

Memorandum of Association of IAP Delhi:

CERTIFICATE OF REGISTRATION
SOCIETIES REGISTRATION ACT XXI
Of 1860

No. S-29229 of 1996

I hereby certify that Indian Academy of Pediatric Delhi

Has been registered under the SOCIETIES REGISTRATION ACT
OF 1860 GIVEN UNDER MY HAND AT DELHI

Of this 15th day of March, One thousand nine hundred and ninety six.

Registration Fee of
Rs. 50/- received

Sd.
Registrar of Societies
Govt. of Delhi
Delhi

(Seal)
Of Registrar of Societies
Delhi.

Please quote this number in all your future correspondence.

INDIAN ACADEMY OF PEDIATRICS DELHI

MEMORANDUM OF ASSOCIATION

- I The name of the society shall be “Indian Academy of Pediatrics Delhi” (hereinafter referred to as the Society”)
- II The registered office of Society shall remain in the National Capital Territory of Delhi and at present following is its address:

Cottage 15, Oberoi Apartments,
2, Sham Nath Marg, Delhi -54

- III The aim and objects for which the Society is established are as under:
1. To encourage and advance the knowledge, study and practice of the science of Pediatrics and of Child Care in all possible ways.
 2. To promote scientific collaboration of its members for better Child care.
 3. To establish and maintain libraries, reading rooms, Laboratories and research centres for the promotion of its objects.
 4. To organize, establish, conduct, superintend or control institutions of Delhi, for promotion directly or indirectly, practice, study and research in Pediatrics and Child care, or in any of its aspects.
 5. To provide facilities to students, scholars and institutions for the study of research in Pediatrics or in any of its aspects by way of scholarships, fellowships, grants, endowments etc.
 6. To found, maintain award, either itself or in co-operation with other bodies or persons, prizes and awards.
 7. To print and publish an official Bulletin of the society, books, periodicals or publications on Pediatrics, Child Care, and allied subjects for the promotion of its objects.
 8. To train up personnel for carrying out the objects of the society and to incur necessary expenses for the purpose.
 9. To organize conferences, lectures, meetings, seminars, Symposia, exhibitions for the promotion of its objects.

10. To consider and express its views on all questions affecting child health in India and to study, suggest, criticize or otherwise advise or take part in the framing of laws affecting the science and practice of Pediatrics.
11. To appoint officers and other staff as may be found necessary or convenient for the conduct and management of the affairs of the society and pay them such remuneration as may at prescribed from time to time.
12. To co-operate and affiliate with other bodies and also to engage in such other forms of activities as may be decided upon by the Society from time to time for the purposes of carrying out all or any of the objects of the Society.
13. To take the donations, contributions, grant, or subscription in cash or in kind or by will from any person or society, registered or not, along with specific conditions, not in-consistent with the main objects of the Society. Such contribution or donation shall form part of the corpus of the society as if they have been included in the original society fund.
14. To do all such other things as may be necessary incidental, conducive or convenient to the attainment of the above objects or any of them.

All the income, earnings, moveable and immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Association and no profit on thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits, or in any manner whatsoever to the present or past members of the Society or to any person claiming through any or more of the present and past members. No member of the Society shall have any personal claim on moveable or immovable properties of the Society or make any profit whatsoever by virtue of his membership.

IV. GOVERNING BODY: The names addresses, occupations and designations of the present members of the Governing body to whom the management of the Society is entrusted as required under Section 2 of the societies Registration Act, 1860, as applicable to the National Capital Territory of Delhi are as follows:

S.No.	Name and address	Occupation	Designation
1.	Dr. Vijay Agarwal Cottage 15, Oberoi Apartment 2, S.N.Marg, Delhi-54	Doctor	President
2.	Dr. Rajesh Mehta SP-15, Maurya Enclave Delhi -34	Doctor	Secretary
3.	Dr. Jagdish Chandra Professor of Pediatrics L.H.Medical College, N.Delhi	Doctor	Treasurer

4.	Dr. Kiran Aggarwal	DII/2, 14, Rajpur Road Delhi -54	Doctor	Member
5.	Dr. Subhash Sapra	17/17, Shakti Nagar Delhi-7	Doctor	Member
6.	Dr.Sanjeev Bagai	43, Poorvi Marg Vasant Vihar, Delhi-57	Doctor	Member
7.	Dr. Sanjay Choudhury	WZ-111-A Virender Ngr Jail road, Delhi-58	Doctor	Member
8.	Dr. Pradeep Dubey	M-75, Con.Circus, N.Delhi	Doctor	Member
9.	Dr. Sangita Yadav	UF-16, Tansen Marg Bengali Market, Delhi-1	Doctor	Member
10.	Dr. A.S.Vasudev	A-181-A Pocket-A Mayur Vihar, Delhi-91	Doctor	Member
11.	Dr. A.K. Sharma	91, Kiran Vihar, Delhi-92	Doctor	Member
12.	Dr. Anupam Sachdeva	441, Sainik Vihar Pitampura, Delhi-34	Doctor	Member
13.	Dr. Uttam Pal	25/21 Tilak Nagar Delhi-18	Doctor	Member
14.	Dr. Shyam Kukreja	10, Hargobind Enclave I.P.Ext. Delhi-91	Doctor	Member

V DESIROUS PERSONS: We, the undersigned are desirous of forming a Society namely INDIAN ACADEMY OF PEDIATRICS DELHI under Society Registration Act 1860 as applicable to National Capital Territory of Delhi in pursuance of the Memorandum of Association of the Society.

S.No.	Name	Address	Occupation	Signatures
1.	Dr. Vijay Agarwal	Cottage 15, Oberoi Aappt. S.N.Marg, Delhi -54	Doctor	Sd/-
2.	Dr. Rajesh Mehta	SP-15, Maurya Enclave Delhi-34	Doctor	Sd/-
3.	Dr. Jagdish Chandra	Prof.of Pediatrics L.H.Medical College New Delhi-1	Doctor	Sd/-

4.	Dr. Kiran Aggarwal	DII/2, 14, Rajpur Road Delhi -54	Doctor	Sd/-
5.	Dr. Subhash Sapra	17/17, Shakti Nagar Delhi-7	Doctor	Sd/-
6.	Dr. Sanjeev Bagai	43, Poorvi Marg Vasant Vihar, Delhi-57	Doctor	Sd/-
7.	Dr. Sanjay Choudhury	WZ-111-A Virender Ngr Jail road, Delhi-58	Doctor	Sd/-
8.	Dr. Pradeep Dubey	M-75, Con.Circus, N.Delhi	Doctor	Sd/-
9.	Dr. Sangita Yadav	UF-16, Tansen Marg Bengali Market, Delhi-1	Doctor	Sd/-
10.	Dr. A.S.Vasudev	A-181-A Pocket-A Mayur Vihar, Delhi-91	Doctor	Sd/-
11.	Dr. A.K. Sharma	91, Kiran Vihar, Delhi-92	Doctor	Sd/-
12.	Dr. Anupam Sachdeva	441, Sainik Vihar Pitampura, Delhi-34	Doctor	Sd/-
13.	Dr. Uttam Pal	25/21 Tilak Nagar Delhi-18	Doctor	Sd/-
14.	Dr. Shyam Kukreja	10, Hargobind Enclave I.P.Ext. Delhi-91	Doctor	Sd/-

Witness the signatures of all the above persons.

Sd/- Deepak Bansal
Chartered Accountant
M.N. 84868

INDIAN ACADEMY OF PEDIATRICS DELHI

RULES AND REGULATIONS

1. Indian Academy of Pediatrics Delhi (hereinafter referred to as the `Society` has been established for objects specified in the Memorandum of Association.
2. The business of the Society shall be carried on through its offices in Delhi.
3. The fiscal year of the Society shall be from April 1 to March 31.

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

MEMBERS

4. The membership of the society shall be of four classes namely:-
 - (a) Ordinary, (b) Life, (c) Associate and (d) Associate Life.

