

**INFECTIOUS DISEASES CHAPTER
OF
THE INDIAN ACADEMY OF PEDIATRICS**

**Society Registration No.....
Public Trust Act Registration No.....**

Memorandum of Association

And

Rules and Regulations

Drafting Committee

**Dr. Ashok Kapse
Dr. (Late)Tapan Kumar Ghosh
Dr. Vijay Yewale
Dr. Digant D. Shastri - Convener**

MEMORANDUM OF ASSOCIATION

1. The name of the Infectious diseases chapter of the IAP is the "INFECTIOUS DISEASES CHAPTER OF THE INDIAN ACADEMY OF PEDIATRICS".
 2. INFECTIOUS DISEASES CHAPTER OF THE INDIAN ACADEMY OF PEDIATRICS." Here in after referred to as "IAP ID chapter".
 3. The registered office of the IAP ID chapter shall be at oriental apartment, flat no H-1,G-1, Canal Street in the city of Kolkata of Kolkata District, of West Bangal,State, of Republic of India.
- A. The IAP ID Chapter shall be affiliated to INDIAN ACADEMY OF PEDIATRICS (hereinafter referred to as Central IAP).
- B. The objects for which the IAP ID Chapter is established are:
- I. 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.
 - II. To encourage and advance the knowledge study and practice of the science of pediatrics in general & pediatric infectious diseases particularly , in all possible ways. and establish specialized pediatric training centers.
 - III. To organize conferences, lectures, meetings, seminars, exhibitions, medical relief camps and allied activities for the promotion of its objectives, on its own or jointly with any other organizations or institution, to contribute by way of donations or contributions to any such organizations or institutions for promotions of the objects.
 - IV. To promote scientific collaboration of its members and make guidelines regarding standards for their practice and professional conduct.
 - V. To organize, establish, conduct, superintend or control institutions for promoting directly or indirectly, practice, study and research in pediatric infectious diseases in any of its aspects.
 - VI. To establish and maintain libraries, reading rooms, laboratories and research centers for the promotion of its objects.
 - VII. To provide facilities to students, scholars and institutions for the study of or research in pediatric infectious diseases in any of its aspects by way of scholarships, fellowships, grants, endowments, etc.
 - VIII. 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.
 - IX. To print and publish and official Journal of the society, books, periodicals or publications which the chapter thinks desirable for the promotion of its objects.
 - X. To train up personnel for carrying out the objects of the chapter and to incur necessary expenses for the purpose.
 - XI. To consider and express its views on all questions affecting child health in India and to study, suggest, criticize or otherwise, advise or take part in the framing of laws affecting the science and practice of pediatrics and particularly in pediatric infectious diseases.

- XII. To co-operate, affiliate with other bodies and to engage in such other forms of activities as may be decided upon by the IAP ID Chapter from time to time for carrying out all or any of the objects of the society.
- XIII. To appoint officers and other staff as may be necessary or convenient for the conduct and management of the affairs of the IAP ID Chapter and pay them such remuneration as may be prescribed from time to time.
- XIV. 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.
- XV. To appoint editors and correspondents, whether in India or elsewhere, for promoting all or any of the objects of the society.

The first Executive Committee of the IAP ID Chapter 2010 shall be consisting of following members:

FIRST EXECUTIVE COMMITTEE OF IAP ID CHAPTER-2006			
Description	Name	Occupation	Address
Office bearers:			
Chairperson	Dr. Indraekhar Rao	Pediatrician	
Chairperson elect	Dr. Rohit Agarwal		
Imm. Past Chairperson	Dr. Baldev Prajapati	Pediatrician	
Vice President.	Dr. Ritabrat Kundu Dr. M. Govindraaj	Pediatrician Pediatrician	
Secretary	Dr. Digant D. Shastri	Pediatrician	
Joint Secretary	Dr. Satish Pandya	Pediatrician	
Treasurer	Dr. Nupur Ganguly	Pediatrician	
Board Members:			
1.	Dr. Anju Agarwal	Pediatrician	
2.	Dr. S. Kukreja	Pediatrician	
3.	Dr. D. Narayanppa	Pediatrician	
4.	Dr. Maj. K Nagraju	Pediatrician	
5.	Dr. S. B.P Singh	Pediatrician	
6.	Dr. Joydeep Chaudhary	Pediatrician	
7.	Dr. Abhay Shah	Pediatrician	
8.	Dr. Yagnesh Popat	Pediatrician	
9.	Dr. Ajay kalra	Pediatrician	
10.	Dr. Atul Agarwal	Pediatrician	
Co-opted Members:	Dr. Ashok Rai	Pediatrician	
	Dr. Daruru Rangnath	Pediatrician	
	Dr. U. Kingwadekar	Pediatrician	
Advisors:	Dr. T Jacob Jhon	Pediatrician	
	Dr. A. Parthsarathi	Pediatrician	
	Dr. Raju C. Shah	Pediatrician	

