



# APPNA MARYLAND CONSTITUTION

## 1. NAME

The name of this organization shall be the Pakistani American Physicians of Maryland. Hereafter, it will be referred to as "APPNA MARYLAND"

## 2. AFFILIATIONS

APPNA MARYLAND shall be an independent, not for profit, professional and educational organization incorporated in the United States of America, and shall have no substantial political affiliations or activities.

## 3. AIMS AND OBJECTIVES

APPNA MARYLAND is organized for educational and scientific purposes, including for such purposes, the making of distributions to organizations, which qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Service Law). The other aims shall be:

3.1 To foster scientific development and education in the field of medicine and delivery of better health care, without regard to race, color, creed, gender or age.

3.2 To institute ways and means to cooperate with other medical organizations in North America.

3.3 To encourage medical education and delivery of better health care in Pakistan specifically by arranging donations of medical literature, medical supplies, and by arranging lecture tours, medical conferences, and seminars in Pakistan.

3.4 To participate in medical relief and other charitable activities both in Pakistan and in North America.

3.5 To inform and educate decision makers and opinion making leaders in problems confronted by the medical community in general and Pakistani-American physicians in particular.

## 4. MEMBERSHIP

The membership of APPNA MARYLAND shall be of the following categories: Active, Associate, Honorary, Emeritus, Affiliate, Physician-in-Training and Student. Unless otherwise specified in the Bylaws, Active members shall be entitled to all the privileges of APPNA MARYLAND including the right to vote and hold office.

## 5. INTERNAL STRUCTURE AND ORGANIZATION

### 5.1 General Body

5.1.1 It shall consist of duly registered members of APPNA MARYLAND, according to the provisions provided herein.

5.1.2 This will be the supreme authority of APPNA MARYLAND wielding absolute power on the conduct of the affairs of APPNA MARYLAND. It, however, for the smoother running of its affairs, will delegate this authority to various components as outlined herein.

5.1.3 All actions taken by an officer or a committee of APPNA MARYLAND may be approved, rejected, or amended by this body.

### 5.2 Board of Trustees

5.2.1 It shall act as the overseer and custodian of APPNA MARYLAND.

5.2.2 It shall consist of active members of APPNA MARYLAND nominated as prescribed in the Bylaws.

5.2.3 It shall have control of all fixed assets and property of APPNA MARYLAND.

### 5.3 Council

5.3.1 It shall be the legislative and policy-making body of APPNA MARYLAND.

5.3.2 It shall consist of elected officers of APPNA MARYLAND and the component societies as described in the Bylaws.

5.3.3 It shall fix the date and place of meetings.



5.3.4 It shall create and authorize the standing committees, as recommended by the President.

5.3.5 It may create and authorize special and Ad Hoc committees as and when needed.

#### *5.4 Executive Committee*

5.4.1 It shall consist of the President, President-elect, Secretary, and Treasurer.

5.4.2 It shall keep an up-to-date directory of members.

5.4.3 It shall be responsible for management of the affairs of APPNA MARYLAND.

5.4.4 It shall propose the annual budget and plans to the Council for approval.

5.5.3 Physicians-in-Training Section: This "Section" shall consist of those Physicians of Pakistani-descent who are engaged in a U.S. or Canadian recognized postgraduate training program and have organized themselves as described in the By

## **6. OFFICERS AND ELECTED REPRESENTATIVES**

6.1 The officers of this Association shall be the President, the President-elect, the Secretary, and the Treasurer.

6.2 The President-elect, the Secretary, and the Treasurer shall be elected by the general body, except as otherwise provided by the Bylaws with respect to the filling of vacancies.

6.3 Five Councilors shall be nominated by the Executive Committee from various regions of Maryland that are the following: Western Maryland (Garret County, Allegany County, Washington County, and Frederick County), Washington DC suburbs (Montgomery County, Prince Georges County, Calvert County, Charles County, and St. Mary's County), Baltimore City and suburbs (Baltimore City, Baltimore County, Howard County, Carroll County, Anne Arundel County, and Harford County), Eastern Shore Counselor (Cecil County, Kent County, Queen Anne's County, Talbot County, Caroline County, Dorchester County, Wicomico County, Somerset County, and Worcester County), and At-Large.

