

CONSTITUTION & BYLAWS OF PAKISTAN DEVELOPMENT ALLIANCE-PDA

Preamble:

Pakistan Development Alliance (PDA) has carved out its own distinct identity in the development sector in Pakistan. PDA grows out of developmental and rights-based programs and campaigns run by various NGOs and networks on governance, accountability, civil & political rights, gender equality achieving MDGs targets, setting up post 2015 development agendas, reducing inequalities and holding governments, private sector to account for achieving sustainable development goals-SDGs. The campaigns like Stand Up and Take Action (SUTA), Keep Your Promises on Sanitation and MDGs (KYPS), Leave No One Behind (LNOB), From Policy to Action- Beyond 2015, Action 2015 and the post 2015 consultative processes in Pakistan were facilitated by PDA as National Secretariat of GCAP in Pakistan since 2008. The following are the major factual contributors in making of PDA.

- The development sector across the globe in general and specifically in Pakistan has been facing challenges like financial recessions, shrinking spaces for civil society, new state regulations & controlling mechanisms, rising violence extremism and terrorism.
- The civil society in the country was fragmented and there was no common platform of developmental NGOs after the disassembling of Pakistan NGO Forum since long.
- The Pakistan is among few those countries that have been facing regular disasters like earthquakes, floods and droughts for the last two decades. Therefore its challenges are unique in nature.
- Pakistan is among those countries, which are lagging far behind in achieving SDGs targets and other commitments made under UDHR, CEDAW, CRC, CRPD, ICCPR and compliance of the subsequent Universal Periodic Reviews (UPRs).
- Like almost all the global and regional campaigns, civil society alliances, and networks including Pakistan Development Alliance have passed through restructuring phases after the adoption of Agenda 2030 for Sustainable Development by the United Nation's General Assembly in September 2015.

Therefore Looking at the current policy environment and societal challenges, the NGOs and alliances, which remained, worked on various developmental programs and campaign in their own capacity either as a single entity or in joint collaboration with other similar organizations, decided to join hands together at one platform. It was therein decided that such an alliance would be formed and would be called Pakistan Development Alliance (PDA). Many of its members have been part of GCAP-Pakistan and Peoples' Awareness & Rights Committees Networks (PARC-Networks).

This action would help PDA to emerge as a stronger platform of national NGOs to voice for better governance and accountability of commitments for sustainable development made under Agenda 2030. PDA will have more effective engagement with governments and private sector due to combined bargaining power of the members, and broader representation of Pakistan at regional and international forums. Apart from these positive spillovers, PDA is now planning for large-scale interventions backed by more intense mobilization, awareness, lobbying, advocacy and public policy engagements around sustainable development goals Agenda 2030. The PDA is responsible for fulfilling the development sector's needs and opportunities and will particularly facilitate the global and regional alliances, campaigns, funding agencies INGOs, governments and private sector to achieve commitments made under MDGs/ SDGs.

Today Pakistan Development Alliance has been working closely with Parliamentarians, media, CSOs, private entities, academic institutions and large number of young volunteers to achieve its mission and objectives. PDA is member of various regional and global networks and alliances including [Asia Development Alliance\(ADA\)](#), [Asia CSOs Partnership for Sustainable Development \(APSD\)](#), [Action for Sustainable Development \(A4SD\)](#), [Global Call to Action Poverty \(GACP\)](#) and [Transparency, Accountability & Participation \(TAP-Network\)](#) to accelerate its ambitions at national, regional and global level.

1. Name:

Pakistan Development Alliance-PDA

2. Secretariat:

The Central Secretariat of the Alliance shall be located at the office of AwazCDS-Pakistan Islamabad whereas it may open need based provincial and/or regional secretariats with the support of its alliance member organizations.

The national & other Secretariat(s) may be rotated amongst the alliance member organizations with their consent and willingness to host it.

Maximum duration for hosting the Secretariat(s) at any level shall depend upon the performance of the Secretariat (s) assessed by the General Body members on periodic basis.

3. Territorial Limits:

The Alliance will implement, operate, promote and launch its programs throughout Pakistan including regions of Azad Jammu & Kashmir and Gilgit Baltistan

The Alliance may also expand its operations and programs regionally and globally in partnership with its regional and global allies.

