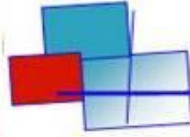


**Saudi Aramco Ex-Employees Association
Karachi, Pakistan**

Bye Laws

**94-A, Block-6, PECH Society, Karachi-75400
PAKISTAN**



Saudi Aramco Ex-Employees Association, Karachi

94-A, Block-6, P.E.C.H.Society, Karachi75400, Pakistan
Tel:92-21-322-39399 - www.saeaa.com.pk

Bye laws

Article-I

TITLE; LOCATION & REGISTERED OFFICE

SECTION 1: TITLE

The name of the organization shall be "Saudi Aramco Ex Employees Association", Karachi, Pakistan. Hereinafter called and referred to as "SAEEA". It is a clearly defined, members motivated and financed, non-profitable, technical, social and welfare organization of the Ex Employees/Retirees of Saudi Aramco and Ex Employees of Saudi Aramco Services Organizations of Saudi Arabia, henceforth referred as "SAEEA Members" who are Citizens (Living Abroad) and Legal Residents of Pakistan

SECTION 2: LOCATION & REGISTERED OFFICE:

The Head Office of the "SAEEA" shall be located in Karachi, Pakistan. Local Offices of SAEEA may be opened in any other city of Pakistan as per requirements and needs of the organization and members. With a suitable number of members a local office in any other city can be opened.

SECTION 3:

The use of the name of "SAEEA" shall be authorized by the "Governing Body". The privilege of the use of SAEEA's name goodwill or credibility by any member will be withdrawn, if deemed advisable by the two-third majority of the total of the "Governing Body".

SECTION 4:

All policy statements and commitments in which; name, goodwill or credibility of SAEEA is used, first be submitted to the "Governing Body" for approval and at least two-third majority of the total of the "Governing Body" must be sought for prior to application, except in the case of a press release by a member authorized by the "Governing Body" under these Bye-Laws.

Article-II

DEFINITIONS

SECTION 1: TERMS

The terms used in these Bye-Laws shall convey the meaning stated here under unless it is defined otherwise in the text where they are used.

SECTION 2: BYE-LAWS

As defined here under, the rules and regulations approved by the “Governing Body” shall be considered the Bye-Laws for the conduct of day-to-day business of the Association and shall form its constitution. They will be referred to in the text by the term Bye-Laws.

SECTION 3: SAEEA

“Saudi Aramco Ex Employees Association” hereinafter shall be referred to as “SAEEA” and this term shall be used in the text of the Bye-Laws for the purpose stated herein.

SECTION 4: GENERAL BODY

All valid Members present in a General Meeting will form the “General Body” of the Association.

SECTION 5: GOVERNING BODY

The Governing Body shall consist of 2 Founder Members and 8 Office Bearers who will be elected through a General Meeting of the members. The members of the Governing Body shall be residing in Pakistan. The “Governing Body” shall hereinafter be referred to in the text by the term “Governing Body”.

SECTION 6: LEGAL POSITION

In case of dispute/disputes relating to the running, managing and day-to-day activities of the Association, all matters shall be resolved and finally decided within the Association and shall in no case, be taken to any Court of Law.

Members of the Governing Body shall not be held personally responsible for any association activities.

Article-III

OBJECTIVES

SECTION 1:

The association shall run on non-political; non-religious and non-rational basis for the welfare of SAEEA Ex Employees and their dependant members.

SECTION 2:

To arrange/hold social gatherings, functions and entertainment programs on National and International occasions, or as and when needed.

SECTION 3:

The association shall run on no profit basis.

SECTION 4:

Acquire a piece of land from Government directly or through Overseas Pakistani Foundation to establish housing scheme for SAEEA Members and their dependants.

SECTION 5:

To pay out of the funds of the Cooperative Society, the cost, charges and expenses of formation and registration.

SECTION 6:

To employ and pay any person or persons to carryout support services for the association.

SECTION 7:

To apply for local, national and international grants that would enhance the attainment of the object of the association.

SECTION 8:

Receive and make donations in the interest of association only.

SECTION 9:

Purchase, take on lease or in exchange, hire or otherwise acquire real or personal property and rights or privileges and to construct, maintain and alter buildings or erections.

SECTION 10:

Invest the money of the association not immediately required, in securities or properties as deemed fit by the Governing Body.

Article-IV**CODE OF ETHICS****SECTION 1:**

As a member of Saudi Aramco Ex Employees Association he/she shall pledge:

- (1) To abide by the LAWS of the Country.
- (2) To assume the responsibility of promoting harmony among fellow members.
- (3) To deal fairly with all members and avoid any discrimination.
- (4) To always remember that SAEEA is a social organization of Ex Employees/Retirees of Saudi Aramco and Ex Employees of Saudi Aramco Services Organizations of Saudi Arabia and shall endeavor to enhance its professional image among the sister organizations with similar goals and objectives.

