

ASSOCIATION OF PAKISTANI PHYSICIAN AND SURGEONS OF UNITED KINGDOM

(APPS UK)



APPS UK

Advancing health, changing lives

CONSTITUTION AND BYLAWS

With Amendments as Adopted in 2004, 2016, 2019, 2020 and 2021.

APPS UK

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United Kingdom

WA13 9NZ

www.apppsuk.org

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PREAMBLE

We the Physicians and Surgeons and Allied health professions of Pakistani heritage, out of our conviction for our motherland, and profession do hereby proclaim the establishment of The Association of Pakistani Physicians and surgeons of United Kingdom so that collectively we all can engage in social and professional activities, uphold ethical and moral values, support educational and intellectual pursuits, upgrade medical care In UK and Pakistan, and thus glorify our Association. To this effect, we hereby set forth and enact the following laws governing the Association, which shall be binding on each and all of us in totality, until and unless properly amended by the provisions herein. So, help us God. Amen.

Enacted on the 17th October in the Year 2021

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CONSTITUTION OF THE ASSOCIATION OF PAKISTANI PHYSICIANS AND SURGEONS OF THE UNITED KINGDOM (APPS UK)

ARTICLE I

NAME: The Association of Pakistani Physicians and Surgeons of The United Kingdom (APPS UK)

ARTICLE II

AFFILIATION:

APPS UK is an association of doctors, dentists, and allied health professionals (Medics) established, owned, and managed by the Board of Directors. The name of this association shall be Association of Pakistani Physicians and Surgeons of the United Kingdom (APPS UK). APPS UK is an association of like-minded doctors 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. Membership to the association is open to all doctors, dentists, and allied health professionals of Pakistani heritage in the UK as well as abroad.

ARTICLE III

AIMS AND OBJECTIVES:

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

111.1 to provide a platform for support and guidance to doctors, dentists, allied health professionals and students of Pakistani heritage in the United Kingdom as well as in Pakistan by providing information, expert advice, and training.

111 .2 to raise health awareness in the UK community as well as Pakistan via talks, health stalls and brochures.

111.3 to modernise the healthcare system of Pakistan.

111.4 to alleviate the suffering of victims of disease, natural disasters, catastrophes, and war, but not exclusively, in Pakistan by providing humanitarian aid. **5**

ARTICLE IV

MEMBERSHIP:

IV.1 The membership will include all Pakistani heritage doctors, dentists, allied health professionals and students in medical or allied fields, irrespective of their place of study, subscribing to the objectives of the association and residing in the UK, Ireland, or any other country. Membership will be confirmed and continued after payment of dues on an annual basis paid in advance.

IV.2 The members in the UK who have all dues paid shall be entitled to all the privileges of the association including the right to vote and hold office.

IV.3 non-fee-paying categories of membership will not be entitled to the above privileges anywhere in the UK.

IV.4 A member must comply with the rules and regulations of the association. There shall be no discrimination based on religion, gender, sexual orientation, race, or ethnic origin in the membership of the association.

IV.5. All Allied Health professional/workers would be affiliate non fee-paying members

BENEFITS OF ACTIVE MEMBERSHIP:

As an active member you will:

- Right to vote in the election and hold an office.
- Opportunities for social and networking, Discount towards APPS UK annual gala dinners.
- Discounts towards APPS UK medical conferences, workshops, and seminar registration.
- Career advice and mentorship
- Help and support would be provided to 'Doctors in Difficulty'.
- PLAB Guidance
- Guidance towards clinical attachments and jobs in NHS
- Help shall be provided towards writing CVs and Cover Letter
- Guidance towards preparation for consultant interviews
- Support towards organising voluntary/charitable work experience in Pakistan.

