

## MEMORANDUM OF ASSOCIATION

*(validated by Prof. (Dr.) Sukamal Bisoi,*

*MSVP ,*

*Deben Mahata Government Medical College & Hospital, Purulia, WB)*

### **1. Indian Association of Preventive and Social Medicine - West Bengal Chapter**

(Registered under the West Bengal Societies Registration Act, 1961)

#### **2. Office Address:** Dept. of Community Medicine

C/o: Prof. Anima Haldar

FlatNo: B/27/14, ECTP Phase IV, Kasba, Golpark, Kolkata - 700107

#### **3. Aims & Objectives.**

With the realization of the immense value of the science and arts of Community Medicine for Medical Students, Researchers, Practitioners, Public and State and in view of the fact that Community Medicine forms the basis for the practice of all clinical specialties, the following are the aims:

- a. To improve the teaching standards of Community Medicine at all levels.
- b. To promote non-profit making research in the specialty of Community Medicine and the effective application of the knowledge, research and services.
- c. To facilitate co-ordination amongst the departments of Community Medicine, medical colleges/institutions and Health centres.
- d. To develop co-operation in teaching service between the departments of Medical colleges/institutions
- e. To promote the welfare of the teachers of Community Medicine
- f. To publish a journal for the furtherance of the aims and objectives of these IAPSM WB Chapter without a profit motive.

g.

#### **4. Application of Income**

The income and properties of the Association, howsoever derived or obtained, shall be applied solely towards the promotion of the office of the Association and no portion thereof shall be paid to or divided amongst its members by way of profit.

5. The names, addresses, designations of members of the first Managing Core committee of the society is entrusted:

Name	Address	Designation
1. Professor Anima Haldar	Flat No. B/27/14, ECTP Phase-IV. Kasba, Golpark, Kolkata-700107	President
2 Professor Raghunath Misra	83. Shibala street. Uttara para. Dist. Hooghly, pin 712258	Vice President
3. Professor Malay Mundle	Rajanigandha Apartment, 7, Dr Suresh Sarkar Rd. Kolkata	Vice President
4 Dr. Sukamal Bisoi	64/2/1 Danesh Seikh Lane, Howrah- 711109	Secretary
5. Dr. Rabindra Nath Roy	71, Purbachal Main Road. Kol- 700037	Joint secretary
6. Dr. Palash Das	Kotiprabha, 155/1, Kalyan Nagar, Nimta, Kolkata-700049	Joint secretary
7 Dr. Dibakar Haldar	Anandapalli, Sitko Road. Dattapara. Baruipur. Kolkata-700144	Treasurer
8. Dr. Baijayanti Baur	173, A. K Mukherjee Rd. Kolkata- 700090	Member
9. Professor Salil Kumar Bhattacharya	T1-A, Ballygunge Gardens, Kol- 700029	Member
10 Professor Biswajit Biswas	8/1C/1, Raipur Rd East. Kolkata-700032	Member
11. Dr. Nirmal Kumar Mondal	Rishi Aurobinda Nagar. PO: Baruipur, 24 pgs (S). Kol-700144	Member

6. We, the following member signatories of the society, desire to form our society under the Societies Registration Act, 1961, and accordingly we have formed the said society, and we have signed the Memorandum for the purpose of the registration of the society under the Societies Registration Act. 1961.

The West Bengal Societies Registration Act, 1961

## REGULATIONS OF INDIAN ASSOCIATION OF PREVENTIVE AND SOCIAL MEDICINE, WEST BENGAL CHAPTER

Unless the context otherwise requires, words and expressions contained in these Regulations shall be the same meaning as in the West Bengal Societies Registration Act, 1961, or any statutory modifications thereof.

