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## CONSTITUTION & ByLAWS

**Lets Develop  
Emergency Medicine  
in Pakistan**

## Introduction

- a. Whereas it was imperative to create a platform to safeguard the rights of Emergency Care Providers, and to improve emergency medical / surgical care and to work jointly for a common cause, a society is being created hereby.
- b. The jurisdiction of the society extends to every place where the branches or sub-offices of the society have been opened or are being opened or shall be opened, The Memorandum of the Society is the basic framework for this jurisdiction.
- c. The society shall protect the fundamental rights of all members irrespective of their rank and socioeconomic status. All members shall be treated with respect and justice.
- d. Provisions have been made for amendments to the constitution and a procedure has been laid down for the purpose. No amendment will be applicable retrospectively.
- e. The society shall safeguard rights of Emergency Care Providers. This includes any such rights which have been ignored in the past.
- f. The constitution shall be deemed the source of legal and ethical basis of conduct by any member of the society, violation of the constitution by any member shall make one liable to termination of membership.

## Para I:

### NAME:

The name of the society shall be "Pakistan Society of Emergency Medicine"  
(here in after referred to as Society)

### OFFICE:

The main OFFICE of the society will be in Islamabad, with provision to transfer the same to other provinces of Pakistan.

## Para II:

### Aims & Objective:

- a. To improve emergency medical care across Pakistan.
- b. To promote the field of Emergency Medicine, including but not limited to pre-hospital care, trauma care, toxicology, pediatric emergency care and care during disasters and general emergency medicine.
- c. To achieve preserve and protect the rights of Emergency Care Providers working at any level in any health care setting in Pakistan and maintain the highest ethical, moral, educational and professional standards in Emergency Medicine.
- d. To strive towards promotion of Emergency Medicine as a separate specialty in Pakistan.
- e. To encourage and assist new comers in the field of Emergency Medicine.
- f. To promote the feeling of camaraderie amongst the Emergency Care Providers.
- g. It shall be a non-political society.

## Para III:

### Ways & Means:

For the attainment of the above aims and objects the society may:

- a. Maintain and manage the office of the society.
- b. Hold meetings, lectures, discussions, workshops, conferences and seminar on matters of interest to the field of Emergency Medicine.
- c. Circulate information to the members to the society by means of letters, periodicals and other publication of society.
- d. Consider and express its views on all laws promulgated in Pakistan relating to medical profession, medical practice, medical education, public health or any other matter having a direct or indirect bearing upon the above subjects and exercise vigilance over the proposed Legislation in Pakistan concerning the same subjects and to adopt such measures from time to time as may be deemed necessary.
- e. Grant sums of money out of the funds of the society for promotion of the emergencies in such a manner as may from time to time be determined by society.
- f. The society may allow any other body to amalgamate or cooperate with it provided the other body accepts this constitution in total. The society may affiliate with any other similar body abroad.
- g. Open and assist in opening branches of the society in any other place in Pakistan or else where.
- h. The society will undertake publication of journals, newspapers, periodicals and other publications.
- i. The society is indissoluble. All the property, moveable or immovable, cash or kind shall not be transferable under any circumstances to any person or body.

## Rules & Regulations

## Article 1

These rules, regulations and by-laws may be called the rules, regulations and by –laws of the society.

### Articles to Members

There shall be a register maintained by Society Secretariat in which the names of all the members of the society shall be entered with their qualifications and addresses

- a. **SOCIETY** means Pakistan Society of Emergency Medicine.
- b. **SECRETRIATE** means the office of Society.
- c. **RULES** mean the rules of Society.
- d. **MEMBER** means the member of the Society.

