

REGD NO : - 997/15

"Neonatology Chapter of Academy of Pediatrics".

## MEMORANDUM OF ASSOCIATION

(Under Societies Registration Act XXI of 1860)

### Constitution & Bye Laws

- 1 Name : The name of the Society shall be "Neonatology Chapter of Academy of Pediatrics".
- 2 Address: The Registered Office of the Society will permanently be one that is registered with the Registrar of societies. The working office, secretariat, shall be where the Secretary is.
- 3 Aims and Objectives:
  - I. To cultivate and promote the study, research and practice of Neonatology and Perinatology.
  - II. To promote professional fellowship and social contacts amongst the members of the society.
  - III. To promote continuing education by organizing conference, symposia, seminars, workshop and refresher courses etc.
  - IV. To promote mutual exchange of knowledge among the members and professional colleagues all over the world.
  - V. To promote the development of machinery implements, appliances etc. with a view to encourage and improve the manufacture of such products in India.
  - VI. To encourage the formation of state IAP Neonatology Chapter branches and city IAP Neonatology Chapter branches.
  - VII. To coordinate with activities of various associations, societies of medical disciplines.
  - VIII. Raising finance through subscriptions, contribution, donations from members and non members.
  - IX. Acquiring moveable and immovable property and assets and maintenance, disposal, alterations, mortgaging etc. that may be necessary for the above said objectives.
  - X. To frame by laws, rules and regulations and to amend and alter or delete the same and when necessary.
  - XI. To undertake any steps, procedure, act as may be deemed necessary to attain the aims and objectives of the Society
  - XII. All the income of the Society will be utilized on the object only.

“Neonatology Chapter of Academy of Pediatrics”.

## Rules and Regulations

### ARTICLE I: Name

The name of the Society shall be “Neonatology Chapter of Academy of Pediatrics” herein after referred as the Society.

### ARTICLE II: Governance

The Society shall be governed by its Rules and Regulations and its bye laws.

### ARTICLE III: Registered Office

The registered office of the Society shall be located at a place of address of Secretary.

### ARTICLE IV: Membership

The membership of the Society shall be of the following types.

#### Life Members:

- I. All Medical practitioners registered with any State Medical Council (recognized by the Indian Medical Council) who practice paediatrics and or neonatology with post graduate qualification in Pediatrics/Neonatology have done fellowship/Training for twelve months in Neonatology or Perinatal medicine in Govt./Private/International Institute will be eligible for becoming members of the Society. Application for the membership shall be submitted to the Secretary on a prescribed form duly proposed and seconded by a member of the society who has a personal knowledge of the applicant. All applications would be considered by the executive committee and the suitable applicants admitted as Life members. He/ She shall have the all rights and privileges.
- II. Honorary Members:  
Any person who has rendered outstanding service to Neonatology or Perinatology in general and Indian Neonatology in particular shall be eligible to this membership provided his name is recommended by the executive committee of the society and approved by 2/3 majority of those present at a meeting of general body. Honorary members would be entitled to participate in all activities of the Society but shall not be entitled to vote in society meeting or hold any office.
- III. Associate Members :  
The following would be eligible for this membership.
  - i) Medical practitioners holding allopathic qualifications.

- ii) Pediatric and or newborn nurses who are qualified and certified.
- iii) Non medical scientist, NGO's, pharma industry and similar who are interested in Neonatology and perinatology.

The associate members will have no voting rights. The associate members would be admitted only on the recommendations of life members and approval of executive committee. Any associate member who qualify the criteria for the life member later on shall be eligible to become life member after paying the difference of membership fees on that day and his membership status will be counted from the day of his becoming life member.

ARTICLE V: Cessation and readmission of membership:

A) The membership shall cease:

- i) By voluntary resignation of members.
- ii) By the decision of the executive committee with 2/3 majority of those presents to delete the name of any member from the register of the membership for professional misbehaviour or misconduct subject to the decision being ratified at the next General Body meetings (GBM) by 2/3 of the majority. Before any such action is taken the offending member shall be served with a notice in writing to appear before the executive committee to give him an opportunity to explain his conduct.

