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CHAPTER 1

BASIC RULES AND REGULATIONS

Clause 1: Name

The organization formed under the rules that follow shall be called “Students’ Patient Welfare Society”. The official abbreviation of which shall be “SPWS”.

Clause 2: Address

Room No. 19A Out Patient Department, Mayo Hospital, Lahore

Clause 3: Motto

Service to Man is service to God.

Clause 4: Insignia

1. Explanation:
 - i) Two snakes on the plain stuff symbolize “Healing & Cure”.
 - ii) It is bounded by two wings representing “hope for the future” & two strings of olive representing “Peace”.
2. Uses:
 - i) Stationery,
 - ii) The society flag
 - iii) Whenever desirable by mutual consolation of executive council & board of directors

Clause 5: Flag

The society flag shall be as follows;

- i) Light blue background,
- ii) In the centre of the flag shall be inscribed the society insignia as described per clause 4.

Clause 6: Aims and Objects:

1. To provide free drugs to poor patients in the attached hospital
2. To provide treatment facilities to any ailing student of KEMU
3. Provision of Rehabilitation facilities to any ailing student of KEMU
4. To provide free Laboratory facilities to poor patients
5. Provision of drugs in times of calamities
6. Provision of better health facilities in Mayo and its Allied Hospitals

Clause 7: Area of operation

1. King Edward Medical University, Lahore
2. Mayo Hospital Lahore and its Allied Hospitals
3. Rural Areas surrounding Lahore
- 4.

Clause 8: Sources of Income:

1. Donation from Previous SPWS Post Holders
2. Physician samples from doctors
3. By conducting various charity programmes
4. Fund raising campaigns

Clause 9: Membership

- a. **Eligibility:** Every person can become a member provided he agrees to abide by the rules and regulations of the society
- b. **Procedure:**
 - Any person may apply for membership on the prescribed form of the society. The executive council shall have the right to accept or reject any such application.
 - In case of rejection, the applicant shall have the right to appeal to the General body of the Society
 - A person shall become a member only after payment of the prescribed fee.
- c. **Categories of members:**

There shall be following categories of members.

 - i) Chief Patron and Co-Patron: As discussed in Chapter 2 Section A Clause 2.
 - ii) Chief Advisor and Staff Advisor:
 - a) Nominated from amongst the teaching staff of KEMU by the executive council with the approval of the Board of Directors
 - b) In the event of non-availability of the Chief advisor a new Chief advisor will be appointed by the executive council as described in per Section C Clause 9 {ii} Above.
Staff Advisor: Nominated from amongst the doctors of KEMU, or Mayo Hospital by the Executive Council with the approval of the Board of Directors. They shall help the Executive Council in the running of the society.
 - iii) Ordinary Members: Any student of KEMU by applying on the prescribed form and paying the membership fee can become an ordinary member
 - iv) Honorary Members: Any person who pays an annual subscription of Rs. 25000/- to the society may be invited by the executive council to become an honorary member

- v) Life Membership:
 - a) Life membership may be granted to an outstanding member of SPWS after his/her graduation from KEMU with the approval of the executive council.
 - b) The executive council may confer life membership to any other person under special circumstances.
- vi) Honorary life membership: The executive council may confer the membership to any person who pays an annual subscription of Rs. 25000/- to the society

d. Rights and Privileges of Members:

- i) The following categories of members shall have the right to vote and take part in the meeting and functions of the society as well as hold office:
 - Ordinary Members.
- ii) The following categories of members shall not have the right to vote or hold office but they can participate in the meetings and functions of the society with the approval of the executive council in the general body meeting:
 - Chief Patron & Co-Patrons, Chief Advisor & Staff Advisors, Honorary Members, Honorary Life Members, Life Members.

e. Procedure for Cancellation of Membership:

- i) Membership may be terminated on any of the following grounds:

If the conduct of a member is found to be detrimental to the interest of the society in which case the executive council has to give an atleast 15 notice to the member concerned to defend himself against the proposed action. After receiving a reply, if the executive council is satisfied that the conduct of the member is detrimental to the interest of the society it may, by a majority of 2/3rd of the votes cast, terminate his/her membership, provided it has been duly notified in the agenda of the meetings.
- ii) Any member who does not pay the prescribed fee. After the due date has passed the finance secretary shall issue a notice of payment within 15 days. A final notice shall be issues within 30 days after which the members name shall be struck off the membership register of the society.
- iii) A member may resign his/her membership of the society by writing to the executive council through the general secretary.
- iv) Membership of an office bearer shall be cancelled if the office bearer is involved in college politics or takes part in any college union election. The procedure of cancellation shall be the same as laid down in per clause ix e{i}

f. Procedure for Restoration of Membership:

