

**THE ASSOCIATION  
OF  
PHYSICIANS OF PAKISTANI-DESCENT  
OF NORTH AMERICA**



**CONSTITUTION AND BYLAWS**

**With Amendments as Adopted in 1986, 1994, 2004, 2012 and 2014**

**APPNA  
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Westmont, Illinois 60559  
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**With amendments as adopted in 1986, 1994, 2004, 2012, 2014**

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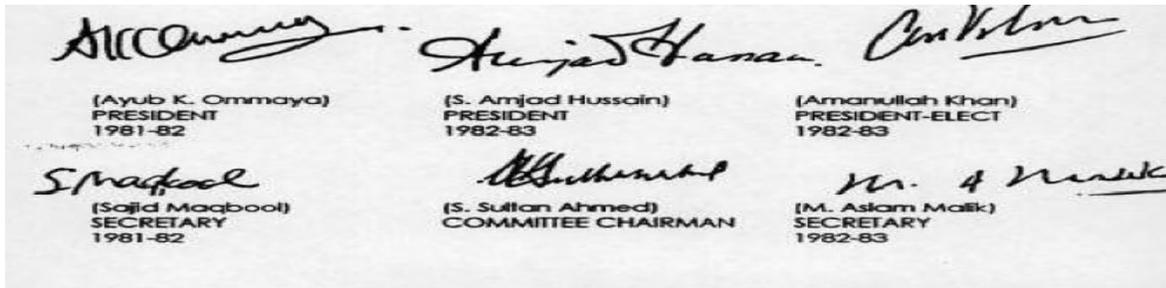
With amendments as adopted in 1984, 1985, 1986, 1987, 1988, 1989, 1994, 2004, 2012, 2014

**PREAMBLE**

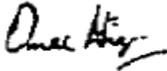
We the physicians of Pakistani descent, out of our conviction for our profession and motherland, do hereby proclaim the establishment of the Association of Physicians of Pakistani descent, so that collectively we all can: uphold ethical and moral values, engage in social and professional activities, support educational and intellectual pursuits, upgrade medical care and thus glorify our Association.

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

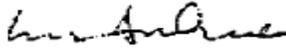
**Enacted on the 12th day of June in the year one millennium, nine hundred, and eighty-two.**



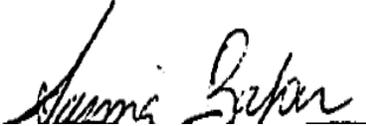
**Amended on the 19th day of November in the year two millennium and four.**

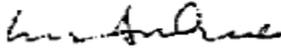
  
Omar T. Atiq  
President

  
Hussain G. Malik  
President-elect

  
Mohammad Suleman  
Chair CABL Committee

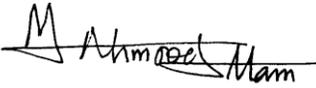
**Amended on the 31<sup>st</sup> day of December in the year two millennium and twelve.**

  
Saima Zafar  
President

  
Mohammad Suleman  
Chair CABL Committee

**Amended on 8<sup>th</sup> day of December in the year two millennium and fourteen**

  
Asif Rehman  
President

  
Mahmood Alam  
Chair, CABL Committee

## **THE CONSTITUTION**

### **1. NAME**

The name of this organization shall be the Association of Physicians of Pakistani-descent of North America (APPNA). Hereafter, it will be referred to as "The Association."

### **2. 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. 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 1986 (or the corresponding provision of any future United States Internal Revenue Service Law). The other aims shall be:

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

3.2 To assist newly arriving Pakistani physicians in orientation and adjustment.

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

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

3.5 To participate in medical relief and other charitable activities especially 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 physicians in particular.

### **4. MEMBERSHIP**

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

### **5. INTERNAL STRUCTURE AND ORGANIZATION**

#### *5.1 General Body*

5.1.1 It shall consist of duly registered members of 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 the 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 control of all fixed assets and property of the Association.

#### 5.3 *Council*

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

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

5.3.3 It shall fix the date and place of meetings.

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

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

5.3.6 All Council members shall be active members of APPNA.

#### 5.4 *Executive Committee*

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

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

5.4.3 It shall be responsible for management of the affairs of the Association.

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

#### 5.5 *Component Societies*

Alumni Associations

Regional Chapters

5.5.1 Alumni Associations: The Alumni Associations shall consist of those societies, which hold recognition from APPNA and comprise of those physicians of Pakistani descent who have graduated from recognized medical colleges.

