

# **CONSTITUTION & BYLAWS OF THE PAKISTAN ACADEMY OF PEDITRIC DENTISTRY**

## **ARTICLE - I: Name**

The name of this organization shall be the **Pakistan Academy of Pediatric Dentistry**, hereafter referred to as “the Academy”, “this Academy”, or “the PAPD.”

## **ARTICLE - II: Mission and Vision Statements**

### **1. Mission Statement**

The Pakistan Academy of Pediatric Dentistry (PAPD) is an organization of those individuals whose primary interest is in clinical practice, education and research related to Pediatric Dentistry. Its purpose is advancement in all the above stated aspects of the specialty, with ultimate goal of better oral health of the Nation’s children.

### **2. Vision Statement**

The vision of Pakistan Academy of Pediatric Dentistry (PAPD) includes provision of optimal oral health care to the Nation’s children, through achieving a deserved status for the specialty of pediatric dentistry. To become an organized and official voice representing the interests of our children’s oral/dental health and their oral care providers.

## **ARTICLE – III: Organization**

- 1.** This academy is a nonprofit organization and is registered under the laws of Republic of Pakistan.
- 2.** The office of the academy shall be:  
Pakistan Academy of Pediatric Dentistry, 222 - Defence Raya Golf & Country Club  
DHA Phase 6, Lahore Cantt.

## **ARTICLE – IV: Objectives**

- 1.** The academy shall provide a platform for Pediatric Dentists of Pakistan to communicate effectively with each other. It shall represent a united voice for the specialty, especially while communicating with various governmental organizations on various issues and policy formation related to oral health of children.
- 2.** The academy shall promote Pediatric Dentistry as a subject and its clinical practice in Pakistan. It shall be a symbol of excellence in practice, education, and research in pediatric dentistry.
- 3.** The academy shall strive hard for the incorporation of the specialty as an independent subject in undergraduate dental curriculum and, safeguarding the interests of Pediatric dentists' community.
- 4.** The academy shall provide a platform for Continuing Dental Health Education Program in Pediatric Dentistry so as to enhance the clinical competence of general and Pediatric Dentists.
- 5.** This academy shall provide support to the activities that will promote the dissemination of knowledge and innovation through clinical activities, conferences, and publications.
- 6.** PAPD shall struggle to ensure quality care and service to the child community of Pakistan through its continuous educational, clinical and research activities.
- 7.** This academy shall encourage and support research activities among its members and young graduates.

8. PAPD shall facilitate and encourage postgraduate activities in Pediatric Dentistry. It shall also provide further training and educational opportunities for pediatric dentists.
9. PAPD shall promote and encourage communication among the disciplines of dentistry and allied health fields.
10. The academy shall organize conferences, seminars, symposiums and workshops in the specialty.
11. PAPD shall provide guidelines on different clinical activities in the specialty.
12. The Academy shall be actively involved in the development and implementation of national programs on prevention and control of oral disease in children.

## **ARTICLE – V: Membership**

### **Membership Categories, Criteria, Application procedure and Privileges**

#### **1. Active/Full member (Annual Membership Fee PKR 10,000)**

- a. Applicant must meet all requirements.
  - i. Registered with Pakistan Medical Commission (PMC).
  - ii. Meets the educational requirements of PMC for ethical practice in Pediatric Dentistry.
  - iii. Submits a copy of the certificate or degree in the specialty of Pediatric Dentistry from an accredited program.
  - iv. Application approved by the Credentials and Ethics Committee of PAPD.

**Procedures:**

1. Complete the application form and send an application fee of PKR 2000 (non-refundable) to the PAPD office at 222 Defence Raya Golf & Country Club, DHA Phase 6; Lahore Cantt.
2. Send a copy of a certificate or degree in the specialty of pediatric dentistry from a program approved by the PMC.
3. List one PAPD member as a reference on the application form.
4. Applicant is responsible for the current annual dues prorated by the number of months remaining in the billing year from the date of acceptance of membership.

**Privileges:**

1. Vote on all issues in PAPD General Assembly.
2. Hold office and serve on councils/committees appointed for various tasks by the Cabinet.
3. Attend the PAPD Annual Session on reduced registration fee.
4. Receive copies of all general membership communications.

**2. International Member (Annual Membership Fees PKR 10,000 or foreign equivalent)**

Applicant must meet following requirements.

- i. This category of membership is for pediatric dentists living and practicing, teaching, or conducting research outside Pakistan.
- ii. Maintain membership in a foreign dental association.

iii. Application approved by the Credentials and Ethics Committee of PAPD.

**Procedure:**

1. Complete the application form and send with an application fee of PRS 2000 or foreign equivalent (not refundable) to the PAPD Headquarters office.
2. List one professional colleague as reference on the application form.
3. Application approved by the Credentials and Ethics Committee of PAPD.
4. Applicant is responsible for the current annual dues prorated by the number of months remaining in the billing year from the date of acceptance of membership.

