

**INDIAN ASSOCIATION OF PATHOLOGISTS &  
MICROBIOLOGISTS**

**2021**



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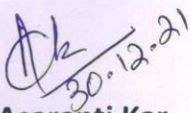
**CERTIFICATE OF APPROVAL  
OF  
THE MEMORANDUM, CONSTITUTION, BYE LAWS & RULES  
OF  
INDIAN ASSOCIATION OF PATHOLOGISTS & MICROBIOLOGISTS**

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*By virtue of the authority vested in us as the President and Honorary Secretary of the Indian Association of Pathologists and Microbiologists (IAPM), it is hereby certified that*

- 1. The following document "Memorandum, Constitution, Byelaws & Rules" consisting of 83 pages only (Eighty-Three pages only) including the First and Last pages is an authentic copy of the Memorandum, Constitution, Byelaws & Rules of the Indian Association of Pathologists and Microbiologists (IAPM) supported by relevant Annexures as listed has been approved by the Executive Council on 16 December 2021 and the General Body on the 28 December 2021.*
- 2. This authentic copy of the Memorandum, Constitution Byelaws & Rules of the Indian Association of Pathologists and Microbiologists (IAPM) includes all amendments and changes as approved by the Executive Council and the General Body till the date of signature as under.*
- 3. This authentic copy of the Memorandum, Constitution Byelaws & Rules supersedes earlier versions of Memorandum, Constitution, Byelaws & Rules of the Indian Association of Pathologists and Microbiologists (IAPM).*
- 4. This version of the Memorandum, Constitution, Byelaws & Rules of the Indian Association of Pathologists and Microbiologists (IAPM) shall be adopted and continue to remain in force and be applicable from the date wherein we have authenticated the document under our signatures.*

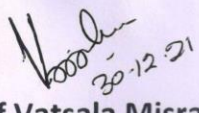
*Certified as above under our signature and seal of The Indian Association of Pathologists and Microbiologists on this Thursday, the Thirtieth Day of December, Twenty Hundred and Twenty-One (30 December 2021).*

  
**Dr Asaranti Kar**

Honorary Secretary (2019-2022)

Date: 30 December 2021

Place: Cuttack

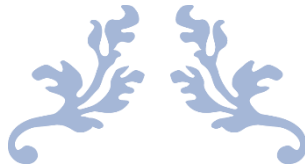
  
**Prof Vatsala Misra**

President (2020-2021)



# INDIAN ASSOCIATION OF PATHOLOGISTS & MICROBIOLOGISTS

2021



## MEMORANDUM, CONSTITUTION, BYE-LAWS & RULES



### Approval of Memorandum, Constitution, Byelaws & Rules

*This version of the Memorandum, Constitution, Byelaws & Rules of the Indian Association of Pathologists and Microbiologists (IAPM) has been drafted by the following members of the committee constituted for this purpose by the Executive Council and duly approved by the General Body Resolution Agenda No 17a/2019 in the General Body Meeting held at Chandigarh*

- |  |              |
|--|--------------|
| 1. Prof Anuradha Phatak (Past President, IAPM)                                     | Chairperson  |
| 2. Dr Pradeep Vaideeswar (Past President, IAPM)                                    | Member       |
| 3. Dr Sharada Rane (Past Honorary Secretary, IAPM)                                 | Member       |
| 4. Dr Asaranti Kar (Honorary Secretary, IAPM)                                      | Co-ordinator |
| Subsequently the following members were co-opted to the committee                  |              |
| 5. Prof Vatsala Misra (President, IAPM)  | Member       |
| 6. Prof S Datta Gupta (Past President, IAPM)                                       | Member       |
| 7. Dr Niranjana Rout (Past Honorary Secretary, IAPM)                               | Member       |
| 8. Dr Varsha Dhume (Honorary Treasurer, IAPM)                                      | Member       |
| 9. Dr Ranjan Agrawal (Editor-in-Chief, Indian Journal of Pathology & Microbiology) | Member       |

*The Draft was discussed and approved by the Executive Council in three Special Executive Council Meetings held on 11 December, 12 December and 16 December 2021 and subsequently discussed and approved in the Special General Body Meetings held on 28 December 2021*

DECEMBER 30, 2021

**INDIAN ASSOCIATION OF PATHOLOGISTS AND MICROBIOLOGISTS**





# Preamble

*Pathology is a branch of medical science that bridges the vast area of the study of normal human body with the clinical manifestations of disease. Pathology is the science of alterations in structure and function of the human body in disease, its restitution to normal or progression to continuing disability and death, the foundation of clinical medicine and the basis of cure.*

*With continuous and relentless expansion of knowledge, it is but natural that various subdivisions or specialties have branched from the initial understanding and scope of the subject of Pathology. Thus, Microbiology, the science of on the biochemistry, physiology, cell biology, ecology, evolution and clinical aspects of microorganisms, including the host response as well as the effectiveness of therapeutic compounds against microorganisms became a separate entity in its own right. The growth of Microbiology enabled the establishment of a separate specialty of Infectious Diseases world-wide. Subsequently several branches within Pathology and Microbiology have developed as testimonial to the enormous expansion in knowledge. The subjects of Pathology and Microbiology thus extend far beyond the realms of a science of laboratory diagnosis of disease.*

*The seeds of the association were sown in the association of 'Teaching Pathologists of Bombay'. Following an informal announcement in 1948, the 'Indian Association of Pathologists' was formally established in 1949 with the objective to promote advancement of Pathology, Microbiology, and allied sciences. Microbiology emerged as a separate branch in 1970s and hence the name of the association was changed to the Indian Association of Pathologists and Microbiologists (IAPM) in 1972. The association provides a platform to its members to deliberate, educate and present their research as well as update their knowledge in keeping with the developments in their fields of interest. Every association is governed by a set of rules and regulations as enunciated in its Memorandum, Constitution, Bye-laws and Rules such that its objectives are met guided by these beacons of binding principles. While the path remains the same, these regulations often need to be amended to accommodate and keep pace with changing times. Ever since its inception the association has subjected its regulations to such overhaul. More recently, these have occurred in 2004 and in 2017.*

*The association now desires to review and make necessary amendments for the following reasons:*

*Incorporate various resolutions that have been passed*

- Changes in keeping with the vast developments in the subjects of Pathology and Microbiology by way of development of sub-specialties and various advancements*
- Consequent changes in the education in Pathology and Microbiology*
- Current trends in management of diseases necessitates participation of Pathologists and Microbiologists beyond the confines of the laboratory*
- Need to affiliate and collaborate with other subjects so as to realise the laid down objectives*
- Developments in information technology, digital technology has opened a hitherto different world in communication and education; which has been further proven by the circumstances resulting from the current pandemic*
- Changes in laws and regulations of the land especially with regard to financial transactions and registration compliance*

*The Indian Association of Pathologists and Microbiologists hereby publishes this document of Memorandum, Constitution, Bye-Laws and Rules as approved by its members in the Special General Body Meeting held on 28<sup>th</sup> December 2021. This document supersedes all such documents published earlier and shall be in force until subsequent amendments.*



## TERMINOLOGY, GLOSSARY & ABBREVIATIONS

The following is a list of various terminology, glossary and abbreviations in alphabetical order, used in this document. The definitions, meanings and explanations relate only to this document and in no manner is extensive nor can act as a dictionary

- **Academic:** Relating to education and scholarship
- **Accounts:** Activity of record keeping and preparation & presentation of the financial statement such that financial transactions are tracked
- **Adjourn:** To officially end a meeting usually with a remark regarding the day for a future meeting
- **Adjournment *sine die*:** The final adjournment ending a convention or a series of meetings without a day specified for a future meeting
- **Adoption:** The act of choosing to take up, follow, or apply these Memorandum, Constitution and Bye-Laws
- **Affiliation:** Officially attachment or connection of an organization or individuals to the association
- **Amendment:** A formal or official change made to the Memorandum, Constitution or Bye-Laws and Rules or other legal document of the association
- **Approve:** Officially confirm or sanction by a committee or group of members
- **Articles:** The broad set of rules provided in the constitution
- **Assembly:** A meeting of the members of a the association or a group of persons gathered together for a common purpose.
- **Association:** A group of people organized for a joint purpose Used also to refer to the Indian Association of Pathologists and Microbiologists in this document
- **Associate:** With regard to membership relates to a member with limited membership of the association
- **Audit:** Activity of verification and evaluation of financial statement with the purpose of determining the validity and reliability of accounting information
- **Award:** A mark of recognition given in honour of an achievement
- **Ballot:** A system or instrument of voting secretly and in writing on a particular issue, generally a slip or sheet of paper, cardboard, or the like, on which a voter marks his or her vote. *The use of any electronic system for this purpose is often referred to as an e-Ballot*
- **Bye-Laws or By-Laws:** Set of rules made to govern the actions of the members including office-bearers and other functionaries to meet its objectives and to regulate the affairs of the association
- **Canvassing:** Systematic initiation of generally direct contact with individuals for the purpose of gathering support
- **Censure:** An official rebuke in some form that is indicated
- **Chair:** The presiding officer of a deliberative body or a meeting
- **Chapter:** A division of the IAPM comprising of primary members of the IAPM of any category belonging to a geographical region who have grouped to further the objectives of the association
- **Conference:** A formal meeting of the association, typically one that takes place over several days
- **Constitution:** A set of rules which imposes a minimum standard of control on the activities of the Association
- **Criteria:** A standard or principle for judging, evaluating, or selecting
- **Deferred:** Withheld for a stated period of time
- **Delinquent:** Overdue in payment, thus offending by violating the appropriate bye-laws



## TERMINOLOGY, GLOSSARY & ABBREVIATIONS

- **Discipline:** The practice of obeying the Memorandum, Constitution, Bye-Laws, Rules, Regulations and other directions of the association and the profession, using approved methods including punishment to correct disobedience.
- **Dissolution:** The act or process of dissolving the association or any of its activities
- **Election:** A formal group decision-making process of the association by which the members choose an individual or multiple individuals to hold office.
- **Eligibility:** Fitness or suitability through satisfaction of appropriate requirements
- **Emergency:** A serious, unexpected, and often dangerous situation requiring immediate action including those that may be declared by the Government in power.
- **Executive:** A branch of the association consisting of pre-determined members who are responsible for putting decisions or the memorandum, Constitution, Bye-Laws and Rules into effect.
- **Executive Council:** An advisory, deliberative, or administrative body of members of the association formally constituted and meeting regularly.
- **Executive Meeting:** Any meeting of a committee or organization which only pre-determined members may attend unless others are requested to attend.
- **Ex officio Member:** One who is a member of a committee or board by virtue of holding a particular office or position. *Ex officio* members have the right to vote unless otherwise specified in the Bye-laws.
- **Fellowship:** A position of honour provided by the association to an individual by virtue of knowledge, experience, competence, expertise in a particular field OR may also indicate financial support to pursue a course or training generally in the form of a merit-based award
- **Format:** The general plan of organization, arrangement of any activity of the association including documents
- **General Body:** The group comprising of all the members of the association
- **GST:** Goods and Services Tax of India which is applicable according to the provisions of concurrent powers to both Centre & States to levy GST (Centre to tax sale of Goods and States to tax provision of Services)
- **Hearing :** A meeting of an authorized group of the association as may be decided appropriately for the purpose of listening to the views of members or others on a particular subject.
- **Honorary:** Given as an honour only, without the usual requirements, duties, privileges, emoluments, etc
- **IAP-ID:** International Academy of Pathology-Indian Division
- **IAPM:** Indian Association of Pathologists and Microbiologists
- **ICP:** Organization of Indian College of Pathologists
- **Journal:** A publication of the association that provides an account of research papers and other professional accounts that are accepted for publication after a due process
- **Jurisdiction:** The territory or sphere of activity over which the these Memorandum, Constitution and Bye-Laws are applicable
- **Majority Vote:** More than half of the number of legal votes cast for a particular motion or candidate.
- **Meeting(s) :** An official assembly of the members of the association or its pre- group, such as a committee, or council. The length of the meeting is from the time of convening to the time of adjournment.
- **Memorandum:** Description of the scope and purpose of the association
- **Minutes of Meeting:** Official summary of the proceedings of a meeting
- **News Bulletin:** A brief account or statement, as of news or notices or events, of the association issued for the information of its members
- **Nomination:** The act of officially suggesting someone or something for a job, position, or award or recognition
- **Null:** No value or “zero” such as a “Null Year” indicating the year is not counted or considered to be non-existent





## TERMINOLOGY, GLOSSARY & ABBREVIATIONS

- **Office-Bearer:** A person holding a position of authority in the association appointed either through election, nomination or selection
- **Oration:** A formal speech or lecture generally as an honour delivered by the Orator on a ceremonial occasion.
- **Organizing Committee:** A group of people who meet to make decisions or plans for a larger group such as those related to organization of a conference
- **Plenary:** A session in a conference or meeting of the association where all members and delegates are required to attend, thus implying there are no concurrent sessions during this period
- **Postponed:** Delay or arrange to take place at a certain time later than was originally planned
- **Income Tax:** Tax charged by the Government of India on the annual income earned by the association at applicable rates that are announced from time to time
- **Income Tax Returns:** A tax return is a form or forms filed with the Income Tax Department, Central Board of Direct Taxes, Department of Revenue, Ministry of Finance, Government of India that reports income, expenses, and other pertinent tax information
- **Passed:** A decision that has been accepted / approved in a meeting
- **Preamble:** An introductory and expressionary statement that explains this document's purpose and underlying philosophy
- **Privileges:** A special advantage or facility or opportunity that may be provided or recalled to certain individuals
- **Prize:** A reward to the winner of a competition or in recognition of an outstanding achievement.
- **Propose:** To put forward a plan or suggestion for consideration by other members in a meeting or to suggest the name of a suitable candidate for a position in the association
- **Quorum:** The number or proportion of members that must be present at a meeting of the association to enable it to act legally or approve on business
- **Ratify:** To officially confirm and make valid
- **Registered:** Entered or recorded with the appropriate Registrar of Societies of India and provided a Registration Number
- **Resolution:** A firm decision, that is accepted by the association to do or not do an activity/ or to follow or not follow a decision.
- **Rights:** Privilege or advantage or opportunity to an individual that cannot be denied by the association
- **Rules:** A set of explicit or understood regulations or principles governing conduct or procedure within a particular area of activity
- **Second:** Formally support or endorse what has been proposed indicating that there is at least another member who is in agreement with the due proposal
- **Schedule:** A plan for carrying out a process or procedure of the association that provides a list of lists of intended events and the timing or dates when these are to be carried out
- **Tenure:** The total number of years an office or position may be held.
- **Term:** Duration of service in an appointed or elected office or position.
- **Termination:** The act of ending
- **Valedictory:** Relating to fare-well or leave-taking generally marking the end of an activity, especially conference, of the association
- **Voting:** A method approved by the association for a group of its members in order to make a collective decision to appoint one or more individuals to official positions or to express an opinion usually following discussions such as a meeting. *The use of any electronic system for the purpose of voting is often referred to as e-Voting*



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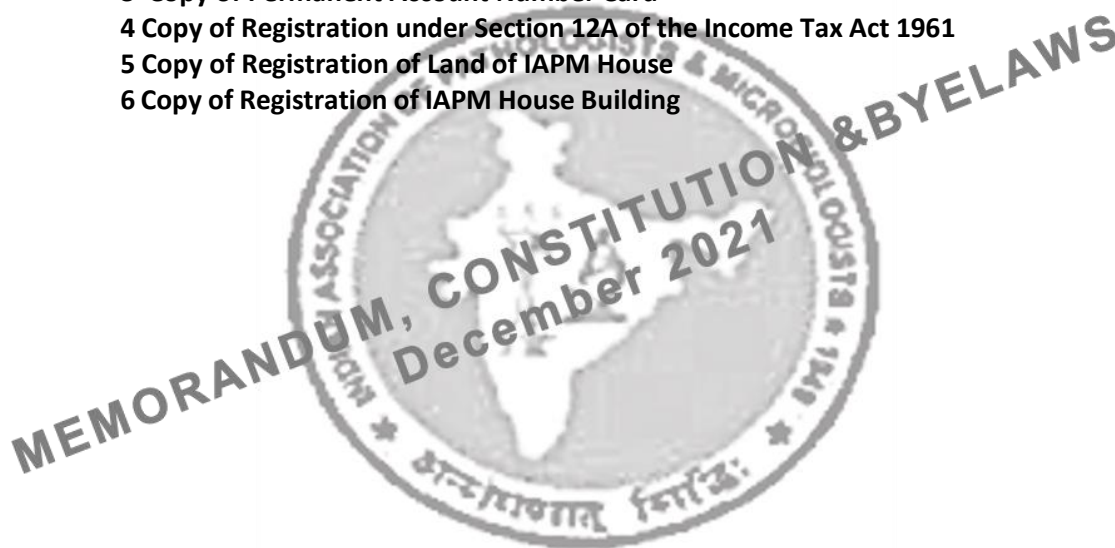
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## PART - I

### MEMORANDUM OF THE ASSOCIATION

---

#### 1. NAME OF THE ASSOCIATION:

The name of the Association is “Indian Association of Pathologists and Microbiologists”, herein after called the “Association”  
The abbreviated form of the association shall be "IAPM"

#### 2. REGISTERED OFFICE:

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

The present address of the Headquarters is:.  
IAPM House  
Chahata,  
Bidanasi,  
Cuttack - 753 014

#### 3. AREA OF JURISDICTION

The area of jurisdiction of the association is normally within India  
*Educational, academic, scientific and research activities of the association may extend world-wide including the formation of overseas chapters*

#### 4. DATE OF ADOPTION

This Association was founded in 1949 and Memorandum of Association came into force from the date of its registration under the Societies Registration Act XXXI 21 of 1860 Reg. No. 22157/138 of 2005-2006; under Act 21 of the Society Registration Act 1860, Reg. No. 1688 of 2002 of Society Act of 1863, Reg. No. 669 of 1953-54 and has been amended and adopted by the General Body in meetings held from time to time including the Special General Body Meetings held on 21 November 2004 at Pune , on 27 November 2007, Chandigarh and on 23<sup>rd</sup> and 24<sup>th</sup> December 2021 held in the online mode.

#### 5. AIMS & OBJECTIVES

The aims & objectives of the Association are :

- (i) To promote and advance Pathology, Microbiology and allied sciences as well as promote its role in public health.
- (ii) To uphold the standards of education, training and practice of Pathology, Microbiology and allied sciences.
- (iii) To promote research in the fields of Pathology, Microbiology and allied sciences.
- (iv) Educate, advocate, create awareness and disseminate developments in the field of Pathology, Microbiology and allied sciences to the profession and the public
- (v) Develop partnerships with other institutions, organizations or individuals, in such manner as to achieve common objectives

#### 6. FUNCTIONS & METHODS

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

- (i) Make rules and regulations and bye-laws for the conduct of the affairs of the Association and to add, amend, vary on rescind these from time to time
- (ii) Create administrative, technical, ministerial and other posts under the Association, and make appointments there to
- (iii) Hold periodical meetings ~~and~~ conferences and other forms of educational and academic deliberations including but not limited to lectures, oration, seminars, workshops, webinars, discussions of the members of the Association for the purpose of education, enhancement of knowledge and skills and dissemination of advances in the broad specialty of pathology and medicine in general
- (iv) Publish and circulate a journal, which shall be the official organ of the Association, specially adapted to the needs of the subjects.





- (v) Maintain a library and Association office.
- (vi) Publish periodically a News Bulletin of the association.
- (vii) Use digital, audio-visual media and the internet with attendant facilities, including social media, for furtherance of its aims and objects especially related to education and training
- (viii) Encourage research in Pathology, Microbiology and sub-specialties including but not limited to Clinical Pathology, Haematology, Clinical Biochemistry, Immunology, various organ-system or disease-based specializations related to Pathology, Bacteriology, Mycology, Parasitology, Virology, Digital Analysis and Artificial Intelligence, Molecular Pathology / Molecular Microbiology, Transfusion Medicine etc by the establishment of scholarships, prizes or awards and in such other manner as may from time to time be determined by the Association.
- (ix) 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.
- (x) 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.
- (xi) Borrow or raise money in such manner as the Association may think fit and collect subscriptions and donations for the purpose of the Association, as permitted by prevailing laws of the land.
- (xii) 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, in accordance with and permitted by prevailing laws of the land.
- (xiii) All income, earning, movable & immovable properties of the Association shall be solely utilized & applied towards the promotion of its aim & objects only as set forth in the memorandum of association & no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past members of the Association or to any person claiming through any one or more of the present or the past members. No member of the Association shall have any personal claim on any moveable property of the society or make any profit, whatsoever, by virtue of his/her membership
- (xiv) Constitute such Committee or Committees as it may deem fit for the disposal of any business of the Association
- (xv) 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
- (xvi) Create or assist in creating Branches or Chapters and academic bodies for any of the aforesaid purposes and formulate rules and regulations regarding the formation and functioning of the chapters.
- (xvii) Do all such things, lawful as may be necessary, incidental, conducive or ancillary, as are cognate to the objectives of the Association, which are incidental or conducive to the attainment of the above objectives.

PROVIDED THAT in carrying out the above mentioned objects and functions, no activity shall be undertaken by the Association with the motive of profit or benefaction contrary to these objects

**7. FIRST EXECUTIVE COUNCIL/OFFICE BEARERS**

The names, addresses and occupations of the first members of the Executive Council /Office Bearers of the Association to which by the Bye Laws of the Association and the management of its affairs is entrusted as required under section 2 of the Societies Registration Act 1860

Sl No	Name	Designation of Office Bearer	Occupation	Address
1	Dr VR Khanolkar	President	Pathologist	Mumbai
2	Dr P.N.Wahi	Secretary	Pathologist	Agra
3	Dr GL. Sharma	Joint Secretary	Pathologist	Nagpur
4	Dr H.B.Patil	Treasurer	Pathologist	Aurangabad

**8. DESIROUS PERSONS (OFFICE BEARERS AT THE TIME OF REGISTRATION)**

We, the several persons whose names and addresses are given below were the respective Office Bearers holding office and having associated ourselves for the purpose described in the Memorandum of Association set out our several and respective hands hereunto and form ourselves into an Association under

- (i) Registration Number 669 of 1953-1954 of the Society Act of 1860

Sl No	Name	Designation of Office Bearer	Occupation	Address
1	Dr VS Mangalik	President	Pathologist	Lucknow
2	Dr PN Wahi	Secretary	Pathologist	Agra
3	Dr BK Aikat	Joint Secretary	Pathologist	Calcutta
4	Dr HB Patil	Treasurer	Pathologist	Aurangabad

- (ii) Registration Number 1688 of 2002 under Rule 21 of the Society Act 1860

Sl No	Name	Designation of Office Bearer	Occupation	Address
1	Dr P.V.Patil	President	Pathologist	Belagavi
2	Dr Janardan Mohanty	Vice-President	Pathologist	Cuttack
3	Dr B.D. Radotra	Honorary Secretary	Pathologist	Chandigarh
4	Dr K. Gayathri	Honorary Joint Secretary	Pathologist	Hyderabad
5	Dr Niranjan Rout	Honorary Treasurer	Pathologist	Cuttack
6	Dr S.K. Shahi	Editor	Microbiologist	Patna

- (iii) Registration No 22157/138 of 2005-2006 under the Societies Registration Act XXI of 1860 by the Registrar of Societies, Orissa at Cuttack on the 10th day of January 2006.