5.5.1.1 Only one alumnus association will be recognized from any one medical college.

5.5.2 Regional Chapters: these "Chapters" shall consist of those societies, which hold recognition from APPNA and consist of those physicians who have organized themselves in a regional chapter as defined in the Bylaws.

5.5.2.1 Only one regional chapter will be recognized from one geographic area.

5.6 *Auxiliary Organizations: Working under APPNA Constitution and Bylaws*

5.7 Affiliate Organizations: These organizations will have their own charter and independent legal status, however, will have APPNA representation in their governing body or executive body.

5.8 Allied Organizations: These will be the other established organizations that work in partnership or in alliance with APPNA.

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

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

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

6.3 Councilors shall be the elected officers of those Component Societies that have received recognition from the Association. Only one councilor shall represent any one Component society.

6.4 Each officer of the Association and councilor shall maintain physical residence in North America during his/her tenure.

## **7. 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 Council and approved by the general body.

7.3 The 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. However, APPNA can lobby for the issues pertaining to the membership.

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. 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 provision defined in this Constitution.

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

## **9. AMENDMENTS**

9.1 Amendments to this Constitution can be initiated by

9.1.1 Five percent of Active members or 100 members of the Association in good standing, whichever is greater.

9.1.2 Majority of Council members.

9.1.3 Majority of Board of Trustees.

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

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

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

9.5 The amendments rejected by the Council shall be returned to the proposer who may resubmit it with additional signatures from 5% of the active members or 100 members of the Association in good standing in which case these amendments shall be circulated to the general membership 30 days prior to the annual meeting and will be presented to the general body for a vote.

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

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

## **10. DISSOLUTION**

10.1 No proposal for dissolution of the Association shall be considered unless recommended by the majority of the trustees and discussed at the next meeting of the Council and after four (4) weeks' notice in writing has been given to each member in good standing. 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 said Court shall determine, which are organized and operated exclusively for such purposes.

## **BYLAWS**

### **11. ADDRESS**

The Council shall fix the address of the Association.

### **12. COMPOSITION**

#### *12.1 Component Societies*

12.1.1 Graduates of a Pakistani medical college may join together to form an alumni association.

12.1.2 Graduates of North American medical schools may collectively organize in one alumni association.

12.1.3 Likewise, any number of members of the Association may join together to form a regional chapter.

12.1.4 All members of an alumni association or regional chapter will not be required to be members of the Association. However, for official recognition in the Council, it is essential that a component society must have at least 25 members in good standing who are also active members of the Association. Any Component Society whose membership falls below 25 will be suspended from active representation in the APPNA Council. The affiliation to the association may be reconfirmed by the executive council after scrutiny of appropriate application and recommendation by the President-Elect.

12.1.4.1 There will be one chapter from one geographical (contiguous counties) area.

12.1.4.2 There will be one chapter from one given metropolitan area.

12.1.4.3 There will be one chapter from one given state except when the state has more than 100 active members of APPNA, then each additional 100 members will be allowed to have an additional chapter following approval by the council.

12.1.4.4 The additional chapter should represent contiguous counties.

12.1.5 In their involvement in the affairs of the Association, however, it is essential that they register with the Council giving those details of their articles of incorporation, of membership, and the names and addresses of officers. All chapters are required to submit their annual membership list and financial statements by March 31<sup>st</sup> of each year.

12.1.6 The Council may withdraw recognition of any component society whenever it finds that such organization has materially breached any of the provisions of the Constitution or Bylaws of this Association or has failed to function within the expressed spirit and purpose of this Association to such an extent that withdrawal of recognition is in the best

interest of this Association. The alumni association, regional chapter, or Physicians-in-Training Section shall be afforded an opportunity to be heard pursuant to such reasonable procedures as the Council shall provide. The final action taken by the Council shall be presented at the next annual meeting for approval by the general body.

12.1.7 The component society elections should be held annually and the process completed by the end of the year. Minutes of the general body meeting including the election results should be submitted to the APPNA office by December 31<sup>st</sup> of each year.

## 12.2 *Auxiliary Organizations*

12.2.1 Any organization/association or group, which wishes to be considered an auxiliary organization, shall apply to the Secretary of the association. The Secretary will present the application to the Executive Council with his/her recommendation(s).

12.2.2 They will function under the APPNA Constitution and Bylaws.

12.2.3 They will use APPNA tax ID number.

12.2.4 They may adopt rules and regulations for their governance consistent with APPNA Constitution and Bylaws and subject to approval by the APPNA Council.

