

The Constitution of Pakistan Dental Association - 2015

آئین برائے پاکستان ڈینٹل ایسوسی ایشن-2015



PAKISTAN DENTAL ASSOCIATION

Applicable to Central, Provincial & City Branches

PDA Headquarters

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Section I

1. Title

The title of the Association shall be "PAKISTAN DENTAL ASSOCIATION "

Section II

2. Objectives

The objects of the Association are promotion, encouragement and advancement of the dental and allied sciences. Encourage the members to undertake measures for the improvement of public health and dental education in Pakistan. Maintenance of the Dignity and Honour of the dental profession and to protect the rights and interest of the members of Association and friendship, co-operation and co-existence among the members of the Association and implement well formulated schemes for the social security of members of the Association. For the attainment and for furtherance of the above objects, Association may:

- 2.1. Hold periodical meetings and conference for the members of the Association and for Dental profession in general.*
- 2.2. Publish and circulate a journal which shall be the official organ of the Association of a character specially adapted to the needs of the Dental profession in Pakistan.*
- 2.3. Maintain an Association office(s) as herein afterwards provided.*
- 2.4. Encourage the opening of libraries in CC, Provincial/ City branches and procure other relevant materials books etc out of the funds of the Association/ Donation.*
- 2.5. Publish from time to time papers embodying dental researches conducted by members independently or under the auspices of the Association.*
- 2.6. Encourage research and continuing Dental Education in dental and allied sciences with grants out of the funds of the Association, by establishment of scholarships, prize or awards and in such other manner as may from time to time be determined by the Association and maintain contact with National and International Associations having similar objectives.*
- 2.7. Conduct an educational campaign among the masses of Pakistan in the matter of oral hygiene by co-operating with different public bodies working with the similar objects.*
- 2.8. Consider and express views on all questions pertaining to the Pakistan Legislation affecting public health, Dental profession and Dental education and take such steps from time to time regarding the same, as shall be deemed expedient and necessary.*
- 2.9. To grant seal of acceptance of PDA to oral health products with regard to safety, efficacy and quality in public interest.*
- 2.10. To grant seal of acceptance of P.D.A. to dental instruments, equipment and materials, in the interest of profession.*
- 2.11. To represent the interest of Dental fraternity, plead and protect the rights and secure all benefits for its members and defend their rights.*
- 2.12. Do all such other things as are cognate to the objects of the Association or are incidental or conducive to the attainment of the above objects.*
- 2.13. To safeguard the professional interest, social security and individual member as a consumer. All activities of the Association shall be carried in Pakistan. The benefits of the Association are open to all members irrespective of Caste, Religion and Sex etc.*

Section III

3. Constitution

This Constitution shall be followed by Central Council, Provincial & City Branches of PDA. No proposal for change of constitution at any meeting of the Central Council unless the proposed alteration has been circulated to the members for opinion and unless due notice of it has been given in the agenda of the meeting of the Central Council. An amendment to the Constitution will be valid only when approved by two thirds majority of the members, who should be present and voting at the annual general body meeting or Extra ordinary general body meeting of the Association and shall come into effect immediately after it is passed, unless otherwise specified. PDA Central Council can opt for any other mode of voting by 2/3 majority of all members, if AGM or EOGM cannot be held because of any valid/ cogent reason(s).

Whenever there is a dispute in interpretation of articles & Bye-laws of this constitution, the decision of the PDA Central Council shall be final & binding on members & Branches.

Section IV

4. Dental Act

The Dental Act as and when legislated will become an integral part of this constitution.

Section V

5. Registered Office

The registered office of the Central Council of the Association shall be in Pakistan where the President resides/ practices. In the case of the Provincial/ City branches, the office shall remain the Provincial/ District office where the Provincial / branch President resides/ practices. In case of City branches within the City branch area where the Branch President resides/ practices.

Section VI

6.1. Register of Members

Central Council, Provincial & City Branches shall maintain, a register of members with Membership Number, Name, Qualification & Current Address, Postal Code & Branch He/ She belongs to. There shall be a separate register for Life, Annual & other types of members.

6.2. The Association Year

The year of the Pakistan Dental Association (CC), Provincial and City branches 02 years tenure will be from 1st January to 31th December.

6.3. Area of Operation

The Jurisdiction of Central Council is the territory of Islamic Republic of Pakistan. Provincial Branches are pertaining to the territory of Provinces. City Branch at the time of application of recognition should specify the area of operation of District/ Town. In one Municipal town there shall be One City Branch. In one Municipal Corporation area apart from one Provincial branch there may be more than one City Branch if CC considers it necessary for the betterment of Association with area of operation well demarcated area wise; parliament constituency wise.

6.4. Records

6.4.1. Account Books, Ledgers, Cash Books of Association shall be retained up to six (6) years. Beyond six (6) years, may be destroyed. However, the Audited Balance Sheets of all years shall be retained by Central Council; Provincial & City Branch offices.

Section VII

7. Eligibility To Join As Members Of Association

A Dental Surgeon shall become a member of the Association provided He/ She has applied for becoming a member in the prescribed form with the following Qualification:

- a. Pakistan Medical & Dental Council Registration number
- b. An applicant should not have been convicted by any competent court of law for any Cognizable offence; he should not be of unsound mind or insolvent. He/ She should sign a declaration to that effect in the application form.
- c. The applicant shall be admitted by PDA CC; Provincial and for Branches concerned only after perusal, scrutiny & confirmation of applicant having fulfilled the above criteria. The subscription shall be collected only after such approval.

a) Classification of Members

a) Honorary Members:

Persons of high scientific or literary attainment or persons who have rendered conspicuous service to the Association, or persons whose association with P.D.A. may be deemed desirable. If willing to be made as members, and so elected by the Central Council according to rules as hereinafter laid down.

b) Direct Members:

Persons eligible for membership but who do not practice within the area of a Provincial/ City branch shall get admitted to Central Council.

- i. Persons residing or practicing within the jurisdiction of a Provincial branch in a place where no City branch exists shall be admitted to the respective Provincial branches, as direct members.
- ii. Army Dental Corps officers have to join as direct members to Central Council, as per permissible Armed Forces' Rules.

c) Life Members:

Persons who are eligible to become annual members as per rule 7 are eligible to join as Life Members on payment of Life subscription.

d) Annual Members:

Persons possessing required qualifications mentioned in Rule 7 & who pay Annual subscription, can acquire Provincial and/ or City Branch membership on annual basis.

e) Student Members:

Undergraduate students of recognized Dental Institutions shall be admitted as student members. Such members shall have right to attend scientific meetings, lectures and demonstrations but shall have no right in the working of the Associations as well as voting.

f) Affiliate Members:

Non-resident foreign dental graduate practitioners having dental qualifications according to Section 7 are eligible to become affiliate members of Central Council subject to the approval of the Central Council. He should be a member of his National Dental Society/ Association and should produce a certificate to this effect. All affiliate members will be attached only to the Central Council. Such members shall have the

right to attend scientific meeting Lectures and conferences but shall have no right in the working of the Association.

