

# CONSTITUTION



**PAKISTAN HANDBALL  
FEDERATION, 2026**

# ***CONSTITUTION***

## ***OF THE***

## ***Pakistan Handball Federation***

### ***Article –I***

#### ***Name***

***The Organization shall be called the Pakistan Handball Federation***

### ***Article –II***

#### ***Jurisdiction***

***The jurisdiction of the Pakistan Handball Federation shall extend throughout Pakistan, the acceding States and the Territories under the control of Pakistan.***

### ***Article –III***

#### ***Headquarter***

***The Headquarter of the Pakistan Handball Federation shall be located in Faisalabad or as decided by the General Council of the Federation.***

## **ARTICLE –IV**

### *Definitions and Interpretation of Terms*

*The terms and abbreviations used hereinafter shall mean*

- |                                |  |  |                          |                              |                           |                            |  |                           |                                |  |  |
|--------------------------------|--|--|--------------------------|------------------------------|---------------------------|----------------------------|--|---------------------------|--------------------------------|--|--|
| 1.                             | <i>IOC</i>   | <i>International Olympic Committee</i>   |                          |                              |                           |                            |  |                           |                                |  |  |
| 2.                             | <i>WADA</i>  | <i>World Anti Doping Agency</i>  |                          |                              |                           |                            |  |                           |                                |  |  |
| 3.                             | <i>POA/NOC<br/>Pakistan</i>  | <i>Pakistan Olympic Association</i>  |                          |                              |                           |                            |  |                           |                                |  |  |
| 4.                             | <i>IHF</i>   | <i>International Handball Federation</i>   |                          |                              |                           |                            |  |                           |                                |  |  |
| 5.                             | <i>AHF</i>   | <i>Asian Handball Federation</i>   |                          |                              |                           |                            |  |                           |                                |  |  |
| 6.                             | <i>CHA</i>   | <i>Commonwealth Handball Association</i>   |                          |                              |                           |                            |  |                           |                                |  |  |
| 7.                             | <i>SAHF</i>  | <i>South Asian Handball Federation</i>   |                          |                              |                           |                            |  |                           |                                |  |  |
| 8.                             | <i>PSB</i>   | <i>Pakistan Sports Board</i>   |                          |                              |                           |                            |  |                           |                                |  |  |
| 9.                             | <i>PST</i>   | <i>Pakistan Sports Trust</i>   |                          |                              |                           |                            |  |                           |                                |  |  |
| 10.                            | <i>Federation</i>  | <i>Pakistan Handball Federation</i>  |                          |                              |                           |                            |  |                           |                                |  |  |
| 11.                            | <i>Member Unit</i>   | <i>Association/Organization affiliated with Federation</i>   |                          |                              |                           |                            |  |                           |                                |  |  |
| 12.                            | <i>Association</i>   | <i>The Provincial Handball Associations</i>  |                          |                              |                           |                            |  |                           |                                |  |  |
| 13.                            | <i>Other Associations</i>  | <i>Federally Administered Areas Association</i>  |                          |                              |                           |                            |  |                           |                                |  |  |
| 14.                            | <i>Service<br/>Organization</i>  | <p style="margin: 0;"><i>Departmental Sports Organization constituted at:</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;"><i>i) Pakistan WAPDA</i></td> <td style="width: 33%; padding: 2px;"><i>ii) Pakistan Railways</i></td> <td style="width: 33%; padding: 2px;"><i>iii) Pakistan Army</i></td> </tr> <tr> <td style="padding: 2px;"><i>iv) Pakistan Police</i></td> <td style="padding: 2px;"><i>v) Higher Education<br/>Commission/Pakistan<br/>University Sports Board</i></td> <td style="padding: 2px;"><i>vi.. Pakistan Navy</i></td> </tr> <tr> <td colspan="3" style="padding: 2px;"><i>vii. Pakistan Air Force</i></td> </tr> </table> | <i>i) Pakistan WAPDA</i> | <i>ii) Pakistan Railways</i> | <i>iii) Pakistan Army</i> | <i>iv) Pakistan Police</i> | <i>v) Higher Education<br/>Commission/Pakistan<br/>University Sports Board</i> | <i>vi.. Pakistan Navy</i> | <i>vii. Pakistan Air Force</i> |  |  |
| <i>i) Pakistan WAPDA</i>       | <i>ii) Pakistan Railways</i>   | <i>iii) Pakistan Army</i>  |                          |                              |                           |                            |  |                           |                                |  |  |
| <i>iv) Pakistan Police</i>     | <i>v) Higher Education<br/>Commission/Pakistan<br/>University Sports Board</i> | <i>vi.. Pakistan Navy</i>  |                          |                              |                           |                            |  |                           |                                |  |  |
| <i>vii. Pakistan Air Force</i> |  |  |                          |                              |                           |                            |  |                           |                                |  |  |
| 15.                            | <i>i) PHWA</i>   | <i>Pakistan Women Handball Association</i>   |                          |                              |                           |                            |  |                           |                                |  |  |
|                                | <i>ii) HRAP</i>  | <i>Handball Referees Association of Pakistan</i>   |                          |                              |                           |                            |  |                           |                                |  |  |
| 16.                            | <i>Constitution</i>  | <i>Constitution of Pakistan Handball Federation</i>  |                          |                              |                           |                            |  |                           |                                |  |  |
| 17.                            | <i>President</i>   | <i>President of Pakistan Handball Federation</i>   |                          |                              |                           |                            |  |                           |                                |  |  |
| 18.                            | <i>Vice President</i>  | <i>Vice President of Pakistan Handball Federation</i>  |                          |                              |                           |                            |  |                           |                                |  |  |
| 19.                            | <i>Secretary General</i>   | <i>Secretary General of Pakistan Handball Federation</i>   |                          |                              |                           |                            |  |                           |                                |  |  |
| 20.                            | <i>Treasurer</i>   | <i>Treasurer of Pakistan Handball Federation</i>   |                          |                              |                           |                            |  |                           |                                |  |  |
| 21.                            | <i>Associate Secretary</i>   | <i>Associate Secretary of Pakistan Handball Federation</i>   |                          |                              |                           |                            |  |                           |                                |  |  |
| 22.                            | <i>Executive Member</i>  | <i>Member of the Executive Committee of Pakistan Handball Federation</i>   |                          |                              |                           |                            |  |                           |                                |  |  |
| 23.                            | <i>(i) Life President</i>  | <i>Life President of Pakistan Handball Federation</i>  |                          |                              |                           |                            |  |                           |                                |  |  |
|                                | <i>(ii) Life Member</i>  | <i>Life Member of Pakistan Handball Federation</i>   |                          |                              |                           |                            |  |                           |                                |  |  |