4. Legal Status:

This is the unanimous decision of General Body members of PDA to keep this alliance as independent and autonomous of any type of the regulatory requirement considering the stringent environment in the country towards rights based CSOs and their alliances / networks. However every member organization should be registered with any of the CSO related law(s) in the country. The legal requirements and financial controls of the Alliance, shall be governed through the legally registered organization(s) who will be serving as national/ provincial / regional secretariats

5. Vision:

A just, democratic, inclusive and peaceful Pakistan where all people have equal opportunities to flourish, progress and develop to enjoy their civil & political rights without any discrimination

6. Mission:

PDA's mission is to, strengthen CSOs / NGOs platform for better governance and accountability, reduce socio-economic as well as gender based inequalities & discriminations and ensure civil & political rights in Pakistan where Agenda 2030 is delivered in full with equal and inclusive participation of all people and where people are empowered to hold leaders accountable for fulfilling their commitment.

7. Aims & Objectives of the Alliance:

- Implementation and Accountability: Promote actions to ensure the full and accountable implementation of the Agenda 2030 and other global commitments including UDHR, UPR, CEDAW, CRC, CRPD, ICCPR etc. at all levels, local provincial and Federal
- Participation and Inclusion: Ensure, strengthen and support meaningful participation of the people, especially those living in poverty and marginalization. Ensure the engagement of volunteers and CSOs, grassroots community organizations in the accountable implementation of Agenda 2030 at all levels
- Strengthening engagements with regional and global forums: to ensure learning opportunities for Pakistani NGOs regarding other regional and global initiatives on SDGs, civil & political rights including freedom of expression, assembly and other human rights.

8: Key Strategies:

- Strengthening capacity of the CSOs/ NGOs and sharing information
- Sensitization, awareness raising and popular mobilization
- Joint Advocacy and Lobbying with key stakeholders including governments and political leadership etc.
- Monitoring and accountability
- Connect and liaise with other regional and international Alliances working on similar issues.

9. Core Values:

The following are the core values of PDA for all its operations, programs, members' interaction, communication etc. The Alliance is to uphold these core values in achieving its objectives. All members are expected to follow the principles and standards given below in the matters related to the Alliance:

Transparency: All members and staff of PDA are to give top priority to transparency within themselves as well as in all affairs related to the Alliance.

Best Practices: The members are expected to interact with the pool of the Alliances diversified experience, with a view to enhancing their organizational competencies and become ambassadors of best practices themselves.

Accountability: All members and staff are to act honestly and responsibly above their own party/ organizational orientations, if any, in order to promote ethical practices of the Alliance.

Compliance with the Law: All the members and staff of PDA will conduct all activities in compliance with all applicable laws and regulations of the land.

10. Ethical Standard:

Commitment to inter-faith, social harmony to counter violence and extremism in all its forms:

The primary consideration for all members of the Alliance is their strong commitment to respect and promotion of inter-faith, intra-faith/ social harmony for countering violence and extremism in all its forms.

10.1 Neutral approach:

All Alliance members must maintain a neutral approach, representing all significant views fairly proportionately and without any prejudices on the basis of gender, sexual identity, religion, caste, color, creed etc.

10.2 Conflict of interest:

It is PDA's policy that founding members and others acting on its behalf must be free from conflicts of interest that could adversely influence their judgment, objectivity or loyalty to the Alliance in conducting PDA's activities and assignments. The Alliance recognizes that members may take part in legitimate financial, business, charitable and other activities outside their PDA roles, but any potential conflict of interest raised by those activities must be disclosed promptly to management and leadership of PDA.

10.3 Use of Funds

The Alliance may distribute any funds it acquires for Alliance's activities among its members, those funds must ONLY be used for Alliance related activities through Central and Provincial / Regional Secretariats.

10.4 Public statements:

Any statement which is to be released for the press and general public in relation to the Alliance has to be endorsed by at least 2/3rd members from the Central Executive Committee before it could be made public. (Statements can be endorsed by members via e-mail, telephone and WhatsApp etc.)

