

INDIAN ACADEMY OF PEDIATRICS

MEMORANDUM OF ASSOCIATION

Effective from May 8th, 2017

I. The name of the Society is the **INDIAN ACADEMY OF PEDIATRICS(IAP)** (hereinafter referred to as the Society).

II. The registered office of the Society shall be within the Republic of India. The Society covers the entire Republic of India.

III. The objectives for which the Society is established are:

Aims and Objectives

The objectives for which the Society is established are:

- I. To serve as advocates for newborn, children and adolescents and help their families with reference to attainment of optimal physical, mental, psychological and social health of children and adolescents up to 18 years of age.
2. To encourage and advance the knowledge study and practice of the science of pediatrics in all possible ways.
3. To promote scientific collaboration amongst members and make guidelines regarding standards for their professional conduct as per MCI/ EQUILENT NATIONAL STATUTORY BODY code of ethics
4. To organize, establish, conduct, superintend or control institutions for promoting directly or indirectly, practice, study and research in Pediatrics in any of its aspects.
5. To establish and maintain libraries, reading rooms, laboratories and research centers for the promotion of its objectives.
6. To provide facilities to students, scholars and institutions for the study of or research in Pediatrics in any of its aspects by way of scholarships, fellowships, grants, endowments, etc.
7. To found, maintain or award, either itself or in co-operation with other bodies or persons fellowships, prizes, certificates, diplomas of proficiency in the science of Pediatrics and conduct such tests, examinations or other scrutiny as may be prescribed from time to time.
8. To print and publish official Journals of the society, books, periodicals or publications on

Pediatrics and allied subjects which the society thinks desirable for the promotion of its objectives.

9.To train up personnel for carrying out the objectives of the society and to incur necessary expenses for the purpose.

10. To organize conferences, lectures, meetings, seminars, CMEs, exhibitions for the promotion of its objectives.

11. To facilitate formation of branches / Sub - specialty chapters of the society whether in India or elsewhere, for promoting all or any of the objectives of the society.

12.To consider and express its views on all questions affecting child health in India and to study, suggest, criticize or otherwise, advise or take part in the framing of laws affecting the science and practice of Pediatrics and Child Health.

13.To co-operate, affiliate with other bodies and also to engage in such other forms of activities as may be decided upon by the society from time to time for the purpose of carrying out all or any of the objects of the society.

14. To appoint officers and other staff as may be found necessary or convenient for the conduct and management of the affairs of the society and pay them such remuneration as may be prescribed from time to time.

15.To do all such other things as may be necessary, incidental, conducive or convenient to the attainment of the above objectives or any of them.

16.To facilitate development of Pediatric Specialties including accreditation of Pediatric Specialty courses by institutions.

17. To start such social welfare schemes for members and family and community at large.

Rules and regulations

I. The Indian Academy of Pediatrics (hereinafter referred to as the Society) has been established for the objectives specified in the Memorandum of Association.

2. Offices

The specific business of the Society shall be conducted through its respective offices:

2.1The Central Office will be situated in Mumbai region.

2.2 The Office of the 'Indian Pediatrics' will be situated in Delhi region.

2.3 The Office of the 'Indian Journal of Practical Pediatrics' will be situated in Chennai

2.4 FBS office at Hyderabad

2.5 Drug Formulary office at Kochi

2.6 More offices as per need of the organization proposed by EB & approved by AGM.

3. Definitions

3.1 The fiscal year of the Society shall be from April 1st to March 31st and/or as per government policy of financial year.

3.2 Operational year of the Society shall be from January 1st to December 31st

3.3 At all places hereinafter he / him / himself shall be taken to mean she / her / herself as well

3.4 At all places hereinafter "member" shall be taken to mean member of the Society.

4. Membership

4.1 The membership of the Society shall be of three categories namely:

(a) Fellow

(b) Life

(c) Associate Life

4.2 Any person who is a residential Indian citizen possessing MBBS or equivalent degree in Modern medicine recognized by Medical Council of India (MCI) and is holding a diploma/degree in paediatrics recognized by Medical Council of India (MCI) or any equivalent National statutory body formed by Government of India may be approved by the Executive Board as Life member of the society

4.3 Any person possessing MBBS or equivalent degree recognized by Medical Council of India (MCI) or any equivalent National statutory body formed by Government of India may be elected by the Executive Board as an Associate Life member of Society. These include:

4.3.1 Residential Indian Citizen

4.3.2 Eligible Non-Resident Indian

4.3.3 Eligible Foreign National of Indian/Non-Indian origin

4.4 Any existing Associate Life member who subsequently satisfies the criteria as specified in Rule 4.2 to be Life member may be elected as Life member respectively by the Executive Board at such later date after paying the membership fee if any as decided by executive board

4.5 If any member has given false information while applying for membership, his membership may be cancelled.

4.7 Fellow members

4.7.1 Any Life member of Society, who has, in the opinion of the Executive Board, rendered outstanding services for the furtherance of the objectives of Society, may be elected as a Fellow Member by the Executive Board in the manner hereinafter provided. Maximum such fellowship granted in a year will be one/ per thousand members of having voting rights subject to a qualifying mark of 70 per cent as per the criteria decided by Executive Board.

The President of the society and secretary General of the society will be given Honorary Fellowship, if they had not been given previously, after demitting the office.

Honorary Fellowship can be bestowed to any other person, who has rendered his selfless yeomen services to the cause of child health, after approval of the Executive Board of the Society, subject to maximum two per year. Such honorary fellows will not enjoy life members' privileges including voting right and their name shall not be entered into membership registry. However, the President and the Secretary if given Honorary Fellowship will continue to be on the member of the membership registry.

4.7.2 Any person who is an Associate Life member of the society and who has in the opinion of the Executive Board rendered outstanding services for the furtherance of the objectives of the Society, may be elected as Fellow Member of the Society by the Executive Board of the Society in a manner hereinafter provided subject to a limit of two per year (over and above the fellowship awarded to Life members). However, such fellows shall not have voting rights

4.7.3 The nominations for fellowship shall be duly proposed and seconded by Life member of the Society in appropriate format with recommendation for such a proposal, and the proposal and recommendation shall be submitted to the members of the Fellowship Committee constituted by the Executive Board. This five member Committee shall consist of the President, President Elect, the immediate two preceding Past Presidents and the Vice President (Senior most by age) of Indian Academy of Pediatrics. The names recommended by such a Committee will then be approved by the Executive Board.

5. Contribution towards Corpus Fund

The subscription for membership of the Society shall be as follows:

5.1 A contribution for corpus fund will be paid, as decided by the Executive Board from time to time, for all categories of new members on their application for membership. However, this will not apply to those whose membership is converted from one category to another in continuity.

5.2 If husband and wife both are members of the Society, such members will be eligible to become Couple Life/Associate Life members of the Society by paying 75% of the prevalent life contribution for corpus fund each. Such members will receive only one communication including journals from Society for both, in common on either name including all statutory notices except the voting right which will be enjoyed by both of them separately as per the eligibility.

5.3 For PG student- they need to pay the full contribution for corpus fund along with the application preferably in single payment by cheque / DD or else they can pay in two instalments as fifty- fifty percent amount of contribution to corpus fund, one cheque /DD of current date and another postdated cheque not later than three months from first cheque/DD. Their membership shall be confirmed only after the realization of full amount for contribution to corpus fund. They can be inducted as Life Member later on, by producing the PG/Diploma certificate and registration of their degree with MCI. Till such time they shall remain as Associate life member.

5.4 An Indian resident qualifying for IAP membership may apply for a complimentary life membership - provided he/she is above 70 years of age and has been an annual member of society for at least five years, prior to such an application. The onus to produce proof of five years membership shall lie with the applicant.

5.5 A Residential Indian citizen member of the Society after attaining the age of 65 years wishes to enroll himself as Life or Associate Life member may do so on payment of 50 % of prevailing Life/ Associate Life membership contribution towards corpus fund in one lump sum.

6. Procedure for membership

6.1 A Life/Fellow member may propose any person who fulfils the above-mentioned conditions for election as member of the Society in the category as applicable and such proposal shall be seconded by another Life/Fellow member.

6.2 The proposal for the membership of the Society shall be made in the prescribed form. The applicable membership contribution towards corpus fund should accompany the application for membership of the Society which shall be returned if the proposal for membership of the Society is not accepted by the Executive Board.

6.3 The applicant shall pay the applicable membership contribution towards corpus fund according to the specified membership category as per current rates decided by the Executive Board from time to time.

6.4 The proposals for election of the members shall be scrutinized by IAP office from time to time and then shall recommend the names to the Executive Board for approval.

7. Registry of members

7.1 The Secretary General shall keep and maintain a register and/or computerized record in which the names, last known local addresses/ Mobile number and email ID of members shall be entered with the dates of their election and cessation of membership, if any. Any entry in the register and/or computerized record of members shall be deemed final as regards to admission or cessation of membership and their respective addresses

7.2 The Secretary General shall keep a register and/or computerized record in which the names and last known addresses/Mobile Number and Email ID of Fellows shall be entered with dates of their election and cessation, if any. Any entry in the register and/or computerized record of such Fellows shall be deemed final as regards to their admission or cessation and their respective addresses

8. Rights and privileges of members

A member shall be entitled to the following privileges:

8.1 To receive the journal of the Society "Indian Pediatrics" as Hard copy/e-copy /mobile app as opted and /or decided by Executive Board and to attend Annual General Body meeting / Special General body meeting

8.2 To receive other publications of the Society either free of cost or at a rate fixed by the Executive Board from time to time.