We, the undersigned being associated for carrying out the objects in Clause 4 hereinbefore mentioned, are desirous of forming ourselves into a society called the "Infectious Diseases Chapter of Indian Academy of Pediatrics" under the Societies Registration Act XXI of 1860 and modified by the Act of September 1961.

1. RULES AND REGULATIONS

The Infectious Diseases Chapter of Indian Academy of Pediatrics (hereinafter referred to the IAP ID Chapter) has been established for the objects specified in the Memorandum of Association.

The business of the IAP ID Chapter shall be conducted through office which is located either in the city of the residence of chapter secretary or at the place which is convenient for the secretary to work. At the end of the term of the current secretary, the office will shift to the city of the residence of new secretary or at the place which is convenient for him. Address for the present secretariat will be as under:

Address: C/O IAP West Bangal Branch
Oriental Apartment, Flat no H-1,G-1,
15,Canal Street,
Kolkata- 700014

The fiscal year of the IAP ID Chapter shall be from 1st April to 31st March next.

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

The management of the affairs of the IAP ID Chapter shall be vested in the duly constituted Executive Committee, which shall consist of elected Office bearers and Board members from amongst the ordinary members as the case may be.

2. Eligibility:

- A. Any person who is eligible to be member and undertakes to pay the prevalent membership fees as decided by Executive Committee from time to time, and to abide by the rules and regulation of the IAP ID Chapter may be elected as a member of the category according to the eligibility by the Executive Board in the manner hereinafter prescribed.
- B. The eligibility for the membership of the IAP ID Chapter shall be as per following table:

Sr. No.	Membership type	Eligibility Remark
1	Life member	■ Any person, who is a residential Indian citizen and is member of central IAP.

- C. The membership is non-transferable.

3. Subscription fees:

- I. General Body shall decide the fee structure for membership from time to time.
- II. Once enrolled as member the fees will be non-refundable.
- III. Membership fees will not include the mail / postage charges for the journals to members residing abroad.

4. Admission:

- I. An life member may propose any person who fulfils the eligibility conditions for admission as member of the IAP ID Chapter in the category as application and such proposal shall be seconded by another Ordinary member.
- II. The proposals shall be in the prescribed application form for membership of the IAP ID Chapter 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 membership proposal is not accepted.

- III. The secretary shall keep a register and / or computerized record in which the names and last known address 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 member shall be deemed final as regards to admission or cessation of membership and their respective addresses.

5. Cessation of membership

- A. 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, provided that in case of resignation by Office Bearer / Executive Committee Member one calendar month's notice of the resignation will be necessary and that the concerned Office Bearer / Executive Committee 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.
- B. A member guilty of infamous conduct (as defined under ethical code by Indian Medical Council) or of acts prejudicial to the interests of the IAP ID Chapter / Central IAP, may on the proposal of the Executive Board of IAP ID Chapter and after giving the member 30 days' notice to make any written representation that he may desire to make, be expelled from the IAP ID Chapter, by a resolution carried out 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 IAP ID Chapter. The notice of such meeting shall contain the particulars of the charges against the member and shall be accompanied by written explanation, if any, submitted by the member.

Membership shall start from the date when admission of the member is approved. However, a new member admitted anytime in the calendar year 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.

6. Privilege of Members:

The member of IAP ID Chapter shall be entitled to the following privileges:

- A. To attend meeting and conferences arranged or organized by the IAP ID Chapter by paying the prescribed fees for the same, if any.
- B. To receive publications of the chapter, either free-of-cost or a rate of fixed by the executive committee from time to time.
- C. To use reading room and libraries maintained by the IAP ID Chapter 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 committee of IAP ID Chapter.
- D. To enjoy such other privileges or benefits as may be determined by the Executive Committee of the IAP ID Chapter.
- E. If any of the residential Indian citizen members 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 IAP ID Chapter unless they pay extra charges as applicable for the postage at any address.