11. Code of Ethics:

The Code of Ethics intends to serve the following three purposes:

- The Code identifies the basic principles that reflect the PDA's core values and establishes a set of specific ethical standards that are to guide the conduct and practice of members.
- The Code helps the members to identify and take account of relevant considerations when professional obligations conflict or when ethical uncertainties arise.
- The Code provides ethical standards for accountability of members of the Alliance.

12. Membership:

(a) Eligibility: Every Not-for-profit registered organizations working in Pakistan shall be eligible to become a member of the PDA provided that.

Following laws may apply to membership for the Alliance, also as and when new laws are introduced by the executive government:

- Societies Registration Act 1860.
- The trust Act 1882.
- The Voluntary Social Welfare Agencies Ordinance 1961.
- Section 42 of the Companies Ordinance 1984.
- Charity Commissions 2019.
- Any other law of land that recognizes and registers CSOs in Pakistan

It applies for membership on prescribed membership form.

It agrees to abide by the constitution and the Code of Ethics as prescribed by the Alliance, and supports its objectives.

It not be convicted in criminal case(s) or black listed by any donor agency for financial or other irregularities.

It must have been registered and operational for at least three years at the time it applies for the membership, and provide annual audit report(s) of the last two years by independent auditors.

Organizations may also be required to submit additional paper work such as organizational profile, annual reports, interest for joining Alliance etc.

It agrees to pay prescribed membership fee of the Alliance.

(b) Categories of membership:

Founding Member: The following Organization shall be the Founding members of the Alliance a) AwazCDS-Pakistan, ICDI, LRF, WESS Takhleeque Foundation, HomeNet- Punjab, Khwendo Kor, PCHR Islamabad, Area Development Organization from AJK and PEN from Gilgit Baltistan). Each Founding member will contribute PKRs 100,000/ each as membership fee.

General Member: An Organization whose application for membership is approved by the Central Executive Committee (CEC) of the Alliance become General Member of the PDA on payment of an annual membership fee of Rs. 5,000/-

Lifetime Member: An organization whose application for membership is approved by the Central Executive Committee (CEC) of the Alliance become Life Member of the PDA on payment of Rs. 25,000/= in lump sum to the Alliance.

Associate Member: Any International Organization or Public/private Institution can become an Associate Member of the Alliance offered by the Central Executive Committee. The community based organizations may also be offered Associate Membership as per need of the campaigns / programs of the Alliance.

Advisor: A person of towering social status and high moral integrity may be helpful in furthering and promoting the aims and objects of the PDA, may be offered to become Advisor to the PDA by the Central Executive Committee. He / She shall not be required to pay any kind of fee.

(c) Procedure for admission to membership:

- Application for all the kinds of membership shall be made on the prescribed form of the Secretariat of the Alliance at AwazCDS-Pakistan.
- The Central Executive Committee (CEC) may accept or reject it. In case of rejection, the applicant shall have the right to appeal to the General Body through Secretariat of the Alliance within two month of the order of the rejection. The decision of the General Body shall be final and shall not be challenge-able in any court of law.
- Any organization shall become member only after the approval of CEC and payment of prescribed fee.

(d) Procedure for expulsion, termination, suspension and restoration of membership:

Membership may be terminated on any one of the following grounds:

Non-payment of subscription / fee: Member who does not pay prescribed fee / subscription up to two month after due date, the concerned organization will cease to be member of the Alliance.

Restoration: After payment of subscription, membership may be restored subject to the approval of the Central Executive Committee (CEC).

Absence from meetings: A member who fails to attend three consecutive meetings without prior intimation with justification, shall be given a notice of at-least one month by the Central Executive Committee (CEC) for explanation in writing in case of non-satisfactory explanation, It shall cease to be the member of Provincial/Central Executive Committee or General Body as the case may be.

Restoration: If the Central Executive Committee is satisfied by its explanation and takes assurance in writing, may restore its membership. In case the membership is not restored by the Central Executive Committee it shall have the right to appeal to the General Body up to its next meeting, which may by a majority of 2/3rd of the members present in voting may restore his membership. Decision of the General Body on this subject shall be final and cannot be challenge-able in any court of law.

