

CONSTITUTION/BYLAWS

PUNJAB PROFESSORS AND LECTURERS ASSOCIATION

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PUNJAB PROFESSORS AND LECTURERS ASSOCIATION

ARTICLE-1

Definitions:

In the article of this constitution, unless otherwise specified, or unless otherwise expressed the context.

- a) "Government" shall mean the "Government of the Punjab".
- b) Province shall mean the area under the administration & control of the Government of the Punjab.
- c) Division shall mean the area under the administration and control of any one of the Director of Education (Colleges).
- d) "Association" shall mean "Punjab Professors and Lecturers Association (PPLA)".
- e) "Member" shall mean a college teacher of general cadre (Grade-17 & above) who has once been formally enrolled as the member of the association and has not subsequently lost his/her status as such either for non-payment of subscription or as a result of any disciplinary action taken against him/her by the Association. Any member leaving the department for any reason whatsoever, shall cease to be a member. Any member who proffers any appeal to any relevant authority or institutes a court suit against termination of his/her service or his/her dismissal, shall continue to be the member of the Association till his/her case is finally decided.
- f) "College Teacher" shall mean a person employed by the Education Department, Government of the Punjab as Lecturer, Assistant Professor, Associate Professor and Professor in General Cadre.
- g) "PPLA" shall mean "Punjab Professors and Lecturers Association".

ARTICLES-II

1. **NAME:** The Association shall be called the Punjab Professors and Lecturers Association.
2. **HEADQUARTERS:** The permanent headquarters of the Association shall be located at Lahore. The President shall, however, be authorized to locate the working headquarters wherever he/she deems fit and convenient.
3. **AIMS AND OBJECTIVES:** The objectives of the Association shall be:
 - a. To safeguard the rights and interests of its members both as a community and as individuals.
 - b. To preserve, promote and maintain the integrity of, the members and to strive actively for the enhancement of the status, scale and grade commensurate with their role in society.
 - c. To hold educational and academic conferences, seminars and symposia for the promotion of enlightenment.
 - d. To stimulate research work, publish and help members to publish their work. To review and foster the traditions, ideas and higher values of Islamic education and culture at the academic level in conformity with our national objectives and aspirations.
 - f. To establish contacts with other classes and professional bodies of teachers in the interest of professional excellence through in-service training refresher courses and scholarships.
 - g. To generate the spirit of patriotism and inculcate democratic values among the teachers.
4. **MEMBERSHIP:** Membership of the Association shall be open to all college teachers of general cadre serving under the supervision of Directorates of Colleges, Education Department of the Govt. of the Punjab.
5. **ENROLLMENT:** Any college teacher fulfilling the conditions for being eligible to be enrolled as member of the Association, shall be deemed to have agreed to abiding by the rules and regulations of the Association. An application shall be filled in the

enrollment form in triplicate and submitted, together with his/her membership subscription, to the secretary of local Association. The secretary of the local Association shall retain one copy on his/her file and send the other two to the Secretary of the Divisional Association. The Secretary of divisional Association shall retain one copy on his/her file and send the other to General Secretary of The Punjab Professors and lecturers Association.

6. **SUBSCRIPTION AND EXTRA ORDINARY FUND:**

- i) **Membership Fee:** Every member shall be liable to pay to his/her respective Secretary, Finance Secretary, Rs. 5/- as enrollment fee in advance at the time of his/her enrollment, which will be sent to the provincial Secretary/Finance Secretary.
- ii) **Annual Subscription Fee:** Every member shall pay to his/her respective local Secretary/Finance Secretary an amount of Rs.. 60/- per annum or Rs. 6/- per month. The local Secretary/Finance Secretary shall retain Rs. 10/- per head with him/her for the expenditures of local unit and send Rs. 20/- to the divisional and Rs. 30/- to the Provincial Secretary/Finance Secretary of PPLA respectively.
- iii) **Extraordinary Fund:** The Association at the local, divisional and provincial level shall be authorized to raise funds to meet extraordinary needs. The presidents of local, divisional and Provincial Associations shall put the proposals of the funds to be raised to their respective executive committees and the decision shall be taken by simple majority vote. The President of PPLA, however, is authorized to raise the funds in consultation with General Secretary and Finance Secretary or the Executive Committee of the Association.

