



The Constitution of the Ophthalmological Society of Pakistan

10th Edition, 2024



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THE CONSTITUTION

10th Edition

September, 2024

Ophthalmological Society of Pakistan (OSP)

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Preface

The term constitution, comes through French from Latin word constitution, used for regulations and orders. Every written constitution confers specific powers to an organization and also establishes its limitations.

It is a dynamic document and is amended with changing circumstances of the organization and its members. The constitution also embodies the collective wisdom of members of the general body of the organization.

The need for publishing 10th edition arose due to stringent financial policies, OSP is committed to comply with every financial and administrative requirements of Governing Bodies of Islamic Republic of Pakistan. After the approval of multiple amendments in its clauses and subclauses by Central Council in last years and after final approval by the General Body at meeting held at Karachi on 1st September 2024.

I am indented to the hard work and selfless support of all members of centre council for formulating and approving pertinent constitutional amendments so that our society can keep abreast the complicated changing scenario.

I hope that these amendments would provide guidelines for better working of OSP in future in line with the changing administrative and financial trends.

Prof Abdul Qayyum
President
Ophthalmological Society of Pakistan
2023-24

Constitution

The Ophthalmological Society of Pakistan

PART – 1

MEMORANDUM

1. NAME

The name of the society shall be “**OPHTHALMOLOGICAL SOCIETY OF PAKISTAN CENTRE**”.

Any “CITY” in Pakistan with more than thirty Ophthalmologists as members will have a right to form its own branch. All existing branches will continue working as such. All branches shall have their own name and shall be affiliated to the OSP Centre.

INSIGNIA

The words “Anjuman Mahireen Imraz-e-Hasham” shall be inscribed with in the insignia of Ophthalmological Society of Pakistan.

The branches shall inscribe their respective name under it.

2. OFFICE

a) Office of the OSP Centre shall be at OSP House, Islamabad. The working headquarters of the Society will be set up at the place where the President is based. The Secretary of the branch to which the President belongs will be the General Secretary of the Society for the period of office of the President.

b) Branches shall have their own office in their concerned cities.

3. REGISTRATION

- i. OSP Centre shall be registered in Islamabad with SECP
- ii. The branches shall be registered under the society act in their provinces with concerned authorities according to the regulations.

4. AIMS AND OBJECTIVES

- a) To promote and cultivate the science of Ophthalmology in the medical profession in general and ophthalmologists in particular.
- b) To improve the knowledge of Ophthalmology amongst its members.
- c) To affiliate with other national societies with similar objectives.
- d) To encourage collaboration and interaction with other National and International organizations/societies with similar objectives.
- e) To encourage members to undertake research in Ophthalmology.
- f) To organize national and international congresses.
- g) The society shall run on non-commercial and non-political basis.
- h) To publish a journal of Ophthalmology from Pakistan.
- i) To educate the public in all matters relating to vision and eye health.
- j) To interact with government/**CPSP/PMDC**/Universities and Healthcare Commission in all matters relating to promotion of eye health and prevention of blindness.
- k) To encourage and promote human resource development in the field of ophthalmic paramedical and ophthalmic nursing.

PART – II**ARTICLES****1. METHODS**

To do all that is practicable in order to achieve the aims and objectives enumerated in the memorandum.

2. MEMBERSHIP**a) Regular Member:**

Doctors who are practicing Ophthalmologists and are already members of the society. All new members must have postgraduate qualification in Ophthalmology registerable with P.M.D.C. There should be no restriction in enrolment of members. All members will have a right to vote only after they are approved by Governing Body (GB) and the Executive Committee of the branch.

b) Life Members:

Those regular members who wish to become life members and who pay a lump sum in lieu of the yearly subscription.

c) Associate Members

This is open to doctors who are practicing Neuro-Physicians, Neuro Surgeons, E.N.T Specialists or any other specialists interested in Ophthalmology.

d) Honorary Members

On the recommendation of the Executive Committee of the Branch, the Central council shall have the power of electing as Honorary members, men and women of distinction in Ophthalmology or in the kindred sciences or a person who has rendered outstanding services to promote Ophthalmology within and outside Pakistan.

e) Overseas members

Ophthalmologist from Pakistan living abroad can become life member of any branch of their choice in Pakistan, but cannot vote by proxy nor can they be elected to any office or executive committee membership.

