

The Societies Registration Act, 1860

Memorandum of Society

and

Rules and Regulations

of the

**PAKISTAN SOCIETY
OF
CHEMICAL PATHOLOGISTS**

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**MEMORANDUM OF
PAKISTAN SOCIETY
OF
CHEMICAL PATHOLOGISTS**

- I. **NAME:** The name of the Society is Pakistan Society of Chemical Pathologists (the “Society”).
- II. **REGISTERED OFFICE:** The registered office of the Society shall be situated at Punjab or such other place as, from time to time, may be determined by the Council of the Society.
- III. **OBJECTS:** The objects for which the Society is established are:
- (1) To promote and propagate the cause of Chemical Pathologists Society and for that purpose hold meetings, symposia, seminars, lectures and clinical workshops and conferences related to the subject of chemical pathology.
 - (2) To encourage and advance the high standards of chemical pathology in laboratory medicine.
 - (3) To encourage and promote highest standards of service, education and research in chemical pathology.
 - (4) To promote and develop rules and procedures for quality assurance in chemical pathology laboratories and organization of quality assurance surveys and accreditation of laboratories.
 - (5) To motivate and encourage chemical pathologists for multicenter research activities.
 - (6) To provide a forum for closer liaison and free exchange of professional information among chemical pathologists in the country.
 - (7) To seek the co-operation and assistance of professional bodies, scientific and business communities in promoting chemical pathology discipline in medical and public sector.
 - (8) To provide a forum for closer liaison and free exchange of professional information among chemical pathologists in the country.
 - (9) To publish newsletters and journals and to prepare and exhibit video films to promote and disseminate knowledge related with chemical pathology .
 - (10) To award, from time to time, scholarships to outstanding students and

scholars working in field of chemical pathology.

- (11) To award, from time to time, prizes in recognition of outstanding original research work.
- (12) To purchase, take on lease, exchange, hire or otherwise acquire any real and personal or immovable and movable property and any rights and privileges whatsoever and to build, construct, alter and maintain buildings, houses or other constructions for the Society or its staff or as may be necessary or convenient for any of the objects or purposes of the Society.
- (13) To propagate, promote and coordinate health policies and programmes, nationally and internationally.
- (14) To propagate and promote systems for surveys, surveillance, monitoring, measurement, examination and inspection to combat degradation of standards of chemical pathology subject
- (15) To encourage, promote, support or arrange symposia, seminars, lectures, classes, demonstrations and exhibitions to advance the objectives of the Society.
- (16) To undertake, in any other manner, the diffusion of knowledge and expertise on health issues related to chemical pathology.
- (17) To promote an awareness about health issues.
- (18) To foster co-operation and co-ordination with and between like minded societies both in Pakistan and abroad, and to become affiliated with international, regional, national and other organizations anywhere in the world.
- (19) To establish, subsidize, aid, assist, maintain, run, administer and manage trusts, funds, grants and other benefactions in the furtherance of the objectives of the Society.
- (20) To enter into agreements, contracts and arrangements with Governments, organizations, institutions, bodies and or individuals for the purpose of carrying out its functions and activities.
- (21) To establish, subsidize promote, co-operate with, become member of, act as or appoint trustees, agents or delegates for, control, manage, superintend, give gifts and lend monetary or other assistance to any Society, institute or fund, whether incorporated or not, which the Society may consider appropriate to further any of its objectives.
- (22) To establish, undertake, superintend, administer, control, subsidize and contribute to any provident, benevolent or charitable funds or from which may be made gifts, grants, scholarships, donations, advances and loans and to make and give

gifts, grants, donations, advances, loans and to contribute or otherwise assist any charitable or benevolent institutions or undertakings or objects.

