

**CONSTITUTION OF
PAKISTAN SOCIETY OF
CLINICAL ONCOLOGY**

BY LAWS

ARTICLE I **NAME OF THE SOCIETY**

Section 1

The name of the organization shall be The “Pakistan Society of Clinical Oncology” hereafter referred to as PSCO.

Section 2

The word Clinical Oncologist used in this constitution means “A Clinical Oncologist being a medically qualified person professionally engaged in the management of patients who have cancer using radiation and other appropriate methods of treatment”.

ARTICLE II **ADDRESS OF THE SOCIETY**

Registered office of the society shall be the Department of Clinical Oncology (Radiotherapy), King Edward Medical College / Mayo Hospital Lahore. The office of the society shall function from the place of residence of the President.

ARTICLE III **OBJECTIVES OF THE SOCIETY**

1. To serve and promote the cause of specialty of clinical oncology and allied sciences involved in the treatment of cancer.
2. To provide the service to the community by applying the diagnostic, therapeutic and research potential of this specialty.
3. To promote the academic activities in the field of Clinical Oncology and allied sciences at under-graduate & postgraduate level by organizing conferences, seminars, symposia and creating a web-site etc.
4. To promote the rights and interests of it's members including teachers and consultants working in the field of clinical oncology and allied sciences in Pakistan.
5. To promote awareness about the biological effects of radiation.
6. To promote the awareness about prevention and early detection of cancer among physicians and public.
7. To design and conduct research in its different fields and to promote research activities by providing assistance by all possible means including funding of projects.
8. To encourage, guide and motivate and help young doctors to obtain higher qualification in the study.
9. To organize training courses for the trainees in different fields.

10. To work in collaboration with different awarding bodies in achieving better educational and training standards of future specialist field.
11. To promote and spread the relevant knowledge by using electronic and print media.
12. To help assist and advise different regulatory and administrative departments and bodies to define the true perspective of specialty.
13. To help and assist the Pakistan Medical and Dental Council, Board of Studies of Universities, and other autonomous educational, regulatory and advisory bodies in establishing new specialties in their true scope and right.
14. To promote medical Ethics in general and as applied in the specialty of Clinical Oncology and its in allied sciences in particular.
15. To express its views on all laws promulgated in Pakistan relating to medical profession in general, and the specialty of clinical oncology and its allied sciences in particular.
16. To coordinate and facilitate in sharing the resources of different institutions.
17. To promote continued medical education.

ARTICLE IV **MEMBERSHIP**

Section 1:

Members:

There shall be two (2) classes of members: Full members and associate members.

Section 2:

Full Members:

Full shall be those who satisfy the following requirement:

- ✓ Should be qualified Clinical Oncologists and defined in Section 2 of Article 1.
Should hold the qualification of FCPS, FRCR, DMRT, MCPS of American Board of Radiation Oncology or equivalent as recognized by PMDC.
- OR
- ✓ Individuals who hold major qualifications in allied disciplines including Medical Oncology, Hematology, hematologic Oncology, Pediatric Oncology, Nuclear Medicine.
- ✓ Should be in active practice in any aspect of clinical oncology or allied disciplines.
- ✓ Should have the credentials approved by the membership committee.

Section 3:

Associate Members:

Associate members shall be any other physician or health care professional belonging to any of the following specialties:

Gynecology, Medicine, Surgery Medical Physics, Pathology, Pediatrics, Pharmacology, Urology, Psychology or others with special interest in oncology.

Section 4:

Membership Committee:

Membership committee shall comprise of The President & One (1) Vice President and One (1) Joint Secretary as nominated by The President.

Section 5:

Voting right of Members:

Only full members shall be entitled to vote.

ARTICLE V
DISQUALIFICATION OF MEMBERS

- (a) The membership of any members shall be terminated upon the occurrence of any of the following events.
 - I. The resignation of the member, or
 - II. The occurrence of any event which renders such a member ineligible for membership

- (b) By three-fourth (3/4) vote of the executive council and voting at a regular PSCO council meeting, a member may be expelled from PSCO & his membership terminated, or a member may be suspended, or a member may be censured for any of the following:
 - I. Violation of the bylaws of PSCO
 - II. Failure in the material and serious degree to observe the rules of conduct of PSCO, or engage in conduct materially and seriously prejudicial to the interests of PSCO.

- (c) Following the determination that a member shall be expelled, suspended, or censured under paragraph (b), article IV
 - I. The President shall issue the notice of disqualification
 - II. Any disciplinary activity finally taken by PSCO against a member shall be promptly reported to all other members.

ARTICLE VI
ELECTION

Section 1:

The office bearers of PSCO shall be elected by closed ballot by the executive council members.

Section 2:

Each shall hold office for a period of two (2) years unless he/she resigns or is disqualified to serve as mentioned in article IV.

Section 3:

An office bearer cannot be elected for more than two consecutive terms to the same position.

Section 4:

Members of the executive council shall be elected in general elections by the votes of the full members.

Section 5:

The chief election commissioner, appointed by the President shall hold the elections by closed ballot including postal ballot.

Section 6:

Chief election commissioner shall decide the details and procedures of elections and other matters pertaining to such procedure and matters.

ARTICLE VII
OFFICE BEARERS

Section 1:

Executive Council:

PSCO shall have an executive council. Executive council membership shall be a period of two (2) years. Executive council shall have a maximum of eleven (11) members out of which at least eight (8) shall be clinical oncologists as defined in Section 2 of Article 1.

Section 2:

Office Bearers

PSCO shall have a President, Senior Vice President, Vice President, General Secretary, Finance Secretary and two Joint Secretaries.

