

MEMORANDUM

Name: Society For Multiple Sclerosis Patients

Address: 48-C-3, Gulberg-III, Lahore.

AIMS AND OBJECTIVES

The “Society For Multiple Sclerosis Patients” is a non-commercial and non-profit charitable Society. It is committed to providing support to patients suffering from Multiple Sclerosis. The objects for which the Society is established are as follows: -

- i) To increase awareness of Multiple Sclerosis (MS) among the general population.
- ii) To help in proper and early diagnosis in patients showing symptoms similar to Multiple Sclerosis by providing them free medical advice.
- iii) To support and relieve people affected by Multiple Sclerosis.
- iv) To encourage people affected by Multiple Sclerosis to attain their full potential as members of society by improving their conditions of life.
- v) To inspire patients suffering from Multiple Sclerosis to beat MS and live a normal, productive and fulfilling life.
- vi) To empower staff, volunteers and members in their endeavors and actions to implement our strategy.
- vii) To create new opportunities and take appropriate measures to maximize the benefits of our work for people affected by MS.
- viii) To provide a platform for MS patients to discuss their problems with other people and MS patients.
- ix) To collect and distribute information about latest and emerging MS therapies.
- x) To provide financial assistance to poor and needy patients.

President

General Secretary

Finance Secretary

RULES & REGULATIONS (ARTICLES OF ASSOCIATION)

Name: **Society For Multiple Sclerosis Patients**

Address: **48-C-3, Gulberg-III, Lahore.**

MEMBERSHIP:

- 1- Any adult male/female can get membership of the Society if he/she is major and sane and bears a good moral character.
- 2- He / She fully agreed to the objectives and the constitution of the Society.
- 3- A member will have to pay membership fee and subscription fee as well, to be fixed by the Society from time to time.

DISQUALIFICATION FROM MEMBERSHIP:

A member shall cease to be the member of the Society in case of any of the following:

- 1- By death.
- 2- By resignation in writing addressed to the President.
- 3- By becoming insane.
- 4- For not attending three consecutive meetings.
- 5- If he fails to pay the subscription fee for three consecutive months.
- 6- If he commits evil and immoral activities or works against the interest of the Society.

ELECTION:

The election of the governing body will be held after three years.

(President)

General Secretary

(Finance Secretary)

POWERS AND DUTIES OF THE OFFICE BEARERS

PRESIDENT:

- 1- All the meetings will be presided over by the President.
- 2- He can call or adjourn any meeting according to the situation.
- 3- He can exercise special opinion / power in case of equal vote.
- 4- He will be empowered to check accounts sign accounts book and other important papers.
- 5- He will be the chief administrator of the Society.

VICE PRESIDENT:

He will be responsible to assist the President and also to perform his duties in his absence.

GENERAL SECRETARY:

He will be responsible:

- 1- To keep the record of the Society in safe custody.
- 2- To record the minutes of the meeting of the executive body.
- 3- To prepare the agenda of the meetings and to circulate.
- 4- To manage the collection of funds, subscription and grants from the public to meet the expenses of the Society.
- 5- To maintain accounts books and make arrangement for annual audit.

JOINT SECRETARY:

He will be responsible to assist the General Secretary and also to perform all his duties in his absence.

FINANCE SECRETARY:

He will be responsible:

1. To keep the record of the Society in the safe custody.
2. To deposit the accounts in the bank approved by the executive body.
3. To draw the amount from the bank through a cheque.
4. To prepare the balance sheet and budget estimate of the Society.
5. To maintain all financial books of the Society.
6. To receive all donations, grants, fee etc and to issue receipts to the payees.

(President)

General Secretary

(Finance Secretary)

INFORMATION SECRETARY:

He will be responsible to keep the general public well informed to activities and achievements of the society.

SOURCES OF INCOME:

- 1- Membership Fee / Admission Fee.
- 2- Grants.
- 3- Gifts.
- 4- Donation from generous persons etc.
- 5- Projects.

BANK ACCOUNT:

The bank account will be opened in the name of the Society in any scheduled bank. The bank account will be operated and cheque will be signed by the President alongwith any one of the followings:

I- General Secretary

II-Finance Secretary

MEETING:

The meeting of the Society will be held as and when the governing body members deem fit, or as and when exigency of the Society demands but necessarily once in a month. For this purpose a prior notice of 10 days will be issued to all concerned. The agenda will be sent to all the office bearers one week before such meeting. The annual general meeting will also be held positively.

POSTPONEMENT OF MEETING:

The President will be empowered to call for the meeting and in case of unpleasant situation, the meeting shall be postponed. In case of death or resignation, the executive committee in its special meeting will fill the vacancy.

AUDIT:

Accounts of the Society shall be audited annually and the auditor shall be appointed by the President.

(President)

General Secretary

(Finance Secretary)

QUORUM:

The quorum will be 2/3 of the total members.

AMENDMENT:

The amendment in the constitution will be made by 3/5th majority of the total members as and when the governing body members deem fit in the interest of the Society. This will be in accordance with the provisions of Section 12 of the Societies Registration Act, 1860.

DISSOLUTION:

If unfortunately the Society is to be dissolved its assets and liabilities would be transferred to a SOCIETY having identical aims and objects duly approved under the Societies Registration Act, 1860. Section 13 of SRA 1860 shall be followed.

VERIFICATION:

VERIFIED BY THE UNDERSIGNED THAT THE RULES AND REGULATION ARE TRUE AND CORRECT TO THE BEST OF OUR KNOWLEDGE

N A M E

DESIGNATION

SIGNATURE

Afroz Syed

President

Syedah Zahra Atiq

General Secretary

Arooj Syed

Finance Secretary

* * * * *