- (23) To promote, establish, manage, control, supervise and give gifts, scholarships, grants, aid, loans, advances and monetary or other assistance to any person, company, co-operative society, corporation, body or undertaking or Society of persons as may seem to the society conducive to or to achieve or to further any of the objects and purposes of the Society.
- (24) To undertake and execute any trusts which may seem to the Society conducive to any of its objects.
- (25) To receive and accept gifts, grants, aids, donations, benefactions of all nature and kind whatsoever and raise, establish, and maintain funds, properties and assets by subscription and contribution and by receiving and acceptance of gifts, grants, aids, donations, benefactions and other means.
- (26) To raise and borrow any monies and funds required for purposes of the Society without security or on such security as the Society may think fit and to repay any such borrowings.
- (27) To work, improve, manage, administer, develop, turn to account, gift away, sell, lease, mortgage or otherwise dispose of or deal with all or any of the funds, properties and assets of the Society.
- (28) To invest monies of the Society not immediately required in such securities, shares, debentures or otherwise in such manner as may from time to time, be determined by the Council of Governors of the Society.
- (29) To guarantee the payment of money or performance of any obligation or undertaking whatsoever and to stand security and perform and discharge obligations arising from the giving of guarantee or security.
- (30) To promote, organize and establish branches and offices of the Hospital and the Society wherever considered necessary and manage and control such branches and offices and delegate such powers and functions to such branches and offices as may be considered necessary.
- (31) To receive and administer funds for scientific, educational and charitable purposes, for the public welfare and for no other purposes, and to that end take and hold, by bequest, devise, gift, purchase, or lease, either absolutely or in trust, for such objects and purposes or any of them, any property, real, personal, or mixed, without limitation as to amount or value, except such limitation, if any, as may be imposed by law and to sell, convey, dispose of any such property and invest and reinvest the principal and income thereof, and deal with and expend the principal and income of such funds for any of the objectives of the Society without limitation, except such limitation, if any, as may be contained in the

instruments under which such funds are received or other limitations imposed by law.

- (32) To receive any property, real, personal, or mixed in trust, under the terms of any will, deed of trust, or other trust instrument for the purposes of the Society and in administering the same carry out the directions and exercise the powers contained in the trust instrument under which the property is received, including the expenditure of the principal, as well as the income, for one or more of such purposes, if authorized or directed in the trust instrument under which it is received.
- (33) To receive, take title, hold and use the proceeds and income of stocks, bonds, obligations, or other securities of any companies or corporations, domestic or foreign, but only for any, some or all of the purposes of the Society.
- (34) To receive funds from other societies, charitable organizations, governments, local bodies and persons, whether corporate or otherwise, and under such terms and conditions as may be agreed upon between the Society and the donor.
- (35) To use the financial and other resources allocated to it for the execution of its functions.
- (36) To do all such other things as are incidental or conducive to the attainment of the above objects or any of them.

The objects set forth in any sub-clause of this clause shall not, except where the context so requires, be in any way limited or restricted by reference to the terms of any other sub-clause(s) or the objects therein specified and the powers thereby conferred shall be deemed subsidiary or auxiliary merely to the objects mentioned in the first sub-clause of this clause.

IV. **NUMBER OF MEMBERS:** The number of the members of the council of the Society shall not be less than seven (7).

V. **Council:** The management of the affairs of the Society shall be entrusted to the Council. The names and addresses of the present members of the Council are:

<u>No.</u>	<u>Name</u>	<u>Address</u>
1.		
2.		
3.		

- 4.
- 5.
- 7.

We, the undersigned, are desirous of forming this Society in accordance with the Memorandum of Society hereinabove contained.

<u>No.</u>	<u>Name</u>	<u>Occupation</u>	<u>Address</u>	<u>Signatures</u>
1.				_____
2.				_____
3.				_____
4.				_____
5.				_____
7.				_____
9.				_____

Witnesses:

1. _____

2. _____

Name: _____

Name: _____

Address: _____

Address: _____

RULES AND REGULATIONS

OF THE

Pakistan Society of Chemical Pathologists

1. DEFINITIONS

In these rules and regulations, unless the context or the subject matter otherwise requires:

- (a) “**Council**” shall mean a meeting of the Council of the Society duly called
- (b) “**Member**” shall mean a member of the Society whose name is entered in the register of members as per Rule 2(5).

