

Certificate of Registration of Societies

Act XXI of 1860

No. RS/CT/324 of 1999



I hereby certify that 'PAKISTAN ASSOCIATION OF PRIVATE

MEDICAL & DENTAL INSTITUTIONS (PAMI)', FLAT NO.2, 1ST
FLOOR, ROYAL INN, F-6 MARKAZ, ISLAMABAD.

has this day been duly registered under the Societies
Registration Act, XXI of 1860.

Given under my hand at Islamabad this _____

_____ 22nd day of July 1999

(One thousand nine hundred and Ninety Nine)

Fee : Rs. ^{500/-} ~~200/-~~ (Rupees ^{five} ~~two~~ hundred only) *Qid*

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Registrar Joint Stock Companies
ICT, Islamabad

No. RS/CT/324 Date 19-5-21



(MUHAMMAD JALAL SIKANDAR SULTAN RAJA)

Registrar
Joint Stock Companies
Islamabad Capital Territory,
Islamabad.

FORM MEMORENDUM OF ASSOCIATION

PAKISTAN ASSOCIATION OF PRIVATE MEDICAL & DENTAL INSTITUTIONS
(REGISTRATION UNDER ACT XXI OF 1860)

To: Registrar Joint Stock Companies
F-8 Markaz
Islamabad

Dear Sir,

We the undersigned propose to establish an agency, in accordance with the provisions of the Societies Registration Act. 1860. The particulars of the proposed agency are given below:-

1. Name of the Agency : Pakistan Association of Private Medical & Dental Institutions. *QKhar*
2. Address : Flat # 2, 1st Floor Royal Inn, F-8 Markaz, Islamabad.
3. Aims and Objects of the Agency:

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 - a. To promote understanding and cohesion among the members.
 - b. To make efforts and take measures for the promotion of medical and dental education in the society.
 - c. To hold seminars, courses and workshops and projects in the areas of health sciences.
 - d. To represent the members at various forum and levels.
 - e. To make efforts which is directly or indirectly required to achieve the above stated objectives.
4. Names, Occupations and Address of the Founders Members of the Association.

a. Prof. Muhammad Kabir Khan President	Ghandahara Medical University, Peshawar.
b. Dr. Tariq Sohail Vice President	Jinnah Medical College, Karachi
c. Dr. Abdul Qadir General Secretary	Margalla Institute of Health Sciences, Islamabad.
d. Dr. Ghulam Qadir Qazi Joint Secretary	Isra University, Hyderabad.
e. Dr. Baqar Askary	Fatima Jinnah Dental College, Karachi
f. Prof Dr AJ Khan	Fronier Medical College, Abbottabad
5. Name of the bank or banks in which funds of the agency are proposed to be kept. ABN AMRO Bank, F-7, Markaz, Islamabad.
6. It is requested that the agency may be registered under the aforesaid Act. We undertake to inform you of any change in the office bearers of the agency with in thirty days thereof.
7. Treasury challan for Rs. 500/- and copy of the constitution of the agency are attached.
8. We certify that the information given above is correct. (Copy the signature of the founder members is attached).

Yours Faithfully

A. Qadir

PAKISTAN ASSOCIATION OF PRIVATE MEDICAL INSTITUTIONS (PAMI)
ARTICLES OF ASSOCIATION

1. Name:

The name of the Association shall be the Pakistan Association of Private Medical and Dental Institutions, abbreviated as (PAMI) and the association shall comprise of the medical and dental institutions which want to be members of this association and fully subscribe to the aims and objectives of this Association. This Association shall be a not for profit organization.

2. Office:

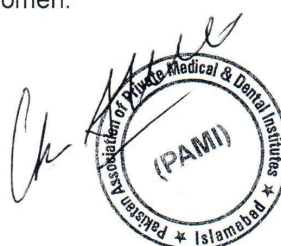
- (a) The head office of the Association will be at Islamabad.
- (b) The Association will be registered with the authorities at Islamabad.
- (c) An Executive Secretary will be employed on reasonable remuneration to look after the Secretariat of the Association and generally do all the work of the Association office and its meetings including its committee meetings and maintain record and assets of the Association.