TYPES OF MEMBERSHIPS:

- **ACTIVE MEMBER**
- **STUDENT MEMBER:**
- **AFFILIATE MEMBER:**
- **HONORARYMEMBER,**
- **CORPORATE MEMBER:**
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ARTICLE V

INTERNAL STRUCTURE OF APPSUK

1. GENERAL BODY

2.APPSUK BOARD OF DIRECTORS

3.APPSUK SENIOR ADVISORY COUNCIL

4.APPSUK CHAPTERS

- East London Chapter
- West London Chapter
- Southwest Chapter
- Southeast Chapter
- Northwest England Chapter
- Northeast England Chapter
- West Midland Chapter
- East Midland Chapter
- Wales Chapter
- Yorkshire Chapter
- Scotland Chapter
- North Ireland Chapter

5.JUNIOR DOCTORS WING

6.ALLIED HEALTH PROFESSIONAL WING

7.APPSUK CHARITY WING (APPSUK FOUNDATION)

1.GENERAL BODY

- It shall consist of duly registered members of the Association, according to the provisions provided herein.
- This will be the core structure of the Association and the conduct of the affairs of the Association shall be delegated to various components as outlined herein.
- Any amendment to constitution and bylaws proposed in due process as mentioned in these bylaws can only be approved or rejected by this body.
- All other actions taken by the Association may be approved, rejected, or amended.

2. THE BOARD OF DIRECTORS:

V.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, from their position without giving any reason, if it determines that the actions of the members, office bearers are not in the interests of the association as deemed suitable by the board. APPS UK Board is the legal body that is the owner and custodian of the organisation. It owns the name, trademark, domain, and the database of all members.

V.2 The Board may, appoint co-opted directors for tenure to carry out its duties and advance its objectives.

V.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. 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; and otherwise to do and perform all acts and things requisite and necessary to carry out the aims and objectives of this association.

V.4 The Board meetings would be held quarterly on pre-set dates in a year.

V.5.1 A Board Member must be a paying member of the Association.

V.5.2 A new Board Member(co-opted) will be appointed by a simple majority vote of the Board members when a post becomes vacant.

V.5.3 Each Board Member is answerable to the Board in performing all his / her duties relating to the Association.

V.5.4 The Board has a right to suspend or terminate the appointment of any Board Member by a majority vote 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. **8**

All directives, publications, communications, and the governing strategy at any given time is determined by the Board

V.5.5 The board would comprise of the following members:

VI. Officers and Elected Representatives

- APPSUK President
- APPSUK President Elect
- APPSUK Immediate past President (for 2 years)
- APPSUK Immediate Past Chair (for 1 years)
- General Secretary
- Finance Secretary
- Event Manager
- Head of Media Cell

VI.1. Head of Junior Doctor Wing

VI.2 Head of Allied Health Professional Wing

VI.3 APPSUK BOT/Directors

VI.4. APPSUK CEO(Founder)

VI.5 APPSUK Foundation CEO

1.APPSUK PRESIDENT:

- To be eligible to stand for President of APPSUK, candidate is required to be paid member of the organisation for at least 4 years with good standing and is registered with GMC.
- The appointment of the President will be made for a duration of 2 years by existing Board members once elected by active members of the association.
- The President will act as the Head of the Board of Directors and will chair all Board meetings.
- A person who has been APPS UK President once will not be eligible to become President again in future except in exceptional circumstances.
- 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.
- The President is answerable to the Board in performing all his / her duties relating to the Association.

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.PRESIDENT ELECT:

- To be eligible to stand for President Elect of APPSUK, candidate is required to be paid member of the organisation for at least 4 years with good standing and is registered with GMC.
- The President elect will be elected and appointed for a duration of 2 year.
- On completion of term of current president, he would take over the presidency of APPSUK for next 2 years.
- : The duties of the president elect will be as following.
- Working closely with the president and board directors to ensure implementation of strategic goals.
- Fully participating in the work of the board directors
- The President-elect shall act for the President in his/her absence or disability.
- Should the office of President become vacant; the President-elect shall succeed to the Presidency for the unexpired term.
- The President-elect shall be a member of the board with the right to vote therein.
- The President-elect is answerable to the Board in performing all his / her duties relating to the Association.

3.GENERAL SECRETARY:

3.1 The General Secretary would be elected for two years; candidate is required to be paid member of the organisation for at least 2 years with good standing and is registered with GMC.

The duties of the General Secretary shall include the following:

3.1.1 to serve as the coordinating and recording officer of the board and keep minutes of AGM.

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

3.1.3 to serve as a member of the Board.

3.1.4 to supervise all arrangements for the holding of each board meeting in the compliance with the constitution and regulations and instructions of the Board.

