Certificate of Registration of Societies

Act XXI of 1860

KAR No. 070 of 2003

I hereby certify that "PAKISTAN NUTRITION AND DIETETIC SOCIETY"

At, 1206-1207, Chapal Plaza, Haaraf Mohani Road, Karachi.

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

Given under my hand at Karachi

this TWENTY FOURTH day of MAY, 2003

Two thousand and THREE.

(MUHAMMED ASLAM KHAN)

Provincial Assistant Registrar, Joint Stock Companies, Sind, Karachi.
CONSTITUTION OF THE

PAKISTAN NUTRITION AND DIETETIC SOCIETY

MEMORANDUM OF ASSOCIATION

The name of the Association shall be Pakistan Nutrition and Dietetic Society,
(hereinafter referred to as PNDS)

OFFICE ADDRESS: 1206-1207, CHAPAL PLAZA, HASRAT MOHAMMAD ROAD, KARACHI.

AIMS:

The aim is to represent, promote and advance the science and profession of
nutrition in order to achieve better nutrition status for the population in Pakistan.

OBJECTIVE:

To promote the development of the dietetic and nutrition profession by keeping abreast with the knowledge in the area of nutrition and dietetics and by providing a platform for collective action as a profession.

To provide a consultative forum to the GOP on matters of policy and future planning for nutrition programs and dietary guidelines for the Pakistani population.

To advice on suitable courses for the training of nutritionists and dietitians and provide continuing education courses to professionals in the field.

4. To participate in the formation and continuing revision of education standards for eligibility to practice as Nutritionists/Dietitians

5. To recognize relevant entry-level competencies for overseas qualifications.
6. To set up national and international collaboration for nutrition and dietetic research and educational activities in Pakistan and the region.

7. To organize meetings, workshops and conferences in nutrition, dietetics and related disciplines.

8. To network with local/national/international dietetic, nutrition and health-related organizations.

9. To secure, accept, and manage funds, donations, grants, endowments, and any other moveable or immovable properties from lawful sources within the country or abroad and to utilize them to further and promote the aims and objectives of the Society.

10. Society will be run on non-political and non-commercial basis.

11. Office bearers and members of the society will not be the paid employees of the society.

12. The society shall confine its activities only to the aims and objects of the society and the income and property of the society from whatever sources derived shall be applied solely towards the promotion of the objects of the society and no portion thereof shall be paid by way of dividends, profit, bonus to any member, officer bearer of the society or otherwise. Violation of this condition will be personal responsibility of the officer bearers or members concerned.

ATTESTED

Abdul Ghaflar Nasim
Justice of Peace
EMP u/s 22-A CRPC
As Magistrate to Karachi-Pakistan

24.5.85

05/11/2015
We the several persons, whose name and addresses subscribed, are desirous of being formed into a Society pursuant to this Memorandum of Association.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name &amp; Father's Name</th>
<th>Nationality</th>
<th>Address</th>
<th>Designation/Occupation</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Salma Halai Badruddin</td>
<td>Pakistani</td>
<td>The Aga Khan University Hospital, Department of Medicine, Stadium Road, Karachi-74800.</td>
<td>President</td>
<td>Signature</td>
</tr>
<tr>
<td>2.</td>
<td>Nilofer F. Safdar</td>
<td>Pakistani</td>
<td>The Kidney Centre, Postgraduate Institute, 197/9 Rafiqui Shaheed Road, Karachi.</td>
<td>Vice President</td>
<td>Signature</td>
</tr>
<tr>
<td>4.</td>
<td>Dr. Rubina Hakeem</td>
<td>Pakistani</td>
<td>Department of Nutrition, Rana Liaquat Ali Khan, Government College of Home Economics, Stadium Road, Karachi-74800</td>
<td>General Secretary</td>
<td>Signature</td>
</tr>
<tr>
<td>5.</td>
<td>Deneize Asim Puri</td>
<td>Pakistani</td>
<td>House No. 89, Navy Housing Scheme, Zamzama, Clifton, Karachi.</td>
<td>Joint Secretary</td>
<td>Signature</td>
</tr>
<tr>
<td>6.</td>
<td>Shahnam A. Kassamally</td>
<td>Pakistani</td>
<td>Ziauddin Medical University Hospital, Shirin Jinnah Colony, Karachi.</td>
<td>Member</td>
<td>Signature</td>
</tr>
<tr>
<td>7.</td>
<td>Faiza Riaz</td>
<td>Pakistani</td>
<td>Dr. Ziauddin Hospital, St-16, Block-B, North Campus, North Nazimabad, Karachi.</td>
<td>Member</td>
<td>Signature</td>
</tr>
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</table>
PAKISTAN NUTRITION AND DIETETIC SOCIETY

ARTICLE OF ASSOCIATION

PHILOSOPHY:

Organization will be a professional organization run on a purely non-commercial basis with no political / religious agendas.

