



SARGODHIAN SPIRIT TRUST

(Managed by the Old Boys' Association of PAF Public School Sargodha)

CONSTITUTION OF “SARGODHIAN SPIRIT TRUST” AN AFFILIATION OF PAF COLLEGE SARGODHA OLD BOYS ASSOCIATION

The Old Boys' Association (OBA) of PAF Public School Sargodha, in its Meeting held on 1st January 2021, resolved to register the Sargodhian Spirit Trust (*a non-profit organization*) under Charities Act, 2021 (Previously Registered under Trust Act 1882, bearing No. 2751, Dated 21.09.1999 and Rectification Registered under Trust Act 1882 bearing No. 929 dated 26.04.2012) with the following aims and objectives:

NAME

The name of the Charitable Trust shall be “SARGODHIAN SPIRIT TRUST” (SST).

HEAD OFFICE

The Head Office will be situated at 1st Floor, 2013 Hajvairy Mansion, Blue Area, Islamabad. Any change in the location of the Head Office shall be notified to all concerned and publicized in national English/Urdu newspaper. Although the Head Office of the Trust is located in Islamabad the Trust will operate throughout Pakistan in all provinces for which the Trust would get registered with the provincial regulatory authorities or as required by law.

MISSION

The motto and mission of the Sargodhian Spirit Trust is:

أَهْدِنَا الصِّرَاطَ الْمُسْتَقِيمَ

“Show us the right path”

Denoting “Purpose, Path, Guidance”

The **Purpose** of the SST is “To establish at least one school in each of the provinces of Pakistan including Azad Jammu and Kashmir, based on the model of PAF Public School Sargodha” in order to repay in kind what the nation of Pakistan gave to all Sargodhians through excellent education in PAF Public School Sargodha.

The **Path** towards this purpose is to adopt and enhance the model of PAF Public School Sargodha and replicate it wherever possible, all over Pakistan.

The **Guidance** for this purpose and path rests in all Sargodhians who have achieved major successes in the public and private sectors and in the defence services of Pakistan.

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VISION

"Aim High" gives a Sargodhian the vision in which he aims at deeds that take him to high achievements for which he has been uniquely educated. As the Sargodhian goes through real life with achievement after achievement, he is more and more convinced that he owes a debt to the Society and Nation, which has made him "Aim High". Thus is born a spirit of thanksgiving, in which the Sargodhian wants to be the benevolent emissary of his own good fortune onto others who are seeking the opportunity of unique education which will make them "Aim High" to fulfill their destiny. In this way, "SARGODHIAN SPIRIT" is shaped.

This spirit envisages three main elements of benevolence.

- The effective education model of PAF Public School Sargodha.
- The Sargodhian as a custodian of this bounteous education.
- The young minds of Pakistan as recipients of this bounty.

This vision further translates *element one* into the creation of Institutions of Excellence that recreate and replicate the effective education model of PAF Public School Sargodha.

Element two becomes the vehicle through which the intent of element one is achieved with effort, application and drive.

Finally, *element three*, the reward of this vision, creates a younger and more vibrant Pakistani who helps to propagate the Sargodhian Spirit.

OBJECTIVES

There are four main objectives of the Sargodhian Spirit Trust.

Objective 1

To provide quality education along with vocational and professional training for producing future leaders. The beneficiaries will be drawn from all segments of the society regardless of caste, creed, race, or religion.

Objective 2

Starting modestly and progressing steadily, the creation of boarding schools using principles based on creativity, liberation of thought, objective curricula, their delivery through modern tools and the imbibement of positive human values. These would be the beacons of light for the young minds of Pakistan who go through these Institutions.

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Objective 3

To create and actively work to enhance the SST Fund that has to be used to further the vision and mission of the SST, through objective no.2.

Objective 4

During the last five decades, Sargodhians have played a key role in nation building. The wisdom that has been garnered as such and the experience that has been absorbed will be utilized through SST Public Schools to impart knowledge and vision to all who make use of the Sargodhian Spirit Trust.

1. MANAGEMENT

The Trust and its affairs will be managed by a Board of Trustees (BoT) comprising a minimum of Twenty trustees, including the Chairman.

