

TWIN CITIES BRANCH OF INDIAN ACADEMY OF PEDIATRICS (TCB IAP)

Memorandum of Association and Rules & Regulations (CONSTITUTION /BYLAWS)

Effective from 1st JUNE 2026



- I The name of the society is **Twin cities Branch of Indian academy of Pdaitrics (TCB IAP)**
(here in after referred to as the society).

II **OFFICES of TCBIAP**

- A The Registered Office of the Society shall be located at **1st Floor, main Building, Professors Chambers Niloufer Hospital, Red Hills, Hyderabad-500004.**

B **OTHER OFFICES AT:**

- i) **Secretariat:** TCBIAP Office, 4th Floor, NATCO Building Niloufer Hospital, Red Hills, Hyderabad-500004.
- ii) 1st Floor, KREST Building, Tolichowki, Shaikpet Nala, Hyderabad. Pin-500008.
- iii) Plot No –42, Uppal Bhagayath Village, Phase II, Uppal Mandal, Medchal Malkajgiri District. Pin-500039
- iv) **PEDI NEWS office** – TCBIAP Office, 4th Floor, NATCO Building Niloufer Hospital, Red Hills, Hyderabad-500004

- II(a) i) The registered office of the Society shall be within Mega GHMC area (**CURE Region**).
- ii) The **area of operation of the Society** shall be the Mega GHMC (as Per Go MS No:292) i.e., Tri-corporations' area (Go Ms No:) – Greater Hyderabad Municipal Corporation (GHMC); Cyberabad Municipal Corporation (CMC) & Malkajigiri Municipal Corporation (MMC) and Cantonment area i.e, **CURE region**.

II(b) **Official mail IDs & Website:**

- i) **Official website:** www.iaptcb.com
- ii) **Official Mail IDs:**
 - a) For general communications to members & CIAP: iaptcb@gmail.com
 - b) For Membership data related: iaptcb.membership@gmail.com
 - c) Activities: iaptcb.activities@gmail.com



d) Election commission:

electioniaptcb@gmail.com

e) PEDINEWS mail ID:

iaptcbjournal@gmail.com

III The objectives for which the society is established are:

- 1** To serve as advocates for children and adolescents and help their families with reference to attainment of optimal, Physical, Mental, Psychological and social health of children and adolescents.
- 2** To encourage and advance the knowledge, study and practice of the science of pediatrics in all possible ways.
- 3** To promote scientific collaboration of its members and make rules regarding standards for their professional conduct.
- 4** To organize, establish, conduct, superintend, control or assist the institutions for promoting directly or indirectly the practice, study and research in pediatrics in any of its aspects by any appropriate means/platforms.
- 5** To establish and maintain libraries, reading rooms, laboratories and research centres for the promotion of its objectives.
- 6** To provide facilities to students, scholars and institutions for the study of or research in pediatrics in any of its aspects by way of scholarships, fellowships, grants, endowments etc.
- 7** To fund, maintain or award, either itself or in co-operation with other bodies or persons fellowships, prizes, certificates, diplomas of proficiency in the science of pediatrics and to conduct such tests, examinations or other scrutiny as may be prescribed from time to time.
- 8** To print and publish official journal of the society, books periodicals or publications on pediatrics and allied



subjects which the society thinks desirable for the promotion of its objectives.

- 9 To train up personnel for carrying out the objectives of the society and to incur necessary expenses for the purpose.
- 10 To organize conferences, lectures, meetings, seminars, exhibitions for the promotion of its objectives.
- 11 To consider and express its views on all matters affecting child health in GHMC area / Limits and to study, suggest, criticize or otherwise, advise or take part in the framing of laws affecting the science and practice of pediatrics.
- 12
 - a) To co-operate, affiliate with other bodies and also to engage in such other forms of activities as may be decided upon by the society from time to time for the purpose of carrying out all or any of the objectives of the society.
 - b) To undertake such social activities like preventive, promotive and curative health services or medical camps or awareness programs for children of urban slums and surrounding rural areas.
- 13 To appoint officers and other staff as may be found necessary or convenient for the conduct and management of the affairs of the society and pay them such remuneration as may be prescribed from time to time.
- 14 To do such other things as may be necessary, incidental, conducive or convenient to the attainment of the above objectives or any of them.
- 15 To organize, promote and conduct any welfare activity, mutual benefit schemes for its members.
- 16 To work in collaboration with the Pediatric Academy of Telangana State Branch (PATs) & Indian academy of Pediatrics (IAP) for attainment of the above objectives.



RULES & REGULATIONS (BYLAWS)

- 1: The– **Twin Cities Branch of Indian Academy of Pediatrics (TCB IAP)** (hereinafter referred to as the society) has been established for the objectives specified in the Memorandum of Association.

2: OFFICES of IAPTCB

The Registered Office of the Society shall be located at 1st Floor, main Building, Professors Chambers Niloufer Hospital, Red Hills, Hyderabad-500004.

2.1: OTHER OFFICES AT:

- 2.1.1: **Secretariat:** TCBIAP Office, 4th Floor, NATCO Building Niloufer Hospital, Red Hills, Hyderabad-500004.
- 2.1.2: 1st Floor, KREST Building, Tolichowki, Shaikpet Nala, Hyderabad. Pin-500008
- 2.1.3: Plot No –42, Uppal Bhagayath Village, Phase II, Uppal Mandal, Medchal Malkajgiri District. Pin-500039
- 2.1.4: **PEDI NEWS office** – TCBIAP Office, 4th Floor, NATCO Building Niloufer Hospital, Red Hills, Hyderabad-500004.

- 2.2: a. The registered office of the Society shall be within Mega GHMC area (**CURE Region**).
- b. The **area of operation of the Society** shall be the Mega GHMC (as Per Go MS No:292) i.e., Tri-corporations' area (Go Ms No:) – Greater Hyderabad Municipal Corporation (GHMC); Cyberabad Municipal Corporation (CMC) & Malkajgiri Municipal Corporation (MMC) and Cantonment area i.e, **CURE region**.

2.2.1: A). Official website: www.iaptcb.com

B). Official mail Ids:

a) For general communications to members & CIAP:

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b) For Membership data related:

iaptcb.membership@gmail.com



c) Activities:

iap tcb.activities@gmail.com

d) Election commission:

electioniap tcb@gmail.com

e) PEDINEWS mail ID:

iap tcbjournal@gmail.com

3 DEFINITIONS:

- 3.1:** The fiscal year of the Society shall be from April 1st to March 31st and/or as per Government policy of the financial year.
- 3.2:** Operational year of the Society shall be from January 1st to December 31st.
- 3.3:** At all places hereinafter he/him/himself shall be taken to mean she/her/herself as well.
- 3.4:** At all places hereinafter “member” shall be taken to mean a member of the Society.

4: MEMBERS:

- 4.1:** The membership of the Society shall be of three categories namely: a. Fellow b. Life c. Associate Life
- 4.2:** To be a ‘Life Member’, the following criteria are essential:
 - a. Resident Indian Citizen.
 - b. Post-Graduate Degree /Diploma in Pediatric Modern Medicine recognised by National Medical Commission or any equivalent National Statutory Body and registered in State Medical Council.
 - c. Approval by the Executive Board of the Society
- 4.3:** any person who is an Associate Life Member of CIAP shall be an Associate Life Member of the Society (TCBIAP).
- 4.4:** Any existing Associate Life Member who subsequently satisfies the criteria as specified in Rule 4.2 to be a Life Member may be elected as Life Member respectively by the Executive Board at such later date



after paying the membership fee if any as decided by the Executive Board.