Section VIII

8. Provincial and City Branches

- a) *For the better attainment of the objects of the Association, the members of one Town/ District shall form themselves into separate branches. All branches shall specify the names of the branch as adopted by the branch and accepted/ approved by the Central Council. Branches while forming should declare the area of operation.*
- b) *By becoming a member of the City or Provincial branch, a member will automatically become a member of the Central Organization.*
- c) *All City & Provincial Branches have to function within the framework of this constitution as per the direction of the Central Council. Branches are independent on their own with regard to finances, purchase of movable and immovable Assets and formation of a Trust/ Charitable Trust.*
- d) *If a City Branch in a Municipal Corporation area has more than 300 Members, more than one City Branch may be formed in the corporation area if the members practicing within the stipulated area would like to have such a City Branch, subject to the minimum under this Constitution. Central Council reserves the right to approve or reject an application to form a branch. In such cases the movable/ immovable assets if any shall be retained with the parent branch only.*
- a. **Classification of branches:**
Branches shall be of two kinds.
- 8.d.a.1. *City branches i.e. branches which are situated in Cities, District headquarters or in other specified area in the districts/ cities/ Municipal Corporation.*
- 8.d.a.2. *Provincial Branch means a branch which covers all members in one particular Province. Provincial branch shall have their headquarters within their respective Province and are made up of all various City Branches within the Province.*

Section IX

a) Formation of Branches

- a. *City branches shall be formed as follows:
Only existing members residing/ practicing in one specified area shall form a branch. Dental surgeons eligible to become members should first be members of Provincial or City Branches. After becoming members, a minimum of 300 Members residing or practicing in any place, city or town concerned may form/constitute a branch with the prior approval of the Central Council. But a Dental Surgeon shall be a member in one Branch only. If a City Branch strength reduces less than the minimum prescribed after recognition of the Branch, the Branch shall be permitted to continue as City Branch. All the branches shall abide by the rules and regulations and orders of the Central Council and function within the framework of the constitution. Any one applying for membership of the branch should strictly fulfill and comply with the qualifications prescribed under these rules to become the member of the Branch. Every branch shall function under the auspices of the Central Council, who may de-recognize any branch for breach of any rule or condition of these Bye Laws.*
- b. *Procedure for forming a Branch:*
- 9.a.b.1. *Members residing should meet in a place & decide to Form a branch. They should express their willingness in writing with Pakistan Medical & Dental Council*

Number. Name, address & Provincial Branch, in which they are members & Signatures. They should also elect Office Bearers for the proposed Branch as laid down in the constitution.

- 9.a.b.2.** The names of its office- bearers with a request signed by the proposed members in original shall be forwarded to the Central Council through the Provincial branch with advance copy to Central Council. The Provincial branch shall consider them within ninety days or at the next executive meeting whichever is earlier and submit its recommendation to the Central Council.

The Central Council shall discuss and decide to approve or reject the request and inform the Provincial branch to be conveyed to the proposed City branch concerned. If Provincial Branch does not forward its recommendation to Central Council within ninety days, Central Council has the right to take it up for discussion in Central Council without the recommendation of Provincial Branch concerned.

- 9.a.b.3.** The Central Council has the right to withdraw the recognition granted to a Provincial/ City Branch if the C.C. decides by 2/3 majority that the branch as a whole is not functioning or acting against the interests of the Association/ Profession & the directions of the Central Council. If such de-recognition is done, the members of the Branch shall get attached as direct members of respective Provincial Branch and/ or Central Council.

Section X

10. Procedure for De-recognizing a Branch:

In the opinion of the Central Council, if a branch as a whole, is not functioning or functioning against the interests of PDA, the Central Council shall direct the Secretary General to issue a show cause notice as to why the recognition of the branch shall not be withdrawn giving three weeks' time for reply. If the branch replies, it shall be placed in the C.C. for consideration. If the branch does not give any reply, Central Council shall direct H.S.G. to call for an EOGM of the members of the branch concerned, giving proper notice. President and Secretary General in case of Provincial Branch de-recognition & concerned Provincial Branch President & Secretary also in case of City Branch de-recognition shall attend such a meeting to persuade the Branch to function in accordance with the directive of CC. Still if it is not possible, the matter shall be reported to the Central Council, and the Central Council shall have the right to withdraw the recognition granted to the Provincial/ City Branch, subject to the approval of PDA CC.

Section XI

a) Provincial branches:

City branches in a Provincial shall unite and form a Provincial branch on a provincial basis and elect office bearers. The formation of Provincial branches shall be communicated to the Central Council for its approval. City branches subsequently recognized by the Central Council, in the jurisdiction of the Provincial branches, shall become constituent members of such Provincial branches. Wherever City branches cannot be formed, Provincial Branches shall be formed first. There will be only one Provincial branch in a Province. In case a Provincial Branch is not functioning City Branches under the Provincial Branch shall be permitted by the Central Council to function directly under CC.

- b)** When a Provincial branch is formed/ exists in a Province, The City branches within that Province shall become subsidiary to the Provincial branch and shall be guided by it in all matters and the Provincial branches shall become the medium of communication between City branches and Central Council.

Section XII

12. General Rules

- a) *Provincial branches/ City branches shall submit to the Central Council a six monthly return of the members on their rolls as on 1st of July and 1st of December of each year, together with a list of defaulters, a list of new members and a list of members who have left the branches with their new addresses if available, and an account of the various activities of the branches for the purpose of compilation of the annual report at Central Council & Provincial Office, in case of City branches.*
- b) *In case of difference of opinion on any matter including election of office bearers of Provincial/ City branches and representative to central council, an aggrieved member/ party or branch shall appeal to Central Council through the Provincial Branch and Central Council shall enquire into it and the decision of the central council shall be final and binding on the Provincial/ City branches/ members. Pending the decision of the Central Council, the decision of Provincial Executive Committee shall hold good.*
- c) *Considering the well-being of the Association as a whole, it shall not be in order for branches or any member and individuals to approach the Court, In case of dispute, doubt or grievance of any branch, or any member of the Association including grievances of conducting National/ Provincial/ Branch Conferences, will be considered as matters for Arbitration.*
- d) *All decisions of Central Council as to any action or order passed against any member or matter of grievance raised by any member can be referred to an Arbitration Committee by the aggrieved party, whose decision will be final and binding on all parties concerned including PDA CC/ Provincial and City Branches.*
- e) *In view of the Arbitration clause for all disputes and grievances by a member or a Provincial/ City Branch, the remedy to approach for a decree in Civil Court is barred.*
- f) *All such disputes and grievance shall be decided only by Arbitration, by Central Council or Secondly by Arbitration Committee. If any member or Provincial or City Branch of Association still persist to file any suit, which can be questioned as to its jurisdiction and maintainability shall be filed against the Pakistan Dental Association, Central Council, provincial and for City branch represented by the respective Secretary General in the City where his Office is situated and not in any other place in Pakistan.*
- g) *Neither the Pakistan Dental Association nor the branches shall be liable for any of the debts or liabilities of each other.*
- h) *It shall not be open for branches, habitually or ordinarily, to hold their meetings outside their respective areas.*
- i) *When a branch officially resolves to close down or to suspend its activities, it shall inform the Provincial branch and/ or the Central Council as the case may be or de-recognize its funds including cash securities, fixed deposit certificates, etc, shall be forthwith transferred to the Central Council to be kept in a trust. At any rate it shall not be annexed with funds of Provincial branch or Central Council.*
- j) *The accounts of the Provincial/ City branches shall be scrutinized audited and approved by their Executive Committee and then circulated to the members before placing at the respective annual general body meeting of the Provincial/ City branch. One copy of the audited and approved Statement of accounts shall be forwarded to the Central Council in case of Provincial branches; Central Council& Provincial office in case of City branches every year immediately after the annual general body meeting. The accounts of the Central Council shall be audited and approved by the Central Council, and circulated to the members before being placed at the annual general meeting of CC for its final approval. Similarly accounts of Provincial/ City Branches shall be audited & approved by the Executive Council*