## **ARTICLE – V**

### ***Aims, Objects and Role***

*The aims, objects and role of Pakistan Handball Federation shall be: -*

1. *To promote, develop, regulate and control the sport of all kind of Handball in Pakistan.*
2. *To follow and enforce the Rules and Regulations of International Handball Federation/Asian Handball Federation.*
3. *To promote formation of affiliated Associations/ Organizations.*
4. *To coordinate and control activities in respect of Handball in all ways including the holding of tournaments. Organizing of National Championship, Senior, Junior and Women under its own or under the auspices of any of its affiliated Member Units.*
5. *To collect funds for the purpose of the Federation and utilize the same in such a manner as may be considered desirable for the attainment of the aims and objects of the Federation.*
6. *To Select teams and officials to represent Pakistan in the Handball Programmes to be held within the country and abroad.*
7. *To create, standardize and regulate structures of Technical Officials/Referees, Coaches and Administrators under Executive Committee of the Federation.*
8. *To establish Training Camps and organize Promotional Programmes for expanding and raising standard of Handball in Pakistan.*
9. *To communicate with the Pakistan Olympic Association, Pakistan Sports Board, Pakistan Sports Trust, International Handball Federation, Asian Handball Federation, South Asian Handball Federation, Commonwealth Handball Association and other Governmental Bodies when required.*
10. *To take action against violence in Handball and against any form of discrimination on grounds of race, religion, politics and sex etc.*
11. *To ensure the observance of World Anti Doping Code of WADA approved by the IOC and POA and fight against doping and use of substances and procedures prohibited by the IOC or the International Handball Federation.*

12. *To encourage women participation in Handball create Women Association at National and Provincial levels and induct Women in the General Council/Executive Committee of the Federation with the strength as per POA's directive at National and Provincial levels.*
13. *To ensure resolution of all disputes in the Federation and its affiliated member units through arbitration.*
14. *To create Athletes /players Commission with Terms of Reference in line with the Constitution of POA.*
15. *To establish Medical and Scientific Commission for Anti-Doping and for improving performance of the Players.*
16. *To launch Youth Development Programmes at grass- root levels.*
17. *To improve administration and technical structures of the Federation and the Associations from National to the District levels.*
18. *To do all other acts and things as deemed to be necessary or conducive to carry out Aims, Objects and Role of the Federation.*

## ***ARTICLE –VI***

### ***Membership***

1. *The Membership of the Pakistan Handball Federation shall be open to the following:*
  - i. *Provincial Handball Associations having affiliated District/Divisional Handball Associations starting from the club levels or Players levels. The Controlling Body of Handball in a Province shall be affiliated with the respective Provincial Olympic Association, who will certify the bonafides of the said Body as required by the Constitution of POA.*
  - ii. *Controlling Body of Handball in Services Organizations subject to fulfilling the criteria as laid down in the Constitution.*
  - iii. *Controlling Body of Handball in the Federally Administrated Territory of Islamabad, provided the body complies with the Eligibility conditions as prescribed in the constitution.*
  - iv. *Controlling Body of Handball in FATA (Federally administered Tribal Areas) provided the Body fulfills the Eligibility Conditions prescribed in the Constitution.*