- i. In case of his/her conduct being detrimental to the society the Executive Council may restore his/her membership after a written assurance has been given that he/she will not work against the interest of the society.
- ii. In case it is due to non-payment of membership fee as per article e(ii), his /her membership may be restored after payment of all dues outstanding, subject to approval of the executive council.
- iii. The notice for the cancellation of membership on account of non-payment of fee shall be issued under registered letter.

Clause 10: Composition of General Body:

The General body of the society shall be composed of the following:

1. Board of Director
2. Advisors
3. Life members
4. Ordinary members.

CHAPTER 2

GOVERNING BODY

SECTION A

Clause 1: Composition of governing body:

It shall consist of Board of Directors, Advisory Council, Executive Council, Secretaries.

Clause 2: Board of Directors:

The society shall be supervised by a board of directors consisting of Chief Patron which would be a senior professor from the staff of KEMU or Mayo Hospital, and a Patron who would be Professors or Associate Professors of KEMU, or Mayo Hospital Lahore.

The Board of directors may dissolve the executive committee on the advice of the executive council. Atleast 2/3rd member of the board shall have to sign the decision in such a case. They shall approve the nominations of a new cabinet made by the advisory council.

Clause 3: Advisory Council Power and Function:

It shall consist of:

- a. **Chief Advisor:** He/she shall be a professor or assistant professor from the staff of KEMU or Mayo Hospital. He/she shall be a link between the advisory council and the board of director and can call meetings of the advisory council and executive council. Every decision of the advisory council shall have to be approved by the chief advisor.
- b. **Staff Advisors:** They shall be assistant professors from the staff of KEMU or Mayo Hospital.
- c. **Student Advisors:** The outgoing cabinet members of the society shall be its student advisors. A cabinet member must have held office for one year.
 - The advisory council shall advise the society in various issues and shall closely observe the progress of the various issues and shall closely observe the progress of the society.
 - The advisory council may ask the board of directors to dissolve the executive council if it thinks that the affairs of the society are not being run properly. The final decision to dissolve the executive council shall be with the Board of Director as in clause 12.

SECTION B

Clause 1: Executive Council:

The executive council shall be made up of:

1. Cabinet,
2. Executives.

Clause 2: Cabinet:

The cabinet shall be made by six office bearers of society which are:

- a. President
- b. Vice President
- c. General Secretary
- d. Lady secretary
- e. Joint secretary
- f. Finance secretary

i) Nomination of the cabinet:

The cabinet shall be nominated within 60 days of the official commencement of the 4th year class in the college by a sub-committee consisting of Chief Advisor, Student Advisors, Outgoing Cabinet Members.

The nominations shall be sent to the Board of Directors for final approval.

ii) The cabinet shall nominate the executive purely on merit and capabilities by simple majority.

iii) All the executives shall have to be appointed within 20 days of the nomination of the cabinet otherwise the cabinet shall stand as dissolves.

Clause 3: President:

i) President shall be nominated from the 4th year and shall hold his/her office for one term. He/she shall be the administrative head of the society. He/she shall open a joint account with the finance secretary.

ii) He/she shall preside over all the meetings of SPWS. In his/her absence the vice president shall preside over the meetings.

iii) He/she shall regularly supervise all the functions/operations of the society

iv) The President shall provide guidance to all office bearers and members in discharging of their duties towards the society.

v) The President shall be a link between executive council and the Board of Directors.

vi) The President shall report to the chief advisor about the working of the society fortnightly.

vii) If half the executives demand an executive council meeting the president shall have to call that meeting on the date and time demanded.

viii) He/she shall have only the right of casting vote.

Clause 4: Vice President:

i) He/she shall be nominated from the 4th year and shall hold his/her office for one term. He/she shall assist the president in all the society affairs and shall act as President on his/her absence.

ii) He/she shall maintain effective coordination with all the secretaries ensuring their coordinated efforts towards the objectives of the society

iii) He/she shall provide assistance and guidance to the secretaries in the completion and submission of various activity reports. He/she shall assure overall responsibility in the submitting of monthly report to the President.

iv) In case of nonavailability of any secretary he/she shall take the charge of the concerned secretary.

