

APPS EUROPE



CONSTITUTION OF THE ASSOCIATION OF PAKISTANI

PHYSICIANS AND SURGEONS OF THE EUROPE (APPS EUROPE):

APPS EUROPE is an association of doctors, dentists, allied health professionals (Medics), relevant scientists and integrated experts established, owned and managed by the Board of Directors. The name of this association shall be Association of Pakistani Physicians and Surgeons of the Europe (APPS Europe). The association head office shall be In Germany and shall be registered in Germany to expand its branch offices in other European countries run.

APPS EUROPE is an association of like-minded doctors, dentists, allied health professionals, scientists and experts who have agreed to abide by the terms of its activities and the guidelines set out in this document and other documents and principles laid down by the Board of Directors. This association shall be non-profitable to serve humanity. Membership in different classes to the association is open to all doctors, dentists, allied health professionals, relevant scientists and integrated experts of Pakistani heritage in the Europe as well as abroad subject to all categories of memberships informed and detailed at the Apps Europe websites.

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1. AIMS AND OBJECTIVES:

The aim of the Association of Pakistani Physicians and Surgeons (APPS EUROPE) of the Europe is to build bridges among doctors, dentists and allied health professionals, relevant scientists and integrated experts and promote the highest standards of patient care and education. To achieve this, the objectives shall be:

- 1.1 to provide a platform for support and guidance to doctors, dentists, allied health professionals and students of Pakistani heritage in the Europe as well as in Pakistan by providing information, expert advice and training.
- 1.2 to raise health awareness in the European community as well as Pakistan via talks, health stalls, media and brochures.
- 1.3 to modernise the healthcare system of Pakistan and introduce knowledge based methods for true operational quality value and providing regular advisory for making effective health policy contents and implementation models for national and provincial Governments .
- 1.4 to alleviate the suffering of victims of disease, natural disasters, catastrophes and war, in particular but not exclusively, in Pakistan by providing humanitarian aid and provide highly active platform for our scientists, physician, surgeon, dental, pharmaceutical experts and psychologists to serve the humanity and deprived communities.
- 1.5 to provide advisory to Governments and other institutions for the formulation of health policy and programs, conduct gap analysis for reformation and find solutions to complex problems for corrections.
- 1.6 to organise search groups for transforming existing research and practices to advance level with long and short term strategic methods for quality operationalisation and simultaneously developing professionals with advanced knowledge, research, methods and best practices to serve the nations.
- 1.7 to organise joint international collaboration for health programs from prevention to curative sides , publish articles for innovation and new findings with the inclusion of integrated allied expert groups and the members as integrated solutions.
- 1.8 to facilitate and organise regular conferences, seminars and workshops for exclusive exposure of new findings, ideas, methods and learning together with expert members, international institutional and academic experts.

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- 1.9 to facilitate admissions and placements for health students, trainee, trained medics and researchers in academic or other institutions for further study or job with the help of our team or third party consulting firms.
- 1.10 to organise active collaboration with academia and research councils to identify future research and development projects and introduce to our eligible members to participate.
- 1.11 to introduce new deals and methods for the financial welfare of the members and legal assistance with the help of our team or third party consultants.

1. MEMBERSHIP:

- 1.1 The membership will include all eligible trainee or trained medics, in training or career positions, subscribing to the objectives of the association and residing in the Europe or any other country. Membership will be confirmed and continued after payment of dues on an annual or monthly basis paid in advance.
- 1.2 The members in the European countries who have all dues paid shall be entitled to all of the privileges of the association including the right to vote and hold office.
- 1.3 Non-fee paying categories of membership will not be entitled to the above privileges anywhere in the Europe or other countries.
- 1.4 A member must comply with the rules and regulations of the association. There shall be no discrimination on the basis of religion, gender, sexual orientation, race or ethnic origin in the membership of the association.
- 1.5 All directives, publications, communications and the governing strategy at any given time is determined by the Board.
- 1.6 There will be different categories of membership with diverse characteristics, functions and privileges according to the needs of the members and will be defined at the website of APPS Europe.