ARTICLE-III

1. Organization:

Local PPLA (a) Each Govt. College within the Province of Punjab shall have a local Association which shall be known after the name of the college. The local Association shall be affiliated to the relevant Divisional and Provincial PPLA.

Each local Association shall have at least two (a President and a Secretary) and at the most seven office bearers namely (i) President (ii) Senior Vice President (iii) Vice President (iv) General Secretary (v) Joint Secretary (vi) Finance Secretary (vi) Publicity Secretary.

The office bearers shall be elected for each term announced by the election commission. The members shall meet at least once after every three months. A resume of the activities during the year may be sent to the General Secretary of the Divisional Association. Only enrolled members (who have paid their subscription and whose names have been included in the voters' list published by the Election Commission) shall be eligible for contesting or casting their votes.

2. Functions of the Local PPLA

- a) **President:** He/She shall convene meetings of local Association and preside over them. He/She shall also supervise the work of local Association and see to its proper and effective function. He/She shall consult the executive committee in important policy matters for special purpose.
- b) **Senior Vice President:** He/She shall assume and perform all the functions of the President in the absence of the President.
- c) **Vice President:** He/She shall assume and perform all the functions of the President in the absence of President and S.V. President.
- d) **General Secretary:** He/She shall maintain the cash, issue notices for meetings, deal with correspondence, write the minutes and agenda of the meetings, arrange functions connected with the work of the local Associations and assist the President in disposing of work of the Association.
- e) **Joint Secretary:** He/She shall act as Secretary in the absence of the General Secretary.

- f) **Finance Secretary:** He/She shall keep the accounts in order from the audit point of view.
- g) **Publicity Secretary:** He/She will ensure proper publicity of the activities of local Association.

Financial Matters Regarding Local Association:

- i) The President shall be authorized to sanction and approve the items of expenditures, provided that the President shall not approve and sanction an item of expenditure exceeding Rs. 100/-. The President shall seek approval of the executive committee before sanctioning it.
- ii) The Bank account of the local Association shall be operated jointly by the President, the General Secretary and the Finance Secretary, the signatures of the Finance Secretary and any one of the two above mentioned office bearers shall be necessary for withdrawing any amount from the bank.
- iii) The account Books shall be kept open by the Finance Secretary for inspection by any member of the local Association. The divisional Association and Provincial Association shall also be authorized to inspect and audit the accounts of the local Association.

3. Executive Committee:

The office bearers of the local Association shall constitute the executive committee. The decision shall be taken by consensus or by simple majority.

4. Convening Meetings and Quorum:

- i) The meeting of the local Association shall be convened by the president on his/her own or on a requisition signed by the 1/3 of the total members of the local Association within one week.
- ii) Fifty per cent of the members shall constitute the quorum and decision will be taken by simple majority.

DIVISIONAL ASSOCIATION:

- (A) There shall be as many divisional Associations as the numbers of the divisional directorates of education (college) working under the Govt. of the Punjab. The Association shall take necessary steps to remove the difficulties and problems of the local Associations in their relevant divisions. They may seek help of PPLA in important matters. They shall represent their problems to authorities concerned in the manner they deem fit.
- (B) The Headquarters of the Divisional Associations shall be located at the divisional headquarters. The President of the divisional Association shall, however, be authorized to locate the working headquarters of the Association at any place, within the administrative boundary of the division, he/she deems convenient.
- (C) Office Bearers of Divisional Association:

A divisional Association shall have the following office bearers:

- 1) The President
- 2) Senior Vice President
- 3) The Vice President (one from each district)
- 4) General Secretary
- 5) Additional Secretary (Female)
- 6) Joint Secretary I
- 7) Joint Secretary II
- 8) Lady Joint Secretary
- 9) Publicity Secretary
- 10) Finance Secretary

All the office bearers of divisional Associations of PPLA shall be elected by all eligible members of PPLA of their respective division on the basis of ONE PERSON ONE VOTE.