12.2.4 These organizations will be required to report their activities and finances.

## 12.3 *Affiliate Organizations*

12.3.1 These organizations will have their independent charter and legal status.

12.3.2 They may hold their functions in collaboration with APPNA.

12.3.3 They will be required to have the APPNA President or his/her designee from the elected officers as a voting member of their decision-making body (such as BOD).

12.3.4 Their affiliation will be by application, which will be time-limited and renewable.

12.3.5 They shall submit their annual financial and audit reports and will answer all queries related to these matters.

12.3.6 The affiliation fees will be charged as assessed by the council on a yearly basis.

## 12.4 *Allied Organizations.*

12.4.1 These will be independent organizations with their own charter and legal status, and will work with APPNA according to mutually agreed upon arrangements.

12.4.2 The status of an allied organization shall be granted by the APPNA Council upon recommendation(s) from the Executive Committee.

## **13. MEMBERSHIP**

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

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

13.3 Membership will be confirmed by the Executive Committee at the recommendation of the Membership Committee of the Association.

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

13.5 Membership in the Association will be suspended for a criminal conviction by a court of law or a disciplinary action by the Licensing Authority resulting in revocation of medical licensure.

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

#### 13.6 *Active Members*

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

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

13.6.3 Active members shall be either annual dues-paying members and residing in North America or Lifetime members.

13.6.3.1 Any active member of the Association, on payment of fifteen (15) years of current annual dues in one lump sum or in installments, making full payment within one year may apply for Lifetime membership in the Association.

13.6.3.2 Life members will be exempt from paying registration fees at meetings held in North America.

13.6.4 Executive Committee may exempt or reduce dues of any active member, for reasons of retirement, sickness, 30 years of continued and uninterrupted membership or when in their opinion payment of such dues is hardship upon a member.

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

13.7.1 They will be exempt from paying annual dues.

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

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

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

#### 13.8 *Emeritus Members:*

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

#### 13.9 *Honorary Members:*

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

#### 13.10 *Associate Members:*

The Association may elect to give Associate membership to persons engaged in human sciences and health care related services other than medicine.

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

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

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

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

13.11.1 They will be exempt from paying annual dues.

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

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

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

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

14.1 Annual Dues:

14.1.1 Shall be determined by the Council and enforced after approval by the general body.

14.1.2 The term of annual dues will be the calendar year.

14.2 *Arrears:*

14.2.1 Any member whose dues are not received by the central office by July 7 will be considered in arrears and will not be eligible to vote in the elections that year.

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

#### **15. GENERAL BODY MEETINGS**

15.1 *Determination of Time and Place:*

15.1.1 During each annual session the Association may hold one or more General Body meetings.

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

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

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

15.2 *Actions:*

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

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

15.3 *Quorum:*

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

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

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

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

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

16.1 *Composition:*

The Board shall be composed of five (5) members of the Association.

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

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

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

16.2 *Qualifications:*

16.2.1 Should have been an active member for five (5) consecutive years or total of at least eight (8) years.

16.2.2 Should have held an office in a component society, APPNA or chaired an APPNA standing committee.

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

16.3 *Term of Office:*

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

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

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

16.4 Election: At least one month before the Annual Session of the Association each year, the Executive Council shall submit three (3) names to the Board for consideration for election to the Board. The Board shall elect from amongst these three (3) members to fill any vacancies on the Board that year.

16.5 *Officers:*

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

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

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

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

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

16.6 *Meetings:*

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

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

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

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

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

16.7 *Powers and Duties*

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

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

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

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

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

16.7.3 The Board of Trustees shall receive quarterly reports of the Association's accounts.

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

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

16.7.6 The Board of Trustees shall cause and annual audit of APPNA's accounts to be made by a certified public accountant.

16.7.7 The BOT will appoint the Ethics and Grievance Committee.

## **17. COUNCIL**

### *17.1 Composition:*

17.1.1 The Council shall be composed of officers of the Association, and ONE elected officer of the alumni associations and regional chapters.

### *17.2 Officers:*

17.2.1 The officers of the Council shall be the President, President-elect, Immediate Past President, Secretary, and Treasurer of the Association.

### *17.3 Meetings:*

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

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

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

### *17.4 Quorum:*

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

### *17.5 Powers and Duties:*

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

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

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

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

### *17.6 Resolutions:*

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

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

## **18. EXECUTIVE COMMITTEE**

### **18.1 Qualifications of Officers:**

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

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

18.1.3 All nominees for the election of the officers of the Association shall have served for at least one year on the Council as the President of a recognized component society. Any past officer of central APPNA is also eligible to run for any office in future.