ORDINARY MEMBER / LIFE MEMBER:

Any person, possessing medical qualification registrable with Medical Council of India and

- (i) Holding a Doctorate in Pediatrics of a recognized Indian University or a qualification recognized by the Executive Board as equivalent; or
- (ii) Holding a teaching or research assignment of permanent nature or type of the grade of Professor, Asstt. Professor, Reader, Lecturer or equivalent in the Pediatrics Department of an Institution, college affiliated to a University, or
- (iii) Who had held a recognized teaching assignment in Pediatrics for more than five years; or
- (iv) Holding a Diploma in Child Health of a recognized body, or engaged in practice of Pediatrics for over five years.

May be elected by the Executive Board as an Ordinary/Life member of the society.

ASSOCIATE MEMBER/ASSOCIATE LIFE MEMBER

Any person possessing medical qualification registrable with Medical Council of India and is an Indian National and is interested in Pediatrics or any of its aspects may be elected by the Executive Board as an Associate Member/ Associate Life Member of the Society.

Provided that a foreign national possessing medical qualification recognizable in India who is engaged in this country in full time practice and/or teaching and/or research in pediatrics or any of the disciplines

related to Pediatrics may be elected by the Executive Board as an Associate member for the duration of his stay in this country.

All the members of any organization shall become the members of this society from which any contribution/donation is received with a specific condition in this regard, provided all the members so enrolled qualify the requirement stated hereinabove.

SUBSCRIPTION

5. The subscription for membership of the Society shall be as follows:
 - a. Any person who is otherwise eligible to be an Ordinary Member, by making a contribution of Ten years annual subscription in one lump sum, shall on being elected by the Executive board in the manner hereinafter prescribed, become a Life Member.
 - b. any person who is otherwise eligible to be an Ordinary Member and undertakes to pay the current admission fee of Rs. 100/- and the current subscription of Rs. 100/- per annum and to abide and by the rules & regulations of the society may be elected as an Ordinary Member by the Executive Board in the manner hereinafter prescribed.
 - c. Any person who is otherwise eligible to be an Associate Member and undertakes to pay the current admission fee of Rs.100/- and the current subscription of Rs. 100/- per annum and to abide by the rules and regulations of the Society, may be elected as an Associate Member of the Society by the Executive Board in the manner hereinafter prescribed.
6. An Ordinary/Associate Member may at any time by paying the subscription for ten years in advance and all arrears become a Life Member/ Associate Life Member, as the case may be, without further election.
7.
 - a. An Ordinary or Life Member may propose for election as an Ordinary, or Life Member, any person who fulfils the above mentioned conditions and such proposal shall be seconded by another Ordinary or Life Member.
 - b. The proposal shall be in prescribed application form for membership of the Society and shall be duly filed in and signed by the person proposed and shall be accompanied by the fee mentioned in rule 5 above which shall be returned if the Executive Board does not accept the proposal.
 - c. The proposal for election shall be considered by the Executive Board at its meeting held next after the date on which the proposal is submitted to the Society.
 - d. If the proposal is accepted by the Executive Board by $\frac{3}{4}$ majority of its members present in the Executive meeting, the person proposed shall be deemed to have been elected as a member. Decision of the Executive Board shall be final.

8.
 - a. The General Secretary shall keep a register and/or computerized record in which the names and last known address of members shall be entered with dates of their election and cessation of membership, if any. An entry in the register of members shall be deemed final as regards admission to or cessation of membership.
 - b. The general Secretary shall file, once in every year, a list of members and office bearers of the Executive Board of the Society with Registrar of societies, Delhi, as required under section 4 of the Societies Registration Act 1860.
 - c. A member whose subscription is in arrears for a period more than one year shall not be entitled to receive the Bulletin and/or any publication of the Academy.
9. A member may resign his membership by notice in writing and the resignation shall take effect from the date on which the notice is received in the office of the General Secretary,
10. The annual subscription shall be due on the 1st of April and those who are admitted during the year shall pay the subscription for the full financial year of their enrollment.
11. A member shall be entitled to the following privileges-
 - a. To receive the official Bulletin of the Society free of cost and the other publications free of cost or at a reduced price as may, from time to time, be determined by the Executive Board.
 - b. To attend meeting and conferences arranged or organized by the Society.
 - c. To use reading rooms and libraries maintained by the society and to consult and use the books and periodicals in the library at such time and on such conditions as may be prescribed by the Regulations made by the Executive Board.
 - d. The right and other privileges of Life Member will be the same as those of an Ordinary member
 - e. To enjoy such other privileges or benefits as may be determined by the Executive Board.
12.
 - a. After enrolment all members shall be entitled as of right to participate in all the activities of Society as per the rules and regulations.
 - b. An Associate Member or an Associate Life member shall not be eligible to be elected to Executive Board nor shall be have the rights to take part in elections or vote any meeting of the Society.
13.
 - a. A Member whose subscription has been in arrears for a period of more than two years shall not be entitled to vote at any meeting of the Society or the Executive Board or an a ballot provided that he shall be so entitled if he pays up the arrears at any time before the holding of the meeting or the casting of the ballot.
 - b. The name of a member whose subscription remains unpaid for two consecutive years may

at the discretions of the Executive Board and after giving the members 15 day's notice be removed from the register of members.

- c. A member whose subscription is in arrears for a period more than one year shall not be entitled to receive the Bulletin and /or any publication of the Academy.
14.
 - a. A Member guilty of infamous conduct or of acts prejudicial to the interest of the Society may on the proposal of the Executive Board and after giving the member 30 days' notice to make any written representation that he may desire to make, be expelled from the Society, by a resolution, carried by a three fourth majority of the members present in a General Body Meeting expressly called for the purpose and quorum for such a meeting shall be of 50 members.
 - b. The notice of the meeting shall contain the particulars of charges against the member and shall be accompanied by written explanation, if any, submitted by the member.
 15.
 - a. The election of Office Bearers and members to the Executive Board of the Society shall be by secret ballot or show of hands. Each member is entitled to cast as many votes as their vacancies to the filled up.
 - b. Any member who has any about the election shall give the same in addressed to the General Secretary within 7 days of the declaration of results.
 - c. An election tribunal consisting of the President and two of the past Presidents shall be constituted to go into the complaints and the decision of the tribunal shall be final. In case a member of the tribunal be involved himself in any way in such a dispute, he shall not be a member of the society.
 16. The Society shall have the following office bearers:
 - a. President One post
 - b. General Secretary One post
 - c. Treasurer One post
 - d. Members Ten post
 - e. Ex-officio Members Immediate Past President & General Secretary
 17.
 - a. The term of the President, General Secretary and Treasurer and immediate past President shall be one year. An office bearer shall continue in office till a successor is elected.
 - b. The president shall not seek election to the Executive Board after finishing one year as President and the subsequent one year as ex-officio Member of the Executive Board.
 - c. The term of the members of the Executive Board elected shall be for a period of one year.

- d. There shall not be any election for General Secretary, Treasurer shall after expiry of his one year term as Treasurer, become General Secretary for the next year, provided another Treasurer is elected.
- e. All three of office bearers shall be from April 1 to March 31.

