

CONSTITUTION/
BYE-LAWS
OF PAKISTAN CHEST
SOCIETY

| Approved in the General Body Meeting | 10th March 1998 | Hotel Avari, Lahore |
|---|---------------------------------------|----------------------------|
| Amended by the General Body | 2002 | Peshawar |
| Amended by the General Body | 2004 | Karachi |
| Amended by the General Body | 2006 | Quetta |
| Amended by the General Body | 2010 | Peshawar |
| Amended by the General Body | 2014 | Islamabad |
| Amended by the General Body | 2017 | Peshawar |
| Amended by the General Body | 2021 | Karachi |
| Revised Constitution Approved by GC | Dec 2023 | Islamabad |

1. Introduction

- 1.1 The name of the society shall be **PAKISTAN CHEST SOCIETY** (PCS).
- 1.2 The society shall be registered with the relevant authority/authorities as per law.
- 1.3 The language of the state shall be the official language of the society. However, English shall continue as a language for communication and correspondence.
- 1.4 The area of operation of the society shall be all over Pakistan including Azad Jammu & Kashmir and Gilgit Baltistan.
- 1.5 The society shall be a non-profit, non-political, and non-sectarian association of health care professionals working in the field of respiratory medicine.

2. Aims and Objectives

- 2.1 To promote awareness about chest diseases among the public.
- 2.2 To educate health care professionals and related individuals about the latest developments in the field of respiratory medicine through seminars/workshops/lectures, and conferences.
- 2.3 To conduct, collaborate and coordinate research in chest diseases in collaboration with national and international organizations.
- 2.4 To develop guidelines on various chest diseases for healthcare professionals.
- 2.5 To publish books, magazines, and journals about chest diseases.
- 2.6 To collaborate with various organizations in areas of research and education.
- 2.7 To assist/ guide the provincial and federal health care governmental bodies like the National tuberculosis control program in the formulation, implementation, and evaluation of the programs for the treatment, prevention, and control of respiratory diseases.
- 2.8 To raise funds for the society in a legal manner and use these funds in the achievement of objectives of the society.

3. Memberships of the Society

- 3.1 The Society shall offer three types of memberships
 - (a) Regular Membership
 - (b) Associate Membership
 - (c) International Membership

3.2 Criteria of granting Regular Membership

- (a) Must hold MBBS degree or equivalent duly registered with Pakistan Medical & Dental Council and must be living/practicing in Pakistan at the time of registration.
- (b) Must meet at least one of the following Conditions
 - (i) Holding Postgraduate degree/diploma from Pakistan or equivalent from abroad in the field of Pulmonology/ Thoracic Surgery like FCPS, MD, MCPS, DTCD requiring at least 02 years of clinical training and having passed an exit exam.
 - (ii) Completed at least 03 years training of Pulmonology/Thoracic Surgery Program surgery and provide certificate from supervisor to this effect
 - (iii) CPSP/University approved supervisor and/or examiner for postgraduate training program of pulmonology/Thoracic Surgery
 - (iv) Holding postgraduate qualification in General Medicine / General surgery from Pakistan or abroad and actively practicing pulmonology/Thoracic Surgery on the recommendation of the President of the relevant chapter and with the approval of the governing council.

3.3 Criteria of granting Associate Membership

- (a) All the medical graduates, working in Pakistan, who do not qualify criteria of the regular membership of the society including those working in the National TB Control Program are eligible for Associate membership.
- (b) All healthcare professionals other than medical graduates working in Pakistan, associated with the practice of chest diseases like respiratory nurses, physiotherapists, respiratory technicians etc. are eligible for the Associate Membership of the society.

3.4 Criteria for International Membership

- (a) All the medical graduates working in the field of respiratory medicine working outside Pakistan, whether of Pakistani origin or foreign national qualify for international membership.

3.5 Conversion of membership category

- (a) Medical doctors working in Pakistan and holding Associate membership shall be converted to Regular Membership on fulfilling the requisite criteria.
- (b) Medical doctors holding Associate Membership can be elevated to Regular Membership category after 07 years of good standing with the society on recommendation of the President of the respective chapter and with the approval of the governing council.
- (c) Those international members of Pakistani origin can apply for regular membership of relevant chapters on returning to Pakistan.

3.6 Procedure for Induction of Members

- (a) All the members already registered with any chapter of the society by 31st Dec 2023 shall stay as regular members if they qualify the criteria for the regular membership and are duly verified by the present General secretary and President of the respective chapter.
- (b) Membership of society shall be e-membership w.e.f. 01st Jan 2024. If by any reason E-membership cannot be launched or maintained, induction and renewal of membership will be carried out through paperwork.
- (c) New members will apply online by providing relevant documentation and submission of fee. They will be admitted after recommendation from the General secretary & President of relevant chapter and after the approval by the President PCS -Center through GS -Center

3.7 Allocation of Chapters to the Members

- (a) All those working in the administrative territory of Punjab, Sindh, Balochistan and Khyber Pakhtunkhwa will be allocated respective chapters.
- (b) Those working in the capital territory, Islamabad/Rawalpindi, Gilgit Baltistan, Azad Jammu & Kashmir, and working in the Armed Forces of Pakistan, whether serving or retired are eligible for the Federal chapter only.
- (c) International Members will be allocated to the chapter as per their choice.

- (d) If any member moves permanently or for considerable time from jurisdiction of one chapter to another, he/she may hold membership with the existing chapter, or may opt to move his registration to a new chapter.

3.8 Privileges of Members

- (a) Participate in all the activities of the society.
- (b) Receive all the publications of the society.
- (c) Regular members are eligible to participate in the elections of the society as per prevalent election rules.