### **18.2 President:**

18.2.1 The President shall be the general executive officer of the Association.

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

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

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

18.2.5 He/she will fill vacancies thereon.

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

18.2.7 He/she shall perform such other duties as are imposed upon him/her by the Constitution and Bylaws of this Association. 18.2.8 The President will serve a term of office for one (1) year.

18.2.9 He/she will hold the office of Immediate-Past President at the conclusion of his/her term as President.

### **18.3 President-elect:**

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

18.3.2 Should the office of President become vacant; the President-elect shall succeed to the Presidency for the unexpired term.

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

### **18.4 Secretary:**

18.4.1 The Secretary shall be an active member of the Association.

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

18.4.3 He/she shall also discharge the following duties:

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

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

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

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

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

**18.5 Treasurer:**

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

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

18.5.3 He/she shall also discharge the following duties:

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

18.5.3.2 Keep membership records and issue membership certificates.

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

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

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

18.6 Term of Office:

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

**19. COMMITTEES OF THE ASSOCIATION**

19.0 Standing Committees of the Association shall be appointed by the President with the advice of the Council. Members of the committees shall have staggered terms. All voting members of a committee shall be active members of APPNA. (See Appendix A for the composition and functions of the committees).

The Committees below have been placed in alphabetical order.

The Committees will be:

- A. APPNA Youth Forum
- B. Committee on Advocacy, Legislative and Government Affairs
- C. Committee for Liaison with Professional Organizations
- D. Committee on Young Physicians
- E. Constitution and Bylaws Committee
- F. Committee for Social Welfare Projects

- G. Disaster Relief/APPNA Medical Peace Corps.
- H. Ethics and Grievance Committee
- I. Finance Committee
- J. Hotel Selection and Negotiation Committee
- K. Office Management and Oversight Committee
- L. Lifetime Dues Investments Advisory Committee
- M. Local Host Committee
- N. Long Range Planning Committee
- O. Membership Committee
- P. Medical Education & Research, International Training & Transfer-of-Technology Committee
- Q. Nominations and Election Committee
- R. Project Evaluation Committee
- S. Publication Committee
- T. Research, Education and Scientific Affairs Committee
- U. Scholarship Committee
- V. Social Forum
- W. Any other committee deemed necessary by the President of the Council.

## **20. ELECTION**

### *20.1 Nominations:*

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

### *20.2 Voter Eligibility:*

20.2.1 All lifetime members are eligible to vote in the annual elections for the officers of the Association. All annual dues paying members are also eligible to vote provided they are current members and had at least 1 paid membership in the Association during the last 2 years preceding the elections.

20.2.2 The final voters list of active members verified by the membership committee and approved by the executive committee will be provided to the Nominating and Election committee at least 2 weeks before the ballots are sent out.

*20.3 Election Process:*

20.3.1 Election of officers of the Association will be held by secret ballot with a simple plurality required for election. No candidate shall be elected to the same office of the Association for more than two consecutive terms. However, the general membership may by an affirmative vote of two-thirds of those voting, waive this restriction.

20.3.2 The members of the Association shall cast their votes by secret ballot either by mail or electronic media conducted by an authentic election agency approved by APPNA Council. The mail ballots enclosed in a separate envelope will be mailed in an outer envelope to the agency conducting the elections authorized by the Council. The deadline for the receipt of the ballot at the address provided shall be ten (10) days before the fall meeting. Only the outer envelope will bear the name and signature of the member; the inner envelope and the ballot will bear no identification. The authorized person at the election agency, after recording the receipt of the ballot and verification of the standing of the member in the Association, will bring the unopened ballot to the Nomination/Election Committee meeting for tabulation. The ballots will be opened in the presence of the members of the Nomination/Election Committee and the representatives of all the contesting candidates on the morning of the fall meeting. The Chairman of the Nomination/Election Committee will announce the results of the election during the business session.

*20.4 Council:*

20.4.1 The Council members shall be the elected Presidents of the recognized component societies of the Association.

20.4.2 The proxy representation in the Council meeting shall be by the next person in the hierarchy of elected officers of the component society in the event when the President of the component society is unable to attend the council meeting.

**21. VACANCIES**

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

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

21.2.1 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.

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

21.3 The vacancy of the office of President-elect will be filled in the following manner:

21.3.1 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.

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

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

21.3.2.2 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.

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

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

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

## **22. REFERENDUM**

22.1 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.

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

## **23. SEAL**

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

## **24. EMERGENCY**

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

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

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

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

## **26. AMENDMENTS**

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

26.1 An amendment may be proposed by (i) a majority of the members of the Council or Board of Trustees, or (ii) by 5% of active members or 100 members of the Association, whichever is greater, by submitting such a proposal to the Constitution and Bylaws Committee.

