

CONSTITUTION OF PAKISTAN PEDIATRIC ASSOCIATION

Amendment in the PPA Constitution approved at General Body Meeting at Binnial Pediatric Conference held 28th October 2020

1. THE NAME

The name of the Association shall be "Pakistan Pediatric Association" and its official abbreviation shall be "PPA".

2. REGISTERED OFFICE

The registered office of the Association will be situated in Karachi. The current address being 2nd floor 57-C, Commercial Street, Phase 2 Extension, DHA, Karachi. The address within Karachi only may change subject to approval of the General Body which shall be notified by Secretary General. The objectives of the Association will extend throughout Pakistan.

3. LANGUAGE

The language of Pakistan Pediatric Journal shall be English, while English and local languages may be used during meetings, however the minutes shall be recorded in English.

3. AIMS AND OBJECTIVES

Aims and objectives for which the Association is established are:

- 3.1 To bring together all professionals interested in the field of Child health and to encourage, and endeavor for, good will, cooperation, welfare and rights of pediatricians.
- 4.2. To promote policies and practices and to perform any acts which may help in promotion of children's health or prevention and management of their diseases/disorders or their welfare in any way.
- 4.3. To stimulate the culture of research on pediatric problems and dissemination of the outcome of the research with the stake holders to be implemented in the national, regional or international programs or practice.
- 4.4. To promote the rights of children as enshrined in the United Nations Convention on the Rights of the Child and optional protocols at all levels without discrimination and to protect them from all kinds of abuse or neglect.
- 4.5 .To arrange lectures, clinical meetings, conferences, seminars, symposia, exhibitions and other activities for the study and discussion of all the problems of Child Health, if necessary using virtual or online media..
- 4.6. To bring out or publish for sale or distribution useful literature in the field of child health, child rights or child protection in the form of pamphlets, journals and books or use virtual media for this purpose.
- 4.7 .To acquire, and maintain property for the use of and to promote the objectives of the Association either by outright purchase or on lease or hire or by way of donation.
- 4.8 .To receive any movable or immovable property in the form of gifts, donation or legacy and utilize it for the promotion of the objectives of the Association.
- 4.9. To improve, alter, mortgage, lease, let or to sell all or part of the property of the Association.
- 4.10. To cooperate or to enter into arrangement with other Associations, bodies and authority's, governmental or non governmental, in all matters which are likely to promote the objectives of the Association.
- 4.11. To take all the necessary steps to procure funds for the Association and to utilize these funds in best interest of and to promote the objectives of the Association.

4.12.To approve establishment of new branches.

4.13.To engage the necessary office or field staff for the conduct and management of the affairs of the Association.

4.14.To honor the pediatricians, local or foreign, and professionals in any field of child health for their exceptional contribution in the care of children.

4.15.To open any bank accounts in the name of the Association, it's branches, chapters or its Specialty Groups , or to rent any lockers etc to keep the Association's valuables, certificates/documents etc..

4.16.To do all such other acts as may be essential or conducive to the attainment of the objectives of the Association.

5.LIABILITY OF MEMBERS

The liability of the members of the Association is limited.

6.METHODS

For the attainment and furtherance of the above objectives, the Association may adopt following methods:

6.1.Circulate such information as may be thought desirable by means of periodicals and Pakistan Pediatric Journal which shall be the Journal of the Association, and by any other occasional or regular publication or by online and virtual means..

6.2.Arrange from time to time lectures, discussions, demonstrations, meetings and conferences particularly of the members of the Association on any subject of child health, physically or virtually..

6.3.Encourage research in the field of pediatrics through grants by establishing scholarships, donations or rewards in such manner as may from time to time be determined by the Association.

6.4.Maintain and manage Association office, and, library if feasible, for the members of the Association.

6.5.Conduct educational campaigns among the masses of Pakistan in the matter of child health in cooperation with different public bodies and by using print, electronic or social media.

6.6.Consider and express its views on all the laws promulgated in Pakistan in connection with medical profession, medical practice and medical education, particularly where they concern children or pediatrics and to keep an eye on the proposed legislation which concerns child health and pediatric education and take such steps and adopt such measures as may be deemed expedient.

6.7.Grant sums of money out of the funds of the Association for the promotion of child health in such manner as may be from time to time determined by the Association.

6.8.Erect, maintain, improve or alter and keep in repair any building or buildings for the purpose of the Association.

6.9.Borrow or raise money in such manner as the Association may deem fit and collect subscriptions and donations for the purpose of the Association.

6.10.Invest any amount of the Association, not immediately required for any of its objectives, in such manner as may from time to time be determined by the Association.

6.11.Assist, subscribe, cooperate, affiliate or be affiliated to or amalgamate with any other public body or International or regional Association whether incorporated, registered or unregistered having all together or in part objects similar to those of the Association.

6.12.Create or assist in creating branches or foreign chapters of the Association for any of the purposes aforementioned.

6.13.Maintain membership of the International Pediatric Organizations, regional or global, to participate and obtain news, periodicals and other information as may be beneficial for the advancement of the specialty of pediatrics and child health.

6.14. Do all such other lawful things as may be incidental or conducive to the promotion or carrying out of the foregoing objectives or any one of them.

7. INCOME AND PROPERTY OF THE ASSOCIATION TO BE SOLELY APPLIED TOWARDS ATTAINMENT OF ITS OBJECTIVES

All the income and property of the Association, whatever its source, shall be applied solely towards the promotion of the objectives of the Association as set forth in the Memorandum of the Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to the persons who are or at any time have been, members of the Association, or to any person claiming through any of them, provided that nothing here in shall prevent their payment, in good faith, of remuneration to any officer or servant of the Association, or to any members of the Association or other person in return for expenses actually incurred on any service rendered to the Association, or free distribution or sale at discount to the subscribers to the fund of the Association, of any books or publications published by the Association or any courses or trainings including online, run by the association.

6. WINDING UP/ LIQUIDATION CLAUSE

Every member of the Association undertakes to contribute to the assets of the Association in the event of the same being wound up during the time that he is a member, for payment of the debts and liabilities of the Association contracted during the period of his membership, and the costs, charges and expenses of winding up the same, and for the adjustment of the rights of the contributors amongst themselves such amount as may be required by the Association. If after the winding up or dissolution of the Association there remain any funds or property after the discharge of all the liabilities and debts, the same shall not be distributed among the members but will be transferred and given to any other Association or institution with aims and objects similar to the Association or failing that to any other charitable concern to be determined by the members of the Association.

PAKISTAN PEDIATRIC ASSOCIATION
ARTICLES OF ASSOCIATION

1. INTERPRETATION

In the Articles of the Association (when not repugnant to the subject or context) the following words and expressions have the meanings hereafter assigned to them respectively:

“The Association” means the Pakistan Pediatric Association which comprises the geographical territories of Pakistan and its overseas chapters. The official abbreviation shall be PPA. **“PPA”** which shall mean the Pakistan Pediatric Association as a whole, being the national body inclusive of all its branches and chapters as its components.

“Branches” shall mean branches of PPA i.e. Sindh Branch, Punjab Branch, Baluchistan Branch, KP Branch and Federal Branch which shall include Rawalpindi division, Azad Jammu & Kashmir (AJK) and Gilgat and Baltistan(GB)

“Register of Members” means the register of members of the Association to be kept at the office of the Association by the Secretary General.

“Register of Specialty groups: means the register containing the names of the members and office bearers and the eligibility criteria of each specialty group by the Secretary General of PPA.

“Month” means a calendar month.

“Year” means a calendar year.

“Financial year” mean a year from 01st July of one year to 30th June of next year.

“In writing” means written or printed or partly written and partly printed.

“Constitution” means the constitution comprising of Memorandum and Articles of Pakistan Pediatric Association.

“Rules and Regulations of Branches” The set of rules and regulations which the branches adopt to regulate their internal working and affairs, being autonomous only as far as the internal working of respective branch is concerned.

“Pediatrics” means study of child health as well as diseases of children whether organic or functional and includes all pediatric specialties like social and preventive pediatrics, pediatric neurology, pediatric cardiology, Child Rights and Child Abuse etc.

“Regulations of PPA” means the regulations contained in the Constitution of PPA with such modifications / amendments thereof or additions thereto as may from time to time come in force.

“The Bylaws” means the bylaws set forth in the schedule hereto or other bylaws of the Association for the time being in force, as approved by the General Body of the Association, or by the Executive Committee of PPA, pending amendments in the constitution, or made by the Executive Committee of PPA for a specific purpose, project, period or event.

“Pediatrician” means a medical graduate who holds a recognized post graduate qualification in Pediatrics recognized by the Pakistan medical registration authority.

“**Journal**” means the journal of Pakistan Pediatric Association, i.e "Pakistan Pediatric Journal." Its official abbreviation shall be "PPJ"

“**Research Division**”: It shall be a part of PPA but shall be housed in KP branch of PPA. It shall organize research on country wide basis in the field of pediatrics, child health, child abuse and child protection. The KP branch shall frame proposed bylaws for the functioning and administration of the Research Division.

“**Constitution Safeguard Committee**” means the body of some of the senior most members of the Association, well versed with constitution of the Association, none of whom shall be a current office bearer of the Association but may be Executive Committee member, consisting of one Chairman and 5 members, one from each branch of PPA, to be nominated by the Executive Committee of PPA in its first meeting after elections, which shall be consulted for interpretation of constitution of PPA, take notice of any violation of constitution on its own or on being reported by a member, make decisions on such matters and fix penalties or decide disciplinary action for violations of constitution.

“**Legal Advisor**” A lawyer or a firm of lawyers, well versed with NGO laws which may be appointed by the Association to deal with the legal matters of PPA such as Renewal of Registration, or other legal matters.

Income Tax Advisor: An income tax practitioner or a firm of Income Tax practitioners appointed by PPA to deal with Income tax issues with FBR etc.

“**Executive Committee of PPA**” means the governing body or the managing committee of Pakistan Pediatric Association. The official abbreviation shall be **ECPPA**.

“**Executive Committee of PPA branch**” means the governing body of a Branch of PPA e.g. Executive Committee PPA Baluchistan, abbreviation EC PPA BaluchistanBr...

“**General Body of PPA**” means the body consisting of all members of PPA, whose subscription is up to date and whose membership has not been terminated. Its abbreviation shall be GB PPA.

“**General Body of a PPA Branch**” (e.g General body of **PPA KP**) means the body consisting of all members of that branch whose subscription is up to date and whose membership has not been terminated. Its abbreviation shall be GB PPA branch e.g. GB PPA KP Branch

“**Chapter**” means a local sub branch level body of 15 or more PPA members of a branch at division, district or city level duly approved by the Executive Committee of the corresponding PPA branch. Any PPA branch may set a higher minimum number of members for formation of a chapter. In case of an Overseas Chapter **10** overseas members of a country or region e.g "USA Chapter" duly approved by the Executive Committee of PPA may constitute a Chapter.

“**Specialty Group**” means a body formed by some members of PPA who have a special interest in a particular specialty of Pediatrics or a particular field or subject concerning the health or welfare of children as recommended by the expert committee and duly approved by ECPPA and the Biennial General Body Meeting e.g “**Child Rights Group, Neonatology group**.”

“**Biennial International Conference**” means the international conference of PPA organized every two years by the PPA and held turn by turn in the territory of each branch of PPA.

“**Biennial General Body Meeting**” means the General Body Meeting of the Association held every two years on the occasion of Biennial Conference.

“**Annual National Conference**” means the conference of PPA held in the year alternating with the year of Biennial Conference essentially as a national level conference.

“**Annual General Body Meeting**” means the General Body Meeting of the Association held during the Annual Conference, in the year alternating with the Biennial General Body Meeting.

“National” means a conference or event in which PPA members from all of Pakistan are invited.

“International” means a conference or event in which speakers and / or delegates from abroad, in addition to PPA members from all of Pakistan, are invited.

“Branch Conference / Event” means a conference or event conceptualized, organized, funded and mainly participated by members of respective branch.

“Local” means an event held at the level of a chapter or a city in which members from the rest of the province or from other branches are not invited.

“Expert Committee” means the committee composed of serving and retired professors, current heads of departments in case of departments where there are no professors, and in case of non teaching pediatricians, senior members of at least 20 years standing in PPA. It shall be comprised of **5** experts from each branch of PPA as per decision of the ECPPA or whatever number out of selected experts are present in the conference session allocated for Expert Committee.

“Ordinary Member of Good Standing” means an ordinary member who has regularly paid his subscription and has paid his subscription for the current year within the period as stipulated in the Articles of the Association.

