MEMORANDUM OF ASSOCIATION

Effective from 18th August, 2022

I. The name of the society shall be **"Indian Academy of Delhi"** (hereinafter referred to as the Society").

The name of the society shall be **"Indian Academy of Pediatrics Delhi"** (hereinafter referred to as the Society"). (Also referred to as IAPD)

II. The registered office of Society shall remain in the National Capital Territory of Delhi and at present following is its address:

Registered office: 4222-A, Kala Kunj, Ansari Road, Daryaganj, New Delhi 110002

Corporate office situated at: 113-114 (First Floor), Bank House, Punjab & Sind Bank Building, 21 Rajendra Place, New Delhi 110 008

III. The aims and objectives 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 objectives.

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, members and institutions for research in Pediatrics or in any of its aspects by way of scholarships, fellowships, grants, endowments etc.

6. To fund & 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 objectives.

8. To train personnel for carrying out the objectives 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 objectives.

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 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 objectives 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 inconsistent with the main objectives 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. Corpus funds cannot be used by the Executive Board members for day to day functioning of the society.

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

15. To carry out charitable activities to help society and underprivileged & differently abled children, victims of disaster, war, terror, pandemics directly or through NGOs, Government agencies or departments.

16. To coordinate with Government agencies and Departments, Medical Colleges, Medical Institutes, Hospitals, Central IAP to conduct Public Awareness Sessions, workshops, make policies to improve child and Adolescent health.

Dr Alok Bhandari To carry out any such charitable activities to help society, especially underprivileged and differently-abled children, victims of natural/man-made disasters/pandemics directly or through the Government and/or NGO as well as to organize conferences, lectures, meetings, seminars, Symposia, exhibitions for the promotion of its objectives.

17. To promote scientific collaboration with other professional bodies like FOGSI, IAP Chapters and groups for Child public health policies/disease guidelines.

All the income, earnings, moveable and immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objectives 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 immoveable properties of the Society or make any profit whatsoever by virtue of his membership.

CORPUS CONTRIBUTION – All membership fees will be contributed to corpus.

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 and/or as per Government Policy of Financial Year.

4. Operational year of the society shall be from 01 January to 31st December.

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

5. **MEMBERSHIP**

The membership of the society shall be of two classes namely: -

(a.) Life Member

(b.) Associate Life Member

LIFE MEMBER:

A new life member should be life member of Central IAP from Delhi State and should fulfill eligibility of CIAP. Whenever an existing member Life member who has paid IAP Delhi Life membership fees shifts his/her Central IAP membership to any other state, his/her membership category will be changed to affliate life. It will be the responsibility of member to inform the office of change in his /her address. ~~Any person who is a resident Indian citizen possessing MBBS or equivalent degree in Modern medicine recognized by Medical Council of India (MCI) or any equivalent National statutory body formed by Government of India and is holding a diploma/degree in paediatrics recognized by Medical Council of India (MCI) or any equivalent National statutory body formed by Government of India may be approved by the Executive Board as Life member of Society. CIAP RULES APPLY~~

ASSOCIATE LIFE MEMBER

The society shall not make any more associate life members from now onwards. Those registered with Central IAP as associate life members with address of Delhi State shall be made associate life members of IAP Delhi without voting rights or rights to contest any election.

AFFLIATE MEMBERSHIP

Limited time membership without voting rights may be given to eligible persons subject to payment of Subscription fees and approval by Executive Board.

- Life or Associate Life Members of CIAP from other states
- Healthcare Providers working in Allied specialities or public Health

~~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

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

a.) Any person who is otherwise eligible to be Member, by paying the current admission fee of Rs.100/- and one-time lump sum contribution as decided by the society from time to time and Taxes if applicable, 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 Associate Life Member and undertakes to pay the current admission fee of Rs.100/- and onetime lump sum contribution as decided by the society from time to time and Taxes if applicable, and to abide by the rules and regulations of the Society, may be elected as an Associate Life Member of the Society by the Executive Board in the manner hereinafter prescribed.

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

a.) Any person who is member of CIAP from Delhi State shall on contribution received from CIAP AND APPLYING TO IAP DELHI AND approved by the Executive board will become a Life Member of IAP Delhi State.

b.) Any person who is Associate Life Member of CIAP from Delhi State may be elected as an Associate Life Member of the Society by the Executive Board IF HE/SHE APPLIES TO IAP DELHI STATE.