3.9 Termination and Restoration of membership of the society

- (a) Membership will be terminated in the following circumstance
 - (i) In case of death of the member.
 - (ii) In case, a member applies for removal of his/her name.
 - (iii) Committing an act violating the rules of society and acting in manner prejudicial to the interests of society.
 - (iv) In case, the member loses his/her registration to practice.
 - (v) In case a member is punished by the court of law on criminal grounds.
- (b) Procedure for termination of Membership
 - (i) Termination shall require recommendation by the President of the respective chapter and subsequently by the President-Center. These recommendations for the termination will be brought before the governing Council for approval.
- (c) Procedure for restoration of Membership
 - (i) Member, who is terminated can appeal to Governing Council of the in writing through President PCS- Center
 - (ii) Membership can be restored by the 2/3rd majority of the members in attendance of the governing council meeting.

3.10 Subscription for membership

- (a) Subscription Fee shall be applicable from 01 July to 30th June.
- (b) Membership Fee may be charged yearly or biannual
- (c) There shall be provision of Lifetime Membership
- (d) Annual/ Biannual subscription Fee shall be decided by the governing council.
- (e) Fee shall be deposited in the account of PCS- center

4 **Organizational Structure of the Society**

- 4.1 All the registered regular members of all the chapters of the society shall constitute the General Body of the Society (GB)
- 4.2 The society shall have a central body called Pakistan Chest Society (Center), which shall be responsible for the operational, managerial, and financial affairs of the society. The PCS (Center) shall be rotated among various chapters of the society either biannually or annually as decided by the governing council. The chapter holding PCS (Center) shall be responsible for conduct of Biennial/Annual Scientific Conference at the end of tenure and shall hand over the PCS-Center to the chapter due for the taking over of the center.
- 4.3 The Society consists of multiple chapters of the society developed on geographical basis. Presently, there are 05 chapters namely:
 - (a) PCS-Balochistan Chapter (PCS-BC)
 - (b) PCS-Federal Chapter (PCS-FC)
 - (c) PCS-Khyber Pakhtunkhwa Chapter (PCS-KC)
 - (d) PCS-Punjab Chapter (PCS-PC)
 - (e) PCS-Sindh Chapter (PCS-SC)
- 4.4 The new chapter can be created from the existing chapter / chapters on the recommendation of members through constitutional amendment duly recommended by the Governing Council (PCS-GC) of the Society and with the approval of the General Body of the society (PCS-GB).

- 4.5 Any chapter can be merged with other chapter/chapters on the request of the cabinet of the respective chapter or if found dysfunctional by the PCS-Governing Council through the constitutional amendment duly approved by the PCS-General Body.
- 4.6 Any chapter can create its sub chapters on the recommendation of the cabinet of the respective chapter. The proposal shall be sent to the General Secretary of the central cabinet for processing of the same with the PCS-Governing council and subsequently with the PCS-GB in their respective meetings. Any Sub-chapter can be elevated to the status of chapter based on the performance and logistics through constitutional amendment processed by the PCS-Governing Council and subsequently by the PCS- General Body.
- 4.7 All the chapters shall strictly adhere to the name prescribed to the chapter in these Bye-laws and shall not amend its name.
- 4.8 All the chapters shall use the Logo of Pakistan Chest Society in all its correspondence.
- 4.9 PCS (Center) shall be run by the cabinet, which consists of following office bearers
- (a) President PCS (Center)
 - (b) Vice President- PCS (Center)
 - (c) General Secretary PCS (Center)
 - (d) Finance Secretary PCS (Center)
 - (e) Joint Secretary PCS (Center)
 - (f) Clinical Secretary PCS (Center)
 - (g) Information & Publication Secretary PCS (Center)
- 4.10 The central Cabinet will be elected by all the eligible regular members of the society through elections held biannually or annually as deemed fit by the governing Council.
- 4.11 There shall be a "Management Committee" of PCS (Center) consisting of the

President, General Secretary and Finance Secretary. The President of the society can add more members into the management committee from the cabinet if required to meet some legal requirements of registration / Tax authority.

- 4.12 The Management committee shall have following roles
- (a) Shall have the operational and financial control over the society in line with the directions of the governing council
 - (b) Shall be the signing authority of bank accounts
 - (c) Shall deal with and sign any contract on behalf of the society
 - (d) Shall represent the society on all legal forums
 - (e) Shall act as proposers/ directors as required by the registration authorities.
 - (e) Shall deal with Registration/ Tax or any other government authority either directly or through representatives or management companies.
 - (f) The management committee shall be responsible for all the legal and financial matters that occurred in their tenure in office and will not be liable for any irregularity occurring prior to or after their tenure.
- 4.13 The standard tenure of the cabinet is 02 years starting from 01 July and ending on 30th June. If a new Central cabinet is not elected, the governing council can extend the tenure of the cabinet.
- 4.14 There shall be cabinets of all the chapters duly elected by the regular members of the respective chapter through elections held biannually/annually as deemed fit by the Governing Council.
- 4.15 The cabinet of each chapter shall consist of the following:
- (a) President (Chapter)
 - (b) Senior Vice President (Chapter)
 - (c) Vice President (Chapter)
 - (d) General Secretary (Chapter)
 - (e) Executive Member-1(Chapter)
 - (f) Executive Member-2 (Chapter)
 - (g) Finance Secretary (Chapter)
 - (h) Joint Secretary (Chapter)