## Members classification

i. **Active Members** means a qualified physician meeting the following three criteria:

- S/he is registered with Pakistan Medical and Dental Council (ordinance 1962) or any other agency affiliated with Pakistan Medical and Dental Council.
- S/he is a post graduate qualified in the relevant field (Emergency Medicine, Medicine, Pediatrics, Anesthesia, Surgery or Critical care) & engaged in the field of Emergency Medicines from last two years at the time of registration with the society.
- S/he is practicing full time in the field of emergency Medicines in Pakistan
- S/he is current on the society dues

ii. **Associate Members** means a qualified physician meeting the following criteria:

- S/he is registered with Pakistan Medical and Dental Council (ordinance 1962) or any other agency affiliated with Pakistan Medical and Dental Council.
- S/he has been working in the emergency department for last five years prior to applying for the PSEM membership.
- S/he is practicing full time in the field of emergency Medicines in Pakistan.

iii. **Honorary members** mean an individual selected by the Executive committee on the basis of contributions of exceptional merit. Honorary members shall not have the right to vote or hold office, and they shall pay no dues and will receive the publications of Society free of charge.

iv. **Affiliate Members** means individuals who meet the following criteria:

- S/he is committed to the objective of Pakistan Society of Emergency Medicine.
- S/he is current on society dues.

v. **Corporate Members** means a corporation, partnership, foundation, Society or other organization that has contributed to the Society of annually a sum determined by the Executive Committee. Corporate members are authorized by the Society, and shall be recognized in at least one publication of Society. They don't have any voting rights.

vi. **Resident Members** means an individual who is a post graduate trainee in any recognized department for the training of Emergency Medicine. They have all the rights that the active members will have but shall have no voting privileges.

## Article 2:

### Privileges and obligations of Members:

#### i. Active Members

Will have all the privilege of full membership of the society as described:

- **Voting rights:** They will be supplied with copies of the publication of the society either free of charge or at such rates as core committee may fix from time to time.
- Right to attend and take part in discussions in all General and other meetings organized by the society.
- Every member has a right to check the accounts of the Society after getting permission from the core committee.

ii. **Associate Members** will have all the rights that active member will have except for the right to vote.

Associate members could become active members after being Associate members for a full year on a case by case basis through the approval of core committee.

iii. **Honorary members** shall not have the right to vote or hold office. They will pay no dues and will receive the publications of Society free of charge, and will be invited in annual meetings.

iv. **Affiliate Members** has all the rights and privileges of membership except the right of vote and to hold elected office.

v. **Resident Members** have all the rights that the active members will have but shall have no voting privileges and will not hold elected office.

## Article 3:

### Duration of Membership:

Every member shall remain a member for the rest of his life unless terminated or as long as s/he fulfills the active membership provision of the constitution hereinafter contained.

## Article 4:

### I. Termination of Membership:

a. **BY DEATH**

b. **BY RESIGNATIONS** if a member resigns from membership and his resignations is duly accepted by the Executive Council.

c. **BY THE GENERAL BODY** on the recommendation of the Executive Council, it considered the continuation of such a member to be detrimental in the interest of the Society.

### II. PROCEDURE FOR TERMINATION OF MEMBERSHIP:

- If a complaint placed before the Executive Council against a member regarding his misconduct or other activities which are prejudicial to the interest of the Society. The Executive Council may send a copy of the same to the member concerned for his explanation.
- The member concerned shall be required to submit his explanations within 15 days, from the date of receipt of the complaint.
- On receipt of the explanation the same shall be placed before the Executive Council. In case the Executive is satisfied with the explanation, the same shall be accepted and proceedings will be dropped.
- In case the explanation, is found to be unsatisfactory by the majority of the members of the Executive Council, or the member complained against fails to submit his explanation, the Executive council, shall place the complaint before the General Body of the society.
- Decision regarding the removal of a member from the membership shall rest with the General body only. The Executive Council, however while recommending such action to the General Body shall have the powers to suspend the membership until the final decision from the General Body.

## Article 5:

### Subscription:

**Annual Subscription** for members except Resident members: Rs. 1500.00 (Rupees. Fifteen Hundred only)

**Annual Subscription** for Resident members: Rs. 500 (Rupees five hundred only).

**Annual Subscription** for Corporate members: Rs. 100,000.00 (Rupees. One hundred thousand only)

The defaulters will not be able to continue to be members of the Society, till such time that they pay their annual subscription and clear their arrears (subject to the approval of executive council)

The Yearly subscription will be payable on the 1st of July each year and will be valid for a period of one year i.e., till 30th of June.

