



**APPNE**  
ONE VOICE, ONE COMMUNITY  
RECOGNITION, REPRESENTATION, COLLABORATION

# APPNE

# Constitution

(Version 3)

**Revision 3 -Drafted by the Constitution Committee  
Dated 31 January 2021  
Members of the Constitution Committee  
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Saeed**

Approved by Board of Trustees (BOT) on 13.02.2021

Approved by Central Executive Committee (CEC) on 20.02.2021

Approved by the Annual General Meeting (AGM) on 21/03/2021

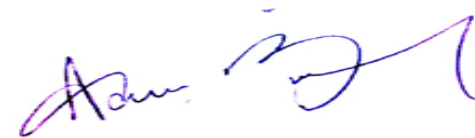
Signed

On behalf of BOT



Mr Amir Khan

On behalf of CEC



Dr Amir Burney

On behalf of AGM



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## **ARTICLE 1: PREAMBLE**

Doctors from Pakistan make up for almost 4% of the doctors registered with the General Medical Council. This number would substantially increase when Pakistani doctors registered with Irish Medical Council, European regulatory bodies and local graduates of Pakistani heritage are included.

It is already known that Pakistani doctors have maintained high standards of care in NHS and have gained several accolades. These doctors have organised themselves based on their alumni affiliations which have been providing sporadic mentoring, financial assistance and helping charitable causes. However, these alumni organisations lacked the strength to raise concerns, unable to materialise on their achievements, or collectively influence the training and mentoring needs of doctors in training. There had been previous attempts to establish unified platform for the medical community of Pakistani descent. However, these were either driven by personal ambitions or these organisations lacked a transparent and truly democratic culture.

The idea of a transparent and democratic association that would bring the medical diaspora of Pakistan on one platform was shared in September 2014 in Birmingham. It was agreed that such an association would provide a united platform where educational, professional, social and charitable needs can be looked after through a united voice. With this idea, members of the senior Pakistani medical community in the UK gathered to launch Association of Pakistani Physicians of Northern Europe- APPNE.

APPNE was envisaged as a democratic and representative organisation of all doctors of Pakistani heritage residing and working in European continent. It would endeavour to be the voice of these doctors and bring them to one platform, acknowledging their achievements and attainments, helping them to achieve excellence in patient care through educational programs and assisting to improve medical infrastructure in Pakistan in an advisory capacity with regulatory and training bodies.

A steering committee to progress this concept was established and a membership campaign of the association based on this vision was launched on 23rd March 2018. The guiding principles of steering group were as follows:

- 1 Steering group shall embed the structure of organisation and hold the elections in 2 years as per constitution.
2. Steering group shall consist of active members with agreement on the APPNE constitution from all/majority of medical schools from Pakistan.
3. Steering group can recruit new committee members as and when required with simple majority.
4. Steering group will be working with in the constitution to work towards article 4 and 5 of the constitution.
5. Steering group shall have / delegate fixed tasks and deadline within the committee members to achieve the target.
6. Steering group shall meet on regular basis (once a month/ once every two months) to assess the work progress on clause 4 and 5.
7. Steering group can ask committee member to step down with simple majority in the best interest of the organisation.
8. Steering group shall work on Delphi method for any issue that may arise.
9. Steering group shall have interim chair/ office bearers within the committee to keep the chain of command and hierarchy.
10. Steering group members could contest the elections at any given post as independent candidate.
11. Steering group shall cease to work and dissolve once the elected body hold the offices.

The steering group achieved its objectives and first directly elected cabinet of APPNE took oath in February 2019. The provisional constitution originally prepared by the Steering group was reviewed by the first elected Executives in light of issues & challenges experienced in first two years of operation. A revised version of the constitution has been approved by the Board of Trustees and Central Executive

Committee and will be presented to AGM in March 2021. Once ratified, any future amendments will be carried out by following the process as per Article 9.

## **ARTICLE 2: NAME, LOGO, MOTTO AND AFFILITAIIONS**

### **2.1 NAME**

The name of this organisation shall be the Association of Physicians of Pakistani descent of Northern Europe (APPNE).

### **2.2 LOGO**

2.21 The logo will have an outer circle with of full name of the organisation in white letters and blue background.

2.22 The inner circle with white background will consist of leaves, caduceus, rod of Asclepius and national flags of Pakistan, UK and European Union demonstrating unity of Pakistani European Diaspora.

### **2.3 MOTTO**

The motto of the association shall be 'One Community, One Voice'.

### **2.4 AFFILIATIONS**

2.4.1 The Association shall be an independent, non-profit, professional, social and educational organisation incorporated in the United Kingdom and Europe.

2.4.2 The Association shall have no substantial political affiliations or activities.

2.4.3 The Association will work independently with regulatory academic and professional bodies in the UK, Europe and Pakistan.