Readmission:

It can be considered with the approval of 2/3 majority of those present in GBM. It will be treated as a new admission.

ARTICLE VI: Privileges of Membership:

- i) All life members shall be entitled to participate in all the activities of the Society including the right to vote and shall also be entitled to receive all publications of the Society as provided in the bye laws.
- ii) All associate members and honorary members shall be entitled to participate in scientific and social activities of the Society. They shall not be entitled to vote or hold the position of office bearers or become member of the executive committee.
- iii) Any person whose name is under consideration for membership of the Society will have no right to vote or hold the position of office bearer, but may participate in the scientific deliberations of the Society.

ARTICLE VII: Rates of Subscription:

The Society would fix the rates of subscription in various types of membership as per bye law enacted.

ARTICLE VIII: General Body:

1. The General Body Consisted of all life members enrolled in the register of membership.
2. This will be the supreme body of the Society and its decisions will be final and binding on the members.
3. It shall manage the affairs of the Society through its elected office bearers and committee.
4. It shall hold its General Body meeting once in a year.

5. However extraordinary General Body meeting can be called:
  - i) By the President.
  - ii) By a requisition signed by at least 1/10 of the members of the Society.
  - iii) By a requisition signed by at least more than half the members of the executive committee.
  
6. Quorum:

For any General Body meeting 1/5 of the total members shall form a quorum. If within half an hour from the time appointed, if quorum is not complete for the meeting, it shall commence with its deliberation as the adjourned meeting.

ARTICLE IX: Executive Committee:

The affairs of the Society shall be managed by the Executive Committee elected by the General Body (Min.15 Max. 17).

Composition:

- a) Office Bearers:
  1. President
  2. Secretary
  3. Joint Secretary
  4. Treasurer
  
- b) Executive Members:

Two members from each zone, preferably from five Zones of India (Zones as per Indian Academy of Pediatrics Constitution –[www.iapindia.org](http://www.iapindia.org)).
  
- c) Ex-Officio Members:
  - i) Immediate past President.
  - ii) Immediate past Secretary
  - iii) Two co-opted ex officio President or Secretary, as decided by executive.

Tenure of Office Bearers:

1. The tenure for President shall be for one term only. For other office/executive members the term will be maximum of two years and nobody will stay in executive in same capacity for more than two terms.
2. Under Exceptional circumstances, the decision of continuation of any office bearer will be taken by two third majority of GBM present.
3. The outgoing office bearers must handover charge by delivering all relevant papers of the Society such as registers, correspondence, stationery, books of accounts, library books etc. to the newly elected office bearers within a month of their election. The inventory of all the papers and property shall be signed by the outgoing and newly elected Secretary.
4. Office bearers shall cease to hold the office:

- a) When their term is over.
- b) By a resolution the General Body decides by 2/3 majority of members present, provided one month notice is given to such office bearer and by placing the item in the agenda of the meeting.
- c) By voluntary resignation.

Note: Nomination for the elections will be invited at least one month before the date of General Body Meeting.

#### Article X: Functions of the Executive Committee

- 1. It shall act on behalf of the General Body for running the affairs of the Society under its constitution and by Laws.
- 2. It shall carry out the policies and shall be responsible for it.
- 3. It shall have power to invest, spend and deal with the money of the Society and borrow such sums of money as it may resolve as tending to the benefits of the Society.
- 4. The executive committee shall have the power to purchase, construct, acquire on loan or in exchanges or on hire by gift or otherwise any real or personal property and any right or privilege necessary or convenient for the purpose of society.
- 5. The decision and recommendations of the executive committee shall be subject to the approval of General Body.
- 6. The executive committee will have the power to fill any midterm vacancy of the office bearer or members by nomination.
- 7. The executive committee will have the power to constitute as many committees as it deems fit for furtherance of the objects of the society. These committees may form bye laws of their own for their functioning with the approval of the executive committee and shall submit its recommendations and accounts for approval to the executive committee.

