

# CONSTITUTION OF PAKISTAN CHEST SOCIETY

**Approved by the General Body Meeting  
held on 10<sup>th</sup> March, 1998 at Hotel Avari Lahore.**

**Amended by the General Body Meetings**

<b>2002, Peshawar</b>	<b>2004, Karachi</b>	<b>2006, Quetta</b>
<b>2010, Peshawar</b>	<b>2014, Islamabad</b>	<b>2018, Islamabad</b>

**Last Amended and Approved : Islamabad, 23<sup>rd</sup> March 2018**

**Name:**

The name of the society shall be **PAKISTAN CHEST SOCIETY**.

**Registered office:**

The society will be registered under the Societies Registration Act XXI of 1860 with the Registrar Joint Stock Companies. Its official responsibility shall rotate with seat of Presidency.

**Language:**

The language of the state shall be the official language of the society. However English shall continue as official language for the time being.

**Area of operation:**

The area of operation of the society shall be the whole of Pakistan.

**Nature of the Society:**

The society shall be a non-commercial, non-political and non-sectarian body.

**Chapters of the society:**

The society shall have five chapters, one representing each province and the fifth chapter representing the federal capital area which will be called federal chapter. Other subchapters can also be formed, should the Governing Council propose and the General Body approves. Chapters shall be responsible to provide list of subchapters to the Governing Council.

**Aims and Objectives:**

- A. To promote awareness about chest diseases and allied sciences.
- B. To carry out and co-ordinate research in chest diseases.
- C. To spread modern concepts in chest diseases and health education amongst the medical profession and formulate guidelines for the management of various respiratory diseases.
- D. To publish books, magazines and journals on the subjects of chest diseases.

- E. To help and guide the members of the society in academic and professional endeavors.
- F. To take all appropriate measures for raising funds and using the income derived thereof towards the promotion of the aims and objectives of the society.
- G. To associate and co-operate with any organization having similar aims and objectives.
- H. To assist the Government in the formulation, implementation and evaluation of the programs for the treatment, prevention and control of respiratory diseases.
- I. To do all acts and things which are conducive to the achievement of the above aims and objectives.

### **Source of Finance**

The society shall be financed by the following sources:

- a. Annual subscriptions paid to the Society by the individual members
- b. Donations, contributions, charities, bequests and other financial assistance from any individual, corporate, Associational national or International and from all other sources acceptable to the Governing Council of the Society.
- c. Grants from international donor agencies, the Government of Pakistan or any Provincial Government of Pakistan.
- d. Income accruing from sale proceeds of publications and other income generating schemes.
- e. Earning of the Society on account of investment or deposits of its fund.

### **Membership**

- A. The PCS shall have a uniform membership cadre and be open to all practicing medical graduates registered with the PMDC who are associated with or are interested in the practice of treating chest diseases.
- B. Subscription: The annual membership subscription shall be Rs. 2000/- payable at the time of registration for the Biennial Chest Conference and shall be inclusive of the PJCM and any educational literature that is made available on the PCS website and or published by the PCS

C. Renewal of membership:

Renewal of membership shall be due after 2 years with the registration of the Biennial Chest Conference

Renewal of annual membership should be reminded such that it should not lapse for more than 3 months after which he/she shall cease to be a member of the society

**Procedure for Admission to Membership of the Chapter:**

- A. Any person desirous of becoming a member shall, on a prescribed form, apply to the respective Chapter/Central Governing Council, which shall have power to accept or reject any application.
- B. In case of rejection, the applicant shall have the right to appeal to the General Body of the Society where the matter shall be decided on majority of votes.
- C. A unique Membership ID may be issued to members by email on receipt of subscription

**Privileges of Members:**

- A. Participate in all the activities and management of the society.
- B. Receive all publications of the Society.
- C. A member will have the right to vote after an annual membership standing of one year or more on the electronic polling list, two months before the nomination date
- D. Any other privileges conferred by the constitution of the Society.

**Termination of Membership:**

- A. Failure to pay the subscription within two months of the due date for renewal of membership at respective chapter.
- B. Committing a breach of discipline by violating the rules and acting in a manner prejudicial to the interests of the Society.
- C. Membership can be terminated by the Central Governing Council.
- D. Any member whose membership has been terminated shall lose his rights and privileges as a member.

### **Procedure for Restoration of Membership:**

- A. In case of non-payment of fee, the membership can be restored after payment of all outstanding dues.
- B. In case of conduct being detrimental to the cause of the Society, The Governing Council may restore the membership after a written assurance by the member.
- C. In case the membership is not restored by the Governing Council, the member shall have the right to appeal to the General Body of the Chapter, which by a majority of 2/3<sup>rd</sup> of the members present, may restore the membership.

