

**PAKISTAN COLLEGE  
OF  
PATHOLOGISTS**

**Constitution and Bye Laws**

# CONSTITUTION

## Article - I: **Name**

- 1.1 The name of the College is “Pakistan College of Pathologists”.
- 1.2 The registered office is located at Islamabad

## Article - II: **Aims**

Sec.1: The principal aim of the College is to advance medical knowledge for the benefit of the sick through development of the subject of Pathology. To further this aim, the College may undertake any or all of the following activities.

### Sec.2: **Education**

- 2.1: To promote education in pathology by providing guidance about the content, quality and standards in education for pathologists and ancillary personnel.
- 2.2: To undertake, compile and disseminate teaching material in Pathology.
- 2.3: To conduct seminars, courses and instructions.
- 2.4: To set and enforce standards.
- 2.5: To lay down criteria and conduct assessment of candidates for admission to Membership/Fellowship of the College.

### Sec 3: **Practice of Pathology**

- 3.1: The College may set and enforce standards and guidelines for practice of Pathology and laboratories.

### Sec 4: **Research**

- 4.1. The College may authorize, conduct and disseminate research in Pathology.

## Article. III. **Definitions.**

### Sec.1: **Qualified Physician:**

A Qualified Physician is a medical graduate holding MBBS degree or an equivalent recognized by the Pakistan Medical and Dental Council.

### Sec.2: **Pathology:**

The term Pathology will be used in its all-inclusive sense and will include all specialties and sub specialties.

**Sec.3: Pathologist:**

A Pathologist is a qualified physician who has successfully completed a course/training in Pathology or its specialties/ subspecialties recognized by the College.

Article. IV. College members

**Sec 1:**

There will be following types of members of College.

**Sec 1.1: Fellows:**

They will be suitable pathologists, as determined by the Council, who because of their background, qualification or services to the cause of Pathology would further the objectives of the College.

**Sec 1.3: Honorary Fellows:**

Suitable persons, who because of their exceptional background or services to the cause of Pathology, Medicine or Humanity will be elected Honorary Fellows of the College.

**Sec 1.4: Emeritus Fellows:**

Those Fellows who after 65 years of age retire from remunerative practice may be designated as Emeritus Fellows.

**Sec1.5 Members**

They will be suitable junior pathologists, as determined by the Council, who because of their background, qualification or services to the cause of Pathology would further the objectives of the College.

**Sec 1.6: Corporate Members**

The Corporate Membership may be granted to institutions that subscribe to the objectives of the College and are helpful in advancing them.

**1.7 Associate Members**

The Associate Membership may be granted to suitable physicians, non-physicians or pathologists who do not otherwise qualify for Fellowship/ Membership but are considered to be useful in attaining the College objectives.

**Sec 2.1: Elections of Fellows:**

Only a qualified Physician/Pathologist may be elected as a Fellow except as provided for under sec 1.3.

Article-V: **General Body:**

Sec.1: **Composition**

General Body comprises all Fellows of the College.

Sec.2: **Meetings of the General Body**

2.1 The meetings of General Body will be called by the President or by two third members of the Council.

2.2. **Annual General Body Meeting.**

2.2.1 The Annual General Body meeting will normally be held with the College convocation or as decided by the College Council.

2.2.2 The annual General Body meeting will receive and discuss the annual report of the College Council.

2.2.3 Receive and discuss the annual audited accounts of the College.

2.2.4 Elect council members if due.

2.2.5 Consider other items in the agenda proposed by the Council or as permitted by the president.

2.3 **Extraordinary General Body Meeting.**

2.3.1 Extraordinary General Body Meeting may be called by the President.

2.3.2 The President may call the extraordinary meeting if requested by 20% of total Fellows of the College in writing.

2.3.3 Two-third members of the Council can call an extraordinary meeting.

2.4 **Notice for General Body meetings**

At least 20 days of notice will be required for the meetings.

2.5 **Quorum**

Quorum for the meetings will be 30% of the total membership.

2.6 **Privilege of fellows**

The Fellows may speak on any question before the house.

2.7 **Vote**

2.7.1: Fellows of good standing will have one vote.

2.7.2: Honorary Fellows, Members, Corporate Members, Associate Members and Emeritus Members will have no vote.

Article VI **College Council**

Sec 1 **Role**

1.1 The general direction, policies and administration of the College shall vest in the Council which may exercise all such powers and do all such acts and things as may be expected to be done by the College.

1.2 The Council may delegate all or any of its powers to any Committee or Committees consisting of one or more members

Sec 2 **Composition**

The College Council will comprise twenty Fellows.