7. Election procedure:

- A. The election of the office bearers and the board members of the Executive Committee of the IAP ID Chapter shall be held by secret ballot as per the guidelines supplied by the Executive Committee from time to time, which shall be line with those of the Central IAP.
- B. The Hon secretary will issue a election notice .The name address of the "Returning Officer" should be printed on all the communications related to the election including the election notice.

- C. Last date for the submission of nomination shall be at least three weeks from the date of notice.
- D. Election will be by postal voting. The ballot papers will be sent keeping 6 weeks time to return it back to the returning officer.
- E. The ballot papers will be opened at preannounce date in presence of at least one office bearer.
- F. If any post is not applied by any member, such posts will be filed up at the annual general body meeting.
- G. Elections results will be announced in the AGM meeting held during the annual conference.
- H. Any member who has any complaint about the election shall give the same in writing addressed to the Secretary within 21 days of declaration of the result.
- I. An election tribunal consisting of the existing Chairperson and two of the past chairpersons 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 and will be replaced in the tribunal by preceding Presidents.
- J. Any dispute shall be subject to jurisdiction where IAP ID Chapter is registered.

8. Organizational Structure :

- A. The IAP ID Chapter shall be having organizational hierarchy as per following table:

GENERAL BODY (Comprising of valid Ordinary members)	
EXECUTIVE COMMITTEE (to be elected from amongst the valid Lifemembers)	
Office bearers	Board members
<ul style="list-style-type: none"> ▪ Chairperson – One Post ▪ Chairperson Elect – One Post ▪ Imm. Past Chairperson- One Post ▪ Vice Chairperson – Two Posts ▪ Secretary – One Post ▪ Treasurer – One Post ▪ Joint Secretary- Two Posts (1 post by election, 2nd post to the Org. Secretary of next NCPID) ▪ Editor in Chief 	<ul style="list-style-type: none"> ▪ Ten Posts - 2 each from each zone

- B. In addition to the above structure, from time to time the General Body may sanction additional posts of maximum 3 Advisors as advisory committee and maximum 3 co-opted members appointed by the chairperson from amongst the valid ordinary members, which will not need election contest. However they will not have voting rights in Executive Committee.
- C. The General body may time to time change the number of Board members depending on the strength of valid members of the IAP ID Chapter.
- D. President of central IAP, secretary general of central IAP , Convener of IAPCOI & Convener IAP Polio eradication committee shall be Ex Officio member.

9. Eligibility & Election of Office Bearers And Executive Committee Members:

- A. All the office bearers and executive board members shall be elected by all the life members of the IAP ID chapter from amongst themselves.
- B. Every year the election will be conducted for the posts of Chairperson Elect (1 post), Vice Chairperson (2 posts), Joint Secretary (1 post) and executive board members(10 posts- 2 each from every zone). The Org. Secretary of next NCPID will be offered 2nd post of the joint secretary. Tenure of this post will be one year(January- December). At the interval of every 2

years in odd year (e.g. 2007,2009) the election will be conducted for the posts of Secretary (1 post),Treasurer(1 post) ,Joint Secretary (1 post) along with that of Chairperson Elect ,Vice Chairperson and executive board members.

