

CONSTITUTIONS
&
BYE-LAWS

of

PAKISTAN ORTHOPAEDIC ASSOCIATION
(Registered under the Societies Act 1880)

PMA House, 66-Ferozpur Road, Lahore
PMA House, 39 Garden Road, Karachi

Certificate of Registration of Societies

ACT, XXI OF 1860

NO.667 OF 1963-64

I hereby certify that the "Pakistan Orthopaedics Association" has this day been registered under the Societies Registration Act 1960.

Given under my hand at Hyderabad. This first day of May One Thousand Nine Hundred and Sixty Four

Sd/- Z/F/ Junejo
Assistant Registrar,
Joint Stock Companies Hyderabad
Region at Hyderabad

FOREWORD

The need to rewrite the constitution of Pakistan Orthopaedic Association emanated from a feeling expressed by many members that there existed certain disparities in the constitution to meet the developing needs of the association. This feeling received a practical shape in the form of resolution passed in the general body meeting on 14th Nov. 2009 at Lahore and subsequently at Bhurban in 2010 which brought about appointment of a constitution committee consisting of the following:

1. Dr. M. Ashraf Nizami, Chairman
2. Dr. Hamid Ullah Kakar, Balochistan
3. Dr. Khushnood Ali Baz, KPK
4. Dr. Abu Bakar Siddique, Punjab
5. Dr. Ata Ur Rehman, Sindh

The present form of constitution is a fruit of efforts that members of the committee and the community have put in. The new constitution was adopted on 15th October 2011 in the general body of POA at Islamabad. The final document now has incorporated all the legislative activity that the Association has gone through the last years.

I am very happy and pleased to present this document to the members of Pakistan Orthopaedic Association. I will however be failing in my duty, if I do not acknowledge the immense contribution of Dr. Mazhar Iqbal Chaudry in the preparation of this document. I am also indebted to Prof. Mahboob, Prof. Anis Bhatti, Dr. Manzoor Memon, Dr. Mian Amjad and Dr Zia Bajwa for their constructive suggestions. Our staff Mr. Saad, Mr. Amjad and Javed Iqbal also deserves the special thanks for doing the secretarial work in this respect.

I hope and pray that, this constitution will contribute to run the Association affairs in a truly democratic manner.

Prof. Muhammad Ashraf Nizami
Chairman,
POA Constitution Committee

CONSTITUTIONS
OF
PAKISTAN ORTHOPAEDIC ASSOCIATION

PMA House, 66-Ferozpur Road, Lahore
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ARTICLE 1. Name

The name of the Association shall be **“THE PAKISTAN ORTHOPAEDIC ASSOCIATION”**.

Article 2. Office

The office of the Association shall be at Lahore & Karachi.

Article 3. Aims and Objects.

The aim and objects shall be:

1. To promote the medical and allied sciences.
2. To bring together all professional workers interested in the field of orthopaedics and to encourage goodwill and cooperation between them.
3. To stimulate interest in the study and advancement of the science and practice of orthopaedics in all possible ways including propaganda, education and research.
4. To establish and run accident service centres and hospitals to promote the objectives of the Association.
5. To organize and help in the organization of Rehabilitation centres and crippled children clinics.
6. To arrange lectures, clinical meetings, conferences and exhibitions for the study and discussion of all the problems of Orthopaedics, Traumatology and Rehabilitation.
7. To maintain the honour and dignity of the medical profession, to promote the interests, rights and privileges of the members of the Association and to develop the spirit amongst the members for doing their duty, medical, ethical, civil and political in all aspects of their national and individual life.
8. To help the profession in protecting and caring for the physical and mental well being of the people of Pakistan.
9. To take measures for the improvement and advancement of medical education in Pakistan.
10. To maintain co-operation and solidarity among the members of the Association and foster the spirit of brotherhood.
11. To draw the medical practitioners and general public they serve closer and develop better understanding between them.
12. To give professional and expert help, advice and co-operation of medical profession to the Government and the organised bodies in their work of administration and management of health matters and medical education, etc.
13. To associate, co-operate or affiliate with national or international organisations holding similar aims and objects.
14. To guide and help members of the profession especially new entrants in the establishment of their career.
15. To help families of the deceased, disabled and ailing members of the profession.

ARTICLE 4. Ways and Means

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

1. Circulate such information as may be thought desirable by means of a periodical journal, which shall be the journal of the Association and, by any other occasional publications.
2. Arrange from time to time lectures, discussions and demonstrations on any subject of medical and allied sciences.
3. Hold meetings and conferences, particularly of the members of the Association and of medical profession in general.
4. Encourage research in medical and allied sciences through grants by establishing scholarships, prizes, donations or rewards in such manner as may from time to time be determined by the Association.
5. Maintain and manage the Association office, Reading Room, Library and Club, etc. for the members of the Association.
6. Conduct an educational campaign among the masses of Pakistan in matters of public health and sanitation in co-operation with different public bodies working with the same object or by publication of periodicals, magazines and booklets for this purpose.
7. Organise volunteer corps of the members of the Association for medical relief during epidemics and in times of emergency in and elsewhere within Pakistan or abroad.
8. Consider and express its views on all laws promulgated in Pakistan relating to medical Profession, medical practice, medical education, public health or any other matter having a direct or indirect bearing upon the above subjects and exercise vigilance over the proposed legislation in Pakistan concerning the same subjects and to adopt such measures from time to time as may be deemed necessary.
9. Grant sums of money out of funds of the Association for promotion of medical, health and other matters in such manner as may from time to time be determined by the Association.
10. Purchase, Take or give on lease, hire, acquire, hold, manage, let, sell, exchange, mortgage, dispose off or effect any other transaction in respect of movable or immovable properties of every description and acquire or transfer any or all rights and

privileges necessary and convenient for the purpose of the Association.