4.5: If a person has given false information to attain the membership or subsequently to continue the membership, his membership may be denied, cancelled or revoked. The Executive Board is authorized to decide in this regard and also recommend disciplinary action against such persons.

4.6: FELLOW MEMBERS:

Fellow member of CIAP shall be Fellow member of the society.

5: CONTRIBUTIONS TOWARDS CORPUS FUND

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

5.1: A contribution for the Corpus Fund shall be paid, as decided by the Executive Board from time to time, by all the categories of new members on their application for membership.

5.2: The membership fee of Rs1000/- from CIAP shall be kept in corpus fund / designated funds of the society.

6: PROCEDURES FOR MEMBERSHIP:

6.1: Any CIAP member whose residency falls in Mega GHMC (as Per GoMS No:292) i.e., Tri-corporations' area (GoMs No:) – Greater Hyderabad Municipal Corporation (GHMC); Cyberabad Municipal Corporation (CMC) & Malkajigiri Municipal Corporation (MMC) and cantonment area – shall be the members of society.

6.2: The secretary of the society after approval of the president shall put the list of new members received from CIAP in TCBIAP EB meetings and take the Executive Board approval for the same.

7: REGISTRY OF MEMBERS:

The Secretary shall keep, maintain and regularly update a Registry and/or Computerized Record in which the



names, last known local addresses, mobile numbers and e-mail IDs of the Fellow, Life and Associate Life Members shall be entered with the dates of their election and cessation of membership, if any. Any entry in the Registry and/or Computerized Record of Members shall be deemed final regarding admission or cessation of membership and their respective addresses.

8: RIGHTS AND PRIVILEGES OF MEMBERS:

A member shall be entitled to the following privileges:

- 8.1:** To attend the Annual General Body Meeting / Special General Body Meetings of the Society.
- 8.2:** To receive official communications from the Society.
To receive all the publications of the Society in any prescribed format either free of cost or at a rate fixed by the Executive Board from time to time.
- 8.3:** To attend all the meetings and conferences arranged or organized by the Society or its Branches or its Subspeciality Chapters by paying the prescribed fees if any.
- 8.4:** To use the reading rooms, libraries and educational digital assets maintained by the Society and to consult and use these educational materials on such terms and conditions as may be prescribed by the regulations made by the Executive Board.
- 8.5:** To enjoy any such other privileges or benefits as may be determined by the Executive Board.
- 8.6:** All official communications and digital publications of the Society shall be sent only to the registered email ID as per the Registry of Members maintained with the Society.
- 8.7:** An Associate Life Member/ Honorary Fellow Member shall neither be eligible to be elected to the post of Office Bearer/Executive Board Member nor shall have



the right to take part in elections or vote at any Meetings or Elections of the Society.

- 8.8:** Eligible voter's list shall be as per the Registry of Members as on 31st August of that year. The total number of eligible voters and each eligible voter's membership number shall be published on the official website of the Society on 31st August of that year.
- 8.9:** A Life/Fellow Member shall be eligible to be elected to the post of Office Bearer/Executive Board Member and shall have the right to take part in elections or vote at any Meetings or Elections of the Society.
- 8.10:** A Member is entitled to attend the Conferences, Workshops, Lectures, Meetings, Seminars, CMEs, Exhibitions, Training Programs or any other Programs of the Society.
- 8.11:** A Life/Fellow Member shall be eligible to be nominated to the Committees of the Society

9: SUSPENSIONS OF MEMBERSHIP:

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

- a) In the event of a written complaint being received against a Member by the office of the Society in a standard format as prescribed by it, the same shall be submitted to the Grievance Redressal Cell (as formed according to rule 31). The Grievance Redressal Cell then shall investigate the complaints made against such Members without any bias, partiality, or prejudice.
- b) A copy of the complaint shall be sent through a registered post and to the registered email ID of the accused Member within 2 (two) weeks from the



date of receipt of the complaints against such Member.

- c) Thereafter, the concerned Member shall respond to the complaint within 4 weeks by registered post to the official address and/or to the official email of the Society.
- d) Based on the complaints and the response, the Grievance Redressal Cell shall submit its report to the Executive Board within 4 weeks.
- e) The Executive Board by a three-fourth (3/4th) majority may decide the course of action, which also includes suspension of such accused Member for a maximum period of 12 (twelve) months. The decision of the Executive Board shall be conveyed to the accused member to his registered email/postal address. Further course of such suspension shall only be decided by a three-fourth (3/4th) majority at the General Body Meeting.

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

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

10: TERMINATION OF MEMBERSHIP:

Termination of Membership can be either by resignation, removal or on death.



10.1: A Member may resign from his membership by giving a notice in writing or through his registered email. The

resignation shall take effect from the date on which the notice is received in the office of the Society. In case of resignation by an Office Bearer, one calendar month notice of the resignation shall be necessary and the concerned Office Bearer shall continue to serve till a successor is elected/selected or appointed, as the case may be within 30 days.

The resignation, however, shall not absolve any such member from paying the dues and arrears if any to the Society.

- 10.2:**
- a) A Member accused of being guilty of infamous conduct (as defined under ethical code by the National Medical Commission or equivalent code of ethics by equivalent statutory national bodies) or any acts prejudicial to the interest of the Society including financial irregularity, shall be suspended as per clause 9.1.
 - b) The matter is referred to the Executive Board upon investigation if the guilt is proven beyond a reasonable doubt. After taking legal advice, the Executive Board by a three-fourths (3/4th) majority may propose to terminate the membership of the concerned Member.
 - c) Termination shall be confirmed at the Special General Body Meeting expressly called for the purpose or at the Annual General Body Meeting of the Society by a three-fourths (3/4th) majority. Any recognition given to him by the Society at any time shall stand withdrawn on termination of membership.



10.3: The notice of the meeting shall contain the particulars of the charges against the Member and shall be accompanied by a written explanation, if any, submitted by the Member.

11: GOVERNING BODY:

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

11.1: a) The management of the affairs of the Society shall be vested in the Executive Board, which shall consist of elected/nominated Executive Board Members and the elected Office Bearers amongst the Fellow and Life Members of the Society.

b) Special invitees/ Nominated Members shall not have any voting rights.

11.2: The Society shall have the following Office Bearers:

1. **President:** One (1)
2. **President-Elect:** One (1) -By All Mega GHMC (Tri Corporation- GHMC, CMC & MMC) & Cantonment area Election. Can be anywhere from these areas.
3. **Vice-Presidents:** Three (3), one from each corporation (GHMC, CMC & MMC) - Elected by respective corporation area members.
4. **Immediate Past President:** One (1)
5. **Secretary:** One (1) - By All Mega GHMC (Tri Corporation- GHMC, CMC & MMC) & Cantonment area Election. Can be anywhere from these areas.
6. **Treasurer:** One (1) - By All Mega GHMC (Tri Corporation- GHMC, CMC & MMC) & Cantonment area Election. Can be anywhere from these areas.

11.3: The term of the President, President Elect, the Immediate Past President and the Vice Presidents shall be for one (1) year, (not eligible for re-election subsequently for the same post or lower post in the hierarchy).



