



## **Volunteer's Guide Book**

Welcome to the family of Umeed-e-Bashar Foundation, Our volunteers are important to us and we value your contribution.

Volunteers have been involved with our organization since it began and have been pivotal in the success of our Organization.

Your time is appreciated and we encourage you to discuss any ideas or concerns you have with us.

This manual serves as a guide; it contains useful information that will assist you in your role as a family member of **Umeed-e-Bashar Foundation**. The content is based on best practice, however should you require further explanation please discuss with executive body.

We hope you will enjoy your time with us; we aim to translate your experience and skills for the betterment of society.

Thank you for joining us.



## 1) **Aims and Objectives of the Organization**

a) Following are the aims and objectives of “**Umeed-e-Bashar Foundation**”.

- i) To ***receive grants in aid, donations, raise funds*** in the name of the organization on such terms and conditions as may be expedient.
- ii) To ***give educational scholarships*** to the helpless, poor, under privileged and disabled persons.
- iii) To give ***career counseling*** to the students of different disciplines.
- iv) To give ***books, school bags and uniform*** to the needy, poor, orphans, disabled and helpless.
- v) To give ***awareness to the students on child abuse, mental health & stress management***.
- vi) To give ***sports goods and arrange sports events*** for the students.
- vii) To control, cooperate and coordinate with other public and private sector organizations in implementing the programs and objectives of the organization.
- viii) To impart education in the most modern lines up to date method of education to the people.
- ix) To create sense of responsibilities and importance of social services among the people.
- x) To do all such acts and things as incidental and conducive to the attainment of above objectives.
- xi) To enhance training in social work.
- xii) Coordination with social welfare agencies for the attainment of aforesaid objectives.



## 2) **Membership**

- a) No person shall be member / volunteer of the organization unless:
  - i) He / she bears good moral character.
  - ii) He / she agrees fully with the aims and objectives of the organization.
  - iii) He / she will take part in activities / programs of the organization.
  - iv) He / she pays monthly fixed subscription fee and annual voluntarily donation and in time of emergency as and when required by the organization.
  - v) He / she will be permanent resident of Gilgit Baltistan.

## 3) **Categories of Members / Volunteers**

### a) **Founding Members / Volunteers**

- i) Person who will pay ***donations per month*** be called as Founding member.

### b) **Life Members / Volunteers**

- i) Person who will ***pay quarterly a sum of Rupees 1000/-*** and above as donation for the organization affairs are designed as Life Member.

### c) **Honorary Members / Volunteers**

- i) The managing committee may grant honorary membership to such a person who will be ***considered helpful to the organization*** provided the person must be ***resident of Pakistan***.
- ii) The payment of fee is not compulsory for such member.



**4) Procedure for the Membership**

- a) A person willing for the membership of the organization will submit an application online along with required documents and membership fee of Rupees 100/- only.
- b) The Honorary General Secretary / Secretary shall put such applications before the President for consideration and approval.

**5) Procedure in case of Rejection of the Membership Application**

- a) In case of rejection of an application for membership, if any, the aggrieved person may apply to the executive body for reconsideration of his application.
- b) In such case the decision of the executive body shall be final.

**6) Rights and Privileges of the Member / Volunteer**

- a) The founding members and life members shall be the members of general body.
- b) They have the right to vote in all matters of the organization.
- c) The Honorary members shall not have the right to vote and contest annual elections of the organization.
- d) Honorary members will have the privilege to participate in discussions and may give their suggestions and proposals, in various important development and matters of the organization.



## **7) Procedure for Suspension of a Member / Volunteer**

- a) A member / volunteer shall be considered suspended if he / she violates the bylaws, rules or bring bad name to the organization.
- b) A member / volunteer who continuously absent from the executive body meetings for five times without any intimation.
- c) If the managing committee considers the aforesaid activities of the member / volunteer contradictory to the bylaws of the organization, he / she may urge the member / volunteer to explain his behavior. If the member failed to explain or his explanation is unsatisfied, the committee may warn him or May asked for his resignation. If the member failed to rectify his behavior or refuse to resign from the position, then the simple majority of managing committee may cancel his membership.
- d) If a member wants to resign by his own willing, he / she may communicate the written resignation to the committee, the managing committee shall be bound to accept his resignation, subject to the clearance of outstanding dues, if any.
- e) No claim of refund of paid fee / amount shall be entertained.

## **8) Restoration of Member**

- a) If membership of a member is suspended or a member is expelled due to nonpayment of his dues, or due to any other reason, the Managing Committee may re-admit him on payment of his previous dues or after clearance from Managing Committee.
- b) If a member is expelled or suspended by the Managing Committee, the member may appeal to the General Body, within 30 days of the decision, however the decision of General Body shall be final.
- c) A member / volunteer shall not be re-admit, if he / she violates the bylaws, rules or bring bad name to the organization.



## 9) **Structure Of Organization**

### a) **General Body**

- i) All ***registered members / volunteers*** will be called as General body.

### b) **Managing Committee**

- i) The ***executive members / volunteers*** of the organization will be called as Managing Committee.
  - (1) The General body will elect or select the President purely on the basis of merit, qualification and experience.
  - (2) The tenure of the President / Managing Committee shall be (3) three years.
  - (3) The office bearers will be selected by President on the ground of merit, qualification and experience basis, the same will be called managing committee or office bearers.

### ***Contact for our socials:***

[https://www.instagram.com/umeed\\_e\\_basharfoundation](https://www.instagram.com/umeed_e_basharfoundation)

<https://www.facebook.com/umeedebasharfoundation>

<https://www.linkedin.com/in/umeed-e-bashar-foundation>