

INDIAN PUBLIC HEALTH ASSOCIATION

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Headquarters Secretariate

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**Constitution
Memorandum & Regulations**

5th Revision, Year 2009

PREAMBLE

Evolution of concept and practice of health care in India can be traced back to the Vedic age. It was epitomised in Kautilya's Arthashastra and Manu's Codes of Health in the pre-Christian era. Health practices in India, like all other countries of the world, were integrated with the entire medical care system. In fact, in the absence of clear understanding of the causes of diseases, the emphasis was always on maintenance of health and prevention of ill health. The idea about prevention and control was actually crystallised following the discovery of microbes as the causative agents of certain diseases. This led to the clarification of the mode of transmission, host susceptibility and resistance towards the end of the 19th century.

The first seed of public health administration in India was sown in 1859, when Royal Commission was appointed by the then British Government to look into the causes of high morbidity and mortality among both army and civil populations. This Commission recommended appointment of Sanitary Commissioner in each province. Finally, health services was formed in India between 1896 and 1907. This gave further impetus to develop research laboratories and establishment of Indian Research Fund Association.

A few other landmarks in the development of public health services in India were:

1. The recommendation of the Govt. of India in 1912 to appoint health officer in each district and municipality. This necessitated the arrangement of training in public health in India and its multidisciplinary status. Thus necessity of public health was accepted.
2. A special postgraduate diploma course, namely Diploma in Public Health (DPH) was started at the School of Tropical Medicine, Calcutta in 1920, the year of starting the school.
3. Establishment of a full-fledged institutes of public health- All India Institute of Hygiene and Public health, Calcutta, under the magnificent grant of the Rockefeller Foundation of New York, to train medical graduates and various other categories of health personnel.
4. Establishment of health survey and development committee by the Govt. of India, popularly known as the Bhore Committee, to prepare a plan for entire health services in India.
5. Acceptance of the recommendation of the committee to introduce primary and subsidiary health centres all over India as the most practical way of providing rural health services in India ,
6. The next important step was to appoint an Environmental Sanitation Committee, under the chairmanship of Dr.B.C.Dasgupta, Director of Health Services, Govt of West Bengal, in 1952 .
7. Establishment of a Central Committee for control and eradication of Cholera and smallpox, under the auspices of the Indian Council of Medical Research in 1958.

In the context of historical development of public health in India, the need for a national forum of public health workers on all India basis was strongly felt, not only for academic discussion on public health and orient the health functionaries about the new developments, but also to suggest measures for improvement of health services through the lessons learnt from sharing of experiences. The concept of such an association was first mooted out at the All India Institute of Hygiene and Public Health, Calcutta, in 1935. But most of the health staff being under government or municipalities, permission of Government was

necessary to create such an association. This permission was denied until the Independence. So, the Institute had to remain satisfied with establishment of its Alumni association only. After 1948, Dr. Ganguly and Dr. S.C. Seal (Organizing Secretary) renewed the movement and finally the INDIAN PUBLIC HEALTH ASSOCIATION was formed. Its first meeting was inaugurated, on 29th September 1956, by the Union Health Minister Smt. Rajkumari Amrit Kaur, in the presence of large number of national and international dignitaries in the field of public health. The leaders of public Health at that time, who paved the way of its success were Dr.B.C.Roy, Chief Minister of West Bengal, Lt.Col. C.K. Lakshmanan , Director, All India Institute of Hygiene and Public Health, Dr. K.C.K.E. Raja, Director General of Health Services, New Delhi, Dr. B.C.Dasgupta, Director of Health Services, West Bengal and Mr. T.Lakshminarayanan of Madras and many others. Thereafter, the contributions of other reputed public health experts, like late Dr K N Rao, Prof I C Tiwary, Prof S M Marwah, Prof N.S.Deodhar, Prof G. Anjaneyulu Dr Mahendra.Dutta , Dr. K.K.Dutta, Dr. P.K.Dutta, Prof P.V.Sathey & many others for nurturing the association can never be overstated; so was the untiring organisational effort of Dr. P.N.Khanna & Dr S P Mukhopadhyay, as Secretary General of the association until the recent past.

Eventually, a memorandum of the association was prepared and the association was duly registered. During last four decades, the association had regularly organised conferences, seminars, CME etc for its members, other professional organisations and public health personnel and also significantly contributed its expertise and assistance to the Govt. of India and State Governments for planning, implementation and evaluation of various public health programmes and control of emergencies. In order to facilitate its activities, certain modifications of the constitution were felt necessary from time to time. The suggestions were recorded and thorough revision of Constitution was recommended during the 29th Annual General Body of the association (February 1985).

MEMORANDUM OF ASSOCIATION OF INDIAN PUBLIC HEALTH ASSOCIATION

The present constitution cum Memorandum is the outcome of the recommendations of the Revision Sub-committee and is presented here in this compendium.

1. The name of the association shall be INDIAN PUBLIC HEALTH ASSOCIATION.
2. The registered office of the association shall be situated in the state of West Bengal and until otherwise decided by two third of the members present in the special General Body meeting, the registered office of the association shall be at 110, Chittaranjan Avenue, Calcutta, 700 073.
3. The goals of the association are as follows:
Promotion and advancement of public health and allied sciences in India, protection and promotion of health of the people of the country, and promotion of co-operation and fellowship among the members of the association.
4. The objectives of the association are as follows:
 - a) Hold an Annual Convention and periodic meetings or conferences of members of the association and of the public health profession in general.
 - b) Initiate, hold, direct, manage, take part in and contribute to conferences, congress, meetings, lectures and demonstrations on any aspect of public health and social welfare for the purpose of advancing any of the objectives of the association.
 - c) Publish and circulate a Scientific Journal, which will be the official organ of the association, specially adapted to the needs of the administrators, programme managers and research workers in the field of public health in India.
 - d) Disseminate health knowledge and conduct educational campaigns among schools, colleges, cultural bodies, village organisations and other people in co-operation with different public bodies working with the same objectives by holding health exhibitions, publishing or sponsoring popular health journals, preparing and distributing literature, posters, and information about health and social welfare.
 - e) Encourage research in public health and social work with grants-in-aid or with grants out of the funds of the association, by establishment of scholarships, prizes or rewards and in such other manner as may from time to time be determined by the association.
 - f) Publish from time to time transactions and other papers embodying researches conducted by the members or under the auspices of the association.
 - g) The association can join the 'World Federation of Public Health associations' (Geneva) and other allied Federations.
 - h) The association can establish its own building, library etc.

