



HAYAT FOUNDATION

We Deliver Smiles

CONSTITUTION

HAYAT FOUNDATION

ARTICLE-1: NAME AND NATURE OF THE ORGANIZATION:

NAME OF ORGANIZATION: “HAYAT FOUNDATION”

NATURE OF THE ORGANIZATION.

This Organization is non-governmental, non-profitable and non-political Organization working for the vast welfare, relief of the humanity without any discrimination of caste, color, creed, culture, sect and religion or community discrimination.

ARTICLE-2: AREA OF OPERATION.

The operational area of the Organization is **PAKISTAN (Primary) & Globally (Secondary).**

ARTICLE-3: ADDRESS OF THE PRINCIPAL OFFICE OF THE ORGANIZATION.

The office of the Organization is located at **District Nowshera & Peshawar.**

ARTICLE-4: AIMS & OBJECTIVES.

1. General health of Patients and treatment and rehabilitation of physically disabled people.
2. Providing basic health facility by Arranging Free Medical Camps in rural areas all over the Pakistan, where basic health facility are poorly available.
3. Providing Health care education and working on awareness and eradication of different diseases.
4. Arranging Workshops on different health care techniques and interventions to promote the quality of health and to enhance the skills of health care workers.
5. Working on climate change and environmental Rehabilitation.



HAYAT FOUNDATION

We Deliver Smiles

6. Promoting Rehabilitation of physically disabled people by providing different assistive devices (e. g) wheel chairs, crutches.
7. Working on Mental and drugs abused rehabilitation.
8. Aims to lead different Public Health Research Projects.
9. Welfare of Social Education aimed at developing sense of civic responsibility.
10. Eradication of hunger, poverty, and social evils.
11. To provide free education facilities, Shelter for needy children & Orphans.
12. To promote skills enhancement programs, and capacity building/trainings.
13. Working to promote Gender Equality, reducing inequalities and Decent work and Economic Growth
14. To promote skills enhancement programs, and capacity building/trainings and working for peace, justice and strong institutions
15. Working for Affordable and clean Energy Availability, responsible consumption and production and sustainable cities and communities.

ARTICLE-5: MEMBERSHIP:

(5.1): Eligibility of Membership:

Any person shall be eligible for the membership of the Organization subject to the conditions that his/her membership is approved by the **Cabinet Division of HAYAT FOUNDATION.**

1. Who is above 18 years of age.
2. All members will follow the rules and regulations of the organization.
3. All members will actively participate and will show their activeness on social media platforms.
4. All members should work in a cooperative manner.
5. All members will work with a common goal to serve the humanity.
6. Every member should complete the task assigned you before the due date.
7. If any member with the task assigned has been late for more than 05 working days a show cause letter will be issued to the person.
8. The basic Registration fee for new volunteers is only Rs.500 PKR.
9. No volunteer have any right to interfere the organizational policies.
10. All volunteers will work under the supervision of concerned supervised person.
11. No volunteer can challenge the Cabinet Division of the organization.
12. HR Department will decide promotion of volunteers after final meeting with Cabinet on basis of evaluation criteria after final approval from President.
13. Who has reputable character and sound mind.
14. Who are not involved in sectarian group.



HAYAT FOUNDATION

We Deliver Smiles

15. Shall be of good character and sound mind and not convicted by law for moral/criminal offences.
16. Who is loyal to Pakistan & all parts of it.

(5.2): Categories of membership with conditions and fees thereof, if any.

1. Ordinary Members:

Any person whose application for the membership is approved by the Cabinet Division shall become ordinary member of the organization on payment of monthly membership fee Rs.350 / Month.

2. Honorary Members:

Any person who has rendered eminent services to social welfare, people especially youth, women and children may be nominated as honorary member by the Cabinet Division of the organization. Without payment of membership fee.