26.2 The Constitution and Bylaws Committee shall submit its recommendations to the Council at least thirty (30) days before the Council meeting.

26.3 Adoption of the amendment shall require the affirmative vote of 50% of the Council members eligible to vote and present at the said meeting of the Council.

26.4 The amendment(s) approved by the Council shall be circulated to the general membership thirty (30) days before the next annual meeting and presented to the general body for a vote.

26.5 The amendments rejected by the Council shall be returned to the proposer who may resubmit it with additional signatures of 5% active members or 100 members of the Association in good standing, whichever is greater, in which case these amendments shall be circulated to the general membership 30 days prior to the annual meeting and will be presented to the general body for a vote.

26.6 An amendment will be approved by simple majority provided at least 50% of the total active membership is present.

26.7 If an amendment fails to be acted upon in the general body meeting, a ballot shall be sent using all means within four weeks to the general membership. The amendment shall be approved with a simple majority provided at least 50% of the total active membership has responded prior to the set deadline. The amendment shall become effective immediately upon adoption.

## APPENDIX A

### Recall of an APPNA Officer

APPNA Officers, elected by the general membership, are endowed with high office of great authority and immense responsibility. They are expected to conduct themselves at all times in a manner commensurate with their office. If the conduct of an officer is deemed in contravention to the highest ideals of APPNA, willfully and maliciously against its Constitution, Bylaws, policies and procedures, or significantly detrimental to the organization, the membership has the right to recall that officer, in the following manner.

1. A petition for recall of any officer of APPNA may be initiated by:
  - a) Ten percent of total members in good standing, or b) A two-thirds majority of Council members.
2. The petition with verifiable signatures of the petitioners in conjunction with the facts of the infraction shall be submitted in writing to the Secretary of APPNA.
3. The Secretary shall provide a copy of the petition to the concerned officer within seven days of receipt of the petition.
4. The officer shall submit a written response to the Secretary within seven days of the receipt of the petition.

#### **A. If the petition is initiated by the general membership, then:**

5. The Secretary shall send the petition and the response, if received, together, to the Council within seven days of the expected date of receipt of response. The Council shall accept or reject the petition within fourteen days of receipt. A simple majority of the Council members will be required to accept the petition for it to be sent to the general membership for a vote.
6. In case the Council rejects the petition, the petitioners may file an appeal against the decision within fourteen days with the Board of Trustees. The Board shall inform the Council of its recommendation, in writing, within seven days of receipt of the appeal. If the Board accepts the appeal, the petition shall be sent to the general membership for a vote.
7. The petition will be returned to the petitioners if rejected by the Council and the Board of Trustees. The petitioners may resubmit it to the Secretary with verifiable signatures from an additional ten percent of the total membership, in which case the petition will be sent to the general membership for a vote.

#### **B. If the petition is initiated by the Council, then:**

8. The petition shall be submitted to the Board of Trustees by the Secretary within seven days of its adoption. The Board shall accept or reject the petition, in writing, within seven days of receiving it. If accepted, the petition shall be sent to the general membership for a vote.
9. If the Board rejects the petition initiated by the Council, the Council may resubmit it with verifiable signatures from ten percent of the total membership, in which case the petition shall be sent to the general membership for a vote.

**C. Petition initiated by either route:**

10. The petition shall be submitted to the general membership along with the response from the officer and the recommendations of the Council and/or the Board.
11. 11. The vote of the general membership shall have to be received in the APPNA office within thirty days of the posting of ballot. The last date of the receipt of the vote at the APPNA office shall be clearly marked on the ballot.
12. The Secretary shall count the votes within seven days of the last date for the receipt of votes at the APPNA office. The resolution of recall shall be considered operative and the officer in question recalled on receiving majority votes of the total membership of the Association as determined on the day the petition is received at the APPNA office.
13. The vacancy thus created shall be filled as described in the APPNA Bylaws, Chapter 21.
14. All correspondence as described in this appendix shall be done by certified mail. The Secretary shall document the accurate timeline of the proceedings.
15. The President Elect shall perform the duties of the Secretary in these proceedings, if the petition is directed against the Secretary. The President Elect shall also substitute for the President in any proceedings against the President.