Subscription paid at any time of the year will be valid till the end of that financial year and fresh subscription for the next year will become due on the 1st of July.

## Article 6:

### OFFICE BEARERS:

1. President
2. Vice President
3. General Secretary
4. Finance Secretary
5. Publication Secretary
6. Social Secretary

Only active members can hold the office of the society.

## Article 7:

### THE EXECUTIVE COUNCIL:

The executive council shall be composed of the following:

I. Office Bearers.

II. The selected Members of the Executive Committee;

A minimum 10 members of the Executive committee will be elected in all maintained irrespective of the total number of the active members.

Office Bearers = 6 members.      Selected members= 6-9      Old office bearers= 3 (President, V. President & Gen. Secretary)

### Co-Opted Members:

The president may co-opt any body to attend any particular meeting of the Executive Council. It will be mandatory to circulate the names of the Co-opted members with agenda for that meeting.

The Co-opted member/members will not be entitled to vote.

## Article 8:

### TERMS OF OFFICE:

The office bearers as well as members of the Executive committee shall be elected every two years from amongst the Active Members. They will take office within two weeks after the elections.

## Article 9:

### Elections of Office Bearers and members of the Executive committee:

#### PROCEDURE OF ELECTIONS:

I. The elections will be held every two years and the Executive Council may nominate an Election commissioner for smooth conduction of the Elections. He will issue a time table at least 30 days before the date of elections, giving dates for submission of nominations, scrutiny of the papers, date of withdrawal and the date of elections.

II. Nomination papers by those desirous of contesting the elections shall be submitted to the Election Commissioner at least 15 days before the date of elections. All names will be duly proposed and seconded by a voter of the Society along with written consent of the member proposed for a particular office. For Presidential and Secretary General's candidature the contestant must have two years membership of the Society. (This will not apply with the first election of the society)

III. Voters:

a. All members whose names appear on the voters list 30 days before the elections shall be eligible to vote and contest the elections.

b. The final list of voters will be handed over to the Election commissioner at least 16 days before the date of Elections.

c. Scrutiny of nomination paper shall be done within five days after the last day of receipt of nomination papers.

d. Withdrawal of nomination papers shall be accepted up to seven days before the elections.

e. The elections will be held by secret ballot and counting of the ballot papers will be done in the presence of the nominated representatives of those contesting the elections. (One representative of each candidate)

## Article 10:

### FUNCTIONS OF OFFICE BEARERS:

#### 1. President:

a. To preside over all the meetings of General Body and Executive Council.

b. To supervise and control the activities of the Society as a whole.

c. Engage employees each up to Rs. 10,000.00 / month (Rs. Ten thousand per month only) subject to confirmation by Executive council and grant them leave up to twenty days.

d. In case or serious complain against an employee he may suspend him pending inquiry.

e. Shall have in addition to his ordinary vote, a casting vote in case of equal number of votes.

f. S/he shall regulate the proceedings of the meetings seminar, conferences and interpret the rules, bye laws and decide doubtful points in his field of operation.

g. Shall sign cheques with Finance Secretary as co signatory.

h. Shall spend and sanction up to Rs. 50,000.00/ month (Rs. Fifty thousand per month only) for the expenditures of the Society (subject to approval of executive council).

i. The President may advise the General Secretary to call an Emergent Meeting of the Executive Council within in the three days or a regular meeting within ten days. S/he may him/herself call a regular or emergent meeting of the Executive Council, if the General Secretary fails to call an emergent or a regular meeting on his advice.

## **2. Vice President:**

a. Shall act on behalf of the President and shall help the President in all matters, shall preside over the meetings in the absence of the President.