6.4 There shall be a non-voting Physicians-in-Training counselor who will be nominated by the Executive Committee.

6.5 Each officer of APPNA MARYLAND and councilor shall maintain physical residence in Maryland duringhis/her tenure.

6.6 The President of the Chapter must be a dues paying member of APPNA Central, due to the fact that Chapter President is a member of the APPNA Executive Council. All elected officers can only be members of APPNA MARYLAND and not of any other APPNA chapter.

## **7. FINANCES**

7.1 Funds for meeting and expenses of APPNA MARYLAND activities shall be financed by annual dues, special assessments, and voluntary contributions.

7.2 Annual membership dues and assessments shall be fixed by the Council and approved by the general body.

7.3 The financial status of APPNA MARYLAND shall be presented by the Treasurer to the general membership at its annual meeting.

7.4 No part of the net earnings of APPNA MARYLAND shall inure to the benefit or be distributed to its members, trustees, officers, or private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered. No substantial part of the activities of APPNA MARYLAND shall be the carrying on of propaganda or otherwise attempting to influence legislation, and APPNA MARYLAND shall not campaign on behalf of any candidate for public office. However, APPNA can lobby for the issues pertaining to the membership. Notwithstanding any other provision of these activities, APPNA MARYLAND shall not carry on any other activities not permitted to be carried on (a) by an association exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Code or (b) by an association whose contributions are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986, or the corresponding provision of any future United States Internal Revenue Code.



## **8. BYLAWS**

8.1 APPNA MARYLAND shall adopt Bylaws for the conduct of its affairs in harmony with this Constitution.

8.2 The Bylaws may not restrict or alter any proviso defined in this Constitution.

8.3 Robert's Rules of Order shall be adopted for the conduct of the meetings.

## **9. AMENDMENTS**

9.1 Amendments to this Constitution can be initiated by

9.1.1 25 or 5% of Active members of APPNA MARYLAND in good standing.

9.1.2 Majority of Council members.

9.1.3 Majority of Board of Trustees.

9.2 The amendments thus initiated shall be referred to the Constitution and Bylaws Committee, which shall report to the council within 120 days and/or 30 days before the next meeting, with their recommendations.

9.3 The Council will accept, reject or amend these proposals at the first meeting after receiving them. At least two-thirds of the councilors must accept an amendment for it to be sent to the General Body.

9.4 These amendments will be circulated to the general body members at least 30 days in advance of the annual general body meeting.

9.5 The amendments rejected by the Council shall be returned to the proposer who may resubmit it with 25 additional signatures of active members of APPNA MARYLAND in good standing in which case these amendments shall be circulated to the general membership 30 days prior to the annual meeting and will be presented to the general body for a vote.

9.6 An amendment shall be approved only when it receives more than 50% of votes of total active membership.

9.7 If an amendment fails to be acted upon in general body meeting for lack of quorum, a mail ballot shall be sent using all means within four weeks to the general membership. The membership should respond prior to the set deadline. The amendment shall become effective immediately upon adoption.

## **10. DISSOLUTION**

10.1 No proposal for dissolution of APPNA MARYLAND shall be considered unless recommended by the majority of the trustees and discussed at the next meeting of the Council and after four (4) weeks' notice in writing has been given to each member in good standing. APPNA MARYLAND shall not be dissolved if 5% or more of the members in good standing or majority of the Trustees dissent.

10.2 Upon dissolution of APPNA MARYLAND, the Board of Trustees shall, after paying or making provision for payment of all of the liabilities of APPNA MARYLAND, dispose of all of the assets of APPNA MARYLAND exclusively for the purposes of APPNA MARYLAND in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Code), as the Board of Trustees shall determine. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of APPNA MARYLAND is then located, exclusively for such purposes or such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## **BYLAWS**

### **11. ADDRESS**

The Council shall fix the address of APPNA MARYLAND

### **13. MEMBERSHIP**

13.1 As used in these Bylaws, except as otherwise herein expressly qualified, the term "physician" means person graduated from a recognized medical, dental, or osteopathic school.

13.2 There shall be no discrimination on the basis of religion, gender, race, or ethnic origin.



13.3 Membership will be confirmed by the President-elect of APPNA MARYLAND at the recommendation of the Chair of Membership Services Committee.