3.1.5 to send out all official notices of meetings, board appointments, special committee assignments, and appointments to office.

3.1.6 to notify and manage the working of the Board.

3.1.7 to perform such other duties that may be required of him/her by the President, President elect or the Board, and in that hierarchy.

3.1.8 to communicate with its members on the AGM, appointments, any proposed changes, and dissolution if required.

3.1.9 to be the executor of all disciplinary matters of the association.

3.1.10 to ensure safe record keeping of all matters and documents pertaining to the Association.

4. FINANCE SECRETARY

4.1 All treasury matters are the purview of the Board.

4.2 would be elected for two years, The duties of the finance Secretary shall include the following:

4.3 The finance secretary shall *be* the custodian of all invested funds such as membership dues, sponsorships etc. He/she shall be accountable to the Board.

4.4 The duties shall include the following:

4.4.1 to conduct all financial affairs of the association in collaboration with finance director with the approval of the Board.

4.3.2 to act as custodian and transfer all monies and securities in collaboration with finance director.

4.3.3 to collect all annual membership dues, donations, and such monies that may be due.

4.3.4 to make all payments in collaboration with finance director (Trustee) following approval of the Board.

4.3.5 to make available for audit in collaboration with finance director, all records, and transactions to the nominated auditors one month before the Board in last meeting of the year.

4.3.5 to present an annual financial report at the Board meeting.

4.3.6 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.

5.Event Manager/Social Secretary

Would be expected to plan and organise all events of APPSUK along with chapters social secretaries as a team.

6.Head of Media Cell

7. Head of Junior Doctor Wing

8. Head of Allied Health Professional Wing

7. APPSUK SENIOR ADVISORY COUNCIL:

The SENIOR advisory council will consist of the following.

V.3.1 All present willing senior board members would be appointed as members of the Senior Advisory Council by the Board except officers and CEO APPSUK, foundation, and company directors.

V.3.2 All heads of Pakistani Medical Alumni/societies based in United Kingdom/Ireland will be eligible to be part of Senior Advisory Council on Boards approval.

V.3.3 This would function like a 'thinktank' of the organisation and advise the Board of the needs of the association in successfully managing the matters of the association.

V.3.4 to makes recommendations to the Board about the functioning of the association to, in accordance with the guidelines and procedures.

V.3.5 Board may appoint any other suitable advisors from time to time if there is an organisational need, such as specialist/experts in legal matters, solicitors, adjudicator for conducting APPSUK elections, financial computing, and telemedicine experts.

V.3.6 The Board has a right to suspend or terminate the appointment of member of senior advisory council 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.

CHIEF EXECUTIVE OFFICER (CEO):

This is an honorary position in the Board given to the APPS UK Founding member at present.

- The duties of the CEO will be as following:
- Working closely with the president and board directors to ensure implementation of strategic goals.
- Fully participating in the work of the board directors
- The CEO shall be a member of the board with the right to vote therein.
- The CEO is answerable to the Board in performing all his / her duties relating to the Association.
- The Board has the powers to appoint any future CEO if the post becomes vacant in future.

APPSUK TRUSTEES (Company Directors)

Membership of BOT

The organisation shall have five trustees at a given time.

Tenure of a Trustee (Company Directors)

The trustees appointed in future shall have a tenure for 6 years.

Eligibility to become a Trustee. (Company Directors)

- They should be a life member of the organisation.
- They should be in good standing with GMC.
- They must be ordinarily resident in the UK.
- They fully meet the Trustees Eligibility Criteria as set out by the Company House/charity commission

Appointment of Trustees (Company Directors)

- APPUK Board will invite an expression of interest from Eligible present board members
- Board will nominate interested eligible member by simple majority.

Roles and Responsibilities of Trustees (Company Directors)

- The BOT shall act as the overseer of the Association, abide by the constitution and act in the best interest of the Association.
- The Board shall ensure that the Association is carrying out its purposes for the public benefit and its resources are managed. Responsibly.
- ensure compliance to statutory accounting practices and shall deliver their responsibilities by exercising reasonable care and skill.

