



Constitution & Bylaws of the Society

Article I.

Name and Definition

Name

Pakistan Society of Oral & Maxillofacial Pathology (PSOMP)

Definition

Oral & Maxillofacial pathology is a confluence of basic sciences and clinical dentistry and deals with the nature and study of the disease associated with the Oral and Maxillofacial areas.

Article II.

Purpose of this Society

- Development and promotion of the practice and science of oral pathology.
- The advancement of under and postgraduate education.
- Contribution to the public welfare by advancement of the profession of dentistry and of oral and maxillofacial pathology.
- To encourage the members to render professional responsibilities to the community.



Article III.

Organization

Section 1. Incorporation

Section 2. Central office

Section 3. Provincial office

Section 4. Membership

Section 5. Administrative body

Section 1. Incorporation

- This Society is a not-for-profit organization chartered under the laws of the Constitution of Pakistan.
- If this corporation is dissolved at any time, **no** part of its funds or property shall be distributed to, or among, its members but, after payment of all indebtedness of the corporation, its surplus funds and properties shall be used for education and research in such a manner as the then governing body of the Society may determine.



Section 2. Central Office

The duties of this central office shall be as established in Article VII, Chapter II of the Bylaws.

Section 3. Provincial office

The duties of this provincial office shall be as established in Article VII, Chapter III of the Bylaws.

Section 4. Membership

The membership of this Society shall be as established in Chapter I. of the Bylaws.

Section 5. Administrative Body

The administrative body of this Society shall be an Executive Council/ Central council as described in Chapter II of the Bylaws.

Article IV.

Officers

- The elective officers of this Society Central Council shall be President, Secretary, Joint Secretary and a member. The officers for provincial council includes President, Vice President, Clinical secretary, General Secretary and Finance Secretary each of whom shall be elected at the electoral meeting time of which is 2 years from today onwards.
- Time is liable to change for the next elections.



- No office bearer will proceed to the next level and fresh election will be done at the end of each tenure for each post.
- Vice President will work on the discretion of the President even in its absence.
- President of Provincial council will not be promoted to the Post of Immediate Ex President at the end of the tenure, but he/she will compete for the post of the presidency of the central council.

Article V.

Annual Meeting

The annual meeting shall be conducted as provided in Chapter IX of the Bylaws.

Article VI.

Amendments

This Constitution may be amended by three-fourths (3/4) affirmative vote of the members present and voting, provided the proposed amendments shall have been presented in writing to the entire membership of the Society at least thirty (30) days prior to the meeting at which the amendment is presented for adoption. The members of the constitution amendment will be the members of the general body of the central council.



Article VII

BYLAWS

- Chapter I.** Membership
- Chapter II.** Central/Executive Council
- Chapter III.** Provincial Council/Elective Officers
- Chapter IV** Committees
- Chapter V.** Finance
- Chapter VI.** Quorum
- Chapter VII.** Discipline
- Chapter VIII.** Meetings
- Chapter IX.** Code of Conduct
- Chapter X.** Amendment
- Chapter XI.** Adoption



Chapter I. Membership

- Section I: Classification
- Section 2: Rights and privileges
- Section 3: Dues and assessments
- Section 4: Applications and elections
- Section 5: Membership appeals process
- Section 6: Termination of membership

Section 1. Classification

The members of this Society shall be classified as follows:

- A. Active Members
- B. Resident Members
- C. Life Members
- D. Honorary Members
- E. Associate Members
- F. Undergraduate Members

Section 2. Rights and Privileges

A. Active Members: Active members shall enjoy all rights and privileges, including the right to vote on all matters and to hold office.



B. Resident Member: Resident members shall enjoy all the rights and privileges of active members except the right to hold any office.

C. Life Members: Life members shall enjoy all the rights and privileges of the class of membership they formerly held except they may not hold office.

D. Honorary Members: Honorary members shall have the right to attend meetings, but they shall not enjoy the right to vote or hold office, nor shall they enjoy any other rights and privileges reserved to other classes of membership.

