purpose.

Rule 13

If at any time polling is interrupted for any reason beyond the control of the committee, it shall immediately order a fresh poll and shall fix date and time for holding partial or full re-polling and notify it in such manner as it may deem fit. In such an event, a re-poll within 48 hours shall be deemed adequate.

Rule 14

A Council Member shall have as many votes as there are vacancies being contested whether of office holders or of member of the Governing Body he may if he so chooses not exercise any of his votes but he may not give more than one vote to anyone person for the same vacancy. Any vote so exercised shall be deemed invalid.

Rule 15

Ballot papers shall be in the form prescribed in these rules and any vacancies not being contested shall be omitted.

Rule 16

Members shall record votes by affixing a cross against the name of the candidate they vote for. No vote shall be invalid only for the reason that a member has voted for the same candidate contesting for the different offices and or membership of the Governing Body.

Rule 17:

Voting shall be by secret ballot and no member shall be asked to disclose whom he/she voted for by any authority including the General Council.

Rule 18:

Subject to the preservation of order and good behaviour candidates or their nominees

may in the discretion of the election committee be allowed to be present at the time of counting of votes which shall as far as possible to be done immediately after polling is over.

Rule 19:

Results shall be announced as soon as counting and recounting is over and recorded and published through a notice on the notice board. The next day the Election Commission shall notify the Results in writing and fix its seal on the letter which should be given to the winning contestants besides displaying it on the notice Board.

Rule 20:

Ballot papers and other records of an election shall be preserved till 90 days after announcement of results. Any candidates aggrieved may appeal to the General Council to order recounting and examination of counter foils and unused ballot papers to determine any dispute in an election, by a tribunal of not more than three members of the club. No such appeal shall be entertained unless it has been presented to the Secretary or the Joint Secretary during his absence, within ten days of the announcement of the result of the elections and is accompanied by a cash deposit of Five Thousand Rupees which shall be forfeited to the Club in case the appeal is rejected.

Rule 21:

Final appeals relating to the rejection of a nomination paper or papers shall lie to the General Council and no such appeal shall be entertained unless presented within ten days of the rejection of the nomination to the Secretary or during his absence to the Joint Secretary and is accompanied by a cash deposit of Rs. 100/- which shall be forfeited to the Club in case the appeal is rejected. A tribunal not more than three member shall be appointed as in Rule 20 to reopen the question of validity of the nomination of the appellent.

Specimen Ballot Paper (Under Rule 15 of the Schedule)
Record your Vote with Mark ‘X’ or √

President: (Only One Seat)

- (a) Mr/Mrs/Miss
- (b) Mr/Mrs/Miss
- (c) Mr/Mrs/Miss

Vice President: (1 Women + 3 Men= 4 Seats)

- (a) Mr/Mrs/Miss
- (b) Mr/Mrs/Miss
- (c) Mr/Mrs/Miss
- (d) Mr/Mrs/Miss

Secretary: (Only One Seat)

- (a) Mr/Mrs/Miss
- (b) Mr/Mrs/Miss
- (c) Mr/Mrs/Miss

Secretary Finance: (Only One Seat)

- (a) Mr/Mrs/Miss
- (b) Mr/Mrs/Miss
- (c) Mr/Mrs/Miss

Joint Secretary :(1 Women + 3 Men= 4 Seats)

- (a) Mr/Mrs/Miss
- (b) Mr/Mrs/Miss
- (c) Mr/Mrs/Miss
- (d) Mr/Mrs/Miss

Member of the Governing Body: (2 Women+15 Men= 17 Seats)

- 1. Mr/Mrs/Miss
- 2. Mr/Mrs/Miss
- 3. Mr/Mrs/Miss
- 4. Mr/Mrs/Miss

5. Mr/Mrs/Miss
6. Mr/Mrs/Miss
7. Mr/Mrs/Miss
8. Mr/Mrs/Miss
9. Mr/Mrs/Miss
10. Mr/Mrs/Miss
11. Mr/Mrs/Miss
12. Mr/Mrs/Miss
13. Mr/Mrs/Miss
14. Mr/Mrs/Miss
15. Mr/Mrs/Miss

Seats allocated for Women

16. Mr/Mrs/Miss
17. Mr/Mrs/Miss

N.B. You have seventeen votes for members of Governing Body. Put 'X' or \surd mark against only seventeen; if more marks are put above than all your seventeen votes then all votes will be invalid. You have one vote each for each of the eleven office bearers, namely One President; 4 Vice-Presidents including One Female Journalist; One Finance Secretary, One Secretary, and 4 Joint Secretary One seat for Female Journalist). Put 'X' marks on the names of required number of seats for each office, If you vote for more than specified number and criteria, your vote in respect of that office will be declared invalid.