11. Erect, maintain, improve, repair, demolish or renovate any building for the purposes of the Association.
12. Borrow, or raise funds in such manner as the Association may deem fit and collect subscriptions and donations for the purpose of the Association.
13. Invest any amount of the Association funds not immediately required for any of its objects in such manner as may from time to time be determined by the Association.
14. Assist, subscribe, co-operate and affiliate or amalgamate with any other body whether incorporated, , registered or unregistered having altogether or in part objects similar to those of the Association.
15. Do all such other lawful things as may be incidental or conducive to the promotion or accomplishment of the foregoing aims and objects.

Article 5. Organization

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

Article 6. Register of Members

There shall be a register of membership of the association in which the names of all the members of this Association shall be entered with their qualifications and addresses.

Article 7. Eligibility of Membership

Any person possessing major postgraduate medical qualification in the field of Orthopedics and Traumatology register able with the Pakistan Medical & Dental Council, Pakistan. Pakistani national possessing foreign qualifications which are not yet register-able with the Pakistan Medical Council are eligible to become members on their qualification being approved by the General Body of Pakistan Orthopaedic Association. Admission shall be subject to the rules and regulations of the association and the mode and conditions of election to membership shall be determined in accordance with the prescribed bye-laws.

Article 8. Re-Eligibility

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

Article 9. Classification of Members

a) Ordinary Members

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

b) Life Members

Any ordinary member or any other person eligible for ordinary membership who pays a lump sum of Rs.15000 as life membership fee or any other amount fixed by the Association.

c) Affiliated Members

Any person already enrolled as a member of affiliated association with Pakistan Orthopaedic Association at any other country who takes up residence in Pakistan on application and production of the membership card of his original branch, shall become an affiliated member of that financial year. The affiliated member shall enjoy all the privileges of ordinary members except the right to vote. If any affiliated member continues his residence in Pakistan into the next financial year he must become an ordinary member in the prescribed manner, failing which his affiliated membership shall be cancelled.

d) Honorary Members

Person of high scientific or literary attainments or person, who have rendered conspicuous service to science or practice of medicine or to humanity at large or those individuals whose contribution to the association are noteworthy can be elected as honorary members according to the rules and bye-laws. Members so elected shall enjoy such privileges as may, from time to time be conferred on them by or under the bye-laws, except the right to vote.

e) Fellows

Individual member with highest level of professional achievements, integrity, professional reputation and by his activities as a member in the opinion of the Executive Board has contributed to a high degree to the objectives of Pakistan Orthopaedic Association and having been a member of more than Ten Years.

f) Emeritus Fellows May be conferred to Orthopaedic surgeons who have completed 25 years of active practice in orthopaedic

surgery or who have retired from service or have reached the age of 60 years.

g) Associate Members

Orthopaedic surgeons possessing postgraduate qualification registered with Pakistan Medical & Dental Council but less than mentioned in article 7 may become associate member approved by the Executive Board. The associate members shall enjoy all the privileges of ordinary members except the right to vote.

h) Student members

All medical graduates in Orthopaedic training programme. The student members shall enjoy all the privileges of ordinary members except the right to vote.

ARTICLE 10. Privileges of Membership

The members will enjoy the following privileges:

- i. To participate in all the activities and management of the Association (Local, Provincial and Central) and the formation of its policy.
- ii. To receive the publication of Association and use the library and house of the Association when available.
- iii. To vote at the election of the office holder of the Association.
- iv. Any other privilege that may be conferred by the bye-laws of the Association.

ARTICLE 11. Obligation of Membership

A member shall be obliged to:

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

ARTICLE 12. Termination of Membership

The membership will terminate when any member:

- i. Resigns and resignation is duly accepted by the president and confirmed by the Executive Board.
- ii. Fails to pay his annual subscription as laid down in Article 14 by a certain date to be determined by the Executive Board.
- iii. Is removed from membership on account of misconduct, disrepute in profession or otherwise infringement of the constitution of the Association or profession. If the conduct of member be deemed by the Executive Board as prejudicial to the interest of the Association or be calculated to bring medical profession disrepute , the Executive Board may ask him to submit the written explanation of his conduct. In the event of his explanation being found unsatisfactory the member may be asked to resign from the Association. If the member apologies, his apology may be given due consideration. In the event of the said member refusing either to apologies or to resign when asked to do so, a general body meeting of Association shall be called to consider the case and at least seven days notice of the meeting shall be given to the member concerned and he shall be given an opportunity to explain his conduct, if he desires to do so. If, at the meeting 3/4th of the members present and voting record their votes for the removal of his name from the membership, then his name shall be removed from the register of members of the Association.
- iv. Is declared insolvent or insane by the competent authority.
- v. By removal of his or her name on the ground of conviction in a court of law for an offence involving moral turpitude.

ARTICLE 13

A. Association Year

The Association Year shall commence from 1st January and shall end on 31st December each year.