Sec 3

The College Council will be elected by the General Body.

Sec 4

Only Fellows can be elected as Council Members.

Sec 5

The College Council will meet as often as necessary but at least twice a year.

Sec 6

The meeting of the Council will be called by the President.

Sec 7 Executive Committee

7.1 An Executive Committee comprising the following will be formed.

President

Registrar

Treasurer

Two members of the Council

7.2 Role of the Executive Committee: The Executive Committee will exercise such powers and functions of the College Council in the management and conduct of the College as may be entrusted to it by the resolution of the Council.

Article VII **Officers of the College**

Sec 1

The following are the officers of the College:

Sec 1.1 President

Sec 1.2 Vice President

Sec 1.3 Registrar

Sec 1.4 Treasurer

**Sec 2 Election of officers**

The officers will be elected by the College Council.

Sec 3.1

The College may employ personnel to assist the officers in the conduct of College business.

Sec 3.2

The charter of duties, recruitment rules and emoluments will be formulated by College Council as By Laws.

**Article VIII Indemnity of Officers and Council**

Sec.1

The officers and members of the Council shall not be responsible for anything done, omitted to be done or suffered in good faith.

The aforementioned shall be entitled to be indemnified against any actions, costs, claims, damages, expenses or demands and to be re-imbursed out of the funds of the College or any part thereof.

**Article IX. Financial**

Sec1.

1.1 The income and property of the College, whence so ever derived, shall be applied solely towards the promotion the aims of the College.

1.2 No portion shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the College (of whatever class or status); provided that nothing herein contained shall prevent the payment in good faith of remuneration to any officer or servant of the College or to any member thereof, in return for any services actually rendered to the College.

Sec 2

The College may do all the following and such other lawful things as may be incidental or conducive to the attainment, promotion and/or carrying out of the following objects or any of them.

Provided always that all or any of the following shall be done, not for pecuniary profit, but for the benefit of humanity and for the attainment of College aims.

2.1 It may accept any gift, endowment or bequest made to the College generally or for the purpose of any specific object and to carry out any trusts attached to any such gift, endowment or bequest;

2.2 It may purchase, take on lease, exchange, hire or otherwise acquire any real, personal, movable and/or immovable property, rights, interests or privileges necessary or convenient for the purpose of the College;

2.3 It may sell, dispose of, exchange, hire, mortgage, charge, let, deal with, or turn to account, any of the property and rights of the College, as may from time to time be considered expedient or desirable in the interests of the College;

2.4 It may borrow, or raise or secure the payment of money without limitation as to amount, in such manner, on such terms and conditions and upon such security as may be determined, and in particular by pledge, mortgage or any other means charged upon all or any of the property of the College (both present and future) personal, real, movable and/or immovable and to purchase, redeem or pay off any such securities.

2.5 To invest the moneys of the College not immediately required for the purpose thereof in or upon such investments, securities or property as may be thought desirable;

2.6 To pay out of the funds of the College all costs, charges and expenses preliminary and incidental to the promotion, formation, establishment, registration and advertising of the College;

2.7 The liability of the College members (of all classes) is limited.

2.8 Every member of the College undertakes to contribute to the assets of the College in the event of the same being wound up, during the time that he/she is a member or within one year afterwards, for payment of the debts and liabilities of the College contracted before the time at which he/she ceased to be a member, and the costs, charges and expenses of winding up the same.

2.9 If, upon winding up or dissolution of the College, there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the College, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the College, to be determined by the said members of the College at or before the time of dissolution.

### Sec.3 Dues

3.1 The dues to be paid by Fellows and Members will be decided by College Council.

### Sec.4 Audit and Accounting

4.1 An audit of the accounts of the College shall be held annually by a chartered accountant to be appointed at the General Body meeting.

## Article X. **Honours and Awards**

The College may confer honours and awards for exceptional services to the College, Pathology, Medicine or Humanity.

## Article XI. **Committees and Commissions**

The College Council may establish Committees and Commissions as it considers necessary to facilitate the work of the college.

## Article XII. **Political Status**

The College is a nonprofit, medical, scientific and educational body. It shall not debate any political question unless it affects Pathology or any field of Medicine.

## Article XIII. **By-Laws**

### Sec 1

The College will function as per By-laws framed by the College Council.

## Article XIV. **Amendments**

### Sec 1

The amendment to the constitution can be proposed by any Fellow of at least five year standing. It must be submitted to the Council at least 90 days before the General Body Meeting.

