

***ASSOCIATION OF PAKISTANI CARDIOLOGISTS  
OF NORTH AMERICA (APCNA)***

***CONSTITUTION AND BYLAWS***

Adopted June 12, 2004 at Washington, DC  
Amendments to CABL Approved and adopted; March 30, 2008, Annual APCNA meeting  
in Chicago, IL

In the name of Allah – the Beneficent, the Merciful

## **PREAMBLE**

We, the cardiologists of Pakistani descent residing in North America, out of our conviction for our profession, do hereby proclaim the establishment of the Association of Pakistani Cardiologists. We aim to collectively engage in professional activities, support educational and intellectual pursuits, upgrade medical care pertaining to the cardiovascular system in health and disease and maintain high ethics striving for excellence in all our pursuits.

To this effect, we hereby set forth and enact the following laws governing the Association, which shall be binding on each one individually and all of us collectively, until and unless properly amended by the provisions herein. So help us God. Ameen.

Enacted on the 12th day of June in the year two thousand and four.

\_\_\_\_\_  
Rizwan Karatela, MD, FACC  
Interim Secretary

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Javed Suleman, MD, FACC  
Interim President

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Sultan Ahmed, MD, FACC  
Chairman, Committee on CABL

# THE CONSTITUTION

## **1.0 ARTICLE I NAME**

The name of this organization shall be the Association of Pakistani Cardiologists of North America (APCNA). Hereafter, it will be referred to as "The Association."

## **2.0 ARTICLE II AFFILIATIONS**

The Association 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.

## **3.0 ARTICLE III AIMS AND OBJECTIVES**

This Association 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 1954 (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 fields related to the cardiovascular system for the purpose of improving the quality of medicine and delivery of better health care, without regard to religion, race, color, creed, gender or age.

**3.2** To assist physicians, nurses and technologists in orientation and adjustment at initiation and completion of their training in fields related to cardiovascular system.

**3.3** To institute ways and means to cooperate with other similar organizations in North America, Pakistan and at other world forums.

**3.4** To encourage medical education and delivery of better health care in fields related to cardiovascular system in Pakistan specifically by arranging donations of medical literature, medical supplies, and by arranging lecture tours, medical conferences, and seminars in Pakistan.

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

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

## **4.0 ARTICLE IV MEMBERSHIP**

The membership of the Association shall be of the following categories: Active, Associate, Affiliate, Honorary and Student. Unless otherwise specified in the Bylaws,

Active members shall be entitled to all privileges in the Association including the right to vote and hold office. Honorary and Student members may be entitled to the privileges of the Association, but shall not vote or hold office therein.

## **5.0. ARTICLE V INTERNAL STRUCTURE AND ORGANIZATION**

### **5.1 General Body:**

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

**5.1.2** This will be the supreme authority of the Association wielding absolute power on the conduct of affairs of the Association. 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 the Association 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 the Association.

**5.2.2** It shall consist of active members of the Association elected as prescribed in the Bylaws.

**5.2.3** It shall have the total control of all fixed assets and property of the Association.

### **5.3 Executive Committee:**

**5.3.1** It shall consist of the president, president-elect, immediate-past president, secretary and the treasurer.

**5.3.2** It shall keep an up-to-date directory of members

**5.3.3** It shall be responsible for management of affairs of the Association

**5.3.4** It shall propose the annual budget and plans to the Board of Trustees for approval

## **6.0 ARTICLE VI OFFICERS**

**6.1.** Officers of the Association shall be the President, President-elect, Immediate-past President, Secretary, and the Treasurer.

**6.2.** President-elect, 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** Each officer of the Association shall maintain physical residence in North America during his/her tenure.

## **7.0 ARTICLE VII FINANCES**

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

**7.2.** Annual membership dues and assessments shall be fixed by the Trustees and approved by the General Body.

**7.3.** Financial status of the Association shall be presented by the Treasurer to the general membership at its annual meeting.

**7.4.** No part of the net earnings of the Association 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 the Association shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Association shall not campaign on behalf of any candidate for public office. Notwithstanding any other provision of these activities, the Association 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).

## **8.0 ARTICLE VIII BYLAWS**

**8.1** The Association 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.

## **9.0 ARTICLE IX AMENDMENTS**

**9.1.** Amendments to this Constitution may be initiated by :

**9.1.1.** Twenty five (25) members of the Association in good standing

**9.1.2.** 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 Board within 120 days with their recommendations.

**9.3.** These amendments will be circulated to the general body members at least 30 days in advance of the annual general body meeting for a vote.

