

Indian Academy of Pediatrics



Memorandum of Association

Effective from August 05, 2023

INDIAN ACADEMY OF PEDIATRICS

Effective from August 5th 2023

MEMORANDUM OF ASSOCIATION

- 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 located at: 1st Floor, Kailash Darshan, Kennedy Bridge, Mumbai - 400007 and

Corporate office at: Plot No.51, 5th Floor, Kamdhenu Business Bay, Sector 1, Juinagar East, Nerul, Navi Mumbai – 400706.

II (a) The registered office of the Society shall be within Mumbai Metropolitan Region. The area of operation of the Society shall be all over India.

II (b) (i) Official website of the Society shall be “www.iapindia.org”

(ii) Official email of the Society shall be “centraloffice@iapindia.org”

III. AIMS AND OBJECTIVES

The Aims and Objectives of the Society duly registered under the Societies Registration Act, XXI of 1860, Maharashtra State, bearing No. BOM 127/1963 GBSSD dated 3rd December 1963 and under Bombay Public Trust Act, 1950 (Bom. XXIX of 1950) at the Public Trust Registration Office of Greater Bombay Region, bearing No. F-1166 (Bom) dated 30th May 1964 are:

1. To serve as advocates for Newborns, Children and Adolescents and help their families with reference to the 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 the code of ethics of the Medical Council of India (MCI) / National Medical Commission (NMC) / equivalent National Statutory Body and as specified under the provisions of Code of Ethics of IAP.
4. To organize, establish, conduct, superintend, control or assist the institutions for promoting directly or indirectly the practice, study and research in Pediatrics in any of its aspects by any appropriate means/platforms.
5. To establish and maintain libraries, reading rooms, laboratories and research centres for the promotion of its aims and objectives by any appropriate means/ platforms.



6. To provide facilities to members, students, 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 establish, maintain, or award fellowships, prizes, certificates, and diplomas of proficiency in the science of Pediatrics, and conduct professional tests, examinations, or other scrutiny as may be prescribed from time to time, either independently or in collaboration with other bodies.
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 aims and objectives.
9. To organize Conferences, Lectures, Meetings, Seminars, CMEs, Exhibitions, and Training programs by physical and/or digital platforms, for the promotion of its aims and objectives.
10. To facilitate the formation of Branches I Sub-Specialty Chapters of the Society for promoting all or any of the aims and objectives of the Society.
11. To assist the Government and Public Health Institutions in the formulation and implementation of Child Health Policies.
12. To cooperate, affiliate with other professional bodies and engage in such other forms of activities as may be decided upon by the Society from time to time to accomplish the aims and objectives of the Society.
13. To formulate and provide guidelines/criteria for accreditation, examinations and curriculum for various Courses/Fellowship Programs and any other academic activities by its Subspecialty Chapters and affiliated/authorized institutions.
14. To start the social welfare schemes for members and their families at large.
15. To provide healthcare to underprivileged and differently-abled children through any of its Branches and Subspecialty Chapters and its Members.
16. To carry out any such charitable activities to help society, especially underprivileged and differently-abled children, victims of natural/man-made disasters/pandemics directly or through the Government and/or NGO.
17. To help by any means families of Armed forces of the country during war or peace for child healthcare.
18. To conduct and take actions as may be necessary to the attainment of the above aims and objectives or any of them.

RULES AND REGULATIONS

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

2. OFFICES

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

- 2.1 The registered office of the Society shall be located at 1st Floor, Kailash Darshan, Kennedy Bridge, Mumbai - 400007 and

Corporate office at Plot No.51, 5th Floor, Kamdhenu Business Bay, Sector 1, Juinagar East, Nerul, Navi Mumbai-400706.

- 2.2 The Editorial Office of the Journal, “Indian Pediatrics” shall be situated at 115/4, Ground Floor, Gautam Nagar, New Delhi-110 049, India.

Corporate Office of the Journal, “Indian Pediatrics” shall be situated at No. 14 (Third Floor), Lobe-2, Tower-A, situated at Plot No. A-41 (known as the CORENTHUM), Sector-62, Noida, District Gautam Budh Nagar, Uttar Pradesh.

- 2.3 The Office of the “Indian Journal of Practical Pediatrics” shall be situated at No.1A, Block II, Krsna Apartments, 50, Thamizh Salai (Halls Road), Egmore, Chennai - 600 008, Tamil Nadu.

- 2.4 The Office of the “Family Benefit Society (FBS)” shall be situated at 101, Doshi Square, above Bikanervala, Hyderguda-Basheerbagh Road, Basheerbagh, Hyderabad, Telangana State-500029.

- 2.5 The Office of the ‘IAP Drug Formulary’ shall be situated at 7th Floor, IMA House, JN International Stadium Road, Palarivattom PO, Kochi-682025.

- 2.6 More Offices as per the need of the Society, as approved by the General Body of the Society can be formed.

- 2.7 The Office of the “Indian Academy of Pediatrics-Indian College of Pediatrics” (IAP-ICP) shall be situated at the Delhi NCR region.

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 the 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 a member of the Society.



4. MEMBERSHIP

- 4.1 The membership of the Society shall be of three categories namely:
- Fellow
 - Life
 - Associate Life
- 4.2 To be a 'Life Member', the following criteria are essential:
- Resident Indian Citizen.
 - Post-Graduate Degree/Diploma in Pediatric Modern Medicine recognised by National Medical Commission or any equivalent National Statutory Body and registered in State Medical Council.
 - Approval by the Executive Board of the Society.
- 4.3 Any person possessing MBBS or equivalent degree recognized by the National Medical Commission or any equivalent National statutory body shall be elected as an Associate Life Member of the Society.
- Such a person shall either be:
- Resident Indian Citizen
 - Eligible Non-Resident Indian or
 - 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 a 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 the Executive Board.
- 4.5 If a person has given false information to attain the membership or subsequently to continue the membership, his membership may be denied, cancelled or revoked. The Executive Board is authorized to decide in this regard and also recommend disciplinary action against such persons.

4.6 FELLOW MEMBERS

4.6.1 Any Life Member of the Society (should have been a member of the Society for ten complete years consecutively as on or before 1st January) 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 a Fellow Member by the Executive Board in the manner hereinafter provided. Maximum such Fellowships granted in a year shall be one per thousand members having voting rights subject to a qualifying mark of 70% as per the criteria decided by the Executive Board.

The President and the Secretary General of the Society on demitting the office shall be elected as Fellow Members of the Society (provided they have not been conferred Fellowship previously).

Honorary Fellowship can be bestowed to any non-IAP person, who has rendered his selfless services to the cause of Child Health, after approval of the Executive Board of the Society, subject to a maximum of two per year. Such Honorary Fellows shall not enjoy the Life Member's privileges including the voting rights and their names shall not be entered into the Membership Registry.

4.6.2 Any person who is an Associate Life Member of the Society (should have been a member of the Society for ten complete years consecutively as on or before 1st January) and who in the opinion of the Executive Board, has rendered outstanding services for the furtherance of the objectives of the Society, may be elected as a Fellow Member of the Society by the Executive Board of Society in a manner hereinafter provided subject to a limit of two per year (over and above the Fellowships awarded to Life Members). However, such Fellows shall not have voting rights.

4.6.3 The nominations for Fellowship shall be duly proposed and seconded by Life/ Fellow Members (should have been a member of the Society for ten complete years consecutively as on or before 1st January) of the Society in an appropriate format with recommendations for such a proposal. A Life/Fellow Member can either 'propose' or 'second' a maximum number of 2 life Members in a particular year. Such recommendations shall be submitted to the 'Fellowship Committee' constituted for that year by the Executive Board. This 'Fellowship Committee' shall be a five-member Committee consisting of the President, the President Elect, and three preceding Immediate Past Presidents of the Indian Academy of Pediatrics. The names recommended by such Committee shall then be approved by the Executive Board.



5 CONTRIBUTIONS TOWARDS CORPUS FUND

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

- 5.1 A contribution for the Corpus Fund shall be paid, as decided by the Executive Board from time to time, by all the categories of new members on their application for membership.
- 5.2 PG students need to pay the full contribution for the corpus fund along with the application in a single payment by any mode. Those who fulfil the criteria as described in Rule 4.2 can be inducted as Life Members later on. Till such time, they shall remain as Associate Life Members.
- 5.3 A Resident Indian citizen after attaining the age of 65 years wishes to enroll himself as a Life or Associate Life member may do so on payment of 50 % of the prevailing Life/ Associate Life Membership contribution towards Corpus Fund in one lump sum.

6 PROCEDURES FOR MEMBERSHIP

- 6.1 A Life/Fellow Member may propose any person who fulfils the criteria laid down above in rules 4.2 and 4.3 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 the 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 the Corpus Fund according to the specified membership category as per the current rates as decided by the Executive Board from time to time.
- 6.4 The office of the society shall scrutinize the proposals from time to time for the election of the members and then shall recommend such proposals to the Executive Board for approval.

7 REGISTRY OF MEMBERS

The Secretary General shall keep, maintain and regularly update a Registry and/or Computerized Record in which the names, last known local addresses, mobile numbers and e-mail ID of the Fellow, Life and Associate Life Members shall be entered with the dates of their election and cessation of membership, if any. Any entry in the Registry and/or Computerized Record of Members shall be deemed final regarding admission or cessation of membership and their respective addresses.

8 RIGHTS AND PRIVILEGES OF MEMBERS

A member shall be entitled to the following privileges;

- 8.1 To attend the Annual General Body Meeting / Special General Body Meetings of the Society.
- 8.2 To receive official communications from the Society.

To receive all the publications of the Society in any prescribed format either free of cost or at a rate fixed by the Executive Board from time to time.
- 8.3 To attend all the meetings and conferences arranged or organized by the Society or its Branches or its Subspecialty Chapters by paying the prescribed fees if any.
- 8.4 To use the reading rooms, libraries and educational digital assets maintained by the Society and to consult and use these educational materials on such terms and conditions as may be prescribed by the regulations made by the Executive Board.
- 8.5 To enjoy any such other privileges or benefits as may be determined by the Executive Board.
- 8.6 All official communications and digital publications of the Society shall be sent only to the registered email ID as per the Registry of Members maintained with the Society.
- 8.7 An Associate Life Member/ Honorary Fellow Member shall neither be eligible to be elected to the post of Office Bearer/Executive Board Member nor shall have the right to take part in elections or vote at any Meetings or Elections of the Society or its Branches and Subspecialty Chapters.
- 8.8 Eligible voter's list shall be as per the Registry of Members as on 31st July of that year. The total number of eligible voters and each eligible voter's membership number shall be published on the official website of the Society on 1st August of that year.
- 8.9 A Life/Fellow Member shall be eligible to be elected to the post of Office Bearer/Executive Board Member and shall have the right to take part in elections or vote at any Meetings or Elections of the Society or its Branches and Subspecialty Chapters.
- 8.10 A Member is entitled to attend the Conferences, Workshops, Lectures, Meetings, Seminars, CMEs, Exhibitions, Training Programs or any other Programs of the Society or its Branches and Sub Specialty Chapters.
- 8.11 A Life/Fellow Member shall be eligible to be nominated to the Committees of the Society.

