



Constitution of the Pakistan Association of Orthodontists

ARTICLE I. Name

The name of this organization shall be the **Pakistan Association of Orthodontists**, hereinafter referred to as the “the Association” “or this Association”.

ARTICLE II. Organization

Section 2.01

This Association is a non-profit body organized and registered under the laws of Pakistan.

Section 2.02

The place of meeting of the Association shall be at such places or place as may be decided by the executive committee from time to time.

ARTICLE III. Aims and Objectives

1. To promote the science and art of Orthodontics.
2. To organize the Orthodontic specialists in Pakistan.
3. To safeguard and defend the interest and integrity of the members of the association through ethical, moral or legal means at the disposal of the Association.
4. To maintain the honor, interests, dignity and unity of the Orthodontic Profession.
5. To enlighten and educate the general public on Orthodontic problems and their solutions.
6. To make orthodontic treatment accessible to all the citizens of Pakistan.
7. To encourage and direct study and research in the field of Orthodontics and related sciences.
8. To guide regulatory bodies in undergraduate and post graduate dental education for example the Pakistan Medical & Dental Council, the College of Physicians and Surgeons of Pakistan, Medical and Dental Universities, and other bodies to help develop rules, regulations and plans which are not contradictory in nature, are of international merit, and which improve orthodontic education and services in the country.



9. To influence the policies and planning of the Government of Pakistan and Provincial Governments relative to Dental and Orthodontic regulation, Orthodontic health of the public and Orthodontic education.
10. To represent the interests of Orthodontics, and Orthodontists in the dental community in Pakistan particularly in the Pakistan Dental Association and all other forums where such need arises.
11. To guide and help the Pakistan Dental Association in the promotion of Orthodontics and fulfillment of their broader objectives.
12. To guide and help dental and medical universities, colleges, and departments on Orthodontic education, by extending professional and expert help, advice and cooperation of the Association and its members.
13. To promote desirable standards of training, certification and fellowship in Orthodontics.
14. To guide and help members of the association in the establishment of their career in Orthodontics
15. To hold periodic meetings, courses, seminars and conferences for Orthodontic continuing education, and discussion of scientific subjects, professional matters and for social purposes and to give certificates to the attendees of such scientific meetings.
16. To encourage formation of study clubs and such groupings for exchange of scientific information and knowledge.
17. To make knowledge available through all available sources including the use of internet and other means of communication
18. To help establish library access for its members to all available Orthodontic literature.
19. To publish the Pakistan Orthodontic Journal.
20. To correspond, associate, cooperate, and collaborate with other dental and professional bodies throughout the world to further the cause of the profession, this association and its members.
21. To establish and run programs to further the above objectives in the press, and in communities, schools, madrassahs, cities, and all such areas where people can be educated for prevention and for education on treatment modalities.
22. To form branches of the Association in different provinces and cities of Pakistan to promote its objectives.
23. To give awards to those who have made outstanding contribution to the profession.



ARTICLE IV. Membership

Section 4.01 Types of Members

- A. Active Members:** Hereinafter called ‘active members’ Dentists will be eligible to become active members, who possess a Postgraduate Orthodontic qualification which is registered with Pakistan Medical and Dental Council as major (i.e. equivalent to MDS Pak or FCPS).
- B. Founder members:** Are the members who founded the association and paid the prescribed fee before 31 July, 2007 and either become signatories to the constitution of the Association or send in a letter stating that they have read the constitution and shall abide by it.
- C. Associate Members:** Hereinafter called ‘associate members’ Dentists will be eligible to become associate members, who possess a Postgraduate Orthodontic qualification which is registered with Pakistan Medical and Dental Council as minor (i.e. equivalent to MCPS or DCPS)
- D. International Members:** Hereinafter called ‘international members’. Non Pakistani Dentists will be eligible to become international members, who are registered and allowed to practice as Orthodontists in their own countries.
- E. Student Members:** Hereinafter called “student members”. Postgraduate students registered in PMDC approved postgraduate orthodontic training programs will be eligible to become student members of the association.

Section 4.02

- A.** Only those members who fulfill the criteria of “**active members**” will have the eligibility to vote and contest for the post of office bearers of the association.

Section 4.03 Admission to Membership

- A.** Every candidate who fulfills a criterion of membership, shall fill out a prescribed form giving his particulars and submit copies of academic qualification, valid PMDC registration certificate, PMDC equivalent certificate in case of foreign orthodontic qualification and other relevant documents to show that he fulfills the above criteria, and shall submit it to the Secretary of the Association.