**Privileges:**

1. Can serve as consultants to councils/committees, vote for office bearers but cannot hold office.
2. Can attend the PAPD Annual Session on a reduced registration fee.
3. Can receive copies of all general membership communications.

**3. Associate Member (Annual Membership Fees PKR 5000)**

Applicant must meet all of the requirements.

1. Dentists who are educationally qualified in one of the other specialty areas of dentistry or general dentists interested in pediatric dentistry, and medical colleagues such as pediatricians and other physicians recognized by PMC.

**Procedure:**

1. Complete the application and send with application fee of PRS 1000; not refundable) to the PAPD Headquarters office.
2. List two (2) professional colleagues as references on the application form.
3. Applicant is responsible for the current annual dues prorated by the number of months remaining in the billing year from the date of acceptance of membership.

**Privileges:**

1. Can serve as consultants to councils/committee, but not vote or hold office.
2. Can attend the PAPD Annual Session on a reduced registration fee.
3. Can receive copies of all general membership communications and publications.

**4. Student Member (Free of charge)**

Applicant must meet one of the requirements.

1. This category of membership is for full and part-time students enrolled in an educational program in pediatric dentistry.

**Procedure:**

1. Complete the application and send it to PAPD Headquarters office.
2. Application approved by the Credentials and Ethics Committee of PAPD.

**Privileges:**

1. Can attend the PAPD Annual Session on a special registration fee.

2. Can receive copies of all general membership communication.
3. Can attend and participate in all PAPD continuing education opportunities on specially discounted rates.

## **5. Registration of Membership:**

Applicants for membership shall apply on the prescribed Membership Application Form to the General Secretary along with the required documents, i.e. photocopies of valid PMC registration certificate and copies of academic qualifications. Membership shall be granted after the application is approved by the Credentials and Ethics Committee of PAPD.

## **6. Obligations of Membership:**

- i. Every member shall try in his/her capacity to promote the cause of Paediatric Dentistry.
- ii. Shall abide by the Constitution and Bylaws of PAPD and should not indulge in any practice inconsistent with the objectives of the academy.
- iii. Shall take active interest in the activities of the academy and shall reply to all correspondence within the time limit specified.
- iv. Shall inform the General Secretary about any change in his/ her address and any additional qualifications or courses.
- v. Shall pay his/her subscription and other dues regularly.

## **7. Termination of Membership:**

Membership of the academy may be terminated:

- i. If his/her membership dues stand unpaid for one year in spite of repeated reminders.
- ii. If he/she commits criminal offence and is convicted by a court of law.
- iii. If he/she desires to resign from membership of the academy but this shall be done by writing to the General Secretary.

- iv. If he/she proceeds with undesirable conduct. He/she shall be served with a notice by executive committee to defend him-self / her-self. If the executive committee is not satisfied it may present his / her case to the General Body Meeting for accord of approval to terminate his/her membership.

## **8. Re-Admission of Membership:**

- i. A member, whose membership has been terminated under Article – V, 7 (1)) can be readmitted by the executive committee on fresh application being made by him/her and on payment of any outstanding dues against him/her on the date when he/she ceased to be a member with a readmission fee.
- ii. A member who has ceased to be a member under Article – V, 7 (4) may be readmitted after two years by the General Body Meeting and finally approved by the executive committee.

## **ARTICLE – VI: Constituent Body**

### **1. The Legislative Body:**

The Governing and Legislative body of this academy shall be the General Assembly that shall comprise of all Active Full Members.

### **2. General Assembly:**

The General Assembly shall consist of all the Active Full Members. It shall hold a session at least once a year to conduct business of the Academy.

#### **2.1 Powers of the General Assembly:**

- i. The General Assembly shall possess legislative powers and it shall have the powers to enact, amend and repeal the Constitution and By-laws.
- ii. It shall have the power to elect the members of the Executive Committee.

- iii. It shall have the powers to appoint special committees and sub-committees of the academy.
- iv. It shall have the powers to frame and amend the Principles of Code of Professional Conduct for the members and may expel any member of the academy.
- v. It shall have the powers to approve all memorandums, resolutions and opinions issued in the name of the Pakistan Academy of Pediatric Dentistry.

### **3. Executive Committee:**

Executive Committee consisting of all office bearers (officers) shall be the administrative body of the academy. It shall have the powers to make rules and bylaws and all the rules shall be implemented subject to approval from the General assembly.

#### **3.1 Officers of the Academy:** The elective officers of this academy shall be:

- 1. President
- 2. Vice President
- 3. General Secretary
- 4. Finance Secretary

Each one of these shall be elected by the General Assembly and shall hold office for a term of **two** years. However, to stabilize the organization of the academy the first executive committee will serve till December 2021.