B. Financial Year.

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

ARTICLE 14. Subscription

Rs.2000.00 for ordinary member, Rs.1000.00 for associate member and Rs.500.00 for student member shall be the annual subscription, all new members enrolled at any time during the financial year will pay annual subscription for that year.

ARTICLE 15. Office Bearers

All office bearers of the Association shall be honorary, be resident within the Pakistan limits, all except President be elected at a general assembly meeting by members. They shall consist of the following:-

- | | |
|--|---|
| 1. President | Their will be one president. |
| 2. Vice President
One from each province | There will be four Vice Presidents.
(Balochistan, Khyber Pakhtoon Khwa,
Punjab and Sindh) |
| 3. Secretary | There will be one secretary |
| 4. Joint-Secretaries
One from each province | There shall be four Joint Secretaries
(Balochistan, Khyber Pakhtoon Khwa,
Punjab and Sindh) |
| 5. Finance Secretary | There will be one Treasurer. |
| 6. President (Elect) | There will be one President (Elect). |
| 7. Immediate Past President | |

In case candidates are not available for the reserved offices the same may be filed by members.

ARTICALE 16. The Executive Board

The Executive Board shall be composed of the following:

(i) Ex-office Members

President	1
President (Elect)	1
Vice-President	4
Secretary	1
Joint-Secretary	4
Treasurer	1
Immediate Past President	1
Editor of JPOA	1

(ii) Elected Members

- a) One elected member of Executive Board form each province.
- b) If a vacancy is caused amongst the office bearers or the members of the Executive Board, shall be filled by the Executive Board of the Association, except the President and President (elect).
- c) If a member of Executive Board including office member does not attended their consecutive meetings without sufficient reason he may be removed from the Executive Board by a simple majority of those present. In case of office bearers such action by the Executive Board will have to be endorsed by the general body.

(iii) Co-opted Members

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

ARTICLE 17. Term of Office

The office bearers as well member of Executive Board shall be elected after every year except the treasure who will be elected for the period of 03 years from amongst the members on roll. They shall take office after oath of the year of election.

ARTICLE 18.

(1) Procedure of Elections

The election will be held yearly and following will be the procedure of elections:

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

(2) Nomination

The election commissioner shall issue a time table at least one month before the date of election giving dates for submission of nomination, scrutiny of the paper and the date of election.

Nomination paper for those desirous of contesting the election shall be submitted to the Election Commissioner at least 14 days before the date of election. All personals will be duly seconded by another member along with a written consent of the member proposed to a particular office.

(3) Voters

All members whose names appear on the register at the end of the month of November or one month before the election date and who have paid their subscript till December of the current year shall be eligible to vote and contest the election.

(4) List of Voters

- (a)** list of voters shall be prepared by the end of November by the General Secretary assisted by the treasure and shall be printed and made available to all members in the first week of December.
- (b)** Objections to the list will be sent to the Secretary within seven days of the publication of the list after which on addition will be made.
- (c)** If the election is held in any other month then the voter list shall be printed one month before the election date.

(5) Introduction of candidates

The contesting president (Elect) and secretaries will introduce themselves and address the general body meeting for not more than five minutes before the commencement of the election.

(6) Scrutiny of the Papers

The nomination paper shall be scrutinized by the Election Commissioner within three days after the last date of receipt of nomination papers and withdrawal of the nomination papers shall be accepted up to three days before the election.

(7) Election

Election will be by secret ballot.

(8) Election will be on the day of General Body Meeting through secret ballot during time period scheduled by election commission.

(9) The counting of ballots shall be done in the presence of nominated representatives of the contesting candidates.

(10) The result will be announced in General Body Meeting by the election commissioner.

ARTICLE 19. Function of the office bearers, Executive Board and General Body.

(a). Office bearers:

1. President

- i. To preside all the meetings of the General Body and Executive Board.
- ii. To supervise and control the affairs and activities of the Association as a whole.
- iii. Engage employees below Rs.1000.00 per menses and grant them leave up to 10 days.
- iv. In case of any serious complaint against an employee, he may suspend and initiate enquiry.

2. President (Elect)

- a) Shall help in the organization of Branches by making tours and addressing the members and other personnel, etc.
- b) The President-elect shall preside over the Annual Conference in case the President is unavoidably absent.
- c) In the absence of the President, the President-elect shall be the Chairman of all meeting of the Association.
- d) In the event of death or any other inability of the President, the president-elect to function as such, and the immediate Past president will act as the President-elect till such time that the General Body elects a new President.
- e) In the event of an emergency arising by reason of any cause such as death, detention, resignation or absence for a considerable period out of Pakistan the duties of the President shall develop upon the President-elect or in his absence, the Immediate Past President. In case or resignation by the President, it will become effective when it is accepted by the General Body. Pending the acceptance of the resignation the President-elect or immediate Past President as the case may be shall act as indicate above in case the President is unwilling to function as such.
- f) In the circumstances stated in (d) in case of the President-elect the delegates in the next General Body Meeting will elect a new President (elect) who will continue to hold office till he hands over the charge. The delegates, however, will as usual elect a President-elect.

2. Vice President

- i. To act on behalf of the president elect when he is absent (Vice President of the region where the meeting takes place).
- ii. To promote socio-scientific activities in his / her province.

