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**MEMORANDUM OF ASSOCIATION AND RULES AND REGULATIONS**  
**OF**  
**INDIAN ASSOCIATION OF PEDIATRIC SURGEON**

**PREAMBLE**

WE THE PEDIATRIC SURGEONS OF INDIA DO HEREBY UNITE TO FORM AN ASSOCIATION TITLED "INDIAN ASSOCIATION OF PEDIATRIC SURGEONS WITH A VIEW TO PROPOUND, TO PRACTICE, TO PROMOTE, TO PROJECT AND TO PROPOGATE THE SPECIALTY OF PEDIATRIC SURGERY TO RENDER HIGH QUALITY SURGICAL CARE, TO FOSTER FRATERNITY AND FAMILIAL FEELINGS AMONGST THE MEMBERS, TO PERSUE PROFESSIONAL PRACTICE WITH ETHICS AND EMPATHY AND TO STAY AWAY FROM A MILIEU MUDDLED WITH MUNDANE MATERIALISM.

**SECTION ONE: NAME AND PURPOSE**

**1. NAMES:**

- 1.1 Name of the association shall be 'INDIAN ASSOCIATION OF PAEDIATRIC SURGEONS' herein after referred to briefly as IAPS.
- 1.2 Name of the official scientific periodical published by the Association shall be called as the 'JOURNAL OF 'INDIAN ASSOCIATION OF PEDIATRIC SURGEONS' herein after referred to as JIAPS.
- 1.3 Name of the official non-scientific periodical published by Association shall be called as 'NEWS LETTER OF IAPS' herein after simply referred as 'NEWS LETTER'.
- 1.4 Name of the official website of the Association shall be called 'www.iapsonline.org' herein after simply referred as 'IAPS website'.
- 1.5 Name of the official chat-group of the Association shall be called 'iapsyahoogroup' herein after simply referred as 'IAPS chat group'.
- 1.6 Name of the Chapter shall be '----- CHAPTER OF INDIAN ASSOCIATION OF PEDIATRIC SURGEONS'. (in the blank place will be the name of the state or combination of states)
- 1.7 Name of the Branch shall be '----- CITY BRANCH OF INDIAN ASSOCIATION OF PEDIATRIC SURGEONS'. (In the blank place will be the name City)
- 1.8 Name of the Section shall be '----- SECTION OF INDIAN ASSOCIATION OF PEDIATRIC SURGEONS'. (In the blank place will be the name of the specialty etc.)
- 1.9 The name of the association or its chapters, or its sections and that of the official periodicals of IAPS shall not be changed unless it is voted for by special resolution as defined herein and consented by the registrar of societies or newspaper as the case may be.

**2. DEFINITIONS:**

**2.1 DEFINITION OF IAPS:**

IAPS is a non – profit, non-political, democratic, equal opportunity scientific association of qualified persons practicing or interested in surgical treatment of diseases occurring in fetuses and children of India.

Explanation: India is defined as the geographical landscape with boundaries as defined and gazette by the government of India from time to time.

2.2 Pediatric (child) is defined as an individual less than 18 years.

2.3 The words 'Association', 'Bylaws', 'Executive committee', 'President', 'Secretary', 'Member', 'General Body', 'Meeting' and such terms mentioned hereafter without further adjective or prefix or suffix shall always mean those things posts or persons pertaining to IAPS. Similarly the word 'Editor' shall mean editor-in-chief of Journal of Indian Association of Pediatric surgeons unless otherwise stated and the word 'webmaster' shall mean webmaster responsible for maintaining IAPS website and IAPS chat group site.

#### 2.4.1 DEFINITION OF SPECIAL RESOLUTION /

Special resolution means a resolution that is approved and passed by 75% or more of all ordinary members at time of voting in favor of resolution, after proper discussion of pros and cons of such resolution at a General Body Meeting as defined herein.

#### 2.5 FUNCTIONAL YEAR:

Functional year means the time interval between two consecutive annual GBMs.

In normal terms, it shall mean from 1<sup>st</sup> October to 30 September of the following year. But this may be extended or shortened by up to one month by simple resolution by EC to co-ordinate with the date of the GBM

#### 2.6 IAPS juries is defined as three past presidents to t he immediate past president

### **3. ORIGIN OF IAPS:**

The IAPS originated as subspecialty section of Association of Surgeons of India on 29<sup>th</sup> December 1964 with the name 'PEDIATRIC SURGERY SECTION OF ASSOCIATION OF SURGEONS OF INDIA' and subsequently became independent body on 1994 with its present name i.e. "Indian Association of Pediatric Surgeons". IAPS while becoming independent of the Association of Surgeons of India, inherited neither any property nor any legal obligation from its parent body with exception of inheriting 'Swastika' in its logo as a symbol of its origin.

### **4. OFFICES**

4.1 The registered office of IAPS shall be at the place of the Secretary cum Treasurer of the IAPS.

4.2 Clause 4.1 shall automatically become invalid as and when the association acquires a permanent premise in its own name to run the head office, whereupon the address of the said head office will be the registered office of the IAPS. As a corollary, the Association would then need to re-register in the state of the country where the permanent premise to run the head office is acquired.

4.3 Office of the JIAPS shall be at the place and address of the Editor-in-Chief.

4.4 Secretary cum Treasurer of IAPS or his / her nominee from the registered office of IAPS shall file updated information with registrar of societies in the first week of every year as to the names of the executives, any changes in the rules and regulations, changed byelaws, and audited copy of financial accounts.

4.5 Editor-in-Chief of JIAPS shall file updated information with the registrar of newspaper in the first week of every year as to the correct address of the office of the journal.

4.6 The Secretary and Editor of IAPS respectively shall keep displayed in a conspicuous position on the outside of the office (of IAPS or JIAPS as in the case may be) a sign board bearing the name of the Association or Journal, its registered number, official working hours and the correct address, in legible and prominent characters of English and of the appropriate regional language.

### **5. AIMS AND OBJECTIVES**

- (i) To promote and encourage the development and advancement of Pediatric Surgery as a specialty.
- (ii) To encourage scientific and research work in the specialty.
- (iii) To hold meetings for scientific discussion, CME, conference, workshops, and organize exhibition of instruments and books for technical improvement.
- (iv) To associate together in one body all qualified persons practicing or interested in Pediatric Surgery.

- (v) To hold meetings for reading and discussing technical papers and other work of literature science and arts and any other activities necessary, available and proper for the fulfillment of these objectives.
  - (vi) To promote the establishment of centers where training can be imparted to co-ordinate the working of these centers and to ensure uniform training in these centers.
  - (vii) To establish contact with Pediatric Surgical and Medical Institutions, Associations and Societies in the country and abroad.
  - (viii) To act as a bridge between Pediatric Surgeons and Governmental and non-governmental organizations to establish the correct liaison and perception relationship.
  - (ix) IAPS will be non-political in its outlook and will readily co-operate with Govt. of the day.
  - (x) To publish articles relating to pediatric surgery in Journal of Indian Association of Pediatric Surgeons (JIAPS) and to publish newsletter, books, directories, pamphlets and any such printed periodicals or seasoned publications for public or private circulation relevant to Pediatric Surgery or its subspecialties.
  - (xi) To watch and guide on legislation affecting Paediatric Surgeons and Paediatric Surgery departments of Medical Colleges and other teaching institutions offering Diploma National Board courses and healthcare of fetuses and children suffering from surgical illnesses.
  - (xii) And to undertake all such acts and actions in fulfillment of the overall purpose of growth and development of Paediatric Surgical Services in all its aspects in India.
  - (xiii) To acquire and hold the properties movable and immovable that may be necessary or advantageous for aforesaid objectives.
  - (xiv) To create social security scheme for members benefit.
  - (xv) All the incomes, earnings, movable, immovable properties of society shall be utilized and applied towards the promotion of its Aims and objectives only.
  - (xvi) To receive donations for the development of association and for instating awards, operations and prizes.
  - (xvii) To approach funding agencies and such institutions of India and abroad to obtain grants facilitating research and welfare schemes related to pediatric surgery in India.
  - (xviii) To promote science, diffusion of knowledge, foundation or maintenance of library as related to Pediatric Surgery services.
  - (xix) To institute traveling fellowship, visiting professorship and to carry out other such activities for the spread of specialized knowledge.
  - (xx) To establish standards of ethics in the practice of pediatric surgery and to monitor its implementation in India.
  - (xxi) To ensure comprehensive child care by co-operating with Pediatricians and Pediatric Specialists in other disciplines such as Anesthesia, Radiology, Pathology, Nursing and so forth.
  - (xxii) To lead, participate and monitor the functioning of relief measures in case of mass disasters involving children of India.
  - (xxiii) To make and amend memorandum rules and bylaws when deemed necessary *inter alia* relating to discipline and professional conduct of Pediatric Surgery.
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**RULES AND REGULATIONS  
OF INDIAN ASSOCIATION OF PEDIATRIC SURGEONS**

**1 MEMBERSHIP AND ELIGIBILITY**

The persons those who are Registered Medical Practitioner in India under IMC Act 1956 or registered in countries other than India with an equivalent qualification as recognized by MCI.

IAPS will register five categories of members, each with distinct eligibility criteria for admission, privileges, rights and duties as described herein.

- 1.1 **CATEGORIES:**
- A) Life Member
  - B) Associate Member
  - C) Overseas Member
  - D) Senior Member (part of life member)
  - E) Honorary Member

1.2 **ELIGIBILITY:**

**A) LIFE MEMBER:**

Life members.

The applicant must have obtained a postgraduate qualification in Pediatric Surgery.

**B) ASSOCIATE LIFE MEMBER:**

- i. Associate Life Member shall be a person who is taking interest in subjects related to Pediatric Surgery and allied subjects. They may be Surgeons, radiologist, Biochemists, Anesthetist, Pediatrician etc.
- ii. Those who don't possess the pediatric surgery qualification but practicing in subspecialties like Pediatric Urology, Neurosurgery, and Plastic surgery are eligible to become associate members.
- iii. A person doing postgraduate study in pediatric surgery shall be also eligible for associate life membership. On attaining the degree or diploma he/she shall automatically be elevated to life membership upon submission of a written request along with the proof of acquiring such degree or diploma.
- iv. The total number of associate members at any particular time shall not exceed 80% of total Number of ordinary members registered thereat.
- v. Associate members cannot vote and cannot participate in any election

**C) OVERSEAS MEMBER:**

- i. Persons who are eligible for life or associate life membership but who are not Indian by citizenship shall be admitted as overseas members if they support or promise to support the development of pediatric surgery in India.

**D) SENIOR MEMBER:**

- i. Life members will be elevated to a Senior Member after he / she has completed 65 years of age and at least twenty years of membership standing with IAPS as on April 1, that year
- ii. Senior member shall have 50% exemption from the delegate fees of annual conference of the Association. The quantum of concession can be revised every three years.
- iii. Senior member will continue to enjoy all other privilege as a life member.

**F) HONORARY MEMBER:**

- i. Honorary membership shall be conferred, as mark of tribute, upon a person of National or International reputation who has made outstanding scientific contribution to pediatric surgery and / or who has evinced keen and consistent interest in the development and growth of Pediatric Surgery in India.
- ii. Name of the person will be nominated by at least 2 life members to EC. The decision of the EC shall be final as regards to award of honorary membership to nominated person.
- iii. No more than 2 Honorary Members shall be elected in anyone functional year, provided that the total number of such Honorary Member shall not exceed 10% of total number of ordinary Members on register thereat.

### **1.3 MEMBERSHIP FEES:**

1.3.1 Life membership subscription for life, associate life members and overseas SAARC countries shall be Rs.4200 (Rupees Four thousands as subscription and two hundred as processing fees). GBM may revise it after every three years.

**1.3.1.1 Life membership subscription for life, associate life members and overseas SAARC countries shall be Rs.8,000 (Rupees Eight Thousand as subscription and five hundred as processing fees). The total amount to be paid for the membership is Rs. 8500/- . The subscription amount will be increased automatically by 25% every 3 years or by the GBM.**

**(Amendment 11/2015)**

1.3.3 Honorary members are exempted from any processing fees or membership subscription.

1.3.4 The membership subscription of overseas members other than those from SAARC countries shall be Indian currency equivalent to 200 US dollars.

**1.3.4.1 The GB decided that the membership subscription of the overseas members other than those from SAARC countries shall be Indian currency equivalent to 250 US dollars.**

**(Amendment 11/2015)**

1.3.5 The life member who has changed his/her citizenship status and permanently moved abroad shall need to pay the difference of membership subscription for life member and overseas member so as to continue availing privileges, such as Newsletter and Journal, at his / her foreign address.

**1.3.5.1 The life member who has changed his/her citizenship status and permanently moved abroad shall need to pay the difference of membership subscription for life member and overseas member and have the privileges only as an Overseas Member. Communications will be sent only through e-mail to such members and Ballot papers will not be sent to them.**

**If such members who have migrated, but not intimated the secretariat will be deleted from the mailing list if registered posts are returned for more than three times**

**(Amendment 11/2015)**

1.3.6 The Secretary cum Treasurer shall transfer 50% membership subscription received from ordinary, associate and overseas members (only after the new membership applications are approved by EC) to the bank account of official journal of IAPS (JIAPS) as a corpus fund for the JIAPS. The share of contribution to journal would however be revised by the GBM along with that of the life members subscription.

1.3.7 Any member who ceases to be a Member of the Association shall not be entitled to a refund of full or any part of membership subscription or processing fee paid by him / her.