- B. Upon receipt of the application and fee and confirmation of particulars the membership will be granted.
- C. If any person, after being a member, fails to pay the yearly dues and defaults for one year in spite of three reminders his membership will be declared null and void.

Section 4.04 Privileges of Membership

1. Active Members:

- a) To participate and vote in the General Assembly of the Association.
- b) To contest for election, to nominate or second a candidate for election, and to vote in the association elections.
- c) To participate in all the activities of the association.
- d) To receive the Pakistan Orthodontic Journal.

2. Founder Members:

- a) Will have the same privileges as the 'active members' provided they fulfill the criteria of 'active members' as well.
- b) To participate in all educational activities of the association.
- c) To receive the Pakistan Orthodontic Journal.

3. Associate Members:

- a) To participate in all educational activities of the association.
- b) To receive the Pakistan Orthodontic Journal.

4. International Members

- a) To participate in all educational activities of the association.
- b) To receive the Pakistan Orthodontic Journal.

5. Student Members

- a) To participate in all educational activities of the association.
- b) To receive the Pakistan Orthodontic Journal.

Section 4.05 Obligations of Membership

All members shall abide by the Constitution and not act in any way inconsistent with its objectives and will strive to promote the profession of orthodontics.

Section 4.06 Cessation of Membership and Reinstatement

- 1. **Automatic Cessation:** A member of the Association shall de-facto cease to be a member:



- a) If he is convicted in a court of law for any criminal offence under the Pakistan Penal Code.
 - b) If he forfeits by misconduct any of the qualifications by virtue of which he became eligible for membership to the association.
 - c) If in spite of three reminders his membership dues stand unpaid for one year, the name of such member shall be removed from the register.
 - d) A member whose name has been removed from the register under clause 4.06, 1.c shall have the membership restored upon filing a new application and payment of previous dues or any other dues as may be fixed from time to time by the Executive Committee.
2. **Resignation:** A member desiring to resign from his/her membership of the Association shall notify the Secretary in writing.
3. **Expulsion**
- a) Such action can be taken under very exceptional and rare circumstances of severe violation of code of ethics or conduct which disrepute and damages the cause of the association and the profession to an exceptional degree.
 - b) Only the General Body shall have the power to expel a member from membership when so proposed by the Executive Committee.
 - c) An expelled member may re-apply for membership after expiry of a period of three years or whatever term exceeding that which has been recommended by the general body.

ARTICLE V. Constituent Organization

Section 5.01 The Legislative Body:

The legislative and governing body of this Association shall be the General Assembly, which shall comprise of all 'Active Members' of the Association. The officers of this Assembly shall be the elected members of the Executive Committee.

Section 5.02 General Assembly:

Powers

- A. The General Assembly shall be the supreme authoritative body of this Association.
- B. It shall possess legislative powers.
- C. It shall determine the policies, which will govern this Association in all its activities.
- D. It shall have the power to enact, amend and repeal the Constitution and By-laws.



- E. It shall have the power to adopt and amend the Principles of Ethics and Code of Professional Conduct for governing the professional conduct of the members.
- F. It shall have the power to create special committees and sub-committees of the Association.
- G. It shall have the power to establish and revoke branch offices of the Association.
- H. It shall have the power to approve all memorandums, resolutions and opinions issued in the name of the Pakistan Association of Orthodontists.
- I. It shall have the power to elect the Executive Committee.
- J. It shall also have the power to delegate any such above authority to the Executive Committee.
- K. It shall have the power to expel any member of the Association.

Section 5.03 Executive Committee

The Administrative body of this Association is the Executive Committee, and it shall be the national representative body of the General Assembly of the Association.

It shall transact all the business of the Association, public and professional; internal and external; including that of making Rules and By-laws, provided that such Rules and By-laws are not opposed to the spirit of the Constitution and that they are passed by the General Assembly.

A. The Officers of this Association shall be:

- a) President
- b) President Elect
- c) Vice-President
- d) General Secretary
- e) Finance Secretary

B. Election:

The President, Vice-President, General Secretary and Finance Secretary shall be elected from and by the “Active Members” of the association by postal ballot or at an Annual General Meeting and shall hold office for a term of **ONE YEAR.**

C. Duties and Powers

1. The duties and powers of the Executive Committee shall be: -
 - a) To execute the policies of the Association.
 - b) To exercise the authority for the interpretation of this Constitution for which decision thereon shall be final and binding on all members unless and until an appeal is made to a general body meeting.