APPS UK REGIONAL CHAPTERS:

Each regional chapter will consist of 10 - 14 Executive Members comprising of:

Senior Doctors, Medical Students, Junior Doctors, Allied Health Professional

ROLE OF APPS UK REGIONAL CHAPTERS:

- Conduct regional activities for APPS UK members
- Organise regional meetings and Gala dinners in consultation with the Central APPSUK board
- To enhance APPS UK membership
- Conduct regional educational activities.
- Run local projects.

All executives and office holders of respective chapters would be elected by general voting by active membership of the chapter by secret electronic voting.

- Chapter Head,
- Chapter Secretary,
- Social Secretary
- Media secretary.

APPS UK FOUNDATION:

APPS UK Foundation is our financial wing and is responsible for managing all financial affairs. It consists of independent Trustees who are responsible to the Charities Commission in executing their duties and maintaining transparent records of all transactions and accounts.

APPSUK Foundation will be represented by its CEO in the APPSUK board.

ARTICLE VII AMENDMENTS:

VI.1 Any amendment(s) to this constitution can only be made by most of the Board Members. Some amendments may be presented to the AGM, but the Board reserves the right to change, amend or remove any clause or articles by a majority.

If members propose amendments, these should be received by the President with a minimum of 30 working days before the AGM. The secretary General should inform in writing the date, time and venue of the AGM to its members. All amendments are subject to ratification by the Board.

ARTICLE VIII

BY LAWS

VIII.1 The Association shall adopt Bylaws for the conduct of its affairs in harmony with this Constitution.

VIII.2 The Bylaws may not restrict or alter any provision defined in this Constitution.

VIII.3 Robert's Rules of Order shall be adopted for the conduct of the meetings.

ARTICLE IX

DISSOLUTION

VII.1 The Board with two-third majority can dissolve the Association by giving 30 days' notice to all paid up members. The same is effective for any member, official of the Association. The Board decision is final in all matters of the association.

BY LAWS

ARTICLE I

ADDRESS

The official address of the association

2 Top Park Close, Lymm United Kingdom, WA13 9NZ

ARTICLE II

MEMBERSHIP

II.1 There shall be no discrimination based on religion, gender, race, or ethnic origin.

II.2 Membership will be confirmed by the secretary of the Association at the recommendation of the Chair of the Membership Committee.

II.3 The membership year shall be from January 1 to December 31.

II.4 Membership in the Association will be suspended for a criminal conviction by a court of law or a disciplinary action by regulatory body resulting in revocation of medical licensure.

II.5 Suspended membership may be reinstated by the board at the recommendation of the secretary on dismissal of charges and/or the disciplinary action.

II.6 ACTIVE MEMBERS:

- The active members will have a right to vote in the election and hold an office.
- Standard Membership: Doctors, dentists, in senior grades of employment will pay a membership fee of £30 / year
- Trainee Medical Professional: £20 / year
- To be eligible for active membership in the Association, one must hold an unrevoked license.
- Active members shall be either annual dues-paying members and residing in UK or Lifetime members.

- Any active member of the Association, on payment of £150 in one lump sum or in instalments making full payment within one year may apply for Lifetime membership.
- Retired Membership: Doctors, dentists and allied health professionals retired from NHS and private practice and currently living in the UK will pay a subsidised membership fee of £10 / year.
- Lifetime members will be exempt from paying registration fees at meetings/events held in UK
- Board may exempt dues of any active member, when in their opinion payment of such dues is hardship upon a member.
- The Membership will be confirmed and continued after payment of dues on an annual basis in advance.

II.6.1 STUDENT MEMBER:

- Students in a medical or allied health field can register under the following subcategories. There is a membership fee of £10 / year. The student members may hold office on specified seats and vote for student representatives in APPS UK.

II.6.2 AFFILIATE MEMBER:

- There is no membership fee for this category and no right to vote or hold an office.
- Allied Health professional can register as Affiliate members of APPS UK
- Doctors and students in a medical or allied health fields who reside out of the United Kingdom and those who are un-employed in the UK can register as Affiliate Members.

II.6.3 HONORARY MEMBER:

- The Association may appoint any person as an honorary member distinguished for services or achievements in medicine or the allied sciences, or who has rendered other services of unusual value to the Association or humanity. These members may serve on or chair committees or task forces of the Association and participate in all its activities but will not have the right to vote.

