

**The English translation
of the constitution of Maha Academy of Pediatrics,
the original of which is in Marathi.**

Note: This translation is just for ease to understand and not for legality as the legality version is the Marathi one submitted to the Society Registration Office

Appendix B

1. Name of the Organisation: Maha Academy of Pediatrics Branch
B – Wing, Rambaug Society, Third Floor,
Gangapur Road, Nashik – 422 005.

Office address of the Organisation: Maha Academy of Pediatrics Branch
B – Wing, Rambaug Society, Third Floor,
Gangapur Road, Nashik – 422 005.

From: Dr. Kedar Malvatkar
2. Jurisdiction of the Organization: The jurisdiction of the Organization will be all over Maharashtra.
3. Objectives of the Organization:
 - 1) To provide proper counselling and guidance to adolescents and their parents for the enhancement of their physical, mental and social health.
 - 2) Promoting Paediatrics in all its forms.
 - 3) Bringing members together for medical technology and formulating rules for professional conduct of the members.
 - 4) Promotion and dissemination of Paediatrics.
 - 5) Establishment of library, laboratory and research institute for the purpose of paediatrics.
 - 6) To help student, organizations for the study and research of paediatrics by granting prizes and scholarships.
 - 7) By self-involvement and with the help of others awarding certificates of merit and certificates of appreciation for paediatric studies and planning of all related examinations and other programs.

- 8) To publish the information available on paediatrics and to edit and publish the official periodicals and reports of the organization.
- 9) To organize lectures, sessions, study classes and exhibitions for the purpose of the organization.
- 10) Opinions on problems in paediatrics in Maharashtra, Opinions and participation in drafting legislation on the use and dissemination of paediatrics.

Maha Academy of Paediatrics, B Wing, Rambaug Society, 3rd Floor, Gangapur Road, Nashik – 422 005. According to the rules and regulations of this organization, the full address, name, age, designation, nationality and occupation of the members of the first executive board to which the management and administration of the organization has been entrusted is as follows:

Sr. No.	Name of the Member	Designation	Age	Occupation	Nationality	Place
01.	Dr. Venkatesh S Yajurvedi	President	45	Medical Officer	Indian	Solapur
02.	Dr. Atul Kulkarni	Vice President	40	Medical Officer	Indian	Solapur
03.	Dr. Kedar Malvatkar	Secretary	40	Medical Officer	Indian	Nashik
04.	Dr. Shyam Khandelwal	Joint Secretary	42	Medical Officer	Indian	Aurangabad
05.	Dr. Shamkant Chaudhary	Treasurer	39	Medical Officer	Indian	Nashik
06.	Dr. Rajendra Kulkarni	Managing Committee Member	41	Medical Officer	Indian	Nashik
07.	Dr. Chandrakant Survase	Managing Committee Member	45	Medical Officer	Indian	Nashik

We, the undersigned founder members Maha Academy of Paediatrics, B Wing Rambaug Society, 3rd Floor, Gangapur Road, Nashik, declare that we wish to establish an institution as per the Society Registration Act, 1860 and for the above purpose we have come together to form the Maha Academy of Paediatrics, B Wing Rambaug Society, 3rd Floor, Gangapur Road, Nashik. Established today on 6/10/2007 and we have signed this statement for registration under the Society Registration Act 1860.

Sr. No.	Name of the Member	Designation	Signature
01.	Dr. Venkatesh S Yajurvedi	President	sd/-
02.	Dr. Atul Kulkarni	Vice President	sd/-
03.	Dr. Kedar Malvatkar	Secretary	sd/-
04.	Dr. Shyam Khandelwal	Joint Secretary	sd/-
05.	Dr. Shamkant Chaudhary	Treasurer	sd/-
06.	Dr. Rajendra Kulkarni	Managing Committee Member	sd/-
07.	Dr. Chandrakant Survase	Managing Committee Member	sd/-

Place: Nashik

Date: 20/12/2007

I know the said members personally who have signed above and they have signed the statement in front of me.