Function Of Divisional Office Bearers.

- (a) **President:** He/She shall convene the meetings of divisional Association and preside over them. He/She shall also supervise the work of the divisional Association and see to its proper and effective functioning. He/She shall consult the executive committee in important policy matters. He/She shall be authorized to form various committees for special purposes.
- (b) **S.V. President:** Will assist the President in his/her day to day work of the divisional Association in the absence of the President.
- (c) **Vice President:** Will assist the president in his/her day to day work of the Divisional Association in the absence of the President and Senior Vice President. The Vice President will assume and perform all the functions of the President.
- (d) **Lady Vice President:** She shall assume and perform all the functions of President in the absence of president.
- (e) **General Secretary:** He/She shall maintain the records, issue notices for meetings, deal with correspondence, prepare agenda for the meetings, arrange functions connected with the work of the divisional Association and assist the President in disposing of the work of the Association.
- (f) **Additional Secretary: (Female)** She shall act as Secretary in the absence of the Secretary. She shall assist the Secretary in his/her day to day work of the Association.
- (g) **Joint Secretary:** He/She shall act as a Secretary in the absence of Secretary and Additional Secretary. He/She shall assist the Secretary in his/her day to day work of the Association.
- (h) **Publicity Secretary:** He/She shall ensure proper publicity of the activities of the divisional Association. He/She shall also maintain the record of the cuttings of the news regarding activities of the Association and its members.
- (i) **Finance Secretary:** He/She shall keep the account in order and shall prepare an annual audit report and send a copy of it to the provincial body.

Financial Matters Regarding Divisional Associations:

- (a) President shall be authorized to sanction or approve all items of expenditures, provided that the President shall not approve and sanction an item of expenditure exceeding Rs. 500/-. In case an item of expenditure exceeds Rs. 500/- the President shall seek the approval of executive committee before sanctioning it.
- (b) The bank account of the divisional Association shall be operated jointly by the President, the Secretary and the Finance Secretary.
- (c) The signature of Finance Secretary and any one of the two aforementioned office bearers shall be necessary to withdraw any amount from the bank.
- (d) The account books shall be kept open by the executive committee. The PPLA shall be authorized to audit the accounts of the divisional Associations.

Executive Committee:

All the elected office bearers of the divisional Associations and three members nominated by the divisional president shall constitute the divisional executive committee. Nominated members will not have the right of vote.

All the major decisions shall be taken by the executive committee. The quorum shall be one third (except the President) of the total members of its executive committee. In case of a "tie" the President shall have the casting vote. The President shall convene meetings of the executive committee on his/her own or on a requisition signed by one third members of the executive committee, within two weeks of the notice. The divisional executive committee shall meet at least once after every three months.

CONVENING MEETINGS OF THE DIVISIONAL COUNCIL AND THE QUORUM: The meeting of the divisional council shall be convened by the President on his/her own or on the requisition signed by at least 1/3 of the total number of the local Associations or on the basis of the will of the majority of local executive of the division. The meeting will be convened within one month of the requisition.

The division where this Association does not exist the provincial V. President belonging to that division shall act as the convener.

PUNJAB PROFESSORS AND LECTURERS ASSOCIATION:

- (A) The affairs of PPLA shall be governed by a provincial executive committee. PPLA shall represent problems of the community to the authorities concerned in the manner it deems fit.

The President PPLA will nominate five members to the executive committee, at least one each from Lecturers, Assistant Professors, Associate Professors and Professors. The nominated members shall take part in the deliberations of the committee but shall not have a right to vote in executive committee.