Sl No	Name	Designation of Office Bearer	Occupation	Address
1	Dr Kusum Joshi	President	Pathologist	Chandigarh
2	Dr Manoj Singh	Vice- President	Pathologist	New Delhi
3	Dr S. Datta Gupta	Honorary Secretary	Pathologist	New Delhi
4	Dr Vatsala Mishra	Honorary Joint Secretary	Pathologist	Allahabad
5	Dr Kanaklata Dei	Honorary Treasurer	Pathologist	Cuttack
6	Dr Harsh Mohan	Editor	Pathologist	Chandigarh



## PART - II

### CONSTITUTION OF THE ASSOCIATION

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#### ARTICLE 1

##### Membership

The Indian Association of Pathologists and Microbiologists is composed of individual members who form the General Body and are represented in the Executive Council through appropriate representatives of state chapters and other affiliated or constituent associations or organizations, as specified in the Byelaws.

There shall be a Register in which the names of the members of the Association shall be entered with their qualification and address.

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.

#### ARTICLE 2

##### Offices

###### Registered Office

As provided in Clause 2 of the Memorandum, the Registered Office and Permanent Headquarter of the Association shall be located in Cuttack

###### Office of the Honorary Secretary

The Office of the Honorary Secretary shall be temporary and shall be located at the place of the elected Honorary Secretary and shall be the office for routine business of the Association with the provision that the said office shall move with the location of the elected Honorary Secretary

###### Office of the Honorary Editor-in-Chief

The Office of the Honorary Editor-in-Chief shall be temporary and shall be located at the place of the elected Editor-in-Chief and shall be the office for all business related to the publication of the journal of the Association with the provision that the said office shall move with the location of the elected Editor-in-Chief

###### Office of the Honorary Treasurer

The Office of the Honorary Treasurer shall be temporary and shall be located at the place of the elected Treasurer and shall be the office for all business related to finances and auditing of the Association with the provision that the said office shall move with the location of the elected Honorary Treasurer

#### ARTICLE 3

##### 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 composed in accordance with the appropriate Bye-Laws and headed by the elected President of the Association

The Executive Council shall generally delegate the powers of day to day functioning of the Association to elected Office Bearers or in their absence to such members or a committee provided that always, all matters that are normally beyond the scope of routine functions shall be approved by the Executive Council

Where under the Byelaws, and Rules 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

For purposes of all business and activities, ***other than financial***, the Association and the Chapters shall follow the Gregorian calendar from 1<sup>st</sup> January to 31<sup>st</sup> December every year



## ARTICLE 4

### Office Bearers

The officers bearers of the Association are the following, appointed according to the provisions of the appropriate Bye-Laws and Rules:

- (i) President
- (ii) Vice President
- (iii) Honorary Secretary
- (iv) Honorary Joint Secretary
- (v) Honorary Joint Secretary Headquarters
- (vi) Honorary Treasurer
- (vii) Honorary Editor-in-Chief of the Journal
- (viii) Honorary Editor in Chief Elect of the Journal

4.1 Additional Office-Bearers may be appointed to assist the above office-bearers in carrying out their functions through due procedures as laid down in the Bye-Laws

## ARTICLE 5

### Chapters

The members of the Association in any State within the country or adjacent states assembled as a geographical region shall, wherever deemed possible/necessary, group themselves into local chapter, subject to the approval by the Executive Council of the Association.

5.1 No member shall be admitted to any Chapter unless he or she is a member of the IAPM

## ARTICLE 6

### Financial Authority

Management of funds raised by annual dues or by assessment or otherwise as permitted by laws of the land and their utilization or expenditure shall be vested with the Office Bearers through the Honorary Treasurer on recommendation by the Executive Council and after approval by the General Body, or in any other manner approved by the General Body as provided in the Bylaws.

6.1 Receipts and Expenditure of the Headquarters of the Association shall be managed by the Joint Secretary Headquarters provided the projected budget and statements have been placed and approved in a manner similar to the accounts managed by the Honorary Treasurer

6.2. The year of the association and all its Chapters, for financial purposes, shall be from 1st of April each year to 31st March of the next year unless otherwise altered by the Government of India.

6.3 All financial transactions including applicable taxes of the association and auditing of accounts shall be in accordance and in compliance with the prevailing laws of the land

## ARTICLE 7

### Business Meetings

The Executive Council and the General Body shall meet at least once a year and at such times as may be provided in the Bye-Laws

7.1 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.

## ARTICLE 8

### Academic and Scientific Activities

All Academic and Scientific activities of the Association including digital and virtual as provided in the Bye Laws shall be conducted under the supervision of the Office Bearers

8.1 The Association may form various committees for furthering the objects of the Association with regard to academic and scientific committees with due approval from the Executive Council



## ARTICLE 9

### Affiliation

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 Executive Council and General Body.

## ARTICLE 10

### Dissolution

If the Association needs to be dissolved, it shall be dissolved as per provisions laid down under Section 13 & 14 of the Societies Registration Act of 1860 as applicable.

10.1 If upon the dissolution the Association registered under this Act there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the said society or any of them, but shall be given to some other society, to be determined by the votes of not less than three-fifths of the members present personally or by proxy at the time of the dissolution, or in default thereof, by such court as appropriate

## ARTICLE 11

### Amendments

Amendments to the Memorandum, Constitution, Bye Laws and Rules may be considered on the basis of proposals by members or *suo moto* by the Executive Council or Office Bearers as elaborated in the Bye-Laws provided three-fourths of the voting members of the Executive Council and three-fourths of the members registered at the meeting of the next General Body at which action is taken vote in favour of such amendment.

The Original and Approved version / copy of the Memorandum, Constitution, Bye Laws and Rules shall be authenticated by the President and Honorary Secretary of Indian Association of Pathologists & Microbiologists (IAPM) who are holding office at the time of such approval

All such duly signed approved version / copy of the Memorandum, Constitution, Bye Laws and Rules in original, shall remain in the Headquarters of the Indian Association of Pathologists & Microbiologists (IAPM)

MEMORANDUM, CONSTITUTION & BYE LAWS





## PART - III

### BYE LAWS AND RULES OF THE ASSOCIATION

#### CHAPTER 1: MEMBERSHIP

##### Categories

Categories of Membership in the Indian Association of Pathologists and Microbiologists are: Life, Associate, Affiliate, Honorary and International

##### Life Membership

Life Membership is provided to those Indian Citizens who possess a recognized postgraduate qualification in Pathology or Microbiology

##### Eligibility

The applicant shall possess

- (i) Primary medical qualification or equivalent of India (MBBS) from a medical college / institution recognized by the Medical Council of India/ National Medical Commission
- (ii) Permanent Registration of a State Medical Council or Medical Council of India / National Medical Commission to practice modern system of medicine
- (iii) Postgraduate Medical Qualification in Pathology such as DCP/MD/DNB or equivalent, Microbiology such as DBact /MD/DNB or equivalent Laboratory Medicine such as MD/DNB or equivalent or a PhD after a medical degree from a recognized medical college/ institution or an equivalent Postgraduate Medical Qualification from overseas provided the appropriate Postgraduate Qualification from India or overseas is recognized by the Medical Council of India / National Medical Commission\*(Please see note)
- (iv) Additional Qualification registered with a State Medical Council or Medical Council / National Medical Commission
- (v) The applicant should be engaged in the broad profession of Pathology, including its specializations / branches such as Histopathology, Cytopathology, Laboratory Medicine, Haematology, Transfusion Medicine, Immunology, various organ-system or disease-based specializations, Molecular Pathology etc or the broad profession of Microbiology, including its specializations / branches such as Bacteriology, Mycology, Parasitology, Virology, Molecular Microbiology etc. in India

##### \*Note:

As provided in Letter No C.1808/11/2021-MEP dated the 30th April 2021, the Under Secretary Ministry of Health and Family Welfare, Government of India has conveyed the following to the National Board of Examinations regarding the status of recognition of qualifications granted / awarded by the College of Physicians & Surgeons, Mumbai (CPS, Mumbai):

- i. DPB, DGO, DCH, MCPS, FCPS (Med), FCPS (Med), FCPS (Path), FCPS (Surg), FCPS (Derm), FCPS (Mid & Gyn) and FCPS (Ophth) are the only recognized CPS courses at present
- ii. The aforementioned FCPS qualifications awarded by the CPS, Mumbai is recognized medical qualifications for the purposes of the erstwhile Indian Medical Council Act, 2019 and also for the purpose of the National Medical Commission Act, 2019. These qualifications are register-able qualification for practice, however, the same are not equivalent to either MD or MS courses.
- iii. The Diploma qualifications DPB, DGO and DCH – awarded by the CPS, Mumbai is equivalent to their corresponding other recognized Diploma qualifications

Further, cases related to the recognition of qualifications granted / awarded by the CPS, Mumbai were filed in the Honb'le High Courts of Delhi and Mumbai. While the case in the Honb'le High Court of Delhi has been disposed of, the case in the Honb'le High Court of Mumbai is pending. Hence as of date the case is sub-judice.

Decisions regarding the admission to the association of members with such qualifications shall be governed by the directions of the Letter No C.1808/11/2021-MEP dated the 30th April 2021, the Under Secretary Ministry of



Health and Family Welfare, Government of India pending the outcome and judgements related to the case in the Honb'le High Court of Mumbai and any further directions by the competent authorities.

### Admission

The following procedure for admission shall apply:

- (i) Applicant shall fulfil all Eligibility Requirements as in 1.1.1.1 above
- (ii) The application shall be made in the format as decided from time to time and published / uploaded in the website of the Association
- (iii) The application shall be proposed and seconded by different Life Members of the Association
- (iv) The application shall be accompanied by a fee as approved by the General Body from time to time that shall be published / uploaded in the website of the Association
- (v) The President, on being forwarded such application after due scrutiny and diligence of the Treasurer and Honorary Secretary with regard to fulfilment of all requirements may **provisionally** accept the membership to the Association **solely** for the purpose of participating in the academic and scientific activities of the Association and shall receive the News Letter and Journal from the next quarter until such time the applicant is admitted to the Association as under Sub Clause (vii) of Clause 1.1.1.2 of these Bye-Laws and Rules. [Resolution No S(vi)/2007 of the Special General Body Meeting held at the 56th Annual Conference of IAPM, APCON 2007 at Chandigarh]
- (vi) The President shall recommend all such applications to the Executive Council for necessary approval
- (vii) All applications duly approved by the Executive Council are required to be accepted/ratified by the General Body prior to admittance in the Association as a Life Member

### Objections

Objections to the acceptance of Membership must be raised with the Honorary Secretary in writing

### Rights and Privileges

Life Members shall enjoy the following Rights and Privileges

- (i) Access to attend and participate in all academic and scientific activities of the Association including Annual Conferences, Continuing Education Programmes, Workshops, Webinars etc
- (ii) Cast vote in the election of office bearers
- (iii) Attend the General Body Meeting and all such meetings as applicable
- (iv) Receive publications of the Association such as the Journal and News Letter and other educational material provided fees or charges if any are realised
- (v) The official journal shall be available online without any additional charges to all Life Members and a print copy shall only be available to existing Life Members on request and to others on payment of due charges as may be decided from time to time
- (vi) Apply to become members of State / Regional Chapters
- (vii) After five years of membership without any current or past dues, nominate or second any candidate for any post of an office-bearer of the association
- (viii) After ten years of membership without any current or past dues, offer candidature and be nominated and seconded for any post of an office-bearer of the association



- (ix) Be eligible for concessions accorded to Members of IAPM towards delegate fees and enjoy other privileges as may be applicable during scientific and other activities
- (x) Use facilities available in the IAPM Headquarters
- (xi) Life Members shall be provided with a Certificate and an Identity Card (*Resolution Agenda No. 18b/2017 at the 66th Annual General Body Meeting of IAPM, APCON 2017, Bhopal, Madhya Pradesh*)

#### **Restriction of Rights and Privileges**

Life Members with any dues whatsoever and / or less than the appropriate years of membership or shall **not** have the following rights or privileges:

- (i) To participate in General Body Meetings
- (ii) To vote in elections for office bearers
- (iii) To be able to propose or second nominations for any post of Office Bearers if the period of Life Membership is less than five years
- (iv) To be able to contest to the post of an office-bearer of the association if the period of Life Membership is less than ten years
- (v) Right or privilege to nominate or second any candidate for any post of an office-bearer of the association

#### **Dues and Assessments**

Active members are liable for such dues and assessments as are determined and fixed by the General Body on the 1<sup>st</sup> January every year. The applicable Life Membership Fee shall be notified after due approval by the General Body from time to time.

#### **Associate Membership**

Associate Membership is provided to all those with a medical degree who are at the time of application, pursuing a postgraduate degree / diploma in Pathology, Microbiology and allied subjects such as Laboratory Medicine for the duration of expected completion of the Postgraduate course only. In a way, this is a membership for a limited period only.

#### **Eligibility**

The applicant shall possess

- (i) Primary medical qualification or equivalent of India (MBBS) from a medical college / institution recognized by the Medical Council of India/ National Medical Commission
- (ii) Permanent Registration of a State Medical Council or Medical Council / National Medical Commission to practice modern system of medicine
- (iii) Evidence of pursuing a course leading to a Postgraduate Medical Qualification in Pathology such as DCP/MD/DNB or equivalent, Microbiology such as DBact/MD/DNB or equivalent Laboratory Medicine such as MD/DNB or equivalent or a PhD after a medical degree from a recognized medical college/ institution, provided the PhD is being done in a Department of Pathology/Microbiology/ Laboratory Medicine/ Hematology and the thesis is in a topic related to the broad specialty of human Pathology or Microbiology provided the course is being pursued in an institution recognized by the National Medical Commission.

#### **Admission**

The following procedure for admission shall apply:

- (i) Applicant shall fulfil all Eligibility Requirements as in 1.1.3.1 of these Bye Laws and Rules



- (ii) The application shall be made in the format as decided from time to time and published / uploaded in the website of the Association for both routes
- (iii) The application shall be proposed and seconded by different Life Members of the Association who are Faculty Members of the Department where they are enrolled for the postgraduate course
- (iv) Applications shall be additionally accompanied by a certificate from the Head of the Department attesting that the applicant is a postgraduate student in the Department, the name of the course and the date of joining and expected completion
- (v) The application shall be accompanied by a fee that shall be published / uploaded in the website of the Association and is currently Rs 1000.00
- (vi) Following due scrutiny by the Treasurer and the Secretary, the President shall recommend all such applications to the Executive Council for necessary approval
- (vii) All applications duly approved by the Executive Council are required to be accepted by the General Body prior to admittance in the Association as an Associate Member
- (viii) The President, on being forwarded such application after due scrutiny and diligence of the Treasurer and Honorary Secretary with regard to fulfilment of all requirements may **provisionally** accept the membership to the Association **solely** for the purpose of participating in the academic and scientific activities of the Association and shall receive the News Letter and Journal from the next quarter until such time the applicant is admitted to the Association as under Sub Clause (vii) of Clause 1.1.1.2 of these Bye-Laws and Rules. *[Resolution No S(vi)/2007 of the Special General Body Meeting held at the 56th Annual Conference of IAPM, APCON 2007 at Chandigarh]*

#### Objections

Objections to the acceptance of Membership must be raised with the Honorary Secretary in writing

#### Rights and Privileges

Life Members shall enjoy the following Rights and Privileges

- (i) Access to attend and participate in all academic and scientific activities of the Association including Annual Conferences, Continuing Education Programmes, Workshops, Webinars etc
- (ii) The official journal shall be available online, without additional charges and a print copy shall only be available on payment of due charges
- (iii) Attend the General Body Meeting and all such meetings as applicable *but shall not cast any vote related to decisions / resolutions*
- (iv) Receive publications of the Association such as the Journal and News Letter and other educational material provided fees or charges, if any, are realised
- (v) Apply to become Associate Members of State / Regional Chapters
- (vi) Enjoy concessions accorded to Members of IAPM towards delegate fees and other privileges as may be applicable for scientific and academic activities

#### Restriction of Rights and Privileges

- (vi) Associate Members shall **not** have the right or privilege to vote in elections for office bearers
- (vii) Associate Members shall **not** be permitted to be nominated to contest to the post of an office-bearer of the association





- (viii) Associate Members shall **not** nominate or second any candidate for any post of an office-bearer of the association.

### Dues and Assessments

Active members are liable for such dues and assessments as are determined and fixed by the General Body

**Affiliate Membership** [Resolution No S(iva,ivb,ivc,ivd)/2007 of the Special General Body Meeting held at the 56th Annual Conference of IAPM, APCON 2007 at Chandigarh]

Affiliate Membership is provided to

- (i) Members of other organizations affiliated to the Indian Association of Pathologists and Microbiologists who possess a postgraduate medical degree and are pursuing teaching or research that has a direct bearing on the advancement of Pathology, Microbiology and related subjects / branches / specializations
- (ii) All those with a postgraduate degree who are actively engaged in research and teaching of Pathology and Microbiology but do not possess a medical degree

### Eligibility

#### (i) Affiliate Medical Members

The applicant shall possess

- (a) Primary medical qualification or equivalent of India (MBBS) from a recognized medical college / institution
- (b) Permanent Registration of a State Medical Council or Medical Council / National Medical Commission to practice modern system of medicine
- (c) Postgraduate Medical Qualification in a branch of medicine or a PhD from a recognized medical college/ institution after a medical degree
- (d) Additional Qualification registered with a State Medical Council or Medical Council / National Medical Commission
- (e) Life Membership or equivalent of an organization approved to be affiliated to the Indian Association of Pathologists and Microbiologists
- (f) The applicant should be engaged in pursuing teaching or research that has a direct bearing on the advancement of Pathology, Microbiology and related subjects/ branches / specializations

#### (ii) Affiliate Non-Medical Members

The applicant shall possess

- (a) PhD, MSc, MDS [Oral Pathology], MVSc [Veterinary Pathology / Microbiology] from a recognized university / institution  
OR  
Degree in Engineering Sciences from a recognized university / institution with proven contribution in Digital Imaging and Artificial Intelligence relevant to human Pathology or Microbiology
- (b) Evidence of teaching or research activity related to or has relevance to human Pathology and Microbiology



### Admission

The following procedure for admission shall apply:

- (i) Applicant shall fulfil all Eligibility Requirements as in **1.1.4.1** of these Bye Laws and Rules
- (ii) The application shall be made in the format as decided from time to time and published / uploaded in the website of the Association for both routes
- (iii) The application shall be proposed and seconded by different Life Members of the Association who are Faculty Members of the Department where they are pursuing research or teaching or by Life Members who are well-versed with the required credentials of the applicant
- (iv) Mandatory for membership of research scholars / associates /fellows with MSc / PhD working under a Pathologist / Microbiologist in a research project and who are not teaching faculty in an academic institution to be proposed by their guides / investigator of the project.
- (v) An additional certificate from the Head of the Department / institution attesting that the applicant is pursuing research or teaching related to human Pathology / Microbiology in the Department
- (vi) The application shall be accompanied by a fee that shall be published / uploaded in the website of the Association and is currently
- (vii) Following due scrutiny by the Treasurer and the Secretary, the President shall recommend all such applications to the Executive Council for necessary approval
- (viii) All applications duly approved by the Executive Council are required to be accepted/ ratified by the General Body prior to admittance in the Association as an Life Member

### Objections

Objections to the acceptance of Membership must be raised with the Honorary Secretary in writing

### Rights and Privileges

Affiliate Members shall enjoy the following Rights and Privileges

- (i) Access to attend and participate in all academic and scientific activities of the Association including Annual Conferences, Continuing Education Programmes, Workshops, Webinars etc
- (ii) Receive publications of the Association such as the Journal and News Letter and other educational material provided fees or charges if any are realised
- (iii) The official journal shall be available online, without additional charges and a print copy shall only be available on payment of due charges
- (iv) Attend General body Meetings to discuss matters related to Affiliate Membership only but without voting rights.
- (v) Enjoy concessions accorded to Members of IAPM towards delegate fees and other privileges as may be applicable for scientific and academic activities

### Restriction of Rights and Privileges

- (i) Affiliate Members shall not be permitted to vote on resolutions and other decisions in General Body Meetings and such meetings as may be determined from time to time
- (ii) Affiliate Members shall not have the right or privilege to vote in elections for office bearers



- (iii) Affiliate Members shall not be permitted to be nominated to contest to the post of an office-bearer of the association
- (iv) Affiliate Members shall not be eligible to become Ordinary / Life Members unless the member fulfils the criteria under clause 1.1.1 of these Bye-laws and Rules.

#### **Dues and Assessments**

Active members are liable for such dues and assessments as are determined and fixed by the General Body

#### **International Membership**

International Membership is provided to those who possess a recognized postgraduate qualification in Pathology or Microbiology and reside and practice Pathology or Microbiology or allied specialties outside India in the form of membership renewal every five years

##### **Eligibility**

The applicant shall possess

- (i) Primary medical qualification or equivalent to MBBS of India from a recognized medical college / institution
- (ii) Permanent Registration to practice modern system of medicine from a recognized authority appropriate in the country
- (iii) A Postgraduate Medical Qualification or a PhD or any such equivalent qualification appropriate for that country, from a recognized medical college/ institution in Pathology, Microbiology, Laboratory Medicine, Hematology, Transfusion Medicine, or their specializations
- (iv) Licence /Registration to practice Pathology /Microbiology/Laboratory Medicine/ Haematology/ Transfusion Medicine or their specializations in that country
- (v) Evidence that the person is teaching, practicing or engaged in research in Pathology, Microbiology, Laboratory Medicine, Hematology, Transfusion Medicine or their specializations

##### **Admission**

The following procedure for admission shall apply:

- (i) Applicant shall fulfil all Eligibility Requirements as in 1.1.5.1 of these Bye Laws and Rules
- (ii) The application shall be made in the format as decided from time to time and published / uploaded in the website of the Association for both routes
- (iii) The application shall be proposed and seconded by different Life Members of the Association
- (iv) The application shall be accompanied by a fee that shall be published / uploaded in the website of the Association and is currently Rs
- (v) Following due scrutiny by the Treasurer and the Secretary, the President shall recommend all such applications to the Executive Council for necessary approval
- (vi) All applications duly approved by the Executive Council are required to be accepted by the General Body prior to admittance in the Association as an Life Member

##### **Objections**

Objections to the acceptance of Membership must be raised with the Honorary Secretary in writing



### **Rights and Privileges**

International Members shall enjoy the following Rights and Privileges

- (i) Access to attend and participate in all academic and scientific activities of the Association including Annual Conferences, Continuing Education Programmes, Workshops, Webinars etc
- (ii) Attend the General Body Meeting and all such meetings as applicable but shall not cast any vote related to decisions / resolutions
- (iii) Receive publications of the Association such as the Journal and News Letter and other educational material provided fees or charges if any are realised
- (iv) Enjoy concessions accorded to Members of IAPM towards delegate fees and other privileges as may be applicable

#### **1.1.4.5 Restriction of Rights and Privileges**

- (i) International Members shall not have the right or privilege to vote in elections for office bearers
- (ii) International Members shall not be permitted to be nominated to contest to the post of an office-bearer of the association

#### **1.1.4.6. Dues and Assessments**

Active members are liable for such dues and assessments as are determined and fixed by the General Body

### **Honorary Membership**

Honorary Membership is provided on nomination to those with proven or established recognition as a academician and researcher who would contribute to the furtherance of the objects of the association

#### **Eligibility**

Honorary Membership is by invitation and nomination and not by application. There is no formal eligibility except that the person has unequivocal reputation and proven credentials of academic and scientific contributions and capability. The person may belong to any field. Such must be the calibre of the person that it is expected that the honour of according Honorary Membership shall enhance the prestige of the association.

