

**BYLAWS**  
**of**  
**Society of Medical Oncology of Pakistan**

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## **Article 1: Name**

The Society of Medical Oncology (**SMO-P**) will be referred as Society in this document. SMO-P is a non-political, non-profit (not-for-profit) organization.

## **Article 2: Mission**

The mission of the Society is to empower cancer care providers to set a superior standard of cancer care and management in Pakistan.

- Provide a platform for the learning and professional development of oncology professionals.
- Raising awareness of cancer with the general public, in particular with focus on screening and early detection.
- Encourage indigenous cancer research in Pakistan.
- To find contextual multi-disciplinary solutions for cancer related problems in Pakistan.
- To promote equal access and optimal care to all our patients.

## **Article 2-A: Not for Profit**

In order to achieve the mission of the Society, this Society shall not distribute its funds directly or indirectly amongst its members. In addition, the members will work on voluntary basis and the Society shall not pay its members for the work they do for the Society.

This article is irrevocable and cannot be amended even by the Executive council in any case.

## **Article 3: Domicile**

Or provide equal access

The Society has its domicile in Islamabad. If required and approved by the Executive council the Society may establish auxiliary offices outside of Islamabad.

## **Article 4: Members**

Any professional working in healthcare or research with an interest in oncology can be a member of the Society but only professional trained in medical oncology will have the right to vote.

## **Types of Memberships**

The membership of the Society consists of Full Members, Early Career Members, Associate Members, Student Members, Members Emeritus, Life Members, Section Members, and Affiliate Members. These types of memberships are discussed below.

**Section 4.1 Full Members:** Full Members are persons who (1) are currently engaged in the practice, science, or technology of medical oncology at a professional level for 5 years and (2) meet at least one of the following combinations of education and/or experience:

1. Certification by the American Board of Medical Oncology.
2. Certification by the College of Physicians and Surgeons of Pakistan.
3. Certificate of Completion of Specialist Training (CCST) Medical Oncology UK.
4. Advanced Training in Medical Oncology Fellowship Program.

**Section 4.2 Early Career Members:** The Early Career Members are persons who are young professionals. This category offers full voting member benefits at a discounted membership rate for 5 years.

**Section 4.3 Associate Members:** Associate Members are persons who lack the necessary qualifications for election as Full Members but who have sufficient interest in medical oncology. This membership includes the benefits of a Full Member except the right to hold office or vote.

**Section 4.4 Student Members:** Student Members are students who are engaged in full-time study in a field allied with one or more medical oncology disciplines. The membership includes the same privileges as an Associate Member. Proof of status as a student must be demonstrated each year.

**Section 4.5 Members Emeritus:** Members Emeritus are former Full Members who have (1) reached the age of 70 or ceased to function professionally in the field of medical oncology and, (2) retired from active employment, and (3) held membership in the Society at least 10 consecutive years prior to reaching the age of 70.

Emeritus status may be obtained upon request to the Executive Committee. Privileges accruing to this class of membership shall not be less than the privileges enjoyed by a Full Member except that there will be no membership dues, nor voting right for the member.

**Section 4.6 Life Members:** Life Members are persons who have been designated by the Awards Committee and approved by the Executive Committee as persons worthy of Life Membership in the Society. There is no dues requirement and privileges accruing to this class of membership shall not be less than privileges enjoyed by a Full Member.

**Section 4.7 Affiliate Members:** Affiliates are organizations whose interests in the general field of medical oncology are such as to warrant a formal working relationship with the Society. There shall be no voting rights for this class of members.

## **Article 5: Structure of the Society**

**The functional bodies of the Society shall be:**

- General assembly.
- Executive council.
- Permanent Committees, Working Groups and Task Forces as determined by the Executive Council

## **Article 6: General Assembly**

General assembly consists of all the voting members. It will be convened annually or if an extraordinary meeting of the general assembly is required it can be called upon the request of at least one quarter (1/4) members.