- v. *Controlling Body of Handball in the Federally Administered Northern Areas provided the Body fulfills the minimum Eligibility Conditions prescribed in the Constitutions.*
  - vi. *Controlling Body of Handball in Azad Jammu Kashmir (AJK) provided the Body fulfills minimum eligibility Conditions as laid down in the Constitution of the Federation and is in accordance with the Constitution and Rules of Pakistan as well as the Policy of POA.*
  - vii. *Pakistan Women Handball Association having provincial women Handball Associations affiliated with its respective provincial Handball Associations.*
  - viii. *Two representatives of Athletes/Players Commission of the Federation who are well educated and are nominated by the President, Pakistan Handball Federation.*
  - ix. *Two representatives of Handball Referees Association of Pakistan and are nominated by the President, Handball Referees Association of Pakistan.*
  - x. *Life President and life member(s)*
2. *Representation of the affiliated Member Units to the General Council of the Federation shall be as under*

<i>i) Provincial Association</i>	<i>Three (3) each</i>
<i>ii) Service Organization</i>	<i>Two (2) each</i>
<i>iii) Other Association</i>	<i>One (1) each</i>
<i>iv) Pakistan Women Handball Association</i>	<i>20% of total strength</i>
<i>v) Athletes/Players Commission of the Federation</i>	<i>Two (2) each</i>
<i>vi) Handball Referees Association of Pakistan</i>	<i>Two (2) each</i>
<i>vii) Life President</i>	<i>One (1)</i>
<i>viii) Life Member</i>	<i>One (1) or more</i>

## **ARTICLE –VII**

### **Eligibility for Membership**

#### **1. Provincial Associations**

*The Provincial Handball Associations shall be eligible for seeking and retaining membership of the Federation if they fulfill the following conditions.*

- i. *They have a Constitution each in line with the Constitution of the Federation.*
- ii. *They shall be constituted by the properly represented District/Divisional Associations, genuinely existing and functioning. The District Associations shall be constituted by the Active Clubs. The minimum number of Active Clubs in each district shall be five in case where Club System exists or at least 100 duly registered Players in case of where Club System does not exist.*
- iii. *All the Clubs affiliated with District Associations shall participate in the Annual District Championships and Provincial/National Championships if so required by the Provincial Associations/Federation.*
- iv. *Active Clubs shall have premises with playing facilities where activities of Handball shall take place at least 150 days in a year. Such Club shall have a proper management and some sort of financial support system to ensure sustainable activities of the Club during the year as well as its participation in the Tournaments, Competitions and Championships.*
- v. *The Clubs affiliated with the District Associations as well as Players registered with District Associations can also join Tehsil association of Handball. District Associations shall be registered with the Governmental Sports Bodies at District levels to receive the requisite financial and infrastructure/ logistics support of the Government to run the Handball activities efficiently. In case Tehsil/District Associations face any problem in this regard they shall bring the same to the notice of the Provincial Association.*
- vi. *They should hold regular Annual Provincial Handball Championships- senior, Junior and Women and tournaments on all Pakistan basis in a financial year in collaboration with the Federation. But minimum one provincial Handball championship/all basis Pakistan tournament is mandatory out of the above mentioned championships/tournaments.*
- vii. *They have women Association and induct 20% women on their General Councils / Executive Committees.*
- viii. *They are affiliated with the respective provincial Olympic Association who will certify bonafides of these Associations.*
- ix. *They are registered with the respective Provincial Sports Boards to receive financial, infrastructure and logistics support of the government for their activities. In case they face any problem in this regard they will bring the same to the notice of the Federation.*

- x. *They hold elections as embodied in their respective Constitutions on which one representative each from Federation, Provincial Olympic Association and Provincial Sports Board shall be called to attend the election meetings, so as to ensure transparency and compliance of the Constitutions of the Associations/ Federation.*
- xi. *They pay their affiliation fees and subsequent annual subscriptions to the Federation within the first three months of the Financial Year.*
- xii. *They participate without fail in the National Championships, Senior Junior and Women every year as well as participate in other Tournaments/ Competitions when asked by the Federation.*
- xiii. *The Constitutions of Provincial Handball Associations shall not conflict with the Constitution of Federation.*

2. **Services Organizations.**

*Services Organization shall be eligible to seek or retain Membership of the Federation only, if they are constituted on national basis and fulfill the following conditions.*

