

## **RULES AND BYELAWS OF IAPM**

Proposed amendments made to the Constitution, on 21.11.2004 at Pune  
(As per IAPM News Bulletin 2005, No.1, January-March)

- Part - I : Memorandum  
Part - II : Constitution and Rules  
Part - III : Bylaws

### **PART - I**

#### **MEMORANDUM OF THE ASSOCIATION**

**NAME :**

The name of the Association is "Indian Association of Pathologists and Microbiologists", herein after called the Association/IAPM.

**OFFICE:**

The Headquarters of the Association shall be in Cuttack (Orissa) in India.

**OBJECTIVES :**

The objectives of the Association are :

1. To promote and advance Pathology, Microbiology and allied sciences as well as promote public health.
2. To uphold the standards of practice of Pathology, Microbiology and allied sciences.
3. To promote research in the fields of Pathology, Microbiology and allied sciences.

**METHODS :**

For the attainment and furtherance of these objectives the Association may :

- (i) Hold periodical meetings and conferences of the members of the Association.
- (ii) Publish and circulate a journal, which shall be the official organ of the Association, specially adapted to the needs of the subjects.
- (iii) Maintain a library and Association office.
- (iv) Publish periodically a news bulletin and a journal of the association.
- (v) Encourage research in Pathology, Microbiology Clinical Pathology, Hematology, and Clinical Biochemistry by the establishment of scholarships, prizes or awards and in such other manner as may from time to time be determined by the Association.
- (vi) Consider, express and propagate its views on all questions and laws existing or proposed in India regarding the teaching and practice of the profession of Pathology, Medical Microbiology and of allied sciences and initiate and watch over or take such steps and adopt such measures from time to time regarding these, as may be deemed expedient or necessary.
- (vii) Effect, purchase, take on lease, otherwise acquire hold, manage, let, sell, exchange, mortgage, movable or immovable property of every description and of all rights and privileges, necessary or convenient for the purpose of the Association, in particular, any land, building, furniture, household or other effects, utensils, books, newspapers, periodicals, instruments, fittings, appliances, apparatus, conveyance and accommodation as and when deemed necessary or desirable in the interest of the Association.
- (viii) Borrow or raise money in such manner as the Association may think fit and collect subscriptions and donations for the purpose of the Association.
- (ix) Invest any money of the Association not immediately required for any of its purpose or for any of its objectives in such manner as may from time to time be determined by the Association.
- (x) Assist, subscribe, to cooperate, affiliate, be affiliated to or amalgamate with any other public body, whether corporate, registered or not and having altogether or in para objectives similar to those of the Association.
- (xi) Create or assist in creating Branches or Chapters for any of the aforesaid purposes and formulate rules and regulations regarding the formation and functioning of the chapters.
- (xii) Do all such things, as are cognate to the objectives of the Association, which are incidental or conducive to the attainment of the above objectives.

### **PART- II**

#### **CONSTITUTION AND RULES OF THE ASSOCIATION**

**CONSTITUTION:**

1. The Association shall consist of Members whose names are on the Register of the Members of the Association, when these revised rules and byelaws come into operation. The subsequent members, who shall be persons, who being eligible, shall after the adoption of these revised Rules and Byelaws of the Association, be duly admitted in such manner and upon such conditions as may be prescribed from time to time by the Rules and Byelaws.
2. The permanent Headquarter of the Association shall be located at Cuttack. The offices for the current year shall be located at the place of the Secretary and the office of the Journal where the Editor is.

3. There shall be a Register in which the names of the members of the Association shall be entered with their qualification and address.
4. The members of the Association in any State shall, wherever deemed possible/necessary, group themselves into local chapter, subject to the approval by the Executive Council of the Association. No member shall be admitted to any Chapter unless he or she is a member of the IAPM.
5. The year of the association and all its Chapters, for financial purposes, shall be from 1 st of April each year to 31 st March of the next year.
6. The ordinary members of the Association shall pay an annual subscription and the life members, a one time subscription as provided by the byelaws.

