

**BYLAWS OF THE
ASSOCIATION OF PAKISTANI-DESCENT
PEDIATRICIANS OF NORTH AMERICA**

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Article I: Preamble

We, the Pediatric physicians of APPNA, i.e. Pediatrics specialists and subspecialists of Pakistani descent residing in North America, out of our conviction for our profession, do hereby proclaim the establishment of the Association of Physicians of Pakistani Descent of North America, Peds Network. We aim to collectively engage in professional activities, support educational and intellectual pursuits, upgrade medical care pertaining to the pediatric patients and adolescents, 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 15th day of August in the year two thousand and fifteen.

Secretary, Committee on CABL
Chair, Committee on CABL

Article II: Constitution

a. Name

The name of this organization shall be the Association of Pakistani-Descent Pediatricians of North America (APPNA Peds). Hereafter, it will be referred to as “The Association”.

b. 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.

c. Aims & Objectives

This Association is organized for educational and scientific purposes which will qualify as tax exempt organization 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:

1. to foster scientific development and education in fields related to Pediatrics and Adolescent Medicine 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
2. to assist medical students, and physicians in orientation and adjustment at initiation and completion of their training in the fields related to Pediatrics
3. to institute ways and means to cooperate with other similar organizations in North America, Pakistan and at related forums in other parts of the world
4. to encourage medical education and delivery of better health care in above described fields in Pakistan, specifically by arranging donations of medical literature, medical supplies, and by arranging lecture tours, medical conferences, and seminars in Pakistan
5. to participate in medical relief and other charitable activities both in Pakistan and in North America
6. to inform and educate decision makers about issues facing the medical community in general and Pakistani-American physicians in these fields in particular

d. Membership

The membership of the Association shall be of the following categories: Active (Yearly and Annual), Affiliate, Honorary, Overseas and Trainee (Resident/Fellows). 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, Affiliate, Overseas and Trainee members may be entitled to the privileges of the Association, but shall not vote or hold office in the Executive Committee.

However, Honorary members may be elected as members of the Board of Trustees. The rule to elect Honorary members will be applicable after three years of the founding of APPNA Peds; during the interim, Honorary members may be nominated by the Executive Committee as Trustees.

Article III: Internal Structure

a. General Body

- i. It shall consist of duly registered members of the Association, according to the provisions provided herein.
- ii. 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.
- iii. All actions taken by an officer or a committee of the Association may be approved, rejected or amended by 50% or more members of this body.

b. Board Of Trustees

- i. It shall act as the overseer and custodian of the Association.
- ii. It shall consist of active members of the Association elected as prescribed in the Bylaws.
- iii. It shall have the total control of all fixed assets and property of the Association.
- iv. It will have the power over the President to veto his decisions and position. For that to happen, 50% or more of the General Body members will have to make an appeal to the Board.

c. Executive Committee

- i. It shall consist of the President, Secretary, Treasurer and those members of the society that are involved in making executive decisions. These members will be appointed by the President.
- ii. It shall keep an up-to-date directory of members.
- iii. It shall be responsible for management of affairs of the Association.
- iv. It shall propose the annual budget and plans to the Board of Trustees for approval.

d. Officers

- i. Officers of the Association shall be the President, President-Elect, Immediate-Past President, Secretary, and the Treasurer.
- ii. President, President-Elect, Secretary, and the Treasurer, shall be elected by the General Body through fair elections.
- iii. Each officer of the Association shall maintain physical residence in North America during his/her tenure.

e. Executive Director

- i. In addition to the elected officers of the Association, the Executive Committee may appoint an Executive Director of the Association for the efficient running of the Association.
- ii. The Executive Director will be a member of the Association.

- iii. The position of the Executive Director shall be for a period of up to a maximum of 5 years. The Executive Committee may extend the duration of office for a further period of 1-5 years, as necessary.
- iv. The Executive Director may serve a maximum of 10 consecutive years.
- v. The Executive Director supervises the working of the organization and assures smooth running of the Association.

f. Finance

- i. Funds for meetings and expenses of the Association activities shall be financed by annual dues, special assessments, and voluntary contributions.
- ii. Annual membership dues and assessments shall be fixed by the Executive Committee and approved by the General Body.
- iii. Financial status of the Association shall be presented by the Treasurer to the General Body at the annual meeting.
- iv. 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. Notwithstanding any other provision of these activities, the Association shall not carry on any other activities not permitted to be carried on 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 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).

g. Bylaws

- i. The Association shall adopt Bylaws for the conduct of its affairs in harmony with this Constitution.
- ii. The Bylaws may not restrict or alter any proviso defined in this Constitution.
- iii. Robert's Rules of Order shall be adopted for the conduct of the meetings.
- iv. Amendments
 - Amendments to this Constitution may be initiated by a minimum of ten (10) members of the Association in good standing.
 - 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.
 - 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.
 - An amendment shall be approved only when it receives 50% of votes of total active membership.
 - If an amendment fails to be acted upon in a 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.

v. Dissolution

- 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.
- 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.