2. BOARD OF TRUSTEES (BoT)

- (a) The control and management of the Trust shall vest in a Board of Trustees (BoT). The Board shall comprise of twenty members, but this number may be exceeded and may be determined by the BoT from time-to-time.
- (b) The BoT shall comprise of the following nominated /elected members:
 - President, Sargodhian Old Boys' Association
 - Chairman, Sargodhian Old Boys' Association, Peshawar Chapter
 - Chairman, Sargodhian Old Boys' Association, Islamabad Chapter
 - Chairman, Sargodhian Old Boys' Association, Lahore Chapter
 - Chairman, Sargodhian Old Boys' Association, Karachi Chapter
 - Chairman, Sargodhians of North America (SONA)
 - Chairman, Sargodhian Old Boys' Association, Australia Chapter
 - Chairman, Sargodhian Old Boys' Association, UK Chapter
 - Secretary, Sargodhian Old Boys' Association
 - Any other member(s) of Sargodhian Old Boys' Association, elected in a General Body Meeting of Sargodhian Old Boys' Association
 - Any member(s) of Sargodhian Old Boys' Association nominated by President, Sargodhian Old Boys' Association.
 - Any other person(s) nominated by President, Sargodhian Old Boys' Association or elected at General Body Meeting of Sargodhian Old Boys' Association.

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- (c) Members of the Board shall, from amongst themselves, elect a Chairman, who shall preside over all the meetings of the BoT. To avoid conflict of interest, office bearers of Sargodhian Old Boys Association shall not be eligible for election as Chairman/Vice Chairman, SST.
- (d) Members of the Board shall, from amongst themselves, also elect a Vice Chairman, who shall chair the meetings of the Board in the absence of the Chairman. The Chairman may designate any member of the Board to chair the meeting in case BoT Chairman and Vice Chairman are unable to participate in a scheduled meeting of the BoT.
- (e) The tenure of office of the members of Board of Trustees shall be five years after which they will be eligible for re-election or re-nomination.
- (f) Members of the Board shall have the right to fill in any casual vacancy arising on the Board by death, retirement, resignation, or removal of any member. Such member shall hold office until the expiry of the term of office of the member in whose place he is appointed.
- (g) Notwithstanding any other provision of the rules and regulations, members of the Board may dissolve the Board or dismiss any member(s) of the Board at an extraordinary general meeting by a special resolution passed with at least two-third (2/3 rd) majority of members present and voting.
- (h) All Cheques, Bank Drafts, or any other instrument of indebtedness issued in the name of the Trust shall be signed and endorsed by such officer, employee or employees of the Trust, as shall, from time-to-time, be determined by the Board of Trustees. If necessary, each of these persons may be asked to give a Security Bond as the Board may determine.
- (i) All funds of the Trust, not otherwise employed or invested, shall be deposited from time-to-time to the credit of the Trust in such scheduled bank(s) as the Board may designate. For the purpose of such deposit, all cheques, drafts or any other orders for the payment of money, which are payable to the Trust, may be endorsed, signed and delivered by such officer of the Trust, or in any other manner as determined by the Board.
- (j) Any person convicted under Schedule II of the charities Act, 2021 shall stand disqualified for life time for becoming member of any Trust / Charity or to seek employment in the Trust / charity.

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3. POWERS OF BOARD OF TRUSTEES

- (a) To delegate the functions and powers of the BoT to Committees thereof:
- (i) Generally to undertake and perform all such acts, matters and things as may be desirable or necessary, in the opinion of the BoT, for the accomplishment of the objectives of the Trust.
- (ii) Provided that no such delegation shall, in any manner, derogate the powers of the Trustees to supervise the exercise of the delegated powers and to revoke any such delegation, at any time, as deemed fit by them in their sole discretion.

The Board, except as may be otherwise provided in the rules and regulations, may constitute and appoint Committees for general or specific purposes or authorize any other officer(s) or agent(s) to enter into any agreement or execute and deliver any contract or any other instrument in the name and on behalf of the Trust, and such authority may be general or confined to specific purposes.

4. MODE OF EXERCISE OF POWERS OF BOARD OF TRUSTEES

- (a) A majority of votes, with each Trustee exercising one vote and the Chairman having a casting vote, shall determine all decisions of the Board of Trustees, save those for which separate provision is made herein.
- (b) The powers vested in the trustees shall be exercised by means of resolutions passed by the Board of Trustees in a meeting or by means of circular resolutions.