13.4 Membership year shall be from January 1 to December 31.

13.5 Membership in APPNA MARYLAND will be suspended for a criminal conviction by a court of law or a disciplinary action by a board of Medical Examiner resulting in revocation of medical licensure.

13.5.1 Suspended membership may be reinstated by the Board of Trustees at the recommendation of the Council on dismissal of charges and/or the disciplinary action.

#### *13.6 Active Members*

13.6.1 Active membership shall be open to anyone who has graduated from a recognized medical, osteopathic or dental school in Pakistan or anyone of Pakistani descent who has graduated from a recognized medical, dental, or osteopathic school anywhere in the world. Active Members must be residents of the state of Maryland.

13.6.2 To be eligible for active membership in APPNA MARYLAND, a physician must hold an unrevoked license in North America and/or be involved in Academics, Medical Research, or management in any field of Health care in North America, and comply with all provisions of the Bylaws of their society and this Association.

13.6.3 Active members shall be Lifetime members.

13.6.3.1 Any active member of APPNA MARYLAND making full payment within one year may apply for Lifetime membership in APPNA MARYLAND.

13.6.3.2 Lifetime members will be exempt from paying registration fees at meetings held in Maryland.

13.6.4 Executive Council may exempt dues of any active member, when in their opinion payment of such dues is hardship upon a member.

#### *13.7 Physicians-in-Training Members*

13.7.1 They will be exempt from paying annual dues.

13.7.2 Candidates for Physicians-in-Training membership shall provide written proof of being in an approved training program in North America.

13.7.3 They will have no right to vote or hold office in APPNA MARYLAND.

13.7.4 However, they may become a voting member by paying full annual dues.

#### *13.8 Emeritus Members:*

Retired physicians may apply for emeritus membership. Shall be dues exempt, shall have no vote, and shall hold no office. They may, however, be appointed as members of committees or task forces, etc.

#### *13.9 Honorary Members:*

APPNA MARYLAND may elect as an honorary member any person distinguished for services or attainments in medicine or the allied sciences, or who has rendered other services of unusual value to APPNA MARYLAND or humanity. Shall be dues exempt, shall have no vote, and shall hold no office. They may, however, be appointed as members of committees or task forces, etc.

#### *13.10 Associate Members:*

APPNA MARYLAND may elect to give Associate membership to persons engaged in human sciences and health care related services other than medicine. Any graduate who is not a practicing physician and do not hold a medical license is also eligible to become an associate members.

13.10.1 Associate members may serve on committees or task forces of APPNA MARYLAND and participate in all of its activities.

13.10.2 They shall not have the right to vote or hold any office in APPNA MARYLAND.

13.10.3 The dues for the associate members shall be equal to twenty percent (20%) of the annual dues.

13.11 Student Members: Any student of Pakistani descent enrolled in a medical or osteopathic college in North America may be admitted to APPNA MARYLAND.

13.11.1 They will be exempt from paying annual dues.

13.11.2 Candidates for election to Student membership shall provide written proof of being in an approved institution in North America.



13.11.3 They will have no right to vote or hold office in APPNA MARYLAND.

13.12 Affiliate Membership: Physicians who are not of Pakistani descent and reside in North America may apply for affiliate membership. They shall pay 50% of the annual dues, shall have no vote, and shall hold no office. They may, however, be appointed as members of committees or task forces.

#### **14. DUES AND ASSESSMENTS**

14.1 Membership Dues:

14.1.1 Shall be determined by the Council.

14.2 Assessments: The Council may from time to time make special assessments.

#### **15. MEETINGS**

15.1 *Determination of Time and Place:*

15.1.1 During each annual session APPNA MARYLAND may hold one or more General Body meetings.

15.1.2 The number and times of these General Body meetings shall be determined by the Council.

15.1.3 One annual meeting shall be arranged by the Council each year.

15.1.4 Such meeting shall be presided over by the President, or in his/her absence, the President-elect.

15.2 *Actions:*

15.2.1 At any General Body meeting of this Association, the membership may direct the Council to appoint committees or commissions for scientific, cultural, and social investigations of special interest and importance to the profession and the public.