8.3 To attend meetings and conferences arranged or organized by the Society by paying the prescribed fees.

8.4 To use reading room and libraries maintained by the Society and to consult and use the books and periodicals in the library at such time and on such conditions as may be prescribed by the regulations made by the Executive Board.

8.5 To enjoy such other privileges or benefits as may be determined by the Executive Board.

8.6 If any of the residential Indian citizen member moves out of India, all the e-correspondence, including e-journals and e-ballot papers to eligible voters, shall be sent only to the latest email ID as on records with Society

8.7 An Associate Life member/Honorary Fellow members shall not be eligible to be elected to the post of Office Bearer/Executive Board member nor shall he have the right to take part in elections or vote at any meeting or election of the Society or its branches/chapters.

8.8 A member who is in arrears as an individual beyond 31st March of the year shall not be entitled to vote at any meeting of the Society or the Executive Board or on a ballot or take part or vote, in any election of the Society nor will he receive any publications of the Society unless subscribed for it. Eligible voter's list will be as per records on 30th June of that year

9. Suspension of membership

A member guilty of infamous conduct (as defined under ethical code by Medical Council of India (MCI)) or of acts prejudicial to the interests of the Society which also include financial irregularity in relation to society IAP may be suspended for a maximum period of 6 months, along with a show cause notice by EB/General body by three fourth majority. EB/GB can form a time-bound enquiry committee and report of the same will be discussed in Executive board / GB meeting. As per the enquiry committee report, the EB/GB can decide the further action to be taken.

10. Termination of membership

Termination of membership can be by resignation, removal or by death.

10.1 A member may resign his membership by giving notice in writing and the resignation shall take effect from the date on which the notice is received in the office of the Secretary General, provided that in case of resignation by Office Bearer, one calendar months' notice of the resignation will be necessary and that the concerned Office Bearer shall continue to serve till a successor is elected/selected or appointed, as the case may be, and that the resignation, however, shall not absolve any such member from paying the dues and arrears if any.

10.2 A member guilty of infamous conduct (as defined under ethical code by Medical Council of India (MCI) or against the interests of the Society which also include financial irregularity may, on the proposal of the Executive Board and after giving the member 30 days' notice to make any written representation that he may desire to make, be expelled from the Society, by a resolution, carried by a three fourths majority of the members present in a General Body Meeting expressly called for the purpose or at the Annual General Body meeting of the Society and after taking proper legal advice.

10.3 The notice of the meeting shall contain the particulars of the charges against the member and shall be accompanied by written explanation, if any, submitted by the member.

11. Governing Body

11.1 The management of the affairs of the Society shall be vested in the Executive Board which shall consist of elected/nominated Executive Board Members and the elected/ nominated Office Bearers from amongst the Fellow and Life members as the case may be.

Invited / nominated members shall not have any voting rights

11.2 The Society shall have the following Office Bearers: -

11.2.1 President - One

11.2.2 President – Elect – One – By All India Election

11.2.3 Vice-President – Five, one from each zone- Elected by all India election

11.2.4 Immediate Past President - One

11.2.5 Secretary General – One -can be anywhere from India- by all India Election

11.2.6 Treasurer – One- From Mumbai, Navi Mumbai, Thane- by all India Election

11.2.7 Joint Secretary (Administration) – One- From Mumbai, Navi Mumbai and Thane- By all India Election

11.2.8 Joint Secretary(Liaison) – One- (From Delhi, Gurgaon, Bahadurgarh, Sonapat, Ghaziabad, Faridabad and Noida) by all India election

11.2.9 Organizing Secretary of coming Pedicon will be Executive Board member without voting right.

11.2.10 Editor-In-Chief of Journal Indian Pediatrics and Indian Journal of Practical Pediatrics Shall be Executive Board member.

11.3 The term of the President, President Elect, the Immediate Past President and the Vice-Presidents shall be for one year, (not eligible for re-election subsequently for the same post), that of the Secretary General, Joint Secretaries and the Treasurer, will be of 2 years (not eligible for re-election for the same post). In case of resignation or otherwise the concerned Office Bearers shall continue in office till a successor is elected or selected or appointed as the case may be.

11.4 The President shall not seek election to the Executive Board or as Office Bearer of the Society after assuming the post of President.

11.5 All the Office Bearers shall be also members of the Executive Board.

11.6 One member will be co-opted from Defense Services by the Executive Board on the recommendation of the President from amongst the members of the Society in Defense Services. He will not have voting right in the decisions taken by the EB

11.7 The Office Bearers and the Executive members shall not hold more than one of these offices/ posts at any given time.

11.8 All the terms of Office Bearers and Executive Board shall be from January 1 to December 31.

11.9 If any vacancy in the Executive Board, except that of Office Bearers occurs during the year other than by efflux of time, such vacancy shall be filled up as follows-

11.9.1 If there is only one vacancy from any state in Executive Board, then the President of that state branch will be co-opted by the EB of the society.

In case of President of State branch is not willing to join Executive board than Executive board of the concerned state branch shall nominate, any life member (Life membership for more than 5 years) of the society to the Executive board of the society.

11.9.2 If there is more than one vacancy from any state, then Central IAP Office will seek fresh nominations from the fellow/life members of that state and election will be held, if necessary.

The term of the office of such co-opted member shall be for the period for which the original member would have continued in office had the vacancy not occurred. However, this residual term will not be counted as a term for purpose of re-election or eligibility for any election in future.

11.10 In case of vacancies of Office Bearers, the same shall be filled up in the following way:

President by the President Elect

President Elect by General Election to be conducted within a period of three months

Vice President to be elected by the EB from EB members of the same Zone

Secretary General by the Joint secretary (Admin), if Term of Secretary General left is more than one year than Secretary General to be elected by General election with next election.

Treasurer to be elected by the Executive Board if Term of Treasurer left is more than one year than Treasurer to be elected by General election with next election

Joint Secretary to be elected from the respective region by the EB of the society

11.11 The term of such elected/selected Office Bearer shall expire on the date when the term of the original Office Bearer would have expired but for the vacancy. However, this residual term will not be counted as a term for the purpose of re-election or eligibility for any election in future.

12. Functions and powers of the Executive Board

12.1 The Executive Board shall, subject to these rules exercise all such powers and do all such acts and things as may be exercised or done by the Society.

12.2 The Executive Board may appoint Conveners and other members of Committee on the recommendation of the President from amongst the members of the Society. No member, except the office bearers of the society shall be office bearer of any two committees of the society. No member/ office bearer of the committee, shall be nominated to one committee for more than two terms.

12.3 The Executive Board may frame regulation not inconsistent with these rules for regulating the procedure of the meeting of the Executive Board or its committee, election of the members of the board and the conduct of the affairs of the Society.

12.4 The Executive Board shall have the power to terminate the appointment of the Editor(s)-in-Chief and / or Journal Committee(s) and/or its member(s) and/or any committee(s) appointed by it, if in the opinion of its three fourths majority of the members present, is convinced that continuation of such appointment is not in the interest of the Society

12.5 The Executive Board may appoint Department and Assistant Secretaries, Research Officers and other staff on such remuneration and on such terms and conditions as it thinks fit.

12.6 The Executive Board shall provide common seal for the purpose of the Society and shall provide for the safe custody of the seal and it shall not be used except by the authority of the Executive Board and in the presence of the President, Secretary and the Executive Board.

12.7 Every deed or other document to which the seal of the Society is required to be affixed shall be by the Secretary General in the presence of the President and in token of its having been so affixed, shall be signed by the President and by the Secretary General. In the absence of the President, the member officiating in his absence will undertake the responsibility.

12.8 Every deed or other document so sealed with the common seal of the Society and signed by the President and by the Secretary General shall be deemed to be duly executed.

13 MEETINGS OF THE EXECUTIVE BOARD

13.1 Meeting of the Executive Board shall be convened by the Secretary General as per the directives of the President. The Executive Board shall meet at such time and place as may be necessary for the transaction of the business of the Society as directed by the President, and ordinarily it shall meet minimum for two times and any additional meeting will be at the discretion of the President in a year and such meetings shall not be sponsored by commercial sponsors. Expenses of the meetings shall be borne by IAP only

13.2 Ordinarily thirty days' notice shall be given of all meetings to the members of the Executive Board, except in case of emergency when a meeting may be called at seven days' notice at the expressed directive of the President.

13.3 A special requisition meeting of the Executive Board may be requisitioned collectively, by not less than 25% members of the Executive Board asking for it along with the specific agenda, in writing to the Secretary General who shall call a special requisition meeting in consultation with the President, within three weeks of the receipt of such requisition by the Secretary General. The power to decide date and place of such meeting will be with the President/President and the Secretary General. Only specific agenda provided for the requisition meeting will be discussed. If there is no quorum for the Requisition meeting, the meeting shall be dissolved.