- (j) Clinical Secretary (Chapter)
 - (k) Press & Information Secretary (Chapter)
- 4.16 The President, General Secretary and Finance Secretary will constitute the “Management Committee” at chapter level. The President of the chapter can add more members to its management committee if required to meet the requirement of registration/ Tax authority.
- 4.17 The Management committee shall have following roles
- (a) Shall have the operational and financial control over the chapter society in line with the directions of the PCS- Center and the governing council
 - (b) Shall be the signing authority of bank accounts
 - (c) Shall represent the chapter and the society on all legal forums
 - (d) Shall deal with Registration/Tax authorities if required
 - (e) The management committee shall be responsible for all the legal and financial matters that occurred in their tenure in office and will not be liable for any irregularity occurring prior to or after their tenure. The central management committee shall not be held responsible for any irregularity that occurred at chapter level.
 - (f) They will be responsible to furnish Audit reports.
- 4.18 The standard tenure of the cabinet of all the chapters is 02 years starting from 01 July and ending on 30th June. If a new Central cabinet is not elected , the governing council can extend the tenure of the cabinet.
- 4.19 There shall be Governing Council (GC) of the society consisting of following
- (a) President PCS (Center): Chairman GC
 - (b) General Secretary PCS (Center): Secretary GC
 - (c) All the remaining members of the central cabinet: Members
 - (d) Presidents, Senior Vice Presidents, General Secretaries, & 2 Executive Members of all the chapters: (Members)
 - (e) Outgoing President & GS of the PCS(Center): (Members)
 - (f) Chairman of all central committees. (Members)
 - (g) Editor in Chief of the Journal of Pakistan Chest Society: (Member)

- (h) Any other member of PCS or some other relevant person of repute can be nominated by the President (Center) with the approval of its cabinet and GC as co-opted member for the GC without voting rights.

4.20 There shall be Executive Council (EC) of each chapter consisting of following

- (a) President of the respective chapter: Chairman
- (b) General Secretary of respective chapter: Secretary
- (c) All the remaining members of the cabinet of respective chapter
- (d) Maximum 02 members from each district within the administrative domain of the chapter, duly approved by the chapter cabinet or elected by the members of the respective chapter as directed by the GC.

4.21 PCS Central Office and Staff

- (a) shall be at Islamabad to have effective liaison with the registration and tax authorities under the executive control of PCS (Center). It may be established in the rented accommodation or in the premises purchased by the society.
- (b) Staff at PCS Central office
 - (i) There will be the Secretary PCS as per requirements of registration authority. The post shall be filled by full time employment or can be outsourced to some accounting firms on contract basis. The major role of the Secretary is to keep society in compliance with the requirements of registration authority.
 - (ii) Chief Financial officer (CFO) of the Society as per requirement of the registration authority. The post shall be filled by full time employment or can be outsourced to some accounting firms on contract basis. The major role of the CFO is to prepare timely audit reports of Society and its chapter and stay compliant to FBR and other regulatory authorities.
 - (iii) Manager/ Asst Manager (Operation) shall be regular employee of the society for day to day running of the PCS-central Office. Manager/ Asst Manager shall be responsible to run the affairs of the society in a lawful manner in all respects in line with PCS policies. HE/ She will be responsible to assist the Secretary and

CFO of the society in dealing with regulatory authorities and FBR etc. In his absence / leave, President PCS- Center can appoint any office bearer from the cabinet of the federal chapter to perform his/her duties. He/ She will be responsible maintain records of accounts, membership, meetings, and correspondence of all kinds.

- (iv) Asst Manager (IT): Preferably Employed for full time or part time to take care of all the IT related affairs of the society. The job can be outsourced to some IT company.
- (v) The manpower of the PCS Central Office can be altered with the approval of the Governing Council of the PCS on the recommendation of the President PCS (center).

4.22 PCS Chapter Offices and Staff

- (a) All the chapters may establish chapter offices at respective places.
- (b) These offices can be established at the rented place or in the property purchased by the Society with the approval of GC
- (c) For convenience of working, Chapter offices can be established at the working place of the President or General secretary of the chapter with appropriate financial compensation with the approval of the chapter cabinet.
- (d) All the chapters may hire Asst Manager (chapter) at appropriate salary approved by the chapter cabinet paid by the chapter account. Chapters can seek additional manpower if required with the approval of GC

5. **Powers and Responsibilities**

5.1 The General Body of The Society is the supreme forum in the society and has following powers and responsibilities

- (a) It is the supreme forum in society.
- (b) All the audit reports, constitutional amendments and Election Results must be endorsed by the General body.
- (c) The Central cabinet and governing council can place any agenda before the governing body.

- (d) All the regular members of the society have the right to raise any point on this forum with the permission of the Chair.
- (e) The decision of the General Body shall be final and can only be revoked by the General Body itself with the 2/3rd votes of the members attending the meeting.
- (f) All members will be bound to accept the verdict of the General Body and may not adopt further courses in any court of law.

5.2 The Governing Council (GC) is the main executive forum of the society and has following powers and responsibilities.

- (a) It is responsible to approve or reject any proposal brought before it by the cabinets of center and chapters.
- (b) All issues must be brought before GC prior to submission at the General Body.
- (c) To approve the bye laws under constitution as proposed by the central cabinet and a committee constituted for the same prior to placement before GB.
- (d) To validate the results of the election of society for the approval by the GB.
- (e) The Governing Council shall perform all acts and duties and exercise all such powers as may be necessary for carrying out the activities of the Society.
- (f) The Governing Council may, from time to time, delegate any or all of its powers to any subcommittee.
- (g) If Chapter fails to conduct its election within the stipulated period, the Governing Council shall take measures to conduct election of the Chapter and arrange the take-over by the newly elected members.
- (h) The Governing Council can take notice of any activity that has occurred in the society in violation of constitution and is empowered to regularize any such activity with the majority of members present in any such meeting and shall place its decision before the General Body of the society for final approval.
- (j) Governing Council may remove any office bearers from its post on account of non-performance/malpractice/unjustified obstruction and non-

cooperation with 2/3rd majority of members in attendance in response to duly signed recommendation of 2/3rd majority of the cabinet with post-facto approval from the General Body.

- (k) If any office bearer or member of the Governing Council fails to attend three consecutive meetings without any valid reason to the satisfaction of the Governing Council, his membership for the GC shall be ceased.