- c) To enroll members of the Association.
- d) To conduct, regulate and ensure elections.
- e) To establish branches of the Association.
- f) To appoint an election officer for elections to the Executive Committee.
- g) To appoint such committees as may be necessary to assist in the management of the affairs of the association and for other purposes.
- h) To organize seminars and conferences.
- i) To manage the financial affairs of the Association, open accounts, invest funds etc.
- j) To authorize expenditure of the Association funds.
- k) To accept resignations.
- l) To recommend amendments to the Constitution.
- m) To appoint an Ethics Committee to develop, modify and implement the ethical rules for the members of the Association when deemed necessary and to take action on complaints filed.
- n) To request the Active Members to form a Dispute Resolution Committee in case of unresolved disputes.
- o) To act with regard to non-payment of fees.
- p) To appoint Auditors.
- q) To act generally on behalf of the Association in all matters wherein this Constitution does not expressly otherwise provide and to give a decision in any matter not provided for.
- r) The Executive Committee shall have authority to formulate such Byelaws that shall be binding on the members and shall not in any way contradict or disregard the spirit of this Constitution and which shall be approved by the General Body.
- s) To get into contractual obligations, sign documents, and agreements for and on behalf of the Association.
- t) To rent, purchase, sell, lease, moveable and immovable property.
- u) To employ people, groups or companies on contract or salary to further its responsibilities and duties.

2. Duties and Powers of the Officers of the Association

a) **The President:**

- i) Shall carry out such duties as are assigned by the Executive Committee and this Constitution.
- ii) Shall take the chair at all General Assembly Meetings of the Association and at all meetings of the Executive Committee.
- iii) Shall have the right to call special meeting of the Executive Committee.

b) **The Vice President:**

- i) All duties, powers and responsibilities of the President shall, in his absence, devolve upon the Vice President.



c) The General Secretary.

- i) Shall be responsible for summoning all General Body Meetings of the Association and all meetings of the Executive Committee.
- ii) Shall keep minutes of the General Meetings of the Association and of the meetings of the Executive Committee.
- iii) Shall keep all members informed of all the important activities of the Association.
- iv) Shall conduct the correspondence of the Association under the direction of the President and Executive Committee and shall keep a register of all members of the Association.
- v) At least two calendar months before the date fixed for the Annual General Meeting of the Association, the General Secretary shall inform all members of the Association in writing of the days fixed for such Annual General Meeting. At least two weeks before the date fixed for the Annual General Meeting of the Association, the General Secretary shall send to all members of the Association:

01. The Agenda for the Meeting.

02. The Annual report of the Council on the activities of the Association during the preceding year.

03. The audited Balance sheet and statement of accounts for preceding year.

3. The Finance Secretary:

- i) Shall be responsible for the collection of dues and such funds which are due to the Association
- ii) Shall keep accounts of all the funds of the Association, and shall issue receipts for all payments made to the Association.
- iii) Shall open such banking account or accounts as the Executive Committee may direct, and shall deposit therein all monies received by him on behalf of the Association. All cheque issued by the Association shall be signed jointly by the Finance Secretary and by the President or General Secretary.
- iv) Shall give notice to all members whose subscriptions are in arrears, the frequency of which shall be determined by the executive committee.
- v) Shall be responsible for the preparation of the balance sheet and statement of accounts referred and shall keep and provide all necessary documents for Audit.

D. Vacancies

1. In the event of a vacancy occurring in the Executive Committee because of the death of the President or his resignation, or incapacitation, or long term leave of absence, the Vice-President shall become the President of the Association.



2. In the event of a vacancy occurring in the Council from whatever cause, the President shall have the power to appoint any member of the Association to hold the office thereby vacated until the next Election.

E. Meetings

1. Ordinary Meetings of the Executive Committee shall be held at least once a year.
2. Special Meetings of the Executive Committee may be held from time to time as needed.
3. The Quorum for the Executive Committee meetings shall be 2/3rd members.
4. Notices of ordinary meetings of the Executive Committee together with minutes of the last meeting, the agenda and other relevant documents shall be circulated to all members of the Executive Committee at least three weeks before the date fixed for the meeting.

ARTICLE VI. Finance

The policy directives given under may be followed at all levels of the association.

Section 6.01 Financial year:

- A. The Financial Year shall be from 1st January to 31st December of each year.

Section 6.02 Entrance fee and Annual fees.