(B) **The Headquarters of PPLA:**

The Headquarters shall be located at Lahore. The President shall, however, be authorized to locate the working headquarters of the Association at the place he/she deems convenient.

(C) **Office-Bearers of PPLA:**

The PPLA shall have the following office bearers:

1. President
2. Senior Vice President
3. Senior Vice President (Female)
4. V. President (One for each division)
5. General Secretary-I
6. Additional General Secretary (Female)
7. Joint Secretary-I
8. Joint Secretary-II
9. Joint Secretary (Female)
10. Publicity Secretary
11. Finance Secretary

All the office bearers of PPLA shall be elected by all eligible members of PPLA, on the basis of "ONE PERSON ONE VOTE" as mentioned in article-VIII of the constitution preferably in the months of October and November on alternate years.

FUNCTIONS OF OFFICE BEARERS:

1. **President:** He/She shall preside over the meetings of provincial executive, general council and general body meetings of PPLA, He/She shall convene a meeting on his/her own or on a requisition signed by the Presidents and Secretaries of at least 10 local units.

He/She shall have right to exercise all other powers and perform duties and functions such as entrusted to the Presidents of the local and the divisional Associations in regard to their respective Associations.

He/She shall be authorized to approve and sanction all items of expenditure.
2. **Senior Vice President:** He/She shall act as President in absence of the President and assume all the powers, duties and functions of the President.
3. **Lady Senior Vice President:** She shall have the same powers, duties and functions in absence of President and S.V. President.
4. **Vice President:** He/She shall act as President in the absence of President and Senior Vice President and assume all the powers, duties and functions of the President. To act as President, a Vice President will be chosen from amongst the Vice Presidents by the Executive Committee.
5. **General Secretary:** He/She will maintain records, issue notices and hold meetings. He/She shall prepare agenda of meetings and execute the decision arrived at in the meetings. He/She shall also maintain the liaison among all the divisional Associations. He/She may convene a general council, general body or provincial executive in consultation with President of PPLA.
6. **Additional Secretary: (Female)** She shall perform the duties of the General Secretary in his/her absence and shall assist him/her in day to day work of the Association.

7. **Joint Secretary and Lady Joint Secretary:** They shall have same powers, duties and functions in the absence of General Secretary and Additional Secretary.
8. **Press and Publicity Secretary:** He/She shall ensure proper publicity of the activities of PPLA as a whole as well as its component parts in all important matters.
9. **Finance Secretary:** He/She shall keep the accounts in order from the audit point of view and keep the account books open for inspection by any member of provincial or divisional executive committees of PPLA. He/She shall be authorized to check the accounts of divisional Associations.

FINANCIAL MATTERS REGARDING PPLA:

The bank accounts shall be operated jointly by the President, the Secretary and the Finance Secretary.

The signatures of Finance Secretary and any one of the two aforementioned office bearers shall be necessary for withdrawing any amount from the bank. The executive shall nominate a three members audit committee from amongst themselves, other than President, General Secretary and Finance Secretary, at the end of the year for audit. Audit report shall be presented by Finance Secretary at the time of the meeting of the General Council/Elections.

Executive Committee: All the elected office bearers, the Presidents and secretaries of divisional Associations and five members nominated by the President shall constitute the executive committee. The quorum shall be 1/3. The decision of the provisional executive committee shall be final. All divisional Associations shall be responsible to act upon the decisions of provincial executive committee.

Meeting of the General Council of PPLA:

The delegats(Presidents/Secretaries of Local Associations) representing at least 1/3 of the total number of local Associations shall constitute the quorum of General Council.

ARTICLE-IV

Disciplinary Action: PPLA shall take serious notice of any professional misconduct. Any act equivalent to moral turpitude or any offence cognizable by the law of land, or anything avowedly un-ethical in its nature will be construed as professional misconduct for the purpose of this provision. All such cases shall be brought by the Divisional/Local Association before judicial committee chosen from amongst the executive members of PPLA and shall be discussed and decided. The executive shall also be competent to expel such offending members from Association, after giving them reasonable opportunity for explaining their position.