II.6.4 CORPORATE MEMBER:

- Any business that shares our vision can become part of APPS UK network.
- Silver Member: Membership fee is £10 / month
- Gold Member: Membership fee is £30 / month
- Platinum Member: Membership fee is £50 / month
- Please note the membership fee in all categories is payable by a standing order.

II.7 NON-PAYMENT OF DUES:

- Non-payment means that the membership is defunct.
- Any member who has not renewed his membership till March, 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 active member or board member.
- The onus is on the members to pay their fees. It is not up to APPS UK to send reminders and pursue members for payments.

ARTICLE III

ANNUAL GENERAL MEETING (AGM):

III.1 The association shall hold at least one annual meeting. Additional meetings may be held at the discretion of the President along with board. Such meetings shall be presided over by the President, or in his/her absence President Elect or a nominated person. Written notice of the annual general/ social meeting shall be delivered to each paying member of the Association at least thirty days in advance of the meeting.

III.2 The time and place of the annual meeting shall be determined by the Board, which shall be responsible for the necessary arrangements.

III.3 The AGM will be convened within 12 months of the last AGM.

III.4 The treasurer shall present the financial status of the Association to its members at the AGM.

III.5 No proposals or agenda item may be presented to the AGM without the approval of the Board.

III.6 In exceptional circumstances, without due notice the President may present items for consideration by the AGM.

ARTICLE IV

BOARD MEETINGS: -

Conduct and Process:

IV.1 The President will preside over the meetings according` to the following byelaws, as determining the procedures and agenda of the meetings.

IV.2 The General secretary would inform members of the Board meeting at least four weeks in advance, the date, venue of the meeting. All board members are required to attend. There would be at least two meetings of the board per year. If any member cannot attend, he/she would inform the General secretary of inability to attend.

IV.3 The Board can remove any board Member with simple majority vote if they deem the performance or behaviour of any official is contrary to the interests of the Association,

IV.4 In case of a disagreement on this issue about rendering void an board membership, the President recommendation, to the board is final. The members would act according to the decorum of the board. No unparliamentarily language would be used. Behaviour not in accordance with the expectations of the Association would render immediate removal and expulsion from the board and the Association.

IV.5 The Board shall be responsible for supporting, promoting, fundraising, and undertaking APPS UK projects, functions, and events.

IV.6 The Board shall create and authorise the appointment of sub committees and ad-hoc committees to run projects, functions, and events.

IV.7 It is the responsibility of the members to inform the secretary of any change in addresses and other contact details.

IV.8 The term of most of the members shall be for 2 years, except for trustees.

IV.9 The individual board member should not sign any document or enter 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 approval of the board.

IV.10 A board member will not by their acts or omissions prejudice the interests of APPS UK or bring the name or reputation of the Association into disrepute.

IV.11 The board member must notify the Board immediately if they become aware of any potential conflict of interest between APPS UK and any other organisation that they may be part of.

1V.12 The Board has a right to suspend or terminate the any board member without reserve at any time if there is any breach of this constitution.

IV.13 Meetings may be held online and/or via teleconferencing.

ARTICLE V

APPS UK REGIONAL CHAPTERS:

V.1 The Board under this constitution has powers to set up / establish regional chapters within the UK as and when required to facilities projects and activities at local level.

V.2 Each Chapter will consist of a local committee. The members of this committee will be elected by regional active members.

V.3 The duration of appointment of members to this regional committee will be 2 years

V.4 The Board will have powers to close any chapters as and if required without giving any reason.

V.5 Head of Regional Chapter:

The Board will appoint the Head of Chapter for a duration 2 years after its election by the active members of the chapter.

V.6 All members of the Chapter Committee will be bound by the same rules that govern an board Member.

V.7 The Chapter will not be allowed to recruit its own members and must consist of APPS UK members only.

MEETINGS OF APPSUK CHAPTERS

Conduct and Process:

- The APPSUK chapter executives would meet at least twice a year.
- The Chapter head can convene any extra meetings for any urgent/important issues.
- The minutes of the executive meetings will be available to its fee-paying members on request.
- Meetings may be held online and/or via teleconferencing.

