



**The Institute of Chartered Accountants of Pakistan**

**The Chartered Accountants Students'**

**Association Rules 1968**

**(Revised 2025)**

# **The Chartered Accountants Students' Association (CASA) Rules, 2025**

## **Short Title**

These rules may be referred to as the Chartered Accountants Students' Association (CASA) Rules, 2025.

## **Commencement**

They shall come into force at once.

## **CHAPTER I: Definitions**

In these rules, unless there is anything repugnant in the subject or context:

- a. "Regional Committee" means the Regional Committees constituted under the Chartered Accountants Ordinance, 1961;
- b. "Committee" means the governing body of the Students' Association constituted in accordance with the Chartered Accountants Bye-laws, 1983;
- c. All other words and expressions used in these rules shall have the same meaning as are respectively assigned to them in the Chartered Accountants Ordinance, 1961, and Chartered Accountants Bye-laws, 1983.

## **CHAPTER II: Objects**

The objects of the association shall be to perform all or any of the following functions:

- a. to organize lectures, meetings, debates, symposia, and to take steps towards the advancement of its student members in the knowledge of theory and practice of accountancy;
- b. to promote social, cultural, career counseling, and intellectual development of the student members so as to widen their education for the profession and create a sense of fellowship amongst them;
- c. to organize trips and tours to important industrial and commercial organizations and financial institutions so as to afford opportunities to its student members to have an insight into such establishments;
- d. to organize community service events with the prior approval of the respective Regional Committee;
- e. to raise funds for its activities;
- f. to make representations to the Regional Committee or the Council of the Institute on matters concerning the common interest of the students;
- g. to suggest suitable arrangements, if possible, for short-term training for its student members in industrial, commercial, and financial institutions; and
- h. such other functions as the Council may direct from time to time for the attainment of the objectives mentioned above.

### **CHAPTER III: Qualification of Members**

- a. Every active trainee student on a date determined by the respective Regional Committee shall be eligible to vote for the respective CASA Management Committee (CMC) where such student resides.
- b. Every eligible voter shall be eligible to stand for election as a member of the respective region of CMC where such student resides, provided that their training completion date does not fall within the next twelve months from the date of election. Every student currently serving articles or who has entered into a training contract shall be a student member of the association.

### **CHAPTER IV: Management**

- a. There shall be CMCs for the following regional CASA:  
CASA - Southern Region;  
CASA - Northern Region.  
The composition of CASA (North) shall include one seat each for Khyber Pakhtunkhwa, Islamabad, Faisalabad, and Multan, with the remaining four seats from Lahore, and that a minimum of one female member shall be included. For CASA (South), it was approved that there shall be at least one member from Quetta and at least one female member. The total membership for each CASA body shall comprise eight members.
- b. Each CMC shall be chaired by an elected member of the Regional Committee of the Institute nominated by the respective Regional Committee.
- c. The CMC shall consist of eight members, excluding the Chair nominated under these Rules, Regional Committee members, and active trainee students elected from sub-regions as determined by the respective Regional Committee.
- d. CMC members shall be elected by the active trainee students eligible to vote.
- e. The CMC shall appoint one of the CMC members to perform the duties of CMC Secretary.
- f. The duration of the CMC shall be for a period of two years from the date falling 15 days after the date of election.
- g. A student with a minimum of one year of training remaining shall be eligible to contest elections and may continue after completion of training until admission to membership.
- h. Upon admission to membership, the elected member will cease to be member of CMC CASA and in case of such casual vacancy, the respective CMC shall fill in the seat.
- i. Any member of the Committee may at any time resign the CMC membership by writing addressed to the Chair.
- j. Any shortage in composition due to a lesser number of elected members of the CMC or a casual vacancy in the CMC shall be filled in by the respective Regional Committee within a reasonable time.

### **CASA Groups**

- a. The CMC shall form CASA Groups of active trainee students in the region or in a city where the Institute has its offices to perform CASA activities.
- b. The CASA Groups shall strictly follow the instructions of the CMC.
- c. The CMC shall have the power to dissolve a CASA Group for any reason deemed appropriate by the CMC.

## **Administration of CMC**

- a. The respective Regional Committees shall have the power to approve the activities of the CMC along with the budgets.
- b. The staff of the Regional Committees and the Institute shall provide administrative support to the CMC under the supervision of the Chair of the Regional Committees and the Secretary of the Institute.

## **Meetings of CMC**

- a. The Chair may advise that the CMC Secretary convene a CMC meeting on a specific date, time, location, or online platform.
- b. Preferably, at least three days' notice accompanied by an agenda and working papers shall be given for holding any such meeting.
- c. The quorum of such a meeting necessary to transact any business shall be four.
- d. The meeting shall be adjourned to a date determined by the Chair if the Chair is unable to attend.
- e. The CMC may transact any business through the circulation of working papers, which shall be made part of the record of CMC minutes in any subsequent meetings.
- f. The Secretary shall maintain minutes of the CMC meetings' proceedings and decisions made, circulated and duly signed by the Chair.

## **CHAPTER V: Dissolution of the Committee**

- a. Notwithstanding anything contained in these rules, the CMC shall stand dissolved if the Council of the Institute decides to dissolve it at any time for any reason.
- b. The Council shall have the power to decide on the interim arrangement for the remaining period of the CMC.

## **Finances**

- a. There shall be established a CASA Fund under the management and control of the respective Regional Committees, into which all moneys received for CMC activities shall be paid, and out of which expenses and liabilities incurred in connection with these activities shall be met.
- b. Members of the Regional Committees, CMCs, and CASA Groups shall not be paid any remuneration or allowance for services rendered by them. However, they shall be entitled to reimbursement of any actual amount expended for the CMC activities as per the standard procedure of the Regional Committees.
- c. Regional Committees shall provide appropriate disclosure of the CASA Fund in their financial statements.

## **CHAPTER VI: Election**

- a. Every active trainee student on a date determined by the respective Regional Committee shall be eligible to vote for the respective CMC where such student resides.
- b. Every eligible voter shall be eligible to stand for election as a member of the respective region of CMC where such student resides, provided that their training completion date does not fall within the next twelve months from the date of election.

## **Holding of Election**

- a. The first election of the CMC under these Rules shall be held by June 30, 2026, or any extended date approved by the respective Regional Committee. Subsequent elections shall be held one month prior to the expiry of the term of the CMC.
- b. If no subsequent elections are held as required under these Rules, the retiring CMC shall continue as the elected CMC for the period ending June 30 in the next calendar year.
- c. The existing elected student members of the CASA Managing Committee, as constituted under the Chartered Accountants Students' Association Rules, 1968, shall continue to hold their positions until the commencement date of the CMC elected under these Rules.
- d. The Regional Committee shall follow the process and schedule outlined in the attached election rules.

## **CHAPTER VII: General**

- a. If any difficulty arises in giving effect to any of the provisions of these rules, the respective Regional Committee may make such provisions or give such directions as appear to be necessary for the removal of the difficulty.
- b. The CASA bodies and their members shall not engage in any political activities or use CASA platforms for political purposes.
- c. The logos and stationery of both CASA bodies shall be identical and shall be designed by the MARCOM team in alignment with the Institute's digital media guidelines.
- d. The Council shall have the authority to make amendments to these rules.