

Pakistan Physiological Society

Constitution/Byelaws (2019)

ARTICLE I: Name and Seal

I(i). The SOCIETY shall be known as 'PAKISTAN PHYSIOLOGICAL SOCIETY' and shall have an abbreviation as PPS and herein after called the 'Society'.

I(ii). The Society shall have a seal which consists of the double lined circle and a double lined triangle arranged around an apple tree with green leaves, red apples and a serpent wounding around the stem as in logo. The circle has the name of the society as 'PAKISTAN PHYSIOLOGICAL SOCIETY' arranged within the perimeter. The triangle, tip upward, has words 'Research', 'Education', on two sides and 'Health' on the base as inserted hereunder:



I(iii). The General Secretary of the Society will be the custodian of legal seal of the Society.

I(iv). The SOCIETY is registered under Sindh Government Societies Registration Act XXXI of 1860 vide letter No. KAR No. 0965 dated 22-2-1987.

I(v). As the Society started its activities on 15th April 1987, this day will be celebrated as its Anniversary to save its history.

ARTICLE II: Missions and Goals

The mission of the Society is to serve humanity through scientific, educational, literary and ethical professional activities in the field of physiology. The Society will be a scientific, non-profit, non-political and voluntary organization which will work without any bias of sect, sex, creed, region, or religion.

The Society will take the following measures/steps to achieve its missions and goals:

1. Maintaining the dignity/strength of the Society as a Professional Body
2. Promotion and advancement in the subject of physiology through observational, experimental and clinical research.
3. Organization of scientific conferences, workshops, training programs or other CME/CPD activities to enhance professional competence
4. Publication of scientific journal, newsletter, monographs, books etc. on electronic and print media to update the physiologists about the latest developments in the field of physiology
5. Inspiration and motivation of young students to appreciate the role of physiology in the progress of basic medical sciences and the provision of high quality healthcare
6. Development and strengthening the linkages within our resources with regional and international physiology biomedical and biological science organizations to promote academic and research potential of its members
7. Promotion of physiology at bachelor, master, fellowship, doctoral, and post-doctoral level in the country
8. Keeping audited accounts of the income and expenditure of the Society
9. Ensuring fair and transparent elections through the Election Commission of the Society as per Article-VI of this constitution.
10. Ensuring that any amendment(s) in the constitution of the Society is/are in accordance with the set traditions, mission and goals of the Society, and are made under the constitutional rules mentioned in Article X of this constitution.

ARTICLE III: Organizational Set-up

III(1). The Society:

The Society will comprise of physiologists, scientists, and scholars working in related disciplines of physiological sciences. The Society shall be managed by the Active Members through the elected Executive Committee (EC) from members among themselves. For any urgent decision regarding Society matters, the EC can approach the members of the General Body for consultation, through ordinary letter, SMS, email, or any other feasible mean of communication.

III(2) A. The General Body Meeting:

- i. All active members will constitute the General Body (GB).
- ii. There shall be a General Body Meeting (GBM) after every two years which will be held at the time of biennial conference preferably in the last three months of the year.
- iii. The meeting will be chaired by the President. If the president is not available, any of the vice Presidents or any other senior member of the EC will chair the meeting.
- iv. The General Secretary will present his report to the General Body.
- v. The General Body will decide about the venue of the next Biennial PPS conference as described in Article VI(B)6 of the Constitution.

III(2) B. Business Meeting:

- i. The 'Business Meeting' will be attended only by the voting members of the Society.
- ii. The meeting will be chaired by the President. If the president is not available, any of the Vice Presidents of the EC will chair the meeting.
- iii. It will be conducted by the General Secretary of the Society.
- iv. The General Secretary and Finance Secretary shall present their reports in the Business Meeting.
- v. Approval to the financial report of the outgoing Executive Committee will be sought in the Business Meeting.
- vi. Amendment(s) in any clause of the Constitution can be discussed and approved by two-third majority of the attending members in the Business Meeting.

III(3). The Executive Committee:

The Executive Committee of the Society shall consist of a President, Vice President (North), Vice President (South), General Secretary, Joint Secretary, Finance Secretary and one councillor each from Punjab, Sindh, Balochistan, Khyber Pakhtunkhwa, Islamabad Capital Territory, and Azad Jammu and Kashmir. The Executive Committee of PPS shall nominate two Vice Presidents, one from North and one from south regions of Pakistan, for the South Asian Association of Physiologists (SAAP) who will be EC members. The nominated Chairman Organizing Committee of the next Biennial Meeting of the PPS will be a member of the EC.