E. Associate Members: Associate members will have the same rights and privileges as active members except the right to vote and to hold office. Any degree holder can be an associate member that is other than BDS.

F. Undergraduate member: All undergraduate students applying can be the members designated in this category.

Section 3. Dues and Assessments

- All active, undergraduate and resident members shall be required to pay annual/bi-annual dues and assessments.
- Life and honorary members shall not be required to pay dues and assessments.

Section 4. Applications and Election

A. Forms for application to any class of membership are available upon request to the Executive Director.

B. Election to any category of membership shall be by a majority of the members present and voting at any decided meeting of the Society. The Membership Committee and Executive Council shall review all applications and shall present



them to the membership with their recommendations within one (1) year of their receipt.

Section 5. Membership Appeals Process

- If a candidate is denied PSOMP membership, he/she may appeal but must do so within ninety (90) days.
- The PSOMP must notify the candidate of his/her right of appeal.

Section 6. Termination of Membership

- A member of the Society may affect resignation from the Society at any time by writing to the Executive Director and returning the certificate of membership.
- Any active member shall automatically be disqualified from that classification of membership upon loss of registration in the PMDC.

Chapter II. Central/Executive Council

Section 1: Executive council

Section 2: Qualifications

Section 3: Term of office

Section 4: Election

Section 5: Installation

Section 6: Duties & Powers

Section 7: Session

Section 8: General body



Section 1. Executive Council

- President
- Executive director
- Secretary
- Joint Secretary
- Member

Section 2. Qualifications

A member of this council has a basic degree of BDS. He /She have a specialization in Oral Pathology or registered in Oral Pathology in PMDC. A member of this council shall be an active member.

Section 3. Term of Office

A. Officers: Officers shall serve on the council during their tenure in Society office.

B. Councilmen: The two councilmen (Secretary & Joint Secretary) shall serve for a period of two (2) year each. A councilman may serve a maximum of three (3) consecutive terms which is minimum six (6) years. Member will be selected by the Councilmen and will have to serve for the same time period as for the councilmen.

C. Editor of the Newsletter/Journal: The Editor shall be appointed by the President with the advice and consent of the council. There shall be no limit on years of service.

D. The councilmen can be changed subject to any discretion of the President or the Executive Director of the central council/executive council.



E. Executive director is an honorary post given to the founding member Dr Nauman and will serve the society under the President till all the provincial presidents along with the central council president agree on changing the person or he leaves the post himself the position will be dissolved and not used later by any election system.

Section 4. Election

- Election shall be held at the meeting of the Society which will be after 2 years.
- Elected officers automatically become members of the council.
- Central council elections will follow the provincial council elections will be held on 7th June, 2016 and later after 2 years at the same date.
- Date of election will be kept 7th June in memory of this first draft established.

Section 5. Installation

Central Council shall be dissolved after the elections of provincial council and then elections for the Central councils shall be done. Once Central council is re-established then the whole members will start working in full authority.

Section 6. Duties & Powers

President

1. The President shall serve as an official representative of the Society in its contacts with governmental, civic, business, and professional organizations for the purpose of advancing the objectives and policies of the Society.



2. The President shall preside at all meetings of the Society and the Executive Board.
3. He shall act as an advisor to and shall be an ex-officio member of all committees. Any provincial changes should have the permission of the President.
4. He shall perform such duties as pertain to his office and as authorized by the Executive Board.
5. The signature of the President shall be recognized for the withdrawal of funds in the depository.
6. He shall furnish fidelity bond in such amount and in such surety company as shall be determined by the Executive Board, the expense of which shall be defrayed by the Society.
7. He shall serve as Immediate Past President or Immediate Ex President for the next 2 years of the tenure (if it is 2 years) following completion of his term as President whereby he will act as an advisory personal to the new President.