Clause 5: General Secretary

i) He/she shall be nominated from the 4th year class and shall hold his/her office for one term.

ii) He/she shall be a member of the executive council and shall work in the consultation with the president.

iii) In the absence of the president and vice president, he/she shall act as president

iv) The General Secretary in consultation with the president shall convene the meeting of SPWS and its executive council in accordance with the provision of the constitution.

v) He/she shall regularly attend the meetings of SPWS and shall keep an up to date records of the minutes of the meetings.

vi) He/she shall prepare annual reports of the society and shall submit the same to the executive council and general body for approval.

vii) He/she shall handle all correspondence on behalf of the society.

viii) He/she shall hand over all the minutes of the meetings, books, and records to the newly nominated General Secretary before the completion of his/her term of office.

ix) The General Secretary shall see that the members executive council have copy of constitution, every session. The General Secretary shall provide any member (who want) a copy of constitution, at the cost of Rs. 50 per copy.

x) An official copy of the constitution will be in custody of the General Secretary and he will show it to any person at demand.

Clause 6: Finance Secretary:

i. He/she shall be nominated from 3rd year class.

ii. He/she shall be in charge of the finances of the society.

iii. He/she shall operate the bank account of the SPWS alongwith the president.

iv. He/she shall receive and collect all donations grant subscriptions, dues and other payments on behalf of the society and shall issue proper receipts thereof.

v. He/she shall be responsible for the proper auditing of the society accounts by auditors duly appointed by the general body.

vi. He/she shall plan, explore and develop new sources of finance in consultation with the assistant finance secretaries and secretaries of different sections.

vii. He/she shall allocate areas of responsibilities to assistant financial secretaries.

viii. He/she shall appoint assistant finance secretaries with the approval of Executive council.

ix. The finance secretary shall present the budget within 30 days of his appointment.

Clause 7: Joint Secretary:

i. He/she shall be nominated from the 3rd year class.

ii. He/she shall assist the general secretary in the performing of his/her duties.

iii. In the absence of general secretary he/she shall assume the responsibilities of the general secretary.

iv. He/she shall manage the office/offices of the society according to the direction of General Secretary and in compliance with the resolution of the executive council.

Clause 8: Lady Secretary:

- i. She shall be nominated from the 3rd/4th year class.
- ii. She shall assist the general secretary in performing his/her duties
- iii. She shall be responsible for all the affairs of lady students of the college.

Clause 9: Executives:

- i. Nomination of Executives: The executives shall be nominated by the cabinet within 20 days of the nomination of the cabinet itself.
- ii. Number of Executives: A total of 12 executives shall be nominated. There shall be 4 each from the 4th year, 3rd year, and 2nd year. Cabinet members shall nominate each executive by simple majority.
- iii. Executives will be senior workers the society who during their working period devote themselves to the cause of the society.
- iv. Only the executives can become the members of the cabinet.
- v. Removal of executive:
See Chapter 5 Section E.

Clause 10: Executive Council:

- i. The executive council shall exercise general supervision and control the overall activities of the society.
- ii. It shall act for and represent the society in all matter.
- iii. It shall appoint sub-committees for any special or programme as may be necessary.
- iv. It shall appoint, suspend, or dismiss the paid staff of the society it deemed necessary.
- v. It shall accept, suspend, reject, cancel or restore the membership of any member as laid down in clause ix Chapter 1.
- vi. It shall determine the terms and conditions of the employment of staff.
- vii. After selection the executive council shall draw up the society's future programmes, and be responsible for their implementation.
- viii. Executive council shall nominate the secretaries of the various sections by simple majority.

ix. A member who fails to attend three consecutive monthly meetings without acceptable reasons shall cease to be its member.

x. The society shall ensure that the financial income and property of the society shall be applied solely towards the promotion of the objects of the society; and no portion thereof shall be paid, transferred directly or indirectly by way of profit, dividend, bonus or otherwise to any of the members, their relatives, or friends.

xi. All members of the council shall be honorary and shall not charge any remuneration.

xii. The executive council shall fix the date and time for holding general body meeting as and when due.

xiii. The executive council shall hold a monthly meeting provided the college remains open for more than 15 days during that month.

xiv. It shall prepare annual reports and audited accounts and shall present them to the general body.

xv. The executive council shall have the power to consider any move by its member regarding amendments in the constitution: If such a move is in the interest of the society, after a 2/3rd majority vote, the move shall be confirmed by the General Body finally.

xvi. In all monthly and annual meetings of council such a move shall only be considered if in the quorum 2/3rd of the members are present.

