

CONSTITUTION

Article No. 1. Name of the Association: **PAKISTAN MEDICAL ASSOCIATION, ISLAMABAD, FEDERAL CHAPTER**

BRANCH OF PAKISTAN MEDICAL ASSOCIATION, PAKISTAN

Article No. 2. Office of the Association: **Office# 12 Block 12-C, F-7 Markaz, Islamabad.**

Article No. 3. Aims & Objects

The aims and objects in general shall be the same as those of the parent body i.e. The PAKISTAN MEDICAL ASSOCIATION (Center) as registered under the Societies Registration Act No. XXI of 1860.

(i) To promote the medical and allied science.

(ii) To maintain the honor and dignity of medical profession, to promote the interest rights and privileges of the members of the Association and to develop the spirit amongst the members for doing their duty, medical, ethical, civil and political in all aspects of their national and individual life.

(iii) To help the profession in protecting and caring for the physical and mental well-being of the people of Pakistan.

(iv) To take measures for the improvement and advancement of medical education in Pakistan & to promote medical research.

(v) To maintain co-operation and solidarity among the members of the association to foster the spirit of brotherhood.

(vi) To draw the medical practitioners and the general public, closer and develop better understanding between them.

Proposed in Meeting Dated 06 November 2018

Approved in General Body Meeting Dated 19 January 2019

(vii) To give professional and expert help, advice and co-operation of the medical profession to Government and the organized bodies in their work of administration and management of healthcare and health education, etc.

(viii) To associate, and co-operate with national organizations holding similar aims and objects.

(ix) To guide and help members of the profession, especially the new entrants, in the establishment of their career.

(x) To help families of the deceased, disabled and ailing members of the profession.

Article No. 4. Ways and Means

For the attainment of the above aims and objects, the Association may:

- (i) Circulate such information as may be thought desirable by means of a periodical journal, which shall be journal of the Association and, by any other occasional publications.**
- (ii) Arrange from time to time lectures, discussions and demonstrations on any subject of medical and allied sciences.**
- (iii) Hold meetings and conferences, particularly of the members of the Association and of medical profession in general**
- (iv) Encourage research in medical and allied sciences through grants by establishing scholarships, prizes, donations or rewards in such manner as may from time to time be determined by the Association.**
- (v) Maintain and manage the Association office, Reading Room, Library and Club, etc. for the members of the Association.**

Proposed in Meeting Dated 06 November 2018

Approved in General Body Meeting Dated 19 January 2019

- (vi) Conduct an educational campaign among the masses of Pakistan in matters of public health and sanitation in co-operation with different public bodies working with the same object or by publication of periodicals, magazines and booklets for this purpose.**
- (vii) Organize volunteer corps of the members of the Association for medical relief during epidemics and in times of emergency in Islamabad and elsewhere within Pakistan or abroad.**
- (viii) Consider and express its views on all laws promulgated in Pakistan relating to medical profession, medical practice, medical education, public health or any other matter having a direct or indirect bearing upon the above subjects and exercise vigilance over the proposed legislation in Pakistan concerning the same subjects and to adopt such measures from time to time as may be deemed necessary.**
- (ix) Grant sums of money out of funds of the Association for promotion of medical, health and other matters in such manner as may from time to time be determined by the Association.**
- (x) Purchase, take or give on lease, hire, acquire, hold, manage, lot, sell, exchange, mortgage dispose off or effect any other transaction in respect of movable or immovable properties of every description and acquire or transfer any or all rights and privileges necessary and convenient for the purpose of the Association.**
- (xi) Erect, maintain, improve, alter, repair, demolish or renovate any building for the purposes of the Association.**

Proposed in Meeting Dated 06 November 2018

Approved in General Body Meeting Dated 19 January 2019

- (xii) Borrow, or raise funds in such manner as the Association may deem fit and collect subscriptions and donations for the purpose of the Association.**
- (xiii) Invest any amount of the Association funds not immediately required for any of its objects in such manner as may from time to time be determined by the Association.**
- (xiv) Assist, subscribe, co-operate and affiliate or amalgamate with any other body whether incorporated, registered or unregistered having altogether or in part objects similar to those of the Association.**
- (xv) Do all such other lawful activities as may be conducive to the promotion of harmony in medical profession**

Article 5. Organization

The Association shall consist of members whose names are on the register of the Association at the time this Constitution is promulgated and subsequent members who are enrolled in the prescribed manner.

