

New York Chapter

**ASSOCIATION OF PAKISTANI
PHYSICIANS
OF
NORTH AMERICA
•
(NYCAPNA)
•**

**CONSTITUTION
AND
BYLAWS**

*Adopted 03/09/97
A.R.*

**NEW YORK CHAPTER
ASSOCIATION OF PAKISTANI PHYSICIANS OF NORTH AMERICA
(NYCAPPNA)**

THE CONSTITUTION

ARTICLE 1 NAME

The name of this Organization shall be "New York Chapter of Association of Pakistani Physicians of North America," hereafter referred to as "NYCAPPNA". This Organization shall be an arm of parent Organization "Association of Pakistani Physicians of North America" hereafter referred to as "APPNA" and shall be under overall governance of APPNA constitution.

ARTICLE 2 AIMS AND OBJECTIVES

NYCAPPNA shall work in conjunction with, and assist its parent organization in advancement of medical science and in serving the needs of physicians of Pakistani origin in North America as outlined in APPNA constitution.

ARTICLE 3 MEMBERSHIP

Physicians of Pakistani origin (graduates of Medical and Dentistry schools) shall be eligible for membership. Membership shall be of the following categories: Active, Honorary and Affiliate. Unless otherwise specified in Bylaws, Active members shall be entitled to all of the privileges in the Organization including the right to vote and hold office. Honorary and affiliate members shall have the privileges of the organization without the right to vote or hold office.

ARTICLE 4 OFFICERS AND ELECTED REPRESENTATIVES

1. The officers will consist of the President, President-elect, Secretary, Treasurer and three Regional Representatives. Number of Regional Representatives may vary in future according to the needs of the organization as determined by the Executive Council and shall be specified in the Bylaws. All the officers and elected representatives shall be elected by the general membership unless otherwise specified in the Bylaws.

ARTICLE 5 EXECUTIVE COUNCIL

Executive Council shall be the governing body, consisting of the President, President-elect, Secretary, Treasurer, Regional Representatives and the Immediate Past President. Executive Council shall be responsible for carrying out the activities of the organization according to the directives set in the Bylaws. The council shall control the financial affairs of the organization and shall take no action contrary to the aims and objectives and overall directive of the parent organization APPNA.

ARTICLE 6 ADDRESS

Address of the organization will change from time to time and will be determined by the President in consultation with the Executive Council. until such time that a principal office is secured.

ARTICLE 7 AMENDMENTS

The constitution may be considered for amendment if an amendment is initiated by ten active members in writing, or by a motion of the executive council approved by its simple majority at a meeting. Such an amendment will be adopted if approved by 2/3 majority of active members of the organization by an open or mail ballot vote.

ARTICLE 8 BYLAWS

The organization shall adopt bylaws in harmony with its constitution and the constitution of its parent organization APPNA, to carry out its affairs. Robert's rule of order shall apply for conduct of its meetings. Bylaws may not restrict or alter any provision of this constitution.

ARTICLE 9 ORGANIZATION AND INTERNAL STRUCTURE

1. General Body: shall consist of duly registered active members according to the provisions provided herein. This body will have the supreme authority over the conduct of all affairs of the organization , and may approve, reject or amend any action taken by an officer, committee or the executive council.
2. Executive Council: shall be the legislative and administrative body consisting of the elected officers and the regional representatives. Council shall act for the organization as a whole between sessions of the general body. Council shall appoint the committees, set date and venue of the meetings, keep membership list and undertake other activities necessary for day to day running of the organization.
3. Board of Trustees: shall act as overseers of the Organization. It shall consist of active members elected as prescribed in the bylaws.

BYLAWS

Chapter 1. MEMBERSHIP

A. Active.

A physician must hold an active permanent license to practice in North America to be eligible for active membership of NYCAPPNA. Physicians in training may become active members, and thus be able to vote, if they hold license (temporary or permanent) to practice medicine, or can provide written proof of being in an approved training program. Such members shall have all the privileges of active membership except the right to hold office. Dues may be waived, by the executive council, due to documented financial hardship for some members without jeopardizing their active member status.

B. Honorary.

The honorary member status can be given to any person (including non-physicians) who has attained distinction in medicine or allied sciences or who has provided other service of unusual value to the organization or humanity.

C. Affiliate.

The organization may elect to affiliate membership, lay persons or persons in related sciences who may be deemed valuable to the organization. Such members may work on the committees or task forces of the organization and participate in all its activities but will have no right to hold office or vote. The dues for affiliate members shall be 50% of the annual dues.

Chapter 2. DUES AND ASSESSMENTS

The annual dues will be determined by the executive council and approved by the general body. The term of annual dues will be the calendar year. Special assessments may be approved by general body from time to time according to the needs of the organization. Only those members of general body who have paid their dues and special assessments (if any), will be considered "Active", and be eligible to vote and hold office.