### **1.4.1 PROCEDURE TO ELECT MEMBER:**

1.4.1 A person shall fill up the prescribed membership application form in full details, duly proposed and seconded by two ordinary life members and submit it to the secretary, along with a bank draft or cheque of Rupees Four thousands and two hundred only towards the membership and processing fees plus any banking charges (in case of cheque), two recent passport photographs and other necessary documents to support his / her claim of eligibility for membership ( MCI Registration Number certificate / Qualification certificate ).

1.4.2 If any applicant is unsuccessful in being elected as a member due to non-fulfillment of eligibility requirement, membership subscription paid by him / her in advance shall be refunded fully after deducting bank charges as applicable.

1.4.3 Two ordinary life members, explaining why they think that candidate deserves to be honored, shall nominate honorary member. A copy of candidate's curriculum vitae should accompany the nomination and should be sent to Secretary at least two months before the annual conference. Self nomination is a disqualification.

1.4.4 Secretary shall place all applications for membership before the EC, which will decide whether to admit the applicant as member and in which category. The same may be decided by periodic postal or E-mail approval of EC members.

1.4.6 After the approval of EC, the secretary shall enter the newly elected members under the appropriate category of membership and allocate a serial number.

- 1.4.7 The Secretary with the help of webmaster shall upload the details of new members on IAPS website with in two weeks of approval.
- 1.4.8 The Secretary shall issue a certificate of membership under the official seal of OOIAPS to all newly elected members within 3 months of their approval. The certificate shall clearly state the name of member, serial number, category of membership, date of election and signature of the president and secretary.
- 1.4.9 Upon loss of damage, members can get membership certificate in duplicate by paying fees as prescribed by EC from time to time. A minimum penalty of Rs.200 will be levied for issuing the duplicate certificate
- 1.4.10 if applicant is not satisfied with the decision of the EC regarding his / her election as member, he can appeal to the IAPS juries. Decision of IAPS juries shall be final.

## **1.5 CESSATION OF MEMBERSHIP**

- 1.5.1 A member ceases to be a member on resignation.
- 1.5.2 If he has been found to be of unsound mind by court of moral jurisdiction.
- 1.5.3 If he has been convicted by any court of an offence involving moral turpitude.
- 1.5.4 A person disqualified under clause 1.5.2 & 1.5.3 will not be eligible to become a member again.
- 1.5.5 Person who ceases to be a member under clause 1.5.1 will be eligible to become member again if he / she makes full payment as new member as existing.

## **1.6 PRIVILEGES OF THE MEMBER:**

- 1.6.1 All the members of association, irrespective of their category, shall have right to participate as delegate in any scientific or social activities organized under the aegis of IAPS.
- 1.6.2 All members are entitled to receive one free copy of all official periodic publications of IAPS including JIAPS, News Letter, copies of bylaws, membership directory, conference brochures and such materials. However this is not applicable to seasoned publications such as textbooks and monographs, which may be sold to members at subsidized rate. Hon members and life members who have temporarily moved out of India (less than 2 years) will also receive the journal and news letter without additional payment to the association.
- 1.6.2.1 **Members are entitled to have all official periodic publications of IAPS including JIAPS, News Letter, Membership Directory, Conference Brochures by only e mail and the material will be made available at the official website of the association. (Addition of the clause) (Amendment 04/2010)**

**1.6.2.2 Journal of IAPS will be sent only if the member within the stipulated time limit pays subscription of Rs.500. p.a.. The subscription amount will be revised periodically by the editorial board in consultation with the Executive Committee and can be implemented after ratification by the General Body. The journal will NOT be sent to foreign addresses**

### **(Amendment 11/2015)**

- 1.6.3 All the Ordinary members of the association shall have the right to inspect any document including the annual accounts, by laws, cash vouchers and receipts, minutes of various meetings and archival material, free of cost at the registered office / secretariat during notified business hours of the office.
- 1.6.4 The member has right to obtain photocopy copy of the information as stated in clause 9.3 on payment in advance of cost for the same and postage as applicable. If he / she does not receive the same in two weeks time after request received by the office or if the information provided is inadequate or unsatisfactory, the aggrieved member may appeal to IAPS jury.
- 1.6.5 Any member, excluding the present office bearers, shall be eligible for various awards, fellowships, grants and any such honors and benefits as governed by the rules and regulations of the concerned endowment.
- 1.6.6 Privileges shall stand cancelled on cessation of membership
- 1.6.7 All or part of the privileges of the member may be suspended by the EC if the member has any outstanding monetary liabilities to the association or its subsidiaries.
- 1.6.8 Senior members have exemption of 50% of delegate fees of annual conferences. The quantum of concession can be revised every three years.

## **1.7 DUTIES OF THE MEMBERS:**

All members of the association shall have the moral obligation and duty of monitoring the functions of the association as regards to its declared aims and objectives and members shall bring any anomalies, malfunction, fraud, misuse of powers or privileges and any such matter to notice of the executive committee or IAPS bench of juries or any such competent authority as appropriate.

## **1.8 RESTRICTIONS OF MEMBERS:**

No member of the association shall have any personal claim or make any profits whatsoever, by virtue of this membership. No profit or property of IAPS or JIAPS or part thereof shall be transferred directly or indirectly by way of dividend, bonus, profits or in any manner whatsoever to the past member or past member of the association or to any member claiming through any one or more of the present or past members.

## **1.9 DISCIPLINARY ACTION:**

- 1.9.1 If any misdemeanor, misconduct or misbehavior of member is brought to the notice in writing will be placed in front of EC.
- 1.9.2 Every member has a right to have an opinion distinct from official opinion of IAPS, however, any member making derogatory or denigrating remark publicly in print or media against IAPS or against any of its members will be liable to disciplinary action.
- 1.9.3 On the basis of the complaint, the Secretary after taking permission from the President, will issue show cause for reply within 3 weeks. The complaint along with the reply will be circulated to the EC members.
- 1.9.4 In the event of EC being satisfied about the innocence of the accused, the matter will be dropped. However, if EC feels there is a case for further inquiry, the incumbent will be sent a notice requiring him to appear in person or through a lawyer before the EC. The EC will make its recommendations, which will be taken up on agenda of the AGM. No TA/DA will be paid to the concerned member and EC Members for any such meeting.
- 1.9.5 If the accused member is found guilty, he will be liable to one or more of the following punishments.
  - a) Reprimand in writing
  - b) Suspension of membership (with loss of all the privileges of membership)
  - c) Expulsion of the member
  - d) Monetary penalty if he / she has caused any monetary loss of the Organization.
- 1.9.6 For a member to be expelled at least three-fourth of the voting members present at the GBM must vote to this effect.

## **2 REGISTERS OF ASSOCIATION:**

### **2.1 REGISTER OF MEMBERSHIP:**

There shall be a Register of Members wherein all relevant details about the members (like name, age, sex, last known postal address and e-mail address for correspondence, phone number, fax number, qualifications, date of election as a member, category of membership, consistent non-delivery of mails to the last known address, details of any disciplinary action taken and in case of deceased the date of death) shall be entered.

- 2.1.1 Secretary shall maintain a separate set of records for ordinary, associate, overseas, honorary, senior privilege, student members and fellows, each being serially numbered with appropriate prefix 'L', 'AL', 'OV', 'H', 'S', respectively to denote various categories of members.
- 2.1.2 An updated (till 31<sup>st</sup> March of the Year) and consolidated Membership directory shall be published every two years in first week of May of the year. The Secretary will publish the supplement of newly elected members each year till 31<sup>st</sup> March of the year to be mailed along with News Letter and put it up also on the net on IAPS web site for members to update their own list.
- 2.1.3 An updated list of members as it exists on 31<sup>st</sup> March of the year will be taken as valid list for the purpose of elections in corresponding year.



## **2.2 REGISTER OF THE MINUTES:**

- 2.2.1 Secretary shall maintain one separate register book (hard bound) each for the approved version of minutes of General Meetings, EC meetings, and all sub-committee meetings.
- 2.2.3 Secretary shall use book with acid free paper and its pages serially numbered and entries made by clear hand writing using water and fade proof ink to prevent tampering, smudging or fading of letters. The Secretary shall attest each entry by his / her signature.
- 2.2.4 There will be no loose sheets attached in the register book.
- 2.2.5 The Secretary shall keep a register of details regarding all certificates of honors and awards issued under the seal of IAPS.
- 2.2.6 Only the Secretary is empowered to make entries into various registers, which are to be countersigned by the President every year before the end of the year
- 2.2.7 The Secretary shall keep a 'register of registers' in which details of various registers herein mentioned shall be maintained with periodical updating.
- 2.2.8 As and when the newly elected Secretary takes charge of his / her office, the outgoing Secretary shall handover, within two weeks all registers and properties, FDs, bank and cash balance of the association that were in his / her possession to incoming Secretary and both shall have to sign the 'register of registers', (mentioned in clause 12.2.6) to endorse that such a transfer was effected completely after proper verification by both parties. The outgoing Secretary shall be relieved of his / her responsibilities and liabilities, from the date and time of signing this 'register or registers' along with the incoming Secretary, in the presence of incoming and outgoing Presidents.
- 2.2.9 If there is any discrepancies found at the time of exchange of registers, such a fact shall be registered in the 'register of registers' and in which case the outgoing secretary shall not be relieved of his / her liabilities unless otherwise such discrepancies are settled amicably and entries made to that effect in the 'register of registers' within six months of transfer of charges
- 2.2.10 Normally no register or document of the association shall be destroyed at any time other than when the association is dissolved, in which case the last secretary shall maintain the registers for subsequent 4 years from the date of dissolution and may destroy the registers if there is no legal disputes whatsoever by that time. This clause shall not be amended without a special resolution. However general body may permit the destruction of old and out dated registers after all relevant details have been transferred to a an active register and confirmed by a special committee so constituted by the general body.

## **3. MANAGEMENT:**

The Main administrative Bodies of the Management of IAPS shall be

- (A) The General Body herein after referred briefly as GB
- (B) The Executive Council herein after referred briefly as EC.

### **(A) GENERAL BODY**

The General Body of IAPS shall consist of all annual and Ordinary Life Members as defined in rules.

- 3.1 **AUTHORITY:** The general body shall be the supreme Authority of the IAPS. It shall legislate and direct the IAPS in all the activities and ensure that they are within purview of aims and objectives of memorandum of the association.
  - (a) It shall receive, review and accept / reject the audited Accounts.
  - (b) Standing instruction given by general body with regards to any objections of the association accounts shall bind the EC and its members, which they shall obey in future. Standing instructions and rulings passed by general body shall be deemed to be in effect unless it is repealed or modified at a subsequent general body meeting. If such ruling or instructions are in effect for consecutive 4 years it shall be automatically be incorporated into the bylaw under appropriate clause or section without the need of further approval of the general body.
  - (c) It shall review and accept, with or without modification, the annual report and minutes of EC meetings.
  - (d) It shall elect the members to the EC.
  - (e) It shall ratify the creation and termination of various institutions, committees, subcommittees, subspecialty sections, regional chapters or clubs of IAPS.

- (f) The GB, by special resolution shall have powers to commence and implement impeachment against the President or Secretary or Editor if in its opinion the functioning of these officers is malicious, harmful and disgraceful to the objectives, functioning and decorum of the association.
- (g) The general body shall have powers to add or amend or annul any of the bylaws of the association as necessary from time to time with due notice for special resolution.
- (h) The General Body may delegate all or part of its power to the Executive Committee or to any other Committee or Sub Committee, for such a period as it decides fit, in order to deal with a particular issue. Such delegation shall be in addition to the powers delegated under these rules. Such delegation of powers shall be applicable only to the concerned issue for which such a transfer of power was necessary.
- (i) The general body shall exercise all its powers by passing simple resolution without bypassing the rules and regulations by simple majority.
- (j) General body shall have no powers to interfere with the freedom of the Editor in Chief of JIAPS as regard to the selection of articles for publication in JIAPS. However, the General body shall have power to question the Editor in Chief of JIAPS regarding financial matters.
- (k) It shall name the inheriting body with similar purpose as IAPS in the event of winding up of IAPS.

### **3.2 GENERAL BODY MEETINGS:**

There shall be three distinct types of general body meetings namely Annual general body meeting, extraordinary general body meeting, and requisition general body meeting, herein after referred as AGBM, EGBM, and RGBM respectively, each with special purpose and requirements.

#### **3.2.1 ANNUAL GENERAL BODY MEETING:**

Meeting of all the members of IAPS will be called at least once in a year. Normally such meeting will be convened at the time and place of Annual Conference of IAPS. However, the president in his/her discretion can fix-up alternate date, time and / or place if there are natural calamities or communal violence or other unforeseen events at the proposed date, time and / or place.

- 3.2.1.1 The Secretary shall intimate all the members about the date, time and place of the meeting by post, under the certificate of posting or by News letter (also to be sent under certificate of posting) as separate notice under the heading notice for Annual General Body Meeting.