Article IV: Bylaws

a. Address

- i. The Executive Committee shall fix the address of the Association.
- ii. The billing address of the Association may differ from that of the Central Office of APPNA.

b. Memberships

- i. 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 Pediatrics.
- ii. There shall be no discrimination on the basis of religion, gender, age, or ethnic origin.
- iii. Membership will be conferred by the Secretary of the Association.
- iv. Annual dues will be valid for a period of one year from the date payment was received by APPNA Peds.
- v. 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.
- vi. The Board of Trustees may reinstate suspended membership at the recommendations of the President or Executive Committee on removal of charges and/or disciplinary action.
- vii. Active Members
 - Active membership in APPNA Peds shall be open to any physician of Pakistani descent who has graduated from a recognized medical, osteopathic school in Pakistan or the United States of America and Canada or who has graduated from a WHO recognized institution anywhere in the world who is working in the field of Pediatrics.
 - To be eligible for active membership in the Association, a physician must hold an un-revoked license in North America and/or involved in Academics, Medical Research or engaged in any field of Pediatrics related diseases in North America, and complies with all provisions of the constitution and the Bylaws of this Association.
 - Active members shall must be active member of APPNA and residing in North America.
 - Any active member of the Association, on payment of ten (10) years’ of current annual dues in one lump sum or in desired installments, making full payment within one year may be eligible for Lifetime Membership in the Association.
 - Lifetime members will be exempt from paying registration fees at meetings of the Association held in the Continental United States and Canada.
 - Board of Trustees may exempt dues of any active member when in their opinion payment of such dues are hardship upon a member.
- viii. 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.

- ix. **Affiliate Members**
 - The Association may elect to affiliate membership professionals involved in health care services such as Internal Medicine or Family Medicine.
 - Affiliate members may serve on chair committees or task forces of the Association and participate in all of its activities.
 - They shall not have the right to vote or hold office of President, Secretary or Treasurer in the Association. They can however become members of committees.

- x. **Trainee Members**
 - Any Resident of Pakistani descent currently enrolled in a Pediatric or Medicine/Pediatrics Residency or Fellowship program in North America may be admitted to the Association.
 - They will pay minimal annual dues as determined by the Executive Committee.
 - They will have no right to vote or hold office in the Association.
 - They will not be able to become Lifetime members until they finish their training.

- xi. **Overseas Members**
 - Any Overseas Physician working in Pediatrics can become a paid member of the Association. The physician must have passed a Board examination in Pediatrics/Internal Medicine Pediatrics/Pediatric Specialty in the US. They can become Annual or Lifetime members.
 - They will have no right to vote or hold office in the Association.

c. Dues and Assessments

- i. **Annual Dues**
 - Dues as determined by the Executive Committee are as follows:
 - Annual Dues:
 1. \$25 (active, overseas, affiliate members)
 2. \$5 (trainee members)
 - Lifetime:
 1. \$250 (active, overseas, affiliate members)
 - Annual dues will be valid for a period of one year from the date payment was received by APPNA Peds.

- ii. **Arrears**
 - Any member whose dues are not paid by 4 weeks prior to the Annual Meeting will be considered in arrears and will not be eligible to hold office in the Association that year.

- iii. **Assessments**
 - The Board of Trustees may from time to time make special assessments.

d. General Meetings

- i. Determination of Time and Place
 - During each annual session, the Association may hold one or more general meetings.
 - The Executive Committee shall determine the number and times of these general meetings.
 - Such general meetings shall be presided over by the President, or, in his absence, by the President-elect.
- ii. Actions
 - 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.
 - Such investigations and reports shall not become official actions or expressions of this Association until so approved by the Board of Trustees.
- iii. Quorum
 - Presence of one third of the voting members of the Association shall constitute a quorum.
 - 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.
 - A simple majority of those present will be required for adoption of a resolution.

e. Board of Trustees

- i. Composition
 - The Board shall be composed of three (3) members of the Association.
 - All trustees shall reside in North America during their term of office.
 - 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.
- ii. Qualifications
 - To be included in the BOT, a member of the Association should have been an Active member or Honorary member for three (3) consecutive years. This rule will be applicable after five years of the founding of APPNA Peds.
- iii. Term of Office
 - Each member of the Board shall act as a Trustee for three (3) years.
 - No Trustee shall be re-elected to the Board at the end of second term, unless decided by the majority of the General Body.
 - The term of office shall begin at the end of Annual Meeting and end with the Annual Meeting of following year.
 - The President shall serve as a Trustee following the expiration of his/her term of office as Immediate Past President.