Section 3:

Qualification of Office Bearers:

Only Members of the executive council shall be the office bearers of PSCO.

ARTICLE VIII
POWERS AND DUTIES OF EXECUTIVE COUNCIL

PSCO executive council shall have the power to conduct, manage and control PSCO affairs and make any rules and regulations regarding these matters that are consistent with the bylaws. They shall have the authority to:

1. Elect new office bearers by simple majority not inconsistent with other clauses of this article.
2. Adopt, make and use the official approved seal and letter head.
3. Appoint appropriate sub-committees as required, according to the PSCO bylaws.

ARTICLE IX
POWERS AND DUTIE OF PRESIDENT

President shall preside all meeting and conference of PSCO at which he is present. The President shall also have the power to summon the meeting of executive council whenever he thinks proper. In case of emergency, President shall have the power to make decisions without the prior approval of the executive council. These decisions shall not contain anything contrary to bylaws and shall be placed in the next executive council meeting and shall be approved if they are found consistent to bylaws. The President shall have the powers to constitute different committees and sub-committees. In his / her absence, these functions shall be carried out by the Senior Vice President. The President shall have the power to appoint the chief election commissioner for conducting general elections.

ARTICLE X
POWERS AND DUTIES OF GENERAL SECRETARY

1. Shall have the powers to coordinate all administrative activities of PSCO.
2. Shall have the powers to execute decisions made at PSCO meetings.
3. Shall have the power to summon the meeting of executive council in consultation with the President and Vice President.
4. Shall perform all duties as may be assigned to him by the President.
5. Shall issue the notices of all meetings of the committee.
6. Shall be the administrative incharge of the secretarial staff of PSCO.
7. Shall call the meeting of executive council whenever demanded in writing by at least four(4) members of the executive council.
8. Shall be responsible for all the legal matters of the society.

Powers and Duties of Finance Secretary:

Finance Secretary shall be responsible for keeping and maintaining financial records of PSCO. He / She shall present an annual financial report at the PSCO meeting.

ARTICLE XI
SOURCE OF INCOME

Membership fee, donations and other endowments as and when accrued by the society shall be the source of income.

ARTICLE XII
AUDIT

An audit of the accounts of the society shall be held every year by charter accountant to be appointed by the executive council.

ARTICLE XIII
BANK ACCOUNT

Financial Matters

PSCO shall have its own Bank Account. President, General Secretary and Finance Secretary shall operate bank account. At least two (2) of these office bearers, one of whom shall be the Finance Secretary must sign a cheque to draw any amount from the account. Finance Secretary shall maintain financial records and present annual financial report at PSCO executive council and general meeting. Financial year of PSCO shall run from January 1st to December 31st. Finance Secretary shall be responsible for audit.

ARTICLE XIV
MEETING OF MEMBERS

Section1:

PSCO Executive Council shall hold two meeting annually – one in each half of the year. General meeting of all members shall be held at least once a year.

Section2:

Notice of meeting shall be given in writing to each member either personally or by mail addressed to the member to his most recent address appearing in the PSCO records or shall be advertised in the media. The notice shall be sent or otherwise give not less than four weeks s\before the announced date or shall be advertised at least fifteen days before the meeting and shall specify, the place, the day, the hour of meeting and the agenda that will be discussed.

ARTICLE XV
QUORUM

Section 1:

Quorum: A simple majority of the member of the executive council shall constitute a quorum for the transaction of business. Names of the members present shall be clearly documented. In the absence of a quorum, meeting will be adjourned and time fixed for the next meeting.

Section2:

Twenty percent of members shall constitute the quorum of general body meetings.

Section 3:

Absences: Any member unable to attend a meeting shall inform secretary of PSCO regarding eh absence. Three (3) consecutive absences with communication with the secretary constitute automatic resignation from the council of PSCO.

ARTICLE XVI
AMENDMENT IN THE ARTICLES

Section 1:

Inspection of by laws: PSCO shall keep at its office the original copy of the bylaws as amended or otherwise altered to date, certified by the secretary which will be open to inspection of the members at all reasonable times during office hours. A copy of the bylaws shall be given to each member.

Section 2:

Amendment: New bylaws may be adopted or amended or repealed by a simple majority of members of PSCO in a general body meeting, notice of which shall be circulated at least thirty (30) day in advance.

ARTICLE XVII
DISSOLUTION OF THE SOCIETY

Dissolution of Society: In the event of winding up of the society, its assets left after meeting its liabilities, if any, shall be transferred to another society or trust approved by the Federal Government / Central board of revenue under section 47 of the income tax ordinance having similar object as those of this society with intimation of such transfer to the Central Board of Revenue within three months of dissolution or such extended period as the Central Board of Revenue may grant.

MAMORANDUM OF THE SOCIETY

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PAKISTAN SOCIETY OF CLINICAL ONCOLOGY

Office Bearers PSCO

President	Abrar Ahmed Javed
General Secretary	Prof. Shaharyar
Senior Vice President	Dr. Ahmed Usman
Vice President	Dr. Abid Jameel
Joint Secretary	Ahmed Ejaz Masood
Joint Secretary	Abu Bakar Shahid
Finance Secretary	Zafar Allaudin

Executive Council

1. Abrar Ahmed Javed
2. Shaharyar
3. Ahmed Usman
4. Abid Jameel
5. Muhamad Ali Afridi
6. Col. Tariq Ansari
7. Ahmed Ejaz Masood
8. Abu Bakar Shahid
9. Ikram Burney
10. Syed ejaz Hussain Shah
11. Zafar Allaudin