3. Secretary

- i. To conduct corresponding note proceeding of all meetings and hold charge of record.
- ii. Organize meeting and prepare agenda, etc, with the approval of the president.
- iii. Maintain correct and up-to-date register of members.
- iv. To circulate the minutes of the Executive Board Meetings within two weeks after the Executive Board Meeting.
- v. To report to the Executive Board, the progress and work done since the previous meeting.
- vi. Annual report to the General Body.
- vii. To supervise all employees of the Association.

4. Joint Secretaries

To assist the secretary.

5. Treasurer

- i. To administer the Association funds and bank accounts in conjunction with the president or the secretary.
- ii. To report financial position in respect of receipts and expenditure in each meeting of the Executive Board.
- iii. To collect all subscription and deposit these in the bank approved by the Executive Board.
- iv. To dispose of bills for payment.
- v. To keep proper account of POA, Orthocon and any other event under the auspices of POA which shall be audited regularly by the official auditors of POA.
- vi. To keep the secretary and the president informed of the state of account.
- vii. To prepare an annual statement of account which shall after audit be included in his annual report.

(b). Financial power of the office bearers:

The president may sanction expenditure up to Rs. 5000.00 in any one month and secretary Rs.3000.00 in the same period. The office bearers in a meeting may authorize expenditure up to

Rs.10000.00 for any expenditure above Rs.10000.00 Executive Board's sanction shall have to be obtained.

(c). Executive Board

- i. Shall manage all affairs of the association.
- ii. Shall decide the policy matter of the Association.
- iii. Shall meet as often as necessary, at the discretion of the president, secretary or on a written demand by one-third of its member.
- iv. Shall appoint the auditors as and when required.
- v. Shall approve the annual budget prepared by the Treasurer/ Bulletin Management Committee.
- vi. 1/3rd members shall form a quorum.
- vii. To write off whole or part of the Association's liabilities.
- viii. There shall be no quorum required for an emergent meeting or adjourned meeting provided the agenda is not changed.

(d) General Body

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

- i. Alteration of rules, bye-laws or amendments of the Constitution.
- ii. Appointment of office bearers after every year.
- iii. Meeting shall be open to all members.
- iv. General Body Meeting shall be held at least once every year and preferably once every six months.
- v. Extraordinary meeting, may be called at any time by the Executive Board or on requisition by 40% of the total number of members of the Association.
- vi. General Body meeting may be accompanied by scientific meeting and exhibitions, etc. These meetings shall be held in federal & provincial headquarters of Pakistan.
- vii. 50 members shall be form the quorum of the General Body meeting.

ARTICLE 20. Amendment of the constitution

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

ARTICLE 21. Resignation of Office Bearers

Any office bearer may resign his office by giving a notice in writing to the President or the Secretary General, such notice will be put before the Executive Board and the resignation will take place from the date of its acceptance by the Executive Board.

If an office bearer ceased to be an ordinary member, he will be deemed to have vacated his office.

ARTICLE 22. Removal of office bearers from Office

A vote of no confidence may be moved by any member in a General Body meeting against any of the office bearers or members of the Executive Board. Such a motion to be carried must obtain at least 3/4th majority of the members present and voting in the General Body meeting.

**THE CONSTITUTION
&
BYE-LAWS
OF
PAKISTAN ORTHOPEDIC ASSOCIATION**

Introduction

These bye-laws have been formulated to help, facilitate the interpretation of the Constitution of Pakistan Orthopaedic Association. They are to be read in conjunction with the concerned article of the Constitution and occupy a subsidiary status articles.

(1) Organization

The secretary shall maintain a register to call as the register of the Association. Name of the members will be entered in that register.

(2) Membership

- i. Every candidate for membership of the Association shall fill up a membership application form in the manner prescribed by the Association and forward it to the secretary along with the required subscription.
- ii. The secretary will in normal course accept the application in accordance with the article 7 of the constitution which should mean the membership has been granted.
- iii. The Secretary General will inform the Executive Board in immediate meeting about the award of membership.
- iv. Any application not accepted by the secretary will be put up to the president who may accept it or refer it to the Executive Board with his remarks.
- v. The Executive Board would be deciding the grant of membership referred to it by a simple majority of vote.
- vi. Application where membership is denied by the Executive Board, the application along with the remarks of the Executive Board will then be referred to General Body for final decision and disposal.

3. Eligibility of Members

Pakistan national possessing national/ foreign qualification is eligible to become members on their qualification registered by the Pakistan Medical & Dental Council or being approved by the General Body of Pakistan Orthopaedic Association.

4. Honorary Membership

- i. Person other than orthopaedic surgeons may be elected as honorary members.
- ii. Honorary Membership shall be conferred on person proposed by any member of the Executive Board by simple majority of the Executive Board.

5. Subscription

- i. The subscription shall be collected annually from ordinary members according to the manner prescribed by the Executive Board of the Association from time to time.
- ii. Any member who fails to remit his subscription by November 30 will cease to be member for that year. Such membership will however be renewable by clearance of the arrears of the outstanding dues.
- iii. In case any member's subscription is not received till November 30 at least two notices will be issued to him at monthly intervals before his membership is terminated.
- iv. Regular receipts will be issued by the Treasure on receipt of subscription directly or through the banks which should serve as membership cards.
- v. If a member leave the country during a year which he has paid the subscription a certificate to the effect of his membership will be issued to him on request.

6. Privileges of the Members

In addition to the privileges conferred by the constitution any member has the right to examine the account of the Association after a due notice of three days to the Treasurer.