## **3. General Secretary:**

- a. Shall be in-charge of the office.
- b. Shall prepare agenda of the Executive council and general Body meetings in consultation with the President, shall prepare minutes of the meeting and shall maintain the record of the proceedings, Shall be responsible to present the report of the activities of the Society.
- c. Shall conduct the correspondence.
- d. Shall have General Supervision of Accounts, pass all bills for payment (with in the sectioned budget) and sign cheques with Secretary Finance as co signatory.
- e. Shall get prepared a monthly statement of accounts for adoption by the Executive Council or General body, The Biennial statement of accounts shall be duly audited by auditors of the Society.
- f. Shall prepare the budget estimates with the Secretary Finance for approval by the first Executive Council meeting each year.
- g. Shall be responsible to convene, arrange, organize all the meeting conference lectures, demonstrations seminars and exhibition etc.
- h. Shall be ex-officio member of all the committees.
- i. Shall maintain an up-to-date register of all the members of the society.
- j. Shall bring any matter which S/he considers necessary in the interest of the Society to the notice of Executive Council for guidance and decision shall get the sanction of the expenditure above Rs.25,000.00 (Rupees twenty five thousand only) from the Executive Council.
- k. Shall publish the activities of the society in the journal and other publications.
- l. In all matters he shall be under the control and guidance of the President of the Society except in the matters to be decided by Executive Council.
- m. Shall supervise and guide the Social Secretary in terms of publications and other events organized by Society.
- n. Shall prepare the voters list in consultation with Finance Secretary.

## **4. Finance Secretary:**

- a. Shall receive all the money and cheques of the society and deposit them in a bank or banks approved by the Executive Council to the credit of the Society. All accounts shall be operated jointly by the Secretary Finance and the president or the General Secretary. Any donation in kind and property shall be managed with the guidance of Executive Council.
- b. Shall be responsible for collection of all subscription and contributions.
- c. Shall dispose of bills for payment as sanctioned by the President or General Secretary and only on written order.
- d. Shall have the right to point out any error or discrepancy in the order and refer the order back with his remarks. In the event of disagreement the matter shall be referred to the Executive Council for the final decision.
- e. Shall prepare the annual Budget Estimates with the help of General Secretary and present them for approval in the first Executive Council Meeting each year.
- f. Shall prepare annual statement of accounts and balance sheet showing the financial position of the Society, get it audited and submit it for adoption by the Executive Council/ General Body.
- g. Shall be responsible for keeping up to date accounts of the Society with all account books posted up-to-date.
- h. Shall get the accounts audited biennially by the auditors of the Society.
- i. Shall prepare monthly accounts to be placed before the Executive Council.
- j. Shall prepare the Voters list in consultation with General Secretary.

## **5. Social Secretary:**

- a. Shall be responsible for the procurement of advertisement.
- b. Shall be in charge of all the Workshops / Training Program Continuous Medical Sessions (CMSs) and Seminar held under the banner of Society
- c. Shall prepare budget estimates and submit these through the General Secretary for consideration and sanction at the first meeting of the Executive council every year.
- d. In all matters Social Secretary shall be under the supervision and guidance of the General Secretary.

## **6. Publication Secretary:**

- a. Shall be in charge of the management of the publications and their distributions.
- b. Shall be responsible for the Collection of all funds regarding journals and other publications.
- c. Shall prepare Quarterly statement of accounts of the publications to be placed before the Executive Council through the General Secretary.
- d. Shall be in charge of the office of journals, news papers, periodicals and other publications.
- e. In all matters Social Secretary shall be under the supervision and guidance of the General Secretary.

# **Article 11:**

## **Executive Council:**

- a. The terms of office of the Executive Councils shall be four years. The term can be extended only in case the elections are delayed due to unavoidable circumstances. Half of the members will be elected every two years to ensure some continuity of affairs. During first election half members will be elected for two years and the other half for four years so the two year election cycle can go on smoothly.
- b. After serving two terms the member will be excused for contesting in the third term. They can contest after two years for another two terms if getting elected again.
- c. Ordinarily the Executive Councils will meet twice a year. Date and time will be decided by General Secretary in consultation with the president. A special Requisition Meeting shall be called after four days on receipt of requisition signed by at least half the members of the Executive Council. For an Ordinarily Meeting the notice shall be seven days.
- d. President or General Secretary can call an Emergent Executive Council meeting at any time. The notice for emergent meeting shall be one day.