II. Rules of the Indian Public Health Association :

1. **Constitutions :** The Association shall consist of members whose names are on the Register of Member of the Association and other members to be elected in such manner and upon such conditions as prescribed from time to time. The Association may also have patrons.
2. **Register of Members:** There shall be a register in which the names of all the members of the Association shall be entered with their qualifications and addresses. Register will be kept open for inspection to the members on requisition.
3. **Administration :**
 - (a) The affairs of the association shall be conducted by the Council of the Association; hereinafter called the Central Council. The day to day affairs shall be conducted according to the *regulation* and bye-laws as framed for the purpose from time to time.
 - (b) The income and property of the Association shall be applied solely towards its objects and no portion shall be paid or divided amongst any of the members by way of profits.
 - (c) In case of dissolution of the Association, any property whatsoever left over after satisfying all debts and liabilities, shall not be paid to or distributed among the members of the Association but shall be given or transferred to some other society or societies with the same or similar objectives as determined by the votes of not less than three-fourth members in person at the time of dissolution.
4. **Eligibility of Members :**
 - (a) Any professional graduate (possessing medical qualification e.g. MBBS or any equivalent degree recognized by any Indian University in Indian system of Medicine / Dentistry (BDS) / Engineering (BE), Nursing (B. Sc. Nursing) / Veterinary (BVSc. & AH) are eligible to be the ordinary and life members of the association after paying the subscription which will be decided from time to time by the annual general body of the Association. In case of Sociology, Statistics or Behavioural and Allied science or Arts subject the minimum qualification for becoming a member should be Master degree (MSW, M. Stat. etc.). Candidates with DHE, Dip. Diet or DPHN degree from the recognized university or institution are also eligible to be members of the Association after paying the subscription as per the regulations. The candidates should be interested in public health and actively pursue public health work to become eligible to be the members. Any faculty members of PSM/Community Medicine, in addition to medical faculty, working in Medical Colleges may also be eligible for membership.
 - (b) Any person possessing other than the above eligibility, interested in public health and actively pursuing public health work are eligible to become Associate member of the Association after paying the subscription which will be decided time to time as per regulation and resolution.
 - (c) **Deleted. (This shall remain outside the purview of jurisdiction of registration of society act as per regulation no 13).**
5. **Classification of Membership :**
 - A. **Ordinary members :** Any person possessing qualification as per *regulation* (4a) of the association and by paying yearly / five yearly subscription at the rate, which will be resolved from time to time by the AGB, may become ordinary member of the association.
 - B. **Life member :** Persons possessing qualification as required for ordinary member might become life member by paying a lump sum amount in lieu of yearly subscription according to rules or regulation hereinafter laid down following decision of the AGB.
 - C. **Associate member :** Any person eligible as per rule 4(b) of the constitution by paying yearly / five yearly subscription at the rate which will be resolved from time to time by the AGB, may become an Associate member. Such member will not have voting right and also will not get the journal free of cost. Associate member with outstanding work in the field of public health for ten years may apply for ordinary membership with necessary documents, for consideration by the Central Council and thereafter by the General Body.
 - D. **Fellow :** The Association may elect and award 'Fellowship' to such life members who will fulfill the criteria laid down from time to time in the form of regulation for being elected as

“Fellow” of the association. All such fellows shall be eligible to suffix their names with Fellow Indian Public Health Association

Regarding the nomination of fellow, the Credential Committee, formed by the Central Council, will first screen the nominations for the award of fellowship. Based on their recommendations, the names will be circulated to all the existing fellows of the Association for voting through postal ballot to be elected finally. If any proposed fellow receives less than 50% (fifty percent) of the total votes polled, his / her name will not be considered for the award.

Credential committee should see the following aspects before giving their recommendation for fellowship by the ballot :

- (i) Whether the person applying for the fellowship is a life member for an unbroken period of five years or not,
- (ii) The public health activity carried out by him / her is really noteworthy or not,
- (iii) Quality of publication he / she is having to his / her credit,
- (iv) The consideration should also be made for those who are doing a good public health work or who have contributed exceptionally to the specialty of public health. For them, publication should not be mandatory for judgment by Credential committee.
- (v) In case of any change in recommendations by the Credential committee from the above broad framework, it must be notified well in advance to the members.

5. D (a) Fellowship scroll should be awarded during the annual conference and therefore ballot should be counted well in advance in the Central Council meeting with the specific agenda so that intimation can be given to the prospective fellows in time.

5. D (b) The Central Council shall decide the Honorary fellowship. The name(s) of distinguished public health personalities shall be proposed and seconded by members of Central Council wherein a statement of the distinguished service and the conspicuous contribution of the person for the cause of public health and / or social welfare is mentioned or his / her bio-data is enclosed. This will be put up before the meeting of Central Council for consideration as an agenda. The decision of the Council should be unanimous in conferring such award of “Honorary Fellowship”.

6. Subscription :

6.A Rate of subscription & other payment (e.g. journal charges etc.)

- (i) The Annual General Body, from time to time on the basis of the resolution of the Central Council, will fix membership subscription for
 - *Ordinary*
 - *life members*
 - *Fellows and*
 - *Associate members.*

The exact amount for the current session is to be ascertained from the HQ office of the Association. All categories of members have to pay, in addition, Admission fee & General Reserve fund fee that will be decided or resolved by the AGB on the recommendation / resolution of the Central Council. These will be levied to each person intending to be a member of the association, except for the fellows and the associate members. If an ordinary member does not become defaulter he / she will have to pay admission fee and general reserve fund fee once only. Subscription rate of journal for Library etc. may be reviewed through a Central Council meeting, prior to the end of the Association year, in view of increasing cost of paper, postage, handling charges etc. It will be effective from the 1st January of the subsequent year.

