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Constitution

The Ophthalmological Society of Pakistan

PART - I

MEMORANDUM

1. NAME

The name of the society shall be 'OPHTHALMOLOGICAL SOCIETY OF PAKISTAN'. Any city in Pakistan with more than twenty Ophthalmologists as members will have a right to form its own branch. All branches will be affiliated to the central body. *FLAT NO. 4 LAWRENCE ROAD LAHORE.*

INSIGNIA

The following words (Anjuman Mahireen Imraz-e-Chasham) shall be inscribed within the insignia of Ophthalmological Society of Pakistan. The branches shall inscribe their respective name under it.

2. OFFICE

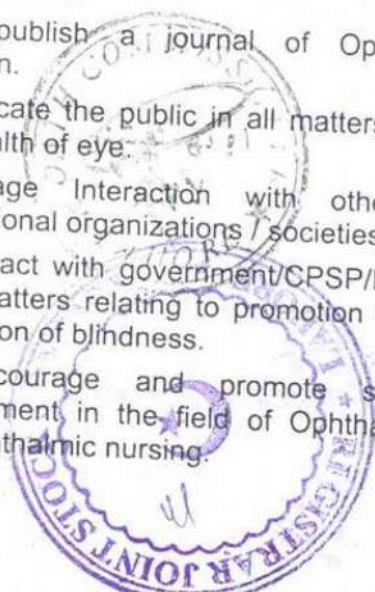
Office of the OSP centre shall be at OSP House Lahore till OSP has its own permanent office established at Islamabad. The working headquarters of the Society will be set up at the place where the President is based. The Secretary of the branch to which the President belongs will be the General Secretary of the Society for the period of the office of the President.

3. AIMS AND OBJECTS

- (a) To promote and cultivate Ophthalmology in the medical profession in general and ophthalmologist in particular.

Constitution February 2006

- (b) To improve the knowledge of Ophthalmology amongst its members.
- (c) To affiliate other Societies with similar objects in Pakistan.
- (d) To collaborate with other societies with similar objects outside Pakistan.
- (e) To encourage members to undertake research in Ophthalmology.
- (f) To organize national and international congresses.
- (g) The society shall run on non-commercial and non-political basis.
- (h) Shall publish a journal of Ophthalmology from Pakistan.
- (i) To educate the public in all matters relating to vision and health of eye.
- (j) Encourage Interaction with other National and International organizations / societies.
- (k) To interact with government/CPSP/PMDC/Universities in all matters relating to promotion of eye health and prevention of blindness.
- (l) To encourage and promote skilled manpower development in the field of Ophthalmic paramedical and Ophthalmic nursing.



PART - II

A

1. METHODS

To do all that is practical objects enumerated in the

2. MEMBERSHIP

(a) Ordinary Memb

Doctors who are members of the postgraduate qualification with P.M.C enrollment of merit to vote only after Committee of the

(b) Associate Meml

This is open to Physicians, Neuro other specialist inte

(c) Life Members

Those ordinary members and who subscription.

(d) Honorary Memb

On the recommendation of the Branch, the Council electing as Honorary distinction in Ophthalmology or a person, who promotes Ophthalmology

PART - II

ARTICLES

1. METHODS

To do all that is practicable in order to achieve the aim and objects enumerated in the memorandum.

2. MEMBERSHIP

(a) Ordinary Member

Doctors who are practicing Ophthalmology and already members of the society. All new members must have postgraduate qualification in Ophthalmology Registerable with P.M.D.C. There should be no restriction in enrollment of members. All members will have a right to vote only after they are approved by the Executive Committee of the branch.

(b) Associate Members

This is open to doctors who are practicing Neuro-Physicians, Neuro-Surgeons, E.N.T. Specialist or any other specialist interested in Ophthalmology.

(c) Life Members

Those ordinary members who wish to become life members and who pay a lumpsum in lieu of the yearly subscription.

(d) Honorary Members

On the recommendation of the Executive Committee of the Branch, the Central Council shall have the power of electing as Honorary Members, men and women of distinction in Ophthalmology or in the kindred sciences or a person, who has rendered outstanding service to promote Ophthalmology within and outside Pakistan.

Ophthalmologist from Pakistan living abroad can become Life Members of any branch of their choice in Pakistan, but can not vote by proxy nor they can be elected to any office or Executive Committee membership.