## **ARTICLE 3: AIMS AND OBJECTIVES**

3.1 The Association shall adhere to democratic principles at all levels and shall enshrine the principle of one member one vote.

3.2. The Association shall aim to create a strong and united organisation to represent all the doctors of Pakistani descent in UK and Europe.

3.3 The Association shall aim to provide a platform for educational, professional and social activities.

3.4 The Association shall facilitate scientific research and education that will help to improve healthcare system in Europe and Pakistan.

3.5. The Association shall adhere to and promote the principles of equality and diversity.

3.6 The Association shall assist and facilitate physicians of Pakistani origin particularly in induction and orientation with new working environment in the United Kingdom and Europe.

3.7 The Association shall collaborate with other medical organisations in United Kingdom and Europe to achieve its aims and objectives.

3.8 The Association shall provide leadership and work in collaboration with other organisations in provision of medical relief at the time of disasters in United Kingdom, Europe and Pakistan when needed.

3.9 The Association shall establish and facilitate student exchange programme for young doctors of Pakistani descent.

3.10 The Association shall assist and provide guidance to doctors in difficulty of Pakistani descent.

3.11 The Association shall acknowledge and honour significant achievements of Pakistani doctors.

3.12 The Association shall facilitate Pakistani doctors coming to UK and Europe for postgraduate training and fellowship.



3.13 The Association shall effectively advocate the interest of Pakistani doctors in board/council of regulatory bodies.

3.14 The Association shall enhance the representation of Pakistani doctors in all professional bodies in United Kingdom and Europe.

3.15 The Association shall work and collaborate with other related professional organisations for improvement of teaching, training and recruitment processes; and eliminate biases and discrimination.

## **ARTICLE 4: BOARD OF TRUSTEES (BOT)**

### **4.1 Membership of BOT**

The organisation shall have five trustees at a given time.

### **4.2 Tenure of a Trustee**

The tenure for founding trustees shall be 10 years since the inception of the Association in March 2018; whereas the trustees appointed in future shall have a tenure for 6 years.

### **4.3 Eligibility to become a future Trustee**

4.3.1 They should be a life member of the organisation.

4.3.2 They should be in good standing with their respective regulatory bodies.

4.3.3 They must be ordinarily resident in the UK or Europe.

4.3.4 They fully meet the Trustees Eligibility Criteria as set out by the Charities Commission.

### **4.4 Appointment of Future Trustees**

4.4.1 BOT will inform the executive committee within 30 days of a vacant trustee post.

4.4.2 The Executive Committee will invite an expression of interest from eligible members.

4.4.3 The Executive Committee will nominate an interested eligible member by two-third majority.

4.4.4 If BOT disagree with the nomination, they can return to the Executive Committee with clear written reason for their disapproval.

4.4.5 The Executive Committee shall consider the reasons for BOT's disapproval and will nominate an alternative member. However, in the event of a disagreement, a joint meeting of representatives of the BOT and CEC will be convened to resolve the difference.

## **4.5 Roles and Responsibilities of Trustees**

4.5.1 The Board shall act as the overseer and custodian of the Association, abide by the constitution and act in the best interest of the Association. The Board shall ensure that the Association is carrying out its purposes for the public benefit and its resources are managed responsibly, ensure compliance to statutory accounting practices and shall deliver their responsibilities by exercising reasonable care and skill.

4.5.2 The Board shall have control of all fixed assets and properties of the Association and shall take reasonable care in acquiring or disposing off any assets following appropriate professional, financial and legal guidance and advice.

4.5.3 The Board shall ensure that no conflict of interest comes in the way of discharging their duties described in 4.5.1 and 4.5.2.

4.5.4 The Board shall receive the minutes of the Executive Committee of the Association and may refer any decision of the Executives back for reconsideration on account of clearly articulated reasons affecting the best interest, legal responsibilities, liabilities and future health and survival of the Association.

4.5.5 The Board shall have at least one signatory alongside any other signatories appointed by the Executives for submitting accounts, approving budget of any event that exceeds one tenth of current financial reserves of the Association or for signing any cheque valuing £1000 or more.

4.5.6 In exceptional circumstances, the Board may ask the whole of the Executive Committee to step down on production of clearly defined reasons for the betterment or survival of the Association (Please also refer to clause 4.5.8 and 6.1.16 -6.1.18).

4.5.7 The Board shall have the final ratifying authority, if the Executives by a two-third majority ask an elected executive or office bearer to step down.

4.5.8 Request made under the clause of 4.5.6 by the Trustees must be approved by the membership as per Article 6 (clause 6.1.17 and 6.1.18).

4.5.9 The Board shall nominate a member of the Board as Election Commissioner to conduct and coordinate the Election Process.