3. The Aims and Objectives of the Association:

- a. To promote quality education in medical and applied health disciplines in the country in accordance with standards of recognition and accreditation laid down and set by the national medical and dental accreditation agency/ authority in Pakistan in order to recognize/ approve the medical and dental institutions to award or train for MBBS and BDS students and also to comply with standards of recognition and accreditation laid down and set by the international medical and dental accreditation agencies/ authorities so that the students and teachers of the member institutions do not feel any difficulty in getting jobs or appearing in any examination in Pakistan or abroad.
- b. To achieve the objectives as laid down in the Memorandum of Association of the Association.
- c. To supplement Government efforts to provide better health care at all levels by offering its advise and services.
- d. To project the good name and work of the Association and its members and develop international linkages and get memberships of international organizations.
- e. To look after the interests of member institutions of the Association and take up the common issues with the relevant authorities and go to media and move courts for common cause.
- f. To provide the best possible education opportunities to the youth to help them achieve high professional standards so that they readily get the best jobs at best salary and are able to improve their socioeconomic status and contribute to socioeconomic development of the country.
- g. Solicit equal opportunity for employment of women.

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4. General powers of the Association

1. The Association shall sue and be sued by its name i.e Pakistan Association of Private Medical and Dental Institutions, abbreviated as (PAMI).
2. The Association shall hold , sell and purchase property and any other moveable or immovable assets in its name i.e the Pakistan Association of Private Medical and Dental Institutions, abbreviated as (PAMI)
3. Establish office in Islamabad and also abroad for functioning of the Association.
4. The Association shall form Committees from amongst its members for its work in furtherance to its objectives and empower persons to represent the Association wherever needed.

5. Eligibility to become member of the Association and its categories:

- (a) Members:- if a medical or dental institution is recognized by national medical and dental accreditation agency/ authority in Pakistan under the relevant prevalent law and whose permission is required to establish and run a medical and dental institution in Pakistan and which meet all the requirements and formalities laid down by the Pakistan Government in its relevant laws and such institution wants to be a member of this association by fully subscribing to the aims and objectives of this Association and pays the annual subscription fee and any arrears, then such institution shall be notified as member of this Association and its General Body for that year.
- (b) Associate Members:- Those institutions which have applied to the national medical and dental accreditation agency/ authority in Pakistan but have not been recognized under the Pakistan law and if and such institution wants to be a member of this association by fully subscribing to the aims and objectives of this Association and pays the annual subscription fee and any arrears, then such institution shall be notified as member of this Association for that year. However the Associate Members will sit in the General Body Meeting as Observers without having right of vote.

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(2) That only once in his tenure and if he thinks it is expedient, the President of the Association can form or rearrange members of the Association in chapters for the purpose of election of a President of a Chapter and where such Chapters shall not exceed seven zones in the country and the members can elect a President of each Chapter who will automatically become member of Executive Council of the Association.

9. General Body Meeting of the Association:

- i. There will be an Annual General Meeting held usually in January each year.
- ii. The Agenda of the Annual General Body Meeting of Association shall include the General Secretary's or the Treasurer's report of annual Balance Sheet of the running financial year as per the budget approved by the Executive Council in June earlier for the running Financial year. The General Body can approve or suggest any expedient addition in the budget. The General Body shall consider and give decision on any item brought before it by the President of the Association.
- iii. The meeting of the General Body of the Association will be presided over by the President of the PAMI, and in his absence by the Vice President with the written consent of the President of the Association.
- iii. General body meeting may be held frequently on the request of at least 1/3rd members of the Association.
- iv. The President of the Association may call an ordinary meeting to transact such business by bringing it on the agenda as he thinks is necessary to meet the emergencies.
- v. An extra ordinary meeting of General Body may also be called by the President of the Association or can be requisitioned by a written request to the President signed by at least 1/3rd of the members of the General Body.

10. Powers and terms of office of elected office bearers and Executive Committee and General Body and Committees and general rules thereof :

1. The General Body shall be the primary fiduciary and policy making body of the Association while the Executive Council of the Association shall be the decision making body of the Association in routine administrative , legal, financial and academic matters and all actions taken by the Executive Council shall be presented before the General Body of the Association.
2. The President of the Association can take any action to further the objectives of the Association and then report his actions to

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the Executive Council and the General body of the Association as the case may be.

3. The elected office bearers shall be elected for a term of 4 years and shall automatically be members of the Executive Council of the Association till next election or completion of 4 years whichever is earlier.
4. The office bearer shall cease to hold office if the member institution from which it hails has not paid the annual dues of the Association by the due date.
5. Office of President of the Association and General Secretary of the Association shall be rotated in every zone and shall not be from one zone. The zones for this purpose shall be

1. Zone A Sindh Baluchistan
2. Zone B Punjab
3. Zone C KPK, ICT and AJK

5a President or his designated office bearer shall be the sole official spokesperson of PAMI.