**9.4.** An amendment shall be approved only when it receives 50% of votes of total active membership.

**9.5.** If an amendment fails to be acted upon in general body meeting for lack of quorum, a mailed ballot shall be sent to the general membership. The amendment/s shall become effective immediately upon adoption.

## **10.0 ARTICLE X DISSOLUTION**

**10.1.** No proposal for dissolution of the Association shall be considered unless recommended by the majority of the Trustees and *after* four (4) weeks' notice in writing has been given to each member in good standing. The Association 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 the Association, the Board of Trustees shall, after paying or making provision for payment of all of the liabilities of the Association, dispose of all of the assets of the Association exclusively for the purposes of the Association 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 the Association is then located, exclusively for such purposes or such organization or organizations, as the said Court shall determine, which are organized and operated exclusively for such purposes.

## **BYLAWS**

### **11.0 CHAPTER 1 ADDRESS**

The Executive Committee shall fix the address of the Association

### **12.0 CHAPTER 2 MEMBERSHIP**

**12.1** As used in these Bylaws, except as otherwise herein expressly qualified, the term “physician” means “doctor of medicine” or doctor of osteopathy” engaged in the field of cardiovascular medicine.

**12.2.** There shall be no discrimination on the basis of religion, gender, age, or ethnic origin.

**12.3** Membership will be conferred by the Secretary of the Association at the recommendation of the Chair of Membership Committee.

**12.4** Membership year shall be from January 1 to December 31.

**12.5** Membership in the Association will be terminated for a conviction by any law enforcing agency or a disciplinary action by a board of Medical Examiners.

**12. 5.1.** The Board of Trustees may reinstate suspended membership at the recommendations of the Chairman, Membership Committee on removal of charges and/or disciplinary action.

**12.6.** Active Members:

**12.6.1** Active membership in APCNA shall be open to any physician who has graduated from a recognized medical, osteopathic school in Pakistan or any one of Pakistani descent, who has graduated from a corresponding recognized institution anywhere in the world.

**12.6.2** To be eligible for active membership in the Association, a physician must hold an un-revoked license in North America or involved in Academics, Medical Research or engaged in any field of cardiovascular system in North America, **and** complies with all provisions of the Bylaws of this Association.

**12.6.3.** Active members shall have been either annual dues-paying members for at least six (6) months and residing in North America or Lifetime members.

**12.6.3.1** Any active member of the Association, on payment of fifteen (15) years' of current annual dues in one lump sum or in desired installments, making full

payment within one year may apply to the Chairman, Membership Committee for Lifetime Membership in the Association.

**12.6.3.2.** Lifetime members will be exempt from paying registration fees at meetings of the Association held in the Continental United States and Canada.

**12.6.4.** Board of Trustees may exempt dues of any active member when in their opinion payment of such dues are hardship upon a member.

**12.7.** Associate Members will be:

**12.7.1.** Nurses, technicians and physician extenders who have graduated from a recognized school of nursing and biomedical sciences in Pakistan or any one of Pakistani descent, who graduated from a corresponding recognized institution anywhere in the world

**12.7.1.1.** They must hold an un-revoked license in North America to practice their profession or involved in academics, medical research or engaged in any field of cardiovascular system in North America.

**12.7.2.** Physicians-In-Training enrolled in an approved fellowship program in cardiovascular system.

**12.7.2.1.** Candidates-in-Training shall provide written proof of being enrolled in an approved training program.

**12.7.3** They will be exempt from paying annual dues.

**12.7.4.** They will have no right to vote or hold office in the Association.

**12.7.5.** They may chose Active membership by paying twenty five percent (25%) of annual dues.

**12.8.** Emeritus Members: Shall be dues exempt, shall have no right to vote, and shall hold no office. They may, however, be appointed as members in committees or task forces, etc.

**12.9.** Honorary Members: The Association 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 the Association or humanity.

**12.10.** Affiliate Members: The Association may elect to affiliate membership laypersons or professionals involved in health care services.

**12.10.1.** Affiliate members may serve on/or chair committees or task forces of the Association and participate in all of its activities.

**12.10.2** They shall not have the right to vote or hold any office in the Association.

**12.11.** Student Members: Any student enrolled in a medical, or osteopathic college in Pakistan or when of Pakistani descent in any medical institution in the world may be admitted to the Association.

