



File No. DIR/KAR/SW/2025/ 090  
OFFICE OF THE  
DIRECTOR KARACHI DIVISION  
SOCIAL WELFARE DEPARTMENT  
GOVERNMENT OF SINDH

Karachi dated 21/2/2025

Sr. No: 16/2025

## **Renewal Certificate**

In pursuance to Notification No: SO (SW) 2(1088)/2010, dated 1<sup>st</sup> September, 2014 and in the light of provision of Section (7) of Voluntary Social Welfare Agencies (Registration & Control) Ordinance, 1961 and Rules, 1962. The Registration in respect of:

**"SOCIETY FOR HUMAN RIGHTS & ENVIRONMENT PROTECTION"**


Registration No: DSW (2062)-K

Dated: 09-12-2002

Address: Office #. 2, 3<sup>rd</sup> floor Batool Arcade Main university road, adjacent  
MCB Bank Block-13B, Gulshan-e-Iqbal, Karachi.

is hereby renewed and allowed to continue their work with effect from

09<sup>th</sup>, December, 2024 to 08<sup>th</sup>, December, 2025.

  
29/12/25  
AAMIR WAHEED KHAWAJA  
DIRECTOR (KARACHI DIVISION)  
SOCIAL WELFARE DEPARTMENT  
GOVERNMENT OF SINDH

  
[AAMIR WAHEED KHAWAJA]  
REGISTRATION AUTHORITY  
DIRECTOR KARACHI DIVISION

(Note: The office bearers are requested to open Bank Account without further delay. Opening of bank account is constitutional requirement. Submit necessary details after opening of bank account to this office.)





**ATTESTED**



**CONSTITUTION OF SOCIETY FOR HUMAN  
RIGHTS AND ENVIROMENT PROTECTION**

**CERTIFIED TRUE COPY**

**30-07-25**

**M. TAHIR NIZAMANI**  
Advocate High Court  
Ledger No. 638/HC/MPs

OFFICE # 2, 3<sup>RD</sup> FLOOR BATOOL ARCADE, MAIN UNIVERSITY ROAD,  
GULSHAN-E-IQBAL 13B, KARACHI.

EMAIL: SHEP.NGO@GMAIL.COM /INFO@SHEPNGO.COM

WEBSITE: WWW.SHEPNGO.COM

# CONSTITUTION OF SOCIETY FOR HUMAN RIGHTS AND ENVIRONMENT PROTECTION

## Article (1)

### Name of Agencies

The name of the Agency shall be **SOCIETY FOR HUMAN RIGHTS AND ENVIRONMENT PROTECTION**

## Article (2)

### Address of the Organization

House No. 2-CB/31, Al-Falah Society Colony Gate, SFC, Karachi.

## Article (3)

### Area of Operation

The area of operation shall be **KARACHI CITY**

## Article (4)

### Aims and Objects


The organization has the following aims and objectives:


1. To open / promote Educational Institutes
2. To open / Promote Dispensaries, Hospitals & Health Institutes.
3. To solve the Social Problems of the Peoples
4. To Promote the Social awareness regarding health pollution, literacy and improvement of human rights.
5. To train Technical and Non Technical staff about environmental management and pollution control.
6. Tree Plantation to control effected pollution.

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PRESIDENT  
SOCIETY FOR HUMAN RIGHTS  
& ENVIRONMENT PROTECTION  
(SHEP)

  
GENERAL SECRETARY  
SOCIETY FOR HUMAN RIGHTS  
& ENVIRONMENT PROTECTION  
(SHEP)

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Deputy District Officer (S.W.)  
Registration Voluntary Agencies  
Community Development Deptt.  
City District Govt. Karachi  
9/12/02

  
M. TAHIR NIZAMI  
Advocate High Court  
Ledger No: 638/HG/MPS

  
AMIR WAHEED KHAN  
DIRECTOR (KARACHI DIVISION)  
SOCIAL WELFARE DEPARTMENT  
GOVERNMENT OF SINDH

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## Article (5)

### Nature of Organization

The organization shall be non-political, non-sectarian Voluntary Social Welfare Organization. It can get affiliated with other Welfare Organization (s) Registered under the Voluntary Social Welfare Agencies (Registration and Control) ordinance, 1961.