Article-V

MEMBERSHIP

SECTION 1:

Application for membership shall be on the prescribed form of SAEEA.

SECTION 2:

Membership of the Association shall be opened to all Pakistani Saudi Aramco Ex-employees, their dependents, including spouse irrespective of cast, creed and age. SAMARAC and Saudi Aramco Contractor Ex-Employees will also be eligible to apply.

SECTION 3:

A member desiring to resign from the membership of the Association shall apply in writing to the Governing Body through the General Secretary giving full reasons. The subscription fee etc., shall not be refunded.

SECTION 4:

Removal and Termination - A member shall cease to be member of the association for any of the following reasons:

- 1) Resignation accepted by the Governing Body.
- 2) Death of member
- 3) Gross Misconduct & Final conviction/sentence by Court of law followed by a decision of the Governing Body.

SECTION 5:

All information provided by the members on the membership form is only for the use of Association and will not be released to any person. People can forward their request for information regarding their friends to Founder Members or President of the association and their request will be forwarded to their friends to contact them.

Article-VI

FEEES AND DUES

SECTION 1:

The Annual Membership Fee or the Life Membership Fee shall be such amounts as determined from time to time by the "Governing Body" and got approved by an affirmative opinion of two-third of the "General Body". In the event that the "Governing Body" proposes a change in the Membership fees, a General Body Meeting will be required to affect such a change.

SECTION 2:

The Annual Membership subscription of the Association will cover the period July 01 to June 30.

Article-VII

FISCAL YEAR

SECTION 1:

The fiscal year shall be from 1st of July to June 30 of each calendar year.

SECTION 2:

Yearly financial report and statements of the Association covering the Earnings and expenditures incurred during the whole fiscal year shall be produced by the Finance Secretary. Other financial reports and statements shall be produced by the Finance Secretary at such times as required or requested by the "Governing Body".

SECTION 3:

The funds of the association shall consist of annual membership subscription fee from members, voluntary donations, aids and special contribution by members.

SECTION 4:

The account of the association shall be audited as laid down in the duties of Finance Secretary on yearly basis.

Article-VIII

GENERAL BODY

SECTION 1:

The supreme authority of the Association vests in General Body consisting of all the Members of the Association.

SECTION 2:

The General Body shall have power to elect Governing Body.

SECTION 3:

The General Body shall also have powers to make and amend rules of the Bye Laws according to the requirements of the Association as and when required.

SECTION 4:

The quorum for the General Body meeting shall be not less than 2/3rd of the present members.

Article-IX

GOVERNING BODY

SECTION 1:

PERMANENT FOUNDER MEMBERS:

1. Mohammad Abdulmatin
2. Ghulam Qutubuddin Khan

SECTION 2:

GOVERNING BODY:

All Office Bearers need to be elected by the General Body.

- | | |
|---|-----|
| 1) President..... | (1) |
| 2) Vice President..... | (1) |
| 3) General Secretary..... | (1) |
| 4) Joint Secretary – Media Support..... | (1) |
| 5) Coordinator..... | (1) |
| 6) Finance Secretary..... | (1) |
| 7) Ladies Representative (By Nomination)..... | (2) |
| (Assistants, as and when needed) | |

In case, no nomination is received by the Election Committee for any post other than President and General Secretary, the post(s) will be filled in by the Elected Managing Committee.

SECTION 3:

The office bearers shall be elected in a General Body meeting designated for this purpose. A member willing to be a candidate for election as an office bearer must first be nominated by a member and seconded by two other members. The office bearers shall hold their respective offices for a two (2) year period. No office bearer will hold any office in the Association for more than two consecutive terms.

SECTION 4: POWERS AND DUTIES OF FOUNDING MEMBERS:

- a) The Founder Members shall have the power of supervising and controlling all activities of the Governing Body.
- b) Work in the interest of association and members.

SECTION 5: POWERS AND DUTIES OF PRESIDENT:

- a) To preside over all the meetings of the Governing Body and General Body.
- b) He shall have no vote but in case of tie of votes he shall have a casting vote.
- c) To ensure that the bye laws are duly carried out in all respects.

SECTION 6: POWERS AND DUTIES OF VICE PRESIDENT:

- a) In the absence of the President he shall exercise the powers of the President.
- b) Will also share the responsibilities of the President & General Secretary if assigned or needed.

SECTION 7: POWERS AND DUTIES OF GENERAL SECRETARY:

- a) Shall be Secretary of the association and Ex-Officio of all the Committees & Sub-Committees which may be formed from time to time.
- b) Shall act according to the Bye-Laws of the Association and carry out other duties that may be assigned or entrusted to him from time to time.

SECTION 8: DUTIES OF JOINT SECRETARY – Media Support:

- a) Shall support all media activities and assist General Secretary in particular and other Office bearers in general and also carryout day to day work assigned to him.
- b) Shall act as GS during the absence of General Secretary.