### **Governing Council:**

- A. The Governing Council shall be the governing body of the society and shall perform all such functions and exercise powers as are necessary for the furtherance and achievements of the objectives of the Society.
- B. The Governing Council shall be elected by the General Body of the Society.
- C. The Governing Council shall consist of:
  - i. President.
  - ii. Vice presidents-One representing each Chapter.
  - iii. General Secretary.
  - iv. Joint Secretary.
  - v. Finance Secretary.
  - vi. Press and information Secretary.
  - vii. Two Executive Members from each province.
  - viii. The Presidents and General Secretaries of each Provincial Chapter, immediate ex-President and General Secretary of the center shall be the ex-officio members of the Governing Council.  
The Chairmen of the two technical committees and the Chief Editor of the journal shall be the co-opted member of the Governing Council.
- D. The President, Senior Vice president, General Secretary, Joint Secretary, Finance Secretary and Press Secretary shall be elected from the province which is going to organize the next Biennial Conference.
- E. The Governing Council shall meet, as and when decided by the General Secretary, in consultation with the President, at least twice a year.

- F. A notice of fifteen days shall be required for any meeting of the Governing Council but in case of an emergency situation, an earlier meeting can be called by the General Secretary.
- G. The quorum for a meeting of the Governing Council shall be 1/3<sup>rd</sup> of its strength.

**Powers and Functions of the Governing Council:**

Without prejudice of the provisions of the constitution, the Governing Council shall have the following powers:

- A. To arrange biennial national and International Conferences of the Chest Society.
- B. To enter into agreement for and on behalf of the Society.
- C. To exercise all powers and functions whenever necessary in the interest of the day-to-day administration of the Society, subject to obtaining post-facto confirmation from the General Body of the Society.
- D. To propose amendments or modification in the existing rules and by-laws of the Society.
- E. To co-operate and co-ordinate with foreign agencies, institutions and organizations in matters relating to the working of the Society.
- F. To appoint and engage employees and personnel necessary for the day to day working of the Society.
- G. To appoint, if necessary, delegates to represent the Society in any Provincial, National or International gathering.
- H. To fix the terms and conditions of the services of its employees.
- I. The Governing Council may, from time to time, delegate any or all of its powers to any subcommittee.
- J. The Governing Council shall hold office till the next election is held.
- K. The Governing Council shall fill any vacancy in its strength by majority of votes.
- L. If Chapter fails to conduct its election within the stipulated period, the Governing Council shall take measures to conduct election of the Chapter and arrange the take-over by the newly elected members.

- M. The Governing Council shall perform all acts and duties and exercise all such powers as may be necessary for carrying out the activities of the Society.
- N. If any office bearer or member of the Governing Council fails to attend three consecutive meetings without any valid reason to the satisfaction of the Governing Council, his membership shall automatically be terminated.

### **The General Body of the Society:**

A. Composition:

All the members of the various chapters of the society duly verified by the President & General Secretary of the respective chapters.

B. Proceedings:

The following business shall be transacted during the General Body meeting:

- i. Tilawat from Holy Quran.
- ii. Confirmation of the minutes of the last meeting and action taken.
- iii. Report of the General Secretary.
- iv. Presentation of the audited statement of accounts and the balance sheet by the previous cabinet dually approved by the Governing Council.
- v. Election of the office bearers and members of the Governing Council when elections are due.
- vi. Amendment in the constitution as per rules of amendment.
- vii. Consideration of resolutions.
- viii. Consideration of any other business concerning the society which may be allowed by the President.
- ix. The quorum for the meeting of the General Body shall be 1/3<sup>rd</sup> of the strength of its members.

### **Powers / Duties of Office Bearers:**

President

1. Shall be the Chairman of the Organizing Committee for the next biennial conference.
2. Shall guide and control the activities of the Pakistan Chest Society.
3. Shall regulate the proceedings of the meetings and conferences.
4. Shall interpret rules and by-laws and decide on doubtful points and related issues of the society in consultation with the Governing Council.
5. Shall preside over meetings of the Governing Council, General Body and all other meetings.
6. Shall have the power to sanction expenditure of Rs 200,000 in a month with subsequent approval of the Governing Council. Amounts exceeding this limit shall have to be approved by the Governing council before hand

7. In the event of death or resignation due to any reason, the post shall be filled by the Governing Council of the Society.
8. Shall in addition to an ordinary vote, have a casting vote in case of a tie.

