Constitution of The Pakistan Psychiatric Society (PPS 2025-26)

Compiled and Edited By

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2025-26

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(Balochistan)

Dr. Anam Najam
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Dr. Syed Tahir Hussain Shah
(Gilgit Baltistan)

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Executive Members

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Prof. Dr. Washdev
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CONSTITUTION
OF
PAKISTAN PSYCHIATRIC SOCIETY 2025

PREAMBLE:

WHEREAS the continuum of Pakistan Psychiatric Society constitution 1972 and then after amendments, in pursuance with the wishes of the people of Pakistan and in accordance with the constitutional arrangements agreed to be acted upon in all future constitutional arrangements of Pakistan, and we, the members of the medical profession of Pakistan, conscious of our duties and responsibilities to God, to our country and our countrymen, as well as to our Hippocratic Oath, do hereby promulgate this Constitution as a declaration of PPS member's self-growth and adherence to ethical principles, professional standards, commitment to providing high-quality patient-centered care, respect for autonomy, dignity, and rights of patients, and firm determination to service delivery in a manner consistent with the nobility of our calling.

CONSTITUTION

CHAPTER I

PRELIMINARY/TITLE

Section 1. Name:

1. There shall be the Pakistan Psychiatric Society, abbreviated as PPS and hereafter referred to as the "Society".

Section 2. Status:

1. The Pakistan Psychiatric Society shall be a non-profitable and a social welfare Society of all Pakistani origin inland and outland psychiatrists and associate mental health providers.

Section 3. The monogram:

1. The society monogram shall be the following in blue and white colour.

Section 4. Office

1. The main office of the Society shall be in Islamabad, Pakistan, while offices at Provinces/chapters shall be in the respective headquarters of each Province or Chapter.

CHAPTER II

JURISDICTION

Section 1. Jurisdiction of the Society shall be:

1. Throughout Pakistan and abroad.

CHAPTER III

STRUCTURE

Section 1. Structure: shall

1. consist of registered members, officials, bodies, councils and committees;
2. have a common seal, monogram and writing pad;
3. have PPS Secretariat/Head office;
4. have PPS-Trust, a Scientific journal - Journal of Pakistan Psychiatric Society (JPPS);
5. have electronic medias as website, social, broadcast, mass, digital, streaming, podcasts, video games, mobile, e-books and digital publications, and print media and others;
6. have PPS Common Bank Account and PPS Conferences Account; and
7. have all properties, rights and interests of whatever kind, used, enjoyed, possessed, owned or vested in, or held in by the Society shall be possessed by the Society and operated through supporting staff.

CHAPTER IV

VISION, PURPOSE, AIMS AND OBJECTIVES

Section 1. Vision

To unite Pakistani origin psychiatrists inland and outland in the common goal of acquiring the highest levels of medical knowledge and skills through continuing medical education and research and to promote the healing ministries of the physician in the delivery of healthcare, especially mental healthcare of patients and the public.

Section 2. Purpose

To bring all Pakistani psychiatrists both in into one compact society and to unite and associate them with similar associations, societies, organizations, or institutions in Pakistan and abroad for continuing medical education, research, and the delivery of ethical mental health services in Pakistan.

Section 3. Aims and Objectives

1. **The general objectives of the Society are to:**
   1) Stimulating favorable relationships among all medical fraternities and allied professionals, bringing them together and uniting the entire medical profession to promote the science and art of medicine in the betterment of public health throughout Pakistan.
2. **The specific objectives are to:**
   1) provide a common platform for psychiatrists to exchange views, knowledge, experiences, skills and researches;
   2) strive for the legitimate rights of the psychiatrist, other mental health professionals, mental health professions, mental health institutions and mentally ill patients without discrimination of race, religion, political belief, economic or social condition;
   3) eliminate religious, political, racial, social and gender discrimination from mental health institutions, professionals and professions;
   4) developing and implementing the society's policies, strategic plan, goals, objectives, guidelines, and standards of the society;
   5) promote the time-honored commitment of the mental health profession to the prevention and cure of mental health diseases and issues;
   6) ensuring compliance with psychiatric standards and regulations for quality assurance in improving patient quality of life;
   7) extend psychiatric knowledge and multidisciplinary integrated care services based on advance mental health sciences and on the principle of justice to all patients for an adequate health care delivery system;
   8) promoting mental health & wellbeing at all levels of the community;
   9) create provision of preventive, curative and rehabilitative services;
   10) creative self-help groups and care of the caregivers of psychiatric patients;
   11) development, incorporate and maintaining new IT infrastructure in mental health

system;

12) inculcate technology and technology-based interventions and psychological interventions in psychiatry;
13) develop capacity and capability building by continued research and publication, medical education, & professional development workshops and courses;
14) identifying and mitigating organisational risks and conflicts;
15) strive for academics in psychiatry and behavioral sciences, any other related professions;
16) strive to provide standardised training in psychiatry and allied disciplines;
17) strive to develop subspecialties in psychiatry in the country;
18) promote gold standards, evidence-based practices, multidisciplinary integrated teamwork and developing treatment guidelines in socio-cultural contexts;
19) serve source of information regarding health, disease, ethics and medical practice;
20) keep high professional and ethical standards;
21) take action against and impose penalties on any member on disciplinary issues;
22) organise volunteer corps for mental health services through the establishment and operational plans of PPS Trust;
23) coordination, alliance, partnership, networking and collaboration with other organisations, societies, associations, institutions and stakeholders including HEC, PMDC, and international NGOs for mental health promotion;
24) ensure the enactment of medical laws;
25) provide mental health consultation and advocacy to the government in matters of:
    a. developing and implementing mental health policies and strategies for mental health professions, professionals, institutions and patients and their relatives;
    b. enhancement and strengthening of existing and establishing of new infrastructures, human resources, teaching tools, IT, services and equipment & machinery according to national and international demands and standards;
    c. develop courses and programs for employments to mental health providers;
    d. strive to incorporate mental health in all the tiers of the health delivery system, including primary healthcare and public mental health; and community health:
    e. strive for autonomy of medical teaching institutions, including tertiary care hospitals/institutes;
26) develop complex and software psychological and psychiatric skill labs;
27) establish councils, boards and committees for different mandates;
28) establishes, manages, promotes and operates recreational, sports, poetry, literature and intellectual activities between PPS members and other organisations, associations and institutions;
29) purchase, take on lease or hire, or otherwise acquire, hold, manage or let, sell, exchange or mortgage or otherwise dispose of moveable or immovable properties of every description for the Society;
30) marketing, purchasing, taking on lease or hire, or otherwise acquiring, holding, managing or let, selling, exchanging or mortgage or otherwise disposing of social

media pages, electronic and print media, mass media and publications of every description for the Society;

31) erect, maintain, improve or alter and keep in repair any buildings for the Society;
32) fundraising for Society by donations, grants, sponsorships, trainings, teaching, researches, investment and other; reserving funds for mental health affairs;
33) grant or reserving a sum of money out of the fund for the promotion of mental health affairs;
34) manage bank accounts for financial transactions for the functions of society;
35) enact and make amendments to the PPS constitution and rules and regulations if needed From time to time; and
36) regular and timely perform Society affiliations, accreditations, registration and renewal.

Section 3. To achieve the aims and objectives: the Society shall use legal ways and means such as:

1. Electronic, print and mass media;
2. TV and radio talks;
3. Conferences, seminars, workshops, symposiums, meetings, trainings;
4. Lectures, discussions and demonstrations;
5. Councils;
6. Boards;
7. Committees;
8. Researches;
9. Office, library, entertainments, sports and clubs;
10. Educational campaigns;
11. Free medical camps;
12. Publications and Journal of Pakistan Psychiatric Society (JPPS);
13. Office, building; and
14. PPS Trust.

CHAPTER V

MEMBERSHIP

Section 1. PPS Members shall be

1. life members, associate members, honorary members, emeritus members and international members;
2. the membership lists shall be organized according to central, provinces and chapters;
3. each province/chapter membership lists shall organize according to the address in CNIC: and
4. Eligibility, functions, rights, privileges, member lists, membership fee and good standing as described.

CHAPTER VI

BODIES

Section 1. PPS Bodies are

1. The General Body
2. Cabinet
3. Provinces/Chapters
4. Council, board, committees

Section 2. The General Body:

1. Consist of all PPS members including cabinets members of the Society; and
2. The functions and powers of General Body as described.

Section 3. The Cabinet

1. Consist of Cabinet members as office bearers, executive members, provincial and chapter secretaries, Past President and Past General Secretary; and
2. Tenure
   1) The Cabinet of the Society shall for 2 years;
   2) The President-Elect shall serve for a two (2) years term as ex-officio, then 2 years as a President for his/her tenure and then a further two years term as past-president in the next Cabinet after completion of his/her presidentship term; and
   3) General Secretary shall serve as General Secretary for his/her tenure and then a further two years term as Past-General Secretary in the next Cabinet after completion of his/her secretaryship term.
3. Powers, responsibilities and functions of the Cabinet as described.
4. Vacancy
   1) The President in the Cabinet should have immunity for the duration of his term and if or when he leaves the post by resignation, illness or other reason, the Society shall be presided over and lead by senior most by age among the Vice Presidents and so on seniority by age if not available or any reason, with all the powers, duties, and rights of the same post be appointed as an additional responsibility with or without original responsibilities, for the required time or remainder of the term or re-election if decide by the Cabinet and endorsement from General Body of the Society; and
   2) The General Secretary in the Cabinet should have immunity for the duration of his term and if or when he leaves the post by resignation, illness or other reason, the Society shall lead as General Secretary by senior most by age among members of the cabinet other than President, and so on seniority by age if not available or any reason, with all the powers, duties, and rights of the same post be appointed as an additional responsibility with or without original responsibilities, for the required time or

remainder of the term or re-election if decide by the Cabinet and endorsement from General Body of the Society; and

3) Upon a vacancy of Provincial or Chapter Secretary, the concerned province/chapter shall be presided over and lead by a member, among the concerned province/chapter from central Cabinet selected by majority vote of the Cabinet, against the vacant post with all the powers, duties, and rights of the same post be appointed for the remaining period who may have additional responsibility with or without original responsibilities. The re-ratification by the General Body shall be required within fifteen days of the appointment.