SECTION 9: POWERS AND DUTIES OF COORDINATOR:

- a) Shall correspond and issue circulars of the meetings on behalf of the association and shall maintain its record up to-date.
- b) In consultation with the President shall call the meetings of the Association and its Governing Body in accordance with the provisions of the bye-laws and be responsible for the execution of all the resolutions and directive of the Governing body.

SECTION 10: DUTIES OF FINANCE SECRETARY:

- a) Shall control and receive dues of all nature from the members of the Association and shall deposit all such amount in the Bank's Current Account to be maintained against three signatories (President; Coordinator and Finance Secretary) which shall be operated by at-least two signatories.
- b) Shall maintain proper and up-to-date record of receipts and expenditures and be responsible to get the accounts audited regularly at the end of calendar year by at-least two members (excluding the Governing Body).
- c) Shall prepare the annual budget and place it before the Governing Body for approval.

SECTION 11: DUTIES OF LADIES REPRESENTATIVE:

- a) To coordinate and welcome the ladies attending the functions; getting views and points of concern from the ladies.
- b) To be responsible concerning the Marriage Bureau activities.
- c) To recommend/include as new members of ex-employee's spouse/families.

Article-X

MEMBERS

SECTION 1:

All paid members shall be part and parcel of the General Body and will fully participate in taking decisions relating to the activities of the Association.

SECTION 2:

All members of the Governing Body shall have to attend the meetings regularly as called from time to time. If for any reason one is unable to attend any particular meeting, he shall inform the General Secretary or any other Office bearer well in advance. If any Office bearer or member fails to attend three consecutive meetings of the Governing Body without prior intimation, he shall cease to be the member of the Governing body and his seat shall fall vacant, which will be subjected to fresh election/nomination.

Article-XI

ELECTIONS

SECTION 1:

The Elections shall be held once every two years preferably in the beginning of the year.

SECTION 2:

The elections shall be held by secret ballot of the members present or by proxy in which case the procedure to vote by proxy as laid down by the Governing Body.

SECTION 3:

The existing Governing Body shall make arrangements for fair and free elections.

SECTION 4:

The newly elected Governing Body shall assume office within 15 days of its being elected.

SECTION 5:

The contesting candidates shall have to pay along with the nomination form a sum of Rs.500/- (Rupees Five Hundred only) non-refundable.

SECTION 6:

Members, who have not paid the yearly dues, shall not have the right to vote or seek election or propose/second for office bearer.

SECTION 7:

Any member can contest election against one seat only.

SECTION 8:

The process of the election shall take place at the General Body Meeting.

Article-XII

NOMINATION PAPER

SECTION 1:

Nomination papers of candidates bearing signature of Proposer and Seconder, who are bonafide members shall be submitted to the appointed Election Committee two weeks before the election date.

SECTION 2:

The Election Committee appointed by the Governing Body will independently formulate rules/regulation and or instructions for holding the Election.

SECTION 3:

The Election Committee will consist of 3 Members, who can elect its Chairman.

Article-XIII

MEETINGS

SECTION 1:

General Body Meeting - Once in a year and the quorum to approve any motion is 2/3 majority of the present members. Notice for the General Body meeting of the association shall be issued 15 days before the meeting date.

SECTION 2:

Governing Body Meeting - Notice for the monthly meeting shall be issued not less than 5 days before the date fixed for the meeting.

SECTION 3:

An extra ordinary notice of the Governing Body meeting in special case, may however be convened for consideration of urgent and important matters, on 72 hours notice.

Article-XV

AMENDMENT OF THE "BYE LAWS"

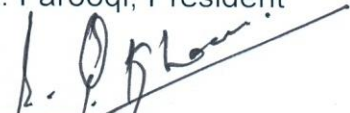
SECTION 1:

Any member of the association wishing to suggest an amendment in the Bye-Laws may do so by writing to the Governing Body. After the approval of the Governing Body the proposed amendment shall be circulated among all the members of the General Body. The amendment must be approved by 2/3rd majority of the members present at the General Body meeting.

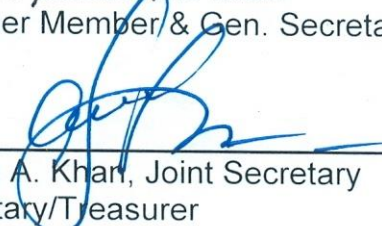
Approved by:
Governing Body:



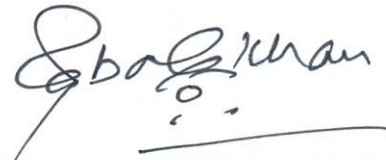
Kamal A. Farooqi, President



Ghulam Qutubuddin Khan
Founder Member & Gen. Secretary



Shafiq A. Khan, Joint Secretary
Secretary/Treasurer



Iqbal Ahmed Khan, Vice President



Mohammad Abdulmatin
Founder Member & Coordinator



Sher Ali, Finance