- A. The membership fee for the **Active Members, Founder Members, & Associate Members** is Rs.15,000/- for the first year and annual renewal is Rs.5,000/-
- B. The membership fee for the **Student Members** will Rs.2,000/- for the first year and annual renewal is Rs.1000/-
- C. The annual membership fee for the **International Members** is €100/-
- D. Subscription falls due and shall be payable in January of each year in advance.
- E. Any member whose membership dues have not been paid for three months shall be allowed a further three months to settle his dues and if by the end of this time no settlement has been made he will cease to be a member provided three reminders have been sent to such member.



Section 6.03 Collection of membership dues:

- A. The membership dues shall be collected by the Finance Secretary who shall be custodian of such funds and shall keep accounts of all funds received and spent, and shall submit financial statement at each meeting or as the Executive Committee shall direct.
- B. Payments shall be made by cross cheque, credit card, and bank draft, pay order in the name of “Pakistan Association of Orthodontists”, sent by mail to the Headquarter office, or given to the General Secretary or Finance Secretary. A receipt shall be issued to the member.

Section 6.04 Reserves:

All funds received by the Finance Secretary shall be deposited in the name of the Association in a Bank and may be invested in a secure manner such as fixed deposits on the approval of the Executive Committee.

Section 6.05 Signature on cheque:

All cheque must be signed jointly by the Finance Secretary and either the President or General Secretary.

Section 6.06 Accounts

The Accounts shall be made up and closed on the 31st day of December in each year and a Balance Sheet showing the Assets and Liabilities of the Association shall be prepared by the Finance Secretary. The Managing Committee may get the accounts audited every year.

ARTICLE VII.ELECTIONS

Section 7.01

- A. The term of the office bearers will be one year and they cannot contest for the next immediate term.

Section 7.02

- A. **Voters:** All ‘active members’ whose names occur on the Register of membership shall be eligible to vote and contest the elections.



- B. List of Voters:** List of voters, for active members shall be prepared by the General Secretary and shall be available upon request. The correctness of the address shall be the responsibility of the member.
- C. Objections** if any regarding the list should be sent to the General Secretary.
- D. Nomination:** An active member may nominate and another active member may second the nomination. The candidate must approve and sign the said nomination.
- E. Scrutiny:** The nomination papers shall be scrutinized within seven days by the executive committee or by a sub- committee authorized by it to do so.
 - 1. Rejection of the nomination papers of a candidate can take place if:
 - a) The name of the candidate, proposer or seconder is not in the Voters list.
 - b) Any other instruction specifically listed in the Nomination paper is not complied with.
- F. Withdrawal:** The nominations can be withdrawn up to 15 days before the election
- G.** Election should take place at a general meeting. Those who cannot attend such a meeting may be sent ballot papers by post at least 21 days before the meeting. The ballot papers have to be signed by at least two elected officers of the Association.
- H.** In case a meeting cannot be held and one year of the elected Executive Committee is about to end Election by Postal Ballot should be completed one month before the expiry of such term.
- I.** Counting will take place in front of the representatives of the candidates and the result announced on the same date.
- J.** The new executive committee shall take charge immediately on the expiry of the term of the out going committee which shall not exceed one year.

ARTICLE VIII. GENERAL MEETINGS

General Meetings of the Association should be called at least once a year and convened by the General Secretary:

- A. Time:** The meeting should be held preferably together with a national orthodontic conference.
- B. Place:** The venue of the national orthodontic conference shall be the venue of the meeting.



C. Business: The business of the GM shall be:

1. To elect office bearers.
2. To receive the annual report of the council on the affairs of the association.
3. To consider any amendments to the constitution this may be proposed by the Council or by at least ten percent of the membership of the Association.
4. A copy of all such proposed amendments shall be circulated at least fifteen days before the GM.
5. To receive the accounts of the previous year.
6. To discuss any other business, notice of which shall have been given to the General Secretary in writing at least three weeks before the date fixed for the GM.

D. Notice: Every member shall be entitled to receive at least six weeks notice of the General Meeting and shall receive, at least four weeks before the meeting, the Annual Report, the balance sheet, and the Agenda of the Meeting. Any member can propose an agenda item for discussion which should be received by the General Secretary at least three weeks before the meeting so that the General Secretary can include the said item in the Agenda.

E. Chairman:

1. The President of the Association shall take the chair at the General Meetings of the Association. In his absence the Vice-President shall take the chair.
2. If the event of the absence of the President and Vice President, the General Secretary shall chair the meeting.