5. VALIDITY OF ACTS

All acts bona fides done or taken at any meeting of the Trustees, or by any person acting as a Trustee, shall, notwithstanding the fact that it be subsequently discovered that there was some defect in the appointment of such Trustee, or person acting as aforesaid, or if such person was disqualified to so act; shall be valid as if every such person had been validly appointed and was qualified to be a Trustee. The Trust indemnifies such acts.

6. VACATION OF OFFICE OF TRUSTEES

A Trustee shall *Ipso facto* vacate his office in the following circumstances:

- (a) In the event of his tendering a written letter of resignation to the Board of Trustees.
- (b) If he is removed from office by the Board of Trustees in the manner specified in Para 2(j) of this constitution.

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- (c) If he is adjudged to be an insolvent by competent Authority.
- (d) If he has been convicted by a court of Law for an offence involving moral turpitude.

7. MEETINGS OF BOARD OF TRUSTEES

- (a) The BoT shall hold such meetings from time-to-time, as may be necessary for the transaction of the business of the Trust and for the furtherance of its objectives.
- (b) When required, the BoT shall arrange meetings of members of the Trust at the registered office of the Trust or at any other place designated in the notice.
- (c) The BoT shall arrange an annual meeting of the members of the Trust in each financial year. Such meeting shall be held, if possible, on or about 31st day of March or on any other date determined by the BoT.
- (d) Notice of each annual meeting or a special meeting of members shall be sent at least fourteen (14) days in advance. Notice in each case shall specify the place, day and hour of the meeting and, in case of a special meeting, the purpose thereof.
- (e) A meeting may be called by the Chairman at any time on his own initiative.
- (f) The Chairman of the BoT shall preside at the meeting of the members of the Trust. In his absence Vice Chairman or nominee of the Chairman shall preside.
- (g) Any four (4) members of the BoT, at any time, by means of a written requisition, may request the Chairman to convene a meeting of the BoT. Such a meeting is to be convened within 14 days, failing which the members of BoT may convene the meeting by themselves by serving a further notice of 14 days on all the trustees.
- (h) Decision at the General Body Meeting of members shall be taken by majority votes.
- (i) The meeting of the BoT shall only be considered in order if the quorum for such a meeting is not less than 2/3rd of total members of BoT.

8. POWER TO MAKE RULES

- (a) The Trustees may make Rules consistent with the objectives of the Trust for purposes of carrying into effect the provisions of this Constitution.
- (b) In particular, and without prejudice to the generality of the foregoing, such Rules may provide for all or any of the following matters namely:-
 - (i) The administration of any Institution owned, operated or managed by the Trust.
 - (ii) The appointment and removal of Governing Bodies of any Institution owned, operated or managed by the Trust.
 - (iii) The appointment of any staff members and their terms and conditions of service.
 - (iv) The maintenance of records and audit of accounts.
 - (v) The terms and conditions of any Grant, Loan, Scholarship or other financial Aid given by the Trust.

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9. INDEMNITY

- (a) Each Trustee shall be respectively responsible only for such moneys, securities or other assets as are actually received or disbursed by him and shall not be answerable for the acts or defaults of his co-trustees unless he is a party to the same.
- (b) The Trustee shall not be liable for any loss not attributable to their own dishonesty or to willful commission of any act amounting to breach of trust by them.

10. EXECUTIVE COMMITTEE OF BOARD OF TRUSTEES

- (a) Chairman shall establish an Executive Committee (EC) consisting of 9 appointed members including the Chairman and Vice Chairman. This committee will be headed by the Chairman. It will normally meet once a week, for monitoring the activities of the Trust and taking decisions for its smooth functioning.
- (b) The Committee shall be responsible to obtain postfacto approvals of the decisions taken outside its authorized ambit from the Chairman/BoT.
- (c) The meeting of the EC shall only be considered in order if the quorum for such a meeting is not less than 4 members