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2. THE BOARD OF DIRECTORS:

- 2.1 The Board of Directors ("The Board") is the final authority of the association. It determines the strategy and the direction of the association. It has the authority to appoint or remove any member, official or executive from their position without giving any reason, if it determines that the actions of the members/executives/office bearers are not in the interests of the association as deemed suitable by the board.
- 2.2 There will be Eight Board of Directors Appointed on permanent basis, they may appoint co-opted directors for tenure to carry out its duties and advance its objectives.
- 2.3 The Board is the convenor and custodian of the association; it has the power and authority to make rules / regulations, to alter, amend, include or exclude and change the same and to do everything needful for its good maintenance, support and viability.
- 2.4 It shall be and is empowered to hold, lease, receive, purchase and convey all manners of property, both real and personal, accept and receive donations, legacies and bequests; to borrow or lend money; to invest its funds as it so chooses; to own, publish, conduct, and circulate such literature as will further its expressed purposes; to name and appoint such managers and employees as its interests and convenience may require; to remove or appoint any official or member, and otherwise to do and perform all acts and things requisite and necessary to carry out the aims and objectives of this association.
- 2.5 The Board would meet at least twice a year.
- 2.6 A Board Member must be a paying member of the Association
- 2.7 A new Board Member if needed will be appointed with the majority of the votes of the existing Board members when a post becomes vacant.
- 2.8 Each Board Member is answerable to the Board in performing all his / her duties relating to the Association.
- 2.9 The Board will finalise and approve all the decisions. No action on the behalf of the association will be taken without the approval of Board.
- 2.10 The Board has a right to suspend or terminate the appointment of any non-permanent Board Member with the majority of the votes without reserve at any time, if there is any breach of this constitution or he / she by his / her acts or omissions bring disrepute to the name of the Association.

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2.11 PRESIDENT APPS EUROPE:

- 2.11.1 The President will act as Head of organisation and the Board of Directors and will chair all Board meetings.
- 2.11.2 A person who has been APPS Europe President once will not be eligible to become President again in future.
- 2.11.3 He / she will have all powers of the Board at his disposal in promoting the aims and objectives of the association and implementing Board policies.
- 2.11.4 The appointment of the President will be made for a duration of 2 years which can be extended to 3 years by existing Board members in a confidential vote.
- 2.11.5 The President is answerable to the Board in performing all his / her duties relating to the Association.
- 2.11.6 The Board has a right to suspend or terminate the appointment of President without reserve at any time if there is any breach of this constitution or he / she by his / her acts or omissions bring disrepute to the name of the Association.

2.12 FOUNDER & CHIEF EXECUTIVE OFFICER (CEO):

- 2.12.1 This is an honorary position in the Board given to the APPS Europe Founder.
- 2.12.2 The Board has the powers to appoint any future CEO with the majority of votes when and if the post becomes vacant or with the consent of the CEO.
- 2.12.3 He will have the authority to use an extra vote if needed to maintain a democratic environment if there is any major difference of opinion and to decide which is best for the association.

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3. APPS EUROPE CENTRAL EXECUTIVE COUNCIL (CEC):

Functions as determined by the Constitution:

- 3.1 The Central Executive Council (CEC) shall be the day to day supportive body of APPS Europe, and consists of Country Chairs. The CEC shall be responsible for supporting, promoting, fundraising and undertaking APPS Europe projects, functions & events.
- 3.2 It shall create and authorise the appointment of standing and ad-hoc committees to run projects, functions and events with the approval of the Board.
- 3.3 It is the responsibility of the members to inform the secretary of the Country of any change in addresses and other contact details.
- 3.4 Country Chairs will be elected through democratic voting process of the respected country and will be appointed in the CEC as a member representing there Country.
- 3.5 The appointment shall be for 2 year subject to satisfactory completion of the annual internal audit and regular payment on a monthly or annual basis of membership fee for the respective year paid in advance.
- 3.6 An CEC member may not sign any document or enter into any contract on behalf of the Association or make any promises or ask for money from any individual or organisation on its behalf except with prior written consent from the Board.
- 3.7 An CEC members will not by their acts or omissions prejudice the interests of APPS Europe or bring the name or reputation of the Association into disrepute.
- 3.8 The CEC member must notify the Board immediately if they become aware of any potential conflict of interest between APPS Europe and any other organisation that they may be part of.
- 3.9 The Board has a right to suspend or terminate the appointment of any CEC member without reserve at any time if there is any breach of this constitution.

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3.10 Meetings:

3.10.1 The CEC Council would meet at least two to three times a year.

3.10.2 The Chairperson can convene any extra meetings for any urgent /important issues. The minutes of the CEC meetings will be available to its fee-paying members on request.

3.10.3 Meetings may be held online and/or via teleconferencing.

3.11 Appointment of Country Executive Council:

3.11.1 The Appointment of Country Chair, Vice Chair , Secretary will be through a voting process system of that country .

3.11.2 The Vice Chair and Secretary will be appointed for a duration of one year which can be extended to 2 years by the Board.

3.11.3 The Executive and Team members will be appointed for 1 year

3.11.4 The Appointment will be done by the Country chair with discussion with Vice chair of the country and if needed the General Secretary through a voting process of the specific Country.

3.11.5 All of the members shall serve until their successors are appointed and installed. No office bearer would be able to stand for more than three consecutive terms.

3.11.6 The Board has a right to suspend or terminate the appointment of any Country Chair /Vice Chair / Secretary/ Executive and Team member without reserve at any time if there is any breach of this constitution.

3.12 Attendance:

3.12.1 Any executive member/office bearer in the Europe, who fails to attend two consecutive meetings in any particular year, would be asked to explain why he/she should not be replaced by the Board, due to repeated absence.

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3.12.2 In the presence of a satisfactory explanation, as deemed by the Board, allowance may be made for the absences.

3.12.3 Any executive post within the Association shall be declared vacant by the Board when an officer resigns or leaves the Europe without pre-arrangement or becomes disabled to carry out duties of the office for reasons of health or otherwise or is convicted in any court anywhere in the world.

3.13 Eligibility for Executive Council of Country:

3.13.1 All paid members of the association will be eligible for nomination to the executive council of the country.

3.13.2 Thirty days' notice will be given to send nominations.

3.13.3 A member can nominate himself/herself or be nominated by other member (with the agreement of the nominee).

3.13.4 All nominees will be asked to submit their profile not exceeding 200 words to the secretary.

3.14 Term:

3.14.1 No official or executive member can be appointed to any office for more than three consecutive terms unless decided otherwise by the Board in exceptional cases.

4. Chairperson of APPS Europe:

4.1 The Chairperson shall be appointed for a duration of 1 years through a democratic process and voting by Country chairs of Europe.

4.2 The Board will interview and select three candidates from the Country Chairs of Europe to compete for the elections of the Chair Person of APPS Europe.

4.3 Three independent Election Commissions will be appointed to conduct the elections and all the country chairs will vote confidentially to elect the Chair Person.