#### General Secretary

1. The General Secretary shall be the Executive Head of the administration and shall be under the control and supervision of the Governing Council.
2. Shall be responsible for the general supervision and formulation of the Society's activities and shall submit minutes of the meetings of the General Body and the Governing Council and recommendations in regard thereto.
3. Shall record the minutes of the General Body of the Society, the Governing Council and other meetings.
4. Shall send notices of all the meetings in consultation with the President according to the rules and by-laws of the society.
5. Shall conduct all correspondence of the society and keep the necessary records.
6. Shall verify bills and vouchers and forward them to the Finance Secretary for scrutiny and payment as per rules.
7. Shall be the custodian of the assets and properties of the Society.
8. Shall prepare annual report of the society once a year and submit it to the Governing Council and General Body of the Society for approval.
9. Shall be ex-officio member of all the sub committees.
10. Shall maintain an up to date and correct register of the member of the Society.
11. Shall co-ordinate the work of the Chapters.
12. Shall have the right to spend amounts up to Rs. 100,000 in a month with subsequent approval of the Governing Council. Amounts exceeding this limit shall have to be approved by the Governing council before hand
13. Shall have the power to approve an Office Secretary to work under his/her guidance.

#### Vice Presidents

The Senior Vice President shall perform the duties of the President in his absence and shall in addition perform the duties assigned by the President.

#### Joint Secretary

The Joint Secretary shall perform all such functions and duties as assigned to him by the General Secretary from time to time.

#### Finance Secretary

1. Shall operate the bank accounts of the Society along with the General Secretary or the President.
2. Shall receive and collect all donations, subscriptions, grants of any kind, cash and all other funds and shall issue proper receipts thereof.
3. Shall within a week of receipt, deposit all the amounts in the bank.



4. Shall keep a record of the assets and liabilities of the Society and all sales and purchases.
5. Shall maintain accounts and prepare annual budget and balance sheet for presentation before the Governing Council and the General Body of the Society.
6. Shall be responsible for proper audit of the Society accounts by a Chartered Accountant and shall present it to the Governing Council within six months of the end of his tenure.

#### Press and Information Secretary

1. Shall send reports of the Society to public information media such as newspapers, radio and television in consultation with the General Secretary.
2. Shall be responsible for the publicity of the day to day activities of the Society.
3. Shall send to the head office a six monthly report of his activities together with his proposals for publicity campaigns.

#### **Technical committees:**

There would be two technical committees to facilitate the Governing Council on matters of specific nature that require technical expertise and experience. These committees would be consulted and utilized on terms of reference specific to each such committee. The Chairmen and members of the committees shall be elected by the Governing Council on the basis of technical expertise and experience. The Chairmen of these committees would be co-opted members of the Governing Council. The tenure of the committees shall be six years and they would comprise of eight members half of whom will retire every three years. The committees would liaison and report their performance to the satisfaction of the Governing Council failing which the Council shall have the powers to re-elect any member of the committee.

These societies and their terms of reference would be:

1. Constitution Committee
2. Research and Guidelines Committee

#### **TOR of Technical committees**

##### **Constitution Committee:**

- a. To recommend constitutional amendments and reforms on regular basis and endeavor to create awareness among the members of the society
- b. To draft and vet document pertaining to the constitution
- c. Negotiate and appoint legal advisors when need arises

- d. To monitor, document and report violation of Constitution from any quarter and suggest necessary remedies

**Research And Guidelines committee:**

- a. To form sub-committees to conduct and co-ordinate research projects on important respiratory diseases
- b. To develop new guidelines
- c. To update the published guidelines
- d. To arrange for printing and compiling and presentation of research data and guidelines
- e. To ensure dissemination of research data and guidelines, to the GP's and other doctors
- f. To lobby with the CPSP and other professional bodies for adopting PCS Guidelines.

**By-Laws:**

The Bylaws shall be framed by the Governing Council from time to time for the smooth functioning of the society and shall come into force only after the approval by the General Body.

**Meetings:**

A. Ordinary Meetings:

The General Body of the Society, ordinarily, shall meet once a year at a place already decided in the previous General Body meeting and the Governing Council shall meet at least twice a year.

B. Extra-Ordinary and Requisitioned Meetings:

These meetings shall be called at a notice of twenty one days at the request of 1/3<sup>rd</sup> of the members of the Governing Council or the General Body. Extra ordinary meetings may also be called by the President in consultation with the General Secretary.