Executive Board

- 18.
 - a. The Management of the affairs of the Society shall be vested in the Executive Board, which shall consists of 15 members, as stated in para 16 above.
 - b. The President, General Secretary, Treasurer, Ten members and the immediate past President & Past General Secretary of the Society shall be the members of the Executive Board.
 - c. The President, Treasurer and Executive members shall be elected by all the Ordinary & Life members of the Society from among themselves. Treasurer will be automatically chosen as General Secretary in the succeeding year.
 - d. If any vacancy, except that of the office bearers occurs during the year, other than by efflux of time, such vacancy shall be filled up byco-option by the Executive Board within three months of the occurrence of such vacancy. The term of office of such co-opted members shall be for the period for which the original member would have continued in office had the vacancy not occurred.
 - e. In the case of vacancies of office bearers, the same shall be filled up by election in the General meeting of ordinary and life members which shall be held within a period of six weeks months from date of occurrence period of six months from date of occurrence of the vacancy. Provided in case of a vacancy in the office of the General Secretary, the Joint Secretary shall assume charge of the office till such time as the newly elected General Secretary takes charge of the office.
 - f. The term of office on such elected persons shall expire on the date when the term of the original member would have expired but for the vacancy.
- 19. The Executive Board shall, subject to these rules exercise all such powers and do all such acts and things as may be exercised or done by the Society.
- 20. The Executive Board may appoint Committees consisting of members of the Society and delegate to them such powers and duties it may think fit.
- 21. The Executive Board may frame regulations consistent with these rules for regulating the procedure of the meeting of the Board or its Committees, election of members of the Board and the conduct of the affairs of the Society.

22.
 - a. The Executive Board shall meet at such time and place as may be necessary for the transaction of the business of the society as directed by the President, and ordinarily it shall meet not less than six times in a year.
 - b. Meetings of the Executive Board shall be convened by the General Secretary in consultation with the President.
 - c. Ordinarily 5 days notice shall be given of all meetings to the members of Executive Board except in case of emergency when a meeting may be called at one day's notice of the express direction of the President.
23. A meeting of the Executive Board may be requisitioned by not less than 3 members of the Board asking for it in writing to the General Secretary who shall call a special meeting to consider the requisition within three weeks of the receipt of such requisition to the General Secretary.
24. Six members present, out of which two members should be other than office bearers, shall form a quorum. If there be not quorum within 15 minutes of the time fixed for the meeting, the meeting shall be adjourned to a later time on the same day and place. A quorum shall not be needed for an adjourned meeting.
25.
 - a. The President shall preside at meetings of the Executive Board, but in his absence the members present shall elect one from amongst themselves to preside over the meeting.
 - b. Every question submitted to a meeting of the Executive Board shall be decided according to the majority of the votes cast by the members present and voting at succeeding meeting. In the case of equality of votes, the President shall have a second or casting vote in addition to his votes as a member.
26. The Executive Board may act standing any vacancy in its body provided that of the member of members falls below the necessary quorum, if shall not be act except for co-option.
27. The Executive Board shall have the power to terminate the appointment of Committees of the Members appointed by it, if in the opinion of its three fourths majority, the continuation of such appointment is not in the interest of the Society.
28. The Executive Board shall have the power to co-opt persons of repute on the Board as "Patrons" however, these patrons shall have no voting rights in the functioning of the Executive Board or General Meetings.
29. All the property moveable or immovable, belonging to the Society, shall be vested in the Executive Board.
30. All money received by or on behalf of the Society shall be deposited forthwith in a Scheduled Bank of Scheduled Bank selected by the Executive Board and shall not be withdrawn from the bank or banks except under the authority of and in the manner prescribed by the Executive Board.

31. Any money not immediately required for the purpose of Society may be invested by the Executive Board in such manner as it may deem fit and according to the regulations of Public Trust Act and Income Tax Act and Rules in force from time to time.

32. Without prejudice to the generality of the foregoing powers the Executive Board shall have powers:-

(a) To accept any donation, contribution, grant or subscription in cash or in kind or by Will from the trustees or any other person, body of persons, institution or corporate body for the benefit of the Society, whether accompanied by special condition or otherwise. Such contributions or donations shall form part of the corpus of the Society property as if they have been included in the original Society Fund.

PROVIDED that contributions or subscriptions accompanied by conditions shall not be accepted if the conditions accompanying them are in any way repugnant to the objects or purpose of the Society or law, provided further that the contributions or subscribers shall not be entitled to participate in or have any voice or control in management or administration of the Society unless such contributor/s or subscriber/s become the ordinary/Life member/s of the Society.

(b) To apply the whole or part of the income of the Society Fund or accumulation thereof for whole or part of the corpus or the Society Fund and for any one or more of the objects of the Society as the Executive Board may in their discretion, from time to time, determine.

© To convert and deal with investment comprised in the Society Fund and/or to carry the investment for the time being.

(d) To invest and keep invested the Society Fund either in the purchase or mortgage of immovable property including a flat or in shares, stock or debentures or other securities and investment, or in deposit with or loans to any company, bank, firm or any other persons in conformity with the provisions of the Income-tax Act for the time being in force, and to alter, vary, or transpose such investment from time to time as the Executive Board may in their discretion think fit for others or the same or different nature.

(e) To borrow or raise or secure payment of money and also to lend money either with or without security.

(f) To sell, dispose of, alienate or otherwise deal with any property comprising the society fund.

(g) To let out or demise any immovable property comprised in the Society Fund for such period and at such rent and on such terms and conditions as the Executive Board, in their discretion may think fit.

(h) To open account with any Nationalised/Scheduled bank, to operate such accounts and to give instructions to the Bank and to provide for the opening and operation of such account by one or more of the Office bearers or by an agent appointed by the Executive Board.

- (i) To adjust, settle, compromise, compound, refer to arbitration all actions, suits, claims, demands and proceeding regarding the Society Fund.
 - (j) To appoint constituted Attorneys or agents and to delegate to such Attorneys or Agents all or any of the power vested in them under these presents and from time to time remove such attorneys or Agents and appoint other or others in his or their place.
 - (k) To appoint or make provisions for the appointment of any persons (including all or any of the Executive Member as Committee or Administrator or Managing Trustees or Patrons or Advisor or otherwise) for the purpose of advancement of Society in such manner and subject to such rules, and regulations as the Executive Board may prescribe and also to appoint or provide for the appointment of separate Executive Members to hold any property or any Fund or investment, subject to the provisions of these Rules in such manner and subject to such rules and regulation as the Executive Board may from time to time think fit.
 - (l) To make, vary, alter and/or modify schemes, rules and regulations for carrying out the objects thereof and of running any institutions in furtherance of the objects of the Society.
 - (m) To start abolish, discontinue and restart any charity or charitable institutions for the benefit of general public and to impose any conditions to any subscription or donation made by them.
 - (n) To set apart or accumulate the whole or part of the income of the corpus of the Society and or part thereof for any subscription or donation made by them.
 - (o) To join, co-operate or amalgamate this Society with other or others having kindred or allied objects upon such terms and conditions as the Executive Board may be in their discretion think fit particularly having regard to the objects and nature of this Society. For amalgamation, of this society with any other organization, approval of General Body shall be required.
33. The members of Executive Board shall be chargeable only for such moneys, stocks, shares, and funds as shall actually come into their hands and a members of Executive Board shall not be answerable or accountable for neglect, default, acts of omission or commission of the other members, nor of any banker or other person with whom the Society Properties or any securities, comprised in the Society fund have been deposited or kept.
34. The members of the Executive Board will not be entitled to receive any remuneration as members. They may reimburse themselves of all expenses actually incurred by them in connection with the Society or their duties relating thereof.
35. The Executive Board may appoint Departmental and Assistant Secretaries, Research Officers and other staff on such remuneration and on such terms and conditions as it think fit.