- C. The zone wise distribution of the states will be as under:
- a. West Zone: Goa, Gujarat, Maharashtra and Dadranagar Haveli-Daman
 - b. East: West Bengal, Bihar, Orissa, Jharkhand, Sikkim, Andaman Nicobar islands and NE states.
 - c. North: Delhi, Punjab, Rajasthan, Haryana, Himachal, J& K, Uttranchal and Chandigarh.
 - d. South: Tamilnadu, Kerala, Karnataka, Lakshadweep
 - e. Central: Madhya Pradesh, Andhra Pradesh, Chhatisgharh, Uttar Pradesh
- D. The term of the all the office bearers shall be of year except that of Hon Secretary & treasurer. Term of these two posts will be two years.The term of executive member will be of one year.
- E. In case of resignation, the concerned office bearer or executive committee member shall continue in office until a successor is elected, selected, or appointed as the case may be.
- F. Member contesting election for the post of chairperson elect should have served as a office bearer for any of the post for at least one complete term and should have been member of the chapter for at least last five years as on before 1st January of the current year.
- G. Member contesting election for the post of vice chairperson should have served as a office bearer for any of the post for at least one complete term and should have been member of the chapter for at least last four years as on before 1st January of the current year.
- H. A member contesting for the post of *Secretary, Treasurer or Joint Secretary* should have been an ordinary member of the IAP ID Chapter for three complete years as on before 1st January to be eligible to contest for the ensuing election and should have served as an Executive Committee Board Member for one complete term before contesting for the post.
- I. Member contesting election for the post of Executive Committee Board Member should have been a member of the IAP ID Chapter for two complete years as on or before 1st January to be eligible to contest for the ensuing election. Such member, if elected for four successive years shall not contest election for a period of next two years for the post of the executive committee board member.
- J. The post of Editor in Chief will be filled by selection/election by the executive committee. The life member contesting election for the post of Editor in chief should have been a member of the IAP ID Chapter for three complete years as on or before 1st January of current year, to be eligible to contest for the ensuing election. The term of the editor in chief shall be for three years. On getting elected for two consecutive terms, shall not be eligible to contest election for next one term.
- K. All term of the executive committee shall be from 1st January to 31st December.
- L. The casual vacancy of Executive Committee shall be filled as follows:
- I. If any vacancy of *board member* occurs during the year other than by efflux of time, such vacancy shall be filled up by co-option by the executive committee of the IAP ID Chapter.
 - II. In case of vacancy of the *Office Bearer*, the same be filled up by election 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, the Treasurer shall assume charge of the office of the Secretary and new Treasurer will be elected or selected by the Executive Committee from its existing members.
 - III. In case of vacancy of chairperson the secretary will takeover and perform dual duties.
 - IV. 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.

10. The Powers Of The Executive Committee:

- A. The executive committee shall, subject to these rules exercise all such powers and do all such acts and things as may be exercised or done by the IAP ID chapter.
- B. The executive committee may appoint conveners of sub-committees for projects / conference etc from amongst the members of the IAP ID Chapter and delegate to them such powers and duties as it may think fit.
- C. The executive committee may frame regulation not inconsistent with these rules for regulating the procedure of the meeting of the executive committee or its committee, election of the members of the committee and the conduct of the affairs of the IAP ID chapter.
- D. The executive committee shall have the power to terminate the appointment of its member(s) and or any committee(s) or the 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 IAP ID chapter.

11. Guidelines for meetings:

- A. The executive committee shall meet at such time and place as may be necessary for the transaction of the business of the IAP ID chapter as directed by the chairperson , and ordinarily it shall meet at least once in year.
- B. Meeting of the executive committee shall be convened by the secretary in consultation with the chairperson.
- C. Ordinary twenty one day's notice shall be given of all meetings of the members of the Executive committee, except in case of emergency when a meeting may be called at seven day's notice at the express direction of the President.
- D. A special requisition meeting of the executive committee may be requisitioned by not less than three members of the committee asking for it in writing to the secretary who shall call a special meeting to consider the requisition, within three weeks of the receipt of such requisition by the secretary. The power to decide date and place of such meeting will be with the chairperson and secretary.
- E. The quorum for a meeting of the executive committee shall be 10 members.
- F. If there is 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.
- G. If there were no quorum for a requisitioned meeting, the meeting shall be dissolved.
- H. The chairperson shall preside at the meeting of the executive committee, but in his absence the chairperson elect shall preside over the meeting.
- I. Every question / problem / dispute submitted to a meeting of the executive committee shall be ordinarily decided according to the majority of votes casted by the members present and voting at succeeding meeting. The co opted members will not have any voting right. In the case of equality of votes, the chairman 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 IAP ID Chapter and the concerned parties.
- J. In the event that secretary considers a decision is required urgently, he may circulate proposal to all executive committee members and if he receives signed approval for this proposal from a majority of members responding within stipulate time limit given, this shall constitute a resolution as effective as one passed at a meeting duly convened and held.
- K. The executive committee 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.