of the concerned Provincial/ City Branch & circulated to its members before being placed at the AGM for its final approval.

Section XIII

13. Subscription

a) **Rates of subscription:**

Honorary Members shall not have to pay any subscription.

Other Categories of Members joining for the first time except Student members shall pay an entrance fee of Rs. 1,000/- to the admitting City/ Provincial Branch or Central Council initially. This applies to Life Members also if they are joining directly as Life Members without being an Annual Member earlier.

b) *Direct Annual Members of Central Council shall pay a subscription of Rs.2000/- per year which shall become due on 1st of June every year.*

c) *Affiliate members shall pay a subscription of 300 U.S. Dollars for Life or equivalent in Pak Rupees.*

d) *Direct Provincial branch members shall pay their subscription yearly as fixed by the Provincial branches and intimated to the Central Council. The Provincial branch shall pay Rs.500/- as Central Council share per head per year for all the annual members on its rolls which shall be distributed as laid down in this constitution. Such contribution shall become due on 31st July, but shall be received by CC not later than 30th September failing which their rights and privileges shall be suspended. New members joining the Association through a branch, shall pay the full year's subscription irrespective of month of admission in a year; branches shall send full years Provincial/ CC share of subscription.*

e) *In case of student members, the Provincial branches shall; pay annually Rs.400/- per member to the Central Council.*

f) *Provincial branches shall fix the subscription payable by the members of the City branch and intimate to City branch, and the Central Council.*

g) *City Branches shall fix the subscription payable by the members of the City Branch & intimate Provincial Branch & Central Council. The subscription of Provincial/ City Branches shall be decided by the respective Branch AGM/ EOGM.*

h) *The Life Membership fee of Rs.10,000/- shall be collected by the Provincial/ City Branches and Rs 3,000 remitted to Central Council & intimated to Provincial Branch. Central Council shall collect Life Membership direct and intimate Provincial/ City Branches.*

i) *The Life/ Annual Membership fee prescribed may be reviewed from time to time for new Life/ Annual Members, as recommended by Central Council.*

j) *Life Membership register shall be maintained by Central Council & Branches.*

k) *Though Membership subscription can be paid in any part of the year, last date of receipt of subscription by City Branch, Provincial Branch and Central Council is 30th June every year.*

13.1. Distribution of Subscription Fee

a) *If a direct annual member does not reside within the jurisdiction of a Provincial/ City branch, the full sum of membership fee- shall be credited to the Central Council.*

b) *The City Branch under the jurisdiction of a Provincial branch shall pay 30% contribution annually as fixed by the Provincial branch per member on its rolls to the Provincial*

branch. Out of this the Provincial branch shall pay annually 30% per annual member of the amount received to Central Council.

- c) From the subscriptions received by Central Council, from Annual, Life and other members, the following will be the shares of Journal, CDE per member.

13.1.c.1. Journal Share 10% (ii) CDE Share 10%

- d) From the subscription received from Student Members.

13.1.d.1. Journal Share 10% (ii) CDH Share 10%

13.2. General Rules About Subscription

- a) It shall be open to the Association to revise the subscription from time to time
- b) All subscriptions are payable in advance on the 30th day of June every year.
- c) If a branch member leaves the area of his branch permanently and goes to another branch, he must clear all the dues of the previous branch and pay the subscription of the new branch for the remaining period of the Association year according to the rules of the new branch. On no account the new branch shall accept the intimation of transfer from any member unless he produces a clearance certificate from the previous branch showing that he had paid up all dues of the previous branch. The fact of transfer shall be notified by the branches to each other and to the Central Council through the Provincial branch. In case of transfer, a fresh admission fee shall not be charges. If a branch member leaves a branch and goes to place where there is no branch, he shall enjoy the privileges of membership for the period for which the subscription has been paid. After that he shall cease to be a member unless he applies to be classified as a direct member to Provincial and/or Central Council.

Section XIV

14. Admission Of Members

i. Honorary. Member:

Shall be proposed by at least Twenty five members of the Association or ten members of the Central Council, wherein the claims of the candidates for such honour shall be set forth by the proposers. The election shall take place at a meeting of the Central Council, voting being done by ballot. No discussion shall be permitted on the merits of the person proposed. The person shall be considered elected if 2/3 of the members present vote in his or her favour. Such members shall continue as Honorary Member for life.

ii. Annual/Life Members

Dental Surgeons applying for admission through a Provincial/ City Branch shall fill-in and sign the application form in duplicate. The City Branch shall forward two copies of the application to Provincial Branch after admission and the Provincial Branch shall forward one copy to Central Council for information.

iii. Affiliate/Student Members

For Affiliate members of CC and for Student Members- Same procedure as laid down in this Section shall be adopted.

iv. Privileges Of Membership

- a. All members shall be supplied with a copy of the constitution & journal of the Association, free.