Executive Board: (Comprised of Executive Director, Sectary, Joint Secretary and Member)

The Executive Board shall be the governing body of the Society, manage the Society's affairs, conduct the Society's business and control the disbursement of funds. The Executive Board shall:

1. Transact all business of the Society except as otherwise provided for in these Bylaws.
2. Review the time and place and decide on the duration of the annual meeting and report to the membership for action.
3. Act in an advisory capacity to the President.
4. Pass on all applications and nominations for membership.
5. Convene at such times as may be designated by the President.
6. Annually provide an honorarium for the President and the Secretary-Treasurer to defray Secretarial expense, if required.



7. Annually shall appoint members to the Standing and Special Committees and appoint the Committee Chairmen.
8. Select the bonding company in which the officers and employees shall be bonded.
9. Select a certified public accountant to audit the books and records of the Society.
10. Determine and control the investment of the Society's money and securities.
11. Immediately following their election shall appoint standing committees and special committees.

Executive Director:

The duties of the Executive Director shall be as follows:

1. To maintain the records of the Society.
2. To serve as the head of the Principal Office.
3. To coordinate the activities of all committees and projects of the Society and systematize the preparation of reports of such committees.
4. To serve as required by the President and/or Executive Board.
5. To facilitate all mailings and newsletters of the Society.
6. To coordinate and assist with the planning of the annual meetings.
7. To maintain the master copy of the Constitution, Bylaws, and Policy Manual.
8. This is an honorary post give to Dr Nauman for being the pioneer of the Society which will dissolve once he wants to leave the office or if all Presidents gives vote of no confidence.

Section 7. Sessions

A. Regular Sessions: There shall be two (2) regular sessions of the Executive Council annually, the times being at the discretion of the President.



B. Special Sessions: Special sessions may be called at any time by the President or by three (3) members of the council on ten (10) days notice.

Section 8. General Body

All the provincial bodies and their members are the members of the general body of the central council.

CHAPTER III. Provincial Council/Elective

Officers

Section 1. Office bearers

Section 2. Duties

Section 1. Office bearers

- President
- Vice president
- General secretary
- Clinical secretary
- Finance secretary

Section 2. Duties

President

1. Serve as Chairman of the Provincial Council.
2. Preside at the annual meeting and all special meetings of the Society and of the Executive Council.
3. Call special sessions of the Provincial Council.



4. Perform other such duties as may be provided in these Bylaws.
5. Conduct and order its office bearers to organize functions or scientific sessions
6. Call for re-elections after intimation from the central council the first being after 2 years.
7. In case of present out of country or unable to attend the meeting the President will have to communicate with the Vice President or one of the Vice Presidents to attend the meeting and carry out his/her message.
8. President will not be preceded by the Vice President on the completion of the tenure. Elections will be carried out for this post each time.

Vice President

1. To complete all communications under the direction of the President and Executive Council.
2. To record minutes of all Executive Council, annual and special meetings.
3. To maintain adequate records.
4. To notify members of appointment to committees.
5. The Vice President will not be promoted to the post of President on the completion of the tenure.

Finance Secretary

1. To be custodian of all funds and monies of the Society.
2. To send statements of dues.
3. To sign checks for disbursement of funds in payment of Society expenses, in accordance with accounting regulations established by the Executive Council.

Clinical Secretary

1. To receive all applications for membership and to submit the names of the applicants to the Executive Director, complete with verification and credentials.



2. To turn over to his successor, all books, papers, records and other properties of his office, at the termination of his office.

General Secretary

- Organization of all scientific sessions.
- Invitation to all the guests.
- Record keeping of all the registered delegates.
- Articulation of the speakers for the session.
- Arrangements for the lunch and dinner.
- Arrangements for the workshops.

Chapter IV. Committees

Section 1. Appointment

Section 2. Members

Section 3. Consultants and advisors

Section 4. Tenure

Section 5. Duties of committees

Section 1. Appointment

Standing committees shall be established by the Executive Council as required to facilitate the work of the Society.



Section 2. Members

Committee chairmen and members shall be appointed by the President and Executive Director and shall be active members of the Society.

Section 3. Consultants and Advisors

Consultants and advisors to any committee may be appointed by the President in consultation with the Executive Director.