13.4 The quorum for a meeting of the Executive Board shall be 50 % of Executive Board members of which two must be from office bearer members. If there be no quorum within 15 minutes of the time fixed for the meeting, the meeting shall be adjourned to a later time on the same day and place. No quorum will be needed for the adjourned meeting. Only the matters mentioned in the agenda can be discussed and decided upon during the adjourned meeting. If there be no quorum for a requisitioned meeting, the meeting shall be dissolved.

13.5 The President shall preside at the meeting of the Executive Board, but in his absence the President-Elect shall preside, but in case of the President and the President-Elect being absent, then the Vice President(in order of Seniority by age) shall preside, but in case the President, the President-Elect and the Vice Presidents are absent, then Immediate Past President shall preside, and in case the President, the President-Elect, the Vice Presidents, and the Immediate Past President are absent, then the Executive Board members present shall elect one from amongst them to preside over the meeting

13.6 Every question/problem/dispute submitted to a meeting of the Executive Board shall be ordinarily decided according to the majority of votes cast by the members present and voting at succeeding meeting. In the case of equality of votes, the President shall have a second or casting

vote in addition to his vote as a member. Such decision will be final and binding on all the members of the Society and the parties concerned.

13.7 In the event that the President considers a decision is required urgently, the Secretary General may circulate a proposal to all Executive Board members and if he receives email and / or signed hard copy of approval for this proposal from a majority of members responding within stipulated time limit given, this shall constitute a resolution as effective as one passed at a meeting duly convened and held.

13.8 The Executive Board may act notwithstanding any vacancy in its body provided that if the number of members falls below the necessary quorum, it shall not act except for co-option.

14. Elections

14.1 All the elections to the post of Office Bearers and Executive Board Members, unless otherwise specified elsewhere in the Rules and Regulations will be conducted by an Election Committee consisting of five returning officers (One from Each Zone). Returning officers shall be life member of the society for at least 15 years

The members of the Election Committee shall be nominated by the Executive Board and shall be ratified by the General Body. One chief returning officer will be chosen amongst the 5 returning officers by the EB. The tenure of the members of the Election Committee will be two years at a time, and the maximum period for a member to be a returning officer shall be four years. If during the tenure of Election Committee, there arises a vacancy for the post of returning officer due to any reason, the Executive Board has the authority to nominate a member to that post and he will continue for the residual term of the Committee. This residual term will not be counted as a term for the purpose of calculating the four-year period of Election Committee. The office of the election committee will be situated at the place of the Chief returning officer. The Election Committee shall enforce the Code of Conduct prescribed by the Executive Board. None of the returning officers can contest any General Election of the society for next 5 years after demitting the office.

14.2 The election of the Office Bearers and the members of the Executive Board of the Society shall be held by secret ballot / E ballot, as per the guidelines supplied by the Executive Board / General Body, from time to time

14.3 The President-Elect, the 5 vice Presidents, the Secretary General, joint secretaries, the Treasurer and all executive board members (except the nominated ones) shall be elected by all the Life/Fellow members of the Society from amongst themselves

14.4 The Fellow/ Life member contesting for the post of President Elect should have been a member of the Society for 10 complete years consecutively as on 1st January to be eligible to contest for the ensuing election and should have served on the Executive Board or as Office

Bearer or both for a period of 2 complete years before contesting for the post of President Elect.

The Honorary Secretary, Vice Presidents, Joint Secretaries, Treasurer and Organizing Secretary of Pedicon (Only after submitting the Interim/Provisional accounts of PEDICON as on 31st March of the same year, duly certified by the Chartered Accountant), editor in chief of both the journals will not seek election for the post of President elect till the completion of their present scheduled term in the office.

14.5 A Life / Fellow member contesting for the post of Vice President should have been a member of the Society for 7 complete years consecutively as on or before 1st January to be eligible to contest for the ensuing election and should have served on the Executive Board for two complete years before contesting for the post of Vice President

14.6 A Fellow/Life member contesting for the post of the Secretary General should have been a member of the Society for 7 complete years consecutively as on or before 1st January to be eligible to contest for the ensuing election and should have served on the Executive Board for two complete years before contesting for the post of the Secretary General

14.7

14.7.1 A Life/Fellow member contesting for the post of the Treasurer should have been a member of the Society for 7 complete years consecutively as on or before 1st January to be eligible to contest for the ensuing election and should have served on the Executive Board for two complete years before contesting for the post of the Treasurer of the Society

14.7.2 A Life/Fellow member contesting for the post of the Joint Secretary should have been a member of the Society for 7 complete years consecutively as on or before 1st January to be eligible to contest for the ensuing election and should have served on the Executive Board for Two complete term before contesting for the post of the Joint Secretary of the Society.

However, this eligibility of two terms can be relaxed for Joint Secretary (Admin) to One term in first election only (After implementation of this constitution), if no candidate is available with two terms.

14.8 The Fellow/Life member contesting for the post of Executive Board member should have been a member of the Society for 5 complete years consecutively as on 1st January to be eligible to contest for the ensuing election. The term of the elected members to the Executive Board other than the Office Bearers shall be of a period of one year, and there shall be a ceiling of three years of continuous membership and there shall be a gap of one year for them to become eligible to contest again for Executive Board membership. This is not applicable for the post of Office Bearers. The maximum period a member can be a member of Executive Board after excluding the post of Office Bearer shall be 6 yrs.

14.9

14.9.1 The candidate for Secretary General post shall be resident of anywhere in India.

14.9.2 The candidate for Treasurer shall be resident of Mumbai, Navi Mumbai ,Thane.

14.9.3 candidate for post of Joint Secretary (liason) shall be from Delhi, Gurgaon, Bahadurgarh, Sonapat, Ghaziabad, Faridabad and Noida

14.9.4 candidate for the post of joint secretary (administration) shall be from Mumbai, Navi Mumbai and Thane.

14.9.5 The Organizing Secretary of the Annual Conference of the Society shall be a resident of the city / district / state of the respective city / district / state branch hosting the conference

14.9.6 Vice president candidate must be a life member of society from any of the states of that Zone

East Zone - West Bengal, Assam, Meghalaya, Mizoram, Tripura, Manipur, Nagaland, Arunachal Pradesh, Sikkim, Jharkhand, Bihar, odhisha

West Zone – Maharashtra, Gujarat, Goa, Dadra and Nagar Haveli, Daman and Diu

North zone – Jammu & Kashmir, Punjab, Himachal Pradesh, Chandigarh, Uttarakhand, Delhi, Haryana, Rajasthan

South Zone – Kerala, Tamilnadu, Pondichery, Andaman Nicobar, Lakshadweep and Karnataka

Central zone – Andhra Pradesh, Telangana , Madhya Pradesh , Chattisgarh, Uttar Pradesh

14.9.7 Any life / fellow member contesting for the member of Executive Board shall be a resident and member of society from that state, from where he is contesting.

14.10 Nominations for the post of Editor-in-Chief of Indian Pediatrics shall be invited from amongst Life members of Society from anywhere in India. This can be advertised in any of the publications of the Society i.e. Indian Pediatrics, Indian Journal of Practical Pediatrics and Academy Today or by mass mail at scheduled time. The nominations will be then scrutinized by a committee appointed by the Executive Board, and the Editor-in-Chief will be appointed/elected by the Executive Board as necessary. The eligibility criteria for Editor - in Chief are that

1. he / she must have served the journal (Indian Pediatrics) or any other reputed Medline indexed journal for at least 6 years in combination or isolation as member of Editorial Board, Executive Editor, Associate Editor and/or Managing Editor.

14.11 Nomination for the post of Editor-in-Chief of Indian Journal of Practical Pediatrics shall be invited from amongst the Life members of the Society from Anywhere in India. This can be advertised in any of the publications of Society i.e. Indian Pediatrics, Indian Journal of Practical Pediatrics, and Academy Today or by mass mail at scheduled time. The nominations will be then scrutinized by a committee appointed by the Executive Board, and the Editor-in-Chief will be appointed/elected by the Executive Board as necessary.

The eligibility criteria for Editor - in Chief are that

1. he / she must have served the journal (Indian Journal of Practical Pediatrics) or any other reputed Medline indexed journal in combination or in isolation on Editorial Board, Executive Editor, Associate Editor and/or Managing Editor totally for 6 years .

14.12 The Executive Board members shall be elected as follows: The Executive Board members from each State/UT will be elected by the Fellow/Life members of the respective States/UT only. The number of State/UT wise Executive Members shall depend on the strength of eligible voters (Fellow and Life Members of the society) from the concerned States/UT which will be as follows:

- 100 to 500 One Executive Board Member
- 501 to 1250 Two Executive Board Members
- 1251 to 2250 Three Executive Board Members
- 2251 to 3250 Four Executive Board Members
- 3251 and above Five Executive Board Members

Maximum numbers of Executive Members from any state/UT can be five.

The number of Associate Life members and Post Graduate Student members will not be counted while calculating the membership strength of each state/UT for this purpose.