**12.11.1** They will be exempt from paying annual dues.

**12.11.2** Candidates for election to Student membership shall provide written proof of enrollment in an approved institution.

**12.11.3.** They will have no right to vote or hold office in the Association.

### **13.0 CHAPTER 3 DUES AND ASSESSMENTS**

**13.1.** Annual Dues:

**13.1.1** Shall be determined by the Executive Committee.

**13.1.2.** The term of annual dues will be the calendar year.

**13.2.** Arrears:

**13.2.1.** Any member whose dues are not paid by March 31st will be considered in arrears and will not be eligible to hold office in the Association that year.

**13.3.** Assessments:

**13.3.1**The Board of Trustees may from time to time make special assessments.

#### **14.0 CHAPTER 4 GENERAL MEETINGS**

**14.1.** Determination of Time and Place:

**14.1.1.**During each annual session the Association may hold one or more general meetings.

**14.1.2** The Executive Committee shall determine number and times of these general meetings.

**14.1.3.** The Executive Committee shall arrange its Annual Meeting each year to coincide with the Annual Scientific Session of The American College of Cardiology (ACC).

**14.1.4** Such general meetings shall be presided over by the President, or, in his absence, the President-elect.

**14.2.** Actions:

**14.2.1.**At any general meeting of this Association, the membership may direct the Executive Committee to appoint committees or commissions for scientific, cultural, and social investigations of special interest and importance to the profession and to the public.

**14.2.3.**Such investigations and reports shall not become official actions or expressions of this Association until so approved by the Board of Trustees.

**14.3.** Quorum:

**14.3.1.**Presence of 1/3rd of the voting members of the Association shall constitute a quorum.

**14.3.2.**Presence of at least 50% of the voting membership will constitute the required quorum to reject an action taken by the Executive Committee or the Board of Trustees.

**14.3.3** A simple majority of those present will be required for adoption of a resolution.

**14.3.4.**In cases of overriding of an Executive Committee or Board of Trustees action and when a referendum is being conducted, a majority of 2/3<sup>rd</sup> of those voting will be considered affirmative.

#### **15.0 CHAPTER 5 BOARD OF TRUSTEES (BOT)**

**15.1** Composition: The Board shall be composed of five (5) members of the Association.

**15.1.1** All trustees shall reside in North America during their term of office.

**15.2.2** Any trustee may be involved in any committee of the Association and may chair only a special committee at the request of the Executive Committee and/or the Board.

**15.2.** Qualifications:

**15.2.1** To be included in the BOT, a member of the Association should have been an active member for five (5) consecutive years.

**15.3.**Term of Office:

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

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

**15.3.3.** No trustee shall be re-elected to the Board at the end of first term.

**15.3.4.** The term of office shall begin at the end of Annual Meeting and end with the Annual Meeting of following year.

**15.4.** Election:

**15.4.1.** At least one month (1) before the Annual session of the Association year, the Executive Committee will submit three (3) names to the BOT for electing one from this list to fill any vacancy on the Board that year.

**15.4.2** All trustees in the initial Board will be elected by the general membership in the first meeting under this Constitution.

**15.5. Officers:**

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

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

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

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

**15.6. Meetings:**

**15.6.1.** The Board shall meet at least annually at the time and place of the annual session of the Association.

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

**15.6.3.** 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 filled or appears to be filed for dissolution of the Association.

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

**15.6.4.** Only a Trustee shall introduce a resolution at the meeting of the Board.

**15.7. Powers and Duties:**

**15.7.1.** As the overseers of the Association, the Board shall be the only authority to receive and discuss a proposal of dissolution of the Association.

**15.7.1.1** Recommendations of the Board, both the majority and minority views in case of dissent, shall be presented by the Chairman or the Secretary of the Board at the next annual or emergency meeting of the Association.

**15.7.1.2.** In the event of dissolution as prescribed under Article 10.0 of the Constitution, the Board shall be the sole body to disperse the assets of the Association.

**15.7.1.3.** If five (5) trustees dissent with the majority decision of the general membership, they may, after dispersing the assets, retain the papers of incorporation and may revive the Association.

**15.8.** The Board of Trustees shall oversee long-range and strategic planning for the Association.

**15.9.** The Board of Trustees shall receive annual reports of the Association's accounts.

**15.10.** All expenses to be incurred shall require approval of the Board of Trustees.

## **16.0 CHAPTER 6 EXECUTIVE COMMITTEE (Officers)**

**16.1. Qualifications of Officers:**

**16.1.1** All officers of the Association shall have been members in good standing for three (3) consecutive years prior to being considered for an office.