4.5.10 The Executive Committee may refer matters of serious concerns to the BOT for guidance. The decision made by the majority of the BOT will be binding on the executive committee.

4.5.11 The Trustees must hold regular quarterly meetings to monitor the functioning of the Association in accordance with law and its constitution and will invite President and General Secretary of the Association to attend these meetings to assist in their discussions.

4.5.12 The Executives may also invite a representative or whole of the BOT to their regular meetings when deemed appropriate.

4.5.13 The minutes of the Trustees' meeting shall be made available to the executives.

4.5.14 BOT shall review any constitutional amendment before it is tabled to AGM for final approval.

## **4.6 Resignation & Removal**

4.6.1 Trustees' appointment shall be for a fixed tenure as described in Article 4.2.

4.6.2 Trustees shall give 3 months' notice to the BOT, should they wish to step down voluntarily before the end of their tenure.

4.6.3 A Trustee no longer meeting the eligibility criteria described in Article 4.3 shall cease to be a Trustee with immediate effect. They must inform the BOT immediately if they are in breach of any eligibility criteria.

4.6.4 If either the CEC or the BOT become aware of a Trustee's ineligibility before they are notified voluntarily, they shall ensure that that Trustee's appointment is terminated without further delay.

4.6.5 A trustee's appointment shall also be terminated by the BOT, if the Trustee is deemed to be not interested in their role, have been absent from 3 consecutive meetings of the BOT without a clear reason and have not responded to a show cause notice issued in this regard or their explanation is deemed inadequate and or unsatisfactory.

## **ARTICLE 5: MEMBERSHIP**

### **5.1 Types of Membership**

The Association shall have the following types of membership: Full, Honorary, Associate and Student. All types of membership would only be offered to ordinarily residents of UK or Europe.

5.1.1 Full Membership shall be granted to doctors or dentists of Pakistani descent registered and in good standing with a UK or European regulatory authority, on payment of annual, term or life membership fee.

5.1.2 Honorary Membership shall be granted to full members of an officially affiliated organisation. Honorary membership can also be granted to any individual nominated by the Trustees and/ or Executives of APPNE, by a majority vote, on account of their services to Pakistani medical diaspora or wider Pakistani communities in UK and Europe. Honorary members will not be subjected to any membership fee.

5.1.3 Associate Membership can be granted to any doctor or dentist of non-Pakistani descent. It can also be granted to allied medical professionals of Pakistani or non- Pakistani descent who must be registered and in good standing with their respective regulatory authority. This membership shall be subjected to payment of a membership fee.

5.1.4 Student Membership shall be offered to any bonafide student of a medical or dental school in UK or Europe on submission of formal application. This type of membership shall not be subjected to any membership fee.

### **5.2 Membership Duration**

5.2.1 Full or Associate Annual membership shall be valid for one calendar year commencing on first of April.

5.2.2 Full or Associate Term Membership shall be valid for a term determined by the Executive Committee commencing on first of April of the calendar year when the membership was taken.

5.2.3 Full or Associate Life Membership shall be valid for whole life of that member or 99 years whichever is sooner.

5.2.4 The duration of Honorary Membership shall be determined by the Trustees and/or Executives at the time of granting this membership.

5.2.5 Student membership shall last for the full duration of their course.

### **5.3 Membership Privileges**

5.3.1 Only full members of the association shall be entitled to all membership privileges including the right to vote at AGM and elections.

5.3.2 Only full members of one year standing shall have the right to contest elections for office bearer and executive member posts.

5.3.3 All other members will enjoy all the membership privileges excluding the right to vote and right to contest and hold elected positions.

### **5.4 Membership Restrictions**

5.4.1 Membership will not be transferable

5.4.2 The Association shall have the right to refuse or cancel the membership of any individual for the reasons determined by the Executives by a majority vote. The decision will be conveyed in writing to the individual within 21 days of refusal or cancellation. The member can appeal against the decision of executives to BOT whose decision will be final.

5.4.3 Membership shall be automatically cancelled or terminated if a member fails to pay the dues within 3 months of the renewal date.

5.4.4 Membership will be automatically cancelled or terminated if the member is removed from the register of their regulatory body due to professional and/or probity issues. This membership will be reinstated on their readmission to regulatory body register.

5.4.5 The Association will cancel the membership if a member no longer meets the membership criteria.

## **5.5 Membership Fee**

Membership fee for each category will be determined and revised every 5 years by the current Executives which will be ratified by the Trustees and AGM by a majority vote.



## **ARTICLE 6: ORGANISATIONAL STRUCTURE**

### **6.1 General Body**

6.1.1 General Body shall consist of all the Full Members of Association who are not in arrears of membership fee.

6.1.2 General Body shall be the highest decision making body of the Association.

### **AGM**

6.1.3 General Body shall hold an annual meeting approximately every 12 months, hereafter called 'Annual General Meeting' (AGM). The quorum for AGM will be a minimum of 50 eligible members being present.