Section 4. Council, board, committees

1. Powers, responsibilities and functions Council, board, committees as described.

CHAPTER VII

CABINET

Section 1. the cabinet shall consist:

1. Office bearers
   1) a President
   2) two Vice Presidents
   3) a General Secretary
   4) a Secretary Information
   5) a Secretary Finance

2. Other members
   1) a President Elect
   2) a Past President
   3) past General Secretary
   4) Seven Secretaries as one from each Province (Punjab, Balochistan, Sindh, and Khyber Pakhtunkhwa) and one from each chapter (Azad Jammu Kashmir, Gilgit Baltistan and Federal)
   5) Six executive members among all PPS members.

3. Functions, Power and responsibilities of the cabinet members as described.

CHAPTER VIII

BOARD

Section 1. PPS Advisory Board - shall

1. The cabinet shall establish and update the PPS Advisory Board as described.

CHAPTER IX

COUNCILS

Section 1. Councils – shall

1. be established publicly by Cabinet; and
2. be permanent/regular and perform specific tasks as described.

CHAPTER X

COMMITTEE

Section 1. Committees – shall

1. be established publicly by Cabinet; and
2. be temporary and for a short period to perform special tasks as described.

CHAPTER XI

CONFERENCES

Section 1. PPS shall hold Scientific Conferences;

1. General
   1) The Society shall organize its scientific conferences, as PPS International and PPS National Conferences through conference organizing committees;
   2) All the assets and rights of the conference shall be with the Society;
   3) The conferences shall be rotated on turn-in between Provinces/chapters in Pakistan or abroad. The missed chance shall be preserved if for any reason. Holding abroad shall require approval by the General Body in an extraordinary/special situation;
   4) Rotation shall be Punjab, Sindh, Khyber Pakhtoonkhwa, Islamabad and Balochistan;
   5) The President/General Secretary shall advertise the conference for hosting;
   6) Applicants shall apply for hosting conference on written applications mentioned date, venue, name of chairman and organizing committee after coordination with concerned provisional or chapter secretary;
   7) The Cabinet and then the General Body shall approve the organizer and organizing committee of the Conference among the applicants for conference hosting;

8) The National Conference shall preferable to be held in remote areas of the provinces/ chapters if the conference logistics are available;
9) The time, venue or chairman of any Scientific Conference may be changed because of the concerted action of two-thirds of the Cabinet not less than three (3) months before the date fixed for that Conference;
10) The sitting President of Society shall preside over opening ceremony, oath ceremony, Galla Dinner, and closing ceremony of the conference;
11) Only registered participants (members of the Society, the guests, residents, interns, medical students and allied medical sciences experts and their students, institutions, pharmaceutical companies, industries, publication agencies, generalists, media, etc.) with conference secretariate for specific event/activity may present papers and take part in scientific discussions, programs, workshops, seminars, meeting, activities, exhibitions and events of the conference;
12) All Society members, officers, and bodies shall cooperate with and facilitate the Chairman of the Organizing Committee in all aspects of the conference;
13) The organising committee of conference shall facilitate and sponsor the meetings of Cabinets and General Body to be held during conference;
14) The organizing committee of conference shall manage donations from donners, members, trainees, friends, institutions and organizations and trainings and donations from sponsors as pharmaceutical exhibition etc for organizing conference and funding Society for its causes and functions;
15) All financial transactions of the conference shall take place through the PPS Conference Bank Account of the Society or through PPS General Bank Account in case the first one difficult to functional due to bank official restrictions. The signatories of PPS Conference Bank Account shall be the President/General Secretary, Secretary finance of the Society, and Chairman organising committee of the conference;
16) The chairman of the organizing committee shall submit a chartered audit report of the conference to the General Secretary within one month after the conference closing ceremony date;
17) Chairman organizing committee shall take cabinet in confidence in writing about the Chartered Auditor and Chartered Firm before proceeding for fair, transparent and acceptable audit report. The cabinet have the right to impose penalty on chairman organizing committee after due procedure if not cooperated for submitting audit report or unable to satisfy cabinet or committee on time after giving all chances of defense. Chairman organizing committee is bound to clear and satisfy any objection raised on audit report;
18) The chairman of the organizing committee shall provide all documents and correspondence, including financial transactions, to the cabinet through the General Secretary of the Society during and after the process of the conference; and
19) Conference organizers, with the approval of the Cabinet, have the right to invite any person, group, or organization to participate in conference.

CHAPTER XII
PPS TRUST

Section 1. PPS Trust

1. There shall be a trust of the society as PPS Trust: shall
    a. be established by the Cabinet on the national and international standards;
    b. functions for social welfare and charities of the society, patients and public; and
    c. operate, organize and manage by a Board of PPS Trust and its committees.
2. The Board of PPS Trust: shall
    a. consist of a Chairman from PPS senior members, a co-chairman, General Secretary of the society as a secretary of the board and six members, one from each province and two among all chapters nominated by Cabinet and endorsed by the General Body of the Society;
    b. be responsive to the cabinet for each activity; and
    c. will continue its functioning till announcing new board by next and new Cabinet.
3. The structure, organization, tenure of board, functions, responsibilities, powers, activities, funds, accountability, expenses, and business of PPS Trust shall be described and approved by the Cabinet and General Body of the Society.

CHAPTER XIII

PPS SECRETARIAT

Section 1. PPS Secretariat – shall

1. be established at Islamabad as PPS Secretariat;
2. be managed, organized and controlled under the chair of the General Secretary by Secretariate Manager from PPS central chapter members, and five members, one from each province and one among other than federal chapters nominated by Cabinet and endorsed by the General Body of the Society;
3. be functions its responsibilities and business as described;
4. accommodate PPS offices, training area, meeting room, record room, IT room, security room, guest rooms, fundraising commercial area etc.;
5. perform all functions of PPS, including governance, policy development, membership, communication, event's managing, advocacy, education, research, trust and administration responsibilities of the society; and
6. perform other functions may be advised by cabinet.

Section 2. Provincial/chapter offices: shall

1. be established by concerned province/chapter secretaries and or team at concerned department/institute of Psychiatry and Behavioral Sciences;

2. be self-finance and manage by concerned through a committee suggested by the provincial secretary and approved by the PPS Cabinet; and
3. report all activities in writing to the PPS Cabinet through the General Secretary of the society for update and approval.

CHAPTER XIV

MEETINGS

Section 1. Meetings of the Society shall be:

1. General Body Meeting
   1) Ordinary
   2) Special

2. Cabinet Meeting
3. Provincial/Chapter Meeting
4. Board meeting
5. Council Meeting
6. Committee Meeting

Section 2. General rules for meetings

1. Each member in attendance at any meeting shall register. Attendance of a member in any meeting shall through physical presence while online correspondence will be acceptable for genuine reasons. Online opinion/input of a member in an online/physical meeting on the agenda/issue shall be considered;
2. Non-attendance (through personal presence/online) for three consecutive meetings of the Cabinet/council/committee/board of member without showing any genuine reasons shall be referred to the disciplinary committee and may likely disqualify the membership from the said body;
3. The President may call any meeting himself if desired. The General Secretary may call the Cabinet and General Body meetings of the Society after coordination with the President. The head/chairman of the concerned committee/council/board may call a meeting after coordination with president of the society;
4. Any meeting of the Provincial/Chapter, Council, Committee, PPS Trust, JPPS, Conferences or Seminars of the Society will be presided by the President of the Society. The Provincial/chapter meetings shall be presided over by the concerned Provincial/chapter Secretary, while a meeting of a council, board, committee, conference organising committee, JPPS and PPS Trust shall preside by the concerned head/chairman nominated by the Society if the President not present for any reason.
5. Upon absence of President in the Cabinet and General Body, the meeting of the Society shall be presided by senior most by age among the Vice Presidents and so on seniority

with all the powers, duties, and rights of the same post for the same meeting, provided president has given willing in written for the said meeting;

6. Upon absence of Provincial or Chapter Secretary, the meeting of provincial team shall be presided by senior most of present members by age with all the powers, duties, and rights of the same post shall preside the same meeting, provided concerned provincial/chapter secretary has given willing in written for the said meeting;
7. The President or General Secretary of the Cabinet or the Provincial/Chapter secretary shall call concerned meeting at least two weeks before the date of the meeting, and one month before the General Body meeting. It shall also be reminded one day before the date of the meeting;
8. The call for meeting shall include the agenda, venue, day, time and a request to all PPS members for any issue to be include in meetings agenda;
9. Voting on the agenda presented to any meeting shall occur by the usual yea or nay, and if this voting is not agreed, then the note of disagreement of the individual membership shall be recorded;
10. The President of cabinet, provincial/Chapter Secretary or Head/chairman of the any Committee/board/council shall cast another vote in case of a tie in any meeting;
11. The agenda of any meeting under discussion shall not be omitted from the current and next minutes until its completion or omission is approved in the concerned body;
12. All the proceedings of the General Body, Cabinet, Province/chapter meetings of the Society shall be minute in writing and incorporated in the gazette of the Society by the General Secretary. The decisions of the meeting shall be circulated to every member of the meeting and Society through all PPS media by the General Secretary through the Information Secretary of the Society. A copy of the approved minutes shall be signed or endorsed online by every member of the concerned in the next meeting;
13. Co-opt members or guests may formally invited to any meeting for a specific agenda. Eligibility for the coopt member shall be the head of any committee, council, board, trust, auditor or chief editor of the JPPS, and a reputed individual in science, education, arts, religion scholar, allied medical sciences, writer, engineer, university teacher, retired civil servant/bureaucrat, representatives of allied medical associations/societies, head of organisation/association, undergraduate or postgraduate medical, and other. Coopt members shall have no right to vote in the meeting;
14. Subject to the consent of the Provincial/Chapter Secretary the physical Cabinet meetings shall be held by rotation in each province; and
15. Decisions for online cabinet meeting or other meetings except the General Body shall be made by a simple majority of present members. The decision on constitutional amendment which shall be acceptable on 2/3rd majority of the cabinet and General Body.