15.2.2 Such investigations and reports shall not become official actions or expressions of this Association until so approved by the Council.

15.3 *Quorum:*

15.3.1 Twenty (20) percent of the voting members registered at the annual meeting constitutes the quorum for that meeting. Once the quorum is established the business of the meeting shall continue and all action at the meeting shall be binding, even if the quorum for that session is not present at later times in the meeting.

15.3.2 Presence of at least 50% of the voting membership registered at the annual meeting will constitute the required quorum to reject an action taken by the Council or the BOT.

15.3.3 Once quorum requirements are met, a simple majority of those present will be required for adoption of a resolution.

15.3.4 In cases of overriding of a Council or BOT action and when a referendum is being conducted, a majority of 2/3 of those voting will be considered affirmative.

15.3.5 Meetings and /or events such as General Body Meetings, Annual Dinner, and any other event deemed necessary must be rotated around the various regions of the state to ensure equal representation and access for members.

#### **16. BOARD OF TRUSTEES (BOT)**

16.1 *Composition:*

The Board shall be composed of five (5) members of APPNA MARYLAND.

16.1.1 All trustees shall reside in Maryland during their term of office.

16.1.2 No trustee shall hold any office or represent any component society in the Council during his/her trusteeship.

16.1.3 Any trustee may, however be involved in any committee of APPNA MARYLAND and may chair only a special committee at the request of the Council and/or the Board.

16.2 *Qualifications:*

16.2.1 The initial membership of the BOT shall be comprised of five senior members of the chapter chosen by the chapter members.



16.2.2 Subsequently once the senior most member's term expires, they will be replaced by the President of the Chapter whose term has just expired. Once the original members of the BOT have served their terms they will be replaced by the outgoing President of the Chapter. Subsequently the BOT will be comprised of past presidents of the chapter, and the senior most member will be replaced by the outgoing President of the Chapter once their term expires.

16.2.3 A trustee will not be eligible to hold office in APPNA for one year after finishing the term of trusteeship.

### 16.3 *Term of Office:*

16.3.1 Each member of the Board shall act as a trustee for five (5) years.

16.3.2 The terms of the trustees will be staggered so that one Trustee's term expires each year and is replaced.

16.3.3 No trustee shall be re-elected to the Board at the end of second term.

### 16.5 *Officers:*

16.5.1 The officers of the Board shall be a chairman and a secretary.

16.5.2 Each shall be elected for one (1) year from amongst the trustees at the annual meeting.

16.5.3 Each of these two officers may be re-elected for as many terms as the Board may desire.

16.5.4 The Chairman shall be the spokesman and the presiding officer of the Board and the secretary shall act as the recording officer.

16.5.5 The Chair will only vote if there is a tie.

### 16.6 *Meetings:*

16.6.1 The Board shall meet at least twice and one of them at the time and place of the annual session of APPNA MARYLAND.

16.6.2 It may hold any number of such meetings as the trustees may determine.

16.6.3 The Board may be called into session by the Chairman on his/her own or upon the request of the other trustees or when a petition is filed or appears to be filed for dissolution of APPNA MARYLAND.

16.6.3.1 The purpose of such special session shall be stated in the notice of call and no other business shall be transacted.

16.6.4 A resolution shall be introduced to the Board by a Trustee.

### 16.7 *Powers and Duties*

16.7.1 As the overseers of APPNA MARYLAND, the Board shall be the only authority to receive and discuss a proposal of dissolution of APPNA MARYLAND.

16.7.1.1 The recommendation of the Board, both the majority and minority views in case of dissent be presented by the Chairman or the Secretary of the Board at the next annual or emergency meeting of APPNA MARYLAND.

16.7.1.2 In the event of dissolution as prescribed under Article 11.0 of the Constitution, the Board shall be the sole body to disperse the assets of APPNA MARYLAND.

16.7.1.3 If four (4) trustees dissent with the majority decision of the general membership, they may, after dispersing the assets retain the papers of incorporation and may revive APPNA MARYLAND.