6.1.4 Notice of the AGM and minutes of the last meeting will be circulated to all full members by the General Secretary (GS) at least 30 days before the meeting.

6.1.5 Members shall be given 2 weeks to submit any proposals for discussion at AGM which will be added to the agenda and circulated to the members.

6.1.6 AGM shall be chaired by the President, conducted by GS and in his absence, General Secretary assisted by Joint Secretary (JS). In the absence of GS, President will be assisted by JS.

6.1.7 The minutes of the AGM will be recorded by the JS and circulated to members by GS within 30 days of the meeting inviting them to point out any errors or omissions.

6.1.8 AGM shall receive and approve by simple majority including any advance votes received in writing by email or post, the reports by all elected office bearers, including financial accounts of the year.

6.1.9 AGM shall give the final approval to provisional constitution originally prepared by the Steering group and reviewed by the first Elected Executives in light of issues & challenges experienced in first two years of operation.

6.1.10. AGM shall also give the final approval to any constitutional amendments in future, proposed in accordance with the requirements of Article 9.

6.1.11 AGM shall also approve changes in membership fee proposed by the Executives.

6.1.12 AGM shall ratify all decisions taken by Executives in accordance with constitution.

### **EGM**

6.1.13 General Body may also hold an Extraordinary Meeting, hereafter referred to as 'Extraordinary General Meeting' (EGM). The quorum for EGM will be at least 100 of all Eligible members being present.

6.1.14 The EGM may be called at no less than 21 days' notice by the President on behalf of Executives or by the BOT.

6.1.15 The GS will circulate the agenda of the EGM at least 21 days in advance and it will be chaired by the President and assisted by the GS. Minutes will be taken by the JS. Decisions approved at this EGM will be by a simple majority of present members.

6.1.16 BOT may also call an EGM at no less than 21days' notice which will be chaired by two trustees.

6.1.17 EGM called in accordance with 6.1.16, shall be to discuss a decision of BOT for the whole of Executive committee to step down. This will be chaired and conducted by two Trustees. Both the BOT represented by the Chair of the EGM and Central Executive Committee represented by the President of the Association or his nominee shall present their detailed reasoning for and against the proposal. Members present shall have the full opportunity to ask both the representatives any questions. Detailed minutes of this meeting will be taken jointly by the representatives of BOT and Central Executive Committee.

6.1.18 After the EGM, ballots shall be sent to all eligible members accompanied by detailed minutes of the EGM. Balloting shall only cease upon return of 75 percent ballots. A two third majority of the returned ballots shall be required for the proposal of the BOT to be approved. If the proposal is not approved, the BOT must step down.

6.1.19 In the event of BOT stepping down as described in 6.1.18, the executives will appoint a new BOT as per Article 4 of the constitution.

## **6.2 Central Executive Committee (CEC)**

6.2.1. CEC shall comprise of all the elected central office bearers, elected executive members, president of each European chapter and one member nominated by each of the affiliated organisations on a reciprocal basis. The office bearers will have a tenure of 2 years and the elected executive members will have a tenure of 3 years. The President of each European chapter will be a member of CEC for the whole duration of their office.

6.2.2. The nominated member by affiliated organisation can participate in discussion but will not have a voting right.

6.2.3 CEC shall work in the interest of the organisation and follow the constitution.

6.2.4 CEC shall meet regularly no less than 2 monthly to discuss organisational issues and development.

6.2.5 CEC shall communicate regularly with the wider membership.

6.2.6 CEC shall oversee the activities of European chapters, UK regional chapters and all working committees.

6.2.7 Each elected executive member shall be expected to participate in at least one sub-committee or task force.

6.2.8 CEC shall plan and organise social, academic and professional events approved by the majority of the committee.

6.2.9 CEC shall nominate members for honorary membership and awards for their significant achievement or services to Pakistani medical diaspora or Pakistani communities in UK and Europe.

6.2.10 CEC shall nominate an executive who will be responsible for disciplinary issues within the Association.

6.2.11 CEC shall nominate an interim office bearer from the elected executives to cover the tenure, if a post is deemed to remain vacant for less than 12 months.

6.2.12 If an office bearer or central executive post is deemed to be vacant for more than 12 months, an internal election shall be conducted for the remainder of the tenure.

6.2.13 Any CEC member failing to attend three consecutive meetings without a legitimate reason will be issued a show cause notice by the General Secretary or a member nominated by the executives.

6.2.14 The explanation provided as a response to the show cause notice will be considered by the CEC who may accept or decline the explanation. In case of latter, the post will be deemed vacant. This decision can be appealed against to the BOT, whose decision will be final.