### Sec 2

The Council must discuss the proposed amendment at least one month before the General Body meeting and unless passed by 3/4<sup>th</sup> of the total Council Membership, it will not go to the General Body.

In case the Council can not meet or discuss the proposed amendment 30 days before the General Body Meeting it may be discussed in the General Body. However, no vote will be taken until the next General Body



meeting, in which it will be automatically placed on the agenda, unless it is withdrawn before that date.

Sec 3

Two third of those attending the General Body meeting will be required for approval of the amendment.

# BY-LAWS

## Chapter-1: **List of Specialties**

- 1.1 The registrar will maintain a list of all specialties and sub-specialties of pathology recognized by the College.
- 1.2 The President or a Fellow may propose a specialty/sub-specialty to be included in the list. The proposal will be submitted to the Council for approval.

Chapter-2: **Fellows**

- 2.1 The names of candidates for Honorary Fellows and of those to be admitted by peer review will be proposed by Honours and Awards Committee.
- 2.2 The names of candidates who have been successful in the College assessment for admission as Members/ Fellows will be proposed by the registrar, for approval of the Council.
- 2.3 The Council, on application, may designate a fellow to be Emeritus Fellow.
- 2.4 **Suspension, resignation, termination**
  - 2.4.1: The Council, on move from the President, or a Fellow, after giving the opportunity of hearing, may suspend a Fellow or Member if.
    - 2.4.1.1: He is ineligible to be a Fellow/Member.
    - 2.4.1.2: His conduct is against the objectives of the College.
    - 2.4.1.3: He is a persistent defaulter of the College dues.
  - 2.4.2: A Member/Fellow suspended under sec 2.4, may be expelled from the College by a majority vote of the General Body.
  - 2.4.3: A Fellow/ Member may resign after giving notice in writing to the Registrar of the College.

Chapter 3: **General Body**

- 3.1 The President will preside over the General Body meeting. If he is unable to attend, the Vice President or in his absence a Fellow designated by the President or elected by the House may preside.
- 3.2 Registrar or in his absence any other Fellow designated by the President will act as the Secretary. He will prepare the minutes.
- 3.3 The President may invite non members to attend the General Body meeting to address specific issues. They will have no vote.
- 3.4 Honorary Fellows and Emeritus Fellows may attend the General Body meetings and speak on the issues but will not have a vote.
- 3.5 Each Fellow will have one vote.
- 3.6 All issues will be decided by open vote unless decided otherwise by the presiding officer.
- 3.7 No proxy vote will be allowed.
- 3.8 Except as provided for under Article XIII sec 3, issues will be decided by simple majority.

Chapter -4: **College Council**

- 4.1 The President will call the meeting of the Council.
- 4.2 The President will preside over the meeting of the Council. If he is unable to attend, another Council Member designated by the President will preside.
- 4.3 The Council will decide issues to be placed before the General Body for consideration.
- 4.4 The Council will be responsible for taking decisions in the light of powers granted in the Constitution.
- 4.5. Each member will have one vote.
- 4.6. All issues will be decided by majority vote of those present and voting except as provided for under chapter 12 sec 12.4.
- 4.7. The President may invite non members to speak on issues pending before the Council.
- 4.8. The Registrar will prepare minutes of the meeting and circulate to all members.
- 4.9. Termination/Resignation of members.
  - 4.9.1. A members may resign from the Council by giving a notice in writing to the President.
  - 4.9.2. A member who does not attend three consecutive meetings of the Council without good reason may be deemed to have resigned from the council.
  - 4.9.3. The President may appoint a Fellow to serve out the remaining term of a member who has resigned.

Chapter -5: **Officers and Executive Council Members**

5.1. **President**

The President will act to advance the objectives of the College. He will carry out instructions and policies made by the Council. He will also carry out any other duties provided for in the by-laws, or assigned by the College Council.

5.1.1 He will have powers to coordinate and facilitate all administrative and other activities of the College.

5.1.2 He will be a member of all the Committees/Commissions. He will have the power to summon their meetings.

5.1.3 In case of incapacity, death or resignation or for any other reason, the President is not able to complete his term; the matter will be placed before the Council for decision. The Vice President will fill the un-expired term.

5.2. **Vice President**

5.2.1 The Vice President will assume duties of the President if so directed by him in writing or in case of incapacity, resignation or death of the President.

5.2.2 The Vice President will carry out any duties assigned to him by the President.

5.3. **Registrar**

5.3.1 The Registrar will plan and conduct assessments of candidates for admission to the College and compile their results.