**3.2.1.1.1 The Secretary shall intimate all the members about the date, time and place of the meeting by registered post or speed post or by News letter as separate notice under the heading notice for Annual General Body Meeting, apart from the available electronic means of communication (Like e-mail, SMS, web notifications etc.).**

**Once a reliable web platform for securely sending messages is established, the postal communication can be discontinued after obtaining clearance from the GBM**

#### **(Amendment 11/2015)**

- 3.2.1.2 The notice shall be accompanied by an agenda. The following shall be the prototype of agenda for all annual general body meeting:

1. Opening remarks by the President
2. Condolences, if any.
3. Confirmation of the minutes of the previous Annual General Meeting and the relevant discussion on the same.
4. Presentation and adoption of Annual Report
5. Presentation and adoption of Audited Report of accounts.
6. Presentation of reports of special committees and any matter arising thereof; copy of these reports should reach the Secretary cum Treasurer 2 months prior to the annual general body meeting.
7. Deciding the venue of annual scientific conference 2years hence.
8. Presentation of the Report by the Organizing Secretary/ Chairman of the next Annual Conference.
9. Selecting the theme and symposia of next conference.
10. Duly notified resolutions, if any.

11. Amendments of bylaws if any
  12. Appointment of auditors and remuneration.
  13. Discussing and adopting Special Resolution if any.
  14. Any other urgent matter with the permission of the Chair.
  15. Announcement of election results.
  16. Handing over the 10% delegate fee of the National Conference to the IAPS President
  17. Installation of new officers by the out-going president or in his / her absence by one of the chronologically senior most IAPS juries
  18. Thanks giving.
- 3.2.1.3 Individual members of any category can propose a resolution to be discussed at the annual general body meeting. He /she shall do so by writing to the Secretary at least 1 month ahead of the intended meeting.
- 3.2.1.4 Notice of the meeting shall be sent at least 28 days before the date of the meeting.
- 3.2.1.5 Quorum for the annual general body meeting will be 1/6<sup>th</sup> of Ordinary members registered in the Membership Register as on to the date of the meeting. In the absence of a quorum, 15 minutes later, the meeting to be reconvened at the same place and date irrespective of the quorum. If there is no quorum at an adjourned meeting, such a meeting will not transact any business other than what is notified in the agenda.
- 3.2.1.6 A simple resolution shall be decided at annual or an extraordinary general body meetings with adequate quorum as defined herein either by a consensus or by voting by a simple majority of 51%. The voting will usually be done by a show of hands but a secret ballot will be carried out if more that one fourth of members present, so demand.
- 3.2.1.7 Each ordinary member shall have only one vote to cast on any one particular resolution. However, the President shall have an additional casting vote in the event of a tie.
- 3.2.1.8 The declaration by the Chairman of the meeting that a resolution has been carried unanimously or by the required majority or rejected will be announced. An entry to that effect shall be made by Secretary in the Minute Book of the proceedings of the Association immediately.
- 3.2.1.9 During general body meetings, no other activities of the association such as scientific meetings shall be conducted simultaneously.
- 3.2.1.10 An issue once discussed and decided, will not be allowed to be raised for at least 2 years.
- 3.2.1.1 The President will preside over all the general body meetings .In the absence of the President, the President elect will preside and in the absence of both the members of the general body may elect a chairman from amongst themselves.
- 3.2.12 The general body is the supreme authority of the association and its decisions are final and binding.
- 3.2.2 EXTRA ORDINARY GENERAL BODY MEETING (EGBM):
- 3.2.2.1 The President may instruct the Secretary to call an EGBM if circumstances so demand
- 3.2.2.2 Notice for such meeting will be 30 days with the agenda specified
- 3.2.2.3 Quorum for the meeting will be as above life members. In the absence of quorum, 15 minutes after the notified time, the meeting will be cancelled.
- 3.2.2.4 At an EGBM, only notified business will be transected.
- 3.2.3 REQUISITION MEETING (RGBM):
- 3.2.3.1 10% or more members can ask the Secretary to call a meeting of general body sending request in writing and specifying the agenda.
- 3.2.3.2 Secretary shall call the meeting giving a notice of 45 days informing date, time, place and agenda.
- 3.2.3.3 In the event of non-compliance by the Secretary or President or both, the life members aspiring requisition meeting can call for and conduct such meeting themselves and take a decision, which when taken with adequate recommended quorum will be binding as if it has been passed at any annual General Body Meeting.

- 3.2.3.4 If requisition general body meeting is convened as per the above mentioned provisions, the aspiring members shall own the responsibility of informing the agenda, date, time and venue of such meeting to all other ordinary members.
- 3.2.3.5 Only requisition agenda will be conducted.
- 3.2.3.7 For a requisition meeting to be valid, at least three-fourth of requisitionists must be present. In absence of such attendance the meeting will be cancelled.
- 3.2.3.8 In a requisition meeting if the President, President elect, immediate past President or Secretary cum Treasurer are absent during such meeting who in that order eligible to be the chairperson for such meeting, the members present can choose an ad-hoc chairperson among themselves. Such Chairperson shall be responsible to convey the minutes of the meeting to the secretary within 15 days of the meeting.
- 3.2.3.9 A requisition meeting with same agenda cannot be called for at least one year.

### 3.3 EXECUTIVE COUNCIL: (EC) (Amendment 01 2010)

3.3.1 Executive Council shall be constituted out of Life members only. The minimum strength of EC Shall be eleven. The GB will revise the number as when necessary. The EC shall comprise of

- a) President.
- b) President Elect
- c) Secretary cum

**d) Treasurer (Amendment 01/ 2010)**

**e) Joint Secretary (Amendment 01/ 2010)**

- f) Immediate past President
- g) Editor in Chief, JIAPS
- h) Zonal representatives:

Each geographic zone shall have one executive zonal representative. The number of zonal representatives can be more than one if the membership from specific zone exceeds **150 (450) (Amendment 02/ 2010)**. One executive zonal representative will be added for every new 150 members form the specific zone. The maximum number of such zonal representatives will be three and the total should not exceed 15. This may be ratified every two years by the GBM.

#### **ZONES OF INDIA WILL BE AS FOLLOWS:**

**North Zone** : Rajasthan, Delhi, Haryana, Punjab, Himachal Pradesh, Jammu & Kashmir and Chandigarh

**West Zone** : Maharashtra, Gujarat, Goa

**South Zone** : Kerala, Karnataka, Tamil Nadu, Andhra Pradesh, Telengana, Pondicherry, Andaman & Nicobar, Lakshadweep

**East Zone** : West Bengal, Assam, Orissa, North Eastern States, Bihar , Jharkhand.

**Central Zone** : Uttar Pradesh, Madhya Pradesh, Uttaranchal, Chhattisgarh

#### **Invitee member :-**

- g) Executive committee, in its discretion, shall have the powers to invite any member to attend a particular executive committee meeting if his / her presence is necessary or desirable for the issues discussed thereof. Presence of the special invitee would be restricted to the subject of discussion for which they have been invited. Special invitee will have no voting rights.
- ii) The number of invited members as provided in clause shall not exceed 3 at a time and these special invitees shall have no voting right on any motion and they shall restrict themselves with the discussion of issues for which they have been invited.

**3.3.1.1 Each geographic zone shall have one executive zonal representative. The number of zonal representatives can be more than one if the membership from specific zone exceeds 150(450) (Amendment 02/ 2010). One executive zonal representative will be added for every new 150 members form the specific zone. The maximum number of such zonal representatives will be three and the total should not exceed 15. This may be ratified every two years by the GBM.**

**Approved no. of members as per the area (approved by the GB):**

- 1. Up to 150 members – 1 EC Member;  
150 to 300 members – 2 EC Members;  
300 – 450 or beyond – 3 EC Members.**
- 2. The number counted will only be of valid voters – (LM / SM only).  
Associate, Overseas and Honorary Members will not be counted for this purpose**

**(Amendment 11/2015)**

**3.3.2 ELIGIBILITY TO THE POST**

3.3.2.1 Members of not less than 15 years standing in the Association may be nominated for the post of President. He must have been member of EC at least for one term.

3.3.2.2 Members of not less than 10 years standing in the Association may be nominated for the post of Hon. Secretary cum Treasurer. The Secretary must have been member of EC at least for one term

**3.3.2.2.A Members of not less than 10 years standing in the Association may be nominated for the post of Joint Secretary. The Joint Secretary must have been member of EC at least for one term**

**(Amendment 11/2015)**

3.3.2.3 Member of not less than 5 years standing is eligible for the post of EC member. The nominee, the proposer and seconder should be life members. The zonal representative shall be elected from voting from members all over the country.

3.3.2.4 Editor in chief: should be a member of IAPS for not less than 15 years, should have been on editorial board of any Journal for not less than 5 years. The selection of the Editor in Chief should be by the postal ballot after receiving the nominations.

3.3.2.5 Editors and Editorial Secretary selected by editor in chief: should be a member of IAPS for not less than 10 years.

3.3.2.6 The nominee, the proposer and seconder should be life members

3.3.2.7 Overseas and Associate members are not eligible to occupy any executive posts and cannot participate in elections.

**3.3.2.8. If the General Body has taken action against any member than he should be banned to take any office bearers post in the IAPS; including sections or chapters of IAPS. (Amendment 05/2010)**

**3.3.2.9 Organising Chairman and Organising Secretary of any conference/workshop/event organised under the banner of the IAPS or its section/chapter fails to contribute 10 % of the registration charges with in the period of 4 weeks from the date of the occurrence of the event then they will be banned to take any official position in the association or its section/chapter for the period of 7 years. (Amendment 03/2010).**

**3.3.3 TENURE OF EXECUTIVE COUNCIL MEMBERS:**

- a) Newly elected EC will take charge at AGM at annual conference of IAPS.
- b) President will be inducted at the end of AGM.
- c) Tenure of President and President Elect will be for one year,
- d) The tenure of the Secretary cum Treasure will be for two years. He /she however will be eligible for re-election for one more term of two years, only after completion of one term.
- e) Tenure of other elected members will be 2 years. They will be eligible for re-election after completion of 2 years
- f) The tenure of Editor in Chief of IAPS will for 5 years and he will be eligible for re-election every 5 years with a maximum of three terms. The same rule will apply for Editors and Editorial Secretary.
- g) President elect will be promoted to the level of President at the end of one year.

**3.3.4 FILLING OF CASUAL VACANCIES:**

3.3.4.1 PRESIDENT: In the event of position of the president falling vacant due to unforeseen circumstances, the President elect will take over as President for the residual term and then complete his/her regular term. Post of President elect shall remain vacant until next election.

- 3.3.4.2 PRESIDENT ELECT: In the event of the post of President-elect falling vacant due to unforeseen circumstances his/her duties will be taken over by a senior EC member. Then during the next election, the election will be done for both (current President and President elect).
- 3.3.4.3 SECRETARY CUM TREASURER: In the event of position of the Secretary cum Treasurer falling vacant the EC will elect a Secretary cum Treasurer from amongst them selves. His/her tenure will be for the residual term of the functional year.
- 3.3.4.4 EXECUTIVE MEMBERS: In the event of a vacancy occurring in the elected members, a member who has secured the highest number of votes among the unsuccessful candidates will be elected for the residual term of the replaced member .If there was no election in that particular zone in the last election, the post will remain vacant in the remaining part of the functional year of the Association.
- 3.3.4.5 EDITOR IN CHIEF: 1. In the event of a casual vacancy in the position of Editor, the senior (based on the membership) of the four editors on the board would take over till the end of the functional year of the association.
- 3.3.4.6 Any other vacancy in the Editorial board can be filled up by Editor in chief.

### **3.3.5 EXECUTIVE COMMITTEE- AUTHORITY, RESPONSIBILITIES & RESTRICTIONS**

- 3.3.5.1 The EC will be the prime administrative authority of the Association, functioning within the precincts of policies and parameters of performance enunciated by the GB.
- 3.3.5.2 The EC as a whole or through its officers shall have full authority to conduct day to day affairs of Association and take all financial decisions, incur expenditure, appoint staff, advisors, retainers, consultants and decide their Terms and conditions, decide opening and authorize operations of bank account by officers of EC, interpret the Rules and regulations contained herein, delegate powers to officers on committee.
- 3.3.5.3 EC shall have powers to admit new members under appropriate category. It shall also have powers to elect honorary members.
- 3.3.5.5 The EC shall be responsible to implement any judgment passed by IAPS juries or by the committee it self.
- 3.3.5.6 The EC shall have powers to register complaints from any person (both members and non-members) regarding the association or its members and initiate and recommend disciplinary action on such complaints.
- 3.3.5.8 The EC shall have powers to raise funds in ways which in its opinion shall not threaten the prestige of the association or which shall not be unlawful.
- 3.3.5.9 The EC shall have powers to invest its assets and duly inform the GB
- 3.3.5.10 EC shall have the power to appoint Committees and Sub Committees for such purposes and for such periods as the Executive Committee determines. The Executive Committee shall define the powers, duties and scope of reference to such Committees and / or Sub-Committees and may temporarily delegate to them such of its powers and functions as the EC deems fit and proper. All such relegation is time bound and executive cannot relegate powers indefinitely to others.
- 3.3.5.11 The EC shall have powers to appoint any person to such Committees / Sub Committees and to co-opt any person in advisory capacity.
- 3.3.5.12 The EC shall have the power to review, alter, amend or rescind the decision and / or actions taken by these Committees or Sub Committees.
- 3.3.5.13 EC shall have the powers, subject to such conditions as it thinks fit, to delegate any of its powers to the office bearers of the Association for such a period that it deems fit.
- 3.3.5.14 EC shall have the power to invite any person to attend executive committee meetings or general body meetings.
- 3.3.5.15 EC shall have the power to purchase, lease, hire or otherwise acquire for the Association any property, rights or privileges which the Executive is authorized by the general body to acquire for such price and on such terms and conditions as it thinks fit.
- 3.3.5.16 EC shall have the power to take and give receipts and other discharges for money payable to the Association and for the claims and demands of the Association.
- 3.3.5.17 EC shall have the power to execute all deeds, agreements, contracts, receipts and other documents that may be necessary or expedient for the purpose of the Association.