7. 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. Every year, Entries should be made in Membership register of

- NEW MEMBERS
- TRANSFERRED IN/OUT MEMBERS
- DECEASED MEMBERS
- ADDRESS CHANGES
- RESIGNED MEMBERS
- SUSPENDED MEMBERS
- MEMBERSHIP STATUS CHANGE

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.

8. 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, provided that in the case of an office Bearer, one calendar months' notice of the resignation will be necessary. An office bearer shall continue in office till a successor is appointed. Then the resignation shall take effect. If life associate life member changes his central IAP membership to other state he or she should inform Delhi IAP office immediately.

HIS/HER MEMBERSHIP OF IAP DELHI STATE SHALL BE REVOKED.

9. 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 by paying subscription wherever applicable.

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

10. 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 Life member shall not be eligible to be elected to Executive Board nor shall have the rights to take part in elections or vote in any meeting of the Society.

11. 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.

SUSPENSIONS OF MEMBERSHIP

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

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

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

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

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

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

12.6 If any Member is convicted by the Court of Law for a criminal offense, the Executive Board may take Suo moto action and suspend the Member by a three-fourth (3/4th)majority. Further course of such suspension shall only be decided by a three-fourth (3/4th) majority at the ensuing General Body meeting.

12.7 A suspended Member may be reinstated by the decision which is first proposed by the Executive Board by a three-fourth (3/4th) majority, then passed by a three-fourth (3/4th) majority of the members present at the General Body meeting.

c.) Name of any member from may be removed from register on approval of EB if his/her name has been removed by CIAP for any reason.

12. a.) The election of Office Bearers and members to the Executive Board of the Society shall be by secret ballot or show of hands or e-Voting. Each member is entitled to cast as many votes as the vacancies to be filled up.

b.) Any member who has any complaint about the election shall file the same, 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 tribunal.

13. The Society shall have the following office bearers:

a.)	President	:	One post
b.)	President-Elect	:	One post
c.)	Vice-President	:	One post
d.)	General Secretary	:	One post
e.)	Treasurer cum General Secretary Elect:		One post
f.)	Executive Members	:	Ten Posts (two elected members from each city branch viz. Central Delhi, East Delhi, North Delhi, South Delhi and West Delhi city branch)
g.)	Ex-officio Members	:	Immediate Past President and General Secretary of IAP Delhi

14. a.) The term of the President, President-Elect, Vice-President, General Secretary and Treasurer cum General Secretary-Elect and immediate past President and immediate past General Secretary 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.) General Secretary will not seek elections to the same post of executive Board/ EB member after finishing one year as Treasurer cum General Secretary elect and subsequent one year as General Secretary.

d.) The term of the members of the Executive Board elected shall be for a period of one year.

e.) There shall not be any election for President. President-Elect, after expiry of one year term as President-Elect, will become President for the next one year.

f.) There shall not be any election for General Secretary. Treasurer-cum General Secretary-Elect after expiry of one year term as Treasurer-cum General Secretary-Elect will become General Secretary for the next one year.

g.) Term of all office bearers shall be from 1st January to 31st December.

13. GOVERNING BODY OF THE SOCIETY

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

13.1 The management of the affairs of the Society shall be vested in the Executive Board, which shall consist of elected/nominated Executive Board Members and the elected Office Bearers amongst the Life Members of the Society. Special invitees/ Nominated Members shall not have any voting rights.

13.2 The Society shall have the following Office Bearers:

13.2.1 President - One
13.2.2 President-Elect - one
13.2.3 Vice-President
13.2.4 Treasurer - cum Secretary Elect
13.2.5 Joint Secretary
13.2.6 Immediate Past President

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

13.4 All ELECTED Office Bearers of IAP Delhi State will not contest Elections for Executive Board of IAP Delhi during their current tenure.

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

13.6 Executive Board Members - Ten Posts (Two elected members from each city Branch)

13.7 Ex officio Members
13.7.1 General Secretary of IAP Delhi
13.7.2 CIAP Executive Board Member from Delhi & Office Bearers of CIAP from Delhi.
13.7.3 EDITOR (NOMINATED BY PRESIDENT) WITHOUT VOTING RIGHTS.

