



MAHA

ACADEMY OF PEDIATRICS

Memorandum of Association

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. (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 registered office of the Society shall be in Nashik

. 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 Supdt 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 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 organize, 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/ Sub-Specialty Chapters of the Society 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 by its Subspecialty Chapters and affiliated/authorized institutions.
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 Subspecialty Chapters 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.

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 respective offices.

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

and

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 Society.

4. MEMBERSHIP

4.1 The membership of the Society will be awarded automatically if someone becomes member of Indian Academy of Pediatrics (CIAP) and it shall be of three categories y as inducted by CIAP as follows:

- a. Fellow
- b. Life
- c. Associate Life

New members added by CIAP 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 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.
- 4.4 Transfer of membership from Maharashtra to other state in India or country outside India shall be informed to this office and CIAP.
- 4.5 Member who has migrated out of india or Maharashtra state or had change in address shall inform to state office by email and letter. **If** member intends to have communication from this office shall inform his address to MAHAIAP office. Member who has transferred his membership to other 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 or its Subspecialty Chapters 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 and Subspecialty Chapters.
- 6.8 Eligible voter's list shall be as per the Registry of Members as on 31st July 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 1st August of that 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 and Subspecialty Chapters.
- 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 and Sub Specialty Chapters.
- .11 A Life/Fellow Member shall be eligible to be nominated to the Committees of the Society.

7. SUSPENSIONS OF MEMBERSHIP

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

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

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

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

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

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

7.2 . If any Member is convicted by the Court of Law for a criminal offense, the Executive Board shall recommend to CIAP for suspension of such a member

7.3 If a member gets terminated from CIAP registry, his/her name will be automatically deleted from MAHA IAP registry

8.TERMINATION OF MEMBERSHIP

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

8.1 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.

8.2 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. 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 accused Member. 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.

8.3 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

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

9.2.2 President-Elect - One-By All Maharashtra Election.

9.2.3 Vice-President - One Elected 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 Election.

9.2.7 Joint Secretary (Administration) - One – From Nashik District Branch of IAP

9.2.8 Joint Secretary (Non-Executive) - One– From Organising committee of forth coming/ensuing Mahapedicon

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 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.

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 chosen from five different regions of Maharashtra, viz Mumbai and Konkan, North Maharashtra, Western Maharashtra, Vidarbha and Marathwada. One executive board member from the region having life and fellow life members of 1 to 1000. For 1001 to 2000 members , members can contest for two EB Member posts from that region. And maximum three be member post for region having life and fellow member strength from 2001 and above.

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 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 Sambhajnagar, Beed, Dharashiv, Hingoli, Jalna, Latur, Nanded, Parbhani

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

- 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 Irrespective of the number of vacancies from any region in the Executive Board, provided that 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 the same Zone.
- (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 has to be elected by General Elections.
- (v) The Treasurer is to be selected 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 has to be elected by General Elections.
- (vi) The Joint Secretary-admin to be selected from the life members of Nashik District branch of IAP
- (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.

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 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.
- 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 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 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 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 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.

- 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 Secretary General.

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 15 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 (in order of Seniority by IAP membership) 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 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.

11.6 Every question/problem/dispute submitted or aroused at a meeting of the Executive Board shall ordinarily be decided according to the majority of 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 zones 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 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 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. 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; 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 Secretaries
3. Executive Board Member

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.¹⁸

- 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 or as a President of district or city branch of CIAP in Maharashtra before contesting for the post of President-Elect. 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) 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 or as a President of district or city branch of CIAP in Maharashtra 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 or as a President of district or city branch of CIAP in Maharashtra before contesting for the post of the Secretary General.
- 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 b or as a President of district or city branch of CIAP in Maharashtra 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 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 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 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 (admin) shall be a resident of Delhi, Gurgaon, Bahadurgarh, Sonipat, Ghaziabad, Faridabad and Noida for continuous 5 years as on 1st January. To be elected by an all-India election.

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

12.14 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.

12.15 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.

The Election Tribunal shall submit its report 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

135.1 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.