### MEMBERSHIP

#### 2. Admission

- a) The signatories to the Memorandum of Association and the office bearers of the Managing Committee of the Association shall be the first members of the society
- b) The Managing Committee may admit to membership any person of any caste, creed or sex who has attained the age of 18 years, satisfied the eligibility criteria of membership and agreed in writing to be bound by the Memorandum of Association and regulations of the Society, and who, in the opinion of the Managing Committee, will be interested in the advancement of the objects of the Society

#### 3. Eligibility criteria of membership:

- i) All existing members of IAPSM whose permanent residence is in West Bengal
- ii) Present & past teachers of Preventive & Social Medicine / Community Medicine and allied subjects.
- iii) Those having or pursuing a Post-Graduate Qualification in PSM/CM such as MD, MPH, DPH, DIOH, DIH, etc.
- iv) Other than stated in i), ii) & iii) those persons who are interested in the objectives of INDIAN ASSOCIATION OF PREVENTIVE AND SOCIAL MEDICINE, WEST BENGAL CHAPTER (IAPSM-WBC) can be enrolled as member subject to the approval of General Body Meeting (GBM).
- v) A person who becomes a member of IAPSM-WBC shall not continue the membership of any other state chapters of IAPSM.
- vi) A member of IAPSM-WBC shall have to be a member of IAPSM central Body registered / recorded / filed

Be it noted here that the power to admit members is the sole and absolute power of the Managing Committee and the Managing Committee may refuse to admit any person as a member without assigning any reason there for.

### 3. Types of Members:

**1) Honorary members:** Any person, whose connection with the society is deemed to be useful, may, with the consent of such person, be elected as an Honorary Member of the society. Such member shall not, however, be eligible to be a member of the Managing Committee nor shall be entitled to vote in any meeting.

**2) Ordinary member:** Any person, qualified after fulfilling the eligibility criteria to be a member and paying the prescribed membership fee, may be admitted as an ordinary member of the Society.

#### **4. Cessation of Membership:**

Any member shall cease to be a member - (a) on the acceptance of his resignation from membership or transfer of membership to other state, (b) on his becoming insane or insolvent, (c) on his conviction of any offence in connection with the formation, promotion, management or conduct of affairs of society or any offence involving moral turpitude or (d) on the demise of a member.

#### **5. Register of Members**

The Society shall maintain a register of members containing the name, address, date of admission, contact details, and cessation of membership. The register will be kept open for inspection of the members of society on requisition.

#### **6. Rights and obligations of members:**

Any ordinary member of the Society has the right (a) to elect and to be elected in any election of the Society; (b) to submit suggestion for discussion to the Managing Committee and sub-committee on any matter relating to society; (c) to inspect the accounts and the proceedings of the meeting of the Society on appointment with the secretary; (d) to pay his subscription within the prescribed time. Defaulting members shall not be allowed to take part or vote in a meeting. Members shall have one vote each.

#### **7. Expulsion & Removal:**

If conduct of a member is deemed to be against the interest of the IAPSM- WBC he /she would be served a notice by the Secretary to explain his / her conduct within 30 days from the date of issue of the notice. The explanation or its absence will be placed before General Body Meeting by the Secretary for the decision. The GB can terminate the membership by the vote of not less than two third of the members present: the vote being taken by the secret ballot. The decision of GBM will be forwarded to the Secretary General, IAPSM and continuation of IAPSM membership of such member will be subject to the decision of the Secretary General, IAPSM in this regard. Such persons with terminated membership can apply afresh after a lapse of 2 years from the date of termination and their re-entry into IAPSM-WBC will be subjected to the approval of GBM.

### **GOVERNING BODY**

#### **1. Composition, election/ appointment, resignation/removal, terms of office:**

The number of members registered in the LAPSM-WBC Member- Register the Governing Committee /Executive Committee (EC) shall be comprised of:

## **Composition**

### **Portfolios**

1. President
2. Vice President
3. Secretary
4. Joint Secretary:
5. Treasurer:
6. Executive member

and removal of the E.C. members shall be dealt with as has been prescribed as in the case of other members noted herein before.

The Executive Members including the post of Secretary will be elected usually for not more than two years and will hold the office till the formation of new Executive Committee. However, the usual term of office will be from 1st April of the year to 31st March of the next year. After election, the old Executive Committee will continue to function till the new body takes over the charge which shall under no circumstances be not more than 30 days from the date of election. All office bearers can seek re-election for fresh term: however after completion of two successive terms, a break of one term is essential.