- (a) The treasurer of a branch shall maintain a register of members, which shall bear the names, qualifications and addresses of the members with the provision of a column for change of addresses and qualifications, and telephone number, if any.
- (b) The register shall be open to all members for inspection during office hours by previous arrangement.
- (c) The treasurer shall maintain a separate list for transfer of members.
- (d) The central office will keep a central register of all members belonging to any branches.

(a) Every applicant for membership shall apply on the prescribed form to the secretary of a branch, duly proposed and seconded by two ordinary/life members who have personal knowledge of the applicant. The application shall then be submitted to the executive committee of the branch concerned for approval and selection.

(b) The applicant shall become a member only on payment of the subscription together with admission fee of Rs. 50/- only.

The subscription of the members shall be as follows:

- | | |
|------------------|---------------------|
| (a) Life Members | Rs. 2500 in lumpsum |
|------------------|---------------------|

- | | |
|-----------------------|----------------|
| (b) Ordinary members | Rs. 100 yearly |
| (c) Associate members | Rs. 100 yearly |

6. PRIVILEGES OF MEMBERSHIP

Every member shall enjoy following privileges:

- (a) To receive copies of the journal of the society at a fixed rate and other publications of the society free or on such rates as the society may fix from time to time.
- (b) The use of library and the society rooms.
- (c) To attend and take part in discussion at all meetings, lectures and demonstrations to be organized by the society.
- (d) To attend conferences organized by the society on such terms as here-in-after laid down by the society
- (e) To vote on all resolutions put forward at any of the meetings of the society.
- (f) To vote by secret ballot at the election of office bearers.
- (g) He will be issued an identity card by the branch.
- (h) To other privileges that may here-in-after be conferred by the society.

7. OBLIGATIONS OF MEMBERSHIP

Every member shall

- (a) Uphold medical ethics in the practice of Ophthalmology.
- (b) Do all in his/her power to promote the cause of Ophthalmology and take active interest in the activities of the society.
- (c) Reply to all queries and questionnaires from the society as quickly as possible or within the time limit specified.
- (d) Inform the secretary of the branch any change in his/her address.
- (e) Inform the secretary of the branch any addition to his/

her qualification or other attainment in the field of medicine and allied subjects.

- (f) Pay subscription and other dues regularly.

8. TERMINATION OF MEMBERSHIP

Membership maybe terminated:

- (a) **By Resignation:** A member may at any time resign his / her membership in writing to the secretary of the branch. The resigning member shall pay up all dues against him / her and the secretary of the branch concerned, shall put up a statement of outstanding dues against the members or clearance certificate if all dues are paid up, along with his/her resignation to the executive committee of the branch for information and necessary action.

- (b) **By Removal** of name on *account of non-payment* of subscription after due notice as follows:

If subscription is not paid for two consecutive years than treasurer shall notify the member by registered post acknowledgement due and if after one month of this notice the subscription remains unpaid the executive committee may terminate his membership and should intimate to the center.

- (c) **By Removal** of the name on the ground of *undesirable conduct*. The executive committee shall give at least one month's notice to the member concerned to defend himself / herself. After receiving the reply, if the executive committee is not satisfied it may recommend to the general body meeting of the branch to terminate his/her membership by 2/3 of the bonafide members present in the meeting and intimate this to the center.

9. RE-ADMISSION

- (a) A member, who has ceased to be a member under rules (a) and (b) above can be readmitted by the executive committee of the branch on fresh application

being made by him/her and on payment of any outstanding dues against him/her on the date when he/she ceased to be a member plus a readmission fee of Rs.100/- only.

- (b) A member who has ceased to be a member under rule (c) above may be readmitted after two years by the general body meeting of the branch on recommendation by the executive committee.

10. MANAGEMENT (CENTER)

Central Council

- (a) Central Council shall be made up of the following:

- (i) President Center.
- (ii) President-Elect Center.
- (iii) General Secretary: The secretary of the branch from where president has been elected shall act as the general secretary of the society for the period of the office of the president.
- (iv) Executive Vice President.
- (v) Secretary of all branches.
- (vi) President of all branches.
- (vii) The immediate past president (center) shall remain Ex-office member of the council.
- (viii) One additional member nominated by executive committee of each branch.
- (ix) Chief Editor of the Pakistan Journal of Ophthalmology or his nominee.
- (x) The President in joint consultation with President-elect can co-opt any person at a time in the Central Council meeting to discuss the matter of importance.