- i. The EC shall function from its oath taking to election of and taking over by the next EC.
- ii. The day to day business of the Society shall be conducted by the EC within the constitutional limits.
- iii. The EC meeting will be chaired by the President. If the president is not available, any of the Vice Presidents or any other senior member of the EC will chair the meeting.
- iv. Eight out of 15 members of the EC shall constitute a quorum for any EC meeting.
- v. The decisions in the EC meeting shall be approved by simple majority.
- vi. All the assets, movable and immovable, of the Society shall rest with the EC and the General Secretary shall be the custodian on behalf of the EC.
- vii. The EC shall approve to sign/conclude any contract on behalf of the Society.
- viii. The EC shall have the power to select and nominate any Active Member of the Society in case some donor agency offers travel grant and/or local hospitality to PPS members to attend any scientific meeting.
- ix. The EC may constitute a Committee on any issue. The report of the Committee will be presented in the EC meeting and the EC will proceed on it according to the Constitution.
- x. In case of any ambiguity, the matter will be referred to Business Meeting with majority decision of the sitting EC.
- xi. There should be at least two meetings of the EC during one calendar year, i.e., at least four in a term.

III(4). Responsibilities and Rights of Office Bearers:

A. President

The President of the Society shall

- i. preside over all meetings of the Society.
- ii. have a right to cast a second vote as a casting vote in case of tie in EC meeting.
- iii. sanction payments for the day to day expenditures of the Society during a session/term of two years.
- iv. oversee and make sure that the working of the Society is according to the constitution of the Society.
- v. exercise any power authorized by the constitution or delegated by the PPS Executive Committee.

B. Vice President (North and South)

- i. Vice President, when nominated by the EC or the President as Acting President, can exercise all powers of the President except the financial powers.

- ii. In case the post of the President becomes vacant due to any reason like resignation, disability, or demise, a Vice President will take over as President for the remaining period after election by the Executive Committee from the Vice Presidents. The Vice President, so elected as President will also hold the office of the Vice President of his jurisdiction.
- iii. Vice Presidents PPS will work in close collaboration with the Vice Presidents of the SAAP.
- iv. VPs will oversee the work of the PPS Councillors in their respective regions.

C. General Secretary

The General Secretary of the Society shall

- i. be in-charge of the secretariat of the SOCIETY.
- ii. be moderator of all official meetings of the SOCIETY and shall keep record of the minutes of the meetings.
- iii. make all correspondence on behalf of the SOCIETY in consultation with the President.
- iv. maintain a register of membership and update it before the General Body Meeting.
- v. keep members informed on the activities of the SOCIETY.
- vi. call meeting of the EC on the written advice of the President or 50% members of the EC.
- vii. exercise all powers delegated upon him by virtue of this constitution or by the EC.

D. Joint Secretary

- i. Shall assist the General Secretary in performing his duties.
- ii. Shall exercise powers of the General Secretary in case the office of the General Secretary is vacated due to any reason like resignation, disability or demise.

E. Treasurer

- i. The Treasurer shall maintain true accounts giving full particulars of (a) all money and assets, credits and liabilities of the SOCIETY; (b) of all receipts and expenditures of the SOCIETY *viz.*
 - a. Receipts of the SOCIETY may be from Membership Fee; Renewal of Membership Fee; Income from publications of society (Pak J Physiol, PPS website etc.) Donations by Members; Grants by National Donors, sponsorships and donations by the Organizers of Biennial Conferences after the conference is concluded.
 - b. Expenditures of the SOCIETY may be the Secretarial Expenditures, Expenditure on SOCIETY'S Publications (Pak J Physiol, PPS website etc), and any other expenditure approved by the EC.
- ii. The Treasurer shall keep the books of accounts at his office or at any other place as the EC may agree for.
- iii. The Treasurer shall prepare the accounts in consultation with the President and the General Secretary which shall be presented in the EC meeting each year and in the General Body Meeting.
- iv. The accounts and books of the Society shall be open to the inspection of regular members through the respective Councillor after approval of the Executive Committee.
- v. The funds of the Society shall be under the control of the EC who shall have the power to spend such funds for the promotion of the missions and goals of the Society as and where they consider appropriate.

F. Councillors

- i. All Councillors shall take initiative to organize regional PPS activities in their relative constituencies in consultation with the President or General Secretary of PPS.
- ii. At least one scientific meeting local/regional research or educational activity should be arranged by one councillor in his/her jurisdiction area during a two year session and report of the activity be sent to the General Secretary.

ARTICLE IV: Membership

Any person who fulfils the criteria to become a member of the Society (as given in Article III(1) of this Constitution), on recommendation of an Active Member, can be enrolled as a member of the Pakistan Physiological Society. The Society shall consist of Honorary Members, Regular Members and Associate Members.