5b There shall be President of a Chapter to be elected by the members of the Chapter and the President of a Chapter shall be member of the Central Executive Council.

6. Election Commission conducting the election of the Central Executive Council will also conduct the elections for the Presidents of the Chapters immediately after conducting the election of Central Executive Council.

7. The President shall appoint such permanent and temporary Committees as are necessary for the effective academic activities and administration of the Association's affairs and assign budget of each committee from the approved budget of the Association and present a report of each Committee to the Executive secretary and the Executive Council.

8. The President can appoint any suitable person as consultant having relevant experience, on a market based suitable salary for academic reviews of accreditation and curriculum and to develop international linkages of the Association with the world so that the Association gets membership of important international bodies and the office of the consultant can be in Islamabad as well as abroad.

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9. The Executive Secretary in consultation with the President shall arrange all the meetings of the Association and its committees including the Executive Council.

11. Rules of Transaction of Business at General Body meeting:

- a. The General Body of the Association shall meet under the convening order of the President of the Association.
- b. The meeting of the General Body of the Association shall chaired by the President of the Association.
- c. The quorum of the General Body Meeting will be 50%.
- d. The quorum of the Executive Council Meeting shall be 50% or three members.
- e. If the quorum is not complete within half an hour of the time fixed for the General Body Meeting, the meeting shall stand adjourned the time for the adjourned meeting shall be fixed by the President and the adjourned meeting should be held on the same day. The quorum for such meeting shall be 25%.
- f. All decisions will be made by simple majority vote. Chairman of the meeting will have casting vote.
- g. The President shall exercise all powers within the framework of the by-laws in consultation with the Vice President and the General Secretary.

12. Mode of Election of Office Bearers:

- a. All office bearers shall be elected by the consent of majority members of the Association after their nomination in writing by two members in good standing.
- b. The President of the Association and the General Secretary shall not be from the same zone.
- c. There shall be an Election Commission to conduct the elections for office bearers of the Association and its Chairman shall be designated as Election Commissioner. The Election Commission shall comprise of the outgoing President and General Secretary as ex-officio members of the Committee, two other additional members of the Association will be co-opted by the Executive Council as member of the Election Commission if such members are not desirous of contesting the election.
- d. The Election Commission of the Association will conduct the election of officers members of the Executive Council according to the following procedure:-
 - i. Two months before the first day of the Annual General Body Meeting of PAMI in the election year, nomination will be invited for the posts falling vacant. The notice inviting nominations will be sent to the members in good

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standing (those who have no outstanding dues of their institutions). In the month of July, a reminder will be sent to all those members whose dues are outstanding, warning them that if they will not cleared by 15th July, they will not be eligible to take part in the elections. A list of eligible members will be sent along with the notice inviting nominations.

- ii. All nominations must be proposed and seconded by members in good standing (as defined in para above) and must have the written consent of the nominees who must also be an eligible member as defined in para above.
 - iii. A period of at least 12 days will be given between the dispatch of the notice and the last date for the receipt of nominations.
 - iv. Candidates will be allowed to withdraw their nominations one week before the election date.
 - v. Election will take place in the Annual General Body Meeting. Only those members, who are present, will be eligible to vote.
 - vi. In case a member is unable to attend the General Body Meeting due to the circumstances beyond his control, he may be allowed to cast his vote by delegating his vote to another member by a written request on a stamp paper which can be allowed by the election commissioner.
- e. The Election Commission of the Association will conduct the election of President of zone of the Association.

- 13. The Executive Council of the Association :** The Executive Council of the Association shall be a Committee comprising of the following
1. President (Central) (Chairman of the Executive Council)
 2. Vice President (Vice Chairman of the Executive Council)
 3. General Secretary (member of the Executive Council)
 4. Joint Secretary (member of the Executive Council)
 5. Treasurer (member of the Executive Council)
 6. President of a Chapter (member of the Executive Council)
 7. One member of the General body of the Association co-opted by the President of the Association.

14. Powers and Duties of Executive Council and Rules of Transaction of Business at its meeting:

- (i) the Executive Council of the Association shall be the decision making body of the Association in routine administrative , legal,

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[Circular stamp: Pakistan Association of Private Medical & Dental Institutes (PAMDI) Islamabad]

financial and academic affairs and all actions taken by the Executive Council shall be presented before the General Body of the Association.