ARTICLE-V

Amendment of Constitution: All amendments in the constitution of PPLA shall be made by the general council of PPLA. Constitution may be amended on the proposal of the provincial executive committee. An amendment shall be made if approved by 2/3 majority of the local units present in the general council for that purpose, but the number of the participants of the local Associations should not be less than one half of the total number of local Associations.

ARTICLE-VI

NO-CONFIDENCE

(a) **Local Associations:** In case any member of local Association desires to move a vote of no confidence against any of the office bearers of the Association he/she shall give at least one week's notice and such motion should be supported by at least one third of the members. The motion shall be carried by 2/3 majority. The office bearer against whom a vote of no-confidence is moved shall have the right to explain/defend his/her position in the meeting competent to pass or reject such motion. In case of receipt of no confidence motion, the respective President shall hold a meeting within a fortnight after the expiry of the period of the notice.

DIVISIONAL ASSOCIATIONS: In case any local Association desires to move a vote of no confidence against any office bearer of the Divisional Association, it shall give at least one month's notice of such motion, supported by at least 1/3 majority. For such purpose same procedure shall be adopted as that for divisional election, as laid down in article-VIII.

However, a divisional Council shall be convened before the expiry of the period of the notice which shall consist of all Presidents and Secretaries of all local units within that division. Quorum for such D. Council will be 1/2 of the local Associations. In such meeting the office bearer against whom a vote of no-confidence is moved shall have the right to explain/defend his/her position. This D. Council shall be competent to pass or reject such motion. In case of acceptance of no-confidence motion, the respective divisional President shall hold a meeting within a fortnight after the expiry of period of the notice.

PROVINCIAL ASSOCIATIONS: In case any local Association or divisional Association desires to move a vote of no confidence against any office bearer of PPLA, it shall give two months' notice for such motion, seconded by 1/3 of total members of the province. The motion shall be carried by 2/3 majority of the total members of the province. The office bearer against whom a notice of no confidence is moved shall have the right to explain/defend his/her position in the G. Council convened for the purpose. The General Council shall consist of the Presidents and Secretaries of the local units of the province. Quorum for such General Council shall be 1/2 of the total number of local units. This General Council has the power to pass or reject such motion. If this motion is passed by the General Council then, the procedure for election as laid down in article-VIII of the constitution will be adopted. The post thus vacated shall be filled in through bye-election which will be held within sixty days of passing the motion. No confidence motion shall be presented at least one year after election.

ARTICLE-VII

1. Interpretation of the Constitution:

The President of PPLA at the request of the executive committee of Divisional Association will interpret any ambiguous point in order to facilitate smooth working, provided that his/her interpretation does not contradict any provision of the spirit of the constitution.

2. The quorum in any meeting of any description, if not expressly specified in the constitution, shall be one-third.
3. An office bearer shall cease to hold office if he fails to attend three consecutive meetings of its respective executive.
4. The General Council shall consist of all the President/Secretaries of the local Associations of PPLA. The quorum of the General Council will be one-third of the total number of the local Associations of the Punjab.
5. In case of holding a charge of an administrative post the office bearer(s) shall cease to hold his/her office w.e.f. the date he/she assumes the charge of the post. He/She shall, however, retain the membership of the Association.
6. In case of absence, illness, resignation the next office bearer of respective body will officiate subject to the approval of the respective body.
7. Resignation by an office bearer will be accepted by the respective executive body.

ARTICLE-VIII

Elections:

It is proposed that in order to conduct free and impartial elections an independent election commission be constituted, preferably with consensus, by executive committee of PPLA.

The Chairman and the members of the election commission will not contest election at any level but will have right of vote.

1. The commission should consist of teachers from general cadre who command trust and confidence of the teaching community.