## Article (6)

### Membership

Any person having the following qualification shall be eligible for Membership of the organization.

Who is of or above 18 years age.

Who resides in the area of operation of organization.

Who has reputable character and sound mind.

Who agrees to abide by the constitution and bye-laws of the

Organization and supports the aims and objects of the organization.

Who agrees to pay the prescribed fee of the organization.

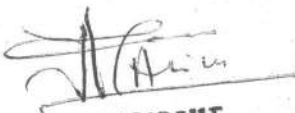
No employee of the organization can become member of the Organization.

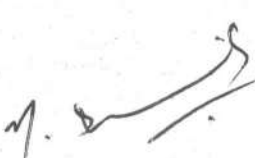
### B) Categories of Membership

#### (i) Patron.

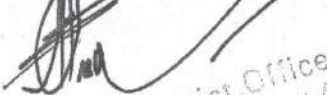
A person who pays Rs.25,000/= or more in lumps to the


Organization and whose association with the organization is deemed by the executive Committee helpful for the promotion of the objectives of the organization shall be invited by the Executive Committee to be its patron. condition A(I) of Article (6) shall not apply on this category of membership.

  
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**GENERAL SECRETARY**  
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**Community Development Deptt.**  
**City District Govt. Karachi**

  
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**(ii) Life Member.**

A person who pays Rs.10,000/= in lumps to the organization shall be invited by the Executive Committee to welcome a Life Member of the organization.

**(iii) Ordinary Member**

A person whose application for membership is approved by the Executive Committee shall become ordinary Member of the Organization on payment of an annual membership fee Rs.12,00/=

**C. Procedure for Admission of Membership**

**(i) Patrons**

Persons who fulfill the condition laid down under Article 6- B (I) may be invited by Executive Committee to become patron of the Organization.

**(ii) Life Members and Ordinary Members**

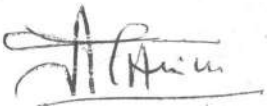
Persons having qualification as laid down in Article 6 (A) and Desirous to welcome life member or ordinary member shall apply on prescribed form of the organization, to the Executive Committee. A person shall become life member or ordinary member only after payment of the prescribed fee.


**D. Procedure of Rejection**

(i) Persons whose applications for membership are rejected by the Executive Committee can apply again after a lapse of six months.


(ii) The application rejected second time by the Executive Committee shall be put up before the General Body for consideration giving Reasons for rejection.

(iii) A person whose application has been rejected by the Executive Committee will have the right to appeal to the General Body whose decision shall final.


  
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### E. Rights and Privileges of Members.

- (I) Following Categories of members shall have the right to vote the Take part in the meetings functions of the organization and hold office in it:

- (1) Life Members.  
(2) Ordinary Members.

- (iii) Following categories of members shall not have the right to vote or Hold office but can participate in the meeting and function of the Organization:-

- (I) Patrons.

- (iv) members who have not cleared their dues by the due date will not have the right to vote or seek election or participate in any activity of the organization.

### E. Procedure of Suspension Cancellation and Resignation of Membership.

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

- (i) For non-payment of subscription up to 30 days after du date. The Honorary Treasurer will issue 15 days notice to all members Who are in arrears prior to the due date. A second notice of 30 days will be given at the expiry of the first notice period if the dues are not cleared as per second notice the person concerned will ipso-fetch cease to member.

- (ii) Absence from meeting (General Body and Executive Committee).

A member who fails to attend three consecutive meetings without Prior intimation, with justification. Prior intimation, with justification, shall cease to be member of Executive Committee or General Body, as the case may be.