- a. *They have a Constitution/ Rules, Bye-laws in line with the Constitution of the Federation.*
- b. *They organize Inter- Unit / Inter-Divisional / Inter-Departmental championships every year at national level in which all their component Units, with bonafides employee Players from throughout the country, take part.*
- c. *They assist the Federation in organizing its Annual Championships / Tournaments / other Handball Programmes as and when so asked by the Federation.*
- d. *They pay their Affiliation Fees and subsequent Annual Subscriptions within first three months of the Financial year to the Federation.*
- e. *They participate without fail in the men and women National Championships as per the directions of the Federation.*

3. **Other Associations**

*Other Associations of the Federally Administered Areas like Islamabad, FATA, Northern Areas, Azad Jammu Kashmir etc. shall be eligible to seek or retain Membership of the Federations provided they fulfill the following conditions.*

- a. *They have a Constitution each in line with the Constitution of the Federation and shall be constituted by atleast 10 Active Clubs existing as per definition given under Article VI-1-iii or by the Representatives of atleast 200 registered Players if Clubs System does not exist.*
- b. *These Associations in their jurisdictions may create lower level Associations in line with the District Associations of the Province with whom Clubs / Players may be registered.*
- c. *They shall participate without fail in the Annual championships, Senior, Junior and Womens.(where applicable)*
- d. *They hold regular Annual championships and organize One Tournament to be participated by the clubs of the area under the jurisdiction.*
- e. *They hold elections as embodies in their Constitutions on which One representative of the Federation shall be called to attend the elections meetings, so as to ensure transparency and compliance of the Constitution of the concerned Association / Federation.*
- f. *They pay Affiliation Fees at the time of their affiliation with the Federation and subsequent Annual Subscription within the specified period as indicated in the Constitution of the Federation.*

**4. *Pakistan Women Handball Association.***

*(a) The number of lady members shall be 20% of the total strength of the General Council, who are elected by the Pakistan women Handball Association.*

*(b) Pakistan Women Handball Association having provincial Women Associations affiliated with its respective provincial Handball Association.*

**5. *Athletes /players Commission of the Federation***

*(a) There shall be an Athletes/players commission to fulfill the mission and objective with composition and functions as directed by POA.*

*(b) The commission shall be composed of such male and female players who at the time of their nomination are at least participating at National level competitions. Who are well educated and at least sixteen years of age and have never been sanctioned for a doping offence.*

*(c) The members of the commission shall be nominated for four years and can be renewed.*

*(d) The President shall approve the nomination of the suitable members for each term out of the list of*

*qualified players provided by the affiliated Federation units.*

*(e) The commission shall be represented at the general council with two (2) of its members nominated by the president and they shall have the right to vote.*

*(f) The commission shall be represented on the executive committee with at least one (1) member elected by the Pakistan Handball Federation General Council and he/she shall have right of vote.*

**6. Handball Referees Association of Pakistan.**

*The HRAP shall represent at General council with two (2) of its members nominated by the President, Handball Referees Association of Pakistan and they shall have the right to vote.*

**7. Life President and life Member(s)**

*Life President and life member(s) subject to a nomination proposed by the Secretary General and approval of the General Council, their shall be a Life President and Life Member(s) on the General Council of the Pakistan Handball Federation with the voting rights who are likely to be helpful in strengthening the effectiveness of Pakistan Handball Federation or who have rendered distinguished services to the cause of Sports/Handball*

**Notes :**

*1. The member units of the Federation shall submit to the Federation, before the end of May each year, their Annual Programmes to be pursued by them during the next Financial year. They will also submit their Annual Reports of Activities of the previous Financial year before the end of next September with special reference to the above stated Eligibility Conditions.*

*2. An Association / Service Organization/HRAP/PWHA applying for membership (affiliation) shall submit with its application, Affiliation Fee, a copy of its Constitution which shall be in line with the Constitution of the Federation, the list of Office Bearers and all such information, which establishes that all the relevant Eligibility Conditions as contained in the Constitution of the Federation are duly fulfilled.*

**ARTICLE –VIII**

**Subscription**

*1. Each Services Organization/Department/HEC shall pay Affiliation Fee as decided by the General Council at the time of its affiliation with the Federation and subsequently Annual Subscription of RS. 10000/- to the Federation. The payment of Annual Subscription shall be made before 30<sup>th</sup> September each Financial year of the Federation, which will also be the year of the Federation for all purposes, shall begin from 1<sup>st</sup> of July and end on 30<sup>th</sup> June.*

*2. NO representative of a Member Unit shall be entitled to vote at any meetings of the Federation*

3. *if the Member Unit is in arrears in respect of payment of its dues to the Federation.*
4. *A members Unit failing to pay Subscription or any other dues to the Federation for two years, for which at least two notices have been duly issued and served by the Secretary General / Treasurer, shall be liable to be removed from the Membership of the Federation through a decision of the General Council of the Federation.*
5. *Once a Member Unit is removed from the Membership of the Federation for non-payment of dues, application for re-admission will not be considered by the Federation unless all arrears have been paid along with a penalty of Rs.1000/- to the Federation*

