

CONSTITUTION (BYLAWS)

Special Talent Exchange Program

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Article 1: Name of the Charity

The official name of the charity shall be **Special Talent Exchange Programme (STEP).**

We will deliberately avoid using terms such as "disabled" or "special," as our charity is founded on principles of inclusivity and equality. Internationally, the term "Persons with Disabilities" is preferred in disability-related contexts to identify individuals in light of their abilities and rights. We aim to create an environment where all individuals have equal opportunities, recognizing disability not as an obstacle to personal development but as a diverse human experience.

Article 2: Principal Office Address

The principal office of the charity shall be located at: Flat 11, First Floor, Wilayat Market, Street 169, Sector G-13/3, Islamabad, PAKISTAN

Article 3: Area of Operation

The primary area of operation of the charity shall be **Islamabad.**

Article 4: Aims and Objectives

The **Special Talent Exchange Programme (STEP)** is committed to fostering an inclusive society by empowering individuals with and without disabilities. The key aims and objectives of the charity are:

1. **Inclusion & Equal Opportunities** – To promote equal opportunities for persons with disabilities and ensure their full participation in all aspects of life.
2. **Skill Development & Capacity Building** – To provide training, education, and capacity-building programs to enhance the skills and employability of individuals.
3. **Advocacy & Awareness** – To advocate for the rights of persons with disabilities and raise awareness about accessibility, inclusion, and disability rights.
4. **Policy Engagement & Research** – To collaborate with policymakers, institutions, and stakeholders to develop and implement disability-inclusive policies.
5. **Accessibility & Assistive Technology** – To promote accessibility in physical and digital spaces, ensuring inclusive design and assistive technologies.
6. **Entrepreneurship & Economic Empowerment** – To create opportunities for self-employment and entrepreneurship for persons with disabilities.
7. **Networking & Collaboration** – To build networks with national and international charity s working towards disability rights and inclusion.

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8. **Emergency & Disaster Response** – To ensure the inclusion of persons with disabilities in disaster risk reduction and emergency response plans.
9. **Sports, Arts & Cultural Activities** – To encourage participation in sports, arts, and cultural activities for personal and social development.

Article 5: Nature of the Charity

1. **Non-Political & Non-Sectarian** – STEP shall be a **non-political, non-sectarian**, and **voluntary social welfare charity,** dedicated to promoting inclusion and empowerment without any discrimination.
2. **Affiliation** – STEP may seek **affiliation or collaboration** with other voluntary welfare organizations and agencies that align with its mission and objectives.

Article 6: Membership

The membership of the Charity shall consist of the following types, each of which shall play its specific role in ensuring **the effective functioning and governance** of the Charity:

General Body Members

General Body Members shall be the basic unit of the charity and shall play an active role in its decision-making process. These members shall have an authoritative position within the charity, and shall be involved in various important matters, including the right to vote in the election of the Executive Committee.

These members shall uphold the mission, values, and principles of the charity and play their role in promoting them. Their responsibilities shall include implementing the rules and regulations of the charity, ensuring transparency and accountability, and participating in the activities of the charity.

General Body Members shall be of two types:

- **Founding Members** – Individuals who played a fundamental role in the establishment of the charity and participated in the formulation of its objectives.
- **Ordinary Members** – Individuals who are aligned with the mission and objectives of the charity and wish to associate with the charity and contribute to its activities and development.

Article 7: Organizational Structure

The charity structure consists of a **General Body Members, Advisory Board, and Executive Committee**.

The **General Body** will comprise all core members of the charity.

The **Advisory Board** shall serve in an advisory capacity, with its primary functions being the provision of strategic counsel, policy recommendations, and oversight support. The Advisory Board shall not be involved in the routine operational management of the organization. Its members shall be nominated upon the recommendation of the Executive Committee and shall

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formally appointed by the Executive Committee. The Advisory Board shall assist the organization in matters pertaining to long-term planning, external relations, and institutional development.

The **Executive Committee** shall serve as the principal executive body of the charity, responsible for the day-to-day management of operations, implementation of policies, and execution of programs in alignment with the approved strategic and financial plans. It shall operate under the overall guidance of the Advisory Board and ensure that all activities are conducted in accordance with the policies and directives set forth by the Advisory Board.