#### **3.2 Duties of the Executive Committee:**

- i. To interpret and implement the constitution and bylaws.
- ii. To enroll members and conduct elections of the academy.
- iii. To organize sessions of the General Assembly, seminars, conferences etc.
- iv. To appoint committees to assist in the management of academy affairs.
- v. To manage financial affairs of the academy.

- vi. To recommend amendments in the constitution and bylaws.
- vii. Shall decide matters not expressively covered in the constitution. Any decision made by the Executive Committee shall be final and binding on all members unless an appeal is made to the General Assembly.

### **3.3 Duties & Powers of the President:**

- i. Shall chair General Assembly and Executive Committee meetings.
- ii. Shall carryout all the responsibilities assigned to him by the constitution or executive committee.
- iii. Shall be the custodian of constitution and shall ensure that it is applied in true spirit.
- iv. He/She shall cast vote only when the house is equally divided in any meeting of the academy.
- v. He/She shall call meetings of the executive committee when required.

### **3.4 Duties & Powers of the Vice President:**

- i. Shall perform duties of the president in his/her absence.
- ii. Any other duty assigned to him by the president or executive committee.

### **3.5 Duties & Powers of General Secretary:**

- i. Shall call meetings of the General Assembly and Executive Committee in consultation with the president of the academy and shall record/ keep the minutes /resolutions of these meetings.
- ii. Shall carryout all the correspondence of the academy under the directives of the president and executive committee.
- iii. Shall keep a register of all members of the academy and shall keep all members informed of the activities of the academy.
- iv. Shall prepare the annual report of the academy and submit it to executive committee for approval.

- v. Shall notify the agendas of the meetings well in time with consultation of the president.
- vi. Shall notify new registrations, changes in address and qualifications of the members.

### **3.6 Duties & Powers of Finance Secretary:**

- i. Shall manage finances of PAPD.
- ii. Shall be responsible for the collection of annual subscriptions from members of the academy.
- iii. Shall be responsible for the preparation of balance sheet and accounts statement for the purpose of audit.
- iv. All cheques issued shall be signed jointly by the Finance Secretary and Vice president.
- v. The accounts shall be audited once a year and shall be presented by the Finance Secretary at the executive committee meeting.

### **3.7 Financial Year:**

The financial year of the academy shall be from 1st January to 31st December of the respective year.

## **ARTICLE – VII: Elections**

The President, Vice-President, General Secretary and Finance Secretary shall be elected by the Active Full Members and International members of the academy by postal ballot or at an Annual General Meeting.

### **1. Term:**

The term of the office bearers will be TWO years.

**2. Voters:**

All Active Full Members and International Members whose names are on the Register of membership shall be eligible to vote. The General Secretary shall inform all the members who are eligible to cast vote about date, place and time of election well in time.

**3. Nomination:**

The nomination papers of the candidates bearing signature of proposer, seconder and candidate shall be submitted to the General Secretary one month before the election date. The candidate, the proposer and the seconder must be a Full Active member. The scrutiny of nomination papers shall be carried out within one week by the executive committee or any other authorized sub-committee.

**4. Withdrawal of Nomination Papers:**

Candidates wishing to withdraw their nomination papers shall do so at least 15 days before election date.

**5. Election Process:**

- i. President and General Secretary shall conduct the election through secret ballot. Election shall take place at a General Body Meeting. Ballot papers shall be sent by post to those members who cannot attend General Body Meeting at least 14 days before the Election Day. The ballot papers shall be signed by at least two elected officers of the academy.
- ii. In case a General Body Meeting cannot be held at the completion of the tenure of office bearers, Election by Postal Ballot shall be completed one month before the expiry of the tenure.
- iii. A member who has not paid his/her dues shall not be eligible to vote or contest the election.

- iv. The candidate must be a member of the academy for at least two years to be eligible to contest the election.
- v. Counting shall take place in front of the representatives of the candidates and the result announced on the same date.
- vi. The newly elected office bearers shall take charge immediately on the expiry of the term of the outgoing office bearers.
- vii. For initial two years office bearers of PAPD shall be selected in a General Body Meeting. After that election shall be conducted every two years.

### **ARTICLE – VIII: Amendment or Addition to the Constitution or Bylaws**

1. Any Active/Full member of PAPD wishing to suggest amendment or addition to the constitution may do so by writing to the General Secretary. The Secretary shall communicate the proposed amendment or addition to the executive committee at least two months before the next General Body Meeting.
2. Proposed amendments or additions to the constitution shall be presented at the General Body Meeting.
3. Amendments or additions to the constitution shall be made only by 2/3rd majority of the registered members.