Chapter 3. GENERAL BODY MEETINGS

1. At least one general body meeting will be held every year. President will preside over these meetings. Additional meetings can be held as needed and decided upon by the executive Council. Written notice of the Annual general body meeting will be given to membership at least 4 weeks in advance.

2. The quorum for the general body meeting will be the members present, provided at least 10% of the voting members are present in the meeting except in cases of a resolution to reject an action of the executive council when the presence of at least 50% of the voting membership will constitute the required quorum. A simple majority of those present will be required to adopt a resolution except when a referendum is being conducted or an action of the executive council is overturned in which case a 2/3 majority vote of those present and voting will be required for a resolution to pass.
3. Executive council will set a date and place for the general body meeting and make necessary arrangements.

Chapter 4: ELECTION OF OFFICERS

Section 1. Nominations.

Nominations will be sought from the general body by the executive council each year well in advance of the "Fall Executive Council meeting" which will be the election meeting. Nominations can be mailed to the organization under the signatures of five active members. All Candidates must be active members of the organization for at least 2 years prior to election. Nominations can also be made from the floor at the election meeting in which case, the nominee must be present at the meeting.

Section 2. Elections.

All active members have the right to vote. President will appoint a chairperson for elections who will oversee the election process at the meeting and declare the winning candidates. A secret ballot may be requested at the meeting by majority vote. Officers shall take office immediately after the election.

Section 3. Terms of office.

Term of office of President and President-elect shall be one year. Other officers shall be eligible to run for same office for multiple consecutive terms. Term shall end following year at the election meeting. Initial slate of officers elected in 1997 will assume the office upon election and serve till the election meeting of Fall of 1998.

Chapter 5. VACANCIES

Section 1. An office will be declared vacant by the executive council if the officer resigns, leaves North America for a period of more than four months, or is otherwise disabled to carry out the duties of his/her office for health or other reasons.

Section 2. Should the office of President become vacant, President-elect shall succeed to the presidency for the remaining term. Vacancy of the President-elect, Immediate past

president and/or Trustee, will not be filled until the next general elections. Vacant office of secretary or treasurer shall be filled by the executive council by electing replacements from amongst themselves in which case one officer shall be eligible to hold more than one portfolios. When a post of councilor is vacant, the executive council, by majority vote will appoint a member from that region to complete the term.

Chapter 6. DUTIES OF OFFICERS

Section 1: PRESIDENT

The president shall be the general executive officer of the Association. The duties of The president shall include the following:

- 1) To preside at all general meetings of the organization and executive council.
- 2) To serve as Chairman of the Executive Council and official spokesman of the organization.
- 4) To appoint all committees in consultation with the Executive Council;
- 6) To serve as an ex-officio member of all committees of the organization.
- 7) To perform such other duties that may be required of him /her by the Executive Council, or the general body.

Section 2: PRESIDENT-ELECT

The duties of the President-elect shall include the following:

- 1) To assume the office of the President at the end of the term of current President
- 2) To act for the president in his absence, disability, or resignation;
- 3) To serve as a member of the Executive Council;
- 4) To perform such other duties that may be required of him/her by the president, Executive Council, or the general body:

Section 3: SECRETARY

The duties of the secretary shall include the following:

- 1) To serve as a recording officer of the Executive Council and general body;
- 2) To supervise and maintain preparation of and a permanent record of all the official minutes of the meetings;

- 3) To be the official custodian of all securities, and property deeds and titles owned by the organization.
- 4) To serve as a member of the Executive Council;
- 5) To supervise and maintain an up-to-date record/data of the members of NYCAPPNA.
- 7) To send out all official notices of meetings, committee appointments, special committee assignments, and elections to office;
- 8) To perform such other duties that may be required of him/her by the president, Executive Council, or the general body.

Section 4: TREASURER

The Treasurer shall be the custodian of all funds of the Association. He/she shall be accountable, through the Council, to the Association. The duties of the Treasurer shall include the following:

- 1) To conduct all financial affairs of the Association;
- 2) To select a bank or trust company to act as custodian and transfer all Money and securities subject to approval of the Executive Council;
- 3) To collect all annual membership dues, assessments, donations, and such Money that may be due to the Association;
4. To make available for audit all records and transactions of the Association;
5. To present an annual report at the annual general meeting;
6. To render a report to the Executive Council reviewing the Association funds,
- 7 To perform such other duties that may be required of him/her by the president, Executive Council, or the general body.