#### **Admission**

The following procedure for admission shall apply:

- (i) Any Life Member of the association can nominate a Honorary Member, provided the credentials fulfil the expectations as in 1.1.5.1 of these Bye-Laws and Rules.
- (ii) The nomination shall include reasons for considering the nominee for Honorary Membership
- (iii) The Curriculum Vitae of the nominee highlighting significant achievements should be provided with the nomination
- (iv) The nomination shall be addressed to the President, IAPM
- (v) The President shall place all such applications to the Executive Council for necessary approval
- (vi) The Executive Council shall accept or reject the nomination by general consensus or by a process of election
- (vii) Recommendations of the Executive Council are required to be ratified by the General Body prior to admittance in the Association as a Honorary Member

#### **Objections**

Objections to the acceptance of Membership must be raised with the Honorary Secretary in writing





### **Rights and Privileges**

Honorary Members shall enjoy the following Rights and Privileges

- (i) Access to attend and participate in all academic and scientific activities of the Association including Annual Conferences, Continuing Education Programmes, Workshops, Webinars etc
- (ii) Advise the association regarding scientific and academic matters
- (iii) Attend meetings of the association but not vote to decide on resolutions or any such matter
- (iv) Enjoy concessions accorded to Members of IAPM towards delegate fees and other privileges as may be applicable for scientific and academic activities

### **Restriction of Rights and Privileges**

- (i) Honorary Members shall not have the right or privilege to vote in meetings or in elections for office bearers
- (ii) Honorary Members shall not be permitted to be nominated to contest to the post of an office-bearer of the association

### **Dues and Assessments**

Honorary Members are exempt from payment of membership fees.

### **Modifications in Categories of Membership**

The following Categories of Membership stand deleted modified with effect from the date wherein these Amended Byelaws are in force

#### **Modifications in Admission Procedure**

The following Category of Membership stands modified with effect from the date wherein these Amended Bye Laws and Rules are in force

#### **Life Membership**

Life Membership requirements including eligibility stands modified. The requirement of prior five years of Ordinary Membership shall no longer be required and all Life Members shall be admitted at application in accordance with the provisions of above Clause 1.1.1 of Chapter 1 of these Bye-Laws and Rules

#### **Deletion of Categories**

The following Category of Membership stands deleted with effect from the date wherein these Amended Bye Laws and Rules are in force:

- Ordinary Membership
- Ordinary Life Membership (OL Membership)

#### **Transition Arrangements for Existing Members**

The Transition Arrangements to be followed by those Members whose Categories of Memberships have been modified will be as under.

##### **(i) Period of Transition Arrangements**

The Transition Arrangements shall be a one-time facility unless otherwise extended by the General Body

##### **(ii) Existing / Current Life Time Members**

There shall be no change in the status of the existing/current Life Time Members admitted prior to January 2022 except that clauses 1.1.1.4, 1.1.1.5, 1.1.1.6 shall be applicable with regard to Rights and Privileges, Restriction to Rights and Privileges and Dues and Assessments as may be currently appropriate and accepted



**(iii) Existing / Current Ordinary Members**

Existing / Current Ordinary Members shall be offered the following transition arrangements to Life Membership which shall be mandatory and binding

Sub Clause Group	Age in years	Membership Period	Membership Dues Status	One-Time Fee to become Life Member in Transition Period
(a)	≥ 60	Any	No dues	Nil
(b)	≥ 60	Any	With dues	Rs 1000.00
(c)	≥ 45 to <60	Any	No dues	Rs 2000.00
(d)	≥ 45 to <60	Any	With dues	Rs 3000.00
(e)	< 45	≥ 5years	No Dues	Rs 3000.00
(f)	< 45	≥ 5years	With dues	Rs 4000.00
(g)	<45	<5 years	Any	Full Fee applicable

**Note:** Ordinary Members who do not respond to three reminders shall be considered as delinquent and temporarily suspended of membership.

**(iv) Existing / Current Ordinary Life Members (OL)**

Existing / Current Ordinary Life Members shall be admitted as Life Members irrespective of the period of their Ordinary Life Membership

**Maintenance of Membership**

**Category**

Membership is permitted only in one category at any time

Any change in category of existing membership shall be duly approved by the Executive Council and ratified by the General Body and subject to payment of any difference in applicable fees, if any

**Dues**

Membership can be maintained only if all dues are paid in time

**Exceptions**

On request, Members without dues may be exempt from the payment of dues on January 1

- Following their seventy-fifth birthday, provided they are fully retired from the practice of medicine.
- Executive Council may exempt members from payment of dues to alleviate financial hardship or because of retirement from medical practice due to medical disability. Such exemptions for financial hardship or medical disability shall be reviewed annually by the Executive Council and duly ratified by the General Body.

**Delinquency**

Ordinary Members who do not clear their annual membership dues within 30 days shall be declared "Delinquent". Delinquent Members shall cease to enjoy all rights and privileges until such time that the dues are cleared and membership renewed.

**Discipline**

Notwithstanding other reasons as provided under Clause 1.2 of these the Bye Laws and Rules, Membership can be retained as long as the Member:

- Complies with the provisions of the Memorandum, Constitution, Bye- Laws and Rules of the association
- Maintains discipline and conduct during all activities of the association



- (iii) Adheres and follows expected principles of Medical Ethics in professional activities
- (iv) Does not provides incorrect or false information /certificates for obtaining membership
- (v) Does not act in a manner prejudicial to the interests of the association
- (vi) Is not debarred from the Membership on directions of Courts or competent authorities for unlawful activities

#### **1.3.3.1. Disciplinary Proceedings**

Disciplinary issues shall be referred to a Disciplinary Committee duly constituted by the Executive Council and the said committee shall forward their recommendations to the Executive Council for further necessary action

#### **Transfer of Membership**

Membership of any category is not transferable.

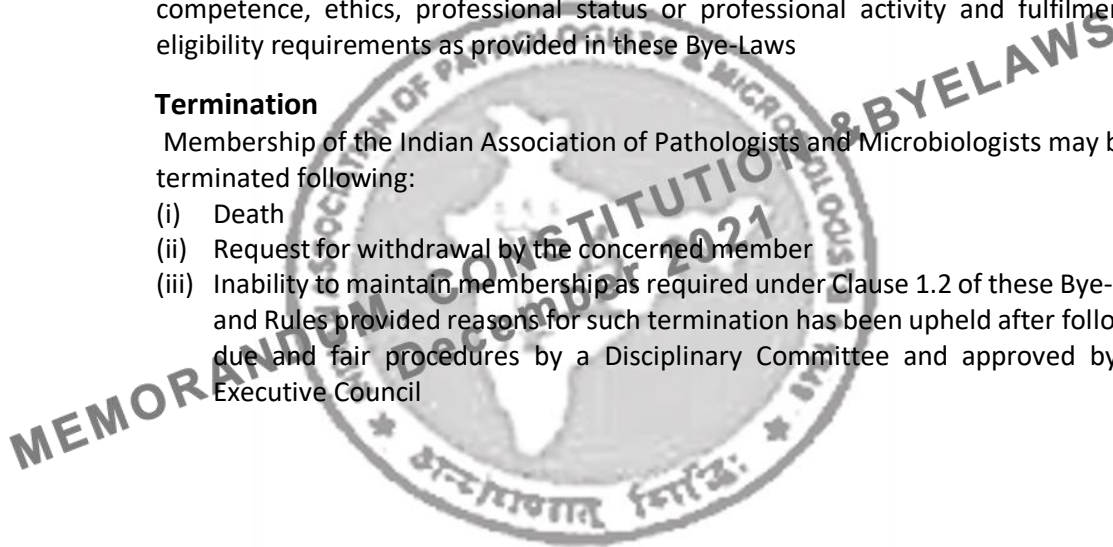
#### **Discrimination**

Membership in the Indian Association of shall not be denied or abridged because of sex, colour, creed, race, religion, caste, disability, ethnic origin, national origin, sexual orientation, gender identity, age, or for any other reason unrelated to character, competence, ethics, professional status or professional activity and fulfilment of eligibility requirements as provided in these Bye-Laws

#### **Termination**

Membership of the Indian Association of Pathologists and Microbiologists may be terminated following:

- (i) Death
- (ii) Request for withdrawal by the concerned member
- (iii) Inability to maintain membership as required under Clause 1.2 of these Bye-Laws and Rules provided reasons for such termination has been upheld after following due and fair procedures by a Disciplinary Committee and approved by the Executive Council





## CHAPTER 2: EXECUTIVE COUNCIL

### General

As provided under Article 3 of the Constitution of the Association, Executive Council is a body that is vested with the general control management, direction of policies and affairs of the Association as provided in Article 3 of the Constitution

### Composition

The Executive Council shall be composed of the following members of the Association:

- (i) The President of the Association.
- (ii) All the Past Presidents
- (iii) Vice President
- (iv) Honorary Secretary
- (v) Honorary Joint Secretary
- (vi) Honorary Joint Secretary of the Headquarters
- (vii) Honorary Treasurer
- (viii) Honorary Editor-in-Chief
- (ix) Honorary Editor-in-Chief Elect
- (x) Immediate Past Secretary
- (xi) One representative from each Regional / State Chapter
- (xii) Organizing Secretary of the Annual Conference
- (xiii) Dean, Indian College of Pathologists
- (xiv) Secretary, Indian College of Pathologists

### Appointments and Restrictions

The following requirements are to be followed with regard to members of the Executive Council

- (i) No member of Executive Council shall be permitted to hold more than One post concurrently in the Association except
  - (a) Represent Office Bearers of the Regional / State Chapters during a meeting or exigency
  - (b) Past Presidents / Immediate Past Secretary / Organizing Secretary of the Annual Conference may also be an Office-Bearer of the Indian College of Pathologists
  - (c) Any member of the Executive Council can be the Organizing Secretary of the Annual Conference
- (ii) The following members shall not have voting rights during meetings
  - (a) Past Presidents
  - (b) Immediate Past Secretary
  - (c) Organizing Secretary of the Annual Conference
  - (d) Honorary Editor-in-Chief-Elect
- (iii) Since normally, the tenure of the Honorary Secretary is for a period of three years, the Immediate Past Secretary shall be a member of the Executive Council for a period of One year only
- (iv) All members of the Executive Council are honorary functionaries and there shall be no financial liability on part of the association with regard to attendance of meetings and performance of duties by the members except in those instances where prior sanction of travel and hospitality facilities or reimbursement of expenses is approved by the Executive Council

### Terms of Office

Notwithstanding the provisions of Clause 2.2.1 and the tenure of various Office Bearers of the Association/ Chapters, the Organizing Secretary of the Annual Conference and the Secretary, Indian College of Pathologists, the Executive Council shall be continuous body. It is implied that Past Presidents shall continue to serve the Executive Council for life.





## . Chair

The President of the Association shall be the Chairperson of the Executive Council.

### Tenure

The Chairperson shall serve the Executive Council normally for a period of One year, concurrent with the tenure of the President of the Association

### Duties and Responsibilities

The Chairperson of the Executive Council shall

- (i) Be responsible as the Chief Executive Officer
- (ii) Exercise authority as the presiding officer
- (iii) Direct and guide preparation of agendas for meetings
- (iv) Preside over meetings
- (v) Co-ordinate on functioning of any ad-hoc committee constituted
- (vi) Supervise and co-ordinate implementation of decisions and resolutions
- (vii) Serve as the primary spokesperson for the Executive Council
- (viii) Assure a sound working relationship between the members of the Executive Council, the elected Office-Bearers and the General Body

#### 2.4.2.1. Delegation of Duties and Responsibilities

- (i) The Duties and Responsibilities of the Chairperson of the Executive Council, in the absence of the President of the Association, shall be delegated temporarily to the Vice President of the Association
- (ii) The Duties and Responsibilities of the Chairperson of the Executive Council, in the absence of both the President and the Vice-President of the Association, shall be delegated temporarily either to the Immediate Past President of the association or any other Past President as may be decided by consensus or a process of voting by the members of Executive Council

### Member-Secretary

The Honorary Secretary of the Association shall be the Member Secretary of the Executive Council.

#### 2.5.1. Tenure

The Member Secretary shall serve the Executive Council normally for a period of three years, concurrent with the tenure of the Honorary Secretary of the Association

### Duties and Responsibilities

The member Secretary of the Executive Council shall

- (i) Exercise authority as the administrative officer
- (ii) Prepare of agendas for meetings in consultation with the Chairperson
- (iii) Arrange for meetings and ensure such notices and infrastructure as may be necessary are made available
- (iv) Record and prepare Minutes of the meetings
- (v) Co-ordinate and follow-up on functioning of any ad-hoc committee constituted
- (vi) Ensure compliance and implementation of decisions and resolutions
- (vii) Maintain records of the Executive Council
- (viii) Co-ordinate working between the Chairperson, members of the Executive Council, the elected Office-Bearers and the General Body
- (ix) Any other duties as may be assigned by the Executive Council

#### 2.4.5.1. Delegation of Duties and Responsibilities

- (i) The Duties and Responsibilities of the Member Secretary of the Executive Council, in the absence of the Honorary Secretary of the Association, shall be delegated temporarily to the Joint Secretary of the Association
- (ii) The Duties and Responsibilities of the Member Secretary of the Executive Council, in the absence of both the Honorary Secretary and the Honorary Joint Secretary of the Association, shall be delegated temporarily either to the Immediate Honorary Secretary



of the association or any other serving Office Bearer of the association as may be decided by consensus or a process of voting by the members of Executive Council

### Meetings.

Meetings of the Executive Council shall be called by the Chairperson

#### Category

Meetings of the Executive Council are either Regular or Extraordinary

#### Regular Meetings.

- (i) The Executive Council shall meet at least twice in each calendar year
- (ii) The meeting shall be held at such time and place as the members may decide by convenience. Generally such meetings are held during the Annual Conference of the association
- (iii) Since approvals of the Executive Council invariably require ratification by the General Body, it is implied that wherever and whenever possible, the Meetings of the Executive Council shall precede the meetings of the General Body of the associations
- (iv) Notice of each regular meeting shall be given at least 15 days before each such meeting.
- (v) The Agenda of the Meeting shall be circulated by the Member Secretary at least 10 days prior to the meeting

#### Extraordinary Meetings

- (i) Extraordinary Meetings may be requested by at least one-third of the members of the Executive Council
- (ii) The Chairperson if satisfied regarding the extraordinary nature and urgency of the matter, shall call for the meeting
- (iii) Notice shall be given at least TWO days prior to the meeting along with the Agenda

#### Invitees

The Executive Council may invite persons, members as well as others, to attend meetings as and when necessary for the purpose of utilization of their expertise to further the objectives of the association or to clarify matters that may be discussed.

#### Notice.

Notice of meeting is considered to have been given if delivered by in person, by post, telephone messaging, e-mail, or any means of electronic communication approved by the Executive Council and shall be considered as received in the contact details provided if delivered electronically or if there is a acknowledgement of delivery or receipt

#### 2.6.3.1. Waiver of Notice

Written Notice as above may be waived and oral notice shall be accepted if

- (i) A subsequent meeting is decided during a meeting and agreed to by the members and recorded in the proceedings thereof or
- (ii) In the case of an emergency or exigency
- (iii) For the express purpose of objecting to the transacting of any business because of a question as to the legality of the calling or convening of the meeting

#### Quorum

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.



### Format

Meetings of the Executive Council may be held in any of the following formats if agreed to by a majority of the members

#### Conventional Format

Meetings as far as is possible shall be held in the conventional format wherein physical presence of all attendees is mandatory. Physical signature shall constitute attendance record.

#### Electronic Format

Meetings may be held through the use of available electronic communication methods such as internet, telephones live streaming etc by means of which all persons participating in the meeting can communicate with each other. Physical record of attendance shall not be necessary, provided there is a photographic record of the attendees and the list has been recorded by the Member Secretary

#### Hybrid Format

Meetings may be held in a manner wherein some of the participants attend the meeting in person, physically, whereas other communicate electronically provided, there is unhindered interaction and communication amongst the attendees. Physical record of attendees in person shall be maintained along with the record of attendance of attendees as in Clause 2.6.4.5.

#### Unanimous Written Consent

In the event of an urgency, any *bonafide* action required to be taken at a meeting of the Executive Committee or which may be taken at a meeting of the Executive Committee may be taken without a meeting if a consent in writing, setting forth the action so taken, provided this shall be signed by **all** members with respect to the subject matter thereof and shall be delivered to the Member-Secretary in writing or by e-mail. The action so taken shall be announced in the official website or conveyed to the members by post/ e-mail and shall be placed for *post facto* approval by the General Body in the next General Body Meeting.

### Communications

Communications of the Executive Council including minutes, notices and actions required may either be on paper or in any electronic means considered conventional at the current time in question and approved and accepted by the Executive Council.

### Powers and Function

The following powers and functions shall be vested in the Executive Council

#### Management

- (i) The Executive Council is the primary Governing Body of the association and shall guide the association in upholding the Memorandum and Constitution as well as achieving the objects of the association
- (ii) The actions shall be based on Policies and directions as may be approved and ratified by the General Body
- (iii) The Executive Council shall manage all assets of the association
- (iv) The overall functioning of the Executive Council shall ordinarily be done through elected Office-Bearers
- (v) Appoint or remove salaried Officers and employees of the Association

#### Planning

- (i) The Executive Council shall plan regarding directions in long term related to the fulfilment of objectives and priorities of the association
- (ii) Devise and plan strategies for improvement of the activities of the association including education, scientific and academic deliberations as well as finances along with all appropriate affiliated bodies and Regional / State Chapters



- (iii) 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

#### **Membership**

- (i) Consider and decide applications for Memberships, resignation of members or chapters
- (ii) Take any disciplinary action as it may deem fit subject to approval of General Body against any member of association or chapter for misconduct, wilful neglect or default.

#### **Elections**

- (i) Review and suggest methods of Election of office Bearers ensuring feasibility, fairness
- (ii) Appoint and approve Returning Officers for Election
- (iii) Approve / disapprove results of Election of office Bearers

#### **Scientific and Academic Activities**

- (i) Provide opportunities for continuous education through planning and facilitation of events such as Annual Conferences, Educational programmes, Workshops and any other similar activity both by physical means and through appropriate electronic media
- (ii) As provided in the constitution and Bye-Laws and Rules, facilitate publication of News Letters, Indian Journal of Pathology and Microbiology and educational material for the benefit of the profession and the public
- (iii) Facilitate publication and dissemination of such educational material as necessary through appropriate electronic media
- (iv) Shall approve locations and venue for various conferences, if necessary after physical inspection of facilities by a committee of members of the Executive Council duly approved by the General body

#### **Finances**

- (i) Maintain overall financial health of the association
- (ii) Oversee and approve budget in keeping with the objectives of the association
- (iii) Ensure appropriate resource allocation
- (iv) Review receipts and expenses including membership fees and dues, publication charges, donations and receipts, various assets and liabilities
- (v) 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) Sanction allowances and reimbursements for persons called for meetings and functioning of committees
- (vii) Approve appointment of auditors
- (viii) Ensure compliance of laws as applicable including payment of taxes and annual auditing

#### **Appointment of Committees**

The Executive Council shall appoint Committees, Subcommittees, *ad hoc* Committees and Standing Committees including Disciplinary Committees as and when necessary for the purpose of fulfilling the functions and objects of the association

#### **Representation**

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





### **Legal**

- (i) Appoint or seek legal opinion for matters related to the association
- (ii) Should the need arise, initiate, defend, settle, or otherwise dispose of litigation involving the interests of the association

### **Fulfilment of Decisions of the General Body**

The Executive Council shall fulfil regulations and other decisions approved by the General Body if not mentioned in the above scope of Functions and Duties

### **Honorarium**

All members of the Executive Council are honorary functionaries and there shall be no financial liability on part of the association with regard to attendance of meetings and performance of duties by the members except in those instances where prior sanction of travel and hospitality facilities or reimbursement of expenses is approved by the Executive Council





## CHAPTER 3: GENERAL BODY

### General

As provided under Article 1 of the Constitution of the Association, the General Body of the Indian Association of Pathologists and Microbiologists is composed of individual members and the General Body is represented in the Executive Council through appropriate representatives of state chapters and other affiliated or constituent associations or organizations, as specified in the Bylaws.

### Broad Functions

The General Body shall act as the voice of the constituent members of the Indian Association of Pathologists and Microbiologists

The General Body shall articulate to the Executive Council what the Body believes to be the needs of the association and what is necessary to meet those needs.

The General Body shall receive discuss, approve/ ratify or return all relevant reports, minutes, decisions, of the Executive Council and other committees.

The General Body may initiate agenda through the President, Honorary Secretary or other office bearers of the association to address issues the members believe are important for fulfilling the functions of the association

The General Body may assume such other responsibilities as may be assigned by provisions in the bylaws

### Composition

The General Body shall be composed of the following members of the Association as provided in Chapter 2 of these Bye-Laws: and Rules:

- (i) Ordinary Members *(Ordinary Members shall eventually transit to Life Membership under 1.2.1.*
- (ii) Life Members
- (iii) Associate Members
- (iv) Affiliate Members
- (v) International Members
- (vi) Honorary Members

### Inclusions, Exclusions and Restrictions

The following requirements are to be followed with regard to members of the General Body

- (i) The member shall be current, belonging to one of the categories as in 3.2 of these Bye Laws and Rules
- (ii) At any given time a member cannot belong to more than any one appropriate category of membership
- (iii) Elected / nominated Office Bearers shall continue enjoying rights and privileges of appropriate membership within the General Body and the elected / nominated office shall be an additional responsibility
- (iv) The member shall not have any dues whatsoever
- (v) The member shall not be under suspension or be restricted by any disciplinary proceedings
- (vi) The following members shall not have voting rights during meetings
  - (a) Associate Members
  - (b) Affiliate Members
  - (c) International Members
  - (d) Honorary Members
- (vii) The members shall comply with all requirements as laid down and follow the

*Bye Laws & Rules of the Association: Chapter 3: General Body*  
Memorandum, Constitution and Bye-Laws and Rules of the association and their  
modifications as approved from time to time.

**Tenure**

The General Body shall be a continuous body of members lasting as long as the existence of the association unless suspended / dissolved otherwise

**Members**

Notwithstanding the provisions of Clause 3.2.1 and the tenure of members of the General Body shall be as provided under respective category of memberships in Chapter 1 of these Bye-Laws and Rules.

**Office Bearers**

Tenure of the Office Bearers of the Association shall be in accordance with the tenure for individual posts as laid under **Chapter 3** of these Bye-Laws and Rules.