Conduct: If it is deemed by the Central Executive Committee (CEC) that a member organization is pre-judicial to the interest of the PDA or will bring the Alliance into disrepute, its membership can be suspended / terminated as per following procedure.

The member in question shall be given a notice of at-least one month by the CEC for explanation in writing in case of non-satisfactory explanation, the CEC may ask it to resign from his membership forthwith. If no, the Central Executive Committee (CEC) with simple majority may suspend its membership for a maximum period of three months, during which Central Executive Committee shall be bound to take final decision.

Restoration: If the Central Executive Committee is satisfied by its explanation and takes assurance in writing, may restore its membership. In case the membership is not restored by the Central Executive Committee it shall have the right to appeal to the General Body up to its next meeting, which may by a majority of 2/3rd of the members present in voting may restore its membership. Decision of the General Body on this subject shall be final and cannot be challenge-able in any court of law.

Resignation: Any member may on its own accord, terminate its membership by submitting resignation in writing to the Central Executive Committee.

(e) Rights and privileges of the member organizations:

Following categories of members shall have the right to participate in election process fully (Vote and contest for an office) and take part in all the activities (meetings, functions) of the Alliance.

- Founding Members
- General Members
- Life Members

Following categories of members shall not have the right to participate in election process (vote, contest for an office) but can participate in all other activities (meetings, functions) of the Alliance.

- Associate Members.
- Advisor Members.

- Members who have not cleared up their dues by due date will not have the right to participate in election process (vote, contest for an office) of the Alliance.

13. Structure of Pakistan Development Alliance:

The Alliance shall consist of General Body, Central Executive Committee, Provincial Executive Committees, National Advisory Committee, National and Provincial Chairs and Focal Persons

(A) GENERAL BODY:

- The General Body of the Alliance shall be comprised of Founding Members, Life Members and all General Members. Its powers and functions are:
- The General Body shall determine the policy and programme of the Alliance and approve fiscal budget submitted by the Central Executive Committee.
- The General Body shall nominate chartered accountants for annual audit of the accounts of the Alliance.
- The General Body shall approve the report and audited accounts statements of the previous year to be submitted by the Central Executive Committee.
- The General Body shall form election committee from amongst the General Body members to hold the election for members of the Provincial and Central Executive Committees.
- The General Body shall decide appeals filed by the members and settle matters referred by the Provincial and Central Executive Committees.
- The General Body shall be the only amendment-making forum in the Constitutions.
- (B) Central Executive Committee (CEC):

The Central Executive Committee of the Alliance shall be comprised on the following members. Its term will be 03 years. The General Body may extend its term of office for the same period if so desired.

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|------------------------|------------|
| • Punjab Province | 02 Members |
| • Sindh Province | 02 Members |
| • Baluchistan Province | 02 Members |
| • KPK Province | 02 Members |
| • GB | 01 Members |
| • Azad Jammu & Kashmir | 01 Members |
| • Islamabad Capital | 01 Members |
| • ----- | |
| • Total =====> | 11 Members |
| • ----- | |

Powers and functions of the Central Executive Committee are:

- CEC members are responsible for Coordination with all member organization of their respective provinces before they participate in Central Executive Committee meetings or any other issues, activities at province level.
- All members of the Central Executive Committee shall have equal decision making powers and no member shall supersede another member's authority.
- Central Executive Committee shall represent the Alliance in all matters at every level, and shall implement the policy and programme of the Alliance approved by the General Body of the Alliance.
- Central Executive Committee shall nominate members from amongst the members on the sub-committee(s) for any / some specific purpose(s) as and when required.
- Central Executive Committee shall accept, invite, nominate, reject, suspend, cancel or restore the membership according to the provision of the above given procedure.
- Central Executive Committee shall frame terms and conditions of appointment, suspension, punishment or dismissal of Staff of Alliance.