Clause 11: Vacancies in the Executive Council:

i. Any vacancy of an office occurring in the Executive council before the next nomination shall be filled by nomination from amongst the members of the executive council by the cabinet.

ii. Any vacancy for the executive shall be filled by the cabinet as described in Chapter 2 Section B Clause 2(ii)

iv. The authority and competence of the executive council shall not be affected and its act shall not be invalidated merely by reason for the existence of any vacancy in the member of the executive council or any of its sub-committees.

Clause 12: Secretaries:

i. Secretaries shall be in charge of a section. He/.she shall not have to be an executive necessarily. Nonexecutive secretaries will be observer members.

ii. He/she shall be appointed from 3rd/4th year by the executive council.

- iii. He/she shall be responsible for promoting the cause, aims and objectives of the society.
- iv. He/she shall supervise and guide the appointed office bearer of his/her section.
- v. He/she shall project, plan and convene the meeting of the appointed office bearers of the project assigned to him.
- vi. He/.she shall report regularly to the vice president about the progress of his/her section fortnightly.
- vii. Each section shall be assigned a particular project by the executive committee for which the respective secretary shall be responsible throughout his tenure.
- viii. The executive council on recommendations of the president may appoint an additional secretary. Such midterm appointments may be owing to the rapid expansion of the society.
- ix. The secretary shall appoint 2 to 4 assistant secretaries on of which should be from 1st year after approval of executive council.

CHAPTER 3 SECTIONS

SECTION A

Clause 1:

The following sections shall have secretaries appointed:

1. General Medicine Section
2. Patient Care Section
3. Anti Asthma Section
4. Anti Diabetes Section
5. Blood Donation Section
6. Health Promotion Section
7. Computer & Multimedia Section
8. Press Section
9. Medical Camps Section
10. Co-ordination Section
11. Transport Section
12. Donations & Sponsorship Section

Clause 2:

New section can be formed with the expansion of society with the approval of the executive council.

SECTION B

RULES AND REGULATION OF SECTION

Clause 1:

Every section will be an integral part of SPWS

Clause 2:

i) The head shall be called “Secretary of that section” and will be selected by the executive council

ii) He/she shall be responsible for the proper working of the section

iii) He/she shall be entitled to withdraw funds from the Finance section with prior approval of the president.

iv) He/she shall be responsible for the presentation of a full monthly report upon the working of the section to the vice president.

v) He/she shall be responsible for the generation of the funds of his/her section.

Clause 3:

The secretary of that section shall have the right to select members of Students' Patient Welfare Society, to assist him. The members chosen shall carry out their duties in the SPWS, however they shall also function according to the duties assigned by the secretary of that section.

Clause 4:

Every section has to generate its own finances itself with the consultation of finance secretary.

Clause 5:

The 10% of the finances generated by the section will go to the reserve funds of the society. These funds will be used as described in Section D of chapter 4.

Clause 6:

If section is not showing progress for consecutive 2 months as shown by the computer without valid reasons the secretary of that section shall be liable to lose his/her post.

Clause 7:

The progress of section during a month will be fed in the computer at the end of the month and the progress report obtained by the computer will not notified.

CHAPTER 4

FINANCIAL BYE LAWS

SECTION A

Clause 1:

The financial year of the society shall be from July 1st to June 30th of the succeeding year.

Clause 2:

All funds of the society shall be kept in **Account No. 202774-0 Dina Nath Mansion Branch, National Bank of Pakistan, Lahore** or any bank account in the name of society, approved by the executive council.

Clause 3:

The appointment of the auditors shall be made by the executive council by the approval of the general body.

Clause 4:

All cheques shall be signed jointly by the finance secretary and the president.

Clause 5:

The accounts of the society shall be audited annual by the auditors.

Clause 6:

The society will not grant any donation to other agencies unless they are approved under 47 of Income Tax.