THE BULLETIN OF THE SOCIETY

36. The Bulletin of the Society shall be called 'DELHI PEDIATRICS' and shall be in charge of the Secretary.

POWERS AND FUNCTIONS OF THE GENERAL SECRETARY

37. General Secretary shall also act as Editor.
38. In all important matters pertaining to the working of the society and the organization of conferences, seminars etc. the General Secretary shall consult the President before taking a decision except in cases of Emergency.
39. The General Secretary shall keep the President informed about all important matters and act in consultation with President.
40. The President can write to Government and National and International Bodies and individuals on important issues and send messages, copies of which must be forwarded in the office for record purposes.
41. Subject to the control and regulations, if any of the Executive Board, the General Secretary shall be responsible for carrying out the directions and decisions of the Executive Board and in particular he shall:
 - a. Convene meetings of the Society and the Executive Board whenever necessary or called upon to do so.
 - b. Have administrative control over all the affairs of the Society.
 - c. Have charge of correspondence in relation to the Society.
 - d. Keep accurate minutes of all the meetings of Society, Executive Board and Committee thereof.,
 - e. Prepare annual report of the society.
 - f. Have charge of the furniture, library and all documents and assets of the Society.
 - g. Collect all dues of the society and deposit all amounts of the society.
 - h. Pass all bills for payments on behalf of the Society.
 - i. Have powers to incur expenses for any of the purposes of the society upto a limit of Rs.2000/- for a single item. For expenses exceeding Rs. 2000/- the secretary shall take the concurrence of the President.
 - j. Be an ex-officio member of all Committees.
 - k. Perform all such other duties as are incidental to the office.

- l. Shall be responsible for keeping up-to-date accounts of society with all the account books posted up-to-date.
 - m. Shall prepare a budget of the estimated receipts and expenditure of the society for each year and present the same for review of the Executive Board.
 - n. Shall prepare an annual statement of accounts and balance sheet showing the financial position of the society, get it audited by the auditors appointment and present it for adoption by the Executive Board, and
 - o. Shall be responsible all the financial affairs of the society.
42. No expenses shall be incurred unless the same has been included in annual or supplementary budget and approved by the Executive Board.

GENERAL MEETINGS

43. An Annual General meeting of the society shall be held not later than June 30 of the succeeding year.
44. At the Annual General meeting, the following business shall be transacted:
- a. Confirmation of the minutes of the last Annual General meeting.
 - b. Consideration and adoption of the audited statement of account.
 - c. Consideration and adoption of the audited statement of accounts.
 - d. Appointment of auditors and fixing their remuneration.
 - e. Appointment of Honorary Legal Advisor.
 - f. Any other business notice of which has been circulated with agenda.
 - g. Any other business of which 15 day's notice has been given to the General Secretary in writing.
 - h. Any other business with permission of President.
45. Thirty Ordinary and/or Life members present shall form a quorum for the Annual General Meeting. If within half an hour of the time fixed for the meeting, a quorum is not present the meeting shall stand adjourned to a later time on the same day and at the same place. A quorum shall not be needed for the adjourned meeting.
46. The President may also call a General Meeting of the members of the society when :

- i) he thinks fit, or
- ii) on a resolution of the Executive Board, or
- iii) on receipt of a requisition of not less than 30 Ordinary and/or Life members stating the object of the requisitioned meeting.

Three week's notice shall be given to the members of such meeting and notice should specifically mention the objects for which the meeting has been called. In the case of requisition the meeting shall be held within 15 days of receipt of the requisition. Only the points raised in the requisition shall be discussed at such meeting.

47. At all General Meeting thirty ordinary and/or Life members shall form a quorum. If there be no quorum within half an hour 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.
48. At all requisitioned meetings, fifty ordinary and/or Life Members shall form a quorum. If there is no quorum within half an hour of time fixed for the meeting, the meeting shall be adjourned.
49. The President of the Society shall preside at the Annual Conference, the Annual General Meeting, General Meetings, or requisitioned meetings and other meetings of the Society. In his absence, the members present shall elect from among themselves a Chairman for the meeting.
50. A question may be submitted to a meeting of the members present and voting may occur. In case of a tie, the Chairman of the meeting shall have a casting vote in addition to his own.
 - a. Subject to any law for the time being in force and subject to the powers vested in the Executive Board, the Executive Board shall give effect to the resolutions passed at the Annual General meeting, General meeting or Requisitioned Meeting.
 - b. All statutory notices required to be sent to the members under these rules shall be sent by post to the last known address recorded in the register of members. A notice sent by post shall be deemed to have been served at the
 - c. All notices, communications, memoranda and other papers shall be signed or authenticated by the General Secretary and when so signed or authenticated shall be conclusive.
 - d. The Executive Board shall provide a common seal for the purpose of the Society and shall provide for the safe custody of the seal and it shall not be used except by the authority of the Executive Board and in the presence of the President of the Executive Board.
 - e. Every deed or other documents to which the seal of the society is required to be affixed shall be affixed by the General Secretary in the presence of the President and in token of its having been so affixed shall be signed by the President and by the General Secretary.

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

LEGAL PROCEEDING

51. The Society may sue in the name of the President or Secretary and may be sued in the name of the President, or Secretary as per provisions laid down under section 6 of the Societies Registration Act 1860 as applicable to the National Capital Territory of Delhi.

ALTERATION OF RULES

52. The rules shall not be altered, amended or added to except by a resolution duly notified and passed at a special General Body meeting of the Society by a three fourth majority of members present.

DISSOLUTION AND ADJUSTMENT OF AFFAIRS

53. If the Society need to be dissolved it shall be dissolved as per the provision laid down under section 13 and 14 of the Societies Registration Act, 1860, as applicable to National Capital Territory of Delhi.

APPLICATION OF THE ACT

54. All the provisions under all the sections of the Societies Registration Act 1860, as applicable to National Capital Territory of Delhi, shall apply to this Society.

CERTIFIED THAT THIS IS THE CORRECT COPY OF THE RULES AND REGULATIONS OF THE SOCIETY.

Sd/- Dr. Vijay Agarwal
President

Sd/- Dr. Rajesh Mehta
Secretary

Sd/- Jagdish Chandra
Treasurer

Memorandum of Association of CIAP:

INDIAN ACADEMY OF PEDIATRICS
Kailas Darshan, Kennedy Bridge (Nana Chowk), Mumbai 400 007.

Society Registration No. BOM. 127 / 1963 GBBSD
Public Trust Act Registration No. F - 1166 (Bom)
Memorandum of Association
and
Rules and Regulations

MEMORANDUM OF ASSOCIATION

- I.** The name of the Society is the “INDIAN ACADEMY OF PEDIATRICS” (hereinafter referred to as the Society).
- II.** The registered office of the Society shall be in the Republic of India.
- III.** The objects for which the Society is established are :
1. To serve as advocates for children and adolescents and help their families with reference to attainment of optimal, physical, mental, psychological and social health of children and adolescents.
 2. To encourage and advance the knowledge study and practice of the science of pediatrics in all possible ways.
 3. To promote scientific collaboration of its members and make rules regarding standards for their professional conduct.
 4. To organize, establish, conduct, superintend or control institutions for promoting directly or indirectly, practice, study and research in Pediatrics in any of its aspects.
 5. To establish and maintain libraries, reading rooms, laboratories and research centers for the promotion of its objects.
 6. To provide facilities to students, scholars and institutions for the study of or research in Pediatrics in any of its aspects by way of scholarships, fellowships, grants, endowments, etc.
 7. To found, maintain or award, either itself or in co-operation with other bodies or persons fellowships, prizes, certificates, diplomas of proficiency in the science of Pediatrics and conduct such tests, examinations or other scrutiny as may be prescribed from time to time.
 8. To print and publish and official Journal of the society, books, periodicals or publications on Pediatrics and allied subject's which the society thinks desirable for the promotion of its objects.
 9. To train up personnel for carrying out the objects of the society and to incur necessary expenses for the purpose.
 10. To organize conferences, lectures, meetings, seminars, exhibitions for the promotion of its objects.
 11. To organize branches of the society and to appoint editors and correspondents, whether in India or elsewhere, for promoting all or any of the objects of the society.
 12. To consider and express its views on all questions affecting child health in India and to study, suggest, criticize or otherwise, advise or take part in the framing of laws affecting the science and practice of Pediatrics.
 13. To co-operate, affiliate with other bodies and also to engage in such other forms of activities as may be decided upon by the society from time to time for the purpose of carrying out all or any of the objects of the society.
 14. To appoint officers and other staff as may be found necessary or convenient for the conduct and management of the affairs of the society and pay them such remuneration as may be prescribed from time to time.
 15. To do all such other things as may be necessary, incidental, conducive or convenient to the attainment of the above objects or any of them.