3. REGISTER OF MEMBERSHIP

- (a) The treasurer of a branch shall maintain a register of members, which shall bear the names, qualifications and addresses of the members with the provision of a column for change of addresses and qualifications and telephone numbers.
- (b) The register shall be open to all members for inspection during office hours by previous arrangement.
- (c) The treasurer shall maintain a separate list for change of address of members.
- (d) The central office will keep a central register of all members belonging to all Branches / Associations

4. ELECTION TO MEMBERSHIP

- (a) Every applicant for Membership shall apply on the prescribed form to the secretary of a branch / association, duly proposed and seconded by two different regular / life members who have personal knowledge of the applicant. The application shall then be submitted to the governing body and the executive committee of the branch concerned for approval and selection.
- (b) The applicant shall become a member only on payment of the subscription together with admission Fee of Rs.500/-only.

5. SUBSCRIPTION

The subscription of the members shall be as follows:

- (a) Life member Rs.5000/- in lump sum
- (b) Ordinary member Rs.1000/- yearly
- (c) Associate member Rs.1000/- yearly

6. PRIVILEGES OF MEMBERSHIP

Every regular member shall enjoy following privileges:

- a) To receive copies of the journal of the society at a fixed rate and other publication of the society free or on such rates as the society may fix from time to time
- b) The use of library and the society rooms.
- c) To attend and take part in discussion at all meetings lectures and demonstrations to be organized by the society.

- d) To attend conferences organized by the society on such terms as here-in-after laid down by the society.
- e) To vote on all resolutions put forward at any of the General Body meetings of the society.
- f) To vote by secret ballot at the election of office bearers.
- g) Members will be issued an identity card by the branch.
- h) To other privileges that may here-in-after be conferred by the society.

7. OBLIGATIONS OF MEMBERSHIP

Every member shall:

- (a) Uphold medical ethics in the practice of Ophthalmology.
- (b) Do all in his/her power to promote the cause of Ophthalmology and take active interest in the activities of the society.
- (c) Reply to all queries and questionnaires from the Society as quickly as possible or within the time limit specified.
- (d) Inform the secretary of the branch / association any change in his/her address.
- (e) Inform the secretary of the branch / association any addition to his/her qualification or other attainment in the field of medicine and allied subjects.
- (f) Pay subscription and other dues regularly.

8. TERMINATION OF MEMBERSHIP

Membership may be terminated:

- (a) **By Resignation:** A member may at any time resign his/her membership in writing to the secretary of the branch / association. The resigning member shall pay up all dues against him /her put up a statement of the outstanding dues are paid up along with his /her certificate if all dues are paid up along with his /her resignation to the governing body and executive committee of the branch for information and necessary action.
- (b) **By Removal** of name on account of non-payment of subscription after due notice as follows:

If subscription is not paid for two consecutive years then treasurer shall notify the member by registered post acknowledgment due and if after one month of this notice the subscription remains unpaid, governing

body and the executive committee may terminate his membership and should intimate to the centre.

(c) **By Removal** of the name on the ground of undesirable conduct. The governing body and executive committee shall give at least one month's notice to the member concerned to defend him/herself after receiving the reply if the executive committee is not satisfied it may recommend to the general body meeting of the branch to terminate his /her membership by 2/3 of the bonafide members present in the meeting and intimate this to the centre.

9. RE-ADMISSION

(a) A member who has ceased to be member under rules (a) and (b) above can be readmitted by the governing body and the executive committee of the branch on fresh application being made by him /her and on payment of any outstanding dues against him/her on the date when he/ she ceased to be a member plus a readmission fee of Rs.5000/-only.

(b) A member who has ceased to be member under the (c) above may be readmitted after two years by the general body meeting of the branch on recommendation by governing body and the executive committee with re admission fee of Rs 5000 only.

10. MANAGEMENT

I. CENTRE

Central Council

(a) Central council shall be made up of the following:

- i. President Centre.
- ii. President Elect Centre.
- iii. Executive Vice President.
- iv. General Secretary: the secretary of the branch from where president has been elected shall act as the general secretary of the society for the period of the office of the president.
- v. Presidents of all branches associations
- vi. General Secretaries of all branches.
- vii. The immediate past president (centre) shall remain Exofficio member of the council.

- viii. One additional member preferably President Elect of each branch or association can be nominated as co-opted member by executive committee of each branch.
- ix. Chief Editor of the Pakistan Journal of Ophthalmology or his/her nominee.
- x. The President in joint consultation with President Elect can co-opt any person at a time in the Central Council meeting to discuss the matter of importance.
- xi. Chairman Research of OREF or his/her nominee).
- xii. Presidents (or General Secretary if President not present) of all subspecialty associations.