#### **7. PRIVILEGES OF MEMBERSHIP**

- (i) Payment of each year's subscription shall entitle the Member for that period to all privileges of membership of the Association and to those of the Chapter of which he/she is a member.
- (ii) Only Life Members of the Association shall be entitled to receive a copy of the Journal and other publications of the Association, free of charge. The ordinary Members of the Association shall be entitled to receive the journal and other publications of the Association on payment of the cost, the Executive Council may fix from time to time and approved by the General Body.
- (iii) All the members shall have the right to attend and participate in all the meetings and conferences arranged by the Association or Chapters to which they belong provided they are also members of the respective chapter.
- (iv) All members shall enjoy all other privileges that may hereinafter be conferred by the Association.

#### **8. MANAGEMENT OF THE ASSOCIATION**

The general control management, direction of policies and affairs of the Association shall be vested in a body styled as the executive council.

#### **9. COMPOSITION OF THE EXECUTIVE COUNCIL**

The executive council shall be composed of the following members of the Association:

- (i) The President of the Association.
- (ii) All the past Presidents (no voting rights)
- (iii) Vice President
- (iv) Honorary Secretary
- (v) Honorary Joint Secretary
- (vi) Honorary Joint Secretary of the Headquarters
- (vii) Honorary Treasurer
- (viii) Honorary Editor
- (ix) Immediate past Secretary [For one year, (No voting rights)]
- (x) One representative from each Chapter.
- (xi) Organizing Secretary of the annual conference (no voting rights).
- (xii) The Secretary Indian College of Pathologist.

No person can hold more than one post at the same time in the Association except in the State Chapter. The Principle of one man one post shall be strictly adhered to.

#### **10. TERMS OF OFFICE OF THE EXECUTIVE COUNCIL**

The Executive council shall be a continuous body.

#### **11. ANNUAL MEETING OF THE COUNCIL**

The annual meeting of the executive council shall ordinarily be held on the day prior to the Annual conference.

#### **12. POWERS AND FUNCTIONS OF THE EXECUTIVE COUNCIL**

The Executive Council is the executive authority and as such shall have the powers to carry out the policies and programmes of the association as laid down from time to time.

- i) To make regulations and issue instructions for the proper working of the Association and for the maintenance and administration of the properties of the Association and its publications.
- (ii) To appoint Committees, Subcommittees, Adhoc. Committees and Standing Committees including Disciplinary Committees as and when necessary.
- (iii) To represent any matter in which it considers that the interests of the Association or its members are affected, before the Government or other public bodies or any properly constituted authority.
- (iv) To consider and decide applications for Memberships, resignation of members or chapters and the question of taking any disciplinary action as it may deem fit subject to approval of general body against any member of association or chapter for misconduct, willful neglect or default.
- (v) To write off whole or part of the unrealizable arrears of subscription of members, contributions from chapters or other outstanding dues of the Association or its publications subjects to approval by general body.
- (vi) To appoint or remove salaried Officers and employees of the Association.

- (vii) To sanction TA. and D.A. for persons called for special meetings.

Subject to provision of the rules, to exercise in addition to the powers expressed by the Rules and Byelaws, all such powers as may be authorized by the Association.

**13. MEETINGS OF THE COUNCIL:**

The council shall meet on a day preceding the start of the Annual Conference of the Association. The Secretary shall call this meeting by sending the invitation and the agenda for the meeting at least one month in advance to all the Council members. The organizers of the Conference shall be requested to make the arrangements for the meeting. An extraordinary meeting of the council shall be called at any time of the year by the Secretary and the President, if at least one third of the Council members request for it. The meeting will be chaired by the President. Attendance by two thirds of the total members will constitute the quorum for the meeting. In the event of an incomplete quorum, the Chairperson may adjourn the meeting and reconvene it after a brief interval. The recommendations of the Council shall be put before the General Body to be held, thereafter. Special General Body, in addition to regular annual general body will be called to take decision on specific agenda e.g. Proposed amendments in the constitution. Rules, Byelaws etc., for which deliberations could be a prolonged one.