Clause 7:

The finance secretary shall call the meeting of the secretaries before the end of the month the Agenda will be:

- The financial progress of the section during the last month
- The financial requirements for the next month

Clause 8:

Everything will be purchased by the purchase committee. Finance secretary will be the head of the committee. The committee shall consist of:

- Finance Secretary (Head)
- Assistant Finance Secretaries

SECTION B THE BUDGET SESSION

Clause 1:

The budget session of the new executive council shall be held within 30 days of inauguration.

Clause 2:

The finance secretary shall draw up an estimate of income and expenditure that he/she proposes for the current term in consultation with the secretaries of various sections.

Clause 3:

The proposed budget shall be circulating amongst the members of the executive council at least 3 days before the budget session

Clause 4:

Each item of the proposed budget shall be passed by simple majority

Clause 5:

Particular mention shall be made of the following:

- All the existing sections
- SPWS Magazine
- stationery
- establishment
- inaugural function
- provision for unpredictable expenses
- annual function
- fund raising programme

SECTION C

Clause 1:

Finance secretary will issue recipient book only to the secretaries or any other member of SPWS with the consultation of President.

Clause 2:

There shall be only one recipient book for the office use. It shall be in the custody of General Secretary.

Clause3:

The person to whom the recipient book shall be issued shall be responsible for its proper maintenance and protection.

If he/she lost the recipient book serious disciplinary action according to the section E of chapter 5 will be taken.

Clause 4:

If a member has committed fraud, the action will be taken according to Pakistan Panel Code (PPC) with the approval of executive council and prior consultation of Chief Advisor.

SECTION D

Clause 1:

The so called reserve fund will be used for:

- Management
- for loans to various sections
- for the annual function/oath ceremony/welcome party to 1st year etcetera

Clause2:

Procedure for a loan to a section shall be as follows:

- Secretary of the section can apply for a loan from the reserve funds of society by writing an application to the Finance secretary and the reasons stated therein.
- Finance secretary shall forward it with his/her remarks to the executive council.
- The final decision for a loan shall be of executive council
- The loan shall be returnable.

CHAPTER 5

SECTION A MEETINGS OF THE GENERAL BODY

Clause 1:

The General Secretary shall under the directions of the president call meetings of the general body of the students

Clause 2:

The General body meeting should be called at least once in a year

Clause 3:

The General body meeting will be presided by the Chief Patron/patron.

Clause 4:

The meeting of the general body shall be held in case $2/3^{\text{rd}}$ or more members of the executive council demand for the same. Atleast 2 days notice shall be given for such meetings and the object thereof shall be notified simultaneously.

Clause 5:

The patron shall be informed of the purpose for which the meeting is being called.

Clause 6:

In the meeting of the General body all members shall have the right to vote. Voting shall take place by show of hands except in special circumstances where it may be by secret ballot.

Clause 7:

The decision of general body shall be by simple majority vote and shall be binding for all members.

SECTION B MEETINGS OF THE CABINET

ARTICLE 1

Clause 1:

The first meeting shall be held within 7 days of the inauguration of the newly selection cabinet. In this meeting out-going president and general secretary should be present and hand over the record etcetera to the newly elected president and cabinet.

Clause 2:

The second meeting shall be held within 20 days of the inauguration of the newly selected cabinet. The agenda will be:

- Nominations of New Executives
- Date for the first Executive Council meeting.

Clause 3:

The General Secretary may call the meeting of the cabinet with the proper consultation with the president to fill any vacant seat of the executive or secretary.

Clause 4:

The General secretary with the prior consultation of the president can call the meeting to discuss any problem which comes in the authority of the cabinet according to the decision shall be binding on all members.

ARTICLE 2 PROCESURE AND QUORUM OF MEETING OF CABINET

It will be same as mentioned in Chapter 5 Article 2 Section C.

SECTION C MEETINGS OF EXECUTIVE COUNCIL

ARTICLE 1

Clause 1:

The first meeting shall be held within 15 days after the selection of executives. In this meeting the Executives shall discuss the programme of the activities and the budget estimates for the current year.

Clause 2:

There should be the meeting of executive council for atleast once a month

Clause 3:

The meetings shall be called by the General Secretary with atleast two days notice consisting of date, time, place and agenda of meeting. Emergent meetings may, however be called at a shorter notice.