(b)

- i. Only the President Elect shall be elected every two years at the annual general body meeting of the society held on the second day of annual congress.
- ii. 20% of the registration fees at any conference under auspices of O.S.P. to be given to the office of the President Centre. The President shall give the account in the next general body meeting.
- iii. 15% of the registration fees at any conference under auspice of O.S.P. to be given to the Pakistan Journal of Ophthalmology (PJO).
- iv. 5% of the registration fees at any conference under auspice of O.S.P. to be given to the OREF

(c) Central Council shall meet as often as necessary but at least once a year and if it is convened during the annual congress. It should be on first or second day of the congress.

(d) In case of special circumstances central council shall have meeting online whenever required.

(e) The central council in its annual meeting shall consider and approve the following reports:

- i. The central council shall determine the policy and program of the society.
- ii. It shall decide the place and the date of the annual congress.
- iii. It shall hear complaints from members or office bearers of any branch and shall investigate irregularities in a branch. The decision of the central council shall be final and binding.

- iv. Only bonafied members will have voting, proposing or seconding right. Co-opted members or guests will not be able to vote.
- v. The central council shall have the power after approval of the general body, to suspend or withdraw recognition of a branch / association
- vi. It shall have the power to appoint sub-committee of the members for specific purpose. It can co-opt for this purpose any member of the society.
- vii. It may review the place of publication of journal.
- viii. It shall appoint the Chief Editor of the journal and the tenure of the editor may be reviewed every two years.
- ix. It shall confirm the editorial board of journal recommended by Chief Editor.
- x. Conflict resolution committee will consist of president, president elect, General Secretary centre and presidents of all branches. Its role will be to resolve issues or conflicts that will be put forward by any member of OSP. Decision of this committee will be presented for information in central council meeting.

(f) It may confer the honorary life membership to those distinguished persons from within or outside the country who have helped the cause of Ophthalmology in Pakistan.

II. BRANCHES

Any city with more than thirty members can form a branch though all existing branches will exist to continue. Islamabad branch will be called federal branch and it will represent all the federally administered areas and will be considered at par with other branches.

Branches shall have their own name, office and bank account in their respective cities.

GOVERNING BODY:

- (a) Governing body of the branches shall consist of
 1. Patron
 2. President
 3. President elect

4. General Secretary
5. Joint secretary
6. Treasurer
7. Immediate past president

(b) Duties and powers of Governing Body:

- i. Governing body shall be responsible for registration and renewal of the branch with concerned authorities.
- ii. It shall have full authority to administer and control the finance of the branch.
- iii. Governing body shall work in collaboration with executive committee.
- iv. It shall appoint auditors and shall be responsible for annual audit and financial statement of concerned branch.
- v. Governing body shall be responsible to execute the decisions of executive committee.

EXECUTIVE COMMITTEE:

(a) Number of Members Executive Committee will be one for every 10 bonafide members of the branch with a minimum of four and maximum of twenty.

All branches / associations will hold their elections regularly before the annual general body meeting. They should hold elections every two years and should inform the centre accordingly. The president elect of a branch where no such meeting has been called will automatically assume office of the president and will call the meeting for elections for the ensuing year which may be duly sent to the Centre in writing.

(b) The term of President shall be for two years. One member can be elected as president only twice during his/ her life time.

(c) The executive committee along with governing body in its first meeting shall consider the budget for the ensuing year which will be presented by the Treasurer.

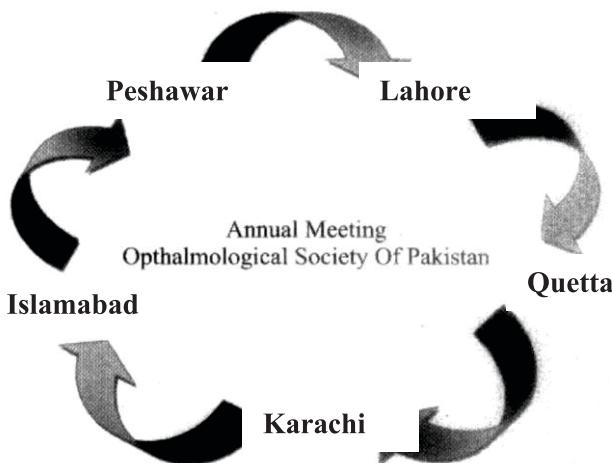
(d) The executive committee along with governing body shall meet as often as necessary. The meeting shall be convened by the General Secretary in consultation with President.

(e) The general secretary shall form agenda in consultation with president.