- (b) “**President**” shall mean the President of the Society appointed under Rule 6.
- (c) “**Vice President**” shall mean the Vice President of the Society appointed under rule 6.

- (d) “**General Secretary/Treasurer**” shall mean the Secretary/treasurer of the Society appointed under Rule 6.

- (e) “**Society**” shall mean the Pakistan Society of Chemical Pathologists.

2. MEMBERSHIP

There shall be four (4) classes of members in the Society

(1) Full, (2) Associate, (3) Emeritus (4) Honorary.

Membership in the Society is a privilege which is accorded to a person who meets the qualification of membership.

2.1 Qualification and Rights of Membership

2.1.1 Full Membership

A. Full membership shall be open to persons who

- (1) have M.B.B.S., degree alongwith Postgraduate degree in the subject of chemical pathology.
This requirement may be waived by the recommendation of the Council, for individuals who work on the full-time professional staff in the field of chemical pathology of the Teaching Institutes/hospitals or an equivalent organization, or hold the position of chemical pathologist provided that the duties are equivalent to the rank of chemical pathologist.
- (2) are actively engaged in teaching, research, and/or service in academic laboratory medicine,
- (3) demonstrate continued adherence to the principles of ethics consistent with the member’s professional community,
- (4) maintain high professional and ethical conduct, and comply with dues, fees, and

assessment requirements established from time to time by the Society.

- B. Full members are eligible to vote, be council member, serve on committees, and sponsor candidates for membership.

2.1.2: Associate Membership

A. Associate membership shall be open to clinical laboratory physicians and scientists who meet the following criteria. The applicant may:

- (1) be in a training program in chemical pathology, laboratory medicine or related fields (fellowship or residency training), or
- (2) hold a faculty appointment at a teaching institute/hospital laboratory or health sciences and be actively engaged in teaching, research and/or service in academic laboratory medicine but have not attained the rank of pathologist /Assistant Professor.

B. Associate members may not vote, hold office, serve on committees, or sponsor candidates for membership. They are not required to pay assessments, but may be required to pay dues in reduced amount as approved by the Council. Associate members shall be subject to annual review and renewal by the Membership Committee and the Council.

2.1.3: Emeritus Membership

A. Emeritus membership shall be open to active members who have reached the age of sixty-five (65) or who have retired from academic laboratory medicine. Written application must be submitted to the General Secretary-Treasurer. Granting of Emeritus Membership shall be contingent upon approval of Council.

B. Emeritus members may attend meetings and are required to pay the registration fees for meetings.

C. Emeritus members may not vote, hold office, serve on committees, or sponsor candidates for membership. They are not required to pay assessments, but may be required to pay dues in a reduced amount as approved by the Executive Council and a majority of the active members voting at the Annual Business Meeting.

2.1.5: Honorary Membership

A. Honorary membership may be conferred upon any individual who has gained professional prominence by contributing in the subject of chemical pathology/laboratory medicine and to the goals of this Society.

B. Following recommendation of the Council, honorary membership may be conferred upon an individual fulfilling these requirements by approval of a majority of the full members voting at the Annual Business Meeting.

C. Honorary members may attend and participate in scientific meetings. Their registration fee may be waived at the discretion of the Council. Honorary members may not vote, hold office, serve on committees, or sponsor candidates for membership.

D. Honorary members may be required to pay dues or assessments as approved by the Council.

A candidate whose application for membership has not been recommended by the Membership Committee or endorsed by the Council or whose application has been deferred shall be so notified in writing by the General Secretary-Treasurer. The applicant may, in writing to the General Secretary-Treasurer, request a review of the application. In such a case, the Council shall reconsider the application and inform the applicant of its decision.

