



MAHA

ACADEMY OF PEDIATRICS

2024

MEMORANDUM OF ASSOCIATION

- I. The name of the Society is the Maha Academy of Pediatrics (MAHAIAP), Maharashtra state branch of Central Indian Academy of Pediatrics (CIAP). (hereinafter referred to as the Society).
- II. The registered office of the Society shall be located at: Rambag Society, B wing, 3rd Floor, Gangapur Road, Nashik 422005

Corporate office at: Rambag Society, B wing, 3rd Floor, Gangapur Road
Nashik 422005
- II (a) The area of operation of the Society shall be all over Maharashtra.
- II (b) (i) Official website of the Society shall be “www.mahaiap.org”
(ii) Official email of the Society shall be “office@imahaiap.org”

III. AIMS AND OBJECTIVES

The Aims and Objectives of the Society duly registered under the Societies Registration Act, XXI of 1860, and under Bombay Public Trust Act, 1950 (Bom. XXIX of 1950) at the Public Trust Registration Office of Superintendent Public Trust Office, Nashik Region, Nashik bearing No. 249 dated 11.2.2010 are:

1. To serve as advocates for Newborns, Children and Adolescents and help their families with reference to the attainment of optimal physical, mental, psychological, behavioural and social health of Children and Adolescents up to 18 years of age.
2. To encourage and advance the knowledge, study and practice of the Science of Pediatrics in all possible ways.
3. To promote scientific collaboration amongst members and make guidelines regarding standards for their professional conduct as per the code of ethics of the Medical Council of India (MCI) / National Medical Commission (NMC) / equivalent National Statutory Body and as specified under the provisions of Code of Ethics of IAP.
4. To organise, establish, conduct, supervise, 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 aims and objectives by any appropriate means/ platforms.
6. To provide facilities to members, students, 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 establish, maintain, or award fellowships, prizes, certificates, and diplomas of proficiency in the science of Pediatrics, and conduct professional tests, examinations, or other scrutiny as may be prescribed from time to time, either independently or in collaboration with other bodies.
8. To print and publish official Journals of the Society, books, periodicals, or publications on Pediatrics and allied subjects which the Society thinks desirable for the promotion of its aims and objectives.
9. To organize Conferences, Lectures, Meetings, Seminars, CMEs, Exhibitions, and Training programs by physical and/or digital platforms, for the promotion of its aims and objectives.
10. To facilitate the formation of Branches of the CIAP, sub-speciality state chapters of the society in Maharashtra for promoting all or any of the aims and objectives of the Society.
11. To assist the Government and Public Health Institutions in the formulation and implementation of Child Health Policies.
12. To cooperate, affiliate with other professional bodies and engage in such other forms of activities as may be decided upon by the Society from time to time to accomplish the aims and objectives of the Society.
13. To formulate and provide guidelines/criteria for accreditation, examinations and curriculum for various Courses/Fellowship Programs and any other academic activities.

14. To start the social welfare schemes for members and their families at large.
15. To provide healthcare to underprivileged and differently abled children through any of its Branches and its Members.
16. To carry out any such charitable activities to help society, especially underprivileged and differently abled children, victims of natural/man-made disasters/epidemics directly or through the Government and/or NGO.
17. To help by any means families of Armed forces of the country during war or peace for child healthcare.
18. To conduct and take actions as may be necessary to the attainment of the above aims and objectives or any of them.
19. Official language of society shall be Marathi and English.

RULES AND REGULATIONS

1. Maha Academy of Pediatrics (MAHAIAP) (hereinafter referred to as the Society) has been established for the objectives specified in the Memorandum of Association.

2. OFFICES

The business of the Society shall be conducted through its offices.

2.1 The registered office of the Society shall be located at Rambag Society, B wing, 3rd Floor, Gangapur Road, Nashik 422005

Corporate office at Rambag Society, B wing, 3rd Floor, Gangapur Road, Nashik 422005

More Offices as per the need of the Society, as approved by the General Body of the Society can be formed.

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 CIAP and this society.

4. MEMBERSHIP

4.1 The membership of the Society will be awarded automatically if paediatrician or paediatric students or other category membership enrolled in Indian Academy of Pediatrics (CIAP) from district and city branches of CIAP from Maharashtra state and it shall be of following

categories as inducted in CIAP as follows:

- a. Fellow
- b. Life member
- c. Associate Life member
- d. Honorary Fellow

New members added by CIAP from time to time after fulfilling necessary criteria and informed to this state office (MAHAIAP) shall be members of this state branch in the same category as will be inducted by CIAP.

There won't be separate membership of this state branch other than those of Indian Academy of Pediatrics (IAP)

- 4.2. Any existing Associate Life Member who is subsequently inducted as a Life Member may be elected as Life Member respectively by the Executive Board of CIAP and informed to this state branch by CIAP office shall be a life member of this state branch.
- 4.3 If membership of any member is suspended, terminated or revoked by CIAP it shall apply here in this state branch of CIAP. Separate communication will not be done by this society. Hearings, proceedings regarding these shall be done by national body i.e. CIAP (Indian Academy of Pediatrics)
- 4.4 Transfer of membership from Maharashtra to another state in India or country outside India shall be informed to this office and CIAP.
- 4.5 Members who have migrated out of India or Maharashtra state or had change in address shall inform the state office and CIAP by email and letter. If a member intends to have communication from this office shall inform his address to the MAHAIAP office. Members who have transferred his membership to another state will not receive any communication from this state office.