- f) The executive committee along with governing body in its annual meeting shall consider and approve the following reports:
 - i) Annual report of the society prepared by the General Secretary.
 - ii) Audit account and balance sheet prepared by the treasurer.
- g) Duties and powers of the executive committee
 - i) The executive committee along with the governing body of a branch shall exercise all the executive function of the society.
 - ii) It shall accept terminate or restore membership of any person in accordance with the procedure laid down.
 - iii) It shall look after the academic activities. The executive committee may appoint a member to be responsible for the academic activities of the branch.
 - iv) It shall consider the appointment and dismissal of the staff of the society, on recommendation by General Secretary.
 - v) It shall have the power to appoint subcommittee of its members for specific purpose. It can co-opt any member or member of the society for this purpose.
- h) Vacancies: A vacancy occurring in any of the offices of the executive committee and governing body before the next election, shall be filled as follows:
 - i) A vacant post of the president or secretary shall be filled by election at a general body meeting (annual or extraordinary) of the branch.
 - ii) Any other vacant post shall be filled by the governing body and executive committee.
- i) Non-attendance for six consecutive meetings of the executive committee without any reasonable cause shall disqualify a member from the membership of the executive committee

11. ANNUAL CONGRESS

The annual congress shall be held once a year. The place and the date of the congress shall be decided by the central council. The annual meeting will be held in rotation in all four provinces & federal branch in the following order.



12. ANNUAL GENERAL BODY MEETING

Centre

The annual general body meeting of the society shall be held on the second day of the annual congress and notice for this is necessary.

Time will be notified in the program of the congress.

Branches

Annual general body meeting of the branch shall be held once in two years. The meeting will be convened by the secretary of the branch in consultation with the president. The secretary shall notify the members about the place, date and time of the meeting.

Business of biennial general body meeting (Centre and branch)

- (a) Minutes of the last meeting presented by the general secretary (centre /branch).
- (b) Report on the activities of the society prepared by the general secretary (centre/branch).
- (c) Report of the Editor of Pakistan Journal of Ophthalmology or transaction if any.
- (d) Report of Ophthalmic Research and Education Foundation by chairpersons or their nominee if any.

- (e) Audited account and balance sheet for the outgoing year by the treasurer of the branches and by the general secretary of the centre.
- (f) Resolution duly proposed and seconded if given to the general secretary (centre/branch at least one month prior to the date of the meeting if any).
- (g) Proposal for the amendment of constitution to reach General Secretary Centre 3 months prior to the meeting.
- (h) Election of office bearers.
- (i) Address by the outgoing president.
- (j) Address by the incoming president.
- (k) To award the shield of honour to the outgoing President and outgoing General Secretary.

Note: All branches / associations will hold their elections before the biennial general body meeting and inform the Centre accordingly.

General Body Meeting of Branches

- a) Annual general body meeting shall be called by the secretary in consultation with the president.
- b) Extra ordinary general body meeting shall be called by the secretary in consultation with the president, to consider a special resolution or some matter of great importance.
- c) Emergency general body meeting shall be called by the secretary in consultation with the president to consider some urgent matter.
- d) Requisition of general body meeting shall be called by the secretary in consultation with the president on a written requisition by ten members of the society or 50% of the membership, whichever is less the requisition should specify the objective of such a meeting.

Note: member desirous of moving a resolution at annual general body meeting shall give notice of the same in writing to the secretary, at least one month prior to the date of the meeting.

13. NOTICE OF THE MEETING:

Centre Council

- i. Central council shall meet as often as necessary but at least once a year.

- ii. In case of special circumstances centre council shall have meeting online whenever required.

Branches

| | | |
|------|----------------|-----------|
| i. | Annual | one month |
| ii. | Requisition | two weeks |
| iii. | Extra ordinary | 72 hours |
| iv. | Emergency | 48 hours. |

Governing Body and Executive committee meeting:

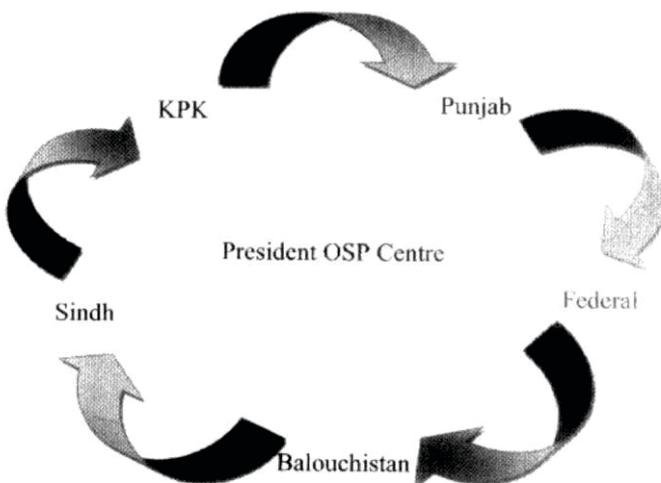
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| i. | Ordinary | One Week |
| ii. | Emergency | 24 hours |

No notice is necessary if the adjourned meeting is held within one week after the adjournment.