4.4 The final approval of the appointment will be approved by the Board before it will be published or announced.

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- 4.5 A person who has been APPS Europe Chair once will not be eligible to become Chair again in future.
- 4.6 The first chair shall be appointed by the board of directors for stability and establishment of the organisation from the board of directors.
- 4.7 The duties of the chairperson shall include the following:
- 4.7.1 to chair the meetings of the Executive Council.
 - 4.7.2 Country Chairperson will head the Central Executive Council. In his absence either the President or any appointed Country chair by the board / President can head the Council
 - 4.7.3 to develop official and non-official contacts, connections, links and relationships in order to improve the standing of the association
 - 4.7.4 to develop plans to achieve the aims of the Association and to give recommendations to the Board for future direction.
 - 4.7.5 to represent or nominate a representative at other meetings home or abroad as per above guidance.
 - 4.7.6 to follow the strategy and directions laid down by the Board, to implement these using initiative and ideas, enabling the executives to be more involved and be responsible for increasing the membership of the association
 - 4.7.7 to manage all matters of the Central Executive council within the boundary set out in this constitution.
 - 4.7.8 to manage the individual performance of each office bearer in the executive council.
 - 4.7.9 to manage the performance of the sub-committees and the ad-hoc committees and prepares reports for the board.
 - 4.7.10 to presides over all executive committee meetings
 - 4.7.11 to report regularly and frequently to the Board, keep it informed and ensure that all activity is in accordance with the purposes and intentions of the constitution.

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4.7.12 to make recommendations to the Board about the functioning of the association to, in accordance with the guidelines and procedures

4.7.13 to advise the Board of the needs of the association in successfully managing the matters of the association

4.7.14 to direct the secretary in the day to day running of the association

4.7.15 to assist in the workings of the executive committee in the preparation of the AGM or annual and biennial meetings.

4.8 The Chairperson is answerable to the Board in performing all his / her duties relating to the Association.

4.9 The Board has a right to suspend or terminate the appointment of Chair without reserve at any time if there is any breach of this constitution or he / she by his / her acts or omissions bring disrepute to the name of the Association.

5. Vice Chairperson of APPS Europe :

5.1 Vice Chairperson will be appointed only if needed and required, by the confidential Board voting process.

5.2 The Vice Chair will be appointed for a duration of 1 year. The duties of the vice chair will be as following:

5.3 To assist the chair in carrying out all the responsibilities as listed above

5.4 To chair the council meetings in the absence of the Chair.

6. Secretary of APPS Europe :

6.1 Secretary of APPS Europe will be appointed only if needed and required, by the confidential Board voting process for a term of 1 year

6.2 The duties of the Secretary shall include the following:

6.2.1 to serve as the coordinating and recording officer of the Executive Council and keep minutes of AGM.

6.2.2 to supervise and maintain preparation of and a permanent record of all official minutes of meetings.

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- 6.2.3 to serve as a member of the Executive Council.
- 6.2.4 to supervise all arrangements for the holding of each executive meeting in the compliance with the constitution and regulations and instructions of the Board.
- 6.2.5 to send out all official notices of meetings, council appointments, special committee assignments, and appointments to office.
- 6.2.6 to notify and manage the working of the Executive Council
- 6.2.7 to perform such other duties that may be required of him/her by the Chair, Vice Chair or the Board, and in that hierarchy.
- 6.2.8 to communicate with its members on the AGM, appointments, any proposed changes, and dissolution if required.
- 6.2.9 to be the executor of all disciplinary matters of the association
- 6.2.10 to ensure safe record keeping of all matters and documents pertaining to the Association.

7. Treasurer / Finance Director:

- 7.1 All treasury matters are the purview of the Board. The treasurer will be one of the designated Board Member.
- 7.2 The Finance Director shall be the custodian of all invested funds such as membership dues, sponsorships etc. He/she shall be accountable to the Board.
- 7.3 The duties shall include the following:
 - 7.3.1 to conduct all financial affairs of the association with the approval of the Board.
 - 7.3.2 to act as custodian and transfer for all monies and securities.
 - 7.3.3 to direct the secretary to collect all annual membership dues, donations, and such monies that may be due.
 - 7.3.4 to draw, sign and send all cheque payment following approval of the Board.

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7.3.5 to make available for audit all records and transactions to the nominated auditors one month before the annual Board meeting.

7.3.6 to present an annual report at the annual Board meeting.