The general assembly will be chaired by the President or if unavailable by the President-elect. The members will be notified at least 4 weeks in advance.

If the `general assembly is called in accordance with the bylaws a specific number of members is not required for a quorum.

Votes will be taken by a show of hands and decided by a simple majority. In case the votes are inconclusive the chairperson will cast the deciding vote.

- Election of president elect and other office bearers.
- Resolutions of all items on the agenda.
- Amendments of the bylaws.

## **Article 7: Executive Council**

The Executive Council is the governing body of the Society. The task of the Executive Council is to apply and execute the decisions made in the council meeting. The Executive Council will make organizational rules which govern the duties and responsibilities of the members of the Society.

Members of the Executive Council are:

- The President,
- The President-Elect
- The Past-President

By right of their position, further members of the Executive Council are:

- The Treasurer
- The General Secretary
- The International Representative
- The National Representative
- The Chairperson of the Research Committee,
- The Chairperson of the Education Review Committee
- The Chairperson of the Guidelines Committee
- The Chairperson of the Membership Committee

The Executive Council may appoint by co-option up to three (3) other members.

The Executive Council designates which of its members shall officially represent the Society, as well as the signatory powers.

The Executive Council shall meet at least four (4) times a year. Resolutions may be taken by e-mail, provided no member of the Executive Council opposes.

All resolutions will be made by simple majority vote of the members of the Executive Council present. In case of a tie vote, the President of the Executive Council shall have the casting vote.

Minutes shall be kept on the consultations and resolutions of the Executive Council for each meeting, which are to be circulated prior to the meeting and approved by the Executive Council in the next meeting signed by the President.

**7.1 President:** The President of the Executive Council is the President of the Society and represents it officially.

The President presides at all meetings of the Executive Council.

**7.2 President-Elect:** He/she shall act for the President in the latter's absence and shall carry out such duties as may be assigned to him/her by the President. Should the President be unable to fulfill or continue his duties as President, or is incapacitated in any way, the President-elect would take over the duties of President.

**7.3 Past-President:** The Past President shall act for the President or President-Elect in their absence and shall carry out such duties as may be assigned to him/her by the President.

**7.4 Treasurer:** The Treasurer shall monitor the completeness and reliability of the financial accounting of the Society, advise and assist the Executive Council on compliance matters. The treasurer will be responsible for conducting the audit of funds in consultation with internal or external auditors if required.

**7.5 Quorum:**

7.5.1 A majority of the voting members of the executive council shall constitute a quorum for the transaction of business at any meeting.

7.5.2 No business, other than the adjournment or termination of the meeting, shall be conducted at a council meeting at a time when a quorum is not present;

7.5.3 notwithstanding the foregoing, if a quorum is present at the opening of the meeting, the members present may proceed with the business of the meeting even if a quorum is not present throughout the meeting; and

7.5.4 if within thirty (30) minutes from the time appointed for an executive council, a quorum is not present, the meeting, if convened on requisition of members, shall be terminated; but in any other case it shall stand adjourned to the new chosen date, and if, at the adjourned meeting, a quorum is not present within thirty (30) minutes from the time appointed for the meeting, the members present shall constitute a quorum.

**7.6 Participation at Meetings by Conference Telephone or Electronic Video Screen Communication:** Any council member may participate in a meeting means of a conference telephone or similar communications equipment or by electronic video screen communication. Participation by such means shall constitute presence in person at the meeting as long as all persons participating in the meeting can hear each other at the same time and each council member can participate in all matters before the council, including, without limitation, the ability to propose, object to, and vote upon a specific action to be taken by the council.

## **Article 8: Key Committees**

**8.1 Nominating Committee:** The Nominating Committee is responsible for the proposal of candidates for the position of President-elect. The Nominating Committee will be appointed

by the Executive Council. It shall consist of two ex official members the President and the President-elect, and all members of the executive council before voting in the general assembly.

