

**CONSTITUTION**

## Indian Association of Preventive and Social Medicine Uttar Pradesh and Uttarakhand State Chapter



(Officially approved by the Governing & General Council in its meeting held on 18-10-2013 at Government Medical College, Haldwani, Uttarakhand under the Chairmanship of Prof. Bhakt Prakash Mathur (President-IAPSMUPUK State Chapter) during IAPSMUPUKCON-2013 and implemented with immediate effect)

<a href="#">Name</a>	<a href="#">Office</a>	<a href="#">Objectives</a>	<a href="#">Journal's Office</a>	<a href="#">Rules &amp; Regulations</a>	<a href="#">Amendment</a>
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### 1. NAME

The name of the association is “Indian Association of Preventive and Social Medicine, Uttar Pradesh and Uttarakhand State Chapter” hereafter called the IAPSMUPUK State Chapter: Preventive and Social Medicine is to be considered synonymous with Social and Preventive Medicine/ Community Medicine/ Community Health/ Public Health.

### 2. OFFICE

The Headquarter of the IAPSMUPUK State Chapter shall be located in a Medical College/ Institution. The location of the IAPSMUPUK State Chapter Headquarters would be decided by the highest number of single non-transferable votes of the members of IAPSMUPUK State Chapter through a voting and its approval by the Governing Council and the General Council. Its term shall be ordinarily of three years.

The Professor and Head or any other teacher of the Department of Preventive and Social Medicine of the said College/ Institution, after election by the highest number of single non-transferable votes of the members of IAPSMUPUK State Chapter on the approval of the General Council will be the Secretary for the duration the headquarters remain in that Medical College/ Institution. He /She shall be a member of the Governing Council of the IAPSMUPUK State Chapter.

### 3. OBJECTIVES

#### The Aims of the Society

With the realization of the immense value of the science and art of Preventive and Social Medicine for Medical Students, Researchers, Practitioners, Public and State and in view of the fact that Preventive and Social Medicine forms the basis for the practice of all clinical specialties, the following are the aims to achieve the objectives of IAPSMUPUK State Chapter:

1. To improve the teaching standards of Preventive and Social Medicine at all levels.
2. To promote research in the specialty of Preventive and Social Medicine, and the effective application of the knowledge acquired in teaching, training, research and services.
3. To facilitate co-ordination amongst the Departments of Preventive and Social Medicine and other departments, medical colleges / institutions and health agencies / organization.
4. To develop co-operation in teaching, training, research and service between the Departments of Preventive and Social Medicine of various medical colleges / institutions in the country.
5. To promote welfare of the teachers of the Preventive and Social Medicine.
6. To publish a journal – INDIAN JOURNAL OF COMMUNITY HEALTH (IJCH - Journal) which will be furtherance of these aims and will be the official organ of IAPSMUPUK State Chapter.

### 4. JOURNAL'S OFFICE

The official journal of the IAPSMUPUK State Chapter shall be called the “Indian Journal of Community Health,” hereafter called the IJCH.

The office of the IJCH - Journal shall be located at the Medical College/ Institution which will be elected by the highest number of single non-transferable votes of the members of IAPSMUPUK State Chapter through a voting and approved by the Governing Council and the General Council of the IAPSMUPUK State Chapter. Its term shall be for a period of three years.

The Professor and Head or any other teacher of department of Preventive and Social Medicine of the said college/institution will be elected as the Chief Editor of the IJCH - Journal by the highest number of single non-transferable votes of the members of IAPSMUPUK State Chapter on the approval of the General Council. His/her term shall be for a period of three years. He /She shall be a member of the Governing Council of the IAPSMUPUK State Chapter.

## 5. RULES & REGULATIONS OF THE IAPSMUPUK STATE CHAPTER

The IAPSMUPUK State Chapter shall consist of the members whose names are on the Register of Members of the IAPSMUPUK State Chapter, when these rules come into operation, and of such persons who subsequently adopt these rules and take the membership of the IAPSMUPUK State Chapter.

### 5.1. REGISTER OF MEMBERS

There will be a register of all the members of IAPSMUPUK State Chapter that will be maintained at the headquarter of IAPSMUPUK State Chapter. The details viz - name, date of birth, qualifications, designation, name of the serving institution, contact numbers, e-mail IDs, official address, permanent address, address for communication, IAPSM membership number etc of all the members of IAPSMUPUK State Chapter shall be entered in the register.

