

PAUS constitution

Pakistan Association of Urological Surgeons.

(The Societies Registration Act, 1860

(XXI of 1860, Articles of Association)

PREAMBLE

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

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) "Province" include administrative provinces and any such administrative/ constitutional units created by federal government of Pakistan like Gilgitbaltistan, Azad Jammu and Kashmir and Islamabad

(iii) "MONTH" means a calendar month.

(iv) "IN WRITING" means hand written, printed or, as the case may be, electronically recorded.

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 of 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, and province as

indicated against each:

(ii) President -By rotation from provinces

(iii) President Elect - BY rotation from provinces

President and President elect in order of

Khyber pakhtoonkhawa

Islamabad, Azad Jammu and Kashmir and Gilgitbaltistan

Sindh, Baluchistan, Punjab.

(iv) Vice Presidents - One from each Province.

General Secretary – From the Province of the President.

Finance secretary-From the Province of the President.

(v) Two members of central executive committee, for them electoral college will be ordinary members in good standing from all over Pakistan

(vi) A candidate for any of the foregoing posts shall be proposed and seconded by an ordinary member of the Association.

(vii) No member will retain more than one office in Centre or Chapter nor two offices simultaneously, except the President Elect who can continue with his existing post until he takes over charge of President Ship.

(viii) 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 organise on its own or with collaboration of assigned chapter.)

(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 nominate scientific advisory committee extending advice pertaining to matters related to Urocon or similar events having equal representation from all provinces, it will also include three members from the chapter where Urocon is intended to be held.

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, receive, recommend and forward the application of membership of the Pakistan association of urological surgeons to General Secretary of centre. In case a candidate sends his/ her name directly to general secretary centre, the general secretary will verify authenticity of candidature from president of chapter

(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 following office bearers called chapter President, chapter Secretary and chapter Finance secretary all of whom shall be elected by the members registered in such chapter.

(v) The President of each Chapter shall, within one month of an election, 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 (iv) 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.

(viii) President / Secretary of outgoing cabinet will announce date of election and will nominate election officer 15 days before the date of election to conduct elections after approval of chapter management committee.

7. MEMBERSHIP: Membership of the association shall consist of the following classes of members who shall be registered as indicated against each:

(i) Ordinary Member: Ordinary Membership will be open to such persons belonging to the medical profession who are holding academic qualifications of M.S/FCPS/FRCS/Diplomate American Board or equivalent major Diploma in Urology as accredited by PMDC; (Pakistan medical and dental council or similar federal institution). Such membership shall be recommended by chapter and conferred by centre and registered by centre and chapter both.

(ii) Honorary Member: Honorary Membership may, at the discretion of the Centre, be conferred on any renowned person

(iii) Associate Member: Associate Membership will be open to all Registered health Practitioners practicing in any discipline of Medicine; such membership shall be registered by a Chapter.

(IV) Senior Member: Any person acquiring the age of 70 years may on application to President Centre if otherwise eligible for registration as an Ordinary Member, be registered as a senior member with automatic waive of annual subscription on grant of such application.

8. RIGHT OF VOTE: The right of vote at all elections shall be limited to only ordinary members in good standing

9. APPLICATION FOR MEMBERSHIP: A candidate for membership will submit his/her application along with crossed cheque of membership fee in the name of Pakistan association of urological surgeons 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 (for recommendations or otherwise to be forwarded to general secretary centre for approval or otherwise of such membership in writing within one month from date of dispatch of such application and no candidate will be registered as a member until approval has been accorded to his/her application.

10. FISCAL RESOURCES

(i) Each member shall pay an annual subscription, which, from time to time may be determined by the Centre, and the Centre shall devise and communicate a uniform fee structure which shall be applicable to all Chapters. Any member in default of the annual subscription shall cease to be a member in good standing.

(ii) The centre will complete the collection of subscription fee of members by the month of March for the ensuing year and reimburse the 50% of such subscription fee to the respective chapter by the month of April every year.