RULES AND REGULATIONS

(Revised as on 10-2-1998)

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

2. The business of the Society shall be conducted through three offices. The central office will be situated in Bombay (Mumbai), the office of the 'Indian Pediatrics' will be situated in Delhi and the office of the 'IAP Journal of Practical Pediatrics' will be situated in Madras (Chennai).

3.1 The fiscal year of the Society shall be from April 1 to March 31st

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

3.3 The affairs of the society shall be managed by a team of office bearers numbering 9 and a duly constituted Executive Board with 28 to 30 members representing the entire country.

4. MEMBERS

a. The membership of the Society shall be of four categories namely : (a) Ordinary, (b) Life, (c) Associate, (d) Associate Life

b. Any person who is a residential Indian citizen and is holding a diploma / degree in pediatrics of recognized body may be elected by the Executive Board as Ordinary/Life member of the society.

c. Any person possessing MBBS or equivalent degree recognized by MCI / Government of India may be elected by the Executive Board as an Associate / Associate Life member of Society. Those who are residential Indian citizen will be eligible to become Associate Life member of Society.

d. The Associate / Associate Life membership of Society shall also include:

- i. Eligible Indian post graduate student in pediatric duly certified by the concerned Head of Pediatric Department / Child Health.
- ii. Eligible non-resident Indian
- iii. Eligible foreign national of Indian / non-Indian origin.

e. If any of the residential Indian citizen member moves out of India, all the correspondence, including Journals and ballot papers to eligible voters, shall be sent only to the latest local Indian address as on records with Central Office unless they pay extra charges as applicable for the postage at any other address.

f. Any existing Associate / Associate Life member who subsequently satisfies the criteria to be Ordinary / Life member respectively may be elected as Ordinary / Life member respectively by the Executive Board at such later date.

5. FELLOWS

a. Any Ordinary / Life member of Society who has, in the opinion of the Executive Board, rendered outstanding services for the furtherance of the objects of Society, may be elected as a Fellow by the Executive Board in the manner hereinafter provided.

b. Any person who is either an Associate / Associate Life member of the Society or any person who is not the member of the Society, and who has in the opinion of the Executive Board rendered outstanding services for the furtherance of the objects of the Society, may be elected as Honorary Fellow of the Society by the Executive Board of the Society in a manner hereinafter provided. Such an Honorary Fellow shall be exempted from payment of annual / life subscription.

c. The name of such a person shall be duly proposed and seconded by Ordinary or Life member of the Society with recommendation for such a proposal, and the proposal and recommendation shall be submitted to the members of the Fellowship Committee constituted by the Executive Board. The names recommended by such a committee will then be approved by the Executive Board.

d. If an Ordinary member is elected as a fellow, he has to become a Life member of the Society before the fellowship is awarded to him.

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

a. An Entrance Fee will be charged, as decided by the Executive Board from time to time, for all categories of new members on their application for membership including those Ordinary / Associate members who re-apply after a break in membership. However, this will not apply to non-Indian members and to those whose membership is converted from one category to another in continuity.

b. Any Indian person who is otherwise eligible to be an Ordinary / Associate member and undertakes to pay the prevalent admission fee and prevalent membership fees as decided by Executive Board from time to time, and to abide by the rules and regulations of the Society may be elected as an Ordinary / Associate member respectively by the Executive Board in the manner hereinafter prescribed.

c. Any Indian person who is eligible to be an Associate post graduate member and who undertakes to pay prevalent admission fee and half the prevalent life membership fee may be elected as Associate PG member by the Executive Board. Subsequently, he will pay the balance 50% of life membership fee prevalent at the time of his application, within 4 years for changing his membership category to Life or Associate Life as the case may be. The year of enrollment shall be taken as one full year for the purpose of computing 4 years of membership. If such a member fails to pay the balance within 4 years, the membership of such a member shall automatically cease to exist and the initial fees paid by him shall be forfeited. The Society may consider sending reminder to the defaulter but not as a rule.

d. Non-Indian person who is otherwise eligible to be an Associate member and undertake to pay the prevalent annual membership fee as decided by the Executive Board from time to time, and to abide by the rules and regulations of the Society may be elected as an Associate member by the Executive Board in the manner hereinafter prescribed. This membership fees will not include the mail charges for the Journals.

e. If husband and wife both are members of the Society, such members will be eligible to become Couple Life / Associate life members of the Society by paying 80% of the prevalent life membership fee each. Such

members will receive only one communication including Journals from Society for both, in common on either name including all statutory notices except the voting right which will be enjoyed by either of them separately as per the eligibility.

f. An Indian member may apply to the Society for exemption in payment of annual subscription after attaining the age of 70 years and such a member shall be exempted.

g. An Indian member of the Society after attaining the age of 65 years wishes to enroll himself as Life or Associate Life member may do so on payment of 1/3 rd of prevailing Life / Associate Life membership fee in lump sum in addition to the prevalent entrance fee.

7. Any Indian person who is otherwise eligible to be an Ordinary / Associate member by making a advance contribution of 10 years of prevalent annual members fees in one lump sum and arrears if any, on being elected by the Executive Board in the manner hereinafter prescribed, may become life / Associate Life member. This shall not apply to associate postgraduate members availing of the special membership fees as prescribed in 6(c).

8. a. An Ordinary or Life member may propose any person who fulfils the above mentioned conditions for election as member of the Society in the category as applicable and such proposal shall be seconded by another Ordinary or Life member.

b. The proposal shall be in the prescribed application form for membership of the Society and shall be duly filled-in and signed by the person proposed and shall be accompanied by the fees as applicable which shall be returned in due time if the Executive Board does not accept the proposal.

c. The proposals for election of the members shall be considered by appropriate committee designated by the Executive Board of the Society from time to time and such committee shall recommend the names to the Executive Board for approval.

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

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

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

11. The membership shall start from 1st January each year but the annual subscription shall be due on the first October of previous year. Those who are admitted during the year shall pay the subscription for the calendar year of their enrollment. Though a new member is admitted anytime in the calendar year he shall be considered as a member for that full calendar year and the Journals and other communications shall start only after the enrollment of the member and back issues of the Journals will not be provided to them.

12. A member shall be entitled to the following privileges :-

a. To receive the Journal of the Society "Indian Pediatrics" either free of cost or at a subsidized rate fixed by the General Body from time to time.

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

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

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

e. The rights and other privileges of a Life member will be the same as those of an Ordinary member.

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

g. Any member going out of India shall be entitled to receive all the communication of the Society including the Journals only at the latest local Indian address as on records of the Central Office.

13. a. An Honorary Fellow is not eligible to be elected as Office Bearer or Executive Board member nor shall he have right to take part in the election or vote at any meeting or election of the Society or its branches / chapters.

b. An Associate / Associate Life member shall not be eligible to be elected to the office bearer / Executive Board nor shall he have the right to take part in elections or vote at any meetings or election of the Society or its branches / chapters.

14. a. A member whose subscription has been in arrears till 30th June of the year shall not be entitled to vote at any meeting of the Society or the Executive Board or on a ballot or take part in or vote in election of the Society nor will he receive any publications of the Society unless subscribed for it.

b. The name of a member whose subscription remains unpaid for 1 year may at the discretion of the Executive Board and after giving the member 15 days' notice be removed from the register of members.

15. a. A member guilty of infamous conduct (as defined under ethical code by I.M.C.) or of acts prejudicial to the interests of the Society may on the proposal of the Executive Board and after giving the member 30 days' notice to make any written representation that he may desire to make, be expelled from the Society, by

a resolution, carried by a three fourths majority of the members present in a General Body Meeting expressly called for the purpose or at the Annual General Body meeting of the Society.

