

CONSTITUTION OF THE PAKISTAN PSYCHIATRIC SOCIETY (PPS)

FINAL PROPOSED AMENDMENTS DRAFT 29th April 2014



CONSTITUTION COMMITTEE:

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|------------------------------|----------|
| 1. Dr. Mian Iftikhar Hussain | CHAIRMAN |
| 2. Dr. Aziz ur Rehman | MEMBER |
| 3. Dr. Sohail Ahmad | MEMBER |
| 4. Dr. Imtiaz Ahmad Dogar | MEMBER |
| 5. Dr. Hamid Rasheed | MEMBER |

PREAMBLE

The newly elected Executive Committee members of PAKISTAN PSYCHIATRIC SOCIETY (P.P.S.) in its' first meeting under the President ship of Prof. Dr Mazhar Malik and Prof. Dr Ghulam Rasool as General Secretary held in PC Pindi dated 24th Feb. 2013 observed that the present constitution has certain deficiencies and needed to be redrafted with required amendments after thorough study. Thus the following Constitution Committee was formed for this purpose.

1. Dr Mian Iftikhar Hussain.... Chairman
2. Prof. Dr Aziz ur Rehman.....Member
3. Dr sohail Ahmad.....Member
4. Prof.Dr Imtiaz Dogar.....Member
5. Dr Hamid Rashid.....Member

The constitution committee thoroughly studied the previous two constitutions, the latest one was of 2008-2010 and started redrafting it. The tiresome efforts of the process of redrafting of the constitution with suggesting various amendments continued from Feb.2013 till 22nd April 2014 . The new drafts were sent to all the executive committee & general body members phase by phase throughout this period and their inputs were requested. The constitution committee discussed the new draft of constitution in its' meeting in the Faisalabad National Psychiatric conference dated 17-19th January 2014 for final touches and was approved in the committee after further inputs by the committee members. The final draft was sent to each member of the constitution committee for final approval before sending to the General Secretary of the Executive Committee. The constitution draft was finalized on 22nd April and was sent to the General Secretary for putting in the agenda of the forthcoming Executive Committee meeting in PC Lahore dated 25th April for approval. The constitution draft was discussed clause by clause in the executive committee meeting. The Executive committee approved the final draft with certain changes. These changes have been made in the latest draft according to the suggestions of the Executive committee and the new constitution draft has been finalized

The amendments process has been completed with the efforts of the Constitution Committee, Executive Committee members and inputs by general members of the society.

Now the final constitution draft with suggested amendments is being sent to the General Secretary of PPS Prof. Dr Ghulam Rasool for approval from the next General Body meeting. The assigned task of the constitution committee has been completed and over now.

I must acknowledge and appreciate the cooperation of all the constitution committee members, executive committee members and general body members for their inputs and cooperation.

I will like to pay my special thanks to Dr Ghareeb Nawaz ENT surgeon AP of HAYAT ABAD Medical Complex Peshawar for his full cooperation in the process of redrafting of the constitution .

Thanks.

Dr mian Iftikhar Hussain

Chairman constitution committee

Dated 29th April 2014

NEW PPS CONSTITUTION

1. Name.

a) The name of the society shall be Pakistan Psychiatric Society abbreviated as PPS. (Hereinafter referred to as society).

b) **The monogram of the society shall be in black and white.**



c) The head quarters of the society at Karachi shall after the term of 1988-90 be rotated for two years in each of the four provinces. The General Secretary shall be elected from the province where the office of the general secretary is to be rotated.

d) Aims and objectives:

- (i) To provide a common **platform** for psychiatrists to exchange views.
- (ii) **To strive for academics in psychiatry and behavioral sciences, to promote research and continued medical education & continued professional development in the field of psychiatry.**
- (iii) **To strive for developing treatment guidelines in our socio-cultural context.**
- (iv) **To strive for providing standardized training in psychiatry and allied disciplines.**
- (v) **To strive for developing subspecialties in psychiatry in the country.**
- (vi) **To strive for incorporating mental health in all the tiers of the Health Delivery System including Primary Health.**
- (vii) **To provide a consultative forum to the government in matters of mental health**
Policy.
- (vii) **To safeguard the dignity of the profession by keeping high professional and ethical standards.**
- (ix) **To protect the rights of psychiatric patients.**
- (x) **To protect the rights of members of the society.**
- (xi) **To struggle for the establishment of Pakistan psychiatric society foundation.**
- (xii) **To raise voice against any mal practice regarding mental health.**

(e) To achieve the aims and objectives, the society shall use all legal ways and means like.