- (iii) Conduct being detrimental.

If the conduct of any member is deemed by the Executive Committee to be prejudicial to their interest of the organization or calculated to bring the agency into disrepute, his membership can be

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FOR KARACHI DIVISION  
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suspended /Canceled according to the following procedure :

- (a) He shall be given a notice of at least 15 days by the Executive Committee during which he shall submit a written explanation of his conduct.
- (b) In the event of explanation being found unsatisfactory the Executive Committee may either administer a warning or may ask the member to resign his membership from the organization forthwith.

**(iv) Resignation**

Any member may on his own accord, terminate his membership by Sending his resignation in writing to the General Secretary. Executive Committee may accept resignation provided all the outstanding dues have been cleared by him.

**(V) Death of the member.**

**(V) Procedure for Restoration of Membership.**

**(i) Non Payment**

In case it is due to non-payment of membership fees as per Article 6 F ( I ) his membership may be restored after payment of all the dues outstanding against the member subject to the approval of the Executive Committee.

The notice for cancellation of membership on account of non- Payment of fee should be published in local news paper by the large Voluntary Social Welfare Organization who may find it difficult to issue individual notices.

- (ii) In case of his conduct being detrimental to the interest of the Organization, the executive Committee, if it is satisfied , may restore his membership after he gives a written assurance that he will not work against the interest of the organization.

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DIRECTOR KARACHI DIVISION  
SOCIAL WELFARE DEPARTMENT  
GOVERNMENT OF SINDH

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- (ii) In case the person's membership is not restored by the Executive Committee, he shall have the right to appeal to the General Body  
Which by a majority of 2/3 of the members present in voting, may Restore his membership Decision of the General Body on this subject shall be final.

**Article (7) organization structure.**

The organization shall consist of General Body and Executive Committee.

**Article (8)**

**"A" General Body**

The General Body of the organization shall determine the policy and programme of the organization and approve fiscal budget submitted by the Executive Committee.

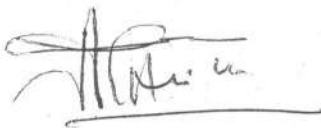
- (iii) It will hold elections of office bearers and members of the Executive Committee as and when due through Election Committee elected by it.
- (iv) It will appoint Chartered Accountant for the purpose of auditing the accounts of the organization. This appointment shall be subject to the approval of the Registration Authority.
- (v) It will approve the report and audited statement of accounts of the Previous year submitted by the Executive Committee.
- (vi) It shall amend in the Constitution of the organization and when Necessary in accordance with Article 14 of this Constitution.

**"B" Executive Committee:**

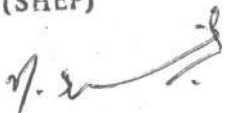
The Executive Committee of the organization shall be composed of the following office bearers and members.

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DEPT. OF COMMUNITY DEVELOPMENT (S.W.)  
Registration of Voluntary Agencies  
Community Development Deptt.  
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DIRECTOR KARACHI DISTRICT  
COMMUNITY DEVELOPMENT  
GOVERNMENT OF SINDH  
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1.	President	One
2.	Vice President	One
3.	Hon. General Secretary	One
4.	Joint Secretary	One
5.	Treasurer	One
6.	Executive Members	Ten
Total		Fifteen