2. COMPONENTS

The Association shall consist of All the members whose names are on the register of Association, its Branches i.e Baluchistan branch, Sindh branch, Punjab branch, **KP** branch, Federal **branch which shall include Rawalpindi division, AJK & Gilgit Baltistan** and approved Overseas Chapters at the time when these revised rules and regulations come into force and subsequent members who are enrolled after that date, or new branches if and when approved or new Overseas Chapters if and when approved, in the manner as laid down in the Constitution of PPA from time to time.

3. REGISTER OF MEMBERS.

There shall be a register maintained by the Secretary General of PPA in which the names of all the members of the Association shall be entered with their qualifications and addresses, date of becoming a member of any category and if applicable, the date of cessation of membership, both in hard copy and in soft copy.

4. BRANCHES

For better attainment of the objects of the Association the local members of different provinces and / or Federal areas, as the case may be. shall form themselves into separate bodies called "Branches" after being approved by the Biennial General Body of the Association e.g. PPA Baluchistan branch meaning Baluchistan branch of PPA. Presently there are 5 branches of the Association i.e. Punjab branch, Sindh branch, Baluchistan branch, **KP** branch and Federal branch. Each Branch must have the following office bearers: President, General Secretary and Treasurer or finance Secretary. In addition, the General Body of the Branch may, at its discretion, have one or more vice presidents, joint secretary, any other office bearer and a number of members of the executive Committee as decided by it.

4.1 The Chapters:

Members may group themselves at division, district or City level as a sub branch called a "Chapter" provided that the number is not less than 15, but Executive Committee of any branch may decide to keep a higher minimum number of members for its chapters. Those, who must be already members of a particular branch of the Association and desire to form a chapter shall submit an application to the Executive Committee of the respective branch of the Association signed by all such members. Once approved by the Executive Committee of the Provincial branch and the Secretary General of PPA intimated, the Chapter shall come into existence. Chapters of each branch of PPA will be grouped together and be under respective Branches of the Pakistan Pediatric Association with their headquarters in their respective administration capitals or city, or as decided otherwise by the Executive Committee of the respective branch. The Executive Committee of each branch of PPA can decide to limit the number of chapters for its branch to make it manageable.

4.1.1. Each chapter shall have the following office bearers “Chairperson” (equal to president), convener (equal to secretary), treasurer and some members of executive committee to represent the districts and institutions of the chapter,

duly elected democratically by the members of the respective chapter for the period till the next Biennial elections of the respective branch.

4.1.2. Any dispute or matter at the chapter level which cannot be resolved by the chapter itself shall be referred to the Executive Committee of the respective branch, or in case of an overseas chapter which is directly under PPA, to the Executive Committee of PPA. The decision of the respective Executive Committee in the matter shall be final.

4.1.3. Any chapters existing before the approval of these revised rules shall complete these formalities to be regularized.

4.1.4. Any Chapters formed outside Pakistan shall be directly under Pakistan Pediatric Association but members of those chapters will not have voting rights for elections of PPA but may vote to elect office bearers or members of their respective chapter.

4.1.5. The format of the letter heads and other printed materials of the Chapter shall be approved by the Executive Committee of respective branch.

4.2 Pakistan Pediatric Association shall recognize properly established branches as its constituent units under PPA.

4.3 All Branches of PPA shall work under the overall supervision of **ECPPA**, whose decisions in all matters shall be binding on them, but the branches shall be independent of each other and shall be governed for internal branch matters by the Executive Committees of the respective branches. The Executive Committee of each branch shall deal with all the internal matters of the respective branch of the Association.

4.4 In case of a dispute or a matter which the Executive Committee of the branch or its General Body fails to resolve, the same shall be referred to the Secretary General of PPA so that it may be put up in the meeting of the Executive Committee of PPA, which shall decide upon it in its meeting or constitute a subcommittee for the purpose. In all such disputes of the branches, the decision of the Executive Committee of PPA or its subcommittee constituted for the purpose shall be final.

4.5 Branches shall deal with local chapters and Chapters shall refer all matters requiring further decisions to the Executive Committee of the Branch to which they belong and be guided in all matters by the Executive Committee of respective branch.

4.6 Subject to the Constitution and Bylaws of the Association, the Branches and Chapters shall be autonomous only as far as their internal management is concerned. They can frame their own Bylaws and alter their own rules and regulations if necessary, to suit the local conditions, subject to the approval of the Executive Committee of the respective branch and the General Body of the respective branch. Chapters shall not come into operation unless approved by the Executive Committee of the respective branch. Executive Committees of Branches will be responsible and answerable to the Executive Committee of Pakistan Pediatric Association.

4.7 Pakistan Pediatric Association shall not be liable for any of the debts or liabilities of any of its Branches or any of the chapters.

4.8 **Specialty Groups:** A group of members interested in a particular specialty of Pediatrics or a subject / field concerned with the welfare of children, may give a written application, proposing the name of the Group and duly signed by the interested members to the Expert Committee of PPA through the Secretary General of PPA, accompanied by a crossed cheque of the amount of Rs.100/- per signing member, and after approval of the Expert Committee, it shall be referred to the Central Executive Committee of PPA which shall put it for approval to the General Body meeting. After approval of the General Body, the Committee shall come into existence. The Committee or Group shall elect a Chairman, a Convener and a Treasurer by election by its members after the initial approval of the Central Executive Committee of PPA for a term till the next Biennial General Body meeting and thereafter every two years before the Biennial elections of the Association are held.

4.8.1. In case the Group fails to hold its elections before the Biennial elections of PPA, the office bearers shall automatically cease to hold the office until such time that elections are held and results communicated to the Secretary General PPA, within one month of grace period after the Biennial elections of PPA. The names of the office bearer shall be communicated in writing to the Secretary General of PPA.

4.8.2. Only members of the Association with subscription paid up to date as per rules may become members of such Group. The Group may determine an annual subscription for its members which shall be separate from the subscription to be paid to PPA. There shall be no share of this separate subscription payable to PPA or any PPA branch.

4.8.3. The Groups already functioning before this sub clause is passed, will get regularized by merely submitting the names of their current members and office bearers, along with a cheque for an amount equal to Rs.100 per member to the Secretary General of PPA.

4.8.4. Each Group may have its branch in each branch of PPA and such branch may have its own corresponding office bearers duly elected by it, preferably before the Biennial General Body Meeting of the respective branch but in no case later than 1 month after it.

4.8.5. Existing Groups, formed before the approval of these new rules shall remain approved as before but should elect their office bearers for both their body by a voting of all their members, and for each of their PPA branches by voting among the group members of that respective branch. The lists of the members of the Body of each Group and its elected office bearers shall be sent to PPA within 45 days of the approval of these rules, and similarly lists of members of each branch of the Group, corresponding to each PPA branch and its elected office bearers shall be sent to the General Secretary of respective PPA branch within 45 days. For the first time only, the Group shall pay a token fee of Rs.100/- per member to PPA. Subsequently the same amounts shall be paid only in respect of new members who join the Society/Group, all these being one time payments.

4.8.6. No Specialty Group of PPA be got registered as a separate society, trust or Association outside PPA. However they may collaborate with other groups, association or societies with similar objectives.

5. MEMBERSHIP CLASSIFICATION, QUALIFICATIONS AND ELIGIBILITY CRITERIA

Membership of Association shall be classified as under:

- Ordinary members
- Life members
- Associate Member
- Honorary Member
- Overseas Member

5.1 Qualification and Eligibility Criteria of Members:

1. Has a reputable Character.
2. Agrees and undertakes to abide by the constitution and bye-laws of the Association, including, and in particular, the Arbitration and Discipline clause.
3. Has the professional qualifications mandatory for the class of membership he has applied for.
4. ECPPA shall have the right to accept or reject any application without giving any explanation

5.2 Ordinary Member:

Any person possessing a recognized post graduate diploma or degree in pediatrics or a recognized pediatric specialty as recognized by the Medical Registration Authority of Pakistan e.g PMDC or PMC will be eligible for membership. Admission shall be subject to the rules and regulations of the Association and the mode and conditions of election to the membership shall be determined in accordance with the Bylaws prescribed from time to time.

5.3 Associate Member:

Any other medical graduate who has interest in Pediatrics but no postgraduate qualification in pediatrics or a recognized pediatric sub specialty shall be eligible for Associate membership.

5.4 Life Member: A member who has been an ordinary member of good standing for at least 3 years, with post graduate qualification in pediatrics or recognized pediatric specialty, but not in an other specialty, may become a life member if approved by ECPPA by paying life membership subscription of Rs. 7,000/- or as affixed from time to time by EC PPA.

5.5 Overseas Member:

Any Pakistani or foreign national with Pakistani or foreign postgraduate qualifications in Pediatrics who is working abroad, may become an overseas member of PPA by paying subscription in foreign Currency equivalent to 50 dollars or as decided by the Central Executive Committee of PPA from time to time".

5.6 Honorary Member:

Any person, whether medical graduate or not, who has rendered outstanding services for the welfare of children, if recommended by the executive committee of a branch with his / her C.V. and approved by the Executive Committee of PPA, may be conferred honorary membership of the Association as an honour by a resolution of the Executive Committee of PPA. He shall not be required to pay any subscription. He shall be eligible for all the privileges of an ordinary member but shall not have the right to vote or contest elections for any post or to attend Executive Committee Meetings of PPA unless specially invited for this purpose.

6. RE-ELIGIBILITY

Any member who has ceased to be a member by resignation or due to non payment of fees can be admitted on fresh application being made by him or her and on payment of any dues outstanding against him or her on the date he ceased to be a member, The Executive Committee of respective branch may, however, write off a part of any outstanding dues against such members. Member whose name has been removed under article (14) " or who has been asked to resign by the Executive Committee of PPA or Executive Committee of a PPA branch or a subcommittee of any of the two, as a disciplinary measure may be re admitted on the expiry of 2 years or thereafter, provided his application for re enrollment is supported by twenty members of the Association of which 5 shall be members of the Executive Committee of PPA or of concerned branch", as the case may be, testifying to his good conduct during the intervening period, or earlier if the member who had resigned submits written apology acceptable to the Executive Committee of the branch or of PPA as the case may be, along with the recommendation of the Branch concerned, if any.

7. ADMISSION FEE AND SUBSCRIPTION

7.1 The subscription for ordinary member shall be Rs.1000/- , or more as decided by ECPPA from time to time, to be paid in advance before the last day of February each year. If paid later than 1 month of grace period, i.e. after 31st of March of the year for which it is due, then a 30% late fee, i.e. Rs. 300/- at current annual subscription rate shall be also payable.

7.2 **The Subscription For Life Membership:** The member who has been an ordinary member of good standing for at least three years, may become life member by paying lump sum Rs.7000/-or more to be paid once in life time, the amount of subscription may be revised by General Body Meeting from time to time. However an ordinary member may pay lump sum Rs.10,000/- at the time of applying for ordinary membership being Rs.3000/- as a subscription for ordinary membership for 3 years and Rs.7000/- as one time payment for life membership. However such member

shall remain ordinary member for 3 years and after 3 years if CEC is satisfied with his conduct during those 3 years, he shall become a life member.

- 7.3. The subscription for Associate member shall be yearly in advance Rs.500/- or more as decided by ECPA.
- 7.4. The Branches will pay to the PPA 40% of the subscription received in a year regularly from ordinary and associate members and 40% once from each life member's subscription, which must be paid by 31st March each year.
- 7.5. The subscription for each class of membership may be revised from time to time by the Executive Committee of PPA.
- 7.6. The subscription will become due on the 1st January for each following year and must be paid within two months from this date. After this the treasurer will put up before the secretary the names of such members in writing who have not paid their yearly subscription about their arrears and request the members to pay within a month of writing. The arrears shall be cleared within a month of receipt of such notice. Due to non compliance of such a notice he will automatically cease to be a member of good standing,"however irrespective of whether any notice or letter for paying the due subscription was issued to / received by, any member or not, If subscription remains unpaid on 30th June of the year, that ordinary member shall be ineligible to vote or contest or take part in the Biennial elections in any capacity or to receive official publications of the Association"

8. PRIVILEGES OF MEMBERSHIP

8.1, Each year's subscription shall entitle the member to all privileges of the membership of the Association including those of receiving the journal for the current year and to the ordinary privileges of the membership of the Branches of which he is an ordinary member.

8.2, Every member shall be supplied copies of all publications of the Association either free of charge or at such rates as the Executive Committee may fix from time to time.