9 SUSPENSIONS OF MEMBERSHIP

A Member guilty of infamous conduct (as defined under the ethical code by the National Medical Commission (NMC) or of acts prejudicial to the interests of the Society, which also include financial irregularity in relation to the Society may be suspended.



- 9.1 In the event of a written complaint being received against a Member by the office of the Society in a standard format as prescribed by it, the same shall be submitted to the Grievance Redressal Cell (as formed according to rule 31). The Grievance Redressal Cell then shall investigate the complaints made against such Members without any bias, partiality, or prejudice.

A copy of the complaints shall be sent through a registered post and to the registered email ID of the accused Member within 2 (two) weeks from the date of receipt of the complaints against such Member.

Thereafter, the accused Member shall respond to the complaints within 4 weeks by registered post to the official address and/or to the official email of the Society.

Based on the complaints and the response, the Grievance Redressal Cell shall submit its report to the Executive Board within 4 weeks.

The Executive Board by a three-fourth (3/4th) majority may decide the course of action, which also includes suspension of such accused Member for a maximum period of 12 (twelve) months. The decision of the Executive Board shall be conveyed to the accused member to his registered email/postal address. Further course of such suspension shall only be decided by a three-fourth (3/4th) majority at the General Body Meeting.

- 9.2 If any Member is convicted by the Court of Law for a criminal offense, the Executive Board may take Suo moto action and suspend the Member by a three-fourth (3/4th) majority. Further course of such suspension shall only be decided by a three-fourth (3/4th) majority at the ensuing General Body meeting.
- 9.3 A suspended Member may be reinstated by the decision which is first proposed by the Executive Board by a three-fourth (3/4th) majority, then passed by a three-fourth (3/4th) majority of the members present at the General Body meeting.

10. TERMINATION OF MEMBERSHIP

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

- 10.1 A Member may resign from his membership by giving a notice in writing or through his registered email. The resignation shall take effect from the date on which the notice is received in the office of the Society. In case of resignation by an Office Bearer, one calendar month notice of the resignation shall be necessary and the concerned Office Bearer shall continue to serve till a successor is elected/selected or appointed, as the case may be within 30 days.

The resignation, however, shall not absolve any such member from paying the dues and arrears if any to the Society.

- 10.2 A Member accused of being guilty of infamous conduct (as defined under ethical code by the National Medical Commission or equivalent code of ethics by equivalent statutory national bodies) or any acts prejudicial to the interest of the Society including financial irregularity, shall be suspended as per clause 9.1. The matter is referred to the Executive Board upon investigation if the guilt is proven beyond a reasonable doubt. After taking legal advice, the Executive Board by a three-fourths (3/4th) majority may propose to terminate the membership of the accused Member. Termination shall be confirmed at the Special General Body Meeting expressly called for the purpose or at the Annual General Body Meeting of the Society by a three-fourths (3/4th) majority.

Any recognition given to him by the Society at any time shall stand withdrawn on termination of membership.

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

11. GOVERNING BODY

The Executive Board of the Society, hereinafter referred to as 'EB' shall be the Governing Body of the Society.

- 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 Office Bearers amongst the Fellow and Life Members of the Society. Special invitees/ 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 anywhere in India - by All India Election.

11.2.7 Joint Secretary (Administration) - One - From Mumbai Metropolitan Region, by All India Election.

11.2.8 Joint Secretary (Liaison) - One - From Delhi, Gurgaon, Bahadurgarh, Sonipat, Ghaziabad, Faridabad and Noida, by All India Election.



11.2.9 Organizing Secretary of the ensuing National Pedicon shall be the Special Invitee to the Executive Board without any voting rights.

11.2.10 Editor-In-Chief of the Journals 'Indian Pediatrics' and 'Indian Journal of Practical Pediatrics' shall be the Executive Board Members.

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 or lower post in the hierarchy).

The term of the Secretary General, Joint Secretaries and Treasurer shall be for two years (not eligible for re-election for the same post or lower post in the hierarchy).

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 by the incumbent Executive Board within a time-bound period of three months from the date of receipt of the resignation.

11.4 The President shall not seek election to the Executive Board or as an Office Bearer of the Society or its Branches/Subspecialty Chapters after assuming and demitting the post of President.

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

11.6 One Member shall be co-opted from Defence Services by the Executive Board on the recommendations of the President amongst the members of the Society who is serving in the Defence Services. He shall also have voting rights.

11.7 The Office Bearers of the Society shall not hold more than one of these posts concurrently in the Society or any of the Branches or Subspecialty Chapters of the Society at any given time in their tenure.

11.8 The terms of all the Office Bearers and Executive Board Members shall be from January 1st to December 31st.

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:

11.10 Irrespective of the number of vacancies from any State in the Executive Board, provided that there is no representation in the EB, then the Executive Board of the concerned State Branch shall nominate any Life Member who fulfils the criteria for becoming an EB member to the Executive Board of the Society.

However, this residual term shall not be counted as a term for re-election or eligibility for any election in the future. Such elected members shall fill up the nomination form and pay the appropriate nomination fees to the Society.

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

- (i) The President by the President-Elect.
- (ii) The President-Elect by General Elections, which has to be conducted within a period of three months.
- (iii) The Vice President is to be elected by the Executive Board amongst the Executive Board members of the same Zone.
- (iv) The Secretary General by the Joint Secretary (Admin) if the leftover term of the Secretary General is less than one year. If the leftover term of the Secretary General is more than one year, then the Secretary General has to be elected by General Elections.
- (v) The Treasurer is to be selected by the Executive Board amongst themselves if the leftover term of the Treasurer is less than one year. If the leftover term of the Treasurer is more than one year, then the Treasurer has to be elected by General Elections.
- (vi) The Joint Secretary to be selected amongst the Executive Board Members of the Society of the respective region by the Executive Board of the Society.

11.12 The term of such elected/co-opted/nominated 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 shall not be counted as a term for re-election or eligibility for any elections in the future.

12. FUNCTIONS AND POWERS OF THE EXECUTIVE BOARD

12.1 The Executive Board shall exercise all such powers and do all such acts and things as per rules and regulations framed by the Society.

The Executive Board shall be the decision-making body of the Society.

12.2 The Executive Board is empowered to take decisions needed in a situation where “Rules and Regulations of the Society” are silent on those matters. However, the Executive Board shall bring the same to the notice of the General Body in the ensuing meeting.

12.3 The Executive Board may appoint Conveners and other Members of the 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 appointed to more than two committees of the Society at a time.

No Member/ Office Bearer of the Committee shall be nominated to one Committee for more than two terms consecutively.

Tenure of all such committees shall be one year.



- 12.4 The Executive Board may frame regulations consistent with these rules for regulating the procedure of the meeting of the Executive Board or its Committee, Election of the Members of the Executive Board and the conduct of the affairs of the Society.
- 12.5 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 best interest of the Society.
- 12.6 The Executive Board may appoint Secretarial, Administrative Staff, Research Officers and any other Staff for the office of the Society as deemed necessary on such remunerations and on such terms and conditions as it thinks appropriate.
- 12.7 The Executive Board shall provide a common seal for the Society and shall also provide for the safe custody of the seal. The seal shall not be used except by the authority of the Executive Board.
- 12.8 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 both the President and the Secretary General. In the absence of the President, the member officiating in his absence/authorised by the President shall undertake the responsibility to sign.
- 12.9 Every deed or other document so sealed with the common seal of the Society and signed both by the President (or member officiating in his absence/authorised by the President) and the Secretary General shall be deemed to be duly executed.
- 12.10 The Executive Board Member shall be the ex-officio Member for all the Executive Boards / Subspecialty Chapters in their respective State/District/City level Branches of the Society.

13. MEETINGS OF THE EXECUTIVE BOARD

- 13.1 Meetings of the Executive Board shall be convened by the Secretary General as per 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. Ordinarily, it shall meet a minimum of two times a year and any additional meeting shall be at the discretion of the President.

All such meetings shall not be sponsored by any commercial sponsors. Expenses of the meetings shall be borne by the Society only.

In cases of necessity, virtual meetings can be conducted.

13.2 Ordinarily, twenty-one days' notice shall be given to all the Members of the Executive Board, except in cases of emergency, where a meeting may be called at five days' notice at the expressed directives of the President. Such notices sent to the registered email ID or Mobile number (as in the Registry of Society) of the Executive Board Members shall be deemed as served.

13.3 **A Special Requisition Meeting of the Executive Board** may be requisitioned collectively, by not less than one-third of the total 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 the date and place of such a meeting shall be with the President and the Secretary General.

If there is no quorum as mentioned in rule 13.4 for the Special Requisition Meeting, the meeting shall be dissolved.

Only the specific agenda provided for the Special Requisition Meeting shall be discussed.

Only two Special Requisition Meetings shall be permitted in a year. The agenda shall not be the same in both such meetings.

13.4 The quorum for a meeting of the Executive Board shall be 50% of the Executive Board Members, of which two must be from Office Bearers. If there is no quorum within 15 minutes of the time fixed for the meeting, that meeting shall be adjourned to a later time on the same day and place. No quorum shall be needed for an adjourned meeting except in cases of special requisitioned Executive Board meetings.

Only the specific matters mentioned in the agenda can be discussed and decided upon during the adjourned meeting.

13.5 The President shall preside at the meeting of the Executive Board. In his absence, the President-Elect shall preside. In case, both the President and the President-Elect are absent, then the Vice President (in order of Seniority by IAP membership) shall preside.

In case, the President, the President-Elect and the Vice Presidents are all absent, then the Immediate Past President shall preside. In case, the President, the President-Elect, the Vice Presidents, and the Immediate Past President are all absent, then the Executive Board Members present shall elect one amongst them to preside over the meeting.

13.6 Every question/problem/dispute submitted or aroused at a meeting of the Executive Board shall ordinarily be decided according to the majority of votes cast by the members present and voting at the meeting.



In case of equality of votes, the presiding person shall have a casting vote in addition to his vote as a member. Such a decision shall be final and binding to all the members of the Society and the parties concerned.