7.3.7 to render a report to the Board reviewing funds and imparting recommendations for the advancements for the association's interest at each meeting of the Board.

8. APPS EUROPE Country Chairs:

- 8.1 The Board under this constitution has powers to set up / establish country chairs and representation office within the European countries as and when required to facilities projects and activities at local level.
- 8.2 Each country representation will consist of a local committee of 3 designations, Country Chair, Vice Chair and General Secretary.
- 8.3 The Country Chair will be appointed for 2 years through voting process of respective country with final approval from Board of Directors.
- 8.4 The Board will have powers to close any country representation and office as and if required without giving any reason.
- 8.5 The Country Chair will be the head of the country.
- 8.6 All members of the Country Committee will be bound by the same rules that govern an Executive Council Member.
- 8.7 The Country office will not be allowed to recruit its own members and all members of the country representation office must consist of APPS Europe members only.
- 8.8 Any executive council member can hold any one of the three designation of the country representation as described in 8.2.

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9. Amendments:

- 9.1 Any amendment(s) to this constitution can only be made with the majority of votes of the Board Members.
- 9.2 Some amendments may be presented to the AGM but the Board reserves the right to change, amend or remove any clause or articles with the majority of votes of the Board Members.
- 9.3 If members propose amendments, these should be received by the chair with a minimum of 30 working days before the AGM.
- 9.4 The secretary should inform in writing the date, time and venue of the AGM to its members. All amendments are subject to ratification by the Board.

10. Dissolution

- 10.1 With the majority of votes, the Board can dissolve any post, posts or the Association by giving 30 days' notice to all paid up members.
- 10.2 The same is effective for any member, official or executive of the Association. The Board decision is final in all matters of the Association.

11. Annual General Meeting (AGM):

- 11.1 The association shall hold at least one annual meeting. Additional meetings may be held at the discretion of the President. Such meetings shall be presided over by the President, or in his/her absence a nominated person.
- 11.2 Written notice of the annual social meeting shall be delivered to each paying member of the Association at least thirty days in advance of the meeting.
- 11.3 The time and place of the annual meeting shall be determined by the Board, which shall be responsible for the necessary arrangements.
- 11.4 The AGM will be convened within 12 months of the last AGM.
- 11.5 The treasurer shall present the financial status of the Association to its members at the AGM.

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11.6 No proposals or agenda item may be presented to the AGM without the approval of the Board.

11.7 In exceptional circumstances, without due notice the President may present items for consideration by the AGM.

12. Non-Payment of Dues:

12.1 Non-payment means that the membership is defunct.

12.2 Any executive member, who is in arrears, shall cease his/her membership immediately upon descending into arrears and would not receive invitations to the activities of the forum or act as either a member or executive.

12.3 The onus is on the members to pay their fees. It is not up to APPS Europe to send reminders and pursue members for payments.

13. Central Executive Council Meetings - Conduct and Process

13.1 The chairperson will preside over the meetings according to the following byelaws, as determining the procedures and agenda of the meetings;

13.2 The secretary would inform members of the Central Executive Council meeting at least three weeks in advance, the date, and venue of the meeting.

13.3 All Country Chairs are required to attend and in the absence of Country chair, Vice Country Chair will attend .

13.4 There would be at least two meetings of the Central Executive Council per year. If any member cannot attend, he/she would inform the Chairperson of inability to attend.

13.5 The Board can remove any Central Executive Council Member if they deem the performance or behaviour of any official is contrary to the interests of the Association.

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- 13.6 In case of a disagreement on this issue about rendering void an Executive Membership, the chair's recommendation, once ratified by the Board is final.
- 13.7 The members would act according to the decorum of the committee. No unparliamentarily language would be used. Behaviour not in accordance with the expectations of the Association would render immediate removal and summary expulsion from the Executive Council and the Association.
- 13.8 No other issue other than the agenda may be discussed unless specifically agreed by the Chair.