PATRON(S)

The Council may appoint a Patron or Patrons of the Society on such terms and conditions as it may deem fit.

Section 3 - Nomination and Approval of Membership

Section 3.1: Process

A. Nomination to Full Membership.

Candidates for full and associate membership shall be nominated by two full members who, by means of letter, shall describe the qualifications of each candidate in terms of the aims and objectives of the Society. A curriculum vitae shall be part of the application and shall include information concerning the candidate's dedication to and accomplishments towards the advancement of teaching and scholarship in chemical pathology/laboratory medicine. Nominations must be complete and in the hands of the Chair of the Membership Committee not less than thirty (30) days before the Annual Business Meeting. Upon recommendation of the Membership Committee and the affirmative vote by two-thirds (2/3) of the Council, approval of the nomination will be granted. All nominations shall then be considered by the membership at the Annual Business Meeting and final approval will require an affirmative vote of at least two-thirds (2/3) of the full members present and voting.

B. Nomination and Reappointment to Associate Membership

- (1) Trainees in laboratory medicine or junior faculty not holding minimally the rank of chemical pathologist at a teaching institute/hospital or health sciences shall be nominated in the same manner as candidates for full membership.
- (2) Reappointment to associate membership shall be considered annually. To be eligible for reappointment to associate membership the associate member must be either (1) a trainee in Laboratory Medicine or (2) a junior faculty member at a clinical laboratory or health sciences but not having attained the rank of Chemical Pathologist/Assistant Professor. Requests for reappointment must be received by the Chair of the Membership Committee not less than thirty (30) days before the annual Business Meeting. Upon recommendation of the Membership Committee and affirmative vote of two-thirds (2/3) of the Council, approval of the request for reappointment will be granted.

Section 3.2

A candidate whose application for membership has not been recommended by the Membership

Committee or endorsed by the Council or whose application has been deferred shall be so notified in writing by the General Secretary-Treasurer. The applicant may, in writing to the General Secretary-Treasurer, request a review of the application. In such a case, the Council shall reconsider the application and inform the applicant of its decision.

Section 3.3

The Council may specify a period of time after which an applicant who was not accepted for membership may reapply for membership.

Section 3.4

A candidate whose application has been deferred shall be given written notification by the General Secretary-Treasurer and will automatically be reconsidered in the following year.

Section 3.5

The Membership Committee shall conduct any investigation it deems appropriate to evaluate each applicant. The Council shall have the right to request any additional information from sponsors, or any other data relevant to their consideration of any candidate.

Section 4 - Meetings of Members, Order of Business, Quorum and Voting

Section 4.1

There shall be an Annual Meeting of members which shall include both the academic and business meetings, the time, place, and agenda of which shall be determined by the Council. The Annual Meeting shall take place not less than six (6) months nor more than fifteen (15) months after the preceding Annual Meeting.

Section 4.2

The membership shall receive at least one (1) month' written notice of the Annual Meeting. The notice of which shall include the time and place of the Annual Business Meeting.

5.. THE COUNCIL OF FULL MEMBERS

- (1) Subject to the provisions of law and these Rules and Regulations, the control and management of the affairs of the Society shall vest in its Council of full members. The Council shall comprise of seven members or such higher number as it may from time to time determine. All the decisions of the Council shall be by majority vote, however in all matters and decisions the consent of the three-fourth (3/4) majority of the Full Members shall be required.
- (2) The first Council shall consist of the following:
 1. PRESIDENT
 2. VICE PRESIDENT
 3. GENERAL SECRETARY-TREASURER
 4. FULL MEMBER
 5. FULL MEMBER