5 REGISTRY OF MEMBERS

The Secretary General with communication and help of CIAP office 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 ID 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.

6 RIGHTS AND PRIVILEGES OF MEMBERS

A member shall be entitled to the following privileges.

- 6.1 To attend the Annual General Body Meeting / Special General Body Meetings of the Society.
- 6.2 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.

6.3 To attend all the meetings and conferences arranged or organized by the Society or its Branches by paying the prescribed fees if any.

6.4 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.

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

6.6 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.

6.7 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 or its Branches.

6.8 Eligible voter's list shall be as per the Registry of Members as in CIAP registry under Maharashtra state branch of that year and as per communication from CIAP office by 31st July of every year.

6.9 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 or its Branches.

6.10 A Member is entitled to attend the Conferences, Workshops, Lectures, Meetings, Seminars, CMEs, Exhibitions, Training Programs or any other Programs of the Society or its Branches.

6.11 A Life/Fellow Member shall be eligible to be nominated to the Committees of the Society.

7. SUSPENSIONS OF MEMBERSHIP

Suspension Process:

CIAP decides matters related to membership suspension.

Members guilty of infamous conduct (defined by NMC's ethical code) or acts prejudicial to the Society's interests, including financial irregularity, may be recommended for suspension to the CIAP Executive Board.

7.1 Upon receiving a written complaint in the prescribed format, the office submits it to the Grievance Redressal Cell (per rule 27). This cell investigates complaints without bias.

A copy of the complaint is sent via registered post and email to the accused member within two weeks.

The accused must respond within four weeks via registered post or official email.

The Executive Board, by a three-fourths majority, may recommend suspension to CIAP. The decision is conveyed to CIAP.

7.2 If a Member is convicted of a criminal offense, the Executive Board will recommend suspension to CIAP.

7.3 If a Member is terminated from CIAP registry, their name will be deleted from MAHA IAP registry.

8. TERMINATION OF MEMBERSHIP

Termination of membership of CIAP can occur through resignation, removal, or automatically upon death.

8.1 A member may resign from their membership by providing written notice or through their registered email account. The resignation will take effect from the date the notice is received at the Society's office. In the event of a resignation by an Office Bearer, one calendar month's notice is necessary, and the concerned Office Bearer shall continue to serve until a successor is elected, selected, or appointed within 30 days. However, resignation does not absolve the member from paying any dues or arrears owed to the Society.

8.2 A member accused of infamous conduct (as defined under the ethical code by the National Medical Commission or equivalent statutory national bodies) or actions prejudicial to the interests of the Society, including financial irregularities, shall be suspended. The matter will be referred to the Executive Board for investigation, and if guilt is proven beyond a reasonable doubt, the Executive Board may recommend termination of the member's membership with a three-fourths majority after obtaining legal advice. Suspension or termination shall be recommended to the CIAP Executive Board. Any recognition previously granted by the Society will be withdrawn upon termination of membership.

8.3 The notice of the meeting shall include the charges against the member and be accompanied by a written explanation, if any, provided by the member.

8.4 District and City branches of CIAP in Maharashtra must inform MAHA IAP and CIAP about the demise of members from their branch.

9. GOVERNING BODY

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

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

9.2 The Society shall have the following Office Bearers:

9.2.1 President – One. Elected from Maharashtra by all Maharashtra elections in the first year of implementing this constitution/bylaws. From the second year, the President Elect from the previous year shall become President.

In the first year of implementing these Bye Laws, both the President and President-elect will be elected through statewide elections in Maharashtra. From the next year onward, only the President-elect will be elected. The President will assume office on January 1st of the following year. The President-elect will become the President on January 1st after the term of the elected President ends.

9.2.2 President-Elect - One-Anywhere from Maharashtra by All Maharashtra Election.

9.2.3 Vice-President - One Anywhere from Maharashtra by All Maharashtra Election.

9.2.4 Immediate Past President - One

9.2.5 Secretary General- One. Anywhere from Maharashtra by all Maharashtra Election.

9.2.6 Treasurer -. One - anywhere from Maharashtra, by all Maharashtra Elections.

9.2.7 Joint Secretary (Administration) - One – Member from Nashik District Branch of IAP elected by Nashik district branch members.

9.2.8 Joint Secretary (Non-Executive) - One– elected from the Organising committee of forthcoming Mahapedicon. Joint Secretary nonexecutive will not have voting rights in EB Meetings.

9.3 The term of the President, President Elect, the Immediate Past President, Vice President and joint secretary non-executive shall be for one year, (not eligible for re-election subsequently for the same post or lower post in the hierarchy).

