

# **Pakistan Association of Urological Surgeons**

## **PREAMBLE**

The Pakistan Association of Urological Surgeons has been established to raise in Pakistan and in the region, the level of urological care and to achieve this proposes to:

- a) Facilitate continued development of urology, including its sub-specialties;
- b) Encourage urological research and disseminate the results thereof;
- c) Advise not only the College of Physicians and Surgeons but also the universities in Pakistan about the standards of urological training and guide the Pakistan Medical and Dental Council in regard to the practice of urology;
- d) Propose, for incorporation in the national health policy, guidelines for urological care;
- e) Develop and maintain close relations with other national, regional and international urological organizations; and
- f) Undertake, facilitate and promote pertinent educational and cultural activities, coordinate local and national meetings, seminars and courses and arrange the publication and distribution of clinical practice guidelines.

# **Pakistan Association of Urological Surgeons**

**[The Societies Registration Act, 1860 (XXI of 1860)]**

## **Articles of Association**

### **1. DEFINITIONS:**

In these articles, unless there is something inconsistent with the subject or context -

- (I) "ASSOCIATION" means the Pakistan Association of Urological Surgeons (PAUS) and includes the "CENTRE" and "Chapter" as defined here-in-under.
- (II) "MONTH" means a calendar month.
- (III) "IN WRITING" means hand written, printed or, as the case may be, electronically recorded.
- (IV) "ZONE" means, as respects the provinces of Khyber Pakhtunkhawa and Punjab, the Northern Zone and, as respects the provinces of Balochistan and Sindh, the Southern Zone.

### **2. ORGANIZATION:**

- (I) The Association shall comprise a central body called the "Centre" and as many regional bodies, each called a "Chapter", as may be formed by any group of five or more members in a particular city or cities.
- (II) The Centre and each Chapter shall be constituted in the manner set forth hereinafter.

### **3. CENTRE:**

- (I) The Centre shall comprise a Central Executive Committee (C.E.C.) consisting of the following office bearers all of whom shall be elected, for a period of two years, by the members based in the city, chapter, province, Zone as indicated against each:

President – By rotation between the Northern Zone and the Southern Zone;  
President Elect - By rotation between the Southern Zone and the Northern Zone;  
Vice Presidents - One from each Province;  
Secretary – From the City of the President;  
Joint Secretary - The Zone other than the Zone of the President;  
Treasurer -From the City of the President; and  
Executive members, One from each Chapter.

- (II) A candidate for any of the foregoing posts shall be proposed and seconded by an ordinary member of the Association.
- (III) In case an Executive Member is selected subsequently as office bearer in to C.E.C post, the relevant Chapter shall elect a new Executive Member.

- (IV) All ordinary members in good standing shall, regardless of their Chapter of registration, constitute the General Body of the Pakistan Association of Urological Surgeons.

**4. LOCATION OF OFFICE:**

Office of the Centre shall be located in the city of the President.

**5. FUNCTIONS OF THE CENTRE:**

The Centre shall perform the following functions:

- (I) To coordinate the activities of the Chapters.
- (II) To organize, by delegation to any Chapter, International and National symposia.
- (III) To supervise and co-ordinate the training of urologists.
- (IV) To organize the publication of scientific and academic Journals.
- (V) To organize a central academic library and information retrieval system.
- (VI) To establish, by raising contributions, financial support by the centre, an Education Office for the promotion, supervision and support of education in Urology; while the Education Office shall, on a six-yearly basis, rotate between the two zones, it shall have a sub-office established in each province.

**6. CHAPTERS:**

- (I) Any group of five or more members living in city/cities may form a Chapter of the Association but not more than one Chapter shall be formed in the same city.
- (II) Each Chapter may, in the manner described herein elsewhere, register the membership of the Pakistan Association of Urological Surgeons.
- (III) All ordinary members registered in a Chapter shall constitute the General Body of such Chapter as well.
- (IV) Each Chapter shall have a Chapter Managing Committee (C.M.C.) which shall consist of a President, a Secretary, a Treasurer and two Managing Members all of whom shall be elected by the members registered in such Chapter. However, one each of the two Managing Members shall be so elected as to represent the teaching institution(s) and the private practitioners registered in the Chapter.
- (V) The President of each Chapter shall, as soon after an election as possible, intimate to the Centre the names and composition of his Chapter Managing Committee as well as a full list of the members registered in his Chapter.
- (VI) The President of a Chapter may, for better organization of its activities, co-opt, in addition to the office bearers elected under article 6 (d), any number of members as Managing Member.
- (VII) While the term of a Chapter Managing Committee shall be two years, elections for each post shall be held positively 40 days before completion of the tenure of the incumbent office bearers.