- (ii) The fellowship subscription is to be paid once only after the declaration of the award. The amount of subscription will be as per the regulation of the Constitution. The total number of the award of fellowship should not exceed 35% (thirty five percent) of the total strength of life members.

6.B General Rules about Subscription & Contribution :

- (a) All subscription and contributions are payable in advance at the beginning of the year. If the subscription of any member remains in arrear, action may be taken according to regulation as laid

down under “Termination of Membership”.

- (b) In case, both husband and wife are enrolled as ordinary member / life member of the IPHA, they may pay only one full and one half annual subscription / life membership subscription (as the case may be provided they agree to have only a single copy of the journal. However, admission & general reserve fund fee will have to be paid in full amount.
- (c) If any ordinary member likes to pay for five years at a time, they will get a concession on membership subscription to the extent of 10% but not on admission fee and General reserve fund.
- (d) An Associate member may also pay for 5 years at a time with a concession of 10% on the rate which will be resolved in AGB.

7. Admission of Members :

A. Ordinary & life members : *As per regulation of the constitution to become an ordinary member or a life member, application should be submitted in the prescribed format available from the Headquarters or website. The form will be duly proposed and seconded by two life members of the Association whose signatures will also appear in the application form.*

B A life member should pay the subscription of life membership, as resolved, from time to time by the AGB. He / she will also have to pay the admission and General reserve fund fee for life membership, which is in *vogue* in the year of starting his / her life membership. The membership subscription of life members could, if necessary be paid in four consecutive *installments* within 2(two) years, with 40% (forty percent) as first *installment* and 20% (twenty percent) in 3 (three) installments each. However, there will be no installments for admission and General reserve fund fees that are to be paid in full. All such Life members shall be eligible to suffix their names with Member Indian Public Health Association after paying full amount of membership subscription. The Membership scroll for life members may also be distributed at the special session of the conference to the members.

C Associate member: The procedure of ordinary member shall be followed for election of Associate member, but they will have to pay only membership subscription in *vogue* for the current year as per regulation.

8. Eligibility Committee :

An eligibility committee should be formed at the Headquarter (HQ) that will meet from time to time to scrutinize membership application forms, received at the HQ, based on the regulation of the constitution. The Central Council may decide the committee, which will consist of two to three members, constituted from time to time. Otherwise the committee will include Secretary General, one Jt. Secretary (HQ) & Treasurer. The decision of the eligibility committee, duly formed, will be final in case of any dispute or controversy regarding membership eligibility.

9. Privilege of Members :

9. A General Privileges :

- (a) The journal of the Association for fellow, life and ordinary members, will be supplied free of cost.
- (b) All *members* shall be entitled to the use of the library and association’s rooms (*on payment as specified time to time*), if any.
- (c) All members shall have the right to attend and take part in discussion at all meetings, lectures and demonstration organized by the Association except for the special meetings, workshop, project conference etc. where entry of the members may be conditional.
- (d) All members shall have the right to attend conference organized by the Association on such terms as hereinafter laid down by the Central Council of the Association.

9. B B. Voting Rights

(i) The Fellow, Life and Ordinary members, who have no membership dues till date (with name in the membership registry) shall have the right to vote in the election of the office bearers & Central Council members of the Association. They may put forward resolutions at any meeting of the Association for the interest of public health & national health programmes. The voting for the election of the Central Council and in the Annual General Body meeting will be guided by the regulation hereinafter laid down.

(ii) Any member whose application forms and subscription is not received on or before 30th September

at the Headquarter (HQ), in a specific year of election, he/she shall not be eligible to vote in the ensuing election until and unless decided otherwise by the election committee or Central council depending on the exigency of the situation or as per the regulation. This exigency of the situation should be clearly explained, should be endorsed in the Annual General Body meeting.

- (iii) Only fellows, office bearers & valid Central Council members {16.A (a), (i – viii) and b, c and e} are eligible to elect members of the Editorial Board. Such members qualifying themselves in terms of rule 9C.
- (iv) Any member, who is a defaulter, is not eligible to vote for the specific year. But he / she can enjoy voting rights after clearing all dues against him/her by 30th September in the specific year for voting.

C. Eligibility of serving as Office-Bearers :

The Fellow and Life members shall be eligible for serving as members of the Central Council and Editorial Board as per regulation decided from time to time.

10. Election of the Associate Members with the voting rights :

There may be one representative out of every 50 Associate members, to the Central Council. He / she will be elected by vote at the General Body, provided these members apply to the Central Council at least 5 months before the end of the association's year, with a minimum of 50 signatures of the associate members. Modus operandi for such votes may be decided by the election committee from time to time and ratified in the AGB, if required. However, they may attend the meeting of the Association and participate in the scientific discussions etc, after paying the fees, if any.

11. Termination of Membership :

A. By Resignation :

A member may at any time resign his/her membership by giving a notice of not less than 30 days but preferably six months' notice in writing to the Secretary General.

The resigning member shall pay up all the dues against him and return all papers, properties or documents of the Association and the secretary *general* will put up a statement of dues against the member or a clearance certificate if all dues are paid along with his resignation to the Central Council for information and necessary action.

B. By Removal of Name for Non-payment of subscription after due Notice as follows:

If the subscription remains unpaid for the first three months of the Association year the defaulter shall be informed in writing by the *Secretary General*. If after two months of this notification the annual subscription remains unpaid a registered notice shall be given stating clearly that if within 30 days of the notice the dues are not paid the privileges of membership shall be suspended. If the dues still remain unpaid necessary action will be taken by the Central Council.