7. Termination of Membership

- i. The complaint received against a member regarding his misconduct or other activities which are prejudicial to the interest of the Organization, shall be placed before the Executive Board.
- ii. The Executive Board if satisfied, may consign the complaint to record otherwise will send a copy of the same to the member concerned for his explanation.
- iii. The member concerned shall be required to submit his explanation within 15 days from the date of receipt of the complaint.
- iv. On receipt of the explanation the same shall be placed before the Executive Board. In case the Executive Board is satisfied with the explanation, the same shall be accepted and proceeding dropped.
- v. In case the explanation found to be unsatisfactory by the majority of the members of Executive Board or the member fails to submit his explanation, the Executive Board shall place the complaint before the General Body of the Association.
- vi. Any member whose membership has expired may be considered for re-admission on fresh explanation and payment of out standing dues against him.
- vii. Decision regarding the removal of a member from the membership under the article 12 (iii) shall rest with the general body only and such a decision to be effective must carry 3/4th majority of the members present and voting must be confirmed by the General Body. The Executive Board however while recommending such action to the general body shall have the power to suspend the membership until the final decision from the General Body.

8. Procedure for filling in the vacancy amongst the member of the Executive Board and office bearers.

- i. If a vacancy is caused amongst the members of the Executive Board the president in consultation with the secretary General shall propose the name of the member to fill the vacancies in a meeting of the Executive Board. A simple majority of the members present and voting shall decide the issue.
- ii. In case of vacancy occurring amongst the office bearers except the president, proposal shall be invited from the members of the Executive Board in a meeting and be decided upon by a simple majority of the members present and voting.

9. Power and Function of the Executive Board

- i. Shall be the Governing Body of the Association and as such shall have the power to carry into effect the program of the Association as laid down by the General Body.
- ii. Shall have the power to make the regulations and issue instructions for proper working of the Association office, library, bulletin and properties.
- iii. Shall nominate sub-committee, ad-hoc committee as and when necessary and to dissolve them if they are not found serving their purpose or are not required any more.
- iv. Shall lay down the terms of reference or aims and objectives of Committees, sub Committees and ad-hoc Committees. These Committees, sub Committees would be bound by these terms, and to receive their reports and consider the same.
- v. May represent any matter in which they consider the interests of the Association or the medical profession are effected before the Government or the public bodies or any other properly constituted authority.
- vi. Shall consider the application for membership. (When referred to them by the president), resignation of members, suspension of membership and take such disciplinary acts as it may deem fit against any member for misconduct, wilful neglect or default.
- vii. Shall remove and offer salaries to officers and servants of the Association. They may how ever authorize the president /Secretary to carry out there functions.
- viii. Shall have power to write of a whole or part of the liabilities of the Association.
- ix. Shall fix the rate of travelling allowance to be paid to the office bearers of the Association and the member of the Executive Board, sub-Committee, adhoc committee etc.
- x. Shall consider all matters and make necessary recommendation as far as possible before they are placed before the General Body.
- xi. May nominate an election commissioner at an appropriate time before the election to assist the president and the secretary to conduct the election at General body meeting.
- xii. Shall sanction the budget and expenditure of the Association.
- xiii. To sanction the periodical publication of any, along with their budget.

- xiv. May nominate an Editorial Board to assist the editor and for a management committee to manage the affairs of the Bulletin.
- xv. Shall appoint the auditor.
- xvi. The Executive Board shall fill in the vacancy caused amongst the members of the Executive Board.
- xvii. Shall exercise all other powers on behalf of the Association not specifically assigned to it under these bye-laws.

10. Election of Editor JPOA and POA Committees

The Executive Board in its first joint meeting (incoming & outgoing) shall:

- i. Elect the editor JPOA by election from the eligible contesting candidates.
- ii. Formulate the following committees:
 - a. Ethical Committee
 - b. Constitution & By Laws Committee
 - c. Research & Education Committee
 - d. Standardization of implants Committee.
 - e. Disasters & Calamities Committee
- iii. Appointment of Auditors.

11. The Journal and other Periodicals Published by the Association

- a) There shall be a journal of the Association.
- i) The Journal of the Association shall be under the charge of their respective.
- b) Other Periodicals.
The other Periodicals of the Association shall be under the charge of their respective Editors.
- c) The function of the Editors:
 - i. The Editors will have over-all responsibility of the publications as Pakistan Orthopaedic Association Journal and Periodical.
 - ii. It will be their responsibility to see that nothing be published against the aims, objects and interest of the Association.
 - iii. The staff will be responsible to them.
 - iv. They shall be responsible along with the Magazine Secretaries for the management of the business of the Journal and Periodicals among the Members, etc.
 - v. They shall prepare budget estimates and submit it through the Secretary General for consideration and sanction at the first meeting of the Executive Board every year.
 - vi. They shall prepare a quarterly statement of accounts of the Journal and Periodical to be placed before the Executive Board through Secretary General.
 - vii. They shall prepare a yearly statement of accounts and get it audited by the Auditors appointed by the Association and submit it through the Secretary General before the last meeting of the Executive Board every year.
 - viii. They shall have powers to spend money for various purposes connected with the Journal and Periodicals up to the amount sanctioned in the budget estimates for the year by the Executive Board.