- b. *All members shall be supplied with a copy of all the publications of the Association, free or at such rates as the Central Council may fix from time to time.*
- c. *All members shall be entitled to the use of the library and the Association rooms, if any, set apart for the use of the members.*
- d. *All members shall have the right to attend and take part in discussions at all general meetings, lectures and demonstrations organized by the Association.*
- e. *Only annual and life members shall have the right to attend General Body Meetings/ EOGM & vote on all resolutions put forward, at the meeting.*
- f. *All members shall have the right to attend conferences organized by the Association on such terms as hereunder laid down by the Association at the subsidized rates of 50%.*
- g. *All members shall enjoy any other privileges that may hereafter be conferred by the Central Council.*
- h. *Only Annual and Life Members shall be eligible to contest or hold offices as members of Executive Committee & Representative(s) of the Central Council, City or Provincial Branches.*
- i. *Annual/ Life and Affiliate Members shall be eligible to participate in the Dental Education Programme Organized by the CDE Wing.*

v. Termination of Membership

a. By Resignation:

A member wishing to resign his/ her membership may do so by tendering the resignation in writing to the Secretary of the City branch concerned, with copy to Provincial & CC. The Provincial Secretary of the Provincial branch concerned with copy to CC (Direct members of the Provincial branch) or The Secretary General (Direct members of the Central Council) His/ Her resignation shall take effect immediately and such member ipso facto ceases to be a member of the City Branch. Provincial branch and the Central Council. No such member shall be entitled to ask for any refund of the membership fees either in whole or part thereof.

b. By Removal of Name on account of Non-payment of subscription:

If a member whose subscription is over due by 06 months, he/she shall be informed in writing that payment is due by the Secretary General in case of Direct Members. If the subscription still remains unpaid one month after sending the letter, the privileges of the member shall be withdrawn.

c. By Removal of Name on the ground of Undesirable Conduct:

If the conduct of any member shall be deemed by the Central Council or Provincial Executive or City branch Executive, prejudicial to the interest of the Association or propagating wrong scientific information in any way including media through any form of promotion or advertising etc. or calculated to bring the Dental Profession or the Association into disrepute in violation of the rules and regulations of the Association, of who is creating obstacles and hurdles in the working of the Association, he or she shall be asked to submit a written explanation of his or her conduct and condone. In the event of the explanation being found unsatisfactory, the member may be asked to resign from the Association. If the member is agreeable his/ her resignation shall be accepted, in case of a branch member the matter shall be referred to the Central Council through the Provincial Branch, giving details of the case for further reference. In the event of the said member refusing to resign, an extra-ordinary General Body Meeting of his parent branch shall be convened to consider the case and at least seven day notice in case of City Branch, fourteen day notice in case of Provincial Branch, twenty one day's notice in case of Central Council shall be given to the member concerned and he or she shall be given an opportunity to explain his or her conduct. If at the meeting 60% of the total strength of members present and voting, record their votes for the removal of his/ her name from membership, the resolution shall be sent to

the Central Council through the Provincial Branch/ Central Council, only after receipt of the confirmation.

The member shall have the right to appeal to the Arbitration Committee for final decision. In the meantime, he/ she shall be suspended from all the privileges of membership. In case of direct members, the same procedure shall be followed by the Provincial and Central Council as the case may be.

d. Removal of Name for Forming Parallel Dental Association:

If any member floats/ forms another Dental Association parallel to the Pakistan Dental Association at the Regional/ City or all Pakistan level, such member shall be removed from the membership of PDA. Any member of PDA joining the parallel Association also shall be removed from membership of the Association. This does not apply to specialty societies. While removing the procedure as laid in Sub Section C (By removal of name on the ground of undesirable conduct) shall be Followed.

vi. Re-Admission

Members who have ceased to be members under 14.5a and 14.5b, can be readmitted on fresh application being made by them subject to approval by executive Committee and on payment of any dues outstanding against them as on the date when they had ceased to be members. The Central Council shall however have the power to write off a part or whole of any outstanding dues against such members on the recommendation of the branches concerned, or in the case of direct members, on its own initiative. Members, whose names have been removed under 14.5c & 14.5d, may be re-admitted subject to the decision & condition of the Central Council on the expiry of two years or thereafter provided their application for re-enrolment, if supported by ten members of the Association, testifying to their good conduct during the intervening period. But the member who has resigned under these clauses can be re-admitted on submitting a written apology acceptable to the Central Council & or on the recommendation of the Provincial/ City branch concerned by majority vote & He/ She shall be charged an admission fee as a new member. On all matters of Re-admission the decision of the Central Council is final.

Section XV

15. Management Of The Association

i. Central Council/ Executive Committee:

The day to day management of the Association as a whole shall be vested with Central Council & while that of the Provincial/ City branches shall be vested with the respective Executive Committee of the branch, under guidance from Central Council.

No one in receipt of salary or Honorarium from the funds of the Association can be elected as office bearer of the Association.

ii. Executive Arm

The Executive Arm of the above may be a company appointed up to a period of 3 years but preferably for 5 years with a proven track record of working closely with the Pakistan Dental Association for a minimum of 3 years and must be completely familiar with the running of the association as well as its code of conduct. The company thus selected will be answerable to the Central Council and Arbitration Committee in case of a dispute. The company thus elected will have to ensure smooth running of the Association including at least one conference per year, an aggressive membership drive, monthly CDE programmes across Pakistan, marketing of PDA seal, monthly newsletter to all members and continue to strive for value addition to the members of the association.

The company will also endeavor on behalf of PDA (CC) to register allied professionals including dental assistants, dental technologists, hygienists and nursing under the Umbrella of registered providers of respective services and to ensure they are provided CDE to ensure

patient safety by imparting up-to-date knowledge.

The said company will submit a comprehensive plan of activities for 5 years and will also submit yearly plan beginning of each year to CC. The month and venue of the conference will be fixed like international conferences to attract maximum participation and will ensure presence of PDA stall at selective International conferences to promote PDA events in Pakistan.

The company will provide office space to PDA with a provision of conference room for 10 to 12 people.

- iii. The head of the company will be designated as Executive Director of the Association with powers to negotiate commercial deals as per agreed terms with the CC and for running the matters of the Association on a day to day basis. The financial terms after selection of the committee will be negotiated with the company by PDA CC.

a. Duties & Responsibilities

- 15.iii.a.1. A minimum of one International conference per year
- 15.iii.a.2. Aggressive membership drive
- 15.iii.a.3. Monthly CDE programmes across Pakistan with active support and participation of provincial and city branches as the case may be.
- 15.iii.a.4.
- 15.iii.a.5. Marketing of PDA seal
- 15.iii.a.6. Monthly e-newsletter to all members
- 15.iii.a.7. Make efforts for value addition to the members of the association.
- 15.iii.a.8. Facilitate in streamlining the association and register with the Securities & Exchange Commission of Pakistan.
- 15.iii.a.9. Any other as requested by the CC and mutually agreed.
- 15.iii.a.10. Timely information to PDA members about Elections for all positions other than PDA including PMDC, HEC, FDI & APDF well before time enabling them to contest.
- 15.iii.a.11. Distribution and collection of monies from various PDA Provincial and City Branches and formation of a calendar year with the coordination of CC and Provincial and City Branches.
- 15.iii.a.12. The company will endeavor to arrange at least one Postgraduate Scholarship for needy students per year.

b. Working

- 15.iii.b.1. The company will be allowed complete autonomy to execute plans once agreed with the CC.
- 15.iii.b.2. The company will deal and negotiate directly with the stakeholders on behalf of the CC and will take approval from the CC before finalizing a deal.
- 15.iii.b.3. The payment agreed with the company will have to be made even in case of dispute. The dispute will be settled by the Arbitration Committee and if it decides against the company the same will be adjusted in the following payments.