Section 3. General body Meeting

1. The Cabinet shall determine the agenda, date, time and place of General Body meetings;
2. It will be held preferably on the eve of the Scientific Conferences;
3. There shall be only physical meeting of General Body, no online meeting for General Body;

4. No motion shall be discussed at the General Body Meetings for which due notice of 7 days in advance has not been given. The motion raised in General Body but related to any amendment in constitution or rules and regulations shall proceeded through a procedure as described;
5. Any members of the Society can raise, any issue for discussion or motion for amendment in constitution or rules and regulations, in written in a précised sentence to be include in meeting agenda; and
6. Physical General Body meeting
    a) ½ of the life members of the Society shall form a quorum in a physical meeting. Any present member in meeting can call for a quorum before a vote, and only present members have the right to vote. In case a quorum is not completed, the meeting will be adjourned;
    b) The adjourned physical meeting shall be called by cabinet with a new time, date, venue and agenda under discussion within four weeks. A simple majority vote of the present members in the adjourned physical meeting of the General Body determines the result, except for constitutional amendments and no-confidence where 2/3 of the total life members of PPS shall be required for approval of the agenda in question;
7. Online General Body Voting on agenda in question
    a) A simple majority of the present members of General Body require for approval to conduct online General Body Voting on agenda in question if the quorum is repeatedly not met for the decision;
    b) Similarly in case of deemed emergency, at least 2/3 majority of the Cabinet members, shall require for approval to conduct online voting on agenda under discussion for General Body; and
    c) The Cabinet or the General Body of the Society, after decision for online voting for agenda under discussion in General Body, shall
        (i) establish a full authority committee consist of a retired professor as a chairman and four members from of PPS life members other than Cabinet to conduct online voting on the agenda: the committee shall
        (ii) inform all PPS life members one month earlier of voting date about agenda and online voting procedure;
        (iii) establish an authentic online voting system by the IT on agenda point: and
        (iv) addressing any objection raised by any life member of the society. The objection will be decided by a simple majority by the committee, which shall not be challengeable;
        (v) Online voting on the point under agenda will be only ‘yes or no’;
        (vi) 1/3 of the life members of the Society shall be required to validate for online voting; and
        (vii) a simple majority of online present member’s vote determines the result on any agenda including rules and regulations under discussion, except for constitutional amendments, for which 2/3 of the present members shall be required for approval of the agenda in question.

Section 4. Special General Body Meeting

1. The President of the Society shall call Special General Body meeting or on the written and signed motion of 1/4 from each Province/chapter life members of the Society; and
2. It shall be hold, in order of business similar for General Body meeting, in one month after the notice on agenda.

Section 5. Cabinet Meeting

1. Shall hold deemed necessary meetings and meet at least once every two months;
2. The quorum of the meeting shall be 50 % of its total member;
3. It shall be held in order as described; and
4. A simple majority for approval of an agenda is required.

Session 6. Provincial/Chapter Meeting (if team established)

1. Shall hold deemed necessary meetings and meet at least once in each quarter of the year;
2. The quorum of the meeting shall be 50 % of its total membership;
3. It shall be held in order as described; and
4. A simple majority for approval of the agenda is required.

Section 7. Council/Board/Committee Meetings

1. Shall hold deemed necessary meetings;
2. The quorum of the meeting shall be 50 % of its total membership;
3. It shall be held in order as described; and
4. A simple majority for approval of the agenda is required.

Section 8. Business of meeting

1. The business of general body meetings, cabinet meetings, council meetings and committee meetings as described.

CHAPTER XV

ELECTION

Section 1. Election rules

1. The election of the Society shall be held every two years;
2. The election shall be through online balloting;
3. Election Commission members, including Election Commissioner shall neither contest nor be part of the election campaign but can cast a vote;
4. The cabinet members who intent to contest the election, shall resign from cabinet;

5. Election process shall be completed before November or earlier before the date of conference in election year;
6. The Cabinet and the General Body shall approve the election result. In case the cabinet or the General Body doesn't approve the election, then the existing cabinet will continue functioning with full authority for three months, during which re-election shall be held by the same or new Election Commission recommended by the General Body;
7. The Cabinet shall bear all expenses of the election process and shall clear half of them early before the Election Schedule announcement. The remaining dues shall be paid one month after the oath ceremony of the new office;
8. No panels should be allowed to contest the elections. All the candidates should contest on an individual basis and if any candidate is found guilty of promoting panels should be disqualified from the concerned election after due proceedings;
9. Election of chapter/provincial secretary shall be elected by constituency members of his province/chapter; and
10. The executive members shall be open and elected by all members of PPS.

Section 2. Election Commission: shall

1. be nominated by Cabinet at least three months before the election date, consist of a Chief Election Commissioner a retired Professor, and five members, one among senior members from each Province and one among all chapters as a member of the election commission, and they hall be outside the Cabinet and Chapter secretaries. Its announcement shall be repeatedly released by General Secretary in all WhatsApp groups and other social media of the Society. Any objection on Election Commission shall be accept in ten days of announcement and shall be address by Cabinet in two weeks which shall be final;
2. conduct a free, fair, and transparent election on the due date for the vacant posts, according to the constitution;
3. finalize the voters list as described;
4. hire a new (not the previous) national wide well-reputed authentic IT system and personnel for online election;
5. advertise and release election schedule, election rules, candidate eligibility and voter eligibility earlier as per schedule;
6. constitute the disciplinary committee and redressal committees for any issue if raised;
7. release texts and videos through PPS Medias for voter awareness about election and vote casting procedure;
8. announce the verified election results;
9. submit a detail post-election audit report to cabinet on the election process; and
10. minutes in writing each meeting.

CHAPTER XVI
FUNDS

Section 1. Funds and expenses

1. The Society's funds shall be derived from the membership fee, dues, donations, grants, bequests, investments, scientific conferences, courses, PPS-Trust, JPPS, meetings, seminars, workshops, trainings and other sources as may be determined by the Cabinet;
2. There shall be a PPS Common Bank Account and PPS Conference Account of the Society at Islamabad in an approved bank by the Society:
    a) The signatories of the PPS Common Bank Account shall be the President or General Secretary and Secretary Finance of the Society. The PPS Common Bank Account shall be the primary account to be used in affairs of society, including cabinet and provinces/chapters functions, including trainings and meetings, PPS Trust, PPS research and JPPS;
    b) The signatories of the PPS Conference Account shall be the Chairman of the Conference Organizing Committee, the President or General Secretary and the Secretary Finance of the Society. The amount shall be used for functions and organizing of the conference.
    c) The process of the signatory's change of PPS Common Account shall start in the first week of assuming the date of the new cabinet, while the process of the signatory's change of PPS Conference Account shall start in the first week after transferring the amount to the PPS Common Account or in the first week of assuming the date of approval of new chairman organizing committee of next conference.
3. The opening of any account shall require the approval of the Cabinet and General Body;
4. Disbursements shall be made based on budgets recommended by the Cabinet;
5. All disbursements shall be made directly to vendor account from the PPS Accounts of the Society based on the approved budgets on the receipt of properly signed vouchers by the concerned account signatory;
6. 80% of savings from any Scientific Conferences or other academic/training activities by Cabinet, Provinces, chapters, councils, committees, board or any PPS members shall be reserved and transferred to the PPS Common Account, while 20 % shall be reserved to concerned organizers for their proposed developmental or non-developmental activities in mental health institutions/departments in concerned province/chapter, and the proposed activities and their disbursement and audit shall require approval by PPS Cabinet. The remaining net gain amount (after detection of expenses including 20% part of concerned province/chapter) of the conference shall be transferred by chairman organizing committee to the PPS Common Account after auditing by auditor within one month of the closing ceremony date of the concerned conference;
7. The PPS shall not reimburse any loss to conference organizing committee:
8. The amount of the ceiling and the revolving fund both to Central, provinces, chapters, Trust, JPPS, publication, research and conference shall be determined yearly by the Cabinet after consultation with the Secretary Finance, General Secretary, Provincial president/chapter secretaries, chairman conference, chairman Trust and chief editor JPPS. The concerned signatories shall pay expenditures under a ceiling or shall be reimbursed by accountable receipts of previous disbursements;