**14. OFFICE BEARERS OF THE ASSOCIATION:**

- (i) The following office bearers shall be elected for the proper management of the Association. (i) President  
(ii) Vice President  
(iii) Honorary Secretary  
(iv) Honorary Joint Secretary  
(v) Honorary Treasurer  
(vi) Honorary Editor of the Journal  
(vii) Joint Secretary Headquarters. (elected by Orissa Chapter)  
(viii) Post of co-opted Treasurer - may be created, however co-opted treasurer will not be a member of council.

**15. JOURNAL OF THE ASSOCIATION :**

The journal of the association shall be under the charge of the Editor who shall be assisted by an editorial board approved by the council. Members of editorial board shall be members of IAPM.

**16. ANNUAL CONFERENCE:**

There shall be an all India Conference of the IAPM (APCON) organized under the auspices of the Association. The conference shall be held in different parts of India on invitations approved by the council and the general body.

**17. AFFILIATION OF THE ASSOCIATION**

For furtherance of the objectives of the association it shall have the right to affiliate or be affiliated to other National or International scientific bodies on terms mutually decided upon and approved by the council and general body.

**18. VALIDITY OF THE PROCEEDINGS:**

The proceedings of the council or any committee, subcommittee or other body acting under the rules and bylaws of the Association or any of its chapters shall not be invalidated by any accidental omission to give any notice thereby required or by any vacancy amongst the members or by any defect in the election or qualification of any members.

**19. DELEGATION OF AUTHORITY**

Where under the rules and Byelaws, any action or thing requires to be done by the Association, the same may be done by such office bearer, Member or Members of the Association as the Council may appoint, for the purpose.

**20. AMENDMENTS TO THE-MEMORANDUM, RULES AND BYELAWS**

(i) MEMORANDUM

Proposals for amendments in the Memorandum of the Association as and when necessary, shall be considered at a meeting of the council specially convened for the purpose. The proposed amendments must reach the Secretary's Office at least 4 months before the date of the special meeting and shall be, circulated to all members of the Council for opinion at least 2 months before the date of the meeting. Due notice of the proposed amendments must be given by the agenda of special meeting of the council. No such amendments shall be carried into effect unless agreed to by the votes of 3/4th of the council members present and confirmed by 3/4th of the members present at the next General Body Meeting convened for the purpose.

(ii) RULES

Amendments to the rules shall ordinarily be considered only at the Annual Meeting of the Council specially convened for the purpose. The proposed amendment must reach the Secretary at least 4 months before the date of the Annual Meeting of the Council and should be circulated to the Chapters. Due notice of it must be given in the Agenda of the annual meeting of the Council specially convened for the purpose. Rules can be amended only 3/4th majority of members present. Any amendments to the Rules shall be considered to have come into force only after the Proceedings of the meeting at which they have been passed have been confirmed at the next meeting of the Annual General Body. The actual wording of the amendments to the Rules shall be included in the Agenda of the meeting of the Executive Council/AGB.

(iii) BYLAWS

One proper notice of at least 4 months before the Annual Meeting of the Council/AGB and after due circulation to Members, Byelaws can be amended and/or altered at the Annual meeting provided the proposed amendments have been duly circulated to Members and provided 3/4th of the Members of the Council present, vote for the amendments if

the Council so desires.

By-Laws can be amended in the same manner as Rules.

### **Part - III**

#### **BYELAWS OF THE ASSOCIATION**

#### **1. MEMBERSHIP**

##### **i. Ordinary members**

Candidates for membership shall be nominated by a member and seconded by another member of the Association, both of whom shall be members of IAPM of at least 5 years standing, with no dues pending against them.

Nominated candidate should be a medical graduate and should have an MCI recognized postgraduate qualification in Pathology or Microbiology. He/She should be either engaged in profession of Pathology or Microbiology.

##### **ii. Associate members**

Nominated candidate should have a minimum qualification of MBBS and should be pursuing a postgraduate qualification in Pathology or Microbiology (No voting rights).

##### **iii. Life members**

An ordinary member of the IAPM can become a life member on completion of a minimum period of continuous membership for a period of five years.

##### **iv. Honorary members**

Honorary members can be elected by the Executive Council in one of its meeting, notice being given in the agenda and shall become a member if elected. Honorary members shall have the right of attending the meetings of the Association and of taking part in discussions but shall have no voting right.