C. Quorum:

1. Quorum for ordinary meetings shall be 1/3<sup>rd</sup> of the members of the Governing Council and the General Body. In case of the quorum not being formed within thirty minutes of the notified time, an ordinary meeting shall be adjourned to be held after ½ an hour or on any other date at the same place for which no quorum shall be necessary.
2. A requisitioned meeting shall stand dissolved if within half an hour of the notified time the quorum is not completed. Such a meeting for the same business shall not be called for six months.

## **Chapters**

The - chapters shall help in establishing the society at provincial / divisional level.

- A. There shall be five chapters, one representing each province and the fifth chapter representing the federal capital area, which will be called federal chapter. Other subchapters can also be formed, should the Governing Council propose and the General Body approves. Chapters shall be responsible to provide list of subchapters to the Governing Council.
- B. Every chapter shall abide by the constitution of the Pakistan Chest Society.
- C. It shall be obligatory for the chapters to obey all mandates, standing orders and directions of the Governing Council.
- D. Local chapters shall submit, to the Governing Council, yearly return of the list of members on their roll by January 31 of each year together with a list of defaulters and new members and new addresses of those members who have left their areas.
- E. The centre shall not be liable for any debts and liabilities incurred by any of its chapter

## **Financial Affairs:**

- A. Financial year of the Society shall be from 1<sup>st</sup> July to 30<sup>th</sup> June
- B. Funds of the Society shall be kept in a scheduled bank approved by the Governing Council.
- C. The account shall be operated under the joint signatures of the Finance Secretary and the President or General Secretary.
- D. At least once a year the audited accounts shall be placed before the Governing Council in the form of an annual audit statement.
- E. Within six months of the end of their tenure, the Finance Secretary and the signatory President/GS shall present the report audited by a Chartered Accountant to the Governing Council for ratification and later adoption by the General Body. This report would cover incomes obtained and expenses incurred during the conference, during the fiscal year and the publication of the chest journal.

- F. Amount saved and remaining with the last Central Cabinet should be transferred in to the new cabinet within stipulated time of six months. The distribution of funds on merit should be the constitutional responsibility of the Governing Council and should not be left to the outgoing Cabinet.
- G. The Governing Council may receive income in the form of grants, donations or contributions for research and publication of the society from any source authorized by the Governing Council which funds may necessarily be expended on related activities.
- H. The Governing Council shall have the power to sanction any expenditure related to the affairs of the society.
- I. That Governing Council of the Society will utilize its money, property and income solely towards the promotion of the objectives of the Society and no portion thereof will be paid or transferred directly by way of dividends, bonus or profit to the members of the Society and/ or their relatives.
- J. To appeal, solicit or accept contributions, donations, grants and gifts, in cash or in kind, from lawful sources and to apply the same or income thereof for the objectives of the Society.
- K. To open and operate bank accounts in the name of the Society and to draw, make, accept, endorse, execute and issue promissory notes, bills, cheques and other instruments.
- L. To acquire, alter, improve, charge, take on lease, exchange, hire, sell, let or otherwise dispose of any movable or immovable property whatsoever for any of the objectives or purposes specified herein above.
- M. To nominate delegates and advisors to represent the Society at conferences, government bodies and other gatherings.
- N. To co-operate with other charitable trusts, societies, associations, institutions or companies formed for all or any of these objectives and statutory authorities operating for similar purposes and to exchange information and advice with them.
- O. To pay out, of the funds of the Society the costs, charges and expenses of and incidental to the registration of the Society.
- P. To create, establish, administer and manage funds including endowment fund conducive for the promotion of the objectives of the Society.

- Q. To enter into agreements, contracts and arrangements with societies, associations, institutions, bodies and individuals for the purpose of carrying out the functions and activities of the Society.
- R. To conduct, hold and arrange symposia, seminars, conferences, lectures, workshops and dialogue and to print, publish and prepare journals, magazines, books, circulars, reports, catalogues and other works relating to any of the objectives of or to the work done by the Society, subject to the permission, if required of the relevant authorities.
- S. To do all other such lawful acts and things as are incidental or conducive to the attainment of the above objectives or any one of them.