- 3.3.5.18 EC shall have the power to execute, sign, seal, deliver or cause to be executed signed and delivered all deeds, agreements, documents and assurances as may be necessary to carry out the objects of the Association.
- 3.3.5.19 EC shall have the power, within the precinct of section 3, to accept or reject endowments for the creation of awards, fellowships, medals and such honors. The executive committee shall also have powers to review, amend or reject conditions laid by such donors.
- 3.3.5.20 The EC shall have powers to take appropriate legal action, when any person or organization sues the association, or if the association has to sue a person or organization.
- 3.3.5.21 EC shall have powers to approve the design of various certificates issued under the seal of the association or the design of ballot papers and various application forms.
- 3.3.5.22 EC will have full power to act in all matters except changes in the memorandum, Rules and bylaws.
- 3.3.5.23 The EC / President / Secretary shall not interfere with freedom of working of Editor or Jury of the Association.
- 3.3.5.24 The EC shall have powers to revise any financial levy such as the membership subscription, proportion of money allocation to journal, and such matters. The final decision will be by the GBM

### **3.3.6 MEETINGS OF EXECUTIVE COMMITTEE:**

There will be two types of EC Meetings, namely ordinary EC meeting and Emergency EC Meeting.

- 3.3.6.1 With in any one functional year, there can be any number of ordinary executive committee meeting as decided by Secretary and President. However, there shall be at least two executive committee meetings in any one functional year. Executive Committee will usually meet – once before AGM and once after AGM – at the time and place of Annual scientific conference of IAPS.
- 3.3.6.2 Additional ordinary meeting of the Executive Committee may take place at any time and place as decided by the Secretary in consultation with the President.
- 3.3.6.3 The notice period of ordinary executive committee meeting shall be 28 days. Except the first meeting of each functional year of the association which maybe held at 24 hours notice at the place of the annual conference of IAPS as above.
- 3.3.6.4 The quorum for an ordinary meeting of the Executive Committee shall be 75% of all EC Members. Decision of the council shall be taken by simple majority of the members present. In the absence of the quorum, the meeting will be adjourned for 20 minutes and if there is no quorum even after that, the adjourned meeting will be held, but the committee shall not take up any matter that is not on the agenda and shall not pass any resolution. The secretary shall send a copy of minutes of such meeting to all the executive committee members and obtain their vote by post in order to pass any resolution that is discussed thereof but could not be passed due to lack of quorum.
- 3.3.6.5 The elected Executive Council Office Bearers and members shall have to attend at least one meeting in a year, failing which he / she shall cease to be a EC member and will not be eligible to seek re-election for post of Executive Member or office Bearer for 5 years, unless a special leave of absence is granted by the EC on a written application by the member stating the valid reasons for his repeated absence.
- 3.3.6.6 The council shall meet on requisition by President or Hon. Secretary cum Treasurer. It shall also be convened within two months upon the request of a majority of its members.
- 3.3.6.7 An Emergency meeting of EC will be convened at the insistence of the President or Secretary or both. The notice period of emergency executive meeting shall be 14 days.
- 3.3.6.8 The quorum for Emergency EC meeting shall be 5 members, out of whom there must at least be one elected member in addition to president and secretary. If there is no quorum the meeting will be cancelled.
- 3.3.6.9 At an Emergency EC meeting, no other business other than what is on the agenda will be transacted.
- 3.3.6.10 The Secretary shall notify the date, time and place of intended executive meeting, either ordinary or extraordinary, along with its agenda to all the members of EC by means that ensure safe delivery of message.
- 3.3.6.11 The President will preside over all the meetings of the EC. In the absence of the President, the President-Elect will preside and in the absence of both of them, a senior member of the EC will be elected as Chairperson of the meeting.
- 3.3.6.13 Only elected or co-opted members will be eligible to attend meeting. The invitee members can attend special agenda for which they have been invited. Invitee members and Co-opted members will have no voting rights.

- 3.3.6.14 EC shall decide any issue by consensus or by a simple majority of 51% vote of members present in a meeting with adequate quorum. Each EC member shall have only one vote to cast in any resolution. However, the president shall have an additional casting vote in the event of a tie.
- 3.3.6.15 Postal or electronic mail communications among executive committee members may be recorded in the minute book with details of the date, time, member's name and the mode of communication by the secretary provided such a minute is approved by the concerned member named therein at a subsequent executive committee meeting. However, no decision shall be taken based on these communications alone in the absence of formal executive committee meeting.
- 3.3.6.16 The Secretary will present a summary of the proceedings of the executive committee meeting to the general body at the next GBM.

#### **4 POWERS, DUTIES, RESPONSIBILITIES, PRIVILEGES AND RESTRICTIONS OF VARIOUS EXECUTIVE MEMBERS IN GENERAL:**

- 4.1.1 All members shall render their services as honorary job and shall not be eligible for any salary, remuneration, honorarium, travel allowances, dearness allowances or such financial gains.
- 4.1.2 Any and all executive members are indemnified against all legal proceedings as long as they function within the precincts of the bylaws or standing instructions of the GB.
- 4.1.3 No EC member shall be eligible for any award, medal, fellowship, oration or any such honor and benefits as long as they assume the office, excepting P C Gupta award that is conferred upon outgoing President of IAPS.

#### **4.2 POWERS, DUTIES, RESPONSIBILITIES, PRIVILEGES AND RESTRICTIONS OF THE PRESIDENT:**

- 4.2.1 The President shall have the formidable responsibility of guiding the association, pediatric surgeons of India, and Pediatric Surgical specialty or establishments in India. He / She shall guide the Hon. Secretary cum Treasurer to run the affairs of the Association smoothly.
- 4.2.2 The President shall represent the association with governmental or non-governmental organizations of India or abroad as and when necessary.
- 4.2.3 The President shall have the responsibility of presiding over all official functions, meetings, conferences, committees, subcommittees and any such gatherings of the association.
- 4.2.4 The President shall have casting vote in case of equality of the votes in addition to his ordinary vote during EC meetings/ committee meetings and GB meetings.
- 4.2.5 The President shall interpret the meaning of any clause of the bylaw.
- 4.2.6 The President shall have the power to invite any person to attend executive committee meetings or general body meetings.
- 4.2.7 The President shall be protected from the abuse of any member, whereas, members may express opinions contrary to the opinion of the President. Any member, with the exception of IAPS juries, who expresses opinion - in print, electronic media, verbal communication or any such means – that is derogatory to the decorum of the post shall have to face the charges of contempt of President and such a member who is found guilty of the offence may be removed from membership.
- 4.2.8 The President will have the privilege of delivering his/her presidential address at the inaugural ceremony of the annual scientific conference of the association.
- 4.2.9 The President cannot be removed from his/her office unless an impeachment is passed by special resolution.
- 4.2.10 The President shall have no powers to overlook the decisions of general body or executive committee in any circumstances other than the veto power described in 4.2.15.
- 4.2.11 The President shall have no powers to add, amend or annul any clause or section of the bylaw.
- 4.2.12 The President shall have no powers to dissolve the association.
- 4.2.13 The President shall have no power to transfer either partially or in totality any of his/her powers to any person other than the president-elect.
- 4.2.14 The President shall be provided local hospitality by local organizers.



- 4.2.15 The President shall have the veto power to overlook any or all of the bylaw clauses or any decision of any body of the association including the executive committee and the general body as and when the association is at the risk of extinction.
- 4.2.16 The President shall not use his/her veto power for any issue other than saving the association from extinction, which he/she shall be bound to justify at the subsequent general body meeting failing which he/she may be removed from office by impeachment.
- 4.2.17 The President may incur some expenses while running the office ( e.g postal expenses but not TA/DA ) . If President claims with valid documents, the Secretary cum Treasurer will reimburse it. The highest limit of the claim is Rupees ten thousand only and may be revised if necessary with approval from GB.
- 4.2.18 The President must be given local hospitality by the local organizers of the annual conferences.
- 4.2.19 In the matters of running IAPS on any matter, if there is a difference of opinion between the President and the Secretary, the advise of the President shall prevail unless EC / GB meeting overrules the same.

**4.3 POWERS, DUTIES, RESPONSIBILITIES, PRIVILEGES AND RESTRICTIONS OF THE PRESIDENT – ELECT:**

- 4.3.1 The President-elect is defined as a valid ordinary member who has been elected or appointed as President but who has not yet been officially installed into the job.
- 4.3.2 The President-elect shall temporarily assume all the duties, responsibilities, privileges, and powers of the President, with the exception of veto power, in his/her absence.
- 4.3.3 The President-elect shall have the right to takeover as president if there is casual vacancy of the post of President.
- 4.3.4 The President Elect may incur some expenses while running the office ( e.g postal expenses but not TA/DA ) . If President elect claims with valid documents, the Secretary cum Treasurer will reimburse it.

**4.4 POWERS, DUTIES, RESPONSIBILITIES, PRIVILEGES AND RESTRICTIONS OF THE SECRETARY:**

- 4.4.1 The Secretary is defined as a valid ordinary member who is elected by general body to run the office of the association and to serve as the officer of execution.
- 4.4.2 The Secretary shall function within the precincts of bylaw and standing instructions of the general body.
- 4.4.3 The Secretary shall function according to legitimate instructions of the general body, the President, IAPS juries, the executive committee and in that order of importance.
- 4.4.4 The Secretary shall be an ex-officio member of all committees and subcommittees of the association and the editorial board of JIAPS.
- 4.4.5 The Secretary or his/her nominee shall be responsible to update the registrar of societies every year with in 15 days after the annual general body meeting regarding details such as the correct address of the association, list of its office bearers and any such detail as required by the Societies Registration Act 1980 as it is modified subsequently.
- 4.4.6 The Secretary shall also file the details of any amendment of bylaw with the registrar of society within 15 days of passing such a resolution.
- 4.4.7 The Secretary shall receive and scrutinize all applications such as membership applications, applications for various awards and honors of the association, applications seeking disciplinary action, application for the creation of new endowments, applications to amend the rules and regulations of existing endowments and such so forth, and, he/she shall place them, along with his/her remarks, before appropriate body, as defined under various clauses herein, for approval or rejection.
- 4.4.8 The Secretary shall receive an application to convene Requisition general body meeting, and he/she shall have powers to convene the same, if the application is signed by the recommended proportion of members.
- 4.4.9 Only the Secretary shall have powers to make entries in various registers of the association and endorse such entries and these will be attested by president at the next meeting.
- 4.4.10 The Secretary shall have the privilege of appointing one paid employee as his/her clerical assistant the salary of whom shall be determined by the executive committee.
- 4.4.11 The Secretary shall have the privilege of spending, at his/her discretion, a sum of money as approved by the executive committee. Presently, it is fixed at Rupees 15,000/- (Fifteen Thousand only).

**4.4.1.1.1 The Secretary shall have the privilege of spending, at his/her discretion, a sum of money as approved by the executive committee. Presently, it is fixed at Rs. 25,000/- (Twenty Five Thousand only)**

**(Amendment 11/2015)**

- 4.4.12 The Secretary shall issue all certificates under the official seal of the association.
- 4.4.13 The Secretary shall be responsible for informing all the eligible members, by secure means, about the date, time, place and agenda of various official meetings well ahead of the minimum required notice period for such meetings.
- 4.4.14 The Secretary shall be eligible to act as chairperson of any meeting when the president, president-elect and immediate past president are absent in that order.
- 4.4.15 The Secretary shall be responsible to supervise the maintenance of IAPS archives.
- 4.4.16 The Secretary shall be the authorized authority to represent the association in any court of law as and when the association is sued by or sues a person, institution, society, trust, association or company.
- 4.4.17 The Secretary is privileged to receive equal to first class / II Tier A/C train/ Check air fare (which one is cheapest) by shortest route plus an appropriate travel allowance as decided by executive committee if and when he /she has to travel to attend the legal proceedings of the association or to answer summons issued by any court of law that is located away from the jurisdiction of the working head office of the association.
- 4.4.18 The Secretary shall be responsible to implement the judgment of IAPS juries and any decision taken by general body or executive committee.
- 4.4.19 The Secretary shall have powers to ask for any relevant document or detail from any of the regional chapters or clubs of IAPS or any of the subspecialty sections of IAPS.
- 4.4.20 The Secretary shall **not** have any power to decide on the destruction of or to actually destroy any document of IAPS even if they are considered redundant, unimportant or useless approved by general body.
- 4.4.21 The Secretary shall **not** have powers to decide any resolution or proposal on his/her own and he/she shall consult the President and / or executive committee.
- 4.4.22 The Secretary shall be responsible for periodic updating of the official web site. However, he/she may opt to relegate this work to anybody member under his/her supervision.
- 4.4.23 The Secretary may opt to act as liquidator as and when the association is dissolved by a special resolution of general body in which case he/she is eligible to receive a consolidated salary as per the provisions of clause 9.6 of section 3.
- 4.4.24 The Secretary shall **not** have any power to add amend or annul any clause or section of bylaw.
- 4.4.25 All official communication shall be addressed to and replied by the Secretary cum Treasurer by designation and not by his/her name.
- 4.4.26 The Secretary shall receive and register any complaint regarding association affairs and shall rectify the defect by himself/ herself if the subject is within his/her powers or shall forward the complaint to appropriate body, along with his/her remarks, for necessary action.
- 4.4.27 The Secretary shall maintain the minutes of various official meetings.
- 4.4.28 The Secretary shall prepare and deliver the annual report of the association at the annual general body meeting.
- 4.4.31 The Secretary shall keep the President and executive committee members informed about all correspondences made to him/her or made by him/her.
- 4.4.32 The Secretary shall receive scientific papers intended to be presented at the annual scientific conference and prepare a detailed scientific programme in consultation with the scientific committee.
- 4.4.33 The Secretary shall design the conduct of any official meeting or ceremonies and shall invite members and dignitaries for the same with the concurrence of the President.
- 4.4.34 The Secretary shall be responsible to inform the general body about the minutes of various committee meetings.
- 4.4.35 The Secretary shall be provided local hospitality by local organizers of annual conferences.
- 4.5 **POWERS, DUTIES, RESPONSIBILITIES, PRIVILEGES AND RESTRICTIONS OF THE TREASURER: (Amendment 01/2010)**
- 4.5.1 Treasurer is defined as a valid ordinary member who is elected by general body to run the office of the association and to serve as the officer of execution.