#### 5.1.1. ELIGIBILITY FOR MEMBERSHIP

The following persons are eligible to take up the membership of the IAPSMUPUK State Chapter:-

- i. Present and past teachers of Preventive and Social Medicine.
- ii. Present & Past teachers of the disciplines allied to Preventive and Social Medicine.
- iii. Those having or pursuing post-graduation in the specialty of Preventive and Social Medicine.
- iv. Those having interest in fulfilling the aims and objectives of the IAPSMUPUK State Chapter.

#### 5.1.2. ENROLMENT OF MEMBERS: PROCEDURE

Those desirous of taking the Life membership of IAPSMUPUK State Chapter shall apply on the prescribed form (Annexure-I) to the Secretary of the IAPSMUPUK State Chapter along with the prescribed membership fee. Annual Membership has been discontinued since April 2008. The application will be scrutinized by the Secretary and after his/her approval; the name will be entered in the Register of Members. However, membership under 5.1.1.(iv) shall be entered in the register of members after approval of the Governing Council of the IAPSMUPUK State Chapter.

#### 5.1.3. MEMBERSHIP FEE

All the Life Membership holders of IAPSM belonging to Uttar Pradesh or Uttarakhand are entitled to become member of IAPSMUPUK State Chapter without any extra fee.

#### 5.1.4. TERMINATION OF MEMBERSHIP

##### 5.1.4.1. RESIGNATION

Any member of IAPSMUPUK State Chapter can resign his/her membership by writing to this effect to the Secretary. Such a member shall pay all outstanding dues of the IAPSMUPUK State Chapter along with his resignation.

##### 5.1.4.2. TERMINATION

If the conduct of a member is deemed to be prejudicial to the interests of the IAPSMUPUK State Chapter, he/she would be served a notice by the Secretary on the instructions of the Governing Council to explain his/her conduct within 30 days, informing him/her of the proposed action. The Secretary shall put the member's explanation or its absence before the General Council for decision. The General Council can terminate a membership by the vote of not less than 2/3rd of the members present, the vote being taken by a method deemed as appropriate by the General Council. On termination of the membership, he/she can again apply as a new applicant for membership after a lapse of two years, which may be accepted on the approval of the Governing Council of the IAPSMUPUK State Chapter.

#### 5.1.5. CONSTITUTIONAL BODIES OF THE SOCIETY

- a. **Governing Council:** It includes all the office bearers.
- b. **General Council:** It includes all categories of members of the association.

### 5.2. OFFICE BEARERS OF THE GOVERNING COUNCIL

The Governing Council of the IAPSMUPUK State Chapter shall comprise of 16 members on different post as under:-

- |                                    |       |
|------------------------------------|-------|
| i. President                       | - One |
| ii. Immediate Past President (IPP) | - One |
| iii. Vice President                | - One |
| iv. Secretary                      | - One |
| v. Joint Secretary                 | - One |

vi.	Treasurer	- One
vii.	Chief Editor	- One
viii.	Executive Members	- Nine

Members of the IAPSMUPUK State Chapter shall vote to elect Nine Executive Members (06 from Uttar Pradesh and 03 from Uttarakhand state).

#### 5.2.1. TERM/TENURE

The Secretary, the headquarter of the IAPSMUPUK State Chapter, the office of the IJCH, and the Chief Editor of IJCH would be elected for a term of three years and can be re-elected as continuation only for one more term of three years.

The Secretary (along with the location of the headquarter) and the Chief Editor (along with the office of the IJCH) would be appointed for a term of three years on the approval of the General Council of the IAPSMUPUK State Chapter by means of the proposals made by the Governing Council of the IAPSMUPUK State Chapter on the basis of the application received by the current President/ Secretary of IAPSMUPUK State Chapter from the interested Department of Community Medicine of respective Medical Colleges/ Institutes. The Immediate Past President will be a member of the Governing Council and the Immediate Past Chief Editor (IPCE) will be a member of the Editorial Board of the IJCH for a period of one year after their term is over.

