

MEMORANDUM OF ASSOCIATION

- Clause 1. **Name of the Association**
MARINE ACADEMY OLD BOYS' ASSOCIATION
in short " M A C O B A "
- Clause 2. **Address of the Association .**
1-A, 1st Floor, Sattar Chamber
29, West Wharf Road, Karachi. Pakistan
- Clause 3. **Aims and objects of Association**
- a) to foster, love, affection, a spirit of brother-hood and understanding amongst the old boys of the Marine Academies of Chittagong & Karachi.
 - b) to establish, provide and maintain liaison & modern facilities such as web sites etc, for the promotion of communication, friendship and interaction amongst the members of the Association in particular and the marine fraternity in general;
 - c) to develop and undertake projects for the professional and social welfare and general improvement for the members and other mariners and for the society in general;
 - d) to establish training centres, Pre and Post sea educational institutions for mariners, centres of Excellence on the required International professional standards in line with guidelines of the reputed international maritime authorities and certification agencies and seek their help in all relevant fields for achieving the objectives for the promotion of technical and professional knowledge and skills;
 - e) to publish books, periodicals, magazines, journals, newsletters and other technical, scientific literature for the promotion of the objectives of the Association;
 - f) to hold workshops, seminars, conferences and literary gatherings for exchange and dissemination of the relevant technical knowledge in all fields of the maritime profession;
 - g) to develop regional chapters, groups for achieving the aims and objectives of the Association;
 - h) to develop and establish projects and other welfare institutions to provide help and assistance for the members, mariners and the people in general, in distress and difficulty;
- Clause 4. To carry out the objects mentioned in clause 4 above, the Association shall be entitled to do the following acts, deeds and things as may be necessary:-

- a) Acquire immovable properties by purchase, lease, hire, exchange or otherwise, and to pull down, erect, alter, and maintain the same;
- b) Shall seek aid and assistance from Government, Semi Government and all other lawful agencies and individuals on national and international level such as donations, grants and endowments or loans, and technical assistance, knowledge, know-how and expertise to carry out various educational and welfare projects of the Association;
- c) May set up a Bench of Advisers from amongst persons of learning, knowledge, experience, respect and means in the society to guide, advise and help the Association for carrying out its aims and objectives;
- d) Shall do and execute all such acts and things as may be deemed necessary or expedient to further the aims and objectives of the Association.

Clause 5. The Association is a non-political and a non-commercial body and cannot be used as a platform by any individual or party for any ulterior motives.

Clause 6 Type & Eligibility for Membership.

There shall be three types of Memberships as under along with the Eligibility for each:

	Type of membership	Eligibility
(i)	Member	All cadets of the Marine Academies of Chittagang and Karachi, who joined these Academies and were allotted an Academy Number.
(ii)	Life Member	Any member, who makes a single lump sum payment as decided and notified by the Executive Committee from time to time, shall become a Life Member of the Association. Such life member shall not be charged Annual subscriptions.
The Members, under sub-clause (i) & (ii) above, shall be known as Marine Academy Old Boys or MACOBS in short.		
(iii)	Honorary Members	The Executive Committee, with the approval of the General Body, shall nominate and request elite persons, ex-teachers of the Marine Academies,

persons of learning, knowledge, experience and respect, to be the Honorary Members of the Association; to guide, advise and help the Association for carrying out its aims and objectives.

Clause 7. List of the Executive Committee to whom the Management of the Association has been entrusted.

<u>S.No.</u>	<u>Name</u>	<u>Address</u>	<u>Occupation</u>
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Clause 8. LIST OF THE SUBSCRIBERS

We the several persons are desirous of being formed into an association in persuance of this memorandum.