iv. Non-Performance

In case the said company fails to deliver, a written notice of non-performance will be sent to their registered office demanding explanation within 15 working days. In case the explanation

provided is not satisfactory the Association may terminate the services of the company by giving at least 06 month notice clearly mentioning the reason for such a decision which the company can take to the Arbitration Committee, whose decision will be final and binding on both the parties.

v. Composition of the Central Council:

The individual age of any office bearers at the time of oath taking should not be more than 70 years)

- a. President
- b. President-Elect
- c. Senior Vice-President
- d. Secretary General
- e. Executive Director (from Management Company, if appointed)
- f. Joint Secretary
- g. Treasurer
- h. Editor of the Journal (Nominated)
- i. One Chairman of the Continuing Dental Education (Nominated)
- j. 06 Executive Committee members

vi. Composition of the Provincial branch:

- a. President
- b. President-Elect
- c. Vice-President
- d. General Secretary
- e. Joint Secretary
- f. Treasurer
- g. Member CDE (Nominated)
- h. 04 Executive Committee Members

vii. Composition of the City Branch:

- a. President
- b. President-Elect
- c. Vice-President
- d. General Secretary
- e. Joint Secretary
- f. Treasurer
- g. Member CDE (Nominated)
- h. 04 Executive Committee Members

viii. Elections for All office bearers of Central Council, Provincial Branch and City Branch, respectively, shall be contested on "Panel Basis".

Section XVI

i. Function and Powers of Central Council

- a. The Central Council shall direct and regulate the general affairs of the Association and shall have the following powers:
- b. For the conduct of business at meetings of the Central Council and for the maintenance and administration of the Association, library and properties and for the organisation and direction of publications.
- c. To frame, alter or repeal rules and bye-laws of the Association by 2/3 majority of all PDA members.
- d. To pursue Sub-Committees including Working Committee, Screening & Scrutinizing Committee and other Committee appointed by the President in consultation with

Secretary General.

- e. To appoint any other Sub-Committees as deemed necessary by the Central Council with the approval of President.
- f. To represent to Government, public bodies or any constituent authority, any matter in which the interest of the Association or the dental profession are involved.
- g. To consider and decide application for direct membership; resignation to take disciplinary action on any member removal of members for want of qualification and the question of taking disciplinary action against any member or branch.
- h. To write off the whole or part of the arrears against any individual member or a branch or other outstanding, if considered desirable.
- i. To delegate all or some of its powers to a working committee, if and when appointed except the power of altering rules and bylaws.
- j. To appoint or remove salaried employees of Central Council of the Association.
- k. To exercise in addition to the powers by the rules expressly conferred on it all such powers and do all such acts and things as may be done by the Association and which are not hereby or by legislative enactment expressly directed to be exercised or done by the Association in Annual General Body/ EOGM meeting.
- l. To purchase; take on lease, sell, mortgage, or otherwise buy or dispose immovable properties of every description in particular any land, Building, etc.
- m. To purchase; manage, lend, exchange movable properties and to buy utensils, books, newspapers, periodicals, instruments, fittings, appliances, apparatus, rent any accommodation when deemed necessary in the interest of the Association.
- n. To erect, maintain, improve or alter and keep in repair any building for the purpose of the Association.
- o. To borrow or raise money in such manner as the Association may think fit and collect subscriptions and donations for the purpose of the Association.
- p. To invest any funds of the Association not immediately required for any of its objects in such manner as may from time to time be determined by the Central Council.
- q. To Assist, subscribe or co-operate or affiliate or be affiliated to or amalgamate with any other public body whether incorporated, registered or not and having altogether or in parts objects similar to the Association.
- r. To Approve/ Derecognize Provincial/ City Branches; to null & void elections of a contestant appeal to CC on its merits after detailed enquiry held at Provincial/ City Branches by 2/3 majority.
- s. To give a directive to a branch or a member on any issue.
- t. To grant seal of acceptance of PDA for Oral Health Products/Instruments/ Dental Materials on the recommendation of the Concerned Committee
- u. To appoint one Conference committee for National/International Conferences to liaise between the Central Council and the Management Company.
- v. To approve audited Balance Sheet before placing it in AGM/ EOGM & proposed budget in a year.

- w. *The decision of the Central Council in all matters shall be final & binding on Provincial/ City Branches & individual members. However appellate forum will be the Arbitration Committee*
- x. *Whenever a physical meeting (s) of CC is convened, The President-Elect and Executive Director (being from other province) will be entitled to most economical direct Airfare and Hotel Accommodation, by the CC.*

ii. Functions and Powers of Provincial Branches.

The Provincial Executive Committee shall regulate the general affairs of the association within the respective Provincial branch limits and shall have the following powers.

- a. *For the Conduct of business at Executive Committee Meeting and for maintenance of the Association Room and properties and for organization and direction of publications.*
- b. *To peruse Sub-Committee other than Arbitration Committee appointed by the President in consultation with his/her council.*
- c. *To represent to Provincial Government or public body within the Province in the interest of the Association and dental profession.*
- d. *To consider and decide the application for direct membership to the Provincial branch; Resignation and recommending disciplinary action against members of the Provincial Branch to the C.C.*
- e. *To write off the whole or part of the arrears against any individual payable to the Provincial Branch. To approve audited Balance Sheet before placing it in AGM/EOGM.*
- f. *To appoint or remove salaried employees of the Provincial Branch Office.*
- g. *To purchase, take lease or otherwise acquire, to form a trust as per Govt. Regulations to manage, lend exchange, sell, mortgage or otherwise dispose of movable or immovable properties of every description and all rights and privileges necessary or convenient for the purpose of the association within the Provincial limits by 2/3 majority of its members.*
- h. *To erect, maintain improve or alter and repair any buildings owned by the Provincial Branch of Association.*
- i. *To invest funds of the Provincial branch not immediately required in any of the object in such manner, as may from time to time being determined by Provincial Executive Committee.*
- j. *To recommend formation of City Branch in the Provincial Branch territory.*
- k. *To appoint one Conference secretary for Provincial conferences.*
- l. *To approve one chairman, Organizing Committee, Organizing Secretary and Treasurer for the conduct of Provincial Conferences.*

iii. Functions and Powers of City Branches

City Branch executive shall regulated the general affairs of the City Branch Association with in the City Branch area of operation and shall have the following powers.