- 8.3. Every member shall have the right to attend and take part in discussions in all clinical meetings, lectures and demonstrations organized by the Association or its Branches of which he is a member.
- 8.4. Every ordinary member of good standing and life member shall have the right to vote on all resolutions put forward at any of the meetings of the Association, and vote, contest or participate in elections in any way subject to clause No. 7.6.
- 8.5. Every member shall have the right to attend Pediatric Conferences or Seminars organized by the Association.
- 8.6. Every ordinary and life member shall have the right to have any information about the affairs of the Association if he so desires.
- 8.7. Every member shall enjoy all other privileges that may hereafter be conferred by the Association.
- 8.8. **Honorary Members:** They will have all privileges like Ordinary members except that they will not contest for or hold any office and shall have no voting rights.
- 8.9. **Associate Members:** They will have all privileges like ordinary members except that they will not hold any office and shall have no voting rights.
- 8.10. **The Overseas member** shall have the same rights as an ordinary member except the right to vote in elections of PPA & he/she cannot be an office bearer of PPA but can be an office bearer of respective overseas chapter and vote in its elections.

9. OBLIGATION OF MEMBERS

- 9.1. Every member shall uphold the cause of pediatrics and objectives of the Association and do all in his power to promote the cause of and take active interest in the activities of the Association.

- 9.2. Reply to all queries and questionnaires from the Association as early as possible or within the time limit as specified.
- 9.3. Shall inform the Secretary General of any changes in his address.
- 9.4. Shall inform the Secretary General about any addition to his qualifications.
- 9.5. Shall pay the subscription and other dues regularly.
- 9.6. Shall read and abide by and uphold the constitution of the Association as embodied in its Memorandum and Articles and shall not violate any of its clauses.
- 9.7. Shall not indulge in any financial irregularity or do anything to harm the interest or the reputation or unity and integrity of the Association.

10. TERMINATION OF MEMBERSHIP

Membership of the Association will be terminated in any of the following circumstances:

- 10.1. A member may at any time resign his membership by giving 30 days' notice in writing to the General Secretary of the branch of the Association, to which he belongs. The resigning member shall clear all the dues standing against him. The General Secretary of the branch shall forward the resignation letter to Secretary General of PPA, alongwith letter of clearance of dues, retaining a copy for his branch, and the Secretary General shall put up his resignation letter along with clearance certificate to the Executive Committee of PPA for information and action.
- 10.2. By default, in the payment of subscription to the Association.
- 10.3. By expulsion on the grounds that the conduct of a member is detrimental to the honor, reputation and interests of the Association or the profession or calculated to bring the profession into disrepute or on the grounds that the member has willfully violated the regulations and Constitution of the Association or committed financial irregularity in violation of the Constitution. This clause will be effective after the inquiry and in the manner prescribed in the next succeeding article i.e. Clause 11.
- 10.4. All those persons who cease to be members for any reason will however, be liable for and shall pay to the Association all the money or subscription, if any, is due to him. Such members, who cease to be members, except those expelled under clause 10.3. may be readmitted to the Association at the discretion of the Central Executive committee on such terms as it may determine

11. EXPULSION

The Executive Committee of PPA and the Executive Committees of the Branches have powers to expel a member from the membership.

- 11.1. No member shall be expelled unless the Executive Committee of PPA itself or Executive Committee of a PPA branch itself or a subcommittee appointed and empowered by either of the Executive Committees on its behalf, holds inquiry in the truth of the allegations which are in the nature mentioned in article 10.3. However the ECPPA shall have the right and power to suspend such member's membership when starting enquiry until such time the the nquiry is completed and further action is decided.
- 11.2. Notice of the inquiry shall be given to the member concerned at least 10 days before the enquiry specifying the allegations, time and place of enquiry at which the member concerned shall be heard in his defense. Alternatively a show cause notice may be issued in writing by a decision of Executive Committee of PPA through its Secretary General or by a subcommittee appointed by the **ECPPA** and a written reply asked for. In case the expulsion is proposed by a branch, then the office bearer/s or member/s demanding the expulsion shall submit all relevant data

regarding the member whose expulsion is proposed before the executive committee of the branch or the subcommittee appointed/ empowered by it which shall proceed in the same manner as described above for ECPA.

- 11.3. In case the expulsion is proposed by the Executive Committee of PPA, then the office bearer/s or Executive Committee member/s of PPA shall submit all relevant data to the Executive Committee of PPA or a subcommittee appointed / empowered by it.
- 11.4. After the enquiry the member can be expelled by the majority of two thirds of those present and voting at a meeting of the Executive Committee of PPA or of a branch of PPA. However, any of the Executive Committees (of a PPA branch or PPA) itself or a subcommittee appointed by any of them rather than expelling the member, may ask the member /office bearers, as a disciplinary measure and in the interest of the Association, to resign from his office or the membership of the Association. If such member / office bearer refuses or fails to abide by such decision, then his membership shall stand terminated.
- 11.5. The expelled member shall, notwithstanding that he has ceased to be member, be liable to pay all sums due from him to the Association / to the branch of which he was a member at the time of his expulsion.
- 11.6. A member has right to appeal to the Executive Committee of PPA against the decision of his expulsion taken by the Executive Committee of any branch of PPA.
- 11.7. No member whose conduct is under investigation, or is the subject of enquiry by the Executive Committee or a subcommittee authorized in that behalf by the Executive Committee shall resign. His membership will be suspended until the investigation or the inquiry is completed and a decision there under is pronounced.

12. RE ADMISSION

All those persons who cease to be members for any reason will be, however, liable for and shall pay to the Association all the money or subscription if any, that is due to them. Such members may be readmitted to the Association (except those expelled under clause 10.3. and 11 who shall be subject to clause 6) at the discretion of the Executive Committee on such terms as it may determine.

13. SUBSCRIPTION

- 13.1. Save as otherwise provided by the regulations or bye laws every member shall pay to the Association a subscription of such amount as may from time to time be prescribed by the Executive Committee of PPA..
- 13.2. Each Branch shall pay for every Ordinary and Associate member 40% share of his subscription to the Treasurer of PPA before 30th June each year" and for the life members only once at the time of their their paying the fee for life membership..

14. ASSOCIATION YEAR

The year of the Association and its constituents for financial purposes shall be from 1stJuly of one year to 30th June next year.

15. THE GENERAL BODY AND THE MANAGEMENT OF THE ASSOCIATION

- 15.1. The direction of the policy shall be vested in the General Body which shall be the supreme body and final authority of the Association.

15.2. It shall consist of all the members of good standing of the Association. It shall ordinarily meet along with the Annual National and the Biennial **International** Conferences at such date, time and place as shall be determined by the Executive Committee of PPA.

15.3. From time to time, if required, the views of the General Body shall be obtained through referendum at the instance of the president or the Central Executive Committee in such manner as shall be determined through bye laws from time to time.

15.4. Only the members shall attend the business session and the ordinary members of good standing, who have paid their subscription up to date, and life members shall have a right to vote.

16. EXECUTIVE COMMITTEE OF PPA:-

The Executive Committee of PPA shall be composed of the following: -

16.1. Office bearers, as specified in clause 19, **to be** elected as laid down in clause 16 & 18, separately or along with the elections of the branches of PPA.

16.2. Members of the Executive Committee of PPA, as per numbers allocated to each branch, who shall be elected along with the elections of all branches to be held at least 30 days before General Body Meeting of PPA. The posts of President Elect, Secretary General and Treasurer shall be elected by all members while the posts of Vice Presidents and members of ECPPA allocated to the individual branches shall be elected by the respective branches only. The election commission shall send the names of elected office bearers & members of ECPPA to the Secretary General of PPA at least 2 weeks before ECPPA meeting, which is held before the inaugural ceremony of Biennial International Conference of PPA, to be adopted as elected by Biennial General Body Meeting of PPA as President Elect, Secretary General, Treasurer, Vice Presidents and Members of EC PPA.

16.3. The Presidents of all the Provincial Branches shall be members of the Executive Committee of PPA by virtue of holding their respective offices.

16.4. In case of casual vacancies in the representation of the Branches, the Branches will send new names as replacement by nomination by the Executive Committee of the respective Branch, except for the post of President Elect.

16.5. All past presidents of PPA shall be Ex. Officio members of EC PPA.

17. FUNCTIONS AND POWERS OF EXECUTIVE COMMITTEE OF PPA

The control and management of the affairs of the Association shall be vested in the Executive Committee of PPA. This committee shall direct, regulate and administer the general affairs of the Association in accordance with the Memorandum, Articles and bylaws of the Association. It shall be the duty of the executive committee to execute any resolutions passed by the General Body. It shall ordinarily meet at least **thrice** a year.

17.1. The Executive Committee of PPA (ECPPA) shall have the following powers:

17.1.1. To frame, alter or repeal bylaws, where the Memorandum and Articles already in force are silent or vague, to be effective with immediate effect and remain effective till such time that they are presented to the Biennial General Body Meeting which has the authority to ratify them, modify them or repeal them.

17.1.2. To appoint special committees, subcommittees, adhoc subcommittees, Boards and other bodies and delegate such of its powers which the Executive Committee deems necessary and expedient.

17.1.3. To appoint chairmen and members of Special Committees, Subcommittees, Adhoc Committees and other bodies appointed under clause 17.1.2.

17.1.4. To fill the vacancies of office bearers if they occur, in any of the office bearers elected along with the elections of branches of PPA except that of President and President Elect. If the post of President falls vacant due to any reason, the ECPPA shall elect as President, Vice President of PPA who was elected from the same branch as the

President whose office has fallen vacant, in his place, and he shall perform duties as such till the next Biennial elections. In the event of the post of President Elect falls vacant then this post shall remain vacant till next Biennial elections, when the President and the President Elect both shall be elected.

- 17.1.5. To consider and decide application for establishment of chapters as recommended by the provincial Branches.
- 17.1.6. To take disciplinary action against any member on its own or on the recommendation of the respective branch.
- 17.1.7. To represent the Association in any matter in which they consider that the interests of the Association or of the profession are affected or involved before the Govt. or other public bodies or any court or properly constituted authority or any other national or international forum
- 17.1.8. To appoint or remove salaried officers and servants of the Association.
- 17.1.9. To exercise, in addition to the powers by these rules expressly conferred on it, all such powers and do all such acts and deeds as may be deemed necessary or expedient by the Association
- 17.1.10. To decide the date, time and venue of the General Body meeting and of elections
- 17.1.11. To appoint Chief Election Commissioner and Election Commission for the Elections of PPA..
- 17.1.12. To assist the Election Commission if so requested by it, in organizing the elections or appointing returning officers and polling officers.
- 17.1.13. To recommend to the General Body the establishment of Specialty Groups and approve the establishment of Overseas Chapters.
- 17.1.14. The decision of the Executive Committee of PPA in all matters not covered by the rules and bylaws shall be final, unless it is changed by the General Body.

18. RELATIONSHIP BETWEEN EXECUTIVE COMMITTEE OF PPA, BRANCHES, CHAPTERS AND SPECIALTY GROUPS.

- 18.1. The decisions and directions of the Executive Committee of PPA shall be binding on the Executive Committees of all branches of the PPA. The Executive Committees of the branches shall normally be autonomous only in the running of the internal affairs of their respective branches.
- 18.2. Decisions of the Executive Committee of a PPA branch shall be binding on its Chapters who shall normally be autonomous in running their day to day internal affairs.
- 18.3. The Committees and Groups shall function under the overall supervision of the Executive Committee of PPA although normally they shall work autonomously only for running their internal affairs, but any decisions made by the Executive Committee of PPA shall be binding on them.
- 18.4. The President and Secretary General of PPA, if present, shall be accorded due courtesy by inviting them to sit on the stage along with office bearers of the respective organizing body during a meeting, conference, seminar etc of a branch, Chapter or a group.
- 18.5. Only life members or Ordinary members of good standing of PPA may become members of its Specialty Groups however, they may also have Associate members or confer Honorary membership on any person but Associate members and Honorary members shall not have the right to vote or become office bearers.
- 18.6. Groups must submit the names of their members to the Secretary General of PPA along with Rs.100/- per member enrolment fee for one time only, after which their names shall be entered in the register of Committees and Groups. Thereafter they shall forward only the names of new members along with prescribed one-time enrolment fee and the names of those who have resigned or whose names have been removed from their membership. The amount of enrolment fee may be changed by ECPPA from time to time.