#### Powers and Functions

- (i) To act and represent the organization in all matters and execute the policy and decisions of the General Body.
- (ii) To appoint, from members of the organization such Sub-Committee (s) for any specific purpose (s) as may be necessary. It will have the right of co-opting (s) such sub-committee (s) shall submit reports to the Executive Committee on completion of the tasks assigned to them within stipulated time after completion of tasks.
- (iii) To invite, nominate, accept, suspend, cancel or restore the Membership of person (s) according to the provisions of Article (6) Of the Constitution.
- (iv) To appoint, suspend, punish or dismiss paid staff of the organization if deemed necessary. It shall also determine the terms and conditions of the employment of staff.
- (v) To prepare schemes, budget and progress reports and be responsible for the maintenance and safe custody of the office records, property, etc.
- (vi) If vacancy occurs in the Executive Committee, the Executive Committee can co-opt member (s) if half or more the term or more the half of the term of office is over. If the vacancy occurs before half the term of office is over, it shall be filled in by the General Body.
- (vii) It shall prepare Annual Reports, Audited Accounts and present them to the General Body for Approval.
- (viii) It shall fix the date, time and place for holding Annual General Body meeting as and when due.

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*[Signature]*

Deputy District Officer (S.W.)  
Registration Voluntary Agencies  
Community Development Deptt.  
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*[Signature]*

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*[Signature]*

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*[Signature]*

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DIRECTOR (KARACHI DIVISION)  
SOCIAL WELFARE DEPARTMENT  
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(ix) After election the Committee shall draw-up the programmes of the Organization and be responsible for its implementation.

(x) The Committee shall keep a register of members to be maintained and kept up-to-date in which the names and addresses of all categories of members of the organization shall be entered, with the payment made by each of them by way of donation or subscription as the case may be.

(xi) All office bearers and members of the Executive Committee shall be honorary and shall not charge any remuneration.

(xii) All property moveable as well as immovable belonging to the Agency shall vest in the Executive Committee who shall administer it for only the aim and objects of the Agency.

#### Article (9)

#### Powers and Functions of office Bearers

##### A) President

i) The President shall be the constitutional Head of the organization. He shall preside over the meetings of the Executive Committee and General Body. He would adjourn the meetings of Executive Committee and General Body if he considers that the proceedings are Injurious to the interproceedings are injurious to the interest of the Organization, such adjourned meetings would be held within one week from the date of adjournment.

ii) He shall ensure that the constitution is duly carried out in all respect.

iii) He shall keep himself informed of all the activities of the Organization.

iv) He shall supervise the working of the of organization, guide and help the office bearers and

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members in discharge of their duties towards The organization.


- v) He shall exercise the right of casting vote in any of the meeting of the Organization.
- vi) In case of emergency he shall have powers to meet expenditure up to Rs.5000/= subject to the approval by the Executive Committee in its subsequent meeting.
- vii) Provision of Article 6-F (ii) shall not be applicable to the President of the organization.

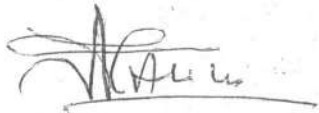
**B) Vice President**

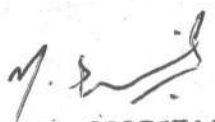
- i) The Vice President shall assist the President in the discharge of his duties and perform such duties as may be assigned to him by the President in so they relates to his office.
- ii) In the absence of the president the vice president shall assume that power and function of the president.

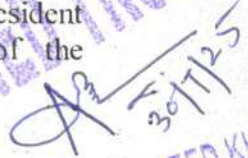
**C) General Secretary**

- i) The General Secretary shall be the Chief Executive of the organization shall act in consultation with the president and be responsible to the Executive Committee.
- ii) He in consultation with the President, shall prepare the Agenda, call meetings of the General Body and Executive Committee in accordance with the provision of the constitution, prepare and put-up the minutes of the last meeting in the subsequent meeting for confirmation and maintain proper record of the same. He shall be responsible for execution of all the resolutions and directives of the Executive Committee and General Body.
- iii) He shall prepare Annual Report about the work done by the Organization and submit it in the meeting of Executive Committee for consideration and approval and subsequently in the General Body meeting, as the case may be.