- (i) Website.**
- (ii) Conferences**
- (iii) Seminars**
- (iv) Meetings.**

(v) Publishing pamphlets and periodical Journal

2. Rules and Regulations:

- a) There shall be a patron of the society, to be selected by the Executive Committee amongst the senior most psychiatrists.

b) Membership.

(i) Life Membership

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.

(ii) Associate Member:

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 can become Associate Members.

(iii) Honorary Member:

Individuals who have rendered commendable services for Mental Health and the Society or have outstanding contributions in the field of science, arts or literature can be elected as Honorary Member by the Executive Committee and approved by the General Body.

(iv). Membership fee.

- a. Life membership fee : Rs.5000/
- b. Associate member ship fee: Rs.5000.
- c. Honorary membership : will be free

3. Enrolment of Membership:

- (i) The person eligible for any of the above membership shall submit the application on the prescribed form to the General Secretary along with the requisite fee. The application shall be duly proposed and seconded by two life members of the society. This

application shall be placed before the executive committee in its next meeting and if approved, name of the person shall be taken on the register.

- (ii) The amount of membership fee for different categories of membership shall be determined by Executive Committee from time to time.

4. Privileges and Rights of Members:

a) Life Members shall have the right

- (i) To vote in all regular, general and extra ordinary meetings.
- (ii) To propose and second resolution.
- (iii) To propose and second candidates for holding office of the society.
- (iv) Shall be eligible **to contest election for all posts.**
- (v) Will receive publications of the society free of cost or on such rates as the society may Deem necessary to fix from time to time.

b) Associate Members:

Shall have all other privileges and rights except that they cannot contest and vote in the Elections.

c) Honorary Members.

Shall have all other privileges and rights except that they cannot contest and vote in the Elections.

5. Cessation / Suspension / Expulsion of membership:

- a) Any life member may withdraw his/her name from the membership of the society through a written application to the General Secretary.
- b) In case of misconduct or gross violation of the constitution by any member, the executive committee after fulfilling all formalities shall take disciplinary decision

regarding suspension / expulsion of the member which shall be approved by the General body.

6. Organization:

a) The General body of the society :

- (i). Shall be the supreme body.
- (ii) Shall make amendments in the constitution.
- (iii) Shall pass vote of no-confidence.
- (iv) Shall approve the budget estimates and audit report.
- (v) Shall approve the election.

7. Executive Committee.

(a) The affairs and business of the society shall be conducted and managed by the Executive Committee. The rules, regulations and if any amendment thereof shall be proposed by the Executive Committee.

(b) Each province will have its own chapter of the society duly elected and the provincial secretary from the respective province shall be the secretary of that chapter. Every chapter will raise its own funds for its social and academic activities. The audited report of the funds raised by provincial chapter shall be submitted to executive committee for approval.

(c) Foreign local chapters may also be setup in other countries with the approval of the executive committee and General body.

(d) The executive committee shall consist of office bearers and executive committee members as under.

- a) President.
- b) President Elect.
- c) Two Vice Presidents.
- d) General Secretary.
- e) Four Provincial Secretaries.

f) **A Press and information Secretary.**

g) One Secretary from Azad and Jammu and Kashmir.

h) **One Secretary from Federal area including Gilgit Baltistan chapter. The Gilgit Baltistan will have separate chapter and its secretary from 1st January 2020.**

i) A Treasurer.

j) Six executive committee members.

k) The immediate past president & general secretary.

l) One member each from UK, USA and Canada chapters, as co-opted members.

The General Secretary and the Treasurer shall be from the Province where the Head Quarter of the society is to be located by the rotation.