- a. *For the Conduct of business at Executive Committee Meeting and for maintenance of the Association Room and properties and for organization and direction of publication.*
- b. *To formulate Sub-Committees appointed by the President in consultation with the General Secretary.*

- c. *To consider and decide application of membership, resignation and recommending disciplinary action against members of the City branch.*
- d. *To delegate some of the powers to a working committee when appointed.*
- e. *To write off whole or part of the arrears against any member payable to City Branch.*
- f. *To approve audited Balance Sheet before placing it in AGM/EOGM.*
- g. *To appoint and remove salaried employees of the City Branch.*
- h. *To purchase, take on lease or otherwise acquire, to form a trust; as per Govt. Regulations to manage, lend, exchange, sell, mortgage, or otherwise dispose of movable or immovable properties of every description and all rights or privileges necessary or convenient for the purpose of the association within the Branch limits, by 2/3 majority and written consent of the CC.*
- i. *To erect, maintain, improve or alter or repair any buildings owned by the City Branch of Association.*
- j. *To invest funds of the City branch of the Association not immediately required for any of its objects in such manners as may from time to time being determined by the Executive Committee in any government owned scheme or bank with prior written approval of the CC.*

Section XVII

17. Elections of Central Council/ Executive Committee:

- i. *Procedure*
 - a. *The Election Commission shall hold Physical balloting for the above CC elections, after adequate announcement to this effect.*
 - b. *The Elections for all the office bearers of CC mentioned in section 15.5 will be held before 31st December and the New Council will assume charge of office on 1st January for a term of 02 years. On expiry of the two year term of office on 31th December, the President-Elect and his/her Council will automatically assume charge on 1st January.*
 - c. *The Election commission shall designate accessible, neutral voting areas in collaboration with provincial and City branches for physical balloting and shall notify the same along with the voters list at least 15 days prior to voting day.*
 - d. *The Election commission shall liaise with the Management Committee to make seamless voting arrangements like printing of ballot papers, security and other paraphernalia as determined by the Election Commission.*
 - e. *The counting of ballot papers will be undertaken by the Election Commission in the presence of a nominee of candidate and a member or nominee of the Arbitration Committee.*
 - f. *The Central Council shall release adequate funds as mutually agreed by the Election Commission, Arbitration Committee and the Management Committee.*
 - g. *All PDA Central Council, Provincial branch and City branch members will be eligible to vote in PDA CC elections.*
 - h. *During the two year term the Election Commission will hold elections as per their convenience for the next PDA CC posts of SVP, SG, JS, Treasurer, and 06 Executive Committee members, who shall join the President Elect on 1st January (respective) and assume term of their respective offices for a period of 02 years.*

ii. Procedure for Provincial & City Branches

- a. *The Elections for all the office bearers of Provincial and City branches will be held before 1st January and the New Council will assume charge of office on 1st January for a term of 02 years. On expiry of the two year term of office on 31st December, the President-Elect will automatically assume charge on 1st January.*
- b. *All PDA Provincial /City branch members will be eligible to vote in PDA provincial branch elections. Provincial branch members will comprise of all the members who reside in that province but do not have a City branch.*
- c. *A copy of each member's duly filled membership form should be available with PDA CC along with evidence of fees paid.*
- d. *All PDA City branch members should be eligible for voting in City branch elections. A copy of each member's duly filled membership form and duly paid fees shall be available with PDA Central Council.*
- e. *The election commissions for provincial and City branch elections shall follow the same guidelines as mentioned for CC election commission in Section 17.1*
- f. *Pattern similar to Central Council elections will be followed, but candidates/nominations will be from each Provincial branch and each City branches.*
- g. *During the intervening two year term, the election commission as per their convenience will hold elections for the next provincial and / or city branches , VP, GS, JS, Treasurer and 04 executive committee members, who shall join the president-elect on 1st January and assume their respective terms of office for 02 years.*

Section XVIII

18. PDA Central Council Elections Cycle

To give equal opportunities to smaller provinces also, the following nomination cycle shall be implemented.

- i. *Central Council from Sindh and President Elect from Punjab*
- ii. *On completion of 2 year term of Sindh followed by Punjab, nominations will be taken from Khyber Pakhtunkhwa for Offices Bearers, and President Elect from Balochistan.*
- iii. *On completion of KP Term and before Balochistan assumes charge, the cycle will again be repeated with President Elect from Sindh and so on and so forth.*

For purposes of Central Council elections, Islamabad will be amalgamated /joined with KP. The election commissioner will have the discretion to nominate election venues and appoint assistant election commissions to assist in the election process. The Central Council, provincial and City branches shall provide and equate finances for holding of their respective elections.

The election results as announced by the election commission shall be final and binding on all contestants. And no contestant shall approach any court of law to challenge these elections. The election commissioners for provincial and City elections shall be approved by the Central Council, before announcement of their names.

Next PDA Central Council Elections shall be held before 31th December 2016 and new Office Bearers shall assume office on 1st January 2017.

The composition of this PDA council will be:

- President (from Sindh)
- President-Elect (from Punjab)
- Senior Vice President (from Sindh)
- Secretary General (from Sindh)
- Joint Secretary (from Sindh)
- Treasurer
- Chairman CDE (Nominated from Sindh)
- 06 Executive Councilors (from Sindh)

18.1. The President-Elect (from Punjab) will automatically assume change of office as President, PDA Central Council on 1st January 2019.

The next cycle of PDA council election process will be President-Elect from Balochistan and all other office bearers from KP/Islamabad combined.

Before 31st December 2021, the Election Commission shall complete election process of;

- President-Elect (from Balochistan)
- Secretary General (from Sindh)
- Joint Secretary (from Sindh)
- Treasurer
- Chairman CDE (Nominated from Sindh)
- 06 Executive Councilors (from Sindh)

Before 31st December 2023, the Election Commission shall complete election process of;

- President-Elect (Punjab)
- Secretary General (from KP/Islamabad)
- Joint Secretary (from KP/Islamabad)
- Treasurer
- Chairman CDE (Nominated from KP/Islamabad)
- 06 Executive Councilors (from KP/Islamabad)

Before 31st December 2025, the Election Commission shall complete election process of;

- President-Elect (Baluchistan)
- Secretary General (Punjab)
- Joint Secretary (Punjab)
- Treasurer
- Chairman CDE (Nominated from Punjab)
- 06 Executive Councilors (Punjab)

18.2. Eligibility for Election Nominations

Eligibility Criteria for PDA Central Council, Provincial and City branch elections.

i. City Branches:

All bonafide members of respective branches. PDA branches will serve as nurseries for cultivating and nurturing PDA future office bearers for senior positions.

ii. **Provincial Branch:**

- 18.2..ii.1. *For President & General Secretary: The candidate must have remained President or General Secretary of that province's any PDA City branch.*
- 18.2..ii.2. *For VP /Treasurer: Must have remained elected office bearer of that province's any PDA City branch*
- 18.2..ii.3. *If no candidate is available or does not file nomination papers as per any of the above 2 eligibility criteria, then the nomination will be open for any other bonafide PDA member of that province with minimum of 05 year experience after graduation.*

iii. **PDA Central Council:**

- 18.2..iii.1. **For President, President – Elect and General Secretary:**
Eligibility Criteria 1-) *Must have remained President or General Secretary of that Province's Provincial and any City Branch*
OR
Must have remained Elected Office Bearer of PDA Central Council
Eligibility Criteria 2) *Must have remained President or General Secretary of that Province's Provincial PDA Body*
Eligibility Criteria 3) *Must have remained President or General Secretary of that Province's any PDA City Branch*

iv. **b-For SVP /Treasurer**

- Eligibility Criteria 1) Must have remained elected office bearer of that province's Provincial PDA body OR Must have remained Elected Office Bearer of PDA Central Council.*
- Eligibility Criteria 2) Must have remained elected Office Bearer of that Province's any PDA City branch.*