C. By Removal of Name on the ground of Undesirable Conduct :

If the conduct of any Member as reported to the Central Council is found prejudicial to the interest of the Association or is calculated to bring the public health profession into discredit, the *Central Council* may ask the member concerned to submit a written explanation of his conduct. In the event of the explanation being found unsatisfactory the *Central Council* shall take such action as considered necessary.

In the event of the said member refusing either to explain or to resign when asked to do so, a *General Body* meeting of the members of the Association shall be called to consider the case and at least 7 days notice of the meeting shall be given to the member concerned with opportunities to explain, if the member wishes to do so. If three-fourths of the members present at the meeting, vote for removal of the name of that member, his name shall be removed from the Register.

12. Re-admission :

Membership cancelled, on account of non-payment of the life membership subscription in installments, within the stipulated time frame, will be revalidated by the Central Council following the receipt of the application for the same and on payment of the outstanding amount, at the existing rate of subscription of life membership, provided Central Council considers his / her application. Further, Central Council has the power to totally exempt on a valid ground, which should be ratified in AGB.

Members whose names has been removed on the ground of undesirable conduct may be readmitted on the expiry of not less than 2 years, provided their application for re-enrolment is supported by ten Standing Members of the Association testifying to the conduct during the intervening period. But the members who have resigned under this clause can be readmitted on submitting a written statement regarding his conduct acceptable to the Central Council.

13. Membership in abeyance :
Deleted

14. Association Year & Tenure :

- (A) The year of the association for financial and other purpose will ordinarily be January to December, unless otherwise decided by the Annual General Body meeting of the Association.
- (B) Tenure of the office bearers, Central Council member and Editorial Board members would be 3 (*three*) years.

15. Power of Annual General Body :

The Annual General meeting of the Association shall be called at least once a year provision of 16(1) of the West Bengal Society Act 1961 shall be complied at the venue of the conference until and unless decided by the preceding general body, on a date as may be decided by the Central Council of the Association.

- (i) It is the highest body of the association. The decision of the AGB shall be final in all matters.
- (ii) The meeting shall be organized yearly along with the annual conference of the association.
- (iii) Change, modification, addition & deletion of the rules & regulations have to be endorsed in the AGB.
- (iv) Any controversy, which can not be solved in the Central Council, will be taken up in the AGB and in this regard the decision of the AGB would be final.
- (v) The decision of the Annual General Body in all matters not covered by these regulations shall be final and binding upon all members of the association
- (vi) For any major change in the regulation of the constitution or for the major revision of the constitution, opinion of the all members of the association may be sought through postal ballot/ *IJPH* / *courier* / *any other recent method of mailing* before putting it in the AGBM.

16. Management of the Association :

The management of the Association shall be vested on the Central Council.

16.A Composition of Central Council :

The Central council shall be composed of the following personnel by election from amongst the fellows and life members as per the regulation.

- 16.A (a)** Following office bearers shall be elected for management and implementing activities of the Association :
- (i) The president – One
- (ii) Four Vice – Presidents (one from each region)
- (iii) The six Joint Secretaries (one from each region, one from HQ and one from railway / Defence)
- (iv) The Secretary General (one from HQ preferably)
- (v) The Treasurer – one
- (vi) The Chief Editor of the *IJPH* – one
- (vii) The Editor of the *IJPH* – one
- (viii) The Managing Editor of the *IJPH* – one
- 16.A (b)** Immediate past Secretary General
- 16.A (c)** Immediate Past Treasurer
- 16.A (d)** All past-presidents are the members of Central Council
- 16.A (e)** Ten members elected at the AGB meeting
- 16.A (f)** Two elected members from a group of members, as decided by AGBM from time to time.
- 16.A (g)** The chairman of functional sub-committee when the section is organized on functional basis.

The chairman of each section shall be member. In case of election committee, *convener* will be also a member.

Persons under d, f & g above shall have *no* voting rights.

16.B Casual Vacancies
Deleted

16.C Functions and powers of Central Council:

The funds and properties, movable and immovable, belonging to the Association shall *be vested* in the Central Council of the Association. The Central Council shall direct and regulate the general offices of the Association and shall have power to:

- 16.C (a)** Organize *activities* in different parts of the country as desired from time to time on the basis of the public health need of the association.
- (b)** Form suitable committees and sub-committees to suggest
- (i)** The central and state governments regarding suitable public health measures according to their needs, to make public health programs more effective.
- (ii)** Planning public health services and welfare work & need-based research for the whole country (both rural and urban) on the basis of integration of curative, preventive and social medicine.
- (c)** Establish, support and aid any establishment of the association or any other registered associations or societies founded for any of the objects of the association.
- (d)** Affiliate with any company, institution, society, association or any other public body having objectives altogether or in part similar to those of the Association.
- (e)** Borrow or raise money for all or any of the objects herein contained on such terms and in such manner and on such securities as may from time to time be determined by the association (*i.e. taking up research, Project, academic activities, endorsement etc*).
- (f)** Take up such steps or make personal or written appeals, or hold meetings or shows or otherwise as may from time to time be deemed expedient for the purpose of procuring contribution to the funds of the Association in the shape of donations, annual subscription or otherwise.
- (g)** Deleted
- (h)** Deleted
- (i)** Invest any money of the Association, not immediately required, for any of its objects in such manner as may from time to time be determined by the Association
- (j)** Frame, alter or repeal regulations and bye-laws for the conduct of business at meetings of the Association and for the maintenance and administration of the Association room, library and properties and for the organization and direction of publication.
- (k)** Frame and / or recommend alteration or repeal regulations and bylaws of the Association for consideration of the General Body.
- (l)** Represent matters in which they consider that the interests of the Association or of the public health profession are affected, before the Government, public bodies or any properly constituted authority.
- (m)** Consider and decide applications for membership, resignation of members and the question of taking disciplinary action against any member.
- (n)** Deleted
- (o)** Appoint or remove salaried personnel of the association and to frame regulations for the staff from time to time.
- (p)** Exercise, in addition to the powers by these regulations expressed conferred on it, all such powers and do all such acts and things, as may be required to be done by the Association and which are not hereby or by legislative enactment expressly directed or required to be exercised or done by the Association in a General meeting.
- (q)** (Considering sharing of the building with like minded associations / organizations pursuing similar welfare objective based on the contract with the provider of the land.