5.3 The PCS- Central Cabinet, without prejudice to the provisions of the constitution, is the operational and managerial forum of the society. It shall have the following powers:

- (a) To arrange national and International Conferences of the Chest Society.
- (b) To enter into agreement for and on behalf of the Society.
- (c) To exercise all powers and functions whenever necessary in the interest of the day-to-day administration of the Society, subject to obtaining post-facto confirmation from the GC of the Society if required.
- (d) The central cabinet can frame rules of business/ Bye-laws from time to time to ensure smooth functioning of the society. All these rules and bylaws shall be required to be approved in the subsequent GC meeting.
- (e) To propose amendments in the existing rules and by-laws of the Society.
- (f) To cooperate and coordinate with local and foreign academic forums, donors, institutions and organizations in matters relating to the working of the Society.
- (g) To appoint and engage employees and personnel necessary for the day to day working of the Society.
- (h) To fix the terms and conditions of the services of its employees.
- (j) To appoint, if necessary, delegates to represent the Society in any Provincial, National or International conferences/events.
- (k) To give provisional approval for day to day running of business chapters.
- (l) To execute any other powers as delegated by GC.

5.4 The cabinets of Chapters, without prejudice of the provisions of the constitution, has all the operational and managerial powers within domain of the chapter:

- (a) The chapters shall help in establishing the society in the area of jurisdiction.
- (b) To prepare a calendar for academic/ educational activities.
- (c) To arrange and conduct health awareness programs for the community.
- (d) To exercise all powers and functions whenever necessary in the interest of the day-to-day administration of the chapter, subject to obtaining post-facto confirmation from the GC of the Society.
- (e) To propose amendments in the existing rules and by-laws of the Society.
- (f) To appoint and engage employees and personnel necessary for the day to day working of the chapter and to fix the terms of the services of its employees with the approval of the President (center) and subsequently by GC.
- (g) Every chapter shall abide by the constitution of the Pakistan Chest Society. It shall be obligatory for the chapters to obey all mandates, standing orders and directions of the Governing Council and PCS- Center.
- (h) Chapter may get itself registered with the relevant registration authority as Chapter of the PCS with the written approval from the governing council. Once registered, the Chapter should get a National Tax Number from FBR and open a bank account.
- (j) Every chapter will be responsible to have strict financial control on its account and will be responsible for presenting its audit report to the GC.

5.4 Powers and Duties of President- PCS (Center)

- (a) The President of PCS (Center) shall be the Chief Executive of the PCS.
- (b) Shall guide and control the activities of the Pakistan Chest Society
- (c) Shall preside over meetings of the Governing Council, General Body and all other meetings
- (d) Shall be Chairman of the Organizing Committee for the Chest conference.
- (e) Shall regulate the proceedings of the meetings and conferences.
- (f) Shall interpret rules and by-laws and decide on doubtful points and related issues of the society in consultation with the Cabinet GC members if required.

- (g) Shall have the power to sanction all expenditure subject to the availability of the budget with subsequent approval by the GC.
- (h) Shall in addition to an ordinary vote, have a casting vote in case of a tie.
- (j) In the event of death or resignation due to any reason, the post shall be immediately filled by the Vice President with post facto approval of GC.

5.5 Powers and Duties of Vice President- PCS (Center)

- (a) The Vice President shall perform the duties of the President in his absence and shall in addition, perform the duties assigned by the President.

5.6 Powers and Duties of General Secretary- PCS (Center)

- (a) The General Secretary (Center) will be administrative head of the staff under supervision of the President of the Society.
- (b) Shall be responsible for the general supervision and formulation of the activities of society.
- (c) Shall be the secretary at meetings of the Cabinet / Governing Council / General body etc.
- (d) He/she will be responsible for the formulation and dissemination of the agenda points of these meetings and for recording/ processing / dissemination of minutes with the approval of the President of society.
- (e) Shall be responsible for safe custody of all the proceedings and minutes of meetings and correspondence of society.
- (f) Shall verify bills and vouchers and forward them to the Finance Secretary for scrutiny and payment as per rules.
- (g) Shall be the custodian of the assets and properties of the Society.
- (h) Shall prepare an annual report of the society once a year and submit it to the Governing Council and General Body of the Society for approval.
- (j) Shall maintain an up to date and correct record of the members.
- (k) Shall coordinate the work of the Chapters.
- (l) Shall have the right to spend funds with the prior approval and within the limits approved by the President.
- (m) In the event of death or resignation due to any reason, the post shall be immediately filled by the Joint Secretary with post facto approval of the GC.

5.7 Powers and Duties of Finance Secretary- PCS (Center)

- (a) Shall be a member of the Management committee.
- (b) Shall operate the bank accounts of along with the GS and the President.
- (c) Shall receive and collect all donations, subscriptions, grants of any kind, cash and all other funds and shall issue proper receipts thereof.
- (d) Shall keep a record of the assets/liabilities of the Society and all sales and purchases.
- (e) Shall maintain accounts and prepare annual budget and balance sheet for presentation before the Governing Council and the General Body of the Society.
- (f) Shall be responsible for proper audit of the Society accounts by a Chartered Accountant/Chief Financial Officer and shall present it to the Governing Council within six months of the end of his tenure.
- (g) In the event of death or resignation due to any reason, the post shall be immediately filled by the Joint Secretary/Clinical Secretary as decided by the President.