Article 6. Register of Members

- (1) There shall be a register of membership in which the names of all the members of this Association shall be entered with their Father's name, photograph, qualifications and addresses.**

Proposed in Meeting Dated 06 November 2018

Approved in General Body Meeting Dated 19 January 2019

Article 7. Eligibility of Membership

(2) Any person possessing medical qualifications registerable with the Pakistan Medical & Dental Council and any other persons who possess a medical qualification as defined in the Pakistan Medical Degree Act, 1916 clause 2 (Act VI of 1916) Pakistan nationals possessing foreign qualifications which approve either by the Pakistan & Dental Council or by Central Council of Pakistan Medical Association. Admission shall subject to the rules and regulation of the Association and the mode and conditions of election to membership shall be determined in accordance with the prescribed bye- laws.

Article 8. Re-Eligibility

Any member who has ceased to be a member by resignation or non-payment of dues can be admitted on fresh application and on payment of any dues outstanding against him. The Executive Committee may however write off part or whole of the outstanding dues against any such member.

Article 9. Classification of Members

a) Ordinary Members

Persons possessing qualification mentioned in Article 7 above, who have been duly enrolled.

b) Life Members

(3) Any ordinary member or any other person eligible for ordinary membership who pays a lump sum of Rs.8,000/- as life membership fee or any other amount fixed by the Association up till 31-12-2018. Life membership fee shall be enhanced by Executive Committee

Proposed in Meeting Dated 06 November 2018

Approved in General Body Meeting Dated 19 January 2019

Article 10 Obligation of Membership

A member shall be obliged to:

- i. Do all in his or her power to promote knowledge and take active interest in the objective and work of the Association.**
- ii. Reply to all enquiries and questions as quickly as possibly or within the time limit specified.**
- iii. Keep the Association informed of any matter or development which is of interest to the Association.**

Article 11 Termination of Membership

The membership will terminated when any member:

- i. Rights of resignation is duly accepted by the President and confirmed by the Executive Committee.**

- ii. Fails to pay his annual subscription as laid down by a certain date to be determined by the Executive Committee explained further under "note".**
approved in General Body meeting held in the forth coming seminar.

- iii. If at the meeting 2/3rd of the member's present and voting record their votes for the removal of their names the resolution shall be sent to Pakistan Medical Association Center.**
- iv. Is declared insolvent or insane by the competent authority**
- v. By removal of his or her name on the ground of conviction in a court of law for an offence involving moral turpitude.**

Proposed in Meeting Dated 06 November 2018

Approved in General Body Meeting Dated 19 January 2019

Note: Any member who has not paid his subscription for six months and other dues as per prescribed Bye-laws, in spite of 2 reminders, issued in accordance with the bye-laws, & shall be deemed to have ceased as a member.

Article 12 Association Year

The Association Year shall commence from 1st January and shall end on 31st December each year. 31 days extension is allowed by approval of General body.

B. Financial Year.

The financial year of Association shall be from December 1 to November 30th .

Article 13. Subscription

Rs.1000/- shall be the annual subscription. All the new members with more than one year of graduation enrolled at any time during the financial year, provided they are registered with PM&DC on permanent basis.

Article 14 Office Bearers

All Office Bearers of the Association shall be honorary and shall be working or resident within the ICT limits of Islamabad. They shall be elected at a general assembly meeting by ballots or show of hands as Election Commissioner desires.