### **Election:**

- a) Manner and Method of Voting for Office bearers

The President, Vice President, and Executive members will be elected at the annual GB Meeting by the highest number of single non-transferable votes through a secret ballot

- b) Eligibility Criteria:

#### **For the post of President:**

Following members of IAPSM-WBC will be eligible (1) who is a life member of IAPSM and its West Bengal chapter and (2) who is/was a teacher in any of Medical College of the subject Community Medicine (no allied subjects) for a minimum of 15 years.

#### **For the post of Vice President & Secretary:**

Concerned person should be a life-member and have an experience of teaching Community Medicine or its allied subjects or an administrative experience in the field of Public Health for a minimum period of 10 years, with a post-graduate qualification.

#### **For the post of Executive Members:**

Concerned persons should be a life member of IAPSM and its West Bengal Chapter and should have an experience of membership in IAPSM-WBC for a minimum period of 3 years.

**All Past Presidents will be permanent invitees. They will have right to attend all meetings of Executive Committee as co-opted members with no voting rights.**

The proposal for prospective candidates on prescribed forms (Annexure -II) should reach to the Secretary IAPSM-WBC or his nominee latest by 12.00 noon on the day of conference. Same will be scrutinized and notified by the Secretary or his nominee by 2.00 p.m. on the same day and election, if necessary, will be held at the time of GBM.

## **2. Meeting:**

The Secretary shall notify the members of the Executive Committee the place, date and time for the meetings of the Executive Committee. There should be preferably one meeting every two months. But four meetings must be held every year. A requisitioned meeting of the Executive Body may be called by the Secretary on receipt of such requisition duly signed by three members of the Executive Committee.

## **3. Notice & Quorum:**

Seven days' notice of the meeting specifying the place, time and agenda of discussion shall be given to every member of the Executive Body. Emergency meeting may be called on 24 hours notice. The Quorum of the meeting shall be of one third of members of the Executive Committee (excluding co-opted members). If one third members are not present the meeting shall be adjourned, and may be called again by the President after one hour and shall be held with the members present. The President and in his/her absence the Vice President shall preside over the meeting of the Executive Committee. In the absence of both, the Executive Committee may elect any of its members to preside over the meeting.

## **4. Procedure of the meeting:**

All members whose names are there on the Register of Members constitute the General Body. There will be preferably two GBM every year. At least one GBM should be held at the time of Annual Conference.

Notice: The time and place will be intimated by the Secretary IAPSM-WBC. Any additional meeting (extra ordinary GBM) can also be called by the Secretary, if required. The Quorum of the meeting will be one third of the members and if one third members are not present the meeting will be adjourned, after 30 minutes. the meeting may be called again by the President and meeting will be held with the members present.

Any member, desirous of moving a resolution, shall submit it to the Secretary, by the 12.00 noon on the day of conference. The resolutions, except those pertaining to the amendment of constitution, can be passed by GBM through majority vote. All decision or resolutions of Governing Council will be placed before GBM for its approval.

The President ,or, in his absence, the Vice-President shall preside over all meetings of both Executive and General Body Meeting and in their absence members present shall elect a Chairman of the meeting. All questions before the meeting will be decided by a majority of votes, each members having one vote. The President or the Chairman shall have a second vote in addition to his own vote in case of equality of votes.

## **5. Power & Duties of the Managing Committee**

The Managing Committee shall have general power of supervision and conduct over all the affairs of the Society and in particular shall discharge the following duties (i) To appoint sub-committee with such power and duties as may be considered necessary or expedient (ii) To accept donation, gift, subscription, movable or immovable property for the objects of the Society. (iii) To sell, lease, mortgage or otherwise dispose of and deal with all or any part of the property of the Society. (iv) To keep proper accounts of the society and open bank account in the name of the society in one or more banks. (v) To get PA under the name of the Association for up-to-date clearance of income tax if any. (vi) To co-opt any members to the Managing Committee. (vii) To appoint a person or persons on payment to assist the Secy./Treasurer in the maintenance of accounts. etc. (viii) To conduct any other business not specified herein for the attainment of the object of the society provided such business is not repugnant to such object. (ix) Society can acquire property both movable and immovable property for the use of the Society