In case of Maharashtra one seat will be reserved for the Mumbai region (Mumbai, Thane and Navi Mumbai)

North Eastern states will have their representation in EB as follows:

1. One Executive Board Member from Manipur and Tripura collectively
2. One Executive Board Member from Meghalaya, Mizoram, Arunachal Pradesh, Nagaland and Sikkim collectively

Any state/UT when eligible for Executive Board seat as per desired membership strength will automatically be given the EB seat in forthcoming elections.

14.13 Any member who has any complaint about the election shall give the same in writing addressed to the President of IAP within 21 days of the declaration of the result.

14.14 A 7-member Election Tribunal will be constituted every year by the EB, consisting of the Immediate past President at the time of the tribunal as the Chairperson and the President at the time of the tribunal as co-chairperson and 5 members, one from each zone, to be decided by the EB. The complaint regarding the election firstly will be addressed by the grievance redressal cell, which will give its report within 3 weeks to office bearers. If the complainant is not satisfied with the report of the grievance redressal cell then the matter will be referred to the election tribunal. Election tribunal will submit its report within 3 weeks to the OBs for ratification. The judgment of the tribunal, once ratified, will be final.

The complainant will deposit Rs. 1 lakh at the time of complaint. In case the complaint is found to be genuine, the money deposited shall be refunded to the complainant otherwise actual expenses incurred on Grievance Redressal cell and / or Tribunal shall be taken and the balance amount, if any will be refunded to the complainant.

14.15 Any dispute shall be subject to Mumbai jurisdiction.

15. Assets and Liabilities of the Society

15.1 The authority to deal with all the assets, movable or immovable, belonging to the Society shall be vested in the Executive Board. However, any sale /purchase of the trust property and mortgage of any immovable property can only be done as per Bombay Public Trust Act and with the permission of the General body only.

15.2 All money received by or on behalf of the Society shall be deposited forthwith in a scheduled bank or scheduled banks selected by the Executive Board and shall not be withdrawn from bank or banks except under the authority of and in the manner prescribed by the Executive Board.

15.3 Any money not immediately required for the purpose of Society may be invested by the Executive Board in such manner as it may deem fit and according to the regulations of Public Trust Act.

15.4 Without prejudice to the generality of the foregoing powers the Executive Board shall have powers:

15.4.1 To acquire by purchase, lease, gift or otherwise, with or without conditions, any property movable or immovable and whether subject to any special trust or not, for any one or more of the objectives of the Society.

15.4.2 To borrow or raise money in such manner or on such terms as the Society may think fit and according to the regulations of Public Trusts.

15.4.3 To invest money of the Society not immediately required for any of its objectives in such manner as may from time to time be determined by the Executive Board and according to the regulations of Public Trusts.

15.4.4 To act as trustees and to undertake or execute any trust or agency which may directly or indirectly be conducive to any of the objectives of the Society.

16. The Journals of the Society

The Journals of the Society shall be called:

Indian Pediatrics, and shall be in charge of Editor-in-Chief

Indian Journal of Practical Pediatrics, and shall be in charge of Editor-in-Chief.

Tenure of the Editors-in -Chief of the Journals shall be three years, They cannot re-contest for the Editor-in -chief or any other post of the journal committee.

16.1 The Editors-in-Chief shall be assisted by their respective Journal Committees, the composition of which shall be as follows:

The Editor-in-Chief

The Executive Editor

The Managing Editor

The Associate Editors (7)

Executive Members (12)

Eligibility criteria and selection criteria for members of Journal Committee except that of Editors -in -Chief shall be decided by Executive Board. One of the Managing Editor or Executive Editor shall be from Delhi – NCR region / Chennai for Journal Indian Pediatrics/ IJPP respectively.

16.2 The members of the Journal Committee shall be appointed by the Executive Board ordinarily for a period of three years on the recommendations of the respective Editors-in-Chief of the Journals.

16.3 President of the society will be overall in-charge of the Journal Committee maintaining the editorial independence of the Editorial Board. The Editorial Advisory Board for each Journal consisting of 10 members and Secretary General of the Society as Ex-officio shall be appointed by the Executive Board for 1 year from amongst Life and / or Fellow members of the Society on the recommendations of the Editors-in-Chief of respective Journals and approval of the EB.

16.4 The Journal "Indian Pediatrics" of the Society will be published in succession to the Indian Journal of Child Health and the Journal of the Indian Pediatric Society.

The functions and powers of the Journal Committee

16.5 The Journal Committees shall assist their respective Editor-in-Chief in the regular publication of the Journals.

16.6 The respective Journal Committees shall meet minimum four times in a year and as and when needed, as decided by the editor-in-chief

16.7 The respective Journal Committees shall assist their Editor-in-Chief and the respective Editorial Advisory Board to scrutinize all articles received for publication and edit, pass or refuse them for publication.

16.8 The respective Journal Committees shall be responsible for the arrangement of the business of the Journal, its printing, securing advertisements, circulation and distribution of the Journals among members and/or subscribers and others.

16.9 The Journal Committees shall have the power to select referees and collaborators for their respective Journals.

16.10 The Journal Committees shall set apart adequate space in any issue of their respective Journals in consultation with the Executive Board, for publication of material relating to organization and activities of the Society, its branches, its chapters and its committees.

16.11 The Journal Committees shall prepare an annual budget of their respective Journals and submit it for consideration and sanction of the Executive Board every year. The committee(s) shall have power to submit supplementary budgets for any year at any time during the year.

16.12 The respective Journal Committees shall prepare an Annual Statement of Accounts and Balance Sheet showing the financial position of the Journals, get it audited by the Auditors appointed by the Executive Board and submit it for adoption by the Executive Board.

16.13 The Journal Committees shall prepare an annual report of the working of their respective Journals and submit the same to the Executive Board for such action as it deems fit.

16.14 The respective Journal Committees shall have the power to operate banking account or accounts in scheduled banks approved by the Executive Board and to spend money for various purposes concerned with their respective Journals according to the budget estimates sanctioned by the Executive Board.

17. Powers of the President

17.1 The President will be overall in charge of all activities of the Society and will be consulted by the Secretary General in all issues.

17.2 The President and President Elect has the power to formulate an action plan for the year and form Committees with the approval of Executive Board.

17.3 The President can write to Government and National / International bodies and individuals on important issues and send messages, copies of which must be forwarded to the Central Office.

17.4 The President of the Society shall preside at the Annual Conference, Annual General Body Meeting, Special General body meetings, any other General Meetings or requisitioned meetings and other meetings of the Society but in his absence the President - Elect shall preside; but in case the President and the President – Elect are absent, then the Vice Presidents (in order of seniority By Age) shall preside, but in case the President, the President-Elect and the Vice Presidents are absent, then Immediate Past President shall preside, and in case the President, the President-Elect, the Vice President, and the Immediate Past President are absent, then the Executive Board members present shall elect one from amongst them to preside over the meeting.

18. Powers and functions of the Secretary General

18.1 In all matters pertaining to the working of the Society, the Secretary General shall act in concurrence with the President before implementing and communicating the decision. In case of emergency and in absence of president, President elect should be consulted

18.2 The Secretary General shall keep the President informed about all important matters relating to the Society and shall send a copy relating to important Society correspondence to the President and the President-Elect for their perusal and comments.

18.3 Subject to the control and regulations, if any, of the President and the Executive Board, the Secretary General shall be responsible for carrying out the directions and decisions of the President and the Executive Board and in particular he shall:

18.3.1 To Convene meetings of the Society and the Executive Board whenever necessary or called upon to do so by the President and/or any other requisition meeting as specified elsewhere in the bylaws.

18.3.2 Have administrative control over all the affairs of the Society.

18.3.3 Have charge of correspondence in relation to the Society.

18.3.4 Keep accurate minutes of all the meetings of the Society, Executive Board, and committee thereof.

18.3.5. Prepare Annual Report of the Society.

18.3.6 Have charge of the furniture, library, and all documents and assets of the Society.

18.3.7 Collect all dues of the Society and deposit all amounts of the Society,

18.3.8 Pass all bills for payment on behalf of the Society after consulting the Treasurer. In case of any dispute, matter will be referred to President and the decision of the President shall be final and conclusive

18.3.9 Have powers to incur expenses not budgeted for any of the purposes of the Society up to a limit of Rs.5,00,000/- in total, in one financial year, in concurrence with the President. Any non-budgeted expense over and above Rs. five Lakh in total, in a financial year, has to approved by Executive board and Finance Committee

18.3.10 Be an ex-officio member of all committees.

18.3.11 Perform all such other duties as are incidental to the office with the help of the Joint Secretary (administration)

18.4 All notices, communications, memoranda and other papers shall be signed or authenticated by the Secretary General on the approval of the president, and when so signed and authorized shall be conclusive. In case of dispute with president, secretary General can refer back the matter to President only once, if President re-send the same matter than Secretary General has to follow the directives of the President.

19. Powers and functions of the Treasurer

19.1 Shall be responsible for keeping up-to-date accounts of the Society with all the account books posted up to date.

19.2 Shall dispose of the bills for payment as sanctioned by the Secretary General and only on his written instruction

19.3 Shall have the right to point out any error or discrepancy in the order of payment of the Secretary General and refer the order back to him with his remarks. In the event of disagreement still persisting between the Secretary General and the Treasurer, the matter shall be referred to the President for final decision.