#### Meeting of the Executive Committee:

- 1. The members of the Executive committee shall be meeting at least once in year. Attendance by minimum of 1/3 of the total shall form the quorum.
- 2. The secretary shall circulate the agenda for the meeting at least a month before the date of meeting.
- 3. The President shall preside at the meeting of the executive committee. In his absence, the meeting will be presided over by the President Elect and even in their absence by the next senior most office bearer as per protocol, the chairman shall have all powers of the president to preside over that particular meeting.
- 4. The president or Chairman will have a casting vote. The voting may be by ballot or show of hands as may be thought desirable.
- 5. Whenever it is found inconvenient to call a meeting of the Executive committee and whenever the president deems it desirable the opinion of the Executive committee be obtained, they shall do so by post and/or E- mail.

## ARTICLE XI: Function of the office bearers

### 1. President:

He/She shall act on behalf of the Society and would represent the Society during his tenure. He shall chair and regulate the working of the Executive committee and General Body meetings. He shall be responsible for the upholding the constitution. President can permit the consideration of any other item if essentially needed even if it has not been included in agenda.

### 2. Secretary:

He/She shall manage all correspondence and shall keep the minutes of the Society and committee meetings which will be read and confirmed at the following meetings respectively. He shall have the charge of office and keep a register of all papers communicated to him. He shall be responsible to the Society for carrying out the resolution of the Society. All records shall be open to inspection by any member of the Society. The property of the Society shall be under the control of the Secretary or any other officer of the Society deputed by the Executive committee. The Secretary may sanction any amount stipulated in the bye laws without the previous sanction of the managing committee and not in provided in the budget.

All documents and contracts shall be executed jointly by the President and secretary of the Society. The Secretary would maintain a register of all the members with their addresses. He shall send the notice of General Body meeting one month before the meeting. The secretary would have the responsibility of maintaining a website on society's behalf or has to nominate a person to manage the website of the society.

### 3. Joint Secretary :

Joint Secretary would assist the Secretary in his working and would take over the functions of the secretary in his absence.

### 4. Treasurer :

1. Treasurer shall receive money due to the society and shall make all payments in accordance with any rules framed by the Executive Committee and shall keep an accurate account of all such transactions and every receipt given shall be signed by him/ her. He/she will prepare a statement regarding the financial position of the Society jointly with Secretary which will be audited by Hony. Auditor and will present the same at the General Body meeting for adoption.
2. The accounts shall be operated by any two of the following three i.e. President, Treasurer and Secretary. Normally secretary and Treasurer should operate the accounts.
3. He shall maintain list of the current members and their addresses and would intimate the Secretary.

#### ARTICLE XII: Amendments of Constitution

1. Any kind of amendment in the memorandum of the society shall be made as per Section 12 and 12A of Societies Registration Act. 1860.
2. Any proposal for amendment to constitution shall be placed before the next General Body meeting or any special meeting convened for such purpose.
3. No alteration, additions or deletion to the existing constitution shall be made without the approval of at least 2/3 majority of the members present for voting at the meeting.
4. Any proposed amendment must be submitted at least 60 days in advance before the General Body meeting. The proposed amendment shall be submitted in writing and shall be duly seconded and signed by least 10 other members of the society.

#### ARTICLE XIII: Amendment of the bye laws

1. Any Amendment can be made by simple majority in the General Body meeting.
2. Quorum shall be same as for General Body meeting.
3. There shall be written proposal for amendment duly seconded and supported by at least two other members and submitted at least 60 days in advance of General Body meeting. The proposed amendment shall be submitted in writing and shall be duly seconded and signed by at least 05 other members of the society

#### ARTICLE XVIII : Accounts and audit of society

1. The Treasurer shall keep books of accounts with regard to:
  - a) Money received and expended
  - b) Sale of books, property and assets & liabilities of Society.
2. The Society shall keep in order the books of accounts for a period not less than five years Preceding the current year. The books of accounts shall be opened to inspection by any member of Society during normal business hours with prior appointment.
3. The financial year of the Society shall be from 1<sup>st</sup> April to 31<sup>st</sup> March.
4. Statements of accounts will be presented at the General Body meeting.
5. Auditing- the accounts will be subjected to auditing every year.