6.2.15 The executive shall have to resign from the post if he/she is no more ordinarily resident in the UK or Europe or removed from a professional register.

6.2.16 Any executive or office bearer shall be suspended from their post whilst undergoing an investigation by a regulatory body.

6.2.18 The CEC can ask an executive member/office bearer to step down, on the recommendation of Disciplinary Committee, if the member does not abide to the constitution or brings the Association in disrepute; the decision can be appealed against to the BOT, whose decision will be final.

6.2.19 The executive member has to give a minimum of one month written notice to the CEC if the executive decides to step down before completion of the tenure. However, in the event of an executive contesting in forthcoming elections, the executive will have to resign from their current post at the time of filing the nomination.

6.2.20 Every executive will take up the membership of the association for a minimum of full duration of tenure before taking the oath for the executive post; however the office bearer will have to take life membership before oath taking ceremony.

## **6.3 Central Office Bearers**

6.3.1 The Association will have following directly elected office bearers

- a. President
- b. General Secretary
- c. Joint Secretary
- d. Treasurer
- e. Social Secretary

### **6.3.2 President**

6.3.2.1 President shall be an active member and shall be the head of organisation.

6.3.2.2 President shall deliver annual report on overall performance of the organisation with clear plans for the remainder of the tenure, at the AGM.

6.3.2.3 President shall have final deciding vote in case of a tie on any issue within the executive committee.

6.3.2.4 President shall perform the duties as delegated by executive committee with simple majority if required and where apply.

6.3.2.5 President supported by GS and other executives shall work with other organisations on matters of mutual interest.

6.3.2.6 President supported by GS and other executives shall work on matters of common interests of its membership to lobby the members of relevant bodies and institutions.

6.3.2.7 President shall act as a spokesperson of the association or may delegate this responsibility to any CEC member.

6.3.2.8 President shall be the link between CEC and BOT.

6.3.2.9 President shall bear the ultimate responsibility for effective functioning of the CEC.

6.3.2.10 President shall be a co-signatory of all official bank accounts of the association.

### **6.3.3 General Secretary**

6.3.3.1 General Secretary shall be the data protection officer of the organisation with regards to the data protection legislations.

6.3.3.2 General Secretary shall assist the President in any matters approved by CEC as per clause 6.3.2.

6.3.3.3 General Secretary shall be responsible for all official communication with the membership and other organisations.

6.3.3.4 General Secretary shall be responsible for safe recording and keeping of all official documents.

6.3.3.5 General Secretary shall be responsible for maintaining an up to date membership record.

6.3.3.6 General Secretary shall be responsible for smooth conduct of AGM as per clause 6.1.

6.3.3.7 In General Secretary's absence, JS shall act up as General Secretary.

6.3.3.8 General Secretary shall be a co-signatory of all official bank accounts of the association.

### **6.3.4 Joint Secretary**

6.3.4.1 Joint Secretary shall be responsible for smooth conduct of CEC meetings including notification, agenda preparation and circulation of minutes of meeting.

6.3.4.2 Joint Secretary shall be responsible for taking minutes for AGM and EGM.

6.3.4.3 Joint Secretary shall be responsible for timely reminding the members of their membership renewal.

6.3.4.4 Joint Secretary shall be responsible for ensuring timely publication of newsletter.

6.3.4.5 Joint Secretary shall act up as a General Secretary in his absence.

6.3.4.6 Joint Secretary shall be responsible for liaising with regional leads and regional trainee representatives and receive bi-monthly progress reports which will be discussed at the CEC meetings.

### **6.3.5 Social Secretary**

6.3.5.1 Social Secretary shall lead the organising committee for all social events.

6.3.5.2 Social Secretary shall be responsible for and shall oversee the functioning of all media committees.

6.3.5.3 Social Secretary shall be responsible for up to date maintenance of the Association's website.

### **6.3.6 Treasurer**

6.3.6.1 Treasurer shall be responsible for maintaining detailed financial record of the Association.

6.3.6.2 Treasurer shall be responsible for presenting annual financial report at AGM and periodic financial report to the CEC.

6.3.6.3 Treasurer shall be responsible for timely audit and submission of annual accounts to Company House/ Charities Commission.

6.3.6.4 Treasurer shall be responsible for financial report of each event.

6.3.6.5 Treasurer shall be the main signatory of all bank accounts of the association.

6.3.6.6 Treasurer shall have the sole authority to execute any transaction less than £250.

6.3.6.7 Treasurer shall require one co-signatory for any transactions between £250 and £1000. Any transaction more than £1000 will need a second co-signatory from Board of Trustees.

## **6.4 Official Chapters**

The Association will establish, when feasible, official European, UK Regional and Speciality Chapters.