- 13.7 If the President considers a decision is required urgently, the Secretary General may circulate a proposal to all the members of the Executive Board. If the Secretary General receives an email and/or signed hard copy of approval for this proposal from a majority of members responding within the stipulated time limit given, that shall constitute a resolution as effective as one passed at a meeting duly convened and held.
- 13.8 In any event, if the President considers that a decision is required urgently, the Secretary General may circulate a proposal for a virtual meeting (which has to be recorded) to all the members of the Executive Board, to their registered email and/or phone number.

The resolutions taken in such meetings are as effective as one passed at a regular meeting duly convened and held.

14. ELECTIONS

- 14.1 All elections to the posts of Office Bearers and the Executive Board Members, unless otherwise specified elsewhere in the Rules and Regulations, shall be conducted by an Election Committee consisting of five Returning Officers (One from each Zone).

Returning Officers shall be Life Members 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 later by the General Body.

One Chief Returning Officer shall be chosen amongst the 5 Returning Officers by the Executive Board. The tenure of the members of the Election Committee shall be for two years at a time, and the maximum period for a member to be a Returning Officer shall be for four years.

If during the tenure of the Election Committee, there arises a vacancy for the post of Returning Officer due to any reason, the Executive Board has the authority to nominate any eligible member to that post and he shall continue for the following residual term of the Committee. This residual term shall not be counted as a term to calculate the maximum four-year period as a member of the Election Committee.

The office of the Election Committee shall 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 in any General Elections of the Society for the next 2 (two) years after demitting the office.

14.1.1 The Election Committee once appointed shall become a quasi-autonomous body. Once the General Elections are declared, the Election Committee shall function autonomously to transparently conduct free and fair elections without any bias, hindrance, interference, favouritism or influence from anyone. After the conclusion of elections, the Election Committee shall submit its result or report or recommendations, only to the Secretary General of the Society.

14.1.2 Recounting of Votes:

Any contestant who desires to get the recounting of votes (e-voting/postal ballot) in his contested post, shall make a written request to the Chief Returning Officer within 48 hours from the time of the declaration of election results. The recounting shall be done at the sole discretion of the Election Committee.

14.1.3 Once the elections are declared by the Election Committee, the Code of Conduct as formulated by the Executive Board from time to time shall apply to all the contesting candidates until the Election process is completed.

14.1.4 A Member desiring to contest the Elections for any post in the Society, if is holding any post in the Society or any of its Branches or Subspeciality Chapters; shall temporarily recuse himself from the responsibilities of that post which he has occupied in the said office, until the Election process is completed.

14.1.5 Any Member desirous of contesting for any post in the Society must have cleared all his accounts for the period in which he had held any post in the Society or its Branches, or Subspeciality Chapters before filing the nominations. Such a declaration shall be given by him along with his nomination papers.

14.1.6 A Life Member shall not simultaneously contest for more than one post in the Society at a time.

14.1.7 Hierarchy of posts in the Executive Board shall be [in order of Senior to Junior posts]:

1. The President, The President-Elect, Immediate Past President
2. The Vice President, the Secretary General, Treasurer, the Joint Secretaries
3. Executive Board Member

14.2 The election of the Office Bearers and the Executive Board Members of the Society shall be held by secret ballot / E ballot, as per the guidelines issued 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 the Executive Board Members (except the nominated ones) shall be elected by all the Life & Fellow Members of the Society from amongst themselves.
- 14.4 A Fellow/Life Member contesting for the post of President-Elect should have been a Member of the Society for 15 (Fifteen) complete years consecutively as on or before 1st January to be eligible to contest for the ensuing elections and should have served as an Executive Board Member for a period of at least 2 (two) terms before contesting for the post of President-Elect. The Vice Presidents, Secretary General, Joint Secretaries, Treasurer and the 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 the journals of the Society shall not seek elections 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 10 (Ten) complete years consecutively as on or before 1st January to be eligible to contest for the ensuing elections and should have served on the Executive Board for at least two complete terms before contesting for the post of Vice President.
- 14.6 A Life/Fellow Member contesting for the post of The Secretary General should have been a member of the Society for 10 (Ten) complete years consecutively as on or before 1st January to be eligible to contest for the ensuing elections and should have served on the Executive Board for at least two complete terms before contesting for the post of the Secretary General.
- 14.7 A Life/Fellow Member contesting for the post of the Treasurer should have been a member of the Society for 10 (Ten) complete years consecutively as on or before 1st January to be eligible to contest for the ensuing elections and should have served on the Executive Board for at least 2 (two) complete terms before contesting for the post of the Treasurer of the Society.
- 14.8 A Life/Fellow Member contesting for the post of the Joint Secretary should have been a member of the Society for 10 (Ten) complete years consecutively as on or before 1st January to be eligible to contest for the ensuing elections and should have served on the Executive Board for at least two complete terms before contesting for the post of the Joint Secretary of the Society.

- 14.9 A Fellow/Life Member contesting for the post of Executive Board Member should have been a member of the Society from the same State where he is contesting, for 7 (Seven) complete years consecutively as on 1st January to be eligible to contest for the ensuing elections. In case a new State is formed, original state membership tenure shall be counted.

The term of the elected members to the Executive Board other than the Office Bearers shall be of a period of one year. 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 the post of Executive Board Member. However, this gap is not applicable to contest for the post of Office Bearers. A Member can be an Executive Board Member for a maximum total period of 4 terms.

- 14.10 A member contesting for the post of the Secretary General shall be resident anywhere in India. To be elected by an all-India election.

- 14.11 A member contesting for the post of Treasurer shall be resident anywhere in India. To be elected by an all-India election.

- 14.12 A Member contesting for the post of Joint Secretary (Liaison) shall be a resident of Delhi, Gurgaon, Bahadurgarh, Sonapat, Ghaziabad, Faridabad and Noida for continuous 5 years as on 1st January. To be elected by an all-India election.

- 14.13 A Member contesting for the post of Joint Secretary (Administration) shall be a resident of the Mumbai Metropolitan Region for continuous 5 years as on 1st January. To be elected by an all-India election.

- 14.14 The Vice President candidate must be a Life Member of the Society from any of the States or Union Territories of that Zone.

East Zone: West Bengal, Assam, Meghalaya, Mizoram, Tripura, Manipur, Nagaland, Arunachal Pradesh, Sikkim, Jharkhand, Bihar, and Odisha.

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

North zone: Jammu & Kashmir, Ladakh, Punjab, Himachal Pradesh, Chandigarh, Uttarakhand, Delhi (National Capital Territory of Delhi), Haryana, and Rajasthan.

South Zone: Kerala, Tamil Nadu, Puducherry, Andaman and Nicobar, Lakshadweep and Karnataka.

Central zone: Andhra Pradesh, Telangana, Madhya Pradesh, Chhattisgarh, and Uttar Pradesh.

- 14.15 Any Life / Fellow Member contesting for the post of Executive Board Member from a particular State/Union Territory shall be a resident and member of the Society from the same State/Union Territory. To be elected by that State/Union Territory Voting.



14.16 Nominations for the post of Editor-in-Chief of Indian Pediatrics shall be invited from amongst the Life Members of the Society from anywhere in India. This shall be advertised in all the publications of the Society and by mass mail to all the members at a scheduled time. The nominations shall then be scrutinized by a Committee appointed by the Executive Board, and the Editor-in-Chief shall be appointed/elected by the Executive Board as necessary.

The eligibility criteria for Editor-in-Chief:

- i) He must have served in the same Journal (Indian Pediatrics) for at least 6 years either in combination or in isolation as a member of the Editorial Board, Executive Editor, Associate Editor and/or Managing Editor.
- ii) Shall have published at least 50 research publications in PubMed-indexed Journals.

14.17 Nomination for the post of Editor-in-Chief of the Indian Journal of Practical Pediatrics shall be invited from amongst the Life Members of the Society from anywhere in India. This shall be advertised in all the publications of the Society and by mass mail to all the members at a scheduled time. The nominations shall then be scrutinized by a Committee appointed by the Executive Board, and the Editor-in-Chief shall be elected and appointed by the Executive Board as necessary.

The eligibility criteria for Editor-in-Chief:

- i) He must have served in the same Journal (Indian Journal of Practical Pediatrics) for at least 6 years either in combination or in isolation as a member of the Editorial Board, Executive Editor, Associate Editor and/or Managing Editor.
- ii) Shall have published at least 50 research publications in PubMed-indexed Journals.

14.18 The Executive Board Members shall be elected as follows:

The Executive Board Members from each State/Union Territory shall be elected by the Fellow/Life Members of the respective States/Union Territory only. The number of State/Union Territory-wise Executive Members shall depend on the strength of eligible voters (Fellow and Life Members of the Society) as on 31st July of that particular year from the concerned States/Union Territory which shall 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 to 4250 - Five Executive Board Members
- 4251 to 5250 - Six Executive Board Members
- 5251 to 7250 - Seven Executive Board Members

In the case of Maharashtra, one seat shall be reserved for the Mumbai Metropolitan Region.

The number of Associate Life Members and Post Graduate Student Members shall not be counted while calculating the membership strength of each State/Union Territory for this purpose.

The North-Eastern States shall have their representation in Executive Board 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/Union Territory, when eligible for an Executive Board seat as per the desired membership strength shall automatically be given the Executive Board seat in the forthcoming elections.

- 14.19 Any member who has any complaint related to the elections shall give the same in writing or through his registered email addressed to the President of the Society within 21 days of the declaration of the results.

14.20 Election Tribunal;

A five-member Election Tribunal shall be constituted every year by the Executive Board in their first meeting, consisting of an 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 one past Chief Election Returning Officer, and any 2 past presidents of the society.

The complaint regarding the election firstly shall be addressed by the Grievance Redressal Cell, which shall give its report within one week to the office of the Society. If the complainant is not satisfied with the report of the Grievance Redressal Cell, then the matter shall be referred to the Election Tribunal.

The Election Tribunal shall submit its report within 2 weeks to the office of the Society.

The decision of the Executive Board shall be final.

The complainant shall deposit Rupees One Lakh only at the time of the complaint. In case the complaint is found to be genuine, the money deposited shall be refunded to the complainant. Otherwise, the actual expenses incurred by the Election Tribunal shall be deducted from the deposit amount and the balance amount, if any, shall be refunded to the complainant.

- 14.21 Any dispute shall be subject to the Mumbai Metropolitan Region Jurisdiction only.



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 Society property and mortgage of any immovable property of the Society can only be done as per the Bombay Public Trust Act and with the permission of the General Body.
- 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 Society may be invested by the Executive Board in such a manner as it may deem fit and according to the regulations of the Public Trust Act.