13.8 The Elected Office Bearers of the IAP Delhi shall not hold more than one Office Bearer posts concurrently in the IAP Delhi or any of the Branches or Subspecialty Chapters of the IAP at any given time in their tenure. Elected Office bearers will have to complete their tenure before contesting any Executive Board post of IAP Delhi.

14. a.) The term of the President, President-Elect, Vice-President, General Secretary and Treasurer cum General Secretary-Elect and immediate past President and

immediate past General Secretary shall be one year. An office bearer shall continue in office till a successor is elected.
b.) The term of the members of the Executive Board elected shall be for a period of one year.

c.) There shall not be any election for President. President-Elect, after expiry of one year term as President-Elect, will become President for the next one year.

d) There shall not be any election for General Secretary. Treasurer-cum General Secretary-Elect after expiry of one year term as Treasurer-cum General Secretary-Elect will become General Secretary for the next one year.

e.) Terms of all office bearers shall be from 1st January to 31st December.

EXECUTIVE BOARD

15 a.) The Management of the affairs of the Society shall be vested in the Executive Board, which shall consist of all the members, as stated in para 13 above.

b.) The President, President-Elect, Vice President, General Secretary, Treasurer cum General Secretary elect, Ten Executive Board members and the immediate past President & Past General Secretary of the Society shall be the members of the Executive Board.

c.) The President-elect, Vice-President and Treasurer-cum-General Secretary-elect shall be elected by all the Life members of the Society from among themselves.

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 by co-option by the Executive Board within three months of the occurrence of such vacancy. The term of 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.

e.) In the case of vacancies of office bearers, the same shall be filled up by election in the General meeting of life members which shall be held within a period of six weeks from date of occurrence of the vacancy. Provided in case of a vacancy in the office of the President, The President -elect shall assume charge of the office of the President.

f.) Provided in case of a vacancy in the office of the General Secretary, the Treasurer-cum General Secretary-elect shall assume charge of the office of the General Secretary.

g.) The term of office of such elected person shall expire on the date when the term of the original member would have expired but for the vacancy.

h.) The Executive Board members will have to attend minimum of 50% of the EB meetings during the year for eligibility as executive board member of that year. Any

executive board member missing two consecutive EB meetings should be sent an advisory for the same.

EXECUTIVE BOARD

15. a.) The Management of the affairs of the Society shall be vested in the Executive Board, which shall consist of all the members, as stated in para 13 above.
b.) The President, President-Elect, Vice President, General Secretary, Treasurer cum General Secretary elect, Joint Secretary, Editor and Ten Executive Board members and the immediate past President & Past General Secretary of the Society shall be the members of the Executive Board.
c.) The President-elect, Vice-President and Treasurer-cum-General Secretary-elect shall be elected by all the Life members of the Society from among themselves.
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 by co-option by the Executive Board within three months of the occurrence of such vacancy. The term of 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. if any vacancy at the time of AGBM, fill it up.
e.) In the case of vacancies of office bearers, the same shall be filled up by election in the General meeting of life members which shall be held within a period of six weeks from date of occurrence of the vacancy. Provided in case of a vacancy in the office of the President, The President-elect shall assume charge of the office of the President.
f.) Provided in case of a vacancy in the office of the General Secretary, the Treasurer cum Secretary Elect shall assume charge of the office of the General Secretary. If Treasurer cum Secretary Elect is not available, then JOINT Secretary Elect will assume charge of General Secretary.
g.) The term of office of such elected person shall expire on the date when the term of the original member would have expired but for the vacancy.
h.) The Executive Board members will have to attend a minimum of 50% of the EB meetings during the year for eligibility as executive board member of that year. Any executive board members missing two consecutive EB meetings should be sent an advisory for the same.

16. 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.

17. The Executive Board may appoint Committees consisting of members of the Society and delegate to them such powers and duties it may think fit.

18. 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.

19. 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.

20. A meeting of the Executive Board may be requisitioned by not less than 6 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.

21. 1/3 of the total executive board members shall form a quorum. 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. A quorum shall not be needed for an adjourned meeting.

22. a.) The President shall preside at meetings of the Executive Board, but in his absence the President-elect shall preside over the meetings and in absence of both, Vice-president shall preside over the meeting. In absence of all three, members present shall elect one from amongst themselves to preside over the meeting.

    b.) Every matter 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 the

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.

23. 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.

24. 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.

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

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

27. 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.