8. **Without prejudice to the general power conferred, the executive committee shall have**

powers:

- a) To make **regulations** from time to time for conduct of its business so long as they are not inconsistent with the rules of the Society. The **regulations thus formed shall be passed by the General Body, later on.**
- b) To delegate any of its powers to a sub committee consisting of such members as they shall think fit and make such regulations for the proceedings of such subcommittee as may seem expedient.
- c) To appoint and to remove from time to time persons in the employment of the society and to fix their remunerations.
- d) To sanction the acquisition by laws or transfer to the society of any movable or immovable property or properties for the purpose of the society.
- e) To **approve audited** account and balance sheet prepared by the treasurer.
- f) To approve the annual report prepared by the General Secretary.

9. **Meetings of the Executive committee:**

- a) Shall meet at least once in six months.
- b) **Quorum of the meeting shall be 50 % of its total membership.**
- c) **Attendance of a member in executive committee meeting through correspondence will be acceptable in case of genuine reasons for his /her absence from meeting. His/her opinion on the agenda issues** will be considered but the decision of majority shall be final.
- d) The agenda of the meeting shall be circulated fortnight in advance of the date of the meeting.
- e) The minutes of all resolution and proceedings of the executive committee shall be recorded in the minute's book **by the General Secretary .The minutes of the meeting shall be circulated to every member of the executive committee and to every member of the society by the General Secretary.**
- f) The approved minutes' copy shall be signed by every member of the executive committee in the next meeting.
- g) Non –Attendance for three consecutive meetings of the executive committee, without showing any **genuine reasons, may likely** disqualify the member from the membership of the committee.
- h) Vacancies in the executive committee shall be filled by the nomination by the Executive Committee.
- i) Subject to the consent of the Provincial chapter, the executive committee meetings shall be held by rotation in each province.

10. **Functions and Power of the Office Bearers :**

a) **Patron:**

Shall be a ceremonial post like in any other organisation.

b) **President:**

- (i) Shall chair the meetings of General Body , Executive Committee or any other meeting of which he is a member.

(ii) Shall have the right of casting vote in case of tie in a decision.

(v) Shall direct General Secretary to call the executive committee meeting or shall call the meeting by himself.

c) President Elect:

(i) Shall participate in the proceedings of executive committee meeting.

(ii) Shall take over the charge from the President for the next term.

d) Vice President:

(i) Shall **assist** the President in all his functions.

(ii) One of the vice Presidents shall preside a meeting in the absence of the President.

e) General Secretary:

(i) Shall conduct all correspondence /conferences.

(ii) Shall convene meetings in consultation with the president.

(iii) Shall maintain membership register.

(iv) Shall seek guidance from the President of the society in all important matters.

(v) **Shall present the statement of account Prepared by the Treasurer to executive committee every year** which will be later on approved by the **General body**. The annual statement of accounts shall be duly audited by the auditor.

(vi) Shall coordinate with all the chapters of the Society.

f) Provincial secretary:

(i) Every Provincial Secretary shall be responsible for local activities according to the constitution of the society.

(ii) Every Provincial Secretary shall submit audit accounts at biannual meetings.

g) Treasurer :

- i.** The treasurer shall receive all funds including subscriptions and donations of the society and shall deposit them in a scheduled bank or banks approved by the executive committee to the credit of the society.
- ii.** Shall dispose off bills for payment as sanctioned by the President/ General Secretary /Executive Committee
- iii.** Shall be responsible for keeping up-to-date accounts of the society and shall present audited account of the society annually.

11. Qualification of office Bearers:

(a) Only those members shall be eligible to contest election for the post of President who have completed ten years of membership according to the constitution.

(b) Only those members shall be eligible to contest election for the post of General Secretary who have completed five years of membership according to the constitution.

12. Rules for Election:

- (i)** Those members whose names appear on the register of the membership on or before the 30th June, of the election year shall be eligible to vote and contest the elections. The office bearers & members of the Executive committee shall be elected every two years.
- (ii)** List of eligible voters shall be circulated by mail / e-mail or made available on the website if available well before the start of election procedure.
- (iii)** New voter enlisted till 30th June shall be allowed to vote only, though the membership will remain open throughout the year.

13. Election.

- a)** The office bearers and members of the executive committee shall be elected once every two years. Election shall be held before the biennial meeting of the society.
- b)** No office bearer shall be eligible to contest election for the same office for more than two consecutive terms.