The term of the Secretary General, Joint Secretary-Admin and Treasurer shall be for two years (not eligible for re-election for the same post or lower post in the hierarchy).

In case of resignation or otherwise, the concerned Office Bearers shall continue in office till a successor is elected or selected or appointed by the incumbent Executive Board within a time-bound period of three months from the date of receipt of the resignation.

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

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

9.6 Executive Board members will be elected from five different regions of Maharashtra, viz Mumbai and Konkan, North Maharashtra, Western Maharashtra, Vidarbha, Marathwada. Two executive board members from each region irrespective of strength of life and fellow life members.

Districts in different regions are as follows. Current district and city branches in these district and future branches shall be in limit of those revenue districts and regions as defined below in this constitution.

Mumbai and Konkan region: Mumbai Metropolitan region as per Maharashtra Government Resolution MMRDA (20th April 2021) , Palghar, Raigad, Ratnagiri, Sindhudurg

Western Maharashtra: Pune, Satara, Solapur, Sangli, Kolhapur

North Maharashtra: Nashik, Dhule, Nandurbar, Jalgaon and Ahmednagar.

Marathwada: Chhatrapati Sambhaji Nagar, Beed, Dharashiv, Hingoli, Jalna, Latur, Nanded, Parbhani

Vidarbha: Nagpur, Akola, Amravati, Bhandara, Buldhana, Chandrapur, Gadchiroli, Gondiya, Wardha, Washim and Yavatmal.

If there is election for Executive Board Member seat, all life members and fellows from Maharashtra shall vote for 2 executive board member seats from all 5 regions, so total 10 executive board member seats.

9.7 The Office Bearers of the Society shall not hold more than one of these posts concurrently in the Society at any given time in their tenure.

9.8 The terms of all the Office Bearers and Executive Board Members shall be from January 1st to December 31st.

9.9 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:

9.10 If there is vacancy of EB member from any region in the Executive Board ie if there is no representation in the EB, then the Executive Board of the MAHA IAP shall nominate any Life Member who fulfils the criteria for becoming an EB member to the Executive Board of the Society from that region.

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.

9.11 In case of vacancies of Office Bearers, the same shall be filled up in the following way:

(i) The President by the President-Elect.

- (ii) The President-Elect by General Elections, which has to be conducted within a period of three months.
- (iii) The Vice President is to be elected by the Executive Board amongst the Executive Board members of that year.
- (iv) The Secretary General by the Joint Secretary (Admin) if the leftover term of the Secretary General is less than one year. If the leftover term of the Secretary General is more than one year, then the Secretary General must be elected by General Elections.
- (v) The Treasurer is to be elected by the Executive Board amongst themselves 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 must be elected by General Elections.
- (vi) The Joint Secretary-admin to be elected from the life members of Nashik District branch of IAP by life members of Nashik District Branch of CIAP.
- (vii) The Joint Secretary; Non-Executive to be elected by organising committee of ensuing Mahapedicon

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

9.13 The CIAP EBs & OBs from Maharashtra shall be ex officio EBs of MAHAIAP

10. FUNCTIONS AND POWERS OF THE EXECUTIVE BOARD

10.1 The Executive Board shall exercise all such powers and do all such acts and things as per rules and regulations framed by the Society.

The Executive Board shall be the decision-making body of the Society.

10.2 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 General Body in the ensuing meeting.

10.3 The Executive Board may appoint Conveners and other Members of the Committee 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.

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

Tenure of all such committees shall be one year.

10.4 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.

10.5 The Executive Board shall have the power to terminate the appointment of the Editor if appointed by it and 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.

10.6 The 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.

10.7 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.

10.8 Every deed or other document to which the seal of the Society is required to be affixed shall be by the Secretary General 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 General. In the absence of the

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

10.9 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 General shall be deemed to be duly executed.

10.10 The Executive Board Member shall be the ex-officio Member in their respective District/City level Branches of the IAP.

11. MEETINGS OF THE EXECUTIVE BOARD

11.1 Meetings of the Executive Board shall be convened by the Secretary General 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. Ordinarily, it shall meet a minimum of two times a year and any additional meeting shall be at the discretion of the President.

First meeting of the Executive Board of MAHA Academy of Pediatrics shall be at the branch hosting ensuing Mahapedicon. This meeting shall be held before 31st March of that year.

Second Executive Board meeting of MAHA Academy of Pediatrics shall be held at the branch hosting MID TERM CME of Maha academy of Pediatrics in that year.

In all such meetings pre decided travel expenses of out station (from hosting Branch) executive board members will be borne by Society. Local hospitality expenses to be borne by organising a branch of Mahapedicon or Midterm CME.

In cases of necessity, virtual meetings can be conducted.

11.2 Ordinarily, twenty-one 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 days' notice at the expressed directives of the President. Such notices are sent to the registered email ID or Mobile number (as in the Registry of Society) of the Executive Board Members and shall be deemed as served.

11.3 **A Special Requisition Meeting of the Executive Board** may be requisitioned collectively, by not less than one-third of the total members of the Executive Board, asking for it along with the specific agenda, in writing to the Secretary General, who shall call a Special Requisition Meeting in consultation with the President, within three weeks of the receipt of such requisition by the one third members of executive board of society.