(5.3) Procedure For Admission of Members:

1. Ordinary Members:

A person who fulfills the requirements as laid down by article – 5 clause (5.1 & 5.2.1) and desirous to become ordinary member shall apply on prescribed form of the Organization to executive body who shall have the power to accept or reject such application.

2. Honorary Members:

The executive body of the Organization shall nominate honorary members. The honorary members will be the members who are beneficial, and who accomplish the Condition laid down in article –5, section (5.1 & 5.2.2)

(5.4): Procedure of Suspension, Cancellation on Reasonable Ground of membership such as:

Membership shall be terminated in any of the following cases.

(5.4.1): Non-completion of the assigned task.

The General Secretary will issue 3 days notice to inactive members prior to the due date of the task assigned to them, a second notice of 2 days will be issued at the expiry of the notice



HAYAT FOUNDATION

We Deliver Smiles

period if the assigned task are still not completed as per second notice, the person concerned membership will be ceased.

(5.4.2): Absence from meetings.

1. A member who fails to attend three consecutive meetings without prior intimation or justification shall cease to be a member of Cabinet Division or Executive board or General Members as per following procedure.
2. In the event of explanation, being found unsatisfactory by the BOG's or President may either administer a warning or may ask the member to resign the membership from the Organization forthwith.
3. In the event of the said member refusing to resign his/her membership when asked to do so. Then BOG's and President has the right to cancel membership immediately after the approval from President.
4. The General Secretary shall give a notice of 7 days to defaulter members during which he/she shall submit a written explanation of his/her conduct.
5. Any member may on his own accord, terminate his membership sending his/her resignation in writing to the General Secretary. The Cabinet may accept resignation provided all the outstanding dues against the defaulter member are cleared to the satisfaction of the Executive body.
6. Death of the member

(5.4.3): Conduct Being Detrimental to the Interest of The Organization.

If conduct of any members deemed by the Cabinet to be prejudicial to the interest of the organization, or calculated to bring the organization into disrepute, his/her membership shall be suspended/ cancelled according to the following procedure:

1. He/ she shall be given a notice of 7 days by the Cabinet during which he/she shall submit a written explanation of his/her conduct.
2. In the event of explanation, being found unsatisfactory the Cabinet may either give a warning, or may ask the member to resign his/her membership from the Organization forthwith.
3. In the event of the said member refusing to resign, when asked to do so, Then Cabinet has the right to cancel membership immediately after the approval from President.
4. For reason to be recorded in writing, the decision of Cabinet will be final and will not be challenged anywhere.
5. If found involved in some criminal activity or a case is registered against him in the police station.



HAYAT FOUNDATION

We Deliver Smiles

(5.4.4): NON-Compliance of Rules and Regulations and Policies of the Organization.

A member who fails to comply the rules and regulations and policies of the organization shall cease to be a member of Cabinet Division or Executive board or General Members as per following procedure.

1. A member with NON-Compliance of the organization policies, Rules and Regulations, Bylaws or code of conduct shall be given an explanation letter from President (To Cabinet Division Only) and from the Cabinet.
2. Member who don't pay the monthly Subscription of Rs. 350 / Month for 3 or more than 3 months, their membership will be temporary terminated till the clearance of dues.
3. If the member fails to clear dues within 1 month of temporary termination, His/Her membership will be permanently terminated.
4. Any misconduct or rude and unethical behavior with any of the member of Hayat Foundation can leads to direct termination of membership.
5. Members who is not active in activities and other projects of Hayat Foundation for continues 1 Month without any prior notice can leads to explanation and failed to answer within 07days can leads to termination of membership.
6. Members who betrays the organization in any regard can leads to straight termination of Membership.

(5.5): Procedure for Restoration of suspended or cancelled membership or Re-admission:

(5.5.1): Non-completion of assigned task.

In case the membership is cancelled due to factors and policies mentions in Article 5, it may be restored after giving satisfactory written explanation against the member subject to the approval of the Cabinet and President.