Section 5: REGIONAL COUNCILORS

The duties of the Councilors shall include the following

- 1) To serve as members of the Executive Council;
- 2) To enlist new members and encourage active participation of members of their regions.
3. To perform such other duties that may be required of them by the president, Executive Council, or the general body.

Section 6: IMMEDIATE PAST PRESIDENT:

The duties of Immediate Past President shall include the following:

- 1) To serve as members of the Executive Council;
- 3) To perform such other duties that may be required of him/her by the president, Executive Council, or the general body.

CHAPTER 7. EXECUTIVE COUNCIL

A. MEMBERS: The Executive Council will be composed of members in the following order of seniority: President, President-elect, Secretary, Treasurer, Immediate Past President, and Regional Representatives.

B. ORGANIZATION: The President of the Organization will serve as chairman of the Executive Board.

C: MEETINGS: The Executive Council shall hold at least three meetings annually. Special meetings of the Executive Council may be called at any time by the President or the written petition of four members of the Executive Council. Written notice of the Executive Council meetings must be given at least fifteen days prior to the meeting except in an emergency. A majority of the members of the Executive Council shall constitute a quorum at any regular or special meeting.

D: DUTIES: The duties of the Executive Council shall include the following:

- 1) To perform all acts and transact all business for and on behalf of the organization.
- 2) To manage the funds and property of the organization and conduct the affairs, works, and activities of the Association except as may be otherwise provided for in these bylaws;
- 3) To fix the date and place of the annual and general body meetings and make all appropriate arrangements;
- 4) To supervise and oversee all the organization's projects,
- 5) To adopt measures in support of its members with regards to medical research and practice and to uphold aims and objectives of the organization,
- 6) To perform such other duties that may be required by the general body.

E. RESOLUTIONS: Each resolution introduced in the council shall be introduced by a member of the council. For a resolution to pass in the executive council, at least 50% of the executive council (including proxy votes), must vote in affirmative.

Chapter 7: BOARD OF TRUSTEES

Section 1. Composition.

The Board shall be composed of 5 members. All trustees must be active members, residing in North America and should have held office in APPNA or NYCAPPNA in past. No trustee shall concurrently hold an office in NYCAPPNA but could chair any task force or committee of the Organization.

Section 2. Terms of office and Election.

- a. Term of Trustees shall be 5 years. No trustee shall serve for more than two consecutive terms.
- b. Initially, first five Trustees shall be elected by the Executive Council, one each for one, two, three, four and five year terms. Each year, the trustee who's term is expiring will be replaced or re-elected for second term, thereby starting a staggered terms of trustees providing for election of one trustee every year.

c. Executive Council shall submit the names of the candidates for trusteeship, to the Board of Trustees and the Board shall elect by majority vote from these names to fill the vacancies in the Board. Board may not elect any of the names submitted and may ask for other names till the election is completed.

Section 3. Officers.

The Board shall elect its own Chairperson and Secretary from amongst themselves each year. These officers may be re-elected for as many terms as the Board desires.

Section 4. Meetings.

The Board may meet as often as necessary but shall meet at least once a year at or close to the annual meeting of the Organization.

Section 4. Duties.

The Board of Trustees shall :

- A. Oversee long range and strategic planning of the Organization
- B. Conduct grievance and ethics hearings as needed.
- C. Conduct periodic review of the Organization's accounts.
- D. Receive and discuss the proposal for dissolution of the Organization. Board shall be the sole authority to consider dissolution. Any such proposal initiated or received by the Board shall be considered by the Board and their recommendation presented to the Executive Council. If passed by 2/3rd majority of the Executive Council, the proposal shall be discussed at a General Body meeting after a 30 day written notice. An 80% majority vote at such meeting shall be required to dissolve the Organization. Any assets of the Organization will be dispersed by the trustees.

Chapter 7: FISCAL YEAR

Fiscal year will begin January 1, and end December 31

Chapter 8: BYLAWS AMENDMENTS

- A. An amendment may be proposed by 10 members in good standing and/or by majority vote of the executive council, in writing at least 30 days prior to an executive council meeting and circulated to all council members.
- B. An amendment shall then be required to be voted upon at *the next* meeting of the council and shall be considered approved *by the executive council* if passed by at least 2/3rd majority vote at *that* meeting.
- C. Amendment(s) thus approved shall be presented at the next Annual general body meeting of the Organization and must receive 2/3 rd majority vote of those present and voting, to become part of By-laws.

2. The quorum for the general body meeting will be the members present, provided at least 10% of the voting members are present in the meeting except in cases of a resolution to reject an action of the executive council when the presence of at least 50% of the voting membership will constitute the required quorum. A simple majority of those present will be required to adopt a resolution except when a referendum is being conducted or an action of the executive council is overturned in which case a 2/3 majority vote of those present and voting will be required for a resolution to pass.
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