The power to decide the date and place of such a meeting shall be with the President and the Secretary General.

If there is no quorum as mentioned in rule 13.4 for the Special Requisition Meeting, the meeting shall be dissolved.

Only the specific agenda provided for the Special Requisition Meeting shall be discussed.

Only two Special Requisition Meetings shall be permitted in a year. The agenda shall not be the same in both such meetings.

11.4 The quorum for a meeting of the Executive Board shall be 50% of the Executive Board Members, of which two must be from Office Bearers. If there is no quorum within 30 minutes of the time fixed for the meeting, that meeting shall be adjourned to a later time on the same day and place.

No quorum shall be needed for an adjourned meeting except in cases of special requisitioned Executive Board meetings.

11.5 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 shall preside.

In case, the President, the President-Elect and the Vice President are all absent, then the Immediate

Past President shall preside. In case, the President, the President-Elect, the Vice President, and the Immediate Past President are all absent, then the Executive Board Members present shall elect one amongst them to preside over the meeting.

- 11.6 Every question/problem/dispute submitted or aroused at a meeting of the Executive Board shall ordinarily be decided according to most votes cast by the members present and voting at the meeting. In case of equality of votes, the presiding person shall have a casting vote in addition to his vote as a member. Such a decision shall be final and binding to all the members of the Society and the parties concerned.
- 11.7 If the President considers a decision is required urgently, the Secretary General may circulate a proposal to all the members of the Executive Board. If the Secretary General 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.
- 11.8 In any event, if the President considers that a decision is required urgently, the Secretary General 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 phone number.

The resolutions taken in such meetings are as effective as one passed at a regular meeting duly convened and held.

12. ELECTIONS

- 12.1 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 Committee consisting of THREE Returning Officers each one from different regions in rotation manner.

Returning Officers shall be Life Members of the Society for at least 15 years. The members of the Election Committee shall be nominated by the Executive Board and shall be ratified later by the General Body. One returning officer shall be Past President of MAHAIAP.

One Chief Returning Officer shall be chosen amongst the 3 Returning Officers by the Executive Board. The tenure of the members of the Election Committee shall be for two years at a time, and the maximum period for a member to be a Returning Officer shall be for four years.

If during the tenure of the Election Committee, there arises a vacancy for the post of Returning Officer due to any reason, the Executive Board has the authority to nominate any eligible member from the same zone to that post and he shall continue for the following residual term of the Committee. This residual term shall not be counted as a term to calculate the maximum four-year period as a member of the Election Committee.

The office of the Election Committee shall be situated at the place of the Chief Returning Officer. The Election Committee shall enforce the Code of Conduct prescribed by the Executive Board.

None of the Returning Officers can contest in any General Elections of the Society for the next 2 (two) years after demitting the office.

- 12.1.1 The Election Committee once appointed shall become a quasi-autonomous body. Once the General Elections are declared, the Election Committee shall function autonomously to transparently conduct free and fair elections without any bias, hindrance, interference, favouritism or influence from anyone. After the conclusion of elections, the Election Committee shall submit its result or report or recommendations, only to the Secretary General of the Society.

12.1.2 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 Returning Officer within 48 hours from the time of the declaration of election results by depositing the recommended fee for recounting decided by executive board from time to time. The

recounting shall be done at the sole discretion of the Election Committee.

- 12.1.3 Once the elections are declared by the Election Committee, 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.
- 12.1.4 A Member desiring to contest the Elections for any post in the Society, if is holding any post in the Society or any of its Branches or Subspeciality Chapters of CIAP; shall temporarily recuse himself from the responsibilities of that post which he has occupied in the said office, until the Election process is completed.
- 12.1.5 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 or its Branches, or Subspeciality Chapters of CIAP before filing the nominations. Such a declaration shall be given by him along with his nomination papers.
- 12.1.6 A Life Member shall not simultaneously contest for more than one post in the Society at a time.
- 12.1.7 Hierarchy of posts in the Executive Board shall be [in order of Senior to Junior posts]:
1. The President, The President-Elect, Immediate Past President
 2. The Vice President, the Secretary General, Treasurer, the Joint Secretary admin
 3. Executive Board Member, Joint Secretary Non executive
- 12.2 The election of the Office Bearers and the Executive Board Members of the Society shall be held by secret ballot / E ballot, as per the guidelines issued by the Executive Board / General Body from time to time.
- 12.3 The President-Elect, the Vice President, The Secretary General, the Treasurer and all the Executive Board Members (except the nominated ones) shall be elected by all the Life & Fellow Members of the Society from amongst themselves.
- 12.4 A Fellow/Life Member contesting for the post of President-Elect should have been a Member of the Society for 15 (Fifteen) 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 1 (ONE) term except for the first year of implementation of these byelaws/constitution.
- The Vice President, Secretary General, Treasurer and the Organizing Secretary of Mahapedicon (Only after submitting the Interim/Provisional accounts of Mahapedicon as on 31st March of the same year, duly certified by the Chartered Accountant:- applicable to organising secretary of Mahapedicon) shall not seek elections for the post of President-Elect till the completion of their present scheduled term in the office.
- 12.5 A Life/Fellow Member contesting for the post of Vice President 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 on the Executive Board for at least one complete term in MAHAIAP before contesting for the post of Vice President.
- 12.6 A Life/Fellow Member contesting for the post of The Secretary General 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 on the Executive Board for at least one complete term in MAHAIAP.
- 12.7 A Life/Fellow Member contesting for the post of the Treasurer 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 on the Executive Board for at least 1 (one) complete term in MAHAIAP before contesting for the post of the Treasurer of the Society.