sd/-

Society Registration Office

Appendix C

Rules and Regulations

- 1) Maha Academy of Paediatrics has been established to achieve the objective as per the statement of the central Indian Academy of Paediatrics.
- 2) The work of Maharashtra State Paediatric Association will be done through the registered office. The secretariat of the organization will be permanently in Nashik.
- 3) The financial year of the association will be from 1st April to 31st March of the following year.
- 4) It will apply to itself.
- 5) All the work of this organization will be carried out by four office bearers and five members of the management committee.
- 6) Members:
 - a) Membership in this organization will be for members of the central Indian Academy of Paediatrics only.
 - b) The membership of this organization is divided into four types.
 - 1) General 2) Lifetime 3) Associate Member 4) Associate Life Member.
 - c) Only those General / Lifetime / Associate Member / Associate Life Member who are members of the central Indian Academy of Paediatrics will be eligible for membership in the state level.
 - d) If any member of the organisation moves out of India, outside Maharashtra, all correspondence with him / her will be conducted at his / her last address available in this office, including journals /magazines/ periodic ballot papers. If such member wishes to send the correspondence to a new address, the member shall be liable to bear the burden accordingly.
- 7) The membership fee of the organization will be as under:
 - a) The admission fee will be charged from time to time as decided in the general meeting.
 - b) Annual membership fee will be charged from time to time as decided in the general body meeting.

- c) The annual membership fee will not be applicable after the completion of 70 years of age. It will be mandatory for the member to submit a written statement to the office stating the same.
- 8) a) In order to become a member of this organization, the person who has been recommended by the above rules must be a general or life member with proposer and seconder stated thereby.
- b) The rules of procedure in this regard will be decided at the general meeting.
- 9) The Secretariat will keep a record of the names and addresses of all the members and if any of the members have been cancelled for any reason, it will be kept in the office.
- 10) If a member wants to cancel the membership, he / she has to submit a written statement. This cancellation shall be deemed to be from the date of receipt of the written statement in the office. In order to cancel the membership of the office bearer/ management committee members, it will be mandatory to give one month notice in advance and they will be required to continue their work till the next office bearer/ management committee member is appointed and pay the annual membership fee for that year.
- 11) The annual membership will start from January 1 of each year. If a new member becomes a member during that year, he / she will be considered as a full year member but all correspondence will be done only after the date of commencement of membership.
- 12) The member of the organization will be eligible for the following:
- a) Attendance at meetings and conferences of the organization (by paying the prescribed fee as required)
 - b) Permission to use the organization's library
 - c) Rights and eligibility will remain the same for life members and general members.
 - d) Associate members and Associate Life members will not be eligible for election of office bearers and members of the Management Committee. Also, they will not have the right to vote in any meeting or election of the organization.

- 13) a) If the annual membership fee is not paid by June 30 of that year, such member will not be able to attend the meeting of the organization. Also, will not be able to vote and will not be able to be an office bearer / member of management committee. The organization will no longer be bound to correspond with such members.
- b) Fifteen days written notice will be given by the organization before the names of such members are cancelled from the register book of the organization.

14) If a member behaves in a manner contrary to the rules, the decision taken by the central Indian Academy of Paediatrics regarding such member will be binding.

15) Office bearers:

The office bearers of Maharashtra State Paediatric Organisation will be as follows:

President: One

Secretary: One

Treasurer: One

Members: Five

16) A) The term of office of the President shall be one year and the term of the Secretary and Treasurer shall be two years. If any of these office bearers resigns, it will be mandatory for the previous office bearer to look after the affairs till the next office bearers are appointed.

B) After the expiration of one year term of the President, he will not be eligible for the post of Management Committee / office bearer.

C) The President will be appointed by the District Branch of the State Level Annual Conference held last year. The aspiring candidate for the post of President must be a member of the organization for three consecutive years. Must also be a member of the State Branch Management Committee or office bearer or both for a full year.