F. Voting:

1. Voting at all General Meetings shall be by show of hands or by secret ballot. Elections shall be held by secret ballot.
2. Motions at General Meetings of the Association shall be declared carried by a simple majority vote.
3. Constitutional amendments shall be passed by more than 2/3rd majority of the enrolled members.

G. Powers:

All decisions made at General Meetings shall be binding on the Association



ARTICLE IX. Extraordinary General Meeting

- A. An Extraordinary General Meetings may be convened by the President.
- B. An Extra-ordinary General Meeting may be called by 10 % of the membership of the association.
- C. The President will chair the meeting and in his absence the Vice President will assume the chair.
- D. **Place:** Extraordinary General Meetings may be held at a venue decided by the President and in his absence by the Vice President.
- E. **Time:** The Extraordinary General Meeting of the Association shall be held within one month of the receipt of the application.
- F. **Notice:** At least thirty days notice of the Extra-ordinary General Meeting together with the proposed Agenda shall be sent to every member of the Association.
- G. **Restrictions:** Only the matter for which such an Extra-ordinary General Meeting is called shall be on the Agenda.
- H. **Quorum:**
 - 1. The quorum for General Meetings of the Association shall be 25% of the enrolled membership.
 - 2. In case the quorum is not met the meeting will be adjourned and a second meeting, with at least fifteen day notice to all members, will be called by the General Secretary for which the quorum shall be the members present.
 - 3. In the event of a lack of quorum for an extra-ordinary General Meeting, the meeting shall be postponed.

ARTICLE X. AMENDMENTS TO THE CONSTITUTION

Section 10.01

- A. Proposed amendment shall be made in writing to the General Secretary at least six weeks before the Annual General Meeting.
- B. Amendments to the constitution can be passed by 2/3rd majority of the enrolled membership.
- C. If 2/3rd of the members present pass the amendment but the number is short of the 2/3rd total of enrolled members then the amendment will have to be ratified later by signatures of the required majority.



- D. If within two months such signatures are not obtained the said amendment will be considered as not passed but can be reinitiated from the beginning.

ARTICLE XI. PAKISTAN ORTHODONTIC JOURNAL

Section 11.01

- A. The Pakistan Orthodontic Journal shall be the official journal of the Association.
1. The Journal shall be produced by an Editor who shall be responsible for the publication of such journal, and the periodicals and proceedings of the Scientific Meetings of the Association, as the Executive Committee from time to time may decide.
 2. The Editor shall be assisted in his duties by an Editorial Board, which shall be appointed by the Editor with the approval of the Executive Committee.
 3. The Executive Committee may approve a separate subscription fee for the non members.

ARTICLE XII. GENERAL

Section 12.01

- A. Resolution of disputes and disagreements in the interpretation of the constitution or in the organization of elections or any other similar situation the Association may face may be resolved in the following manner:
1. For the first ten years of the life of the Association a Dispute Resolution Committee comprising of four active members of the Association shall be appointed by the signed majority of the active members. This committee will be constituted in case of disputes which the Executive Committee has not been able to resolve in the functioning of the association or when multiple resignations from among the officers have taken place because of such a dispute, or when such a dispute has arisen with reference to elections or unresolved disputes in the functioning of the association or arising with reference to elections.



2. A referral to the active members can be made by the Executive Committee or by any four members of the Executive Committee, or in a petition signed by one fourth of the membership of the Association.
3. After this initial period of ten years a Dispute Resolution Committee of four shall be appointed by the Executive Committee which must include at least two office bearers from among the five elected office bearers and two members from among the members.
4. The committee mentioned above shall decide the issue not later than three months from its formation and if the committee is unable to do so a new committee for the same purpose shall be formed.
5. Their finding and verdict shall be binding on the Executive Committee.

Section 12.02 Public and press statements

- A. The President or the General Secretary in consultation with the President shall be permitted to publish or write any correspondence or articles to the Government, the Press or any public body on matters pertaining to the Association or in the name of the Association.

Section 12.03 Access to the records:

- A. Every member shall have access to all the records, minutes and correspondence of the Association, provided two weeks notice is given to the General Secretary in writing.
- B. The General Secretary however, may at his discretion refuse such access when he considers that confidential matters may be disclosed which may be harmful to the interests of the Association. Under such circumstance a member may appeal to the Executive Committee whose decision shall be final.

Section 12.04 Auditors:

- A. An Auditor shall audit accounts at the end of the year or more often if required, and shall give suggestions for proper keeping of accounts.
- B. A certified public accountant or a Chartered Accountant shall be appointed as an Auditor.