- (b) (i) Only the President-elect shall be elected every two years at the annual general body meeting of the society held on the second day of annual congress.

- (ii) 20% of the registration fees at any conference under auspicious of O.S.P. be given to the President center for expenses. The President shall give the account in next general body meeting.
- (c) Central Council shall meet as often as necessary but at least once a year and if it is convened during the annual congress, it should be on the first day of the congress.
- (d) The central council in its annual meeting shall consider and approve the following reports:
 - (i) The Central Council shall determine the policy and program of the society.
 - (ii) It shall decide the place and the date of the annual congress.
 - (iii) It shall hear complains from members or office bearers of any branch and shall investigate irregularities in a branch. The decision of the Central Council shall be final and binding.
 - (iv) The central council shall have the power after approval of the general body, to suspend or withdraw recognition of a branch.
 - (v) It shall have the power to appoint sub-committee of the members for specific purposes. It can co-opt for this purpose any member of the society.
 - (vi) It may review the place of publication of journal.
 - (vii) It shall appoint the Chief Editor of the journal and the tenure of the editors may be reviewed every two years.
 - (viii) It shall confirm the editorial board of the journal recommended by Chief Editor.
- (e) May confer the honorary life membership to those distinguished persons from within or outside the country who have helped the cause of Ophthalmology in Pakistan.

11. BRANCHES

Any city with more than twenty members can form a branch. Islamabad branch will be called Federal branch and it will represent all the Federally administered areas and will be considered at par with other provincial branches.

Executive Committee:

- (a) It shall consist of following office bearers:
- (i) President.
 - (ii) President-elect.
 - (iii) Secretary.
 - (iv) Joint Secretary.
 - (v) Treasurer.
 - (vi) Immediate past president shall remain ex-officio member of the executive committee.
 - (vii) 4 to 8 members according to the strength of membership.

All branches will hold their elections before the annual general body meeting and inform the center accordingly. The President-Elect of a branch where no such meeting has been called will automatically assume office of the president and call the meeting for election for the ensuing year which may be duly sent to the center in writing.

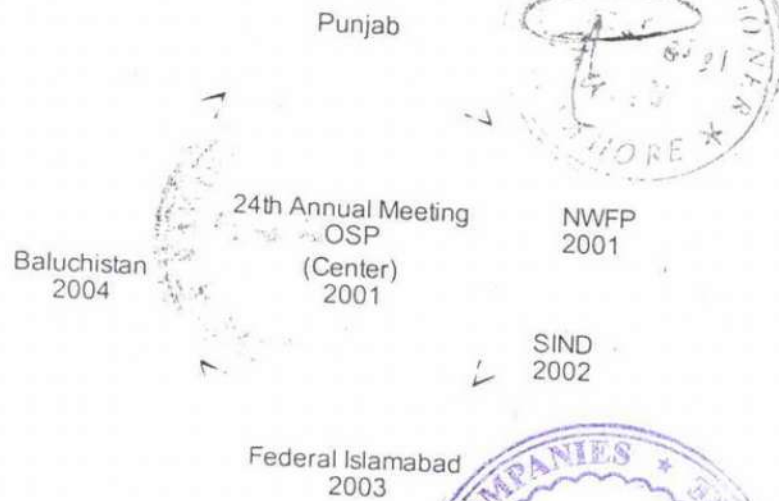
- (b) The term of President shall be for two years. The member will be elected as president only twice during his/her life time.
- (c) The executive committee in its first meeting held in January, shall consider and pass the budget for the ensuing year, which will be presented by the treasurer.
- (d) The executive committee shall meet as often as necessary. The meeting shall be convened by the Secretary in consultation with President.
- (e) The executive committee in its annual meeting held in

December shall consider and approve the following reports:

- (i) Annual report of the society prepared by the secretary.
- (ii) Audit account and balance sheet prepared by the treasurer.
- (f) *Duties and powers of the executive committee.*
 - (i) The executive committee of a branch shall exercise all the executive functions of the society.
 - (ii) It shall have full authority to administer and control the finance of the branch.
 - (iii) It shall accept, terminate or restore membership of any person in accordance with the procedure laid down.
 - (iv) It shall appoint auditors.
 - (v) It shall look after the academic activities. The executive committee may appoint a member to be responsible for the academic activities of the branch.
 - (vi) It shall consider the appointment and dismissal of the staff of the society, as recommendation by secretary.
 - (vii) It shall have the power to appoint sub-committee of its members for specific purposes. It can co-opt any member or members of the society for this purpose.
- (g) *Vacancies.* A vacancy occurring in any of the offices of the executive committee before the next election, shall be filled as follows:
 - (i) A vacant post of the president or secretary shall be filled by election at a general body meeting (annual or extra-ordinary) of the branch.
 - (ii) Any other vacant post shall be filled by the executive committee.
- (h) Non-attendance for six consecutive meetings of the executive committee, without any reasonable cause, shall disqualify a member from the membership of the executive committee.

12. ANNUAL CONGRESS

The annual congress shall be held once a year. The place and the date of the congress shall be decided by the central council. The annual meeting will be held in rotation in all four provinces & Federal branch in the following order.



13. ANNUAL GENERAL BODY MEETING Center

The annual general body meeting of the society shall be held on the second day of the annual congress and no notice for this is necessary. Time will be notified in the programme of the congress.

Branches

Annual general body meeting of the branch shall be held once in two years in December. The meeting will be convened by the secretary of the branch in consultation with the president. The secretary shall notify the members about the place, date and time of the meeting.

**Business of biennial general body meeting
(center and branch)**

- (a) Minutes of the last meeting presented by the general secretary (center/branch).
- (b) Report on the activities of the society prepared by the general secretary (center/branch).
- (c) Report of the Editor of Pakistan Journal of Ophthalmology or transaction, if any.
- (d) Audited accounts and balance sheet for the outgoing year by the treasurer of the branches and by the general secretary of the center.
- (e) Resolution, duly proposed and seconded, if given to the general secretary (center/branch) at least one month prior to the date of the meeting if any.
- (f) Proposal for the amendment of the constitution, given to the center at least three months prior to the date of meeting, if any.
- (g) Election of office bearers.
- (h) Address by the outgoing president.
- (i) Address by the incoming president.
- (j) To award the presidential shield to the outgoing President (center / branch).

Note: All branches will hold their elections before the biennial general body meeting and inform the center accordingly.

General Body Meeting of Branches:

- (a) *Annual general body meeting:* shall be called by the secretary in consultation with the president.
- (b) *Extra-ordinary general body meeting:* shall be called by the secretary in consultation with the president, to consider a special resolution or some matter of great importance.
- (c) *Emergency general body meeting:* shall be called by the secretary in consultation with the president, to consider some urgent matter.

- (d) *Requisition of general body meeting:* shall be called by the secretary in consultation with the president on a written requisition by ten members of the society, or 50% of the membership, whichever is less. The requisition should specify the object of such a meeting.

Note: Members desirous of moving a resolution at annual general body meeting, shall give notice of the same in writing to the secretary at least one month prior to the date of the meeting.

14. NOTICE OF THE MEETING

Central council shall meet as often as necessary but at least once a year.

Branches

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|----------------------|-----------|
| (i) Annual | One month |
| (ii) Requisition | Two weeks |
| (iii) Extra ordinary | 72 hours |
| (iv) Emergency | 48 hours |

Executive Committee Meeting:

- | | |
|----------------|----------|
| (i) Ordinary | One week |
| (ii) Emergency | 24 hours |

No notice is necessary if the adjourned meeting is held within one week after the adjournment.

15. ELECTION

Center

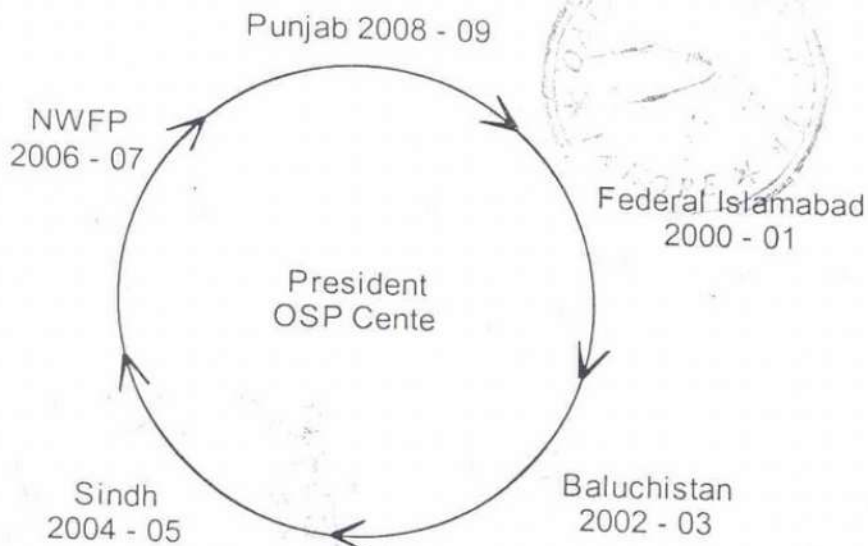
Only the President-Elect shall be elected every two years at the annual general body meeting of the society held on the second day of annual congress.