D) Secretary will be appointed by Nashik District IAP Branch. The aspiring candidate must be a member of the district association for two consecutive years.

E) Treasurer will be appointed by Nashik District IAP Branch. The aspiring candidate must be a member of the district body for two consecutive years.

F) A person can hold only one post for one year.

G) All appointments will be from January 1 to December 31 of that year.

- 17) (A) All the functions of the State Association will be handled by the office bearers and members of the Management Committee. Management Committee members will be appointed / elected from the general / life members.
- (B) All office bearers will be members of the Management Committee.
- (C) The members of the Management Committee will be appointed / selected as under:
- (1) Five members from the following five divisions of Maharashtra will be selected / appointed in the Management Committee (one each).
- Mumbai and Konkan,
Western Maharashtra,
North Maharashtra,
Marathwada,
Vidarbha.
- (2) The Secretary of State will invite written applications from interested candidates from all the district branches for the management committee membership.
- (3) If more than one application is received from a division, the State President will select / appoint a representative of that division in consultation with the Secretariat.
- (D) The vacancies of the sudden emergence of Management Committee members will be filled as under:
- (1) In case of any vacancy for the vacant post and (in addition to the office bearers) the vacancy for that year shall be filled by the Management Committee.
- (2) The appointment / selection of the President from among the office bearers in case of sudden vacancy shall be made by the District Branch having held the State Level Conference of the previous year.
- (3) The Nashik District Branch will make appointment / selection for the sudden vacant post of Secretary and Treasurer.
- (4) The member thus appointed will remain appointed for the term of the original member only.
- e) (E) The Maharashtra office bearers and members of the Management Committee of the central Indian Academy of Paediatrics will be the (ex-officio) members of the Management Committee of the State Association. As such, the previous year's President and Secretary will also be members of the management committee.

Powers and duties of the Management Committee

- 18) According to these rules, the management committee will have the right to exercise all the rights.
- 19) The Management Committee shall have the power to appoint and delegate certain committees and their convenors.
- 20) The Management committee will have the power to make some other new rules as per the rules (about the functioning of the organization).
- 21) A) The meeting of the Management Committee shall be held at least once a year under the guidance of the President.
B) The meeting of the Management Committee will be coordinated by the Secretary of State on the advice of the President.
C) This type of meeting will usually be given thirty days' notice and at least 21 days' notice will be given in case of emergency.
- 22) In order to hold a special meeting of the Management Committee, a written request of at least three members of the Management Committee must be made to the Secretary. The Chairman and the Secretary shall have the right to decide the date and place of such special meeting to be called by the Secretary within three weeks from the date of receipt of the written request.
- 23) At least three members are required to be present for the meeting of the Management Committee to be legal. If there are no three members, the meeting will be adjourned and reconvened on the same day. It will not be mandatory for such a meeting to have three members. If there is no quorum in the specially requested meeting, the meeting will be dissolved.
- 24) A) The President of the State shall preside over the meeting of the Management Committee. If for some reason the President of the State does not attend the meeting, the Management Committee will select one of its members to be the President of the meeting.
B) Each question / argument will be decided by a majority of the members present at the meeting of the Management Committee. In case of equality of votes, the incumbent will have the right to cast a decisive vote. The decision thus taken will be final and binding on all members of the Committee and all members of the State.
- 25) In case of extreme emergency, the secretary of the organization may send a written proposal of a notice to all the members of the management and ask for their opinion. If the member signs such proposal and sends it back to the Secretary and thus has a majority, such decision will be considered final.

- 26) Even if there is a vacancy, the management committee will continue to function as usual. But if the number of members is less than three, then such a management committee should first appoint some of the members of the organization as members of the management committee.