### **Books of Accounts**

Pakistan Chest Society shall keep at its office proper books of account with respect to;

- i. All sums of money received and expended by the society, and the matters in respect of which the receipt and expenditure takes place
- ii. All assets/Inventory of the Society
- iii. All liabilities of the Society
- iv. Proper books of account with respect to the matters specified therein; shall be kept as are necessary to give a true and fair view of the state of affairs of the Society and to explain its transactions.
- v. The books of account and other books and papers of the Society shall be open to inspection by the Governing council during business hours.
- vi. The President shall from time to time may determine whether and to what extent and at what time and places and under what conditions or regulations the accounts and books or papers of the society shall be open to the inspection of members, not being members of the Governing Council, and no member, not being members of the Governing Council, shall have any right of inspecting any account and books or papers of the Society.
- vii. The books of account of the Society relating to a period of not less than Six years immediately preceding the current year shall be preserved in good order.
- viii. The accounts of the Society will be audited by certified chartered accountants annually

## **Elections:**

- A. Elections for the central cabinet shall be held every two years at a date decided by the Governing Council in its meeting.
- B. The elections of all provincial chapters and their cabinets shall be held within three months of the biennial conference and elections of the center, failing which the Central President and the Governing Council will convene the elections if not already conducted by the concerned provincial chapter after such time.
- C. The Governing Council will formulate a standing Election Commission to hold elections for the central cabinet. This would consist of five members preferably from the Constitution Committee with tenure of three years. The sitting President shall conduct the elections with the help of the Election Commission
- D. The Election Commission shall announce the schedule of election three months before the Biennial conference.
- E. The final list of members / eligible voters shall be announced along with the announcement of the election.
- F. The last date of nomination for the candidates shall be announced by the Election Commission which shall be not less than two months before the election.
- G. Electronic / Postal ballot will be the mode of voting for which three weeks would be allowed time for casting votes so that the results of the ballot is announced before the Biennial scientific conference.
- H. The Governing Council shall continue to hold office and discharge its duties in accordance with the constitution until such time when the new office bearers and Governing Council is elected.
- I. Nomination of candidates shall bear the signatures of the proposer and seconders who are bonafide members of the various chapters duly verified by the President and General Secretary.
- J. The Central Cabinet comprising of the President, Senior Vice President, General Secretary, Joint Secretary, Finance Secretary and Press Secretary shall be elected from the province which is going to organize the next Biennial Conference.
- K. A member shall be entitled to contest only one post.
- L. In case of a tie, the President shall have a casting vote.

M. Elections shall only be postponed with the permission of 2/3<sup>rd</sup> of the General Body.

N. Any member with active PCS membership for Five consecutive years and working experience of Five years in Chest diseases or TB control shall be eligible to contest election.

**Publications:**

A. There shall be a journal of the society, registered in the name of the Society and published by the Society.

B. The Publication of the journal, other periodicals and newsletters etc. shall be managed by the Publication Committee in liaison with the Chief Editor who should be a member of the Publication Committee himself and also responsible for the printing and distribution of the journal.

**Functions of the Chief Editor**

A. The Chief Editor shall have the responsibility for printing, publication and distribution of the Journal and other periodicals, newsletters of the Society acting in liaison with the Publication committee of which he would be a member.

B. The Chief Editor shall be co-opted by the Governing Council on the basis of expertise and experience and shall continue his functions and report his performance to the Governing Council unless and until such time that the Governing Council decides to replace him in view of his performance.

C. It will be his/her responsibility to see that nothing is published against the interest of the society.

D. The Chief Editor shall prepare budget estimates and submit them through the General Secretary for the approval by the Governing Council.

E. The Chief Editor shall prepare 12 monthly statements of accounts of the journals and periodicals to be placed before the Governing Council through the General Secretary.

F. The Chief Editor shall have powers to spend money for various purposes in connected with the publications of the journal up to the amount authorized by the Governing Council.

### **Amendments and Alterations in the Constitution:**

- A. Proposal for amendments in the constitution of the Society must reach the Central President/General Secretary at least three months before the date of a routine meeting of the General Body of the Society.
- B. Proposals should be circulated to the members of the Governing Council after they are vetted by the Constitution Committee four weeks before a scheduled meeting of the Governing Council.
- C. Proposals for amending the Constitution and By-laws shall have to be approved first by the Governing Council followed by the General Body of the Society.
- D. Such proposals shall be presented at a meeting of the General Body and shall be adopted if voted for by 2/3<sup>rd</sup> of the members.

### **Dissolution:**

The Society shall be dissolved in accordance with the prevailing laws of the registering authority. Dissolution shall only be decided at a meeting of the General Body of the Society especially called with a one month notice for this purpose. A resolution already passed by ¾ members of the GC for dissolution of the society should be presented to the General Body for approval. Decision of the ¾ members of the GB will be final on this matter. The decision taken will be communicated to the Registration Authority and Commissioner of Income Tax. The assets should be transferred to another association/society which is an approved non- profit registered association/society with similar objectives.



**General Secretary**  
*Dr. Nausheen Ahmed*



**President**  
*Prof. Nisar Ahmed Rao*



**Head of Constitution committee**  
*Prof. Sohail Akhter*