- Upon completion of his/her term of service as a Trustee, the Executive Committee may nominate the member to be an Honorary Trustee. The Honorary Trustee may be invited by the President to attend a meeting of the Executive Committee or the Board of Trustees and to take part in deliberations but may not vote.
 - A voting member of the Board, who fails to attend three consecutive regular meetings without informing the Executive Director and a valid excuse, after review by the BOT, may be removed from the Board of Trustees. The BOT will provide opportunity to the affected member for clarification prior to such an action being taken.
- iv. Officers
- The officers of the Board shall be a Chairperson and Secretary.
 - Each shall be elected/nominated for one (1) year from amongst the Trustees at the annual meeting.
 - Each may be re-elected as determined by the General Body.
 - The Chairperson shall be the spokesman and the presiding officer of the Board and the Secretary shall act as the recording officer.
- v. Meetings
- The Board shall meet at least annually at the time and place of the annual session of the Association.
 - It may hold any number of meetings as the Trustees may determine.
 - The Board may be called into session by the Chairperson 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 the Association.
 - The purpose of a session shall be stated in the notice of call and no other business shall be transacted.
 - Only a Trustee shall introduce a resolution at the meeting of the Board.
- vi. Powers and Duties
- As the overseers of the Association, the Board shall be the only authority to receive and discuss a proposal of dissolution of the Association.
 - Recommendations of the Board, both the majority and minority views in case of dissent, shall be presented by the Chairperson or the Secretary of the Board at the next annual or emergency meeting of the Association.
 - In the event of dissolution, the Board shall be the sole body to disperse the assets of the Association.
 - If the majority of the 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.
 - The Board of Trustees shall oversee long-range and strategic planning for the Association.
 - The Board of Trustees shall receive annual reports of the Association's accounts.
 - All expenses more than \$500 to be incurred shall require approval of the Board of Trustees.

f. Executive Committee (Officers)

- i. Qualifications of Officers
 - All officers of the Association must have been an active member of APPNA for three consecutive years. This rule of three years will be applicable after five years of the founding of the APPNA Peds.
 - All officers shall reside in North America during their term of office.
- ii. Term of Office
 - Except as herein provided, all officers shall take office at the end of Annual Meeting and end with the Annual Meeting of following year.
- iii. President
 - The President shall be the general Executive Officer of the Association.
 - He/she shall preside at all meetings of the Association.
 - He/she shall deliver the President's Address.
 - He/she shall appoint necessary standing and special committees, when not otherwise provided for, in consultation with other members of the Executive Committee.
 - He/she will fill vacancies thereon.
 - He/she shall perform such other duties as are imposed upon him/her by the Constitution and Bylaws of this Association.
 - The President will serve a term of office for one (1) year.
 - He/she will hold the office of Immediate-past President at the conclusion of his/her term as President.
- iv. President-elect
 - The President-elect shall act for the President in his/her absence or disability.
 - Should the office of President become vacant, the President-elect shall succeed to the Presidency for the un-expired term.
- v. Secretary
 - The Secretary shall be an active member of the Association.
 - He/she shall be the recording officer of the Executive Committee and the General Body.
 - He/she shall send out all official notices of meetings, committee appointments, certificates of election to office and special committee assignment.
 - He/she shall receive and transmit to the Executive Committee the annual and other reports of officers and committees.
 - He/she shall institute and correlate each new activity of the Association under the supervision of the Executive Committee and the BOT.
 - He/she shall perform such other duties as are imposed upon him/her by the Constitution and Bylaws of the Association.
- vi. Treasurer
 - The Treasurer shall be the manager of all recurring funds of the Association.
 - He/she shall be accountable, through the Board of Trustees, to the Association.