The President, the Immediate Past-President (IPP), the Vice-President, and the six Executive Members shall hold office until the new Governing Council is formed which would be at the time of ensuing the annual conference of the IAPSMUPUK State Chapter.

The President can seek re-election only after five years. No Executive Member shall hold this office for more than two consecutive years and can seek re-election only after a lapse of one year.

If a vacancy on the post of President/ Secretary or the Chief Editor occurs in the mid of a term, the Governing Council may elect a new President/ Secretary /Chief Editor from amongst the members of the Governing Council of the IAPSMUPUK State Chapter or from the Editorial Board of the IJCH till the next election is held.

#### 5.2.2. ELECTION

The President, the Vice-President and the nine Executive Members shall be elected annually by the highest number of single, non-transferable votes of the members of IAPSMUPUK State Chapter. Executive members must have minimum qualifying experience of 3 years as Member of IAPSMUPUK State Chapter and have attended at least two Annual Conferences of IAPSMUPUK State Chapter.

The Secretary & the office of the headquarter, the Chief Editor & the office of the IJCH shall be elected once in every three years by the highest number of single non-transferable votes of the members of IAPSMUPUK State Chapter.

The Organizing Secretary or nominee of the Organizing Committee of the IAPSMUPUK State Chapter Conference – subject to eligibility as per IAPSMUPUK State Chapter constitution- will be the President of the IAPSMUPUK State Chapter for the next tenure (starting from 1<sup>st</sup> April to 31<sup>st</sup> March).

Elections for Head Office of the IAPSMUPUK State Chapter, Head Office of the IJCH, the post of Vice-President and 6 Members of the Governing Council (equal representation from Uttar Pradesh and Uttarakhand) will be held by voting at the Annual General Council Meeting held during the Annual Conference of the IAPSMUPUK State Chapter.

For the post of Vice-President, only those members of the IAPSMUPUK State Chapter who fulfil all the following three criteria shall be eligible:-

- i. Must be a life member of the IAPSMUPUK State Chapter for the preceding three years.
- ii. Must be a teacher in the specialty of Preventive and Social Medicine for 10 years.

Must have participated in at least 03 Annual Conferences of the IAPSMUPUK State Chapter.

#### 5.2.3. DUTIES OF THE OFFICE BEARERS

##### 5.2.3.1. PRESIDENT

- i. He/ She shall preside over the meetings of the Governing Council and General Council of the IAPSMUPUK State Chapter.
- ii. He/ She shall represent the IAPSMUPUK State Chapter at State/ National & International Forums.
- iii. He/ She may sanction an expenditure of more than Rs 20,000 at one time on the request of the Secretary.
- iv. He/ She may approve expenditure out of the Reserve Funds of the IAPSMUPUK State Chapter.
- v. He/ She can take a decision, within the objectives of the IAPSMUPUK State Chapter in consultation with at least three members of the Governing Council, and later put it before the General Council for ratification.

##### 5.2.3.2. 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.

##### 5.2.3.3. SECRETARY

- i. He/ She shall be responsible for the upkeep of the permanent record/ articles of the IAPSMUPUK State Chapter, and up-to-date maintenance of the Register of Members.
- ii. He/ She shall conduct all correspondence on behalf of the IAPSMUPUK State Chapter.
- iii. He/ She shall accept Donations received for the IAPSMUPUK State Chapter.
- iv. He/ She shall prepare the budget and get it approved by the Governing Council for expenditure of the IAPSMUPUK State Chapter during the ensuing year.
- v. He/ She shall maintain and keep the accounts of the IAPSMUPUK State Chapter and shall place before the General Council duly audited Statement of Accounts of the year.
- vi. He/ She shall be authorized to make expenditure up to Rupees 10,000 at one time, and Rupees 20,000 with the approval of President and more than this with approval of Governing Council.
- vii. He/ She shall appoint Auditors each year in consultation with the President of the IAPSMUPUK State Chapter.
- viii. He/ She shall convene the Governing Council/ General Council/ Requisitioned-Governing Council/ General Council Meetings.
- ix. He/ She shall keep the minutes of the meetings and after getting concurrence of the President, get these confirmed at the next meeting.
- x. He/ She shall be responsible to take action/ implement the resolutions passed by the Governing Council/ General Council of the IAPSMUPUK State Chapter.
- xi. He/ She shall receive nominations for the election of the Office Bearers/ Members of the

Governing Council, Office of the Headquarters of IAPSMUPUK State Chapter, Office of the IJCH and make necessary arrangements for the voting.