### **European Chapters**

6.4.1 A registered medical or dental practitioner or an allied professional from any European Country can apply for applicable APPNE Membership type as per Article 5.

6.4.2 All members of APPNE regardless of their country of practice will have the same and equal membership privileges as outlined in Article 5 and Article 7.

6.4.3 All members regardless of their country of practice will pay the same membership fee, currently determined in Pound Sterling.

6.4.4 APPNE Central Executives may appoint an Interim Convenor for a renewable of 12 months until the chapter elections are held. These Convenor will be ex-officio members of the APPNE Central Executives.

6.4.5 Once a European Chapter has a membership exceeding 25, APPNE Trustees will conduct an Election for Chapter Office Bearers and Executives.

6.4.6 Once a Chapter elections are held, 80 percent of the membership fee collected centrally from the chapter members would be transferred to the official chapter Bank Account.

6.4.7 An official bank account shall only be opened after elections of the chapter office bearers.

6.4.8 Each Chapter will have an Executive Body comprising of a Chapter lead, Chapter Secretary and Treasurer.



6.4.9 Chapter Office bearers with the approval of CEC may appoint adhoc Executives for a period not exceeding 12 months.

6.4.10 Tenure of the elected chapter office bearers shall be 24 months.

6.4.11 Elected Chapter Leads shall become an Ex-officio member of Central APPNE Executives. This would be in addition to any member that gets directly elected to the Central Body.

6.4.12 European Chapters will be answerable and report to APPNE CEC.

6.4.13 European Chapters' Office bearers shall meet every two months and share the minutes with APPNE's Central General Secretary.

6.4.14 European Chapter Office bearers will have the same roles and responsibilities in their country of jurisdiction, akin to those of respective central office bearers described in Article 6.2 and 6.3.

6.4.15 European Office bearers will communicate regularly with their wider membership.

6.4.16 Each European chapter will plan and organise social, academic and professional events in their jurisdiction.

6.4.17 European Chapters will send their recommendations for honorary membership and awards as described in Article 5 to CEC which will be the final arbiter in such matters.

6.4.18 European Chapters shall appoint a data protection officer and any other officers required under local laws, from the office bearers.

6.4.19 European Chapters shall nominate an office bearer who will be responsible for disciplinary issues within the chapter.

6.4.20 European Chapters will assign additional responsibilities of a vacant post to the remaining office bearers if a post is deemed to remain vacant for less than 12 months.

6.4.21 The trustees will hold an internal election if a European Office bearer's post is deemed to be vacant for more than 12 months.

## **UK Regional Chapters**

6.4.22 There may be potentially 12 UK Regional Chapters co-terminus with official UK regions.

6.4.23 CEC will invite an expression of interest from eligible members to be appointed as a regional lead and trainee representative for each region.

6.4.24 CEC will nominate a regional lead and a trainee representative by two third majority for a period of 24 months.

6.4.25 Regional leads and trainee representatives shall be responsible for organising local educational and social events, providing appropriate support to members and recruit new members.

## **Speciality Chapters**

6.4.26 Specialty Chapters may be formed at the advice of Education and Training Committee. A minimum membership of 10 members shall be required to make a specialty chapter.

6.4.27 Education and Training Committee shall be responsible for supporting and overseeing the functioning of specialty chapters and shall submit regular reports to the CEC.

## **6.5 Affiliate Organisations**

6.5.1 APPNE Central Executives may by a majority decision declare any professional organisation in UK, Europe or any other country as an affiliate organisation subject to such affiliation based on the following sub-articles of 6.5.

6.5.2 Affiliate organisations in UK or any other country must constitutionally be a democratically run organisation based on the principle of one member one vote.

6.5.3 An Affiliate Organisation may be a Pakistani Medical School Alumni organisation, specialty based organisation or a professional organisation with significant membership of doctors and or allied professionals.

6.5.4 A constitutionally authorised office bearer of such Affiliate organisations shall jointly sign on a formal 'Charter of Affiliation' with the President of APPNE or a nominee as approved by APPNE Executives.

6.5.5 Both the parties signing the 'Charter of Affiliation' will affirm an exclusive affiliation with each other. APPNE will affirm that it would not enter into an affiliate agreement with any other competing organisation in that country. Reciprocally, the affiliate organisation will also affirm not to enter into an affiliate agreement with any other Europe or UK based organisation competing for membership with APPNE.

6.5.6 APPNE and its affiliate organisations shall maintain their constitutional and operational independence and shall remain answerable to their own membership and Executives.

6.5.7 APPNE and its affiliate organisations shall be represented in each other's Executive Bodies on a reciprocal basis by invitation, by the President of APPNE and his/her counterpart. This honorary representation shall give them an opportunity to report and participate in discussions but they will not have any voting rights.