- 11.4:** a) The term of the Secretary and Treasurer shall be for two (2) years **(not eligible for re-election for the same post or lower post in the hierarchy)**.
b) In case of resignation or otherwise, the concerned Office Bearers shall continue in office till a successor is elected or selected or appointed as the case may be by the incumbent Executive Board within a time-bound period of three months from the date of receipt of the resignation.
- 11.5:** All the **Office Bearers** shall also be Members of the Executive Board of the society.
- 11.6:** The term of OB & EB shall be from 1st January to 31st December.
- 11.7:** If any vacancy in the Executive Board, except that of Office Bearers occurs during the year other than by efflux of time, such vacancy shall be filled up as follows:
a) EB vacancy shall be filled by co-option from the eligible fellow / life members of the society.
b) However, this residual term shall not be counted as a term for re-election or eligibility for any election in the future. Such elected members shall fill up the nomination form and pay the appropriate nomination fees to the Society.
- 11.8:** In case of vacancies of Office Bearers, the same shall be filled up in the following way:
a) The President by the President-Elect.
b) The President-Elect by General Elections, which has to be conducted within a period of three months.
c) The Vice Presidents is to be elected by the Executive Board amongst the Executive Board members of respective area i.e. GHMC, CMC & MMC areas.



- d) The Secretary by the treasurer if the leftover term of the Secretary is less than one year. If the leftover term of the Secretary is more than one year, then the Secretary has to be elected by General Elections.
- e) The Treasurer is to be selected by the Executive Board amongst themselves (from tri corporation area) if the leftover term of the Treasurer is less than one year. If the leftover term of the Treasurer is more than one year, then the Treasurer has to be elected by General Elections.

- 11.9:**
- a) The term of such elected/ /nominated Office Bearer shall expire on the date when the term of the original Office Bearer would have expired but for the vacancy.
 - b) However, this residual term shall not be counted as a term for re-election or eligibility for any elections in the future.

12: FUNCTIONS AND POWERS OF THE EXECUTIVE BOARD:

- 12.1:**
- a) The Executive Board shall exercise all such powers and do all such acts and things as per rules and regulations framed by the Society.
 - b) The Executive Board shall be the decision-making body of the Society.
- 12.2:** The Executive Board is empowered to take decisions needed in a situation where “Rules and Regulations of the Society” are silent on those matters. However, the Executive Board shall bring the same to the notice of the Annual General Body in its ensuing meeting & get ratified.
- 12.3:**
- a) The Executive Board may appoint Conveners and other Members of various Committees on the recommendation of the President from amongst the members of the Society. No member, except



the Office Bearers of the Society, shall be appointed to more than two committees of the Society at a time.

b) No Member/ Office Bearer of the Committee shall be nominated to one Committee for more than two terms consecutively.

c) Tenure of all such committees shall be one year i.e., from 1st January to 31st December.

12.4: The Executive Board may frame regulations consistent with these rules for regulating the procedure of the meeting of the Executive Board or its Committee, Election of the Members of the Executive Board and the conduct of the affairs of the Society

12.5: The Executive Board shall have the power to terminate the appointment of the Editor(s) in-Chief and/or Journal Committee(s) and/or its Member(s) and/or any Committee(s) appointed by it if in the opinion of its three-fourths majority of the members present, is convinced that continuation of such appointment is not in the best interest of the Society.

12.6: Executive Board may appoint Secretarial, Administrative Staff, Research Officers and any other Staff for the office of the Society as deemed necessary on such remunerations and on such terms and conditions as it thinks appropriate.

12.7: The Executive Board shall provide a common seal for the Society and shall also provide for the safe custody of the seal. The seal shall not be used except by the authority of the Executive Board.

12.8: Every deed or other document to which the seal of the Society is required to be affixed shall be by the Secretary in the presence of the President and in token of its having been so affixed, shall be signed by both the President and the Secretary. In the absence of the



President, the member officiating in his absence, authorised by the President shall undertake the responsibility to sign.

12.9: Every deed or other document so sealed with the common seal of the Society and signed both by the President (or member officiating in his absence/authorised by the President) and the Secretary shall be deemed to be duly executed.

13: MEETINGS OF THE EXECUTIVE BOARD:

13.1: Meetings of the Executive Board shall be convened by the Secretary as per directives of the President. The Executive Board shall meet at such time and place as may be necessary for the transaction of the business of the Society as directed by the President.

- a) Ordinarily, it shall meet a minimum of two times a year and any additional meeting shall be at the discretion of the President.
- b) All such meetings shall not be sponsored by any commercial sponsors.
- c) Expenses of the meetings shall be borne by the Society only.
- d) In cases of necessity, virtual meetings can be conducted.

13.2: Ordinarily, fourteen (14) days' notice shall be given to all the Members of the Executive Board, except in cases of emergency, where a meeting may be called at five (5) days' notice at the expressed directives of the President. Such notices sent to the registered email ID or Mobile number (as in the Registry of Society) of the Executive Board Members shall be deemed as served.

13.3: A Special Requisition Meeting of the Executive Board may be requisitioned collectively, by not less than 50% of the total members of the Executive Board, asking for it along with the specific agenda, in writing to the



Secretary, who shall call a Special Requisition Meeting in consultation with the President, within 45 days of the receipt of such requisition by the Secretary. The power to decide the date and place of such a meeting shall be with the President and the Secretary.

- a) If there is no quorum as mentioned in rule 13.4 for the Special Requisition Meeting, the meeting shall be dissolved.
- b) Only the specific agenda provided for the Special Requisition Meeting shall be discussed.
- c) Only two Special Requisition Meetings shall be permitted in a year. The agenda shall not be the same in both such meetings.

13.4: The quorum for a meeting of the Executive Board shall be 40% of the Executive Board Members, of which two must be from Office Bearers. If there is no quorum within 15 minutes of the time fixed for the meeting, that meeting shall be adjourned to a later time on the same day and place.

- a) No quorum shall be needed for an adjourned meeting except in cases of special requisitioned Executive Board meetings.
- b) Only the specific matters mentioned in the agenda can be discussed and decided upon during the adjourned meeting.

13.5: Every question/problem/ dispute submitted to a meeting of the Executive Board shall be ordinarily decided according to the majority of votes cast by the members present / unanimously and followed by voting at succeeding EB meeting.

13.6: In the case of **equality of votes**, the president shall have a second or casting vote in addition to his vote as a member. Such decision will be final and binding on all the members of the Society and the concerned parties.



- 13.7:** The President shall preside at the meeting of the Executive Board. In his absence, the President-Elect shall preside. In case, both the President and the President-Elect are absent, then the Vice President (in order of Seniority by IAP membership) shall preside. In case, the President, the President-Elect and the Vice Presidents are all absent, then the Immediate Past President shall preside. In case, the President, the President-Elect, the Vice Presidents, and the Immediate Past President are all absent, then the Executive Board Members present shall elect one amongst them to preside over the meeting.
- 13.8:** If the President considers a decision is required urgently, the Secretary may circulate a proposal to all the members of the Executive Board. If the Secretary receives an email and/or signed hard copy of approval for this proposal from a majority of members responding within the stipulated time limit given, that shall constitute a resolution as effective as one passed at a meeting duly convened and held.
- 13.9:** The Executive Board may act notwithstanding any vacancy in its body provided that if the number of members falls below the necessary quorum, it shall not act except for co-option of the vacant posts.
- 13.10:**
- a) In any event, if the President considers that a decision is required urgently, the Secretary may circulate a proposal for a virtual meeting (which has to be recorded) to all the members of the Executive Board, to their registered email and/or phone number.
 - b) The resolutions taken in such meetings are as effective as one passed at a regular meeting duly convened and held.