**16.1.2** All officers shall reside in North America during their term of office.

**16.2. Term of Office:**

**16.2.1.** Except as herein provided, all officers shall take office at the end of Annual Meeting and end with the Annual Meeting of following year.

**16.3. President:**

**16.3.1.** The President shall be the general executive officer of the Association.

**16.3.2.** He/she shall preside at all meetings of the Association

**16.3.3** He/She shall deliver the President's Address.

**16.3.4** He/she shall appoint necessary standing and special committees, when not otherwise provided for, in consultation with other members of the Executive Committee.

**16.3.5.**He/she will fill vacancies thereon.

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

**16.3.7.** The President will serve a term of office for one (1) year.

**16.3.9.** He/she will hold the office of Immediate-past President at the conclusion of his/her term as President.

**16.4.** President-elect:

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

**16.4.2.** Should the office of President become vacant; the President-elect shall succeed to the Presidency for the un-expired term.

**16.5.** Secretary:

**16.5.1.** The Secretary shall be an active member of the Association.

**16.5.2.** He/she shall be the recording officer of the Executive Committee and the General Body.

**16.5.3.** He/she shall also discharge the following duties:

**16.5.3.1.** He/she shall supervise all arrangements for the holding of each meeting in compliance with the Constitution and Bylaws and instructions of the Executive Committee.

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

**16.5.3.3.** He/she shall receive and transmit to the Executive Committee the annual and other reports of officers and committees.

**16.5.3.4.** He/she shall institute and correlate each new activity of the Association under the supervision of the Executive Committee and the BOT.

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

**16.6** Treasurer:

**16.6.1.** The Treasurer shall be the manager of all recurring funds of the Association.

**16.6.2.** He/she shall be accountable, through the Board of Trustees, to the Association.

**16.6.3.** He/she shall also discharge the following duties:

**16.6.3.1.**Collect all annual membership dues, assessments, donations and such monies as may be due to the Association.

**16.6.3.2.**He/she shall deposit all funds received in an approved depository and distribute them upon order of the BOT.

**16.6.4** The Board of Trustees shall cause an annual audit of his/her accounts to be made by a certified public accountant.

**16.6.5.** He/she shall present the annual report at the annual general meeting of the Association.

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

## **17.0 CHAPTER 7 COMMITTEES OF THE ASSOCIATION**

**17.1** Standing Committees of the Association will be:

**17.1.1** Nominations and Election Committee (NEC)

**17.1.2.** Membership Services Committee

**17.1.3.** Constitution and Bylaws Committee

**17.1.4.** CME Committee

**17.1.5.** Ethics and Grievance Committee

**17.1.6.** Communication Committee

**17.1.7.** Social and Welfare Committee

**17.2.** Chairs of all standing committees of the Association, shall be appointed by the President in consultation with the Executive Committee.

**17.3.** All committee chairs will be subject to the approval of the BOT.

**17.4.**The President and the respective Chairs of these committees will compose membership of these committees, jointly.

**17.5.** Ad-hoc committees may be appointed for special purposes by the President, Chairman of BOT and majority of trustees.

**17.5.1.** Special committees appointed by the President and the BOT Chair will be subject to the approval of the Executive Committee and the BOT respectively.

**17.5.2** Term of Ad-hoc committees appointed by the President will expire at the end of the term of the President.

**17.5.3.**Term of these committees may however be extended by the new Executive Committee in consultation with the BOT to permit them complete the assigned task.

**17.5.4.**Term of Ad-hoc committees appointed y the BOT will be defined at the time of their inception.

## **18.0 CHAPTER 8 ELECTION**

**18.1** The Association aims to avoid a contest between the candidates. It wishes to use this process as an opportunity for the general membership to select the best amongst those proposed by the Association. As such, it hopes that candidates or their supporters in any form or manner-be regular or electronic mail or via telephone will conduct NO electioneering.

**18.2.** Nominations:

**18.2.1.** The Nominating Committee shall seek nominations from the general membership for three (3) officers of the Association by January 31<sup>st</sup> of each year.

**18.2.2.** After considering the nominations so received, the Nominating Committee will submit a slate of candidates for offices of President-elect, Secretary, and Treasurer to all members by February 15th

**18.2.3.** NEC will present a short resume of each candidate highlighting the qualifications and contributions to APCNA to help the voters for making the best possible choice.