6.5.8 Members of both the organisations shall be accorded 'Honorary Membership' of the other organisations on a reciprocal basis as defined in Article 5. 'Honorary Membership privileges' will be determined by the Executive Committee of respective organisations but would exclude the right to vote or contest elections.

6.5.9 An honorary member of affiliate organisation may choose to apply for full membership of APPNE and vice versa if they fulfil the criteria.

6.5.10 APPNE and the affiliate organisations may jointly work on any tasks approved by their Executive Committees. They will also actively promote each other's activities.

6.5.11 Disagreements and conflicts shall be mutually resolved through a confidential dialogue and should not be aired in public.

6.5.12 'Charter of Affiliation' shall be for 5 years and will be thereafter renewable every 5 years; if approved by the Executives of both organisations.

6.5.13 A signatory organisation of the 'Charter of Affiliation' shall have the right to withdraw at 3 months written notice or earlier if mutually agreed.

## **6.6 Committees, Task Forces, Co-opted Member**

6.6.1 Leadership and composition of All the working Committees, Task Forces, Project Groups, local organising committee (LOC) of national events and recruitment of Co-opted Members shall be approved by the CEC.

6.6.2 Each of working committees, task forces, LOC and project groups will be headed by an office bearer or executive member.

6.6.3 Each committee, task force, project group shall have a membership of 5 or more and shall not involve more than 2 Executives.

6.6.4 No single Executive shall be a member of more than two committees/forces/groups at any given time, unless required by the constitution.

6.6.5 CEC will induct additional members by inviting expression of interests from the membership.

6.6.5 CEC shall establish following working committees at the beginning of each office bearers term.

a. Political Working Committee headed by the President, to lobby government ministers, opposition parties, MPs and political institutions

b. Collaborative Working Committee headed by the President, for Joint working with other national, international or diaspora organisations and institutions such as BMA, Royal Colleges etc.

c. Legal & Disciplinary Committee shall be headed by an Executive members and shall be responsible for all the legal and disciplinary matters within the organisation and shall report to the CEC.

d. Education & Training Committee shall be responsible for organising all educational events. It shall also be responsible for organising Annual Academic Conference with the help of Scientific Advisory Panel drawn

from general membership. It shall also support and oversee the functioning of specialty chapters.

e. Press & Media committee shall work to develop close contacts and networks of journalists working in mainstream and Pakistani print and electronic media to ensure satisfactory coverage of activities of the Association. It shall be answerable to the Social Secretary.

f. Social Media Committee shall ensure effective functioning and monitoring of all social media platforms of the Association including Facebook, Twitter, WhatsApp etc. It shall be answerable to the Social Secretary.

g. Print & Broadcast & Publications Committee shall be responsible for all printing and publications including souvenirs, newsletters, posters etc. It shall be answerable to the Joint Secretary.

h. IMGs Guidance Committee shall be responsible for supporting future and newly arriving IMGs, including guidance on exams, recruitment and social needs.

i. Membership Committee shall be headed by GS or JS, to plan and execute membership drive/strategies.

j. Social Committee, headed by Social Secretary shall organise a series of social events regionally and nationally.

k. Constitutional Affairs shall be headed by one or two Trustees.

6.6.5 CEC may establish any additional working Committee, task force or project Group as and when required by a majority vote.

6.6.7 CEC may by a majority vote appoint a co-opted member of the committee, for a period not exceeding 12 months, to lead a task or project when the required knowledge and skills do not exist in the CEC, such appointments must be made after inviting expression of interest from all members.

## **ARTICLE 7: ELECTIONS**

7.1 Board of Trustees (BOT) shall nominate a member of the Board as Election Commissioner to conduct and coordinate the Election Process, for each general election cycle.

7.2 The Election Commissioner shall engage a completely independent body/organisation to conduct the balloting process before all general elections cycles.

7.3 Association will have 2 regularly recurring general elections cycles, one for the elections of office bearers every 2 years and the other for Executive members every 3 years.

7.4 BOT will conduct internal by-elections for any post falling vacant before the end of its tenure, if the remaining term is 12 months or more.

7.5 CEC will appoint one of the office bearers or executive members to act up or take additional responsibilities of the post if it's deemed to be vacant for less than 12 months. However, in case of a vacancy of President, the GS shall be asked to act up and in case of a vacancy of GS, JS shall be asked to act up, in the first instance.

7.6 General Secretary will notify all members and potential members of a forthcoming general election cycle, giving them at least 30 days to either renew their membership or apply for membership to be eligible to vote. All the fully paid-up members at the expiry of that notice period will be eligible to vote.

7.7 The General Secretary shall also notify all the existing members to update their contact details within the aforementioned 30 days' notice period.

7.8 General Secretary on behalf of the CEC shall handover the updated membership records, at the expiry of that period to the Election Commissioner.