12.8 A Life/Fellow Member contesting for the post of the Joint Secretary admin should have been a member of the Society for 5 (Five) complete years consecutively from Nashik District Branch of CIAP as on or before 1st January to be eligible to contest for the ensuing elections. Joint Secretary (Non-Executive) to be nominated by branch hosting Mahapedicon or organising committee of ensuing MAHAPEDICON.

12.9 A Fellow/Life Member contesting for the post of Executive Board Member should have been a member of the Society from the region where he is contesting, for 7 (Seven) complete years consecutively as on 1st January to be eligible to contest for the ensuing elections. In case a new region is formed, original branches' membership tenure from the region shall be counted.

The term of the elected members to the Executive Board other than the Office Bearers shall be of a period of one year. There shall be a ceiling of two years of continuous membership of the Executive Board of Maha academy of Pediatrics (MAHAIAP). A Member can be an Executive Board Member for a maximum total period of 2 terms.

12.10 A member contesting for the post of the Secretary General shall be resident anywhere in Maharashtra. To be elected by an all-Maharashtra election.

12.11 A member contesting for the post of Treasurer shall be resident anywhere in Maharashtra. To be elected by an all- elect Maharashtra election.

12.12 A Member contesting for the post of Joint Secretary (Administration) shall be a member of Nashik District branch of CIAP and MAHAIAP and elected by life and fellow life members of Nashik District Branch of CIAP and MAHAIAP.

12.13 Any Life /Fellow member contesting for the post of Executive Board member from a particular region of Maharashtra shall be elected by all Maharashtra life /fellow members by voting.

12.14 Office bearers in MAHAIAP shall not hold OB post in CIAP and vice versa.

12.15 Election procedure and modus operandi which is not mentioned in these Bye Laws shall be decided by the Executive Board of that year.

12.15 Election Tribunal.

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 Returning Officer, and any 2 past presidents of the society. For the first year of implementation of these Bye Laws/Constitution all five members will be past presidents.

The Election Tribunal shall submit its report on any grievances about elections within 2 weeks to the office of the Society.

The decision of the Executive Board shall be final.

The complainant shall deposit 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.

12.16 Any dispute shall be subject to the Nashik Jurisdiction only.

13.1 ASSETS AND LIABILITIES OF THE SOCIETY

13.1 The authority to deal with all the assets, movable or immovable, belonging to the Society shall be vested in the Executive Board. However, any sale /purchase of the Society property and mortgage of any immovable property of the Society can only be done as per the Bombay Public Trust Act and with the permission of the General Body meeting of the society.

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

13.3 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.

13.4 Without prejudice to the generality of the foregoing powers, the Executive Board shall have the powers:

13.4.1 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.

13.4.2 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 and societies under society act 1860.

13.4.3 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.

14.THE JOURNALS OF THE SOCIETY

At present, except bulletin there is no journal or publication. In future if any journal starts, The Executive Board shall appoint editor in chief with tenure for 2 years. Editor of bulletin shall be appointed/nominated by executive board of society in its first meeting with tenure of 1 year

15. POWERS OF THE PRESIDENT

15.1 The President shall be overall in charge of all the activities of the Society and shall be consulted by the Secretary General on all issues.

15.2 The President shall have the power to formulate an MAHAIAP Presidential Action Plan' for the year to which he is officiating and form various committees with the approval of the Executive Board.

15.3 The President may correspond with the CIAP, Government, National and International Bodies and Individuals on important issues. Copies of the exact correspondences shall be forwarded to the Office of the Society.

15.4 The President shall preside over all the conferences and meetings of the Society. In his absence, President-Elect shall preside.

In case, both the President and the President-Elect are absent, the Vice President shall preside.

In the absence of the President, President-Elect, and Vice President, the Immediate Past President shall preside.

If the President, the President-Elect, the Vice President, and the Immediate Past President are all absent; then, the Executive Board Members present shall elect one amongst themselves to preside over the meeting

16 POWERS AND FUNCTIONS OF THE SECRETARY GENERAL

16.1 In all matters pertaining to the working of the Society, the Secretary General shall act in

concurrence with the President before implementing and communicating the decision. In case of an emergency and the absence of the President, the President Elect should be consulted. If both are absent, then the vice president shall be consulted.

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

16.3 The Secretary General shall keep the President informed about all the important matters 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.