**4.5.1.1 Treasurer is defined as a valid ordinary member who is co-opted by the Executive Committee to assist the Hon. Secretary to maintain financial matters and records of the association. He/ She shall be jointly responsible (with the Hon. Secretary) for the maintenance of the day to day accounts of the association and to file the Income Tax Returns of the association within the specified deadline.**

**As a co-apted member, he/ she will not have any voting right in the Executive Committee nor is he eligible to use his/ her tenure in the EC as Treasurer for eligibility to other posts like Joint Secretary / Hon. Secretary / President**

**(Amendment 11/2015)**

- 4.5.2 The Treasurer shall function within the precincts of bylaw and standing instructions of the general body.
- 4.5.3 The Treasurer shall function according to legitimate instructions of the general body, the President, Secretary, IAPS juries, the executive committee and in that order of importance.
- 4.5.4 The Treasurer shall be an ex-officio member of all committees and subcommittees of the association and the editorial board of JIAPS.

**4.5.4.1 The Treasurer shall be an ex-officio member of all committees and subcommittees of the association dealing with the financial matters of the association**

**(Amendment 11/2015)**

- 4.5.5 The Treasurer is empowered to open and operate a bank account in the name of the association.
- 4.5.6 The Treasurer should deposit and issue all the checks of the association.
- 4.5.7 The Treasurer should be one of the signatory in all the checks.
- 4.4.6 The Treasurer shall have power to decide upon the investment of corpus funds in consultation with President as per the guidelines of section 3.
- 4.5.7 The Treasurer shall keep the account updated of the association.
- 4.5.8 The Treasurer shall get the accounts audited 2 months prior to the Annual GBM.
- 4.5.8 The Treasurer shall get the 80-G certification for the association and maintain the same.
- 4.5.9 The Treasurer shall keep the President and executive committee members informed about all correspondences made to him/her or made by him/her.
- 4.5.10 The Treasurer shall present the audited accounts of the association in the Annual General Body meeting of the Association.
- 4.5.10 The Treasurer shall be provided local hospitality by local organizers of annual conferences.

**4.6 POWERS, DUTIES, RESPONSIBILITIES, PRIVILEGES AND RESTRICTIONS OF THE JOINT SECRETARY:**  
**(Amendment 01/2010)**

- 4.6.1 The Joint Secretary is defined as a valid ordinary member who is elected by general body to run the office of the association and to serve as the officer of execution.
- 4.6.2 The Joint Secretary shall function within the precincts of bylaw and standing instructions of the general body.
- 4.6.3 The Joint Secretary shall function according to legitimate instructions of the general body, the President, IAPS juries, the executive committee and in that order of importance.
- 4.6.4 The Joint Secretary shall be an ex-officio member of all committees and subcommittees of the association and the editorial board of JIAPS.
- 4.6.5 The Joint Secretary shall help Secretary in all official responsibilities.
- 4.6.8 The Joint Secretary shall maintain the database of the association and release the electronic directory every year.
- 4.6.8 The Joint Secretary shall maintain the details of the chapters and sections of the association, including Audited Accounts, Minutes of the Annual General Body Meetings, etc.
- 4.6.9 The Joint Secretary shall maintain the quarterly report of the Chapters and Sections, and should present in the Annual GBM of the Association.

**5 INDEMNITY OF OFFICERS:**

- 5.1 Every EC member, shall be indemnified by the Association against all suits, proceedings, actions, claims, demands, expenses, liabilities, costs, losses and expenses which he may incur or liable to bear or pay by reason of any act or thing done by him/her in the discharge of duties of their respective office.
- 5.2 If a judgment is passed against any officer of the association in matters pertaining to the association, such judgment shall not be enforced against the property, movable or immovable, or against the body of such officer, but against the property of the association.

## **6 COMPLAINT CELL:**

- 6.1 Three of the surviving and willing past Presidents of the association shall comprise the "IAPS complaint cell." They will be appointed for a period of four years by the EC. They will be called as IAPS juries hereafter.
- 6.2 The three members of the complaint cell will continue in that post for four years unless until they willfully resign it for any reason or until their demise whereupon the next person shall be appointed by the EC for the period of the remaining years.
- 6.3 The name, address, email ID, telephone number and fax number of IAPS juries shall be prominently published in every newsletter of the association.
- 6.4 IAPS juries shall have **no** power to admit any complaint from any person unless and until the same has been heard and decided by the executive committee. Thus, IAPS juries shall function **only** as the final appeal forum.
- 6.5 In addition to election dispute the following complaints will also be taken up by complaint cell.
- 6.6 Any person - plaintiff or defendant- who is discontented with the decision of executive committee may appeal to the complaint cell directly by writing to any one or all of the juries thereby sending a copy of the appeal to the Secretary cum Treasurer. However, such an appeal need not be routed through the Secretary cum Treasurer or any of the officers.
- 6.7 All appeals shall be filed within 6 months, from the date of decision by executive committee. Failing which it shall be dismissed prima facie.
- 6.8 The three IAPS juries together shall have powers to decide, either by consensus or by majority, whether to take cognizance of an appeal or to dismiss it prima facie.
- 6.9 When an appeal is accepted by IAPS juries, they shall inform the plaintiff to pay an appeal fee, as decided by executive committee from time to time, to the Secretary of IAPS.
- 6.10 Upon confirming of payment of appeal fee by plaintiff, the IAPS juries shall inform the plaintiff or plaintiffs as well as the defendant or defendants regarding the date, time and place of trial along with a charge sheet.
- 6.11 The three juries shall decide by consultation among themselves the date, time and place of trial. An option of 3 dates may be given to both the plaintiffs and the defendants and once finalized by the juries, this shall not be changed for any reason. There shall be no adjournment of the trial.
- 6.12 The plaintiff and defendant, either personally or through their attorney or any one of their authorized nominee shall represent their case with all necessary evidences during the trial failing which the judgment shall be decided ex-parte.
- 6.13 The three juries after hearing the arguments of plaintiff and defendant shall decide the case either by consensus or by simple majority of 2 out of 3. If any one or more of the juries is unable to attend the trial on the appointed date and place of trial due to unforeseen reasons, the remaining juries shall conduct the trial and decide the issue. If only two juries actually hear the arguments and if both have different opinion, they shall send a copy of their individual judgment notes by registered post to the third- jury-in-absentia to cast his/her decisive vote on the judgment.
- 6.14 The decision of juries shall be final and it cannot be modified or annulled or questioned or challenged by any officer including the president, by any committee including the executive committee of the association.
- 6.15 The executive committee, acting through the Secretary, shall be responsible to implement the judgment of IAPS juries.
- 6.16 Any member misbehaving with or abusing or bribing the juries shall be charged with contempt of juries and shall be expelled from the basic membership without any further hearing.
- 6.17 IAPS office shall pay the equal to first class or two tier A/c train fare by shortest route and reasonable travel allowance as decided by executive committee from time to time to all the three juries enabling them to travel to the place of trial.  
However, the plaintiff and defendant shall attend the trial on their own expenses.
- 6.18 IAPS office shall pay travel allowance only once to the juries. Therefore, the juries are expected to decide the case in one sitting failing which the subsequent sitting shall be conducted on their own expenses.
- 6.19 IAPS juries may adjudge the trial of a case even if the plaintiff has not paid the appeal fee as described in clause 6.8 and 6.9, in which case they shall forfeit the privileges of clause 6.16 of section two regarding their allowances.
- 6.20 The written judgment arrived at by a process of reasoning, and signed by all the present during the trial shall be conclusive evidence of the judgment and the juries need not reveal any discussion held among themselves or any difference of opinion among themselves.

- 6.21 The IAPS juries shall try and give judgment upon a case within 3 months of registering the complaint failing which the earlier decision of executive committee on the case shall be implemented. However, in extraordinary circumstances the president in his/her discretion may permit the juries to conduct the trial even after 3months but within 6months.
- 6.22 If the plaintiff is found guilty of invoking unnecessary disciplinary action without evidences or if he/she is guilty of harassing or embarrassing or blackmailing the defendant, such mischievous plaintiff shall be subjected to the any one or more of the punishments detailed in clause 1.9.5 of section two as decided by the executive committee or IAPS juries.

## **7 IMPEACHMENT AGAINST PRESIDENT OR SECRETARY CUM TREASURER OR EDITOR-IN-CHIEF:**

- 7.1.1 The President, Secretary and Editor-in-chief shall not be removed from their respective offices or punished by any body including IAPS juries or by any action other than moving impeachment against them by a special resolution at a special general body meeting.
- 7.1.2 Impeachment against the President, Secretary, and Editor-in-chief shall not be allowed for any reason other than when the functioning of these officers is malicious, harmful and disgraceful to the objectives, functioning, and decorum of the association.
- 7.1.3 The procedure of impeachment shall be commenced only if and when 25% of all life members thereat submit a written demand to commence impeachment proceedings against the officers mentioned in clause 7.1 of section two.
- 7.1.4 The demand of impeachment shall be submitted to Secretary or President provided he/she shall not be the same person against whom the impeachment is moved. The officer to whom the demand was submitted shall initiate and conduct the impeachment procedure with in 2 months of the receipt of the demand.
- 7.2 In case of non-compliance by the Secretary cum Treasurer or President or both, the members demanding impeachment may themselves call for a special general body meeting and pass the motion as per the provisions of clause 12.3 of section two.
- 7.3 The impeachment motion shall be passed only by a special resolution at general body as defined herein.
- 7.4 When an officer is removed by impeachment his/her name shall not find a place in the succession list of officers
- 7.5 When an officer is removed by impeachment, he/she shall be relieved of his/her legal liabilities only when he/she handover, to the executive committee, the properties and documents of the association which were under his/her custody.
- 7.6 After the procedure is over his/her name may be removed from membership register.
- 7.7 If an impeachment motion fails, there shall be **no** punishment for the members who demanded the same without ulterior motives. However, if there are evidences to establish beyond doubt that the resolution was brought forth with an intention to blemish or threaten the said officers, then those who demanded the motion shall be guilty of disrespecting the bylaw and shall attract disciplinary action.

## **8. SCIENTIFIC MEETINGS AND THEIR ORGANISATIONS**

The scientific meetings of the associations shall be in the form of conferences, deliberations, guest lectures, Continuing Medical Education Programs, workshops, exhibitions, seminars, group discussions, display of posters, projection of video clippings or movies and so forth. The scientific meetings of the association shall be of following categories namely annual scientific meeting, ancillary scientific meeting and other meetings.

### **8.1.1 ANNUAL SCIENTIFIC MEETINGS AND THEIR CONDUCT:**

- 8.1.2 There shall be only one annual scientific meeting, which is officially organized by the association and it is usually combined with annual general body meeting.
- 8.1.3 The place and dates of the annual scientific meeting shall be decided in the general body meeting, either by consensus or by voting, at least two years ahead of the intended meeting.
- 8.1.4 The venue in ordinary circumstances shall be rotated in 5 geographic zones
- 8.1.5 By convention the date of such meetings shall be in the last week of every September / October and the duration of such meetings shall be 4 days, The first day will be the CME or workshop organized by the Organizing secretary of the conference.
- 8.1.6 Members desirous of hosting annual scientific meeting shall apply to the Secretary cum Treasurer in writing at least two years ahead of the intended meeting. Such application shall normally be routed through the respective regional

divisions ('Chapters' or 'Branches' in the absence of 'chapters'). However, in the absence of regional divisions, 5 or more valid ordinary members of a particular region may forward the application. Application submitted by individuals shall be rejected.