##### **v. Affiliated members**

Members of organizations affiliated to IAPM, can become affiliated members, subject to the same rules as ordinary members, without voting rights.

#### **2. ANNUAL MEMBERSHIP SUBSCRIPTION AND LIFE MEMBERSHIP FEE**

- |  |                           |
|--|---------------------------|
| i. Ordinary members/associate members in India   | Rs.200+Rs.300 for Journal |
| ii. Ordinary member-resident abroad  | Rs.1500                   |
| iii. Life membership for ordinary member with five year standing   | Rs. 3000                  |
| iv. Life membership ordinary member 55 years and above   | Rs. 2000                  |
| viii. Life membership for non Indian resident abroad with five years standing  | Rs. 25000                 |
| ix. Members with 15 years standing (without any dues) on reaching the age of 65 years' will automatically become life member. Subject to submission of documentary proof of age. |                           |

Ordinary members can opt for advance five year continuous subscription at a time including payment for journal in order to avoid default for regular annual payment for what so ever reason, and to avoid any inconvenience for reminder by office or in every year up dating the list of regular payments.

The subscription may be revised from time to time by the Executive Council after the approval of the general body.

The subscription is payable in advance and becomes due on 1 st January of each year. The payment shall be made in cash or by a crossed bank draft in the name of the **Indian Association of Pathologists and Microbiologists** to the Treasurer within 3 months of the election of the member. The council shall have the power to relax the time. The list of the members is to be revised and published every 3 years adding the list of new members indicating the year of joining as a new member. The secretary shall inform the treasurer and the Editor of the journal the list of new members. Journal will be supplied only to those ordinary members, who have paid the additional subscription as fixed from time to time, for supply of the journal to ordinary members. The Treasurer shall have the power to stop the supply of the Journal to any member whose subscription is due.

The membership begins only from the period of payment of membership fee. If the ordinary member has paid five years of ordinary membership in advance and in between the change takes place in annual membership subscription, the payment of adjustment difference in new subscriptions and subscription paid will have to be adjusted.

#### **3. TERMINATION OF MEMBERSHIP**

- i. Membership may be terminated by resignation, at any time; after giving 1 month's notice in writing to the Honorary Secretary and after approval by the Council.
- ii. Any member who is in arrears of payment of membership fee for 2 years shall automatically lose his/her membership, which may be renewed at the discretion of the council.
- iii. If at any time the Council shall be of the opinion that the interests of the Association require the expulsion of any member, the matter shall be referred to the disciplinary committee and the recommendations of the committee shall be discussed in a closed session of the Council and decided by majority vote. Final decision to be approved by GB.

Disciplinary committee will be appointed on recommendation of the council and as approved by General body. The committee will have three members. The committee should be constituted from past presidents or members of the Association of not less than 10 years standing. Senior most member of the committee be named the convener of the committee. Senior most member will retire from committee at the end of 3\*years. Every year subsequently one member on basis of seniority will retire by rotation. Council with approval of General Body will refer the matter or issue for investigation and recommendation of disciplinary

action if any to the committee. Committee will deliberate on the issue, investigate the matter and recommend whatever action is deemed fit to the council. Council will then deliberate on recommendations and put the same before general body for final approval, with its remarks.

#### **4. FORMATION OF CHAPTERS**

The council and the General Body shall encourage the formation of Regional Chapters of IAPM in various States and regions of India or abroad. The first Chairperson may be nominated by the Executive Council of IAPM from among the members of the Chapter or elected by the Chapter who will also become a member of the Executive Council for one year. The Chapters shall elect a member every year. The Rules and Regulations of the Chapter shall be similar to those of IAPM. New Rules and byelaws may be framed by the IAPM for the Chapters for the sake of uniformity and to avoid controversies. Amendment to this effect may be introduced as per rules.

#### **5. TERMS OF OFFICE OF THE MEMBERS OF THE COUNCIL**

The chapter representative to the Council shall be elected by the chapter concerned and the name shall be intimated to the secretary sufficiently early before the council meetings. Office of the Chapter representative commences from 1st of April after the Council has approved the nomination.