6. FULL MEMBER

7. FULL MEMBER

- (3) The first Council shall hold office for two (2) years.
- (4) If the Council decides to increase the number of its full members, the additional Council members shall be elected by a majority of the total number of members at that time, subject to sub-rule (1) above.
- (5) A new Council shall be elected after every two(2) years. The retiring council members shall be eligible for re-election so that no full members shall hold office for more than two consecutive terms of two (2) years.
- (6) The Council may by resolution fill any casual vacancy arising in the Council howsoever caused, provided that in any case a vacancy is due to a Full Member then the same shall be filled by his nominee, if any.
- (7) The Council shall, each year, prepare an Annual Report on the affairs of the Society and send it to the Members.
- (8) The Council may meet for the dispatch of business, adjourn and otherwise regulate its meetings, as it deems fit. The Council may make such rules as it considers necessary for its efficient working.
- (9) The Council, except as may be otherwise provided in these Rules and Regulations, may authorize any officer(s), agent(s), to enter into any agreement or execute and deliver any contract or other instrument in the name or on behalf of the Society and such authority may be general or confined to specific purposes.

6. **MEETINGS OF THE COUNCIL**

- (1) The Council shall meet whenever requested by the President or by not less than two third (2/3) of its members after the other members have received a minimum of fifteen (15) days notice thereof; provided that the members may, in writing, before or at the meeting waive such notice.
- (2) Such number as constitutes a majority of the total number of members of the Council shall constitute a quorum for the transaction of any business by the Council. However, it shall be mandatory for all or at least three fourth (3/4) of the Full Members to be present in all such meetings.
- (3) Except as otherwise provided by law or these Rules and Regulations the act of a majority of the members of the Council present at any meeting (at which a quorum is present) shall be the act of the Council provided that in the case of a tie, the President shall have a second and a casting vote.
- (4) A resolution in writing, circulated to all the members of the Council and signed,

or affirmed through telex or telegram, by a majority of them, including the three-fourth (3/4) majority of the Permanent Members shall be as valid and effectual as if it had been passed at a meeting of the Council duly convened and held.

Provided that where a resolution is, by these Rules and Regulations, required to be passed by a special majority such resolution in writing shall be signed by the requisite majority, including the three-fourth (3/4) majority of the Full Members.

7. **OFFICE BEARERS**

- (1) The Council shall appoint, from amongst its Full Members, a President of the Society with such powers and responsibilities and on such terms and conditions as the Council may determine.
- (2) The Council shall appoint, from amongst its Full Members, a Vice President of the Society with such powers and responsibilities and on such terms and conditions as it may determine.
- (3) The Council shall appoint from amongst its Full Members or from outside, a General Secretary-Treasurer with such powers and responsibilities and on such terms and conditions as the Council may determine. The Secretary and the Treasurer may, at the discretion of the Council, be the same person.
- (4) The Council may appoint, from amongst its full members, a panel of council full members acting as office bearers with such powers and responsibilities and on such terms and conditions as the Council may determine.
- (5) The Council may, as the circumstances demand, appoint such other office-bearers of the Society with such powers and responsibilities and on such terms and conditions, as it may determine.
- (6) The President shall be the Chief Executive of the Society and shall preside over all the meetings of the Council and all general meetings. If the President is absent or unwilling to act as chairperson of the meeting, the Vice President shall act as chairperson of the meeting. If the Vice President is absent or unwilling to act as chairperson, the meeting shall be adjourned for a period of not less than seven (7) working days and thereafter the meeting shall be so held. In case the same situation reoccurs then the meeting shall be adjourned till the availability of the President or the Vice-President, as the case may be.
- (7) The General Secretary-Treasurer shall, subject to the general control and supervision of the Council, perform such functions as may be assigned to him by the Council.
- (8) The General Secretary-Treasurer shall record or cause to be recorded in the books

provided for the purpose, all proceedings of the Society including those of the Council. The General Secretary-Treasurer shall give all notices in accordance with law and these Rules and Regulations and shall be the custodian of the records of the Society.

- (9) The General Secretary-Treasurer shall cause to be maintained complete records of all accounts, transactions, assets and liabilities in accordance with the requirements of law.
- (10) The first office bearers of the Society shall be:

President

Vice President

Secretary/Treasurer

Full members (Four)

8. **ADVISORY COUNCIL**

- (1) The Council may constitute an Advisory Council of the Society with such membership and on such terms and conditions thereof as the Council may determine.
- (2) The Council may seek advice from the Advisory Council on such matters as it may deem fit.