**18.2.4.**There shall be at least two (2) nominees for each position.

**18.2.5.** No member of the Nominating Committee will be eligible for any post on the ballot composed by the Committee.

**18.3** Election:

**18.3.1.** Election of officers of the Association will be held by secret mailed ballot with a simple plurality required for election.

**18.3.2.** No candidate shall be elected to an office of the Association for more than two consecutive terms.

**18.4 Mail Ballot:**

**18.4.1.** Members of the Association will cast their votes by mail and/or on Internet, when feasible.

**18.4.2.** The ballot, enclosed in a separate envelope, will be mailed in an outer envelope to the Secretary of the Association.

**18.4.3.** The deadline for the receipt of the ballot in the office of the Association shall be one week before the Annual Scientific Session of the American College of Cardiology.

**18.4.4.** Only the outer envelope will bear the name and signature of the member; the inner envelope and the ballot will bear no identification.

**18.4.3.1.** The Secretary, after recording the receipt of the ballot and verification of the standing of the member in the Association, will inform the Chairman of the Nominating/Election Committee for tabulation the day before the Annual Meeting.

**18.4.3.2.** The ballot will be opened by the Chairman of the Nominating Committee or his nominee for tabulation on the day of Annual Meeting.

**18.4.3.3.** The results of the election will be announced by the Chairman of the Nominating/Election Committee same day to general membership at its Annual Meeting and later electronically on the Listserve.

**18.5. Re-election:** In case of a tie, a run-off election will be conducted amongst the candidates receiving equal votes within one week after the Annual Meeting

**18.5.1.** No new names will not be either sought nor will be added to the list of candidates indicated on the original ballot for the post under consideration.

**18.5.2.** the same committee that conducted the original election will conduct this reelection and new ballots will be sent only to those members who were declared eligible voters at the time of the original election.

**18.5.3.** Names of these officers will be mailed to the Secretary of the Association within thirty (30) days of their assumption of office.

## **19.0 CHAPTER 9 VACANCIES**

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

**19.2.** Should the office of the President become vacant; the President-elect shall succeed to the Presidency for the un-expired term.

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

**19.2.2.** In case the un-expired term is longer than six (6) months, the BOT, at a regular or a special meeting, shall appoint from amongst the members of the Association. The BOT shall give preference to the other nominee of the NEC, if present on the original ballot, as the new President to serve until the completion of the un-expired term.

**19.3.** The vacancy of the office of President-elect will be filled in the following manner:

**19.3.1** Should the office of President-elect fall vacant within the first six (6) months of the term of this office the vacancy will be filled by a special election to be directed by the President.

**19.3.2.** If the duration of vacancy is less than six (6) months, the vacancy shall remain vacant.

**19.3.2.1**The Nominating Committee in this case will be chartered at the time of scheduled election to seek nominations for both the President and the President-elect for the next term.

**19.3.2.2.** Should the position of President-elect fall vacant after the prescribed election process has begun, the candidate so elected shall assume the office of President on completion of the term of the incumbent President.

**19.4.** The vacant office of Past-President shall remain vacant until the end of that term.

**19.5.** Should the offices of Secretary and Treasurer become vacant BOT shall fill these posts from amongst the members of the Association. The BOT shall give preference to the other nominee of the NEC, if present on the original ballot, as the new Secretary and Treasurer to serve until the completion of the un-expired term.

## **20.0 CHAPTER 10 REFERENDUM**

**20.1.** 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 the Association, 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 the Association who are in good standing

**20.2.**The general meeting of this Association can be called for a specific purpose by a petition to the BOT signed by one-fourth (1/4) of the active members in good standing.

## **21.0 CHAPTER 11 SEAL**

The seal of the Association shall be a common seal. The power to change or renew the seal shall rest with the BOT.

## **22.0 CHAPTER 12 EMERGENCY**

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

## **23.0 CHAPTER 13 DEFINITION OF SESSION AND MEETING**

**23.1** Session: A session shall mean all meetings at any one call

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

## **24.0 CHAPTER 14 AMENDMENTS**

**24.1.** These Bylaws may be amended in accordance with the following procedures:

**24.1.1.** Amendments may be proposed by ten (10) % of general membership or majority of trustees.

**24.1.2.** These proposals shall be submitted to the Constitution and Bylaws Committee.

**24.1.3.** The Constitution and Bylaws Committee shall submit its recommendations to the BOT at least thirty (30) days before any Board meeting.