(iii) Every chapter and centre shall, during the month of April each year, exchange and update mutually agreed list of members in good standing

(iv) Whenever the amount of subscription fee or its percentage being remitted to respective chapters is being revised, the centre will make the recommendation and get it passed by General body by simple majority.

(v) 50% of the Registration money of UROCON will be submitted to PAUS centre account.

(vi) In case of chapter / chapters receiving financial contributions for organising Urocon, 50% Of savings after settlement of all financial liabilities shall be transferred to centre within two months of holding such event.

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 centre and exchanged with respective chapter and published annually well before annual general body meeting.

12. CESSATION OF MEMBERSHIP

(i) A member may withdraw his/her membership by giving a notice in writing

simultaneously to the general secretary of centre and the respective chapter of his intention to do so.

(ii) Such notice is subject to recommendation or otherwise of chapter management committee and final approval or otherwise of C.E.C. within one month of receipt of such notice.

(iii) A member whose subscription is in arrears as mentioned in Article 10 (i) will cease to be a member in good standing.

(IV) The name of such member whose behaviour 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 TOTAL outstanding dues / subscription, if any, be eligible and maybe re admitted by the centre

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

(i)The management of all affairs of the Centre including the administration of funds, assets, properties etc., shall vest in the Central Executive 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.

(ii) All professional activities under the paus banner, by any chapter, shall be conducted under intimation to the centre.

16. TERM OF OFFICE:

(i) The term of office of the Central Executive Committee will be two years effective from the tenure of president elect from Islamabad, Gilgit Baltistan and Azad Jammu and Kashmir.

(ii) In case of natural calamity /national uncertainty the tenure of C.E.C. may be extended by two terms of three months each through resolution passed in C.E.C.

17. FUNCTIONS OF CHAPTER MANAGING COMMITTEE:

(i) The management of all affairs of the chapters, including the administration of funds, assets, properties etc., shall vest in 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.

(ii) The term of office of the chapter managing committee will be two years

(iii) In case of natural calamity /national uncertainty the tenure of C.M.C. may be extended by two terms of three months each through resolution passed in respective C.M.C.

18. VACANCIES IN CHAPTER

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.

19. RESIGNATION OF CHAPTER OFFICE BEARERS

I. Any office bearer of the chapter may resign from his office by giving, in writing, notice to the President / Secretary. Such notice shall, as soon as possible, be put up before, the Chapter Managing Committee and the resignation will take effect from the date of its acceptance.

II. In case an office bearer ceases to be an ordinary member, he/she will be deemed to have vacated his/her office.

In the event, any other office falls, due to any cause or reason, vacant, the Chapter Managing Committee shall elect one of its own Members to fill such office and / may, co-opt any other member till the elections are held for such post within two months of vacancy occurred .

20. DUTIES OF OFFICE BEARERS:

The office bearers of the Association shall, in their respective jurisdictions, perform the duties specified below, namely

A. President:

(i) Preside over all meetings;

(ii) Direct all activities of the Association

(iii) regulate the proceedings of all meetings and interpret, in the case of doubt, the articles of the Constitution.

(vi) Perform any other incidental duties pertaining to his office.

(v) To ensure smooth hand over of charge and administer oath by himself or by any member of outgoing C.E.C. to newly elected office bearers in annual general body meeting or otherwise as deemed appropriate at the completion of tenure of outgoing office bearers

B. President Elect: Act as the member of C.E.C.

C. Vice President:

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

D. General Secretary

- (i) Exercise administrative control over the affairs of the Association.
- (ii) Initiate and handle all correspondence of, or in relation to, the Association.
- (iii) Keep an up to date record of membership of the Association;
- (iv) Keep correct record of the proceedings of all meetings of the Association and its Subcommittees, if any;
- (v) Convene all C.E.C/ other meetings under information of president or as directed by the president
- (f) Do such other things as are incidental to the working of his office.
- (g) Prepare an Annual Report of the activities of the Association.

E. FINANCE SECRETARY

- (i) 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.;
- (ii) Collect all dues of the Association;
- (iii) 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 is required to present the audited statement of accounts at the annual general meeting.