Section 4. Tenure

Committee members shall be appointed for two years, with no limit on the number of years the member may serve. Any member may be replaced at any time at the discretion of the President and the Executive Director joint decision.

Section 5. Duties of Committees

The committees shall carry out the assignment of the President and Executive Director in an expeditious manner and, when indicated, submit reports to the Secretary-Joint Secretary.

Chapter V. Finance

- Section 1. Fiscal Year
- Section 2. Dues
- Section 3. Assessments
- Section 4. Delinquency
- Section 5. Expenditures



Section 1. Fiscal Year

The fiscal year shall begin January 1 of each calendar year and shall end on December 31. However, the elections dates will not be affected by the fiscal year dates and will remain on the 7th of June.

Section 2. Dues

Dues of the membership, except life and honorary members, shall be due January 1 for the ensuing year. The amount of annual dues may be fixed or changed at an annual meeting by a majority of the membership present and voting providing that notice of any proposed changes shall be presented in writing to the Secretary-Joint Secretary and that the membership is thereupon notified in writing at least thirty (30) days prior to the meeting.

Section 3. Assessments

Any assessment shall be due at the time specified in the motion providing for it. Assessments may be approved at the annual meeting or a special meeting of the membership by a majority of the membership present and voting, providing that notice of any proposal to enact an assessment shall be presented in writing to the Secretary-Joint Secretary and providing that the membership is thereupon notified in writing at least thirty (30) days prior to the meeting.

Section 4. Delinquency

Members shall be classified as delinquent when dues and/or assessments are not paid on or before June 1.



Section 5. Expenditures

Executive Council Spending Limit: The Executive Council shall not spend or commit money or other assets of the Society in excess of PKR 0.25 Million for any project or endeavor or any related group of projects or endeavors except for annual meeting expenses.

Chapter VI. Quorum

The quorum for any meeting or special meeting shall be twelve percent (12%) of the membership. However under special circumstances the President has the authority to pass the motion even with less participation but should involve maximum Presidents from each provincial council.

Chapter VII. Discipline

Section 1. Procedure

Section 2. Readmission

Section 1. Procedure

Any member may be reprimanded, suspended or expelled for violations of the Code of Ethics of the Pakistan Society of Oral and Maxillofacial Pathologists (as outlined in Chapter X).

Section 2. Readmission

Any member expelled from the Society shall be permitted to reapply for membership five (5) years from the date of expulsion. Dues shall be suspended during the period of expulsion.



Chapter VIII. Meetings

Section 1. Annual meetings

Section 2. Special meetings

Section 1. Annual Meetings

The date, time and location of the annual meeting shall be determined by the Executive Council.

Section 2. Special Meetings

Special meetings of the membership may be called by the President or Executive Director on ten (10) days' notice.

Chapter IX. Code of Ethics

Members of the Pakistan Society of Oral and Maxillofacial Pathologists shall be governed in ethical matters by the Code of Professional conduct of Pakistan Medical and Dental Council.

Chapter X. Amendment

These Bylaws may be amended at any meeting of the membership by a two-thirds (2/3) affirmative vote of the members present and voting, provided the proposed amendments have been presented in writing at least thirty (30) days prior to the meeting to the Executive Council.

Chapter XI. Adoption

The Constitution and Bylaws as herewith stated have been adopted and stand effective immediately; older parts of laws or resolutions shall thereupon be null and void and shall stand repealed.



SPECIAL THANKS

I want to thank Allah Almighty for helping me out with this constitution formulation and write up. Although seems simple but was a very tiresome job which I took intentionally in order to pace the society forward and lead from the front. However, it was never possible without the help of our worthy President Dr Arshad Malik who has been upto the task and made some very critical but important decisions. Although all the respectable members contributed fully but I would especially thank all Councils Presidents, Vice Presidents and their General Secretaries. It's the first effort in the constitution formulation and therefore there can be errors and mistakes which I apologize from the depth of my heart. Looking forward for the proper implication and functioning of this constitution.

Dr Nauman Rauf Khan

Executive Director

Pakistan Society of Oral & Maxillofacial Pathology
(PSOMP)