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

16. a. The election of the office bearers and the members of the Executive Board of the Society shall be held by secret ballot as per the guidelines supplied by the Executive Board members from time to time.

b. Any member who has any complaint about the election shall give the same in writing addressed to the Secretary General within 21 days of the declaration of the result.

c. An election tribunal consisting of the President and two of the past presidents shall be constituted to go into the complaint and the decision of the tribunal shall be final. In case a member of the tribunal is involved himself in any way in such dispute, he shall not be a member of that tribunal.

d. Any dispute shall be subject to Bombay (Mumbai) jurisdiction.

OFFICE BEARERS :

17. The Society shall have the following Office Bearers:-

i. President - One

ii. President – Elect - One

iii. Immediate Past President - One

iv. Vice – President - One

v. Secretary General - One

vi. Treasurer - One

vii. Joint Secretary - One

viii. Editor-in-Chief, Indian Pediatrics

ix. Editor-in-Chief , IAP Journal of Practical Pediatrics.

18. a. The term of the President, President Elect, the Immediate Past President, Vice-President and the Joint Secretary shall be for one year, (not eligible for re-election subsequently), that of Secretary General, Treasurer, will be of 2 years (eligible for re-election for one more term) and that of the Editors-in-Chief three years (eligible for re-appointment for one more term). In case of resignation, the concerned office bearers or Executive Board member shall continue in office till a successor is elected or selected or appointed as the case may be.

b. The President shall not seek election to the Executive Board or as Office Bearer of the Society after finishing one year as President and the subsequent one year as the Immediate Past-President.

c. The Ordinary / Life member contesting for the post of President Elect should have been a member of the Society for 10 complete years as on or before 1st January to be eligible to contest for the ensuing election and should have served on the Executive Board or as Office Bearer or both for a period of 2 complete years before contesting for the post of President Elect.

d. The Ordinary / Life member contesting for the post of Executive Board member should have been a member of the Society for 5 complete years as on or before 1st January to be eligible to contest for the ensuing election. The term of the elected members to the Executive Board shall be of a period of one year. Such members, if elected for three successive years shall not contest election for a period of next three years for the post of the Executive Board.

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

f. A member contesting for the post of Treasurer should have been a member of the Society for 5 complete years as on or before 1st January to be eligible to contest for the ensuing election and should have served on the Executive Board for one complete year before contesting for the post of Treasurer of the Society.

g. All terms of office and Executive Board shall be from January 1 to December 31.

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

b. All the office bearers shall be also members of the Executive Board.

c. The President-Elect, the Secretary General and the Treasurer shall be elected by all the Ordinary / Life members of the Society from amongst themselves. The Vice President shall be elected by the members of the Executive Board from amongst themselves at their first meeting.

d. The Secretary General and the Treasurer shall be residents of Bombay (Mumbai) and the Editor-in-Chief, Indian Pediatrics shall be resident of Delhi and the Editor-in-Chief of IAP Journal of Practical Pediatrics shall be resident of Chennai (Madras). The Joint Secretary shall be a resident of the city / district / state / of the respective city / district / state branch hosting the conference.

e. The Organizing Secretary of the annual conference of the Society succeeding to the year in which elections are held shall be the Joint Secretary of the Society for the year.

f. Nominations for the post of Editor-in-Chief of Indian Pediatrics shall be invited from amongst the members of Society from Delhi. This will be advertised in all the three publications of the Society i.e. Indian

Pediatrics, IJPP, Academy Today at scheduled time. The nominations will be then scrutinized by the Executive Board, and the Editor-in-Chief will be appointed / elected by the Executive Board as necessary.

g. Nomination for the post of Editor-in-Chief of IAP Journal of Practical Pediatrics shall be invited from amongst the members of Society from Madras (Chennai). This will be advertised in all the three publications of Society i.e. Indian Pediatrics, IJPP, Academy Today at scheduled time. The nominations will be then scrutinized by the Executive Board, and the Editor-in-Chief will be appointed / elected by the Executive Board as necessary.

h. The Executive Board members shall be as follows:

i) Principle of Statewise Representation:

The Executive Board members will be elected by the members of the State only. The number of Statewise Executive Members shall depend on the strength of eligible voters from concerned States and on that basis the Central Office shall review the composition of Executive Board and present it to the next Executive Board for ratification and implementation every two years.

ii) One members will be co-opted from defence services by the Executive Board on recommendations from amongst the IAP members in defence services. He will not have any voting right in the decisions taken by the Executive Committee.

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

(i) If any vacancy, except that of Office Bearers occurs during the year other than by efflux of time, such vacancy shall be filled up by co-option by the President of the Society. The term of the office of such co-opted member shall be for the period for which the original member would have continued in office had the vacancy not occurred. However, this residual term will not be counted as a term for purpose of re-election or eligibility for any election in future.

(ii) In case of vacancies of Office Bearers, the same shall be filled up by election (nomination by Executive Board in cases of Editors-in-Chief) which shall be held within a period of three months from the date of occurrence of the vacancy, provided in case of the vacancy is the office of Secretary General, the Treasurer shall assume charge of the office of the Secretary General and new Treasurer will be elected.

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

THE POWERS OF THE EXECUTIVE BOARD:

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

21. a. The Executive Board may appoint Convenors of Committee from amongst the members of the Society and delegate to them such powers and duties as it may think fit.

b. In case of Research Advisory Committee of IAP Research Foundation both the Chairperson, the Secretary and the five members of the committee will be appointed by Executive Board.

c. In case of IAP Education Centre both the Chairperson and the Secretary will be appointed by Executive Board.

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

23. a. The Executive Board shall meet at such time and place as may be necessary for the transaction of the business of the Society as directed by the President, and ordinarily it shall meet not less than twice a year.

b. Meeting of the Executive Board shall be convened by the Secretary General in consultation with the President.

c. Ordinarily thirty days' notice shall be given of all meetings to the members of the Executive Board, except in case of emergency when a meeting may be called at seven day's notice at the express direction of the President.

24. A special requisition meeting of the Executive Board may be requisitioned by not less than seven members of the Board asking for it in writing to the Secretary General who shall call a special meeting to consider the requisition, within three weeks of the receipt of such requisition by the Secretary General. The power to decide date and place of such meeting will be with the President and the Secretary General.

25. The quorum for a meeting of the Executive Board shall be seven members. If there be no quorum within 15 minutes of the time fixed for the meeting, the meeting shall be adjourned to a later time on the same day and place. No quorum will be needed for the adjourned meeting. If there be no quorum for a requisitioned meeting, the meeting shall be dissolved.

26. a. The President shall preside at the meeting of the Executive Board, but in his absence President-Elect shall preside, but in case the President and the President-Elect are absent, then the Immediate Past President shall preside, but in case the President, the President-Elect and the Immediate Past President are absent, then Vice President will preside, and in case the President, the President-Elect, the Immediate Past President, the Vice President are absent, then the Executive members present shall elect one from amongst them to preside over the meeting.

b. Every question / problem / dispute submitted to a meeting of the Executive Board shall be ordinarily decided according to the majority of votes casted by the members present and voting at succeeding meeting. In the case of equality of votes, the President shall have a second or casting vote in addition to his vote as a member. Such decision will be final and binding on all the members of the Society and the concerned parties.

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

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

29. 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) or the Joint Secretary appointed by it, if in the opinion of its three fourths majority of the members present, for continuation of such appointment is not in the interest of the Society.

PROPERTY AND MONEY:

30. All the property movable or immovable, belonging to the Society shall be vested in the Executive Board.

31. All money received by or on behalf of the Society shall be deposited forthwith in a schedule 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.

32. Any money not immediately required for the purpose of Society may be invested by the Executive Board in such manner as it may deem fit and according to the regulations of Public Trust Act. Any other forms of investments not covered above, may be permissible with specific approval from the Ministry of Science and Technology **(DSIR)**.

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

a. 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 objects of the Society.

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

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

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

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

35. The Journals of the Society shall be called:

a) Indian Pediatrics

b) IAP Journal of Practical Pediatrics, and shall be in charge of one Editor-in-Chief each.