IV(1). Membership Procedure:

- i. Any candidate for membership will fill up the prescribed application form; get recommendation of an Active Member of the PPS and Pay the membership fee online or through a Demand Draft into the PPS account. The form will be sent to the Treasurer, who after verification of the payment will forward the form to the General Secretary. The General Secretary will issue the membership number to the candidate with consent of the President and entry into the Membership Register.

- ii. Renewal of Membership: After online or through Demand Draft payment of the membership renewal fee into the account of the SOCIETY, the renewal forms will be sent to the Treasurer for verification, who will forward the forms to the General Secretary for updating the membership status in the Register.
- iii. A membership not renewed after expiry will be suspended. A Membership once suspended, can be renewed within two years on full payment of the renewal fee. After expiry of two year suspension period, the membership will be cancelled and a fresh application form will be required with all formalities for a new Membership No.
- iv. The Executive Council with two third majority, shall have the power to remove the name of any member from the membership list in case a member
 - a. acts against the interests of the Society;
 - b. defames the Society;
 - c. is involved in anti-constitutional or anti-state activities

IV(2). Categories of Membership:

The society shall offer following types of memberships:

1. Honorary Fellowship:

The Honorary fellowship will be offered to outstanding physiologists who have significant scientific, academic contribution and also to those who have served the SOCIETY itself. They will be entitled to all the privileges of membership except of voting in any ballot. The Honorary Fellows are entitled to present their work at a Conference of the Society free as an Oral or Poster presentation, or a Plenary Lecture.

2. Regular Membership:

All new members will be enrolled in this category. The Regular Members shall have right of vote in any ballot and can contest elections. The Regular members are entitled to present their work at a Conference of the Society free as an Oral or Poster presentation.

3. Associate Membership/Student Membership:

Scientists and students working in biological sciences other than physiology may be offered this membership. Those who want to present a paper in the PPS Conference or any other activity under the flag of the PPS should enrol as a member in this category if not already a member. They will not have right of vote at any PPS activity.

ARTICLE V: Membership Fee, Renewal Fee and Membership Card

V(1). Membership Fee Subscription (for one session of 2 years):

In order to retain their names in the Member List of the Society, the Regular and Associate Members shall have to pay their Membership Fee for each session/term as notified by the General Secretary or Treasurer after approval of the Executive Committee for each category of membership described under Section IV(2).

V(2). Membership Card:

A membership card will be issued by the General Secretary to a Member on demand on paying a nominal fee of Rs. 500.

V(3). Life Membership:

Life membership will not be offered to any member prospectively. The existing Life Members will be offered Honorary Fellowship or Regular Membership on recommendation of the Executive Council. The existing Life Members may accept Honorary Fellowship or Regular Membership as they may opt to.

ARTICLE VI: Elections and Voting Procedure

VI(A). Elections:

- i. A Three-member Election Commission will be elected during the Business Meeting after which the Business Meeting will be adjourned.
- ii. Election Commission members will elect their Chairman and will conduct the election process for election of the Executive Council members.
- iii. The voter list will be provided by the outgoing General Secretary, updated till closing date of new/renewal of membership date which may be two months earlier than the date of the next Biennial Conference.
- iv. The newly elected Executive Council will take oath of their office during the same Biennial Conference.
- v. The Chairman of the Election Commission will administer oath to the newly elected Executive Council.
- vi. As the newly elected Executive Council takes oath, the outgoing EC members will hand over the record of the Society to the new EC.

VI(B). Voting Procedure:

1. Elections for the office-bearers and Councillors shall be held during the General Body Meeting of the Biennial Conference of the Society.
2. The office-bearers shall be elected for a two-year session/term.
3. Keeping the traditions of the Society, and to honour the Chairman Organizing Committee of the current Biennial Conference, he/she will be elected 'unopposed' as the next President of the Society.
4. Elections of the rest of the EC members will be carried out either by 'show of hand', or by simple division of members, or through secret ballot on paper.
5. The voting procedure will be decided by a simple majority of the attending GB members. In the event of a tie, the Chairperson of the General Body Meeting shall have a second or casting vote.
6. Every regular member shall have one vote at a General Body Meeting.
7. As the PPS Biennial Conference will move between geographical regions of Pakistan, i.e., Sind (one time Karachi and other time other than Karachi), Punjab (One time in North Punjab and the other time in South Punjab), Islamabad Capital Territory, Azad Jammu and Kashmir, Khyber Pakhtunkhwa, and Baluchistan, by tradition the Chairman Organizing Committee of the Biennial Conference will be 'elected un-opposed' as the President for the next session/term.
8. Nominations to replace retiring office bearers of the Society may be forwarded by any two active Regular members.
9. If voting is to be done by ballot, printed ballot papers with names of all contestants will be distributed to active Regular Members of the Society according to the voter list during the ongoing Business Meeting on identification on the NIC of the voters. Ballot papers will be collected in a sealed box placed before the Election Commission.
10. The counting of ballot papers will be carried out by the Election Commission. Their decision on validity of a ballot paper, total number of votes, and the results of election will be final.