5.8 Powers and Duties of Joint Secretary- PCS (Center)

- (a) To assist the President and General Secretary in performance of their duties.
- (b) To perform duties of General Secretary or Finance Secretary in case of death or resignation

5.9 Powers and Duties of Clinical Secretary- PCS (Center)

- (a) Shall be responsible for the conduct of all the academic activities of the society in consultation with the General Secretary and with the approval of the President.
- (b) In the event of death or resignation due to any reason, the post shall be immediately filled by the Joint Secretary/Press & information Secretary as directed by the President

- 5.10 Powers and Duties of Press & information Secretary- PCS (Center)
- (a) Shall send reports of the Society for public information to media such as newspapers, radio and television in consultation with the General Secretary with the approval of the President.
 - (b) Shall be responsible for the publicity of the day-to-day activities of the Society.
 - (c) Shall send to the head office a six-monthly report of his activities together with his proposals for publicity campaigns.
- 5.11 Powers and Duties of Presidents of Chapters
- (a) Shall govern activities of society at chapter level and shall regulate the proceedings of the meetings and conferences at chapter level.
 - (b) Shall have the power to sanction all expenditure subject to the availability of the budget with subsequent approval by the GC.
 - (c) In the event of death or resignation due to any reason, the post shall be immediately filled by the Vice President with post facto approval of the Governing Council.
- 5.12 Powers and Duties of Senior Vice Presidents of Chapters
- (a) To perform the duties of the President in his absence and shall in addition perform the duties assigned by the President.
 - (b) Shall be the member of Governing Council
- 5.13 Powers and Duties of Vice Presidents of Chapters
- (a) To perform the duties of the President in his absence and shall in addition perform the duties assigned by the President.
- 5.14 Powers and Duties of General Secretaries of Chapters
- (a) Shall be a member of the management committee
 - (b) Shall be responsible for the supervision and formulation of the activities of the chapter.
 - (c) Shall be the secretary meetings of the Cabinet of the chapter. He/she will be responsible for the formulation and dissemination of the agenda points of these meetings and for recording/ processing / dissemination of minutes with the approval of the President of the Chapter.

- (d) Shall be responsible for safe custody of all the proceedings and minutes of meetings and correspondence of chapters.
- (e) Shall verify bills and vouchers and forward them to the Finance Secretary for scrutiny and payment as per rules.
- (f) Shall be the custodian of the assets and properties of the Chapter.
- (g) Shall prepare annual report of the Chapter once a year and submit it to the Governing Council of the Society for approval.
- (h) Shall maintain an up to date and correct register of the members of the Chapter.
- (j) Shall coordinate the work of the Chapters.
- (k) Shall have the right to spend funds with the prior approval and within the limits approved by the President of the chapter.
- (l) In the event of death or resignation due to any reason, the post shall be immediately filled by the Vice President or Clinical Secretary with post facto approval of the Governing Council of the Society.

5.15 Powers and Duties of Finance Secretaries of Chapters

- (a) Shall operate the bank accounts of the Society along with the General Secretary and the President.
- (b) Shall receive and collect all donations, subscriptions, grants of any kind, cash and all other funds and shall issue proper receipts thereof.
- (c) Shall keep a record of the assets and liabilities of the chapter and all sales and purchases.
- (d) Shall maintain accounts and prepare annual budget and balance sheet for presentation before the Governing Council and the Society.
- (e) Shall be responsible for proper audit of the chapter accounts and shall present it to the Governing Council within six months of the end of his tenure.

5.16 Powers and Duties of Joint Secretaries of Chapters

- (a) To assist the President and General Secretary in performance of their duties.
- (b) To perform duties of General Secretary or Finance Secretary in case of death or resignation

5.17 Powers and Duties of Clinical Secretaries of the Chapters

- (a) Shall be responsible for the conduct of all the academic activities of the chapter in consultation with the General Secretary and with the approval of the President.
- (b) In the event of death or resignation due to any reason, the post shall be immediately filled by the Joint Secretary/Press & information Secretary as directed by the President

5.18 Powers and Duties of Press & Information Secretaries of the Chapters

- (a) Shall send reports of the chapter to public information media such as newspapers, radio and television in consultation with the General Secretary.
- (b) Shall be responsible for the publicity of the day-to-day activities of the Society.
- (c) Shall send to the central Secretariat of the society a six-monthly report of his activities together with his proposals for publicity campaigns.

6. Meetings of Cabinets / Executive/Governing Councils/ General Body

6.1 Meeting of the cabinets

- (a) Will be held as frequently as required with the approval of the respective Presidents.
- (b) Respective GS will be secretary of the meetings and will keep record of all decisions taken. He will also be responsible for bringing those decisions at EC / GC / GB meetings if required by the constitution.
- (c) The quorum for the cabinet meeting would be 50% of the cabinet strength.
- (d) Cabinet meetings cannot be held without presence / permission of the President of the center or respective chapter.

6.2 Meeting of the Executive Councils of the Chapters

- (a) Shall be held at the discretion of the Cabinet of respective chapters.
- (b) GS of the respective chapter will be secretary of the meeting and will be responsible for safe record keeping of the meeting.

- (c) Quorum of this meeting would be 1/3rd of the total strength of the council.
- (d) Decisions shall be made by the majority votes of the members present in the meeting.

6.3 Meeting of Governing Council of Center

- (a) Shall be held at least once in six months preferably in 1st and 2nd halves of the year. GS (center) may call additional GC meetings if required with the approval of the President.
- (b) GS (center) should advertise the schedule of GC meetings well in time at least 01 month prior to the meeting.
- (c) GS (center) is responsible for submitting agenda items to the council members by e-mail and / or through other social media like WhatsApp at least 15 days prior to meeting.
- (d) Members of the council can add agenda points latest by 10 days prior to the scheduled meeting.
- (e) GS (center) will post final agenda points at least 03 days prior to meeting. After this, agenda points can only be added during GC meetings with the permission of the chair of the council.
- (f) GC meetings can be conducted in person or online though preference shall be given to physical meetings.
- (g) The quorum of meeting would be 1/3rd of the total strength excluding ex-officio and co-opted members. GS shall ensure that quorum requirement for the meeting has been fulfilled prior to meeting.
- (h) The strength to approve any agenda point is 50% of the members of the GC present and / or attending virtually with permission of the President unless specified otherwise. Co Opted members shall not vote. GS shall be responsible for count of voting.
- (j) Voting can be held either by show of hands, secret ballot and/ or electronically.
- (k) Minutes of the meeting will be recorded, processed, communicated, and finalized by the GS (center).
- (l) The final minutes duly approved and signed on each page by the President (center) will be placed in safe custody at the PCS central

office which will upload the scanned image of these minutes on the PCS website as well.