<u>S. No.</u>	<u>Name</u>	<u>Address</u>	<u>Occupation</u>	<u>Signature</u>
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PART SECOND

ARTICLES OF THE ASSOCIATION

Clause (I) Name of the Association.
MARINE ACADEMY OLD BOYS' ASSOCIATION
in short " M A C O B A "

Clause (II) Address of the Association.
1-A, 1st Floor, Sattar Chamber
29, West Wharf Road, Karachi. Pakistan

Clause (III) **RULES AND REGULATIONS.**

(i) **PATRONS.**

The Association expects that all those officers who are responsible for imparting knowledge and training to all present and future Merchant Navy Officers at one stage or the other such as the Director General Ports and Shipping, the Chief Nautical Surveyor, the Chief Engineer and Ship Surveyor, the Commandant, the Chief Engineer, all instructors at Marine Academy Chittagong & Karachi, the Managing Directors, the Marine and Engineering Superintendents, the Training Officers of Shipping companies and workshops -- presently serving in such capacities as well as those who have served in such capacities in the past-will extend their kind patronage to Association. However, the following have kindly agreed to extend their active patronage and guidance to MACOBA for its progress and smooth functioning:

Patron-in-Chief

Director General Ports & Shipping shall be the ex—officio Chief Patron of the Association.

Patrons.

- a. Chairman, PNSC
- b. President of the Master Marines Society of Pakistan – Ex-officio
- c. Commandant Marine Academy, Ex-officio
- d. Chairman Karachi Port Trust, Ex-officio
- e. Chairman Port Qasim Authority

Clause IV Management, Control & Administration

The management, control and administration of the affairs and the property of the Association shall rest with the Executive Committee which shall be the supreme governing body of the Association, subject to the control of the General Body. The members of the Executive Committee, known as Executive members and the office bearers of the Association shall be drawn from amongst the old boys of the Association in such a manner that an equitable distribution is made throughout the batches of the old boys.

The Executive Committee shall comprise of the following:

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|----|----------------------------|---------------------------------|
| 1. | President | 1 |
| 2. | Senior Vice President | 1 |
| 3. | Vice-Presidents | Same as the number of chapters. |
| 4. | General Secretary | 1 |
| 5. | Joint Secretary | 1 |
| 6. | Public Relations Secretary | 1 |
| 7. | Finance Secretary | 1 |
| 8. | Executive members | 6 |

Clause V Batch Co-ordinators:

There shall be a Batch Co-ordinator from one or more number of Batches duly nominated by the respective batch(es) or nominated by the President in consultation with the Executive Committee and Association Members of the respective batches. The Batch co-ordinator shall assist the General Secretary and the Executive Committee to keep a better liaison between the Management of the Association and the members of batch(es) being represented by them, for all matters of communications, subscriptions, follow-ups and special projects.

Clause VI **Regional Chapters**

In view of the Marine Academy Old Boys having occupations and permanent residences not only in Karachi but also in cities other than Karachi, nationally and abroad and in view to enable them to participate for achieving the overall objectives for which the MACOBA was founded, it will therefore be very encouraging if Regional Chapters of the MACOBA are established in cities, places and areas wherever about ten or more MACOBS are able to organize such Chapters. The Chapters could follow the constitution, rules & regulations of the central body or adopt their own Rules & Regulations with suitable amendments. The President of such chapters shall be ex-officio Vice-Presidents of the Central body. The chapters shall formally be incorporated with written authorisation from the central body and shall have close communication, exchange of information for promoting the Associations objectives especially the brotherly relationship, friendship and understanding amongst all the MACOBS.

Clause VII **Elections for the Executive Members & Office-Bearers.**

- i. In the 1st week of October every year, the Executive Committee shall nominate an Election Commission, comprising of one Chairman and two members from amongst the members of the Association having a special reputation for integrity and trustworthiness.

This commission shall seek nominations in writing or otherwise, as appropriate at the time, from amongst the members resident in Karachi, Pakistan at the time, for the positions of Executive Members and Office Bearers. The members of this commission shall not be candidates for these positions.

- ii. The Election Commission shall hold its meetings and consultations as necessary during October the same year and shall submit its conclusions and recommendations to the Executive Committee by 1st week of November the same year.
- iii) The Executive Committee shall endeavour to formulate its recommendations for approval of the General Body in case a consensus is arrived. In the absence of a consensus, the Election Commission shall chalk out and circulate in writing an election schedule by the 15th of November the same year and organize for fair and free elections to be held in the 1st week of December, the same year.
- iv) The names of the elected candidates shall be presented to the Annual General Body to be held in the 2nd week of January the next

year for final approval. If one or more candidates are not approved in the General Body, these shall be replaced with suitable alternate candidates elected in the same General Body after the nominations and election through show of hands in the same General Body.