Clause 4:

The Meeting of the executive council may be called by president whenever necessary

Clause 5:

Simple majority of the executives can demand a meeting of the executive council in a written statement provided a notice of 24 hours is served on the president and the objects of the meetings stated therein. In such circumstances, the ultimate decision shall vest with the advisory council.

Clause 6:

If any member of the executive council remains absent without valid reasons for 3 consecutive meetings he/she shall be liable to lose his/her post.

Clause 7:

The General Secretary shall be responsible for the proper notification of the meeting and shall be responsible to inform every member of the executive council about meeting.

**ARTICLE 2
PROCEDURE AND QUORUM OF MEETINGS OF THE
EXECUTIVE COUNCIL**

Clause 1:

Recitation of Holy Quran will be the first item of every meeting.

Clause 2:

The confirmation of the minutes of the previous meeting.

Clause 3:

The president or in his/her absence the vice president/General secretary shall be chairman of the meeting.

Clause 4:

Every meeting of the executive council a simple majority shall form the quorum.

Clause 5:

For want of quorum all meetings shall be adjourned.

Clause 6:

Voting in the executive council shall take place by show of hands or by secret ballot in so decided by the chairman. The decision shall be taken by a simple majority of the executive council except amendments, removal of member where decisions shall be taken by 2/3rd majority of executive council.

Clause 7:

The president shall not have the right of vote. He/she shall have only casting vote and will use it whenever there will be a tie.

Clause 8:

All the agenda notified should be discussed. If it is not possible then it may be transferred to next meeting by the approval of the simple majority. But in the next meeting this remaining agenda shall be discussed first of all.

SECTION D RULES OF DISCUSSION

The rules of discussion that follow shall apply to meeting of the general body, cabinet, executive council, and section committees formed by the executive council.

Clause 1:

The President shall open the discussion on any matter.

Clause 2:

A member who wishes to speak must take permission from the chairman and while addressing, the member must rise in his/her seat. In case more than one member wish to speak, the chairman shall decide who is it to speak first.

Clause 3:

While one member is speaking no other can interfere.

Clause 4:

Every member has the right to speak at his/her term only.

Clause 5:

In case the discussion is prolonged the chairman may limit the time for each speaker at his own discretion

Clause 6:

Any member may in the course of discussion arise and call the attention of the chairman to any point of order.

Clause 7:

If a point of order is raised by any member in the course of a speech, the speaker shall resume his/her seat or shall stand silent until the president has decided about the point of order.

Clause 8:

The Chairman shall be the judge of the point of order and may call to order the member against when the point of order has been raised. If the member so called to order disregards such an order the president may direct member to resume his/her seat.

Clause 9:

The Chairman, if he/she desires, expel a member from a particular meeting; in case the member disregards the ruling of the president or act in an unparliamentarily manner.

Clause 10:

The ruling of the chairman in any meeting shall be final.

Clause 11:

In case an amendment is moved to a motion the president shall direct the general secretary to read out the motion and the amendment. Every member shall have the right to speak on the motion or on the amendment which shall finally be put to vote.

Clause 12:

If more than one amendments/motion is proposed the chairman shall decide which of the amendment/motion be considered first.

Clause 13:

No personal remarks whatsoever shall be allowed in any meeting.

Clause 14:

In case discussion is prolonged on any motion or amendment the chairman may postpone the discussion for another meeting.

SECTION E DISCIPLINARY ACTION

Clause 1:

The meeting called for taking disciplinary action against a member of the executive council shall take place with the permission of and in the present of the student advisors. Any member guilty of neglect of duty in connection with the activities or functions of the society, or misbehaviours shall be dealt with according to the decision of executive council. In such circumstance, the member shall be given an opportunity to defend himself/herself before a sub-committee consisting of:

1. Chief Advisor or any member of the Advisory Council nominated by him/her
2. President
3. General Secretary
4. Ex-President
5. Ex-General Secretary
6. Two executive members as declared by the executive council

The sub-committee shall submit its opinion to the executive council for the decision.

CHAPTER 6 MISCELLANEOUS

SECTION A SPWS MAGAZINE

Clause 1:

The “SPWS Magazine” shall be published by the Editorial Board which will consist of the following:

- Patron: The Patron-in-chief of college.
- Staff President: He/she shall be a member of KEMU/Mayo Hospital Staff.
- Editor-in-Chief: President of SPWS
- Editor: Press and Publication Secretary
- Two to four co-editor: Any member of SPWS

Co-editors will be nominated by the Editor-in-Chief with the approval of the executive council.