11. MEMBERS OF THE EXECUTIVE COMMITTEE

The Executive Committee shall consist of the following members:-

- i. Chairman
- ii. Vice Chairman
- iii. Chief Executive Officer (CEO)
- iv. Executive Secretary
- v. Trustee (Member Academic)
- vi. Trustee (Member Marketing)
- vii. Trustee (Member Finance / Treasurer)
- viii. Trustee (Member HR)
- ix. Trustee (Member Project Development)


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12. DUTIES OF MEMBERS OF THE EXECUTIVE COMMITTEE (EC)

It shall be the duties and obligations of the members:-

- (a) To take appropriate steps and measures to put into effect and operation, the provisions herein contained for the attainment of the objectives of the Trust.
- (b) To prohibit the transfer of any portion of the money/property/income of the Trust, whether directly or indirectly, by way of dividend, bonus or profit to any of the members of the Trust and/or their relatives.
- (c) To cause proper accounts to be kept and maintained for the Trust and of its assets and liabilities.
- (d) To arrange for an audit of the accounts of the Trust every year by a Firm of Chartered Accountants.
- (e) To utilize the money/properties/income of the Trust exclusively for attaining and promoting the objects thereof.
- (f) To open and maintain the accounts of the Trust in a scheduled Bank.
- (g) To invest the unutilized funds as per law.
- (h) To organize Fund Raising functions and negotiate credit line facility from recognized Financial Institutions.
- (i) To preferably create a special fund or pool fund for building educational institutions or a wing thereof and for the repair/maintenance or replacement thereof.
- (j) To set apart a portion of the income towards the creation of a sinking fund or depreciation fund for repairs, maintenance or replacement of the Trust properties.
- (k) To ensure that no salary, remuneration or honorarium, however described, shall be paid to the Trustees or any of them and nor shall any of the funds or assets or properties of the Trust be utilized in furtherance of any business or other activities belonging to the Trustees personally, provided that the Trustees shall be entitled to be reimbursed for any expenses incurred by them exclusively, for the purposes of the Trust.

13. DUTIES OF CHIEF EXECUTIVE OFFICER (CEO)

- (a) The Board shall appoint from amongst its member an Executive Trustee of the Trust to be called as CEO on such terms and conditions as the Board of Trustees may determine.
- (b) The Executive Trustee shall be the Chief Executive of the Trust and subject to the general control and supervision of the Board of Trustees, perform such functions as may be assigned to him by the Board of Trustees.
- (c) Subject as aforesaid, the CEO shall be responsible to administer all affairs of the Trust in accordance with the policy and directive of the Board. The CEO shall periodically prepare a plan for the working of the Trust and implement the same after its approval by the Board.

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- (d) The CEO shall record or cause to be recorded in the Books provided for the purpose, all proceedings of the meetings of the Trust as well as the General Body. The CEO shall give all notices in accordance with law and these Rules and Regulations. He shall be the Custodian of the records of the Trust.
- (e) The CEO shall be assisted by the Executive Committee of the Trust and by other staff who may be appointed from time to time to carry out the functions assigned to them.

14. DUTIES OF THE EXECUTIVE SECRETARY

- (a) Act as Executive Secretary in all meetings of the Board and the Executive Committee.
- (b) Issue an agenda, after approval by the Chairman, for all meetings.
- (c) Record minutes of the meeting and circulate them to all the Trustees, after approval by the Chairman.
- (d) Act as custodian of the Trust Deed/Instrument, Byelaws, Books of rules and regulations, Property, Documents, Minutes of the meetings and all related documents.
- (e) Shall be responsible for a proper management of the office of the Trust.
- (f) Shall be responsible for the safe custody of the SEAL of the Trust.
- (g) Shall follow up with required actions for the implementation of all decisions of the Committees and the Board.
- (h) On behalf of the Board, he shall submit to the Government agencies any changes in the Trust Deed and BoT under the embossed SEAL of the Trust.
- (i) Implement any other Instructions issued by the CEO in conformity with the objects of the Trust.

15. DUTIES OF THE MEMBER ACADEMIC

- (a) Academic Planning.
- (b) Faculty Recruitment, Selection and Appointment.
- (c) Academic Affairs Actions.
- (d) Faculty Retention.
- (e) Student Relations.