MEMBERSHIP

1. Members: Anyone with a degree in Home Economics, or any other degree with training in nutrition.

2. Life Members: Those members who pay subscription for ten years shall be taken as life members.

Privileges and rights of members and life members.

The above mentioned shall be entitled to:

a) Vote at all general and extra-ordinary meetings.
b) Propose and second resolutions.
c) Propose and second candidates for holding office of the society.
   Shall be eligible for all offices after being duly elected.
   Receive publications of the PNDS free of cost or on such discounted rates as PNDS may fix from time to time.

Associate Members: Anyone with a graduate degree and an interest in nutrition and dietetics.

Privileges and rights of associate member.

a) To attend lectures, demonstrations and discussions of academic nature organized by the PNDS.
b) To receive publications of PNDS free of cost or on such discounted rates as the PNDS may fix from time to time.

4. Patron Members: Any individual, company, or Society that wishes to support the Aim and Objectives of the PNDS can become a patron member.
Privileges and rights of patron members.

a) To attend lectures, demonstrations and discussions of academic nature organized by the PNDS.

b) To receive publications of PNDS free of cost or on such discounted rates as the PNDS may fix from time to time.

c) Patron members will be acknowledged publicly for their support for any activity of the PNDS however they will not have the right to decision making regarding the planned activities.

5. Student Membership: Student of Home Economics, nutrition, medicine, nursing and other allied health professions.

Privileges and rights of Student member.

a) To attend lectures, demonstrations and discussions of academic nature organized by the PNDS.

b) To receive publications of PNDS free of cost or on such discounted rates as the PNDS may fix from time to time.

c) To be co-opted as an ex-officio member of the Executive Committee.

Any person desirous of becoming a member in any category shall apply to the General Secretary of the Society. Every applicant will have to satisfy the Executive Committee of his eligibility in the manner and on producing such evidence as the committee may require, and the committee, on being so satisfied may accept or reject his/her application.

SUBSCRIPTION:

<table>
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<tr>
<th>Category</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Members</td>
<td>Rs 500/annum</td>
</tr>
<tr>
<td>Associate Members</td>
<td>Rs 300/annum</td>
</tr>
<tr>
<td>Student Members</td>
<td>Rs 200/annum</td>
</tr>
<tr>
<td>Life membership</td>
<td>Rs 10 years fees</td>
</tr>
<tr>
<td>Patron</td>
<td></td>
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</tbody>
</table>

Fees to be paid in full when membership is taken before Dec and 50% if after Dec. The next membership will be due in June of the same year for the next full year. The subscription rate for all types of membership is annual; it is recommended that all individuals desirous of becoming international PNDS members will have to become life members if paying in foreign currency. The life membership fee for international members was set at $ US 100. International members who can arrange to pay in Pakistani rupees will continue to have the option of paying their fees annually. Membership fee and renewal fee can be changed time to time as decided by the EC.

CESSATION OF MEMBERSHIP:

a) Any member is good standing may withdraw from the PNDS by notifying his/her intention of doing so in a letter addressed to General Secretary. Such a member shall be eligible for becoming a member again.

b) Any member whose subscription is in arrears for one year and who has continued to be in default for three months after being duly notified shall cease to be a member of PNDS. Such members will be eligible for renewal of their membership after payment of the penalty decided by the Executive Committee.
MEETING OF THE EXECUTIVE COMMITTEE:

a) It shall meet at least one in a quarter.

b) Four members, one to whom should be an office bearer, shall form a quorum.

c) Participation in Executive Committee discussion by correspondence shall be valid in case the member is unable to attend by valid reasons of his/her being away from the venue of meeting. The correspondence shall be considered but the decisions of those present shall be final.

d) The agenda of the meeting shall be circulated a fortnight in advance of the date of the meeting.

e) The minutes of all resolution and proceedings of the Executive Committee shall be recorded. Every Minutes signed by an office bearer of the Executive Committee present at the meeting to which it relates, shall by sufficient evidence of the facts therein stated.

f) Non-attendance for three consecutive meetings of the Executive Committee, without showing any reasonable cause, shall disqualify the member from membership of the committee.

g) Vacancies in the Executive Committee shall be filled by nomination by the Executive Committee.

Members of the Executive Committees shall be elected once every two years.

Office Bearers may not serve for more than 02 years in the same position, but can be re-elected after break.

MEETING OF THE SOCIETY:

The meeting of the Society shall be:

General Body Meeting (GBM). The general body meeting will be held at least once/year. Notice of one month shall be given for the Annual General Body Meeting.

In addition to the Annual GBM other GBMs may be called as deemed necessary at 15 days notice.

Extra ordinary general body meeting. An extra ordinary general body meeting can be called at a notice of 24 hours, if five members make a written request to the General Secretary.

The date, time and place of these meetings shall be determined by the Executive Committee.
MANAGEMENT & ORGANIZATION:

The affairs and business of the PNDS shall be conducted and managed by the Executive Committee. The rules and regulations and any amendments thereof, shall be made by the PNDS with a majority of vote by those present at the general body meeting.