19.4 Shall, in consultation with the Secretary General, prepare a budget of the estimated

receipts and expenditure of the Society for each year and present the same for approval of the Executive Board.

19.5 Shall get the accounts of the Society audited by the auditors of the Society and submit the same to the statutory body, Charity Commissioner or any other appropriate statutory body.

19.6 Shall prepare an annual Statement of Accounts and Balance Sheet showing the financial position of the Society, get it audited by the auditors appointed at the Annual General Meeting of the Society and submit it for adoption by the Executive Board and General Body, and shall be jointly responsible with the Secretary General for all financial affairs of the Society.

19.7 No expenditure shall be incurred unless the same has been included in the annual or supplementary budget and approved by the Executive Board except by Secretary General as defined in rule 18.3.9 and except in cases of emergency when it will be allowed after approval by the President of the Society.

20. Power & functions of Joint Secretaries: -

20.1 Joint secretary (Liaison) at Delhi Region as specified in Rule 14.9

-To co-ordinate and execute the assigned duties by President and/or Executive Board with Government and other agencies at Delhi

20.2 Joint Secretary (Administration) at Mumbai Region-

20.2.1 To carry out all such incidental administrative work at central office, Mumbai as required for smooth functioning of the central office at Mumbai, as advised and approved by Secretary General except any work related to finances where Treasurer has to advise and direct him.

20.2.2 In case of vacancy of post of Secretary General other than by efflux of time, he will take over as the Secretary General as stipulated in Rule 10 .10.

21. General Body Meetings

An Annual General Body Meeting of the Society shall be held not later than March 31st of every year.

21.1 At the Annual General Meeting, the following business shall be transacted:

1. Confirmation of the minutes of the last Annual General Body Meeting.

- 2.Consideration and adoption of the Annual Report of the Society.
- 3.Consideration and adoption of the audited Statement of Accounts.
- 4.Appointment of auditors and fixing their remuneration.
- 5.Appointment of honorary legal advisors.
- 6.Any other business notice of which has been circulated with the agenda.
- 7.Any other business of which 30 days' notice has been given to the Secretary General in writing.
- 8.Any other business with the permission of the Chair

21.1.1 No business shall be transacted at any Annual General Body Meeting unless a quorum is present at the commencement of the meeting.

21.1.2 One hundred Life and/or Fellow members present shall form a quorum for the Annual General Body Meeting. If within half an hour of the time fixed for the meeting, a quorum is not present, the meeting shall stand adjourned to a later time on the same day at the same place. A quorum shall not be needed for an adjourned meeting. Only matters mentioned in the agenda can be discussed and passed in the adjourned meeting

21.2 The President may when he thinks fit, or on a resolution of the Executive Board or on receipt of a requisition of not less than 250 Life and/or Fellow members stating the object of the meeting addressed to the Secretary General, call a requisition special General Body meeting of the members of the Society. Three weeks' notice shall be given to the members of such meeting and notice should specifically mention the objectives for which the meeting has been requisitioned. In the case of requisition, the meeting shall be held within 45 days of receipt of the requisition. Only the points raised in the requisition shall be discussed at such meetings. The power to decide the date and venue shall be with the President and/or President and the Secretary General.

21.3 At all General Meetings, 100 Life and/or Fellow members shall form a quorum. If there be no quorum within half an hour of time fixed for the meeting, the meeting shall be adjourned to a later time on the same day and same place. No quorum is needed for the adjourned meeting. Only matters mentioned in the agenda can be discussed and passed in the adjourned meeting

21.4 At all requisitioned meetings, 250 Life and/or Fellow members shall form a quorum. If there be no quorum within half an hour of time fixed for any requisitioned meeting, the meeting shall be dissolved

21.5 A question may be submitted to a meeting of the members present and voting may occur. In case of a tie, the Presiding Officer of the meeting shall have a casting vote in addition to his own.

21.6 Subject to any law for the time being in force and subject to the powers vested in the Executive Board, the Executive Board shall give effect to the resolutions passed at the Annual General Meeting, General Meeting or requisitioned meeting.

21.7 All statutory notices required to be sent to the members under these rules shall be sent by email and/or SMS to the last known email ID/ Mobile Number recorded in the register of members. A notice sent by email and/or SMS shall be deemed to have been served. In addition, the notices of Annual General Body Meeting and the Special General Body Meeting can be printed in Indian Pediatrics and/or in Academy Today

22. Branches

22.1 Indian members of the Society, may, whenever possible, group themselves into State branches / District branches / City branches / for the furtherance of the objectives of the Society. The state wise branch will be called as State Branch.

22.2 Foreign Members: A group of 15 such members from a country can form a branch and it will be known as Associate Branch of Society from that country / city.

22.3 Herein-afterward, Branch of Society will mean to include all four i.e. State Branches, District Branches, City Branches, and Foreign Country Branches. They will follow all the rules and regulations of the Society. The Branch will be formed after being duly recognized by the Executive Board of the Society.

22.4 The Society will recognize branches formed on a state wise basis known as State Branches for the purpose of giving grants for academic activities. However, a local area of more than 15 Life and/or Fellow members may form a District Branch and a local area of more than 10 Life and/or members can form a City Branch on the recommendations of the State Branch with the consent and approval of the Executive Board

22.5 Subject to the rules and regulations of the Society, each branch shall be free to govern itself in such manner as it thinks fit and for that purpose to make from time to time rules and regulations in line with the rules and regulations of the Society IAP. Such rules and regulations & modifications shall be subjected to ratification by the Executive Board

22.6 The minimum number of Life/ Fellow members in an area for the formation of a State/District Branch shall be fifteen, and for city branch will be ten, except in rare cases this rule can be waived by the Executive Board where there is lack of required members in a particular area

22.7 The Office Bearers and the Executive Committee of the IAP Branches shall be constituted as follows:

President - One – For one year

Secretary – One- For two years

Treasurer – One- For two years

Executive Board Members of the Branch- Minimum Three – for one year.

All the office bearers can take one more term in succession as per memorandum of association of the branch and/ or decided by the members of the branch.

22.8 The Office Bearers and the members of the Executive Committee shall be elected by secret postal ballot papers.

22.9 The Executive Board members of the Society shall be the nominees on the Executive Committee of their respective State Branches and local branch with voting right.

22.10 The President and the Secretary of the Society shall be Ex-officio Members of all IAP Branches.

22.11 The President and the Secretary of the IAP State Branches shall be nominees on all local branches of IAP.

22.12 Members residing or practicing or employed in an area as per latest addresses given to the Society where branch exists may be attached to the said branch. However, he can become associate member of any other branch.

22.13 Each Branch shall submit to the central office by 30th October of each year an interim report as well as annual report of its activities together with an annual statement of Accounts and copies of the same to be sent to the respective state Branch

22.14 All District/City Branches of the Society shall function under directives of the State Branch or the Society as the case may be.

22.15 The Executive Board of the Society shall recognize District/City Branches on recommendation of the State Branch of the Society.

22.16 Each branch of Society shall display logo of Society, the registration number of Society and name of National President and Secretary General on their letterhead. Pattern of Office Bearers will be similar to that of the Society. Only Life/Fellow members of the Society shall be eligible to become Office Bearers/Executive Members of Branch or to take part or to vote in elections of branches

22.17 Functions of Branches

22.17.1 All branches of the Society must ensure that the members of the Society represent on state/district level, governmental /semi-governmental /non-governmental agencies /organizations /voluntary health agencies and on such other forums and make known Society's policies and views on child health and family welfare.

22.17.2 All branches of the Society must organize frequent clinical meetings, conferences, workshops, seminars, symposia, CME programs, refresher courses, lecture series, exhibitions, pediatric quiz program, update, community survey program, parent - teachers D medical professionals program and other programs on various aspects of child health, socio D economic conditions or any such program which are relevant under particular situation in the ordinary course. However, the Executive Board may regulate program if it deems necessary.

22.17.3 All branches shall explore possibilities to publish and may publish health educational materials, books and periodicals in concurrence with the Society's policy and not contrary to it. It is not open to the branch to publish journal.

22.17.4 District/City branches shall be required to complete a list of sub-centres, PHCs, upgraded PHCs, District Hospitals, private & public health centers and major private hospitals and nursing homes and update the same as and when necessary.

22.17.5 District branch/city branch shall guide and advise those listed in Rule 20.17.4 on recent advances in medical care and equipment related to child healthcare.

22.17.6 State/District/City branches shall take up issues relating to inadequate staff, improper medical care, non – availability of essential drugs, irrational use of sub-standard and useless drugs, irrational combinations of the drugs, Irrational advertisements related to child health in lay press or electronic media with the appropriate authority

22.17.7 All branches shall be required to maintain records of all their activities in a form suggested by the Society and furnish the same to the Society along with Annual Report, and as and when called for.

22.17.8 There will be meeting between Office Bearers of the Society with the Presidents and the Secretaries of various branches of the Society at the Annual Conference.

22.17.9 All branches shall be required to submit proposed activities to be taken up by them for the succeeding year. Any subsequent change/addition in the program should be intimated to the Society by 15th of every month.