(5.5.2): Detrimental conduct.

In case of his/her conduct being detrimental to the interest of the organization, the Cabinet, if it is satisfy may restore his / her membership after written assurance is given by him that he/she will not work against the interest of the organization in future.

(5.5.3): Appeal.

In case the person's membership is not restored by the executive Body. He/she have the right to appeal to the Cabinet Division, if it is satisfied may restore his/her membership



HAYAT FOUNDATION

We Deliver Smiles

after written assurance is given by him that he/she will not work against the interest of organization in future.

In case if he/she charged in FIR his/her membership will be restored after verdict of the court of Law.

ARTICLE-06: PROCEDURE FOR PROVISION OF LEAVE / RESIGNATION:

(6.1): Resignation:

1. Any member of the Board of Governors, Cabinet Division, Executive Board or General Member of any team / Department may resign from their position by submitting a written resignation to Human Resource Department in written or mail their resignation letter to the official email address of organization 30 days before the date of resignation.
2. No one is allowed to leave the official group of organization without any prior notice/resignation.
3. Failed to do so will leads to explanation from the concerned member and if failed to answer the explanation, strict disciplinary action will be taken.
4. HR Department will forward the resignation to General Secretary and President for Approval.
5. Resignation shall be approved after the final approval from President.
6. If the resignation is not approved by President or General Secretary, the member shall work and if He/She wants to resign again so they can send their resignation again with genuine reason and find a Replacement / Recommendation if necessary or if asked by HR Department.

(6.2): Leave:

1. Member of the Board of Governors, Cabinet Division, Executive Board or General Member of any team / Department shall request a leave of absence for personal or professional reasons.
2. The leave request shall be sent to HR Department through the official email.
3. The approval of a leave of absence shall be subject to the approval from General Secretary and Vice President subject to the availability of other members and that the working decorum may not get disturbed.
4. During a leave of absence, the member shall remain active on emergency basis and shall transfer their assigned tasks to the concerned member in the team / department.



HAYAT FOUNDATION

We Deliver Smiles

ARTICLE-07: ORGANIZATION STRUCTURE:

Names the Different 'Bodies' formed from amongst the members of the Organization to run the affairs Properly:

1. Board of Governors
2. Cabinet Division
3. Executive Board

Composition Power & Functions of the Executive Body and General Body:

Powers & Functions of the Cabinet Division:

1. The Cabinet shall be the supreme decision-making body of the Organization.
2. The term of the Cabinet members shall be 01 year.
3. To act and represent the Organization in all matters and execute the policy and decision of the Executive Board and General Members.
4. To invite, nominate, accept, suspend, cancel, or restore the membership of the person (s) according to the provisions of the Article (5) of the constitution.
5. To appoint, suspend, punish, or dismiss staff of the Organization if deemed necessary, the Cabinet will take the approval of President.
6. To prepare schemes, budget and progress reports and will be responsible for the maintenance and case study of the office records and property etc.
7. It shall prepare Monthly and annual activity reports, audited accounts and present them to President and General Secretary for approval.
8. It shall fix date, time and place for holding annual General body meeting as and when due.
9. All the Executive and Cabinet members will bound to the Founder of the Organization (President).
10. No one can target and challenge the Founder of the Organization (President).

Board of Governors.

1. The Board of Governors shall consist of 05 members, appointed by Chairman BOG (President of Organization)
2. The term of the BOG members shall be 03 years.
3. The Board of Governors shall oversee the overall direction and performance of the Organization.
4. The Board shall approve major policies and strategic plans recommended by the Cabinet. If the recommended policy of plan is rejected one time, the cabinet will review



HAYAT FOUNDATION

We Deliver Smiles

on it and will submit it for approval for 2nd time and if again it got rejected by BOG's, the decision of Cabinet will automatically be implemented after the approval from President.