Property and money

- 27) The management committee will be responsible for all immovable and movable property.
- 28) All deposits will be deposited in a nationalized or nationally recognized bank under the guidance of the Management Committee.
- 29) In addition to the day-to-day operations of the organization, the management committee reserves the right to invest the proceeds in accordance with the rules of the public trust.
- 30) In addition to the powers mentioned above, the following powers remain with the Management Committee.
- A) The organization will have the right to rent, purchase and accept immovable property as a gift for the purpose of fulfilling its objectives.
 - B) Institution will be allowed to borrow and raise money in accordance with the rules of the Public trust and in the manner deemed appropriate by the institution.
 - C) You will be permitted to be affiliated with another trustee or to act as a trustee for another trustee for the purposes of the organization.

Functions and powers of the Secretary

- 31) The Secretary should make decisions in consultation with the President regarding the important work of the organization and the arrangements of conventions and seminars etc. (except in case of emergency).
- 32) Bringing all the important issues to the notice of the President and getting his opinion.
- 33) The management committee will be responsible for implementing the decisions taken in the meetings.
- A) It will be responsible for implementing the decisions taken in the meeting of the organization and the committee as required.
 - B) To control all the affairs of the organization.
 - C) To do all the correspondence of the organization.
 - D) Keeping minutes of meetings and assembly.

- E) Preparation of annual report.
- F) Taking charge of the organization's equipment, library, books, documents.
- G) Collect the money due for the organization and deposit it in the bank.
- H) To allow the organization to give.
- I) It is permissible to spend up to ten thousand rupees at a time for the work of the organization. Such expenses have to be approved in the meeting of the management committee.
- J) As Secretary, the Secretary will be required to be a member of all committees.
- K) The office will be responsible for all other related responsibilities and work related to the office of the organization.

Functions and powers of the treasurer

- 34) A) Will be responsible for keeping track of the day-to-day accounts of the organization.
- B) To pay the bills with the written consent of the Secretary.
- C) Reporting any errors / deficiencies in the bill to the Secretary and referring the matter back to him with a letter. If there is no consensus between the Treasurer and the Secretary on the issue, the matter should be referred to the President for final decision.
- D) Preparation of annual inward and outward financial budget of the organization in consultation with the Secretary and submission to the Management Committee for approval.
- E) Taking the accounts of the organization prepared by the auditor.
- F) To prepare annual accounts with the help of auditors appointed by the general meeting and to present them before the management committee. To take responsibility of all financial matters of the organization along with the secretary.
- G) To fulfil the responsibility of the post of secretary if the post of secretary becomes vacant for any reason.
- H) To spend as per the annual / budget approved by the management committee. Expenditure and keeping record of such expenditure in exceptional circumstances in consultation with the Secretary and Chairman.

Powers and responsibilities of the President

- 35) The President may, in the following circumstances, call meeting through the Secretary General of the General Assembly.
- A) If the President deems it necessary.
 - B) If demanded by the Management Committee.

C) More than ten per cent or at least 25 general and / or lifetime members demand (according to subject).

Three weeks' notice of such special general body meeting. The subject of the meeting should be clarified in the notice. Such a meeting should be held within 45 days if required. Only discuss topics covered in the notice. The President/Chairman and the Secretary shall have the power to decide the place and date of the meeting.

36) The President may correspond at the Government / National / International level on important matters which should be reported to the branches and the national body.

About the Annual General Meeting

37) The annual general meeting of the organization should be held within 31st December of each year.

38) The following topics should be raised at the Annual General Meeting:

- (1) Submission of selector report of previous general meeting.
- (2) Submission and acceptance of annual report of the organization.
- (3) Submission and acceptance of annual financial report of the organization.
- (4) Appointing accountant and fixing the salary.
- (5) Appointment of Honorary Legal Advisers.
- (6) Handle other topics indicated in the instructions.
- (7) Handling of matters which have been given 30 days written notice to the Secretary.
- (8) Dealing with other matters with the consent of the Chairperson of the meeting.

39) (A) Not to start annual general meeting unless minimum quorum is at the beginning of the meeting.

(B) The quorum required for the Annual General Meeting shall be taken to be two-thirds of the total members or more, whatever is higher. The meeting will be temporarily adjourned if the required quorum is not present within half an hour from the scheduled time. The meeting will be rescheduled after some time on the same day and there will be no quorum for such meeting.