- Central Executive Committee shall conduct external audit of accounts from nominated charter accountant by General Body.
- Central Executive Committee shall prepare the progress and accounts reports of the Alliance for general information subject to the approval of General Body.
- Central Executive Committee shall fix the date, time and venue and agenda for holding ordinary and Election General Body Meetings as and when due.
- Central Executive Committee shall administer all the property moveable as well as immovable for furthering the aims and objects of the Alliance.
- Central Executive Committee shall co-opt member(s) for filling in vacancy in the Central Executive Committee (if any) provided that the vacancy occurs after the expiry of half or more than half of the term.
- Central Executive Committee shall put up all the matters pending for approval of General Body before the General Body meeting.
- Central Executive Committee shall recommend in the proposed amendments in the Constitution of Alliance by member of the Alliance to the General Body for approval as and when the necessary in accordance with given procedure of amendments.

(C) National Advisory Committee:

The National Advisory Committee of the Alliance shall be comprised of technical experts, subject specialists, environmentalists, human rights actors and defenders etc. to support CEC and PDA leadership/ secretariat to produce quality information and evidence for better advocacy & lobbying, and to hold governments as well as private sector accountable. The number of members may be changed as per need.

(D) Functions of the National Advisory Committee are:

The members of National Advisory Committee will support and advise to the Central Executive Committee, PDA leadership and Secretariat for achieving the objective of Alliance.

(E) Provincial/ Regional General Bodies & Executive Councils:

Each of the province i.e. Punjab, Sindh, Balochistan, Khyber Pakhtunkhwa and regions including Islamabad Capital Territory (ICT), Azad Jammu & Kashmir (AJ &K), and Gilgit Baltistan shall have their general bodies and provincial executive councils (PECs) and Regional Executive Councils (RECs). The member organization of respective province and region will form their provincial GB and PEC or REC. The powers and functions of provincial and regional GB's and PECs as well as RECs shall remain the same as of national GB and CEC. Members of provincial and regional GBs shall elect 5-7 members from their respective general bodies for three years period and follow the same rules as followed by the CEC and NGB.

(F) National & Provincial/ Regional Chairs/ Conveners and Secretariats:

National, Provincial and Regional Executive Councils shall elect National and Provincial Chairs/ Conveners for the period of three years however the ECs may also decide to extend their tenures of other three years term if they are satisfactory with their performance. The office / organization of the elected chair/ convener shall be declared as the Secretariat of Pakistan Development Alliance at national, provincial and regional level. The national secretariat shall be authorized to sign all kind of contracts and follow the legal and financial compliance, audits as per the requirements of host/ donor organization as well as law of land. The provincial and regional secretariats may have independent initiatives pertaining to the cause of PDA however they are bound to report to the national secretariat for reporting and other compliances related to repute and transparency.

(G) National & Provincial/Regional Focal Persons:

National, Provincial and Regional Secretariats shall appoint one focal person on behalf of their organizations for regular communication, coordination and other compliance relate matters.

14. Meetings:

(A) Ordinary Meetings:

(A.1) General Body: Ordinary Meeting of the General Body shall be held once a year. A meeting for election of the Central Executive Committee shall be held every third year. No business other than election will be conducted there in the Election Meeting.

(A.1.1) Notice: A Fifteen days notice through email shall be required for an Ordinary Meeting of the General Body.

(A.1.2) Quorum: 2/3rd of the total members shall form the quorum for an Ordinary Meeting of the General Body.

(A.2) Central Executive Committee: The Central Executive Committee shall ordinarily meet at-least twice a year for transaction of the business.

(A.2.1) Notice: A notice of seven days through email shall be required for an Ordinary Meeting of the Central Executive Committee.

(A.2.2) Quorum: 2/3rd of the total members shall form the quorum for an Ordinary Meeting of the Central Executive Committee.

(A.3) National Advisory Committee: shall meet at least on quarterly basis to get the updates of the programs / campaigns of the Alliance.

(B) Extra Ordinary Meetings:

Central Executive Committee in consultation with 1/3 majority of its members may call an Extra Ordinary Meeting of the General Body Central Executive Committee as the case may be, in order to dispose the matter of special interest.

(B.1) Notice: General Body (One week) and Central Executive Committee (Three days).

(B.2) Quorum: 1/3rd of the total members shall form the quorum for an Extra Ordinary Meeting of the General Body and Meeting of the Central Executive Committee.