9. A dully attested yearly financial report of Cabinet and Provincial/Chapters shall be provided by the Finance secretary in coordination with Provincial/Chapter secretaries, chairman PPS Trust, chief editor JPPS and others to Cabinet three weeks before closing year at 31st June of fiscal year, and be audited by an approved auditor by the General Secretary;
10. The General Secretary and Secretary Finance of the Society with coordination of Provinces/chapters shall make sure financial process at earliest and before due date with FBR, bank, regularity authorities, WPA, PPS secretariat and other;
11. All PPS accounts shall be subject to cross examination by a recognized or registered auditor and a yearly chartered audit report shall present to Cabinet by Secretary Finance and General Secretary;
12. Internal audit will be conducted two times every year by the committee nominated by the Cabinet;
13. The Cabinet on approval of General Body can change signatory, freeze or dissolved the bank account if not cooperated or not run smoothly accordingly to the constitution.
14. The amount shall be the right of the Society and transferred to PPS Common Account as a reserved amount for concerned account and be used for the functioning of the society;
15. Financial transactions of any PPS project, program, event or activities not mentioned here shall be done by signatories as head/chairman of above concerned project, program, event or activities, General secretary or President and Finance Secretary from PPS Common Account after approval from the Cabinet of the society, for only approved concerned project, program, event or activities;
16. The Finance Secretary shall coordinate with provincial secretaries, chapter secretaries, chairman/head PPS Trust, chief editor JPPS and chairman conference organizing committee in one week after disbursement of expenses in any activity/event and inform the Cabinet;
17. Secretary Finance shall provide and present a dully attested and updated written report of expenses and all accounts statements in each Cabinet meeting; and
18. All Bank statements of all accounts shall re-produce and accountable to Cabinet and General Body in each meeting.

CHAPTER XVII

MISCELLANEOUS MATTERS

Section 1. Amendments

1. No addition, alteration or amendment shall be made to the Constitution of the Society for the time being enforced unless the same has been previously submitted to and approved by the Constitutional Amendment Committee, PPS Cabinet and General Body, provided that such amendment shall have been published in the Society record and media, at least two (2) months before the next annual meeting, and also presented on

the day before the day in which action is taken and sent officially to each concerned stakeholder;

2. Resolution can be table in writing in a General Body meeting by any life member if the resolution was not considered or refused by the committee or cabinet, provided that the resolution was presented two times in writing on all PPS social media and website and to the Cabinet of the Society;
3. The constitutional amendment by bodies shall be made as described; and
4. It shall be the strict responsibility of the President and General Secretary of the society to attach signed hard copy of each new amendment in constitution of the society taken in any General Body with main PPS Constitution document.

Section 2. Rule and regulations

1. The Cabinet is authorized to frame and approve rule and regulations proposed by the amendment committee as described, shall come in force at once approved by the Cabinet and be endorsed then after by the General body;
2. All decisions and implementations in rule and regulations shall be reversed if General Body disapproves any rule and regulations;
3. Shall not contradict the constitutions of the Society; and
4. It shall be the strict responsibility of the President and General Secretary of the society amendment taken in their tenure to attach signed hard copy of each new amendment with main PPS Constitutional document in rules and regulations taken in any Cabinet endorsed by General Body.

Section 3. Vote of no-confidence on member of the cabinet

1. Any three members of the Cabinet can move a motion in writing for no confidence against any member of the Cabinet;
2. After written coordination with the President, the President or the General Secretary shall call a meeting of the General Body within one month of the receipt of the resolution for a vote of no confidence;
3. 2/3 majority of the Cabinet shall recommend a vote of no confidence to the General Body against that member. Decision in General body on no-confidence as described;
4. The member against whom the vote of no confidence is going to be moved will be given the right of self-defense before the vote; and
5. Where a vote of no confidence against member of Cabinet does not pass in the Cabinet or General Body, another vote of no confidence against the same member cannot be brought for the rest of the cabinet's tenure.

Section 4. Acquisition and Disposal of Assets

1. All movable and immovable assets of the Society shall be in the name of the Society and reflected in the books of accounts of the Society;
2. All acquisitions of assets shall be made by way of tenders inviting bids from;
3. All disposal of assets shall be made by way of open auctions; and
4. Acquisition and disposal of assets shall be made after the approval of the

Procurement committee, Cabinet, and General Body of the Society.

Section 5. Employment

1. No officer or member of the Society shall become an employee of the Society; and
2. Employment shall be recommended by recruitment committee, and approval of the Cabinet and endorsing by General Body; and
3. The qualifications, experience, appointment, fees, salary, duration, term of reference, functions, duties, responsibilities, leave, discipline and removal of the employee shall be described by the Cabinet.

Section 6. The auditor and Lawyer

1. The auditor or lawyer shall be appointed by recommendation of recruitment committee and approval of the Cabinet and endorsed by the General Body of the Society as described.

Section 7. Rules of order

1. In the absence of any provisions to the contrary in the Constitution, all general and specific meetings of the General Body, Cabinet, Provinces and Chapters, Scientific Conference, workshops, training, committees, councils, board, JPPS and PPS-Trust shall be governed by the Society.

Section 8. Public statements and commitments

1. No memorial, resolution or opinion of any character whatsoever shall be issued in the name of the Pakistan Psychiatric Society unless the Cabinet or General Body has approved it. The Pakistan Psychiatric Society shall not be responsible for any statement or commitment made in its name without the prior approval of the Cabinet or General Body of Society.

Section 9. Auxiliary organizations

1. The name “Pakistan Psychiatric Society and or Logo” may be used by auxiliary organisations upon the recommendation of the Cabinet and the approval of the General Body. Such auxiliary organisations shall be recognised as independent organisations that may continue to use the name "Pakistan Psychiatric Society and/or Logo" only so long as the General Body or Cabinet approves it.

Section 10. Sub-organization

1. PPS Cabinet and General Body of the Society could approve its sub-organization on theme and agenda as on sub-specialties, diseases, issues such as suicide, sleep, anger etc;
2. The rules and regulations of the sub-organization shall be framed and not be contradicted to the constitution of the Pakistan Psychiatric Society; and
3. The sub-organisation's structure, organization, bodies and operation shall be described.

Section 11. Repeal and Effect of adoption of this Constitution

1. The previous constitution including amendments and rules and regulations of Pakistan Psychiatric Society till approval of this constitution shall be repealed;

2. On the adoption of this constitution, all previous constitutions, By-laws, rules and regulations of Pakistan Psychiatric Society in conflict herewith are hereby repealed, provided that all the cabinet members, council, board and committee members now in office shall continue their incumbency until their successors are duly elected or chosen as provided herein; and
3. Current cabinet members shall follow up on their tenure under the previous constitution and By-laws.

Section 12. Indemnity

1. Every member of the cabinet of the society shall be indemnified out of the society's funds against all losses and expenses incurred in the discharge of his / her duties lawfully done or performed.

Section 13. Dissolution

1. The society shall stand dissolved if not less than 4/5th of the General Body members presents at a meeting convened for the purpose so decided, and the dissolution shall take effect forthwith or at such time as may be decided at the meeting;
2. In the event of its dissolution, every member undertakes to contribute to the assets of the Society while he is a member of within one year after he ceases to be a member for payment of debts and liabilities of the Society contracted before he ceases to be a member and to the cost, charges and expenses of winding up and for the adjustment of the right of the contributors amongst themselves, such amount as may be required not exceeding Rs: 5000/-;
3. All assets of the Society after dissolution shall be disposed of by way of auction by the procurement committee, and the proceeds from such auction shall be utilised first in settlement of debts of the Society, including payments of salaries of staff and the balances if any shall be kept in a trust formed for the purpose of mental health promotion. The purpose, its role and dissolution of the trust shall be decided in the last general meeting of the General Body; and
4. If upon the dissolution of the society, there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the society but shall be given or transferred to the respective social welfare departments at Federal level.

Section 14. **Record Keeping and Inspection**

1. There shall be written records, correspondence, and material in the custody of the General Secretary and office boy at PPS secretariate; and
2. Inspection of records, minutes of the proceedings of the membership books, agreements, books of accounts and other of the Society shall be open to inspection upon written demand of any member at any reasonable time.

Section 15. Ambiguities/difficulties

1. If any ambiguity in terms of interpretation of this constitution arises, the matter shall be referred to the Cabinet for interpretation; if the Cabinet cannot finalise or interpret or, if necessary, before them, refer the matter to the General Body. The decision of the General Body shall be final; and
2. Any chapter of this constitution shall remain ineffective if it contradicts the constitution of the Islamic Republic of Pakistan or the judgments of any constitutional courts of Pakistan.

Section 16. **Society registration, affiliation, accreditation, certifications, and renewal**

1. The General Secretary of the Society shall be responsible for observing and make sure to update registration, affiliation, coordination, agreement and renewal of the society at national, provincial and international levels;
2. Shall pay all yearly or other fees for society renewal, affiliations and coordination; and
3. All PPS members and cabinet members shall cooperate with the General Secretary in registration, registration, affiliation, accreditation, certifications, and renewal of the society.

Section 17. Friends of the society

1. Individuals or profitable and non-profitable corporations/ organizations/ institutions who have a close working relationship with the Society, who wish to advance or promote Society goals and objectives and work for public interest, or who have performed extraordinary work in the attainment of a Society goal or objective, are eligible to become a Friend of the Society, and shall be enlisted by General secretary; and
2. It shall be approved, disapproved or cancelled upon the approval of the cabinet and General Body, and upon the written application and receipt of appropriate information, procedure, functions, responsibilities and rights shall be described by the Society.