Article 8: Powers and Functions of Office Bearers

8.1. Advisory Board

The Advisory Board shall consist of experienced professionals and experts who will provide strategic guidance, consultation, and support to the charity. While not involved in the day-to-day management, their insights will contribute to long-term planning, fundraising efforts, and advocacy initiatives. Each membership category shall have its own role, responsibilities.

Number of Advisory Board Members

- The Advisory Board shall have a minimum of six (6) and a maximum of ten (10) members.
- To maintain this number, the Executive Committee shall periodically nominate new members or renew existing memberships as needed.

Responsibilities of the Advisory Board

Members of the Advisory Board shall assist the charity in the following areas:

- Provide recommendations for improving the charity 's vision, objectives, and policies.
- Identify new partnerships and opportunities for charity al growth.
- Establish connections with potential funding sources and donors to ensure financial sustainability.
- Support local and international fundraising campaigns.
- Foster relationships with government agencies, the private sector, and other stakeholders to enhance the charity 's reputation.
- Provide advisory support on policy development and legal rights.
- Offer technical and professional guidance based on their field of expertise.
- Conduct research, assessments, and provide recommendations for improving charity al programs and projects.

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2. Executive Committee

The Executive Committee shall comprise the following members, who shall be elected exclusively from the General Body members:

1. President, Muhammad Atif, (61101-1109064-3), 03319562165
2. Vice President, Abia Akram (61101-7805755-0), 03018503533
3. General Secretary, Asfandyar Khan (17201-3786724-9), 03005329888
4. Program Manager, Saima Aslam (37405-6822856-0), 03135266735
5. Secretary Treasurer, Yusra Gilani (61101-4025703-2), 03459473331
6. Communication Manager, Maria Qureshi (34603-2099560-4), 03324619615
7. Secretary Information, Muneeb Ahmed Mughal (13302-0460734-9), 03125360540

Responsibilities of the Executive Committee Members:

President:

- Provide overall leadership to the charity.
- Preside over all meetings and guide decision-making in line with the mission and objectives of the charity.
- Represent the charity at national and international levels.
- Ensure communication with the Advisory Board and other relevant entities.
- Oversee the implementation of the charity 's development plans and policies.

Vice President:

- Assume the duties of the President in their absence.
- Assist the President in implementing various projects and policies of the charity.
- Collaborate with other committee members for charity al growth.
- Facilitate effective communication between the Advisory Board and the Executive Committee.

General Secretary:

- Manage all administrative affairs and records of the charity.
- Prepare agendas and minutes for all meetings and maintain official records.
- Oversee correspondence, reports, and official documents of the charity.
- Ensure effective communication between the Executive Committee and the Advisory Board.

Secretary Treasurer:

- Supervise the financial affairs of the charity.
- Prepare budgets, financial reports, and accounts.
- Manage charity al funds, donations, and expenditures transparently.
- Present an annual financial report to the Advisory Board.

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Program Manager:

- Plan, monitor, and execute all charity al projects and activities.
- Coordinate with resources, staff, and partners to ensure successful completion of programs.
- Monitor project progress and report to the Advisory Board.
- Develop strategies to ensure the sustainability and effectiveness of programs in alignment with charity al objectives.

Secretary Information:

- Responsible for managing internal communication in line with organizational protocols.
- Ensure timely dissemination of official information to the Advisory Board and General Body via email and WhatsApp.
- Maintain records and archives of all communications, ensuring compliance with organizational policies and legal standards.

Communication Manager:

- Manage the charity 's promotional campaigns and communication strategies.
- Promote charity al objectives through social media, the website, newsletters, and other platforms.
- Establish and maintain relationships with other charity s, media, and the community to enhance charity al outreach.
- Develop strategies to effectively disseminate the charity 's messages to relevant audiences.

Article 9: Elections

Election Process of the Executive Committee:

- The Executive Committee shall consist of seven (7) members elected through voting by the General Body members.
- Each General Body member shall have the right to self-nominate or nominate an eligible candidate.
- All candidates must submit a written profile detailing their experience, qualifications, and expertise in charity al affairs.
- The Election Committee shall review the eligibility of candidates to ensure alignment with the charity 's mission and objectives.