ARTICLE VII: Accounts

- i. A Bank account in the name of 'Pakistan Physiological Society' is maintained in National Bank of Pakistan, Cantt. Board Building Branch, Rawalpindi. The online transactions may be through Account No. 064206421276-3.*
- ii. The Treasurer and General Secretary shall jointly operate the account of the Society inline with the recommendations of the EC.
- iii. Prior approval of the President will be required, when the withdrawal cheque amount is more than Rs. 5,000.
- iv. The Treasurer shall maintain the accounts giving full particulars of all funds and assets, credits and liabilities of the Society, and all receipts and expenditures of the Society.
 - a. Receipts of the Society may be from Membership Fee, Renewal of Membership Fee, Donations by Members, Grants by Authorities like Higher Education Commission (HEC) and Pakistan Science Foundation (PSF), and any other Donations.
 - b. Expenditures of the Society may be the Secretarial Expenditures, Publications of the Society (Pakistan Journal of Physiology, PPS website, e-Newsletter), and Membership Fee to SAAP, FAOPS, IUPS or any other expenditure approved by the EC.
- v. The Treasurer shall keep the books of accounts at his/her office or at such other place as the EC may agree.
- vi. The Accounts and Books of the Society shall be open to inspection of regular members for a valid reason approved by the EC, during business hours on week days, subject to any reasonable restrictions imposed by the General Body in its Business Meeting.

ARTICLE VIII: Meetings of the Society

- (A) General Body Meeting/Business Meeting shall be held after every two years or anytime with the majority vote of EC. The quorum for the GBM/Business Meeting shall be one-third of the active members.
- (B) Executive Council Meetings shall be held at least twice a year/four in a two-year session.
- (C) Scientific Meetings:
- i. The major scientific event of the Society shall be the PPS Biennial Conference arranged on the national/international level.
 - ii. The 15th of April each year may be celebrated locally as the PPS Anniversary.
 - iii. At least one scientific meeting should be arranged by one Councillor in his/her area of jurisdiction during a session/term of two years.

- v. SOPs for Presentations in Scientific Meetings and SOPs for grant of Awards on Presentations in Scientific Meetings are present as Annexure-I.

ARTICLE IX: Publications of the Society

- (A) Pakistan Journal of Physiology (online and print edition)
(B) Website of the Society
(C) E-Newsletter

- The Society shall bear the cost of running these publications.
- Any funds generated (e.g., Processing and Publication Fee, Sale and Advertisement etc.) from these publications should be deposited in their respective accounts maintained by the concerned Editors, and will be the property of the Pakistan Physiological Society.
- The Editorial Team of the Scientific Publication(s) will comprise of Chief Editor, Editor, Associate Editor, Assistant Editor, and an Editorial Advisory Board of International and National members as per HEC and PMC requirements for the scientific publications. The job of the Editorial Team will be purely on volunteer and honorary basis and will be subject to the set criteria by the EC/HEC/PMC.

ARTICLE X: Amendment in Constitution/Rules of the Society

- i. The constitutional rules of the Society can be amended, directly or indirectly, with a two-third majority vote of the attending active members during a Business Meeting/GBM of the Society.
- ii. During a two-year session/term, the EC can constitute a Committee to review or amend these rules. After recommendation of the Committee and the EC, the amended rules may be communicated to the Regular Members through ordinary post, email, SMS, WhatsApp, or any other feasible means of communication. If one-third of the active Regular members disagree with any proposal, the amendments will be postponed for consideration in the next Business Meeting of the Society.
- iii. An active Regular member can propose change(s) in the rules of the Society, through their respective Provincial Councillor, to the General Secretary who will present the proposed change(s) in the EC meeting. If majority of the EC members agree, the proposals may be deliberated during the next Business Meeting of the Society.

*Till re-activation of PPS account at NBP, a new account with Account title '**PAKISTAN PHYSIOLOGISTS SYNDICATE-PPS**' Account No. **20009033999**, **Soneri Bank, Lehtrar Road, Frash Town Branch, Islamabad, (Branch Code 0160)**, has been opened temporarily to facilitate members for submission of fees etc.