21. 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 and resignation will take effect from the date of its acceptance.

II. In case an office bearer ceases to be an ordinary member, he/she will be deemed to have vacated his/her office.

22. 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) If the President Elect of Centre vacates the post for any reason, a new election will be conducted at time of next Centre Election.
- (iii) If the President Elect transfers to other province he will have to vacate his office and a new Election will be conducted.
- (iv). In the event, any other office falls, due to any cause or reason, vacant, the Central Executive 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.

23. ORDINARY MEETINGS:

(I) The President or General 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

(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 1/2 an hour of the appointed time, 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.

24. SPECIAL MEETING

The General secretary shall, on a requisition in writing signed by not less than one third members C.E.C. or the case may be chapter management committee summon, at a specified time and place, a special meeting by giving to each Member at least seven days advance notice thereof.

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 1/2 an hour of the appointed time, a Special Meeting shall be dissolved.

25. 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 General Secretary shall give the written notice of such meeting 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 1/2 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 1/3rd 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 1/2 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 where upon the General secretary shall enter the result in the minutes of the meeting.

26. Elections:

(i) Elections to the central executive committee shall be organized by an election officer nominated at 45 days in advance of the date of the elections.

(ii) Nomination for each office duly proposed and seconded and bearing the consent of the candidate, shall be sent to the election officer by a written notice 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.

(iii) The candidate, the proposer and the seconder must all be in good standing.

(iv) Voting shall be held by secret ballot polled by the members present.

(v) 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.

(vi) The election Officer shall, after fixing a date for elections, send one month prior notice to all members of such elections.

27. 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.

28. 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 Finance secretary and, President or General 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 Finance secretary at each annual general meeting shall present the comprehensive audited accounts

30. 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 GENERAL Secretary of the association at least 3 months before next AGM who shall convene a meeting in consultation with president 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 27(iii) and such amendment will be confirmed and come into force immediately if passed by a majority of 2/3rd of the members present.

31. 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.

32. CONFLICT RESOLUTION:

(i) If a member has a problem with chapter member or its office bearers, he/she will correspond with GENERAL Secretary, Centre.

(ii) If a chapter/individual has a grievance against office bearer of Centre, the Central Executive Committee will resolve the conflict and the President / chairperson will have Final Say. Decision of CEC will be binding upon all.

(iii) In situation where there is conflict amongst several members within a Chapter, the Chapter Managing Committee will try to resolve the issue. The Centre will only intervene if the Chapter Managing Committee or Members of the Chapter invite the Centre to resolve the conflict

33. DISSOLUTION OF ASSOCIATION:

The Association shall be dissolved in accordance with section 13 of the societies Registration act, 1860

APPENDAGES

Ballot Paper

Correct method of voting. Please put **X** in the box against the name of the individual you intend to vote for.

1. President Elect... (All members of PAUS are eligible to vote)
2. General Secretary... (All members of PAUS are eligible to vote)
3. Finance Secretary (All members of PAUS are eligible to vote)
5. Vice President ... (Members of the Chapters from the respective province are eligible to vote)
6. Two Members of C.E.C. ... (All members of PAUS are eligible to vote)

PAUS Elections Nomination Form

I, hereby, propose _____ for the post of
_____ in PAUS elections

Name of the Proposer _____

Chapter _____

I, hereby, second the above proposal.

Name of the Seconder_____

Chapter_____

I, hereby, consent the above proposal.

Name of the Candidate_____

Chapter_____

OATH OF OFFICE BEARERS

(In the name of Allah, the most Beneficent, the most Merciful.)

I, _____, do solemnly swear that I will bear true faith and allegiance to Pakistan and Pakistan association of urological surgeons.

That, I will discharge my duties, and perform my functions, honestly, to the best of my ability, faithfully in accordance with the Constitution of the association and its bylaws, and always in the interest of integrity, solidarity and prosperity of Pakistan association of urological surgeons.

That I will not allow my personal interest to influence my official conduct or my official decisions:

May Allah Almighty help and guide me (Ameen).