6.4 Meeting of General Body of the Society

- (a) The General Body of the Society, ordinarily, shall meet annually preferably on the eve of a chest conference if possible.
- (b) Extra-ordinary meeting of the General body can be called by the President (center) of the society on request of at least 1/3rd members of GC or by the majority verdict of the central cabinet.
- (c) The date and time of the Ordinary General Body meeting will be conveyed by GS (Center) after approval from the President (Center) at least 30 days prior to the scheduled date. The Notice period for extraordinary/ special GB meetings is one week.
- (d) GS (center) will be responsible for circulating the agenda points at least one week prior to the scheduled meeting.
- (e) The main agenda points that require final approval by the GB are:
 - (i) Approval of audit reports of the chapters and society
 - (ii) Approval of election results and appointments.
 - (iii) Approval of the constitution and any amendment thereafter.
 - (iv) Any other items deemed fit by the GC.
 - (v) Any additional agenda item can be added by the permission of the Chair either before or during the conduct of the meeting.
- (f) GS (center) will be responsible for conducting the meeting
- (g) Quorum for the ordinary General Body meeting is the members present at the time and venue advertised for said meeting including at least 1/3rd members of the governing council. The President (center) may extend the time of commencement of meeting, if quorum appears to be unsatisfactory or even can reschedule the meeting if found appropriate.
- (h) Agenda shall be approved by majority vote out of all the regular members present in the meeting.
- (j) Minutes of the meeting will be recorded, processed, communicated, and finalized by the GS (center).
- (k) The final minutes duly approved and signed on each page by the President (center) will be placed in safe custody at the main office which

will upload the scanned image of these minutes on the PCS web site as well.

7. Technical Committees

7.1 General Rules

- (a) The Governing Council has powers to constitute various Committees to facilitate GC on matters of specific nature that require technical expertise and experience.
- (b) These committees would be consulted and utilized on terms of reference specific to each such committee.
- (c) There will be at least one member from each chapter, nominated by the chapter cabinet, unless specified otherwise.
- (d) GC will elect one of the members of the relevant committee as its chairman.
- (e) Chairman has power to co-opt an additional member as secretary from his/her own chapter to facilitate working. Chairman can co-opt any other member from any chapter depending upon technical requirements with the approval of GC.
- (f) Tenure of each member including chairman will be 04 years. After every two years, on the eve of commencement of the new central cabinet, chapters have the right to change their members. Chapters may opt to retain their members on the committee for a maximum of six years. GC has the right to reject any nomination by simple majority on voting. In that case, the chapter will nominate a new member.
- (g) All committees will present their report in every GC meeting.
- (h) In case of non-performance of any member of the committee, the chairman of the committee may ask GC to replace the member by requesting relevant chapters for new nomination.

7.2 At present, there are 03 technical committees namely:

- (a) Constitution Committee
- (b) Guideline Committee
- (c) Scientific Research Committee

7.3 TORs of Constitution Committee:

- (a) To review constitutional proposals & recommend constitutional amendments and reforms as and when required to the GC & general Body of the society.
- (b) To seek an appointment of legal advisor/advisors if required.
- (c) To monitor, document and report violations of the Constitution from any quarter and suggest necessary remedies.
- (d) To redefine its own TORs with the approval of GC.

7.4 TORs of Guidelines committee:

- (a) To update existing guidelines and to develop new guidelines on various chest diseases.
- (b) To facilitate the function of the committee, the chairman shall constitute sub-committees consisting of experts for various guidelines with the approval of the members of the committee.
- (c) New / updated guidelines will be submitted to the central secretariat for the approval by the central cabinet, uploading on websites and publishing of hard copies. Published guidelines will be circulated among GPs and various stakeholders by the center secretariat.
- (d) The committee will interact with National TB control Program and other similar statutory bodies to develop unified guidelines
- (e) To develop consensus statements on medical issues as and when they arise and submit the statement to the central secretariat for onward submission to various newspapers and the government.

7.5 TORs of Scientific Research committee

- (a) To conceive various relevant research topics in the field of respiratory medicine and encourage various members to conduct research.
- (b) To seek and arrange funds for research for the society from national and international donors.
- (c) To collaborate with various national and international bodies to carry out multi-center studies.

- (d) To facilitate publication of research in Journal of Pakistan Chest Society and other national and international Journals.
- (e) To recommend distribution of research funds to central cabinet
- (f) To form sub-committees to monitor/conduct research in various respiratory fields.
- (g) Chairman of the committee will be a member of the scientific committee for the biennial Chest conference.

8. Financing/ Accounts & Audit of the Society

8.1 Source of Finance

- (a) Subscriptions paid to the Society by the members.
- (b) Donations, contributions, charities, bequests, and other financial assistance from any individual, corporate and from all other sources acceptable to the Governing Council of the Society.
- (c) Grants from the Government of Pakistan or any Provincial Government of Pakistan.
- (d) Income accruing from sale proceeds of publications and other income generating schemes.
- (e) Earning of the Society on account of investment or deposits of its fund.
- (f) Research donations.

8.2 Financial Rules

- (a) The Financial year of the Society shall be from 1st July to 30th June to meet the requirements of annual audit and tax returns with FBR.
- (b) Funds of the Society shall be kept in the scheduled bank approved by the Governing Council. Chapters will open their respective accounts in the same bank by submitting authority letters signed by the GS (center) countersigned by the President (center) on official letterhead duly stamped with the office seal. No chapter is allowed to operate any other account. If some account already exists, funds shall be transferred to a new account.
- (c) The official accounts of the center and chapters shall be jointly held by the Finance Secretary, General Secretary, and the President of the center / and respective chapter. Transaction from these accounts can be

conducted by the signatures of any two among three. All the transactions must have prior written approval of the respective President on minute sheets. The expense voucher will be kept safe by the Finance secretary and will become part of the annual audit.