**Administration**

The elected or nominated Office Bearers of the association shall discharge all administrative and executive functions of the General Body

**Office Bearers**

- (i) President
- (ii) Vice President
- (iii) Honorary Secretary
- (iv) Honorary Joint Secretary
- (v) Honorary Joint Secretary of the Headquarters
- (vi) Honorary Treasurer
- (vii) Nominated / Co-opted Honorary Assistant Treasurer
- (viii) Nominated / Co-Opted
- (ix) Honorary Editor-in-Chief
- (x) Honorary Editor- in-Chief Elect
- (xi) Nominated / Co-opted Honorary Assistant Editors (Two)
- (xii) Nominated / Co-opted Honorary Assistant Editors Social Media (Two)

**President**

The President of the association shall head the General Body

**(i) Tenure**

The President shall serve the General Body normally for a period of One year, concurrent with the tenure of the President of the Association

**(ii) Duties and Responsibilities**

The President of the association shall

- (a) Be responsible as the Chief Executive Officer
- (b) Exercise authority as the presiding officer
- (c) Preside over meetings
- (d) Address the General Body at least once a year
- (e) Present Reports and Financial health of the association to the General Body as and when necessary
- (f) Co-ordinate on functioning of any ad-hoc committee constituted
- (g) Supervise and co-ordinate implementation of decisions and resolutions
- (h) Serve as the primary spokesperson for the General Body
- (i) Assure a sound working relationship between the members of the Executive Council, the elected Office-Bearers and the General Body

**(iii) Delegation of Duties and Responsibilities**

- (a) The Duties and Responsibilities of the President, during absence shall be delegated temporarily to the Vice-President of the Association
- (b) The Duties and Responsibilities of the President, in the absence of both the President and the Vice-President of the Association, shall be delegated temporarily either to the





Honorary Secretary of the association or any other Office Bearers as may be decided by consensus or a process of voting by the members of Executive Council

### **Vice- President**

The Vice-President of the association shall be an important functionary being associated with the President in the formulation and implementation of various policy matters of the association

#### **(i) Tenure**

The Vice-President shall serve the General Body normally for a period of One year, concurrent with the tenure of the Vice-President of the Association

#### **(iii) Duties and Responsibilities**

The Vice-President of the association shall

- (a) Assist the President as and when necessary
- (b) Exercise authority as the presiding officer in the absence of the President
- (c) Preside over meetings in the absence of the President
- (d) Co-ordinate on functioning of any ad-hoc committee constituted
- (e) Co-ordinate the functioning of the Academic Committee
- (f) Co-ordinate with the Honorary Joint Secretary in activities related to Regional / State Chapters
- (g) Assure a sound working relationship between the members of the Executive Council, the elected Office-Bearers and the General Body

#### **(iii) Delegation of Duties and Responsibilities**

- (a) The Duties and Responsibilities of the Vice-President, during absence shall be delegated temporarily to the Honorary Secretary of the Association
- (b) The Duties and Responsibilities of the Vice-President, in the absence of both the Honorary-Secretary of the Association, shall be delegated temporarily either to the President or any other Office Bearers as may be decided by consensus or a process of voting by the members of Executive Council

### **Honorary Secretary**

The Honorary Secretary of the Association shall be the Member Secretary of the General Body

#### **(i) Tenure**

The Honorary Secretary shall serve the General Body normally for a period of Three years, concurrent with the tenure of the Honorary Secretary of the Association

#### **(iii) Duties and Responsibilities**

The Honorary Secretary of the association shall

- (a) Exercise authority as the administrative officer and be responsible for day to day functioning
- (b) Maintain a list of members
- (c) Prepare of agendas for meetings in consultation with the President
- (d) Arrange for meetings and ensure such notices and infrastructure as may be necessary are made available
- (e) Present Annual Reports to the General Body
- (f) Record and prepare Minutes of the meetings
- (g) Co-ordinate and follow-up on functioning of any ad-hoc committee constituted
- (h) Be an Ex-officio member of such committees
- (i) Ensure compliance and implementation of decisions and resolutions
- (j) Maintain records of the General Body
- (k) Communicate with members and resolve problems related to membership
- (l) Receive and screen membership requests/ applications
- (m) Co-ordinate, prepare and communicate all scientific and other programmes relate to Annual Conference



- (n) Prepare, edit and publish New Bulletins of the Association
- (o) Be responsible for the timely and fair conduction of elections
- (p) Co-ordinate working between the Chairperson, members of the Executive Council, the elected Office-Bearers and the General Body
- (q) Maintain the website of the association with the Honorary Joint Secretary Headquarters Abstracts of Plenary Sessions and free papers as well as Posters shall be printed in a special/ supplementary issue of the Indian Journal of Pathology and Microbiology the expenditure of which shall be borne by the Organizers of the Annual Conference *(To be read with Resolution: Agenda No. 16h/2008 of the 57th Annual General Body Meeting of IAPM at APCON 2008, Kattankulathur, Kancheepuram, Tamil Nadu)*
- (r) Any other duties as may be assigned by the General Body

**(iii) Delegation of Duties and Responsibilities**

- (a) The Duties and Responsibilities of the Honorary Secretary of the association, in the absence of the Honorary Secretary of the Association, shall be delegated temporarily to the Joint Secretary of the Association
- (b) The Duties and Responsibilities of the Honorary Secretary of the association, in the absence of both the Honorary Secretary and the Honorary Joint Secretary of the Association, shall be delegated temporarily to any other serving Office Bearer of the association as may be decided by consensus or a process of voting by the members of Executive Council

The President of the Association shall function as the Chief Executive of the Association and the General Body and Chair all Meetings of the General Body

**Honorary Joint-Secretary**

The Honorary Joint- Secretary of the Association shall be responsible for the affairs of the association with regard to various Regional / State Chapters

**(i) Tenure**

The Honorary Joint- Secretary shall serve the General Body normally for a period of Three years, concurrent with the tenure of the Honorary Joint Secretary of the Association

**(ii) Duties and Responsibilities**

The Honorary Joint- Secretary of the association shall

- (a) Assist the Honorary Secretary in the functioning of the association as and when required
- (b) Liaison and ensure smooth co-ordination of between affairs of the parent Association and the Regional / State Chapters
- (c) Ensure compliance and implementation of decisions and resolutions
- (d) Provide and publish significant activities of the Regional / State Chapters
- (e) Maintain such records of the General Body with regard to the Regional / State Chapters
- (f) Co-ordinate working between the Chairperson, members of the Executive Council, the elected Office-Bearers and the General Body
- (g) Communicate with Regional / State Chapters and resolve problems related to issues that are under the purview of the parent association
- (h) Report to the Honorary-Secretary, President, Executive Council and the General Body practices in various Regional/ State Chapters that are not in accordance with the Articles, Constitution, Bye-Laws and Rules of the association, such that appropriate remedial measures can be taken.
- (i) Present an Annual Report of performance to the General Body
- (j) Any other duties as may be assigned by the General Body

**(iii) Delegation of Duties and Responsibilities**

- (a) The Duties and Responsibilities of the Honorary Joint- Secretary of the association, in the absence of the Honorary Joint-Secretary of the Association, shall be delegated



temporarily to the Honorary Secretary / Honorary Joint Secretary Head Quarters of the Association

- (b) The Duties and Responsibilities of the Honorary Joint-Secretary of the association, in the absence of both the Honorary Joint-Secretary and the Honorary Joint Secretary Headquarters of the Association, shall be delegated temporarily to any other serving by the members of Executive Council

### **Honorary Joint- Secretary Headquarters**

The Honorary Joint- Secretary Headquarters of the Association shall be responsible for the affairs of the association with regard to the Headquarters of the association, located at Cuttack

#### **(i) Tenure**

The Honorary Secretary Joint Secretary Headquarters shall serve the General Body normally for a period of Three years, concurrent with the tenure of the Honorary Joint Secretary Headquarters of the Association

- (a) The Honorary Joint Secretary Headquarters, even after handing over charge at the end of his / her tenure shall be responsible and continue to facilitate settlement, audit and filing of Income Tax Returns for the Financial Year / Assessment Year applicable to his/her tenure continue to facilitate filing of Income Tax Returns for the Financial Year / Assessment Year applicable to his/her tenure with the Honorary Treasurer.

#### **(ii) Duties and Responsibilities**

The Honorary Joint- Secretary of the association shall

- (a) Be responsible for the affairs of the IAPM Headquarters as its Administrative Officer
- (b) Liaison and ensure smooth co-ordination of between affairs of the parent Association and the Headquarters through the Honorary Secretary and the Honorary Treasurer
- (c) Ensure compliance and implementation of decisions and resolutions
- (d) Ensure construction and maintenance of the Headquarters building
- (e) Employ such personnel necessary for the upkeep and security of the IAPM Headquarters
- (f) Maintain archives and such records of the association, including historical, as may be necessary in the Headquarters
- (g) Present a proposed budget and audited accounts of the Headquarters in co-ordination with the Honorary Treasurer
- (h) Conduct academic and scientific activities in the Headquarters
- (s) Maintain the IAPM website with the Honorary Secretary (*To be read with Resolution: Agenda No. 16h/2008 of the 57th Annual General Body Meeting of IAPM at APCON 2008, Kattankulathur, Kancheepuram, Tamil Nadu*)
- (i) Present an Annual Report of performance to the General Body
- (j) Assist and coordinate with the other office-bearers as and when required with regard to organizational activities of the association at Cuttack, such as website functioning, accounts and taxation, renewal of registration etc
- (k) Any other duties as may be assigned by the General Body

#### **(iii) Delegation of Duties and Responsibilities**

The Duties and Responsibilities of the Honorary Joint-Secretary Headquarters of the association, in the absence of the Honorary Joint-Secretary Headquarters of the Association, shall be delegated temporarily to any other serving Office Bearer located in the State of Odisha or any other senior member of the Odisha chapter of IAPM of the association as may be decided by consensus or a process of voting by the members of Executive Council

### **Honorary Treasurer**

The Honorary Treasurer of the Association shall be responsible for the financial affairs of the association

#### **(i) Tenure**

The Honorary Treasurer shall serve the General Body normally for a period of Three years, concurrent with the tenure of the Honorary Treasurer of the Association



- (a) The Honorary Treasurer, even after handing over charge at the end of his / her tenure shall be responsible and continue to facilitate settlement, audit and filing of Income Tax Returns for the Financial Year / Assessment Year applicable to his/her tenure continue to facilitate filing of Income Tax Returns for the Financial Year / Assessment Year applicable to his/her tenure.

**(ii) Duties and Responsibilities**

The Treasurer of the association shall

- (a) Be responsible for the financial affairs of the IAPM as its Finance and Accounts Officer
- (b) Liaison and ensure smooth co-ordination of between affairs of the parent Association, the Headquarters, the Editorial Office, the Banks, Accountant and Auditors
- (c) Maintain accounts related to income and expenditure of the association
- (d) Ensure regular and timely auditing of accounts of the association
- (e) Employ due diligence and ensure adherence to all applicable laws with regard to the funds of the association
- (f) Present audited accounts to the Executive Council and the General Body as and when required
- (g) Ensure timely filing of Income Tax Returns and with appropriate assistance be responsible for all appeals including demands
- (h) Advise the association, especially the President and Honorary Secretary on the financial affairs of the association
- (i) Disburse funds as approved
- (j) Open accounts in Banks and act as a authorized signatory, as may be necessary after due approval
- (k) Maintain a list of Members, accept fees, send reminders for payment and provide receipts for such payments
- (l) Provide Membership lists to the Office Bearers for day to day functioning of the association
- (m) Encourage online payment and liaison with the Joint Secretary, Headquarters to maintain a secure payment gateway in the association website and website of the journal (unless these are outsourced)
- (n) Assist the association in the search and appointment of Honorary Assistant Treasurer, Accountant, Auditor, Tax Consultants, Bankers, Funding mechanisms, Payment Gateway providers etc.
- (o) Any other duties as may be assigned by the General Body

**(iii) Delegation of Duties and Responsibilities**

The Duties and Responsibilities of the Honorary Treasurer of the association, in the absence of the Honorary Treasurer of the Association, shall be delegated temporarily to the Honorary Assistant Treasurer and in the absence of both to the Honorary Secretary or any other office-bearer as may be decided by consensus or a process of voting by the members of Executive Council

**Co-opted Honorary Assistant Treasurer**

- (i) The Co-opted Honorary Assistant Treasurer shall be nominated and approved normally from the same city where the Honorary treasurer is located
- (ii) The Co-opted Honorary Assistant Treasurer shall assist the Honorary Treasurer for a period concurrent with the tenure of the Honorary Treasurer and assume the duties of the Honorary Treasurer as and when relegated
- (iii) The Co-opted Assistant Treasurer shall be authorized as the second signatory, with the Honorary treasurer being the first for purposes of signing cheques and other such instruments where there is a necessity for two signatories. The Co-opted Assistant Treasurer shall not be authorized as the sole signatory for purposes of signing cheques and other such instruments





### **Honorary Editor-in-Chief**

The Honorary Editor-in-Chief shall be responsible for all activities related to the official journal of the association, Indian Journal of Pathology and Microbiology and any other such publication as may be approved by the Executive Council and the General Body.

#### **(i) Tenure**

The Honorary Editor-in Chief shall serve the General Body normally for a period of Five years, concurrent with the tenure of the Honorary Editor-in Chief of the Association

- (b) The Honorary-Editor-in Chief shall hand over all charges including financial, to the Honorary Editor-Elect at the end of his/her tenure but shall be responsible and continue to facilitate settlement, audit and filing of Income Tax Returns for the Financial Year / Assessment Year applicable to his/her tenure with the Honorary Treasurer

#### **(ii) Duties and Responsibilities**

The Editor-in Chief of the association shall

- (a) Be responsible for the official journal published by the IAPM as the head of the Editorial Board
- (b) Identify appropriate individuals for the purpose of constituting an Editorial Board, including International Advisors
- (c) Identify and appoint Peer Reviewers with expertise in different topics
- (d) Liaison and ensure smooth co-ordination of between affairs of the parent Association, the Honorary Treasurer and the Editorial Office
- (e) Maintain accounts related to income and expenditure with regard to the publication of the journal and the expenses of the Editorial office and with the assistance of the Honorary Treasurer present audited accounts to the Executive Council and General Body
- (f) Ensure regular and timely publication of the journal
- (g) Receive, arrange for peer review, edit and publish manuscripts suitable for the journal
- (h) Periodically review and improve the format and contents of the journal
- (i) Maintain standards of publication of the journal in accordance with internationally accepted metrics
- (j) Provide hard copies and online copies of the journal to members and subscribers as may be decided from time to time
- (k) Open accounts in Banks and act as a authorized signatory, as may be necessary after due approval
- (l) Maintain a list of Members and subscribers, accept fees, send reminders for payment and provide receipts for such payments
- (m) Encourage online payment and liaison with the Joint Secretary, Headquarters to maintain a secure payment gateway for payments to the journal
- (n) Enable online end to end processes to ease submission, review, publication and dissemination of the journal
- (o) Arrange for funding by way of advertisements and royalties in the journal
- (p) Maintain the accounts related to the receipts and expenditure of the journal and with the assistance of the Honorary Treasurer present this to the Executive Council and General Body
- (q) Advise the Executive Council and the General Body on charges to be levied for publication and subscription of the journal from time to time
- (r) Assist the association in the search and appointment of Honorary Assistant Editors, Editorial Board and Publisher of the journal
- (s) Present a Report to the Executive Council and the General Body as and when required
- (t) Any other duties as may be assigned by the General Body

#### **(iii) Delegation of Duties and Responsibilities**

The Duties and Responsibilities of the Honorary Editor-in-Chief of the association, in the absence of the Honorary Editor-in-Chief of the Association, shall be delegated temporarily to



the Honorary Assistant Editor and in the absence of both Honorary Editor-in-Chief and the Honorary Assistant Editor, the Editor-in-Chief Elect or any other office-bearer may be appointed as may be decided by consensus or a process of voting by the members of Executive Council

#### **Honorary Editor- in-Chief Elect**

The Honorary Editor- in-Chief Elect shall be responsible for understanding all activities related to the official journal of the association, Indian Journal of Pathology and Microbiology and any other such publication as may be approved by the Executive Council and the General Body in the year preceding the completion of the tenure of the outgoing Honorary Editor-in-Chief .in preparation to accept this responsibility thereafter.

#### **3.5.11 Editorial Board**

- (i) The Editorial Board of the Indian Journal of Pathology and Microbiology shall function as an advisory committee that would lay down the principles and facilitate publication of the journal
- (ii) The Editorial Board shall consist of experts in the different subjects related to Pathology and microbiology as well as senior members of the association in an *ex-officio* capacity
- (iii) All members of the Editorial Board shall be Life Members of the Indian Association of Pathology & Microbiology except those who are appointed by virtue of their expertise in other fields or as International Advisors
- (iv) Appointments to the Editorial Board shall be the prerogative of the Editor-in-Chief with due approval of the Editorial Board
- (v) All appointments shall be Honorary
- (vi) The following members shall constitute the Editorial Board
  - (a) Honorary Editor-in Chief
  - (b) Honorary Editor-in Chief Elect
  - (c) Associate Editors(Three) who shall assist the Editor-in-Chief in Editorial work
  - (d) Assistant Editors (Two) who shall actively assist the Editor-in-Chief in day-to-day Editorial work
  - (e) Assistant Editors Social Media (Two) who shall actively assist the Editor-in-Chief in communication and outreach of the journal through social media
  - (f) Current Office-Bearers of the Indian Association of Pathology & Microbiology (*Ex-officio*)
  - (g) Past Editors of the Indian Journal of Pathology & Microbiology (*Ex-officio*)
  - (h) National Editorial Board Members who are subject experts
  - (i) International Advisors who are well recognized overseas experts in the fields of Pathology & Microbiology as well as publication of journals
- (vii) The tenure of the members of the Editorial Board members, except those in an *ex-officio* capacity shall run concurrent with the tenure of the Honorary Editor-in-Chief and may be extended by the next Honorary Editor-in-Chief

#### **Meetings.**

Meetings of the General Body shall be called by the President of the Association

##### **Category**

Meetings of the General Body are either Regular, Extraordinary or Special

##### **Regular General Body Meetings.**

- (i) The General Body shall meet at least once in each calendar year
- (ii) The meeting shall be held at such time and place as the members may decide by convenience. Generally such meetings are held during the Annual Conference of the association
- (iii) Since matters raised and discussed by the Executive Council invariably require ratification by the General Body, it is implied that wherever and whenever possible, the Meetings of the General Body shall follow the meetings of the Executive Council of the association



- (iv) Notice of each regular meeting shall be given at least 15 days before each such meeting.
- (v) The Agenda of the Meeting shall be circulated by the Member Secretary at least 10 days prior to the meeting

#### **Extraordinary General Body Meetings**

- (i) Extraordinary Meetings may be requested by at least one-third of the members of the Executive Council
- (ii) The Chairperson if satisfied regarding the extraordinary nature and urgency of the matter, shall call for the meeting
- (iii) Notice shall be given at least TWO days prior to the meeting along with the Agenda

#### **Special General Body Meetings**

- (i) Special General Body Meetings shall be called by the President of the Association to deliberate unique issues of the association that includes urgent issue
- (ii) All meetings necessitating amendments in the Constitution or substantial number of Bye-Laws and Rules shall be discussed in a Special General Body Meeting
- (iii) Special General Body Meetings shall be followed by a Executive Council Meeting and a Regular General Body Meeting
- (iv) Notice shall be given at least TEN days prior to date of meeting

#### **Notice**

Notice of meeting is considered to have been given if delivered by in person, by post, telephone messaging, e-mail, or any means of electronic communication approved by the Executive Council and shall be considered as received in the contact details provided if delivered electronically or if there is an acknowledgement of delivery or receipt

#### **3.6.2.1.. Waiver of Notice**

Written Notice as above may be waived and oral notice shall be accepted if

- (i) A subsequent meeting is decided during a meeting and agreed to by the members and recorded in the proceedings thereof or
- (ii) In the case of an emergency or exigency
- (iii) For the express purpose of objecting to the transacting of any business because of a question as to the legality of the calling or convening of the meeting.

#### **Quorum**

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.

#### **Format**

Meetings of the General Body may be held in any of the following formats if agreed to by a majority of the members

##### **Conventional Format**

Meetings as far as is possible shall be held in the conventional format wherein physical presence of all attendees is mandatory. Physical signature shall constitute attendance record.

##### **Electronic Format**

Meetings may be held through the use of available electronic communication methods such as internet, telephones live streaming etc by means of which all persons participating in the meeting can communicate with each other. Physical record of attendance shall not be necessary, provided there is a photographic record of the attendees and the list has been recorded by the Member Secretary

##### **Hybrid Format**

Meetings may be held in a manner wherein some of the participants attend the meeting in person, physically, whereas other communicate electronically provided, there is





unhindered interaction and communication amongst the attendees. Physical record of attendees in person shall be maintained along with the record of attendance of attendees as in Clause 3.6.4.5.

#### **Invitees**

The President may invite persons, members as well as others, to attend meetings as and when necessary for the purpose of utilization of their expertise to further the objectives of the association or to clarify matters that may be discussed

#### **Communications**

Communications to the General Body including minutes, notices and actions required may either be on paper or in any electronic means considered conventional at the current time in question and approved and accepted by the Executive Council.

#### **Powers and Function**

The following powers and functions shall be vested in the Executive Council

##### **Management**

- (i) The General Body is the conscience of the association and shall guide the association in upholding the Memorandum and Constitution as well as achieving the objects of the association
- (ii) The actions shall be based on Policies and directions as may be approved and ratified by the members of the General Body
- (iii) The General Body shall deliberate and approve, modify or disapprove decisions of the Executive Council related to management of all assets of the association
- (iv) Bring to the notice any irregularities in the overall or specific management of the association
- (v) The overall functioning of the General Body shall ordinarily be done through elected Office-Bearers
- (vi) All Reports and minutes of General Body Meetings of the association as presented by Office Bearers are required to be approved by the General Body prior to acceptance

##### **Planning**

- (i) The General Body shall examine, devise and plan strategies for improvement of the activities of the association including education, scientific and academic deliberations as well as finances along with all appropriate affiliated bodies and Regional / State Chapters as may be presented by the Office Bearers or other members
- (ii) Approve regulations and instructions for the proper working of the Association and for the maintenance and administration of the properties of the Association and its publications

##### **Elections**

- (i) Review and suggest methods of improving Election of office Bearers ensuring feasibility, fairness
- (ii) Appoint and approve Returning Officers for Election
- (iii) Approve / disapprove results of Election of office Bearers

##### **Scientific and Academic Activities**

- (i) Shall suggest, encourage and approve continuous improvements in educational, academic and scientific activities of the association
- (ii) Shall approve locations and venue for various conferences, if necessary after physical inspection of facilities by a committee of members of the Executive Council duly approved by the General body

##### **Finances**

- (i) Maintain overall financial health of the association



- (ii) Oversee and approve budget in keeping with the objectives of the association
- (iii) Ensure appropriate resource allocation
- (iv) Review audited accounts that may be presented
- (v) Approve appointment of auditors
- (vi) Ensure compliance of laws as applicable including payment of taxes and annual auditing

#### **Appointment of Committees**

The General Body shall approve if deemed fit, Committees, Subcommittees, *ad hoc* Committees and Standing Committees including Disciplinary Committees as and when necessary for the purpose of fulfilling the functions and objects of the association

#### **Representation**

The General Body shall approve representation any matter in interests of the Association or its members, before the Government or other public bodies or any properly constituted authority by the Executive Council

#### **Legal**

- (i) The General Body shall approve Legal Counsels as may be appointed by the Office Bearers
- (ii) The General Body shall be apprised of all Legal matters pending or otherwise of the association during its meetings

#### **Fulfilment of Decisions of the General Body**

The Executive Council and the elected Office Bearers shall fulfil regulations and other decisions approved by the General Body if not mentioned in the above scope of Functions and Duties

#### **Honorarium**

All functionaries of the General Body are honorary and there shall be no financial liability on part of the association with regard to attendance of meetings and performance of duties by the members except in those instances where prior sanction of travel and hospitality facilities or reimbursement of expenses is approved by the Executive Council and ratified by the General Body.