## ***ARTICLE –IX***

### ***General Council***

1. *Supreme authority of the Federation shall be vested in the General Council consisting of authorized Representatives of affiliated Member Units as per Article VI-2 of the Constitution, duly elected Office Bearers of the Federation i.e. President, Vice Presidents, Secretary General, Treasurer and Associate Secretaries, lady members, and representatives of Athletes/players commission and representative of Handball Referees Association of Pakistan.*
2. *The number of lady members shall be 20% of the total strength of the General Council ,who are elected by the Pakistan Women Handball Association.*
3. *Two representatives of the Athletes/players Commission of the Federation for each term. Who are well educated and are nominated by the President.*
4. *Two representatives of the HRAP and are nominated by the President, Handball Referees Association of Pakistan.*

*General Council shall meet at least once a year. Other meetings of General council may also be held as and when summoned by the :-*

- i. *President*
- ii. *Executive Committee*
- iii. *At a request in writing from not less than 33% of the total strength of the persons eligible to attend the General Council meeting.*

5. *General Council shall meet to normally transact the following business: -*
- i. *To consider and approve admission and removal of Member Units.*
  - ii. *To approve the Pakistan Women Handball Association to promote, develop and regulate the women activities at national level under the directions of executive committee*
  - iii. *To elect office Bearers and members of the Executive Committee in an Elective General Council Meeting expressly convened for this purpose when elections are due.*
  - iv. *To consider and approve Audited Statement of Accounts. Statement of Accounts shall be for each year and shall be audited by Chartered Accountants appointed by the General Council.*
  - v. *To comprehensively consider and approve 4 year Programme of future activities of the Federation with yearly targets and measurable indicators in the Elective General Council Meeting or a Special General Council Meeting to be convened for the purpose within One month of elections.*
  - vi. *To critically consider and evaluate the Annual Report of Activities of the Federation and of the member Units submitted by the Secretary General.*
  - vii. *To consider and approve the amendments to the Constitution of the Federation.*
  - viii. *To consider and decide matters, not covered by the Rules or the Constitution of the Federation on the proposal of President.*
  - ix. *To take such other steps as may be necessary and expedient to carry into effect the Aims and Objects of the Federation.*
6. *The Quorum for meetings of the General Council shall be One Third of the total strength of the persons eligible to attend the General Council meeting.*
- (i) *In order to exercise their votes in the General Council meeting, Names of the Representatives from Member Units must be received in writing in the Federation's Secretariat at least three (3) days before the date of meeting, failing which they shall not be entitled to attend the meeting.*
  - (ii) *An elected Office Bearer representing a member Unit shall remain one of the*

*Representatives of the Unit on the General Council of the Federation for full term provided he/she continues to hold some Office of the Member Unit or his /her representation is not specifically withdrawn by the concerned Unit on cogent grounds. The intimation to this effect shall be provided jointly by the President and Secretary General of the concerned Member Unit to the Secretary General and President of the Federation at least one month before the General Council meeting of the Federation.*

- iii. *All business discussed and decided at a meeting of General Council shall be recorded in a Minute Book which shall be signed by the Chairman of the meeting Copies of the proceedings will be supplied to all Member Units and their authorized Representatives who attended the meeting within 45 days of the meeting.*
- iv. *21 days previous Notice shall be necessary for the meeting of the General Council.*
- v. *In the Event of a meeting of the General Council is not held on the appointed date for want of quorum, the same will be held on a subsequent date within a month with same agenda items without quorum. For this purpose 7 days previous notice shall be necessary for convening the said adjourned meeting of the General Council.*
- vi. *All decisions shall be taken by simple majority of votes in the General Council meeting unless otherwise provided in the constitution.*

## **ARTICLE –X**

### **Office Bearers**

- 1. *Following shall be the Office Bearers of the Pakistan Handball Federation who shall be elected after every four years in the Elective General Council Meeting of the Federation.*
  - i. *President* *One (1)*
  - ii. *Vice Presidents* *Six(6) out of which there shall be one(1) lady*
  - iii. *Secretary General* *One (1)*
  - iv. *Treasurer* *One (1)*
  - v. *Associate Secretary* *Three (3)*
  - vi. *Members Executive Committee* *Four-Eight (4-8)*

2. *All Office Bearers shall hold their Offices for Four years unless they resign or any of them is removed by the General Council on cogent grounds which inter-alia shall include unsatisfactory performance to be evaluated by the General Council in its Annual General Council meeting each year and for any other reason for which Notice to the concerned person has been duly served and opportunity of explaining his/her case has been provided.*

*An Office Bearers shall cease to hold office of the Federation if his/her representation is withdrawn by the concerned affiliated member unit through a decision taken by the General Council/Executive Committee/President of the said Member Unit and intimation of which is duly received by the Secretary General and President of the Federation at least 7 days before the meeting of the General Council/Executive Committee of the Federation, where this matter will be finally decided.*