- (d) Once a new cabinet is elected and responsibilities are transferred, the outgoing cabinet is not allowed to conduct any transaction from the account. The Finance Secretary must surrender the unused cheque book to the newly elected finance secretaries within 15 days of assuming office by the new finance secretaries at center and chapters. Outgoing General Secretaries shall also furnish official seals to the newly elected General Secretaries.
- (e) The center shall hire services of the Secretary & Chief Financial officer of the society and all the chapters will be required to engage with the same auditor and are bound to furnish all the required documents to the auditor. Proper audit and submission of annual tax returns is the sole responsibility of the finance secretaries at the center and chapter level through Secretary and CFO, who will be responsible to deal with all the audit objections from FBR and other financial authorities.
- (f) Audit report shall be carried out annually and shall be presented timely in the GC and GB meeting.
- (g) That cabinets and Governing Council of the Society will utilize its money, property and income solely towards the promotion of the objectives of the Society and no portion thereof will be paid or transferred directly by way of dividends, bonus or profit to the members of the Society and/ or their relatives.
- (h) The cabinets and GC can appeal, solicit, or accept contributions, donations, grants and gifts, in cash or in kind, from lawful sources and to apply the same or income thereof for the objectives of the Society.
- (j) The official signatories can operate bank accounts in the name of the Society and to draw, make, accept, endorse, execute, and issue promissory notes, bills, cheques, and other instruments with the approval of the respective Presidents.
- (k) The President (center) and/or those of chapters can be empowered by the GC

- (i) To acquire, alter, improve, charge, take on lease, exchange, hire, sell, let or otherwise dispose of any movable or immovable property whatsoever for any of the objectives or purposes specified herein above.
- (ii) To borrow or raise money, with or without security, required for the purposes of the Society upon such terms and in such manner as may be determined by the Society for the promotion of its objectives.
- (iii) To mortgage the assets of the Society and / or render guarantee for the performance of any contract made, discharge of any obligation incurred, or repayment of any money borrowed by the Society.
- (iv) To nominate delegates and advisors to represent the Society at conferences, government bodies and other gatherings.
- (v) To cooperate with other charitable trusts, societies, associations, institutions or companies formed for all or any of these objectives and statutory authorities operating for similar purposes and to exchange information/advice with them.
- (vi) To pay out of the funds of the Society the costs, charges, and expenses of and incidental to the registration of the Society.
- (v) To create, establish, administer and manage funds including endowment funds conducive for the promotion of the objectives of the Society.
- (vi) To enter into agreements, contracts and arrangements with societies, associations, institutions, bodies and individuals for the purpose of carrying out the functions and activities of the Society.
- (vii) To conduct, hold and arrange symposia, seminars, conferences, lectures, workshops and dialogue and to print, publish and prepare journals, magazines, books, circulars, reports, catalogs and other works relating to any of the

objectives of or to the work done by the Society, subject to the permission, if required of the relevant authorities.

- (viii) To do all other such lawful acts and things as are incidental or conducive to the attainment of the above objectives or any one of them.

8.3 Book of Accounts

- (a) Pakistan Chest Society central Office shall keep at its office proper books of account with respect to;
 - (i) All sums of money received and expended by the society, and the matters in respect of which the receipt and expenditure takes place.
 - (ii) All assets/Inventory of the Society.
 - (iii) All liabilities of the Society.
 - (iv) Proper books of account with respect to the matters specified therein; shall be kept as are necessary to give a true and fair view of the state of affairs of the Society and to explain its transactions.
 - (v) The books of account and other books and papers of the Society shall be open to inspection by the Governing council during business hours.
 - (vi) The President shall from time to time may determine whether and to what extent and at what time and places and under what conditions or regulations the accounts and books or papers of the society shall be open to the inspection of members, not being members of the Governing Council, and no member, not being members of the Governing Council, shall have any right of inspecting any account and books or papers of the Society.
 - (vii) The books of account of the Society relating to a period of not less than ten years immediately preceding the current year shall be preserved in good order.
 - (viii) The accounts of the Society will be audited by certified chartered accountants annually.

- (b) Any unintentional violation of financial rules and regulations can be regularized by the GC.
- (c) Management committees at center and chapters are legally responsible for carrying out lawful transactions as per rules and shall be liable for criminal breach of trust for wrong doings. They shall ensure that no financial transaction should be conducted considered unlawful by the registration authority, FBR or any other regulatory body.
- (d) Management committee (center) shall not be held responsible for the financial conduct of the management committee of any chapter of the society.
- (e) GC reserves the right to make a case of “Criminal breach of Trust” against those responsible for any financial violation after seeking legal advice and can pursue the same in the court of law by hiring a legal attorney.

9. Elections of the Society

9.1 General rules

- (a) Elections of PCS- Center and all the chapters of PCS shall be held every 02 years or yearly (if approved by GC and GB) in the first quarter of the year prior to the chest conference.
- (b) The elections can be postponed in exceptional and unavoidable circumstances by the Governing Council by 2/3rd majority of the members in attendance.
- (c) The elections may be held electronically and/or physically by the center through the PCS-central Office on the date announced by the center.
- (d) Outgoing President in consultation with the outgoing General Secretary will propose the name of Chief election commissioner and 02 other names for the Election Commission for the approval by the governing council.
- (d) Nominations for various posts shall also be submitted electronically and or physically as approved by the election commission.
- (e) For PCS- center cabinets, members of the specific chapter (assigned to take over PCS-center) can nominate and second the candidate. However, all the members of the society shall vote for these candidates.
- (f) For cabinets of the chapters, only members of the same chapter will nominate, second, and vote.