## CHAPTER 4: ELECTIONS AND APPOINTMENTS OF FUNCTIONARIES

### General

Office Bearers of the Association shall be appointed generally through elections.

(i) The tenure Office Bearers shall generally commence from 01 January of the applicable year

Other functionaries of the Association may be appointed through an appropriate process of selection or nomination

### Elected Posts of Office Bearers

The following posts are elected:

- (i) The President of the Association
- (ii) Vice President
- (iii) Honorary Secretary
- (iv) Honorary Joint Secretary
- (v) Honorary Joint Secretary of the Headquarters
- (vi) Honorary Treasurer
- (vii) Honorary Editor-in-Chief who is elected as the Honorary Editor-in- Chief Elect

### Nominated Posts of Office Bearers/ Officials

- (i) Co-opted Assistant Treasurers
- (ii) Nominated / Co-opted Associate Editors (Three)
- (ii) Nominated / Co-opted Assistant Editors (Two)
- (iii) Nominated / Co-opted Assistant Editors Social Media (Two)
- (iv) Any other Assistant Office Bearer as may be necessary from time to time
- (v) Returning Officers of Elections

### Functionaries appointed through Search / Selection

- (i) Bankers
- (ii) Auditors
- (iii) Chartered Accountants
- (iv) Accounts Officers/ Accountants
- (v) Legal Experts
- (vi) Professionals for Registration, Taxation and other liaison activities
- (vii) Web Masters
- (viii) IT Professionals
- (ix) Professionals for various online activities including Meetings, Webinars, Academic Programmes, Elections etc
- (x) Printers for Newsletters, Journals etc
- (xi) Designers/ Proof Readers etc
- (xii) Secretarial Staff
- (xiii) Other Assistants
- (xiv) Caretaker of Headquarters
- (xv) Housekeeping and Support Staff
- (xvi) Drivers
- (xvii) Any other professional / staff as may be necessary from time to time

### Procedure for Conduction of Elections

#### Officials Responsible for Conduct of Elections

- (i) President
- (ii) Honorary Secretary
- (iii) Two Returning Officers nominated amongst senior members of the association

### Conflict of interest

(i) If any of the above persons is being nominated for any of the posts to be elected or if any of their members of the family are being nominated for any of the posts



*to be elected they shall not be eligible to participate in the conduct of the elections.*

- (ii) Under such circumstances the President, in consultation with the Executive Council shall nominate any other appropriate person/ persons for the conduct of elections.*
- (iii) Failure to disclose such conflict of interest shall result in disqualification of the nomination and the concerned Office-Bearer/ Member shall be summarily removed from the membership of the association even if this is detected after the elections are over.*

#### **Conduct of Elections for the post of Joint Secretary Headquarters**

- *Election for all posts except that of the Honorary Joint Secretary Headquarters shall be conducted by the Honorary Secretary*
- *Election for the post of the Honorary Joint Secretary Headquarters shall be conducted by the Odisha State Chapter*

#### **Mode of Elections**

- (i) Online / Electronic Voting
- (ii) Offline through Printed Ballots
- (iii) *In keeping with convenience and technological developments the Online / Electronic Voting method shall be preferred over the Offline mode through Printed Ballots*

The decision regarding the mode of election shall vest with the President, IAPM in consultation with the Executive Council and shall be based on the convenience and feasibility at the respective time.

Elections shall be conducted in either one of the two modes and a combination of both Offline/ Printed Ballot based Voting and Online / Electronic Voting shall not be permitted under normal circumstances

Elections shall be conducted employing the best practices ensuring confidentiality, security and fairness. This includes online voting through a system that is SSL (Secure Sockets Layer) Certified (Resolution Agenda No.11 f/2019 of 67th General Body Meeting at APCON 2019, Bareilly, Uttar Pradesh)

#### **Frequency of Elections**

- (i) Annually for President and Vice President
- (ii) Once in Three years for the posts of Honorary Secretary, Honorary Treasurer and Honorary Joint Secretary
- (iii) Once in Three years for Joint Secretary Headquarters to be conducted by the Orissa Chapter
- (iv) Once in Five years or corresponding to one year preceding the completion of tenure of the existing Editor-in Chief for the post of Editor-in Chief Elect

#### **Notice for Elections**

- (i) The information regarding elections shall be notified by the Honorary Secretary
- (ii) The notification shall be as far as possible published / disseminated in the months of June / July each year
- (iii) Notification shall be published mandatorily in the appropriate News Bulletin and Website but may be disseminated if deemed necessary and appropriate, additionally by e-mail, SMS, WhatsApp, Journal etc
- (iv) The notification shall contain
  - (a) the name of posts for which the election is being held
  - (b) the tentative schedule
  - (c) invite nominations and provide details regarding eligibility for the posts



### Eligibility

The Eligibility criteria for various posts may be modified from time to time based on current requirements subject to due approval by the General Body and the Executive Council.

#### (i) President

- (c) The nominee for the post of President shall be a person of proven integrity and academic excellence who has contributed consistently to the field of Pathology / Microbiology and / or its various subspecialties so as to be worthy of this august position, capable of upholding the dignity and honour of the Indian Association of Pathology & Microbiology and steering the association to greater heights
- (d) The nominee President shall be a Citizen of India
- (e) The nominee shall be resident in India during the tenure of the post, if elected
  - *Those who plan or are likely to remain overseas for three months or more during this period should not offer to be nominated*
- (f) The nominee President shall be a Life Member of IAPM
- (g) The period of above Life Membership shall be for a minimum period of ten years following a minimum period of five years of Ordinary Membership without dues OR for a period of fifteen years in the case of direct Life membership without any interim period of Ordinary Membership
- (h) The nominee should have contributed to the activities of Indian Association of Pathologists and Microbiologists by way of ANY ONE OR MORE of the following:
  - Office Bearer of the IAPM
  - Moderator of any of the academic sessions of the IAPM Annual Conference such as symposia
  - Participation as speaker in any of the academic sessions of the IAPM Annual Conference such as symposia
  - Member of the Editorial Board of the Indian Journal of Pathology & Microbiology
  - Office Bearer of any of the State Chapters of IAPM
  - Organizing Chairperson / Secretary / Treasurer of an Annual Conference of IAPM
- (i) The nominee should have attended at least three General Body Meetings of the IAPM in the five years preceding the nomination
- (j) The nominee shall not have been convicted by any court of law for an unlawful / criminal activity
- (k) The nominee shall not owe any dues to the IAPM or any State Chapter
- (l) There nominee should not have any disciplinary action by the IAPM or any State Chapter against him/ her
- (m) There shall be no age limit for nomination for the post of President

#### (ii) Vice-President

- (a) The nominee for the post of Vice -President shall be a person of proven integrity and academic excellence who has contributed consistently to the field of Pathology / Microbiology and / or its various subspecialties so as to be worthy of and capable of upholding the dignity and honour of the Indian Association of Pathology & Microbiology and of calibre to hold the post of the President if so required during an exigency
- (b) The nominee Vice-President shall be a Citizen of India





- (c) The nominee shall be resident in India during the tenure of the post, if elected
- *Those who plan or are likely to remain overseas for three months or more during this period should not offer to be nominated*
- (d) The nominee Vice-President shall be a Life Member of IAPM
- (e) The period of above Life Membership shall be for a minimum period of ten years following a minimum period of five years of Ordinary Membership without dues OR for a period of fifteen years in the case of direct Life membership without any interim period of Ordinary Membership
- (f) The nominee should have contributed to the activities of Indian Association of Pathologists and Microbiologists by way of any one or more of the following:
- Office Bearer of the IAPM
  - Moderator of any of the academic sessions of the IAPM Annual Conference such as symposia
  - Participation as speaker in any of the academic sessions of the IAPM Annual Conference such as symposia
  - Member of the Editorial Board of the Indian Journal of Pathology & Microbiology
  - Office Bearer of any of the State Chapters of IAPM
  - Organizing Chairperson/ Secretary / Treasurer of an Annual Conference of IAPM
- (g) The nominee should have attended at least three General Body Meetings of IAPM in the five years preceding the nomination
- (h) The nominee shall not have been convicted by any court of law for an unlawful / criminal activity
- (i) The nominee shall not owe any dues to the IAPM or any State Chapter
- (j) The nominee should not have any disciplinary action by the IAPM or any State Chapter against him/ her
- (k) There shall be no age limit for nomination for the post of Vice-President

**(iii) Honorary Secretary**

- (a) The nominee for the post of Honorary Secretary shall be a person of proven integrity and academic excellence who has contributed consistently to the field of Pathology / Microbiology and / or its various subspecialties and capable of managing the day to day affairs of the association as necessary and practically ensuring implementation of the decisions of the Executive Council and the General Body
- (b) The nominee Honorary -Secretary shall be a Citizen of India
- (c) The nominee shall be resident in India during the tenure of the post, if elected
- *Those who plan or are likely to remain overseas for three months or more in a year during this period should not offer to be nominated*
- (d) The nominee Honorary- Secretary shall be a Life Member of IAPM
- (e) The period of above Life Membership shall be for a minimum period of five years following a minimum period of five years of Ordinary Membership without dues OR for a period of ten years in the case of direct Life membership without any interim period of Ordinary Membership
- (f) The nominee should have contributed to the activities of Indian Association of Pathologists and Microbiologists by way of any one or more of the following:



- Office Bearer of the IAPM
  - Moderator of any of the academic sessions of the IAPM Annual Conference such as symposia
  - Participation as speaker in any of the academic sessions of the IAPM Annual Conference such as symposia
  - Member of the Editorial Board of the Indian Journal of Pathology & Microbiology
  - Office Bearer of any of the State Chapters of IAPM
  - Organizing Chairperson/ Secretary / Treasurer of an Annual Conference of IAPM
- (g) The nominee should have attended at least three General Body Meetings of IAPM in the five years preceding the nomination
- (h) The nominee shall not have been convicted by any court of law for an unlawful / criminal activity
- (i) The nominee shall not owe any dues to the IAPM or any State Chapter
- (j) The nominee should not have any disciplinary action by the IAPM or any State Chapter against him/ her
- (k) There shall be no age limit for nomination for the post of Honorary - Secretary

**(iv) Honorary Joint Secretary**

- (a) The nominee for the post of Honorary Joint Secretary shall be a person of proven integrity and academic excellence who has contributed consistently to the field of Pathology / Microbiology and / or its various subspecialties and capable of upholding the rich traditions of the association and assuming the role of the Honorary-Secretary during exigencies
- (b) The nominee Honorary Joint-Secretary shall be a Citizen of India
- (c) The nominee shall be resident in India during the tenure of the post, if elected
- *Those who plan or are likely to remain overseas for three months or more in a year during this period should not offer to be nominated*
- (d) The nominee Honorary Joint- Secretary shall be a Life Member of IAPM
- (e) The period of above Life Membership shall be for a minimum period of five years following a minimum period of five years of Ordinary Membership without dues OR for a period of ten years in the case of direct Life membership without any interim period of Ordinary Membership
- (f) The nominee should have contributed to the activities of Indian Association of Pathologists and Microbiologists by way of any one or more of the following:
- Moderator of any of the academic sessions of the IAPM Annual Conference such as symposia
  - Participation as speaker in any of the academic sessions of the IAPM Annual Conference such as symposia
  - Member of the Editorial Board of the Indian Journal of Pathology & Microbiology
  - Office Bearer of Odisha Chapter of IAPM
  - Organizing Chairperson/ Secretary / Treasurer of an Annual Conference of IAPM or a State Chapter
- (g) The nominee should have attended at least three General Body Meetings of IAPM in the five years preceding the nomination



- (h) The nominee should have attended at least three General Body Meetings of the Odisha State Chapter of IAPM in the five years preceding the nomination
- (i) The nominee shall not have been convicted by any court of law for an unlawful / criminal activity
- (j) The nominee shall not owe any dues to the IAPM or the Odisha Chapter
- (k) There nominee should not have any disciplinary action by the IAPM or any State Chapter against him/ her
- (l) There shall be no age limit for nomination for the post of Honorary Joint -Secretary

**(v) Honorary Joint Secretary Headquarters**

- (a) The nominee for the post of Honorary Joint Secretary Headquarters shall be a person of proven integrity and academic excellence who has contributed consistently to the field of Pathology / Microbiology and / or its various subspecialties and capable of upholding the rich traditions of the association and who is well-versed with the activities of the Headquarters of IAPM
- (b) The nominee Honorary Joint -Secretary shall be a Citizen of India
- (c) The nominee shall be resident in India during the tenure of the post, if elected
  - *Those who plan or are likely to remain overseas for three months or more in a year during this period should not offer to be nominated*
- (d) The nominee Honorary Joint- Secretary shall be a Life Member of IAPM
- (e) The period of above Life Membership shall be for a minimum period of five years following a minimum period of five years of Ordinary Membership without dues OR for a period of ten years in the case of direct Life membership without any interim period of Ordinary Membership
- (f) The nominee shall be a current and active member of the Odisha State Chapter of IAPM without any dues
- (g) The nominee should have contributed to the activities of Indian Association of Pathologists and Microbiologists by way of any one or more of the following:
  - Moderator of any of the academic sessions of the IAPM Annual Conference such as symposia
  - Participation as speaker in any of the academic sessions of the IAPM Annual Conference such as symposia
  - Member of the Editorial Board of the Indian Journal of Pathology & Microbiology
  - Office Bearer of any of the State Chapters of IAPM
  - Organizing Chairperson/ Secretary / Treasurer of an Annual Conference of IAPM or a State Chapter
  - Participated in any of the academic sessions of the Odisha State Chapter of IAPM as Moderator / Speaker
- (h) The nominee should have attended at least three General Body Meetings in the five years preceding the nomination
- (i) The nominee shall not have been convicted by any court of law for an unlawful / criminal activity
- (j) The nominee shall not owe any dues to the IAPM
- (k) There nominee should not have any disciplinary action by the IAPM or any State Chapter against him/ her
- (l) There shall be no age limit for nomination for the post of Honorary Joint -Secretary Headquarters



**(vi) Honorary Treasurer**

- (a) The nominee for the post of Honorary Treasurer shall be a person of proven integrity and academic excellence who has contributed consistently to the field of Pathology / Microbiology and / or its various subspecialties and who is capable of handling matters related to finance and accounting of the association
- (b) The nominee Honorary Treasurer shall be a Citizen of India
- (c) The nominee shall be resident in India during the tenure of the post, if elected
  - *Those who plan or are likely to remain overseas for three months or more in a year during this period should not offer to be nominated*
- (d) The nominee Honorary Treasurer shall be a Life Member of IAPM
- (e) The period of above Life Membership shall be for a minimum period of five years following a minimum period of five years of Ordinary Membership without dues OR for a period of ten years in the case of direct Life membership without any interim period of Ordinary Membership
- (f) The nominee should have contributed to the activities of Indian Association of Pathologists and Microbiologists by way of any one or more of the following:
  - Moderator of any of the academic sessions of the IAPM Annual Conference such as symposia
  - Participation as speaker in any of the academic sessions of the IAPM Annual Conference such as symposia
  - Member of the Editorial Board of the Indian Journal of Pathology & Microbiology
  - Office Bearer of any of the State Chapters of IAPM
  - Organizing Chairperson/ Secretary / Treasurer of an Annual Conference of IAPM or a State Chapter
- (g) The nominee should have attended at least three General Body Meetings in the five years preceding the nomination
- (h) The nominee shall not have been convicted by any court of law for an unlawful / criminal activity
- (i) The nominee shall not owe any dues to the IAPM
- (j) There nominee should not have any disciplinary action by the IAPM or any State Chapter against him/ her
- (k) There shall be no age limit for nomination for the post of Honorary Treasurer

**(vii) Honorary Editor-in-Chief Elect**

- (a) The nominee for the post of Honorary Editor-in-Chief Elect shall be a person of proven integrity and academic excellence who has contributed consistently to the field of Pathology / Microbiology and / or its various subspecialties and who is capable of managing all aspects related to publication of an scientific / academic journal
- (b) The nominee Honorary Editor-in-Chief Elect shall be a Citizen of India
- (c) The nominee shall be resident in India during the tenure of the post, if elected
  - *Those who plan or are likely to remain overseas for three months or more in a year during this period should not offer to be nominated*
- (d) The nominee Honorary Editor-in-Chief Elect shall be a Life Member of IAPM
- (e) The period of above Life Membership shall be for a minimum period of ten years following a minimum period of five years of Ordinary



- Membership without dues OR for a period of fifteen years in the case of direct Life membership without any interim period of Ordinary Membership
- (f) The nominee should have contributed to the activities of Indian Association of Pathologists and Microbiologists by way of any one or more of the following:
- Moderator of any of the academic sessions of the IAPM Annual Conference such as symposia
  - Participation as speaker in any of the academic sessions of the IAPM Annual Conference such as symposia
  - Member of the Editorial Board of the Indian Journal of Pathology & Microbiology
  - Associated with the Editorial Board o/ publication of any scientific / academic journal
  - Office Bearer of any of the State Chapters of IAPM
  - Organizing Chairperson/ Secretary / Treasurer of an Annual Conference of IAPM or a State Chapter
- (g) The nominee should have attended at least three General Body Meetings in the five years preceding the nomination
- (h) The nominee should have had at least five publications in peer reviewed journals in the preceding five years
- (i) The nominee shall not have been convicted by any court of law for an unlawful / criminal activity
- (j) The nominee shall not owe any dues to the IAPM or any State Chapter
- (k) There nominee should not have any disciplinary action by the IAPM or any State Chapter against him/ her
- (l) There shall be no age limit for nomination for the post of Honorary Editor Elect

#### **Schedule of Elections conducted by IAPM**

The Schedule for Election provided herein shall be followed in principle. The dates may be decided and approved by the President depending on the feasibility.

- (i) Announcement of Election and calling of Nominations by Honorary Secretary *around end of July*
- (ii) Last date of receipt of Nominations : 30th day after Announcement of Elections *around end of August*
- (iii) Last date of withdrawal/ cancellation of Nominations : 25th day after last date for receipt of Nominations *around third week of September*
- (iv) Announcement regarding updating of addresses / contact details : 05th day after Announcement of Election and calling of Nominations, *around first week of August*
- (v) Last date for updating of addresses / contact details : 30th day after Announcement regarding updating of addresses / contact details *around first week of September*
- (vi) Finalization of Voters List after scrutiny by the Honorary Treasurer and Honorary Secretary: 15th day after the Last date for updating of addresses / contact details, *around third week of September*
- (vii) Conduct of Elections in Offline Mode
- (a) Dispatch of Printed Ballots: Within 7 days after Last date Last date of withdrawal of Nominations, *by end week of September*
- (b) Last Date of Receipt of Ballots after Voting: 40th day from the Date of Dispatch of Printed Ballots, *around second week of November*





- (c) Scrutiny and Counting of Ballots: Within 3 days from the Last Date of Receipt of Ballots
- (viii) Conduct of Elections in Online/ Electronic Mode
- (a) Mock / Practice session , if any : For 10 days after Finalization of Voters List after scrutiny by the Honorary Treasurer and Honorary Secretary, around last week of September
- (b) Opening of Voting lines : Within 10 days after Last date Last date of withdrawal of Nominations, by beginning of October
- (c) Closing of Voting Lines: At 12.00 Midnight on the 4<sup>th</sup> day after Opening of Voting lines . The Opening Date shall be considered as Day 01
- (d) Downloading of Results: By 12 Noon on the 5<sup>th</sup> day after Opening of Voting lines

The following a brief description of the time-lines related to elections

Activity	Offline Elections	Online Elections
Announcement of Elections & Invitation of Nominations	Day 0	Day 0
Announcement regarding updating of addresses / contact details	Day 05	Day 05
Last Date for filing Nominations	Day 30	Day 30
Last Date for updating of addresses / contact details	Day 35	Day 35
Last date for Scrutiny and Finalization of Voters List	Day 50	Day 50
Last Date for Withdrawal/ Cancellation of Nominations	Day 55	Day 55
Mock / Practice Online Voting		Day 51-Day 60
Last Date for Dispatch of Printed Ballot papers	Day 62	
Opening of Online Voting Lines		Day 65
Closing of Online Voting Lines		Day 68
Downloading of Online Voting Results		Day 69
Last Date of Receipt of Printed Ballot Papers	Day 102	
Scrutiny and Counting of Offline Votes	Day 105	

The time-lines related to elections shall be mandatory and strictly adhered to.

- (i) Deviations from the above time-lines, if any shall, only be in extremely exigent conditions duly authorized by the President who shall provide the reasons thereof to the Executive Council and the General Body prior to announcement of the results.

#### Nominations

- (i) Prospective candidates for any of the posts shall be nominated by two members of at least five years standing without any dues
- (ii) One of the members shall Propose the Nomination and the other shall Second the Nomination



- (iii) Nominations shall be done on plain paper neatly type written / printed and shall include:
  - (a) Year of Election
  - (b) Post Nominated for
  - (c) Name of the Nominee
  - (d) IAPM Number of the Nominee
  - (e) Affiliation / Address of the Nominee
  - (f) Signature of the Proposer
  - (g) Name of Proposer
  - (h) IAPM Number of the Proposer
  - (i) Signature of the Seconder
  - (j) Name of Seconder
  - (k) IAPM Number of the Seconder
  - (l) Date of Nomination
- (iv) All Nominations shall be accompanied by the following to be provided by and signed by the candidate./ nominee:
  - (a) A Letter of Consent to the Nomination by the Nominee containing details and the Signature and Date of Consent
  - (b) A Fulfilment of Eligibility Undertaking that indicates that the nominee fulfils the eligibility requirements for the post he / she has been nominated
  - (c) A brief biodata of the nominee not exceeding an A4 sheet of paper that would be substantiating the nominees candidature and eligibility to the post that would be displayed/ provided to the voters, if the nomination is accepted
- (v) The Letter of Nomination, Letter of Consent to the Nomination, Fulfilment of Eligibility Undertaking and the brief biodata should reach the Office of the Honorary Secretary by POST on or before the announced last date for receipt. IAPM shall not be responsible for postal delays, loss in transit etc.
- (vi) The Honorary Secretary shall acknowledge receipt of the Nomination by e-mail or by post within 24 hours of the receipt

#### **Withdrawal / Cancellation of Nominations**

- (i) Nominations may be withdrawn only by the Nominee in writing to the Honorary Secretary
  - (a) Reasons may or may not be provided for such withdrawal of nominations
  - (b) The written request should reach the Honorary Secretary within the scheduled date
  - (c) Any e-mail request for withdrawal of nominations shall be deemed to be provisional
  - (d) The Honorary Secretary shall confirm the withdrawal by phone / email / otherwise and shall provide a written / e-mail acknowledgement within 24 hours of such confirmation.
- (ii) Nominations may not be accepted / may be cancelled under the following circumstances
  - (a) Late receipt, after the scheduled last date
  - (b) Incomplete Nominations such as those not in accordance with the requirements as in **4.5.7** above
  - (c) Withdrawal of the nomination by the Proposer / Seconder within the scheduled date provided this is accepted by the Returning Officers, Honorary Secretary and the President
  - (d) Lack of eligibility on scrutiny by the Honorary Secretary



- (e) The Honorary Secretary shall provide a written / e-mail communication regarding the cancellation providing reasons for such cancellation.