- 18.7. The Groups must intimate the names of their elected office bearers after their internal elections to the Secretary General PPA every two years at least before the Executive Committee Meeting is to be held before the inauguration of the Biennial Conference.
- 18.8. Committees and Groups shall have clear criteria of eligibility for their membership and no member who fulfils the criteria and completes the requirements of the respective body shall be denied membership.
- 18.9. Branches and Groups must send lists of their members in good standing to the Secretary General PPA by 30th June each year.
- 18.10. If a Committee or a Group wants to hold a major activity on its own or with an organization outside PPA, they must do it with information and concurrence of the Executive Committee of PPA and on the dates and venues allowed by the ECPA, or if the activity is limited to local level, then of the Executive Committee of the respective Branch, in any case the Executive Committee of PPA or PPA branch shall be associated with such activity.
- 18.11. Meetings of the Specialty Groups may be called by the Convener /Secretary or Chairperson of the respective Group or may be requisitioned by at least 20% of the members of that Group as per record of Secretary General PPA, signing together and sending the requisition to the Convener / Secretary / Chairperson, who must issue the notice of the requisitioned meeting to be held no later than 1 month from the date **of e-mail** if requisition was posted on email or the date on which it was received through the Courier. If the meeting is not called by such office bearer within one month, then those who requisitioned may hold the meeting themselves at a convenient time, date and venue provided that its notice has been **sent through e-mail** or sent by courier at least 02 weeks' in advance to all group / Committee members with a copy to Secretary General of PPA.
- 18.12. The Organizing Committee of each Biennial Conference shall provide time slot of 90 minutes and a place to hold its biennial Meeting to every Group /Committee on the day before inauguration or on the same day when the Executive Committee Meeting of PPA is held. This meeting shall transact whatever business the Group has decided and if not already done, it must hold its biennial elections during this meeting.
- 18.13. If there is any dispute in a Group which it has not been able to resolve within itself, it should be referred to the Executive Committee of PPA whose decision in the matter shall be final and binding on the Group.
- 18.14. The letter heads of the Group/Committee/Chapters shall be approved by the Executive Committee of PPA / or of the Branch (in case of Chapter) before they are put to use and generally shall have standard approved format.
- 18.15. **Publication Division:** The Publication Division of PPA shall be housed in Punjab Branch. "The Division shall be responsible for the official publications of PPA i.e. Pakistan Pediatric Journal and Textbook of Pediatrics, however, the quarterly official Newsletter of PPA " Pakistan Pediatric News" and the "Directory of Members" of the Association as per Register of Members maintained by the Secretary General of PPA, shall continue to be published by the Secretary General of PPA from the PPA's registered office at Karachi.
- 18.16. **Research Division:** The Research Division of PPA shall be housed in KP branch. It shall formulate proposals and coordinate and implement research at the national level. The research Division shall be donated 10% of the savings of all the Annual and Biennial conferences of PPA for this purpose. The PPAKP branch shall frame proposed by laws for the functioning and administration of the research division, its income and expenses accounts and auditing etc. and present them for approval by the Executive Committee of PPA and once approved, they shall come into force immediately.
- 18.17. **The Head Office and Posts of Secretary General and Treasurer:** The registered Head Office of the Association shall always be located in Karachi and the office bearers for the posts of Secretary General and Treasurer shall always be from Karachi.
19. **OFFICE BEARERS AND EXECUTIVE COMMITTEE OF PPA**

Only the Life members and ordinary members of good standing, as per record of the Secretary General of PPA, may become office bearers and members of the Executive Committee of PPA. There shall be the following office bearers of the Association and members of its Executive Committee:

- President ----- 1
- President Elect----- 1
- Vice Presidents----- 5(One each from each branch)
- Secretary General----- 1
- Treasurer PPA -----1

- Members-----24
(4 from each PPA branch of **KP**, Baluchistan, Federal and 6 each from Punjab and Sindh branches).



➤ **Ex-Officio Members:**

- Immediate Past President
- All past Presidents of PPA.
- Immediate Past Secretary General
- Presidents of 5 Branches.
- Chairman of the Editorial Board of Journal and Publication Committee
- Chairman Research Division
- The Ex officio members shall have the same rights as the members of the Executive Committee including right to vote.

➤ **Co-opted Members:**

The General Secretary of the PPA branch in the area of whom the meeting of the Executive Committee of PPA Centre is being held, shall be a Co-opted member for that meeting. In addition, the President May Co-opt 2 members only for specific agenda item, to attend any meeting of the Executive Committee only to participate for that agenda item. They shall not have the right to vote.

20. OFFICE BEARERS AND EXECUTIVE COMMITTEE MEMBERS (ECM) OF BRANCHES

- President ----- 1
- Vice Presidents ----- 1
- General Secretary ----- 1
- Joint Secretary ----- 1
- Treasurer ----- 1
- Executive Committee Members(ECM)----- 10

However, the Biennial General Body Meeting of a PPA branch may change the number of vice presidents or number of members of the Executive Committee for its branch or may create any other post of the respective branch.

21. PROCEDURE OF ELECTIONS OF OFFICE BEARERS & MEMBERS OF EXECUTIVE COMMITTEE OF PPA (ECPPA)

22. All office bearers & members of the Executive Committee of PPA (ECPPA) shall be elected along with the elections of all branches of PPA held at least 30 days before biennial general body meeting of PPA **except the branch from which by rotation President Elect has to be elected, where elections will be held 45 days before Biennial General Body Meeting of PPA** every two years. The balloting will be done by physical ballot papers **or by online virtual voting in special circumstances.**

22.1. The Election Commission: The ECPPA shall hold a meeting at least 90 days before the Biennial General Body Meeting and appoint by majority decision a Chief Election Commissioner (CEC) from among senior members, who does not belong to the branch from where the President Elect is standing for election. In

addition an election commission be nominated consisting of 6 members, at least 2 of whom should be from Karachi, so that they have good coordination with PPA's secretariat and may stand in for the CEC if so deputed by him or if he is not available for any reason. Remaining 4 members shall be 1 member each from Punjab Branch, KP branch, Balochistan branch and Federal branch.

21.1.1 It shall be the duty of the Election Commission to hold the Election of all posts of PPA, of which for the posts of President Elect, Secretary General and Treasurer it shall arrange the balloting itself, on its own or in coordination with Executive Committees/ election commission nominated by its branches.

21.1.2 For the posts of Vice Presidents and for the members of the Executive Committee allocated to each branch, it shall coordinate with the PPA branches for elections to these posts to be held along with elections of the respective branch.

21.1.3 The Secretary General of PPA shall extend full secretarial support to CEC and the Election Commission.

21.1.4 The Election Commission shall decide and announce:-

a). The last date for receiving nomination forms for the posts of President Elect, Secretary General and Treasurer, while by its authority the Executive Committees of the PPA branches shall ask for nominations for their allocated posts of Vice President and members of Executive Committee.

b). The last date for filing of objections to nomination forms.

c). The last date by which the list of eligible candidates shall be pasted inside and outside PPA office. And on ppa website/ppa-news.

d). The last date of withdrawal of nominations.

e). The final date by which the list of contesting candidates shall be pasted inside and outside PPA Office and on its website/ ppa-news.

22.2. **President Elect:** Will be elected by rotation every 2 years from the 5 branches i.e. Sindh, Punjab, Federal Branch, KPK and Baluchistan. President Elect will be elected from the province where the next Biennial International Conference is due. If there are more than one candidates for that post from that branch, then primary elections for that post shall be held first in the branch from which the President Elect stands along with the posts of Secretary General, treasurer, V.P, Members of EC PPA and all posts of respective Branch shall be held at least 45 days before Biennial General Body Meeting. Any candidate who secures less than 30% votes, shall automatically drop out from the elections and the one with higher votes shall be the winner. **But in case of more than 2 candidates contesting, those getting more than 30% votes from their own branch shall be the final contestants in Secondary Elections. Balloting for them shall be done physically at polling stations or on-line/ virtually in special circumstances in all branches.** at least 30 days before the Biennial General Body Meeting and the one candidate who obtains maximum number of votes shall be declared the winner. He will take oath in the Biennial General Body Meeting.

22.3. **President:** The President Elect, elected two years previously, shall be sworn in as President in the inauguration ceremony of Biennial International Conference held about 2 years after his election as President Elect and shall take charge of office after the Biennial General Body meeting..

22.4. **Vice Presidents:** Each branch shall elect one Vice President of PPA along with the elections of the respective branch, balloting shall be done physically at polling stations or On-line in case of special circumstances for its own Office bearers and Executive members at least 30 days before the Biennial General Body Meeting of PPA and election commission of the branch shall forward his/her name to the secretary General of PPA who shall submit his/ her name to Biennial General Body Meeting which shall adopt him/ her as elected.

- 22.5. **Secretary General:** will always be from Karachi but if there are more than one candidates from Karachi for this post, then balloting shall be done physically at polling stations or online in case of special circumstances along with elections of all branches of PPA at least 30 days before General Body Meeting of PPA and election Commission shall forward his/ her name to Secretary General who shall submit his/ her name to Biennial General Body Meeting to adopt him/ her as elected.
- 22.6. **The Treasurer:** will always be from Karachi but if there are more than one candidates from Karachi for this post, **then balloting shall be done physically at polling stations or on-line in case of special circumstances** along with the elections of all branches of PPA at least 30 days before General Body Meeting of PPA as per procedure detailed for President Elect in clause 21.1.
- 22.7. **Members of Executive Committee of PPA (ECPPA):** Each branch shall elect its allocated number of members of Executive Committee of PPA, along with the elections of the respective branch of PPA at least **30** days before General Body Meeting of PPA.
- 22.8. No office bearer of ECPPA shall hold the same post consecutively for more than 2 terms i.e more than 4 years.
- 22.9. For the posts of PPA President Elect, Secretary General and Treasurer, the nomination forms of the candidates, duly proposed and seconded, shall be sent to Secretary General in sealed envelopes marked "for Chief Election Commissioner" who after scrutiny by Election Commission / ECPPA shall announce the names of the contesting candidates and organize physical balloting at established polling stations in all branches of PPA or On-line balloting in case of special circumstances
- 22.10. **For the posts of Vice Presidents and members of Executive Committee of PPA,** the nomination forms of the candidates, duly proposed and seconded, shall be sent to the General Secretary of the respective branch by the date specified by the General Secretary of that branch for the elections to be held physically at polling stations or on-line in case of special circumstances along with the elections of all branches of PPA. The names of the candidates thus elected against the above posts shall be forwarded to Secretary General of PPA, who shall submit them to the Chief Election Commissioner to be put to Biennial General Body Meeting of PPA to be adopted as elected.
- 22.11. **The Office bearers and members of the Executive Committee of PPA** thus elected, shall enjoy such powers and privileges and perform such duties as shall be determined by the General Body of PPA or as prescribed by the Constitution of PPA. The elected office bearers and members of the Executive committee shall hold the office for a term of 2 years but shall be eligible for re-election provided that no office bearer shall hold office consecutively for more than 2 terms, except the President Elect / President, who can hold the post for only one term.

23. GENERAL PROCEDURE OF MEETINGS

- 23.1. **Venue:**The ECPPA meeting or Special General Body Meetings shall be held at a convenient place, the time and place to be decided by Secretary General in consultation with President. In case of special circumstances or decisions of emergent nature, such meetings can be virtual to be called on-line. In case of Physical / onlinemeeting, the secretary General in consultation with President shall announce the date and time not less than 4 days before the meeting.
- 23.2. The Meetings of the Executive Committee of PPA shall be hosted by the PPA Branch in the area of which it is being held with the coordination of the President and general Secretary of the respective Branch.
- 23.3. The Biennial General Body Meeting shall be held during the Biennial International Conference and at the same venue.
- 23.4. All the meetings of the Association shall be called by the Secretary General in consultation with the President except in the circumstances described in sub clauses 23.5 and 23.5.1.

23.5. A requisitioned meeting shall be called by the Secretary General on written requisition received from 8 members of ECPPA for the meeting of ECPPA, or **50** ordinary and life members of Association, for requisition of a General Body Meeting, the requisitionists shall state clear reasons to convene a meeting.

23.5.1. If the Secretary General fails to convene a meeting within 30 days of the receipt of the requisition, requisitionists may themselves convene a requisitioned meeting on such date and place as may be decided among themselves with written intimation to the Secretary General and President..

23.6. **Minutes:**The proceedings of the meetings, Executive Committee, Annual and Biennial General Body Meetings shall be recorded by the Secretary General, in the minute's book and the minutes shall be read and confirmed at the next meeting and only then signed by the President or the Chairman of the meeting.

23.7. The Chairman of the meeting may adjourn a meeting if deemed necessary if the majority of the member's present are in favor of adjournment.

23.8. Every question or resolution before any meeting shall be decided by a simple majority of the votes cast at the meeting. In case of equality of votes the person presiding will have a second vote in addition to his own vote as a member.