22.17 .10 The State Branches of the Society shall be required to submit evaluation report on the performance of District/City branches under the State Branches on a prescribed form within 3 months of closing of financial year of the State Branches.

22.17.11 A branch may be derecognized if it acts against the objectives of Society or bring discredit to the Society. After being given a chance to the branch concerned, such recommendation for de-recognition of the branch shall be made by Executive Board to be ratified at the subsequent Annual General Body meeting of the Society.

22.17.12 All the branches shall sign a memorandum of understanding with Central IAP, as prescribed by Executive board of the IAP.

22.18 The Society may award President's Shield/ any other Awards to State and local branches for meritorious services as per guidelines given by the Executive Board from time to time

22.19 In matters not provided by these rules, the rules and regulations of the Indian Academy of Pediatrics shall, as far as possible, apply to the working of the branches. In case of any dispute relating to the working of the branches the same shall be brought to the notice of the State Branch/Society and the decision of the Executive Board of the Society in such disputes shall be final and binding on all the branches.

22.20 Finances of Branches

22.20.1 The office bearers of the branch shall get the branch registered under Societies Registration Act and Public Trust Registration Act of the Government of India and/or the State Government and/or as required by the statutory bodies of the Government at local level where the branch office is located.

22.20.2 The branch shall maintain regular books of Accounts and get the same audited by a Chartered Accountant and ensure compliances with the provisions of Income Tax Act, 1961 as required by the Government of India/State Government/Semi Government/Local Statutory Authorities and other applicable statutes as required from time to time.

22.20.3 The branch shall submit to the Society a copy of the Audited Accounts and the Annual Report not later than October 31, every year of the year ended March 31.

22.20.4 The branch shall raise funds by way of subscription, advertisements, registration fee for programs, donations, sponsorship etc as per the guidelines given by the Executive Board of the Society from time to time.

22.20.5 The Executive Board of the Society or its nominee reserves the right to inspect the Books of Account and documents maintained and audited by the branch.

22.20.6 Significant contribution from the savings of the conferences of the branches should be made to the Society as decided by the Executive Board from time to time.

22.20.7 In the event of dissolution of the branch for any reason whatsoever, the residue of funds and assets of such branches shall be donated and transferred to the Society.

23. Annual Conference of the Society

23.1

23.1.1 There will be an Annual National Conference of the Society to be organized by invitation, a scientific program and to convene Executive Board Meeting and Annual General Body Meeting. Bid for the same will be invited by the Secretariat/central office at least two years in advance.

23.1.2 There will be annual zonal conference of the society every year of each zone, presided by Vice -President of that Zone. These shall be held before 30th September of every year. These conferences be clubbed with annual conference of the state branch hosting the Zonal conference. These Zonal conferences preferably be clubbed with annual conference of one of the sub-specialty chapter of the society. Vice-President of that zone, chairperson of the concerned sub-specialty chapter and President of the State hosting the zonal conference and organizing secretary of the zonal conference shall decide the scientific program of the conference amongst themselves by a consensus. These Zonal conferences must be without frills as far as possible. Sharing of the profit, if any from the conference will be in a ratio of CIAP 30%, Participating chapter 20%, State branch hosting the conference 10% and remaining 40% with local/city branch organizing the zonal conference. Any dispute regarding any matter will be referred to Executive board of the society and decision of the President and Executive board shall be binding to all concerned.

23.2 An invitation for the National annual conference of the society – Pedicon, can be extended by a recognized branch of the Society. However, before extending the invitation by the recognized branch of the Society, a prior formal general body meeting of the members of that branch should be called to elect the organizing Chairperson, Organizing Secretary and Treasurer for the event, so that they get the full support and active participation of all the members of the branch. The bidding Local branch should submit the bid to the Society with a copy to the State Branch and in the event the State Branch bids for the conference in such a case the State Branch should mark the copy of the bid to the Local branch of the host city.

The bidding branch must have their own PAN Card Number, registration under 12AA of Income Tax, branch shall be registered with the Registrar Society/Public Trust authority/any other authority as per rules & regulations of the local state Government. Bidding branch must submit audited accounts of the branch of last 3 financial years (year ended last 31st March and preceding two more year), along with the bid, a Demand Draft as Bidding fee as prescribed by Executive Board in favor of "Indian Academy of Pediatrics", payable at Mumbai, or NEFT/ RTGS transfer in "Indian Academy of Pediatrics" account , has to be submitted with the Bid. Bidding branch must submit a detailed budget of the event along with the bid. Failing to submit all above, Bid of that branch shall be rejected summarily and shall not be considered for the scrutiny by the committee appointed by the Executive Board. The bidding branch must not be in any arrears of the society.

23.3 The venue for the Annual Conference shall be selected by the Executive Board from among the bids received as per procedure specified hereinafter-

President will recommend a committee of 5 members with the approval of Executive Board, for scrutiny of the bids received, out of which two must be previous organizing secretary of the National Conference of the Society PEDICON, and at least two Executive Board members. This committee will scrutinize the Bids for all papers in order, can visit the venue (At the Cost of bidding branch), can take an opinion of some event management company and then will decide the final branches for bidding.

Executive Board in its next meeting will decide the venue of the conference and by voting if necessary.

23 .4 Guidelines for protocol and organization to be followed during the Conference will be decided by the Executive Board from time to time and communicated well in advance to the Organizing Secretary of the Conference by the Secretary General of the Society.

A memorandum of understanding (MoU) will be signed by the organizing secretary, organizing chairperson and treasurer of the Organizing committee of the PEDICON, President and Secretary of the organizing city or state branch as the case may be, and Secretary General and Treasurer of Indian Academy of Pediatrics, regarding contribution to corpus fund, sharing of the profits, internal and external audit of the event by the central office/ organizing committee and transfer of the funds within a stipulated time with sharing of the any financial liabilities to be shared by CIAPO and hosting branch proportionately. The Annual report of IAP every year should publish the Budget of the next year Pedicon and the audited accounts of the previous year Pedicon for approval by members.

23.5 The Organizing Secretary shall submit an separately audited Statement of Accounts of the conference to the Executive board of the society within next financial year after the conference is over. (Eg. PEDICON 2017 will get it accounts audited year ending 31st March 2018 and finally submit it to Executive board and these final accounts shall be published in Annual Report of 2019. After final audit all the accounts related to event PEDICON shall be closed and whatever funds are left shall be transferred to host branch.

23.6 Any international conference by society or any of its sub-specialty chapter or group or any state/ city branch shall be organized only after the approval of the Executive Board of the society. For any such international event Executive Board of the society shall chose the Venue, Organizing Team, scientific program and Dates in discussion with the concerned organ of the society. Any such event without the approval of the Executive board shall not be an official event of the society IAP and such organizers sub-specialty chapters and/or state and/or local city branches shall not be allowed to use banner and logo of the society. Any violation shall follow appropriate punitive action as decided by executive board of the society, against the organizers.

24. IAP Sub specialty Chapters / Groups

24.1 Minimum 2% of the total membership strength of the Society is required for formation of the Subspecialty Chapter of the Society at the time of application. However, interest group may be formed with minimum 1% of the total membership strength of the Society at the time of application. The Executive Board shall grant recognition to the Chapter / Group at its subsequent meeting held after receipt of application. A specific objective for formation of sub-specialty chapter or interest group must be specified in the application, which must not be in conflict with any other existing sub-specialty chapter or group. The rules governing the Chapters shall be applicable to Groups as well, unless otherwise specified by the Executive Board to the contrary.

A memorandum of understanding approved by the Executive Board of IAP, regarding use of Logo of IAP, Membership, Registration of the chapter/ Group, Finances, submission of annual report including membership list, any change in constitution of the chapter/Group, role of Indian College of Pediatrics, conferences, shall be signed by the secretary of the concerned sub-specialty chapter/Group and Secretary General of the society IAP.

24.2 Aims

24.2.1 To establish & promote knowledge and interest in different Pediatric Subspecialties.

24.2.2 To promote and conduct research in Pediatric Subspecialties.

24.2.3 To impart specialized training in Pediatric Subspecialties.

24.2.4 To identify and establish specialized Pediatric Subspecialties Training Centres. 24.2.5 To organize scientific meetings on Pediatric Subspecialties.

24.3 Rules and regulations of Sub specialty chapters / groups

24.3.1 Chapters/Group will be known as “Indian Academy of Pediatrics – Subspecialty Chapter/ Group on “(name of the subspecialty to be indicated)”

24.3.2 The Office Bearers of the IAP Subspecialty Chapters/Group shall get their IAP Subspecialty Chapter/Group registered under Societies Registration Act and/or Public Trust Registration Act of the Government of India and/or the State Government as required by the statutory bodies of the Government at local level where the office of the IAP Subspecialty Chapter is located

24.3.3 Members will be enrolled by the Executive Committee of the respective subspecialty chapters/Group of IAP. Membership shall be of three classes, namely: a) Life, b) Associate Life, c) Affiliate life

24.3.4 Only those who are Life/Associate Life members of the Society are eligible for Life/

Associate Life membership respectively of the IAP Subspecialty Chapters/Groups. Non-IAP members having interest in the subject could be taken as affiliate life members of the subspecialty chapter/groups

24.3.5 Only Life members of the Subspecialty Chapters/ Group shall have voting rights in their meetings or to participate in election or to become Office Bearers or Executive Members of the Chapter/Group. However, other category members can be co-opted on the Executive Committee of the chapter / group by the Executive Committee of the Chapter / Group, but without any voting right.