- v) Due care shall be exercised in the nomination and election of the Executive Members & office Bearers with consideration for reputation of responsibility, commitment and contributions to the cause and objectives of the Association. The positions shall be, as far as possible, distributed equitably amongst the batches of the old boys with the objective to achieve maximum representation however, positions of Joint, Public Relations and Finance Secretaries shall normally be filled from the engineering MACOBS undergoing their workshop training in Karachi, who shall be expected to put in a practical and dynamic contribution for the efficient and effective running of the affairs of the Association.
- vi) **Term of office of the executive committee.**
 - a. The term of office of the Executive Committee shall be one year, from 1st January to 31st December each year. The outgoing Committee shall handover the charge of all affairs, assets finances, Bank Accounts, Records etc to the Incoming Executive Committee through respective General Secretaries. The audited Balance Sheet and Financial Accounts of the previous year shall however be presented to Annual General Body for approval by the outgoing Executive Committee through its General Secretary and Finance Secretary.
 - b. Any Executive Member or Office Bearer could resign from his position by tendering a written resignation to the General Secretary, which shall be considered for acceptance or rejection in the next meeting of the Executive Committee. In case of acceptance, the Executive Committee shall co-opt from amongst the willing members to fill the vacant post temporarily until the next General Body Meeting, where, through election, the vacant post shall be filled permanently until the next elections.
 - c. In case of unpleasant and unworthy behaviour by any Executive Member or Office Bearer, a motion for his removal or otherwise shall be moved in the next meeting of the Executive Committee to consider the matter. If the motion for removal is approved by 3/4th majority, the concerned Executive Member / Office Bearer shall lose his position. The position shall be filled as explained in (b) above.

- (i) **Member** A MACOB shall be registered as a Member on one time payment of Rs.500/- as membership Registration Fee. Besides, he shall also pay an annual subscription as decided by the General Body from time to time on the recommendation of the Executive Committee. This Fee shall be paid in advance.
- (ii) **Life Member** A member may be accepted and Registered as Life Member by the Executive Committee if he agrees to pay a lump sum amount as decided by the General Body from time to time on the recommendation of the Executive Committee.

Members shall be expected to pay their due Fees within January each year through cash or Cheque delivered at the office of the Association and obtain proper Receipts. The membership Fees and annual subscriptions of the MACOBS who passout from the Marine Academies and while remaining undertraining or who await their posting on ships / jobs shall be waived until they formally join their jobs. They will however fill in their membership Registration Forms for record & follow up. Their Fees & subscriptions shall fall due from the 1st of January following joining their professional occupations and they shall also be expected to pay in advance like other members.

Clause IX Bank Account(s) and Authority for Expenditure

- a. The funds of the Association shall be kept in any scheduled Bank or Banks and the Bank Account(s) shall be operated jointly by the senior Vice-President, General Secretary and Finance Secretary.
- b. The General Secretary shall be authorized to make expenditure, in a single payment of upto Rs.10,000/- aggregating a maximum of Rs.50,000/- in a year. Expenditures beyond Rs.50,000/- in a year shall require prior approval of the Executive Committee.
- c. Any expenditure incurred by the General Secretary shall be placed before the Executive Committee in its meeting any time after the expenditure was incurred.

Clause X Audit

- i) Yearly Accounts shall be prepared and audited by Auditors as appointed by the Executive Committee. The audited Accounts shall be circulated to all Members and approved by the General Body in its Annual Meeting.
- ii) The Financial year of the Association shall be from 1st January to 31st December every year.

- Clause XI. (i) **Amendments**
- a) The terms of the constitution can be amended by the General Body at a General Meeting by 3/4th majority of members actually present at such a meeting. All other decisions shall be carried by simple majority.
 - b) Decisions in the Executive Committee shall be made by consensus or in its absence, by simple majority of the members present.
 - c) Interpretation to any clause shall be decided by the President.

Clause XII (i) **General Body**
It shall comprise of all members.