23.9. **The Quorum:**

❖ No meeting shall be valid unless a quorum is present.

❖ If within ½ an hour of the scheduled time the quorum is not complete then the meeting, if convened, on the requisition of the members, shall be dissolved but in any other case the president may adjourn the meeting and reconvene it at the same time and place and such meeting shall transact all the business for which the meeting was called.

23.9.1. No quorum is necessary for an adjourned meeting.

23.9.2. The quorum for various meetings is as under:

23.9.2.1. For Biennial, Annual and Special (Extra Ordinary) General Body meeting = one third of the members or **50** whichever is less, **but for amendments in the constitution one third of total members or 100 whichever is less. For requisitioned general body meeting of PPA, the quorum shall be 100 members.**

23.9.2.2. Executive Committee meeting = 8 **elected** members.

23.10. **Notice:**

23.10.1. Proper notice of the meeting with agenda should be given to the persons entitled to receive it on their e-mail addresses or by courier service, as per record of Association (subject to non-availability of e-mail), or by publishing it in Pakistan Pediatric Journal if it is published and distributed as per period of notice. In case of any change of address or e-mail address it shall be the sole responsibility of the member to intimate the new address in writing to the Association.

23.10.2. **The Period of notice shall be as under**

- Biennial General Body meeting: One month
- Special (Extra Ordinary) General Body Meeting:15 days
- Annual General Body Meeting:21 days
- Executive Committee Meeting:13 days
- Special or Urgent Executive Committee Meeting:4 days.

23.10.3. No notice is required if adjourned meeting is held within one week after the adjournment, when before adjournment the time, date and venue of the adjourned meeting to be held was announced.

23.10.4. The accidental omission to give notice to a member, or non-receipt of notice by any person entitled to it, when it had actually been sent by e-mail or by courier (subject to non-availability of e-mail) shall not invalidate the proceedings of General Body or ECPPA meetings.

23.10.5. A notice required to be served by the Association upon any PPA Branch will be served on the General Secretary or both the General Secretary and the President of that Branch.

23.10.6. Any notice or the copy of the Journal containing the same, if posted shall be deemed to have been served in due course and in proving such service, it shall be sufficient to prove that the letter or the copy of the journal containing the notice was properly addressed and sent by Courier service as per clause 22.10.1.

24. VALIDITY OF THE PROCEEDINGS

24.1. The proceedings of the General Body or of the Executive Committee of PPA, or any committee or subcommittee or other body duly constituted or any of PPA branches, shall not be invalidated by any accidental omission to give any notice there by required or by absence of a member, or by any defect in the election or qualifications of any of their members.

24.2. Where by regulations or the bye laws an act or thing is required to be done by the Association, the same may be done by such officer or member of their Association as the Executive Committee PPA may appoint for the purpose.

25. **CONFERENCES, SEMINARS, SYMPOSIA, WORKSHOPS, LECTURES, SOCIAL FUNCTIONS:** PPA shall organize an international Conference every 2 years, called 'Biennial Conference' and in the alternating year a National Conference called 'Annual Conference'. In addition it may organize seminars, symposia, workshops, or lectures. It may also organize social functions for its members and their families.

25.1. **BIENNIAL CONFERENCE:** It is an international conference of PPA itself which it organizes every 2 years. PPA gives the honour turn by turn to each branch to hold it in its territory and organize it under the supervision of ECPPA and in collaboration with EC PPA. The funds generated from the savings of the conference are the funds of PPA which shall be sent to the treasurer / Secretary General of PPA to be deposited in PPA's account. PPA will distribute it between itself, the organizing branch, the Publication Division and the Research Division as decided from time to time by the General Body of PPA. AS per current decision of the total savings, **20 %** shall be given to Publication Division, **10%** to Research Division and the remaining shall be divided 50% to PPA and 50% to the organizing branch. In addition the new elected office bearers of PPA are inducted in the Biennial General Body Meeting held in this conference and take oath to hold office for next 2 year term. Efforts are made to invite eminent foreign delegates to this conference in addition to delegates from all over Pakistan.

25.2. **ANNUAL CONFERENCE:** This is essentially a national level conference which is held in the year alternating with the biennial conference in a branch other than the one organizing the Biennial Conference. It is also a conference of PPA itself and the branches are given the honour to organize it under supervision and in collaboration of ECPPA. The Funds of the Annual Conference are the funds of PPA which shall be deposited in total in PPA's account. ECPPA / Treasurer PPA shall distribute it in the same proportion as those of Biennial Conference.

25.3. **SOCIAL FUNCTIONS:** PPA or any of its branches or chapters may organize social and cultural functions either during the conferences or separately at any time for its members and their families.

26. AFFILIATION

26.1. . In the furtherance of the aims and objects of the Association, the Association shall have the right to affiliate or be affiliated to any Foreign, International, or Regional Association, Society or Scientific organization either in Pakistan or abroad on terms mutually decided upon and approved by the Executive Committee of PPA Centre.

26.2 Members of the affiliated bodies shall be reciprocally entitled to such privileges as agreed upon.

26.3. The Association may terminate any such affiliation (after the notice on either side) by a resolution passed by the Executive Committee PPA Centre.

26. CIRCULAR RESOLUTION OF THE EXECUTIVE COMMITTEE OF PPA : -

If the President or the Executive Committee so direct, or if the Secretary General deems necessary in view of special circumstances, any business or call of business of the Executive Committee may be transacted by a Circular Resolution duly signed by a majority of the members of the Executive Committee. Such resolution may also be circulated by email, in which case the Secretary General shall keep hard copies of emails in his record.

27. AMENDMENTS AND ALTERATIONS TO THE MEMORANDUM AND ARTICLES OF THE ASSOCIATION AND THE BY LAWS

27.1.1. Proposals for changes in the Memorandum of the Association as and when necessary and changes in the Articles, submitted as prescribed in clause 27.1.2., shall be considered at a meeting of the Executive Committee of PPA especially convened for the purpose .

27.1.2. The proposed amendments in the constitution, if proposed by a member, must reach the Secretary General PPA at least 3 months before the date of the special meeting of the Executive Committee of PPA and shall be circulated to all the PPA Branches for their opinion at least eight weeks before the date of the meeting and such opinion must reach Secretary General at least 3 weeks before the meeting. If the proposal has been received by every PPA Branch, but some Branch does not send any comments on it after consideration by its Executive Committee, then it will be deemed to mean that they have no objection. However, if amendment/s are proposed by the President or the Secretary General, they do not need to submit it 3 months in advance but they shall be circulated to all the PPA Branches at least 8 weeks before the Executive Committee meeting of PPA in which they are proposed to be considered.

27.1.3. Actual words of the proposed amendment/s shall be included in the agenda of the meeting of the Executive Committee of PPA or its Annual or Biennial GB meeting.

27.1.4 The Secretary General of PPA shall circulate the proposed amendments to the Memorandum and / or Articles of the Association, as considered and passed by the Executive Committee of PPA, along with the notice of the Biennial General Body Meeting to all life members and ordinary members of good standing.

27.1.5 The amendments shall be incorporated in the Constitution of the Association if passed by 2/3 rd majority of the attending life members and ordinary members of good standing by the Biennial General Body Meeting. The quorum for a meeting considering amendments to constitution shall be one hundred members. The passed amendments shall be got registered with the authority with which the Association is registered, by the Secretary General of PPA in due course.

27.2. Proposals for amending the by laws:

27.2.1. These shall be considered in a meeting of the Executive Committee of PPA, or the Annual or Biennial GB meeting, the agenda of which must have notified the proposed amendments to By Laws.

27.2.2. The proposed amendments with exact wording must reach the Secretary General PPA at least 3 months before the Executive Committee Meeting in which they are to be considered.

27.2.3 They shall be circulated to all the PPA branches two months before the meeting for opinion and such opinion should reach the secretary General 5 weeks before the meeting of the Executive Committee of PPA.

27.2.4. They shall be considered and if adopted, as such or with amendments, by the Executive Committee by two third majority of the Executive Committee of PPA members present in the meeting, they shall come into force immediately and remain in force till next Biennial GB meeting, when they shall be presented in the GB meeting by the Secretary General to be approved or disapproved.

28. TERMS OF OFFICE

28.1. The members of the Executive Committee of PPA elected as laid down, shall be inducted at the Biennial General Body meeting and shall hold office for a period of two year or until such time their successors are **declared elected in the next Biennial General Body Meeting** but shall be eligible for re-election, provided that no office bearer shall hold the same post for more than 2 terms consecutively and the president of PPA shall not hold more than one term .

28.2 No person shall be eligible for election as office bearer unless he is a life members or an ordinary member of good standing of the Association.

28.3 Non attendance in 3 consecutive meetings of the Executive Committee, in person or by online, without showing any reasonable cause, shall disqualify the member from the

membership of the Committee.

29. RESIGNATION OF OFFICE BEARERS

29.1. Any office bearer or member of the Executive Committee of PPA may resign his office by giving a notice in writing to the President or the Secretary General. Such notice shall be put up before the EC PPA and the resignation shall become effective from the date of its acceptance by the Executive Committee of PPA.

29.2 If an office bearer or a member of the Executive Committee of PPA ceases to be an ordinary member of good standing he will be deemed to have vacated his office.

30. VACANCIES TO THE EXECUTIVE COMMITTEE OF PPA.

30.1. In the event of the office of the President falling vacant at any time due to any cause the Executive Committee shall elect as President the Vice President of PPA Centre who was elected from the same branch as the President whose office has fallen vacant, in his place, and he shall perform duties as such till the next Biennial elections.

30.2 In the event of any other post of an office bearer falling vacant, except the post of President Elect, the Executive Committee of PPA shall ask the Executive Committee of the respective PPA Branch to propose an alternative name to fill in the vacancy who will be duly accepted as elected for that post by the Executive Committee of PPA, however in the event of the post of the President Elect falling vacant, then the post shall remain vacant till the next **elections** when the election for both the posts of the President and the President Elect of PPA shall be held. For the post of President, only the candidates from the PPA Branch whose post of President Elect remained vacant shall have the right to contest, while for President Elect, the candidates from the PPA Branch in which next Biennial Conference is scheduled to be held, shall have the right to contest.

31. DUTIES OF THE OFFICE BEARERS

31.1. President.

31.1.1. Shall Preside at all the meetings and shall be chairman of the General Body and Executive Committee meeting and other Committees of which he may be a member

31.1.2. Shall guide activities of the Association, regulate the proceedings of the meetings and conferences, interpret the Articles and By laws and give his decision on doubtful points. In case of any dispute or disagreements on his interpretation, the matter shall be referred to Constitution Safeguard Committee for final decision.

31.2 Vice Presidents

The senior most vice President by virtue of his date of membership of the Association, shall deputize the president in his absence.

31.3 Chairman of the Meetings of the Executive Committee and General Body of PPA.

Normally the President of the Association shall chair these meetings but in the absence of the President the senior most Vice President by virtue of his date of membership of the Association shall chair these meetings. If even he is absent, then the meeting may elect any member of the Executive Committee or any other office bearer to the chair. He will be the Chairman of the meeting and shall conduct the meeting and shall sign the minutes of that meeting after they are approved in the next meeting of that body.

31.4 Secretary General

31.4.1. Secretary General shall be in charge of the office and day to day administration of the Association. He shall conduct correspondence on behalf of the Association, organize the Association and its activities in general, prepare agenda of the meetings, organize, arrange and convene meetings of ECPPA and General Body meetings, or meetings of its committees and subcommittees and keep minutes of the proceedings of all the meetings. He shall present the agenda items one by one for discussion in the meetings of the ECPPA or in the GB PPA.

31.4.2 Shall be responsible to receive from the Branches and Specialty Group the following returns: -

31.4.2.1. List of members on the register as on 31st December every year and of office bearers and Executive Committee Members of PPA Branches and Groups and Committees.

31.4.2.2. List of new members and list of defaulters, those who have resigned, expelled or have left the Association without intimation.

31.4.2.3. Shall appoint and dismiss employees and office staff subject to approval of the Executive Committee

31.4.3. Shall maintain the following registers and prepare reports:

31.4.3.1. Membership register of the Association

31.4.3.2 Registers of Specialty Groups of the Association.

31.4.3.3. Minutes books of General Body and Executive Committee meetings and other necessary record

31.4.3.4. Prepare the Annual and Biennial reports and present them in the respective Executive Committee and General Body Meetings and Conferences.

31.4.3.5. Carry out and get implemented the resolutions and decisions of the Executive Committee as contained in its minutes.