15.4 Without prejudice to the generality of the foregoing powers, the Executive Board shall have the 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 a manner or on such terms as the Society may think fit and according to the regulations of Public Trusts.
- 15.4.3 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:

1. Indian Pediatrics;
2. Indian Journal of Practical Pediatrics;
3. Indian Pediatrics Case Reports (IPCaRes);
4. Child India

The Editors-in-Chief shall be in charge of their respective Journals of the Society. Tenure of all the Editors-in-Chief of the Journals shall be for three years. They can re-contest for the post of Editor-in-Chief.

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

- a. The Editor-in-Chief (1)
- b. The Executive Editor (1)
- c. The Managing Editor (1)
- d. The Associate Editors (7)
- e. Executive Members (12)

Eligibility criteria and selection criteria for members of the Journal Committee except that of Editor-in-Chief shall be decided by the Executive Board.

Either the Managing Editor or Executive Editor shall be from the Delhi-NCR region for Indian Pediatrics. Either the Managing Editor or Executive Editor shall be from Chennai for the Indian Journal of Practical Pediatrics.

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 Editor-in-Chief of the Journals.

16.3 The President of the Society shall be overall in charge of the Journal Committees maintaining the editorial independence of the Editorial Board. The Editorial Advisory Board for each Journal comprising 10 Members and the Secretary General of the Society as ex-officio shall be appointed by the Executive Board for one year from amongst the Life and/or Fellow Members of the Society on the recommendations of the Editor-in-Chief of respective Journals and approval of the Executive Board.

The functions and powers of the Journal Committee

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

16.5 The respective Journal Committees shall meet physically/virtually a minimum of four times a year or as and when needed as decided by the Editor-in-Chief.

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

16.7 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.



- 16.8 The Journal Committees shall have the power to select referees and collaborators for their respective Journals.
- 16.9 The Journal Committees shall set apart adequate space in any issue of their respective Journals on concurrence with the Executive Board, for publication of any matters relating to the Society.
- 16.10 The Journal Committees shall prepare an annual budget for their respective Journals and submit it for consideration and approval of the Executive Board of the Society every year and also have powers to submit supplementary budgets as and when the need arises.
- 16.11 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 and submit it for adoption by the Executive Board.
- 16.12 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.
- 16.13 The Editor-in-Chief with Managing Editor and Executive Editor shall have the powers to open the accounts in the scheduled banks as approved by the Executive Board. Any two of the aforementioned officials can be signatories to operate the accounts for various purposes concerned with their respective Journals according to the budget estimates approved by the Executive Board.

16.14 Indian Pediatrics Case Reports (IPCRes):

IPCRes is a Journal of the Society.

IPCRes shall be managed by the Editorial Board of Indian Pediatrics (IP).

Indian Pediatrics shall fund the journal for the initial five years (2021-25), and subsequently, its financial viability shall be assessed by the Executive Board of the Society.

The Editor-in-Chief of Indian Pediatrics shall present the proposed Editorial Board of IPCRes to the Executive Board of the Society for approval, each year during the first Executive Board of the Society meeting. Editor of IPCRes shall be appointed for a period of two years by the Editor-in-Chief of Indian Pediatrics, from amongst the Associate Editors of Indian Pediatrics.

The composition of the IPCRes Editorial Board shall be as follows:

- a. Editor - 1 (tenure 2 years)
- b. Executive Editor - The Editor-in-Chief of Indian Pediatrics (ex-officio)
- c. Managing Editor - 1
- d. Associate Editors - 5 (1 from each zone)
- e. National Advisory Board - 5 (one from each zone, tenure 1 year)
- f. International Advisory Board - 5

The National Advisory Board shall have all 5 members from that year's Executive Board Members of the Society.

IPCaRes issues shall be made available as a soft copy version to all the Members of the Society at the Society's website. Print copies shall only be available to paid subscribers.

The Editor-in-Chief of Indian Pediatrics shall present the report of IPCaRes in each Executive Board meeting of the society, as part of the Indian Pediatrics Journal report.

17 POWERS OF THE PRESIDENT

- 17.1 The President shall be overall in charge of all the activities of the Society and shall be consulted by the Secretary General on all issues.
- 17.2 The President shall have the power to formulate an 'IAP Presidential Action Plan' for the year to which he is officiating and form various committees with the approval of the Executive Board.
- 17.3 The President may correspond with the Government, National and International Bodies and Individuals on important issues. Copies of the exact correspondences shall be forwarded to the Office of the Society.
- 17.4 The President shall preside over all the conferences and meetings of the Society. In his absence, President-Elect shall preside.

In case, both the President and the President-Elect are absent, the Vice President (in order of seniority by IAP membership) shall preside.

In the absence of the President, President-Elect, and all Vice Presidents, the Immediate Past President shall preside.

If the President, the President-Elect, the Vice Presidents, and the Immediate Past President are all absent; then, the Executive Board Members present shall elect one amongst themselves 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 an emergency and the absence of the President, the President Elect should be consulted.
- 18.2 The Secretary General shall comply with all the rules and regulations of the statutory bodies under which the society is functional.



- 18.3 The Secretary General shall keep the President informed about all the important matters relating to the Society and shall send a copy relating to important Society correspondences to the President and the President-Elect for their perusal and comments.
- 18.4 Subject to the 'Rules and Regulations' of the Society, 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:
- 18.4.1 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.
 - 18.4.2 have administrative control over all the affairs of the Society.
 - 18.4.3 be in charge of all the correspondences of the Society.
 - 18.4.4 document and keep accurate minutes of all the meetings of the Society, Executive Board, and the Committees thereof and post them on the official website of the Society. He shall provide any non-confidential information of the affairs of the Society to the Members on their request for the same.
 - 18.4.5 prepare an Annual Report of the Society.
 - 18.4.6 be overall in charge of all the assets of the Society.
 - 18.4.7 be responsible for all the financials of the Society in conjunction with the President and the Treasurer.
 - 18.4.8 pass all the bills for payment on behalf of the Society after consulting the Treasurer. In case of any difference of opinion, the matter shall be referred to the President. The President shall resolve the difference of opinion and inform such matters to the Executive Board. Further, if in case, the same does not resolve, the matter shall then be referred to the Executive Board and the decision of the Executive Board shall be final and conclusive.
 - 18.4.9 have powers to incur non-budgeted expenses 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 and the Treasurer. Any non-budgeted expense over and above Rs. Five Lakh in total in that administrative year has to be approved by the Executive Board and Finance Committee.
 - 18.4.10 be an ex-officio member of all committees of the Society.
 - 18.4.11 perform all such other duties as are incidental to the office with the help of the Joint Secretary (Administration).

18.4.12 sign or authenticate on the advice of the President, all notices, communications, memoranda, and other papers/documents of the Society. When so signed and authenticated by the Secretary General, it shall be conclusive. In case of any difference of opinion between the President and the Secretary General, either of them can refer the matter to the Executive Board to resolve.

19 POWER AND FUNCTIONS OF THE TREASURER

- 19.1 The Treasurer shall be responsible for keeping up-to-date accounts of the Society and maintaining all the account books regularly. The Treasurer in conjunction with the President and the Secretary General shall also be responsible for all the financial transactions during their tenure.
- 19.2 The Treasurer shall dispose of the bills for payment as sanctioned by the Secretary General and only on his written instructions.
- 19.3 The Treasurer shall have the right to point out any error or discrepancy in the order of payment made by the Secretary General and refer the order back to him with his remarks. In the event of disagreement persisting between the Secretary General and the Treasurer, the matter shall be then referred to the President. If the disagreement is not resolved by the President, the matter shall be referred to the Executive Board for resolution with majority and such decision taken by the Executive Board shall be final.
- 19.4 The Treasurer shall in consultation with the President and the Secretary General, prepare a budget of the estimated receipts and expenditures of the Society for each year and present the same for approval of the Executive Board.
- 19.5 The Treasurer shall get the accounts of the Society audited by the auditors appointed by the Society and submit the same to the appropriate statutory bodies within the specific period as applicable under the laws of the land.
- 19.6 The Treasurer 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. He shall be jointly responsible with the President and the Secretary General for all the financial affairs of the Society in his tenure.
- 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 the Secretary General as defined in rule 18.3.9. In cases of emergency, the expenditures can be allowed only after approval by the President of the Society.



20. POWER AND FUNCTIONS OF THE JOINT SECRETARIES

- 20.1 Joint Secretary (Liaison) to coordinate and execute the assigned duties by the President, the Secretary General and/or Executive Board with the Government and other agencies in Delhi (National Capital Territory of Delhi) and submit the reports if any thereof, every quarter to the Executive Board of the Society.
- 20.2 Joint Secretary (Administration) at Mumbai Metropolitan Region.
- 20.2.1 The Joint Secretary (Administration) shall carry out all such incidental administrative work at the office of the Society in Mumbai as required for the smooth functioning of the office, as advised and approved by the Secretary General except any work related to finances where the Treasurer has to advise and direct him. He shall visit the office of the Society regularly for the same.
- 20.2.2 In case of vacancy of the post of the Secretary General other than by efflux of time, the Joint Secretary (Administration) shall take over as the acting Secretary General for the remaining period as stipulated in Rule 11.10.

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 Body Meeting, the following businesses 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. Approval and appointments of the Finance Committee, the Election Committee, ACVIP (Advisory Committee on Vaccines and Immunization Practices), and any other important Committees as deemed necessary by the Executive Board.
5. Appointment of Auditors and fixing their remuneration.
6. Appointment of Legal Advisors.
7. Any other business, notice of which has been circulated with the agenda.
8. Any other business of which 30 days' notice has been given to the Secretary General in writing.
9. 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 A strength of 1/10th of total Life and/or Fellow members of the Society shall form a quorum for the Annual General Body Meeting. If within half an hour of the time fixed for the meeting quorum is not present, the meeting shall stand adjourned to a later time on the same day at the same place. The quorum shall not be needed for an adjourned meeting. Only matters mentioned in the agenda can be discussed and passed in the adjourned meeting.

SPECIAL GENERAL BODY MEETING

21.2 The President may when he thinks necessary, or on resolution of the Executive Board shall call a Special General Body Meeting.

On receipt of a requisition of not less than 500 Life and/or Fellow members stating the object of the meeting addressed to the Secretary General, the President shall call **a Requisition Special General Body Meeting** of the Members of the Society.

Three weeks' notice shall be given to the members of such meetings 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 objectives raised in the requisition shall be discussed at such meetings.

The power to decide the date and venue shall be collectively with the President, Immediate Past President, President Elect, Vice President (Senior most by IAP membership) and the Secretary General.

21.3 At all Special General Body Meetings, 100 Life and/or Fellow members shall form a quorum. If there is no quorum within half an hour of the 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 Special General Body Meetings, 500 Life and/or Fellow members shall form a quorum. If there is no quorum within half an hour of the time fixed for any Requisitioned Special General Body Meeting, the meeting shall be dissolved.