### **Safe Custody of Properties:**

The Managing Committee shall be responsible for the safe custody of the funds, properties and assets of the Society. The corpus fund will be kept in a branch of a nationalized bank in the name of "IAPSM-WBC" and will be jointly operated by any of the two amongst the president, Secretary and Treasurer of IAPSM-WBC. The externally audited balance sheet will be maintained by the Secretariat and it will be presented at the annual GBM for its approval. Other assets of the organization, if any, are to be kept at secretariat under the custody of the office bearers.

### **Books of Account and Inspection:**

The books of Account and other statutory Books shall be open to inspection of the members of the Managing Committee during usual office hours and the same shall be open for inspection of the members at such time and place as the Governing body direct on a written request made by any member.

### **Accounting Year:**

The accounting year of the Society shall be from 1st day of April of each year to 31<sup>st</sup> day of March of following year.

## **GENERAL MEETINGS**

### **Annual General Meeting:**

Notice: The Secretary shall annually call the Annual General Meeting (AGM) as per provision of W.B.S.R Act 1961 giving at least 14 days notice to all members. The notice shall contain the place, date, day & time of the meeting.

**Agenda:** The business to be transacted at the A.G.M. shall be : (a) to confirm the minutes of the last A.G.M. and of special general meeting if any. (b) to adopt with or without modification the report of the working of the Society for the previous year; (c) to pass audited accounts of the Society for the previous year ended (d) to appoint qualified Auditors; (e) to transact such business as may be fixed by the Managing Committee; (f) to transact such other

business as may be brought forward by giving It days previous notice from any member; (g) to conduct general election.

**Quorum of the meeting:** 1/3<sup>rd</sup> members personally present at the commencement of the meeting shall constitute the quorum.

**Manner and method of voting:** The Chairman of the meeting shall decide the manner and method of voting at the outset of the meeting.

### **Special General Meeting:**

A special General Meeting may be convened by the Managing Committee at any time in view of urgency of the matter. At least 7 days notice shall be given to every member for special general meeting.

Members may request the Managing Committee for special General Meeting by placing requisition signed by 2/3<sup>rd</sup> of total members. In that case Managing Committee shall convene a special general meeting within a month from the receipt of such notice. In default by the Managing Committee, the requisitionists shall hold such meeting provided no business other than those specified in the notice shall be transacted.

### **Extraordinary General Meeting:**

The Managing Committee may direct to convene an Extra-ordinary general meeting for consideration of addition, alteration or amendment of the memorandum regulations of the Society. 7 days notice along with the proposed draft of change shall be sent to members before the meeting. The resolution for change, amendment etc. of the Memorandum or Regulations be carried out if accepted by the 3/4<sup>th</sup> of the members present at the meeting.

### **DUTIES OF THE OFFICE BEARERS:**

President:

- He / She
- i. shall preside over the meetings of the Executive Committee and General Body of IAPSM- WBC;
- ii. shall represent the IAPSM-WBC at National & International Forums;
- iii. may sanction an expenditure of more than Rs. 1000/- at a time but up to Rs.2000/- only on the request of the Secretary;
- iv. may approve expenditure out of the Reserve Funds of the IAPSM-WBC
- v. can take a decision, within the objectives of the IAPSM-WBC in consultation with at least three members of the Executive Body and later put it before the General Body for ratification;
- vi. can call emergency meeting.

Vice President:

He / She shall assist the President in carrying out his/her duties and will undertake the duties of the President in his / her temporary absence. Being a large body ,IAPSM-WBC keeps the provision of more than one vice president.