24.3.6 Office Bearers: Each IAP subspecialty Chapter shall have following Office Bearers:

a) Chairperson

b) Secretary

c) Treasurer

d) Five or in multiply of five- Executive members from amongst Life members of the concerned Chapter/Group, one or more but equal from each zone.

The Office Bearers and the members of the Executive Committee of IAP Subspecialty Chapters/Groups will be elected from amongst the Life members of the respective IAP Subspecialty Chapters/Groups by secret postal ballot papers

No member of the society can be office bearer of more than one chapter at any given time.

24.3.7 The IAP Subspecialty Chapter/Group shall raise funds by way of subscription, advertisements, registration fee for programs, donations, sponsorship etc as per the guidelines given by the Executive Board of the Society from time to time.

24.3.8 The IAP Subspecialty Chapter/Group shall maintain regular books of Accounts and get the same audited by a Chartered Accountant and ensure compliances with the provisions of Income Tax Act, 1961 as required by the Government of India / State Government / Semi Government / Local Statutory Authorities and other applicable statutes as required from time to time.

24.3.9 The Executive Board of the Society or its nominee reserves the right to inspect the Books of Account and documents maintained and audited by the IAP Subspecialty Chapter/Group.

24.3 .10 The IAP Subspecialty Chapters/Groups shall submit to the Society a copy of the Audited Accounts, membership list, updated copy of their Memorandum of Association and the Annual Report not later than October 31, every year of the year ended March 31, failing which the chapter shall not be allotted any symposia in PEDICON.

24.3 .11 Significant contribution to be made by the Chapter/Groups from the savings of their conferences to the Society as decided by the Executive Board from time to time.

24.3.12 All IAP Subspecialty Chapters shall be required to project "Indian Academy of Pediatrics"

as the parent organization in their memorandum of association, all its publications and stationery shall publish names of office bearers in all their publications. They shall also publish names of central IAP office bearers in all their publications and stationery

24.3 .13 All IAP Subspecialty Chapters shall restrict their academic activities to their respective specialty only. All sub-specialty chapter will be member of Indian College of Pediatrics (ICP), and will be affiliated to the ICP for their training programs, courses, publications and their fellowships

24.3.14 A joint meeting of Office Bearers of IAP with the Chairman and Secretaries of all IAP Subspecialty Chapters shall be held during the Annual Conference of the Society.

24.3.15 A member of the Executive Board of the Society will be deputed as a nominee of the Executive Board of the Society on the Executive Committee of Sub specialty Chapter and the Secretary General and the President of the Society shall be Ex-officio members of all IAP Sub specialty Chapters. The nominee and the Ex-officio shall be given due notices of all meetings of the IAP Sub specialty Chapter by the Secretary of the Chapter.

24.3.16 IAP Subspecialty Chapters may publish tabloids/periodicals to promote all or any of its objectives in concurrence with the Society's policy and not contrary to it. The chapter can publish its journal, it has to be published as per the guidelines and ethics prescribed by the International Medical Journal editor's association. The chapters may circulate tabloids/periodicals/journals to the members of the chapters and/or to the members of the society (Central IAP) or to any interested persons at the subsidised cost or free of cost to disseminate and update scientific knowledge on recent advances in the science of pediatrics.

24.3 .17 All IAP Sub specialty Chapters shall maintain a register of its members.

24.3 .18 The registration number and the logo of the Society shall be displayed on the letterhead of all the Chapters.

24.3.19 To promote all or any of its objectives, the subspecialty Chapters may appoint State and City Coordinators or Committees.

24.3 .20 The Annual Report of the activities of all IAP Sub specialty Chapters should reach the Society not later than the date decided by the Central Office every year not later than 31st October every year.

24.3.21 Annual Convention – Each Sub Specialty Chapter/Group can conduct their own Annual National Conference of their own or preferably with any one of the Zonal conferences.

24.3.22 Significant contribution from the savings of the conferences of the Chapters should be made to the Society as decided by the Executive Board from time to time.

24.3.23 On all matters of dispute, decision of the Executive Board of the Society and / or General Body of the Society shall be final and binding.

24.3.24 Subject to rules and regulations of the IAP, for matters not provided for in these rules and regulations, each IAP Sub specialty Chapter shall be free to govern itself in such manner as it thinks fit and for that purpose to make from time to time rules and regulations not inconsistent with the rules and regulations of the IAP and such rules and regulations and modifications shall be subjected to ratification by the Executive Board of IAP.

24.3 .25 In the event of dissolution of the Chapter for any reason whatsoever, the residue of funds and assets of such chapters shall be donated / transferred to the Society as applicable.

25. Family Benefit Scheme

The Family Benefit Scheme registered as Family Benefit Society and launched by the Society will be under the control of Indian Academy of Pediatrics President of the Society IAP shall be Patron and Advisor of the Family Benefit Scheme. President IAP shall officiate and chair the meeting of FBS if he is present. Day to day working of the FBS shall be as per their own memorandum of association. They shall have their own Rules and Regulations subject to approval by the Executive Board of the Society IAP. Any amendment in the Memorandum of Association of the Scheme shall be informed to the executive board of society IAP, and shall be applicable and conclusive only after the approval of the Executive Board of society IAP. The Secretary of the Family Benefit Society (Scheme) should present their Reports and Accounts to the Executive Board of the Society held during the Annual Conference.

Hon secretary General shall be ex-officio of the scheme.

A Memorandum of understanding as approved by the Executive board of the IAP shall be signed by the Secretary of the Family Benefit Scheme and Secretary General of the IAP regarding use of Logo of IAP, Registration, Finances, submission of annual report including membership list, any change in constitution of the scheme, Audit of the scheme, Internal audit Etc.

Since scheme is a part of IAP which is a public Trust, all the rules regarding the financial management of Trust act shall be applicable on the Family Benefit Scheme also.

Executive Board shall appoint two of its members (Non-members of FBS) as Finance Vigilance officers for scrutiny of the financial management of the FBS and shall report to the Executive Board of the IAP.

The financial liabilities, if any, arising out of the scheme will be the sole responsibility of the Governing board and members of the scheme FBS. IAP will not be responsible and will not support the financial losses of the scheme, if any.

All regulations of the SEBI, IRDA and/or other statutory bodies governing such financial products and schemes should be adhered to by the FBS.

Any legal/statutory issues arising out of lack of statutory compliance will have to be defended by Family benefit society themselves at their own cost.

In the event of the dissolution of the scheme/ FBS for any reason whatsoever the residue of the assets and the funds of the scheme shall be donated / transferred to the Society Indian Academy of Pediatrics as applicable, after distributing the assets amongst the members of the scheme as decided by members of the society as per dissolution clause of the society FBS.

26 Litigations

The Society may sue or be sued in the name of the Secretary General.

27. Dissolution Clause

The Trust The Indian Academy of Pediatrics may be dissolved if the General Body so desired. In such an event the trust should first clear all statutory and other liabilities and remaining Assets, whether fixed Assets, Investments, Fixed Deposits, Cash & Bank balances and other receivable etc. should be either transferred to some Charitable Trust having similar object or State Government or Central Government or any such Government Corporation or body as notified by the State or Central Government from time to time, with the prior approval of charity commissioner. In no circumstances any of the trust's fund or assets can be utilized for any personal use by the Trustee's or office bearers or Committee Members for their own benefit or benefit to their associates, which is strictly prohibited. IAP EB recommends appropriate changes in the bye laws of society.

28. Alterations of rules

The rules shall not be altered, amended or added to except by a resolution duly notified and passed at a Special General Body meeting of the Society (at which no other business shall be discussed) by a three fourths majority of the members present and ratified one month later by another Special General Body Meeting / Annual General Meeting.

29. INDIAN COLLEGE OF PEDIATRICS

29.1 Indian college of Pediatrics shall be an integral part of Indian Academy of Pediatrics. ICP will serve as an academic wing of IAP. Administrative and financial control of the ICP shall be vested

with the executive board of the IAP. Office of the Indian College of Pediatrics will be at Delhi/ NCR.

29.2 Mission and functions of the Indian College of Pediatrics

1. Capacity building in the specialty of Pediatrics & all its sub-specialty by training, seminars, CME's, conferences and different academic courses for the members of the society and other personnel associated with child health.
2. To ensure standard and quality in different courses, Fellowships, certificate courses and other academic courses run by IAP and its sub-specialty chapters.
3. Formulation of appropriate syllabi and skills for Undergraduate and Post Graduate teaching and recommending the same to NBE, MCI, NMC, UGC, Different deemed universities and other universities, colleges and other academic / educational bodies.
4. To formulate, suggest and promote research and publication activities in the field of Pediatrics at different levels by all means.
5. To promote and ensure standard & quality of Publications of IAP and all its sub-specialty chapters
6. To formulate and suggest academic activities to IAP and all its sub-specialty chapters for immediate and long term.
7. To liaison with MCI/ NMC/ NBE/ UGC/ any other institute or academic body for approval and/ or recognition of courses run by IAP-ICP.
8. To coordinate/organize any other academic activities of IAP, as directed the Executive board from time to time.
9. To liaison with any National or International academic/ Professional Body for the academic activities related to IAP and its sub-specialty chapters.
10. To establish or suggest any travel fellowship / award / grants to post graduate students, teachers and others as per directives of Executive board of IAP.
11. To promote and ensure all publication of IAP and all its sub-specialty chapters through National Publication House / International Publication House as the case may be.
12. To administer all incidental work/duties related to academic activities of IAP and all its sub-specialty chapters.