- i. He/ She shall nominate a Joint Secretary and Treasurer from amongst the members of the IAPSMUPUK State Chapter. The Joint Secretary shall assist the Secretary in performing his/her duties and in the temporary absence of the Secretary, the Joint Secretary shall undertake his/her duties. The Treasurer shall assist the Secretary in preparing the budget and maintenance of accounts of the IAPSMUPUK State Chapter. The tenure of the Joint Secretary and Treasurer will be of three years along with the tenure of the Secretary whichever is earlier.
- ii. He/ She shall consult the President on all important matters.
- iii. At the end of the tenure he/ she should co-operate and handover all the documents related with the association and its bank account also to the next Secretary for uninterrupted and smooth functioning of the association.

#### 5.2.3.4. CHIEF EDITOR

- i. He/ She shall ensure the timely publication and circulation of the IJCH.
- ii. He/ She shall nominate Editor, Managing Editor and Assistant Editor from amongst the members of the IAPSMUPUK State Chapter.
- iii. He/ She shall function on the advice of the Editorial Board of IJCH in democratic way.
- iv. He/ She shall open and operate the Accounts of the IJCH in a bank.
- v. He/ She shall place annually the report of the IJCH, and duly Audited Statement of Accounts of the IJCH before the General Council of the IAPSMUPUK State Chapter.
- vi. At the end of the tenure he/ she should co-operate and handover all the documents related with the publication of IJCH and its bank account also to the next Chief Editor for uninterrupted and smooth publication of IJCH in the interest of the association.

#### 5.2.4. THE GOVERNING COUNCIL

##### 5.2.4.1. FUNCTIONS

The Governing Council shall be the main Executive of the IAPSMUPUK State Chapter, and will carry out the following functions:-

- i. It will manage the affairs of the IAPSMUPUK State Chapter.
- ii. It will finalize resolutions to be placed before the General Council.
- iii. It will propose the place for holding the Annual Conference of the IAPSMUPUK State Chapter on the basis of receiving application from the interested colleges/ institutes.
- iv. It will sanction the expenditures exceeding Rs 20,000 at one time.
- v. It will advise and guide the Secretary regarding implementation of the resolutions passed by the General Council.
- vi. It may pass a resolution within the objectives of the IAPSMUPUK State Chapter, and get it ratified later by the General Council.

##### 5.2.4.2. MEETINGS

The Secretary shall notify the members of the Governing Council the place, date and time for the meetings of the Governing Council. There should preferably be two meetings in a year, but one meeting must be held every year. A requisitioned meeting of the Governing Council may be called by the Secretary on receipt of such requisition duly signed by minimum five members out of the 13 members of the Governing Council.

The Quorum of the Governing Council Meeting shall be of 07 (50 %) members of the Governing Council. If 07 members are not present, the meeting shall be adjourned, and may be called again by the President after 15 minutes and shall be held with the members present.

If the President is absent then in such case the Vice-President shall preside over the meeting of the Governing Council. In case of the absence of both President and Vice-President, the Governing Council may elect any of its members to preside over the meeting.

### 5.2.5. THE GENERAL COUNCIL

All members, whose names are on the Register of the IAPSMUPUK State Chapter, shall constitute the General Council of the IAPSMUPUK State Chapter.

#### 5.2.5.1. MEETINGS

There will be at least one meeting of the General Council every year. The Secretary shall notify the place, date and time of the General Council meeting by 2.00 p.m. on the first day of the Annual Conference of the IAPSMUPUK State Chapter.

The Quorum of the meeting shall be of 25 members. If 25 members are not present, then the meeting shall be adjourned and may be called again by the President after 15 minutes and shall be held with the members present.

Any member of the IAPSMUPUK State Chapter desirous of moving a resolution shall send it to the Secretary in writing so as to reach him/ her latest by 2.00 p.m. on the first day of the Annual Conference of IAPSMUPUK State Chapter. The resolution excepting those pertaining to the amendment in the constitution may be passed by the General Council by a majority vote.