Election Procedure:

- Elections shall be conducted based on democratic principles, ensuring all General Body members have the right to vote.
- Elections shall be held every three (3) years to maintain the democratic process within the charity.
- Voting may be conducted through hand-raising or a secret ballot voting system.
- The election results shall be announced by an independent Election Committee to uphold transparency.

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Term of Office:

- The elected members of the Executive Committee shall serve a tenure of three (3) years.
- A member may seek re-election upon the completion of their term, provided they continue to adhere to the charity's principles and policies.
- To ensure stability within the charity, renewal or replacement of Executive Committee members shall occur every three years through elections.

Article 10: Meetings

General Body Meetings

The General Body meeting shall be held once every two years (June). All registered members shall be entitled to attend the General Body meetings. Notice of the meeting, including the date, time, venue, and agenda, shall be issued at least thirty (15) days in advance through written communication, which may include email, official website announcements, or postal mail. The agenda shall cover key matters such as the charity's annual performance review, financial statements, and future policy directions. Meetings shall be held at the charity's principal office or at an alternative venue approved by the Advisory Board. To facilitate broader participation, online or hybrid formats may also be utilized when deemed appropriate.

Advisory Board Meetings

The Advisory Board shall meet once every two (2) years. In case of critical matters, a special meeting may be convened with the approval of the Executive Committee. Meetings shall focus on long-term strategy and policy advisory. Agendas and documents shall be shared at least twenty (15) days in advance. While non-binding, Advisory Board recommendations shall be duly considered in decision-making. Meetings shall be held at the charity's head office or another approved venue, with the option for online or hybrid formats.

Executive Committee Meetings

The Executive Committee shall convene at least once in a six month to deliberate on key organizational matters, including policies, budgets, and programmatic planning. In the event of urgent or unforeseen issues, an emergency meeting may be called by the President or upon the written request of two-thirds of the Committee members. The agenda for each meeting shall be circulated to all members no less than fifteen (15) days in advance. A quorum for any meeting shall consist of no less than fifty percent (50%) of the total members. Minutes of each meeting shall be duly recorded and presented for approval in the subsequent session. Meetings shall ordinarily be held at the organization's principal office; however, virtual or hybrid formats may be employed as necessary to ensure participation.

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ASFANDYAR KHAN
GENERAL SECRETARY

Article 11: Financial Management

1. The financial year of STEP shall commence on July 1st and conclude on June 30th.
2. STEP's funds shall be maintained in a commercial bank approved by the government and recommended by the Council.
3. All financial accounts shall be managed under the joint signatures of the Treasurer and the President.
4. An annual audit of STEP's financial accounts shall be conducted by a Chartered Accountant or Auditing Firm, nominated by the General Body and approved by the Registration Authority. The resulting audit report shall be published on the charity's official website and circulated to all members of the General Body.
5. STEP shall not issue donations to any other charity or organization unless expressly approved by the Executive Committee.
6. All financial resources, income, and property of STEP shall be utilized exclusively for the attainment of the organization's objectives. No part thereof shall be distributed as profit, dividend, or bond, nor directly or indirectly transferred to any member or their relatives.
7. In the event of financial irregularities, mismanagement, or fraud, the Executive Committee shall take corrective action by:
    a. Constituting a special inquiry committee for internal investigation;
    b. Referring the matter to competent legal authorities where necessary;
    c. Removing individuals found guilty from any position within the organization and prohibiting future affiliation.

Article 12: Amendments to the Constitution

1. Amendments to the Constitution shall be made through a special meeting of the General Body convened specifically for this purpose.
2. Any amendment shall require approval by at least two-thirds (⅔) of the active members of the General Body.
3. No amendment to the Constitution, Memorandum of Articles, Rules and Regulations, or Bylaws of STEP shall be made without prior approval from the Registration Authority.

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Article 13: Dissolution of the Society

Voluntary Dissolution

- STEP may be dissolved through a special resolution passed by at least three-fifths (60%) of the Executive Body members.
- The Executive Body shall submit a dissolution request to the Registration Authority in accordance with Section 12 of the Islamabad Capital Territory Charities Registration, Regulation, and Facilitation Act 2021.
- The Registration Authority shall review the dissolution request, along with financial and operational records, and issue a de-registration order upon fulfillment of legal requirements.