- 8.1.7 The local organizers, at their discretion may select from any IAPS Member amongst them as a representative of the local organizing team during the AGM.
- 8.1.8 At the time of submitting the application to hold annual scientific meeting, the applicants shall make a detailed account of who will be the local organizing core committee, what facilities they have to conduct the meeting and to accommodate the delegates and so forth. The proposal of representative of organizing body shall be heard at the annual general body meeting before deciding the venue by consensus or by voting.
- 8.1.9 Five months before the intended meeting the Secretary IAPS shall call for abstract of papers to be presented in the meeting with a closing date 4 months ahead of the meeting.
- 8.1.10 A temporary scientific committee shall be constituted with President IAPS, Secretary IAPS, local Organizing Chairman and local Organizing Secretary as its members.
- 8.1.11 The scientific committee shall constitute a papers scrutiny committee who will, short list the submitted abstracts and draw the final program schedule of scientific events. The schedule shall be circulated to all members of the association at least 30 days ahead of the intended meeting.
- 8.1.12 Members desirous of reading scientific papers before the annual scientific meeting must submit four copies of typewritten abstracts of their paper in the format as prescribed by the executive committee to the Secretary cum Treasurer before the stipulated time. If when selected by the scientific committee, the author shall be informed about the decision at least 60 days ahead of the meeting.
- 8.1.13 The decision of scientific committee shall be final regarding the selection of papers.
- 8.1.14 The scientific committee shall also select two chairpersons per session from the registered members only.
- 8.1.15 In each session papers with similar theme and subject matter shall be clubbed. The scientific committee shall select eminent persons, who is an established authority in the subject, as chairperson / chairpersons of a particular session. The Secretary IAPS or organizing secretary shall inform such selected persons and obtain their concurrence sufficiently ahead of the meeting. If an abstract is rejected, a regret letter is to be sent which may include a note explaining the cause of rejection. No further communication will be entertained.
- 8.1.16 The authors who present a paper in the annual scientific meeting shall be given a certificate specifying the title of the paper, authors' names and date of presentation. The certificates shall be issued under the seal of the association.
- 8.1.17 All financial transactions of the annual scientific meeting shall be in the name of Conference.
- 8.1.18 All annual scientific meeting shall be in the name of IAPS and not the regional chapter or club.
- 8.1.19 The general policy of refunding unearned delegate fee shall be as follows. At least 50% refund if cancelled two months prior to conference. 10% refund if cancelled 1 month before conference. No refund after that.
- 8.1.20 Visit by the President and Secretary to the venue of the conference can be arranged by the organizing committee (including local hospitality) to oversee the preparations for the conference.
- 8.1.21 The delegate fee for the intended meeting shall be decided in the annual general body meeting at the time of deciding the venue. It need not be the same in every conference 10% of the registered delegate fee has to given to the IAPS and will be presented at the annual GBM by the Organising Secretary of the conference. In exceptional circumstances when the organizing committee faces acute deficit the general body by consensus can waive or reduce the contribution by the organizers of the conference. Out of 10% of the delegate fees, 60% of the money will be kept by IAPS and 40% of the money will be given to JIAPS.

## **8.2 ANCILLARY SCIENTIFIC MEETINGS:**

- 8.2.1 The IAPS may hold ancillary scientific meetings along with the annual scientific conferences of its parent body Association of Surgeons of India, or of its sister associations such as Indian Academy of Pediatrics, Anesthesiologist society of India and Federation of Obstetrics and Gynecology.
- 8.2.2 The Secretary IAPS shall collaborate with the Secretaries of respective association to organize a session on pediatric surgery in their annual scientific conference.
- 8.2.3 IAPS shall have no other liabilities in such ancillary meetings other than presentation of scientific papers by the members of IAPS. IAPS may claim no cess money from the host associations and IAPS in turn shall not pay any cess money to these associations.

8.2.4 Members desirous of presenting papers in such ancillary meetings shall submit the abstract of their papers within the stipulated time to the Secretary IAPS in the prescribed format.

8.2.5 The President IAPS, Secretary cum Treasurer IAPS along with the Secretaries or Presidents of respective association shall short list the submitted papers and Secretary IAPS shall inform the authors about the decision well in advance.

### **8.3 OTHER MEETINGS:**

Members desirous of holding scientific meeting other than the aforesaid may do so, on their own right with or without the prior permission of IAPS. However, In the event of using IAPS logo or its name, the details of the events should be conveyed to and accepted by the Secretary IAPS and the organizers will be liable to pay 10% of registration fees to the IAPS as affiliation

No conference / workshop can be organized 6weeks before and 6 weeks after the National Conference of IAPS. To have the State / City Chapter meeting or workshop, prior approval must be obtained about the dates (to avoid clash with other meetings) from the Secretary of IAPS.

8.3.1 ORATIONS, AWARDS & MEDALS – It is mandatory by the IAPS to continue the Orations, awards and medals. Once accepted, it has got no right to terminate. Guidelines have to be formed to accept donations, taking in to long term financial burden to the IAPS.

### **8.4 TRADE EXHIBITIONS DURING ANNUAL SCIENTIFIC MEETINGS:**

8.4.1 IAPS may permit exhibition of products by trader and commercial firms at the venue of its scientific meeting which will make financial benefit to the organizers.

### **8.5 PUBLISHING THE PROCEEDINGS OF THE MEETINGS**

The IAPS shall publish, in the form of a supplement to the journal, all abstracts of papers that are actually presented (read or displayed) at the annual scientific meeting (proceedings of the meeting

IAPS need not publish the abstracts of papers presented at the ancillary or assisted scientific meetings of IAPS. However, the editor in his/her discretion may publish these abstracts as appendix to the supplemental issue on annual scientific meeting.

**8.5.1. IAPS reserves the first privilege of publishing the papers presented in the annual conference, as per the merits of the paper as decided by the editorial board.**

**However, there is no obligation to publish the papers in the regular issue, but efforts will be made to publish them as an e-journal supplement.**

**Alternatively, the last issue of each year can be reserved for the abstracts**

**(Amendment 11/2015)**

8.5.2 The proceedings of the annual scientific meeting ( including the Annual report presented by the Secretary , a brief presentation of the Inaugural function, AGM report , a brief description of the local arrangement and scientific sessions )shall be published in Newsletter within 4 months of the valedictory of the meeting

### **8.5.3 AFFILIATIONS WITH OTHER ASSOCIATIONS:**

(A) Indian Association of Paediatric Surgeons(IAPS ) is already affiliated to World Federation of Pediatric Surgeons ( WOFAPS) and Federation of Pediatric Surgeons of SAARC countries (FAPSS). Henceforth, 30

(B) prior permission from GB must be obtained before affiliating with any other association. Same rule must be applied, if any association wants to be affiliated with IAPS.

(C) President and the Secretary of IAPS will represent IAPS in the official meetings of the Affiliated Associations. If President / Secretary is not able to attend the meeting, the President Elect / senior most EC member will represent IAPS.

(D) Secretary, IAPS will inform the members of IAPS through Newsletter / during AGM, about the different updates related to affiliated Associations and Renewal Fees.

(E) If any individual member wants to contest for any post / wants to Organize any meeting of the affiliated Associations, he or she must take official approval from the office of IAPS and GB must be informed.

### SECTION THREE: BYLAWS FORMING PART OF RULES AND REGULATIONS

<b>1.</b>	<b>ELECTIONS</b>
	Every year IAPS shall conduct election by secret ballot to fill the regular vacancies of various official posts as provided herein,
1.1	ELECTION PROCEDURE
1.1.1	In the month of April before the last working day, the Secretary shall call for nomination from all eligible members to various posts of officers namely the President elect, Editor-in-chief, Secretary General, Treasurer and zonal Executive committee members.
1.1.2	All nominations shall reach the Secretary before last working day of May of that year.
1.1.3	The Secretary with the concurrence of the President will form a scrutinizing committee of the nominations. Upon receiving the nominations for various posts the Secretary shall acknowledge the same by post and email to the candidate and scrutiny committee will finalise the nominations for eligibility of the candidate for the nominated post. The Secretary shall announce the list of eligible candidates in the second week of June. This list shall be posted and emailed to all the intended candidates as well as the election committee. If a nomination is rejected, the reason for the same shall be informed to the candidate by the election committee.
1.1.4	Any candidate may withdraw their nomination, by writing to the election committee, before the last working day of June.
1.1.5	President shall nominate a committee comprising of President elect as the returning Officer and 2 other members to conduct the elections of IAPS in the month of March. The announcement of election committee shall be done in the association as well as in the IAPS newsletter and official website of IAPS.
1.1.6	No officer including the President, no committee including the Executive committee shall have powers to interfere with the functioning of the election committee.
1.1.7	The members of election committee shall work on honorary basis and they shall not be eligible for any salary of honorarium or travel allowance.
1.1.8	The cost of election procedure such as postage, printing of ballots, transport of ballot boxes and so forth shall be born by the association and Secretary cum Treasurer shall release the necessary funds to the disposal of the election committee pending the submission of the cash vouchers by the election committee.
1.1.9	The Secretary shall also mandatorily provide the election committee, by end of first week of every April, with the accurate and updated list of all valid ordinary members along with their correct postal addresses. List also will be put on the official web site of the association, so that any mistakes can be corrected. Members pointing out the mistake will have to send the proof to secretary by 30 <sup>th</sup> of April. Any correction sent after that will not be included.
1.1.10	The election committee shall finalize the list of valid voters by end of April. Admission of any life member after 31 <sup>st</sup> March shall be invalid for the purpose of electoral voting in the elections of the concerned year only.
1.1.11	Elections would be conducted by ballots every year. Two weeks prior to sending of ballot papers, the election committee shall order printing of ballot papers as per the design approved by the executive committee. The members of election committee shall have powers to decide the press for printing the ballot papers and the cost of printing. They shall keep secrecy as to the place of printing the ballot papers.
1.1.12	The election committee shall post the ballot papers to all life and senior members by 7 <sup>th</sup> July every year. The last date of receipt of votes by the returning officer shall be 5 PM on 7 <sup>th</sup> September. In the event of non receipt of the ballot paper by a member one month later than the posted date of ballot paper, the member should write to the Secretary for a fresh ballot paper. The Secretary will issue a duplicate ballot paper and post it with



	certificate of posting. The Secretary will keep record of the name of the persons for whom duplicate ballot papers have been issued and present it at the time of counting of votes. The last date of receipt of duplicate ballot paper will be one month form the date of posting the duplicate ballot paper by the Secretary.
1.1.13	The returning officer shall inform the President and Secretary the total number of votes received immediately after 5 PM on 7 <sup>th</sup> September and then shall seal the votes in a ballot box in the presence of other two members of election committee.
1.1.14	The opening of ballot box and counting of votes will take place a day before the Annual Conference at the venue of Annual Conference. The contestants or their representatives may be present while counting of votes is done.
1.1.15	The election committee shall issue a certificate of election to all the successful candidates noting the number of votes obtained by them and their opponents.
1.1.16	The election committee shall report to the executive committee, within next 24 hours, about the details of the conduct of the election including the total number of votes, number of invalid votes and the exact number of votes secured by each candidate.
1.1.17	The President shall officially announce the election results at annual general body meeting with which the election committee ceases to exist on principles.
1.1.18	Within 3 months of the conclusion of election proceedings, the election committee shall submit the financial returns to the executive committee with which the election committee ceases to exist on whatsoever ground.
1.1.19	The returning officer would keep all the valid, invalid votes in safe custody for 3 months of the conclusion of election proceedings if there is no objection. If there is any objection it will have to kept in safe custody till three months after dispute is resolved.
1.1.20	Any dispute regarding the election, may be appealed before the IAPS juries which will however deliberate on the same.
1.2	<b>ELIGIBILITY OF ELECTORAL CANDIDATE</b>
1.2.1	Only life / senior members shall be eligible to contest for the various posts subject to the eligibility criteria. Associate members, overseas members and honorary members shall not be eligible to contest for any official posts.
1.2.2	Current Secretary cum Treasurer as well as executive committee members shall be eligible for nomination provided they are not holding their respective offices for a period more that 4 consecutive functional years or two terms.
1.2.3	All nominations shall be proposed and seconded by one valid life / senior member each. Self nomination is a disqualification. The candidate shall have to sign the nomination paper expressing his/her willingness to serve the association if elected.
1.2.4	Filing nomination for more than one post by the same member shall be a disqualification.

<b>2</b>	<b>AMENDMENT TO LAWS AND BY LAWS</b>
2.1	Any and all of the clauses of this section including the present clause 2.1 shall not be amended or deleted unless it is voted favorably by resolution as defined in clause 2.4 and 2.5 of section 1.
2.2	Changes in the bylaws shall be filed with the registrar of societies within 30 days of passing the resolution.
2.3	Under usual circumstances the Secretary cum Treasurer shall be responsible for implementing clause 2.2. However, if the general resolution is passed at requisition general body meeting that is convened as described in clause 3.2.3.4 of section two of Rules and regulations the chairperson of the meeting shall inform the

	Secretary immediately so that the Secretary can implement clause 2.2 of this section.
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<b>3</b>	<b>FINANCIAL RESOURCES AND INVESTMENT OF IAPS ASSETS.</b>
3.1	Financial year of the association will be from April to March.
3.2	IAPS money shall be handled under 2 category-namely liquid money and corpus money. The former can be used for day-to-day expenses, while the latter should be ear marked for specific purpose.
3.3	Donations towards specific awards / medals or fellowship shall be handled as 'Award corpus money'. Fellowship convocation fees, sporadic donations, money raised from registration fee of Annual Conferences and money inherited from dissolution of regional chapters or sections or other sister associations shall be handled as 'IAPS Corpus Money'. Similarly, there shall be 'JIAPS Corpus money'. Life membership subscriptions, bank interest and monetary penalties paid shall be grouped under liquid money.
	<b>Suggest to look into the matter again – Usually in most organizations, the membership fees (IAPS Share), fellowship fees etc go to the Corpus fund and the remaining goes to the liquid money.</b> <b>In any case, currently, all the excess income goes as corpus. Should we have more clearer guidelines about the matter</b> <b>(Amendment 11/2015)</b>
3.4	Liquid money should be deposited in savings account in the name of Indian Association of Pediatric Surgeons (may be abbreviated as IAPS) of any one of the nationalized banks with intercity banking facility; this account shall be operated by Treasurer
	<b>Suggest to look into the matter again – Usually in most organizations, the membership fees (IAPS Share), fellowship fees etc go to the Corpus fund and the remaining goes to the liquid money.</b> <b>In any case, currently, all the excess income goes as corpus. Should we have more clearer guidelines about the matter</b> <b>(Amendment 11/2015)</b>
3.5	'IAPS Corpus money', and 'JIAPS Corpus money' should be deposited as long term fixed deposits for not less than a period of 5 years (but not to exceed 10 years) in any one of the nationalized banks with cumulative interest. The 'Award Money Corpus' should also be deposited as long term fixed Deposits for not less than a period of 5 years (but not to exceed 10 years) in any one of the nationalized banks and the banker should be given standing instruction to transfer the annual interest to the savings bank account of Indian Association of Paediatric Surgeons.
3.6	All financial transactions of IAPS should be through bank cheques and vouchers. No cash dealing is acceptable except in amounts less than Rs.1000/-
3.7	Any purchase of materials worth more than Rs.15,000 should be decided by EC. It will be decided by the lowest of the 3 quotations obtained from prospective vendors. However EC will also take into account the quality of products along with tenders. The three quotations should be obtained one each by three different members of EC.
3.8	Secretary cum treasurer may spend a maximum of Rs.3000 per year at his discretion towards miscellaneous expenditures and he need not submit vouchers for this amount. A mere statement from his/her will suffice.
	<b>The Hon. Secretary may spend a maximum of Rs.12,000 per year at his discretion towards miscellaneous expenditures and he need not submit vouchers for this amount. A mere statement from his/her will suffice.</b> <b>(Amendment 11/2015)</b>
3.9	The President, President elect and one or more members of EC (At least 3 EC members) shall authorize the new Secretary cum Treasurer (attesting his signature) to operate the bank accounts and they shall issue a certificate to this effect under the official seal of IAPS. The date of such authorization shall be clearly recorded in the "register of registers".