31.4.3.6. Do all such duties as are incidental to the office and not listed here or assigned by the Executive Committee from time to time.

31.5. Treasurer

31.5.1. Shall be in charge of the funds / **Lockers of the Association, he shall regularly deposit funds in the bank account and bank branch and important documents in the lockers** under the title of "Pakistan Pediatric Association" which was approved by the Executive Committee of PPA by a resolution passed in its meeting

31.5.2 Shall be responsible for maintaining regular accounts of the Association and keeping the various account books up to date and getting them audited by the Chartered Accountants appointed for the audit by the General Body Meeting of the Association.

31.5.3. Shall Collect all share of subscriptions from Branches and send notices to defaulter Branches.

31.5.4. Shall collect all the unds generated by the savings in the Biennial International and Annual National Conferences.

31.5.5. Disburse shares of the Organizing branch, the Publications Division and the Research Division and PPA from the savings received from the Organizing Committee jointly with the Secretary General or with the President.

31.5.4. Make payments and maintain proper vouchers of the expenses of the Association which are approved by the Committee

31.5.5.Travel Expenses for the President and Secretary General:

31.5.5.1. The Treasurer shall pay travel expenses to President and Secretary General to attend Executive Committee Meetings and General Body Meetings of PPA and for the night accommodation if it was absolutely necessary in the city where the meeting of Executive Committee of PPA was held and same day return was not possible or if sent by ECPPA for special assignment along with financial approval.

31.5.5.2. In the Annual and Biennial Conferences and in the National and International Conferences organized by Speciality Groups, the Organizing Committees of these conferences shall provide as part of the expenses of the conference, accommodation to the President and the Secretary General of PPA on the venue so that they may be able to conduct the various official meetings of the PPA, present reports and fulfill their responsibilities in various functions, help in organizing and represent the Executive Committee of PPA.

32. FUNDS

All the fun of the Association, whatever their sources, shall be deposited only in the bank, branch & account of the Association to be decided by the Executive Committee of PPA by a resolution passed in its meeting, no account of subsidiary, linked or temporary account in the name of Pakistan Pediatric Association, or PPA or account of an Annual or Biennial, National or International Conference of PPA should be opened except by a resolution passed by the Executive Committee of PPA, or in the case of an account of a PPA branch or of a Chapter or a local conference of a PPA Branch, by a resolution passed by the Executive Committee of the respective PPA branch. Only such persons as authorized by the Constitution of the Association or authorized by the resolution of the Executive Committee of PPA, or in the case of a Branch or Chapter activity, by the resolution of the Executive Committee of the respective branch, shall have the authority to operate the account, provided that expenditure from the Funds of PPA may only be done by joint signatures as laid down in clause 32.3.

32.1. The following shall be the sources of funds of the Association;

32.1.1. Its 40% share of Subscription of membership from Branches.

32.1.2. 50% share from the savings of Annual or Biennial, National or International Conferences shall be the share of PPA Centre after adjustment for share of PPJ/ publication Division and Research Division..

32.1.3. 50 % of the share from the savings of the National and International Conferences/Seminars (as defined in clause 1 of the Articles) organized by the Groups of PPA in collaboration with PPA only.

32.1.4. If a Speciality Group of PPA organizes a National or International Conference/Seminar (as defined in Clause 1 of the Articles) mainly in collaboration with a branch of PPA with the support/participation of PPA, in a city located in the area of that branch, then the Committee or the Group shall have 50% share, the respective PPA branch shall have 25% share and PPA shall have 25% share.

32.1.5. Any donations by international, multinational, national bodies, companies, organizations or individuals.

32.1.6. Any grant from Government, semi government body, municipal authority or Local government.

32.1.7. Any legacies left behind by those who wish to benefit the Association.

32.1.7. Sale proceeds of any asset of the Association, or amount received by encashment of any type of saving certificates, prize bonds, other investment which was authorized by ECPPA.

32.1.8 Income derived from any other source.

32.2 **Expenditure from the funds of the Association:**

Any expenditure from the funds of the Association, from whatever source those funds were derived, and any withdrawals from the account/s shall only be by the authority and approval of the Executive Committee of PPA and only by those authorized by the Constitution, however the Secretary General shall be allowed an imprest money of up to Rs- **Rs.50000/-** (.....or as resolved by the Executive Committee of PPA from time to time) to be kept with him for day to day expenses. Upon submitting proper vouchers/cash memos to the treasurer for the amount spent out of the imprest money or for additional expenses actually incurred for performance of the duties of the Secretary General. The executive committee shall also have the right to authorize some money from its budget to be kept with president, but he can not open any bank account in the name of PPA.

32.3 **Authorized signatories:** The following shall be authorized to operate the accounts / **bank lockers** and sign cheques for withdrawal of money from the account/s of the Association and for the expenditure from any of the funds of PPA or for any purchase of movable or immovable property for the Association, as approved by ECPPA.

32.3.1. Any two of the following signing jointly

- a. The President
- b. The Secretary General
- c. The Treasurer

32.3.2. After the Biennial Elections, the new office bearers authorized to sign the cheques and operate the accounts/ shall normally be introduced to the bank by the outgoing office bearers who were the previous authorized signatories, however in case of any dispute, a fresh resolution of the Executive Committee of PPA Centre duly passed in its meeting and signed by the President, the Secretary General and the Treasurer shall be submitted to the Bank and shall be binding on the bank.

32.4 Payments for amounts exceeding Rs. 25,000/- should preferably be made by crossed cheques.

32.5 **Accounts:**

True and detailed accounts shall be kept of all the receipts and expenses from the funds of the Association as well as those of the savings, credits and liabilities of the Association and of the income and expenses of the Biennial Conferences and Annual Conferences of PPA , and any International or National Conferences organized by PPA , or a PPA branch or a Group of PPA and the same shall be open to the inspection of the members any time when such inspection is demanded.

32.5.1. **Audit of accounts.**

Every year before the time of the General Body Meeting, whether Biennial or Annual, of the Association, the treasurer shall get the accounts of the Association audited by chartered accountants elected for the purpose by the Association and shall present the audited accounts of PPA as certified by the auditors in the Annual and Biennial Meetings of the Executive Committee and General Body of PPA.

32.6. **Accounts and lockers of PPA branches:**

The accounts **and lockers** of a PPA branch shall only be opened in a bank and branch of the bank, and operated by the office bearers as authorized by a resolution of the Executive Committee of the respective branch.

32.6.1. The following shall be authorized to operate the accounts / **lockers:** Any two of the following 3 signing jointly:

- a) The President
- b) The General Secretary.
- c) The Treasurer.

32.6.2. For subsequent terms, the outgoing office bearers shall introduce the new office bearers to the bank, however in case of any dispute, a fresh resolution passed in a meeting of the Executive Committee of the respective PPA branch,

duly signed by the President, General Secretary and the Treasurer of that branch, shall be submitted to the Bank and shall be binding on the bank.

32.6.3 In case of any dispute about / among the office bearers which cannot be resolved by the Executive Committee and the General Body of the respective branch, the decision of the Executive Committee of PPA or a sub committee appointed by it for the purpose, shall be final and accordingly a resolution passed by the Executive Committee of PPA shall be binding for all the PPA Branches and the Bank.

32.6.4 The Treasurer of the branch shall get the accounts audited by a chartered accountant after 30th June each year, present the auditor's report and the audited accounts in the Biennial or Annual General Body and Executive Committee meetings of the respective Branch and send its copies along with the bank statement for the year to the Secretary General and Treasurer of PPA before 31st August each year to be incorporated / annexed to the annual accounts of PPA required to be submitted along with the annual income tax return of the Association.

32.7 Accounts of Chapters:

The Accounts of the Chapters may only be opened after approval of the formation of the Chapter by the Executive Committee of the respective PPA branch. The respective Executive Committee of PPA Branch shall also pass a resolution authorizing the opening of the account with the title of the Chapter and PPA branch (e.g. Sialkot Chapter of PPA Punjab branch) along with the names of the authorized persons to open and operate the account.

32.7.1 The following shall be authorized to operate the accounts of the Chapters by any two of the three office bearers of the respective chapter signing jointly:

- a) **The Chairperson**
- b) The Convener
- c) The Treasurer (or Finance Secretary)

32.7.2 For subsequent terms of office, newly elected office bearers shall operate in the same way having been introduced to the bank by the outgoing office bearers. In case of any dispute, the decision of the Executive Committee of the respective PPA branch shall be final and a resolution passed in its meeting and duly signed by the PPA Branch President, General Secretary and Treasurer shall be binding on the Chapter and the Bank.

32.7.3 The treasurer of the chapter shall send a report of the accounts for the year ending on 30th June each year within one month to the General Secretary of the respective branch along with a copy of the bank statement.

32.8. Accounts of Groups:

The account of a Group, the formation of which has been approved by the Executive Committee and General Body of PPA, shall initially be opened by resolution of the Executive Committee of PPA, authorizing the bank and its branch in which the account shall be opened specifying the title of the account including the name of the Group and PPA e.g. "Neonatology Group, PPA".

32.8.1 The accounts of any branches of the Group which are formed in any of the PPA branches shall similarly be opened by similar resolution of the Executive Committee of respective PPA branch including in the title the name of the Committee and branch e.g "Neonatology Group-PPA Sindh branch".

32.8.2 The treasurer of the Group shall get prepared the statement of accounts for each year ending on 30th of June of that year within the next one month and send a copy of it along with the bank statement of the account to the Treasurer and the Secretary General before 31st August of the following year to be incorporated / annexed to the annual accounts.

32.8.3 Similarly the Treasurer of each branch of a Group corresponding to a PPA branch shall submit the accounts to the General Secretary and Treasurer of the respective PPA branch and the Treasurer / Convener of the respective Group by 31st July each year.

32.9. Accounts of Biennial and Annual Conferences:

These are the conferences of PPA which are organized as an honour by its branches turn by turn. The accounts of the Biennial Conference or Annual Conference of PPA shall be opened by a resolution passed by the Executive Committee of the PPA branch in the area of which the conference is being held, specifying the bank and the branch and the title of the account and the authorized persons to operate the account.

32.9.1. Any two of the following signing jointly shall be authorized to operate the accounts of the Biennial/ Annual Conference.

- a. The Chairman of Organizing Committee.
- b. The Finance Secretary / Treasurer of the Conference.
- c. The Secretary of Organizing Committee.

At least one of the above 3 authorized signatories shall be one of the main office bearers (i.e. President, General Secretary or Treasurer / Finance Secretary) of the respective PPA Branch.

32.9.2 The accounts of Annual Conference, if not being held in the Administrative capital of a PPA branch shall be opened by resolution passed by the Executive Committee of the Respective branch in its meeting specifying the bank/s and branch/s and title of the account and authorized persons to operate the account.

32.9.3. The accounts of Biennial and Annual Conferences of PPA shall be got audited by the Organizing Committee and the Executive Committees of respective branches as soon as possible after the conclusion of the Conference but no later than within 3 months and one copy each shall be sent to the Secretary General and the Treasurer of PPA.

32.10. Accounts of National and International Conferences / Seminars:

32.10.1. a. For any national or international conferences, the authorized signatories shall be same as described in Articles clause no.32.9.1.

b. The accounts shall be got audited by the regular auditors of PPA.

32.10.2. If a National or International Conference is being organized by a Group or its branch in collaboration with a PPA branch, then the account of the conference shall preferably be opened in the same bank and branch as that of the respective PPA Branch. However, if already the Group has its account previously authorized by PPA, then the conference account may also be opened in that bank and branch by a resolution of PPA. It shall be operated jointly by any three of the following signing jointly:

Any Two of the office bearers/organizers authorized by the respective Group or its branch which is organizing the conference or any two of the following signing together :

The President, the General Secretary and the Treasurer of the respective Branch of PPA.

The accounts shall be audited by the regular auditors of the respective PPA branch.

32.10.3. Projects and their accounts: Any project undertaken which involves transfer of funds from any source to the account opened or operating in the name of the Association or expenditure from the Association's account, may only be undertaken by the permission of the Executive Committee of PPA in the form of a resolution passed by it. In the case of the Executive Committee of PPA authorizing one of its branches, the Executive Committee of the respective branch shall be fully responsible for and authorized to carry out such project. In case of a Chapter wishing to undertake such a project at its local Level, it shall obtain the authority of the Executive Committee of the respective branch.

32.10.3.1. The account of the Project shall be opened in a bank and branch to be authorized by the Executive Committee of PPA by a resolution in case of PPA undertaking the Project and in case of a Branch of PPA having been authorized or a Chapter having been authorized, Executive Committee of the respective branch shall pass the resolution specifying the bank and branch in which the account shall be opened.