21.5 A question may be submitted in a meeting by the members present and voting can occur for the same. In case of a tie, the Presiding Person 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 Body Meeting, Special General Body Meeting and Requisitioned Special General Body Meeting.

21.7 A statutory notice shall be sent at least 21 days before any Annual General Body Meeting / Special General Body Meeting/ Requisition Special General Body Meeting to all the members. This notice shall be sent by email and/or SMS to the latest email ID and/or mobile number recorded in the Registry of Members.

A notice sent by email and/or SMS shall be deemed to have been served. In addition, these statutory notices can be printed in Indian Pediatrics and/or in Academy Today (The official bulletin of the Indian Academy of Pediatrics).

22 BRANCHES

22.1 Indian Members of the Society may group themselves in an order of the following hierarchy:

1. State Branches
2. District Branches
3. City Branches

provided these branches register with the concerned Statutory Body of that State and enter into a 'Memorandum of Understanding [MOU]' with the Society (IAP) and have a required number of members as mentioned in rule 22.4, for forming a Branch for furtherance of the objectives of the Society.

22.2 **Foreign Branches:** A group of 15 such members as defined in rule 4.3 from any particular country can form a Branch and it shall be known as the 'Associate Branch of Indian Academy Pediatrics,(Country name to be mentioned)', provided they register with the concerned Statutory Body of that Country and enter into a 'Memorandum of Understanding [MOU]' with the Society (IAP) for furtherance of the Objectives of the Society.

22.3 Herein-after, Branch of Society shall mean to include all four i.e., State Branches, District Branches, City Branches, and Foreign Branches. They shall follow all the Rules and Regulations of the Society. The Branch shall be formed after being duly approved by the Executive Board of the Society.

22.4 The Society shall recognize Branches formed on a State-wise basis known as State Branches to give grants for academic activities. However, a local area of more than 25 Life and/or Fellow Members may form a District Branch and a local area of more than 15 Life and/or Fellow members can form a City Branch on recommendations of that State Branch subject to the consent and approval of the Executive Board of the Society.



In rare cases, this rule can be waived by the Executive Board where there is a lack of required members in a particular area.

- 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 from time to time shall make the rules and regulations in line with the rules and regulations of the Society. Modifications of rules and regulations shall be within the framework of the constitution of the Society and the Society Act and other Laws, Rules and Regulations applicable in that area, and upon execution of an updated Memorandum of Understanding with the Society to that effect.
- 22.6 The Office Bearers and the Executive Board of the Branches shall be constituted as per their Memorandum of Association and Memorandum of Understanding of the Branch with the Society.
- 22.7 The Office Bearers and the members of the Executive Committee/Board of the Branches shall be elected by secret ballot/postal ballot papers/e-voting.
- 22.8 The Executive Board Members of the Society shall be the nominees on the Executive Committee/Board of their respective State, District and City Branches with voting rights.
- 22.9 The President and the Secretary General of the Society shall be Ex-Officio Members of all Branches of the Society.

The Vice President of the Society shall be an ex-officio member of all the Branches of the Society in their respective Zone.
- 22.10 The President and the Secretary of the State Branches shall be nominees on all District and City Branches of the Society in their respective States.
- 22.11 Members residing or practicing or employed in an area as per the latest addresses given to the Society where Branch exists may also be associated with any other Branch of the Society without voting rights.
- 22.12 Each Branch shall submit to the office of the Society by 31st October of each year an Interim Report as well as an Annual Report of its activities together with an Annual Statement of Accounts and copies of the same shall be sent to the respective State Branch.
- 22.13 All District/City Branches of the Society shall function in conjunction with the State Branches and the Society.
- 22.14 Each Branch of the Society shall display the logo of the Society, the registration number of the Society and the name of the President and the Secretary General of the Society on their letterhead.

The pattern of Office Bearers in Branches shall be similar to that in the Society. Only Life/Fellow Members of the Society shall be eligible to become Office Bearers/Executive Members of the Branch or to take part or to vote in elections of the Branches.



22.15 FUNCTIONS OF BRANCHES

- 22.15.1 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 any other forums and make known the Society's policies and views on Child Health.
- 22.15.2 All Branches of the Society shall work for the fulfilment of the Aims and Objectives of the Society. However, the Executive Board may regulate any programs if it deems necessary.
- 22.15.3 All Branches may publish health educational materials, books and periodicals in concurrence with the Society's policy and not contrary to it.
- 22.15.4 All Branches shall be required to maintain records of all their activities in a format as prescribed by the Society and furnish the same to the Society along with Annual Report as and when called for.
- 22.15.5 There shall be a meeting between Office Bearers of the Society with the Presidents and the Secretaries of all Branches of the Society at the Annual National Conference of the Society.
- 22.15.6 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.
- 22.15.7 A Branch may be derecognized if it acts against the objectives of the Society or brings discredit to the Society. After being given a chance to the Branch concerned, such a recommendation for derecognition of the Branch shall be made by the Executive Board which has to be ratified at the subsequent Annual General Body Meeting of the Society.
- 22.15.8 All the Branches shall sign a Memorandum of Understanding (MoU) with the Society, in a format as prescribed by the Executive Board from time to time.
- 22.15.9 The Society may award President's Shield/ any other Awards to State, District and City Branches for meritorious services as per the guidelines given by the Executive Board from time to time.
- 22.15.10 All Branches shall abide by the rules and regulations of the Society. In case of any dispute relating to the working of the branches, the same shall be brought to the notice of the Society and the decision of the Executive Board in such disputes shall be final and binding on all the Branches.

22.16 FINANCES OF BRANCHES

- 22.16.1 The Office Bearers of the Branch shall get the Branch registered under Statutory Bodies of the Government at a local level where the Branch Office is located.
- 22.16.2 The Branch shall maintain regular Books of Accounts and get the same audited by a Chartered Accountant and ensure compliance with the provisions of the 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.
- 22.16.3 All the Branches shall submit to the Society a copy of the Audited Accounts and the Annual Report of the previous financial year, not later than October 31st of each year.
- 22.16.4 The Branch shall raise funds as per the Guidelines of the Society.
- 22.16.5 The Executive Board of the Society or its nominee reserves the right to inspect the Books of Accounts and documents maintained and audited by the Branch.
- 22.16.6 A contribution of Rupees Ten Thousand or any other amount as decided by the Executive Board of the Society from time to time, shall be made to the Society from the savings/surplus of the Conferences of the Branches.
- 22.16.7 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 There shall be an Annual National Conference of the Society (Pedicon) organized by invitation to conduct scientific programs and to convene Executive Board Meeting and Annual General Body Meeting of the Society.

Bid for the same shall be invited by the office of the Society at least two years in advance.

Conduct of the Annual National Conference shall be in accordance with the Standard Operating Procedures issued by the Executive Board from time to time.

- 23.2 There shall be an Annual Zonal Conference of the Society every year at each Zone, presided by the Vice-President of that Zone. These conferences shall be clubbed with the Annual Conference of the State Branch hosting the Zonal Conference and Annual Conference of one of the Sub-Specialty Chapters of the Society.

The Vice-President of that Zone, Chairperson of the concerned Sub-Specialty Chapter, President of the State hosting the Zonal Conference and Organizing Secretary of the Zonal Conference shall decide the scientific programs of the conference amongst themselves by consensus.



These Zonal Conferences shall be without frills as far as possible.

The profit from the Conference shall be shared as follows: 20% by the Society, 20% by participating Chapters, 20% by the State Branch hosting the Conference, and 40% by the Local/City Branch.

Any dispute regarding any matter shall be referred to the Executive Board of the Society whose decision shall be binding to all concerned.

- 23.3 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. 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 its own PAN Card Number, Registration under 12AA of Income Tax and also the branch shall be registered with the Registrar Society/Public Trust Authority/any other Statutory Body or Authority as per rules and regulations of the local State Government.

The bidding Branch must submit audited accounts of the Branch for the last 3 financial years (the year ended last 31st March and the preceding two years). Along with the bid, a Demand Draft for the bidding fee as prescribed by the Executive Board of the Society in favour of “Indian Academy of Pediatrics”, payable at Mumbai, or NEFT/ RTGS transfer to the account of “Indian Academy of Pediatrics”, has to be submitted.

The bidding Branch must submit a detailed budget for the event along with the bid.

Failing to submit all the above, bid of that Branch shall be rejected summarily and shall not be considered for scrutiny by the Committee appointed by the Executive Board.

The bidding Branch must not have any arrears to the Society.

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

For the scrutiny of the bids received, the President shall form a Committee comprising 5 members with the approval of the Executive Board; out of which, two must be previous Organizing Secretaries of the National Conference of the Society- PEDICON, and at least two Executive Board Members. This committee shall scrutinize the bids for all papers in order, can visit the venue (at the cost of the bidding branch), can take the opinion of some event management company, and then shall decide on the final Branches for bidding.

The Executive Board in its next meeting shall decide the venue of the conference, by voting if necessary.

- 23.5 The defined Standard Operating Procedures (as defined by the Executive Board from time to time) to be followed for the conference shall be communicated as an annexure to the invitation for the bid.

A memorandum of understanding (MoU) shall 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 the Society regarding contribution to Corpus Fund, sharing of the profits, internal and external audit of the event by the office of the Society/ Organizing Committee and transfer of the funds within a stipulated time with sharing of any financial liabilities to be shared by the Society and hosting Branch proportionately.

Every year, the Society shall publish the estimated budget for the next year's Pedicon and the Audited Accounts of the previous year's Pedicon in its Annual Report for approval by the General Body.

- 23.6 The Organizing Secretary shall submit a separately Audited Statement of Accounts of the Conference to the Executive Board of the Society through the Secretary and the President of the bidding Branch within the next financial year after the Conference is over. (eg. Pedicon 2017 shall get its accounts audited in the year ending 31st March 2018 and finally submit it to the Executive Board. These final accounts shall be published in the Annual Report of the Society in 2019). After a final audit, all the accounts related to the Pedicon shall be closed and whatever funds are left, shall be transferred to the host Branch.



- 23.7 Any **International Conference by the Society or any of its Sub-Specialty Chapter or any State/ City Branch** shall be organized only after the approval of the Executive Board of the Society. For any such International event, the Executive Board of the Society shall choose the venue by inviting the bid. The Executive Board of the Society shall choose the Organizing Team, Scientific Program, and dates in discussion with the concerned Branch of the Society. Any such event without the approval of the Executive Board shall not be an official event of the Society and such organizers Sub-Specialty Chapters and/or State and/or Local City Branches shall not be allowed to use the banner and logo of the Society. Any violation shall follow appropriate punitive action as decided by the Executive Board of the Society, against the Organizers.