12. Guidelines for Organization Scientific Program :

- A. It will be compulsory for the body to carry out following two scientific activities every year : Annual conference (NCPID)and National CME.
- B. The selection for the venue for the organization of annual conference (NCPID) and National CME for subsequent year should be made at the general body meeting at the annual conference of the chapter.
- C. The selection for the venue for the organization of annual conference and National CME will be made from the applicants who have bided for it.
- D. It will be the duty of organizers to obtain the conference organization guideline from the chapter secretary and to adhere it.
- E. The chairperson elect of the current year will be the chairman of the scientific committee of Annual conference(NCPID)
- F. At the annual conference Dr. A. Parthasarathy oration will be a mandatory program. The person for the oration lecture will be selected by 5 member committee comprising of Chairperson , Immediate past Chairperson , Secretary of IAP ID Chapter, Scientific Committee Chairman and Organizing Secretary of Annual conference (NCPID).
- G. The donations received for the Dr. A. Parthasarthy oration will not be utilized for any activity other then it.
- H. The chapter will give token rupees five thousand to the organizers of the annual conference(NCPID) towards the expense for travel of speaker.
- I. The ID chapter Chairperson and Secretary will be chairperson and co chairperson respectively for the oration lecture session.
- J. If at the annual conference concurrent scientific sessions are planed the oration lecture session will always be non concurrent.
- K. At the national CME Dr. Tapan Ku Ghosh oration will be a mandatory program. The person for the oration lecture will be selected by 5 member committee comprising of Chairperson , Immediate past Chairperson , Secretary of IAP ID Chapter, Chairperson and Organizing Secretary of National CME.
- L. The donations received for the Dr. Tapan Ku Ghosh oration will not be utilized for any activity other then it.
- M. The chapter will give token rupees five thousand to the organizers of the National CME towards the expense for the travel of speaker.
- N. The ID chapter Chairperson and Secretary will be chairperson and co chairperson respectively for the oration lecture session.
- O. The organizers of annual conference and national CME will have to submit their audited account by the next general body meeting.
- P. The organizers of Annual conference and national CME will share 50% of the conference surplus or Rs. 200 per delegate what ever is higher with the chapter. 50% of the donation received by the chapter will go to the journal corpus fund.

13.Guidelines for Official publication of chapter:

- A. The chapter will publish a news letter and journal regularly.

- B. The journal committee will be formed by Editor in Chief and Executive Editor in consultation with chapter chairperson, secretary and treasurer. The tenure of such committee will be fixed time to time.

14. Property, Money & Finances:

- A. The IAP ID chapter may raise funds by way of subscription, advertisements, registration fee for program, donations, sponsorships, gifts, publications, collaborations with other bodies or organizations and by any such means permissible under ethical code, decision of the executive Committee and the law of country, for their activities.
- B. The IAP ID chapter will be required to club their accounts of all program held during the financial year.
- C. All the property movable or immovable, belonging to the IAP ID chapter shall be vested in the executive committee.
- D. All the money received by or on behalf of the IAP ID Chapter shall be deposited forthwith in nationalized banks or scheduled banks selected by the executive committee and shall not be withdrawn from bank or banks except under the authority of and in the manner prescribed by the executive committee.
- E. Any money not immediately required for the purpose of the IAP ID Chapter may be invested by the executive committee in such manner as it may deem fit and according to the regulations of societies registration act or Public Trust Act.
- F. Without prejudice to the generality of the foregoing powers the executive committee shall have powers:
- I. To acquire by purchase, lease, gift or otherwise, with or without conditions, any property movable or immovable, for any one or more of the objects of the IAP ID Chapter.
 - II. To borrow or raise money in such manner or on such terms as the IAP ID chapter may think fit and according to the regulations of Public Trust Act / Societies Registration Act.
 - III. To invest money of the IAP ID chapter not immediately required for any of its objects in such manner as may from time to time be determined by the executive committee and according to the regulations of Public Trusts / Societies Registration Act.
 - IV. 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 IAP ID chapter.
- G. The EC will have power to incur expenses for any of the purposes of the IAP ID chapter up to a limit as may decided by the General Body Meeting from time to time.
- H. No expenditure shall be incurred unless the same has been approved by the Executive Committee except by Secretary and chairperson as defined in rule 15-C(x) and 18-C respectively and except in cases of emergency when it will be allowed after approval by the chairperson of the IAP ID chapter.