32.10.3.2. Such resolutions shall also specify the members of PPA who are authorized to operate the account.

32.10.3.3. Correct and detailed accounts of all projects shall be kept and presented regularly at the meetings of the Executive Committee of PPA or Executive Committee of the respective branch, in which case the branch shall submit a copy of the accounts to PPA. In all cases, the accounts shall be got audited at the end of the projects, the audited accounts, along with all relevant vouchers, cash memos etc, or copies thereof shall be submitted to the Secretary General of PPA.

32.10.3.4. Executive Committee of PPA has the right to get the accounts audited by its own auditors.

33. BIENNIAL GENERAL BODY MEETING

Biennial General Body meeting shall be held coinciding with the Biennial Conference, time and date to be decided by the Executive Committee of PPA. It will consider and adopt the following items:

33.1. To read and confirm the minutes of the last Biennial General body meeting and subsequent annual GB meeting if any held.

33.2. To adopt the report of the Association for the previous 2 years.

33.3. To adopt audited accounts for past 2 years and pass budget for the following 2 years.

33.4. To adopt the elected office bearers, and to adopt the elected members of the Executive Committee for the ensuing 2 years.

33.5. To consider resolutions if any put up by the Executive Committee.

33.6. To appoint an auditor for ensuing 2 years and decide his remuneration if necessary.

33.7. To appoint legal advisor.

33.8. Any other business with the permission of the chair.

33.9. Address of outgoing president.

33.10. Address of the new president.

34. DECISIONS

Decisions at the General Body and the Executive Committee meetings of PPA shall normally be taken by a show of hands and the declaration of Chairman that a particular resolution is carried or lost shall be final, however a secret ballot may be conducted if decided by the Executive Committee or if demanded by a majority of the members present.

35. REFERENDUM

If 1/3 of the members of the Association request within one month of the meeting that a decision of the meeting of the General Body which was carried by a simple majority and by less than 2/3 of the members of the General Body present, shall be submitted to a referendum of all the members, the Executive Committee shall take steps to solicit by correspondence or by email the vote of every member of the Association on this decision.

36. AMENDMENT TO ARTICLES AND BYLAWS

36. 1. The Association has the power to amend, alter, modify or repeal any of the articles and By laws provided that such change in the constitution has no direct or indirect effect of subverting any one or more of the aims and objects of the Association.

36.2. Proposal/s for amendment to the Memorandum and Articles and By-laws of the Association, with proper reference to page number, article number or by law number shall be submitted and considered and approved by the Executive Committee and General Body of PPA as laid down in clause 27 of the Articles of the Association.

37.RESOLUTIONS

All the resolutions, which do not entail amendments to the Articles and Memorandum or By Laws of the Association, to be presented at annual or Biennial General Body meeting be properly typed and forwarded and seconded by Life members or the ordinary members of good standing, and preferably routed through the respective Branch, should reach Secretary General one week before the General Body meeting.

38.ASSOCIATION YEAR

The Association year shall be from 1st July of one year to the 30th June of following year.

39.FINANCLAL YEAR

The financial year shall be from 1st July of one year to 30th June next year.

40.REIMBURSMENT OF TRAVELLING EXPENSES

When the President and the Secretary General attend the Executive Committee Meeting or travel for any special assignment, traveling expenses, if any, incurred shall be reimbursed by the Association. If overnight stay is unavoidable, it shall also be reimbursed by the Treasurer of PPA Centre except accommodation for the Annual and Biennial Conferences, which shall be provided by the organizing committee of the Conferences. The Treasurer shall be reimbursed travelling expenses for attending the Executive Committee Meetings on the occasions of Annual and Biennial Conferences so that he/she may present audited accounts.

Reimbursement for overseas travel to any office bearer shall not be done by the Association although efforts shall be made to find sponsor for such visit if it is in connection with the business of the Association.

41. DISCIPLINE AND ARBITRATTON CLAUSE

In case of any violation of the constitution by any member or office bearer, or alleged unconstitutional acts or unconstitutional fund transfers, or expenditure from the funds of the Association unauthorized by the ECPA or by persons who are not authorized signatories, or acts committed which damage the reputation or honor of the Association in any way, the Executive Committee of PPA has full authority to take any disciplinary action including termination of membership or ordering an office bearer to resign. In matters where there is a dispute at any level, whether in PPA, or in a PPA branch or Chapter, which could not be resolved by the respective branch or an overseas chapter, the Executive Committee of PPA, by 2/3rd majority, has the authority to arbitrate and decide between the parties giving them full opportunity to explain their position and such decision shall be binding and final and not challengeable in the Court of Law. On any matter in which the Executive Committee of PPA so wishes or if it fails to decide the matter by 2/3rd majority, it may appoint a subcommittee of senior most members, nominated from each branch by its representatives in the ECPA if the matter pertains to whole of PPA, however if it is a matter in which a PPA Branch has requested resolution of its internal dispute, the subcommittee shall not have members from that branch of the Association. Such subcommittee shall have full authority to decide or arbitrate on the matter. The decision of such subcommittee shall be final and binding on all members and office bearers whatsoever. If any member/office bearer refuses or fails to abide by the decision or files a court case against the Association in spite of the decision having been given by such subcommittee of senior most members, his/her membership of the Association shall stand terminated.

BY LAWS

TRANSFER OF MEMBERSHIP

If a Branch Member leaves the area of his Branch and goes to the area of another Branch, He must clear all the dues of the previous Branch and the full subscription for the current year and obtain a certificate of payment and No Objection to transfer from the Branch and this certificate will entitle him to the membership of the new Branch with further payment for the remaining year and the share from subscription of that member for the previous years shall be paid by the previous Branch.

On no account the new Branch shall accept the intimation of Transfer from any Member unless a clearance Certificate is produced showing all the dues there to have been paid.

The fact of transfer shall be notified by the Branch to each other and to the Secretary General PPA and Managing Editor of the Journal.

FORMATION OF LOCAL CHAPTERS OF PPA BRANCHES

2.1. The formation of Chapters shall be as laid down in Articles Clause 4.1.

2.2.. Local Chapters recognized by the Executive Committee of the respective PPA Branch and duly intimated to the Executive Committee of PPA shall become constituent members of such a Provincial Branch.

3. EXECUTIVE COMMITTEE PPA

3.1. The Executive Committee PPA is a constitutional Managing Body of the Association.

3.2. **Assuming of the office of the President by the President Elect.** The President elect shall be installed as president i.e. conferred the office of the President on the first day in the inauguration ceremony of the biennial Pediatric Conference held 2 years after his election as President Elect but he shall start his official duties after Biennial General Body Meeting and after induction of new office bearers and Executive Committee members in the Biennial GB meeting..

3.3. **MEETINGS OF EXECUTIVE COMMITTEE OF PPA:** Ordinarily Executive Committee shall meet at least **thrice** a year at a convenient place, date and time to be decided by the Secretary General in Consultation with President

3.4. The meetings of the Executive Committee PPA shall be held before the inauguration of the Annual and the Biennial Conferences and shall finish its transactions by the end of the Conferences, in addition to other meetings during its tenure.

3.5. **NOTICE:** At least two weeks' notice of the Executive Committee meeting shall be given to all members, stating the place, date and time of the meeting and the agenda of the business to be transacted thereat except in case of virtual meetings when minimum 4 days notice shall be given.

3.6. In emergencies shorter notice shall be allowed at the discretion of the Secretary General in consultation with the president but in no case it shall be less than 4 days.

3.7. BUSINESS OF THE BIENNLAL EXECUTIVE COMMITTEE PPA MEETING

A meeting of the Executive Committee of PPA shall immediately precede the Biennial Conference and will transact the following business

- Recitation from Holy Quran.
- Minutes of the last EC Meeting
- Adoption of Secretary General's report of the activities of the Association for the previous two years
- Report of the Pakistan Pediatric Journal Committee.
- Report of Chairperson Research Division
- Adoption of the audited accounts.
- Appointment of Auditors for the next two years, who must be Chartered Accountants
- Consideration of any proposals / amendments to Articles and Memorandum to be placed before the General Body if submitted as per constitution.
- Decision about the next Biennial and Annual Conference and the General Body meeting
- Resolutions, not proposing any amendments to the Articles and Memorandum and By laws, sponsored by the individual numbers and the Branches which shall reach the Secretary General at least 2 weeks before this meeting. Individual members or PPA Branches have the right to send any resolution, not proposing any amendments to the Articles and Memorandum and the By Laws, directly to the Secretary General of the Association provided a copy is submitted to the PPA Branch to which the member belongs.

4. PAKISTAN PEDIATRIC JOURNAL

There shall be an Editorial Board for the Journal of the Association called Pakistan Pediatric Journal, abbreviated as PPJ. The composition of the Editorial Board shall be as following

Chief Editor 1 (from Lahore)
Managing Editor (from Lahore)

Editors 8-10 suitable members representing all branches,

In case of the post of Chief Editor falling vacant due to any reason, a Chief Editor will be appointed by the General body at the time of Biennial Conference.

A local editorial board comprising of editors from all provincial branches shall be constituted.

A local editorial Executive Committee shall be constituted to advise and assist the Chief editor in selection of publication materials, procurement of funds maintenance of the standards, and other matters relating to the journal

The Managing Editor shall endeavor to procure advertisements and donors for the journal, solicit for scientific articles and get its printing done.

3. FUNDS OF THE JOURNAL

All funds of the Journal shall be operated by the Chief Editor and the Managing Editor of the Pakistan Pediatric Journal. Audited accounts of the Journal shall be submitted to the Executive Committee at the time of the Annual and Biennial Conference. These shall be included in the annual income tax returns of PPA so that they get exemption from income tax

6. EXPENDITURE

In addition to the provisions of the Articles, the Executive Committee PPA shall out of the funds of the Association defray all ordinary expenses and shall pay rents, salaries, wages and other charges as may be necessary for carrying on the work of the Association. It shall further provide, as decided by the ECPPA for various publications, research, prizes, or other activities of the Association.

7. BIENNIAL PEDIATRIC CONFERENCE

It is a conference of PPA. It will organize Biennial Pediatric Conference on All Pakistan basis with special efforts to have participation from delegates from abroad as well from Pakistan. ECPPA shall give the honour of organizing it on its behalf and with its collaboration, to one of its branches turn by turn, to organize it in their territorial area at a suitable place and time to be decided by the Executive Committee PPA. Every person including the delegates attending the Conference shall pay conference fee prescribed by the Organizing Committee in Consultation with the Executive Committee of PPA except those exempted as an honour by the Organizing Committee.

8. ANNUAL NATIONAL PEDIATRIC CONFERENCE

This will be organized in the year alternating with the year of the Biennial Conference at a suitable place and time to be decided by the Executive Committee PPA and the General Body at the time of the Biennial Conference. ECPPA shall give the honour of organizing the Conference on its behalf to the branches of the Association turn by turn in their territories. The venue of the Conference will be announced during the session of the Biennial Conference.

8.1. ORGANIZING COMMITTEE

The Branch organizing the Conference shall form the Organizing Committee of the Conference and membership of the Committee shall be open to all the members of that branch which the Executive Committee of that branch appoints. ECPPA shall supervise and help through its president, Secretary General, treasurer and other members.

9. DELEGATES TO THE GENERAL BODY MEETING DURING THE CONFERENCE.

All life members and ordinary / associate members of good standing shall be delegates to General Body Meeting. The Various Branches will send their delegates for the General Body meeting during the Conference and only the ordinary members in good standing and life members would have the right to vote. Their identification would be necessary at the time of voting.

10. DELEGATES FROM FOREIGN COUNTRIES

Medical men invited from different Countries individually or as representatives of the pediatric societies and allied specialists attending the Conferences shall be the guest delegates. They will not have the right to vote.

11. PARTICIPANTS OF THE CONFERENCE

Participation of the Conference shall be open to the following Categories.

- All the members of the reception Committee.
- All the delegates from the five PPA Branches and Azad Kashmir and Gilgit Baltistan.
- All other members of the Association who pay the Prescribed Conference fee.
- Registered Practitioners and persons from other medical disciplines on payment of Conference fee.

11.1. BOARDING AND LODGING ARRANGEMENTS

The Organizing Committee shall make arrangements for the boarding and lodging of those attending the Conference on previous intimation and on payment for the same, when required, at the rates fixed by the by organizing committee. The expenses of the Conference shall be borne wholly by the Organizing Committee and the host Branch.

11.2. BUSINESS AT THE CONFERENCES

Inaugural session.