5. The Board shall ensure good governance practices, including ethical standards and conflict of interest policies.
6. The Board shall recommend the appointment and termination of membership subject to the approval of the Cabinet and President.
7. The Board shall actively participate in fundraising efforts to support the Organization's mission.

Cabinet Division / Governing Body.

The Cabinet Division of the Organization shall be composed of the following office bearers and members:

1	President	One
2	Chairman Advisory Board	One
3	Vice President	One
4	Deputy Vice President	One
5	General Secretary	One
6	Information Secretary	One
7	Director HR	One
8	Director Planning	One
9	Director Finance	One

Powers & Functions of the Cabinet Division of the Organization:

The following powers and functions are to be exercised by the **President**:

1) President:

- The President shall be the constitutional head of the Organization and shall preside over the meetings of the Executive as well as General Body.



HAYAT FOUNDATION

We Deliver Smiles

- He/She shall ensure that the provisions of the constitution are duly carried in all respect.
- Shall have the power to sanction infinite expenditure up to in each case.
- He/She shall supervise the working of the Organization, guide and help the office bearers in discharge of their duties.
- All the activities of the organization need the approval of the President and President can interfere in all matters of Organization.
- He/She have the power to make any new policy or change any previous policies any time.
- The President shall add or terminate any member of organization (either from Cabinet or Executive Board) even providing with a reason or not providing any reason.
- The President Shall have the full power of the organization and all members from Cabinet, Executive board or general body will bound to the President.
- Any Amendment in the constitution of the organization needs the final approval of the President.
- The President can override departmental decisions for organizational benefit.
- He/She represents the organization globally.
- Shall have power to reallocate funds to address emerging needs.
- The President shall establishes Special committees for special tasks.
- The President shall initiates, leads any high priority project at any time, and end any project for the benefits of the organization.

2) Chairman Advisory Board

- Developing and implementing organizational vision, mission, and strategic plans.
- Setting goals, objectives, and performance metrics.
- Ensuring alignment with the organization's purpose and values.
- Developing and enforcing organizational policies.
- Ensuring compliance with laws, regulations, and industry standards.
- The Chairman Advisory Board will be bound for the approval of President for taking any major decision of the Organization.

3) Vice President

- Shall exercise all power in the absence of President and in his presence will assist the President.



HAYAT FOUNDATION

We Deliver Smiles

4) Deputy Vice President

- Shall exercise all power of President in his/her absence and shall be working in close aspect with **President**.

5) General Secretary

- The General Secretary shall act in consultation with the President, and shall be responsible for the Cabinet and Executive Board.
- The General Secretary, in the consultation with the President shall prepare the agenda, call meeting of the Cabinet, executive Board or General Body in accordance with the provision of the constitution, prepare and put up the minutes of the last meeting for confirmation and maintain proper record of the same.
- The General Secretary shall prepare annual and monthly report about the work done by the Organization and submit it before the President.
- The General Secretary shall be responsible for submission of the report and return as desired by the registration Authority. The General Secretary shall conduct all correspondence on behalf of Organization.
- The General Secretary shall verify all bills; vouchers etc get approval of the President & forward them to Director Finance for security & payment as per rules.
- General Secretary shall be the Head of Cabinet Division and all cabinet division members shall be bound (Except President)

6) Director Finance

- He / she shall arrange collection of donations, grants, aids, subscription & issue proper receipt.
- He / She shall deposit the amount in the bank account of the Organization.
- He She shall maintain register of members, donors, with their names and addresses.
- Maintain accounts of income and expenditure.
- Arrange audits of the accounts of the Organization & its affiliated welfare program units.
- Prepare annual budget, quarterly reports & schemes for fund generation and obtain approval of the President.
- He / She shall operate bank account jointly with the **President** of the Organization.



HAYAT FOUNDATION

We Deliver Smiles

7) Information Secretary

- He / She shall give publicity to all the aims and objectives of the Organization and publication of all such material.
- He will also keep inform all concerned of the activities of the Organization.
- He / She shall coordinate with all related to external affairs.
- He/ She shall circulate all the information, letters, posters, links and policies in all concerned groups of organization.