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. In future if any journal started 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 all 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 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 functional²⁶
- 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 in particular 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 be in charge of 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 financials 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 have 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. Five 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).²⁷

16.4.12 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.

16.5 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.

17 POWER AND FUNCTIONS OF THE TREASURER

17.1 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.

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

- 17.3 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.
- 17.4 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.
- 17.5 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.
- 17.6 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.
- 17.7 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.

18. POWER AND FUNCTIONS OF THE JOINT SECRETARIES

- 18.1 Joint Secretary (Administration) at office of Maha Academy of pediatrics (MAHAIAP) at Rambaug, Gangapur Road, Nashik
- 18.2.1 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 has to advise and direct him. He shall visit the office of the Society regularly for the same.
- 18.2.2 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.

19. GENERAL BODY MEETINGS

An Annual General Body Meeting of the Society shall be held Mahapedicon , preferably on day1 of conference after inauguration . If due to any 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 physically hard copy or by an email.

19.1 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, ACVIP (Advisory Committee on Vaccines and Immunization Practices), 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.

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

19.1.2 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. Only matters mentioned in the agenda can be discussed and passed in the adjourned meeting.

20. SPECIAL GENERAL BODY MEETING

20.1 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.

20.2 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.

20.3 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.

20.4 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.

20.5 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/or SMS shall be deemed to have been served.

20.6 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 and 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.

21. 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.

22. ANNUAL CONFERENCE OF THE SOCIETY

22.1 There shall be an Annual State Conference of the Society (MAHAPedicon) organized by invitation to conduct scientific programs and to convene Executive Board Meeting 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.

22.2 There shall be a Mid Term CME of the Society every year 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.

22.3 An invitation for the State Annual Conference of the Society- Pedicon, 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 elect the Organizing 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.

The bidding Branch must have its own PAN Card Number, Registration under 12AA of Income Tax and also the branch shall be registered with the Registrar Society/Public Trust Authority/any other Statutory Body or Authority as per rules and regulations of the local State Government.

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). Along with the bid, a Demand Draft for the bidding fee as prescribed by the Executive Board of the Society 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.

22.4 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 MAAHAPEDICON, President, and Secretary of the organizing City or State Branch as the case may be, and Secretary General and Treasurer of the Society regarding 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.

Contribution to MAHAIAP by branch hosting Mahapedicon shall be INR 1000 per paid delegate or 20% of profit from Mahapedicon within 3 months of completed financial year of that Mahapedicon.

22.5 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.

22.6 If Any **International Conference organised in Maharashtra by any Branch, Branch** shall be organized only after the **the** formal NOC of the Executive Board of the Society (MAHAIAP) . Dates of such conferences and any other sub speciality chapter conferences shall be finalised in consultation with MAHAIAP office to avoid clashing of n annual conference of society ie Mahapedicon.

23. 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).

24. DISSOLUTION OF THE SOCIETY

The Society may be dissolved if the Annual General Body/ Special General Body Meeting expressly called for this agenda, wherein not less than three-fifths of the Members of the Society shall be present and the resolution passed with a two-thirds majority. 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. 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.

In case of any dispute, the adjustment of its affairs shall be referred to the Principal Court of Nashik Jurisdiction.

25. ALTERATION OF THE CONSTITUTION

The procedure of alteration of the constitution of the Society shall be considered if so desired by the Executive Board.

The Constitution of the Society shall not be altered, amended, or added to except by a resolution duly notified with 21 day's prior notice and passed at a Special General Body Meeting of the Society (at which no other business shall be discussed) by a majority of the members present and ratified one month later by another Special General Body Meeting in Nashik with no alteration in amendments resolved in Special General Body Meeting convened for constitution reforms or amendments.

26. 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 look into any complaint or grievances of any member of the Society. Two Past Presidents who are Immediate predecessors to the

Immediate Past President and one member from each of the 5 regions (these members shall not be the members of the Executive Board of the Society) shall form this Cell. The immediate Predecessor of the Immediate Past President shall be the chairperson.

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

27. 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.