12. THE JOURNAL OF PAKISTAN ORTHOPAEDIC ASSOCIATION

I. Editorial Board of JPOA.

- a. There will be an Editorial Board for the Journal of the Association.
- b. The Editorial Board will be responsible for the selection and procurement of articles and matter to be published in the Journal and Periodicals and maintain proper standard in publications.
- c. The Editorial Board shall have power to select referees/ peer review committee.
- d. The Editorial Board will develop the policy of journal in light of PMDC guidelines, generate funds and maintain financial discipline.
- e. The term of the Editor and Secretary will not coincide to allow of continuity in managing the affairs of the journal.
- f. The term of associate editors will be staggers so that no more than three associate editors are retired in any calendar year.
- g. The Editorial Board will hold at least two meeting in a calendar year to review its functioning. The members of the Editorial Board will get financial assistance for travelling etc, if the budget of the JPOA permits the expense.
- h. The Editorial Board will generate a report on the current status of circulation, citation, index, scientific, standard of the published papers and the impact factor of the journal.

II. Composition of the Editorial Board

- a. The Editor
- b. Co- Editors
- c. The Managing Secretary of the Journal
- d. The Secretary General, President (or his nominee who shall be a Member of Executive Board)
- e. Other members

III. Rules for JPOA

- a. There will be one post of editor.
- b. There will be four elected posts of Co-editor.
- c. There will be four nominated posts of co-editor.
- d. There will be one post of secretary.

IV. Election of Editor

- a. The term of the tenure will start form 1st January.
- b. It will be for a period of three years.

- c. POA General Secretary will ask the applications for this post along with CVs at the time of nominations along with the **POA** Executive Board elections.
- d. POA Executive Board will nominate a three member board to scrutinize these applications and give the recommendation.
- e. The applicant who had remained the member of editorial board of JPOA for at least one year and minimum five publications in recent last 3 years in national or international standard journals will be eligible to apply for this post. The election will be held in the first Joint Executive Board Meeting of POA, which will be electorate for the editor of JPOA.
- f. If no applicant fit in to above criteria, the tenure of editor may be extended for next one year.
- g. In the first meeting of the Executive Board, the name will be finalized and approved.
- h. He will be an Ex-officio member of the Executive Board of POA.

V. Election for the posts of co-editors

- a. The term of the tenure will start from 1st January.
- b. Each year there will be election of one co-editor from each province.
- c. The nominations will be asked along with annual POA Executive Board elections.
- d. The tenure will be 2 years.

VI. Nomination for the posts of co-editor

- a. The term of the tenure will start from 1st January.
- b. The nominations will be asked in General Body.
- c. The nominations will not be having any provincial bindings.
- d. The nominations will be handed over to editor.
- e. The editor will select four candidates, at least two on the basis of highest number of published papers.
- f. The tenure will be 2 years.

VII. Funds of the Journal and Periodicals.

All funds of the Journal and Periodicals shall be operated jointly by the Treasures and the Managing Secretary of the respective publications.

13. Managing Secretary of the Journals and other Publications

- a Shall be in-charge of the management of the fund and its distribution.
- b Shall be responsible for the procurement of advertisement.
- c Shall be responsible for the collection of all funds regarding the Journal and Periodicals with the active cooperation of the Treasurer of the Association.
- d Shall dispose off the bills for payment as sanctioned by the Editors of the Journal and Periodicals.
- e Shall get the counterfoils of the cheques paid for initialled by the Treasurer of the Association.
- f Shall have the right to point out any error or discrepancy in the order of payment by the Editor and refer back the order to him. For disagreement persisting between the Editor and Managing Secretary, the matter shall be referred to the President for final decision.

14. Executive Board

The President or the Secretary General may convene an ordinary meeting of the Executive Board at such time and place as may be necessary for transacting the business of the Association. The Secretary General shall summon a special meeting of the Executive Board on a requisition in writing signed by not less than 5 members of the Executive Board. Notice of the meeting shall be given by the Secretary General in writing to all the members at least 15 days in advance.

Five members of the Executive Board shall form a quorum for a meeting of the Executive Board. If a quorum is not present within $\frac{1}{2}$ an hour after the appointed time, the meeting if requisitioned by the members shall be dissolved, and ordinary meeting, shall be adjourned to a later time at the same place and date or the next day and no quorum will be required for such adjourned meeting. If the President or Executive Board so direct, any business or all of business of the Executive board may be passed by majority of the members of Executive Board.

15. Annual Business Meeting of Executive Board

Annual Business Meeting shall be held every year on a date and place of national orthopaedic conference. This will be decided by the executive board. The notice of such a meeting shall be given by the Secretary General in writing to every member of the association at least one month in advance.

16. Business at the Conference

Business at the Pakistan Orthopaedic Conference will be as follows:

a Inaugural session:

The session will be convened by the General Secretary of POA.

- i. Address of the Chairman of the organization committee.
- ii. Installation of the incoming President by the Retiring President.
- iii. Address of the President of POA.
- iv. Report of the Secretary General.
- v. Inaugural address by the Chief Guest (if any).
- vi. Presentation of souvenirs/shields to the outgoing cabinet and chief guest (If any).
- vii. Vote of thanks by the conference secretary.

b Scientific sessions and exhibition which shall be open to all the members and visitors.

c Open session for consideration of resolutions:

Except for special or urgent reasons at the discretion of the president, no resolution will be discussed and passed which has not been previously received at the central office at least six weeks before the date of the conference and circulated to the members and approved by the executive board prior to discussion at the open session.

d Election of Office Bearers.