- (g) Only regular members registered with the society on the last date of nominations and in good standing shall be eligible for contesting and voting.
 - (h) The final list of voters shall be posted on the PCS website.
 - (j) A member shall be entitled to contest for only one post.
- 9.2 Contesting for Elections for the posts of President, Vice President, General secretary
- (a) Candidates must be regular members of the society for more than 05 years and should hold major qualifications in Pulmonology like FCPS, MRCP, MD or equivalent. All the supervisors / examiners / faculty members (Pulmonology) of CPSP shall also be eligible.
 - (b) Additionally for the post of President, Vice President and General Secretary, candidates must have more than 10, 08 and 05 years verifiable clinical experience respectively in the practice of pulmonology.
- 9.3 In case of a tie between the contestants, the outgoing President (center) shall have a casting vote.
- 9.4 After elections, the Chief Election commissioner will submit duly signed results of the Elections, which shall be immediately posted on the PCS website by the PCS- central Office.
- 9.5 The oath taking ceremony of all the cabinets shall preferably be held in the Chest conference if logistically convenience

10. Publications of the Society

- 10.1 The society shall publish updated guidelines on important diseases, pamphlets/ brochures for the patients and the research Journal.
- 10.2 Journal of Pakistan Chest Society:
- (a) The name of the Journal shall be “Pakistan Journal of Chest Medicine (PJCM)”

- (b) Journal is the property of Pakistan Chest Society and shall be controlled by the PCS-center cabinet under authority by the Governing Council of PCS.
- (c) The Governing Council has the authority to delegate responsibility of maintaining / publishing Journal to any chapter or members of PCS.
- (d) President (Center) shall be the Patron of the Journal and Presidents of all the chapters shall constitute the Advisory Board of the journal. All these appointments shall be part of the Editorial Board by default.
- (e) There shall be one Editor in chief, 02 Editors, 01 Managing Editor, 2-3 deputy editors to be appointed by the GC. These appointments shall control the functioning of the journal and may hire necessary manpower from the budgetary approval of the Journal.
- (f) There shall be a panel of associate Editors consisting of 4-6 international experts and 6-8 national experts with the approval of the Governing Council.
- (g) Virtual copy of the Journal shall be available to all the members on PCS website.
- (h) There shall be limited printed copies (up to 100) for dissemination to relevant libraries and organizations. Distribution of these copies shall be the responsibility of the managing editor.
- (j) Managing Editor shall ensure timely publication of Journal and its uploading on the PCS website.
- (k) It is the responsibility of the Chief Editor that nothing is published in the Journal, which is illegal, immoral or contrary to the standard practices.
- (l) There shall be provision of online submission and review of the articles through the PCS website.
- (m) Budget for the Journal shall be prepared by the Managing Editor with the approval of the Editor in chief and shall be presented before the Governing Council for the approval.
- (n) The Chief Editor shall have powers to spend money for various purposes in connection with the publications of the journal up to the amount authorized by the Governing Council.
- (o) Chief Editor shall be a co-opted member of the Governing Council.

11. Review & Amendments in the PCS Constitution

- 11.1 The Constitution of PCS shall be in written form with the GS (Center) readily available on the PCS website as an approved un-editable document in PDF format.
- 11.2 General Secretary (center) is the official custodian of the constitution and shall ensure that its latest version is available on the web site.
- 11.3 The constitution is a dynamic document and is open for amendment by the standard procedure.
- 11.4 Proposals for amendments in the constitution of the Society must reach the General Secretary (center) , who shall submit it to the Chairman Constitution committee after the approval of the President. The proposed amendment shall be presented by the chairman constitution committee in the next governing Council meeting.
- 11.5 The amendments approved by 2/3rd majority of the members present in the meeting shall become operational immediately but the same shall be presented before the General Body for approval and incorporation in the constitution.
- 11.6 The amendment approved by more than 50% members of GC shall not become operational till finally approved by the General Body.
- 11.7 The amendments approved by less than 50% of members of Governing Council shall be declared as rejected but still shall be presented before the General Body which can only approve it by the 2/3rd majority of the quorum present

12. Dissolution of the Society

- 12.1 The Society along with all its chapters can be dissolved in accordance with the prevailing laws of the registering authority.
- 12.2 Dissolution shall only be decided at a meeting of the General Body of the Society especially called with a fortnight notice for the purpose and through a resolution passed by the Governing Council. Decision of the General Body will be final on the matter.
- 12.3 The decision taken will be communicated to the Registration Authority and

other relevant authorities by the sitting GS (center) in the written form with the countersignature by the President (Center).

- 12.4 The assets of the society shall be transferred to another association which is an approved non-profit registered association/society with similar objectives. Any two of the President, General Secretary and Finance Secretary of the central cabinet of the society shall jointly be responsible for financial matters while the President & General Secretary of the central cabinet shall be jointly responsible for legal matters in case of dissolution.

ABBREVIATIONS IN THE CONSTITUTION and BYE LAWS of the PCS

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| CFO | Chief Financial Officer |
| CPSP | College of Physicians and Surgeons of Pakistan |
| DTCD | Diploma in Tuberculosis and Chest Diseases |
| EC | Executive Council |
| FBR | Federal Board of Revenue |
| FCPS | Fellow of the College of Physicians and Surgeons of Pakistan |
| GB | General Body |
| GC | Governing Council |
| GS | General Secretary |
| IT | Information Technology |
| MCPS | Member of the College of Physicians and Surgeons of Pakistan |
| MD | Doctor of Medicine |
| MRCP | Member of the Royal College of Physicians |
| NTCP | National Tuberculosis Control Programme |
| NTP | National Tuberculosis Programme |
| TB | Tuberculosis |

TORs Terms of Reference