Section 18. Coordination, agreements, partnerships

1. collaborative arrangements and strategic alliances not contradict to the constitution of the Society for coordination and partnership formed by a committee formed by the Cabinet for the same objectives of the Society to achieve common goals, share resources, and enhance mutual benefits;
2. it shall be in between the PPS and other national and international organizations and institutions including pharmaceuticals Companies, departments, persons, government sectors, medical and non-universities, researchers, policy makers, PMDC, HEC, WHO, WPA, APPNA, PAPPNA, British Pakistani Psychiatric Association, SARRC Psychiatric Federation and others;
3. approval, disapproval and cancellation shall upon the decision of the Cabinet and General Body;

4. clearly written the MOU's objectives, goals, roles and responsibilities in a flexible and adaptable structures for any function or operation of the society through effective communication channels, trust and mutual respect between partners; and
5. shall be monitored by Cabinet and General Body by a described mechanism of performance for monitoring and evaluation.

Section 19. Code of ethics and conduct: the Society

1. outline core principles, code of conduct and standards of behavior and practice accordingly national and international standards and regularity authorities that guide the behavior, relationships and decision-making of healthcare professionals, staff, and affiliates of the Society; and
2. outline and described the reporting procedures, complaint submission, investigation, response, penalties and imposition of penalties for misconduct or unethical behavior.

Section 20. Procurement

1. Procurement shall be recommended by Procurement Committee established by the Cabinet. Approval by Cabinet and endorsement by General Body is required;
2. The need and specification of the items, and procurement procedure shall be described by the Cabinet; and
3. The rules and regulations for procurement shall be described.

CHAPTER XVIII

PENALTIES AND SUITS, PROCEEDINGS AND PROSECUTIONS

Section 1. Penalties and proceedings

1. Penalties shall impose to deter the misconduct, violation of the constitution, violation of rule and regulations, violation of the principles of medical ethics, maintenance discipline and order, organization's interests and reputation, misuse of society funds and assets, misuse or disrupt the activities and events, not completed the assigned assignment, members not in good-standing or task and to not ensure fairness, peace and consistency of the society functions;
2. A signed written complaint or charge shall be submitted to General Secretary by any PPS member, cabinet member or any citizen or group;
3. Verbal or unknown written complain shall not be entertained provided decision by the Cabinet on submitted verbal or unknown written complaint;
4. Outline the protection for whistleblowers and reporters shall be described;
5. Investigation shall be initiated by a committee for the said purpose notified by General Secretary on approval of the Cabinet. The charge or complaint, structure, term of

reference, functions and responsibilities and duration of the submission of report shall be in written on notification of the committee;

6. Penalties on violators shall be an informal warning, written warning, reduction in rank, fines, deprive of privileges, deprive of mandatory training, cessation, suspension, demotion, termination, probation or expulsion from the Society;
7. The member under investigation shall be given full flagged self-defense during proceedings of committee and the Cabinet;
8. Penalties shall impose on violators by the Cabinet on recommendation by committee; and
9. The violator can submit an appeal to the General Body of the Society for relaxation of the penalty; and
10. The Society and the violator have the legal right in court of law.

Section 2. Suits, proceedings and prosecutions

1. In consultation with president and later on to be approved by the Cabinet the General Secretary or a committee chair of General Secretary shall have the power to file or defend suit or other proceeding on behalf of the Society and will have the power to compromise, settle or refer to arbitration any dispute relating to the Society.

CHAPTER XIX

RULE AND REGULATIONS

Reference to Section 2 Chapter XVII of Pakistan Psychiatric Society Constitution 2025, the following are the rule and regulations.

A. MEMBERSHIP

Section 1. Membership Types

1. Life Membership
   1) All qualified medical practitioners with post graduate qualifications in the field of Psychiatry registered by Pakistan Medical and Dental Council can become life members of the society.

2. Associate Member
   1) Qualified medical practitioners (having minimum 05 years' experience of working in Psychiatry in recognized institutes or having clinical practice after 02 years of training) and post graduate psychiatry trainees;
   2) Specialist physicians or physicians who are members of chartered medical organizations in foreign countries or persons who are engaged in medical missionary, educational or similar work; and
   3) Persons with doctoral-level degrees in the health sciences, health services, health administration or postgraduate doctors and students.

3. Honorary Member
    1) Individuals who have rendered commendable services for Mental Health and the Society or have outstanding contributions in the field of science, arts or literature;
    2) Not more than seven (7) persons shall be elected Honorary Membership at anyone Annual General Body; and
    3) Shall continue indefinitely as an honorary member.

4. Emeritus Members
    1) Life member who has served the Society well for the past twenty (20) years and have reached the age of seventy (70).

Section 2. Enrolment of Membership

1. The new membership will be open throughout the year;
2. The person eligible for any of the above membership shall submit the application on the described hard PPS Membership Application Form or Online Membership Form along with the requisite documents as CNIC, degree/diploma, valid PMDC certificate and fee to General Secretary of the Society. The application shall be duly proposed and seconded by two life members of the Society; and
3. The application shall be placed before the Cabinet for approval and be endorsed by General Body. His/her name shall be taken on the register.

Section 3. Change of address, email, phone number, province/chapter

1. The registered member shall inform General Secretary and concerned Provincial/chapter Secretary about any change in the name, cell number, email and shifting to any province or chapter with justification before 30th June of facial year.

Section 4. The Membership Fees

1. Fee for different membership categories shall be determined by Cabinet from time to time.

Section 5. Privileges and Rights of Members:

1. Life Members shall have the rights of the full privileges:
    1) to attend all of the meetings, Scientific Conference activities, take part in the discussions in the open and closed sessions of the General Body, hold office at any body, get JPPS and vote in election of the Society;
    2) to propose and second resolution in meetings and candidates for holding office of the Society;
    3) to receive publications of the Society free of cost or on such rates as the Society may deem necessary to fix from time to time; and
    4) to work and avail all functions/objectives of the Society.

2. Associate and Honorary Members shall have the rights:

1) to attend and to take part in all of the meetings of the Scientific Conference, but they are not eligible to vote, propose and second resolution in any meeting and to take part in election process, or hold office in the Society;

3. Emeritus Members
   1) The applicant must be nominated from life member by a committee on a described eligibility; and
   2) Emeritus members are granted a waiver of scientific conference registration fees.

Section 6. Membership Registration Book: shall

1. in the custody of General Secretary;
2. have lists of updated data of life members of the Central and Provinces/Chapters;
3. have lists of updated data of the past Cabinets, hosts and venue of Scientific Conferences;
4. have provincials/chapters membership list lists organized accordingly to CNIC;
5. have lists of updated voter list, friends list, honorary member list, associate member list, Emeritus list, deceased member list and previous cabinet member lists; and
6. have sample of PPS Membership Application Form, election schedule forms and oath;

Section 7. Withdrawal of membership

1. Any member may withdraw his/her name from the membership of the Society shall submit a written signed application to Cabinet through the General Secretary, and decision shall be taken by cabinet and endorsement by General Body.

Section 8. Cessation/Suspension/Expulsion of membership

1. Any member of the Society may be censured, suspended or expelled by cabinet on recommendation of a committee, after due process as described.

Section 9. Failure to keep assignments

1. A member who accepts an assignment on a sanction program, project or task and without valid reason fails to meet his/her obligation at the time designated shall be debarred from a place on any sanctioned program, project or task for a period of two (2) years after the decision taken by the Cabinet and endorsement of General Body on recommendation of a committee for the said objective by a procedure as described.

Section 10. Membership annual renewal fee.

1. No requirement of membership renewal to life member.

Section 11. Good-standing member

1. is member who is;
   1) Not currently under any form of sanction or suspension both financial and behavioral;
   2) Paying dues and fines;
   3) Following the bylaws adherence to the society constitution and code of ethics of the society;

4) fulfilling the duties as perform assigned certain tasks, attending minimum number of meetings and or submit reports;
5) not have committed misconduct or engage in activities that discredit the society or PPS cabinet members;
6) shall be eligible to full access to the benefits and privileges of the membership; and

2. Not in good standing
   1) The member consequences of losing good standing status can range from a suspension of a privileges to a termination of membership recommended by a committee established by the Cabinet for the same objective as described.

B. Cabinet Members

Section 1. Functions, Power and responsibilities of the cabinet members: shall

1) All members have the equal rights of input and vote in cabinet meetings; and
2) participate in the proceedings of the Cabinet meeting to perform in governance, strategic planning, policy and advocacy, financial stewardship, member engagement and accountability of the society;

Section 2. Other Functions, Power and responsibilities of the cabinet members

1) **President:** shall
   a) Head and leader of the Society;
   b) Responsible for all functions of the society;
   c) Developing and observing implementation of the organization's strategic plan, goals, and objectives;
   d) Advocating for the organization's mission, vision, and values;
   e) Engaging with members, understanding their needs, and promoting member benefits;
   f) Building relationships with stakeholders, including government agencies, healthcare organizations, and industry partners;
   g) Ensuring smooth transition of leadership, planning for succession, and developing future leaders;
   h) Perform such other duties as usually pertain to such an office, as custom or as may be provided by the constitution of the Society;
   i) Cooperate and to direct officers in arranging the program;
   j) Direct to officers and members in meetings;
   k) Overseeing all corresponding activity;
   l) Deliver a final report of his/her stewardship of the Presidency to the General Body;
   m) Use discretionary powers for the formation or ordering for any matter relating to the execution of presidential duties in the best interest of society and public;
   n) Chairing meetings of the organization, ensuring effective decision-making;

o) finalizing the proposed agenda for meetings, prioritizing issues, and driving initiatives;
p) Appointing bodies, task forces, and working groups as needed; and
q) Signing documents, agreements, and contracts on behalf of the organization.