24. SUBSPECIALTY CHAPTERS OF THE SOCIETY

- 24.1 A minimum of 2% of the total membership strength of the Society, which fulfils the criteria as prescribed by the Executive Board from time to time is required for the formation of the Subspecialty Chapter of the Society at the time of application.

The Executive Board shall grant recognition to the Subspecialty Chapter at its subsequent meeting held after receipt of the application. A specific objective for the formation of a Subspecialty Chapter must be specified in the application, which must not conflict with any other existing Subspecialty Chapter.

A Memorandum of Understanding approved by the Executive Board of the Society, regarding the use of the Logo of the Society, Membership, Registration of the Chapter, Finances, submission of the Annual Report including the Membership list, any change in the constitution of the Subspecialty Chapter, role of Indian Academy of Pediatrics-Indian College of Pediatrics, Conferences shall be signed by the Secretary of the concerned Subspecialty Chapter and Secretary General of the Society.

Fresh Formation of groups is prohibited. However, existing groups shall continue to function till they become chapters in due course.

24.2 AIMS AND OBJECTIVES OF THE SUBSPECIALTY CHAPTERS OF THE SOCIETY

1. To establish and promote knowledge and interest in different Pediatric Subspecialties.
2. To promote and conduct research in Pediatric Subspecialties.
3. To impart specialized training in Pediatric Subspecialties
4. To identify and establish specialized Pediatric Subspecialties' Training Centres.
5. To organize scientific meetings on Pediatric Subspecialties.

24.3 Rules and Regulations of Subspecialty Chapters

24.3.1 Subspecialty Chapters of the Society shall be known as:

“Indian Academy of Pediatrics—...(name of the Subspecialty to be mentioned)... Chapter”.

24.3.2 The Office Bearers of the Indian Academy of Pediatrics Subspecialty Chapters shall get the Subspecialty Chapters registered under the prevailing pertinent Acts as required by the Statutory Bodies of the Government at a local level where the office of the Subspecialty Chapter is located.

24.3.3 Members shall be enrolled by the Executive Committee of the respective Subspecialty Chapters of the Society. 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 Indian Academy of Pediatrics Subspecialty Chapters.

Non-IAP members having an interest in the subject could be taken as Affiliate Life Members of the Subspecialty Chapter.

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

24.3.6 **Office Bearers:** Each Indian Academy of Pediatrics Subspecialty Chapter shall have the following Office Bearers:

- a) Chairperson - One [tenure for one calendar year]
- b) Secretary - One [tenure for two calendar years]
- c) Treasurer - One [tenure for two calendar years]
- d) Five or in multiples of five- Executive Committee Members from amongst Life Members of the concerned Chapter, one or more but equal from each Zone. [tenure for one calendar year]



The Office Bearers and the Members of the Executive Committee of the Indian Academy of Pediatrics Subspecialty Chapters shall be elected from amongst the Life Members of the respective Indian Academy of Pediatrics Sub-Specialty Chapters by secret postal ballot papers /e-voting.

No member of the Society can be an Office Bearer of more than one Subspecialty Chapter at any given time.

No member of the Subspecialty Chapter can become Office Bearer on the same post for more than 2 tenures.

- 24.3.7 The Indian Academy of Pediatrics Sub-Specialty Chapter shall raise funds as per the guidelines given by the Executive Board of the Society from time to time.
- 24.3.8 The Indian Academy of Pediatrics Sub-Specialty Chapter shall maintain regular books of accounts and get the same audited by a Chartered Accountant and ensure compliance 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 Indian Academy of Pediatrics Sub-Specialty Chapter.
- 24.3.10 The Indian Academy of Pediatrics Sub-Specialty chapters shall submit a copy of the audited accounts, membership list, updated copy of their Memorandum of Association, and the Annual Report to the Society not later than October 31st, every year for the year ended March 31st, failing which the chapter shall not be allotted any symposium in National Conference (PEDICON) of the Society and shall not be considered for any Awards/prizes of the Society.
- 24.3.11 A contribution of Rupees Ten Thousand or any other amount as decided by the Executive Board of the Society from time to time, shall be made to the Society from the savings/surplus of the Conferences of the Sub-Specialty Chapters.
- 24.3.12 All Indian Academy of Pediatrics Sub-Specialty Chapters shall be required to project “Indian Academy of Pediatrics” as the parent organization in their Memorandum of Association. They shall publish the names of the President, the Secretary General, and the Treasurer of the Society in all their publications and stationery.
- 24.3.13 All Indian Academy of Pediatrics Subspecialty Chapters shall restrict their academic activities to their respective specialty only. All Subspecialty Chapters shall be a member of the Indian Academy of Pediatrics-Indian College of Pediatrics (IAP-ICP) and shall be affiliated with the IAP-ICP for their training programs, courses, publications and their fellowships.

24.3.14 A joint meeting of Office Bearers of the Society with the Chairperson and Secretaries of all Indian Academy of Pediatrics Sub-Specialty Chapters shall be held during the Annual Conference of the Society or as per the calendar of events issued by the Executive Board of the Society.

24.3.15 A Member of the Executive Board of the Society shall be deputed as a nominee of the Executive Board of the Society in the Executive Committee of Subspecialty Chapters.

The President and the Secretary General of the Society shall be Ex-officio members of all Indian Academy of Pediatrics Sub-Specialty Chapters. The nominee and the Ex-officio members shall be given due notice of all meetings of the Indian Academy of Pediatrics Sub-Specialty Chapters by the Secretary of the Chapters. The Office Bearers of the Society shall not hold any Office Bearer post in any Subspecialty Chapters concurrently.

24.3.16 Indian Academy of Pediatrics 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 Subspecialty Chapter can publish its journal. It has to be published as per the guidelines and ethics prescribed by the 'International Council of Medical Journal Editors (ICMJE)'.

The Chapters may circulate tabloids/periodicals/journals to the members of the Chapters and/or to the Members of the Society (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 Indian Academy of Pediatrics Subspecialty Chapter shall maintain a Registry of its members.

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

24.3.19 To promote all or any of its objectives, the Subspecialty Chapters may form State Branches or appoint State Coordinators. Such Branches/ Coordinators shall be an organ of the State Branches of the Society. Subspecialty Chapters shall not form their City or District Branches.

Existing City or District Branches of the Subspecialty Chapters shall be dissolved and reorganised into or merged with their respective State Branches.

24.3.20 **Annual Convention;** Each Sub Specialty Chapter can conduct its own Annual National Conference either alone or preferably with any one of the Zonal Conferences.



24.3.21 On all matters of dispute, decisions of the Executive Board of the Society (IAP) and/or General Body of the Society (IAP) shall be final and binding.

24.3.22 Subject to Rules and Regulations of the Society, for matters not provided for in these Rules and Regulations, each Subspecialty 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 Society and such rules and regulations and modifications shall be subjected to ratification by the Executive Board of the Society.

24.3.23 In the event of dissolution of the Chapter/Group for any reason whatsoever, the residue of funds and assets of such Chapters/Groups shall be donated or transferred to the Society as applicable.

25. FAMILY BENEFIT SOCIETY

Hereinafter referred to as FBS.

Office of FBS shall be located at 101, Doshi Square, above Bikanervala, Hyderguda-Basheer Bagh Road, Basheer Bagh, Hyderabad, Telangana State-500029.

25.1 Aims and Objectives of FBS

FBS is established for rendering financial aid to the family of the deceased members of the FBS as prescribed by the FBS from time to time.

25.2 Membership for FBS

Any Fellow and Life member of the society can become a member of the FBS after paying the necessary fees as prescribed by the Management Committee of FBS. Further, if an associate life member is already a member of FBS, he can continue.

25.3 Management of FBS

- a) FBS shall be under the direct control of the Society (IAP) and shall work in accordance with the rules and regulations of the Society (IAP). The President of the Society (IAP) shall preside at all meetings of FBS. The President of the Society (IAP) shall oversee the conduct of the FBS meetings performed by the Chairperson of FBS at all FBS Meetings and shall guide the smooth course of the proceedings.
- b) FBS shall be managed by the Managing Committee as per the bylaws of the FBS.
- c) FBS shall have its own Advisory Board as per the bylaws of FBS.
- d) The Secretary General of the Society (IAP) and the President-Elect of the Society (IAP) shall be the Ex-officio members of the Managing Committee of FBS with voting rights. If the President of the Society (IAP) is not able to attend the FBS Meeting, he can authorise one member to attend as a representative on his behalf.

25.4 Administration of FBS

- a) FBS shall have its own Memorandum of Association/Constitution which is approved by the Executive Board of the Society (IAP).
- b) FBS shall be registered with local authorities according to government rules and regulations.
- c) If any amendments to the bylaws are done by the General Body of FBS, they shall be proposed to the Secretary General of the Society and shall be implemented after the approval of the Executive Board of the Society (IAP).
- d) FBS shall execute a Memorandum of Understanding with the Society (IAP) and it shall be signed by the Secretary of FBS and Secretary General of the Society (IAP).
- e) FBS Managing Committee shall follow all the Rules and Regulations and Statutory requirements which apply to such Social Security Schemes operative in India.
- f) The Executive Board of the Society (IAP) shall appoint one Vigilance Officer as its representative for a one-year term (either from FBS members or from non-FBS members) for supervising the overall management of FBS. The Vigilance Officer shall be invited to all the Management Committee meetings of the FBS; however, he shall not have voting rights. The Vigilance Officer must report to the Executive Board of the Society (IAP) periodically in the EB Meetings of the Society (IAP).
- g) FBS Managing Committee represented by the Chairperson and Secretary of FBS shall be responsible for any legal and statutory issues arising while managing FBS. All costs incurred shall be borne by the FBS. IAP shall be absolved in all such matters.
- h) If it becomes impossible to carry out the objectives of the FBS to safeguard the rights of members of FBS, the Society (IAP) shall take over the management of FBS and find ways to resolve the crisis in FBS.

25.5 Financials of FBS

- a) FBS shall adhere to all the regulations of the Statutory Bodies of the Government governing such financial schemes.
- b) FBS shall manage its financial activities as per the constitution of FBS.
- c) FBS shall have its own PAN card.
- d) FBS Managing Committee represented by the Chairperson, Secretary, and Treasurer of FBS shall be responsible for all financial transactions of FBS. Any financial liabilities arising out of its activities, FBS shall itself be responsible for the same. Society (IAP) shall not be responsible for any financial liabilities of the FBS at any point in the future.