2. It shall consist of nine, members. One person be entitled as the Chairman and another as Secretary.
3. List of voters will be finalised at least one month before the election day.
4. The Chairman will be responsible for the holding of an impartial and free election. He will make arrangements for the preparation of the voters' list, inviting objections to it, resolving disputes, preparation and publication of the final list, inviting nomination papers, scrutinizing them, inviting objections, resolving disputes, allowing withdrawals of nominations, publishing final list of candidates, (allot or not to allot the symbol) appointment of election officers to conduct elections at a unit level, printing of ballot papers, dispatch of ballots, list of voters, candidates etc., authentic seal, other items of stationery to election centres, receiving of sealed results by post and recounting them in the presence of candidates/representative and final declaration of results.
5. The Secretary to the Chairman along-with the Members of the Commission will help the Chairman to discharge responsibilities to the entire satisfaction of the Chairman and the Members of the Commission.
6. After the last meeting of the Executive Committee, the Election Commission will start the process of election and complete it within the specified period.
7. After the constitution of the Election Commission by the Executive Committee, it will not interfere with the work of the Commission in any way. The outgoing executive committee will be obliged to provide funds and other facilities to the Commission so that it discharges its functions without hindrance.
8. After final counting, the Election officer will declare the election result, give authenticated copies to the contestants or their agents and receive their signatures to that effect.
9. The final result will be declared by the Election Commission in the presence of the (General Council) (the elected Presidents/Secretaries of the Local Units from the whole of Punjab) within fifteen days.
10. The Chairman of Election Commission will administer the oath to the newly elected office bearers. They will be installed and thereafter the Election Commission will become defunct.

11. At all levels (Unit, Division and Province) election be held on the basis of one person one vote. The method of indirect voting will be discarded. All members of the PPLA should exercise their right to vote directly for the election of office bearers of their unit, division and Province.
12. The Chairman of Election Commission will appoint one or three members unit-election-commission with one person as Election officer for the conduct of election.
13. The members of the unit will vote for the election of office bearers of their respective unit. The members of all the units comprising a division will vote for the divisional office bearers and the members of all the divisions will vote for election of the provincial office bearers.
14. The local election officer, after the polling time will count the votes of the contestants in the presence of the candidates or their authorized representatives, announce the results there, give attested copies of the results to the representatives on demand, prepare the result sheet, sign it, emboss it with the authorized stamp, get it signed by the authorized representatives and despatch it under sealed cover (supplied by the commission) to the Chairman Election Commission within a specified time.
15. Elected Presidents and General Secretaries of all the Units of PPLA Punjab will constitute the General Council of PPLA Punjab. It will be the highest policy making body of the Association. Policy resolution will be tabled, discussed and passed in it.
16. Each unit will have two votes in General Council (President & Secretary).
17. The Executive Committee will implement the policy resolutions passed by it. Any emergency measure taken by the Executive Committee which does not corroborate with the policy laid down by the General council will be ultravires, unless ratified by the General Council.
18. Under Specified conditions the Election Committee will be allowed some initiatives in anticipation of the approval of the General Council. If rejected by the General Council the initiatives will be renounced.
19. The meeting of the General Council must be held once a year. All the activities of the Cabinet/Executive Committee will be judged, appreciated, criticized, accepted

or rejected in this body. In short it will have the role of our parliament of college teachers.

20. It will hold at least two sessions, First, in which the outgoing General Secretary will read out his/her report, which will be discussed and debated. The Finance Secretary will submit his/her report and finally the out-going President will deliver address of departure. After a brief pause, the Chairman of Election Commission will announce the result of the Election.

After the Installation of the new Executive Committee, the meeting of the General Council will begin again (2nd session). It will be presided over by the newly elected President and conducted by the General Secretary. In this meeting future policy will be laid down, budget allocations will be made, debated, approved/rejected or modified. Proposals for the constitutional amendments will be tabled, considered, debated, approved/rejected or modified with two third majority. If needed various committees will be constituted. A vote of thanks for the Election Commission as well as for the out-going Executive Committee will be passed.