15. The Power and Functions of Secretary:

- A. In all important matters pertaining to the working of the IAP ID chapter and the organization of conferences, seminars etc. the secretary shall consult the chairperson before taking a decision except in case of emergency.
- B. The secretary shall keep the chairperson informed about all important matters relating to the IAP ID chapter and shall send a copy relating to important IAP ID chapter correspondence to the chairperson for his perusal and comments.
- C. Subject to the control and regulations, if any, of the executive committee, the secretary shall be responsible for carrying out the directions and decisions of the executive committee and in particular he shall:
- I. Convene meetings of the IAP ID chapter executive committee whenever necessary or called upon to do so.

- II. Have administrative control over all affairs of the IAP ID chapter.
- III. Have charge of correspondence in regulation to the IAP ID chapter.
- IV. Keep accurate minutes of all the meeting of IAP ID Chapter executive committee, and committee thereof.
- V. Keep updated records and documents pertaining to affairs of IAP ID chapter.
- VI. Prepare annual report of the IAP ID chapter.
- VII. Have charge of the furniture, library and all documents and assets of the IAP ID chapter.
- VIII. Collect all dues of the IAP ID chapter and deposit all amounts of the IAP ID chapter.
- IX. Pass all bills for payment on behalf of the IAP ID chapter.
- X. Have powers to incur expenses for any of the purposes of the IAP ID chapter up to a limit as may decided by the General Body Meeting from time to time.
- XI. Be an ex-officio member of all committees.
- XII. Perform all such other duties as are incidental to the office.

16. The Powers And Functions Of The Treasurer:

- A. Shall be responsible for keeping up-to-date accounts of the IAP ID chapter, with all the account books posted up-to-date.
- B. Shall dispose off all bills for payment as sanctioned by the Secretary 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 and refer the order back to him with his remarks. In the event of disagreement persisting between the Secretary and the Treasurer, the matter shall be referred to the chairperson for final decision.
- D. Shall, in consultation with the secretary, prepare a budget of the estimated receipts and expenditure of the IAP ID chapter for each year and present the matter to the executive committee.
- E. Shall prepare an annual statement of accounts and balance sheet showing the financial position of the IAP ID chapter, get it audited by the auditors appointed at the annual general meeting of the IAP ID chapter and submit it for adoption by the executive committee and shall be jointly responsible with the secretary for all financial affairs of the IAP ID chapter.

17. Guidelines for General Body Meeting:

- A. An Annual General Meeting of the IAP ID chapter shall be held at the annual conference of the chapter.
- B. At the Annual General Meeting, the following business shall be transacted:
 - I. Confirmation of the minutes of the last annual general body meeting of the IAP ID chapter.
 - II. Appointment of editor in chief and executive editor.
 - III. Consideration and adoption of the audited statement of the accounts.
 - IV. Appointment of auditors and fixing their remuneration.
 - V. Appointment of legal advisor.
 - VI. Any other business notice of which has been circulated with the agenda.
 - VII. Any other business of which 30 days notice has been given to the Secretary in writing.
 - VIII. Any other business with permission of the Chair.
 - IX. Consideration and fixation of the limit of expense for the executive committee, the chairperson, the secretary & sub-committees thereof.
- C. No business shall be transacted at any Annual General Meeting unless a quorum is present at the commencement of the meeting.

- D. 10% or 50 Ordinary members, whichever is higher, 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.
- E. At all requisitioned meetings, 10% or 50 Ordinary members, whichever is higher, shall form a quorum. If there were no quorum within half an hour of time fixed for the meeting, the meeting shall be dissolved.
- F. 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.
- G. Subject to any law for time being in force and subject to have powers vested in the executive committee, the executive committee shall give effect to the resolutions passed at the annual general meeting, general body meeting or requisitioned general body meeting.

18. Powers And Responsibilities Of The Chairperson:

- A. The chairperson can write to Government and National / International bodies and individuals on important issues and send messages, copies of which must be forwarded to the secretary & Central IAP Offices.
- B. The chairperson may when he thinks fit, or on a resolution of the executive committee or on receipt of a requisition of not less than 10% or 25 Ordinary members, whichever is lower, stating the object of the meeting addressed to the secretary, call a special requisition special General Body meeting of the members of the IAP ID chapter. 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 point raised in the requisition shall be discussed at such meetings. The power to decide the date and venue shall be with the chairperson and the Secretary.
- C. The chairperson shall have powers to incur expenses for any of the purpose of the IAP ID chapter up to a limit as may be decided by the General Body Meeting from time to time.