The following shall sit on the dias in addition to the chief guest:

President PPA, Secretary General PPA, Chairman Organizing Committee, Secretary Organizing Committee, President of Organizing branch, President Elect, if other than Chairman Organizing Committee, any other chosen by the Organizing Committee.

The Program shall include:

Address by Chairman Organizing Committee.

Address by the President PPA

Report from the Secretary General

Installation of the new President in the Biennial Conference.

Address by the chief Guest.

Vote of thanks by Secretary Organizing Committee

Scientific sessions and exhibition.

General Body meeting.

Adoption / installation of office Bearers and members of the Executive Committee during Biennial General Body Meeting.

The Secretary General of PPA will make arrangements for the Executive Committee meeting and the General Body meeting at the place of the Conference. He will put up resolutions for Consideration and record the decisions.

11.3. Planning & Development Session.

Both Biennial and Annual Conferences shall have a Planning and Development Session, in one of the halls of the conference of 60-90 minutes duration on any day or time before the General Body Meeting. This session shall be restricted to the Expert Committee who shall debate and decide on matters of policy and planning and development.

12. SPECIALTY GROUPS

12.1. A group of members interested in a particular sub specialty of Pediatrics or in a subject or field concerned with the welfare of children, may give a written application to the Secretary General of PPA who should refer it to the Expert Committee of PPA, to be allowed to form a Specialty Group, proposing its name and its objectives and duly signed by the founder: members desirous of forming that Group. After approval of the Expert Committee, the Chairman of the Expert Committee shall forward the application to the Executive Committee of PPA. After the approval of the Executive Committee and the General Body Meeting of PPA, such Group with the approved name, shall come into existence. The Group shall elect a Chairperson, a Convener and a Treasurer by election by its members after the initial approval of the Executive Committee of PPA and there after every two years before the Biennial elections of the Association are held. In case the Group fails to hold its elections before the Biennial elections of PPA, the office bearers shall automatically cease to hold the office unless elections are held and results communicated to the Secretary General PPA, within a grace period of one month after the Biennial elections of PPA. The names of the office bearers shall be communicated in writing to the Secretary General of PPA. If the names of the duly elected office bearers are not communicated even within this grace period, then the Group shall cease to exist. Only members of the Association with subscription paid as per rules may become members of such Group. The Group may determine an annual subscription for its members which shall be separate from the subscription to be paid to PPA. There shall be no share of this separate Group subscription payable to PPA or any PPA branch. However, for the first time only, a token subscription of Rs100 per member of Group shall be paid to PPA, through its Secretary General, who shall maintain a register of all the Groups of PPA recording the names of its members and office bearers. Thereafter, this subscription shall be paid for one time only for each new member for his/ her name to be included in the register

12.2. The Groups already functioning before this sub clause is passed, will get regularized by merely submitting the names of their current members and office bearers to the Secretary General of PPA, along with a token subscription of Rs.100- per Group member. The Secretary General PPA, shall maintain a register of the Groups recording the names of its members and office bearers. Every Group shall hold its elections for the office bearers before the next Biennial General Body Meeting and forward the names of the new office bearers to the Secretary General of PPA. Each Group may have its branch in each branch of PPA and such branch may have its own corresponding office bearers duly elected by it. The names of the same shall be communicated to the Secretary General PPA and the General Secretary of the respective branch

13. RELATIONSHIP BETWEEN PPA, BRANCHES, CHAPTERS AND GROUPS

13.1. The ECPPA is the managing committee of PPA as a whole and its decisions are binding on all the members of PPA and on all the Executive Committees of the PPA branches. Only the General Body Meeting's decision can over rule ECPPA's decision. As for the internal affairs of the branches of PPA, the Executive Committee of the respective branch shall normally be autonomous in the running of the internal affairs of its branch but shall not interfere in the matters of PPA, neither shall spend any of PPA's Funds, except communicating its opinion or request to ECPPA, only which shall have the authority to decide.

13.2. Decisions of the Executive Committee of a PPA branch shall be binding on its Chapters who shall normally be autonomous in running their day to day affairs

13.3.. The Groups shall function under the overall supervision of the Executive Committee of PPA although normally they shall work autonomously for running their internal affairs, but any decisions made by the Executive Committee of PPA shall be binding on them.

13.4. The letter head of the Group/Chapters shall be on a format approved by the Executive Committee of PPA and in case of a Chapter by the Executive Committee of the respective branch before they are put to use and generally shall have standard approved format.

13.5. Only life members or Ordinary members of good standing of PPA may become members of its Specialty Groups. However, they may also have Associate members or confer Honorary membership on any person but Associate members and Honorary members shall not have the right to vote or become office bearer

13.6. Groups must submit the names of their members to the Secretary General of PPA along with Rs 100/ per member enrolment fee for one time only, after which their names shall be entered in the register of the Groups. Thereafter they shall forward only the names of new members along with one-time enrolment fee and the names of those who have resigned or whose names have been removed from their membership

13.7. Groups must intimate the names of their elected office bearers after their internal elections to the Secretary General PPA every two years at least before the Executive Committee Meeting to be held before the inauguration of the Biennial Conference.

13.8. Groups shall have clear criteria of eligibility for their membership and no member who fulfils the criteria and completes the requirements of the respective body shall be denied membership

13.9. Branches and Groups must send lists of their members in good standing to the Secretary General PPA by 30th June each year.

13.10. If a Group wants to hold major activity with an organization outside PPA, they must do it with information and approval of the Executive Committee of PPA or if activity is limited to branch or local level, then of the Executive Committee of the respective Branch.

13.11. Meetings of the Specialty Group may be called by the Convener /Secretary or Chairperson of the respective Group or may be requisitioned by at least 35 % of the members of that Group, as per record of Secretary General PPA, signing together and sending their requisition to the Convener/ Secretary /Chairperson, who must issue the notice of the requisitioned meeting to be held no later than 1 month from the date of post mark if requisition was posted or the date on which it was received by the Courier or by respective office bearer if by hand. If the meeting is not called by such office bearer within 6 weeks, then those who requisitioned may hold the meeting themselves at a convenient time, date and venue provided that its notice has been **sent through email** or by courier at least 02 weeks in advance to all group members and Secretary General PPA.

13.12. The Organizing Committee of each Biennial / Annual Conference shall provide a time slot of 90 minutes and a place to hold its Biennial / Annual Meeting to every Group on the day before inauguration or on the same day when the Executive Committee Meeting of PPA is held. This meeting shall transact whatever business the Group has decided and if not already done, it must hold its biennial elections during this meeting.

13.13. If there is any dispute in a Group which it has not been able to resolve within itself, it should be referred to the Executive Committee of PPA whose decision in the matter shall be final and binding on the Group.

13.14. The letter heads of the Groups and Chapters shall be approved by the Executive Committee of PPA or of the Branch (in case of Chapter) before they are put to use and generally shall have standard approved format

13.15. No matter when the elections of ECPA or of Executive committees of PPA branches are held and when the oath takes place, the tenure of executive committees of PPA and all PPA branches shall commence from the date of conclusion of Biennial General Body meeting of PPA and continue till the date of conclusion of next Biennial General Body meeting of PPA.

14. PPA PRESIDENT OF PAKISTAN GOLD MEDAL

14.1. Three Gold Medals shall be awarded to three Members of Pakistan Pediatrics Association at every biennial conference.

14.1.1. Two Gold Medals shall be for academic achievements and one Gold Medal shall be for Community service, service in districts and rural areas / achievements in **non teaching** fields of Child Health and child welfare.

14.1.2. Two Nominations from each Provincial Branch for Gold Medal in Academic field and one nomination for Gold Medal in Community Service / **non teaching fields** shall be sent to Secretary General PPA by the general secretaries of branches of PPA.

14.1.3 The Gold medal of any category shall be awarded once in the life time of any member of PPA.

14.1.3. Requests for names shall be circulated to the General Secretaries of the branches by the Secretary General 2-3 months in advance, but even otherwise it will be the duty of the branch general **secretaries to send three nominations for Gold Medalists to Secretary General of PPA.**

14.2. Criteria of Eligibility for Gold Medal in Academic fields.

Criteria of eligibility are weightage

14.2.1. Seniority in PPA and Qualifications = 20%

a. Seniority =10%

b. qualifications =10%

14.2.2.. Publications. = 20%

- a. In local indexed journals= 8%
- b. in Foreign indexed journals
&/or Publication of Book/s= 12%

14.2.3. Attendance in National and International Conferences = 20%

- a). Attending National conferences
in Pakistan = 5%
- b). Reading original papers in National
conferences in Pakistan =5%
- c). Attending Conferences abroad =5%
- d). Reading original papers in
conferences abroad =5%

14.2.4. Services to PPA = 20%

14.2.5. Any other outstanding contribution = 20%
(Weightage for each could be further subdivided)

14.3.Criteria for Eligibility for Gold Medal in Community Service / Non teaching fields of child health and child welfare.

14.3.1. Seniority in PPA

- a). 8-10 years member =05
- b). 11-15 years member=10
- c). 16-20 years member=15
- d). 20 years & over=20;

Maximum=20

14.3.2. Out-standing contribution in improving child health and Child protection through awareness to the health professionals and community for immunization, breast feeding, health and hygiene, child rights and prevention of child abuse and neglect.

14.3.2.1.Awareness to the health professionals and community for improving immunization, breast feeding, health and hygiene, prevention of abuse and neglect through media, seminars and symposia/social media =10

14.3.2.2.Publication of awareness raising material on child health, community & social issues newspaper articles/ pamphlets/brochures and booklets =10;

Maximum=20

14.3.3. Services to PPA = 20

14.3.3.1. Served as President/G.S of center or branch =10

14.3.3.2. Executive Committee Center or Branch =05

14.3.3.3. Served on organizing committee of PPA Conference =05

14.3.4. Community Services

14.3.4.1. Community services in the area of child health, child rights, protection, rehabilitation=10

14.3.4.2. Establishment of free child health center/ rehabilitation services/Thalassemia center/childprotection center =10

14.3.4.3.Services rendered to children/ families during natural and man-made disasters and other difficult circumstances =10

Maximum=30

14.3.5. Research publications/Any other outstanding contribution=10

Maximum =10

14.3.5. Conducting workshops/ trainings on Neonatal Resuscitation, Breast feeding=10

Grand Total=100

Upto here on 28.12.

15. Circular for nominee's members

Dear Member

You are requested to propose the name of any member of PPA whom you deem suitable and a deserving candidate for the award of Gold medal to be given during Biennial Pediatric Conference

a). For outstanding academic achievement.

b). For outstanding achievement in the Community for Child Health, Child Welfare, Child protection and other service benefitting children.

Following criteria will be in mind for the selection, Bio-data of the proposed candidates may please be enclosed.

15.1. Name

15.2. Address

15.3. Qualifications

15.4. Duration of membership of PPA.

15.5. Professional record (state present position and go back in time)

15.6. Service to the cause of PPA i.e. office bearer in PPA or in a branch of PPA, organized conferences, seminars etc

15.7. Services to the cause of child health, child welfare, protection from child abuse in the community, e.g. establishment of institution, thalassemia centre, special education etc

15.8. Conference (s) attended and papers presented.

15.8.1. National

15.8.2. International

15.9. Publications.

~~15.10. Contribution towards medical education and research.~~

15.11. Workshops, Courses, **trainings** and Child Health Activities.

15.12. Contribution / involvement in activities of the international agencies like WHO, UNICEF and others.

15.13. Running awareness programs for the community on child health, child Welfare, immunization, child protection etc

15.14. Any other important achievement, awards concerning child health or Welfare.

16. CRITERIA FOR ELIGIBILITY FOR GOLD MEDAL IN ACADEMIC FIELDS:

Criteria of eligibility aND weightage are:-

16.1. Seniority in PPA =10%

16.2. Qualifications = 10%

16.3 Publications. = 20%

16.4. Attendance in National and International = 10%

16.5. Reading Scientific papers in Natioal & International conferences =10%

16.6. Service to PPA = 20%

16.7. . Any other outstanding contribution = 20%

(Weightage for each could be further subdivided)

17. Final Selection of nominations

The CVs of nominees received from all branches shall be determined according to the aforementioned grounds by all the Gold Medalists present on the Venue of Biennial Conference in a meeting to be conducted before inauguration ceremony. General Secretary is required to call a meeting of Gold Medalists of PPA, and provide curriculum vitae received from branches for finalization of 3 names as "Gold Medal Recipients" being the most suitable names irrespective of provinces of residence. The proceedings of and decisions should be minuted and maintained as part of Association record.