16.4 Subject to the 'Rules and Regulations' of the Society, the Secretary General shall be responsible for carrying out the directions and decisions of the President and the Executive Board and he/she shall:

16.4.1 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.

16.4.2 have administrative control over all the affairs of the Society.

16.4.3 oversee all the correspondences of the Society.

16.4.4 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 within 45 days of any meeting. Also, minutes shall be conveyed to all executive board members in addition to publishing it in members only area of MAHAIAP website. She/He shall provide any non-confidential information of the affairs of the Society to the Members on their request for the same.

16.4.5 Prepare an Annual Report of the Society.

16.4.6 be overall in charge of all the assets of the Society.

16.4.7 Be responsible for all the finances of the Society in conjunction with the President, the Treasurer and Finance committee.

16.4.8 Pass all the bills for payment on behalf of the Society after consulting the Treasurer. In case of any difference of opinion, the matter shall be referred to the President. The President shall resolve the difference of opinion and inform such matters to the Executive Board. Further, if in case, the same does not resolve, the matter shall then be referred to the Executive Board and the decision of the Executive Board shall be final and conclusive.

16.4.9 He has powers to incur non-budgeted expenses for any of the purposes of the Society up to a limit of Rs.100,000/- in total, in one financial year, in concurrence with the President and the Treasurer. Any non-budgeted expense over and above Rs. One Lakh in total in that administrative year has to be approved by the Executive Board and Finance Committee.

16.4.10 Be an ex-officio member of all committees of the Society.

16.4.11 perform all such other duties as are incidental to the office with the help of the Joint Secretary (Administration).

16.4.12 To 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 General, it shall be conclusive. In case of any difference of opinion between the President and the Secretary General, either of them can refer the matter to the Executive Board to resolve.

17. POWERS AND FUNCTIONS OF VICE PRESIDENT OF THE SOCIETY

[MAHAIAP] Vice-President by MAHAIAP Membership shall preside over the meetings/

conferences of the Society in the absence of the President and President-Elect.

Vice President by MAHAIAP Membership shall officiate as President of the society in case the post of President and President-Elect both are vacant, till the scheduled arrangements are made.

18. POWER AND FUNCTIONS OF THE TREASURER

18.1 The Treasurer 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, the Secretary General and Finance Committee shall also be responsible for all the financial transactions during their tenure.

18.2 The Treasurer shall dispose of the bills for payment as sanctioned by the Secretary General and only on his written instructions.

18.3 The Treasurer shall have the right to point out any error or discrepancy in the order of payment made by the Secretary General and refer the order back to him with his remarks. In the event of disagreement persisting between the Secretary General 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 Finance Committee then the Executive Board for resolution with majority and such decision taken by the Executive Board shall be final.

18.4 The Treasurer shall in consultation with the President and the Secretary General, 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.

18.5 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.

18.6 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 adoption by the Executive Board and General Body. He shall be jointly responsible with the President and the Secretary General for all the financial affairs of the Society in his tenure.

18.7 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 General as defined in rule 18.3.9. In cases of emergency, the expenditures can be allowed only after approval by the President of the Society along with executive board and Finance Committee of society.

19. POWER AND FUNCTIONS OF THE JOINT SECRETARIES

19.1 Joint Secretary (Administration) at office of Maha Academy of Pediatrics (MAHAIAP) at Rambaug, Gangapur Road, Nashik

19.2.1 The Joint Secretary (Administration) shall carry out all such incidental administrative work at the office of the Society in Nashik as required for the smooth functioning of the office, as advised and approved by the Secretary General except any work related to finances where the Treasurer must advise and direct him. He shall visit the office of the Society regularly for the same.

19.2.2 In case of vacancy of the post of the Secretary General other than by efflux of time, the Joint Secretary (Administration) shall take over as the acting Secretary General for the remaining period.

20. GENERAL BODY MEETINGS

An Annual General Body Meeting of the Society shall be held during Mahapedicon, preferably on day 1 of conference. If due to any unavoidable reason Mahapedicon conference not being held in that year, online GBM shall be held before 31st December of that year. Agenda and information shall reach to all life and fellow members of society in Maharashtra either by physical hard copy or by an email and SMS.

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

1. Confirmation of the minutes of the last Annual General Body Meeting.
2. Consideration and adoption of the Annual Report of the Society.
3. Consideration and adoption of the Audited Statement of Accounts.
4. Approval and appointments of the Finance Committee, the Election Committee, and any other important Committees as deemed necessary by the Executive Board.
5. Appointment of Auditors and fixing their remuneration.
6. Appointment of Legal Advisors.
7. Any other business, notice of which has been circulated with the agenda.
8. Any other business of which 30 days' notice has been given to the Secretary General in writing.
9. Any other business with the permission of the Chair.

20.1.1 No business shall be transacted at any Annual General Body Meeting unless a quorum is present at the commencement of the meeting.

20.1.2 A strength of 1/10th of total Life and/or Fellow members of the Society shall form a quorum for the Annual General Body Meeting. 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. The quorum shall not be needed for an adjourned meeting. All the issues emailed by members shall be discussed in GBM or EBM and in GBM with permission of chair issues not included in agenda may be discussed and resolved by majority vote.