Clause 2:

The “SPWS Magazine” shall be published shall be published atleast after every 6 months.

Clause 3:

The Press and Publication Section shall bear the expenses of the publication of the “Health Star”

Clause 4:

The Secretary Press and Publication shall be responsible for the publication of the “SPWS Magazine”.

SECTION B OFFICE

The joint secretary shall be incharge of the office/offices of the society and shall work under the direction of president, general secretary, and in compliance with the executive council resolutions.

SECTION C PHOTOGRAPHS

Clause 1:

An annual photograph of the executive council shall take place every year.

Clause 2:

One copy of photograph of each session shall be affixed in the SPWS office.

Clause 3:

The cost of the photograph shall be borne by the members of the executive council personally. SPWS shall not pay a single penny for this purpose.

SECTION D VISITORS BOOK

Clause 1:

A visitors book shall be maintained by the General secretary where in all distinguished visitors who visit the college shall be requested to make an entry.

Clause 2:

A visitors book shall be kept with the SPWS clerk and shall be exhibited on all appropriate occasions.

SECTION E WELCOME TO 1ST YEAR

Clause 1:

A welcome function will be arranged in the honour of new first year.

SECTION F OATH CEREMONY

Clause 1:

The oath of the new Executive council shall take place in a special function held for the purpose.

Clause 2:

The function shall be arranged and conducted by the president of the outgoing cabinet.

Clause 3:

The function shall be held within 15 days after the nomination of the executive council.

Clause 4:

The General Secretary shall issue a notice regarding the date, time and place of the function after consultation with the Patron.

Clause 5:

All members of the college staff, Mayo Hospital staff, college students and all the person concerned with the various activities of the society shall be requested to attend.

Clause 6: Conduction:

- The outgoing president shall request the chief patron or any distinguished guest to preside at the function.
- The proceedings shall start with recitation from the Holy Quran.
- The outgoing General Secretary shall address the gathering and shall present the Annual Report
- Addressing of outgoing president
- Oath

The Chief Patron or some deputed by him shall then administer the oath to the new members of the executive council in the following form:

I _____ (name) do solemnly swear that I will faithfully discharge the duties of the office of _____ (President, Lady Secretary, Executives etcetera) of SPWS KEMU according to the constitution that I will bear true faith and allegiance to this institution, that I will preserve protect and defend the constitution and that I will do right to all manners of SPWS without fear, or favour, affection or illwill and that I will not engage myself in any political activity and that I will prefer SPWS over my personal interest. Oh God! Bless you.

- The president shall then formally handover charge on behalf of outgoing cabinet to the newly elected president
- Introduction of new office bearers by new president.
- Then the chief advisor shall call the new officer bearers to take their seats
- The General Secretary shall address the gathering
- After the speech of the President, the chief guest shall address the gathering
- The last item will be the refreshments.

SECTION G ANNUAL FUNCTION

Clause 1:

The president of SPWS shall arrange the annual function of SPWS at the end of tenure.

Clause 2: Conduction

- Seating of the Chief Guest, Principal and Guests
- Recitation from the Holy Quran
- Reports presented by the secretaries of different sections
- Distribution of medals and shield to the Philanthropists and cooperative industries
- Distribution of certificates to the outstanding workers of SPWS
- Announcement for the life member from ex-cabinet
- Speech by Chief Patron/Patron/Chief advisor
- Remarks by Chief Guest

SECTION H OBSERVER MEMBERS

Clause 1:

The observer member shall have the right of vote.

Clause 2:

The observer members will attend the meeting of the executive council at the request of the general secretary who will do same in consultation with the president whenever necessary.

SECTION I DISSOLUTION OF ASSOCIATION

Clause 1:

The association may be dissolved in accordance with article 10 and 12 of Government of Pakistan voluntary Social Welfare Agency, Registration and Control Ordinance, 1961.

Clause 2:

In the event of the dissolution of the association, its assets left after meeting its liabilities, if any, shall be transferred to the other institution or fund or trust approved under section 47(1) of income tax ordinance 1979 under intimation to the board within 3 months of the dissolution and in accordance with relevant previous voluntary Social Welfare Agencies (R&S) Ordinary 1961.