3.10	The Secretary cum Treasurer shall periodically ensure the bank balance before issuing cheques. When a legitimate cheque is dishonored by the banker for want of sufficient funds, the Secretary cum Treasurer after consulting President may make temporary arrangement to pay the dues from other sources of IAPS (such as mortgaging a property or temporary foreclosing a corpus money). However he/she should arrange to restore the funds within 6 months.
3.11	IAPS will not be responsible for any loss or deficit that any be incurred by the organizers of the annual conferences or meetings organized under the banner of IAPS.
3.12	IAPS shall have powers to purchase, construct, acquire, lease, exchange, mortgage and dispose off or otherwise real or personal or convenient Properties for the purpose of improvement of Association.
3.13	All the incomes, earnings, movable, immovable properties of the society shall be utilized and applied towards the promotion of its Aims and Objective only as set for the in the Memorandum of the Association. No profit thereof shall be partly or fully transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past members of the IAPS or to any person claiming through anyone or more of the present or past members. No member of the society shall have any personal claim or make any profits, whatsoever, by virtue of this membership.
3.14	The property of the Association will be in possession of any control of Secretary cum Treasurer. He shall acquire movable or immovable property in consultation with EC for the achievement of objectives of the IAPS.
3.15	Officers shall not be responsible for any loss, misfortune or damage to the property and funds, which may happen in execution of their offices, unless the same shall happen through their willful neglect or default.
3.16	All bank and deposit documents should be kept with three executive members (Originals with the Secretary cum Treasurer / and Photocopies with the President and Editor-in-chief)

<b>4</b>	<b>LEGAL PROCEEDINGS AND THE ASSOCIATION</b>
4.1	In all legal proceedings, the President shall represent the association. In the absence of President, the President Elect and the Secretary cum treasurer will represent the Association. The association sues or may be sued in the name of its President, Secretary cum Treasurer or EC by designation. The Secretary may bring or defend or cause to be brought or defended any action or other legal proceedings touching or concerning any property, right or claims of the association and any sue to be sued in respect of any such property, right or claim.
4.2	When the association is sued, as soon as the receipt of legal notice an emergency EC meeting shall be convened in which the further course of action shall be discussed. The executive committee shall appoint an attorney and decide his/her emolument if it is decided to defend the case in the court of law. If it is decided to settle the issue 'out of the court', the executive committee shall empower the Secretary General to negotiate with the plaintiff.
4.3	The Secretary cum Treasurer shall inform the annual general body meeting as to the details of the legal proceedings as long as the prosecution is conducted and a judgment is arrived.
4.4	Within 14 days of the judgment, an extraordinary executive committee meeting shall be called for to discuss whether IAPS accepts the verdict or is it discontented with the judgment and decided to appeal the case. The executive committee shall appoint an attorney and his/her emolument if it is decided to appeal the case in a higher court. If it is decided to accept the verdict, the executive committee shall endorse the same and formulate the ways to implement the directives of the court.
4.5	If IAPS decides to sue a person or organization or association or society, it shall be discussed in the ordinary executive committee meeting unless the merits of the case demand filing of a suit within such a stipulated time that falls before the next intended ordinary executive committee meeting, whereupon and emergency executive committee meeting shall be called for.
4.6	Before filing a legal suit the executive committee shall always give a chance to the defendant to be heard of his/her case.

4.7	Any legal suit against or by the association shall be within the jurisdiction of the place of its Secretary cum Treasurer unless such legal proceeding is an appeal.
4.8	When the association is dissolved, the special general body shall examine how to deal with any legal proceeding that is continuing or commenced against the association or that is continued or commenced by the association. If it is decided to drop the case, the Secretary cum Treasurer along with an appointed attorney shall act as negotiators and settle the issue out of the court. If it is decided to defend the case or to commence or continue the case, proper instructions are given to the liquidator to proceed with the legal action.

<b>5</b>	<b>JOURNAL OF IAPS AND ITS OPERATION.</b>
5.1	The Journal of Indian Association of Pediatric Surgeons, also known as JIAPS, shall be the official scientific journal of the association.
5.2	Administration of JIAPS shall be vested with the editor-in-chief who shall work on honorary basis and shall be supreme authority of the journal.
5.3	The Editor-in-chief shall be assisted by a board of four editors , editorial secretaries, and panel of editorial consultants. . The selection of these regional editors, editorial secretaries and panel of editorial consultants shall be under the discretion of editor-in-chief with the exception that the President IAPS, President elect and Secretary of IAPS shall be included as ex-officio members of editorial board.
5.4	The Editor-in-chief is empowered to decide upon the publication of submitted scientific manuscripts.
5.7	The journal shall publish only scientific articles, historical papers, social view points, policy matters of IAPS , etc apart from ethically approved advertisements, books reviews, association news and calendar of events. It shall not publish any thing that is derogatory to the prestige of the association or any thing that violates the constitution of India or anything that is defamatory of any individual or association or society.
5.8	The Journal be managed independently, including the finances and the work rules to run the journal efficiently, by the editorial staff. Editorial board can make the own working rules for proper publication of the journal. The journal office will maintain proper accounts which will be audited every year and the audited statement will be sent to the office of the association before 31 <sup>st</sup> july for presentation in GBM.
5.09	The journal shall also publish the Presidential address delivered by IAPS President each year, preferably without editing it. If needs editing to confirm to the accepted pattern of publication it can be done with the concurrence of the President.
5.10	The Editor in chief shall not have any obligation to publish articles submitted by members of IAPS by virtue of their submission and he / she shall have the liberty invite articles from any person around the globe.
5.11	The Editor in chief shall have powers to determine the salary of employee (s) working under him / her in the editorial office.
5.12.	The general body is empowered to get any clarification on any issue regarding the journal form the Editor-in-chief

<b>6</b>	<b>REGIONAL CHAPTERS, CITY BRANCHES.</b>
	Association will permit the formation of city branch, state chapter or subspecialty section.
6.1	To avoid confusion the divisions representing a state of India shall be named as “Chapter” and the division representing a city or a part of an Indian state shall be named as “Branch”. (Example: Karnataka chapter of IAPS, Mumbai City branch of IAPS. The word “State” shall not be used as prohibited by the Societies Registration Act 1860)

6.2	Members of any Indian State that has 15 or more valid ordinary members or City that has 10 or more valid ordinary members residing within its boundary, who are desirous of forming a chapter or branch as in the case may be shall write to the Secretary General for necessary permission.
	<b>Explanation:</b> Union Territories of India shall be considered as separate states. For the purpose of this clause, boundary of Union territories and states shall mean the same geographical demarcation as it represent various states and union territories of India as per the Gazette of the Government of India.
6.3	A city branch shall be governed by the respective State Level Chapter of IAPS and they shall keep the state chapter and Secretary - IAPS, apprised of its activities.
6.4	If there is no corresponding state level chapter, a city branch with the largest membership in the state shall be considered equivalent to a chapter until one such is formed and it shall represent the particular state.
6.5	If a particular state or union territory has less than 10 valid ordinary members, they shall join with any one of the neighboring state level chapters. (Example : Tamilnadu and Pondicherry chapter of IAPS). The Secretary shall place such proposals before the GBM for necessary approval. The executive committee of IAPS shall have the right to refuse the formation of a proposed new regional division, if the particular geographical region, is already covered by an existing chapter or branch of IAPS.
6.6	After getting permission, the chapter or branch shall elect their own executive committee and draft is own constitution on a pattern similar to that of IAPS. The head of the chapter or section shall be designated as chairperson.
	<b>After getting permission, the chapter or branch shall elect their own executive committee and draft is own constitution on a pattern similar to that of IAPS. The head of the chapter or section shall be designated as chairperson.</b> <b>The sub-chapter / Section shall hold elections bi-annually on the lines of IAPS. The Executive Committee can take over the management of the errant sub-chapter or section if they fail to hold the elections with due notice</b> <b>The Hon. Secretary / Chairman of subsections is NOT eligible to hold the posts for more than two terms</b> <b>(Amendment 11/2015)</b>
6.7	They shall be separately registered with the Registrar of Societies in their respective states.
6.8	Regional chapters and branches shall have autonomy to formulate their own scientific activities, to elect their own office bearers following the style of IAPS, to formulate their own strategies for fund raising and to manage their own endowments.
	<b>Regional chapters and branches shall have autonomy to formulate their own scientific activities, to elect their own office bearers following the style of IAPS, to formulate their own strategies for fund raising and to manage their own endowments. It is mandatory for the State / City Chapters to have their own PAN Cards and the parent body's PAN Card will not be permitted to be used by the state / city chapters</b> <b>(Amendment 11/2015)</b>
6.9	Membership subscription of these regional divisions shall not be in excess of that of the IAPS thereat.
6.10	The regional chapters may have Associate members who are not members of IAPS. These associate members shall have no right to attend AGMs and seek election to office or vote.
	<b>The regional chapters may have Associate members who are not members of IAPS. These associate members shall have no right to attend AGMs and seek election to office or vote. The secretary of the chapter has to mandatorily send an annual report to the Hon. Secretary/ Joint Secretary two months before the GBM</b> <b>(Amendment 11/2015)</b>
<b>6.11</b> <b>(New Clause)</b>	<b>The Secretary of the section/ subchapter shall pay 10% of the registration charges of the Annual Conference to IAPS within a month of the event</b> <b>(Amendment 11/2015)</b>

6.12 (New Clause)	<b>The secretary of the section has to mandatorily send an annual report to the Hon. Secretary/ Joint Secretary of IAPS two months before the GBM (Amendment 11/2015)</b>
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<b>7</b>	<b>SUB-SPECIALTY SECTIONS</b>
7.1	The association may allow formation of section devoted to sub-specialities of pediatric surgery like pediatric urology, pediatric oncology etc if more than 20 life members of the association who are predominantly engaged in practice of sub-speciality. The members with their convener of the sub-speciality will write to the Executive committee for approval. The executive committee of IAPS will verify the need for such sub-speciality and place before the GBM for final approval of the formation of such sub-speciality. The EC shall have the right to refuse the formation of a proposed new subsection of its aims and objectives overlap that of another already existing subsection of IAPS. The GBM can annul the chapters by two thirds majority by vote if they are non functioning or functioning against the interests of the Parent association.
7.2	Membership subscription of these regional divisions shall not be in excess of that of the IAPS thereat.
7.3	The subspecialty section may have Associate members who are not members of IAPS. These associate members shall have no right to attend AGMs and seek election to office or vote.
7.4	The annual conferences of subspecialty sections shall be organized in consultation and permission of EC IAPS to avoid overlaps of different conferences and workshops.
7.5	The subspeciality section will have academic and financial autonomy, it can formulate its own academic activities, have its own office bearers. The posts of office bearers of the Chapters should be in the line of IAPS-Chairperson (in place of President), Secretary and others). It is better, not to create additional post like Vice President, etc.
7.6.	The Secretary of subspecialty section shall send 10% of the registration fee of the conferences conducted by the subspeciality to the Secretary cum Treasurer of the parent body.  The chairperson or the Secretary of the Subspeciality section may have the priority of chairing the concerned sub speciality session in one of the sessions during the annual conference of IAPS, in concurrence of the scientific committee of the annual conference.
	<b>The Secretary of subspecialty section shall send 10% of the registration fee of the conferences conducted by the sub-speciality to the Secretary of the sub-section within one month of such annual conferences. The secretary of the subspeciality shall equally share this amount with the parent body (IAPS).</b>  <b>The chairperson or the Secretary of the Sub-speciality section may have the priority of chairing the concerned sub speciality session in one of the sessions during the annual conference of IAPS, in concurrence of the scientific committee of the annual conference.</b>  <b>(Amendment 11/2015)</b>
7.7 (New Clause)	<b>The sub-chapter/ Section shall hold elections bi-annually on the lines of IAPS. The Executive Committee can take over the management of the errant sub-chapter or section if they fail to hold the elections with due notice</b> <b>The Hon. Secretary / Chairman of subsections is NOT eligible to hold the posts for more than two terms</b> <b>(Amendment 11/2015)</b>
7.8 (New Clause)	<b>The sections shall have autonomy to formulate their own scientific activities, to elect their own office bearers following the style of IAPS, to formulate their own strategies for fund raising and to manage their own endowments. It is mandatory for the sections to have their own PAN Cards and the parent body's PAN Card will not be permitted to be used by the sections of IAPS</b> <b>(Amendment 11/2015)</b>
7.9 (New Clause)	<b>The secretary of the sections to mandatorily send an annual report to the Hon. Secretary/ Joint Secretary two months before the GBM</b> <b>(Amendment 11/2015)</b>