**8.2 Ad Hoc Committees:** The Executive Council may appoint committees and different ad hoc Committees/ Sub-Committees/Working Groups/Task Forces in accordance with the needs of the Society.

## **Article 9: Duration of Terms**

The President serves for a two (2) year term. All SMO-P officers' and committee members' terms follow the calendar year for a 2 year term. If for some reason a vacancy occurs, the position may be temporarily filled until the end of the year through a nomination by the Executive Council. However, the new position officially begins on 1st January of the following calendar year when a new candidate is selected according to the Bylaws. The President-Elect is elected by all SMO-P members eligible to vote in the General Assembly and holds office for two (2) years. His/her term begins on 1 January of the year immediately following the election.

The President-Elect is elected based on the proposal by the Nominating Committee of two (2) candidates. The voting materials will be sent by electronic mail to the SMO-P members with the right to vote and subsequently decided in the General assembly. The Nominating Committee supervises the voting process.

Any such appointment is made from January 1<sup>st</sup>.

The Treasurer and Chairpersons of the Permanent Committees are appointed by the Executive Council after consultation with the previous Chairperson of the respective committee for a period of two (2) years renewable once. The Executive Council members who are not Chairpersons shall be appointed for a two (2) year period renewable once.

## **Article 10: Finances**

The financial operations of the Society shall be guided by a budget that has been approved by the Executive Council. The Executive Council will define the annual membership dues to be paid by the members of the Society.

An audit of the Society's accounts will be made annually by the Treasurer. It will be presented to the Executive Council.

A copy will be made available upon request to any member of the Society. The Treasurer shall be responsible for the audit process.

The liabilities and obligations of the Society towards third-parties may be enforced only against its assets and all personal responsibility of individual members is excluded. The responsibility of a member towards the Society is limited to the annual membership dues by the Executive Council.

## **Article 11: Indemnification**

Officers of the Society are expected to act on a voluntary basis for each committee on which they serve. Reasonable and necessary expenses incurred on behalf of the Society will be reimbursed upon presentation of receipts approval by the Executive Committee.

## **Article 12: Amendments**

Proposed amendments to the Bylaws of the Society may originate with the Executive Council. Proposed amendments may also originate from any member of the Society, provided they have the endorsement of at least fifteen members of the Society in good standing, and are submitted in writing to the Executive Council and circulated to the members of the Society at least one (1) month prior to the Executive Council meeting and subsequently should be approved by the General Assembly. Amendments properly proposed to the Executive Council will be discussed in the Executive Council meeting. Such proposals must be included as an item on the agenda and should be available to the members at least two (2) weeks before the meeting. Adoption of amendments shall require the approval of more than two-thirds (2/3) of the total members and voting at the Executive Council meeting but the provisions of Articles 2-A, 12, 13 cannot be changed under any circumstances and are irrevocable

## **Article 13: Dissolution**

Dissolution of the Society can only be processed at an Executive Council meeting. If dissolution is decided upon by at least 3/4 majority of the total members of the Society, the meeting of the Executive Council once again shall be called 3 months later and Society shall be considered as dissolved, if ¾ of the total members again vote in favor of such a proposal. Upon dissolution, the assets (including funds) shall be transferred to one or more tax-exempted charitable institutions with the same or similar objectives having its headquarters in Pakistan and shall not be distributed amongst the members or the former members of the Society.

## **Article 14: Governing Law and Disputes**

These Bylaws shall be governed by and construed in accordance with Pakistani law. The exclusive place of jurisdiction for all disputes arising in connection with or based on these bylaws shall be at the domicile of the Society.

## **Article 14: Sourcing of Funding**

The Society shall use following sources of income/funding to help fulfill its mission:

- Individual donations and major gifts
- Corporate contributions
- Government grants
- Investments



- Loans
- Membership dues and fees
- Fund raising.
- Any other legal source.