#### **6. TRAVELLING ALLOWANCE TO MEMBERS:**

These will be at discretion of the council. The executive council shall decide the TA and DA to be given to members for participating in authorized meetings and functions.

#### **7. GENERAL PROCEDURE OF MEETINGS**

- (i) The minutes of all the meetings shall be correctly kept by the Secretary after approval of the Council and passed by the GB.
- (ii) No resolution adopted or negated at a meeting shall be reconsidered unless either 12 months have elapsed or 1/3 of the members of the Council or 30 ordinary members sign a requisition for its reconsideration.
- (iii) The Chairperson of a meeting may adjourn a meeting, if deemed necessary, particularly if the majority of the members present are in favour of adjournment. At the adjourned meeting only the unfinished business of the meeting may be transacted. In case the adjournment is due to lack of quorum the meeting may be reconvened after 10 minutes.
- (iv) The Chairman shall, in case of equality of votes, have casting vote.
- (v) At any special requisition meeting, no business shall be transacted other than the one for which the meeting is convened.
- (vi) A notice may be served, if necessary, on any member either by the Secretary directly or through an employee of the Association, or by post.
- (vii) This is to be approved by the Executive Council later on.
- (viii) QUORUM FOR THE MEETING

If within 10 minutes or such time decided by the President, a quorum is not present, the meeting shall be dissolved, if it is convened at the requisition of the members. In any other meeting, if quorum is not present the President can adjourn the meeting for 10 minutes & reconvene the meeting to carry on the business within whatever quorum is available.

#### **8. COMPOSITION OF THE JOURNAL COMMITTEE**

The journal committee shall consist of Editor, 3 Assistant Editors and an Editorial Board. The Editor shall be elected for a five year term. The 3 Assistant Editors and the Editorial Board shall be constituted by the Editor after his election.

The editorial board shall be constituted with the concurrence of the Council and reconstituted if necessary, with the approval of the Council. Members of editorial board should be a member of IAPM.

#### **9. FUNDS OF THE ASSOCIATION**

**INCOME :** The funds of the association shall be derived from the following sources:

- (i) Subscription from Members
- (ii) Contributions or donations raised directly or through Chapters.
- (iii) Income derived from the Journal and other publications as per Byelaws.
- (iv) Contributions from the Institutions organizing the Annual Conference.
- (v) Contributions from persons or Institutions who desire to benefit the Association.
- (vi) Subscription from affiliated bodies.
- (vii) Interest on deposits.

#### **10. RESERVE FUND**

There shall be a Reserve Fund for the association. At least 25% in surplus of each year shall be credited to this fund. The reserve fund shall be drawn only by a special resolution of the AGB. The notice for this meeting shall be duly circulated and decision taken by vote with 3/4th of the Members present.

#### **11. EXPENDITURE**

Council shall, out of the funds of the Association, defray all ordinary expenses and such other charges as may be necessary for carrying on the work of the Association. It shall also provide funds for the publication of the Journal and any other publications as decided by it. The council is also empowered to spend money on research, conferences, award of prizes and and such other purposes that the Council decides for furtherance of the objectives of the associations.



**12. DUTIES AND POWERS OF THE OFFICE BEARERS.****(1) PRESIDENT**

- i) Shall be chairperson of all meetings of the council.
- ii) Shall preside at the annual conference and all meetings of the association.
- iii) Shall guide and control the activities of the association.
- iv) Shall regulate the proceedings of the meetings and conferences, interpret the rules and Byelaws and decide doubtful points.
- v) Shall, in addition to his or her ordinary vote, have a casting vote, in case of equality of votes.

**Note :** In the event of an emergency arising by reason of any cause such as death, detention, resignation or absence for a considerable period, e.g. President being out of India, the duties of the President shall devolve upon the Vice president. In case of resignation by the president, it will become effective on its acceptance by the council. Pending the acceptance of the resignation, the Vice President shall act as indicated above in case the president and unwilling to function as such. On acceptance of resignation the Vice-president will become president.