14. ELECTION**Centre**

Only the President Elect shall be elected every two years at the annual general body meeting of the society held on the second day of annual congress.

- a) A candidate must be a member of good standing for at least ten years to be eligible for nomination as President Elect.
- b) The term of the President is two years. and it will be December to December. President elect will be announced in general body in year of change of president and president will take over duties in December.
- c) A member can be elected as President only for two terms in his/her lifetime.
- d) President Elect should rotate every two years by turn in each of the four provinces and federal branch according to the cycle given below.



BRANCHES / ASSOCIATIONS

All office bearers and member of the executive committee excluding the president shall be elected every two years at the annual general body meeting of the branches / associations.

Election procedure (centre / branches / associations)

- a) Notice giving date, place and time of election and meeting of the general body shall be sent by the General Secretary (centre) /the secretary (branch) to all the members in good standing, by registered post and through electronic/social media, at least one month before the date of elections.
- b) Nomination papers of the candidates, bearing signature of proposer and seconder, who are bonafide members in good standing, shall be submitted to the general secretary (Centre) /the secretary (branch / association) two weeks before the election date.
- c) A candidate can withdraw his/her nomination paper one week before election date
- d) The Election commission shall scrutinize nomination papers and conduct elections.
- e) **Election Commission:**
Election commission to be composed of 3 willing Ex Presidents of OSP of particular branch / association and approved by the executive

committee of the branch / association. The senior most amongst them to act as Chief Election Commissioner and other two as members of Election Commission. If the branch does not have 3 presidents, then 3 senior most members will constitute election commission or if there is only one past president the election commission will be constituted of one president and 2 senior most members and in such situation past president will be the election commissioner.

- The sitting president and secretary to provide logistic support and infrastructure to the election commission and not to involve themselves in the actual conduct of elections.
- The composition of ballot paper, counting sheets and other election material to be approved by election commission in a meeting held at least 3 days before elections.

f) Duties of Election Commission:

- To ensure transparency in the conduct and process of elections.
- To ensure there is no canvassing, banners, posters and displays within the premises and upto 100 meters of election site.
- To get the attendance of each voter on a separate attendance sheet after verifying the identity of the voter from the voters list and checking of photo ID.
- To issue ballot paper to the eligible voters only and after signatures by the election commission member and get the counterfoils signed by the voter.
- To supervise sealing of separate ballot boxes for office bearers and members of the executive committee in the presence of candidates before the start of elections.
- To brief the election process to the eligible candidates at least 3 days before election.
- To supervise counting of ballot papers by neutral staff but in the presence of mutually agreed polling agents.
 - To get signatures of the candidate on the election result on the day of elections
 - To act as authority to resolve and address any complaint/conflict arising from the process or result of the elections within 3 days of elections.

g) Duties of candidates:

- i) The candidate of any post for election of OSP branches to maintain discipline, high moral values and sanctity of the elections.
- ii) The candidates to avoid canvassing, display of boards, banners etc at and around the election premises in the radius of 100 meters on the day of elections.
- iii) The candidates to follow the rules and regulations mentioned in the constitution and executed by the election commission.
- iv) The candidates to contact the election commission within 3 days of the announcement of the election result for any ambiguity, complaint and conflict arising out of election proceedings.
- v) The candidate to attend briefing by election commission at least 3 days before the elections and give objections/proposals regarding election material, ballot papers and about process of election. As no objection on these things will be acceptable after the elections. The date, time and venue of the briefing will be notified to all candidates well before that briefing.
- h) All elections should be conducted by secret ballot.
- i) One vote will be allowed for each member in favour of each post at the election.
- j) Proxy votes will not be allowed in the election.
- k) One candidate can compete for only one post of OSP. If a member applies for more than one posts, then he / she should withdraw within the date of withdrawal from other posts to compete for only one post. If he/she has not withdrawn within the due date then the candidate will not be allowed to contest election for any post.
- l) A member who has not paid his/her dues two months before the election date shall not be eligible to vote or contest the election.
- m) A person must be a bonafide member for at least five consecutive years, to be able to contest the election. If a member changes his branch then time of present and past membership will be counted together.
- n) A OSP member can be member of only one branch to vote for it. He can temporarily join another branch for academic activities but only to vote for parent branch.