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**GENERAL SECRETARY**  
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DIRECTOR (KARACHI) DIVISION  
SOCIAL WELFARE DEPARTMENT  
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iv) He shall be responsible for submission of reports and returns as desired by the Registration Authority. He shall be responsible for Office management and the record of the organization.

v) He shall conduct all correspondence on behalf of the organization except on policy matters for which price approval and instruction of the executive committee shall be necessary.

vi) He shall be responsible for the General supervision of the office staff and services of the organization. The executive committee may delegate to him the power to appoint dismiss and take punitive action against the paid staff of the organization. Any such action taken by the General Secretary shall be reported to the executive committee and General Body for approval which shall be final.

He shall verify all bills voucher etc and forwarded them to the treasurer for scrutiny and payment as per rules.

viii) In case of an emergency he shall have power to meet the expenditure up to Rs.2500/- subject to the approval by the executive committee in its subsequent meeting.

**D. JOINT SECRETARY.**

i) He shall assist the General Secretary in the discharges of his duties.

ii) He shall perform such duties as may be assigned to him by the joint secretary shall perform all the duties of General secretary.

**E. TREASURER.**

The treasurer shall maintain accounts of the income and expenditure and be anchorage of the finances of the organization.

iii) He shall operate the Bank account of the organization under joint signature of the president or General Secretary as may be decided by the executive committee.

iv) He shall within a week of receipt deposit all the amount in the bank duly approved by the executive committee in the account of the organization.

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Deputy District Officer (S.W)  
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- v) He shall be responsible for proper auditing of the organisation accounts by any auditor duly appointed by the General Body.
- vi) He shall receive and collect all donations, Grant-in-aids subscription dues and other payment on behalf of the organization and will issue proper receipt there of.
- vii) He shall maintain account of the organization in register prescribed under section 9(a.b.c.g) of the voluntary social welfare agencies (Registration and control) Rules, 1962, and present monthly statement of income and expenditure in the meeting of the executive committee. He shall put up the annual audit report about income and expenditure in the general body meeting and get it conformed.
- viii. He shall prepare the annual budge and place it before the Executive Committee for approval prior to its submission to the General Body of the organization.
- ix. He shall get the accounts examined by the General Secretary and president quarterly and put up the quarterly report of the Accounts and statement of fee and other such dues payable by the members and shall suggest the means of increasing the source of income of the Organization.

#### 10) Meetings

- i) All meetings of the organization shall stand adjourned for seven days if within half an hour of the appointed time quorum is not formed.

No fresh Notice shall be needed for and adjourned meeting and the meeting shall be held on the same day time and place in the following week. In case the day of meeting falls on a holiday, it will be held on the next working day. No quorum would be required for such meeting. Provision of this section shall not apply to the requisitioned meeting.

- iii) No quorum shall be required for an adjourned meeting.

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iv) A requisitioned meeting shall stand dissolved, if within half an hour of the appointed time no quorum is formed. A requisitioned meeting for the same business shall not be called for a period of six months from the dissolved requisitioned meeting. The decision taken in such a meeting shall be valid only if it is supported by a two thirds majority if it was called by the General Secretary.

v) If any office bearer or executive member or member of the Organization fails to attend three consecutive meetings of the Organization without prior and written intimation he shall cease to be an office bearer / Executive member of the organization.

**A). ANNUAL GENERAL BODY:**

**1) Meeting**

The Annual General Body Meeting of the organization shall be held within two months of the expiry of the fiscal year i.e 30<sup>th</sup> of June, to transact the following business:-

- i) Executive business as mentioned under Article 8 (A).
- ii) Matters referred to by the Executive Committee.
- iii) Any other matter permitted by chair.

**2) Notice**

An Annual General Meeting shall be called after giving 15 days Written notice under postal certificate. If necessary it may be Published in local newspapers.

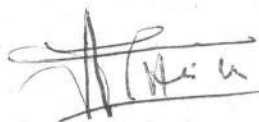
**3) Quorum**

One third of the total members of the organization in good standing, shall constitute the quorum at the annual general meeting or any other meeting of the General Body.