Note : The decision of the central council in all matters not covered by these rules shall be final and binding on the members of the association. *However controversial matters should be referred to the General Body of the association.*

16.D Terms of office of the Central Council :

- 16.D (i)** The newly elected central council shall start functioning after the ratification of election result in

Annual General Body meeting and shall hold office till the next election result of the office bearers, central council members is declared.

16.D (ii) The tenure will be as per regulations 14.B.

16.E Meetings of the Central Council :

16.E (i) Meetings of the central council shall be of five kinds as follows :

- (a) Ordinary meeting: The meetings will be held either at the central office / HQ Secretariate or at its nearby place in a suitable venue. The exact date, time and place will be fixed by the Secretary General in consultation with the President. Such ordinary meeting may also be held at the other places of the country, as will be decided from time to time, either in the newly elected central council meeting or in any other central council meeting to encourage participation of members of the country as a whole. At least two such meetings in a year shall be held and out of which one meeting must be held at the central HQ secretariate or at a nearby venue close to the HQ secretariate.
- (b) The Annual meeting: The annual meeting shall ordinarily be held prior to the AGB of the association at a place where conference will be organized. The meeting will be held preferably a day before the conference in the evening around 6 to 7 PM. In case, the conference could not be organized due to some unavoidable reason or situation of the country, central council will be the final authority to decide regarding such annual central council meeting.
- (c) Special requisition meeting : A special requisition meeting of the central council may be called within six weeks on receipt of a requisition duly signed by at least two third of the standing members of the central council, stating the business for which the Special meeting is required. The date, time and venue of such meeting shall be fixed by the secretary general in consultation with the president.
- (d) Emergent meeting: Depending upon an exigency, the emergent meeting of the central council may be called by the Secretary General, to be held at the central office / HQ or in any places as decided from time to time, with a notice preferably ten days (but not less than seven days) before and indicating the agenda of the business to be transacted at the meeting.
- (e) First meeting of the newly elected body: It will be held immediately after the AGB meeting, preferably on the last day of conference when all newly elected members will meet to provide general guidance about the functioning of the association. The venue, day and time will be announced during the AGB meeting or decided in consultation with the organizer of the conference. No separate notice will be served, except agenda of the same. All newly elected members should enquire about the meeting from the Secretary General or his / her representative or staff member of the HQ secretariate, present during the conference.

Note : The President and Secretary General are authorized to take any vital decision during the intervening period of two central council meeting. But the decisions should be followed by ratification in the next ordinary meeting of Central Council. They will also remain answerable regarding the decision to the Central Council Members.

(ii) Notice :

- (a) In general, three week's notice of the meeting, indicating the venue, date and time as well as agenda of business to be transacted at the meeting, shall be sent to all the members of the central council. In no case, the notice should be sent less than two weeks before the meeting.
- (b) Notice by fax and e.mail/website would be valid for all types of meetings.

(iii) Quorum :

- (a) Quorum for ordinary meeting, emergent meeting and newly elected body of the central council will consist of one third members.
- (b) Quorum for annual central council meeting shall be one third members.
- (c) Quorum for special requisition meeting shall be 50% (fifty percent) of the total members.
- (d) All the above regulations will be applicable until resolved otherwise in an AGB meeting.

(iv) Co-option of members :

The president may in consultation with central council, co-opt two to three members (or the central

council also may co-opt in the same way) from amongst the eligible members of the association. Besides, this he / she may also specially invite the person(s) of eminence to attend a particular meeting of the central council, if necessary. They will participate in the meeting and give their valuable opinion regarding some important issue(s) without any voting right.

17. The annual meeting of the Central Council and Annual General Body etc.

17.A Annual Meeting of Central Council

17.A.I. Procedure and business :

The tentative agenda to be transacted the Annual meeting of the Central Council may be taken in the following order and in the exigency of the situation the order might be changed.

- (i) The election of the chairman of the meeting, if necessary (in the absence of the president and the vice-president).
- (ii) Deleted.
- (iii) Confirmation of the minutes of the previous annual central council meeting.
- (iv) Presentation and review of the annual report of the previous year.
- (v) Presentation and review of the audited statement of account including assets and liabilities.
- (vi) Consideration of the budget for the coming year,
- (vii) Discuss the policy of the IPHA regarding the current health programmes and policy for the national importance.
- (viii) Amendments of rules and regulations, if any.
- (ix) Resolution brought forward by the individual members of the association.
- (x) To consider the report of the functional sub committees, if any.
- (xi) Taking up necessary action for election of the office bearers, central council and editorial board members, if any as per the regulation and announcing the names of the member so elected.
- (xii) Proposal and finalization of oration and awards of the association.
- (xiii) *Formation of election committee in the year before the election year and provide guidance as per the constitution.*
- (xiv) Proposal for appointment of Auditor.
- (xv) To finalize date, venue and theme of the next annual conference.
- (xvi) Any other business with the kind permission of the chairman.

II General rules about the annual meeting of the Central Council :

- (i) Except with the special permission of the President (or the member presiding over the meeting) no resolution shall be placed before the central council that has not been previously given notice and duly circulated with the agenda of the meeting.
- (ii) Resolutions sponsored by individual members shall reach the Secretary General.
- (iii) Change of regulations (*in available format*) : Proposal of any change of regulation, addition, modification of the Association shall ordinarily be considered if such proposal for alteration from individual standing member reaches the HQ office at least four months before the end of the current association year (example – presently the suggestion for change of any rule should reach HQ secretariate latest by 31st August in the current association year). It should be duly proposed and seconded by eligible members. Due notice for such changes in rule must be given in the agenda of the annual meeting of Central Council and AGB. Such suggestion will be placed in the form of an agenda in the annual meeting of Central Council and then to be ratified in the AGB meeting, if the majority of the members present agree to adopt it.