#### **Acceptance of Nominations**

- (i) After due scrutiny by the President and Honorary Secretary, the acceptance of nominations shall be communicated by the Honorary Secretary to the Candidate / nominee by e-mail/ post
- (ii) All accepted nominations and the biodata shall be dispatched with the ballot paper / displayed in the website of the IAPM in the voters portal only in the case of online elections

#### **Canvassing**

In keeping with the dignity and decorum of elections to an academic / scientific body and given the profile of educated professional colleagues who are the voters, nominated candidates should not resort to canvassing, coercing or enticing voters in any manner whatsoever.

#### **Voters List**

- (i) Only Ordinary Members, Ordinary-Life Members (*till the transition period to Life membership*) and Life Members of IAPM are eligible to vote in the elections
- (ii) Only those members who do not owe any dues to the IAPM shall be eligible for voting
- (iii) New Members of any of the above categories shall be eligible to vote provided their names have been approved and ratified in the General Body . Therefore new members who have been enrolled after the General Body Meeting prior to the elections shall not participate in the voting process
- (iv) Only those members who have updated their contact details shall be eligible to vote
- (v) The voters list shall be prepared by the President, Honorary Secretary and Honorary Treasurer of IAPM after due scrutiny of status of membership of all eligible voters
- (vi) In the case of offline voting through postal ballot, IAPM shall not be responsible for non-receipt of ballot papers by the voter due to postal delays, loss in transit, wrong address etc
- (vii) In the case of Online Voting IAPM shall not be responsible for wrong login credentials due to non-updating of necessary details, internet issues at the voters end etc.

#### **Results**

- (i) Election to posts shall be determined by the candidate who secures the highest number of votes.
- (ii) The Results of the Elections after counting of Printed Ballots / Downloading of Online Voting shall be duly signed by the Returning Officers and the Honorary Secretary
- (iii) The Results shall be treated as Confidential and kept Secret until such time that these are approved by the General Body
- (iv) The Results shall be placed for due perusal and acceptance of the Executive Council, within fifteen days of the availability of the results
- (v) The members of the Executive Council shall treat the results as confidential pending approval by the General Body
- (vi) The Results shall be ratified and approved subsequently by the General Body
- (vii) Election results that are thus approved shall be formally announced



- (viii) All posts begin their tenure from 01 January subsequently (*Resolution: Agenda No. 16b/2008 of the 57th Annual General Body Meeting of IAPM at APCON 2008, Kattankulathur, Kancheepuram, Tamil Nadu*)
- (ix) Honorary Editor -in-Chief Elect shall work with the outgoing Editor-in-Chief for a year and assume the charge of Editor-in-Chief at the end of one year

#### 4.5.10.1. Resolution of Ties

Ties or equal number of votes by two or more candidates shall be resolved by draw of lots

#### Nullification of Elections / Results

Results shall be declared null and void under the following circumstances

- (i) Proven misconduct, fraud or irregularity in conduct of elections
- (ii) Wrong / incomplete ballots including but not limited to exclusion of *bonafide* or inclusion of incorrect candidates
- (iii) Widespread and proven difficulty experienced by voters in casting either offline or online votes
- (iv) Destruction of ballot papers received for counting due to acts of nature / *force majeure*, accidents such as fire, prior to the counting process
- (v) Failure of online process due to any reason
- (vi) Under directions of Courts of Law or any such legal process of the land
- (vii) If at any time it is proven that the candidate has provided wrong information in support of eligibility to contest the elections

#### Re-elections / Postponement / Deferment of Elections

- (i) Elections may be held again/ postponed /deferred under exigent circumstances that shall be approved by the Executive Council and the General Body [*Please see Chapter 11 also*]
- (ii) In all such circumstances the existing office bearers shall continue to hold office in the interim period.

#### Funds for conduct of Elections

- (i) The estimated / expected expenditure for conduct of elections shall be earmarked by the Honorary Secretary based on past audited accounts
- (ii) The necessary funds for conduct of elections shall be disbursed by the Honorary Treasurer to the Honorary Secretary and shall be deemed to have been approved
- (iii) In the event of any unusual or inordinately excessive expense, disbursement shall be subject to approval by the President, IAPM who may seek the advice of the members of the Executive Council
- (iv) In usual circumstances, *Post-facto* approval shall be accorded by the Executive Council and the General Body after due presentation of annual audited accounts

#### Continuation of Tenure

If there are no nomination for a post or in the event of an office-bearer not assuming office before the approval of the General Body due to death, infirmity or any other reason including declaration of Null Year [*Chapter 11*], the Executive Council may recommend continuation of tenure of the existing office bearer for a period not exceeding one year, even if this duration is equivalent to a second tenure.

#### Procedure for Appointment to Nominated Posts of Office Bearers/ Officials

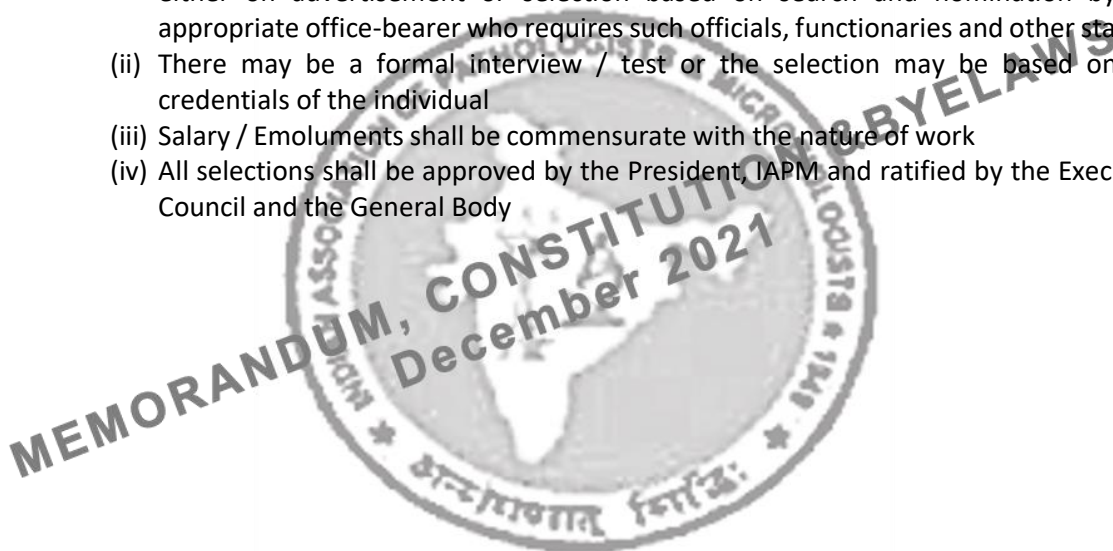
- (i) In the case of nominated posts, the suitable appointee shall be chosen by affair manner without prejudice or favour.



- (ii) The appointee shall be nominated by the appropriate office bearer:
  - (a) Co-opted Assistant Treasurer to be nominated by the Honorary Treasurer
  - (b) Co-opted Associate Editors (Three) to be nominated by the Honorary Editor-in-Chief
  - (c) Co-opted Assistant Editors (Two) to be nominated by the Honorary Editor-in-Chief
  - (d) Co-opted Assistant Editors Social Media (Two) to be nominated by the Honorary Editor-in-Chief
  - (e) Any other Assistant Office Bearer as may be necessary from time to time such as Assistant Editor to be nominated by the Editor-in-Chief
  - (f) Returning Officers of Elections to be nominated by the President, IAPM
- (iii) The appointment of all nominated posts shall be approved by the Executive Council and endorsed by the General Body
- (iv) Nominated posts shall be Honorary
- (v) The tenure of Nominated Posts under 4.6(ii)(a),(b),(c) shall be concurrent with the tenure of the respective Elected Office Bearer

**Procedure for Selection of various administrative and other posts**

- (i) The appointment of various officials, functionaries and other staff shall be based either on advertisement or selection based on search and nomination by the appropriate office-bearer who requires such officials, functionaries and other staff
- (ii) There may be a formal interview / test or the selection may be based on the credentials of the individual
- (iii) Salary / Emoluments shall be commensurate with the nature of work
- (iv) All selections shall be approved by the President, IAPM and ratified by the Executive Council and the General Body







## CHAPTER 5: ACADEMIC ACTIVITIES OF THE ASSOCIATION

The Aims and Objectives of the Indian Association of Pathologists and Microbiologists is to promote and advance Pathology, Microbiology and allied sciences as well as promote its role in public health and thus uphold the standards of education, training, research and practice of Pathology, Microbiology and allied sciences. Therefore one of the primary duties and responsibilities of the association is to conduct various academic programmes to fulfil these objectives.

### Conferences

The association shall organize conferences to bring together members, other delegates, Guest speakers with common interests for the purpose of deliberation, discussion and dissemination of knowledge, advances in the profession and provide a platform to present research activities and to educate members.

- (i) Conferences may be held annually and / or at time within the year at any place within the country as may be approved by the Executive Council and the General Body
- (ii) The Theme of the conference may encompass either several aspects of Pathology and Microbiology or be confined to specific or specialized topics
- (iii) Conferences may be held with physical attendance by delegates, online, or in a hybrid mode.

#### (iv) Annual Conference

- (a) The association shall hold at least one conference a year
- (b) The Annual Conference shall be named as "APCON"
- (c) The Annual Conference shall be held by rotation in different locations in India
- (d) The responsibility for organizing the Annual Conference shall be preferably delegated to a State Chapter which shall further decide on a Organizing Committee for this purpose or to a recognized academic Institution / local Organizing Committee
- (e) Process of selection
  - Recognized academic Institution / local proposed Organizing Committee preferably through the State Chapter shall bid for the conference at least two years in advance. The Chairperson, Secretary, Treasurer and in-charge of the Academic/ Scientific Committee/ Programmes of the Organization Committee shall be IAPM members
  - The State Chapter / Organizing Committee may be required to present their credentials and facilities to the General Body
  - Shortlisted venues shall be inspected by an *ad hoc* committee duly constituted by the Executive Council to evaluate the facilities and feasibility *(Resolution: Agenda No. 16b/2008 of the 57th Annual General Body Meeting of IAPM at APCON 2008, Kattankulathur, Kancheepuram, Tamil Nadu)*
    - The current President and Honorary Secretary IAPM and if not available any other current Office Bearer shall visit the venue of forthcoming APCON and collaborate with the Organising Committee to prepare as per the norm followed by IAPM for its National Conferences.
    - The IAPM shall provide the TA / DA for the above official visit
- (f) Academic Programmes
  - Academic programme for the conference shall be drawn by the Honorary Secretary in consultation with an Academic Committee that may be constituted by the Executive Council and the Organizing Committee
  - Members shall be invited to suggest topics and moderators / speakers to be included in the annual conference



- Moderators of various sessions of the Annual Conference of IAPM should have an experience of at least ten years after obtaining a postgraduate degree (*Resolution: Agenda No. 19b/2016 of the 65th Annual General Body Meeting of IAPM at APCON 2016, Jaipur, Rajasthan*)
- Adequate time shall be devoted to both presentation of papers and posters by members as well as various educational activities such as symposia, seminars, lectures, discussions, orations etc.
- Abstracts of Plenary Sessions and free papers as well as Posters shall be printed in a special/ supplementary issue of the Indian Journal of Pathology and Microbiology the expenditure of which shall be borne by the Organizers of the Annual Conference (*Resolution: Agenda No. 16g/2008 of the 57th Annual General Body Meeting of IAPM at APCON 2008, Kattankulathur, Kancheepuram, Tamil Nadu*)
- All Invitations to Moderators, Speakers etc should be sent by the Honorary Secretary or the Organizing Secretary.
- The Organizing Committee shall be free to arrange Pre-Conference and Post-Conference Academic Programmes / events

(g) Business Meetings

- Various Business and other official meetings and activities may be held during the conference depending on the feasibility and availability of time.

(h) Registration

- The Organizing Committee shall be responsible for all aspects of Registration including the fees levied
- All members of the association irrespective of affiliation and position shall be required to register for the conference even if they are invited speakers
- The Organizing Committee may waive the Registration Fees of Guest Speakers / Invited Faculty who are not members of the IAPM

(i) General Organization

- The Organizing Committee shall be responsible for all activities related to the conference and may arrange local hospitality for the delegates and speakers

(j) Sharing of Finances

- As may be decided from time to time, the State Chapter / Organizing Committee shall be required to share a proportion of Registration and other Receipts of the conferences with the parent body of the IAPM.

(k) Audited Accounts

- Audited Accounts of the Conference should be provided to the Honorary Treasurer within six months of the last date of the conference.

(l) Postponement / Cancellation of Annual Conference

- The Annual Conference is a mandatory activity of the association
- The Annual Conference may be Postponed/ Cancelled only under extremely exigent circumstances with prior approval of the Executive Council

**(v) Conferences other than annual**

The association shall organize / hold / encourage organization of conferences at times other than annually to meet its objectives

**(vi) Joint Conferences**

Joint Conferences may be organized only with prior approval of the Executive Council and the General Body

- (a) Conferences may be held with other associations jointly either during the annual conference or on other occasions to further the objectives of the association
  - *The academic activities of the Organization of Indian College of Pathologists (ICP) including the ICP Oration shall be held during the Annual Conference of the IAPM*
- (b) Other associations / academic bodies may be permitted to hold their conference / academic programme separately along with a conference held by the association.



- The Annual Conference of the International Academy of Pathology-Indian Division (IAP-ID) shall be held generally preceding the Annual Conference of the IAPM

#### (vii) Conference of IAPM Headquarters

The IAPM Headquarters shall hold preferably two conference every year

- (a) A Mid-Term CME may be held preferably in the month of June, to coincide with business activities of the association at the Headquarters
  - The Conferences shall be Organized by the Honorary Joint Secretary Headquarters
  - In order to complete business meetings of the association, the organizers shall invite the President, Vice President, Honorary Secretary, Honorary Treasurer and two immediate Past Presidents as invitees especially for the Mid-Term Meeting (*Resolution: Agenda No. 06(g)/2018 at the 67th Annual General Body Meeting at APCON 2018, Bareilly, Uttar Pradesh*)
- (b) The IAPM Headquarters shall host an Annual Headquarters CME

#### Other Academic Activities

- (i) The association shall further its objectives through Workshops, Seminars, Symposia, Continuing Medical Education Programmes, Webinars, Lectures etc in addition to conferences.
- (ii) The IAPM shall endeavour to constitute an Education Committee to further its academic activities
- (iii) The association may formulate standards, guidelines and best practices for the purpose of education and practice of the profession as relevant to this country. These may be formulated by a committee composed entirely of members of the association or jointly with other professional bodies/ associations as may be relevant. All such activities shall be through approval of proposals by the Executive council and the General Body.  
The IAPM shall host professional information in the IAPM Web-Site such as Classification of diseases, diagnostics criteria, staging etc. for the benefit of its members (*Resolution: Agenda No. 16f/2012 at the 61st Annual General Body Meeting at APCON 2012, Jamnagar, Gujarat*)

#### Orations

- (i) Orations may be organized to honour members / invitees
- (ii) Requests for Orations, including named / those in memory of individuals and its funding shall be made to the President, IAPM and this shall be deliberated by the Executive Council and General Body, prior to approval and implementation
- (iii) The President shall deliver the Prof BK Aikat Oration at the Annual Conference of the association
- (iv) The Tamil Nadu Puducherry Oration shall be delivered at the Annual Conference of the association [Please refer 5.4(iii)(d) below]
- (v) The ICP Oration in the name of an eminent Pathologist, as decided by the Indian College of Pathologists, every year, shall be delivered at the Annual Conference of the association
- (vi) Dr CI Jhala Oration Award shall be conferred at the Annual Conference of the association [Please refer 5.4(iii)(l) below]

#### Awards

- (i) The association shall institute awards to recognize notable academic and research activities of its members or invitees
- (ii) **Institution of Awards/ Endowments**
  - (a) Awards/ Endowments can be instituted in the name of individuals or institutions
  - (b) Proposals for such Awards/ Endowments shall be addressed to the President, IAPM and shall be examined and deliberated by the Executive Council and the General Body
  - (c) The nomenclature of the award may be provided by the Proposer or agreed upon by consensus by the Executive Council and the General Body



- (d) The corpus for the award shall be decided by the Executive Council and the General Body in keeping with the financial implications taking into account the depreciation of the value of the corpus and likely inflation over the years. The corpus should be such that this allows continuation of the award for a period of at least five years
- (e) The frequency of awards may be annual or otherwise as decided by the proposer, Executive Council and the General Body
- (f) Should the funding be insufficient at any time remote from the initiation, the proposers / legal heirs may be requested or the association may decide on the modality to replenish the corpus
- (g) After the period of five years the corpus, if funding is not available, 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.
- (h) An award shall normally not be discontinued for any reason whatsoever unless approved by the proposer / legal heirs
- (i) The Executive Council and General Body may consider staggering, the delivery of endowment orations, symposia etc in alternate year conferences or any period as may be considered necessary, if the number of such endowments cannot be permitted because of time constraint or financial viability to hold each of them at each yearly conference.
- (j) There shall be a Memorandum of Understanding between the Proposer / Authorized Representatives and the Indian Association of Pathologists and Microbiologists.
- (k) All such Memoranda of Understanding shall include a deferment / discontinuation clause

### (iii) Currently Approved Awards

#### (a) Dr VR Khanolkar Prize

- The Dr. V.R. Khanolkar Prize is one of the most prestigious awards of IAPM for published research work.
- The contest for this prize is open to all members fulfilling the following criteria:
  - The contest is open to IAPM Life Members below 50 years of age on 31st July of that year
  - The research work submitted should have been carried out in India
  - The above research work should have been published in the preceding two years
  - The Principal author shall submit a statement from his/ her co-authors (if any) supporting his/her candidature for the prize
- The publication will be judged by a panel of three judges to be appointed by the President / Honorary Secretary, IAPM.
- The award may be shared by more than one paper if so adjudged or no prize may be given if no entry is found suitable
- The prize carries a certificate that will be distributed during the Annual Conference of IAPM that year
- A sum of Rs 25,000.00 only shall be awarded as the Prize Money

#### (b) Shrimati Kunti Devi Mehrotra Award

- The Smt. Kunti Devi Mehrotra Award is one of the prestigious awards given annually for published research work.
- The award is open to all members fulfilling the following criteria:
  - The applicant should be IAPM Life Members below 40 years of age on 31st July of that year
  - The research work submitted should have been carried out in India
  - The above research work should have been published by the contesting member as the first author in the preceding two years
  - The Principal author shall submit a statement from his/ her co-authors (if any) supporting his/her candidature for the award 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 co-authors attesting to his/her candidature for the contest must be submitted by the candidate.

- The publication will be judged by a panel of three judges appointed by the President / Honorary Secretary, IAPM.
- The award may be shared by more than one paper if so adjudged or no prize may be given if no entry is found suitable
- The prize carries a certificate that will be distributed during the Annual Conference of IAPM that year
- A sum of Rs 15,000.00 only shall be awarded as the Prize Money

**(c) Prof. K.C. Basu Mallik Award**

- This award is given to the best paper presented by a Life Member of IAPM during the Plenary session of the Annual Conference of IAPM.
- There is no age restriction
- The research work should have been carried out in India
- The Principal author shall submit a statement from his/ her co-authors (if any) supporting his/her candidature for the award
- All candidates should submit a full-length text of the research work to be presented in the form of a manuscript for publication
- The paper shall be scrutinized by a panel of referees selected by the President/ Secretary
- A maximum of five papers will be selected for presentation
- The time allotted for presentation is generally 10 minutes only
- The judges for the Plenary Session shall be appointed by the President/ Honorary Secretary maintaining strict confidentiality
- If none of the presentations are found suitable no award may be given
- The prize carries a certificate that will be distributed during the Annual Conference of IAPM the next year
- A sum of Rs 20,000.00 only shall be awarded as the Prize Money

**(d) Tamil Nadu Puducherry Chapter Oration or Symposium**

(Rules and regulations for Tamil Nadu and Puducherry Chapter oration / symposium).

- This chapter had initially contributed Rs. 50,000/- for one oration at every Annual Conference of IAPM.
- A subsequent contribution of Rs 1,50,000 was made in 1991
- Criteria for Award :
  - 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.
  - A foreign Pathologist or Internationally recognized scientist of an allied subject who is visiting India on invitation or otherwise.
  - A list of nominated speaker/ speakers shall be prepared by the Tamil Nadu and Puducherry Chapter and the Executive Council IAPM at least six months prior to the Annual Conference that year
  - The nominations shall be scrutinised and finalized by a committee nominated by the President, IAPM
  - The IAPM shall fund the travelling expenses of the selected Orator
  - All local hospitality of the orator should be provided by the organizers.
  - A Medallion, a silver gold plated with inscription "Tamil Nadu and Puducherry Chapter Oration" of value not less than Rs.1000/- and a Certificate shall be awarded to the orator.



**(e) Usha Hardas / Anantha Narayan Infectious Diseases Symposium**

- The Usha Hardas / Anantha Narayan Microbiology Symposium shall be renamed as the Usha Hardas / Anantha Narayan Infectious Diseases Symposium
- The Symposium is named either Usha Hardas Annual Infectious Symposium or the Anantha Narayan Annual Infectious Symposium alternately
- The Moderator shall be a Life Member of the IAPM
- The available current corpus / funds of both endowments shall be merged into the Infectious Diseases Symposium Fund
- The Moderator shall be reimbursed a sum upto Rs 25,000.00 only for the purpose of Travelling expenses of one or more speakers on production of the necessary bills.

**(f) Dr Gaya Prasad Memorial Symposium**

- This symposium is held in the memory of Dr Gaya Prasad annually at the Annual Conference of IAPM, through an endowment by the members of the family.
- The Moderator for the symposium should be a Life Member of the IAPM
- The applicant moderator should submit a proposal of the symposium a year prior to the Annual Conference of IAPM where this is to be held
- The topics shall be deliberated and approved at the meeting of the Executive Council and the General Body
- The Moderator can choose other participants as speakers
- The President / Honorary Secretary may inform and invite the members of the family of Dr Gaya Prasad to attend the Symposium
- The Moderator may print / provide a digital copy of the proceedings of the Symposium to attendee delegates and to the members of the family of Late Dr Gaya Prasad free of cost
- The Honorary Treasurer shall provide / reimburse the expenses incurred by the Moderator for printing / preparing digital copies of the proceedings
- The Moderator shall be reimbursed a sum upto Rs 25,000.00 only for the purpose of Travelling expenses of one or more speakers on production of the necessary bills. This amount shall be realised from the interest of the corpus of this award and if this interest amount is insufficient the remaining amount shall be realised from the General Funds of IAPM

**(g) IAPM Best Paper Award**

This award is given to the best paper presented during the Plenary session of the Annual Conference of IAPM. The rules are similar to the Prof. K.C. Basu Mallick Award with certain exceptions.