The election commission will scrutinize and make Eligible, candidates for the post as per the following eligibility criteria:

- 18.2..iv.1. *If no candidate fulfills Eligibility criteria 1 only then Eligibility criteria 2 will be considered.*
- 18.2..iv.2. *If no candidate is available in Eligibility criteria 2 also, only then Eligibility criteria 3 will be considered.*
- 18.2..iv.3. *If no candidate is available or does not file nomination papers as per any of the above 3 eligibility criteria, then the nomination will be open for any other bonafide PDA member of that province with minimum of 10 year experience after graduation.*
- 18.2..iv.4. *The above Eligibility Criteria Rules will cultivate PDA culture, honour senior officer bearers and help promote continuity of PDA policies.(Such criteria are already in force in our peer/neighborhood countries).*

Section XIX

19. Duties & Powers of Office-bearers, of Central Council:

19.1. *The President:*

- i. *Shall be the Chairman of all meeting of the Central Council and Sub-Committees appointed by him, and any other Committee of which he may be a member for which no chairman has been appointed.*

- ii. Shall preside at the Annual Conference of CC.
- iii. Shall guide and control the activities of the Association.
- iv. Shall regulate the proceedings of the meetings and conferences, interpret the rules and regulation, decide doubtful points.
- v. Shall, in addition to his ordinary vote, have a casting vote. In case of equality of votes, if he fails to give his casting vote at the motion shall be declared invalid.
- vi. Shall have the right to attend & take part in any Meeting (E.C; A.GM; E.O.G.M) OF Provincial / City Branches anywhere in Pakistan.

19.2. The President -Elect:

Shall be a member of the Central Council and shall assist the President in the performance of his duties and shall succeed to the office of the President at the end of 2 year term on 1st April automatically.

19.3. Sr. Vice-President:

- i. Sr. Vice-President shall act as Chairman of the meetings of the Central Council in the absence of the President.
- ii. Sr. Vice-President shall be the Chairman of all sub-committees of which he is a member in case the President is not a member and for which no Chairman has been appointed.
- iii. Sr. Vice President shall help in the organization of the branches by making tours and addressing the association, etc. as and when required.

19.4. The Secretary General:

- i. Shall conduct all correspondence.
- ii. Shall get prepared by the Treasurer, a half yearly and an annual Statement of accounts duly audited by the auditor, for presentation before the Central Council & at annual general body meeting/ E. O. G. M.
- iii. Shall prepare a budget and get it passed at the first Central Council after the annual general body meeting.
- iv. Shall organize, arrange and convene meetings, conferences, lectures and demonstrations under the supervision of his President.
- v. Shall attend meetings of the Central Council and Sub-Committees and keep proceeding thereof; and be a member of all Committees.
- vi. Shall assist the President in appointing Sub-Committees.
- vii. Shall maintain a correct and up-to date Register of all types of members of the Association.
- viii. Shall organize the Pakistan Dental Association with the help of the President and Central Council by encouraging the establishment of the branches where they do not exist and by creating a general interest in the Pakistan Dental Association.
- ix. Shall maintain a property register.
- x. S.G. shall have the right to attend & take part in any meeting (E.C/ AGM/ EOGM) of the Provincial/ City Branches anywhere in Pakistan as representative of the President.

19.5. Joint Secretary

Shall help the Secretary General in his work in looking after the office, in conducting correspondence, in preparation of agenda of meeting, in preparing Statements, etc. The

Joint Secretary CC shall act for the Secretary General in his absence.

19.6. The Treasurer:

- i. Shall receive all funds of the Association and deposit them in a bank approved by the Central Council to the credit of the Association and operate jointly with President. These funds or a part of them may, if approved by the Central Council, be deposited in any scheduled Bank.*
- ii. He shall maintain Head of Account for Journal; CDH; CDE and any other office requiring handling of funds & credit in that Head of account.*
- iii. Shall be responsible for the collection of subscription from the members of the Association either directly or through branches. Shall dispose of the bills for payments as sanctioned by the President and only on his written order.*
- iv. Shall be responsible for keeping up to date, the accounts of the Association with all the accounts books posted up to date*
- v. Shall get all the accounts audited by the auditor of the Association.*
- vi. Shall prepare an annual Statement of accounts and a balance sheet showing the financial position of the Association, get it audited by the registered auditor elected at the annual general body meeting and put it for adoption before the annual general body meeting/ E.O.G.M. through the Secretary General.*

19.7. Editor of the Journal:

- i. Shall be in charge of the Journal of Pakistan Dental Association.*
- ii. Shall, with the help of the Journal committee, be responsible for the publication and management of the journal.*
- iii. Shall be Chairman of the Journal Committee.*
- iv. Shall have the sole discretion of publishing or correcting any of the articles received for publication.*
- v. Shall submit the Statement of accounts to the Treasurer half yearly and yearly.*

19.8. Chairman of the Continuing Dental Education

- i. Shall be the Chairman of all meetings of the Continuing Dental Education of P.D.A. and shall guide the activities of the continuing Dental Education. He shall submit the Statement of accounts to the Treasurer half yearly and yearly.*
- ii. The Chairman of the Continuing Dental Education shall work in close liaison with the Management Committee.*
- iii. The duty of the Continuing Dental Education is to conduct Continuing Dental Education Programmes across Pakistan.*

Section XX

20. Duties and powers of Office bearers of Provincial/ City Branches:

20.1. President:

- i. Shall be the Chairman of all meetings of the Executive Committee of his Branch and the Sub-Committees appointed by him, and any other Committee of which he may be a member for which no chairman has been appointed. Shall preside at the Annual Conference of his Branch.*

- ii. Shall guide and control the activities of the Association
- iii. Shall regulate the proceedings of the meetings and conferences.
- iv. Shall, in addition to his ordinary vote, have a casting vote. In case of equality of votes, if he fails to give his casting vote, the motion shall be declared invalid.
- v. Provincial Branch President shall have the right to attend any meeting E.C; A.G.M; EOGM of City Branch in his Provincial.

20.2. The President Elect:

Shall be a member of the Executive Committee, and shall assist the President in the performance of his duties and shall succeed to the Office of President at the end of his/her 02 years tenure on 1st of September branch in the Year following his/her Election as President-Elect.

20.3. Vice-President:

- i. The Vice-President shall act as Chairman of the meetings of the Central Council in the absence of the President.
- ii. Vice-President shall be the Chairman of all sub-committees of which he is a member in case the President is not a member and for which no Chairman has been appointed.
- iii. Vice President shall help in the organization of the branches by making tours and addressing the association, etc. as and when required.