**(2) VICE PRESIDENT**

Shall preside at the Annual Conference and Council in the absence of the president, and carry out his/her duty.

**(3) HONORARY SECRETARY**

- (i) Shall be in charge of Headquarters office
- (ii) Shall conduct all correspondence.
- (iii) Shall have general supervision of account, pass all bills for payment
- (iv) Shall assist the Hon. Treasurer in the preparation of Annual statement of accounts duly audited.
- (v) Shall get the budget prepared by the treasurer and present it to the general body.
- (vi) Shall organize, arrange and convene conference, lectures and demonstration.
- (vii) Shall attend meetings of the council and the AGB.
- (viii) Shall be an ex-officio member of all committees.
- (ix) Shall maintain a correct and up to date register of all members of the Association.
- (x) Shall inform the members of association important events through at least three quarterly news letters.
- (xi) Shall give notice of coming meetings and circulate Agenda for the meetings.
- (xii) Shall conduct the elections to the various offices as per rules and byelaws.
- (xiii) Shall do such other acts as are essential for the smooth running of the Association.
- (xiv) Shall be in charge of his office and supervise the Headquarters office at Cuttack.

**(4) HONORARY JOINT SECRETARY HEAD QUARTER (H.Q.)**

- (i) The joint secretary IAPM, H.Q. will look after the official correspondence of IAPM H.Q. and coordinate with other executive members as and when needed.
- (ii) He will assist the chairman, Building committee for the construction and maintenance of IAPM H.Q.

**(5) THE HONORARY JOINT SECRETARY**

- (i) Shall assist the Hon. Secretary in performing his/her duties as required or allocated to him/her.
- (ii) Shall act for the Secretary in his/her absence.
- (iii) Shall be the Coordinator of the activities of the Regional Chapters.
- (iv) Shall prepare and present an annual Report on the Activities of the Regional Chapter.

**(6) THE HONORARY TREASURER**

- (i) Shall receive all money of the association and deposit in a Bank or Banks approved by council UAGB to the credit of the association and operate the account
- (ii) Shall be responsible for the collection of all subscriptions and contributions for the association.
- (iii) Shall dispose of the bills of payment.
- (iv) Shall have the right to point out any error/discrepancy in the order of payment of the Hon. Secretary and refer the order back to him/her with his/ her remarks. In the event of disagreement still persisting between him/her and Hon. Secretary, the matter shall be referred to the President for final decision.
- (v) Shall be responsible for keeping up to date the Accounts of The Association with all the account books posted up to date.
- (vi) Shall get the accounts audited by the Auditors of the Association
- (vii) Shall prepare the statement on account to be placed before the council
- (viii) Shall supply mailing list to the editor for dispatch of journal.

**(7) THE EDITOR OF THE JOURNAL**

- (i) Shall ensure the regular publication and issue of the journal.
- (ii) Shall look after the business side of the journal viz. printing securing advertisement, distribution to members.
- (iii) Shall select his joint Editor and constitute an Editorial Board to assist him, after approval of the council
- (iv) Shall maintain proper accounts of his/her office.
- (v) Shall submit annual audited accounts and budget to council and AGB
- (vi) Shall choose referees and get the articles evaluated by them.
- (vii) Shall undertake such other acts that contribute to the standard and running of Journal.