(C) Requisitioned Meetings:

1/3rd of the total members of any forum may request the Central Executive Committee for meeting of the concerned forum / organ for disposal of any urgent matter. The Central Executive Committee shall be bound to call the meeting of the requisite forum within seven days. In case of failure the requisitionists may themselves convene the meeting and dispose the matter duly notified.

(C.1) Notice: Seven days notice through email shall be required for the Requisitioned Meeting of General Body and 03 days notice through email for the Requisitioned Meeting of the Central Executive Committee.

(C.2) Quorum: 2/3rd of the total members shall form the quorum for the Requisitioned Meeting of General Body /Central Executive Committee as the case may be.

15. Elections:

- a) The election of the members of the Central Executive Committee shall be held after
- b) three years within thirty days of expiry of the term of office i.e. up to 31st December of every alternate year. However, in the case of resignation or long absence of one year, the Central Executive Committee can fill up the vacancy until the next election.
- c) Every Province elect two members, GB, AJK and Islamabad elect one member each for Central Executive Committee from the member organization of their province/area. The contested and voter will be only of that province/area.
- d) A three members election committee including its Chairperson duly formed by the last annual General Body, shall arrange and conduct the election of the members of Central Executive Committee. The members of the Election Committee shall not be entitled to take part in the Election in any shape.
- e) Election will be held by secret ballot through prescribed electronic or paper based mechanism and each member shall have one vote
- f) The Election General Body Meeting shall be held on a special date. The Election General Body Meeting notice bearing, date, time, venue and election schedule would also be sent to all the members at-least fifteen days before the election through email.

- g) The newly elected Central Executive Committee shall take over the charge of office within 15 days after election under the supervision of Election Committee.
- h) The members of National Advisory Committee shall be elected by CEC members after election
- i) First election of the Central Executive Committee shall be held by the founder members.
- j) The CEC will appoint National Chair/Convener to run the affairs of the PDA and its campaigns and programs.
- k) The above mentioned process shall be followed by provincial and regional GBs for the election of their respective executive council members and chairs/ conveners

16. Financial Administration:

- a) The financial year of the Alliance shall be from 1st July to 30th June of the year.
- b) The funds of the Alliance shall be checked in a schedule bank approved by the Central Executive Committee with the consent of the National Secretariat. Unless otherwise the Alliance has its independent legal registration, all type of funds and accounts of the Alliance shall be maintained as per the legal and financial policies as well as requirements of host organization of the Alliance Secretariat.
- c) The accounts shall be operated under joint signature of two persons i.e. representative/ finance manager of host organization(s) of the Secretariat(s) at national, provincial and regional level in addition to National, Provincial or Regional Chairs/Conveners of PDA
- d) The accounts of the Alliance shall be audited annually by the chartered accountant nominated by the General Body.
- e) For acquiring / disposing of any property / equipment costing over Rs. 2500,000/- approval of the CEC shall be necessary.
- f) The monies, income and property of the Alliance however derived shall be applicable solely towards the promotion of the objects of the Alliance.
- g) No portion of the money, income and property of the Alliance shall be paid or transferred to directly or indirectly by way of profit dividends bonds or otherwise to any of its member / relatives.
- h) For the regular maintenance of books of accounts in accordance with the generally accepted accounting principles and for their inspection by the interested members of the public, without any hindrance, at all reasonable times.

17. Amendments:

- a) Amendments in Constitution of the Alliance shall be made in a special meeting of the General Body called for this purpose.
- b) Any member wishing to suggest an amendment in the constitution of the Alliance may do so by writing to the Central Executive Committee. After recommendation of the Central Executive Committee the proposed amendment shall be circulated among all the members of General Body, along with the notice of the meeting at least fifteen days prior the date of meeting.
- c) The amendment must be approved by 2/3rd majority of the total membership of the General Body in good standing.

18. Dissolution:

- a) Any number not less than 3/4th of the total members of National General Body may determine its dissolution and there upon it shall be dissolved forth with, or at the time then agreed upon.
- b) In the event of dissolution of the Alliance, the assets left after meeting all its liabilities (if any) shall be transferred to its Founding Organization or any other registered Alliance or organization having similar aims and objects.