Involuntary Dissolution

- STEP may be de-registered by the Registration Authority in the following cases:
- If the charity acts against its Charter, Bylaws, or objectives.
- If the charity is involved in financial irregularities, fraud, or activities against public interest.
- If the charity fails to comply with the conditions set under Sections 11 and 13 of the Act.
- Prior to de-registration, the Registration Authority shall issue a Show Cause Notice, providing an opportunity for clarification.

Appeal Process

- If STEP is de-registered, the charity may file an appeal within 30 days before the Chief Commissioner, Islamabad Capital Territory (Appellate Authority).
- The Appellate Authority shall review the case and issue a final decision within 90 days.

Asset Distribution Upon Dissolution

- Upon dissolution, all outstanding debts and liabilities shall be settled first.
- If any assets remain, they shall be transferred to another registered charitable charity with similar objectives, as determined by the Registration Authority, ensuring their use for public welfare.
- All bank accounts, securities, or assets of STEP shall remain frozen until the legal liquidation process is completed.

Notification of Dissolution

- Upon dissolution, the Registration Authority must be formally notified in writing within 14 days, as stipulated in Section 12(5) of the Act.

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ASFANDYAR KHAN
GENERAL SECRETARY

Article 14: Additional Governance

Representation and Quota:

- A minimum of 30% of the seats on the Executive Committee shall be reserved for women to ensure gender equality.
- As the charity is managed by persons with disabilities, at least 50% of seats in all administrative structures shall be reserved for persons with disabilities to ensure their diverse needs are effectively incorporated.
- The charity may allocate additional seats as necessary to ensure representation of minorities and other vulnerable groups.

Conflict of Interest Policy

- Any Executive Committee and Advisory Board Members employed by the charity shall not vote or interfere in decisions related to their employment.
- Any member having a financial interest in a company, entity, or individual engaged in funding or procurement for the charity shall abstain from voting on such matters.
- Any conflict-of-interest complaint shall be resolved by a special committee under the supervision of the Advisory Board.

Annual Policy Review:

- All charity's policies shall be reviewed annually by the Advisory Board and the Executive Committee.
- If any improvements or amendments are required, they shall be implemented upon approval by the General Body.

Legal Compliance:

- All charity al policies shall be in accordance with the Islamabad Capital Territory Charities Registration, Regulation, and Facilitation Act 2021.
- If the government introduces any new policy or legislation, the charity shall amend its bylaws accordingly.

Article 15: Legal Status and Limited Liability:

The Charity shall operate as a non-profit, non-distributing entity. No portion of its income, profit, or assets shall be distributed to any individual. All funds and resources shall be utilized exclusively for the achievement of the objectives for which the Charity has been established, including investments permitted under applicable laws.

The Charity shall possess perpetual succession, allowing it to continue its legal existence notwithstanding any changes in its membership or governing bodies.

The liabilities of the Charity shall be strictly limited to its assets. No member, officer, or affiliated individual shall be personally liable for the debts or obligations of the Charity beyond the extent of its available assets.

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MUHAMMAD ATIF PRESIDENT	ABIA AKRAM VICE PRESIDENT	ASFANDYAR KHAN GENERAL SECRETARY

We, the undersigned individuals whose names and addresses are set forth herein, do hereby express our intention to constitute and form this Charity in accordance with the provisions of this Constitution.

S No.	Name, Designation	CNIC No	Phone	Signatures
1	Muhammad Atif, President	61101-1109064-3	03319562165	
2	Abia Akram, Vice President	61101-7805755-0	03018503533	
3	Asfandyar Khan, General Secretary	17201-3786724-9	03005329888	
4	Saima Aslam, Program Manager	37405-6822856-0	03135266735	
5	Yusra Gilani, Secretary Treasurer	61101-4025703-2	03459473331	
6	Maria Qureshi, Communication Manager	34603-2099560-4	03324619615	
7	Muneeb Ahmed Mughal, Secretary Information	13302-0460734-9	03125360540	

CERTIFIED TO BE TRUE AND CORRECT COPYO F CONSTITUTION OF "Special Talent Exchange Program (STEP)"

Islamabad Dated: 10th March 2025

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MUHAMMAD ATIF
PRESIDENT

ABIA AKRAM
VICE PRESIDENT

ASFANDYAR KHAN
GENERAL SECRETARY