21. SPECIAL GENERAL BODY MEETING

21.1 The President may when he thinks necessary, or on resolution of the Executive Board shall call a Special General Body Meeting.

Three weeks' notice shall be given to the members of such meetings and notice should specifically mention the objectives for which the meeting has been proposed.

The power to decide the date and venue shall be collectively with the President, Immediate Past President, President Elect, Vice President and the Secretary General.

21.2 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. No quorum is needed for the adjourned meeting. Only matters mentioned in the agenda can be discussed and passed in the adjourned meeting.

21.3 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 of the meeting shall have a casting vote in addition to his own.

21.4 Subject to any law for the time being in force and subject to the powers vested in the Executive Board, the Executive Board shall give effect to the resolutions passed at the Annual General Body Meeting, Special General Body Meeting and Requisitioned Special General Body Meeting.

21.5 A statutory notice shall be sent at least 21 days before any Annual General Body Meeting / Special General Body Meeting/ Requisition Special General Body Meeting to all the members. This notice shall be sent by email and/or SMS to the latest email ID and/or mobile number recorded in the Registry of Members.

A notice sent by email and SMS shall be deemed to have been served.

21.6 Requisition GENERAL BODY MEETING

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 General, the President shall call a **Requisition Special General Body Meeting** of the Members of the Society.

Three weeks' (Completed 21 days excluding both dates) notice shall be given to the members of such meetings. Notice of this meeting shall be served by email and SMS to all members in the registry at that time. Notice should specifically mention the objectives for which the meeting has been requisitioned.

In the case of requisition, the meeting shall be held within 45 days of receipt of the requisition. Only the objectives raised in the requisition shall be discussed at such meetings. At all Requisitioned Special General Body Meetings, 200 Life and/or Fellow members shall form a quorum. 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.

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 of the meeting shall have a casting vote in addition to his own.

Subject to any law for the time being in force and subject to the powers vested in the Executive Board, the Executive Board shall give effect to the resolutions passed at the Annual General Body Meeting, Special General Body Meeting and Requisitioned Special General Body Meeting.

22. Branches

Rules, regulations and compliances of CIAP shall be binding to all city and district branches of CIAP in Maharashtra and it is obligatory for these branches to communicate all the correspondence done with CIAP to Maha Academy of Pediatrics (MAHAIAP), a society proposing this Constitutional reform draft.

23. ANNUAL CONFERENCE OF THE SOCIETY

23.1 There shall be an Annual State Conference of the Society (MAHAPedicon) organized by invitation to conduct scientific programs and Annual General Body Meeting of the Society.

Bid for the same shall be invited by the office of the Society at least two years in advance.

Conduct of the Annual State Conference shall be in accordance with the Standard Operating Procedures issued by the Executive Board from time to time.

23.2 There shall be a Mid Term CME of the Society every year in a region other than holding Mahapedicon. This Mid Term CME shall be preferably clubbed with the Conference of the district Branch or the Regional Conference. MAHAIAP may provide a corpus of 25000 for smaller branches to promote Mid Term CME.

23.3 An invitation for the State Annual Conference of the Society- MahaPedicon, can be extended by a recognized Branch of the Society. However, before extending the invitation by the recognized Branch of the Society, a prior formal General Body Meeting of the members of that Branch should

be called to submit a bid for hosting MAHAPEDICON. Within 6 months of successful bid of MAHAPEDICON in GBM, hosting branch/branches collectively shall elect the Organizing Committee Chairperson, Organizing Secretary and Treasurer for the event so that they get the full support and active participation of all the members of the Branch and this organising committee shall be duly informed to MAHAIAP office by email. Speakers for Dr DB Shirole and Dr P M Udani oration shall be decided in consultation with MAHAIAP Executive Board and shall be finalised preferably in first EBM at hosting branch of ensuing MAHAPEDICON and latest in second EBM during MIDTERM CME. The bidding Branch must have its own PAN Card Number, Registration under 12A of Income Tax and also the branch shall be registered with the Registrar of Society/Public Trust Authority/any other Statutory Body or Authority as per rules and regulations of the Maharashtra State Government. The scientific program shall be discussed with the Executive body of society in both 1st and 2nd EBMs in the year of ensuing Mahapedicon and preferably 30% speakers shall be young academicians below 45 years of age. Scientific committee and its chairman of ensuing Mahapedicon shall brief the Executive Board through zoom or other online platforms meetings twice between 1st and 2nd Executive body meetings about ensuing MAHAPEDICON. Organizing committee and Scientific committee shall include changes suggested by executive board up to 20% speakers without changing speakers chosen and invited by organising and scientific committee of hosting branch/branches.

The bidding Branch must submit audited accounts of the Branch for the last 2 financial years (the year ended last 31st March and the preceding one year). Bid shall be submitted to MAHAIAP office at least 7 days prior to GBM of ensuing Mahapedicon. Along with the bid, a Demand Draft for the bidding fee of 50000 (Fifty Thousand rupees) rupees or as prescribed by the Executive Board of the Society from time to time in favour of “Maha Academy of Pediatrics”, payable at Nashik, or NEFT/ RTGS transfer to the account of “Maha Academy of Pediatrics”, has to be submitted.