- In concert with the Executive Director, he/she:
 - will collect all annual membership dues, assessments, donations and such monies as may be due to the Association
 - shall deposit all funds received in an approved depository and distribute them upon order of the BOT
- The Board of Trustees may cause an annual audit of his/her accounts to be made by a certified public accountant.
- He/she shall present the annual report at the annual general meeting of the Association.
- He/she shall perform such other duties as are imposed upon him/her by the Constitution and Bylaws of the Association.

g. Committees of the Association

- i. Standing Committees of the Association shall include:
 - Nominations and Election Committee (NEC)
 - Membership Services Committee
 - Constitution and Bylaws Committee
 - CME and Academics Committee
 - Ethics and Grievance Committee
 - Communication Committee
 - Social and Welfare Committee
 - Neonatology Committee
 - Pediatric Cardiology Committee
- ii. Chairs of all standing committees of the Association shall be appointed by the President in consultation with the Executive Committee. Each Committee shall have 1 to 3 members.
- iii. The President and Executive Director shall be considered members of all Committees. Other members may be asked to attend/join a committee during the year as necessary.
- iv. Ad-hoc committees may be appointed for special purposes by the President, Chairman of BOT and majority of trustees.
- v. Special committees appointed by the President and the BOT Chair will be subject to the approval of the Executive Committee and the BOT respectively.
- vi. Term of Ad-hoc committees appointed by the President will expire at the end of the term of the President.
- vii. Term of these committees may however be extended by the new Executive Committee in consultation with the BOT to permit them to complete the assigned task.
- viii. Term of Ad-hoc committees appointed by the BOT will be defined at the time of their inception.

h. Election

- i. 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.

- ii. Eligibility to vote: for the purpose of elections, a voting member is one who has been an active Member for the last one year. This rule of one year will be applicable after two years of the founding of the APPNA Peds.
- iii. The candidates for Elections shall be President, Secretary and Treasurer.
- iv. No candidate shall be elected to an office of the Association for more than two consecutive terms.
- v. The Nominations and Elections Committee shall conduct the Elections.
- vi. The Secretary shall make a call to the membership by the first week of June of each year requesting nominations for the officers to be elected at the following Annual Meeting. This call for nominations shall last for two weeks.
- vii. Qualification of nominees shall include, but are not limited to:
 - To be eligible for holding an Office in the Association, the Candidate must have been an Active Member for one year or a Lifetime member for one year. The condition of one year will apply after two years of the founding of APPNA Peds.
- viii. The candidate shall be required to accept the nomination unless a valid reason is provided.
- ix. The Nominating Committee shall not nominate any of its members for elective office.
- x. The NEC shall present to the President by the first week of July, at least one nominee for each elective office.
- xi. The President shall confirm that the candidates proposed by the NEC are appropriate to lead the Association in the coming year. In case of rejection of the proposed candidates, the NEC shall have 3 days to present an alternative candidate.
- xii. The names of these nominees shall be circulated to the members who are eligible to vote by email. This shall be no later than July 15th.
- xiii. In addition to the slate submitted by the NEC, other nominations may be made by submitting such names to the Chair of the NEC in writing by July 1st.
- xiv. To be eligible for this process, nominees shall be active members of the Association for at least one year or a Lifetime member for at least one year. The condition of one year shall be effective after two years of the founding of APPNA Peds.
- xv. The nominee must be proposed by at least one active member. The nominee shall state that he/she accepts the nomination and will run for the office.
- xvi. All nominations for Office shall state clearly what the Candidate has contributed to APPNA Peds, or has the potential to do so.
- xvii. Only the NEC shall send the resume of the candidates to the eligible voters.
- xviii. There shall be no campaigning by any candidate or their supporters, with or without their consent, real or implied. This includes telephone contact, postal mail or electronic mail etc. If the NEC after investigation feels that the spirit of this rule has been violated, the nominee shall not be included in the slate of candidates. The decision of the NEC shall be final in this matter.
- xix. All candidates shall be required to sign an attestation (as noted in Appendix B below) to confirm that they agree with all the rules and regulations as are set forth by the NEC prior to any election process.
- xx. The NEC shall decide on the mechanism of elections. This may include:
 - The mechanism of voting: mail, electronic and other issues that may be necessary in the process of the elections.
 - the timeline for different deadlines in the conduct of the election process
 - if necessary, adjustments/extensions in these timelines
 - other guidelines for the election process, as may be necessary

- xxi. 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. 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.
- xxii. The same committee that conducted the original election will conduct this re-election only to those members who were declared eligible voters at the time of the original election.