ARTICLE VI

ELECTIONS:VI.1 The nominating and Election committee shall seek nominations. From the general membership at least three months before the date of elections. A detailed election schedule would be announced.

VI.2 The nominations for the office should be received by the nominating committee at least 30 days before the election date that is **VI.3** After considering the nominations received, the committee shall submit the list of candidates for various offices of APPSUK .**VI.4** Election of officers will be held by secret ballot by the electronic online voting system under the supervision of election commissioner appointed by the Bot.

APPENDIX A

Committees of the Association

A. COMMITTEE FOR LIAISON WITH OTHER MEDICAL AND ALLIED HEALTH ASSOCIATIONS

1. This Committee shall coordinate APPSUK relationships with all other professional organizations and report the activities of these organizations to APPSUK's President and Board and make recommendations regarding APPSUK 's involvement with these organizations.
2. This committee to coordinate with all other organisations representing BAME doctors and allied health professional to campaign against common issues affecting all ethnic minority colleagues in UK.

B. JUNIOR DOCTORS COMMITTEE:

1. The Committee will provide support for the junior doctors in training, to help them develop a junior doctor wing within the organization.
2. This committee will provide support to new doctors arriving in UK
3. The Committee will provide PLAB and career guidance.
4. The committee will help/guide for junior doctors to secure attachments and their first job in NHS
5. The Committee will serve as a resource to the junior doctors in providing them guidance and counselling and organize a mentors group to support them.

E. CONSTITUTION AND BYLAWS COMMITTEE

1. This Committee will be responsible for reviewing and developing recommendations for amendments to the Constitution and Bylaws to keep the organizational structure and function responsive to the current needs.
2. The Chairman of this committee will serve as a resource person to the organization for parliamentary procedure.
3. The Committee shall develop rules and regulations and a screening process to review various requests for assistance.

G. APPSUK DISASTER RELIEF COMMITTEE

1. The Committee will develop a program for disaster management so that the members of the organization may be able to respond to natural or man-made calamities and disasters in the world.

H. ETHICS AND GRIEVANCE COMMITTEE

1. The Committee will receive and review and give an opinion on all grievances brought forward by any of the members of the organization.
2. This Committee will also review and make recommendations to the board regarding any questions of ethical conduct that may be raised about any of the members of the organization.
3. The Committee will develop guidelines, policies, and procedures regarding the performance of above functions and ensuring the rights of each member, proper due process and present these guidelines to the board for approval.
4. The committee shall present its reports/findings and recommendations to the APPSUK board for Action. The decision of the Board will be final.

I. MEMBERSHIP COMMITTEE

1. The Membership Committee shall be responsible for development of programs for enrolment and retention of members.
2. The Committee will develop and organize a membership benefits package to make membership in the organization attractive for the medics and allied health professions of Pakistani heritage.
3. The Committee will study the needs and the desires of the Pakistani physicians in general, and the membership, and make appropriate recommendations to the board, so that Association programs can be adjusted to meet those needs and wishes.
4. The committee shall maintain register of all types of membership

J. MEDICAL EDUCATION & RESEARCH INTERNATIONAL TRAINING & TRANSFER-OF-TECHNOLOGY COMMITTEE

1. Help develop Continuing Medical Education (CME) programs and CME culture in Pakistan.
2. Short duration Visiting Faculty Program; 2 week Post Graduate Teaching assignments in Pakistan Short Courses and Lecture in specific topic areas; **Tele-Medicine**.

k. HEALTH AWARENESS COMMITTEE:

1. This committee will be responsible to organise public health awareness programmes.
2. Through, posters, videos, TV Health shows, Webinars and sharing on APPSUK social Media plat forms

M. NOMINATION AND ELECTION COMMITTEE:

1. The Committee shall develop rules and regulations for and conduct elections for the Association in accordance with the Constitution and Bylaws.

N. PROJECT EVALUATION COMMITTEE:

1. This Committee will develop guidelines and advise board of APPSUK's participation in all non APPSUK projects that require use of APPSUK Foundation financial or personnel resources.