14: POWERS OF THE PRESIDENT:

- 14.1:** The President shall be overall in charge of all the activities of the Society and shall be consulted by the Secretary on all issues.
- 14.2:** The President shall have the power to formulate an 'TCBIAP Presidential Action Plan' for the year to which he is officiating and form various committees with the approval of the Executive Board.
- 14.3:** The President may correspond with the Government, National and International Bodies and Individuals on important issues. Copies of the exact correspondences shall be forwarded to the Office of the Society for record purpose.
- 14.4:** A question may be submitted to a meeting of the members present and voting may occur. In case of a tie, the Presiding officer of the meeting i.e., the President of the society, shall have a casting vote in addition to his own.
- 14.5:** Shall be an ex-officio member of all committees of the Society.
- 14.6:** The President of the Society shall preside at the Annual Convention, Annual General Body Meeting, Executive Board Meetings, Special General body Meetings, requisitioned Special General body meetings, and any other meetings of the Society.
 - a) In his absence, President-Elect shall preside.
 - b) In case, both the President and the President-Elect are absent, the Vice President (in order of seniority by IAP membership) shall preside.
 - c) In the absence of the President, President-Elect, and all Vice Presidents, the Immediate Past President shall preside.
 - d) If the President, the President-Elect, the Vice Presidents, and the Immediate Past President are



all absent; then, the Executive Board Members / life & fellow members present shall elect one amongst themselves to preside over the meeting.

14.7: Shall ensure that Every year, the Secretary in conjunction with the treasurer after the approval of the President & Executive board shall submit the list of new Office bearers & Executive board members, audited accounts (ITRs) and all other relevant documents to the registrar of societies as per the laws of the land.

15: THE POWER AND FUNCTIONS OF SECRETARY:

15.1: a) In all matters pertaining to the working of the Society, the Secretary shall act in concurrence with the President before implementing and communicating the decision.

b) In case of an emergency and the absence of the President, the President Elect should be consulted.

15.2: The Secretary shall comply with all the rules and regulations of the statutory bodies under which the society is functional.

15.3: Every year, the Secretary in conjunction with the treasurer after the approval of the President & Executive board shall submit the list of new Office bearers & Executive board members, audited accounts (ITRs) and all other relevant documents to the registrar of societies as per the laws of the land.

15.4: The Secretary shall keep the President informed about all the matters i.e., both important and routine relating to the Society and shall send a copy relating to important Society correspondences to the President and the President-Elect for their perusal and comments.

15.5: Subject to the 'Rules and Regulations' of the Society, the Secretary shall be responsible for carrying out the



directions and decisions of the President and the Executive Board and in particular he shall

- a) Convene meetings of the Society and the Executive Board whenever necessary or called upon to do so by the President and/or any other Requisition Meeting as specified elsewhere in the bylaws.
- b) have administrative control over all the affairs of the Society.
- c) Be in charge of all the correspondences of the Society.
- d) document and keep accurate minutes of all the meetings of the Society, Executive Board, and the Committees thereof and post them on the official website of the Society. He shall provide any non-confidential information of the affairs of the Society to the Members on their request for the same.
- e) He shall keep and ensure the confidentiality of all official matters, communications and any other issues of the society and all the Meetings – EB , OB and AGM, SGM etc.
- f) Prepare an Annual Report of the Society.
- g) be overall in charge & Custodian of all the assets of the Society.
- h) be responsible for all the financials of the Society in conjunction with the President and the Treasurer.
- i) **Shall pass all the bills for payment on behalf of the Society after consulting the president & Treasurer and duly taking the signature of both and inform the president after clearing the said bills.**



- j) have powers to incur non-budgeted expenses for any of the purposes of the Society up to a limit of Rs.3,00,000/- in total, in one financial year, in concurrence and with prior permission from the President and the Treasurer.
- k) Any non-budgeted expense over and above Rs. Three (3) Lakh in total in that financial year has to be approved by the Executive Board and later ratified in the Finance Committee.
- l) Shall be an ex-officio member of all committees of the Society.**
- m) perform all such other duties as are incidental to the office.
- n) Shall sign or authenticate on the advice of the President, all notices, communications, memoranda, and other papers/documents of the Society. When so signed and authenticated by the Secretary, it shall be conclusive.
- o) In case of any difference of opinion between the President and the Secretary, either of them can refer the matter to the Executive Board to resolve.

16: POWER AND FUNCTIONS OF THE TREASURER:

- 16.1:** Shall be responsible for keeping up-to-date accounts of the Society and maintaining all the account books regularly. The Treasurer in conjunction with the President and the Secretary shall also be responsible for all the financial transactions during their tenure.
- 16.2:** **Shall dispose of the bills for payment as sanctioned by the President & Secretary and only on their written instructions.**
- 16.3:** Shall have the right to point out any error or discrepancy in the order of payment made by the Secretary and refer the order back to him with his remarks. In the event of disagreement persisting



between the Secretary and the Treasurer, the matter shall be then referred to the President. If the disagreement is not resolved by the President, the matter shall be referred to the Executive Board for resolution with majority and such decision taken by the Executive Board shall be final.

- 16.4:** Shall in consultation with the President and the Secretary, prepare a budget of the estimated receipts and expenditures of the Society for each year and present the same for approval of the Executive Board.
- 16.5:** The Treasurer shall get the accounts of the Society audited by the auditors appointed by the Society and submit the same to the appropriate statutory bodies within the specific period as applicable under the laws of the land after placing the same in the Executive board meeting & its approval and later in AGM / SGM for its approval.
- 16.6:** The Treasurer shall prepare an Annual Statement of Accounts and Balance Sheet showing the financial position of the Society, get it audited by the auditors appointed at the Annual General Meeting of the Society, and submit it for consideration & adoption by the Executive Board and General Body. He shall be jointly responsible along with the President and the Secretary for all the financial affairs of the Society in his tenure.
- 16.7:** No expenditure shall be incurred unless the same has been included in the Annual or Supplementary Budget and approved by the Executive Board; except by the Secretary as defined in rule **15.5-i & j**.
- 16.8:** Every year, the Treasurer in conjunction with the Secretary after the approval of the President & Executive board shall submit the audited accounts to the registrar of societies as per the laws of the land.



16.9: In case of emergency, the expenditures can be allowed only after approval by the President of the Society.

17: GENERAL BODY MEETINGS: An Annual General Body Meeting (AGM) of the Society shall be held not later than **December 31st of every year**. President in consultation with EB shall fix day and date with time for the AGM meeting.

17.1: At the Annual General Body Meeting, the following businesses shall be transacted:

- i. Welcome by Secretary.
- ii. Address by the President.
- iii. Confirmation of the minutes of the last Annual General Body Meeting (AGM).
- iv. Consideration and adoption of the Annual Report of the Society.
- v. Consideration and adoption of the Audited Statement of Accounts.
- vi. Approval and appointments of the Election Committee and any other important Committees as deemed necessary by the Executive Board.
- vii. Appointment of Auditors and fixing their remuneration.
- viii. Appointment of Legal Advisors.
- ix. Any other business, notice of which has been circulated with the agenda.
- x. Any other business of which 30 days' notice has been given to the Secretary in writing.
- xi. Any other business with the permission of the President.
- xii. Vote of thanks by Treasure.

17.2: a) No business shall be transacted at any Annual General Body Meeting (AGM) unless a quorum is present at the commencement of the meeting.



- b) A strength of 10% of total Life and/or Fellow members of the Society shall form a quorum for the Annual General Body Meeting.
- c) If within half an hour of the time fixed for the meeting quorum is not present, the meeting shall stand adjourned to a later time on the same day at the same place.
- d) No quorum is needed for the adjourned meeting.
- e) Only matters mentioned in the agenda can be discussed and passed in the adjourned meeting.
- f) **Seating for AGM:** On the centre side of dais, Seating order shall be as from **Left to Right:** Treasurer, Secretary, President, Immediate Past President, and the President Elect.