9. **COMMITTEES**

The Council may constitute and appoint such committees, including an Executive Committee and a Membership Committee, for such purposes as it deems fit and on such terms and conditions as the Council may, from time to time, determine.

10. **GENERAL MEETINGS**

- (1) A general meeting to be called the annual general meeting shall be held within a reasonable period following the close of the Society's financial year to review the working of the Society and to approve the report of the Council and the accounts. All general meetings of the Society other than the annual general meeting shall be called extraordinary general meetings.
- (2) The first annual general meeting shall be held within eighteen (18) months of the registration of the Society.
- (3) Twenty-one (21) days notice at least (exclusive of the day on which the notice is served, but inclusive of the day for which notice is given) specifying the place and

the day and hour of meeting and the business to be transacted thereat shall be given for all general meetings to all members but, the accidental omission to give notice to, or the non-receipt of notice by, any Member shall not invalidate the proceedings at any general meeting. However, a notice must be given to all the Full Members.

- (4) The Council may, whenever it thinks fit, call an extraordinary general meeting, and an extraordinary general meeting shall also be called on the requisition, in writing, of one-fourth (1/4) of the Society's voting Members.
- (5) No business shall be transacted at any general meeting unless a quorum of Members is present at the time when the meeting proceeds to business. Six Members or such number as constitutes two-third (2/3) of the total membership of the Council, whichever is greater, shall be a quorum, subject to the condition that three fourth (3/4) of the Full Members are also present to constitute the said quorum. In the absence of a quorum, the meeting shall be adjourned to the same time and venue seven (7) days later and the Members present at such meeting shall constitute a quorum.
- (6) Except as otherwise provided by law or where these Rules and Regulations require a special resolution, the act of a majority of the Members present at any meeting shall be the act of the Society in general meeting provided that in case of a tie, the chairperson of the meeting shall have a second and casting vote.
- (7) Sub-Rule Nos. (5) & (6) shall be subject to and shall be read together with Rule No. 6

11. **MANAGEMENT OF THE SOCIETY**

The management of the Society shall be in the hands of the Full members or shall be regulated and accordingly distributed among such persons or committees and on such terms and conditions as they may deem fit.

12. **DUES**

- (1) Membership dues in the Society shall be set by the Council for all classes of membership.
- (2) Dues payable for a portion of a calendar year may be prorated at the discretion of the Council.
- (3) A Member in any classification whose Society dues remain unpaid for a period of one (1) year, shall forfeit the privileges of membership and his name shall be removed from the register of Members.

13. **FUNDING:** The Society shall be financed by the following sources:

- (i) Fund raising for the Society by the members of the Council;
- (ii) Donations/contributions from other sources, national or international, acceptable to the Council;
- (iii) Fees, subscriptions and dues paid to the Society;
- (iv) Grants from the Government of Pakistan or any Provincial Government of Pakistan;
- (v) Earnings of the Society on account of its working or investments including the following:
 - (a) To purchase, take on lease, exchange, hire or otherwise acquire any real and personal or immovable and movable property and any rights and privileges whatsoever and to build, construct, alter and maintain buildings, houses or other constructions for the Society or its staff or as may be necessary or convenient for any of the objects or purposes of the Society.
 - (b) To establish, subsidize, aid, assist, maintain, run, administer and manage trusts, funds, grants and other benefactions in the furtherance of the objectives of the Society.
 - (c) To establish, subsidize promote, co-operate with, become member of, act as or appoint trustees, agents or delegates for controlling, managing, superintending, giving gifts and for lending monetary or other assistance to any Society, institute or fund, whether incorporated or not, which the Society may consider appropriate to further any of its objectives.
 - (d) To establish, undertake, superintend, administer, control, subsidize and contribute to any provident, benevolent or charitable funds or from which may be made gifts, grants, scholarships, donations, advances and loans and to make and give gifts, grants, donations, advances, loans and to contribute or otherwise assist any charitable or benevolent institutions or undertakings or objects.
 - (e) To promote, establish, manage, control, supervise and give gifts, scholarships, grants, aid, loans, advances and monetary or other assistance to any person, company, co-operative society, corporation, body or undertaking or Society of persons as may seem to the society conducive to or to achieve or to further any of the objects and purposes of the Society.
 - (f) To receive and accepts gifts, grants, aids, donations, benefactions of all nature and kind whatsoever and raise, establish, and maintain funds, properties and assets by subscription and contribution and by receiving and acceptance of gifts, grants, aids, donations, benefactions and other means.