2) Vice presidents: shall

a) Coordinate, collaborate, cooperate and assist the President and other cabinet members in the discharge of his/her duties and the advancement of the Society;
b) oversight or handle specific portfolios assigned by the cabinet or president;
c) perform any duty or task assigned by cabinet or President; and
d) portfolio chairs or liaise academic/scientific committee in conferences, webinars, research promotion, camps, awareness campaigns, media, committees, board, councils, publication, NGO, hospital and other function of society.

3) General Secretary: shall

a) Be an administrator and organizer of the Society;
b) Cooperative, assist and providing administrative support and resources to the cabinet members, committees, board, councils and members of the society;
c) Facilitating communication among members, bodies, and external stakeholders;
d) Maintaining and updating accurate records, attendance, minutes, and documents of the society and incorporating the approved documents in gazettes including bylaws, policies, and procedures of the society;
e) Organizing meetings, preparing agendas, venue, times and taking minutes;
f) Ensuring accurate and timely meeting decisions or other information dissemination to members and stakeholders by self or by the coordination of information Secretary through PPS social, electronic, media and hard copy;
g) Give adequate publicity of the programs, services and decisions in meetings of the Society via press release by Secretary Information;
h) Handling and timely reply correspondence, emails, and other communications on behalf of the society;
i) Notifying notifications required by the President under the Constitution or decision by the Cabinet or General Body;
j) Maintaining membership related issues including records, processing membership applications, and communicating with members;
k) Assisting in organizing conferences, workshops, courses and other events;
l) Implement and monitor decisions taken under the Cabinet and General Body;
m) Responsive to president and seek guidance from the President in all matters;
n) Coordinate with all Provincial/Chapters of the Society;
o) Be the custodian of all resolutions, reports, recommendations, material pertinent to his/her office, the Seal, official books, Central and Provincial Membership Registration Book, voters list, friends list, honorary member list, associate members list, international member list, Emeritus member list, deceased lists, previous cabinet officer, records, papers, literature, Constitution, gazette, amendments, financial reports, audit reports, conferences records, PPS Journal,

PPS Trust, updated fund record and the minutes of the proceedings of all bodies;

p) Assisting secretary finance in maintaining financial records and processing payments;
q) Assisting secretary finance in preparing and presenting financial reports and statement of account for each Cabinet meetings, and annual income and expenditure reports for the General Body for the consideration;
r) Countersign the records of collections, deposits and vouchers for payment of money for budgetary items of the Society as directed by the President or forward to or from the Finance Secretary;
s) Facilitate the Conference Organizing Committee during contracts and arrangements for the exhibition and scientific process of each PPS conference;
t) facilitate election commission to update voter lists on due time and will take endorsement from Cabinet;
u) serve as a secretary of the meetings of General Body, cabinet, board, council or committee. Can nominate a member from cabinet to attend said meetings in his absence by any reason;
v) Communicate information/data between Cabinet and bodies of the society, election commission, PPS Trust management, PPS conference organising committee, JPPS, other organisations, public and private institutions, government sectors and Provinces/chapters;
w) Report any complaint in writing to the Cabinet brought to his attention or observed by him/her related to violation of constitution or commitments, ethics and discipline by any member of the society;
x) Perform addition to the duties ordinarily devolving on the General Secretary, those assigned to him/her by the President;
y) Regular and timely perform Society registration and renewal; and
z) perform any duty or task assigned by the Cabinet or President.

4) Secretary Finance: shall

a) Be financial overseer and the custodian of the funds, securities and deeds of the Society for the direction and disposition of the Cabinet;
b) Maintain accounts, prepare budget and track income/expenses;
c) Receive all funds, including subscriptions and donations of the Society, and deposit them in the common bank account of the Society;
d) Disburse and dispose bills for payment as sanctioned by the President and General Secretary;
e) Be responsible for keeping up-to-date all accounts of the Society;
f) Timely records the collection of money payments, expenditures and their receipts/vouchers for budgetary items as directed by the President;
g) Timely countersigned all financial records, processing, deposits and payments by signatory colleague and General Secretary;
h) Assist and ensure in grants, sponsorships, and donation drives for fundraising;

i) Report financial conditions routinely to the President of the Society and to each Cabinet and General Body meetings;
j) Ensure and present annual audited report of income and expenditure, updated bank account financial statements and future financial plan for fiscal year to the General Secretary and President for the consideration of the General Body; and
k) perform any duty or task assigned by cabinet or President.

5) Secretary Information: shall

a) Responsible for information, awareness, publications, press releases and publicity of the society in social media and other information platform;
b) arranging press conference for cabinet, General body and cabinet meetings; and
c) preparing a Yearly Information Plan of society for the President of the society; and
d) perform any duty or task assigned by cabinet or President.

6) President-Elect: shall

a) cooperate and assist the President in the discharge of his/her duties;
b) perform any duty or task assigned by cabinet or President; and
c) collaborate with the other members of the cabinet to advance the Society.

7) Past General Secretary

a) cooperate and assist the President in the discharge of his/her duties;
b) perform any duty or task assigned by cabinet or President; and
c) collaborate with the other cabinet members to advance the Society.

8) Executive Members: shall

a) cooperate and assist the President in the discharge of his/her duties;
b) perform any duty or task assigned by cabinet or President;
c) portfolio chairs or liaise academic/scientific committee in conferences, webinars, research promotion, camps, awareness campaigns, media, committees, board, councils, publication, NGO, hospital and other; and
d) Coordinate and collaborate with the other cabinet member to advance the Society.

9) Provincial /Chapter Secretary: shall

a) be the head, leader, administrator, organizer and responsible to solving issues of the concerned province/chapter for the daily direction and integration of the activities of the Society;
b) implement constitutional vision, mission and objectives of the Society and directions of the Cabinet and President of the Society in the province/chapter;
c) implement their decisions in province/chapter, not contradict the constitution of the Society, in coordination with Cabinet of the society;
d) be responsible for concerned local activities of the province/chapter;

e) preparing and releasing the agenda and arranging all meetings, programs, events and activities of the Society in the province/chapter;
f) keep accurate records of the provincial/chapter meetings, events, meetings attendance, meetings minutes, updated member/voter lists, and financial audit reports. He/she will communicate it earlier before Cabinet or General Body meetings through the General Secretary or President of the Society in writing on due time;
g) cooperate and facilitate organizing committee of PPS conference in concerned province and chapter;
h) keep coordination, cooperation, correspondences and communication with the Cabinet of the Society in writing;
i) to constitute a committee under his chair to look after all affairs, objectives and functions of the chapter/province; and
j) perform any duty or task assigned by cabinet or President.

C. BODIES

Section 1. Bodies

1. **General Body** - Functions and powers: shall
   1) be the supreme and legislative body;
   2) make amendments in the constitution of the Society;
   3) make approve or disapprove decisions of cabinet for the governance of the Society as per mandate;
   4) pass vote of no-confidence;
   5) approve the budget estimates and audit report;
   6) approve the election; and
   7) approve the previous and future task of the Society as per mandate of the Society.

2. **Cabinet** - Powers, responsibilities and functions: shall
   1) responsible for the decision and implementation of all daily affairs of the Society as per mandate;
   2) responsible to implement steps for the vision and objectives of constitution;
   3) responsible for developing, implementing and prioritizing the strategic plan, goals, objectives and initiatives;
   4) responsible to implement decisions of the General body and Cabinet of the Society;
   5) advocacy for mental health policy, influencing stakeholders and promoting awareness in public, policy makers, universities, PMDC, HEC, national and International organizations, institutions and others;

2) focus and play the pivotal role in on preventing, evaluating, diagnosing, and treating emotional and mental disorders who are 65 years of age and older and their caregivers; and
3) promote education, research, and clinical care delivery for age-related neuro-psychiatric syndromes.

10. Council on Women Mental Health: shall

1) promote women mental health in Pakistan;
2) pertaining to women mental health issues;
3) look women's well-being beyond biological factors and reproduction like workload, stress, migration, and nutrition, parenting; and
4) provide the gender perspective into the health sector health for women well-being across the life cycle and in domains of both physical and mental health**.**

11. Council on Financing, Funds and Auditing: shall

1) Council with coordination of Provinces/chapters to make sure financial process at earliest and before due date with FBR, bank and regularity authorities, WPA, PPS secretariat and other; and
2) Conduct internal audit of all PPS accounts subject to cross examination by a recognized or registered PPS auditor.

12. Council on International collaboration and Liaison: shall

1) promote liaison with WHO, WPA, UNICEF, APPNA, PAPANA, British Pakistani Psychiatrists Association, World Association of Cultural Psychiatry, SAARC Psychiatric Federation, APA, IOL, UNHCR, UNDCP, other;
2) encourage and design academic, training and educational programs to advance and adopt the recent research practices in Pakistan;
3) promote partnership in academics, researches and trainings with international organizations and NGOs;
4) organize and adopted mental health Gap programs for mental health promotion and overcome mental health Gaps in knowledge and skills in Pakistan; and
5) hold Conferences, symposia and workshops for the local participants to help in continued professional developments.