The election may be scheduled by the Election Commission according to the convenience of the proceedings during the annual conference approved by the Executive Board and circulated by the General Secretary/ Election Commission to the members at the time of election schedule.

17. ETHICAL COMPLAINTS AGAINST POA MEMBERS

If any ethical problem is referred to the executive body, the president shall refer it to the chairman of ethical committee. Chairman should ask the members of respective zone to enquire the facts and give their recommendation. Chairman will forward his conclusion and recommendations to the general secretary of POA for final decision by the executive board. The Executive Board will decide for any further action to be taken in accordance with the bye laws (7) and article 12 (iii) of the constitution. The decision will be declared in the next General Body meeting.

18. APPOINTMENT OF COMMITTEES

Various committees be constituted in the first executive board meeting in accordance with governing rules of the organization to look after various concerns of POA in a more comprehensive and coordinated manner. They will hold their meeting at least twice a year.

- a. Ethical Committee
- b. Constitution and Bye-laws Committee
- c. Research and Education Committee
- d. Standardization of Implants committee
- e. Disaster & Calamities committee
- f. Election Commission

A. ETHICAL COMMITTEE

Ethical committee is to look after the ethical concerns of POA members in accordance with PMDC guidelines. The ethical committee will comprise of immediate past president as chairman and vice president, joint secretary and member executive board of the respective province as members.

B. CONSTITUTION AND BYE-LAWS COMMITTEE

The committee shall work to keep the bye-laws and SOP's updated. On receipt of any constitutional or bye-laws concern, the committee will hold its meeting to develop a working paper in accordance with article 20 of the constitution for executive board. After the approval of executive board the draft will be presented in the general body meeting. After approval of the general body the new laws & byelaws will be published.

C. RESEARCH AND EDUCATION COMMITTEE

The tenure of the committee will be two years and shall work:

- i. To update the curriculum of MBBS, Diplomas, FCPS/MS Orthopaedic and Ph. D in Orthopaedics.
- ii. To award the POA Scholarships through proper information / advertisement under the guide lines of Executive Board.
- iii. Develop the curriculum and organize courses for nursing and paramedical staff, orthopaedic technologists and other allied health care workers.
- iv. Promote professional skills workshops, seminars, conferences and course.
- v. Develop consensus on important issues/ topics faced in clinical practice and prepare guideline protocols to be recommended from the platform of POA.
- vi. Promote quality assurance through monitoring, peer review and accreditation.

D. STANDARDIZATION OF IMPLANTS COMMITTEE

Committee will evaluate and monitor the status of currently available local made orthopaedic implant. The committee will assist the POA to regulate the standards of implants in Pakistan, and discourage the poor quality implants.

E. DISASTERS & CALAMITIES COMMITTEE

Committee will prepare and update the resources to meet the disasters or natural calamities within the country or abroad with the collaboration of sister organisations with the same objectives.

F. ELECTION COMMISSION

For the organization of election of office bearers of POA and executive body, election commission will be constituted consisting of immediate past president as chairman, vice presidents and the treasurer as members and general secretary as secretary to the commission. Tenure of commission will be one year.

The commission will work to:

- i. Issue the election schedule under the directions of POA executive board and implement in impartial and transparent manners.
- ii. Receive nomination papers of the candidates.
- iii. Scrutinize the paper, get clearance from the treasurer regarding the status of membership.
- iv. Prepare a final list of candidates.
- v. Circulate the list of candidates among members before election, according to the following format.

Sr. #	Post Contested	Name	Membership No.	Proposer	Secondrer

- vi. Develop the ballot paper and final voter list to the treasurer, who will verify each voter before issuing the ballot paper during election.
- vii. Conduct secrete balloting.
- viii. Election commission will hold the counting of votes and declare the result through announcement and written notification.

19. HOLDING OF ORTHOCON

- i. National orthopaedic conference will be organized by Pakistan Orthopaedic Association every year.
- ii. Holding of orthocon is the responsibility of executive board of POA.
- iii. The potential sites would be selected by the executive board on application from the prospective organizers who would have to supply details as to the facilities available for holding of such conference in their city/ institution.
- iv. Venue of the conference will be declared by the Executive Board during the business meeting and be presented to the general body meeting.
- v. The POA executive board would approve a reasonable sum as seed money to the organizers for the holding of conference, which should be returned to POA account before the conference.
- vi. The organizers would be required to open an account in the name of the orthocon.
- vii. The organizers shall collect all donations/ fees/ funds etc in the name of POA and all cheques shall be payable in the name of Pakistan Orthopedic Association. These cheques shall be sent to the treasurer POA who will deposit the same in the POA account.
- viii. The organizer of Orthocon would propose registration fee structure which has to be approved by the Executive Board.
- ix. The organizers shall furnish provisional statement of their income and expenses to the treasurer POA on the first day of conference and should be presented in the general body.
- x. The final audited account report shall be submitted within three months, after the conference and be approved by the executive board.
- xi. The savings shall be determined as amount left over from the total collection for the Orthocon under various heads of rental/ donations/ fees etc after subtracting the expenses incurred for the same.
- xii. The organizer shall transfer the whole of the savings to the account of POA with the treasurer POA, along with the account certificate after transfer of conference funds audited by the POA official auditors.
- xiii. The savings shall be distributed on a 50-50 bases between the POA and the organizers. The organizers shall have to submit projects of academic/clinical importance for their

department/Institution or the region on which they intend to spend their share of the savings. The executive board will process the proposals and if approved, the sum would be released to the organizer.