**Secretary :**



He / She

- i. shall be responsible for the upkeep of the permanent records articles of the JAPSM-WBC and up-to-date maintenance of the Register of Members;
- ii. shall conduct all correspondence on behalf of the IAPSM-WBC;
- iii. shall collect the membership fee and accept other donations subscription sponsorships/ commercial advertisement received for the IAPSM-WBC;
- iv. will act as official spoke person for the IAPSM-WBC and can delegate this power to his / her any of the nominee;
- v. shall maintain and keep the accounts of the IAPSM-WBC and shall place before the GBM internally audited Statement of Accounts of the year;
- vi. Shall be authorized to make expenditure up to Rs. 500 - at a time. For expenditure exceeding Rs. 500/- the prior sanctioned of the President of the JAPSM- WBC will be necessary;
- vii. shall appoint Auditor(s) each year in consultation with the President of the IAPSM-WBC;
- viii. shall convene the Executive Committee requisitioned meeting of the Executive Committee/ General Body;
- ix. shall keep the minutes of the meetings and get these confirmed at the next meeting
- x. shall be responsible to take action and implement the resolutions passed by the Executive Committee / GBM of the IAPSM-WIC;
- xi. shall receive nominations for the election of the Office Bearers / Members of the Executive Committee and make necessary arrangements for the election;
- xii. shall nominate Joint Secretaries and Treasurer from amongst the members of the IAPSM-WBC.

### **Joint Secretary:**

The joint Secretaries shall assist the Secretary in performing his / her duties and in the temporary absence of the Secretary; the Joint Secretaries shall undertake his duties

### **Treasurer:**

The Treasurer shall assist the Secretary in maintenance of accounts of the IAPSM WBC. He / She shall advise on all matters relating to the financial policy. He will be ordinarily responsible for the collection of dues and subscriptions and further be responsible for the maintenance of the accounts and all receipts and disbursement of the society. He will deposit the collected amount to the bank account. He will maintain cash book and similar books and if necessary, submit a statement of accounts every month to the executive committee. He will operate bank account jointly with president or secretary. He will present all books of accounts to the secretary for inspection front time to time. He will prepare the budget in consultation with the secretary for consideration of the Executive Committee.

### **Maintenance and Audit of Accounts:**

Regular updating of accounts and cash book will be done by the treasurer with the help of secretary, if required. Annual auditing by a competent external agency will be carried out and the report to be submitted in annual GBM for confirmation or approval. The cash book and day to day accounts can be checked by the secretary at any time.

**Alteration of Memorandum & Regulations:**

The Executive committee shall have the power to make such bye-laws and rules as may be considered necessary in the interest of the society. These rules may be altered, modified, reconsidered or added to only by a special resolutions to be passed by GB through a Three-fourths votes.

**Fund:**

A fund shall be created in the name of IAPSM-WBC at the Secretariat and will jointly be operated by any two of the President, the Secretary and the Treasurer. The financial inputs for this fund will be-

- (i) any donations/ subscription/ advertisement
- (ii) one fifth of interest received on life membership fee of the LAPSM of those belonging to this chapter.
- (iii) Selling of books copyright owned by the LAPSM-WBC:
- (iv) Academic course ran by the IAPSM-WBC:
- (v) Project activity carried out by the IAPSM-WBC.
- (vi) Subscription from journal to be published by IAPSM-WBC.

**Maintenance and Audit of Accounts:**

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**Dissolution of society:**

The society may be dissolved by a resolution to that effect passed by 3/4" of the members of the society at a General Body Meeting. The said members shall also decide the manner of disbursement of the fund and assets of the society of any after the dissolution

After dissolution of Funds and Assets of the Society will be transferred to a society duly registered having same aims and objectives.

**CERTIFICATE:**

We, the undersigned members of the Executive Body of the society, do hereby certify that the above is a true copy of the bye-laws/constitution of the Society.

Sl.No.	Name and Designation	Signature
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- |   |   |  |
|---|---|--|
|   | 1. Professor Anima Haldar, President            |  |
| 2 | 2. Dr. Sukamal Bisoi, Secretary                 |  |
|   | 3. Dr. Nirmal Kumar Mondal,<br>Executive member |  |

Place: Kolkata

Date: 19.01.13