- e) The Treasurer of the Society (IAP) and the Auditor of the Society (IAP) shall scrutinize and audit the accounts of FBS before submitting them to the Statutory Bodies as required by Law.
- f) The Secretary of the FBS shall submit the Annual Report and the Audited Accounts of FBS to the Society (IAP) during the Executive Board meetings of the Society (IAP) as per the invitation from the IAP Executive Board to do so.
- g) If it becomes impossible to carry out the financial objectives of the FBS Society, to safeguard the rights of members of FBS, the Society (IAP) shall take over the financial management of FBS and nominate a team of IAP Members to carry out the necessary rectification measures to rejuvenate the regular activities of FBS.

25.6 Dissolution of FBS

In the event of the dissolution of the FBS for any reason whatsoever, it shall be discussed with the Executive Board of the Society (IAP).

In the event of the dissolution of the FBS for any reason, all the funds and the assets, after liquidation, shall be compiled together and the total monetary funds, so generated, shall be equally distributed amongst the valid and alive members of the Family Benefit Society existing at that point of time – as decided by members of the Society as per dissolution clause of the FBS. This funds distribution shall be supervised by the representatives of the Executive Board of IAP.

26 LITIGATIONS OF THE SOCIETY

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

27. DISSOLUTION OF THE SOCIETY

The Society may be dissolved if the Annual General Body/ Special General Body Meeting expressly called for this agenda, wherein not less than three-fifths of the Members of the Society shall be present and the resolution passed with a two-thirds majority. In such an event the Society should first clear all statutory and other liabilities. Remaining Assets, whether fixed Assets, Investments, Fixed Deposits, Cash & Bank balances, and other receivables, etc... should be either transferred to any other registered Charitable Trust/Society having similar Aims and Objectives 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 concerned Statutory Bodies. In no circumstances any of the Society's funds or assets can be utilized for any personal use by the Executive Board Members or their associates.

In case of any dispute, the adjustment of its affairs shall be referred to the Principal Court of Mumbai Jurisdiction.

28. ALTERATION OF THE CONSTITUTION

The procedure of alteration of the constitution of the Society shall be considered if so desired by the Executive Board.

The Constitution of the Society shall not be altered, amended, or added to except by a resolution duly notified with 21 day's prior notice and passed at a Special General Body Meeting of the Society (at which no other business shall be discussed) by a majority of the members present and ratified one month later by another Special General Body Meeting or Annual General Body Meeting.

29. INDIAN ACADEMY OF PEDIATRICS-INDIAN COLLEGE OF PEDIATRICS

hereinafter referred to as IAP-ICP.

29.1 Indian Academy of Pediatrics-Indian College of Pediatrics shall be an integral part of the Society, hence shall not be registered as a separate Body. Indian Academy of Pediatrics-Indian College of Pediatrics shall serve as an academic activity of the Society. Administrative and Financial control of the IAP-ICP shall be vested with the Executive Board of the Society. The office of IAP-ICP shall be located in the Delhi NCR region.

All Subspecialty Chapters have to become members of the IAP-ICP to use the IAP logo, name, and certification. Such membership shall be by application to the IAP-ICP. None of the Subspecialty Chapters shall conduct any Fellowships or any other Academic Courses except through IAP-ICP. All Certifications/Publications shall be in the combined name of IAP-ICP and the concerned Subspecialty Chapter.

29.2 Mission and Functions of 'The Indian Academy of Pediatrics-Indian College of Pediatrics'

1. Capacity building in the specialty of Pediatrics & all its sub-specialty by training, seminars, CMEs, 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 the Society and its Subspecialty Chapters.
3. Formulation of appropriate syllabi & skills for Undergraduate & Postgraduate 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 the standard & quality of publications of the Society and all its Subspecialty Chapters.



6. To formulate and suggest academic activities to the Society and all its Subspecialty Chapters for the 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 the Society, as directed by the Executive Board from time to time.
9. To liaison with any National or International Academic/ Professional Body for the Academic activities related to the Society and its Subspecialty Chapters.
10. To establish or suggest any Fellowship / Award / Grants to Postgraduate Students, Teachers, and others as per directives of the Executive Board of the Society.
11. To formulate curricula for various courses, selection of the candidates, accreditation of the various centres for training, selection of guides and examiners for various courses in association with the concerned Subspecialty Chapter.
12. To conduct entrance and exit examinations for various courses in association with the concerned Subspecialty Chapter.
13. To collect various charges/fees on behalf of the Society (IAP) for entrance and exit examinations, course fees from candidates, fees for accreditation from various Institutes, and any other charges as decided by the Executive Board of the Society and its sharing with the concerned Chapters.
14. To make an MOU with any other agency for carrying out the functions enumerated above with the approval of the Executive Board of the Society.
15. To administer all incidental work/duties related to academic activities of the Society and all its Subspecialty Chapters.

29.3 Administrative setup of IAP-ICP

The College shall be governed by 3 Councils, as follows:

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

Their composition shall be as follows:

29.3.1 Governing Council:

The Governing Council shall be the supreme body of IAP-ICP to take the policy decisions and provide direction to the Executive Council and ratify the decisions of the Academic Council.

29.3.1 (a) IAP- ICP Governing Council shall consist of;

- a) 1 Chairperson - President of the Society shall be the Chairperson of Governing Council of IAP- ICP.
- b) 2 Co-Chairpersons - President-Elect and Immediate Past President of Society shall be Co-Chairpersons of the Governing Council of IAP-ICP.
- c) 1 Vice-Chancellor of IAP-ICP
- d) 1 Dean of IAP-ICP.
- e) 1 Registrar of IAP-ICP.
- f) 5 Members (one from each Zone) elected by the Executive Board of Society on the recommendation of the President, the President-Elect, and the Vice-Chancellor of IAP-ICP. They can be re-elected for one more term through the same process.
- g) The Secretary General, Treasurer, and Joint Secretary (Liaison) of the Society (IAP) shall be the ex-officio members of the Governing Council.

The Governing Council can appoint advisors on a case-specific basis for a specific term.

The Chairperson of the Governing Council shall be overall in charge of the IAP-ICP. He can direct any council for any meeting or work whenever he thinks fit, as per the charter of the IAP- ICP. He shall officiate all meetings of any council. In the absence of the Chairperson, the Vice Chancellor shall officiate the meeting.

All Office Bearers and Members of Governing Council shall have voting rights in case of any difference of opinion regarding any issue arising, Chairperson shall have the casting vote also.

There shall be a meeting of the Governing Council of IAP-ICP with the Office Bearers of Society as and when required.

The Governing Council shall submit its report in June and December to the Executive Board of the Society.

29.3.1 (b) The Vice-Chancellor of IAP-ICP

The Vice-Chancellor of IAP-ICP shall be elected by open invitation in Indian Pediatrics /Academy today, or the Society's website, for a tenure of three years by the Executive Board of the Society. He can be re-elected for one more term. He shall be the officiating Chairperson on behalf of the Chairperson.



Eligibility criteria:

1. He shall be a member of the Society for at least 10 completed years as on 1st January.
2. He shall have at least 10 years of academic experience in Postgraduate teaching.
3. He shall have experience in research and publication activities.
4. He must be self-motivated, have good leadership qualities, and have effective communicative skills.

29.3.1 (c) Terms of Reference of Governing Council:

1. To provide long-term and short-term vision and mission for academics of Society.
2. To formulate a policy and design academic programs for Society.
3. To formulate policies and guidelines for quality research in Pediatrics.
4. To develop all Pediatric Subspecialties with a goal for quality research and education.
5. To prioritise issues for advocacy regarding child healthcare and any other issues related to children of the Country and take necessary actions.
6. All decisions of the IAP-ICP shall be communicated to the Executive Board of the Society by the Governing Council only.
7. To review and ratify the decisions made by AC/EC before placing such before the Executive Board of the Society.
8. To ensure implementation of all resolutions of the Executive Board of Society regarding IAP-ICP.
9. Financial management of ICP and planning self-sufficiency of the IAP-ICP for financial cost.
10. To inform the Executive Board of society from time to time regarding matters of IAP-ICP.
11. To strive for recognition of various programs (Diploma/ Fellowship/Post-Doctoral certificate) by NMC/NBE/IGNOU/any Deemed Universities and Liaison with any agency for the development of Pediatric Education and thus enhance/improve the quality care in Child Health.
12. To ensure active participation of all Subspecialty Chapters through a MOU.

29.3.2 Academic Council

The Academic Council is primarily responsible for the academic activities of the College. The Academic Council can take all technical decisions to ensure standards and quality assurance of Fellowship Programs, and other academic matters referred to it by the Governing Council/ Executive Council.

29.3.2 (a) The Academic Council (AC) shall constitute

- a) Dean of IAP-ICP
- b) Registrar of IAP-ICP
- c) 5 Members (one from each zone) recommended by the Chairperson, Co-Chairpersons, Vice Chancellor, and Dean. To be ratified by the Executive Board.
- d) 5 Chairpersons or nominees of all member Subspeciality Chapters selected on rotation by the Governing Council (except the Secretary of the Chapters).

The Secretary General and the Joint Secretary (Liaison) of the Society shall be ex-officio members of the Academic Council.

A maximum of five members are selected amongst the Executive Board for a period of one year.

The maximum term for any other member of the Academic Council shall be 2 years.

29.3.2 (b) DEAN of IAP-ICP

The Dean of IAP-ICP shall be nominated on an application for a tenure of 2 years. The Governing Council shall recommend the final name out of all applicants for approval of the Executive Board of Society.

The Dean can be renominated for one more term.

The Academic Council shall be convened and chaired by the Dean of the IAP-ICP.

Eligibility criteria:

- 1. He shall be a member of the Society for at least 10 completed years as on 1st January.
- 2. He shall have at least 10 years of academic experience in Postgraduate teaching.



3. He shall have experience in research and publication activities.
4. He must be self-motivated, have good leadership qualities, and have effective communicative skills.

29.3.2. (c) Terms of Reference of Academic Council:

1. To formulate guidelines and rules for accreditation of various institutions for Fellowship Programs and other Courses. (Guidelines shall be submitted to Governing Council/Executive Board for approval).
2. To develop different academic programs to be run by Society and/or its Subspecialty Chapters.
3. To assist/guide Executive Council and Subspeciality Chapters to develop curriculum and examination guidelines for all programs.
4. To review and suggest standards of academic instruction in the Undergraduates and Postgraduate programs in Pediatrics.
5. To frame guidelines/protocols for different research projects as suggested by the Governing Council.
6. To facilitate/manage all academic matters referred by the Governing Council or Executive Board of the Society through the Executive Council.
7. To report all matters about fellowship programs to Governing Council.
8. Suggesting and working for recognition/ accreditation of various programs (Diploma/ Fellowship/ Post- Doctoral Certificate) by NMC/ NBE / IGNOU/ any Deemed Universities.