Election procedure: President Elect (Centre)

- a) Where there is one branch in any province or federal territory the election for the president elect will be carried out in a general body meeting of that branch either by election and the result must be communicated to the OSP centre before the central council meeting. The procedure for election will be exactly in the same manner as that for election of the branch president elect.
- b) Where there are more than one branches in the province or federal territory, a Provincial Election Council (PEC) will be formed, which will consist of all the Presidents, President Elect, General Secretaries, Joint Secretaries, Treasurers and one member for every ten member of each branch.
- c) The candidate for President Elect should first be elected in his own branch in a general body meeting of that branch. The procedure for election will be exactly in the same manner as that for election of the branch president elect. Each branch will be allowed to send only one nomination for election, for the post of president elect centre to the PEC.
- d) The capital city branch of the province should be responsible for making PEC.
- e) The president of that city should act as Election Officer who should with the help of General Secretary make arrangements for the election of the President-Elect for the centre for its provincial turn.
- f) He should call for the nomination from different branches, scrutinize the nomination papers accept / reject them and arrange for the elections. The PEC will elect President Elect Centre from among the nominations sent by different branches of the province. The name of the elected candidate should be sent to the central council in due course of time for approval at the Biennial (election) Congress of the society.
- g) This name after approval of centre should be put to the General Body for approval by simple majority.
- h) If the general body reject the name, the matter should be sent back to PEC for reconsideration.
- i) If the said PEC recommended the same name, no further voting should be held and the person should be considered duly elected for the office of President elect for the Centre.

- j) The process of election of Provincial candidate should be represented in the provinces and federally administered areas at their turn.
- k) The city branches in Karachi, Quetta, Lahore, Peshawar and Islamabad will be responsible to make arrangement for this process.
- l) This PEC should meet as and when required or may be at regular intervals. This will help further, in better functioning of the society, all over the country.

15. DUTIES OF OFFICE BEARERS

President (Centre & Branch)

- a) The president of the centre shall be the Executive Editor of the Pakistan Journal of Ophthalmology.
- b) The president shall preside and regulate all proceeding of the society.
- c) He/she shall ensure that the constitution is upheld in all respects.
- d) He/she shall interpret the application of the constitution and decide any doubtful point. He / she shall check any irregularity and enforce observance of the constitution.
- e) He/she shall exercise the right of casting vote when the house is equally divided in any of the meetings of the Society.
- f) He will be guest of the branch at annual congress and the host branch will be responsible for his / her travel and executive hotel stay.
- g) In the absence of the president. President Elect shall perform his/ her duties.
- h) President (centre) will be the president of the annual meeting.
- i) President (branch) where the Biennial meeting will be held will be Chairman Organizing Committee.
- j) President in consultation with Central Council will appoint Executive Vice President.

President-Elect (Centre & Branch)

- a) He/she shall depute for the president in his /her absence.
- b) He/she shall assist the president in the discharge of his/her duties.
- c) He/she shall perform such duties as may be assigned to him/her by the president / central council/ executive committee (branch).
- d) He will be guest of the branch at annual congress and the host branch will be responsible for his / her travel and executive hotel stay.

Executive Vice President (Centre)

He/she shall be responsible for liaison at the office of the society at Islamabad and the working headquarter of the society set up at the place where the President is based.

He will be guest of the branch at annual congress and the host branch will be responsible for his / her travel and executive hotel stay.

Duties of Executive Vice President (EVP)

- a) All the official correspondence copies from Centre, Branches / Associations including election info and results should be with the EVP. Every official info be sent to EVP for record keeping. No correspondences will be considered valid /legal until it is sent and held in OSP Centre Record.
- b) Financial Manager will be appointed in OSP Centre Office to coordinate and manage all the financial issues of OSP under supervision of EVP.
- c) He/she is custodian of the record of OSP.
- d) The president and the council will appoint him/her and his/her performance will be assessed by CEC, on annual basis. Appointment of EVP shall be revised at CEC meeting and the period of his/her appointment will be renewed/extended on the basis of performance.
- e) He/she will execute the policies of CEC and President and he/she will be answerable to the President Centre.
- f) He/she is allowed to participate in the elections for the posts of regional branches.
- g) He/she will not be allowed to contest for the post of President Elect Centre till he is holding the post of EVP.

General Secretary (Centre / Branch / Associations)

- a) He/she shall be the executive officer of the society and shall act in consultation with the president and shall be responsible to the general body and central council/executive committee (branch / association).
- b) He/she shall in consultation with the president call meeting of Central Council/executive committee (branch / association) and the general body. He shall arrange with the president the order of proceeding at the meetings.
- c) He/she shall maintain a register of resolutions passed at general body meetings.

- d) He/she shall prepare the annual report of the society and submit it to the Central Council (Centre) /executive committee (branch / association) and to the general body meeting for approval.
- e) He/she shall conduct all correspondence on behalf of the society.
- f) He/she shall be the ex-officio member of all sub-committees.
- g) The secretary of a branch shall:
 - i) Notify the treasurer of resignation and deaths.
 - ii) Notify the treasurer of changes in member's address and qualifications.
 - iii) Forward to the treasurer all bills, vouchers, etc for scrutiny and payment.