- xiv. The organizers failed to present the audited account and / or the seed money and / or deposit the savings to the POA, shall be brought to the knowledge of general body meeting.
- xv. The disciplinary action shall be taken by the general body proposed by executive board, in case of refusal by the organisers to abide by the rules & regulations laid down by the POA.
- xvi. To prevent deviations from the laid down SOP regarding financial discipline following protocol should be observed by the organizer of Orthocon:

PROTOCOL FOR THE ORGANIZERS OF ORTHOCON

- i. Should instruct the participants, Pharmaceutical Companies, Surgical Companies and any other sponsors to issue the cheques in favor of POA and not the organizers with clear instructions.
- ii. Shall present the provisional statement of income and expenses to the treasurer POA on first day of the conference.
- iii. Shall return the seed money to POA accounts before the Conference.
- iv. Shall submit the detailed audited account report within three months after the conference.
- v. Shall deposit the saving to POA with in one month from the holding date of POA Conference.

20. ELECTIONS FOR THE POSTS OF OFFICE BEARERS AND EXECUTIVE BOARD OF POA

- i. Elections will be conducted by an election committee chaired by the election commissioner and consisting of members or their replacement, one from each province.
- ii. The general secretary of POA shall invite the nominations on completion of tenure or as per election schedule approved by executive board of POA.
- iii. Elections will be held through a secret ballot.
- iv. There is no limit to a number of nominations against any position.
- v. The individual being nominated must be current in membership dues at the time of nomination. The candidate must be proposed and seconded by a good standing full member of POA.
- vi. The nomination must be made on the prescribed form of POA.
- vii. The candidate applying for the post of president elect shall be only eligible after ten years of good standing member of the association and he/she has served as executive board member/ office bearer of POA in the past, for general secretary seven years good standing member of POA and he/she has served as executive board member/ office bearer of POA in the past, for vice president and treasurer five years of good standing member of POA.
- viii. The nomination papers must be received by the Election Commissioner and Secretary General 15 days prior to the business meeting.
- ix. In case of a single nomination for a post, the candidate fulfilling the criteria will be declared elected unopposed on the election day and date at the beginning of the election procedure.
- x. A list of all candidates will be provided to all members at the time of registration for the Orthocon.
- xi. No nominations will be permitted from the floor during the business meeting.
- xii. A single super ballot paper will be used to elect all the contesting candidates on national posts and an other ballot paper for the post of provincial seats which will be distributed to eligible voters at the time of elections.

xiii. The members can vote for all positions being contested except for the Vice President, Joint Secretary and Executive Member would be voted in by their respective province.

NOMINATION FORM FOR CANDIDATES

CANDIDATE FOR THE POST OF: _____

NAME OF THE CANDIDATE: _____

POA Membership Number: _____

NAME OF THE PROPOSER: _____

POA Membership Number of the Proposer: _____

Address & Telephone No.: _____

Signature of the Proposer: _____

Date: _____

NAME OF THE SECONDER: _____

POA Membership Number of the Seconder: _____

Signature of the Seconder: _____

Address & Telephone No.: _____

Date: _____

I hereby accept my candidature for the above post.

SIGNATURE & NAME OF THE CANDIDATE: _____

Address & Telephone No.: _____

Date: _____

(Please attaché a one page summary of CV (Curriculum vitae)
for circulation amongst POA members).

For information and instruction, please see overleaf:

INSTRUCTIONS

- i. The candidate as well as the proposer and the seconder must be current and full members of the Pakistan Orthopaedic Association. In case of any objections the above would be required to produce a certificate issued by the Treasurer of POA or verification by Treasurer as to the current status of membership. This determination of eligibility will be considered final.
- ii. Please ensure the Secretary General and Election commissioner receives the completed nomination papers.
- iii. Nomination papers must be filled in duplicate – one copy to Secretary General and Second to Election Commissioner.
- iv. Last date of filling nomination papers _____
(2 weeks before the holding of Orthocon). Date Month Year
Nomination papers are to be sent either by courier services, UMS or registered mail.
- v. List of candidates will be available for members at the registration desk on the first day of Orthocon.
- vi. Candidates will be informed, if eligible, 7 days before the election.
- vii. Papers received after the last date for filling the nomination papers will not be considered.

Postal Address for filling papers:

- i. Election Commissioner

- ii. Secretary General

PAKISTAN ORTHOPAEDIC ASSOCIATION

Application for Membership. Data for updating POA Directory
Standard Personal Information

Name: _____
First _____
Middle _____
Last _____

Mailing Address: _____

Clinic/Hospital Address: _____

Contact (Res): _____

Clinic: _____

Mobile: _____

Fax: _____

E-mail Address: _____

Qualification: (Please attached copies of certificates)

Degree: _____ (Institute/Year) _____

Degree: _____ (Institute/Year) _____

Degree: _____ (Institute/Year) _____

Degree: _____ (Institute/Year) _____

PMDC Reg. #: _____

Signature of Applicant _____ Date _____

Proposed by:
Name & POA Membership No.

Seconded by
Name & POA
Membership No.

For Official Use
Approved / Not Approved

Membership Number _____

Registration Fee _____

Annual Fee _____