16. DUTIES OF THE MEMBER MARKETING

- (a) Devising an effective nonprofit marketing and promotion strategy
- (b) Spearheading our outreach initiatives and marketing campaigns
- (c) Overseeing content production to ensure messaging consistency
- (d) Managing our marketing budget to ensure maximum cost-efficiency
- (e) Contacting our supporters via email and social media
- (f) Providing guidance to our marketing teams

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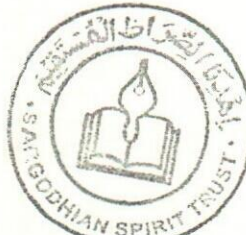
17. DUTIES OF THE MEMBER FINANCE

- (a) Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- (b) Suggest alternative scenarios while evaluating strategic plans as part of the risk management process and as part of performance and reporting scenarios.
- (c) Ensure a high standard of management accounting is maintained in order to support informed financial decisions and efficient management of daily operations.
- (d) Support the Manager Finance/Accounts to prepare, produce and monitor the management accounts regularly.
- (e) Create greater transparency and accountability to improve resource allocation and Trust's image.
- (f) Explain technicalities of accounts in plain language which is fully understood by the trustees.
- (g) Develop a reserves policy and safeguard the organization's finances.
- (h) Keep the board informed of financial reserves position regularly and provide advice to cope with changing circumstances.
- (i) Advise on the financial implications of the Trust's strategic plans.

18. DUTIES OF THE MEMBER HR

- (a) Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
- (b) Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
- (c) Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- (d) Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- (e) Monitors and ensures the organization's compliance with provincial and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- (f) Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- (g) Facilitates professional development, training, and certification activities for staff.

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19. DUTIES OF THE MEMBER PROJECT DEVELOPMENT

- (a) Provide strategic leadership and technical, operational, financial and managerial leadership for successful implementation of projects.
- (b) Ensure projects are aligned with overall strategic goals and objectives of the organization and, if not, revises plan to make them so.
- (c) Oversee all project implementation related to project management, including monitoring and reporting, financials transactions, execution of project plans and performance.
- (d) Oversee all project implementation related to project management, including monitoring and reporting, financials transactions, execution of project plans and performance.
- (e) Ensure projects deliver specified results and meet quality expectations.
- (f) Create and manage project budgets.
- (g) Regularly updates clients, stakeholders and executives with reports on the progress and performance of projects.
- (h) Identify and mitigate project risks to avoid delays and cost overruns.
- (i) Follow all regulations related to projects and ensure they are in compliance.

20. OFFICE STAFF

The Trust shall have a Chief Operating Officer, Manager Finance, Manager Taxation and adequate number of supporting staff for maintaining requisite synergy, coordination and effectiveness in the Trust's functioning. Their duties shall be to maintain the record of the Trust and perform such other functions as may be assigned by the CEO. Their appointment shall be at the discretion of the CEO. They will be employees of the trust and will be paid adequate salary.

21. ACCOUNTS

- (a) The CEO shall maintain a complete record of all transactions, assets and liabilities in accordance with the requirements of law with the help of Manager Finance. Each accounting year will begin on 1st July and close on 30th June. The members may change the accounting year by majority vote in any Annual General or Special meeting called for the purpose.
- (b) The Manager Finance shall maintain the records of the Capital amount invested by the Trust in fungible or non-fungible assets.
- (c) The Financial Controller shall prepare a Statement of Capital Accounts "Receipts and Payments" showing surplus or deficit.
- (a) The accounts of the Trust shall be audited every year by a Firm of Chartered Accountants.
- (b) The books of accounts will be maintained in accordance with the generally accepted accounting principles and may be inspected by the interested members of the public, without any hindrance at all reasonable time.

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22. PROPER MAINTENANCE OF BOOKS

- (a) Maintain books of accounts in a manner laid down by the registration authority in prescribed manner.
- (b) Maintain its web-site and have updated information regarding constitution of the Trust, names and brief introduction of executive members, year-wise financial quantum and detail of the projects undertaken by the Trust during the preceding three years and list of its funding partners.
- (c) Words in respect of registered Trust shall be stated in Urdu and English in legible character along with its registration number in all notices, advertisements, correspondences and other documents issued by and on behalf of the Trust and soliciting money or property for fulfilment of aims and objectives of the Trust.