2. These guidelines will become effective when approved by the APPSUK and Foundation

3. This committee will evaluate all projects proposed to APPSUK that require the use of APPSUKF financial or personnel resources and make its recommendations to the board

4. Than the approved proposal will be assessed by APPSUF BOT.

O. PUBLICATIONS COMMITTEE

1. The Committee will be responsible for all publications of the Association, newsletter, directory, and other publications that the Board or the officers may decide to publish.

2. The Committee will develop mechanisms and raise funds to support the publications of the Association so that they become at least a budget neutral project.

3. The Committee will endeavour to publish a newsletter and news about and of interest to members.

P. WEBSITE COMMITTEE:

1.This committee would be responsible for hosting, updating and development of APPSUK website in collaboration with APPSUK head of Media cell.

Q. DOCTOR IN DIFFICULTY COMMITTEE:

This committee would be responsible for providing support guidance and signpost the doctor in difficulty.

H. GMC BAME FORUM COMMITTEE:

1. 1.Members of this committee will represent APPSUK on GMC BAME FORUM
2. And attend forum meetings.
3. The members would highlight any difficulty being faced by BAME doctors.
4. The members would keep board updated regarding its proceedings.

I.A-LEVEL STUDENT COMMITTEE:

1. 1. This committee shall organise mentoring coaching sessions for filling their applications for medical school admissions.
2. this committee would organise virtual attachment for A, Level Students

Q. ANY OTHER COMMITTEE DEEMED NECESSARY BY THE PRESIDENT OR THE BOARD.,

APPENDIX B

CODE OF CONDUCT OF APPSUK MEMBERS:

APPSUK strongly believe in providing an environment to membership in which individuals are treated with, dignity, courtesy, and respect. Association shall always expect Professional and moral behaviour from its members. APPSUK members are required to follow the Bylaws and all other policies that are adopted by the Association from time to time. APPSUK will not condone or permit any action by any member that is disruptive, contrary to APPSUK published policies or constitutes harassment. Harassment includes, but is not limited to intimidating, derogatory, threatening, or hostile acts or published words; slurs or negative stereotyping; or publication of any written materials that shows hostility or aversion toward an individual or a group or making unwelcome sexual advances or comments. APPSUK Bylaws prohibit discrimination based on religion, gender, race, or ethnic origin. A member may bring written complaint/s on any of the above matters against another member or a group with evidence within 60 days of the incident. Complaint must be filed directly with the Ethics and Grievance Committee with a copy to the President. The Ethics & Grievance Committee shall render a written decision within 30 days of the filing. The Ethics & Grievance Committee decision may be appealed to Board which will render binding decision within 30 days of the appeal. APPSUK may discipline a member, if found guilty, by warning, and/or suspension of some or all privileges from 1 to 5 years and/or refer the matter to law enforcement, if necessary. No member will be retaliated against for good faith reporting of such misconduct.

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Note: This Code of Conduct, once approved by the board as a policy, should be circulated to all existing APPSUK Members via email for notification. It must be placed on all APPSUK Membership Application Forms (Paper or Electronic) for all new members.

Constitution & Bylaws Committee 2021

Chair: Dr M Ayaz Asghar

Members: Dr Shaheena Anjum, Dr Yasmeen Husnain

APPENDIX C

APPSUK PROFESSIONAL CODE OF CONDUCT POLICY

(Proposed)

1. Introduction

This policy is to raise awareness and provide guidance regarding the standards of conduct and required attitudes and behaviours that Association of Pakistani Physicians and Surgeons UK (hereafter referred to as the APPSUK) expects from Team. APPSUK officials are responsible for providing leadership to the team. The most important resource of any organisation is its team/voluntaries that play a particularly important role in executing the work.

This code of conduct builds on:

- The APPSUK Constitution, vision, values, and charter.
- The good practice that exists within the Team to ensure that a consistently high standard of behaviour and practice is achieved.

1.1 Objective

The purpose of this document is to raise awareness and provide guidance regarding the standards of conduct and attitudes and behaviours required from the team.

1.2 Scope

This policy applies to all members and volunteers. They must also ensure that they abide by their relevant professional code of conduct.