**A) Special or Emergency Meeting of General Body.**

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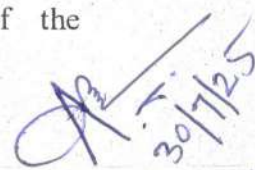
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1) Meeting

A special or Emergency meeting of the General may be called By the General Secretary in consultation with the President.

2) Notice

Such meeting will require a written notice of atleast seven days.

3) Quorum

One fourth of the total members in good standing shall constitute the Quorum.

B) REQUISITIONED MEETING OF GENERAL BODY MEETING.

1) Meeting

On a written request from one third members of General Body in good standing, the General Secretary shall call the meeting of General Body for special business. In case, the General Secretary upon the receipt of requisition for such meeting does not convene meeting within days of the receipt of requisition, the Requisitions may themselves convene General Body Meeting for business.

2) Notice

Such meeting will require a written of at least 15 days.

3) Quorum

Fifty percent of the total members in good standing shall constitute the quorum.

C) Executive committee meeting:

1) Meeting

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Registration Voluntary Agencies  
Community Development Deptt.  
City District Govt. Karachi

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30/7/25

AMIR WAHEED KHAWAJA  
DIRECTOR (KARACHI DIVISION)  
SOCIAL WELFARE DEPARTMENT  
GOVERNMENT OF SINDH  
30-07-25

PRESIDENT  
SOCIETY FOR HUMAN RIGHTS  
ENVIRONMENT PROTECTION  
(SHEP)

GENERAL SECRETARY  
SOCIETY FOR HUMAN RIGHTS  
ENVIRONMENT PROTECTION  
(SHEP)

The Executive Committee will ordinarily meet atleast once in two months.

## 2) Notice

- a) A notice of seven days will be necessary for an ordinary meeting of the Executive Committee.
- b) A special or emergent meeting of the Executive Committee may be called at the discretion of the President at a notice of 4 hours.

## 3) Quorum

One third of the members shall form the quorum for a meeting of the Executive Committee.

## 11) Term of Office

- i) The term of office shall be for a period of two years of all the office bearers and members of the Executive Committee.
- ii) No office bearers shall hold office for more than two (2) consecutive terms.
- iii) The Executive Committee must hand over the charge to newly elected Executive Committee within 15 days after the election. The handing over and taking over will be carried out under the supervision of the Election Committee.

## 12) Elections

- i) The Elections of office bearers and Executive members of the Executive Committee will be held after two years within two months of the expiry of the terms of office i.e 30<sup>th</sup> June, of every alternate year.
- ii) A Election Committee consisting of three members, including its Chairman, shall be elected at the Annual General Body Meeting to arrange and conduct elections of the office bearers and members of the Executive Committee.
- iii) The members of the Election Committee will not be entitled to seek elections for any post in the Executive Committee.

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iv) The elections will be held by Secret ballot and each members will have one vote.

iv) The office bearers and members of the Executive Committee shall be elected in the General Body Meeting held at a special date with such notice being put up on the Notice Board in the organization's premises fifteen days before in election.

v) The Notice giving the date, time and place of election meeting of the General Body would also be sent to all the members by post under postal certificates atleast fifteen days before the date of election.

vi) Nomination papers of candidates bearing signatures of the proposer and seconder, who are bonafide members, shall be submitted to the Chairman, election Committee one week before the election date. The candidates can withdraw within two days of the submission of papers

vi) The Executive Committee shall continue to hold office and discharge its duties in accordance with the constitution until such time as the new Executive Committee and office bearers are Elected.

vii) First election of the organization shall be held by the founder members and the above procedure shall not be applicable for the first election.