23. MINUTES BOOK

- (a) The Executive Secretary shall maintain the minutes of all meetings.
- (b) The appointment, resignation and vacation of office by any Trustee shall be duly entered in the Minutes Book.
- (c) The proceedings of all meetings of the Board of Trustees shall be duly entered in the Minutes Book.

24. UTILIZATION OF INCOME AND PROPERTIES

The Trust shall utilize its income and donations solely towards the promotion of the objective of the Trust and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise, by way of profit or by any other means, to the members of the Trust and/or their relatives.

25. INVESTMENT OF SURPLUS FUNDS

Where the trust-property consists of money and cannot be applied immediately or at an early date to the purpose of the trust, the trustee is bound subject to any direction contained in the instrument of trust to invest the money on the following securities, and on no other:

- a) In promissory notes, debentures, stock or other securities of the Provincial or Federal Government :

Provided that securities, both the principal whereof and the interest whereon shall have been fully and unconditionally guaranteed by any such Government, shall be deemed, for the purposes of this clause, to be securities of such Government; or

- b) On any other security expressly authorized by the instrument of trust, or any other security as may be prescribed.

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The Trust shall invest its surplus funds, excluding restricted funds, from time to time as it may seem feasible for the sustainability of the organization in business activities provided that so much of the income chargeable under the head "Income from business" as is expended in Pakistan for the purpose of carrying out welfare activities as per the objectives of the Charitable Trust.

The Trust under the regulatory act may solicit public donations and may enter into agreements with the state and private parties for the realization of aims and objectives stated here in this constitution.

26. DONATIONS

The Trust shall NOT make any donations or grants to, or, affiliate with, any other charitable institution/fund/trust.

27. AUDITORS

For the audit of annual accounts of the organization every year by a qualified accountant as specified in clause (f) of sub-rule (2) of rule 21 of the Income Tax Ordinance 2001, The BoT shall appoint a Firm of Chartered Accountants in the Annual General Meeting of the Trust who will audit the books of account of the trust. The remuneration of the auditors will be fixed by the members in the same meeting.

28. AMENDMENTS

- (a) No amendment in the charter of a registered Trust shall be valid unless it has been approved by two- third majority of its general body members and thereafter by the registration authority, for which purpose a copy of the amendment shall be forwarded to the registration authority.
- (b) If the registration authority is satisfied that any amendment in the charter is not contrary to any of the provisions of the Regularity Act or the rules and regulations made thereunder, it may approve the amendment.
- (c) Where the registration authority approves an amendment in the charter, it shall issue to the Trust a certified copy of the amendment, which shall be conclusive evidence to the organization.
- (d) Any changes in the charter of the Trust that has been disapproved by the registration authority shall cease to be effective immediately from the date of disapproval communicated to the organization.
- (e) An appeal against an order of the registration authority disapproving a change in the purpose or purposes of a Trust may be preferred to the appellate authority within thirty days of the receipt of the order of the registration authority which shall be placed before the appellant authority for decision, thereon which shall be final.

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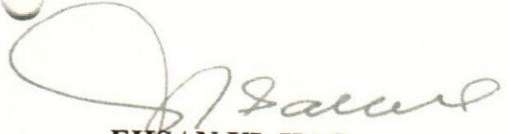
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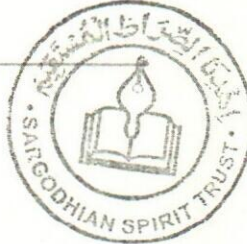


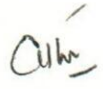
29. DISSOLUTION

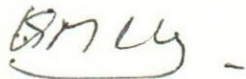
- (1) The Trust shall NOT be dissolved by the executive body or members thereof
- (2) If it is proposed to dissolve the Trust, not less than three fifth of its BOT members may apply to the registration authority in such manner as prescribed, for making an order for the dissolution of such Trust.
- (3) The registration authority may allow de-registration after examination of charter, accounts and other prescribed documents of the trust and remove the trust from the register on and from such date as may be specified in the order.

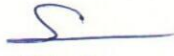
EXECUTANT


EHSAN UL HAQ
General (Retd)
Chairman




SYED ATHAR HUSSAIN BUKHAR
Air Marshal (Retd)
Vice Chairman


QASIM MASOOD KHAN
Air Vice Marshal (Retd)
Chief Executive Officer


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