(i) General Secretary Centre will be guest of the branch at annual congress and the host branch will be responsible for his / her economy class travel and executive hotel stay.

Joint Secretary (Branch)

- a) In the absence of Secretary the Joint Secretary shall perform his duties.
- b) He /she shall assist the secretary in the discharge of his/her duties.
- c) He/she shall perform all such duties as may be assigned to him /her by the secretary or the executive committee.

Treasurer (Branch)

- a) He/she shall be in charge of the finance of the branch.
- b) The treasurer shall receive all money due to the secretary and make payment ordered by the Governing Body / Executive Committee. Keeping an account of all such receipts and payments.
- c) The account shall be audited once a year and presented by the treasurer to the society at executive committee and general body meeting.
- d) He/she shall operate the bank account of the society jointly with the President and the Secretary.
- e) He/she shall maintain a register of member ship.

16. FINANCIAL YEAR

The financial year of the society shall be from 1st January to 31st December.

17. QUORUM

No meeting shall be valid unless a quorum is present. The quorum for various meeting shall be as follows.

Centre

| | |
|-----------------|--------------------|
| Central council | 33% |
| Annual general | 20% or 30 members |
| | Which ever is less |

Branch

| | |
|----------------------|-------------------|
| Executive committee | 33% |
| General body meeting | 20% of membership |

18. RESOLUTIONS

All resolutions passed at general body meeting (centre or branch) shall be numbered each year and recorded by the general secretary (centre or branches) in a separate register of resolutions this register shall be open to inspection by members during office hours.

19. MINUTES

The proceeding of all meetings (central council/ executive committee and General Body) shall be recorded by the general secretary (centre) the secretary (branch) in the respective minute's book and minutes shall be read and confirmed at the next meeting and duly signed by the president or chairman of the meeting.

20. FUNDS

I. OSP Centre

- a) All cheques shall be payable to "Ophthalmological Society of Pakistan".
- b) The funds of the society shall be deposited in a scheduled bank.
- c) The account shall be operated jointly by the President – Centre, President Elect – Centre, General Secretary Centre and Executive Vice President – Centre. Any two of the above shall be the signatories.

II. OSP Branches

- a) Branches can have their independent bank account in a scheduled bank to perform their monitory functions independently, however, any branch can maintain their bank account with OSP Centre. In that case OSP Centre shall be responsible to maintain separate account ledgers for such branches.
- b) President, General Secretary and the Treasurer of the branch shall jointly operate the account. Any two of the above shall be the signatories.

III. Associations/OREF/Gold Medal Award Committee

- a) Associations/OREF/Gold Medal Award Committee shall operate their bank account with OSP Centre.
- b) OSP Centre shall be responsible to maintain separate account ledgers for Associations/OREF/Gold Medal Award Committee.

IV.

Funds, income and property of the society from whatever source derived shall be applied solely towards promotion of the aims and objects of the society and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, profit, bonus or otherwise to any member or office bearer of the society.

V.

- i. 20% of the registration fees at any conference under auspices of O.S.P. to be given to the office of the President Centre. The President shall give the account in the next general body meeting.
- ii. 15% of the registration fees at any conference under auspice of O.S.P. to be given to the Pakistan Journal of Ophthalmology (PJO).
- iii. 5% of the registration fees at any conference under auspice of O.S.P. to be given to the OREF

21. PUBLICATION OF PAPERS

No paper shall be read in the meeting unless the title has been sent to the organizing secretary, at least one month before the meeting together with an abstract suitable for publication. No report of the society meeting may be published without consent of the central council. Transactions shall be published by the central council every year after annual congress.

22. PAKISTAN JOURNAL OF OPHTHALMOLOGY (PJO)

- a) Ophthalmological society of Pakistan shall publish a Journal of Ophthalmology from Pakistan. Central Council will determine the place of publication of the journal.
- b) The president of the society shall be the Executive Editor of the Journal.
- c) Chief Editor of the journal
 - i. Shall be appointed by the Central Council.
 - ii. The tenure of the Chief Editor shall be for four years
 - iii. The tenure may be extended by the Central Council.
 - iv. Shall be regular member of the Central Council.
 - v. Shall ensure continuity and high standard of the Journal.
 - vi. Shall submit audited account of the journal to the Central Council.
 - vii. May appoint international Editor.
 - viii. Shall allocate dues to the Editorial Board.

23. OPHTHALMIC RESEARCH AND EDUCATION FOUNDATION (OREF)**Chairman OREF:**

President OSP centre will nominate chairman OREF which should be approved by central council.