- (a) President-elect should rotate every two years by turn in each of the four provinces and federally administered areas branch i.e. Islamabad branch.

- (b) The term of President should be for two years.
- (c) The member will be elected as President only for two terms in his life time.
- (d) A candidate must be a member of good standing for at least ten years to be eligible for nomination as President-Elect.

Branches

All office bearers and members of the executive committee excluding the President shall be elected every two years at the annual general body meeting of the branches.



Election Procedure (Center & Branches)

- (a) Notice giving date, place and time of election and meeting of the general body shall be sent by the general secretary (center) / the secretary (branch) to all the members in good standing, by registered post, acknowledgement due, at least one month before the date of election.

- (b) Nomination papers of the candidates, bearing signature of proposer and seconder, who are bonafide members in good standing, shall be submitted to the general secretary (center) / the secretary (branch) two weeks before the election date.
- (c) A candidate can withdraw his/her nomination paper one week before election date.
- (d) President-Elect and general secretary (center/the secretary (branch) shall scrutinize nomination papers and conduct election.
- (e) All elections should be conducted by secret ballot.
- (f) One vote will be allowed for each member in favour of one post at the election.
- (g) Proxy votes will not be allowed in the election.
- (h) A member who has not paid his/her dues by end of October shall not be eligible to vote or contest the election.
- (i) A person must be a member for at least three years to be eligible to contest the election.

Election Procedure:

President Elect (Centre)

- (a) Different branches in the province should join and make a Provincial Election Council (PEC) where all the Presidents, Presidents elect, General Secretaries, Joint Secretaries and Treasurers of the branches should be made members of the PEC; where there are large number of members of a branch they should also have delegates, with ratio of one delegate for every 10 member.
- (b) The capital city branch of the province should be responsible for making this council.
- (c) The President elect of that city should act as Election Officer who should with the help of General Secretary make arrangements for the election of the President-Elect for the center for its provincial turn.
- (d) He should call for the nomination from different branches, scrutinize the nomination papers, accept/reject them and

arrange for the elections. The name of the elected candidates should be sent to the central council in due course of time for approval at the Biennial (election) Congress of the society.

- (e) This name after approval in central council should be put in the General Body for approval by simple majority.
- (f) If the General Body rejects the name, the matter should be sent back to PEC for reconsideration.
- (g) If the said PEC recommended the same name, no further voting should be held and the person should be considered duly elected for the office of President elect for the Center.
- (h) The process of election of Provincial candidate should be represented in the provinces and federally administered areas at their turn.
- (i) The city branches in Karachi, Quetta, Lahore, Peshawar and Islamabad will be responsible to make arrangement for this process.
- (j) This PEC should meet as and when required or may be at regular intervals. This will help further in better functioning of the society, all over the country.

16. DUTES OF OFFICE BEARERS

President (Center & Branch)

- (a) The president of the center shall be the Executive Editor of the Pakistan Journal of Ophthalmology.
- (b) The president shall preside and regulate all proceedings of the society.
- (c) He / she shall ensure that the constitution is duly carried out in all respects.
- (d) He / she shall interpret the application of the constitution and decide any doubtful point. He/she shall check any irregularity and enforce observance of the constitution.
- (e) He / she exercise the right of casting vote when the house is equally divided in any of the meetings of the Society.

- (f) He will be guest of the branch at annual congress and the host branch will be responsible for his / her business class travel and executive hotel stay.
- (g) In the absence of the president elect, the treasurer or some other member chosen by the members shall perform his / her duties.
- (h) President (center) will be the President at the Annual meeting.
- (i) President (branch) where the Biennial meeting will be held will be Chairman, Organizing Committee.
- (j) President in consultation with Central Executive Council will appoint Executive Vice President.