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

- a. The Editor-in-Chief
- b. The Executive Editor
- c. The Managing Editor
- d. The Associate Editors (4-5)
- e. Executive Members (7-9)

37. 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 Journal.

38. The Editorial Advisory Board for each Journal consisting of 10 members with President and the Secretary General of the Society as Ex-officio shall be appointed by the Executive Board for 1 year from amongst Ordinary and / or Life members of the Society on the recommendations of Editor-in-Chief of respective Journal.

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

THE FUNCTIONS AND POWERS OF THE JOURNAL COMMITTEE:

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

41. The respective Journal Committee shall meet at least once in two months.

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

43. The respective Journal Committee 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.

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

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

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

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

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

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

THE POWER AND FUNCTIONS OF SECRETARY GENERAL

50. In all important matters pertaining to the working of the Society and the organization of conferences, seminars etc. the Secretary General shall consult the President and the President-Elect before taking a decision except in case of emergency.

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

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

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

- a. Convene meetings of the Society and the Executive Board whenever necessary or called upon to do so,
- b. Have administrative control over all the affairs of the Society,
- c. Have charge of correspondence in relation to the Society,
- d. Keep accurate minutes of all the meetings of Society, Executive Board, and committee thereof.
- e. Prepare Annual Report of the Society,
- f. Have charge of the furniture, library, and all documents and assets of the Society.
- g. Collect all dues of the Society and deposit all amounts of the Society,
- h. Pass all bills for payment on behalf of the Society,

i. Have powers to incur expenses for any of the purposes of the Society upto a limit of Rs.15,000/= in one year.

j. be an ex-officio member of all committees.

k. to identify and suggest to Executive Board the person from amongst the Ordinary / Life members residing in Bombay (Mumbai) of Society to serve as Academic Affairs Administrator to be ratified by Executive Board.

l. perform all such other duties as are incidental to the office.

54. The powers and functions of the Treasurer:

The Treasurer:

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

b. Shall dispose off the bills for payment as sanctioned by the Secretary General and only on his written instruction.

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

d. Shall, in consultation with the Secretary General, prepare a budget of the estimated receipts and expenditure of the Society for each year and present the same for approval of the Executive Board.

e. Shall get the accounts of the Society audited by the auditors of the Society.

f. 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 shall be jointly responsible with the Secretary General for all financial affairs of the Society.

g. In case of vacancy of post Secretary General other than by efflux of time, he will take over as the Secretary General as stipulated in rule 19 i (ii)

55. No expenditure shall be incurred unless the same has been included in the annual or supplementary budget and approved by the Executive Board except by Secretary General as defined in rule (53) (i) and except in cases of emergency when it will be allowed after approval by the President of Society.

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

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

- a. Confirmation of the minutes of the last Annual General Body Meeting.
- b. Consideration and adoption of the Annual Report of the Society.
- c. Consideration and adoption of the audited Statement of Accounts.
- d. Appointment of auditors and fixing their remuneration.
- e. Appointment of honorary legal advisors.
- f. Any other business notice of which has been circulated with the agenda.
- g. Any other business of which 30 days notice has been given to the Secretary General in writing.
- h. Any other business with permission of the Chair.

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

b. 100 Ordinary and / or Life members present shall form a quorum for the Annual General Meeting. If within half an hour of the time fixed for the meeting, a quorum is not present, the meeting shall stand adjourned to a later time on the same day at the same place. A quorum shall not be needed for an adjourned meeting.

POWERS AND RESPONSIBILITIES OF THE PRESIDENT:

59. The President may when he thinks fit, or on a resolution of the Executive Board or on receipt of a requisition of not less than 200 Ordinary and / or Life members stating the object of the meeting addressed to the Secretary General, call a requisition special General Body meeting of the members of the Society. Three weeks notice shall be given to the members of such meeting and notice should specifically mention the objects for which the meeting has been requisitioned. In the case of requisition, the meeting shall be held within 45 days of receipt of the requisition. Only the points raised in the requisition shall be discussed at such meetings. The power to decide the date and venue shall be with the President and the Secretary General.

60. At all General Meetings, thirty Ordinary and / or Life members shall form a quorum. If there be no quorum within half an hour of time fixed for the meeting, the meeting shall be adjourned to a later time on the same day and same place. No quorum is needed for the adjourned meeting.

61. At all requisitioned meetings, 200 Ordinary and / or Life members shall form a quorum. If there be no quorum within half an hour of time fixed for the meeting, the meeting shall be dissolved.

62. The President of the Society shall preside at the Annual Conference, Annual General Body Meeting, General Meetings or requisitioned meeting and other meetings of the Society but in his absence President - Elect shall preside; but in case the President and the President – Elect are absent, then the Immediate Past

President shall preside; but in the case the President, the President -Elect and the Immediate Past President are absent, the Vice President will preside, and in case the President, the President Elect, the Immediate Past President, the Vice President are absent then the Life / Ordinary members present shall elect one from amongst themselves to preside over the meeting.

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

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

b. All statutory notice required to be sent to the members under these rules shall be sent by post under certificate of posting to the last known addresses recorded in the register of members. A notice sent by post shall be deemed to have been served at the time when the letter containing the same would be delivered in the ordinary course of post.

c. All notices, communications, memoranda and other papers shall be signed or authenticated by the Secretary General and when so signed or authorized shall be conclusive.

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

e. (i) Every deed or other document to which the seal of the Society is required to be affixed shall be by the Secretary General in the presence of the President and in token of its having been so affixed, shall be signed by the President and by the Secretary General.

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

BRANCHES (Including State Chapters) :

64. a) Indian members of the Society, may, whenever possible, group themselves into State branches / district branches / City branches / for the furtherance of the objects of the Society. The state wise branch will be called as State Chapters.

b) Foreign Members: A group of 15 such members from a country can form a branch and it will be known as Chapter of IAP from that country / city. Hereinafter word Branch of IAP will mean to include all four i.e. State chapters, district branches, city branches, and foreign country chapters. They will follow all the rules and regulations of the IAP. The Branch will be formed after being duly recognized by the Executive Board of IAP.

65. The Society will recognize branches formed on a statewide basis known as state chapters for the purpose of giving grants for academic activities. However, a local area of more than 15 Ordinary and / or Life members may form a district branch and a local area of more than 5 Ordinary and/ or Life members can form

a city branch on the recommendations of the statewide chapter and / or with the consent of the Executive Board.

66. Subject to the rules and regulations of the Society, each branch shall be free to govern itself in such manner as it thinks fit and for that purpose to make from time to time rules and regulations not inconsistent with the rules and regulations of the Society. Such rules and regulations & modifications shall be subjected to ratification by the Executive Board.

67. The minimum number of Ordinary and / or Life members in an area for the formation of a state / district branch shall be fifteen, and for city branch will be five, except in rare cases this rule can be waived by the Executive Board where there is lack of required members in a particular area.

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

69. Each branch shall submit to the Central Office by date given by the Central Office an interim Annual Report of its activities together with an interim Statement of Accounts and copies of the same to be sent to the respective State Chapter.

70. All district / city branches of the Society shall function under directives of the State Chapter or Central Office as the case may be.

71. The Executive Board of the Society shall recognize district / city branch on recommendation of the State Chapter or Central Office.

72. Each branch of IAP shall display logo and the registration number of Society on the letterhead. Pattern of office bearers will be similar to that of Central office. Only Life / Ordinary members of Society shall be eligible to be Office Bearers / Executive Members of branch or to take part or to vote in election of branch.

73. FUNCTIONS:

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

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

c. All branches shall explore possibilities to publish and may publish health educational materials, books and periodicals.

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

e. District branch / city branch shall guide and advise those listed in Rule No. 74 (d) on recent advances in medical care and equipments.

f. State chapters / District branches / City branches shall take up issues relating to inadequate staff, improper medical care, non – availability of essential drugs, irrational use of sub-standard and useless drugs with the appropriate authority.