18: SPECIAL GENERAL BODY MEETING:

18.1: The President may when he thinks necessary, or on resolution of the Executive Board shall call a Special General Body Meeting (SGM).

- a) At all Special General Body Meetings, 100 Life and/or Fellow members shall form a quorum. If there is no quorum within half an hour of the time fixed for the meeting, the meeting shall be adjourned to a later time on the same day and same place.
- b) No quorum is needed for the adjourned meeting.
- c) Only matters mentioned in the agenda can be discussed and passed in the adjourned meeting.
- d) **Seating for SGM:** On the centre side of dais, Seating order shall be as from **Left to Right:** Treasurer, Secretary, President, Immediate Past President, and the President Elect.



19: REQUISITION SPECIAL GENERAL BODY MEETING:

19.1: On receipt of a requisition of not less than 200 Life and/or Fellow members stating the object of the meeting addressed to the Secretary, the President shall call a Requisition Special General Body Meeting of the Members of the Society.

19.2: a) In the case of requisition, the meeting shall be held within 45 days of receipt of the requisition. Only the objectives raised in the requisition shall be discussed at such meetings.

b) The power to decide the date and venue shall be collectively with the President, Immediate Past President, President Elect, Vice President (Senior most by IAP membership) and the Secretary.

c) Three weeks' (21 days) notice shall be given to the members of such meetings and notice should specifically mention the objectives for which the meeting has been requisitioned.

19.2: a) At all Requisitioned Special General Body Meetings, 200 Life and/or Fellow members shall form a quorum.

b) Minimum of 50% of members requested for the Requisitioned meeting shall be present for the said meeting.

c) If there is no quorum within half an hour of the time fixed for any Requisitioned Special General Body Meeting, the meeting shall be dissolved.

19.3: A question may be submitted in a meeting by the members present and voting can occur for the same. In case of a tie, the Presiding Person i.e., President of the meeting shall have a casting vote in addition to his own.

19.4: Subject to any law of the land for the time being in force and subject to the powers vested in the Executive Board, the Executive Board shall give effect to the



resolutions passed at the Annual General Body Meeting, Special General Body Meeting and Requisitioned Special General Body Meeting.

- 19.5:** A statutory notice shall be sent at least 21 days before any Annual General Body Meeting (AGM) / Special General Body Meeting (SGM) / Requisitioned Special General Body Meeting (RSGM) to all the members. This notice shall be sent by email and/or SMS to the latest registered email ID and/or mobile number of the members recorded in the Registry of Members of the society.
- 19.6:** All notices sent by email and/or SMS shall be deemed to have been served. In addition, these statutory notices can be printed in **PEDINEWS** (The official bulletin of the TCB IAP).
- 19.7:** The Executive Board shall provide common seal for the purpose of the Society and shall provide for the safe custody of the seal and it shall not be used except by the authority of the Executive Board and in the presence of the President and the Executive Board.
- 19.8:** Every deed or other document to which the seal of the Society is required to be affixed shall be by the Secretary in the presence of the President and in token of its having been so affixed, shall be signed by the President and by Secretary. Every deed or other document so sealed with the common seal of the Society and signed by the President and by the Secretary shall be deemed to be duly executed.

20: ELECTIONS:

- 20.1:** a) All elections to the posts of Office Bearers and the Executive Board Members, unless otherwise specified elsewhere in the Rules and Regulations, shall be conducted by an Election Commission consisting of Three (3) election commissioners.



- b) Election commissioners shall be Life Members of the Society for at least 15 years. The members of the Election Commission shall be nominated by the Executive Board and shall be ratified later by the General Body.
- c) One Chief election commissioner shall be chosen amongst the Three (3) election commissioners by the Executive Board. The tenure of the members of the Election Commission shall be for two years (one Term) at a time, and the maximum period for a member to be an Election commissioner shall be for four years i.e., Two terms.
- d) If during the tenure of the Election commission, there arises a vacancy for the post of Election commissioner due to any reason, the Executive Board has the authority to nominate any eligible member to that post and he shall continue for the following residual term of the commission. This residual term shall not be counted as a term to calculate the maximum four-year period as a member of the Election commission.
- e) The office of the Election commission shall be situated at the place of the Chief Election commissioner.
- f) The Election commission shall enforce the Code of Conduct prescribed by the Executive Board from time to time.
- g) None of the Election commissioners can contest in any General Elections of the Society for the next 2 (two) years after demitting the office.
- h) The Election commission once appointed shall become a quasi-autonomous body. Once the General Elections are declared, the Election commission shall function autonomously to



transparently conduct free and fair elections without any bias, hindrance, interference, favouritism or influence from anyone.

- i) The Election commission will be working independently from the TCBIAP office and its Office bearers including the finances as approved by the Executive body.
- j) After the conclusion of elections, the Election commission shall submit its results or report and / or recommendations, only to the Secretary of the Society to its official mail ID only.

20.2: A Member desiring to contest the Elections for any post in the Society, if is holding any post in the Society shall temporarily recuse himself from the responsibilities of that post which he has occupied in the said office, until the Election process is completed.

20.3: Any Member desirous of contesting for any post in the Society must have cleared all his accounts for the period in which he had held any post in the Society before filing the nominations. Such a declaration shall be given by him along with his nomination papers.

20.4: ELECTIONS PROCESS OR MODE OF ELECTIONS:

- a) The election of the Office Bearers and the Executive Board Members of the Society shall be held by secret ballot / E ballot / e voting, as per the guidelines issued by the Executive Board from time to time and ratified in the annual General Body.
- b) Candidates seeking election cannot contest for more than one Post. If a candidate has filed nomination for more than one Post, He has to withdraw all other nominations filed except the one post he wishes to contest. If withdrawal is not



done before the last date of withdrawal all the nominations will be rejected

- c) All the nominations shall be proposed and seconded by fellow / life member of society with two (2) years standing in the society.
- d) A fellow / life members can not propose / second for more than one candidate for the same post
- e) Elections to all the vacant posts of the society shall be conducted in November and completed before 30th NOVEMBER of every year.
- f) The executive board shall decide the nonrefundable nomination fee for various posts from time to time.
- g) The incumbent Office bearers cannot Propose/Second/Campaign for any candidate
- h) Eligible voter's list shall be frozen on 31st August.

20.5: ELIGIBILITY CRITERIA:

- a) A fellow / life Member shall not simultaneously contest for more than one post in the Society at a time.
- b) ONLY Fellow or Life members are eligible to contest/Propose/Second.
- c) Associate members of IAP are neither eligible to contest nor be Proposer or Seconder for the candidates.
- d) The President-Elect, Vice Presidents (three -3 one for each corporation – GHMC, CMC & MMC), The Secretary, the Treasurer and all the Executive Board Members (except the nominated ones) shall be elected by all the Fellow & Life Members of the Society from amongst themselves.
- a) A Fellow/Life Member contesting for the post of **PRESIDENT-ELECT** should have been a Member of the Society for **10 (ten) complete years**



consecutively as on or before 1st January to be eligible to contest for the ensuing elections and should have served as an Executive Board Member for a period of at least 2 (two) terms before contesting for the post of President-Elect and shall be resident anywhere in Mega GHMC (Tri Corporation- GHMC, CMC & MMC) & Cantonment area & to be elected by Fellow / Life members from this area.