<b>8</b>	<b>CREATION AND MAINTENANCE OF ENDOWMENT HONORS.</b>
8.1	IAPS, as a part of fostering its aims and objectives, shall encourage substantial donations from any unobjectionable person or society or company or associations or trust to create awards fellowships, medals, orations and such endowments to encourage pediatric surgeons in achieving excellence and to improve the health care of children living in India.
8.1.2	There shall be no upper limit for the number awards, fellowships and medals installed with IAPS. However, creation of orations is restricted, under the discretion of executive committee, by the time available in annual scientific conference.
8.1.3	The endowments can be in the form of medals, fellowships, orations, awards, certificate of merit and visiting professorship. In addition to this, IAPS shall also be empowered to create Social welfare funds which would help deserving poverty driven children of India to undergo life saving surgical procedures either in India or abroad.
8.1.4	The executive committee shall decide from time to time the minimum corpus for creating new funds to be for each category of honor or welfare fund based upon the bank interest of the day.
8.1.5	Persons or institutions desirous of creating these endowments shall apply to the Secretary cum Treasurer along with their proposal of donation values in Indian currency, rules and regulations of the said honor if any and any such stipulations.
8.1.6	Secretary cum Treasurer shall place the proposals before executive committee and he / she shall intimate the intended donor as to the decision of the executive committee on their proposal. When approved, the donor shall be asked to deposit the donation money in the bank account of IAPS operated by the Secretary cum Treasurer.
8.1.7	If the EC suggests changes in the rules stipulated by the donor, such donations shall not be accepted unless and until the suggested changes are approved by the donors.
8.1.8	Upon receiving corpus fund, the Secretary cum Treasurer shall issue a thanking letter to the donors with duly stamped receipt and shall announce in the association newsletter about the installation of the endowment and its rules.
<b>8.2</b>	<b>REJECTING A PROPOSAL OF ENDOWMENT</b>
8.2.1	IAPS executive committee shall have powers to reject an offer of endowment if it originates from unlawful source of money, of it originates from an institution or company (such as Bottle feed manufacturers, tobacco companies, alcohol merchants) whose function is against the principles and aims of IAPS or against the health care of children.
8.2.2	IAPS is a sovereign body and hence all corpus funds of donations shall be governed by IAPS. The executive committee shall have the right to reject any offer in which the donor wishes to keep the corpus fund under his / her / their governance.
8.2.3	The executive committee shall have powers to reject any offer of endowment if the stipulations of the donor are unacceptable according to the norms of IAPS as detailed herein.
<b>8.3</b>	<b>NAMING AN ENDOWMENT</b>
8.3.1	An endowment shall be named after accomplished pediatric surgeons, academic institutions, universities, geographical areas, alumni of medical institutions, and persons who contributed for the welfare of children around the globe.
8.3.2	No endowment shall be named after persons who are unrelated to pediatric surgery or welfare of children. The endowment shall not be named with religions, cast, racial or such identity

8.3.3	The name of the endowment shall essentially contain "IAPS" as its component (Example : IAPS – Annamalai University travel fellowship)
<b>8.4</b>	<b>MAINTENANCE OF AN ENDOWMENT</b>
8.4.1	The corpus fund of all endowments shall be deposited in any nationalized bank by long term deposits with half yearly or annual interest. These corpus funds shall not be used for any purpose other than the intended use.
8.4.2	From the annual bank interest of the corpus fund, 30% shall be added each year to the corpus of the particular endowment to compensate the money inflation over subsequent years. The remaining 70% of interest money shall be used for realizing the purpose of the endowment. Any leftover money in this regard shall also be added to the endowment corpus fund.
	<b>The Hon. Secretary &amp; the Treasurer shall decide in consultation with the Executive Committee about the best means to keep the fixed deposits of the association as corpuses such that the interest will be accrued to the account on a quarterly basis</b>  <b>The Orations and Awards will not carry any prize money, but will entail Citation, Plaque and Medal (as provided by the donor) to be presented to the winner in a ceremonious manner during the inaugural function of the annual conference.</b>  <b>(Amendment 11/2015)</b>
8.4.3	If the purpose of endowment was not realized in any one functional year, the full interest of that year shall be added to the corpus fund and the same shall not be used for other expenses of IAPS.
<b>8.5</b>	<b>COURTESY EXTENDED TOWARDS THE DONORS.</b>
8.5.1	The endowment shall not be usually terminated or its rules change without the concurrence of the donors and need the GBM approval.
8.5.2	The committee that decide the beneficiary of the endowment shall include the donor or a nominee of the donor.
8.5.3	Every year the Secretary cum Treasurer shall formally inform the donors about details of the beneficiary of the endowment for that year.
8.5.4	The committee that selects the beneficiary of a particular endowment shall include the President, the President elect, the Secretary cum Treasurer and the donor or a nominee of the donor of the endowment. The donor of a particular endowment would decide about that particular endowment only and shall leave the venue of the endowment committee soon after that particular selection has been finalized.
8.5.5	If any one or more of the four members mentioned in clause 7.5.4 are absent, the vacancy for that year can be temporarily be filled up with immediate past President, Editor in chief and one or more of executive zonal representative(s) who is/are senior to other executive zonal representatives by age in that order.
8.5.6	The beneficiaries of an endowment shall be determined purely on the basis of achievement and accomplishment of the individual. Any discrimination on the grounds of sex, caste, creed, race, religion and such shall be considered untenable.

<b>9</b>	<b>CEREMONIES, TRADITIONS AND RITUALS</b>
9.1	The President of IAPS is adorned by a jewel, which contains a gold plated medallion flanked by small gold plated plaques depicting the names all past Presidents and their office tenure. The jewel shall be updated every year, by the Secretary.
9.2	The President shall wear the IAPS jewel if and only when he / she represents IAPS in any meeting or forum or interaction.



9.3	At non-scientific meetings / ceremonies (such as inaugural ceremonies) the local organizers of the meeting, upon their discretion, may honor any person with garlanding, shawling, presenting mementos or plaques. However such honors shall not bear the IAPS identity such as the logo, name of the association.
9.4	Any honor offered to any person that bears IAPS identities such as the logo or name of the association shall have to be approved by executive committee 6 months ahead of such intended ceremony.
9.5	Any one who violates the clauses 10.3 and 10.4 shall attract disciplinary action or legal prosecution, as appropriate that shall be initiated by the Secretary.
9.6	Any cultural program organized during the annual scientific meetings shall maintain the decency and decorum of the association. Programs encouraging children to perform are welcome.

<b>10</b>	<b>MISCELLANEOUS–OFFICIAL SEAL, LOGO, CERTIFICATES AND LETTER HEADS</b>
10.1	The design of IAPS logo is protected and it shall not be changed or modified unless it is passed by a special resolution in GBM. If any such change is effected the same shall be registered with the registrar of societies within 15 days of the change.
10.2	Unauthorized use of IAPS logo, seal, certificates, letterheads and such identities shall be considered an offence and IAPS may initiate legal action against such persons or institution or company or organization who misuses these identities.
10.3	All certificates of honor issued by IAPS shall be signed by president and Secretary cum Treasurer under the seal of IAPS without which it shall be considered as invalid.
10.4	Members and officers of IAPS other than President and Secretary are not permitted to use the association logo in their personal letterheads or visiting cards or in electronic media.

<b>11</b>	<b>PROTOCOLS IN INAUGURAL CEREMONY</b>
11.1	The President, President Elect and Secretary, Organizing Chairman and Organizing Secretary should be seated in the dais along with the Chief guest.
11.2	The President must be seated in the center along with the Chief guest.
11.3	Adequate time should be given for the President of IAPS to give his Presidential address and the Secretary of IAPS to read his annual report. The time should not be curtailed on any account especially if the Chief guest wants to leave early. The Secretary's report should be brief.
11.4	The Secretary of IAPS, in consultation with the President and the organizing committee will decide the number of speakers in the inaugural ceremony. As a rule the persons receiving Medals, Certificates and other honors will not give any speech in the inaugural ceremony.
11.5	The inaugural ceremony should conclude with national anthem.

<b>12</b>	<b>DISSOLUTION OF THE ASSOCIATION POST DISSOLUTION WINDING UP OF THE ASSOCIATION</b>
12.1	The association may be dissolved either by its own members moving a special resolution or by the action taken by the Registrar of societies or any such competent authority of Government of India as per the provisions of Societies Registration act 1980 and its subsequent amendments.
12.2	The association shall not be dissolved by its own members unless special resolution for dissolution is voted favorably and passed by three fourth of the members present and voting at an EGBM specially convened to

	discuss and decide about dissolution. This clause shall not be amended unless it is passed by a special resolution.
12.3	The notice for such meeting should be mailed under the certificate of posting at least 45 days before the date of meeting.
12.4	Resolution will be passed by the 75% of the members present at another EGBM after one month irrespective of the quorum.
12.5	There shall be sufficient cause to move the special resolution for dissolving the association.
12.6	When the association is dissolved by its own members, the special general body shall appoint a liquidator who is usually the Secretary cum Treasurer and determine a consolidated one time salary for the liquidator if outsider. The general body shall also instruct the liquidator to convene a post wind up general body meeting on a specified date, time and place to announce how the properties, debits, claims, liabilities, legal proceedings and demands of the association are settled by the liquidator.
12.7	If the association is dissolved by the action taken by the Registrar of Societies, the aggrieved members may appeal within 60 days of dissolution, through their Secretary cum Treasurer or on their own, to the Inspector General of Registrations or the state or central Governments as applicable or the appropriate court in that order, requesting to restore the association showing the cause for the same.
12.8	Whether the association is dissolved by its own members or by the action taken by the registrar of societies, the general body shall have the power to name the association or society or trust that may inherit the properties of IAPS that remain after settling all its debits and liabilities are settled.
12.9	If the association is dissolved by its members by a special resolution, the Secretary cum Treasurer shall act as liquidator of the debits, liabilities, claims, legal actions, demands and any such matter.
12.10	If the Secretary cum Treasurer is unwilling to be the liquidator, or if the post of Secretary cum Treasurer is vacant or if the association is dissolved by the action taken by the registrar of societies the later said authority shall be requested to appoint a liquidator to wind up the association as per the provisions of Societies Registration Act 1860 as amended subsequently.
12.11	If upon the dissolution of the association there shall remain, after the satisfaction of all its debits and liabilities, any them, but shall be given to any other association or society or trust that is identified as inheriting body by the general body of IAPS at the time of dissolution or in default thereof.
1211	The inheriting association or society of the assets of the IAPS after Dissolution can be taken up by the GBM conducted to dissolve the association.
12.12	As soon as the affairs of the association are completely wound up, the liquidator shall make up an account of the winding up showing how the winding up has been conducted and the property of the association has been disposed of and call a general body meeting of IAPS for the purpose of placing before it the account and giving an explanation in respect thereof.

<b>13.0</b>	<b>NEW RULE - WEBSITE</b>
	<p><b>Website – <a href="http://www.iapsonline.org">www.iapsonline.org</a></b></p> <ol style="list-style-type: none"> <li><b>1. The official website of IAPS – <a href="http://WWW.IAPSONLINE.ORG">WWW.IAPSONLINE.ORG</a> should be the primary mode of online communication of the IAPS.</b></li> <li><b>2. While yahoo groups could continued to be used, the website should be the official channel</b></li> <li><b>3. It is mandatory that all official communication, conference announcements etc are made via the website</b></li> <li><b>4. Organisers are free to set up their own microsities for conferences etc, but they should be announced via and linked to the IAPS website. Organisers of such short term websites, must provide links on their home page back to the IAPSONLINE website</b></li> <li><b>5. The website must have some funds earmarked by the EC - the source and quantum of the funding can be discussed by the Secretary &amp; Treasurer with the webmaster in consultation with the EC and can be ratified in the next AGM</b></li> </ol>

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| <ol style="list-style-type: none"><li>6. Efforts will be made by the Webmaster to move to a secured "members only" area within the site, to allow online voting, paying of membership fees etc in the future. The funds needed for this shall be borne by the IAPS based on the financial status of the association</li><li>7. The "webmaster" will be co-opted by the EC and he/ she shall have all the privileges of a co-opted member of the EC</li><li>8. The Webmaster will be a special invitee to all the EC meetings to keep him / her updated about the discussions in the EC</li></ol> <p><b>(Amendment 11/2015)</b></p> |
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The quorum for such post wind up general body meeting shall be 20% of all valid ordinary members at the time of dissolution. If there is no required quorum the liquidator shall make a return to the Registrar of societies that the post wind up general body meeting was duly called for and that no quorum was present thereat.