### 13) Financial Administration:

i) The Financial year of the organization shall be from 1<sup>st</sup> July to 30<sup>th</sup> June, of the subsequent year.

ii) The funds of the organization shall be kept in a scheduled Bank approved by the Executive Committee and subsequently by the Registration Authority.

iii) The Accounts shall be operated under Joint Signature of the Treasurer and President or Treasurer and General Secretary.

iv) The accounts of the organization shall be audited annually by the Chartered Accountant appointed

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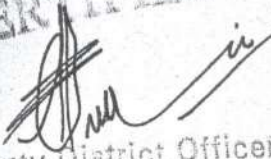
by the General Body, Subject to the approval of the Registration Authority.

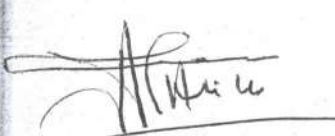
- v) The organization will not grant any donation to other agency unless it is approved under 47-(I) of Income Tax.
- vi) For acquiring / disposing off any property / equipment costing over Rupees 5,000/= approval of the General Body shall be necessary.
- vii) The moneys, income and property of organization however derived shall be applicable solely towards the promotion of the objects of the organization.
- viii) No portion of the money's income and property of the organization shall be paid or transferred directly or indirectly by way of profit, dividends, bonds or otherwise to any of its members or relatives.


14) Amendments in The Constitution:

- i) Amendments in the Constitution shall be made in a special meeting of the General Body called for this purpose.
- ii) Any members wishing to suggest an amendment I the constitution may do so by writing to the Executive Committee. After approval of the Executive Committee the proposed amendment shall be circulated among all the members of the General Body, along with the notice of the meeting at which the amendment is to be considered atleast 30 days prior to the date of the meeting proposal amendments received from members up to seven days before the date of the General Body Meeting will be placed before it for consideration.
- iii) The amendment must be approved by  $\frac{3}{4}$  majority of the total membership of the General Body in good standing.
- iv) The organization shall not make any change in the constitution Memorandum of Article of organization, rules and regulation or bye - laws, without the prior approval of the Registration Authority.

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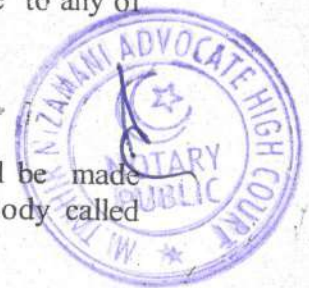
  
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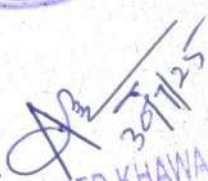
  
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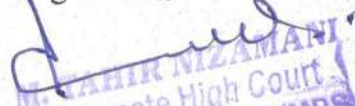
  
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30/7/25  
HAMID WAHEED KHAWAJA  
DIRECTOR (KARACHI DIVISION)  
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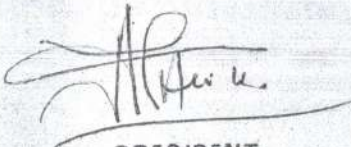
  
NIZAMANI  
Advocate High Court  
Ledger No. 633/HCMPS




- v) No amendment shall be enforced or applied without the approval of the Registration Authority (Director or Social Welfare ) Government of Sindh.


**15) Dissolution of the organization:**

- i) The organization shall be dissolved in accordance with Article 10, 11 and 12 of the Voluntary Social Welfare Agencies (Registration and Control) Ordinance, 1961.
- ii) Dissolution shall only be decided at special of General Body, specially called for the purpose with a fortnight notice. The decision taken would be communicated to the Registration Authority, Government of Sindh, for further necessary action.
- iii) In the event of the dissolution of the organization its assets, left after meeting its liabilities of any, shall be transferred to any other registered Voluntary Agencies having similar objective Registered under the voluntary Social Welfare Agencies (Registration and Control Ordinance, 1961.

  
**PRESIDENT**  
**SOCIETY FOR HUMAN RIGHTS**  
**& ENVIRONMENT PROTECTION**  
**(SHEP)**

  
**GENERAL SECRETARY**  
**SOCIETY FOR HUMAN RIGHTS**  
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**(SHEP)**

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