- (ii) The Executive Council through the President shall formulate policies and shall authorize disbursement of the Association funds for ordinary business.
- (iii) The President and Secretary General shall discharge the duties usually assigned to them by the Executive Council.
- (iv) The Treasurer shall submit to the Executive Council a report of all activities since the last meeting and also the financial report duly audited by a chartered accountant once a year at the Annual General Body Meeting.
- (v) The Treasurer shall submit the budget for the next year from the month of June of one year to month of June next year. The Executive Council shall hold its budget meeting in the month of June each year and shall approve the budget within the said month of June each year.
- (vi) The Executive Council will meet on the convening order of the President and take action on such matters as are brought to its notice.
- (vii) The Executive Council can meet before the General Body Meeting of the Association.

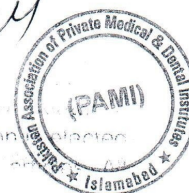
15. Resignation of the General Body Members or Office Bearers:

1. A member of the General Body may resign by writing to the President.
2. The President of the Association may nominate a member of the General body of the Association as member of Executive Council for interim period to fill any vacancies occurring by death or resignation of a member of Executive Council till a person is elected as member Executive Council by elections under these articles. All actions of the Executive Council under these circumstances are taken in the name of the Executive Council Association and the General Secretary shall notify members of such action.

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16. Amendment or substitution of the Constitution / Articles of Association of the Association:

1. Amendments or substitution of Articles of Association of the Association shall be submitted by the President or any of his nominated members in writing for consideration by the Executive Council or if expedient directly in the meeting of General body of the Association.
2. In normal course, the proposed amendments and the recommendations of the Executive Council shall be submitted to General Body Meeting. A simple majority shall be required for adoption of the proposed amendment/ substitution of the Articles of Association of the Association.
3. There shall be no change in Memorandum of Association of the Association.

17. Funds of the Association:

All income received by the Association, whether from fees or from other sources, shall vest in the name of Association and shall be kept in the name of the Association in an account in a scheduled bank. This account shall be operated under the joint signatures of the President and one other signatory which shall be the General Secretary or Treasurer.

18. Employees and their terms and conditions

The Association shall employ any number of such persons as employees or consultants as may be required for the work of the Association and for furtherance of objectives of the Association. The President of the Association shall select and appoint such persons by specifying terms and conditions of service and remunerations at the time of appointment of the person and can grant any incremental increase on satisfactory performance.

19. Audit and Account:

An audit of the accounts of the Association shall be held annually by a Firm of Chartered Accountants appointed by the President of the Association. The focal person for audit shall be the Executive Secretary of the Association and supervising officer shall be the Treasurer of the Association. The report of the audit of accounts of the Association as prepared by the Firm of Chartered Accountants shall be approved by the Executive Council and shall be placed for information before the Annual General Body Meeting by the Treasurer. After approval of the Executive Council. A copy of the report of the audit of accounts of the Association as prepared by the Firm of Chartered Accountants shall be sent to the registration authorities or whoever it may concern by the Executive Secretary of the Association.

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 (PAMDI)
 Islamabad

20. Formulation of By-Laws:

The Executive Council may frame By-laws of the Association to carry out the purposes/smooth functioning of the Association where no provision has been made in the Memorandum of Association/ the Constitution of the Association/ Articles of Association.

21. Minutes of the Meeting:

1. The Minutes of the meeting of the General Body or the Executive Council shall be taken by the Executive Secretary and after approval of the President shall be forwarded to all the members of the General Body or the Executive Council , as the case may be, within a fortnight of the meeting and shall stand approved if no written objection is received within 15 days of issuing of the minutes.

Provided that , all minutes shall be placed as an agenda item in the next meeting of Executive Council/General Body.

2. The minutes of all meetings of Committees of the Association shall be signed by the respective President of the Committee and shall be presented in next meeting of the Executive Council for approval.

22. Savings and Repeal

- (1) These Articles of Association shall come into force at once.
- (2) The earlier Articles of Association shall be considered repealed.
- (3) All actions done under the repealed Articles of Association shall be considered valid unless in conflict with these Articles of Association where these Articles of Association shall prevail.

23. Tribute to Founder Members

The Association shall continue to pay tribute to the Founder members of this Association.

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