Proposed in Meeting Dated 06 November 2018

Approved in General Body Meeting Dated 19 January 2019

They shall consist on following:

1	President	There will be one President. There shall be no President-Elect.
2	Senior Vice President	One
3.	Vice President	03 (One male and one female)One Dental
4.	General Secretary	There will be one General Secretary
5.	Joint-Secretaries	There shall be 03, one of them shall be Lady. One Male and one BDS
6.	Finance Secretary	There will be one Finance Secretary
7.	Press and Information Secretary	One
8.	Clinical Secretary	One
9.	Publication secretary	One

Proposed in Meeting Dated 06 November 2018

Approved in General Body Meeting Dated 19 January 2019

Page-08

Article 15 The Executive Committee

The Executive Committee shall be composed of the following:

(i) Ex-officio Members

President:	1	
Senior Vice President	1	
Vice President	3	(Male,Female,Dental)
General Secretary	1	
Joint Secretaries	3	(Male,Female,Dental)
Finance Secretary	1	
Press and Information Secretary	1	
Clinical Secretary	1	
Publication Secretary	1	

(ii) Elected Members

- a) There shall be elected a total of 10% members for the Executive Committee by the General Body Members.**

If a vacancy is caused amongst the office of members of the Executive Committee, shall be filled by the Executive Committee of the Association.

- b) If a member of Executive Committee including office bearer does not attend three consecutive meeting without sufficient reason he may be removed from the Executive Committee by a simple majority of those present, in case of office bearers such action by the Executive Committee will have to be endorsed by the general body.**

Proposed in Meeting Dated 06 November 2018

Approved in General Body Meeting Dated 19 January 2019

(iii) Co-opted Members

The President may co-opt any member to attend any particular meeting of the Executive Committee but such co-opted members will not be entitled to vote.

Article 16 Terms of Office

The office bearers shall be elected for three years in first elections of P.M.A. Islamabad Federal Chapter while Executive Committee for 2 years, after that duration of office bearers and member of the Executive Committee PMA will be two years from amongst the members on roll at a ratio of 1 Executive Member against enrolment of 10 members. They shall take office after midnight of 31st December of the year of elections. However an extension of 31 days may be allowed by General Body.

Article 17.

(1) Procedure of Elections

The election will be held every two years except the launching year and following will be the procedure of elections:

The Executive Committee may nominate the Election Commissioner to assist them in smooth conduct of elections. The Election Commissioner may nominate four or more polling officers and he shall have full authority for the proper control and management of conducting the election and maintaining secrecy of ballot and his decision regarding election shall be final.

Proposed in Meeting Dated 06 November 2018

Approved in General Body Meeting Dated 19 January 2019

(2) Nominations

The election commissioner shall issue a time table at least 15 days before the date of elections giving dates for submission of nominations, scrutiny of the papers and the date of elections.

Nomination paper for those desirous of contesting the elections shall be submitted to the Election Commissioner at least 14 days before the date of election. All proposals will be duly seconded by another member along with a written consent of the member proposed to a particular office. However the procedure can be relaxed to the time limit with the approval of General Body in first elections of office bearers at the time of launching of PMA Federal Chapter.

(3) Voters

All members whose names appear on the register at the end of the month of November and who have paid their subscription up to 31st December of the current year shall be eligible to vote and contest the elections.

(4) List of Voters

(a) A list of voters shall be prepared by the end of November by the General Secretary assisted by the Finance Secretary and shall be printed and made available at the office of PMA, Islamabad Branch and with the Election Commissioner in the first week of December. General body may extend the dates.

(b) Objections of the list will be sent to the Secretary within seven days of the publication of the list after which no addition will be made.

Proposed in Meeting Dated 06 November 2018

Approved in General Body Meeting Dated 19 January 2019

- (5) **Scrutiny of the Papers**
The nomination papers shall be scrutinized by the Election Commissioner within three days after the date of receipt of nomination papers and withdrawal of the nomination papers shall be accepted up to three days before the elections. For launching year (2018-2019) conditions may be relaxed by General Body.
- (6) **Introduction of candidates**
The contesting president and secretaries will introduce themselves and address the general body meeting for not more than five minutes before the commencement of the elections.
- (7) **Election**
The election will be secret ballot. It may be show of hands in First elections
- (8) **The counting of ballots or hands shall be done in the presence of nominated representative of those contesting the elections.**

Proposed in Meeting Dated 06 November 2018

Approved in General Body Meeting Dated 19 January 2019

**Article 18 Functions of the Office Bearers, Executive Committee and
General Body.**

(a) Office Bearers:

1. President

- i. To preside all over the meetings of the General Body and Executive Committee.**
- ii. To supervise and control the affairs and activities of the Association as a whole.**
- iii. Engage employees up to Rs 25,000/- per month and grant them leave up to 10 days.**
- iv. In case of any serious complaint against an employee he may suspend an employee pending enquiry.**

2. Senior Vice President & Vice Presidents

The senior Vice President will act on behalf of the President during his absence and when both President and Senior Vice President shall be away any Vice President shall act as President in order of seniority of age.