- (g) To raise and borrow any monies and funds required for purposes of the Society without security or on such security as the Society may think fit and to repay any such borrowings.
- (h) To work, improve, manage, administer, develop, turn to account, gift away, sell, lease, mortgage or otherwise dispose of or deal with all or any of the funds, properties and assets of the Society.
- (i) To invest monies of the Society not immediately required in such securities, shares, debentures or otherwise in such manner as may from time to time, be determined by the Council of the Society.
- (j) To guarantee the payment of money or performance of any obligation or undertaking whatsoever and to stand security and perform and discharge obligations arising from the giving of guarantee or security.
- (k) To receive and administer funds for scientific, educational and charitable purposes, for the public welfare and for no other purposes, and to that end take and hold, by bequest, devise, gift, purchase, or lease, either absolutely or in trust, for such objects and purposes or any of them, any property, real, personal, or mixed, without limitation as to amount or value, except such limitation, if any, as may be imposed by law and to sell, convey, dispose of any such property and invest and reinvest the principal and income thereof, and deal with and expend the principal and income of such funds for any of the objectives of the Society without limitation, except such limitation, if any, as may be contained in the instruments under which such funds are received or other limitations imposed by law.
- (l) To receive any property, real, personal, or mixed in trust, under the terms of any will, deed of trust, or other trust instrument for the purposes of the Society and in administering the same carry out the directions and exercise the powers contained in the trust instrument under which the property is received, including the expenditure of the principal, as well as the income, for one or more of such purposes, if authorized or directed in the trust instrument under which it is received.
- (m) To receive, take title, hold and use the proceeds and income of stocks, bonds, obligations, or other securities of any companies or corporations, domestic or foreign, but only for any, some or all of the purposes of the Society.
- (n) To receive funds from other societies, charitable organizations, governments, local bodies and persons, whether corporate or otherwise, and under such terms and conditions as may be agreed upon between the

Society and the donor.

- (o) To use the financial and other resources allocated to it for the execution of its functions.

14. **NOTICE**

Whenever notice of a meeting is required to be given by law or hereunder due notice shall be deemed to have been given when the Secretary or any functionary of the Society sends a written communication by mail under postal certificate, telegram or by hand under a receipt, addressed to the Member entitled thereto at his address as shown in the register of Members.

15. **AUDIT AND ACCOUNTS**

- (1) The Council shall cause to be kept complete and proper books of account in accordance with the requirements of law. The first accounting year (financial year) of the Society shall be closed on the next 31st day of December. Thereafter every financial year of the Society will begin on 1st January and close on 31st December. The Council may change the financial year as permitted by law.
- (2) The accounts of the Society shall be audited every year.
- (3) The Society in general meeting shall appoint a Chartered Accountant as the auditor of the Society who will audit the books of account every year. The remuneration of the auditor shall be fixed by the Society in general meeting. Provided, however, that the first auditor shall be appointed by the Council.