#### ARTICLE XIX : Publications

Editor will publish the bulletin of Society at least once a year. It may undertake to publish Scientific Bulletins. CME, Memorandum, formal or other activities from time

to time as decided by the Executive Committee or General Body. The Society may use or be used in the name of President as per section 6 of the S.R. Act 1860.

ARTICLE XX : Annual list of the executive committee to be filed:

Once In every year a list of the members of the Executive Committee shall be filled with the Registrar of the Societies, as required under Section 4 of the societies Registration Act of 1860.

ARTICLE XXI : Dissolution

In case, if necessary the Society can be dissolved as per the provisions laid down under Section 13 and 14 of the Societies Registration Act 1860.

ARTICLE XXII : Application Clause

All the provisions of the Societies Registration Act of 1860 (Punjab Amendment, 1957) will apply to this Society.

ARTICLE XXIII : A regulating statute

All the provision of the Societies Registration Act of 1860 (Punjab Amendment, 1957) will apply to this Society.

BYE-LAWS :

I. Readmission:

The readmission fee should be the same as for any new member current at the time.

II. Privileges of Membership :

All Scientific publications would be supplied free to all ordinary and life members which are published by the IAP Neonatology Chapter .

ARTICLE XIV : Scientific activities

1. The Society shall organize Symposium / Workshop/ conference etc. at least once in a year.
2. It may host an international conference in place of the scheduled conference.

3. The venue of the next scientific meet shall normally be decided by the General Body on the recommendations of Executive Committee. In unforeseen circumstances the President will take a decision in consultation with the office bearers regarding venue.
4. Six months before the date of Scientific meeting a preliminary notice will be sent to every member by the secretary.
5. The Scientific meet will be organized by a committee on behalf of IAP Neonatology Chapter and shall abide by its constitution and bye laws.
6. It may decide to undertake scientific activities in the form of orations, scientific paper, case reports demonstrations , lectures etc.

#### Guidelines for Holding Annual Conference

1. Venue of conference should accommodate at least 250 people.
2. Should have adequate basic facilities and ambience.
3. Banner

The banner of conference should have the name of IAP Neonatology Chapter. The organizers may mention name of collaborating Pediatric/Neonatal/Perinatal Society/Institution.

4. Dias seating arrangement

For inaugural function, President, Secretary should be seated on a dais along with Org. Chairman & Secretary.

5. Invited speakers

The local organizing committee will provide local hospitality to all invited faculty members. Provision of travel hospitality is desirable to invited faculty. The list of special invited faculty should be made by the scientific committee. The members of the society should be available for the cause of society and should attend the conference their own.

6. Delegate fees : No delegate fee will be charged from invited foreign faculty & Special invited Faculty. The invited faculty will pay delegate fees like any life member of IAP Neonatology Chapter. The life member of IAP Neonatology Chapter will pay less delegate fees than non members. The delegate fees will be decided by local organising committee in consultation with executive.
7. Scientific programme :

The Scientific Programme of Neonatology Chapter of Academy of Pediatrics Annual conference will be decided by Scientific Committee consisting of President, Secretary, Joint Secretary, Treasurer, organizing secretary and organising chairperson. The local scientific committee shall provide inputs which are subject to approval of the scientific committee.

#### 8. Certificate of participation

The organizing committee will provide certificate of participation to the delegates. It will be signed by Org. Chairman, Org secretary & President, Secretary of Neonatology Chapter of Academy of Pediatrics

#### ARTICLE XV : Awards, Prizes or trophies

The Society may institute awards, prizes or trophies to individuals or institutions for services rendered to the Society, or in promotion of raising the standards in the field of Neonatology/Perinatology. The proposal (including terms and conditions) for awards, prizes, trophy shall be sent to the Secretary approved by majority in the Executive board.