7. **MEMBERSHIP:**  
Membership of the association shall consist of the following classes of members who shall be registered as indicated against each:
- (I) **ORDINARY MEMBERS:** Ordinary Membership will be open to such persons belonging to the medical profession who are holding academic qualifications of M.S/FCPS/FRCS/MRCS or equivalent in Urology as assessed by the chapter; such membership shall be conferred and registered by a chapter.
  - (II) **HONORARY MEMBERS:** Honorary Membership may, at the discretion of the Centre, be conferred on any renowned person.
  - (III) **ASSOCIATE MEMBERS:** Associate Membership will be open to all Registered Medical Practitioners practicing in any discipline of Medicine; such membership shall be registered by a Chapter.
  - (IV) **SENIOR MEMBERS:** Any person acquiring the age of 70 years may on application, if otherwise eligible for registration as an Ordinary Member, be registered as a senior member with automatic waive by the Chapter of annual subscription on grant of application.
8. **RIGHT OF VOTE:**  
The right of vote at all elections shall be limited to ordinary members in good standing.
9. **APPLICATION FOR MEMBERSHIP:**  
A candidate for membership will submit his/her application to the Secretary of the respective Chapter duly proposed and seconded by the members registered in such Chapter. All applications for membership shall be placed before the Chapter Managing Committee and no candidate will be registered as a member until approval has been accorded to his/her application.
10. **SUBSCRIPTION:**
- (I) Each member shall pay an annual subscription which, from time to time may be determined by the Centre. Any member in default of the annual subscription shall cease to be a member in good standing.
  - (II) Every Chapter shall, during the month of March each year, remit to the Centre such portion of the annual subscription received during the year as may, from time to time, be determined by the Centre, and the Centre shall from time to time devise and communicate a uniform fee structure which shall be applicable to all Chapters.
11. **MEMBERSHIP REGISTER:**  
A register containing the names and addresses of the members, with the date of their admission, and cessation, if any, will be kept in the office of each Chapter. A copy of the entries in such register shall be sent to the Centre annually.

12. **CESSATION OF MEMBERSHIP:**
- (I) A member may withdraw his/her membership by giving a notice in writing to the Secretary of the Chapter of his intention to do so.
  - (II) A member whose subscription is in arrears as mentioned in Article “10 (a)” will cease to be a member in good standing.
  - (III) The name of such member whose behavior or conduct is, in the opinion, expressed in writing by one third members in good standing of his Chapter, derogatory to the objectives of the Association, shall be liable to be struck off the Membership Register. However, his/her membership may be suspended for a specified period if the Chapter Managing Committee recommends, and the General Body of the Chapter, after giving him full opportunity to present his/her case, by 2/3 (two third) majority of votes, approves such suspension.
13. **RESTORATION OF MEMBERSHIP:**  
All those persons who cease to be Members in good standing for any reason shall, on payment to the Association of the dues/subscription, if any, be eligible and maybe re-admitted by the respective Chapter.
14. **PRIVILEGES OF MEMBERSHIP:**  
All members will have the right to participate in all activities of the Centre and the respective Chapter and be entitled to receive all periodical journals or publications distributed by the Association.
15. **FUNCTIONS OF CENTRAL EXECUTIVE COMMITTEE AND CHAPTER MANAGING COMMITTEE:**  
The management of all affairs of the Centre and chapters, including the administration of funds, assets, properties etc, shall vest in the Central Executive Committee and chapter management committee which may, for better working and handling of its activities, co-opt members as necessary, form sub-committees and make rules and regulations for day to day work.
16. **TERM OF OFFICE:**  
The term of office of the Central Executive Committee and a Chapter Managing Committee will be two years.
17. **DUTIES OF OFFICE BEARERS:**  
The office bearers of the Association shall, in their respective jurisdictions, perform the duties specified below, namely -
- I. President:
    - (a) Preside over all meetings;
    - (b) Direct all activities of the Association;
    - (c) Regulate the proceedings of all meetings and interpret, in the case of doubt, the articles of the Constitution; and
    - (d) Perform any other incidental duties pertaining to his office.
  - II. President Elect: Act as the member of C.E.C.
  - III. Vice President:

- (a) Perform, duties of the president from his Province in the absence or till next Annual General Meeting as the President of the Centre;
- (b) Assist the President of the Centre in the discharge of his duties as pertain to the Province of the Vice President; and
- (c) Organize, in accordance with the directions of the Centre, the work of such Chapters of the Association falling in his Province.

IV. Secretary:

- (a) Exercise administrative control over the affairs of the Association.
- (b) Initiate and handle all correspondence of, or in relation to, the Association;
- (c) Keep an up to date record of membership of the Association;
- (d) Keep correct record of the proceedings of all meetings of the Association and its Sub-Committees, if any;
- (e) Convene all meetings and organize all lectures, demonstrations and conferences etc;
- (f) Do such other things as are incidental to the working of his office; and
- (g) Prepare an Annual Report of the activities of the Association.

V. Treasurer:

- (a) Keep custody of all funds, safeguard all assets and property acquired/owned by the Association and maintain proper accounts of such funds, assets and property etc;
- (b) Collect all dues of the Association;
- (c) Make payment for, and maintain proper vouchers of, all expenses incurred by the Association provided such expenses are sanctioned by the Central Executive Committee or, as the case may be, the Chapter Managing Committee; and
- (d) Prepare an annual statement of accounts, get it audited and present the audited statement of accounts at the Annual General Meeting.

18. **RESIGNATION OF OFFICE BEARERS:**

- I. Any office bearer of the Association may resign from his office by giving, in writing, notice to the President or Secretary. Such notice shall, as soon as possible, be put up before the Central Executive Committee or, as the case may be, the Chapter Managing Committee and the resignation will take effect from the date of its acceptance by the pertinent Committee.
- II. In case an office bearer ceases to be an ordinary member, he/she will be deemed to have vacated his/her office.

19. **VACANCIES:**

- I. In the event, office of the President of the Centre falls, due to any cause or reason, vacant, the Vice President from the province of such President shall, till elections are held in the next annual general meeting, take over such office.
- II. In the event, office of the President of a Chapter falls, due to any cause or reason, vacant, the Secretary will take over such office for a period of two months during which the Chapter shall elect new President.

- III. In the event, any other office falls, due to any cause or reason, vacant, the Central Executive Committee or, as the case may be, the Chapter Managing Committee shall elect one of its own Members to fill such office and, instead, may co-opt any other member till the next annual general meeting.

20. **ORDINARY AND SPECIAL MEETINGS:**

- (I) The President or Secretary may, for the purpose of transacting any business of the Association, convene, at a specified time and place, an ordinary meeting of the Central Executive Committee or, as the case may be, the Chapter Managing Committee. However, the Secretary shall, on a requisition in writing signed by not less than one third Members of such Committee, summon, at a specified time and place, a special meeting by giving to each Member at least seven days advance notice thereof.
- (II) Half of the total Members of the Central Executive Committee or, as the case may be, the Chapter Managing Committee shall constitute a quorum for its meetings. If, however, a quorum is not present within ½ an hour of the appointed time, a Special Meeting shall be dissolved while an Ordinary Meeting shall be adjourned to a later time at the same place but no quorum shall be required for such adjourned meeting.
- (II) Any business or call of business of the Central Executive Committee or, as the case may be, the Chapter Managing Committee may, if the President so directs, be transacted by a Circular Resolution duly signed by a majority of its Members.