5.3.2. He will also be responsible for other academic activities of the College.

5.3.3. He will carry out any other task assigned to him by the President or the General Body.

5.4. **Treasurer**

5.4.1 The Treasurer shall collect, receive and disburse all funds of the College under the policies laid down by the College Council.

5.4.2 He shall keep regular books of account and shall submit such account of his acts as Treasurer and the financial condition of the College, as the Council may from time to time require.

5.4.3. He will submit annual report regarding financial state of the College to the Council for submitting it to the General Body.

5.4.4. He will carry out such instructions/tasks assigned by the Council.

- 5.5. The Council may authorize any Committee/Commission established by the College under article X or the editor of the College Publications to receive and disburse funds on behalf of the College.
- 5.6 Any person authorized under Sec 5.5.1 to collect/disburse funds will submit annually or as frequently as required, financial statement about such funds, to the Treasurer.
- 5.7. **Tenure of Officers**
  - 5.7.1 The tenure of office for the President and officers will be three years.
  - 5.7.2 The President will not serve consecutive terms.
  - 5.7.3. The Vice President, required to serve out the term of the President under Sec 5.2 will be eligible to contest for the office of President.
  - 5.7.4. Other officers/members of the Council will serve a maximum of two consecutive terms.

Chapter -6: **Elections**

- 6.1. An Election Committee will be constituted by the General Body at the beginning of each term of members of the council, to conduct elections.
- 6.2. The Election Committee will comprise the following:
  - 6.2.1. Two Fellows from the College Council.
  - 6.2.2. Three Fellows from the General Body, who are not members of the Council.
- 6.3. The Election Committee will invite nominations from the Fellows, for any elective office, at least 90 days before the election date.
- 6.4. The Election Committee will examine the nominees for eligibility and willingness to accept nomination.
- 6.5. A list of eligible nominees will be circulated to all members of the General Body at least 60 days before the elections.
- 6.6. All elections will be through secret ballot at a General Body meeting.
- 6.7. If due to any reason elections are not held through holding of General Body meeting, a postal ballot may be conducted.
- 6.8. Only Fellows in Good standing will be eligible for elections or for casting a vote.
- 6.9. The Election Committee will provide the lists of Fellows /Members in good standing.
- 6.10. For elections to the office of the President, a Fellow must have served at least one term as officer of the College or member of the Council except the first President.



## Chapter -7: **Committees and Commissions**

- 7.1 College Council will establish Committees and Commissions to inquire and recommend policies or course of action for any issue within purview of the College, to conduct examinations, manage financial or administrative affairs for any other purpose, to run the affairs of the College.
- 7.2. The Chairman and members will be appointed by the President.
- 7.3. They will ordinarily be Fellows/Members of good standing: The President, however, is authorized to appoint a Member from outside the College.
- 7.4. The Committees and Commissions will formulate their own rules for conduct of business. They will be approved by the Council.
- 7.5. The President will fix the duration in which the Committee/Commission will finalize the report or function. In case extension is required, the Executive Council will be approached for the approval.
- 7.6. The Committee/Commission will cease to exist, three months after the President who appointed them leaves the office, unless the incoming President renews their mandate.
- 7.7. The Council will make financial allocations for the work assigned.
- 7.8. The Committee/Commission will make financial report to the Treasurer as often as required by the Council. Final report must be submitted within three months of completion of the task assigned.
- 7.9. The President will formulate and communicate to the Committee/Commission, terms of reference for any work, which is to be undertaken by them.

### 7.10. Standing Committees

In addition to the Committees for enquiry into specific issues and problems, the following Standing Committees may also be constituted. The membership will comprise of the President, Vice President, Registrar, Treasurer and five Fellows. They may co-opt Fellows for completing their tasks. Their decisions will be approved by the Council.

#### 7.10.1 Examination Committee

This Committee will lay down requirements for various examinations, examination fees and will constitute various Boards of Examiners.

#### 7.10.2. Credential and Accreditation Committee

The committee will establish criteria for recognition of institutions for affiliation and their inspection. It will also lay down and examine credentials of candidates for Fellowship/Membership.

#### 7.10.3. Finance and Establishment Committee

It will be responsible for financial management and to supervise and approve expenditure. It will also be responsible for raising funds, approving financial reports for presentation to the General Body and sanctioning expenditure beyond the powers of the Treasurer. It will also sanction the establishment, the rules of service, conduct and emoluments.