#### Dr BB Jha Oration Award

1. It shall be given for original work done in India in the field of Neonatology-perinatology.
2. The awardee shall be selected by Scientific committee of Neonatology Chapter of Academy of Pediatrics.
3. It will be awarded once only to one individual.
4. It shall be given every year from the date of institution for 10 years and shall cease from 2017.
5. The Awardee will be given a certificate and memento with Neonatology Chapter of Academy of Pediatrics logo.

#### ARTICLE XVI : Affiliations to other societies

It may get affiliated to national or international societies interested in Neonatology, Perinatology and or allied fields.

#### ARTICLE XVII : Source of income of and application of funds

- I. The Source of income of Society shall be following:--
  - a) Income from sales of publications etc. to promote the aims and objectives of the society.
  - b) Deriving from moveable and immoveable property.
  - c) Voluntary donations and contributions from members and non- members.
  - d) Subscriptions

- e) Income from any other source as may be desirable to the attainment of the aims and objectives of the Society.

II. Application of funds of the society shall as follows:-

- a) Towards promotion and attainment of aims and objects of the Society as set forth in Memorandum.
- b) The bank account shall be in the name of the Society and operated by the President Secretary and/or Treasurer.

iii. Rate of subscription will be as follows:

Life member            -RS    2000

Associate member   -RS    1000

Subscriptions will be payable in advance.

IV. ELIGIBILITY for Various Offices:

i)        PRESIDENT

1. Should have been a ratified member of good standing in the Society for a minimum of 5 years.
2. Must have held an organizational position as an office bearer for at least two complete terms for the IAP Neonatology Chapter, henceforth the Neonatology Chapter of Academy of Pediatrics.
3. Should have attended three annual conferences of IAP Neonatology Chapter (henceforth the Neonatology Chapter of Academy of Pediatrics) in preceding 5 years.
4. Should have published at least 3 papers in the field of Neonatology/Perinatology in the national or international journals or should have been speaker in at least 3 National or International conferences in the field of Neonatology/Perinatology.
5. Should have age of 40 years or above
6. Should have no dues towards the Society.
7. Should have no ongoing civil or criminal case.
8. Should have no ongoing police case.
9. Should have no other professional body organisational responsibility as an office bearer (state or national).
10. Should have at least 1 year gap from being an office bearer for any other professional body.

II. Secretary:

1. Should have been a ratified member of good standing for at least 5 years.
2. Must have held an organizational position as an office bearer for at least one complete term in IAP Neonatology Chapter (henceforth the Neonatology Chapter of Academy of Pediatrics).
3. Should have actively participated in the annual scientific meeting of the Society at least twice in last 5 years.
4. Should have Published at least 2 papers in the field of Neonatology/Perinatology in the national or international journals or should have been speaker in at least 2 National/International conferences in the field of Neonatology/Perinatology.

III. Treasurer :

- Should have 5 years standing as ratified members of the Society
- Must have held an organizational position as an office bearer for at least one complete term in IAP Neonatology Chapter (henceforth the Neonatology Chapter of Academy of Pediatrics).

IV. Joint Secretary:

- Should have 3 years standing as ratified members of the Society

V. Member Executive committees

- Should be ratified member of Society for at least two years.
- Two members from five Zones (total of 10) shall be elected.
- Should have actively participated in the annual scientific meeting of the Society at least once in last 5 years.
- In case of no nominations for elections, the president in consultation with the secretary shall nominate members to the executive committee.

### Filling of Vacancy

The executive can fill up any midterm vacancy among the office bearers in officiating capacity. However, if it is not possible then elections can be called by the executive.

### Election Commissioner

Elections will be conducted by Election Commissioner. Any of the past presidents will act as election Commissioner. However, in their absence Executive may nominate an election Commissioner.

### Grievance/Dispute Committee

All the Grievance/Dispute of any nature will be referred to a committee comprising of two past presidents and secretaries. However, in their absence Executive may nominate a member to the Committee.

Ratified on 22 Jan 2016.