- Age below 35 years on 31 July that year
- The research work should have been carried out in India
- The Principal author shall submit a statement from his/ her co-authors (if any) supporting his/her candidature for the award
- All candidates should submit a full-length text of the research work to be presented in the form of a manuscript for publication
- The paper shall be scrutinized by a panel of referees selected by the President/ Secretary
- A maximum of four papers will be selected for presentation
- The time allotted for presentation is generally 10 minutes only
- The judges for the Plenary Session shall be appointed by the President/ Honorary Secretary maintaining strict confidentiality
- If none of the presentations are found suitable no award may be given



- The prize carries a certificate that will be distributed during the Annual Conference of IAPM the next year
- A sum of Rs 10,000.00 only shall be awarded as the Prize Money *[Based on the outcome of the proposal received by the IAPM and currently under finalization of the Memorandum of Understanding, the Best Paper Award shall be renamed as the Dr KS Ratnakar Best Paper Award]*

**(h) IAPM Best Poster Awards**

- This award is given to the one or more posters presented during the Annual Conference of IAPM.
- The Award carries a prize to be decided by the Organizing Committee of the Annual Conference of IAPM
- There is no age restriction
- The research work should have been carried out in India
- Posters of each session shall be judged during the Poster Viewing Sessions / at a time decided by the Organizing Committee
- Posters shall be short-listed for presentation by the judges. All attempts should be made to short-list equal number of case-reports and detailed studies presented as posters.
- Short-listed Posters shall be presented during a Plenary Session for Posters
- The time allotted shall generally be 3 min for presentation, 2 min for discussion
- During this oral presentation session one or more Posters adjudged by a panel of judges will be awarded
- There shall be one First Prize of Rs 10000/-, one Second Prize: Rs 5000/- one Third Prize: Rs 3000/- and Two Consolation Prizes of Rs 1000/- each. (Prize Money shall be decided *Resolution: Agenda No. 19f/2016 of the 65th Annual General Body Meeting of IAPM at APCON 2016, Jaipur, Rajasthan*)
- The Prize Money and Certificates signed by the President, IAPM, Honorary Secretary IAPM and the Chairperson as well as the Organizing Secretary of APCON will be distributed in the valedictory session of the Annual Conference of IAPM that year

**(i) IAPM Online Quiz**

- The IAPM Online Quiz is held every year in the months preceding the Annual Conference
- The Quiz Master shall be selected by nomination and approved by the Executive Council and General Body
- The Quiz Master shall be responsible for all arrangements including those related to information technology for the conduction of the quiz
- The Quiz Master shall be free to choose his / her team including Assistants, webmaster, professionals well-versed with information technology
- The Quiz shall be conducted online in a secure and confidential manner
- The Quiz shall be open to all, without any restriction of age, world-wide
- The participation shall be free of charge unless decided otherwise by the Executive Council and the General Body
- There shall be several rounds of the quiz that shall be uploaded periodically
- The Final Round shall be prior to the Annual Conference of IAPM
- One session in the Annual Conference shall be available to the Quiz Master to present some of the interesting cases and also his / her report
- The results of the IAPM Online Quiz shall be announced in the valedictory session of the Annual Conference of IAPM that year
- There shall be three or more prizes to be presented at the valedictory session of the Annual Conference of IAPM that year

The following Prizes shall be awarded: : First Prize: Rs 10000/-, Second Prize: Rs 5000/- Third Prize: Rs 3000/- Two consolation Prizes of 1000/- each along with a



Certificate to each awardee. (In fulfilment of *Resolution: Agenda No. 19f/2016 of the 65th Annual General Body Meeting of IAPM at APCON 2016, Jaipur, Rajasthan*)

- The Quiz Master shall be reimbursed upto a sum of Rs 20,000/- only on submission of bills.
- All expenditure related to the quiz shall be borne by the iAPM either from its own funds or through sponsorships

**(j) IAPM Quiz for UG Students** (*Resolution: Agenda No. 18/2016 of the 65th Annual General Body Meeting of IAPM at APCON 2016, Jaipur, Rajasthan*)

- The IAPM Quiz for UG Students is open to all recognized medical colleges
- Each college shall send a team of two undergraduate students
- There shall be several rounds at the State and at Regional level as may be decided from time to time
- The Final Round shall include winners at the regional level
- The Quiz Master/ Masters shall be decided on nomination by the Executive Council and the General Body
- The Quiz Master shall be free to choose his / her team including Assistants, webmaster, professionals well-versed with information technology
- The Quiz shall be conducted in a secure and confidential manner
- The following Prizes shall be awarded: : First Prize: Rs 10000/-, Second Prize: Rs 6000/- Third Prize: Rs 4000/- for each team along with a Certificate to each winner
- In addition each college of the winning teams shall be awarded a Trophy / Cup/ Medal
- The Chairperson of the State Chapter or a dignitary as decided by the State Chapter shall present the Prizes either by visiting the college or by inviting them to the State Chapter Meeting
- The Quiz Master shall be reimbursed upto a sum of Rs 20,000/- only on submission of bills.
- All expenditure related to the quiz shall be borne by the iAPM either from its own funds or through sponsorships

**(k) IAPM Award for the Best Published Paper in the Indian Journal of Pathology & Microbiology (IJPM)**

- The award is given every year to an 'Original Article' in the branch of Histopathology describing original research work. None of the other types of articles will be considered for the award.
- The corresponding author should be of Indian origin
- The work should have been carried out entirely in India. Any portion / technique / procedure that may have been outsourced should have been carried out in a centre within India
- All original articles in field of Histopathology with or without the use of Immunohistochemistry, molecular or other advanced techniques, published in four issues of a particular year shall be eligible for the award provided these have fulfilled the aforementioned criteria.
- A committee comprising of the current Honorary Editor-in-Chief, Honorary Editor-in-Chief Elect, if in tenure on that year, and three past Honorary Editors / Editor-in-Chiefs shall be constituted for this purpose.
- The committee shall prepare an evaluation proforma and appoint a panel of three experts who shall evaluate the papers.
- The panel of experts shall evaluate all eligible articles in accordance with the proforma.



- The results will be compiled by Editor-in Chief and presented in next Editorial Board Meeting followed by the Meeting of the Executive Council, and the General Body Meeting for necessary approval.
- The Award carries a prize of Rs 10,000/- and a Certificate signed by President, Honorary Secretary of IAPM and Editor-in-Chief of the Indian Journal of Pathology & Microbiology.
- The award shall be announced in the Valedictory Function of the Annual Conference of IAPM, APCON that year
- The award shall be presented in the Inaugural Function of the Annual Conference of IAPM, APCON, to be held in the subsequent year.
- The funds for the Award shall be borne out of the funds of the IAPM.

**(l) Dr CI Jhala Oration Award**

- The Dr CI Jhala Oration Award was instituted on an endowment of Rs 5,00,000.00 only (Rupees Five Lakhs only) provided by the family of Late Dr CI Jhala, former President of IAPM with the objective of recognizing and appreciating the professional work of Pathologists and Microbiologists
- The Dr CI Jhala Oration Award shall be conferred to an eminent Pathologist of the country with a national and international professional standing, with outstanding contribution in the field of Pathology during the Annual Conference of IAPM every year
- The selection of the speaker shall be made by a committee comprising of the Office Bearers of IAPM and at least one member of the family of Late Dr CI Jhala. The final decision would be taken in conjunction with member of the Dr. CI Jhala family
- This committee constitution could change with needs of time with consent from the members of Dr. CI Jhala family and the President of IAPM.
- The speaker will be respectfully provided registration, appropriate accommodation, local hospitality and/or travel allowance within the interest accrued
- The representing member of the family of Dr CI Jhala shall be invited to attend the Annual Conference of IAPM and shall have the right to nominate a person who would attend the annual conference
- The award will be given for an initial period of 10 years, and after which it may be reviewed by then members of IAPM and family members of Dr. CI Jhala regarding further financial commitment

**(m) IAPM Travel Grants**

The IAPM shall provide Travel Grants to Postgraduate Students (*Resolution: Agenda No. 06(h)/2018 at the 67th Annual General Body Meeting at APCON 2018, Bareilly, Uttar Pradesh*)

- The total amount that shall be disbursed shall be Rs 1,00,000.00 only
- The maximum sum that shall be disbursed for any individual student shall be Rs 20,000
- Aspiring candidates should submit their CVs. The abstracts should have been accepted for oral paper presentation
- Candidate should submit the certificate by the head of the department confirming PG status of the candidate and certifying that he/she has not received any financial help / sponsorship from any other source.
- Candidate should submit the bills and tickets/ boarding pass for reimbursement

**Additional Considerations**

- (i) Any or all the academic activities of the Indian Association of Pathologists and Microbiologists may by prior approval of the Executive Council hold the academic activity in an online or hybrid online and offline mode, instead of a conventional



- physical mode, in the event of unusual circumstances and difficulties arising out of natural disasters, epidemics, directions from the government or competent authorities or due to any other reasons as may be appropriately justified.
- (ii) An eligible member can apply for either the Dr KC Basu Mallick Award or the IAPM Best Paper Award and either the Dr VR Khanolkar Prize or the Smt Kunti Devi Mehrotra Award in the same year. There is no such restriction with regard to other Prizes/ Awards
  - (iii) The IAPM may rename any of the awards hitherto unnamed or otherwise in the name of an individual or an institution on the receipt of an endowment or out of its own funds.

### Organization of the Indian College of Pathologists (ICP)

- (i) The Organization of the Indian College of Pathologists (ICP) has been established as an autonomous academic organization under the banner of the Indian Association of Pathologists and Microbiologists with the following aims and objectives:
  - (a) To identify and established the sub-specialties/super specialties in Pathology, the institution for the training, to lay down syllabi and to conduct examinations for the above.
  - (b) To award fellowship and Certificates (those awarded certificates would become members) in subspeciality and super-speciality identified by ICP.
  - (c) To act as national advisory body to the National Medical Commission and allied bodies in all academic and technical activities of undergraduate and postgraduate education in the subject of Pathology.
  - (d) To promote Quality Control and External Quality Assurance programmes in Pathology and prepare the guideline for reporting in various subspecialties.
  - (e) To promote good standard of, training for medical laboratory technologists.
  - (f) To facilitate and co-ordinate in conducting of professional development programmes and CME's.
  - (g) To promote training programme in SAARC and other developing countries.
  - (h) To promote nationwide collaborative research
- (ii) The activities of the Indian College of Pathologists are governed by separate Rules and Regulations
- (iii) The receipt and management of funds and finances of the ICP shall be independent of the receipts and management of funds and accounts of IAPM
  - (a) The ICP shall have a separate PAN Card for the purpose of management of their funds as required under the law of the land
  - (b) The Bank accounts of ICP shall be separate from that of IAPM
  - (c) The ICP shall audit and submit Income Tax Returns separately
  - (d) Unless otherwise approved jointly by the Executive Council of IAPM and the Executive Committee of ICP there shall be no financial liabilities on the IAPM with regard to ICP and *vice versa*
- (iv) The Office Bearers and Members shall be members of the Indian Association of Pathology and Microbiology with the exception of overseas members
- (v) There shall be no financial liability of the IAPM towards the Indian College of Pathologists
- (vi) The IAPM shall provide opportunity to the ICP to hold academic programmes / Orations during the Annual Conference of IAPM
- (vii) The Dean and Secretary of ICP shall be ex-officio members of the Executive Council of IAPM
- (viii) The Dean and Secretary of ICP shall present their report to the Executive council and General Body of IAPM
- (ix) The ICP shall be permitted to present certificates to those who have successfully completed various courses and also honour and induct Fellows during the inaugural function of the Annual Conference of IAPM (APCON)



## CHAPTER 6: FINANCES

The Finances of the association shall be managed under the supervision of the Honorary Treasurer in accordance with proven best practices and in accordance with the rule of the land.

### General

The Honorary Treasurer with the President and Honorary Secretary shall

- (i) Maintain the financial health of the association
- (ii) Prepare the annual budget in keeping with the objectives of the association and priorities laid down by the Executive Council and the General Body
- (iii) Ensure that resource allocations, disbursements, expenditure and receipts are in accordance with the approved plan
- (iv) Record membership dues and defaults such that a list of active members, new as well as continuing is available at all times including for the purpose of provision of journals and eligibility to participate in elections and conferences.
- (v) Review and approve financial and business decisions that significantly affect revenues and expense
- (vi) Encourage and ensure digital payments
- (vii) Have the accounts audited annually
- (viii) Provide the audited balance sheet to the Executive Council and the General Body as and when required
- (ix) Hand over the accounts in a timely and professional manner to the next incumbent at the end of his / her tenure

### Office of the Honorary Treasurer

- (i) The office of the Honorary Treasurer shall be located at the city of the normal residence of the elected Honorary Treasurer
- (ii) The Honorary Treasurer shall be assisted by:
  - (a) Assistant Treasurer
  - (b) Auditor
  - (c) Accountant
  - (d) Other staff
- (iii) Ad-hoc Committees may be formed by the President, IAPM with due approval of the Executive Council / General Body for the purpose of inspection, evaluation and recommendation of specific aspects of financial health and activities of the association

### Appointment of Auditors and Accountant

- (i) Auditors and Accountants shall be approved at the General Body Meeting for auditing the accounts of the Association and its journal and other publications.
- (ii) 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 General Body and shall certify to their correctness
  - (b) Shall give suggestion for proper keeping of the accounts as required.

### Permanent Account Number

The Indian Association of Pathologists and Microbiologists shall obtain and preserve the Permanent Account Number (PAN) of the Income Tax Department, Central Board of Direct Taxes (CBDT), Department of Revenue, Ministry of Finance, Government of India.

- (i) The PAN Number shall be used solely for purposes of the IAPM as may be permitted / approved by the Executive Council

### Bank Accounts

The association may maintain the following accounts in approved nationalised banks within the country with under intimation and due approval of the Executive Council and the General Body

- (i) Main account at the city of Cuttack, the Registered Headquarters of IAPM to be operated by the Honorary Treasurer



- (ii) Account of the Honorary Treasurer in the city of normal residence of the Honorary Treasurer
- (iii) Account of the Honorary Secretary, if so required, in the city of normal residence of the Honorary Secretary the funds for which shall be transferred by the Honorary Treasurer
- (iv) Account of the Honorary Editor-in-Chief in the city of normal residence of the Honorary Editor-in-Chief *(To be read with Resolution: Agenda No. 17d/2015 at the 64th Annual General Body Meeting at APCON 2015, Kochi, Kerala)*
- (v) Account of the Honorary Joint-Secretary Headquarters in the city of Cuttack
- (vi) Authorization and permission for opening / transfer / change in operators of any bank account by a newly elected office bearer / functionary of the Indian Association of Pathologists and Microbiologists shall only be done through a resolution duly approved by the Executive Council and the General Body.
  - (a) All such resolutions as provided under 6.4 (vi) shall include the name/ names of the authorized person/persons/signatories, their designation and tenure.
- (vii) At the time of relinquishing office, the Honorary Treasurer, Honorary Secretary, Honorary Editor-in-Chief and Honorary Joint-Secretary Headquarters shall close the accounts if necessary and transfer the funds / change the operators of the accounts as may be approved to another location
  - (a) Although newly elected Office-bearers commence their tenure from 01 January of the applicable year, the outgoing Honorary Treasurer, Honorary Secretary, Honorary Editor-in-Chief and Honorary Joint-Secretary Headquarters shall be responsible and continue to facilitate the newly elected corresponding Office-Bearer to settle, audit and file Income Tax Returns for the Financial Year / Assessment Year under the tenure of the outgoing Office Bearers even after handing over their charge.
- (viii) All cheques shall be issued under dual signatories
  - (a) The second signatory for each account shall be duly approved by the Executive Council
- (ix) Further accounts may be opened by authorized office-bearers after due approval of the President, IAPM and ratified by the Executive Council and the General Body

#### Income

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

- (i) Subscription from Members
  - (a) The Processing Fee for new membership shall be amalgamated with the respective membership fee for the first year payable at the time of application *[Resolution No S(iii)/2007 of the Special General Body Meeting held at the 56th Annual Conference of IAPM, APCON 2007 at Chandigarh]*
- (ii) Contributions or donations raised directly or through Chapters.
- (iii) Income derived from the Journal and other publications as per Bye- Laws and Rules.
- (iv) Contributions from the Institutions organizing the Annual Conference.
- (v) Contributions from persons or Institutions who desire to benefit the Association including Endowments
- (vi) Subscription from affiliated bodies.
- (vii) Interest on deposits.

#### 6.5.1 Annual Conference

- (i) The organizers shall not use IAPM PAN Card unless otherwise approved by the Executive Council *[To be read with 6.3 (i)]*
- (ii) All transactions above Rs 10,000.00 to be done by cheques/NEFT only and TDS to be deducted wherever applicable
- (iii) The Organizers are expected to donate to the IAPM out of profits, if any, arising out of organization of the conference
- (iv) There shall be no liabilities of the IAPM with regard to Income Tax Returns of the Organizers





- (v) The Organising secretary of APCON should give an undertaking and submit audited statement to IAPM within six month of conference (*Resolution: Agenda No. 19c/2016 of the 65th Annual General Body Meeting of IAPM at APCON 2016, Jaipur, Rajasthan and Resolution: Agenda No. 06(e)/2019 at the 67th Annual General Body Meeting at APCON 2019, Bareilly, Uttar Pradesh*)
- (vi) The corpus of the profits of the Annual Conference shared with the parent body shall be used for Academic purposes

#### **Reserve Fund**

- (i) There shall be a Reserve Fund for the association.
- (ii) At least 25% in surplus of each year shall be credited to this fund
- (iii) The reserve fund shall be drawn only by a special resolution of the General Body
- (iv) The notice for this meeting shall be duly circulated and decision taken by vote with 75% of the Members present.

#### **Expenditure**

- (i) The Executive 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.
- (ii) It shall also provide funds for the publication of the Journal and any other publications as decided by it.
- (iii) The council is also empowered to spend money on research, conferences, award of prizes and such other purposes that the Council decides for furtherance of the objectives of the associations.
- (iv) The council can sanction funds for the headquarters

#### **Audited Accounts**

- (i) The Honorary Treasurer shall present audited accounts every year to the Executive Council and the General Body for approval
- (ii) The Honorary Editor-in-Chief shall present audited accounts every year to the Editorial Board, Executive Council and the General Body for approval
- (iii) The Honorary Joint-Secretary Headquarters shall present audited accounts every year to the Executive Council and the General Body for approval

#### **Filing of Tax Returns**

- (i) The appointed auditor, under supervision of the Honorary Treasurer shall ensure that all tax returns are filed in a timely and proper manner
- (ii) All queries and notices from the tax authorities should be handled by the appointed auditor
- (iii) The Honorary Treasurer shall keep the Executive Council and the General Body apprised of such filings.

#### **Finance Committee**

A Finance Committee may be approved by the Executive Council to look after financial issues of the association



## CHAPTER 7: HEADQUARTERS

### General

- (i) As provided in Section 2 of the Memorandum (Page 1) the Headquarters of the Indian Association of Pathologists and Microbiologists shall be located at Cuttack, Odisha
- (ii) The premises of the Headquarters shall be known as the IAPM House
- (iii) The address of the Headquarters is :
  - IAPM House
  - Chahata
  - Bidanasi
  - Cuttack 753014
  - Odisha
- (iv) The Headquarters shall function as the Registered Office of the Indian Association of Pathologists and Microbiologists including for purposes of address for Income Tax

### Administration

- (i) The overall administration of the IAPM Headquarters shall vest with the Executive Council through the President, IAPM
- (ii) The duties of an Administrative Officer shall be vested in the Honorary Joint Secretary Head Quarters
  - *The detailed duties and responsibilities of the Honorary Joint Secretary are provided under 3.5.6 on page 28*
- (iii) For the purpose of guidance and coordination a Headquarters Advisory Committee shall be formed
  - (a) The Headquarters Advisory Committee shall comprise of members of Odisha Chapter of IAPM
  - (b) All past and present Office Bearers of IAPM from the Odisha Chapter of IAPM shall be members of this Advisory Committee
  - (c) The elected Joint Secretary Headquarters who is in office shall be the Convenor and Co-ordinator of the Advisory Committee
  - (d) The members of the Advisory Committee shall chose a Chairperson
  - (e) The tenure of the Chairperson shall be for a period of two years that may be extended by consensus

### Functions and Activities

- (i) The Headquarters shall function as the registered office of IAPM
- (ii) All official records of IAPM shall be securely and safely maintained and archived in the Headquarters including but not limited to:
  - (a) Original copies of the Memorandum, Constitution, Bye Laws and Rules of IAPM
  - (b) Original / Scanned Copies of Registration of the Association
  - (c) Original IAPM PAN Card and Income Tax related documents
  - (d) All Original Registration Documents related to the physical asset of IAPM House
  - (e) Register of Members
  - (f) List of Office Bearers
  - (g) Copies of Minutes of Executive Council
  - (h) Copies of Minutes of General Body including Reports of Office Bearers
  - (i) Copies of Minutes of Meetings held in the IAPM Headquarters
  - (j) Original Memorandum of Understandings / Letters related to Endowments of Awards
  - (k) List of all Awardees of various IAPM Awards
  - (l) List of Academic Activities
  - (m) Copies of New Bulletin of IAPM
  - (n) Copies of Indian Journal of Pathology & Microbiology
  - (o) Books, Periodicals etc provided by members
  - (p) Files of the Honorary Joint Secretary Headquarters
  - (q) All historical archival material of the association including photographs



- (iii) Conduct academic programmes
  - (a) The IAPM headquarters shall conduct an Annual CME
  - (b) A Mid-Term CME shall preferably be conducted in the Month of June/ July
    - The Office Bearers of IAPM shall be invited to attend the CMEs, especially the Mid-Term CME
    - Official Meetings may be arranged during such CMEs
  - (c) Online Academic activities of IAPM such as Webinars shall be preferably hosted from the IAPM Headquarters
  - (d) The IAPM Headquarters may conduct seminars, monthly meetings etc at the IAPM House
- (iv) Official Website of IAPM shall be hosted and maintained by the IAPM Headquarters by the Honorary Secretary, IAPM
- (v) Other activities such as investigation camps / Blood donation camps/ education and awareness lectures for lay public may be conducted by the IAPM Headquarters
- (vi) Guest Rooms at the IAPM House shall be maintained at the IAPM Headquarters for use by members of IAPM and their guests

#### Finances

- (i) The Honorary Joint Secretary Headquarters shall maintain the accounts of IAPM Headquarters
- (ii) A separate account may be opened for this purpose
- (iii) The second signatory for signing cheques shall be a Member of the Advisory Committee duly approved by the Executive Council and the General Body
- (iv) The source of funding for the maintenance and activities of IAPM Headquarters include
  - (a) Disbursements from the general funds of IAPM
  - (b) Registrations from CME etc conducted by the IAPM Headquarters
  - (c) Fees realised from letting out of Seminar Rooms for academic activities
  - (d) Fees levied for booking of Guest Rooms
  - (e) Donations / Sponsorships etc
  - (f) Any other means as approved by the Executive Council and General Body
- (v) The Travel expenses of Office Bearers officially invited to attend CMEs and Meetings at the IAPM Headquarters shall be borne from the funds of IAPM and not from the funds of IAPM Headquarters
- (vi) The Honorary Joint Secretary Headquarters shall present the annual accounts of IAPM Headquarters under the guidance of the Treasurer IAPM

#### Appointments

- (i) The Joint Secretary Headquarters on the advice of the Advisory Committee shall appoint staff as may be necessary to ensure functioning of the IAPM Headquarters
- (ii) The staff includes but is not limited to the following
  - (a) Secretarial Staff
  - (b) Webmaster
  - (c) Housekeeping Staff
  - (d) Security Guards
  - (e) Cook
  - (f) Any other staff
- (iii) The appointments shall be need based with due approval of the Executive Council and General Body



## CHAPTER 8: CHAPTERS & OTHER AFFILIATED ORGANIZATIONS

To further the activities of the association, chapters and other affiliated organizations may be formed.