## **APPENDIX B**

### **Conflict of Interest Policy**

#### **Article I. Purpose**

**The purpose of this Conflict of Interest policy is to protect the interests of the Association of Physicians of Pakistani-Descent of North America (the "Association") when it is contemplating entering into any transaction or arrangement that might benefit the private interest of an officer or director of the Association, or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.**

#### **Article II. Definitions**

**Section 1. Interested Person: Any Director, Officer, member of the Council or member of a committee with Board-delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.**

**Section 2. Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:**

**A. An ownership or investment interest in any entity with which the Association has a transaction or arrangement;**

**B. A compensation arrangement with the Association or with any entity or individual with which the Association has a transaction or arrangement, or;**

**C. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Association is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.**

#### **Article III. Procedures**

**Section 1. Duty to Disclose- In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Directors and members of the Council or the committees with Board-delegated powers considering the proposed transaction or arrangement.**

**Section 2. Determining whether a conflict of interest exists after disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board, Council or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board, Council or committee members shall decide if a conflict of interest exists.**

**Section 3. Procedures of Addressing the Conflict of Interest:**

**A. An interested person may make a presentation at the Board, Council or committee meeting, but after the presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.**

**B. The President or the chairperson of the committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.**

**C. After exercising due diligence, the Board, Council or committee shall determine whether the Association can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.**

**D. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board, Council or committee shall determine by a majority vote of the disinterested Directors or Council members whether the transaction or arrangement is in the Association's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.**

**Section 4. Violations of the Conflicts of Interest Policy:**

**A. If the Board, Council or a committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.**

**B. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board, Council or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.**

**Article IV. Records of Proceedings**

**The minutes of the meetings of the Board, the Council and all committees with Board-delegated powers shall contain:**

**A. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's, Council's or committee's decision as to whether a conflict of interest in fact existed.**

**B. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.**

**Article V. Compensation**

**A. A voting member of the Board who receives compensation, directly or indirectly, from the Association for services is precluded from voting on matters pertaining to that member's compensation.**

**B. A voting member of the Council or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly,**

from the Association for services is precluded from voting on matters pertaining to that member's compensation.

C. No voting member of the Board, the Council or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Association, either individually or collectively, is prohibited from providing information to the Board, the Council or to any committee regarding compensation.

#### **Article VI. Annual Statements**

Each Director, Officer, member of the Council and member of a committee with Board-delegated powers shall annually sign a statement which affirms such person:

- A. Has received a copy of the conflicts of interest policy,
- B. Has read and understands the policy,
- C. Has agreed to comply with the policy, and
- D. Understands the Association is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

#### **Article VII. Periodic Reviews**

To ensure the Association operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- A. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- B. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Association's written policies, are properly recorded, charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

#### **Article VIII. Use of Outside Experts**

When conducting the periodic reviews provided for in Article VII, the Association may, but need not, use outside experts to advise it. If outside experts are used, their use shall not relieve the board of its responsibility for ensuring that periodic reviews are conducted.

## **APPENDIX C**

### **Committees of the Association**

#### **A. APPNA YOUTH FORUM**

1. This Committee will be responsible for developing guidelines for youth programs sponsored by APPNA and its Component Societies.
2. The Committee will develop programs for youth of all ages.
3. The Committee will coordinate the activities of the other committees and component societies for developing programs and activities for the youth.

#### **B. APPNA COMMITTEE ON ADVOCACY, LEGISLATIVE AND GOVERNMENTAL AFFAIRS**

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

#### **C. COMMITTEE FOR LIAISON WITH PROFESSIONAL ORGANIZATIONS**

1. This Committee shall coordinate APPNA's relationships with all other professional organizations and report the activities of these organizations to APPNA's President and Executive Council and make recommendations regarding APPNA's involvement with these organizations.
2. The Committee shall develop networks of APPNA members involved in other professional organizations to coordinate their activities.
3. The Committee shall develop programs to help APPNA members in the various professional organizations, acquire and refine leadership skills so that they may be able to play a positive role in their respective professional organizations

#### **D. COMMITTEE ON YOUNG PHYSICIANS**

1. This Committee will develop a database and information system regarding all Pakistani Physicians-in-Training in North America.
2. The Committee will provide support for the physicians-in-training to help them develop a Physicians-in-Training Section within the organization.
3. The Committee will assess the needs of the physicians in training and develop programs in the Association to help meet those needs.

4. The Committee will develop a network of senior physicians working in conjunction with the Research, Education and Scientific Affairs Committee to provide guidance and to provide mentors to the physicians in training.

5. The Committee will seek out members in this group who have organizational abilities and potential for leadership and help them develop their skills so they can help run the Association of Pakistani Physicians of North America in the future.