**ELECTION OF OFFICE BEARERS :**

- (i) The election of office bearers shall be conducted by the Secretary by postal ballot except of joint secretary H. Q who will be elected by Orissa chapter once in 3 years.
- (ii) The election for the posts of President and Vice President shall be held every year; for Secretary, Treasurer and Joint Secretary every 3rd year and for Editor every 5th year. All prospective candidates shall be members of the IAPM, having no subscription dues at the time of filling their nomination.
- (iii) The Secretary shall invite date bound nomination for the office positions in the midyear. The nomination shall be proposed and seconded by two members of the IAPM and must be accompanied by a letter of consent from the members so nominated, Nominations, proposed and seconded by members with subscriptions dues will be invalid.
- (iv) The Secretary shall obtain the biodata in brief of each candidate and enclose it with the ballot paper and send to the members who are eligible to vote. The ballot papers will be returned to the President or Secretary by the voters by a fixed date. Each ballot paper will be accompanied by the voters identity (name, address and signature) in a separate sealed cover.
- (v) If any candidate for election canvasses in any manner he/she is liable to be disqualified. His action will be reported by Hon. Secretary or any Member who has incontrovertible evidence of it to the Council.
- (vi) Every candidate for the posts of President and vice President should have at least 10 years standing as life members and have served the Association in one or more by ways of (i) being an Office Bearer, or (ii) being a member of the Council or Chapter Chairperson or participating in a symposium/seminar at the Annual conference. (iii) Organizing secretary/chairman of national conference.
- (vii) For all other posts of IAPM office bearers - a candidate should have at least 5 years standing as a life member.
- (viii) The Secretary shall conduct the elections in a time-bound "Election Time Table" as follows.
  - a) Election Announcement before end of July.
  - b) Last date of receipt of nomination before end of August.
  - c) Last date of withdrawal of Nominations 25 days after last date of receipt of nominations.
  - d) Despatch of Ballot papers within 5 days of withdrawal.
  - e) Last date of receipt of marked Ballot paper from voters in the office of the secretary within 40 days of dispatch of Ballot papers.
  - f) Scrutiny of Ballot papers and Counting of votes-within 3 days after last date of marked Ballot.
- (ix) Only those members who have fully paid up their dues by June 30 as notified by the Treasurer shall be eligible to vote and the ballot paper will be sent only to such members.
- (x) The scrutiny of the ballot papers shall be done by a committee consisting of the Secretary and two members nominated by the GB at a place communicated by the Secretary to the members.
- (xi) The Committee will communicate the result of the election to the President who will publish the results in the November newsletter.
- (xii) If for any office position, no candidate files a nomination, the Council will at its meeting on the day prior to the Annual conference, select a person and submit his/her name for approval of the AGB. If approved by the AGB, he/she shall assume the office.

**14. ANNUAL CONFERENCE**

- (i) The scientific work of the Association shall be carried out at the ordinary meetings of which one shall be held preferably in December and on this occasion there shall also be an annual statutory business meeting called the General Body meeting. The Annual conference of the Association (APCON) shall be held preferably in December and the Annual General Body meeting also shall be during this time. The secretary shall give notice, of this meeting to the members through Newsletter. The agenda will be drawn up from suggestions received from members throughout the year. At this meeting the annual reports of the office of the secretary, the Treasurer/the Editor and the joint secretaries will be presented together with the recommendations of the Council on all items made out at the earlier conference. The business meeting of the general body will be open only to members of the IAPM. Organizing secretary should provide adequate support to ensure smooth conduct of scientific session.
- (ii) The above mentioned meet of the Association shall be held in the Department of pathology and/or Microbiology in different parts of India, as may be available from time to time, or in any other institution approved by the council. The work of the meeting shall consist of providing suitable forum for presentation of scientific communications and the discussion of these and for giving demonstrations, presentation of scientific communication, orations, guest lectures and (presentation of Research work.carried out by the members) No presentation except orations, guest lectures or symposium or seminar participation shall exceed ten minutes in duration unless consent has been obtained from the chairman. One delegate will present only one paper at the conference. The general management including setting of the order in which the items of agenda are to be taken and appointment of the session President/chairman and cochairman shall be done by the president, the secretary, and the organizing secretary of the annual conference. The duration of the meeting and its programme shall be decided by the president the secretary and local members responsible for arrangements of the meeting, (the organizing secretary) All authors wanting to present paper will be required to register in advance as delegates.
- (iii) B.K. Aikat memorial presidential oration of the IAPM. The president of the IAPM will deliver an oration at the Annual conference and will be presented with an appropriate plaque/ memento on the occasion.

- (iv) Members may introduce visitors/guests to the meetings of the Association, and may arrange with secretary, for communications being given by the visitors (with the permission of the president).

#### 15. AWARD OF PRIZES BY THE ASSOCIATION

The Association shall be competent to receive endowments and other funds/awards to be given to members for academic achievements. These awards shall be governed by rules 40 be framed by the council and general body from time to time and shall be so notified by -the secretary. The Treasurer will maintain the accounts related to the prizes.