III General rules of procedures at the meeting :

- (a) Minutes of all the meetings shall be correctly kept and shall be confirmed by the Chairman of the meeting in case of Annual meeting of the Central Council and by the Chairman of the next Ordinary meeting of the Central Council.
- (b) No resolution adopted or negated (*rejected*) in a meeting shall be reconsidered unless either 6 months have elapsed or 1/5th of the members of the Association sign a new requisition for its reconsideration.
- (c) The Chairman of the meeting may adjourn a meeting and shall do so if more than half the members present are for adjournment. At the adjourned meeting only the unfinished business of the meeting

shall be transacted.

- (d) Question submitted to a meeting shall be decided by a majority of votes except in case where a particular majority is provided for. Voting shall be by show of hands ordinarily but it may be done by ballot if the Chairman so decides or at least two-thirds of the members present demand it.
- (e) The Chairman shall in case of equality of votes have a casting vote.
- (f) No business shall be transacted at a Special meeting other than that for which the meeting is called.
- (g) The Proceedings of any meeting shall not be invalid by reason of there being any vacancy or any invalid appointment or election of any member or accidental omission to give notice of such a meeting to any Member.
- (h) A notice may be served to any member either personally or through a messenger of the Association or by ordinary post / fax / email.

17. B Annual General Body Meeting:

(A) Special requisition meeting :

A special requisition meeting of the General Body may be called within six weeks on receipt of a requisition duly signed by at least two-third of the eligible members, stating the business for which the special requisition is required. The date, time and venue of such meeting shall be fixed by the Secretary General in consultation with the President or Central Council.

(B) Agenda of the AGB meeting will be as follows.

- (i) The election of the chairman of the meeting, if necessary (in absence of the President and all the vice presidents)
- (ii) Confirmation of the minutes of the previous AGB meeting.
- (iii) Adoption of the Annual Report of the previous year.
- (iv) Adoption of the audited statement of accounts.
- (v) Consideration of the budget for the coming year.
- (vi) Declare results of the election communicated by the annual central council and taking up necessary action for election of the office bearers, central council members and editorial board members if any, as per the norms and announcing the names of the members so elected.
- (vii) To consider the reports of functional sub-committees, if any.
- (viii) Discuss the policy of the IPHA regarding the current health programme of national importance.
- (ix) Appointment of auditors (Chartered accountants).
- (x) Amendment of regulations, if any.
- (xi) Consideration of resolution brought forward by individual member(s) for improvement of public health and health policy.
- (xii) Formation of election committee in the year before the election year and provide guidance based on the constitutional guidelines.
- (xiii) To consider the appeal for organizing next annual conference by the *local, regional & state representatives of IPHA, as decided from time to time & fix up date, venue and theme of the conference*
- (xiv) Proposal and finalization of orations, awards etc. of the association, as well as *prizes* to members and *local, regional & state representatives of IPHA* if any.
- (xv) Any other business with kind permission of the chairman.

17.B.c Notice : In general, three weeks (or minimum two weeks notice of the meeting will be given as per the rule of the Society), including the venue, date & time as well as agenda of business to be transacted at the meeting. It shall be sent to all members through brochure, IJPH, e.mail/website etc. Agenda may not be sent, if there is no addition as proposed in the constitution. It shall be applicable for all types of meetings.

17.B.d Quorum :

- (i) Quorum for AGB and any other meeting (like central council meetings) should be one third of the

eligible members as per the rule of the society until & unless it is mentioned any where in the constitution.

- (ii) In case above quorum could not be achieved within half an hour from the schedule time, the meeting should be adjourned. It shall be called again in consultation with the President on the same day or on the following day, when whatever members present in the meeting will form the quorum. This holds good for all types of meetings including different categories of Central Council meetings

18. Funds of the Association :

18. A Income

- (a) The funds of the association shall be derived from the subscription of the members, contributions or donations, income from publications, conferences and exhibitions, bequeaths and such other sources as may be authorized by the Central Council from time to time.
- (b) There shall be a General Reserve Fund of the association, the amount of contribution to which shall be resolved in the central council in it's annual meeting from time to time. Only the interest accrued from the fund can be utilized with the approval of the Central Council.
d, e, f and g (in previous position) shall remain outside the jurisdiction of registrar of society. In case of any dispute in regard thereto society shall deal with such matter in the similar as other financial matter shall be dealt with.
- (c) Any fund of the Association remaining in excess over expenditure shall be deposited in the account in the name of the association in a scheduled bank or postal savings bank.
- (d) Deleted.
- (e) A minimum of 10% (ten percent) delegation fees or Rs. 100/- (one hundred) whichever is more, has to be handed over to the IPHA HQ at the end of the conference collected from every delegate attending the annual national conference. If the registration fees are received directly by the HQ office, such fees will be deducted at the source accordingly and rest of the amount will be remitted to the organizer of the conference. The fund will be kept at the General Reserve Fund account in the form of fixed deposit, until and unless decided otherwise.
- (f) An individual or a group of eligible members of IPHA with the recommendation of central council or AGB, may undertake a project or consultancy that may give benefits to the association in terms of donation by the researchers, staff recruitment, stationeries etc. A 3 to 5 membered project committee, with members from academic research and project background formed under the guidance of central council or AGB, will look into all aspects of such project or consultancy before sanctioning it. Secretary General will be the Ex-officio member of this committee and one of the Jt. Secretaries will be the convener.
- (g) Financial assistance from contributors of article in the association's journal (IJPH) (in the form of donation or fees) may be accepted towards per page cost of printing in journal. The amount would be decided jointly by the Secretary General and Managing Editor from time to time. Similarly handling charges may be levied for obtaining constitution, membership registry etc.