3. *President Secretary General and Treasurer shall not hold any of these offices in any other National Federation.*
4. *President may not necessarily be the representative of any Member Units but all other Office Bearers shall be elected from amongst the authorized representatives of Member Units or the person eligible to attend the General Council meeting.*

#### **5. Tenure Restriction**

- (a) *One tenure of any member of Pakistan Handball Federation will be four years only.*
- (b) *President, Secretary General and Treasurer will be allowed a maximum of two tenure in any office of the Federation, after which they will become ineligible for holding the same posts. However, they will be allowed to contest next higher post at any time.*
- (c) *Tenure restriction will not be applicable on the office bearers of the Federation holding post of President or Secretary of World/Asian Federation.*
- (d) *An office bearers of Pakistan Handball Federation ,except the representative of department will not be allowed to be a member of any other Federation or Association within the country. He will however, be allowed to hold office in International Federations or Associations without any bar.*

### **ARTICLE –XI**

#### **Power and duties of the Office Bearers**

*Following shall be the powers and duties of the Office Bearers*

1. **President**

*The President shall be the head of the Federation. He shall preside over all meetings of the General Council/ Executive Committee and of any Committee of which he is a member. He shall interpret the provisions of the Constitution and Rules of the Federation. He shall be authorized to appoint Committee/ Sub Committees, define their Terms of Reference and take decisions on their Reports on behalf of the General Council / Executive Committee and issue directions for smooth working of the Federation on day to day basis. In case of equality of votes, he shall have the casting vote. In any emergency, the President shall have the powers to take any action on the suggestions or in consultation with the Secretary General but such action taken by President shall be reported to the General Council or the Executive Committee which in the ordinary course would have dealt with the matter.*

2. **Vice Presidents**

*In the absence of the President, one of the Vice Presidents and in their absence, a member elected will preside at the meeting of the General Council/Executive committee.*

3. **Secretary General**

- i. *Since the Secretary General holds a key responsibility to regulate and run the affairs of the Federation, so he must have at least the following qualifications.*
  - a. *Be a person having sufficient knowledge and experience of Handball for at least 5 years as a Player / Technical Official/ Coach/ Organizer.*
  - b. *Must be academically qualified and possess proficiency and experience of running an office of equivalent level.*
  - c. *Must possess communicative skills particularly in English language to interact with National and International level organizations.*
  - d. *Must have the qualities and experience of a dynamic sports leader and be capable to get the programmes and task accomplished from other administrative and technical groups of persons.*

- ii. *The Secretary General, in particular, shall perform the following duties:-*
- a. *To act as Secretary of the Federation, the Executive Committee and any other Committee/Sub Committee.*
  - b. *To perform all his duties under the control of the President and the Executive Committee.*
  - c. *To superintend and control the work of office.*
  - d. *To sign on behalf of the Federation and to conduct its correspondence.*
  - e. *To issue Notices and Agendas for all meetings.*
  - f. *To include, in the Agenda / Supplementary Agenda for the meetings of the General Council and Executive Committee, any matter duly proposed and seconded by a Member Unit or by any other person eligible to attend the said meetings and delivered to the Secretary General at least 15 days before the dates of the meetings of the General Council and Executive Committee respectively.*
  - g. *To record proceedings of all meetings and to obtain signatures of the Chairman thereon and supply copies to all concerned persons/ Member Unit.*
  - h. *To prepare jointly with the Treasurer the Annual Budget of the Federation. To keep a permanent advance of Rs.5000/- to meet expenditures of contingent nature, which may be recouped from time to time.*
  - i. *To Jointly operate Bank Accounts of the Federation along with Treasurer and Vice President (nominated by the president).*

#### **4. Treasurer**

- i. *To maintain with the assistance of the Secretary General accurate and upto –date Accounts of the Federation including Cash Book.*
- ii. *To receive and deposit immediately in the Bank all moneys receive on behalf of the Federation and make payments according to Federation’s decision communicated to him through Secretary General.*
- iii. *To prepare Statements of Accounts every year and get them audited by the approved Chartered Accountants as per decision of the Federation and lay the Audited Statement of*

*Accounts in the Annual General Council Meeting or the Elective General Council Meeting of the Federation, if the presentation of the said Statement is due.*

- iv. *To maintain a Stock Register.*
- v. *To prepare Annual Budget in consultation with the Secretary General and present the same to the General Council in its meeting, if the presentation of the Budget is due.*
- vi. *To jointly operate the Bank Account along with Secretary General and Vice President (nominated by President).*

**5. Associate Secretaries.**

- i. *In the absence of the Secretary General, one of the Associate Secretary shall perform all such duties of the Secretary General during his absence. While doing so he will keep the president apprised of his working.*