13. PPS Research Council: shall

1) Consist of Editor-in chief, co-editor-in chiefs and five members nominated by the Cabinet one from each province and one among all chapters endorsed by General Body of the Society;
2) encourage and organize research awareness, research conduction and research training for all PPS members, postgraduate trainees in psychiatry or other specialties, and for undergraduate medical students of any sector; and
3) recommend coordination in joint researches with national and international individuals, institutions and organizations after approval from the Cabinet.

14. Publication Council: shall

1) Consist chair of Information Secretary, literature expert from the society, and five members society nominated by the cabinet one from each province and one among all chapters;
2) publish books, flyers, banners, advertisement sign boards and pamphlets for teaching, training, advertisement and awareness for society and public;
3) coordinate with media council for hire and manage website, Zoom and other tools for communication, awareness, and trainings/teaching; and
4) hire and use print media for publication and awareness of public and Society.

15. **Council for academics, trainings, workshop, seminars, symposia, courses**: shall

1) Manage yearly academics, workshops, seminars, symposia and courses at different centers of the society and mental health facilities; and
2) perform training and teaching of medical and non-medical professionals.

16. National collaboration and liaison;

1) promote liaison with government departments including health for advocacy, incorporation of mental health issues in different public and private sector's curricula, guidelines, training and departmental manuals;
2) liaison with general and medical universities for promotion of mental health, reducing stigma and prevention of drug abuse, suicide, violence, anger;
3) encourage and design academic and educational programs to advance and adopt the recent research practices in Pakistan; and
4) promote partnership in academics with international organizations and NGOs.

17. Psychological, social, nursing, medical students and other practices

1) promote liaison and coordination with psychological and other mental health related professional, professions and institutions for promotion of psychological and mental health related training, skills, reducing stigma, prevention of drug abuse, suicide, violence, and crisis, and research practices;
2) promote partnership in academics, conferences, symposia and workshops for the local and international psychology and other mental health related students and experts to help in continued professional developments; and
3) liaison and enhancing good relation in common goals and resolving conflicts for betterment of mental health promotion and community.

G. COMMITTEES

Section 1. Committees

1. The cabinet shall describe committees' structure, tenure, functions, responsibilities, powers, activities, funds, accountability, expenses, and business in their respective terms of reference (TORS);

2. Shall consist of a chairperson, General Secretary of the Society as a secretary and three members nominated by the Cabinet;
3. Shall send report, draft and recommendations to Cabinet of the Society through Secretary in writing in due time for consideration, approval, change or rejection. Re-examine the report, draft or recommendations if Cabinet make any suggestion or change;
4. Shall implement the decisions once approved by the Cabinet, and shall continuously update the Cabinet about the implementation process and outcomes;
5. be monitored by General Secretary or President of the Society during the whole process of implementation; and
6. be dissolved by the Cabinet after a due process.

Session 2. Types of committees

1. **PPS disciplinary committee: shall**
   1) ensuring fairness, consistency, and transparency in the disciplinary process.
   2) responsible for investigating and addressing allegations of misconduct, breaches of policy, violation of medical ethics or other forms of wrong doing by employees or members or cabinet members;
   3) determining whether a breach of policy or code of conduct has occurred; and
   4) recommending disciplinary actions after due proceedings as described.

2. **Conference organizing committee**
   1) Conference organizing committee: as described.

3. **Constitutional amendment committee**
   1) As described.

4. **Registration, affiliation, accreditation and renewal committee**: shall
   1) responsible for dealing the PPS registration, affiliation, accreditation and renewal; and
   2) deal the taxes issues.

5. **Celebration committee:** shall
   1) mark and celebrate yearly days for Mental Health, suicide, headache, substance misuse, depression, autism, schizophrenia and other days in yearly calendars;
   2) take active part in special celebrations days and events of other specialties, institutions and organizations; and
   3) keep record of events with information Secretary to share with other PPS Councils for sharing with policy makers and national and international organizations.

6. **Literary, intellectual and Recreational committee**: shall
   1) encourage, promote and provide platform for members for intellectual stimulation, creative expression, community building, personal growth and cultural enrichment by sharing thoughts, ideas, creative works and healthy physical and mental activities;
   2) establish PPS literary Club, PPS Poetry Club, PPS Intellectual Club, PPS Books Club, PPS Sports Club, PPS Academic Club etc.

7. **Media Committee:** shall
   1) Coordinate with publication council for managing electronic media, social media, website, WhatsApp, Instagram, Facebook, YouTube and other;
   2) produce dramas, clips and videos for skills, training, advertisement, social media and electronic media;
   3) hire and use social media, mass media and electronic media for awareness of public and publicity of the Society; and
   4) manage media for teaching, trainings, awareness, communication and PPS meetings.

H. MEETINGS

Section 1. MEETINGS

1. **General Body Meeting - Order of Business** -: shall
   1) Call to order by the General Secretary;
   2) Recitation of the Quran by any member called by General Secretary;
   3) National Anthem;
   4) Roll Call by General Secretary;
   5) Reading and approval of last minutes by the General Secretary;
   6) Annual Report by General Secretary;
   7) Approval of election results (in an election year) by the General Secretary;
   8) Future agenda and decisions by the General Secretary;
   9) Timeline of activities by General Secretary;
   10) Any agenda with the permission of the chair;
   11) Presidential Speech by the President; and
   12) Vote of thanks.

2. **Cabinet Meeting - Order of business** -:
   1) Call to order by the General Secretary;
   2) Recitation of Quran any member called by the General Secretary;
   3) Roll Call by the General Secretary;
   4) Reading and approval of last minutes by the General Secretary;
   5) Report by the General Secretary;
   6) New agenda and presentation by the General Secretary or the President;
   7) Approval of election results (in an election year) by the General Secretary;
   8) Future agenda and decisions by the General Secretary;
   9) Timeline of activities by the General Secretary;
   10) Any agenda with the permission of the chair;
   11) President remarks; and
   12) Vote of thanks by the President.

3. **Provincial/Chapter Team meeting (if team established) - Order of Business** -:
   1) Call to order by the Provincial/chapter Secretary;
   2) Recitation of Quran by any member;
   3) Roll Call by Provincial/chapter Secretary;
   4) Reading and approval of last minutes by Provincial/chapter Secretary;
   5) Report by Provincial/chapter Secretary;
   6) New agenda and presentation by Provincial/chapter Secretary;
   7) Future agenda and decisions by Provincial/chapter Secretary;
   8) Time line of activities by Provincial/chapter Secretary;
   9) Any agenda on the permission of chair;
   10) Provincial/chapter Secretary remarks; and
   11) Vote of thanks Provincial/Chapter Secretary.

4. **Councils/Board/Committees Meetings - Order of Business:**

   1) Call to order by the chairman/secretary of the council/committee;
   2) Recitation of the Quran by any member;
   3) Roll Call by the Secretary of the Board/Councils/committees;
   4) Report by the Head/Chairman of the Board/Councils/committees;
   5) Agenda and presentation by the secretary of the Board/Council/committee;
   6) Timeline of activities by the Head/chairman of the Board/Councils/committees; and
   7) Vote of thanks by the Head/Chairman of the Board/Council/committee.

I. ELECTION

Section 1. The election commission: shall

1. **Have updated hard copy of PPS Constitution and amendments regard election**

2. **Establish Voter list**

   1) Establish provincial/chapter voter lists from updated PPS provincial/chapters membership lists, provide from Cabinet through the President/General Secretary before 31st July in the election year;
   2) organize each voter lists accordingly permanent address of voter in CNIC;
   3) organize each voter list with data as authentic PPS membership number, full name, cell number, date of membership, permanent address, email address and shifting of any member from one province or chapter to other with justification;
   4) release tentative final voter lists at least two times at all PPS social media/electronic media and website for rectification or correction of any error in data. Voters should be given a deadline for correction of any error before closing final voter list; and
   5) Release final verified and updated voter lists on PPS social/electronic media and website two weeks before the release of the election schedule in the election year,

and no change of any kind shall be allowed in voter list after release of final verified voter lists.

3. **Release Election Schedule and guideline**
   1) release and notify the election schedule at least one month before election date on all PPS social/electronic media and website;
   2) release awareness to all PPS members on PPS social/electronic media and PPS website about the election schedule, and eligibility for the voter, contester, proposer and seconder;
   3) repeatedly release texts and videos about awareness of the online vote-casting procedure; and
   4) Release disciplinary and redressal guidelines for election campaign and procedure during election process.

4. **Establish Election observers committee**
   1) establish third-party observers for the election process if required;
   2) define the role of observers during the election; and
   3) observers shall not interfere with the election process except reporting to the commission and copy to the cabinet.

5. **Compile Election Results**
   1) compile election results on a simple majority vote gained by a candidate;
   2) an extra vote of the chief election commissioner shall decide the tie result situation between two or more candidates in election commission meeting before announcing the initial result;
   3) announce election results on the same day or the next morning;
   4) officially notified the successful candidates within one week after auditing the results; and
   5) verified and validated election results by the cabinet and, then by the General Body.

6. **Present Post-election audit report**
   1) Present a written report to the cabinet about the election process and results;
   2) Present a report compared with the last two elections;
   3) point out strengths and weaknesses/shortcomings of the election process; and
   4) point out the reasons for voters who are not participating in the election and recommendations for the future better elections campaign, participation and voting.