- 13.To formulate curricula for various courses, selection of the candidates, accreditation of the various centers for training, selection of guide and examiners for various courses in association with concerned sub-specialty chapter.
- 14.To conduct entrance and exit examination for various courses in association with concerned sub-specialty chapter.
- 15.To collect various charges/fee for entrance and exit examinations, course fee from candidates, fee for accreditation from various institute and any other charges as decided by the Executive Board of IAP and its sharing with the concerned chapters
- 16.as decided between Sub-specialty chapters and ICP and approved by Executive board of IAP.
- 17.To make MoU with any other agency for carrying out the functions enumerated above with the approval of the Executive board of the IAP.
- 18.To ensure quality and timely publication by NPH & IPH.

29.3 Administrative Set up of ICP

The College shall be governed by 3 Councils, as follows; in hierarchical order.

- A. Governing Council (GC)
- B. Academic Council (AC)
- C. Executive Council (EC)

Their composition will be as follows:

29.3.1 Governing Council: Governing Council will be the supreme body to take the policy decisions and provide direction to Executive Council and ratify the decisions of Academic Council. Governing council shall be appointed by Executive Board of IAP for a period of three years. All the office bearers and members of Governing council can be appointed for one more term of three years by Executive Board.

It shall have

1 Chairperson –

1 Co-Chairperson – President Of IAP shall be co-chairperson of the Governing Council.

1 Convener/Dean

1 Member secretary/Registrar

and 5 members.

Hon. Secretary General, IAP shall be the ex-officio member of the Governing Council.

Chairman of the Governing Council will be overall in charge of the ICP. He can direct any council for any meeting or work whenever he thinks fit, as per charter of the ICP. He can officiate any meeting of any council. Chairman of the Governing Council will suggest names for various councils to be approved by Executive board.

29.3.2 Academic Council: AC is primary responsible for taking all technical decisions to ensure standards and quality assurance of fellowship programs, and other matters referred to it by the EC.

The academic council (AC) shall constitute of 10 members, nominated by the Chairperson and co-chairperson of the Governing Council and approved by the Executive board. Academic Council shall be chaired/convened by the convener/Dean of the ICP. There shall be at least 5 members from Delhi/NCR.

Maximum Five members can be changed every year.

Maximum term for any member in Academic council shall be 3 years.

29.3.3 Executive Council: This will be the executive wing of College. EC will be responsible for a day to day running of the College activities and implementation of decision taken by the GC/AC.

The executive council (EC) shall be constituted by the

- One technical expert appointed by chairperson/ Governing board of member Chapters of ICP (membership to a chapter will be by application to Governing Council)

- Four members to be nominated by the IAPEB

- 5 members to be nominated by the Governing Council.

Executive Council will be chaired/convened by the Member secretary/Registrar.

(Members: all sub-specialty chapters / Groups have to become members of the ICP in order to use the IAP logo, name and certification. Such a membership will be by application to the

College. No chapter shall be allowed to run any fellowship or any other academic course and any publication (Except periodicals and Journals) except through ICP). All certification/ Publications shall be in combined name of IAP- ICP – concerned chapter.

29.3.4 Advisors: The College will have a panel of 10 advisors for a term of three years and eligible for one more term, to be nominated by President IAP and ratified by the EB from amongst the senior and exemplary teachers apart from Nominees from MCI/ NMC / NBE/ ICMR / MOHFW.

29.4 Finance

29.4.1 ICP shall be supported financially by IAP. Governing council must strive for financially self-sufficient ICP. All the financial responsibilities of ICP lies with Governing Council.

29.4.2 ICP shall not take any sponsorship from any pharmaceutical company

29.4.3 Accounts of ICP shall be with the accounts of IAP. The ICP shall prepare an annual budget and submit it for consideration and sanction of the Executive Board every year. The ICP shall have power to submit supplementary budgets for any year at any time during the year.

29.4.4 The ICP shall prepare an Annual Statement of Accounts and Balance Sheet showing the financial position of ICP, get it audited by the Auditors of IAP and submit it for adoption by the Executive Board

29.4.5 The ICP shall have the power to operate banking account or accounts in scheduled banks approved by the Executive Board with PAN number of IAP and to spend money for various purposes listed above according to the budget estimates sanctioned by the Executive Board. Such accounts shall be operated by Chairman, Dean and Registrar jointly with any two out of three signatories for banking purpose.

30. Powers & Functions of the Vice Presidents

30.1 To preside over the Zonal conference of his Zone.

30.2 To Preside over the meetings of Executive Board or General Body in absence of President and President-Elect. This will be as per seniority of the Vice-Presidents by age. The senior most

Vice-President by age will be on stage during PEDICON inauguration and Valedictory functions and all other ceremonial functions of society IAP.

30.3 To officiate as President of the society in case the post of President and President-Elect both are vacant, till the scheduled arrangements as per rule 11.10 are made.

31. Grievance Redressal Cell

A grievance redressal cell suggested by the President and approved by the Executive Board of the society shall be formed every two years to look into any complaint or grievances of any member of the society. There shall be five members in the cell, one from each Zone and Immediate Past President as its Chairperson along with President and President Elect.

32. Drug Formulary

32.1 Office of the Drug Formulary shall be situated at Kochi.

32.2 Nominations for the post of Editor-in-Chief of Drug Formulary shall be invited from amongst Life members of Society from anywhere in India. This can be advertised in all the three publications of the Society i.e. Indian Pediatrics, Indian Journal of Practical Pediatrics and Academy Today at scheduled time. The nominations will be then scrutinized by a committee appointed by the Executive Board, and the Editor-in-Chief will be appointed/elected by the Executive Board as necessary. The eligibility criteria for Editor - in Chief are that he / she must have served the journal (Drug Formulary) or any other reputed indexed journal for at least 6 years in combination or isolation as member of Editorial Board, Executive Editor, Associate Editor and / or Managing Editor

32.3 The Editor-in-Chief of Drug Formulary shall be assisted by Journal Committee, the composition of which shall be as follows:

The Editor-in-Chief

The Executive Editor

The Associate Editors (2)

Executive Members (5)

Tenure of the Editor-in -chief of the Drug Formulary shall be two years and he shall not be eligible for re-election for Editor-in-chief of Drug Formulary and/or any post in Journal committee of the Drug formulary.

32.4 President of the society will be overall in charge of the Journal Committee of the Drug Formulary. The Editorial Advisory Board for Drug Formulary consisting of 5 members and Secretary General of the Society as Ex-officio shall be appointed by the Executive Board for 1 year from amongst Life and / or Fellow members of the Society on the recommendations of the Editors-in-Chief of Drug Formulary and approval of the EB.

32.5 The members of the Journal Committee of Drug Formulary shall be appointed by the Executive Board ordinarily for a period of two years on the recommendations of the Editor-in-Chief of the Drug Formulary.

32.6 The Editorial Advisory Board for Drug Formulary consisting of 5 member with President and the Secretary General of the Society as Ex-officio shall be appointed by the Executive Board for 1 year from amongst Life and / or Fellow members of the Society on the recommendations of the Editor-in-Chief of Drug Formulary

32.7 The functions and powers of the Journal Committee of Drug Formulary

32.7.1 The Journal Committees shall assist Editor-in-Chief of Drug Formulary in the regular publication of the Drug Formulary

32.7.2 The Journal Committee of Drug Formulary shall meet twice in a year.

32.7.3 The Journal Committee of Drug Formulary shall be responsible for the arrangement of the business of the Journal, its printing, web posting, updating, web maintenance, securing advertisements, circulation and distribution of the Journal among members and/or subscribers and others as the case may be

32.7.4 The Journal Committee of Drug Formulary shall prepare an annual budget and submit it for consideration and sanction of the Executive Board every year

32.7.5 The Journal Committee of Drug Formulary shall prepare an Annual Statement of Accounts and Balance Sheet showing the financial position, get it audited by the Auditors appointed by the Executive Board and submit it for adoption by the Executive Board.

32.7.6 The Journal Committee of Drug Formulary shall prepare an annual report of the working and submit the same to the Executive Board for such action as it deems fit.

32.7.7 The Journal Committee of Drug Formulary shall have the power to operate account in any scheduled bank approved by the Executive Board and to spend money for various purpose according to the budget estimates sanctioned by the Executive Board.

33 Signatories for Banks and other financial institutions

There has to be at least three Signatories for all publication / journal committees/ any other organ/office of the society with two of three for approval in banks or any other financial institution. Resolution given by these all organs to banks shall be shared with Executive Board every time.