Chapter -8: **Dues and Contributions**

- 8.1 Each Fellows and Member shall pay to the Treasurer on or before the first day of January in each year the Annual Subscription owing to the College.
- 8.2 The Treasurer shall notify each Fellow and Member of the sum owing on or before the first day of October in each year.
- 8.3. Honorary Fellows and Emeritus Fellow/Members will be exempted from Annual Subscription.
- 8.4. Those Fellows who do not clear their account within three months will be in default. The Council will suspend their Membership/Fellowship. All College privileges including right to vote will be withdrawn.
- 8.5 A Fellow will be expelled from the College if he is in persistent default for two years.
- 8.6 The Council may consider reinstatement on the payment of the outstanding dues and a fine, to be decided by the Council.

## Chapter -9: **College Representation on National/International Bodies**

- 9.1 The President will appoint Fellows to represent the College on National/International Organizations/Committees.
- 9.2 Those appointed will be Fellows in good standing.
- 9.3 While serving on such Organizations/Committees, they will represent the College and not their parent institution.
- 9.4. They will get their mandate about the College Policy on the issue from the President.
- 9.5. They will submit a report to the President within three months of the completion of their assignment about the discussion /decision taken or if required, earlier.

## Chapter -10: **Administrative and Financial Powers**

The administrative and financial powers will be exercised by the Council on behalf of the College. It may delegate these powers to the Establishment or Finance Committee, Treasurer or various other Committees. The final approval of the Council will however be obtained.

10.1. Expenditure. The following powers are delegated.

Secretary	Not Exceeding	Rs. 5000
Treasurer	Not Exceeding	Rs. 50,000
Finance & Establishment Committee	Not Exceeding	Rs. 100,000
Other Committees	Not Exceeding	Rs. 10,000

10.2. College Staff

10.2.1. All recruitments will be made by the Finance and Establishment Committee according to the College service rules.

10.2.2. All employees will be governed by the College service rules.

10.2.3. The service rules will be made by the Executive Council, who may modify them from time to time.

10.3. Secretary

10.3.1. The Council will appoint a College Secretary under terms and conditions laid down in the College service rules.

10.3.2. The secretary will run the College administration under the direction of the President/College Council or the respective heads of departments.

10.3.3. He may attend and take part in the proceedings of the Council and Committees dealing with non-academic matters. He will also act as Secretary of these meetings and issue notices of such meetings in consultation with the Presidents/Conveners and prepare their minutes.

10.3.4. He will maintain an inventory of college property and keep it in good condition.

## Chapter -11: **Honours and Awards**

11.1. The President shall establish an Awards Committee to consider the award of a gold Medal/Honorary Fellowship. It will consist of two Fellows from the Council and two elected by the General Body.

11.2. The Fellows of the College have the privilege to nominate Members for consideration for advancement to fellowship.

- 11.3. The Award Committee, while considering such nominations, will take into account the qualifications, professional standing, appointments held and contribution to literature.
- 11.4. Honorary Fellowships shall ordinarily be awarded at the College convocation.
- 11.5. Gold Medal shall be awarded with discretion and care and only for especially distinguished service. Under normal circumstances Gold Medal will not be awarded while potential recipients remain members of the Executive Council.
- 11.6. The Awards Committee shall recommend Awards to the Council.
- 11.7. The Council shall consider granting an honorary award only on recommendation of the Awards Committee.
- 11.8. The President shall present all Awards voted by the Council on behalf of the College.
- 11.9 The committee will also formulate rules for instituting awards and lectureship.
- 11.10 Court of Honour
  - 11.10.1 A Court of Honour comprising Fellows who have rendered exceptional services for the College and who have advanced its aims and interests to significant degree, and who continues to do so, may be established.
  - 11.10.2 Members of the Court of Honour will be elected for life by the Council.
  - 11.10.3 The total membership of the court shall not exceed fifteen at any one time .
  - 11.10.4 They will be admitted to the Court of Honour at the College admission ceremonies
  - 11.10.5 Their names shall be permanently inscribed in the annals of the College.



Chapter -12: **Amendments**

- 12.1. Notice of any proposed amendment of these By-laws shall be given to the members at least ninety days before the meeting of the Council at which the amendment is to be considered.
- 12.2. The Registrar shall circulate to members any amendment to these By-laws, proposed in writing by one of the Fellows or Members of the Council.
- 12.3. All such proposed amendments shall be accepted, amended or rejected by the first meeting of the Council following not less than sixty days after circulation of the Notice of Amendment to the members.
- 12.4. A simple majority of total members of the Council shall accept, amend or reject any such proposed amendment.