29.3.3 Executive Council

The Executive Council shall be the Executive wing of IAP-ICP.

29.3.3 (a) The Executive Council (EC) shall constitute

- a) 1 Registrar
- b) All 5 Zonal Vice-Presidents of Society (Tenure shall be one year).
- c) 5 Secretaries of amongst subspeciality Chapters of the Society selected on rotation by the Governing Council (Tenure shall be 2 years)
- d) Five Members to be nominated by the IAP Executive Board, one in each committee (their tenure shall be one year).
- e) 5 Members to be nominated by the Governing Council, from Delhi-NCR (their tenure shall be 2 years).

29.3.3 (b) Registrar of IAP- ICP

The Registrar of IAP-ICP shall be nominated on an application for a tenure of 2 years.

An application for Registrar of IAP-ICP shall be approved by the Executive Board of Society based on the recommendation of the Academic Council and ratification by the Governing Council.

Registrar of IAP-ICP can be renominated for one more term in continuity through the same process.

The Executive Council meeting shall be convened and chaired by the Registrar.

Eligibility criteria:

1. He shall be a life member of the Society from Delhi-NCR for at least 10 years as on January 1st.
2. He shall have experience in good administrative and organisational skills.

29.3.3 (c) Terms of Reference of Executive Council:

1. The Executive Council shall be responsible for day to day running of the College activities and implementation of decisions taken by the Governing Council/Academic Council.
2. Coordinating activities of all committees.
3. Communication with the Academic Council /Governing Council.
4. Coordinating with all member Subspecialty Chapters and various committees of the Executive Council of IAP-ICP for quality and timely progress.

29.3.3 (d) Executive council shall have the following subcommittees:

1. Curriculum Committee
2. E-Learning committee
3. Accreditation committee
4. Evaluation & Examination committee
5. Review and Certification Committee

and any other subcommittees as decided by the Governing Council.

Each of these committees shall consist of ten members elected by Governing Council. The term of these committee members shall be 3 years and they can be reappointed for one more term.



29.3.3 (d) (i) Curriculum Committee shall consist of

- i. Vice President - Chairperson (shall be changed every year)
- ii. 5 Secretaries of member Subspecialty Chapters (selected on rotation by the Executive council and shall be changed every year)
- iii. 2 members amongst EB nominated by the IAP Executive Board (shall be changed every year)
- iv. 2 members amongst non-EB Members nominated by the Governing Council (shall be changed every 3 years)

Terms of Reference for Curriculum Committee

- a. Provide guidelines on the development of curriculum to Subspecialties/ UG/PG/ other Branches of Society.
- b. Ensure that the curriculum is comprehensive, structured, and relevant to the needs of the subspecialties, students, and community.
- c. Oversee the faculty involved in curriculum building.
- d. Fine-tune the curriculum with the help of experts.
- e. Ensure that timelines are met.
- f. Review the curriculum periodically to ensure that it is up to date.

29.3.3 (d) (ii) E-learning committee shall consist of

- i. Vice President - Chairperson (shall be changed every year)
- ii. 5 Secretaries of member Subspecialty Chapters (selected on rotation by the Executive council and shall be changed every year)
- iii. 2 members amongst EB nominated by the IAP Executive Board (shall be changed every year)
- iv. 2 members amongst non-EB Members nominated by the Governing Council (shall be changed every 3 years)

Terms of Reference for E-learning Committee

- a. Implement e-learning in the delivery of components of the curriculum.
- b. Evaluate and implement the learning management systems (LMS) to deliver content.
- c. Review and suggest innovative ways to enhance teaching and learning on the digital platform.

29.3.3 (d) (iii) Accreditation committee shall consist of

- i. Vice President - Chairperson (shall be changed every year)
- ii. 5 Secretaries of member Subspecialty Chapters (selected on rotation by the Executive council and shall be changed every year)
- iii. 2 members amongst EB nominated by the IAP Executive Board (shall be changed every year)
- iv. 2 members amongst non-EB Members nominated by the Governing Council (shall be changed every 3 years)

Terms of Reference for Accreditation Committee

- a. Evaluate the capability of organisations to host and deliver academic programs developed by the IAP-ICP / IAP.
- b. Create a checklist in terms of staff, infrastructure, resources, and financials necessary to implement the courses and programs.
- c. Deploy experts to verify the availability of essential items of the checklist in the organisation.
- d. Recommend accreditation to the Academic Council/ Governing Council.
- e. Review and recommend reaccreditation after the lapse of the time frame of accreditation.

29.3.3.(d) (iv) Evaluation & Examination committee shall consist of

- i. Vice President - Chairperson (shall be changed every year)
- ii. 5 Secretaries of member Subspecialty Chapters (selected on rotation by the Executive council and shall be changed every year)
- iii. 2 members amongst EB nominated by the IAP Executive Board (shall be changed every year)
- iv. 2 members amongst non-EB Members nominated by the Governing Council (shall be changed every 3 years)

Terms of Reference for Evaluation & Examination Committee

- a. Set standards for periodic evaluation of the student [formative] and the program.
- b. Qualifying examination [summative] standards should be objective and comply with international standards.
- c. shall ensure that the evaluation is standardised across all centres.



29.3.3. (d) (v) Review and Certification Committee shall consist of

- i. Vice President - Chairperson (shall be changed every year)
- ii. 5 Secretaries of member Subspecialty Chapters (selected on rotation by the Executive council and shall be changed every year)
- iii. 2 members amongst EB nominated by the IAP Executive Board (shall be changed every year)
- iv. 2 members amongst non-EB Members nominated by the Governing Council (shall be changed every 3 years)

Terms of Reference for Review and Certification Committee

- a. shall review the standards of the process of all other committees.
- b. shall process the conduct of convocation and certification of qualifying students.
- c. shall act as an ombudsman to resolve any conflict that may arise.
- d. shall coordinate the conduct of qualifying enhancement courses for the organisation.

29.3.4 Meetings of IAP-ICP:

Meetings of all Councils/ Committees can be physical/virtual. The quorum for every meeting shall be more than fifty percent of the members. If there is no quorum, the meeting can be adjourned and reconvened. A quorum is not necessary for such adjourned and reconvened meetings.

29.4 Financials of the IAP-ICP

- 29.4.1 IAP-ICP shall be supported financially by the Society (IAP). Governing council must strive for a financially self-sufficient IAP-ICP. All the financial responsibilities of IAP-ICP lie with the Governing Council.
- 29.4.2 IAP-ICP shall not take any sponsorship from any pharmaceutical company.
- 29.4.3 Accounts of IAP-ICP shall be with the accounts of IAP. The IAP-ICP shall prepare an annual budget and submit it for consideration and approval of the Executive Board every year. The IAP-ICP shall have the option to submit supplementary budgets for consideration and approval by the Executive Board of the Society (IAP).

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

29.4.5 The IAP-ICP shall have the power to operate banking accounts in scheduled banks approved by the Executive Board with PAN number of Society (IAP) and to spend money for various purposes listed above according to the budget estimates approved by the Executive Board. Such accounts shall be operated by the Vice Chancellor, Dean, and Registrar jointly with any two out of these three shall be the signatories for banking purposes.

30. POWERS AND FUNCTIONS OF VICE PRESIDENTS OF THE SOCIETY [IAP]

30.1 To preside over the Zonal conference of his Zone.

30.2 Senior Vice-President by IAP Membership shall preside over the meetings/ conferences of the Society as mentioned in rules 13.5 and 17.4 in the absence of the President and President-Elect.

30.3 Senior Vice President by IAP Membership shall 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 11.11 are made.

31. GRIEVANCE REDRESSAL CELL

A Grievance Redressal Cell consisting of 7 members shall be suggested by the President and approved by the Executive Board of the Society. It shall be formed every year to look into any complaint or grievances of any member of the Society. Two Past Presidents who are Immediate predecessors to the Immediate Past President and one member from each of the 5 zones (these members shall not be the members of the Executive Board of the Society) shall form this Cell. The immediate Predecessor of the Immediate Past President shall be the chairperson.

The process and proceedings of any complaint should be completed within 6 weeks and its recommendations and proposed action to be submitted to the Executive Board of the Society.

32. IAP Drug Formulary

32.1 The Office of the 'IAP Drug Formulary' shall be situated at: 7th Floor, IMA House, JN International Stadium Road, Palarivattom PO, Kochi-682025.

However, in pressing or inevitable circumstances the Executive Board of the Society may decide on shifting elsewhere if it feels deemed necessary. Such a decision shall need to be ratified by the General Body.



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

The tenure of the Editor-in-chief of the IAP Drug Formulary shall be two years.

The Editor-in-Chief of the IAP Drug Formulary can be re-elected.

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

- a. The Editor-in-Chief
- b. The Executive Editor
- c. Executive Members (5; One from each Zone)
- d. Secretary General of the Society as ex-officio.
- e. Chairperson of the Computer and Medical Informatics [CMIC] as ex-officio.
- f. Secretary of the Computer and Medical Informatics [CMIC] as ex-officio.

- 32.4 President of the Society shall be overall in charge of the editorial Committee of the IAP Drug Formulary

- 32.5 The Executive Editor and members of the Editorial Committee of the IAP 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 IAP Drug Formulary

32.6 The Functions and Powers of The Editorial Committee of the IAP Drug Formulary:

- 32.6.1 The Editorial Committee of the IAP Drug Formulary shall be responsible for the arrangement of the business of the Formulary, its printing, web posting, updating, web maintenance, securing advertisements, circulation and distribution of the Formulary among members and/or subscribers, and others as the case may be.
- 32.6.2 The Editorial Committee of the IAP Drug Formulary shall prepare an annual budget and submit it for consideration and approval of the Executive Board every year.

- 32.6.3 The Editorial Committee of the IAP Drug Formulary shall prepare an Annual Statement of Accounts and Balance Sheet showing the financial position, and get it audited by the Auditors of the Society.
- 32.6.4 The Editorial Committee of the IAP 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.
- 32.6.5 The Editorial Committee of the IAP Drug Formulary shall have the power to operate accounts in any scheduled bank approved by the Executive Board and to spend money for various purposes according to the budget estimates sanctioned by the Executive Board.

33. Signatories For Banks and Other Financial Institutions

There shall be at least three signatories to the Bank accounts of the Society. Signatures of any two of the three are mandatory. One of them shall be the Treasurer of the Society.

There shall be at least three signatories to the Bank accounts of the Journal Committees or any other Organs or Financial Institutions of the Society. Signatures of any two of the three are mandatory.

The resolution to this effect submitted to the Banks or any Financial Institutions by any Organ of the Society shall be shared with the Executive Board of the Society from time to time.