### Regional & State Chapters

- (i) The Executive Council and the General Body shall encourage the formation of Regional Chapters and State Chapters of IAPM in various regions and states of India.
- (ii) **Formation of Chapters** (Based on *Resolution: Agenda No. 05/2018 at the 67th Annual General Body Meeting at APCON 2018, Bareilly, Uttar Pradesh*)
  - (a) Those desirous to form a Chapter shall constitute / elect a Committee that shall function as the founding Office Bearers, if approved
  - (b) The Committee as well as prospective members shall resolve the decision to start a Chapter at a meeting
  - (c) A Request letter shall be sent to the IAPM by the Committee for grant of permission to start the Chapter based on the above resolution
  - (d) All Committee Members should be Life Members of IAPM
  - (e) A majority of the Committee Members should approve and sign the request letter
  - (f) The Request Letter shall be accompanied with signatures of all prospective members of the proposed chapter who were present at the meeting
- (iii) *Under exceptional circumstances the Executive Council may nominate a Chairperson and / or Office Bearers who shall initiate the formation of the Chapter in lieu of the subclauses (a),(b) and (c) of 8.1(ix) above, and function for a year*
- (iv) All requests shall be submitted to the President IAPM and shall be deliberated by the Executive Council before being approved/ rejected
- (v) All State Chapters must be linked to the parent body through the IAPM website. (*Resolution: Agenda No. 19a/2016 of the 65th Annual General Body Meeting of IAPM at APCON 2016, Jaipur, Rajasthan*)
- (vi) Only Members of the parent body of IAPM shall be members of Regional / State Chapters (*Resolution: Agenda No. 19a/2016 of the 65th Annual General Body Meeting of IAPM at APCON 2016, Jaipur, Rajasthan*)
- (vii) There shall be an uniform designation for chapter office bearers (*Resolution: Agenda No. 16c/2008 of the 57th Annual General Body Meeting of IAPM at APCON 2008, Kattankulathur, Kancheepuram, Tamil Nadu*)
  - The Chief of the Chapter will be designated as the Chairperson
  - The Executives shall be designated as Chapter Secretary, Chapter Treasurer, Chapter Editor etc.
- (a) The Chapters of the Indian Association of Pathologists and Microbiologists are authorized to elect / select / nominate office-bearers according to rules / regulations / norms acceptable to the chapter [*Resolution No S(v)/2007 of the Special General Body Meeting held at the 56th Annual Conference of IAPM, APCON 2007 at Chandigarh*]
- (b) It is mandatory for the office bearers to be Life Members of the Indian Association of Pathologists and Microbiologists (IAPM) [*Resolution No S(v)/2007 of the Special General Body Meeting held at the 56th Annual Conference of IAPM, APCON 2007 at Chandigarh*]
- (c) The Elected Chairperson shall be an *ex-officio* member of the Executive Council
- (d) The tenure of Office Bearers should be restricted to a limited period as per by laws of IAPM
- (viii) The Rules and Regulations of the Chapter shall be similar to those of IAPM
  - (a) New Bye-Laws and Rules may be framed by the IAPM related to the Chapters for the sake of uniformity and to avoid controversies.
  - (b) Amendment to this effect may be introduced as per rules.
- (ix) The Honorary Joint Secretary shall liaison and look after the affairs of State Chapters with respect to the IAPM and seek the advice of the Vice-President in all such matters as may be necessary





- (a) Office bearers of Chapters should correspond with the Honorary Joint Secretary with their names and contact details (*Resolution: Agenda No. 05/2018 at the 67th Annual General Body Meeting at APCON 2018, Bareilly, Uttar Pradesh*)
- (x) All academic activities of State Chapters should be communicated to the Honorary Joint Secretary regularly and a report sent every quarter, even if no activity has been held.
- (xi) The IAPM shall have no financial liabilities with respect to State Chapters

### Specialty Organizations

- (i) If so desired after due deliberations, the Executive Council and the General Body shall approve the formation of Specialty Organizations or recognize such organizations that furthers academic and educational objectives of the profession
  - (a) These specialty organizations may be based on various organ systems or be related to newer branches such as Digital pathology, Molecular Pathology, Virology or be associated with corresponding clinical specialties
- (ii) Such organizations may either be formed exclusively by the members of the association or with relevant laboratory or clinical professionals
- (iii) The relationship of such organizations with IAPM shall be only academic / educational
- (iv) Recognized specialty organizations may have their own Constitution
- (v) Office-Bearers / Members of such organizations shall not be represented in the Executive Council of IAPM
- (vi) The IAPM shall have no financial liabilities with respect to such organizations
- (vii) Such organizations may be provided, if feasible, facilities to conduct a session during the Annual conference or during other academic s/ educational sessions of IAPM
- (viii) The organization shall acknowledge affiliation to IAPM during its academic and educational activities
- (ix) There shall be reciprocal concessions and provision of facilities such as reduced Delegate Registration Fees, permission to present papers etc. in academic programmes conducted jointly by both the IAPM and such organizations by IAPM and the organizations for participation of members in different academic activities
- (x) The IAPM and such organization may collaborate in various academic and educational publications and research

### Overseas Chapters / Collaboration

- (i) The Executive Council and the General Body shall encourage the formation of Overseas Chapter by members of the IAPM
- (ii) The Executive Council and the General Body shall encourage appropriate collaboration with overseas academic bodies of Pathologists and Microbiologists for various academic and educational activities

### Recognition and Communication

- (i) The Executive Council, General Body and Office-Bearers of the Indian Association of Pathologists and Microbiologists [IAPM] shall recognize, accept and communicate with only those Regional and State Chapters as conventionally accepted by the General Body of the association and whose activities are coordinated by the Honorary Joint Secretary who also compiles and presents their activities to the Executive Council and General Body every year. [*Resolution No S(vi)/2007 of the Special General Body Meeting held at the 56th Annual Conference of IAPM, APCON 2007 at Chandigarh*]
- (ii) Members are requested to refrain from using the name of IAPM in local city chapters / clubs / societies other than in the case of State Chapters / Regional Chapters recognized by IAPM [*Resolution No S(vi)/2007 of the Special General Body Meeting held at the 56th Annual Conference of IAPM, APCON 2007 at Chandigarh*]
- (iii) Voluntary Health services may be provided in the form of camps etc by individual members or State chapters as part of their activity but this shall not be provided under the banner of the Indian Association of Pathologists and Microbiologists [IAPM]  
[*Resolution No 16.1/2005 of the 54<sup>th</sup> Annual General Body Meeting held at the 54th Annual Conference of IAPM, APCON 2005 at Indore*]

## CHAPTER 9 : PUBLICATIONS

The association shall encourage publications related to the dissemination and advancement of knowledge, practice and professional competence of Pathology and Microbiology.

### IAPM News Bulletin

- (i) The association shall publish a New Bulletin named "IAPM News Bulletin"
- (ii) The News Bulletin shall be normally published quarterly, but not less than three times a year
- (iii) The News Bulletin shall be published by the Honorary Secretary
- (iv) The News Bulletin shall be in the form of Print / and Digital versions; and shall be uploaded in the website of the IAPM
- (v) The expenses towards the publication of the News Bulletin shall be borne out of the funds of the IAPM
- (vi) The News Bulletin shall be provided free of cost to all members
- (vii) The News Bulletin shall carry notices and information regarding academic activities of the association and state chapters, including but not limited to conferences, workshops, lectures, awards etc.
- (viii) The News Bulletin may carry messages, condolences and significant achievements by its members

### Indian Journal of Pathology and Microbiology

- (i) The official journal of the of IAPM shall be the Indian Journal of Pathology and Microbiology
- (ii) The journal shall be published at least quarterly
- (iii) Abstracts of Plenary Sessions and free papers as well as Posters shall be printed in a special/ supplementary issue of the Indian Journal of Pathology and Microbiology the expenditure of which shall be borne by the Organizers of the Annual Conference (*Resolution: Agenda No. 16g/2008 of the 57th Annual General Body Meeting of IAPM at APCON 2008, Kattankulathur, Kancheepuram, Tamil Nadu*)
- (iv) The journal shall be published by the Editor-in-Chief
- (v) The Editor-in-Chief Elect shall assume office a year prior to the end of the tenure of the Editor-in-Chief
- (vi) The Office of the journal shall be located at the normal residence of the Editor-in-Chief
- (vii) There shall be an Editorial Board duly approved by the Executive Council
  - (a) Appointment of members of Editorial Board including Associate Editors, Assistant Editors and International Advisors shall be the prerogative of the Editor-in-Chief and duly approved by the Editorial Board [see 3.5.11] (*Resolution: Agenda No. 17a/2015 at the 64th Annual General Body Meeting at APCON 2015, Kochi, Kerala*)
  - (b) Except the International Advisor, and any experts outside the field of Pathology and Microbiology, all members of the Editorial Board, including Associate Editors shall be Life Members of IAPM [see 3.5.11] (*Resolution: Agenda No. 17a/2015 at the 64th Annual General Body Meeting at APCON 2015, Kochi, Kerala*)
- (viii) The Editor-in-Chief shall be assisted by three Associate Editors, two nominated Assistant Editors and two Assistant Editors Social Media [see 3.5.11]
- (ix) The Editor-in-Chief may employ other staff as may be necessary for the functioning of the office of the journal with due approval of the Executive Council and ratified by the General Body
  - (a) A Technical Assistant may be appointed who apart from the initial screening of the submitted manuscripts, shall also be responsible for tracking the online or demand draft or cheque payment of author processing fees made to the IJPM account and

- for the time-to-time transfer of the money to the IAPM account (*Resolution: Agenda No. 17c/2015 at the 64th Annual General Body Meeting at APCON 2015, Kochi, Kerala*)
- (b) The remuneration of staff employed by the Editorial Office shall be approved by the Executive Council and the General Body
- (x) The scope, format, sections and types of manuscripts shall be decided by the Editor-in-Chief and approved by the Editorial Board
- (xi) The journal shall be peer reviewed and published in accordance with the accepted norms of ethical practices maintaining highest standards of publication
- (xii) The publication shall be available both as printed and digital / online versions
- (xiii) A publisher may be selected and appointed to handle the publication process
- (xiv) The journal shall be abstracted and indexed according to accepted norms
- (xv) The Impact factor and other journal publication metrics shall be provided by the Editor-in-Chief every year
- (xvi) As far as possible the journal shall be open access and articles should be available to be shared through creative common licence
- (xvii) Charges may be levied to meet publication expenses (*Resolution: Agenda No. 17e/2015 at the 64th Annual General Body Meeting at APCON 2015, Kochi, Kerala*)
- (a) The online version only should have color photographs and will be free.
- (b) A choice should be provided for authors to opt for either color or black and white photographs for the print version at the time of submission. Facilities to make this choice should be clearly available while submitting manuscripts on-line.
- (c) Black & White /Color photographs for the print version will be charged
- (xvii) The Editor's Office shall have a separate Bank Account of the IAPM (*Resolution: Agenda No. 17d/2015 at the 64th Annual General Body Meeting at APCON 2015, Kochi, Kerala*)
- (xviii) The Editorial Office shall, as far as possible generate funds to run the journal
- (xix) As far as possible advertisements should be avoided in the online and print versions of the journal
- (xviii) Funds may be disbursed after due approval of the Editorial Board, Executive Council and the General Body to support the journal
- (xix) As may be decided from time to time, the journal may be provided to members of the association either free or on realization of a subscription fee
- (a) To reduce the printing and postage costs the members who have had life memberships before 2000 will get the printed version of the journal, while all the others would have an online access. (*Resolution: Agenda No. 17d/2015 at the 64th Annual General Body Meeting at APCON 2015, Kochi, Kerala*)
- (b) The Honorary Secretary shall provide a list of new members to the Honorary Editor-in-Chief periodically so that the journal may be provided to the new members, as may be applicable, from the subsequent quarter since the journal is published quarterly [January, April, July, October] every year. [*Resolution No S(ii)/2007 of the Special General Body Meeting held at the 56th Annual Conference of IAPM, APCON 2007 at Chandigarh*]
- (c) The Honorary Treasurer's office should also review and revise the list of members, which will help in decreasing the printing and postage charges and wastage due to return of these journals. (*Resolution: Agenda No. 17d/2015 at the 64th Annual General Body Meeting at APCON 2015, Kochi, Kerala*)
- (xx) The subscription fee to be levied to members of the association, other individuals, institutions etc shall be decided by the Editorial Board and approved by the Executive Council and General Body
- (xxi) The Editorial Board shall meet at least once a year
- (xxii) The Editor-in-Chief shall present his / her report and accounts annually to the Editorial Board, Executive Council and the General Body



- (xxiii) As provided under 3.5.9(i)(a) The Honorary-Editor-in Chief shall hand over all charges including financial, to the Honorary Editor-Elect at the end of his/her tenure but shall be responsible and continue to facilitate settlement, audit and filing of Income Tax Returns for the Financial Year / Assessment Year applicable to his/her tenure with the Honorary Treasurer

#### **Books**

- (i) The IAPM may undertake publication including books / atlases / monographs / manuals for undergraduates and postgraduates by its members
- (ii) Publication of books shall be undertaken on submission of a proposal to the President, IAPM
- (iii) The proposal shall be examined by the Executive Council which may constitute a group of experts for this purpose
- (iv) The recommendations of the Executive Council shall be placed before the General Body for due approval
- (v) The copyright of such publication shall rest with the Indian Association of Pathologists and Microbiologists
- (vi) The finances and disbursement of royalties shall be decided by the Executive Council

#### **Others**

- (i) The IAPM may undertake to publish curriculum, guidelines, best practices, scientific reports, technical practices related to the subject of Pathology and Microbiology
- (ii) Such publications shall be educative in nature, solely for improving the practice of Pathology and Microbiology
- (iii) Such publications shall be authored generally by a committee of experts duly constituted by the Executive Council

#### **Use of Registration Numbers in Publications**

All the available registration numbers should be printed in a descending chronological order in all official publications of the association. The latest registration number would be printed first followed by the previous ones with the prefix "Formerly" could be identified:

*Registration under the Societies Registration Act XXI of 1860 Reg. No. 22157/138 of 2005-2006; under rule 21 of the Society Act 1860, Reg. No. 1688 of 2002 & Society Act of 1860, Reg. No. 669 of 1953-54 (Resolution: Agenda No. 5.1, 5.2, 5.3, 5.4 / 2006 at the 55th Annual General Body Meeting at APCON 2006, Bangalore, Karnataka)*





## CHAPTER 10: DISCIPLINARY ACTIONS

The Executive Council with due approval of the General Body may expel, suspend, or otherwise discipline any member found to be delinquent with regard to dues to the association, deficient in moral character, or found to be guilty of professional misconduct or any action that harms the interest of the association.

### Disciplinary Committee

- (i) Disciplinary Committee will be appointed on recommendation of the council and as approved by General body.
- (ii) The committee will have at least three members.
- (iii) The committee should be constituted from Past Presidents or Members of the Association of not less than ten years standing.
- (iv) Senior most member of the committee be named the Convener of the committee. Senior most member will retire from committee at the end of three years.
- (v) Every year subsequently one member on basis of seniority will retire by rotation.
- (vi) Additional members may be co-opted to ensure equal gender representation, if necessary

### Disciplinary Procedure

- (i) Executive Council with approval of General Body will refer the matter or issue for investigation and recommendation of disciplinary action if any to the Disciplinary Committee
- (ii) The committee shall send a written notice to the member.
- (iii) The member shall be given adequate opportunity to present his / her case.
- (iv) Committee will deliberate on the issue, investigate the matter and recommend whatever action is deemed fit to the Executive Council
- (v) The Disciplinary actions shall include but may not be limited to:
  - (a) Suspension / debarment for a specific period from one or more activities of IAPM such as
    - Attending Meetings
    - Academic activities including participation in conferences
    - Nomination of prospective candidates
    - Filing nominations
    - Voting in elections
  - (b) Suspension/ debarment for a specific period from membership of IAPM and its attendant Rights and Privileges
  - (c) Monetary Fines
  - (d) Removal from the Membership of IAPM
  - (e) Filing of complaint with the employing institution / employing authority
  - (f) Filing of complaint with the State Medical Council / National Medical Commission
  - (g) Filing of complaint with the appropriate law enforcing authorities
  - (h) Legal recourse
- (vi) The recommendations of the Disciplinary Committee shall be discussed in a closed session of the Executive Council and decided by majority vote.
- (vii) The Executive Council will then deliberate on recommendations and put the same before general body for final approval, with its remarks.
- (viii) The Final decision is to be approved by the General Body through an affirmative vote of two-thirds (2/3) of the members present.

### Appeal

- (i) A member aggrieved with the decision related to the disciplinary action, may appeal within thirty days, in writing to the President, IAPM to review / reconsider the decision
- (ii) The President, IAPM shall refer the matter to the Executive Council



- (iii) If the Executive Council accepts the request, the matter may be referred to an *ad hoc* Appeals Committee comprising of three senior members who are not members of the Disciplinary Committee and a legal expert
- (iv) The recommendations of the Appeals Committee shall be placed before the Executive Council and the General Body for a final decision.
- (v) The decision shall be binding and no further communication shall be entertained by the association in this regard.





## CHAPTER 11: AMMENDMENTS, EMERGENCY BYE-LAWS & RULES , NULL & DEFFERED YEAR, DISSOLUTION

### Amendments

- (i) All requests for such Amendments in the Memorandum, Constitution and Bye-Laws and Rules of the association shall be addressed to the President, IAPM
- (ii) The President, IAPM shall place such requests before the Executive Council for deliberation and recommendation
- (iii) The Executive Council may propose *suo moto* Amendments as a consequence of deliberations in their Meeting
- (iv) Amendments shall be approved by at least three-fourths of the members of the Executive Council present at such meetings prior to these being forwarded for further deliberation by the General Body
- (v) Amendments to the Memorandum of the Association (Part I in the Document) and to the Constitution of the Association (Part I in the Document) shall be deliberated only in a Special Meeting of the General Body specifically called for this purpose
- (vi) Amendments to the Bye-Laws and Rules of the Association (Part III in the Document) may be deliberated in a routine General Body Meeting
- (vii) Amendments can be made only if approved by at least three-fourths of the attendees of the Special / Routine Meeting of the General Body as required
- (viii) Amendments in the Memorandum, Constitution approved in the Special Meeting of the General Body shall be considered to be accepted only if subsequently further ratified in a meeting of the Executive Council and the General Body
- (ix) Amendments in the Bye-Laws and Rules approved in the Meeting of the General Body shall be considered as accepted if previously deliberated and approved by the Executive Council [To be read with Subsection(ii) of Section 10.1] (Resolution Agenda No. 21g/2017 at the 66th Annual General Body Meeting of IAPM, APCON 2017, Bhopal, Madhya Pradesh)

### Emergency Bye-Laws and Rules

- (i) If there are no Bye-Laws and Rules approved in relation to certain emergency circumstances, such decisions may be taken by the Executive Council with the applicable quorum
- (ii) In the event of any disaster, catastrophe or other similar national emergency, as a result of which the regular quorum of Executive Council necessary for an approval cannot readily be convened/ or obtained through any means including through phone, email, online conferencing, a minimum of seven members, consisting of two Office Bearers, one of whom shall be the President or the Vice-President and five Past Presidents shall constitute the *ad hoc* "Emergency Executive Council"
- (iii) All decisions in accordance with Subsections (i) and (ii) of 10.2 shall be considered as "Emergency Bye-Laws and Rules"
- (iv) Emergency Bye-Laws and Rules shall be binding on the functions of the association
- (v) The Emergency Bye-Laws shall remain in force only for the duration of the emergency condition
- (vi) The Emergency Bye-Laws and Rules shall be presented to the Executive Committee and the General Body *post-facto* for due approval or modification and incorporation or rejection
- (vii) Members of the Executive Council and Office-Bearers who have participated in the formulation of Emergency Bye-Laws and Rules, and those acting / who have acted in accordance with Emergency Bye-Laws with *bonafide* intentions, shall be not be liable for any adverse action, except if there is any form of wilful misconduct



### Declaration of Null and Deferred Year

- (i) The Indian Association of Pathologists and Microbiologists may declare a part or whole of the year as a "Null" Year wherein certain activities, especially the Annual Conference and Elections may be restricted or not held or "Deferred" to another year.
- (ii) Declaration of "Null" / "Deferred" Year can be declared under the following circumstances:
  - In the event of widespread natural calamities, disasters of any kind, epidemic, war etc that is announced/ acclaimed as a national disaster or affecting a part of the country such that these activities cannot be held even in an online mode.
  - If due to any reason the Executive Office Bearers of the association or the Organizers of the conference or the institution or venue cannot function due to any reason whatsoever including directions of the Court of Law or appropriate authorities such that these activities cannot be held even in an online mode
- (iii) The declaration of a Null and Deferred Year shall be proposed by the President and duly approved by the Executive Council and the General Body
- (iv) If Deferred, the activity may be held after due approval at a convenient and appropriate time in the following year. *Thus in that year there may be two conferences.*
- (v) All or some events related to the Annual Conference may be cancelled or deferred on that year, including presentations, awards and meetings.
- (vi) If Elections are not held, the Office-Bearers shall continue to hold office beyond their normal tenure till the next elections are held
- (vii) Declaration of "Null" / "Deferred" Year shall be exceptional and avoided as far as possible. *All attempts shall be made to continue with expected activities online or by any other suitable method.*
- (viii) Activities other than Elections and Academic shall not fall under the purview of such declaration and all financial and related activities including but not limited to payments, audit and filing of taxes; publications of journal etc shall continue unless directions are received appropriately.

### 11.4. Dissolution

- (i) In the event the Indian Association of Pathologists and Microbiologists is dissolved, the Executive Council shall, after paying or making provision for the payment of all of the liabilities of the association, distribute all of the remaining assets as may be directed by the Court of Law, Registrar of Societies or by the Executive Council.
- (ii) Under no circumstances shall any member, their families, legal heirs receive any asset of the association, directly or indirectly.
- (iii) The assets may be distributed to such organization or organizations related to one or more of the purposes contained in the Constitution of the association as shall be permissible according to prevailing laws of the land.





## LIST OF ANNEXURES

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The Original Copies of the following Annexures related to the Memorandum, Constitution, Bye-Laws and Rules of the Indian Association of Pathologists and Microbiologists are safely and securely stored by the Headquarters, Indian Association of Pathologists and Microbiologists at Cuttack.

### **Annexure 1**

Copy of Certificate of Registration of the Association under the Registration of Societies Act XXI of 1860 :  
*Registration No 22157/138 of 2005-2006 dated 10 January 2006 at Cuttack issued by the Registrar of Societies, Orissa*

### **Annexure 2**

Copy of Covering Letter of Copy of Registration :  
*Letter No XVII-3/05-332. Regn.I. dated 16.1.06 of the Section Officer (Regn), Registration Wing, Board of Revenue, Cuttack, Orissa issued to the Secretary, IAPM*

### **Annexure 3**

Copy of Permanent Account Number:  
*Permanent Account Number (PAN) AXXXXXX04X Date of Incorporation: 20-11-2002*

### **Annexure 4**

Copy of Registration under Section 12A of the Income Tax Act 1961:  
*Registration No. Tech.-63/12-A/2004-2005 through Memo No. CIT/CTC/Tech.-63/12-A/2004-2005/489 dated 18 May 2004 by the Income Tax Officer (Tech), Office of the Commissioner of Income Tax, Arunodaya Market, Cuttack-753012 issued to the Joint Secretary (Headquarters), IAPM.*

### **Annexure 5**

Copy of Registration of Land of IAPM House

### **Annexure 6**

Copy of Registration of IAPM House Building

**END OF DOCUMENT**