16.7.2 The Board of Trustees shall oversee long-range and strategic planning for APPNA MARYLAND.

16.7.3 The Board of Trustees shall receive quarterly reports of APPNA MARYLAND's accounts.

16.7.4 Any expenses over ten thousand (10,000) dollars, which has not been budgeted has to be approved by the BOT.

16.7.5 The BOT should present the report of the asset management committee.

16.7.6 The BOT will appoint the Ethics and Grievance Committee.

## 17. **COUNCIL**

### 17.1 *Composition:*

17.1.1 The Council shall be composed of officers of APPNA MARYLAND, the five councilors, and the Executive Director, Chair of the BOT, and Physician-in-Training counselor as non-voting members.

### 17.2 *Officers:*



17.2.1 The officers of the Council shall be the President, President-elect, Secretary, and Treasurer of APPNA MARYLAND.

*17.3 Meetings:*

17.3.1 The Council shall meet at least three (3) times a year.

17.3.2 It may hold special meetings when called by the President or by the petition of 25% of the Council members.

17.3.2.1 At special meetings the only subject discussed shall be the one for which the meeting was called.

*17.4 Quorum:*

17.4.1 A quorum of the Council shall consist of one-third (1/3) of the council eligible to vote provided that such a quorum does include at least three (3) officers of APPNA MARYLAND.

*17.5 Powers and Duties:*

17.5.1 As the legislative body of this Association, the Council shall have the power and authority to adopt, institute, and carry out such methods and measures as it may deem to be in the best interest of APPNA MARYLAND including but not limited to following:

17.5.2 It shall adopt rules and regulations for its own governance and for the administration of the affairs of APPNA MARYLAND.

17.5.3 The newly elected council shall have the authority to approve the appointment of committees, regular or special, from among its members or those not members of the Council.

17.5.4 All such committees shall report to the Council and their members may participate in debate upon their committees' reports, whether or not members of the Council.

*17.6 Resolutions:*

17.6.1 Each resolution introduced in the Council shall be introduced by a member of the Council.

17.6.2 It may be referred to the proper reference committee before action is taken thereon.

## **18. EXECUTIVE COMMITTEE**

*18.1 Qualifications of Officers:*

18.1.1 All officers of APPNA MARYLAND shall have been members in good standing for one year prior to being considered for an office.

18.1.2 All officers shall reside in Maryland during their term of office.

*18.2 President:*

18.2.1 The President shall be the general executive officer of APPNA MARYLAND.

18.2.2 He/she shall preside at all meetings of APPNA MARYLAND.

18.2.3 He/she shall deliver the President's Address.

18.2.4 He/she shall appoint necessary standing and special committee chairs with the consultation of other members of the Executive Committee.

18.2.5 He/she will fill vacancies thereon.

18.2.6 He/she shall be the presiding officer of the Council with the right to vote therein.

18.2.7 He/she shall perform such other duties as are imposed upon him/her by the Constitution and Bylaws of this Association.

18.2.8 The President will serve a term of office for two (2) years.

*18.3 President-elect:*

18.3.1 The President-elect shall act for the President in his/her absence or disability.

18.3.2 Should the office of President become vacant, the President-elect shall succeed to the Presidency for the un-expired term.

18.3.3 The President-elect shall be a member of the Council with the right to vote therein.

18.3.4 The President-elect shall verify the membership and component societies.

18.3.4 The President-elect shall serve a term of office for two (2) years.



#### 18.4 *Secretary:*

18.4.1 The Secretary shall be an active member of APPNA MARYLAND.

18.4.2 He/she shall be the recording officer of the Council and the General Body.

18.4.3 He/she shall also discharge the following duties:

18.4.3.1 He/she shall supervise all arrangements for the holding of each meeting in compliance with the Constitution and Bylaws and instructions of the Council.

18.4.3.2 He/she shall send out all official notices of meetings, committee appointments, certificates of election to office and special committee assignments.

18.4.3.3 He/she shall receive and transmit to the Council the annual and other reports of officers and committees.

18.4.3.4 He/she shall institute and correlate each new activity of APPNA MARYLAND under the supervision of the Council.

18.4.3.5 He/she shall perform such other duties as are imposed upon him/her by the Constitution and Bylaws of APPNA MARYLAND.