One can be appointed chairman OREF only twice in life time.

Chairman will represent OREF in central council.

Chairman OREF can co-opt any OSP member in meetings of OREF for expert opinion.

Chairman will be guest of branch hosting conference.

Secretary OREF:

Chairman OREF will nominate secretary in consultation with president OSP.

Secretary will be responsible for co-ordination between office bearers and record keeping.

Secretary will represent chairman in central council in his absence.

Director divisions:

Chairman OREF will nominate directors in consultation with president OSP.

There will director research and director education initially. More directors can be created with approval of central council if proposed by chairman OREF with consultation of president OSP.

Duration:

Duration of chairman OREF and office bearers will be 5 years.

Tenure of all office holders will end with completion of tenure of chairman OREF

Accounts:

All accounts will be with OSP centre as separate head.

Accounts will be released per directions of chairman OREF.

24. ALLIED ASSOCIATIONS

- a) The following allied bodies are to work under the auspices of the society and governed by the constitution of the Ophthalmological Society of Pakistan:
 - i. Pakistan Vitreo-Retinal Society (PVRS).
 - ii. Pakistan Glaucoma Association (PGA).
 - iii. Pakistan Orbit and Oculoplastic Association (POA).
 - iv. Association of Paediatric Ophthalmologists of Pakistan. (APOP).
 - v. Pakistan Association of Cataract and Refractive Surgeons (PACRS).
 - vi. Cornea association of Pakistan (CAP).
 - vii. Medical Retina Society of Pakistan (MRAP)

- viii. Women in Ophthalmology Pakistan (WIOP)
- ix. Pakistan Society of Young Ophthalmologist (PSYO)
- b) Associations shall operate their bank account with OSP Centre, a separate record of their transactions shall be maintained with OSP Centre Office.
- c) They will present their annual report in the central council meeting of annual congress of the society.
- d) No meeting/conference of the allied association will be held at separate venue during or 4 weeks before annual national conference.
- e) The subspecialty associations will hold their scientific meetings / symposia in collaboration with main conferences of OSP according to the annex A.

25. AMENDMENTS OR ADDITION TO THE CONSTITUTION

Any member in good standing, wishing to suggest alteration or addition in the clause and / or sub-clause of the constitution may do so by writing to the General Secretary (Centre) of the society at least three months before the next Annual General body meeting. The General Secretary shall circulate the proposed amendments/addition to all the branches within 15 days of the received amendment. The branches shall discuss the amendment / addition in their executive committee meetings. The amendment shall be presented in the next annual Central Council meeting. The amendment shall be passed by at least two third majority of the Central council members and then presented to the annual General Body meeting for approval by two third majority.

26. RELATIONS WITH THE INTERNATIONAL ORGANIZATIONS:

- a) The President Centre or his / her nominee to represent OSP in all international meetings / conferences.
- b) Any other representation in the international bodies to be nominated by the approval of the Central Council.
- c) Nominations for medals and awards for international conferences will be made by the President and the councilor in the international organization, will invite nominations for all awards, medals and named lectures from all branches.
- d) They will decide the nomination on merit according to the requirement of the awarding (host) organization.

27. GOLD MEDAL AWARD COMMITTEE:

1. Name of committee will be Gold Medal Award committee (GMAC)
2. President centre will invite five senior most willing Awardees of Ramzan Ali Syed presidential Gold Medal to be a part of Gold Medal Award committee
3. Noval cristi receiptant will be eligible for Ramzan Ali Syed Gold Medal Award
4. Willing Member means who is willing to attend at least half of National conferences & at least half of the Gold Medal committee meetings physically
5. President centre or EVP in his absence will be observer with no voting rights
6. Appointments for GMAC will be for five years & only twice in life time
7. Appointments may be cancelled by CCM on recommendation of President OSP Centre.
8. In Such case President centre will nominate next senior most member whose term will be finished with other members
9. The Senior most member of GMAC will be chairman while junior most member will be secretary
10. Procedure for invitation & making results will be made by committee with the approval from central council. Secretary will invite applications from all branches for medals, send it to members, collect data, compile results & present to chairman GMAC & president OSP Centre
11. Gold medal Award committee will present names to President OSP Centre for information

28. PATRON:

The president of Pakistan shall be the Patron of OSP Centre. President OSP Centre shall meet the Patron at least once a year. The branches of OSP shall have a senior member as their patron in advisory capacity.

Role of Patron:

- i) To act as a fatherly figure.
- ii) To enrich the organization by his experience and advice on important matters.
- iii) To play his due role in solving the controversies within the organization.
- iv) Will not interfere with day to day work of organization.