21. **ANNUAL AND SPECIAL GENERAL MEETINGS:**

- (I) A General Body Meeting shall be held once every year on a date, time and place to be determined by the Central Executive Committee or, as the case may be, the Chapter Managing Committee. The written notice of such meeting shall be given by the Secretary to every member of the Association at least one month in advance.
- (II) One third of total members of the Association shall constitute a quorum for the Annual General Meeting. If, however, a quorum is not present within ½ an hour of the appointed time, the meeting shall stand adjourned to a later time on the same date and place and such meeting shall transact the entire business for which the General Body Meeting had been called. No quorum will be necessary for the adjourned meeting.
- (III) The President, when deemed necessary, may and, upon receipt of a written requisition signed by not less than 1/3<sup>rd</sup> of total members clearly stating their reasons, shall convene a Special General Body Meeting. Such requisition shall be addressed to the Secretary who, in consultation with the President, shall, within 30 days of the receipt of such requisition, convene a Special General Body Meeting at a fixed date, time and place.
- (IV) One third of total members of the Association shall constitute a quorum for a Special General Body Meeting. If, however, no quorum is present within ½ an hour of the appointed time, the meeting shall, if requisitioned, stand dissolved

but shall, if convened by the President, be adjourned to a later time on the same date and place and may transact the pertinent business without the necessity of a quorum.

- (V) Every issue or resolution before a General Body Meeting shall be decided by a majority of the votes cast at such meeting. In the case of a tie, however, the person presiding over the Meeting will have a casting vote and shall, after the voting, declare whether the issue or resolution has been carried or lost whereupon the Secretary shall enter the result in the minutes of the meeting.

22. **ELECTIONS:**

Elections to the Central Executive Committee or, as the case may be, the Chapter Managing Committee shall be organized by an Election Officer nominated at least one and half month in advance of the date of the elections. Voting shall be held by secret ballot polled by the members present. Nomination for each office duly proposed and seconded and bearing the consent of the candidate, shall be sent to the election officer at least seven days or as decided by the election officer in advance of the date of elections and any nominations received after such date shall not be considered. The elections shall be held after every two years with the modalities, rules and regulations made by the election officer with approval of the Central Executive Committee or, as the case may be, the Chapter Managing Committee who shall, after fixing a date for elections, send one month prior notice to all members of such elections .

23. **FUNCTIONS OF THE GENERAL BODY:**

- (I) To receive consider and adopt, apart from the annual report on the activities of the Association and its sub-committees, if any, a statement of the assets and liabilities of the Association for the preceding year and the audited accounts with the Auditors' Report for the preceding year.
- (II) To elect, when due for the next term, the Central Executive Committee or, as the case may be, the Chapter Managing Committee.
- (III) In the case of the Centre, to consider amendments, if any, to the Constitution.
- (IV) To consider the resolutions, if any put up by the Central Executive Committee or, as the case may be, the Chapter Managing Committee.
- (V) To appoint Auditors for the ensuing year and, if necessary, to fix their remuneration.
- (VI) To appoint a legal Advisor if necessary, and to fix his remuneration.
- (VII) To transact any other business with the permission of the Chair.

24. **FUNDS:**

- (I) All funds of the Association, derived from whatsoever source, including any cheques payable to the Pakistan Association of Urological Surgeons, shall be deposited in a Bank to be selected by the Central Executive Committee or, as the case may be, the Chapter Managing Committee.
- (II) All cheques drawn/issued by the Association shall be signed by any two of the following, Treasurer and, President or Secretary.



- (III) The accounts of the Association shall, at least once every year, be examined and certified by the Auditors appointed for the purpose and the audited accounts shall be presented by the Treasurer at each Annual General Meeting.

25. **AMENDMENTS TO THE CONSTITUTION:**

The general body shall have the power to consider by a vote of not less than one third of the members present, to amend, alter, modify or repeal any of the foregoing articles provided that such changes have no direct or in-direct effects subverting any one or more of the aims objects of the association written in the preamble. All such proposals shall be submitted to the secretary of the association at least 3 months before next AGM who shall convene a meeting of the C.E.C for consideration in consultation with the mover of such proposals. The agreed draft of such proposed amendments then shall be circulated among the members two months before the next AGM. The later body will consider the amendments according to Article 23(c) and such amendment will be confirmed and come into force immediately if passed by a majority of 2/3<sup>rd</sup> of the members present.

26. **AFFILIATION:**

The Association shall have the right, for the furtherance of its aims and objectives, to affiliate with any National, Regional or International scientific association or organization either in Pakistan or abroad on the terms and conditions mutually agreed upon with approval of the Central Executive Committee.

1st Amendment: 22<sup>nd</sup> February 2003

2<sup>nd</sup> Amendment: 21<sup>st</sup> March 2010