7.9 Election Commissioner shall then announce the Election Time table and invite the nominations from all eligible members, interested in contesting elections.

7.10 Any member of more than 12 months standing with clear dues shall be eligible to contest for an office bearers' or Executive Members' post.

7.11 Currently serving President would not be eligible to contest election for any other post.

7.12 All other currently serving office bearers would be eligible to contest for a different office bearer post.

7.13 No executive or office bearer will be eligible to contest for more than one post or for more than three consecutive elections.

7.14 If a contesting member is an ordinarily resident of two countries, he/she should be spending 90% of the time in the UK or Europe.

7.15 If a contesting member is an office bearer of a medical diaspora organisation, he/she will have to resign from that post before taking up an office bearer or executive post in APPNE.

7.16 All executive members would be eligible to contest for any office bearers post. They would not be eligible to seek re-election for another term as an Executive if they have already served for full 3 years.

7.17 Currently serving post holders must resign from their current post once they file their nomination for the next election. They must also surrender any access or control of membership database and any responsibility that may potentially give them undue electoral advantage.

7.18 All executive members will take up the membership of the association for a minimum of full duration of tenure before taking the oath; however the office bearer will have to take life membership before oath taking ceremony.

7.19 General Secretary must submit a compliance report of clause 7.18 to the Election Commissioner who shall defer the oath taking of any non-complying post holder until the dues are paid.

7.20 In the event of a perceived electoral irregularity, a candidate may appeal against the results within two weeks of announcement to the Election Commissioner.

7.21 The Election Commissioner will appoint a three member appeal panel from BOT.

7.22 Election Commissioner will share a detailed election report after the elections with the members.



## **ARTICLE 8: FINANCES AND ASSETS**

### **8.1 Member's Finances**

8.1.1 Member's finances will be built by membership dues, events savings, voluntary contributions, donations and sponsors payments.

8.1.2 Membership dues and events' fee shall be determined by the CEC

8.1.3 The Treasurer shall be responsible for maintaining detailed accounts and present the financial reports as outlined in Article 6.3.6.

8.1.4 All financial reserves shall remain the property of the Association. B.O.T shall bear the ultimate responsibility for safeguarding these funds.

8.1.5 None of the trustees, office bearers or executive shall be a personal beneficiary, directly or indirectly from the capital / assets of the Association.

8.1.6 Services of all the trustees, office bearers and executives shall be entirely voluntary and will not attract any remuneration in any form. Reasonable and pre-approved incurred expenses will however be reimbursed.

### **8.2 Charity Finances**

8.2.1 Charity funds shall be collected on 0% administrative cost.

8.2.2 Charitable Funds shall be kept in a separate charity account.

8.2.3 Charitable causes, one or more shall be selected on merit basis by the CEC by a majority decision and must be ratified by the Trustees.

8.2.4 Charity funds and assets shall not be used by the Association, CEC or BOT for any non- charitable purpose.

### **8.3 Fixed Assets**

8.3.1 BOT shall be responsible for buying and selling of fixed assets with majority vote for the benefit of Association, on the recommendation of

the CEC. Appropriate professional financial advice must be sought prior to making any such transactions.

8.3.2 Fixed assets shall remain the property of Association

8.3.3 Fixed assets shall be looked after by B.O.T.

8.3.4 Earnings from the fixed assets bought from the members fund shall be used by the Association.

8.3.5 Earnings from the fixed assets bought from charitable funds shall be added to the Association's charity account.

## **ARTICLE 9: CONSTITUTIONAL AMENDMENTS**

9.1 Once approved by the Trustees, CEC and AGM, no further amendments would be allowed to the Article 1 and 4 of the constitution.

9.2 Amendments to any other article can be proposed through the following process:

9.2.1 BOT by a simple majority shall make a proposal. If such a proposal approved by a simple majority of CEC, it will be put forward to the next AGM for final approval.

9.2.2 The CEC may also make a proposal by a two third majority. This proposal will be forwarded to the BOT and if approved by them, will be presented at the next AGM for final approval.

9.2.3 If at least 50 members make a proposal, this proposal would need the approval of both the BOT and the CEC by two-third majority before it is put forward to the AGM for final approval.

9.2.4 If a proposal is made by at least 20% of current full membership or 200 members, whichever is greater, this would need to be put forward to the AGM directly without a prior approval of BOT or the CEC. However, both these constitutional bodies will attach their comments and recommendation on such a proposal for AGM to consider.

9.3 All proposals of the constitutional amendments must be circulated to the membership at least 30 days in advance of the AGM.

9.4 AGM must be in quorum to vote on any such proposals.

9.5 AGM must pass the amendments by a two third majority.

9.6 If the AGM votes in favour by a simple majority but not two third majority, then the BOT should hold a referendum on the proposals.