8) Director HR

- Representing the organization publicly.
- Building partnerships and collaborations.
- Maintaining relationships with government, media, and community leaders.
- Fostering a positive organizational culture.
- Developing and implementing HR policies.
- Ensuring employee engagement and development.
- Director HR can Hire and Terminate any member of Organization according to the rules and regulations of the organization and with final approval of President.
- All Letters/ certificates should be issued by Director HR with final approval from President.

9) Director Planning

- Interacting with the Board of Directors, providing updates and recommendations.
- Developing and enforcing organizational policies.
- Ensuring compliance with laws, regulations, and industry standards.
- Identifying and securing funding opportunities.
- Building relationships with donors, sponsors, and stakeholders.
- Developing and executing fundraising strategies.
- Planning and Executive innovative projects.
- Coordinating with Team Heads and Leaders regarding the Projects/ Activities/ Events.
- Execution of Events and make coordination with Cabinet regarding the proposed event/ Project.
- Collecting the Event report from the concerned Team Head and submitting it to Cabinet.



HAYAT FOUNDATION

We Deliver Smiles

Powers & Functions of the Executive Board of the Organization:

1) Directors / Assistant Directors:

1. Director and Assistant Director of Departments shall be responsible for all their respective teams / Departments Heads and Members.
2. They shall be responsible to Develops and implements the department's / team strategic plan and Projects.
3. They shall be responsible for all team members, and shall be answerable for any conduct happened.
4. They shall submit monthly progress report to General Secretary every month till 5th of every month.

2) Head / Co-Head:

1. Heads and Co-Heads of Departments shall be responsible for all their respective teams / Departments General Members.
2. They shall be responsible for the completion all assigned tasks by Director / Ass. Director.
3. They shall submit monthly progress report to their respective Ass. Director every month and Ass. Director shall submit it to Director within a day after receiving report from the Head / Co-Head.
4. Collect funds for projects and for financial Aid cases with collaboration with finance department.
5. Help Cabinet to verify and investigate the financial aid case.

2) Ambassador / Deputy Ambassador:

1. They can represent the organization in their institute and will be passionately about the organization's mission and the impact of its work to the public.
2. Organize, Execute and participate in fundraising Projects.
3. Organizing events, Building donor relationships, and making proposals for grants for projects.
4. Building good relationships within the their team members, raise awareness about the organization's services, and recruit volunteers from their institute.
5. Organizing meetings with their team members and listen to their problems and solve them, discussing the future projects.
6. Making proposals for events / Projects, and submitting them to the cabinet division for approvals and execute them with team after approval.
7. Maintain record of team, activeness and submit monthly report to Director.
8. Organize donation drive in their institute once a month.



HAYAT FOUNDATION

We Deliver Smiles

ARTICLE-08: CHAIN OF COMMAND FOR EXECUTING PROJECTS / EVENTS:

Procedure for executing the project:

1. Event should be planned and discussed before 1 month of the date of execution.
2. A proposal should be made and submit it to the Director Planning for approval.
3. Director Planning will review the proposal and will forward it to General Secretary for Approvals.
4. After approval from General Secretary, GS will forward it to the President for final approval.
5. GS will approve the budget of the event which will be provided to the team who is executing the project for their expenses.
6. After final approval from President, GS will give approval to Director planning and He/She will start working on the project along with team who proposed the event.
7. All the coordination regarding events with team will be done by Director Planning.
8. After approval, Director Planning will make a poster from Design Team for the event mentioning all the details and the amount required for project (if any) with official Finance Accounts.
9. The poster will be then uploaded on social media handles and will be circulated in all groups of Organization with caption.
10. Once the amount required is raised, project donation will be closed and project will start execution.
11. All the budget which will be required for the event will be collected by the team who proposed the event.
12. If the amount required is not raised till date of event, then the organization will cover up the expenses after the approval from General Secretary.
13. During the execution of event, The Director Planning and Directors, Heads, Ambassadors shall be responsible for the smooth execution of project and to avoid any misshape.
14. After the event, the concerned team will make project report and will submit it to Director Planning within 3 days after the event.
15. Report must include all details, execution process, attendees, financial record with bills attached.