18.4.3.6 The Secretary shall serve a term of office for two (2) years.

#### 18.5 *Treasurer:*

18.5.1 The Treasurer shall be the manager of all recurring funds of APPNA MARYLAND.

18.5.2 He/she shall be accountable, through the Council, to APPNA MARYLAND.

18.5.3 He/she shall also discharge the following duties:

18.5.3.1 Collect all annual membership dues, assessments, donations and such monies as may be due to APPNA MARYLAND.

18.5.3.2 Keep membership records and issue membership certificates.

18.5.3.3 He/she shall deposit all funds received in an approved depository and disburse them upon order of the Council.

18.5.4 The Board of Trustees shall cause an annual audit of Association's accounts to be made by a certified public accountant.

18.5.5 He/she shall render a report to the Council reviewing APPNA MARYLAND funds and imparting recommendations for the advancement of APPNA MARYLAND's interest at each meeting of the Council.

18.5.6 He/she shall present the annual report at the annual general meeting of APPNA MARYLAND. 18.5.7 He/she shall perform such other duties as are imposed upon him/her by the Constitution and Bylaws of APPNA MARYLAND.

18.5.7 The Treasurer shall serve a term of office for two (2) years.

#### 18.6 *Term of Office:*

Except as herein provided, officers shall take office on January 1 of each year and serve until December 31.

### **19. COMMITTEES OF APPNA MARYLAND**

Standing Committees of APPNA MARYLAND shall be appointed by the President with the advice of the Executive Council. (See Appendix A for the composition and functions of the committees). The Committees will be:

- A. Nominations and Election Committee
- B. Advocacy and Legislative Committee
- C. Membership Committee
- D. Committee for Young Physicians
- E. Committee for Disaster and Social Welfare Projects
- F. Research, Education and Scientific Affairs Committee
- G. Constitution and Bylaws Committee/Ethics and grievance committee
- H. Any other committee as deemed necessary

### **CHAPTER 10 ELECTION**

#### **10.1 *Nominations:***





10.1.1 The Nominating Committee shall seek nominations from the general membership at least three (3) months before the annual meeting. After considering the nominations so received, the Nominating Committee will submit a slate of candidates for various offices of APPNA MARYLAND to all members at least thirty (30) days before the annual meeting along with a short resume of each candidate. There shall be at least one nominee for each position. For an office of APPNA MARYLAND, other candidates who receive at least fifteen (15) nominations from those members who have been in good standing for two (2) consecutive years, shall be included on the ballot in addition to the nominee of the Nominating Committee. No member of the Nominating Committee will be eligible for any post on the ballot composed by the Committee.

10.1.2 A list of eligible voters will be certified by the Chairman of Nominating and election committee after due time has been given to the candidates to review the list. Once the list has been certified, no objection from any candidates or any member would be entertained.

*10.2 Election:*

10.2.1 Election of officers of APPNA MARYLAND will be held by secret mail ballot with a simple plurality required for election. No candidate shall be elected to an office of APPNA MARYLAND for more than one term. However, the general membership may by an affirmative vote of two-thirds of those voting, waive this restriction.

*10.3 Mail Ballot:*

10.3.1 The members of APPNA MARYLAND will cast their votes by mail. The ballot, will be mailed to the chairman of the Nominating and election committee. The deadline for the receipt of the ballot in the office of APPNA MARYLAND shall be ten (10) days before the Annual Meeting. The ballot will be opened by the Chairman of the Nominating Committee or his nominee for tabulation. In case of a tie, a run-off election will be conducted amongst the candidates receiving equal votes. No new names will be either sought nor will be added to the list of candidates indicated on the original ballot for the post under consideration. This re-election will be conducted by the same committee which conducted the original election, and new ballots will be sent only to those members who were declared as eligible voters at the time of the original election.

*10.4 Council:*

10.4.1 The other Council members shall be the elected Presidents or other Officers of the Alumni Associations. The names of these officers will be mailed to the Secretary of APPNA MARYLAND within ten (10) days of the Annual Meeting.

## **CHAPTER 22 VACANCIES**

22.1 An office of APPNA MARYLAND shall be declared vacant by the Council whence an officer resigns, or leaves North America for a period longer than four (4) months without prearrangement with the Council, or becomes unable to carry out the duties of the office for reasons of health or otherwise.