The bidding Branch shall preferably submit a tentative budget for the event along with the bid. The bidding Branch must not have any arrears to the Society.

23.4 The defined Standard Operating Procedures (as defined by the Executive Board from time to time) to be followed for the conference.

A memorandum of understanding (MoU) shall be signed by the Organizing Secretary, Organizing Chairperson and Treasurer of the Organizing Committee of the MAHAPEDICON, President, and Secretary of the organizing City or State Branch as the case may be, and Secretary General and Treasurer of the Society regarding Scientific Program, contribution to Corpus Fund, sharing of the profits, internal and external audit of the event by the office of the Society/ Organizing Committee and transfer of the funds within a stipulated time with sharing of any financial liabilities to be shared by the Society and hosting Branch proportionately.

Scientific program of Mahapedicon shall be finalised by scientific committee of Mahapedicon in consultation with MAHAIAP in midterm CME EB or Online EB Meeting. Guidelines for scientific program, inauguration and for successful Mahapedicon may be further elaborated in SOPs (Standard operating procedures and guidelines), which may be amended by Executive Board on PRN basis.

Contribution to MAHAIAP by branch hosting Mahapedicon shall be INR 800 per paid delegate or 20% of profit from Mahapedicon whichever is higher within 3 months of completed financial year of that Mahapedicon.

23.5 The Organizing Secretary shall submit a separately Audited Statement of Accounts of the Conference to the Executive Board of the Society through the Secretary and the President of the bidding Branch within the next financial year after the Conference is over. (Eg. MahaPedicon 2017 shall get its accounts audited in the year ending 31st March 2019 and finally submit it to the Executive Board. These final accounts shall be published in the Annual Report of the Society in 2020). After a final audit, all the accounts related to the MahaPedicon shall be closed and whatever funds are left, shall be transferred to the host Branch.

23.6 Any **National conference of CIAP, National Subspecialty conference, or International Conference** organized in Maharashtra by any Branch must get formal approval from the Executive Board of MAHAIAP. Dates of such conferences and other subspecialty chapter conferences hosted in Maharashtra must be finalized in consultation with MAHAIAP to avoid conflicts with Mahapedicon. Profit sharing with MAHAIAP from these conferences shall follow CIAP norms.

24. LITIGATIONS OF THE SOCIETY

The Society Maha Academy of Pediatrics (MAHAIAP) may sue or be sued in the name of the Secretary General of the Society (IAP).

25. DISSOLUTION OF THE SOCIETY

The Society can be dissolved if three-fifths of its Members are present at a General Body Meeting called for this purpose, and the resolution passes with a two-thirds majority. All liabilities must be cleared first. Remaining assets should be transferred to another charitable trust/society with similar objectives or to the State or Central Government, with prior approval from statutory bodies. No funds or assets can be used for personal purposes by Executive Board Members or their associates. Any disputes will be referred to the Principal Court of Nashik Jurisdiction.

26. ALTERATION OF THE CONSTITUTION

The Executive Board may consider altering the constitution of the Society. Any changes must be notified 21 days in advance and approved at a Special General Body Meeting solely for this purpose, by a majority vote. Ratification occurs one month later at another Special General Body Meeting with no alterations to the amendments. The President will decide the venue for this meeting. Changes can only be proposed three years after implementing the reformed Bye Laws/Constitutional reforms.

27. GRIEVANCE REDRESSAL CELL

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

shall be the chairperson.

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

28. Signatories of Maha Academy of Pediatrics (MAHAIAP) For Banks and Other Financial Institutions

There shall be at least three signatories to the Bank accounts of the Society. Signatures of any two of the three are mandatory. One of them shall be the Treasurer of the Society. The resolution to this effect submitted to the Banks or any Financial Institutions by any Organ of the Society shall be shared with the Executive Board of the Society from time to time.

Constitution Reform Committee of MAHAIAP 2024 Dr

Ramakant D Patil, Chairman CRC 2024 of MAHAIAP

Dr Jayant Kumar V Upadhye, Convener CRC 2024 of MAHAIAP

Dr Bakul Jayant Parekh, Member CRC

Dr Rajendra Vaidya, Member CRC

Dr Pramod M Kulkarni, Member CRC

Dr Sanjeev Joshi Member CRC

Dr Bela Verma, Member CRC

Dr Narendra Nanivadekar, Member CRC

Dr Renu Boralkar, Member CRC

Dr Jitendra Gavhane, Member CRC

Dr Vinayak Patki, Member CRC

Dr Kundanlal K Chopade, Member CRC

Dr Ramgopal Chejara, Member CRC

Dr Amol Pawar, Member CRC

Dr Mohan Warke, Member CRC

Passed in SGBM held at Nagpur on 30th March 2025 presided by Hon'ble President of MAHAIAP 2025 Dr Sanjay Pakhmode and read out by HSG Dr Amol Pawar.