2. Code of Conduct

The following now outlines the specifics of our code of conduct for all members:

By reading this document and accepting the role of a member or official of APPSUK, all APPSUK membership agree to the following responsibilities:

General Conduct

- APPSUK members are required to act with honesty and integrity and exercise good judgement which may include seeking professional advice on appropriate matters on which APPSUK members/officials do not have relevant expertise.
- APPSUK members are required to always act in the best interests of organisation

Independence

- APPSUK officials are required to act independently, particularly in relation to assets, property, legal and regulatory obligations.
- APPSUK trustees should conduct themselves with integrity and in a manner which does not damage or undermine the reputation of APPSUK or its volunteers. More specifically APPSUK officials:
 - should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their duties.
 - must avoid actual impropriety and any appearance of improper behaviour.
- APPSUK officials must not act to gain financial or other benefits for themselves or for any persons connected to them such as their family, their friends, or any organisation that they own, manage or work for.

APPSUK official/Directors/Trustees Roles

APPSUK official/Directors/Trustees should:

- Always understand and perform their roles and responsibilities to the best of their abilities.
- Be prepared to provide adequate time and commitment as required to fulfil the role of APPSUK trustee, adequately preparing for meetings and participating in committees and special events when required.

Board and Chapter Executive Committee Meetings

APPSUK official/Board members should:

- Aim to attend all meetings, contribute appropriately and effectively, and avoid dominating the contributions of others.
- Mutually respect one another and avoid any forms of harassment, bullying and verbal / physical abuse.
- Refrain from speaking about others and always speak respectfully to and about all other APPSUK members.
- Always respect the authority of the Chairperson of the board, and the Chairperson and President of any meeting.

- Bring a fair and open-minded view to all discussions of the board, maintain a respectful balance between speaking and listening, treating different views with respect, and ensuring that all decisions are made in the best interests of APPSUK.
- Bring a genuinely independent perspective to enhance decision-making, given that APPSUK officials share responsibility for board decisions.
- Ensure their contributions are informed and impartial when presenting views on topics in meetings while listening to and respecting the input and experience of other APPSUK board members or chapter executives.

Volunteers within the APPSUK

APPSUK officials/board members/Trustees should:

- Aim to support volunteers in carrying out their duties and always, in terms of their conduct, serve as an example of how everyone in APPSUK should conduct themselves in order to reflect the values of the charity.
- Work considerately and fairly with everyone in a way that respects diversity, different roles and boundaries and avoids giving offence.
- Accept and respect the difference in roles between the board on the one hand and volunteers on the other, ensuring that the board and volunteers work effectively and cohesively for the benefit of APPSUK and develop a mutually supportive and loyal relationship by:
 - not interfering in the performance by volunteers of duties delegated to them within APPSUK while ensuring that volunteers working are held to account through the board, as appropriate.

Legal Requirements and Policies

APPSUK trustees/directors/officials must:

- Act in accordance with the APPSUK Constitution and ensure that they comply with all applicable laws including charity law, company law, health and safety law, data protection law and employment law.
- Promote and preserve the obligations of confidentiality about sensitive board matters. However, the requirement for confidentiality may not apply if it becomes necessary for the APPSUK trustee to inform the Charities Regulator or any other statutory body about any matter, which could threaten the future of APPSUK or could represent a breach of any law with which APPSUK is required to comply. **27**

- Abide by any equality, diversity, safeguarding, health and safety, bullying and harassment policies and any other policies agreed by the board.
- Ensure that claims for out-of-pocket expenses are made in accordance with agreed procedures.

Where APPSUK trustee/official/director is found to be in breach of the standards outlined by the board in its Code of Conduct he or she will be referred to **The Ethics & Grievance Committee** with a copy of complaint to the President. The Ethics & Grievance Committee shall render a written decision within 30 days of the filing. The Ethics & Grievance Committee decision may be appealed to Board which will render binding decision within 30 days of the appeal. APPSUK may discipline a member, if found guilty, by warning, and/or suspension of some or all privileges from 1 to 5 years and/or refer the matter to law enforcement, if necessary. No member will be retaliated against for good faith reporting of such misconduct.

The board of APPSUK should review this Code of Conduct for trustees at 3-year intervals or as appropriate.

Signed

Name

Date