19. Guidelines for Communications and Documentations:

- A. A 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 addressed 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.
- B. All notices, communications, memoranda and other papers shall be signed or authenticated by the secretary and when so signed or authorized shall be conclusive.
- C. The executive committee shall provide common seal for the purpose of the IAP ID chapter and shall provide for the safe custody of the seal and it shall not be used except by the authority of the executive committee and in the presence of the chairperson and the executive committee.
 - I. Every deed or other document to which the seal of the IAP ID chapter is required to be affixed shall be by the Secretary in the presence of the chairperson and in token of its having been so affixed, shall be signed by the chairperson and by the Secretary.
 - II. Every deed or other document so sealed with the common seal of the IAP ID chapter and signed by the chairperson and by the Secretary shall be deemed to be duly executed.

20.Guidelines for formation and functioning of state chapter : To encourage the spread of the knowledge formation of state chapter will be permitted under following guidelines:

- A. State chapter of IAP ID chapter can be formed with proposal signed by at least 20 members who should be primary member of IAP ID chapter.
- B. Such proposal should be submitted to the chapter before the date of the executive board meeting at the National CME.

- C. The executive board meeting at the National CME/ annual conference will discuss and approve/disapprove the proposal for formation of state chapter.
- D. On getting the approval to form the state chapter till the election is conducted a adhoc committee will run the activity of state chapter.
- E. In the subsequent years the state chapter will conduct it's own elections and will form it's executive board.
- F. The state chapter can enroll members from the state who should be member of IAP ID chapter and member of Central IAP.
- G. The office bearers of the state chapter should be primary member of central IAP and preferably should have been executive board member for at least one term for IAP ID chapter.
- H. The state chapter will work in coordination with IAP ID chapter.
- I. The state chapter will organize it's scientific activity in coordination with the IAP ID chapter and shall see that there is no clash between two.
- J. The state chapter will pass on 10% of it's profit or at least Rs. 10,000 of the conference surplus to the IAP ID chapter
- K. The state chapter will submit their accounts of previous year along with annual report of the current year to IAP ID chapter every year by 31st October.

21.Affiliation to Central IAP:

- A. The IAP ID chapter shall display logo and the registration number of the IAP ID chapter and the Logo of Central IAP on the letterhead / publications of the IAP ID chapter.
- B. The IAP ID chapter may be required to submit to central IAP 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 IAP 15th of every month.
- C. IAP ID chapter shall submit an Annual Report of its activities to the Central IAP by 31st October every year.
- D. The IAP ID chapter will be required to submit an audited Statement of Accounts to the Central IAP within 7 months from the date of closing of their financial year.

22.Functions in general:

- A. The IAP ID chapter must ensure that the members of the chapter represent on state / district level, governmental / semi-governmental / non-governmental agencies /organizations / voluntary health agencies and on such other forums and make known IAP ID chapter / Central IAP's Policies and views on child health and family welfare.
- B. The IAP ID chapter 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 relevant under particular situation in the ordinary course. However, the Central IAP may regulate program if it deems necessary.
- C. The IAP ID chapter shall explore possibilities to publish and may publish health educational materials, books and periodicals.
- D. The IAP ID chapter shall be required to maintain records of all their activities in a form suggested by the Central IAP and furnish the same to the Central IAP along with Annual Report, and as and when called for.
- E. There will be meeting of Chairperson and Secretary of ID chapter with President/Hon. Secretary General at the Annual Convention of Central IAP.

The IAP ID chapter may sue or be sue in the name of the Secretary. The Jurisdiction of IAP ID chapter shall be the place where the secretariat is located..

For matters not provided for in these rules and regulations, the IAP ID chapter shall be free to govern it self in such manner as it thinks fit and for that purpose to make rules and regulations from time to time not inconsistent with the rules and regulations of the Central IAP. In case of dispute and in absence of any provision in the rules and regulations of the IAP ID chapter for good governance, the rules regulation of the Central IAP and / or the decision of the Executive Board of the Central IAP shall be taken as guidelines.

23. Alteration of rules:

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