President-elect (Center & Branch)

- (a) He / she shall depute for the president in his/her absence.
- (b) He / she shall assist the president in the discharge of his/her duties.
- (c) He / she shall perform such duties as may be assigned to him / her by the president/central council / executive committee (branch).

General Secretary (Center & Branch)

- (a) He / she shall be the executive officer of the society and shall act in consultation with the president and shall be responsible to the general body and central council / executive committee (branch).
- (b) He / she shall, in consultation with the president, call meeting of central Council / executive committee (branch) and the general body. He shall arrange with the president the order of proceeding at the meetings.
- (c) He / she shall maintain a register of resolutions passed at general body meetings.
- (d) He / she shall prepare the annual report of the society and submit it to the central council (center/executive committee (branch) and to the general body meeting for approval.

- (e) He / she shall conduct all correspondence on behalf of the society.
- (f) He / she shall be the ex-officio member of all sub-committees.
- (g) The secretary of a branch shall:
 - (i) Notify the treasurer of resignations and deaths.
 - (ii) Notify the treasurer of changes in member's address and qualifications.
 - (iii) Forward to the treasure all bills, vouchers, etc. for scrutiny and payment

Joint Secretary (Branch)

- (a) He / she shall deputise for the secretary in his/her absence.
- (b) He / she shall assist the secretary in the discharge of his/her duties.
- (c) He / she shall perform all such duties as may be assigned to him/her by the secretary or the executive committee.

Executive Vice President (Centre)

He / she shall be responsible for liaison between the office the society at Lahore and the working headquarter of the society set up at the place where the President is based.

Duties of Executive Vice President (EVP)

- (a) All the correspondence copies should be with the EVP.
 - (b) He / She is custodian of the record of OSP.
 - (c) The President and the council will appoint him / her and his / her performance will be assessed by CEC on annual basis. Appointment of EVP shall be revised at CEC meeting and the period of his / her appointment will be renewed / extended on the basis of performance.
 - (d) He / She will execute the policies of CEC and President and He / She will be answerable to the President Centre.
- He / She is allowed to participate in the elections for the posts of regional branches.

He / She will not be allowed to contest for the post of President Elect Centre till he is holding the post of EVP.

Treasurer (Branch)

- (a) He / she shall be incharge of the finance of the branch.
- (b) The treasurer shall receive all the money due to the secretary and make payment ordered by the Executive Committee, keeping an account of all such receipts and payments.
- (c) The account shall be audited once a year and presented by the treasurer to the society at executive committee and general body meeting.
- (d) He / she shall operate the bank account of the society jointly with the President and the Secretary.
- (e) He / she shall maintain a register of membership.

17. FINANCIAL YEAR

The financial year of the society shall be from 1st January to 31st December.

18. QUORUM

No meeting shall be valid unless a quorum is present. The quorum for various meeting shall be as follows:

Center

Central Council

Annual General Body Meeting

33%
20% or 50 members,
whichever is less

2/5

Branch

Executive Committee

General Body Meeting

33%
20% of membership.

2/3

19. RESOLUTION

All resolutions passed at general body meeting (center or branch) shall be numbered each year and recorded by the general secretary (center) in a separate register of resolutions. This register shall be open to inspection by members during office hours.

20. MINUTES

The proceeding of all meetings (central council/executive committee and general body) shall be recorded by the general secretary (center) the secretary (branch) in the respective minutes book and the minutes shall be read and confirmed at the next meeting and duly signed by the president or chairman of the meeting.

21. FUNDS

- (a) All cheques shall be payable to "Ophthalmological Society of Pakistan".
- (b) The funds of the society shall be deposited in bank approved by the executive committee of the branch concerned.
- (c) The account shall be operated jointly by the President, the Secretary and the Treasurer. Any two of the above shall be signatories.
- (d) Funds, income and property of the society from whatever source derived shall be applied solely towards promotion of the aims and objects of the society and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, profit, bonus or otherwise to any member or office bearer of the society.
- (e) 20% of the registration fee at any conference under auspices of O.S.P. will be given to the President (Center) within four weeks from the date of congress. The President shall give an account of the same at the next general body meeting.