## **Powers and Functions of the Executive Council: The executive council shall:**

- i. Be incharge all affairs of the Society.
- ii. Decide policy matters of the Society.
- iii. Appoint the auditors
- iv. Approve the annual budget of the Society, publications and the event organized by the Society.
- v. Shall have the power to write-off part of the Society liabilities.
- vi. Consider and decide applications for membership.
- vii. Form Rules and bye-laws for Elections of the Society.
- viii. Fix the rates of traveling allowances to be paid to the office bearers of the Society.
- ix. Fill in the casual vacancies of the office bearers.
- x. Appoint or remove salaried officers and staff of the Society.
- xi. Subject to the provisions of the Rules, shall exercise, in additions, all such powers and do all such acts and things as may be done by the Society, including sanctions of funds for monthly expenditures by the President or General Secretary
- xii. Appoint Editors for Journals, News Papers, Periodicals and other publications.

## Article 12:

### Income of the Society:

- a. Subscription by members.
- b. Special contributions, donations.
- c. Income derived from Journals, Newspapers, Periodicals and other Publications.
- d. Income from Conferences, Seminars, Workshops etc.

## Article 13:

### Expenditures:

The Executive Council shall, out of the funds of the Society, pay rents, salaries wages and such other charges as may be necessary for carrying on the work of the Society.

It shall also provide funds for issue of Journals, newspaper, Periodicals and other Publications, shall be empowered to spend money on scientific investigations, conferences, seminars, exhibitions, demonstrations, prizes, scholar ships and benevolent fund.

## Article 14:

### General Body:

- A. i) Regular General Body meeting shall be held at least once every two years. Emergent meeting may be called at any time by the Executive Council.
- ii) Meeting shall be open to all members.
- B. The following business of the Society shall be transacted by the General Body:-
  - i. Shall approve the minutes of the last General Body meeting.
  - ii. Shall approve the audited report of the accounts of the Society, College, Journals, newspaper and other publications, welfare fund of the Society.
  - iii. Alteration of rules, regulations, bye-laws and other amendments to the Constitution.
  - iv. Elections of Office-bearers and members of Executive Committee when it is due.
- C. Extra ordinary meeting may be called on requisition by thirty members of the Society; the time shall be decided by the majority of the Executive Council which in any case not exceeds five weeks.
- D. In emergent and extra-ordinary General Body meeting, only one item of the agenda shall be discussed.
- E. There shall be no quorum for an Emergent meeting.
- F. The adjourned meeting will require no quorum provided that the agenda is not changed.

## Article 15:

### NOTICE OF GENERAL BODY MEETING;

- i. At least four week's notice shall be given in writing to all the members for ordinary regular general Body meeting, on recommendation of the Executive Council may be called with in two weeks.
- ii. Any notice dispatched by post will be deemed to have been duly given, and evidence that such notice was properly addressed and duly posted will be sufficient proof thereof. A secure email message will also be considered having the same weightage as the letter sent by post.
- iii. All matters will be decided in the General Body meeting by a simple majority vote except amendment to the constitution and removal of an office bearer both of which will require 2/3 majority of those present.

## Article 16:

### AMENDMENT TO THE CONSTITUTION;

- i. When an amendment originates from the members of the Executive Council it must be discussed by the Executive Council and only placed before the General Body meeting if approved by a majority of Executive Council.
- ii. Individual members may propose amendments to the constitution referring them to the General Secretary at least 20 days prior to the General Body meeting.
- iii. All amendments to the constitution shall be circulated to the members at least 10 days in advance of the General Body meeting.
- iv. Amendments to the Constitution shall only be entertained in regular General Body meeting.
- v. Amendments to the Constitution must obtain 2/3 majority of the member present in the General Body meeting.
- vi. No amendment to the constitution will be applicable retrospectively.
- vii. An emergent or adjourned meeting of the General Body is not competent to make amendments to the constitution.
- viii. 15 members will complete the quorum for General Body meeting.

## Article 17:

### REMOVAL OF OFFICE BEARERS FROM THE OFFICE;

A vote on non-confidence may be moved by any member in the regular General Body meeting against any Office-bearer or member of the Executive Committee of which three week's prior notice to the General Secretary of the Society, personally to through registered letter may be given, For such a motion to be carried, it must obtain at least 2/3 majority of the members present in the General Body meeting.