40) For general meetings, two-thirds of the total members should be considered as quorum. If special quorum is not present within half an hour from the scheduled time of commencement of the meeting, such special meeting should be cancelled.

41) Asking questions in the meeting of members and taking votes as required for it. In case of a unanimous vote, the opinion of the Speaker of the House should be considered decisive in addition to his own opinion.

- 42) The management committee to take action to bring the agreed issues in the general annual meeting, general meeting and special meeting.
- 43) Sending necessary instructions to all the members through UPS (Under Certificate of Posting) to the last available address.
- 44) All instructions, leaflets and other documents should be signed by the Secretary.
- 45) The seal of the organization should be kept safe with the management committee. This seal should be used only in the presence of the members and President of the Management Committee.
- 46) Documents to be stamped, the process will be in the presence of the President, the secretary should do so and if he does so, the same should be signed by President and Secretary.
- 47) All state documents and publications should have state symbol and registration number and central Indian Academy of Paediatrics logo.
- 48) The work of the organization:
- A) The organization should strive to ensure that all its members get representation at all levels of society.
 - B) Organizing medical meetings, conventions, workshops, exhibitions, quizzes, social work and other programs related to paediatrics.
 - C) To strive for publication of medical, educational useful books, periodicals.
 - D) Keeping abreast of government, semi-government and private dispensaries in your area.
 - E) Inform the appropriate departments about the relevant topics like Inadequate manpower, insufficient medical services, shortage of essential medicines, substandard medicines.
 - F) To prepare a report of all the annual developments in accordance with the rules of the central Indian Academy of Paediatrics. The President and Secretary of the Association should attend the Annual Meeting of central Indian Academy of Paediatrics.
- 49) Finance - Financial transactions (Bank Account):
- A) Withdrawals or disbursements will be made with the concurrent signature of the two office bearers, the secretary and the treasurer of the organization.

B) Raising funds for various activities of the organization in a proper manner following subscriptions, advertisements, registration fees or other business ethics.

C) Submission of annual accounts of the organization to the central Indian Academy of Paediatrics.

D)(Some of the text in 49 (d) on this page is not available for publication but the following text which is seen is ...)
Maharashtra should be scheduled as per section 15 of 1971. The list of members will be kept as shown in sample specimen. As per Section 4 of the Societies Registration Act, 1860, as per Rule 7 of the Societies Registration Act, 1971, in the form of Schedule 2, the list of Executive Board will be sent to the office of Assistant Registrar of Societies every year.

50) Language: The official language of the organization will be English and Marathi.

51) All legal matters will be settled through the post of Secretary in Nashik City Court.

52) In addition to all the above regulations state organization requirements, it can make the right rules and foundations which will be consistent with the rules and standards of the central Indian Academy of Paediatrics. The decisions of the rules / regulations and / or of the central Indian Academy of Paediatrics Management Committee will be finalized by the central Indian Academy of Paediatrics Organization regarding some controversial issues and non-rules and regulations and the State Organizations and it will be binding on its members.

53) Changes in the Rules: No change in the Rules may be made without the consent of the three-fifths majority in the special general meeting notified by the Act to amend or enact new rules and the same change shall not be accepted after one month at the second special general meeting / annual general meeting.

54) Dissolution: In case of closure of the organization, approval of the general meeting is required by a majority of 3/5 members. Transactions will have to be completed in respect of all types of debts of the organization. Also, the remaining assets of the organization can be donated to another organization. Proceedings have to be completed as per Sections 13 and 14 of the Society Registration Act, 1860.

55) Provision to make changes in the rules and regulations. If the rules and regulations of the organization are to be amended, the resolution is approved by a three-fourths majority of the members present at the annual general meeting. The procedure has to be completed as per 1860 Section 12 of the Society Registration Act 1860.

sd/-
President

sd/-
Vice President

sd/-
Secretary
sd/-, Stamp & Seal
Society Registration Office, Nashik.