The existing prizes are:

- (i) **KHANOLKAR PRIZE:** Carries a cash prize together with a citation signed by the president of the association. The contesting member shall be below 45 years of age on July 31st of the year in which the contest is being held. Research work carried out in India and published during the preceding two calendar years will be considered for the award. The principal author shall submit a statement from the coauthors supporting his candidature for consideration of the prize. The publication will be judged by a panel of 3 judges to be appointed by president secretary. The award may be shared if more than 1 paper are so adjudged or no prize may be given in any particular year if no entry is found suitable.
- (ii) **SHRIMATI KUNTI DEVI MEHROTRA AWARD :** A cash prize and a citation to be signed by the president of the IAPM. Will be open to members below the age of 40 years on the 31 st of July of the year of the contest. The contesting member should be the first author of the article publication in the preceding 2 calendar years on the basis of research work carried out in India and shall be attested in a signed statement by the coauthors if any. The coauthors, if any, shall submit a signed statement supporting his/her candidature.

The entries will be judged by a panel of 3 persons one of whom will be nominated by Smt. Kunti Devi Mehrotra and the other two by the president/secretary of the IAPM. The prize may be shared if more than one entry is so adjudged and no prize may be given in any particular year if no entry is found suitable. Two copies of his/her biodata and five reprints of the publication together with a certificate that the same work has not received any other award, and a statement from all coauthors attesting to his/her candidature for the contest must be submitted by the candidate.

- (iii) **PROF. K.C. BASU MALLIKAWARD:**

For best paper in plenary session and a medal to be given during Annual Conference of IAPM every year. Rules and regulations for these to be obtained from the trust. The judges for the papers in the plenary session will be appointed by the president and the secretary before the commencement of the session, maintaining confidentiality.

- (iv) **TAMILNADU AND PONDICHERRY CHAPTER ORATION OR SYMPOSIUM:**

(Rules and regulations for tamilnadu and pondicherry chapter oration/symposium).

This chapter has contributed Rs. 50,000/- for one oration at every Annual Conference of IAPM.

Criteria for Award :

- (a) A distinguished India Pathologist or Microbiologist or a Specialist in an allied science who has worked in India or Abroad and has done original work.
- (b) A foreign Pathologist or Internationally recognized scientist of an allied subject who is visiting India on invitation or otherwise.
- (c) All local hospitalities of the orator should be provided by the organizers.
- (d) A Medallion, a silver gold plated on with inscription. Tamilnadu and pondicheny chapter oration award of value not less than Rs. 1000/- be awarded to the orator.
- (iv) **USHA HARDAS / ANANTHA NARAYAN ANNUAL. MICROBIOLOGY SYMPOSIUM :**  
To be arranged at IAPM conference and rule are to be framed.
- (v) **RULE AND REGULATION FOR INSTITUTING ENDOWMENTS AT THE ANNUAL CONFERENCE OF IAPM**
- (a) Endowments will be instituted only if a minimum Rs. Five lacs is made available to the association so that the annual interest on the principal amount will be sufficient to meet all the expenditure including publications of the proceedings.
- (b) Endowment can be instituted in a person's or institutions name only for a continuous period of five years which may be extended by the council. After the period of five years the corpus and the interest accrued will be utilized for the award of fellowships and travel grants for post graduate students and invitees participating in the Annual conference as decided by the council.
- (c) Council and Geheral Body may consider staggering, the delivery of endowment orations, symposia etc in alternate year conferences or period as may be considered necessary, if the number of such endowments can not be permitted because of time constraint are financial viability to hold each of them at each yearly conference.

#### 16. APPOINTMENT OF AUDITORS

Auditors shall be appointed at the AGB every year for auditing the accounts of the Association and its journal and other publications. Auditors shall be Registered Accountants and whose duties shall be as below:

- (a) Shall audit the accounts at the end of the financial year or more often if so desired by the AGB and shall certify to their correctness
- (b) Shall give suggestion for proper keeping of the accounts as required.