22.2 Should the office of the President become vacant, the President-elect shall succeed to the Presidency for the un-expired term.

22.2.1 Should the office of President thereafter again become vacant, if the un-expired term is less than six (6) months, President-elect will succeed to the Presidency.

22.2.2 In case the un-expired term is longer than six (6) months, the Council, at a regular or a special meeting, shall elect a new President from amongst the Councilors to serve until the completion of the un-expired term.

22.3 If the office of President-elect becomes vacant, the Secretary shall succeed to the office of President Elect for the un-expired term.

22.4 Should the offices of Secretary and Treasurer become vacant, Council shall fill these posts by electing from amongst the members of the Council.

22.5 The post of other Councilors will be declared vacant as specified in 22 of this Chapter or on recall for any reason by the component societies they represent. In such cases, the new officers elected by the societies themselves will fill the vacancies.

## **23. REFERENDUM**



23.1 Referendum at Association Meeting: At any general or special meeting of this Association, the General Body shall, by a two-thirds (2/3) vote of the voting members present, order a general referendum upon any question pertinent to the purposes and objectives of APPNA MARYLAND, provided, however, that a quorum at such general or special meeting shall consist of not less than one-third(1/3) of voting members of APPNA MARYLAND who are in good standing.

23.2 The General body meeting of this Association can be called for a specific purpose by a petition to the Council signed by one-fourth (1/4) of the active members in good standing. 2

#### **4. SEAL**

The seal of APPNA MARYLAND shall be a common seal. The power to change or renew the seal shall rest jointly with the Council and the BOT.

#### **25. EMERGENCY**

When prompt speech or action is imperative, authority to speak or act in the name of this Association is vested in the Executive body.

#### **26. DEFINITION OF SESSION AND MEETING**

26.1 Session: A session shall mean all meetings at any one call.

26.2 Meeting: A meeting shall mean each separate convention at any one session.

#### **27. AMENDMENTS**

These Bylaws may be amended in accordance with the following procedure:

27.1 An amendment may be proposed by a majority of members of the Council or Board of Trustees by submitting such proposal to the Constitution and Bylaws Committee.

27.2 The Constitution and Bylaws Committee shall submit its recommendations to the requisitioning body at least thirty (30) days before any Council or Board meeting.

27.3 Adoption of the amendment shall require the affirmative vote of 50% of the Council and the Board members eligible to vote and present at the said meeting of the Council, irrespective whether the Council or the Board initiated the request. 27.4 The amendment(s) approved by both the Council and the Board shall be presented to the general membership thirty (30) days before the next annual meeting for their approval.

27.4.1 The procedure for this action will be as described in 9.7.

#### **28. EXECUTIVE DIRECTOR**

28.1 The Executive Director will monitor the day-to-day running of the chapter.

28.2 These duties include sending out communication to the members on behalf of the President and Executive Council, oversight of the chapter website and social media platforms, maintaining and updating the membership list and receiving membership payment, providing any compliance related material to APPNA Central when requested, and any other duties as outlined by the President and Executive Council.

28.3 The Executive Director is selected by the Executive Council for a term of three years, and can serve up to six years if the Executive Council decides give an additional term to the incumbent Executive Director.

#### **APPENDIX A**

Committees of APPNA MARYLAND

##### *A. NOMINATION AND ELECTION COMMITTEE*

1. The Committee shall develop rules and regulations for and conduct elections for APPNA MARYLAND in accordance with the Constitution and Bylaws.

2. Throughout the year, the Committee will seek out and evaluate and help develop future leaders of APPNA MARYLAND.



#### *B. MEMBERSHIP COMMITTEE*

1. The Membership Committee shall be responsible for development of programs for enrollment and retention of members.
2. The Committee will develop and organize a membership benefits package to make membership in the organization attractive for the Pakistani physicians.
3. The Committee will study the needs and the desires of the Pakistani physicians in general, and the membership in particular, and make appropriate recommendations to the Executive Council, so that Association programs can be adjusted to meet those needs and wishes.