7. **Hire IT System and IT Personnel**
   1) hire an independent, experienced, and advanced IT system and its personnel at earliest for online election. It shall be new and not the previous one. It shall not be challenged once decided;
   2) make sure to control expected irregularities in vote casting and manipulation in results by software (IT System) or IT personnel or commission members. Moreover, the system should process all the data by itself and free of inbuilt manipulation of

voting and results;

3) make a unique and secure password to prevent any chance of intrusion other PPS members, IT personnel or election commission member in system;
4) The IT personnel shall not be able to intervene IT System;
5) The necessary work in system shall be under observation and consent of all Commission members;
6) ensure that the IT personnel should just be required if there are any logging difficulties or a serious technical problem relating to the system;
7) be able to identify the voters or any unauthorized person performed any activity during this period;
8) design the IT system to have an additional program that can record the vote cast by the person, device, and its timing, and other information. This data could be retrieved only if there is a need to review any irregularities or disputes;
9) take a written oath from IT personnel ensuring confidentiality and not manipulating the any step of election process;
10) ensure data leakage and voter's confidentiality;
11) Outline a fixed penalty earlier with IT personnel or a IT company found guilty of creating and pre-installing any algorithm, code, manual irregularities or manipulating with the system; and
12) The IT system and IT personnel shall start work at the earliest once the commission had hired it. Ensue that the IT system should be repeatedly tested 3 weeks prior to the election to ensure that there is no technical problem in the IT system and operation, the IT personnel expertise, errors in login and password by each member.

8. Establish Election Commission Disciplinary Committee

1) establish the Election Commission Disciplinary Committee for initiation and scrutinizing disciplinary process for misconduct done by a member, cabinet member, election commission member or IT personnel in election;
2) violation by any will cause a significant penalty fixed and recommended by disciplinary committee to Election Commission after a due proceeding as described; and
3) describe the structure and terms of reference of committee including duration for submission of report.

9. Establish Election redressal committee

1) establish a redressal committee to initiate and address any grievance, objection or complaint in election process raised by any member;
2) recommend impose penalty once proved violation in election process after a due proceeding as described;
3) send recommendation to election commission for consideration and process; and
4) describe the structure and terms of reference of the committee of committee including duration for submission of report.

10. Release Nomination Paper Submission Form

1) release Nomination Submission Form for all vacant posts of the Cabinet including Provincial/Chapters secretaries, and Executive members.

11. Release Eligibility for election Contester:

1) Any PPS registered life members present in the approved and updated election commission's voter list are eligible for contesting election; provided
   a. Paid all dues and is not under suspension on any reason;
   b. The members shall be in good standing as described;
   c. One candidate can contest for one seat in the same election;
   d. No office bearer shall be eligible to contest elections for the same office for more than two consecutive terms, but is re-eligible for it after a gap of one term;
   e. No candidate shall contest who remained office bearer for four terms in total for any of the posts of PPS, except the durations of President Elect and Past President posts, and Past General Secretary. It shall not be taken in account;
   f. Members having ten years of membership shall be eligible to contest election for the post of President-Elect;
   g. Members have five years membership shall be eligible to contest election for the post of General Secretary;
   h. Contester shall be proposed and seconded by any different life members of the Society present in any voter lists, while contester of the Provincial/Chapter Secretary shall propose and second by only life members present in concerned voter list of province/chapter;
   i. Contester of the Provincial/Chapter Secretary shall be residing and serving in concerned province/chapter; and
   j. Contester, proposer and seconder shall not propose or second another contester for the same post;
   k. Nomination paper submission:
      i. Any PPS life members present in any updated and approved voter lists of election commission can submit nomination form against any Cabinet vacant posts except General Secretary and Provincial/Chapter secretaries vacant posts, and shall be elected by all PPS life members present in approved and updated voter lists of election commission;
      ii. For the General Secretary vacant post, eligible member shall submit nomination form from only province/chapter on rotation and be elected by all PPS voters present in all updated and approved voters list of election commission. The rotation shall rotate from Islamabad (Federal), to Khyber Pakhtunkhwa, Balochistan, Punjab and Sindh . Missed term shall be reserved for next time; and
      iii. For PPS Provincial or Chapter Secretary vacant posts, only eligible members present in concerned provincial/chapter voter list can submit nomination form and be elected by all PPS life members present only in concerned provincial/chapter (constituency) voter list.

12. Release Voter's eligibility for casting vote

1) All PPS life members present in the updated election commission's voter list are eligible for casting vote in election provided their membership approved till 30th June of the election's year. The new members enlisted after 30th June (of the election's year) shall remain as life members but not eligible for voting and contesting election at that year;
2) Voters shall cast his vote by self only
3) The members shall be in good standing as described.

13. Release Election Schedule Notification:

1) shall consist of;

a.	Notification of Election	First Day
b.	Last date of filling nominations	Two weeks
c.	Scrutiny by Election Commission	Three days
d.	Display of scrutinized list	One day
e.	Appeal against rejection/acceptance/withdrawal	Three days
f.	Display the final list including unopposed candidates	Three Day
g.	Date of Election	Ten days
h.	Voting time 24 hours for	2 days
i.	Declaration of Results	Next morning
j.	Notification of successful candidate	Within one week

k. Attached documents.
   i. Vacant posts for contesting election along with un-opposed posts
   ii. Eligibility of Candidates for vacant posts
   iii. Eligibility of proposer and seconder
   iv. Eligibility of voters
   v. Eligibility for contesters
   vi. Nomination forms
   vii. Procedure of voting
   viii. Updated final and non-changeable voter lists
   ix. Guidelines for election campaign, discipline and redress
   x. Election rules and regulations.

J. ASSUMING OFFICE BY NEW CABINET, AND TAKE OVER OF PPS RECORD AND ASSETS

Section 1. The following shall be followed:

1. All newly elected Officers shall start their function at and after the closing ceremony of the PPS Conference or at 31st December of the election year in case of an extraordinary/special situation;

2. The tenure of all office bearers of the last cabinet will be expired after closing ceremony of the conference, and their resignations shall be handover to new General secretary for correspondences;
3. All new office bearers will assuming charge in written and written shall be handover to new General Secretary for correspondences; and
4. The ex- general secretary shall handover the charge, all documents and correspondences of PPS, resignations of last cabinet members to the new General Secretary within one month after the Oath ceremony or not later than 15 January of the first year of the new Cabinet in case of a special situation.

K. ANNEXURES

Section 1. The following documents be attached with the PPS constitution:

1. Constitutions and Amendments
2. Policy documents
3. Strategic Plan
4. Annual report
5. Procedural Manuals
6. Meetings and minutes
7. History of Psychiatry in Pakistan
8. History of PPS National and International Conferences
9. Data of Mental Health Institutions in Pakistan
10. PPS Conference Hosting Application Form
11. PPS Membership lists
12. Membership application form
13. Agreements
14. Contracts
15. PPS Official record, correspondences and material
16. PPS assets records
17. Financial reports
18. Bank Accounts and material
19. Monogram
20. Writing pad
21. Stamp
22. Election schedule
23. Nomination form
24. Eligibility of Candidates for vacant posts
25. Eligibility of proposer and seconder
26. Eligibility of voters
27. Eligibility of contester
28. Procedure of voting

29. Updated final and non-changeable voter lists
30. Guidelines for election campaign and discipline
31. Election rules and regulations
32. Oath
33. JPPS record
34. Research
35. Publications
36. PPS Trust record
37. Promotional and academic Videos, clips
38. Teaching and Training materials
39. Books
40. Code of ethics and standards
41. Guidelines
42. Assessment tools
43. Certificate
44. PPS Shields
45. Gifts
46. Friends record
47. Sister organizations and coordination records
48. Items to be described:
    1. The structure, organization, functions, responsibilities, powers, activities, funds, accountability, expenses, business of tenure of PPS Trust board and PPS Trust;
    2. The structure, organization, functions, responsibilities, powers, activities, funds, accountability, expenses, business of PPS Secretariat;
    3. The qualifications, experience, fees, appointment, duration, term of reference, functions and removal of Auditor and Advocate;
    4. The rules and regulations for employment;
    5. The rules and regulations for sub-organization;
    6. The rules and regulations for Friends of the society;
    7. Outline and describe the protection for whistleblowers and reporters of any complainer;
    8. Eligibility criterion for certifications, shields, honors, awards or gifts to presenters, participants, guests, exhibition participants, legend members, Society members or other organizations persons honor in PPS conference;
    9. Standard design of PPS certification, shields, awards etc;
    10. Outline core principles, code of conduct, standards of behavior, standards of practice and penalties on violators accordingly national and international standards and regularity authorities;
    11. Outline reporting procedures for misconduct or unethical behavior, the procedures of investigation, response, penalties and imposition of penalties.

Section 2. PPS Advisory Board - members

1. Prof Khalid A Mufti
2. Prof Abdul Malik Achakzai
3. Prof Rizwan Taj
4. Prof Saad Bashir Malik
5. Prof Riaz Bhatti
6. Prof General Salim Jehangir
7. Prof Mazhar Malik
8. Prof S M Sultan
9. Prof Fareed Minhas
10. Prof Mawadat H Rana
11. Prof Unaiza Niaz
12. Prof Nasar Sayed
13. Prof Muhammad Iqbal Afridi
14. Prof Imtiaz Dogar
15. Prof Ghulam Rasool
16. Prof Wajid Ali Akhunzada
17. Prof Nazish Imran
18. Prof Dr Ayesha Rashid

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Secretariat Address:

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