3. Secretary

- i. To conduct correspondence, note proceedings of all meeting, and hold charge of record.**

Proposed in Meeting Dated 06 November 2018

Approved in General Body Meeting Dated 19 January 2019

- ii. **Organize meeting and prepare agenda, etc., with the approval of the President**
 - iii. **Maintain correct and up-to-date register of members.**
 - iv. **To report to the Executive Committee work done since the previous meeting.**
 - v. **To supervise all employees of the Association**
- 4. Joint Secretaries**
- To assist the secretary.**
- 5. Finance Secretary**
- i. **To administer the Association funds and book accounts in conjunction with the president or the secretary.**
 - ii. **To report financial position in respect of receipts and expenditures in each meeting of the Executive Committee**
 - iii. **To collect all subscriptions and deposit these in the bank approved by the Executive Committee.**
 - iv. **To dispose off bills for payment**
 - v. **To keep proper accounts which shall be audited regularly.**

Proposed in Meeting Dated 06 November 2018

Approved in General Body Meeting Dated 19 January 2019

- vi. To keep the secretary and the president informed of the state of accounts.
- vii. To prepare an annual statement of accounts which shall, after audit, be included in his annual report.

(b) Financial power of the Office Bearers:

The President may sanction expenditure up to Rs.250,00 in any one month and Secretary Rs.10,000/- in the same period.

© Executive Committee

- i. Shall manage all affairs of the Association
- ii. Shall decide the policy matters of the Association
- iii. Shall meet as often as necessary, at the discretion of the President, Secretary or on a written demand by one-third of its members of executive committee.
- iv. Shall appoint the auditors as and when required.
- v. Shall approve the annual budget prepared by the Treasure/Bulletin Management Committee.
- vi. 1/4th of the total members shall form a quorum.
- vii. To write off whole or part of the Association's liabilities.

Proposed in Meeting Dated 06 November 2018

Approved in General Body Meeting Dated 19 January 2019

viii. **There shall be no quorum for an emergent meeting or adjourned meeting provided the agenda is not changed.**

(d) General Body

The following business of the Association shall be transacted by the General Body.

i. **Alteration of rules, by-laws or amendments of the Constitution.**

ii. **Appointment of office bearers after every two years.(Except launching year)**

iii. **Meeting shall be open to all members.**

Approved by the General Body meeting held January 2019

iv. **The General Body meeting can be called on requisition by 25% of the total membership of the Association.**

v. **Extraordinary meeting may be called at any time by the Executive Committee or on requisition by 40 per cent of the total members of the Association.**

vi. **General body meeting may be accompanied by scientific meeting and exhibition, expo etc. These meetings shall be supervised by President and General Secretary.**

vii. **30 members shall form the quorum of the General Body meeting.**

Proposed in Meeting Dated 06 November 2018

Approved in General Body Meeting Dated 19 January 2019

Page-16

- i. Amendment to the constitution when originated from members of the Executive Committee must be discussed in the Executive Committee and only placed before the General Body meeting if approved by a majority vote of the Executive Committee.**
- ii. Individual members may propose amendments to the Constitution referring them to the Secretary at least four week prior to the General Body meeting.**
- iii. All amendments whether proposed by the Executive Committee or individual members must be circulated to the members at least two weeks in advance of the General Body meeting.**

Article 20 Removal of Office Bearers from Office:

A vote of no confidence may be moved by any member in a General Body meeting against any of the office bearers of the Executive Committee, which clear Four weeks prior notice through registered letter addressed to the Secretary of the Association is given or is personally left at the office of P.M.A. Islamabad Federal Chapter. Such a motion to be carried, must obtain at least 3/4th majority of members present in the General Body meeting.

Proposed in Meeting Dated 06 November 2018

Approved in General Body Meeting Dated 19 January 2019

Page-17