- b) A Life/Fellow Member contesting for the post of **VICE PRESIDENT** should have been a member of the Society for **7 (Seven)** complete years consecutively as on or before 1st January to be eligible to contest for the ensuing elections and should have served on the Executive Board for at least two complete terms before contesting for the post of Vice President and shall be resident of respective corporation (**GHMC, CMC & MMC**) area and to be elected by respective corporation area fellow / life members.
- c) A Life/Fellow Member contesting for the post of the **SECRETARY** should have been a member of the Society for 7 (seven) complete years consecutively as on or before 1st January to be eligible to contest for the ensuing elections and should have served in the Executive Board for at least two complete terms before contesting for the post of the Secretary and shall be resident anywhere in Mega GHMC (Tri Corporation- GHMC, CMC & MMC) & Cantonment area & to be elected by Fellow / Life members from this area.
- d) A Life/Fellow Member contesting for the post of the **TREASURER** should have been a member of the Society for 7 (seven) complete years



consecutively as on or before 1st January to be eligible to contest for the ensuing elections and should have served in the Executive Board for at least 2 (two) complete terms before contesting for the post of the Treasurer of the Society and shall be resident anywhere in Mega GHMC (Tri Corporation- GHMC, CMC & MMC) & Cantonment area & to be elected by Fellow / Life members from this area.

- e) A Fellow/Life Member contesting for the post of Executive Board Member (**GHMC area – 4 EB members, CMC area -3 EB & MMC area -3 EB members , a total of 10 EB members from mega GHMC Area i.e CURE region**) should have been a member of the Society from the same Corporation area (GHMC, CMC & MMC) where he is contesting, for 3 (Three) complete years consecutively as on 1st January (including the year of becoming IAP member) to be eligible to contest for the ensuing elections and shall be resident of respective corporation area i.e., GHMC, CMC & MMC & to be elected by Fellow / Life members from the same area.
- f) Nominations for the post of **Editor-in-Chief** of **PEDINEWS** shall be invited from amongst the fellow /Life Members of the Society anywhere in Mega GHMC (Tri Corporation- GHMC, CMC & MMC) & Cantonment area. This shall be advertised in all the publications of the Society and by mass mail to all the members at a scheduled time. The nominations shall then be scrutinized by a Committee appointed by the Executive Board, and the Editor-in-Chief shall be



appointed / elected by the Executive Board as necessary.

g) Editor in chief of PEDINEWS shall be the EB member of the society during his term.

h) ELIGIBILITY CRITERIA FOR EDITOR-IN-CHIEF OF PEDINEWS:

I. Should be a fellow / life member of IAP TCB for at least 15 years and has served as Executive board member of society for 2 terms.

II. Should have worked in an academic institution for at least 10 yrs / President of Society / editorial board member of Central IAP Journals.

III. should have served in the editorial board of a reputed pediatric journal in any capacity.

- 20.6:**
- a) The tenure of President, President elect, Immediate past president, Vice president and EB members is for one (1) year (1st JAN to 31st DEC).
 - b) The tenure of Secretary & Treasurer is for two (2) Years.
 - c) The tenure of Editor in Chief is for Two (2) Years and he can be re-appointed/ re-elected for one more term i.e., maximum of two terms – Four (4) years.
 - d) The fellow / life members can contest as executive board member continuously for two years and with a gap of one year another two years continuously. A Member can be an Executive Board Member for a maximum total period of 4 terms.
 - e) Total number of EB members are 10 from Mega GHMC i.e. CURE Region. (GHMC area – 4 EB



members, CMC area -3 EB & MMC area -3 EB members)

f) However, this gap is not applicable to contest for the post of Office Bearers.

- 20.7:**
- a) President cannot seek for re-election to the same post and cannot contest for lower posts in hierarchy.
 - b) Vice president, Secretary & Treasurer cannot contest for president elect unless they complete their complete tenure.

20.8: HIERARCHY OF POSTS:

Hierarchy of posts in the Executive Board shall be [in order of Senior to Junior posts as per IAP membership]:

- a) The President, The President-Elect, Immediate Past President
- b) The Vice President, the Secretary, Treasurer.
- c) Executive Board Member, Editor in Chief of PEDINEWS.

20.9: THE TIME LINE FOR THE ELECTION PROCESS:

- a) Appointment / nomination of election commission by executive board before 31st April of every year.
- b) Eligible voters list shall be frozen on 31st August of every year.
- c) Society's elections shall be held in the month of November every year or immediately after the declaration of Central IAP election results.
- d) A non-refundable nomination fee shall be payable by the all the contestants along with their nomination forms as decided and notified by the Executive Board of the society from time to time.
- e) Issue of election notification: 0 day.
- f) Last date of filling nominations: 7 days from 0 day.



- g) Scrutiny of Nominations and display of valid list of contestants: 9 days from 0 day.
- h) Last date of withdrawal by contestants: 11 days from 0 day.
- i) Display of Final list of contestants: 13 days from 0 day.
- j) Elections to be held by e voting / secret ballot / E ballot (if required): 6am of 20th day to 6pm 21st day from 0 day.
- k) Declaration of results: after 6pm of 21st day from 0 (zero) day.
- l) These dates / time line can be altered / changed by one or two days on either way by the executive board from time to time depending on the festivals / Sundays occurring in November month of respective year of elections.

m) Election Notification shall contain:

- 1) Date, Time & mode of the Elections,
- 2) The posts & number of vacancies for which the elections are to be held.
- 3) Last date for sending the nominations
- 4) Last date for withdrawals of nominations

20.10: CODE OF CONDUCT:

Once the elections are declared with the issue of election notification by the Election commission, the Code of Conduct as formulated by the Executive Board from time to time shall apply to all the contesting candidates until the Election process is completed.

20.11: RECOUNTING OF VOTES:

Any contestant who desires to get the recounting of votes (e-voting/postal ballot) in his contested post, shall make a written request to the Chief Election commissioner within 48 hours from the time of the



declaration of election results. The recounting shall be done at the sole discretion of the Election commission.

20.12: ELECTION TRIBUNAL:

- a) A five-member Election Tribunal shall be constituted every year by the Executive Board in their first meeting, consisting of an Immediate past President at the time of the tribunal as the Chairperson and the President at the time of the tribunal as co-chairperson, and one past Chief Election commissioner, and any 2 past presidents of the society.
- b) Any member who has any complaint related to the elections shall give the same in writing or through his registered email addressed to the President of the Society within 21 days of the declaration of the results.
- c) The complainant shall deposit **Rs 50000/- (Rupees Fifty Thousand only)** at the time of the complaint. In case the complaint is found to be genuine, the money deposited shall be refunded to the complainant. Otherwise, the actual expenses incurred by the Election Tribunal shall be deducted from the deposit amount and the balance amount, if any, shall be refunded to the complainant
- d) The complaint regarding the election firstly shall be addressed by the Grievance Redressal Cell, which shall give its **report within one (1) week** to the office of the Society. If the complainant is not satisfied with the report of the Grievance Redressal Cell, then the matter shall be referred to the Election Tribunal.
- e) The Election Tribunal shall submit its report within **Two (2) weeks** to the office of the Society.



f) The decision of the Executive Board shall be final.

20.13: Any dispute shall be subject to the Hyderabad Jurisdiction only.