28. 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 objectives or purpose of the Society or law, provided further that the contributors 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 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.

c. 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 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. Society cannot invest in Share, Stocks or Debentures etc.

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, signature of three office bearers namely President, General Secretary & Treasurer-cum General Secretary-elect, will be required. The account will be operated by the signatures of any two of the above three office bearers.

i. To adjust, settle, compromise, compound, refer to arbitration all actions, suits, claims, demands and proceeding regarding the Society Fund.

j. To appoint Attorneys or agents and to delegate to such Attorneys or Agents all or any of the power vested in them under these provisions 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.

29. The members of Executive Board shall be accountable only for such money and funds as shall actually come into their hands and a member 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.

30. The members of the Executive Board will not be entitled to receive any remuneration as members. However, expenses actually incurred by them in connection with the Society or their duties relating thereof will be reimbursed.

31. 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 may think fit.

THE BULLETIN OF THE SOCIETY

32. The Bulletin of the Society shall be called "DELHI PEDIATRICS" and shall be under the charge of Treasurer cum General Secretary Elect till such time an independent post of editor is available. The Bulletin of the Society shall be called "DELHI PEDIATRICS" and shall be under the charge of Editor. It shall be published regularly in print/electronic form. Executive Board will invite applications in first week of January and selected within 30 days. Adequate budgetary support will be provided.

All official social media accounts of the society shall be handled by the Treasurer cum General Secretary Elect and General Secretary under the supervision of the President or any of the members nominated by the Executive Board.

Grievance Redressal Cell

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

GRIEVANCE REDRESSAL CELL (DR K C TAMARIA)

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

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

Disputes

34. Any dispute shall be subject to GNCT of Delhi jurisdiction.

Society corpus fund and Bank accounts

35.1 The membership fee shall be part of corpus fund. It should not be utilized for routine and day to day affairs of the society. However, if extraordinary circumstances warrant then it may be considered in special AGBM for decision as deemed fit.

35.2 The accounts opened with society PAN Number shall be closed before closure of current financial year. Additional accounts opened with society PAN Number except main Accounts of IAP Delhi shall be closed as soon as required purpose has been served and accounts have been audited. There should be no withdrawals after one year of conclusion of event from that particular account. The incumbent president shall be signatory mandatorily in all such accounts including for Zonal or National or International Events including PEDICON Bank account opened with society PAN Number.

POWERS AND FUNCTIONS OF THE PRESIDENT

36. The President can write to Government and National and International Bodies and individuals on important issues and send messages, copies of which must be kept in the office for record purposes.

37. The President of the Society shall preside at the Annual Conference, the Annual meeting, General Meetings, or requisitioned meetings and other meetings of the society. In his/her absence President-Elect shall preside over the meetings and in the absence of both, Vice-President shall preside over the meetings.

POWERS AND FUNCTIONS OF THE GENERAL SECRETARY

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. 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 up to a limit of Rs. 10,000/-for a single item. For expenses exceeding Rs. 10,000/- the General 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.) Treasurer cum Secretary Elect will look the work of General Secretary in his/ her absence.

POWERS AND FUNCTIONS OF THE TREASURER-CUM GENERAL SECRETARY-ELECT

b.) Shall be responsible for keeping up-to-date accounts of society with all the account books posted up-to-date.

c.) 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.

d.) Shall prepare an annual statement of accounts and balance sheet showing the financial position of the society, get it audited by the auditors appointed and present it for adoption by the Executive Board, and

e.) Shall be responsible for all the financial affairs of the society

f.) will look the work of General Secretary in his/ her absence.

POWER AND FUNCTIONS OF THE JOINT SECRETARY

The Joint Secretary shall carry out all such incidental administrative work at the office of the IAP Delhi as required for the smooth functioning of the office, as advised and approved by the Secretary General except any work related to finances where the Treasurer has to advise and direct him. He shall visit the office of the Society regularly for the same. In case of vacancy of the post of the Secretary General other than by efflux of time, the Joint Secretary shall take over as the acting Secretary General in absence of Treasurer cum Secretary elect.

EDITOR

Editor will be responsible for timely publishing of DELHI PEDITRICS every quarter.

41. No expenses shall be incurred unless the same has been included in annual or supplementary budget and approved by the Executive Board.