- (ii) **Quorum**
- a) For General Body meeting, 25% of the total strength.
 - b) For Executive Committee meeting 7 out of 10 members.
 - c) Vice – Presidents may not be counted for quorum due to their remote locations but they would be welcome in the meetings and have full voting rights.

Clause XIII (i) **Meeting**

- a) Annual General Meeting.
The annual General meeting shall be held at least once in a year in the month of January.
- b) Executive Committee meeting.
The executive committee meeting may be held as and when required and called by the General Secretary. The General Secretary will give a notice of at least 3 days.

(ii) **Special General Body meeting:-**

The General Secretary can call a meeting of the General Body on written request from 15% of the members of the Associations, specifying the objects for which the meeting is called. If the General Secretary, upon the receipt of requisition for such a meeting, does not proceed to convene the meeting within 31 days from the date of the requisition, the requisitioner may themselves convene a special General body meeting, 25% of the members strength shall form the quorum for the said meeting. The notice for such meeting will be of 7 days.

Clause (XIV) **POWER AND DUTIES OF PRESIDENT VICE PRESIDENTS AND OTHER OFFICE BEARERS.**

- (i) President and Senior Vice President will generally look after the affairs of the association and give necessary guidance for its progress and smooth functioning.

President can any time, ask the General Secretary to call a General Body meeting or an Executive Committee meeting. The notice for such meetings will be of 7 days. In case of difference the decision of the President shall be final and binding in all respects.

(ii) **General Secretary:-**

- a. He shall correspond on behalf of the Association.
- b. He shall submit the Annual report before the General Body at its annual meeting.
- c. He shall keep all the records of the Association, the necessary books of Accounts, the register of members and the minute book, etc.
- d. He shall operate the Associations Bank Account jointly with Senior Vice-President and the Finance Secretary.
- e. He shall be at his discretion to spend Rs.50,000/- yearly in anticipation of sanction by the Executive Committee, with a single expenditure limited upto Rs.10,000/-.
- f. He shall have powers to nominate sub-committees for various jobs as and when required.
- g. He shall be responsible for the day-to-day affairs of the association and its smooth running.

(iii) **Joint Secretary:-**

- a. He will work under the directions of the General Secretary and exercise all the powers of General Secretary in his absence from station or serious illness.
- b. He shall write the minutes of all the meetings, with the help and guidance of the General Secretary.

(iv) **PUBLIC RELATIONS SECRETARY:**

He will perform all the duties in regards to public relations for promotion of the image of the Association under supervision from the General Secretary.

(v) **Finance Secretary:**

- a. He will operate the Associations bank account jointly with the General Secretary and the Senior Vice-President.
- b. He shall be responsible for collecting the Fees, subscriptions and keeping an upto date account and records.

- c. He shall maintain a cash register for expenditure and income in consultation with the General Secretary.
- d. He shall prepare the annual Balance Sheet and statement of Financial Accounts of the Association for presentation for Audit and to the General Body.

Clause XV **Medal of Decoration**

- i) A medal of decoration may be awarded on behalf of the Association, to any of its member, or any other mariner or any other person, who may have rendered out standing services to Academies of Chittagong or Karachi or to the profession of Mercantile officers.
- ii) Name of the member or person to whom such medal is to be awarded shall be proposed by at least 03 other members and later approved the Executive Committee, and further subject to approval at AGM.

Clause XVI. **DISSOLUTION**

- (i) The Association at any time may be dissolved if at a General Meeting convened for the purpose, a minimum of 80% of the members of the Association vote in favour of the dissolution.
- (ii) Upon the dissolution of the Association, it's asset shall be realised and the debts and the liabilities thereof satisfied there out and subject thereto the asset shall not be distributed amongst the members but will be transferred to any Charitable institution having similar objects or approved under Section 47(1)d of the Income Tax Ordinance as amended from time to time.

Certified to be the true copy of rules, and regulations.

- 1. -----
The President
Marine Academy Old Boys Association
- 2. -----
General Secretary
Marine Academy Old Boys Association
- 3. -----
Joint Secretary
Marine Academy Old Boys Association