**ARTICLE –XII**

**Executive Committee**

**1. The Executive Committee shall consist of:-**

- i. *All Office Bearers viz President, Vice Presidents, Secretary General, Treasurer and Associate Secretaries.*
- ii. *Four –Eight (4-8) Members duly elected from amongst the representatives of affiliated Member Units.*
- iii. *Lady members whose strength shall be 20% of the total strength of the executive committee and they would be elected by the general Council out of the elected lady members on the General Council of the Federation.*
- iv. *One member of Athletes/players Commission of the Federation elected by the General Council out of the Two nominated Members on the General Council.*

**2. Meetings of the Executive Committee shall be held at least twice every year or as frequently as necessary, and at other times when summoned by, the President or at the written request of not less than 33% of the total strength of the persons eligible to attend the executive committee.**

**3. *Quorum* of the meetings shall be one third of the total strength of the Executive Committee. No**

*proxies shall be allowed at the Executive Committee meetings. Ten (10) days previous notice shall be necessary for a meeting of the Executive Committee.*

4. *All vacancies in the Executive Committee shall be filled in by the Executive Committee.*
5. *The Executive Committee may delegate any of its powers to:-*
  - i. *President or in his absence a vice President*
  - ii. *Secretary General*
  - iii. *A Sub-Committee appointed from amongst its Members*
6. *The Executive Committee shall exercise all powers of the Federation except those vested in the General Council and in particular shall have the powers and duties: \_*
  - i. *To observe in all transactions the provision of the Constitution of the Federation.*
  - ii. *To sanction the expenditures of the Federation.*
  - iii. *To raise funds for Federation.*
  - iv. *To prepare Coaching Schemes, organize Course for Technical Officials and Coaches and encourage holding of Tournaments and Competitions, with a view to popularizing and improving the standard of the Handball.*
  - v. *To take decision about holding of National Championships, Senior, Junior and Women.*
  - vi. *To summon General Council Meetings, when deemed necessary.*
  - vii. *To engage experts for conducting Coaches Courses and engage Coaches, for training of teams / players, from within or out of country and establish Coaching and Training Camps.*
  - viii. *To appoint Selection Committee consisting of not more than five members including Chairman and the Coach appointed by the Executive Committee. The members of the Selection Committee shall be technically qualified experts or Retired International Players of established repute and integrity.*
  - ix. *To appoint officials of the teams such as Managers, Assistant Managers, Coaches or other persons officials necessary to be included for the good performance of Players.*

- x. *To nominate representatives of the Federation to attend meetings of POA or any other such meetings where representative of the Federation is necessary.*
- xi. *To frame Rules and By-Laws for conducting business of the Federation.*
- xii. *To take suitable action against players, officials, organizers or any other person connected with the activities of the Federation for misconduct.*
- xiii. *To do all such other things as may be incidental or conducive for the attainment of Aims and Objects of the Federations.*

## **ARTICLE –XIII**

### **Meetings**

1. *The Elective General Council Meeting of the Federation shall be convened once after every four years, in which besides other matters, the elections shall be held, on which a Representative of Pakistan Olympic Association and a Representative of Pakistan Sports Board shall be invited by the Federation to ensure transparency of the elections. The Annual General Council Meeting of the Federation shall be held at least once in a year. The date and place of the meeting shall be determined by the Secretary General in consultation with the President or in his absence with one of the Vice Presidents, unless previously decided by the General Council or Executive Committee.*

*A special General Council meeting may also be held to transact specific business as and when summoned by the.*

- i. *President*
  - ii. *Executive Committee*
  - iii. *At the written request of not less than 33% of the total strength of the persons eligible to attend the General Council Meeting. The said request for the meeting must be accompanied with the statement of business proposed to be conducted in the requisitioned meeting.*
2. *The Secretary General shall give 21 days notice to all Member Units and the Concerned persons eligible to attend the Elective General Council meeting and Annual General Council Meeting. 10 days Notice shall be given by Secretary General in case of Special General Council Meeting. He shall circulate with the Notice a copy of Agenda, Annual Audited Statement of Accounts and Budget Estimates if due.*

3. *Decision in the Meetings of General Council and those of the Executive Committee shall be taken by the majority of Votes except in case of Amendments to the constitution.*

## **ARTICLE –XIV**

### **Performance Evaluation & Accountability**

1. *The Federation, in its Elective General Council Meeting or a Special General Council Meeting to be convened for the purpose within one month after the elections, shall comprehensively discuss and approve a 4 year Programme of its future activities, within the available budgets as well as with the resources to be generated by the Federation, by fixing yearly targets for improving standards of Handball in measurable terms. The Yearly Reports of activities with details of funds spent, shall be evaluated with particular reference to the Yearly Targets in the subsequent Annual General Council Meetings, which besides the representatives of the Federation, shall also be attended by the Representatives of Pakistan Olympic Association and Pakistan Sports Board, who must be invited by the Federation well ahead of the meetings. In case of unsatisfactory performance of the office bearers, the case shall be referred by the General Council to a committee comprising of three members from POA and Two members form the Federation. The committee shall forward its recommendation to the General Council of the Federation. In case the General Council fails to take action as per the recommendations, the case shall be referred to Performance Evaluation & Accountability Committee of POA to evaluate and putting up recommendation to POA President / General Council for final decision.*