GENERAL MEETINGS

42. An Annual General meeting of the society shall be held not later than 31st December of the same year.

43. 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.) Appointment of auditors and fixing their remuneration.

d.) Appointment of Honorary Legal Advisor.

e.) Any other business notice of which has been circulated with agenda.

f.) Any other business of which 15 days' notice has been given to the General Secretary in writing. (grammatical error)

g.) Any other business with permission of President.

43.1 Thirty 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.

44. 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 50 Life members stating the object of the requisitioned meeting.

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 called. At all Special General Body Meetings, 50 Life and/or Fellow members shall form a quorum. If there is no quorum within half an hour of the time fixed for the meeting, the meeting shall be adjourned to a later time on the same day and same place. No quorum is needed for the adjourned meeting. Only matters mentioned in the agenda can be discussed and passed in the adjourned meeting.

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.

45. At all requisitioned meetings, fifty 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.

46. 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/email 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 last known postal/ Email address of the member.

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

47. The Society may sue in the name of the President or General Secretary and may be sued in the name of the President, or General 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

48. 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 the members present. Constitution review may be done after a minimum period of 5 years unless there is a change in CIAP constitution and these changes require modification of IAP Delhi Constitution.

DISSOLUTION AND ADJUSTMENT OF AFFAIRS

49. If the Society needs 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

50. 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.

51. **Election Schedule:** The election of Office bearers & Executive board members will be held as per following:

Date of Election Notification will be **15th September.**

Last date for receipt of Nominations will be **20th October (5.00 pm).**

Scrutiny of Nominations will be **31st October (5.00 pm)**

Last date of withdrawal of Nominations will be **10th November (5.00 pm)**

Date of Elections & declaration of results would be held during the Annual Day Function/ Annual General Body Meeting of IAP Delhi during the year. However, in any unforeseen circumstances the election schedule may be changed and next convenient dates may be fixed by the executive board meeting during that year. Election process should be completed before 15th December or annual day of the society whichever occurs early. The election process should be completed within 30 days. The Election schedule may be decided by the Executive Board.

51.1 **Election Rules and Regulations:** Only eligible Life members of the Society shall be eligible to offer themselves as candidates for elections or to propose or second the candidature of any member or participate in voting at the election. An Associate Life member shall not be eligible to be elected to Executive Board nor shall he have the rights to take part in elections or vote in any meeting of the Society (Section 12b). Code of conduct as decided by the executive board will be applicable to all contesting candidates. Annexure 1 (Election Notice & Code of Conduct).

~~51.2~~ **Voting Right** will be given to all the Life members of I.A.P. Delhi, who are CIAP life members from Delhi State enrolled on 15th August of the same reference year as per CIAP list. **Voting Right** will be given to all the Life members of I.A.P. Delhi, who are CIAP life members from Delhi State enrolled on 31st July of the same reference year as per CIAP list ~~. One member can apply for one post only~~. (Does not pertain to voting right. It should be in rules of election). The city branch of the member will be decided on the basis of his/her address, as recorded in CIAP office records~~. as it is more permanent feature and less liable to change.~~

51.3 Eligibility Criteria for various posts:

51.4 **President:** There shall not be any election for the post of President. President Elect shall, after expiry of his one-year term as President Elect, becomes President for the next year provided

another President Elect is Elected (Section 14e).

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 (Section 14b).

51.5 **President-Elect:** The eligible Life member contesting for the post of President-Elect should be life member of the Central IAP from Delhi State for last 10 consecutive years on 31st July of that year at the time of Notification of Elections. He/ She should have served on the Executive Board of IAP Delhi for three completed terms at the time of notification of elections.

51.6 **Vice President:** The eligible Life member contesting for the post of Vice President should be life member of the Central IAP from Delhi State for last 8 consecutive years on 31st July of that year at the time of Notification of Elections. He/ She should have served on Executive Board of IAP Delhi for two completed terms before the date of notification of the elections.

51.7 **General Secretary:** There shall not be any election for General Secretary. Secretary Elect shall, after expiry of his one year term as Secretary Elect, becomes General Secretary for the next year provided another Secretary Elect is Elected (Section 14f).

51.8 **Treasurer-cum-General Secretary Elect:** The eligible Life member contesting for the post of Treasurer cum Secretary-Elect should be life member of the Central IAP from Delhi State for last 7 consecutive years on 31st July of that year at the time of Notification of Elections. He/ She should have served on Executive Board of IAP Delhi for two complete terms on the date of notification of elections.