20.14: OFFICE BEARERS:

The Society shall have the following office Bearers:

<u>Sl.No</u>	<u>Post</u>	<u>Tenure</u>	<u>Vacancies</u>
1	President	1 Year	ONE (1)
2	President elect	1 Year	ONE (1)
3	Imm Past President	1 Year	ONE (1)
4	Vice President	1 Year	THREE (3)
5	Secretary	2 Years	ONE (1)
6	Treasurer	2 Years	ONE (1)

21: THE JOURNAL / E JOURNAL / BULLETIN / NEWS LETTER OF THE SOCIETY:

- 21.1:**
- a) The Journal / E Journal / Bulletin / News Letter of the Society is called PEDINEWS
 - b) The Editor-in-Chief shall be in charge of Journal / E Journal / Bulletin / News Letter of the Society.
 - c) Tenure of all the Editor-in-Chief of the PEDINEWS shall be for two years.
 - d) Can re-contest for the post of Editor-in-Chief.
 - e) Maximum tenure is two (2) Terms / Four (4) Years.
 - f) Eligibility criteria for Editor in Chief as per Rule 20.5-g

21.2: The Editor-in-Chief shall be assisted by the Journal / E Journal / Bulletin / News Letter committee, the composition of which shall be as follows:

- a) Editor-in-Chief: one (1)
- b) Executive Editor: one (1).
- c) Managing Editor: one (1)
- d) Associate Editors: Three (3) One from each corporation area i.e., GHMC, CMC & MMC
- e) Executive Members (6)



- 21.3:** Eligibility criteria and selection criteria for members of the Journal Committee except that of Editor-in-Chief shall be decided by the Executive Board.
- 21.4:** The members of the Journal Committee shall be appointed by the Executive Board ordinarily for a period of two (2) years on the recommendations of the respective Editor-in-Chief of the journal.
- 21.5:** The President of the Society shall be overall in charge of the Journal Committee maintaining the editorial independence of the Editorial Board.
- 21.6:** The president in consultation with Editor-in-Chief of PEDINEWS shall appoint an Editorial Advisory Board for Journal comprising 10 Members and the Secretary of the Society as ex-officio for one year from amongst the Life and/or Fellow Members of the Society and take the approval of the executive board.

22: THE FUNCTIONS AND POWERS OF THE JOURNAL COMMITTEE:

- 22.1:** The Journal Committee shall assist the Editor-in-Chief in the regular Publication of the Journal / E Journal / Bulletin / News Letter - PEDINEWS
- 22.2:** The Journal Committee shall meet physically/virtually a minimum of six times a year (bimonthly) or as and when needed as decided by the Editor-in-Chief / the president of the society.
- 22.3:** The Journal Committee shall assist their Editor-in-Chief and the respective Editorial Advisory Board to scrutinize all the articles received for publication and edit, pass, or refuse them for publication.
- 22.4:** The Journal Committee shall be responsible for the arrangement of the business of the Journal, its printing, securing advertisements, circulation, and distribution of the Journal among members and/or subscribers and others.



- 22.5:** The Journal Committees shall have the power to select referees and collaborators for the Journal.
- 22.6:** The Journal Committee shall set apart adequate space in any issue of Journal on concurrence with the Executive Board, for publication of any matters relating to the Society
- 22.7:** The Journal Committee shall prepare an annual budget for its Journal and submit it for consideration and approval of the Executive Board of the Society every year and also have powers to submit supplementary budgets as and when the need arises.
- 22.8:** The Journal Committee shall prepare an Annual Statement of Accounts and Balance Sheet showing the financial position of the Journal, get it audited by the Auditors and submit it for adoption by the Executive Board.
- 22.9:** The Journal Committee shall prepare an annual report of the working of their respective Journal and submit the same to the Executive Board for such action as it deems fit.
- 22.10:** The Editor-in-Chief with Managing Editor and Executive Editor shall have the powers to open the accounts in the scheduled banks as approved by the Executive Board. Any two of the aforementioned officials can be signatories to operate the accounts for various purposes concerned with their Journal according to the budget estimates approved by the Executive Board.
- 22.11:** The editor in chief in consultation with president will nominate the reviewers for the Journal which shall be approved by EB.

23: AWARDS, RECOGNITIONS & FELICITATIONS:

23.1: HONORARY MEMBERSHIP:

- a) Executive Body shall confer the Honorary Membership upon a person who has made



outstanding contribution in the field of paediatrics' & Child health and helped the TCBIAP.

- b) Executive board shall resolve and confer the Honorary Membership to eligible persons from time to time.

23.2: LIFETIME ACHIEVEMENT AWARD:

- a) Executive Board can confer life time achievement award to its fellow / life member who had made dedicated, sustained contribution over a prolonged period - minimum of 20 years to the society.
- b) He / she must be member of Society for period of Minimum 20 years.

23.3: FELICITATIONS:

- a) Every year, Fellow, Life, Associate life members of the society shall be felicitated during the annual convention of society.
- b) Executive Board shall select the eligible members for their outstanding contributions to the society by them from time to time.
- c) Maximum two members of the society.

23.4:

a) Every year on **1st JULY – National Doctor's Day** and on **5th September – The Teachers' Day**, the most eligible doctors of the society shall be felicitated.

- b) These two days shall be celebrated either on the same day or on the immediately preceding / immediate succeeding Sunday of these days,
- c) Executive Board shall select the eligible members by taking in to overall contribution to the society by them from time to time.
- d) Maximum two (2) members – on each occasion - of the society shall be done.



23.5: The consideration & selection / nomination of the most eligible members of the society to these Awards. Recognitions & Felicitations should be completed at least one month before the date of conferring these Awards, Recognitions & Felicitations and informed to the concerned members well in advance (at least 10days before).

24: ORATIONS, GUEST LECTURES, GOLD MEDAL PAPERS, & QUIZ:

- 24.1:** At any point time the Society shall have not more than
- a) Four (4) orations.
 - b) Two (2) Gold Medal papers.
 - c) One (1) Guest Lecture.
 - d) One (1) quiz for practicing Pediatricians of TCBIAP.
- 24.2:**
- a) The Maximum tenure / term for any Orations, Guest Lectures, Gold Medal Papers, & Quiz of the society shall be for TEN (10) years only from the year of their commencement.
 - b) This shall be applied to the existing Orations, Guest Lectures, Gold Medal Papers, & Quiz also.
- 24.3:** The incumbent President and Secretary of the society should chair all the orations of the society.
- 24.5:** Under any special circumstances – **like PEDICON orations** - the Organising Team - Organising Chairperson & Organising Secretary shall chair such oration in the first three (3) years only, after which the incumbent President and Secretary shall chair the PEDICON orations.
- 24.5:** From time to time, the executive board shall formulate the rules & regulations with regards to Orations, Guest Lectures, Gold Medal Papers, & Quiz like selection of orators / quiz masters/ judges, place of oration to be conducted minimum amount to be deposited for



instituting Orations, Guest Lectures, Gold Medal Papers, & Quiz etc. which shall be ratified in the ensuing AGM.

- 24.6:**
- a) The minimum amount for instituting an oration shall be 15 lacs (Rupees Fifteen lacs only).
 - b) The minimum amount for instituting a gold medal paper shall be 10 lacs (Rupees Ten lacs only).
 - c) The minimum amount for instituting a Quiz shall be 10 lacs (Rupees ten lacs only).
 - d) The tenure / term of these is as per Rule no 24.2.