19.B Accounts and Expenditure

- (i) All expenses in connection with the management of the office, publication, conferences, scientific investigations, prizes, scholarships and such other purpose, considered advisable for the furtherance of the cause of Association, shall be met from the funds of the Association as sanctioned in by the annual budget passed by Central Council.
- (ii) Any additional expenditure not covered by the annual budget shall have the prior sanction of the Central Council.
- (iii) A saving account in a nationalized bank will be operative in the name of "Indian Public Health Association", where all collections from the members in the form of subscription, donation etc will be kept. This would be the main account, from which funds may be diverted to other accounts and F.D.R., as decided in Central Council for different purposes, as decided in Central Council. This would be jointly operated by Secretary General and Treasurer.

19. Duties and powers of the office bearers :

(a) The President

- (i) Shall be chairman of all meetings of the central council and working committee if and when appointed, and any other committee of which he may be a member.
- (ii) Shall preside at the annual conference and all meetings of the association.
- (iii) Shall guide and control the activities of the association.
- (iv) Shall regulate the proceedings of the meetings and conferences, interpret the rules and regulations, and decide doubtful points.
- (v) Shall, in addition to his ordinary vote, have a casting vote in case of equality of votes.
- (vi) The President of the Association will be invited to deliver the Presidential Address at the time of the Annual Conference.
- (b) Vice-Presidents**
 - (i) The vice-president receiving the larger number of votes, will preside at the annual conference in case the president is unavoidably absent.
 - (ii) Shall act as chairman of meetings of the central council in the absence of the president.
 - (iii) Shall be the chairman of the all sub-committees and committees of which he is a member in case the president is not a member.
 - (iv) He/she will help, Central Council to organise it's meeting in the region under his/her jurisdiction as will be resolved or decided time to time.
 - (v) He/she will keep a link with all members or a group of members in his/her jurisdiction and inform them from time to time about decision of the Central Council/ association
 - (vi) He/she will help encourage & guide to revitalize the activities in his / her jurisdiction.
 - (vii) He/she will help joint Secretaries to organise conference, workshop, meeting both for the HQ secretariate and also at regional level.
 - (viii) He/she may also help in election process as per the instruction of the election committee as per regulation.
 - (ix) Help headquarter to organise Central Council meeting, if it is decided to be held by a region or by the Central Council.
 - (x) He/she will perform such function as will be resolved time to time in the Central Council meeting.
- (c) Secretary General:** With the help of joint secretaries.
 - (i) Shall be in charge of the central council.
 - (ii) Shall conduct all correspondences.
 - (iii) Shall have general supervision of accounts, pass all bills for payment and sign cheques.
 - (iv) Shall get prepared by the treasurer quarterly and annual statements of accounts duly audited by the auditor for adoption by the central council.
 - (v) Shall prepare a budget and get is passed at the annual meeting of central council with the help of treasurer.
 - (vi) Shall attend, organize and convene meetings, conferences, lecturers and demonstrations as well as take up projects on behalf of the association.
 - (vii) Shall attend meetings of the central council and working committee if one exists, and keep proceedings thereof.
 - (viii) Shall be Ex-officio member of all committees and shall have powers to depute one of the joint secretaries if he is unable to attend.
 - (ix) Shall maintain a correct and up-to-date register of all members of the association.
 - (x) Shall organize the activities of IPHA in different regions of the country with the help of the joint secretaries by encouraging the establishment with the like minded associations / NGOs / Organizations and by creating a general interest in the IPHA.
 - (xi) Shall bring any matter which he considers necessary in the interest of the association to the notice of the central council for guidance and decision.
- (d) The joint secretaries.** shall help the General Secretary in all his works in looking after the office in correspondence, in preparation of agenda of meetings, in preparing statement of accounts etc. They will also act for the General Secretary.

Regional Joint Secretaries :

They will function in the following way

- (i) He/she will help Vice-President or directly the Central Council to organise it's meeting in the region under his/her jurisdiction as will be resolved or decided from time to time.
- (ii) In consultation with Vice President, he/she will keep a link with all state, service, & institutions to form public health groups in their jurisdiction as well as guide and inform them about any vital matter or decision of the Central Council/ Association
- (iii) He/she will help & guide members to form and revitalize to different public health groups in the different sections of Public Health.
- (iv) He/she will organise conference, workshop, meeting both for the headquarter & also at the regional level.
- (v) He/she may also help in election process as per the instruction of the Election Committee as per regulation.
- (vi) Help headquarter to organise Central council meeting in his/her/her region, if it is decided in Central Council.
- (vii) He/she will perform such function, as will be resolved time to time in the Central Council and requested by Secretary General as per regulation.

(e) The Treasurer

- (i) Shall receive all money of the Association and deposit them in a bank approved by the Central Council to the credit of the Association and operate jointly with the Secretary General.
- (ii) Shall be responsible for collection of subscription of members.
- (iii) Shall dispose of the bills for payment as sanctioned by the General Secretary and only his written order.
- (iv) Shall point out any error of discrepancy in the order of payment of the General Secretary and refer the order back to him/her with his remarks.
- (v) Shall be responsible for keeping up-to-date accounts of the association with the all account books posted up to date.
- (vi) Shall get all the accounts audited by the auditor of the association.
- (vii) Shall prepare a monthly statement of accounts to be put before the Working Committee (if any), and a quarterly statement to be put before the Central Council.
- (viii) Shall Prepare Annual Statement of accounts – Statement of Income and Expenditure, Assets & Liabilities, showing the financial position of the Association. He/she will get it audited by the Auditors appointed at the annual meeting of the Central Council & General Body at their annual meetings respectively.
- (ix) Shall act for the Secretary General in the absence of the Secretary General and Joint Secretaries, whenever necessary.

NB : The account of the publication shall be maintained separately.

(f) Central Council members

Ten members to be elected. They will attend Central Council meeting, give their valuable opinion, point out whether regulations are followed or not, help in organisation of election at the regional level, if any, with the help of Jt Secretary & Vice- President. They will make constructive criticism and raise fund, and above all, encourage & guide formation of new Public Health Groups They will undertake membership drive along with all other office bearers.