6. The Committee will serve as a resource to the Physicians-in-Training in providing them guidance and counseling and organize a mentors group to support them.

#### ***E. CONSTITUTION AND BYLAWS COMMITTEE***

1. This Committee will be responsible for reviewing and developing recommendations for amendments to the Constitution and Bylaws to keep the organizational structure and function responsive to the current needs.

2. The Chairman of this committee will serve as a resource person to the organization for parliamentary procedure.

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

#### ***F. COMMITTEE FOR SOCIAL WELFARE PROJECTS***

1. This Committee will raise funds and material goods for charitable purposes using well organized ethical methods used by various national and international charity organizations.

2. This Committee will disburse the funds or material goods to the needy individuals, their families and appropriate institutions or other organizations according to the availability.

3. It will develop rules and regulations for its own governance.

4. The Committee shall develop rules and regulations and a screening process to review various requests for assistance. All of this is to be completed in a timely manner.

#### ***G. DISASTER RELIEF/APPNA MEDICAL PEACE CORPS COMMITTEE***

1. The Committee will develop liaison with the health care entities in North America and Pakistan for the exchange of students and teachers to take place in various health care and related fields.

2. The Committee will develop mechanisms for APPNA to provide health care volunteers and expertise to other committees such as APPNA SEHAT and other related organizations. These services are to be provided on request only.

3. The Committee will develop mechanisms for provision of medical and related fields' students, opportunities for electives in hospitals, and health centers in Pakistan.

4. The Committee will provide guidance and experts in the field of health education, patient education, and medical education.

5. The Committee will undertake public health projects and provide support and development of programs in improvement in waste disposal, garbage collection, and sanitary systems.

6. In areas where there are committees of the organization already functioning, this Committee will serve as a resource to provide the appropriate personnel to those Committees.

7. The Committee will also develop a program for disaster management so that the members of the organization may be able to respond to natural or man-made calamities and disasters in the world.

#### **H. ETHICS AND GRIEVANCE COMMITTEE**

1. The Committee will receive and review and give an opinion on all grievances brought forward by any of the members of the organization.

2. This Committee will also review and make recommendations to the Executive Council and the Board regarding any questions of ethical conduct that may be raised about any of the members of the organization.

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 Executive Council for approval.

4. The committee shall present its reports/findings and recommendations to the Council for Action. An action by the Council against a member© may be appealed to the Board of Trustees. The decision of the Board will be final unless overturned by the General Body.

#### **I. FINANCE COMMITTEE**

1. The Committee shall develop policies and procedures regarding the financial affairs of the Association.

2. The Committee will be responsible for the overall budget of the Association.

3. The Committee shall oversee all the financial activities of the organization, including the office expenses, the various committee expenses, and the investment funds.

4. The Committee shall present a quarterly report of all the financial activities of the Association.

#### **J. HOTEL SELECTION AND NEGOTIATIONS COMMITTEE**

1. The Committee will review and evaluate the sites for the various future meetings of the Association, both annually and quarterly.

2. The Committee will provide help and guidance to the Local Host Committee in negotiating their contracts with the local hotels for the different meetings.

3. The Committee will review all of the previous contracts that the Association has assigned and develop guidelines for the future for the Association's negotiations and contracts with various hotels

#### **K. OFFICE MANAGEMENT AND OVERSIGHT COMMITTEE**

1. The Committee will be responsible for developing policies and procedures for the central office.

2. The Committee will oversee the day-to-day workings of the office.

3. The Committee will propose a budget for the office to the Finance Committee.

4. The Committee shall provide monthly reports to the President and quarterly reports to the Executive Council.

**L. LIFETIME DUES INVESTMENTS ADVISORY COMMITTEE**

1. This Committee shall oversee the investments of the Lifetime Dues Endowment Fund.
2. The Committee's Chairman will be a member of the Finance Committee of the Association and will present regular reports to that committee.
3. The Committee will develop policies and guidelines regarding the management of the endowment/investment funds and present those for approval to the Executive Council.

**M. LOCAL HOST COMMITTEE**

1. This Committee will assist the officers in the local arrangements for the APPNA annual and regional meetings. This assistance will include but not be limited to site selection, hotel negotiations, budget development, fund raising, etc.