**24.1.4.** Adoption of the amendment shall require the affirmative vote of 50% of the Board members eligible to vote and present at the said meeting.

## **APPENDIX**

### **Committees of the Association**

#### **17.1 NOMINATIONS AND ELECTIONS COMMITTEE (NEC)**

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

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

#### **17.2. MEMBERSHIP SERVICES COMMITTEE (MSC)**

1) The Membership Committee shall be responsible for development of programs for enrollment and retention of members.

2) This Committee will develop and organize a membership benefits package to make membership in the organization attractive for the Pakistani physicians.

3) This 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 BOT, so that Association programs can be adjusted to meet those needs and aspirations.

#### **17.3. CONSTITUTION AND BYLAWS COMMITTEE (CABL)**

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 at the time of the annual, as well as the regional fall and spring meetings.

3) The Committee shall organize educational programs for the leadership of the Association regarding parliamentary procedure and conduct of meetings, etc.

#### **17.4. CONTINUING MEDICAL EDUCATION COMMITTEE (CME)**

- 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 regional winter meetings.
- 3) It will serve as a resource organization to the various chapters for organizing their scientific educational program.
- 4) It will be responsible for overseeing and developing the scientific sessions of the Association'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) This 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, nurses and technicians providing them guidance and counseling and organize mentor group to support them.
- 8) The Committee will also develop means and mechanisms to recognize and honor physicians, nurses and technicians of Pakistani origin, who have achieved academic excellence in this country at the time of the annual and regional meetings.

#### **17.5. ETHICS AND GRIEVANCE COMMITTEE (EGC)**

- 1) The Committee will receive and review and given an opinion on all grievances brought forward by any member of the Association.
- 2) This Committee will also review and make recommendations to the Executive Committee and the Board regarding any question of ethical conduct that may be raised about any member of the Association.
- 3) 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 Board for approval, rejection or modification of their recommendations.

#### **17.6. COMMUNICATION COMMITTEE (CC)**

- 1) This Committee will be responsible for all publications of the Association including newsletter, listserv on the Internet and other publications that the Executive committee or the BOT may decide to publish. Its Chair will be moderator of the listserv.
- 2) The Committee will develop mechanisms and raise funds to support publications of the Association so that they become at least a budget neutral project.
- 3) The Committee will endeavor to publish a newsletter and a journal that is published regularly including news about and of interest to members of the Association and review articles and/or medical research papers.

## 17.7. SOCIAL AND WELFARE COMMITTEE (SWC)

- 1) This committee will raise funds and material goods for charitable purposes in accordance with accepted ethical methods used by various national and international charitable organizations.
  - 2) This committee will disburse the available funds and material goods to the needy individuals, their families and appropriate institutions and organizations.
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### Amendments To APCNA CABL

Note: Original Text underlined. Proposed change in **Blue**

**14.1.3.** The Executive Committee shall arrange one annual meeting, **its Annual Meeting** each year **to coincide with the Annual Scientific Session of The American College of Cardiology (ACC)**.

**15.3.4.** The term of office shall begin July 1 of each year and end June 30 **at the end of Annual Meeting and end with the Annual Meeting** of following year

**16.2.1.** Except as herein provided, all officers shall take office on July 1 of each year and serve until June 30, of next year. **at the end of Annual Meeting and end with the Annual Meeting of following year**

**18.2.2.** After considering the nominations so received, the Nominating Committee will submit a slate of candidates for offices of President-elect, Secretary, and Treasurer to all members by Mar 15<sup>th</sup>. **February 15<sup>th</sup>**

**18.4.3.** The deadline for the receipt of the ballot in the office of the Association shall be March 31<sup>st</sup>. **One week before the Annual Scientific Session of the American College of Cardiology.**

**18.4.3.1.** The Secretary, after recording the receipt of the ballot and verification of the standing of the member in the Association, will **inform the** Chairman of the Nominating/Election Committee for tabulation by April 8th. **the day before the Annual Meeting.**

**18.4.3.2.** The ballot will be opened by the Chairman of the Nominating Committee or his nominee for tabulation by April 15<sup>th</sup>. **on the day of Annual Meeting**

**18.4.3.3.** The results of the election will be announced by the Chairman of the Nominating/Election Committee same day to all candidates by telephone and to general membership **at its Annual Meeting and later both** electronically on the Listserve as well as by regular mail

**18.5.** Re-election: In case of a tie, a run-off election will be conducted amongst the candidates receiving equal votes **within one week after the Annual Meeting**