16. **BANK ACCOUNTS**

- (1) All funds of the Society not otherwise employed or invested shall be deposited, from time to time, to the credit of the Society in such schedule bank or banks as the Council may from time to time designate and for the purpose of such deposit all cheques, drafts and other orders for the payment of money which are payable to the order of the Society may be endorsed, signed and delivered by such officer or employee of the Society, or in any other manner as may from time to time be determined by the Council.
- (2) All cheques, drafts or other evidence of indebtedness issued in the name of the Society shall be signed or endorsed by President or General Secretary-Treasurer of the Council of the Society as shall from time to time be determined by the Council Members. If required, each of such members shall give such bonds as the Council may require.

17. **DONATIONS**

The Society shall not make any donations or grants to or affiliate with any other

charitable institution/fund/trust which is not approved under the Income Tax Rules, 1982 or any amendment thereof.

18. **APPLICATION**

The Society shall utilize its money, property and income solely towards the promotion of the objects of the Society and no portion thereof shall be paid or transferred directly by way of dividend, bonus, profit or any other manner to the Members of the Society and/or their relatives.

19. **INVESTMENT IN GOVERNMENT SECURITIES**

The Society shall utilize its income and donations received by it during the preceding year for achieving its aims and objects and any money set part or not utilized shall not exceed twenty five per cent (25%) of its income, including donations made to it, or, Rupees ten thousand (Rs.10,000.00), whichever is less. Any excess amount will be invested in Government securities or in NIT units under intimation to the Central Council of Revenue.

20. **AMENDMENTS**

- (1) No change may be made in the Memorandum of Society and the Rules and Regulations of the Society without the prior approval of the Central Council of Revenue.
- (2) Subject to the provisions of sub-rule (1) hereof, any of these Rules or Regulations may be amended or repealed and new Rules and Regulations may be adopted at any general meeting by a special resolution passed by at least three-fourth (3/4) majority of the Members personally present and voting, including the three-fourth (3/4) majority of the Permanent Members.

21. **BYE LAWS**

The Council may make Bye Laws to provide for matters not specifically or sufficiently provided herein.

22. **DISSOLUTION**

In the event of the dissolution of the Society, its assets left after meeting its liabilities, if any, shall be transferred to an institution or fund or trust approved under Section 47(1) (d) of the Income Tax Ordinance, 1979 or any other law for the time being in force under intimation to the Central Council of Revenue/Federal Government within three (3) months of the dissolution.

23. **INDEMNITY**

The office-bearers and the members of the Council or functionaries of the Society shall be indemnified by the Society against all losses, damages and expenses occasioned by

any error of judgment or oversight on their part, or an accident happening in the execution of their duties of office. The Society shall also indemnify them against all expenses necessarily incurred by them in connection with the defence of any action, suit or proceeding in which they or any of them are made parties by reason of being or having been office-bearers, members of the Council and functionaries of the Society.

24. **ARBITRATION**

Whenever any difference or dispute arises between the Society and any Member relating to these Rules and Regulations or to any of the affairs of the Society, every such difference or dispute shall, as a condition precedent to any other action at law, be referred to arbitration in conformity with the Arbitration Act, 1940, or any statutory modification or re-enactment thereof.

WE, THE UNDERSIGNED, hereby verify and attest the correctness of these Rules and Regulations as stated above.

<u>No.</u>	<u>Name</u>	<u>Occupation</u>	<u>Address</u>	<u>Signatures</u>
1.				
2.				_____
3.				_____
4.				_____
5.				_____
6.				_____
7.				_____

Witnesses:

1. _____

2. _____

Name: _____

Name: _____

Address: _____

Address: _____

Lahore
MAY 2003

- 1 Copies of the NIC of all members of the Society;
- 2 An affidavit signed by any one of the members on a stamp papers, draft as attached;
- 3 Four (04) copies of the Memorandum of the Society duly signed by all the members;
- 4 Four (04) copies of the Rules and Regulations of the Society duly signed by all the members; and

We shall await your instructions for finalizing the said draft.

In case you have any queries, then do contact us.

Very truly yours

Shakil-ur-Rehman Khan