51.9 **Joint Secretary** The Eligible Life member contesting for the post of Joint Secretary- should life member of the Central IAP from Delhi State for last 5 consecutive years on 31st July of that year at the time of Notification of Elections. He/ She should have served on Executive Board of IAP Delhi for two complete terms on the date of notification of elections.

51.10 **Editor** The Eligible Life member contesting for the post of Editor should life member of the Central IAP from Delhi State for last 5 consecutive years on 31st July of that year at the time of Notification of Elections. He/ She should have served on Executive Board of IAP Delhi for two complete terms on the date of notification of elections.

51.11 **Executive Board Member:** He/ She should be life member of the Central IAP from Delhi State for last 3 consecutive years on 31st July of that year at the time of Notification of Elections. Only two Executive Members shall be elected from each city branch. Member's branch shall be decided by his/her address as per Central IAP records. In case of voting, only the members from that particular city branch will vote for electing EB member of that City branch.

A Member can apply for two or more posts as per eligibility in IAP Delhi elections, however he/she should withdraw his/her nomination from all except for one post before withdrawal date & time.

Nominations shall be duly proposed and seconded by eligible Life members of the Society and consented to by the candidates concerned. All the particulars contained in the Nomination Paper should be correctly filled up. Nomination Paper can be had from IAP Delhi office on any working day. Original Nomination Paper duly filled in and addressed to Election Officer, should reach to IAP Delhi Office not later than
5.00 PM of the last date of nomination.

The election of the Office Bearers and members to the Executive Board of the Society shall be by secret ballot or show of hands/or by E-voting. Each member is entitled to cast as many votes as the number of vacancies to be filled up. Any member who has any complaint about the election shall give the same in writing addressed to the General Secretary within seven days of the declaration of results. 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 tribunal. (Section 12a, b, c) Term of the office bearer shall be one year from January 1st to December 31st (Section 14g)

51.12 The candidate for any of the above post is required to pay applicable "Nomination Fee" as mentioned below:

Nomination Fee for the post of President-Elect: Rs. 6,000/- + GST at prevailing rates. Nomination Fee for the post of Vice President: Rs. 4,500/+ GST at prevailing rates. Nomination Fee for the post of Treasurer-cum-General Secretary-Elect: Rs. 3,000/ + GST at prevailing rates.
Nomination Fee for the post of Executive Board Member: Rs.1,500 /+ GST at prevailing rates.
The Nomination Fee is non-refundable. The nomination fee may be increased from time to time.
Nomination fee shall not be acceptable by cheque.

52. **City Branches:** Under the administrative control of IAP Delhi, five city branches viz. Central Delhi City Branch, registered as _____) East Delhi City Branch, registered as _____) North Delhi City Branch, registered as _____) South Delhi City Branch, registered as _____) and West Delhi City Branch, registered as _____) have been functioning. The office bearers and executive Board members of these city branches should from same city branch. These city Branches will have their jurisdiction as per pin codes given below. President & Secretary will be Ex Officio Members of all City Branch Executive Boards. ALSO KNOWN AS registered names.

PIN CODE LIST

Pincode distribution of City Branches

City Branch	Pin Code
Central Delhi	110001, 110002, 110003, 110004, 110005, 110006, 110008, 110011, 110012, 110021, 110055, 110060, 110069
East Delhi	110031, 110032, 110051, 110053, 110090, 110091, 110092, 110093, 110094, 110095, 110096
North Delhi	110007, 110009, 110033, 110034, 110035, 110036, 110039, 110040, 110042, 110052, 110054, 110081, 110082, 110083, 110084, 110085, 110086, 110088, 110089, 110098, 110099
South Delhi	110013, 110014, 110016, 110017, 110019, 110020, 110022, 110023, 110024, 110025, 110029, 110030, 110038, 110044, 110047, 110048, 110049, 110050, 110057, 110062, 110065, 110066, 110067, 110068, 110070, 110074, 110076, 110080
West Delhi	110010, 110015, 110018, 110026, 110027, 110028, 110037, 110041, 110043, 110045, 110046, 110056, 110058, 110059, 110061, 110063, 110064, 110071, 110072, 110073, 110075, 110077, 110078, 110079, 110087, 110097

Certified that this is the correct copy of the rules and regulations of the society