## **ARTICLE –XV**

### **Amendments**

*Amendments to the Constitution of the Federation shall be made at the General Council meeting of the Federation. The proposed amendments must be circulated by the Secretary General at least 10 days before the meeting. The amendment shall be adopted only if two third of the Members present vote in favor and such votes are more than 50% of the total strength of the General Council.*

## **ARTICLE –XVI**

### **Registration of Athletes/Players**

1. *Every player shall be registered with one of the Member Units of the Federation with whose jurisdiction he resides or works, in accordance with the Rules for Registration approved by the Member concerned, however these Rules shall be in line with the Rules of the Federation. No player shall be registered with or be eligible to play simultaneously for two member units. All member units of the Federation shall provide the lists of their registered players to the federation in the month of September every year on the patron as prescribed by the Federation.*
2. *A player registered with one Association/ Other Association can get his registration transferred to another Association, if his place of work / residence is shifted from the jurisdiction one Association to the jurisdiction of another Association or his transfer application is approved by the member unit concerned.*
3. *A player of the Association / Other Association shall be concerned resident of the place where he resides or works.*
4. *A player whose place of work or residence is changed to the jurisdiction of another Association, he /she shall expiry of two months automatically cease to be registered with the member unit whose jurisdiction he has left.*
5. *A normal transfer period shall be effected in the month of July and August every year. The Executive Committee of the Federation shall be the final authority to decide any disputed case of registration.*
6. *A player registered with Provincial Association or any Other Association is eligible to join any of the Services Organizations by seeking employment on the basis of which he/she shall become a registered player of that Organization after completion of three months of service therein. He/She may get transfer through his parent Association on the payment Rs.25000/-as transfer fee.*

*The players of Services Organization shall be bonafide employees of those organizations.*

7. *The Services Organizations shall provide the lists of their registered players to the Federation every year in the month of September.*
8. *A player of Service Organization after having been relieved from service shall be eligible to join*

*any other Service Organization by seeking employment provided he / she has left the service under the Service Rules of the previous Service Organization. Players of Services Organizations shall be bonafides employees of those Organizations.*

## **ARTICLE –XVII**

### **Arbitration**

- 1. All disputes arising out of the working /functioning and performance of Federation and or any of its affiliated member units within itself or amongst each other shall be resolved through Arbitration. No affiliated Member Unit of the Federation nor any person associated in any manner with the Federation shall take the dispute of any nature relatable in any manner with the Member Unit or the Federation to any Court of law, but to the arbitration as provided in the Constitution of the Federation.*
- 2. The disputes in subordinate Units of the Federation from the lowest level to the level of the Federation shall be referred to the President of the next higher level Organization who shall resolve the dispute through arbitration thus disputes at club level shall be referred to the President of the respective District Association and similarly disputes at District level to the President of Provincial Association and so on and so forth to the Federation level. The disputes in the Federation shall be referred to the President POA for their resolution in the manner described above. The Executive Committee of POA shall be a Court of Appeal for resolution of disputes in the federation with POA and its decision will be binding on all concerned.*
- 3. Any decision made by the Executive Committee of POA may be submitted exclusively by way of Appeal to the IOC court of Arbitration for sports in Lausanne Switzerland who will resolve dispute in accordance with the Code of Sports- Related Arbitration. The time limit for Appeal is 21 days after receipt of the decision of the Executive Committee of POA on which Appeal is to be made.*

## **ARTICLE –XVIII**

### **Miscellaneous**

- 1. All funds of the Federation shall be deposited in the Bank selected by the Executive Committee in the name of the Federation and shall not be withdrawn except under the joint signature of any two of the following three i.e. Treasurer, Secretary General and Vice President (nominated by the President).s*
- 2. In case of urgent matters when holding of the General Council or Executive Committee Meeting is not possible, Secretary General in consultation with the President may obtain a decision from the concerned members or persons by Post, Fax or Email and act according to the majority votes provided the votes so*

*obtained are preserved in the record of the Federation and the matter is laid in the next meeting of General Council or Executive Committee, as the case may be, for approval.*

3. *The Constitution of the Federation shall, at all times, be in line with the Constitution of POA.*

***Muhammad Shafiq***

*President*

*Pakistan Handball Federation*

***Saqlain Kausar***

*Secretary General*

*Pakistan Handball Federation*