HAYAT FOUNDATION

We Deliver Smiles

ARTICLE-09: MEETINGS:

Procedure for calling different types of meetings.

Cabinet Division Meeting:

The General body shall meet at least twice in month.

Meeting shall be physical or Online as decided by the Cabinet in a meeting with a clear notice of One week (07) Days in advance with proper agenda. But for an emergency meeting, 03 days, notice shall be sufficient.

Executive Body Meetings:

The executive body shall meet Trice in a month.

Special emergency meeting may be called at the direction of the **President** at the notice of minimum 02 days before the meeting

ARTICLE-10: AMENDMENTS IN THE CONSTITUTION:

The cabinet constituted under this constitution may,

- Amendments in the constitution shall be made in a special meeting of the Cabinet Division called for this purpose.
- If it so desires to amend the constitution or any part thereof by unanimous consensus of two - third $\frac{2}{3}$ majority of Members of Cabinet Division and Board of Governors.
- The mode of making amendment in the constitution shall only be carried out in a manner provided herein above in this article and not otherwise.

HAYAT FOUNDATION
WE DELIVER SMILES

ARTICLE-11: FUTURE PLANS:

The Foundation has always tried to expand its services to the peoples who are really needy and helpless. Its single aim is serve the people and to help humanism & the nation.

Our Team is continuously working on projects and though obviously realizes the future requirements and developments to successfully expand our service area.



HAYAT FOUNDATION

We Deliver Smiles

Our Current Future Plans are as follows:

SDG 1: No Poverty

End poverty in all forms everywhere.

SDG 2: Zero Hunger

End hunger, achieve food security, and improve nutrition.

SDG 3: Good Health and Well-being

Ensure healthy lives and promote well-being for all.

SDG 4: Quality Education

Ensure inclusive and equitable quality education.

SDG 5: Gender Equality

Achieve gender equality and empower all women and girls.

SDG 6: Clean Water and Sanitation

Ensure availability and sustainable management of water.

SDG 7: Affordable and Clean Energy

Ensure access to affordable, reliable, and modern energy.

SDG 8: Decent Work and Economic Growth

Promote sustained, inclusive, and sustainable economic growth.



HAYAT FOUNDATION

We Deliver Smiles

SDG 9: Industry, Innovation, and Infrastructure

Build resilient infrastructure and promote innovation.

SDG 10: Reduced Inequalities

Reduce inequality within and among countries.

SDG 11: Sustainable Cities and Communities

Make cities and human settlements inclusive, safe, and sustainable.

SDG 12: Responsible Consumption and Production

Ensure sustainable consumption and production patterns.

SDG 13: Climate Action

Take urgent action to combat climate change.

SDG 14: Life Below Water

Conserve and sustainably use oceans, seas, and marine resources.

SDG 15: Life on Land

Protect, restore, and promote sustainable use of ecosystems.

SDG 16: Peace, Justice, and Strong Institutions

Promote peace, justice, and strong institutions.

SDG 17: Partnerships for the Goals



HAYAT FOUNDATION

We Deliver Smiles

Strengthen global partnerships for sustainable development.

Key Targets:

- Eradicate extreme poverty (less than \$1.25/day)
- End hunger and malnutrition
- Achieve universal health coverage
- Ensure quality education for all
- Achieve gender equality
- Reduce greenhouse gas emissions



Approved By;

Mr. Ijlal Hayat
Chair Person / President / Chairman Board of Governors

HAYAT FOUNDATION
WE DELIVER SMILES