#### *D. CONSTITUTION AND BYLAWS/ ETHICS AND GRIEVANCE COMMITTEE*

1. This Committee will be responsible for reviewing and developing recommendations for amendments to the Constitution and Bylaws to keep the organizational structure and function responsive to the current needs.
2. The Chairman of this committee will serve as a resource person to the organization for parliamentary procedure.
3. The Committee shall organize educational programs for the leadership of APPNA MARYLAND regarding parliamentary procedure and conduct of meetings, etc.
4. The Committee will receive and review and give an opinion on all grievances brought forward by any of the members of the organization.
5. This Committee will also review and make recommendations to the Executive Council and the Board regarding any questions of ethical conduct that may be raised about any of the members of the organization.
6. The Committee will develop guidelines, policies and procedures regarding the performance of above functions and insuring the rights of each member and proper due process and present these guidelines to the Executive Council for approval.

#### *E. COMMITTEE FOR DISASTER AND SOCIAL WELFARE PROJECTS*

1. This Committee will raise funds and material goods for charitable purposes using well-organized ethical methods used by various national and international charity organizations.
2. This Committee will disburse the funds or material goods to the needy individuals, their families and appropriate institutions or other organizations according to the availability.
3. It will develop rules and regulations for its own governance.
4. The Committee shall develop rules and regulations and a screening process to review various requests for assistance. All of this is to be completed in a timely manner.
5. The Committee will develop liaison with the health care entities in North America and Pakistan for disaster relief.
6. The Committee will develop mechanisms to provide health care volunteers and expertise to other committees.
7. The Committee will develop mechanisms for provision of medical and related fields' students, opportunities for electives in hospitals, and health centers in Pakistan.
8. The Committee will provide guidance and experts in the field of health education, patient education, and medical education.
9. The Committee will undertake public health projects and provide support and development of programs in improvement in waste disposal, garbage collection, and sanitary systems.
10. In areas where there are committees of the organization already functioning, this Committee will serve as a resource to provide the appropriate personnel to those Committees.
11. The Committee will also develop a program for disaster management so that the members of the organization may be able to respond to natural or man-made calamities and disasters in the world.

#### *F. RESEARCH, EDUCATION AND SCIENTIFIC AFFAIRS COMMITTEE*

1. This Committee shall be responsible for overseeing all major research, educational and scientific affairs and activities of the organization. This will include, but not be limited to:



2. Organization of the scientific sessions and educational programs at the time of the annual, as well as the regional fall and spring meetings.
3. It will serve as a resource organization to the various chapters for organizing their scientific educational programs.
4. It will be responsible for overseeing and developing the scientific sessions of APPNA MARYLAND's meeting in Pakistan.
5. The Committee will also help develop programs of research and education in Pakistan in addition to the sessions conducted at the winter meetings.
6. The Committee will develop a network of Pakistani physicians involved in academic activities.
7. This Committee will serve as a resource to the Physicians-in-Training in providing them guidance and counseling and organize a mentors group to support them.
8. The Committee will also develop means and mechanisms for the organization to recognize and honor physicians of Pakistani origin, who have achieved academic excellence in this country at the time of the annual and regional meetings.

#### *G. COMMITTEE ON ADVOCACY, LEGISLATIVE AND GOVERNMENTAL AFFAIRS*

1. This Committee will serve to provide APPNA and its membership guidance and management with respect to the advocacy, legislative and government affairs in the Maryland, which may have an impact on the organization and its membership.
2. This Committee will address issues of concern to the APPNA members, such as: A. Preservation of Civil rights and liberties in the Maryland. B. Immigration related issues, especially with respect to new physicians coming to the Maryland. C. Professional/practice issues. D. Developing understanding and working relationship to promote good will and understanding with other strategic organizations. E. Other relevant issues.

#### *H. COMMITTEE ON YOUNG PHYSICIANS*

1. The Committee will provide support for the physicians-in-training to help them develop a Physicians-in-Training Section within the organization.
2. The Committee will assess the needs of the physicians in training and develop programs in APPNA MARYLAND to help meet those needs such as internships, rotations, residencies, and fellowships.
3. The Committee will also assist those physicians-in-training in providing guidance concerning finding employment, setting up private practices, and career guidance.

#### *I. ANY OTHER COMMITTEE DEEMED NECESSARY BY THE PRESIDENT OR THE COUNCIL*