20.4. The Provincial Branch Secretary/ City Branch Secretary:

- i. Shall conduct all correspondence.
- ii. Shall get prepared by the Treasurer, a half yearly and an annual Statement of accounts duly audited by the auditor, for presentation before the Central Council & at annual general body meeting/ E.O.G.M.
- iii. Shall prepare a budget and get it passed at the first Central Council after the annual general body meeting.
- iv. Shall organize, arrange and convene meetings, conferences, lectures and demonstrations under the supervision of his President.
- v. Shall attend meetings of the Central Council and Sub-Committees and keep proceeding thereof; and be a member of all Committees.
- vi. Shall assist the President in appointing Sub-Committees.
- vii. Shall maintain a correct and up-to date Register of all types of members of the Association.
- viii. Shall organize the Pakistan Dental Association with the help of the President and Central Council by encouraging the establishment of the branches where they do not exist and by creating a general interest in the Pakistan Dental Association.
- ix. Shall maintain a property register.
- x. S.G. shall have the right to attend & take part in any meeting (E.C/ AGM/ EOGM) of the Provincial/ City Branches anywhere in Pakistan as representative of the President.

20.5. The Treasurer:

- i. *Shall receive all funds of the Association and deposit them in a bank approved by the Central Council to the credit of the Association and operate jointly with President. These funds or a part of them may, if approved by the Central Council, be deposited in any scheduled Bank.*
- ii. *Treasurer shall receive all funds of his/her Branch and deposit them in a Bank or Banks approved by the Executive Committee of the Branch to the Credit of the branch and shall operate jointly with anyone of the following Office Bearers: President or Provincial Secretary in case of Provincial branch, in case of City Branch President/ Secretary of City Branch.*
- iii. *These funds or part of them may, if approved by the Executive Committee, be deposited in the Bank.*
- iv. *The Treasurer shall be responsible for the collection of subscriptions from all the members of the Branch through the Secretary.*
- v. *Shall dispose of the bills for payment as sanctioned by the Secretary of the Branch and only on his written order.*
- vi. *Shall have the right to print out any error or discrepancy in the order of payment of the Secretary of the Branch and refer the order book to him with his remarks. In the event of disagreement still persisting between the Secretary and the Treasurer the matter shall be referred to the President of the Branch for final decision.*
- vii. *Shall be responsible for keeping upto date, the accounts of the branch with all the accounts Books posted up to date.*
- viii. *Shall get all the accounts audited by the Auditor of the Branch.*
- ix. *Shall prepare a Half Yearly Statement of accounts to be put before the Executive Committee of the Branch.*
- x. *Shall prepare an Annual Statement of accounts and a balance sheet showing the financial position of the Branch; get it audited by the registered auditor elected at the Annual. General Body Meeting of his Branch and put it for adoption before the Annual General Body Meeting through the Secretary of the Branch.*

20.6. Joint Secretary:

Shall help the Provincial Secretary in case of Provincial Branch and Secretary in case of City Branch in his work in looking after the Office, in conducting correspondence, in preparation of Agenda of meetings, in preparing budget etc. The Joint Secretary shall act for the Provincial Secretary in his absence, in case of Provincial Branch; Secretary in case of City Branch.

PAKISTAN DENTAL ASSOCIATION

Section XXI

A. Editor JPDA

Should have sound Academic Background and standing and will be nominated by the sitting council for a period of 05 years.

B. Chairman C.D.E.

Should have sound Academic Background and standing and will be nominated by the sitting council for a period of 02 years.

Section XXII

- A. AGM: Annual General Meeting shall be held at least once every year at the venue and national/ International PDA Dental Congress.
- B. AGM Notice and Agenda shall be circulated to Members at least one month in prior to the AGM.

21.2. Arbitration Committee

The Arbitration Committee shall comprise of senior and respected members and set up by PDA CC for any conflict resolution. The members of the arbitration committee shall not contest any PDA elections.

Section XXII

22. Appointment Of An Auditor

- i. A Chartered Accountant shall be appointed as auditor at the annual general body meeting of the Association every year for auditing the accounts of H.O. Similarly an auditor shall be appointed at AGM of Provincial Branch & City Branch for auditing the accounts of respective branches.
- ii. All office bearers of PDA CC / Provincial / City branch shall stand disqualified for life from contesting any PDA elections if they fail to submit audited accounts of their respective tenures.

Duties of the auditor:

- 22.1..ii.1. Shall audit the accounts at the end of the year, and certify to their correctness.
- 22.1..ii.2. Shall give suggestions for the proper keeping of accounts as required.

Section XXIII

23. The Journal Of The Pakistan Dental Association.

Duties of the Editor

The Journal shall be under the charge of an Editor who shall be assisted by Journal committee. The Journal is the official publication of CC or Branches as the case may be. The Journal Editor shall publish only the views of the Association in his editorial.

23.1. The Journal committee

- i. The Editor
- ii. The President CC
- iii. The Secretary General CC
- iv. Editorial Board (nominated by editor)
- v. Publisher of the Journal
- vi. Any other person nominated by the Editor or Publisher.

23.2. Functions and powers of the Journal committee:

- i. Shall be responsible for the regular monthly of the Journal.
- ii. Shall meet once a month ordinarily & along with C.C. meetings.
- iii. Shall scrutinize all the articles to be published in the Journal and pass them for publication.

- iv. *Shall be responsible for the management of the whole business of the Journal, its printing, securing advertisements, distribution of the Journal amongst all category of members.*
- v. *Shall have the power to form a Board of Collaborators.*
- vi. *Shall prepare a half yearly Statement of the accounts of the Journal to be put before the Central Council through the Secretary General.*
- vii. *Shall prepare a budget and put it for consideration and sanction at the first meeting of the Central Council.*
- viii. *Shall prepare a yearly Statement of accounts for financial year and submit it to CC Auditor of the Association and put it before the annual general body meeting of the Association through the Secretary General.*
- ix. *Shall have power to spend money for various things connected with the Journal up to the amount sanctioned in the budget estimate for the year by the Central Council. Beyond this limit the committee has to obtain special sanction of the Central Council beforehand.*

Section XXIV

24. Constitution Review

The next comprehensive review of the PDA Constitution shall be held in 2020 to ensure its relevance to the changing times.

25. Committees

The Central Council may formulate various Committees as required and appoint its Chair-Person to run individual Committees.

26. Interpretation of Constitution

In case of any ambiguity regarding interpretation of any Clause of this Constitution, the interpretation of PDA Central Council shall be accepted, abided and final.

27. Vacant Post during Term

If during a Term of Office, any Office Bearer of Central Council, Provincial or City Branch vacates his/ her post for any reason, the same may be filled through Nomination for the remainder of the Term by its President, from the same Province or City, as applicable.

PAKISTAN DENTAL ASSOCIATION