For passing constitutional amendments, two third votes of the members present are necessary. All resolutions and decisions of the Governing Council shall be placed before the General Council by the Secretary for the approval.

### 5.3. RESERVE FUND

A Reserve Fund shall be created in the name of the IAPSMUPUK State Chapter at its headquarter. It will be operated jointly by any two from amongst the President, Secretary, Joint Secretary and Treasurer of the IAPSMUPUK State Chapter.

The amount of the fund shall be invested in a fixed deposit in a nationalized bank to the extent and for the time approved by the Governing Council of the IAPSMUPUK State Chapter. The Life Membership Fee will be credited to this Fund.

#### 5.3.1 SOURCE OF THE RESERVE FUND

- i. From voluntary donations.
- ii. 1/5<sup>th</sup> of the interest on the membership fee of the national body of IAPSM received from the candidates of UP & UK state.

### 5.4. JOURNAL'S MANAGEMENT & PUBLICATION

The Editorial Board besides the Chief Editor shall consist of Editor, Managing Editor, Assistant Editor and 21 members (along with IPCE- Immediate Past Chief Editor).

The Secretary of IAPSMUPUK state chapter will be an ex-officio member of the Editorial Board of IJCH and Chief Editor of the IJCH will be the ex-officio member the Governing Council of IAPSMUPUK State Chapter. Chief Editor will ensure at least one meeting of the Editorial Board in six months.

The name of the members of the Editorial Board of IJCH shall be proposed to the Governing Council by the Chief Editor of IJCH and will finally be selected after the approval of the General Council for a period of three years. As far as possible, the members of the Editorial Board should be proposed in such a manner by the Chief Editor that they represent various sub-specialties of Preventive and Social Medicine as well as different regions of Uttar Pradesh and Uttarakhand state. If a vacancy arises on the Editorial Board in the middle of a term, the Governing Council on the advice of the Chief Editor may nominate any other member of the IAPSMUPUK State Chapter to fill up the vacancy for the remaining term.

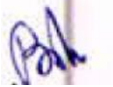
The official journal of IAPSMUPUK State Chapter i.e., IJCH shall be published quarterly (i.e., in January, April, July and October) and as far as possible all the issues of IJCH shall be sent to all the members quarterly every year. All the members whose names are mentioned on the Register of the Members of the Society available at the headquarter on the day of the dispatch of a particular issue of IJCH shall be sent a copy of journal by the office of the IJCH - Journal without any cost.

#### 5.4.1. SOURCE OF JOURNALS' FUND

- i. The subscription charges of IJCH for non-members/ Institutions as deemed fit and fixed by the Chief Editor of IJCH.
- ii. The account of the IJCH shall be credited 3/5<sup>th</sup> of the Interest of the reserved fund of IAPSMUPUK State Chapter comprising of Life Membership Fee and Fellowship Registration Fee by the Secretary of the IAPSMUPUK State Chapter.
- iii. Charges of the ethical advertisements in IJCH or official website ([www.iapsmupuk.org](http://www.iapsmupuk.org)) of the IAPSMUPUK state chapter if any.
- iv. Processing charges of Rupees 1500 per article in to-to.
- v. The Organizing Secretary of every Annual Conference of the IAPSMUPUK State Chapter shall contribute a minimum of Rupees 10,000/- to the accounts of the Journal for incurring IJCH and official website ([www.iapsmupuk.org](http://www.iapsmupuk.org)) related expenses and dues if any.

## 6. AMENDMENT IN THE CONSTITUTION

Any member desirous of alteration in this constitution should give his/her resolution, after obtaining the consent of at least two or more members to the Secretary, which should reach him/her at least two weeks prior to the conduction of Annual Conference of IAPSMUPUK State Chapter. The Secretary shall place all such resolutions before the General Council of the IAPSMUPUK State Chapter. The General Council may pass such a resolution with 2/3rd members present in the meeting favouring the resolution. The quorum for amendment in the constitution - alteration or addition shall be of twenty five members of the IAPSMUPUK State Chapter.



**President**

IAPSMUPUK, State Chapter



**Chairman**

(Constitutional Committee)



**Secretary**

IAPSMUPUK, State