i. Vacancies

- i. 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.
- ii. Should the office of the President become vacant, the President-elect shall succeed to the Presidency for the un-expired term.
- iii. Should the office of President thereafter again become/remain vacant, if the un-expired term is less than six (6) months, the Immediate-past President will succeed to the Presidency.
- iv. 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.
- v. The vacancy of the office of President-elect will be filled in the following manner:
 - 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.
 - If the duration of vacancy is less than six (6) months, the vacancy shall remain vacant.
- vi. 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.
- vii. The candidate elected as President Elect shall assume the office of President on completion of the term of the incumbent President.
- viii. Should the offices of Secretary and Treasurer become vacant, the BOT shall fill these posts from amongst the members of the Association. The BOT shall give preference to the other nominees 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. 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.

j. Referendum

- i. Referendum at Association Meeting
 - At any general or special meeting of this Association, the general body shall, by more than 50% 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.
- ii. 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.

k. Seal

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

l. An 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.

m. Definitions of Session and Meeting

- i. Session: A session shall mean all meetings at any one call
- ii. Meeting: A meeting shall mean each separate convention at any one session.

n. Amendments

- i. These Bylaws may be amended in accordance with the following procedures:
 - Amendments may be proposed by ten (10) % of general membership or majority of Trustees.
 - These proposals shall be submitted to the Constitution and Bylaws Committee.
 - The Constitution and Bylaws Committee shall submit its recommendations to the BOT at least thirty (30) days before any Board meeting.
 - 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 A: Committees of the Association

a. Nomination and Elections Committee (NEC)

- i. The NEC shall consist of one to three Active/Lifetime members of the Association.
- ii. A Past President of the Association shall be appointed by the EC as the chair.
- iii. Two Committee members are to be appointed by the Executive Committee. These shall be Active Members for at least 3 of the last 5 years and have served the Organization as an elected official or have chaired a Standing Committee. These time conditions will apply five years after the founding of APPNA Peds.
- iv. One Committee member may be chosen by the President from amongst the members of the BOT.
- v. A committee member may serve on the NEC for a maximum of five consecutive terms. In special circumstances, the Executive Committee may request a committee member to remain on the NEC for an additional 3-5 years.

b. Membership Services Committee (MSC)

- i. The Membership Committee shall be responsible for development of programs for enrollment and retention of members.
- ii. This Committee will develop and organize a membership benefits package to make membership in the organization attractive for the Pakistani physicians.
- iii. 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.

c. Constitution and Bylaws Committee (CABL)

- i. 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.
- ii. 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.
- iii. The Committee shall organize educational programs for the leadership of the Association regarding parliamentary procedure and conduct of meetings, etc.

d. Continuing Medical Education and Academics Committee (CME)

- i. 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 organization of the scientific sessions and educational programs at the time of the annual, as well as regional winter meetings.
- ii. It will serve as a resource organization to the various chapters for organizing their scientific educational program.
- iii. It will be responsible for overseeing and developing the scientific sessions of the Association's meeting in Pakistan.

- iv. The Committee will also help develop programs of research and education in Pakistan in addition to the sessions conducted at the winter meetings.
- v. This Committee will develop a network of Pakistani physicians involved in academic activities.
- vi. 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.
- vii. 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.

e. Ethics and Grievance Committee (EGC)

- i. The Committee will receive and review and give an opinion on all grievances brought forward by any member of the Association.
- ii. 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.
- iii. 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.

f. Communication Committee (CC)

- i. This Committee will be responsible for all publications of the Association including newsletter, list serve on the Internet and other publications that the Executive Committee or the BOT may decide to publish. Its chair will be moderator of the list serve.
- ii. The Committee will develop mechanisms and raise funds to support publications of the Association so that they become at least a budget neutral project.
- iii. 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.

g. Social and Welfare Committee (SWC)

- i. 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.
- ii. This committee will disburse the available funds and material goods to the needy individuals, their families and appropriate institutions and organizations.

h. Neonatology Committee

This committee will plan to reduce perinatal mortality in Pakistan by gathering neonatologists working in North America, holding meetings with neonatologists based in Pakistan and adopt measures to reduce mortality at hospital, district and village level.

i. Pediatric Cardiology Committee

This committee will plan on improving and expanding pediatric cardiac surgery facilities in Pakistan.

Appendix B: Candidate Attestation

Those candidates who wish to be nominated for an elected post and are eligible to participate in the election process shall be required to sign the following attestation:

“I agree to the rules and regulations as set forth by the Nomination and Election Committee of APPNA Peds. If myself, or any person on my behalf, with or without my knowledge or consent, conducts any activity that is against the spirit of the rules and regulations set forth by the NEC, and is confirmed by the NEC, I shall be considered as ineligible to participate in the elections. All decisions of the NEC shall be considered binding on me and their decision shall be final.”