- c) **The election result shall be approved by the executive committee and the general body. In case the general body doesn't approve the election, then the previous cabinet will continue functioning for three months during which re-election shall be held by the election commission.**
- d) **The new office bearers and the executive committee members shall assume office at the General Body meeting to be held at the biennial Psychiatric Conference dinner.**

14. Appointment of Election Commission

- (a) The Executive Committee shall nominate an election commissioner outside the body of executive committee and one member from each chapter as member of the commission. The members of election commission shall not be eligible to contest election.
- (b) The election commission shall notify the election schedule.
- (c) Election commissioner shall call nomination papers of the office bearers and the Executive committee according to the constitution.
- (d) Election will be held by the postal ballot.
- (e) Election Schedule for election year:

The General Secretary of Pakistan Psychiatric Society shall provide the updated list of voters to the election commission in the first week of July and inform all the members about the election schedule.
- (f) The election schedule shall be completed from September to December by the Election Commission.**
- (h) The election commission shall ensure free, fair and transparent election.**

15. Meeting of the Society:

The meeting of the **General body** shall be:

- a) Ordinary general **body** meeting.
- b) Annual general **body** meeting.

- c) Extraordinary general **body** meeting.
- d) Subject to the consent of the concerned provincial chapter a biennial conference general body meeting shall be held at a place which by rotation is to become the head quarter of the society.
- e) The date, time and place of these meetings shall be determined by the Executive Committee. Notice of one month shall be given for the annual general **body** meeting and two weeks for the ordinary general body meeting. An extraordinary general **body** meeting can be called at a notice of 24 hours. **15** members can requisite an extra-ordinary meeting by a written request.

16. The following rules shall be applicable to all general body meetings of the Society:

- a) One fifth of the members shall form a quorum. In case a quorum is not completed the meeting will be adjourned.
- b) Adjourned meeting shall be called with new date and venue.
- c) The President, or in his absence, one of the Vice Presidents of the Society shall take the chair at the meetings. In case of absence of president and both vice presidents, the members present shall elect a chairman for the meeting.
- d) No motion, for which due notice **of 7** days in advance has not been given shall be discussed at the annual meetings or **of 3** days in the case of ordinary general body meeting.
- e) Voting shall be by the show of hands but a ballot may be demanded by the house. The **President's** decision on the show of hands will be final.

17. Vote of no confidence.

- (a) Motion for vote of no confidence against any office bearer can be moved by any three members of the Executive Committee in writing.
- (b) The office bearer against whom the vote of no confidence is going to be moved will be given the right of self defense prior to the procedure.
- (c) If the vote of no confidence is going to be passed against the chair, then that office bearer shall not chair the meeting.
- (d) 2/3 majority of Executive Committee shall pass vote of no confidence against that office bearer.

(e) 2/3 majority of the general body meeting shall approve the vote of no confidence.

18. Funds and Accounts

- a) The accounts shall be subject to examination by a recognized or registered auditor. The auditor shall be appointed by the Executive Committee.
- b) Bank Accounts of the Society shall be in the name of the President, General Secretary and Treasurer. The account shall jointly be operated by two of the above office bearers i.e., treasurer and president/ general secretary.

19. Indemnity:

Every member of the executive committee and every officer of the society, shall be indemnified out of the funds of the society against all losses and expenses incurred in the discharge of his / her duties lawfully done or performed.

20. Suits and Proceedings:

In consultation with president and later on to be approved by the Executive Committee ,the 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,

21. Dissolution:

- a) The society shall stand dissolved if not less than 4/5th of the General body Present at a meeting convened for the purpose so decide, and the dissolution shall take effect forthwith or at such time as may be decided at the meeting.
- b) 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 contributories amongst themselves, such amount as may be required not exceeding Rs: 5000/-

- c) 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 in all provinces and at federal level.**

22. Amendments:

No addition, alteration or amendment shall be made to in the memorandum or rules and regulations of the society for the time being enforced unless the same has been previously submitted to and approved by the executive committee and passed in the General Body **by the 2/3 majority of the meeting each.**

23. Inspection of Records:

Inspection of records, minutes of the proceeding of the, membership books, books of accounts shall be open to inspection upon written demand of any member at any reasonable time.

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