**N. LONG RANGE PLANNING COMMITTEE**

1. The Committee will develop and recommend projects and plans for the long-term activities of the Association.

**O. MEMBERSHIP COMMITTEE**

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

**P. MEDICAL EDUCATION & RESEARCH INTERNATIONAL TRAINING & TRANSFER-OF-TECHNOLOGY (MERIT) COMMITTEE**

1. Help develop Continuing Medical Education (CME) programs and CME culture in Pakistan.
2. Short duration Visiting Faculty Program; 2 week Post Graduate Teaching assignments in Pakistan
3. Short Courses and Lecture in specific topic areas; Tele-Medicine
4. APPNA SUKOON Palliative Care Short Courses and assist in BLS / ACLS courses in Pakistan

**Q. NOMINATION AND ELECTION COMMITTEE**

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.

**R. PROJECT EVALUATION COMMITTEE**

1. This Committee will develop guidelines and advise the Executive Council of APPNA's participation in all non-APPNA projects that require use of APPNA's financial or personnel resources.
2. These guidelines will become effective when approved by the Executive Council.
3. This committee will evaluate all projects proposed to APPNA that require the use of APPNA's financial or personnel resources and make its recommendations to the Executive Council.

#### **S. PUBLICATIONS COMMITTEE**

1. The Committee will be responsible for all publications of the Association including newsletter, directory, and other publications that the Executive Council or the officers may decide to publish.
2. The Committee will develop mechanisms and raise funds to support the 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.

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

1. This Committee shall be responsible for overseeing all major research, educational and scientific affairs and activities of the organization. This will include, but not be limited to:
2. Organization of the scientific sessions and educational programs at the time of the annual, as well as the regional fall and spring meetings.
3. It will serve as a resource organization to the various chapters for organizing their scientific educational programs.
4. It will be responsible for overseeing and developing the scientific sessions of 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. The Committee will develop a network of Pakistani physicians involved in academic activities.
7. The Committee will also develop means and mechanisms for the organization to recognize and honor physicians of Pakistani origin, who have achieved academic excellence in this country at the time of the annual and regional meetings.

#### **U. SCHOLARSHIP COMMITTEE**

1. APPNA Alumni Scholarship Project has made great strides since its inception. Contributions have been matched by an anonymous donor. These contributions are invested in the dedicated APPNA Scholarship Account, according to the APPNA Finance Committee Guidelines.
2. Committee works together to oversee the funds and the eventual disbursement of said funds via scholarship.

***V.SOCIAL FORUM***

1. The membership of the Social Forum shall consist of single members of APPNA and single family members.
2. The Committee will seek out members in this group who have organizational abilities and potential from family members of APPNA members who are 18 years and older.
3. Social Forum shall institute ways and means to encourage its members to play an active role in APPNA's projects in the United States as well as Pakistan.
4. Social Forum shall serve as a medium through which communication and understanding may be exchanged between the members.
5. Social Forum shall maintain cultural integrity. It is imperative that the members socialize within their cultural society, thus creating possibilities of further relationships in the future.
6. The Social Forum is to be used to foster greater understanding of the pertinent issues of that particular time and to encourage its members to be an integral part of the Society, and to get involved in community affairs while maintaining their own religious beliefs and ideology.

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

**APPENDIX D**

**APPNA Foundation**

**Created in 2014**

The APPNA Foundation was created under the auspice of APPNA through a Memorandum of Understanding (MOU). The APPNA Foundation has its own Employer Identification Number (EIN) and its own fundraising classification; the 501c3, under the Internal Revenue Service (IRS).

The mission of APPNA Foundation is to create social responsibilities among the Physician-Community of Pakistani Origin in the United States, Pakistan and elsewhere and participate in health education and healthcare-related projects. APPNA Foundation is committed to enhance quality of medical students of Pakistani origin and help physicians of Pakistani origin and will do its very best to keep the community abreast about changing healthcare policies.

The APPNA Foundation is organized to create a sustainable endowment fund to support the philanthropic work of the members of APPNA to provide a structured and dedicated organization committed to fundraising from and for the needy of the Pakistani-America Diaspora, and exclusively to support those and other charitable, benevolent and educational purposes, including for such purposes the making of distributions to organizations that qualify as exempt organizations under §501(c)(3) of the Internal Revenue Code of 1986, or the corresponding provision of any future United States Internal Revenue Law, and more specifically to provide support for the following:

- a. Medical welfare projects such as preventive care and free clinics in the United States and Pakistan;
- b. Grants, housing and mentoring assistance for Pakistani-American doctors, young doctors and medical student in clerkships, residency program and early years of practice;
- c. Scholarships for medical school in the United States and Pakistan;
- d. Professional development seminars and training;
- e. Research grants;
- f. Endowments to universities or medical schools to fund department chair positions in furtherance of these purposes: and
- g. To provide grants to individuals and charitable organizations endeavoring to achieve the same purposes through other charitable means.