The Executive Committee shall consist of 9 elected members:

a) President
b) Vice President
c) General Secretary
d) Joint Secretary
e) Treasurer
f) Five additional members.

The Executive Committee shall be elected by the general body.

Office Bearers will be decided by Executive Committee by consensus.

The Executive Committee shall have the right to co-opt ex officio members.

WITHOUT PREJUDICE TO THE GENERAL POWER CONFERRED THE EXECUTIVE COMMITTEE SHALL HAVE POWERS:

a) To make rules from time to time for conduct of its business so long as they are not inconsistent with the rules passed by the PNDS.

b) To delegate any of their powers to a sub-committee consisting of such members as they shall think it fit and make such regulations for the proceedings of such sub-committee as may seem expedient.

c) To regulate the procedure at meetings of the Executive Committee and the General Body.

d) To appoint and to remove from time to time persons in employment of the PNDS and to fix their remunerations.

e) To frame and make bye-laws, but the same must be approved by PNDS at its next meeting.

f) Function the acquisition by lease or transfer to the PNDS of any moveable or immovable property or properties for the purpose of the PNDS.

g) To scrutinize audited account and balance sheet prepared by the treasurer.

h) Shall have full authority to administer and control the funds of the PNDS.

i) To approve the annual report prepared by the General Secretary.
THE FOLLOWING RULES SHALL BE APPLICABLE TO ALL GENERAL MEETINGS OF THE SOCIETY:

a) One third of the members shall form a quorum. In case quorum is not completed, the meeting will be adjourned for half an hour.

b) Adjourned meeting shall be held at the same place after due notice. The usual quorum is not necessary for such meeting.

c) The non-receipt of notice of the meeting by any members, when there is proof of delivery shall not invalidate the proceedings of such a meeting.

d) The President or in his absence, the Vice President of the Society shall take the chair at the GBMs. In case of the two being absent any one of the Executive Committee members present may be selected by those present to Chair the meeting.

e) No amendment, for which due notice of 15 days in advance has not given shall be discussed at the GBMs.

f) The recognized method of voting shall be by secret ballot.

h) In the event of equal votes on either side, President or Presiding Chair will have the right of casting the decisive vote.

Funds and accounts:

a) The accounts and vouchers of receipts and expenditure of the PNDS shall be subject to examination by a recognized or registered auditor. The auditor shall be appointed by the Executive Committee.

b) All sums received shall be regularly deposited into a recognized bank by the Treasurer as soon as possible, after the receipt thereof.

c) All cheques drawn on the bank shall be signed by any two of the following: President, Treasurer and General Secretary.

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

Audit:

a) The accounts of the society shall be audited by a Chartered Accountant every year as appointed by the General Body.

b) Inspection of records, minutes of the proceedings of the Executive Committee membership books, books of account shall open to inspection upon written demand of any member at any reasonable time, reasonably related to the members interest.

Indemnity:

Every member of the Executive Committee and every other officer for the time being of the PNDS, shall be indemnified out of the funds of the PNDS against all losses and expenses incurred in the discharge of his/her duties lawfully done or performed.
SUITS AND PROCEEDINGS:

The Secretary will have the power to file or defend suits or other proceedings on behalf of the PNDS and will have power to compromise, settle or refer to arbitration any dispute relating to the PNDS, with the approval of the Executive Committee.

ELECTIONS:

a) Once every two years, the President shall convene a meeting of the General Body for election of the members of the Executive Committee and its office bearers.

b) The election shall be by vote of members present.

c) Every member shall have a right to one vote, but the defaulter member who has not paid the membership fee shall not be eligible to cast a vote unless errors are cleared prior to voting.

d) Members seeking election will have to file nomination papers at least two weeks prior to the date fixed for election and scrutiny of all the nomination paper proposed and seconded by two members shall be held at least one week before the date of election. Those candidates whose nomination papers are considered to be in order by the nomination committee shall be eligible to contest for the Executive Committee.

e) Executive Committee will nominate 3 members for nominating committee for the next election of the Executive Committee. The nomination committee should consist of one member from the Executive Committee and 2 from the general body.

AMENDMENTS:

No addition, alteration or amendment shall be made to in the Memorandum of Rules and Regulation of the PNDS for the time being in force unless the same has been previously submitted to and approval by the Executive Committee and passed in a meeting of the general body of members, by 2/3rd of the members present and voting in a General Meeting duly convened for the purpose.

DISSOLUTION:

That on dissolution of the Society after the approval of 2/3rd majority of General Body all assets of the Society shall be transferred to any other Society subject to the condition that such Society must be in agreement with aims and objectives of the society and after clearance of all the liabilities.

Certified to be true and correct copy of Rules and Regulations of Pakistan Nutrition and Dietetic Society.

Attested

Abdul Ghaffar Nasim
Justice of Peace
EMP u/s 22 A CRPC
As Magistrate to Karachi-Pakistan

(President)