25: ASSETS AND LIABILITIES OF THE SOCIETY:

- 25.1:** The authority to deal with all the assets, movable or immovable, belonging to the Society shall be vested in the Executive Board later ratified in the fiancé committee.
- 25.2:** Any sale /purchase of the Society property and mortgage of any immovable property of the Society can only be done as per the societies act / Trust Act and with the permission of the Annual / Special General Body.
- 25.3:** All the money received by or on behalf of the Society shall be deposited forthwith in a nationalised / scheduled bank or scheduled banks selected by the Executive Board and shall not be withdrawn from bank or banks except under the authority of and in the manner prescribed by the Executive Board.
- 25.4:** Any money not immediately required for the Society may be invested by the Executive Board in such a manner as it may deem fit and according to the regulations of the Public Trust Act after the approval of finance committee.
- 25.5:** **Without prejudice to the generality of the foregoing powers, the Executive Board shall after the finance committee's approval, have the powers**



- a) To acquire by purchase, lease, gift, or otherwise, with or without conditions, any property movable or immovable and whether subject to any special trust or not, for any one or more of the objectives of the Society.
- b) To borrow or raise money in such a manner or on such terms as the Society may think fit and according to the regulations of Public Trusts.
- c) To act as trustees and to undertake or execute any trust or agency which may directly or indirectly be conducive to any of the objectives of the Society
- d) To acquire by purchase, lease, gift, or otherwise, with or without conditions, any property movable or immovable and whether subject to any special trust or not, for any one or more of the objectives of the Society.
- e) where the unbudgeted cost / money is more than 3 lacs, Finance committee approval followed by the approval / Ratification in the ensuing AGM /SGM in mandatory.

26: FINANCE COMMITTEE:

26.1: Composition of Finance Committee: The finance Committee will comprise all the past Presidents, Secretaries, Treasurers of TCBIAP and Chief Organizing Secretaries of IAP National Conferences held in Hyderabad.

26.2: The president, President elect & the Secretary and the treasurer of that year will be the ex officio members of the Finance Committee.

26.3: The incumbent treasurer of the society shall be Ex officio Convener of the Finance Committee.

26.4: Any money not immediately required for the purpose of society may be invested by the Finance Committee in consultation with the Executive board in such manner



as it may deem fit and according to the regulations of Public Trust Act.

- 26.5**
- a) Approval of the finance committee is mandatory for any unbudgeted expenditure exceeding Three Lakhs.
 - b) The incumbent president, Secretary and treasurer are responsible for taking Finnane Committee's approval for non-budgeted expenditure exceeding three (3) lakhs during their tenure / term.

27: BANK ACCOUNT / S OF THE SOCIETY:

- a) Society shall have its bank account in any nationalized / scheduled bank as resolved by the EB from time to time.
- b) All fixed deposits or any financial transactions shall be done as per the resolutions of the EB from time to time.

28: SIGNATORIES FOR SOCIETY'S BANK ACCOUNT:

- a) President, Secretary, Treasurer of the Society shall be the authorized signatories for the Society's bank account /s.
- b) Any two of the three authorized signatories, treasurer being mandatory can sign cheques and operate the account.
- c) All the debit vouchers and securities, debentures and shares belonging to or forming part of the said funds, for the purpose of endorsing or transfer thereof, shall be signed by all the three authorized signatories of the Society on its behalf.
- d) Every year change of authorised signatories shall be done within fifteen days (15) days of taking over of the new OB & EB i.e., 1st JAN.
- e) Outgoing President, Secretary, Treasurer should not do any bank transections after their tenure / term i.e., 31st December.



29: ANNUAL CONVENTION OF THE SOCIETY:

- 29.1:** a) There shall be an Annual Conference of the Society (TCBIAP PEDICON) organized every year to conduct scientific programs and Annual General Body Meeting of the Society.
- b) Conduct of the Annual Conference of the society shall be in accordance with the Standard Operating Procedures issued by the Executive Board from time to time.
- 29.2:** The President of that year shall be Organizing Secretary / Chief Org Secretary for the Annual Convention, Secretary shall be Joint Organising secretary and treasurer shall be Organising treasurer for the annual conference of TCB IAP
- 29.3:** The president as Organizing Secretary / Chief Org Secretary shall form his organising committee (team) – Organising Chairperson and other committee's chairpersons, etc., to organise & conduct the annual convention in a smooth and effective manner.
- 29.4:** The three – Organising Chairperson, Organizing Secretary / Chief Org Secretary and Org Treasurer will expand the organising team. The same shall be ratified in the ensuing EB meeting of the society.
- 29.5:** a) The Organizing Secretary shall submit audited Statement of Accounts of the convention within one year after the convention (TCBIAP PEDICON) is over.
- b) If any receivables and liabilities are present at the time of submission of accounts, the same shall be shown in audit report as receivables and liabilities at that particular time.



29.6: A separate bank account in the name of “TCBIAP PEDICON – YYYY” / PEDICON with Subspeciality name (if there is amalgamation of IAPTCB conference [PEDICON] with any IAP subspecialty chapter / Group) must be opened in any scheduled nationalized bank.

29.7: a) Organising Chairperson, organising secretary and Organising Treasurer (Finance secretary) shall be the authorised signatories to the said bank account.

b) Mode of Operation of Account: Any two of the three shall sign all cheques etc.

29.8: Organising Chairperson, organising secretary and Organising Treasurer (Finance Secretary) are responsible for submission of following on or before the 31st August of succeeding year of PEDICON to the secretary of the society in presence of OB or EB.

a) Complete audit report of the TCBIAP PEDICON.

b) All invoices, receipts and payments bills & vouchers of the PEDICON.

c) List of receivables & liabilities if any with all relevant documents.

d) All relevant documents, correspondence etc of TCBIAP PEDICON.

30: SEATING ORDER FOR VARIOUS MEETINGS OF THE SOCIETY:

a) Executive Board Meetings:

Left to right seating order shall be in the following order: The Immediate Past President, President Elect, President, Secretary, Senior Vice President, and Treasurer.

b) Annual General Body Meeting:

On the central side of the dais, the left-to-right seating order shall be the following order: Treasurer, Secretary, President, Immediate Past President, and the President Elect.



c) Special General Body Meeting:

Left to right seating order shall be in the following order: Immediate past President, President Elect, President, Secretary, and Treasurer.

d) Inaugural Ceremony of PEDICON:

seating arrangement on the Dias from left to right shall be as follows; 1. Secretary, 2. Treasurer, 3. Immediate past President, 4. President Elect, 5. President, 6. Chief Guest, 7. Guest of Honour, 8. Senior Vice President

31: Submission of annual report, audited accounts & Relevant Documents to the registrar of societies:

Every year, the Secretary in conjunction with the Treasurer after the president's approval shall be responsible to submit list of new office bearers & EB members, annual report, audited accounts & Relevant Documents to the registrar of societies as per the laws of the land.

32: LITIGATIONS OF THE SOCIETY:

The Society (TCBIAP) may sue or be sued in the name of the Secretary of the Society (TCBIAP).

33: ALTERATION OF THE RULES & REGULATIONS / CONSTITUTION:

The rules shall not be altered, amended or added to except by a resolution duly notified and passed at a special General Body meeting of the Society (at which no other business shall be discussed) duly notified with 21 days prior notice, by a three fourths (3/4) majority of the members present and ratified one month later by another special General Body Meeting/ Annual General Body Meeting by three fourths (3/4) majority of the members present.



34: DISSOLUTION OF THE SOCIETY:

- a) The Society may be dissolved if the Annual General Body/ Special General Body Meeting expressly called for this agenda, wherein not less than three-fourths (3/4) of the Members of the Society shall be present and the resolution passed with three-fourths (3/4) majority.
- b) In such an event the Society should first clear all statutory and other liabilities. Remaining Assets, whether fixed Assets, Investments, Fixed Deposits, Cash & Bank balances, and other receivables, etc... should be either transferred to any other registered Charitable Trust/Society having similar Aims and Objectives or State Government or Central Government or any such Government Corporation or Body as notified by the State or Central Government from time to time, with the prior approval of concerned Statutory Bodies.
- c) In no circumstances any of the Society's funds or assets can be utilized for any personal use by the Executive Board Members or their associates.
- d) In case of any dispute, the adjustment of its affairs shall be referred to the Principal Court of Hyderabad Jurisdiction only.