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

h. There will be meeting between office bearers of IAP with Chairman and Secretaries of various branches of IAP at the Annual Conference.

74. 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 Central Office by 15th of every month.

75. The State Chapters of the Society shall be required to submit evaluation report on the performance of district / city branches under the concerned state chapter branches on a prescribed form within 3 months of closing of financial year of the state chapters.

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

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

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

79. FINANCES:

a. All branches will be allowed to raise funds by way of subscription, advertisements, registration fee for program and by any such means permissible under ethical code, decision of the Executive Board and the law of country, for their activities.

b. State Chapters will be required to submit an audited Statement of Accounts to the Central Office within 3 months from the date of closing of their financial year.

c. State Chapters will be required to club their accounts of all programs held during the financial year. These chapters will also be required to incorporate the accounts of their various district / city branches.

d. District / City branches will be required to submit accounts to their respective State Chapter for incorporating the accounts with the accounts of the respective State Chapters. District / City branches shall be required to incorporate accounts of all programs organized by them during their financial year.

e. District / City branches will be required to submit their accounts to their respective State Chapter within 2 months after closing of their financial year with a copy to Central Office.

f. State Chapters shall submit to the Central Office within 3 months from the date of closing of their financial year the audited Statement of Accounts incorporating the accounts of all programs held / organized by district branches / city branches during the financial year together with a Annual Report.

80. IAP RESEARCH FOUNDATION:

i) AIM : IAP Research Foundation will plan, promote and conduct research activities in topics related to child health and care under the guidance of the Executive Board.

ii) Organization : IAP Research Foundation will be managed by Research Advisory Committee (RAC) which will consist of following:

Chairperson, Secretary, President IAP, Members, President-Elect IAP, Immediate Past President IAP, Secretary General, Treasurer IAP and other 5 members.

iii) 5 members of the IAP RAC, Chairperson and Secretary shall be nominated by the Executive Board of IAP from amongst the Fellow / Life / Ordinary members of the IAP who have completed 10 years of membership on or before 1st January of the year of their nomination. Non-IAP members could be, however, co-opted on RAC by the Executive Board of the Society from time to time.

iv) The RAC Secretary will submit a report of their activities to the Executive Board.

v) The tenure of the nominated members of the IAP RAC shall begin from 1st January of succeeding year for a period of 3 years.

vi) In case of vacancy / resignation of the member of the IAP RAC, the same shall be filled up by co-option. The tenure of such a co-opted by Executive Board member shall expire on the date when the term of the original member would have expired but for the vacancy.

vii) Working of the committee:

a) The IAP RAC avail of the Income Tax exemption granted to the IAP and hence all funds should be channelized through IAP Central Office.

b) The IAP RAC shall meet atleast twice in a year preferably at the Annual Conference and during the mid-term meeting of the Executive Board.

viii) Fund Raising:

IAP shall maintain separate accounts of IAP Research Foundation and funds would be raised and used exclusively for research activities.

ANNUAL CONFERENCE OF THE SOCIETY:

81. a. There will be an Annual Conference of the Society to organize a scientific program and convene Annual General Body Meeting.

b. The venue for the annual conference shall be selected from among the invitations received.

c. An invitation can be extended by a recognized branch of the Society. However, before extending the invitation by the recognized branch of the Society, a prior meeting of the members of that branch should be called to elect the Chairman and / or Organizing Secretary so that they get the full support and active participation of all the members of the branch. Local branch should extend the invitation through State Chapter with a copy to the central office.

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

e. The Organizing Secretary shall submit an audited Statement of Accounts of the conference within 1 year after the conference is over.

IAP SUBSPECIALTY CHAPTERS:

82. AIMS:

a. To establish & promote subspecialty chapters in different Pediatric Subspecialties.

b. To promote and conduct research in pediatric specialties.

c. To impart specialized training in Pediatric Subspecialties.

d. To identify and establish specialized Pediatric Subspecialties Training Centres.

e. To organize scientific meetings on Pediatric Subspecialties.

RULES AND REGULATIONS:

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

84. All IAP Subspecialty Chapters shall be a part and parcel of the Indian Academy of Pediatrics and not a separate entity.

MEMBERS:

85. Members will be enrolled by the Executive Committee of the respective subspecialty chapters of IAP.

86. Membership shall be of six classes, namely: a) Ordinary, b) Life, c) Associate, d) Associate Life, e) Affiliate, f) Affiliate life.

87. Only those who are Ordinary / Life / Associate / Associate Life members of the Society are eligible for Ordinary / Life / Associate / Associate Life membership respectively of the IAP Subspecialty Chapters. Non-IAP members could be taken as affiliate / affiliate life members of the subspecialty chapter.

88. Only Life / Ordinary members of the Subspecialty Chapters shall have voting rights in their meetings or to participate in election or to become Office Bearers or Executive Members of the Chapter. However, other category members could be co-opted on the Executive Board of the chapter by the Executive board of the Chapter.

OFFICE BEARERS

89. Each IAP subspecialty Chapter shall have following Office Bearers:

a) Chairperson

b) Secretary

c) Treasurer

d) Five Executive member from amongst Life and / or Ordinary members of the concerned Chapter.

90. The Office Bearers and the members of the Executive Board of IAP Subspecialty Chapters will be elected from amongst the Life / Ordinary members of the respective IAP Subspecialty Chapters at the Annual General Body Meeting of the IAP Subspecialty Chapters.

91. All IAP Subspecialty Chapters will be allowed to raise funds by way of subscription, advertisements, registration fees for program and by any such means permissible under ethical code for their activities.

92. Any IAP Subspecialty Chapter availing of Income Tax exemption granted to Indian Academy of Pediatrics shall be required to receive and channelize such funds through Central Office of the Indian Academy of Pediatrics.

93. All IAP Subspecialty Chapters shall be required to submit their Statement of Accounts to the Central Office of IAP within 3 months of closing of financial year. Accounts so submitted should include accounts of all activities conducted by the chapters during the year under report.

ANNUAL CONVENTION

94. All IAP Subspecialty Chapters shall hold their **CME** Convention every alternate year for one day immediately before the National Conference of IAP. Subspecialties not holding Conventions in that year will have a session of 90 minutes duration during the main conference of IAP. Guidelines to be followed will be as per the guidelines decided by the Executive Board from time to time.

95. Co-ordinator(s) may be appointed by the Joint Secretary conference of IAP for co-ordinating scientific activities of the Annual Conventions of IAP Subspecialty Chapters in consultation with the Office Bearers of respective IAP Subspecialty Chapters.

96. The secretaries of IAP subspecialty Chapters shall co-ordinate scientific activities with the Joint Secretary conference of IAP or with the Co-ordinator(s) appointed by the latter as the case may be in consultation with IAP Central Office.

97. A joint meeting of Office Bearers of IAP with the Chairman and Secretaries of all IAP Subspecialty Chapters will be held during the Annual Convention of the IAP Subspecialty Chapters.

GENERAL

98. All IAP Subspecialty Chapters shall be required to project “Indian Academy of Pediatrics” as the parent organization in all its publications and stationery and publish names of office bearers and in all their publications.

99. All IAP Subspecialty Chapters shall restrict their academic activities to their respective specialty only.

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

101. IAP Subspecialty Chapters may publish tabloids / periodicals to promote all or any of its objectives.

102. All IAP Subspecialty Chapters shall maintain a register of its members.

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

104. To promote all or any of its objectives, the subspecialty Chapters may appoint State and City Co-ordinators or Committees.

105. The Annual Report of the activities of all IAP Subspecialty Chapters should reach the Society not later than the date decided by the Central Office every year.

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

107. Subject to rules and regulations of the IAP, for matters not provided for in these rules and regulations each IAP 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 IAP and such rules and regulations and modifications shall be subjected to ratification by Executive Board of IAP.

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

ALTERATION OF RULES

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