20.B Election of Office Bearers, Central Council and Editorial Board members :

- (a) Election will be held for the following posts.
 - (i) The President-one, Vice-Presidents-four, Secretary General-one, Treasurer-one and Joint Secretaries-six. They will be elected by ballots which will be sent by post to all members who are eligible to vote.
 - (ii) There will be one Vice-President from each region i.e. East, West, North & South and will be specifically nominated from each region by any member of the association. If there is no nomination from a specific region, then the final decision will be taken by Annual Central Council and will be ratified later in the AGB. But in no case, it will be other than that specific region. The regions are as follows:
East- WB, Sikkim, Assam, Orissa, all NE states and UTs;
West- Gujarat, Maharashtra, MP, Chhattisgarh, Rajasthan, Goa, Lakshadweep;

North- Bihar, Jharkhand, Uttaranchal, UP, Delhi, Haryana, HP, Chandigarh, Punjab, J & K, South- AP, Kerala, Karnatak, Tamilnadu, Pondicherry, A & N

- (iii) There will be one Jt. Secretary from each region i.e. East, West, North & South and will be nominated from each region by any member of the association as stated in case of Vice-Presidents. If there is no nomination from a particular region within the stipulated date, then the final decision will be taken by the Annual Central Council and will be ratified later in the AGB. But in no case it should be other than that specific region. Two other Jt Secretaries will be elected. One of them from the Headquarter and other will be from Railway/Defense member through ballot as will be decided from time to time.
- (b) **Editorial Board** : *The Chief Editor, Editor, Managing Editor, two Associate Editors, two Joint Editors, two Assistant Editors, one Assistant Managing Editor and ten members of the Editorial Board, will be elected every 3 years by ballot, which will be sent to all valid Central Council members, who have voting rights as well as fellows (except the Chief Editor).*
- (c) **Ten members of the central council** :
 - (i) Out of ten central council members, two members will be elected from HQ through ballot or as will be decided by the AGB.
 - (ii) In case of rest 8 Central Council members, 2 persons will be elected specifically from each of four regions through ballot or as will be decided from time to time by the Annual General Body or Election committee, depending upon the feasibility.
 - (iii) Among the members of the Central Council as well as among the office bearers, preferably, representation should be from different disciplines of public health, like Medical, Nursing, Veterinarians, Public Health Engineer, Statisticians, Dietician, and Sociologist & Behavioural science personnel. Same credential committee formed for the editorial board may decide so, based on from time to time resolution of Central Council, AGB or election committee.

20.B Eligibility For Election of President, Vice-Presidents, Office Bearers, Central Council and Editorial Board Members.

- (i) To contest for the offices of the President and Vice-President, the candidate must be a member of the Association preferably for continuous five years or as decided by the election committee.
- (ii) The nomination for the candidates for the above offices must be supported with a brief bio-data mentioning at least qualification, designation & important public health activities carried out by him/her.
- (iii) The candidate should have held the post of office bearer, either in Headquarter of IPHA or *in any public Health groups of the association/sub-committees as formed by the Headquarter from time to time* or at least he/she should be the member of the Central Council. In this regard the election committee will consider declaration given by the candidate. However a certificate from the concerned candidate is preferable.
- (iv) In case all other posts of office bearers, item no 19.C (d).(i) of the above regulation should be considered as 3 years, item no 19.C (d).(ii) should be followed, while item no 19.C (d).(iii) is optional.

20.E Nomination Procedure of all Office Bearers, Central Council, and Editorial Board Members

- (i) Nomination of the candidate should be proposed and signed by a *valid* member of the association, who has *no* subscription due at the time of submission of nomination *form*.
- (ii) A *valid* member, other than the person who proposed it, shall second the nomination paper and *sign in it*.
- (iii) The nomination paper should be duly received by the Secretariat of the association, during the stipulated date & time i.e. before 30th September by 2.00 P.M. *or as it will be decided by previous AGBM or as per the instruction of the election committee.*
- (iv) The person, who proposed, should take proper action to ensure delivery of the nomination paper, duly signed by the candidate in the consent part of it *and addressed to the appropriate authority within the specified time.*
- (v) The elected members will assume their offices after the *AGBM approval* and at the *time of meeting* of the newly elected Central Council. However the old committee will have to hand over the charge

within two weeks from the declaration of the result of the election but not later than one month. They will function till the next Annual General Body Meeting.

(vi) *Tenure of the elected body will be three years, until and unless decided by the AGBM*

20.F Regulation for the election

- (i) No member should hold two vital posts of the association simultaneously. In case a member is elected for two different posts vacant, he/she has to relinquish one post immediately after declaration of result to facilitate early election in the vacant post at the AGB meeting. *In case of absence of the member/s (so elected for different posts), AGBM will decide finally & it will be than binding on the member (if he has not informed anything in this regard before AGBM).*
- (ii) Life members, only who have paid full installments or ordinary members, who have paid five years' subscription at a time and yet has more than *three* years of membership term to complete, as well as fellow members are eligible to contest in the election.
- (iii) No member should hold the same post for more than two consecutive terms.
- (iv) All posts of office bearers will be elected through ballot. Secretary General, Treasurer, *one Joint Secretary* will be elected preferably from the place where Headquarter (HQ) is situated.
- (v) Editorial Board members will be elected by the fellows and *Elected* Central Council Members through ballot, except *the Chief Editor* who will be elected by the annual Central Council that will be ratified later on in the AGB along with result of election of other office bearers.
- (vi) The Managing Editor, Asst. Managing Editor and either of the Editor or Chief Editor should be from the members belonging to the place where the headquarter is situated, to facilitate functioning of the IJPH.
- (vii) All members of Editorial Board should preferably be from academic and research Institutes or with a background of research and publication in IJPH or any indexed Journal, or a master degree from a recognised university, or has carried out a research project under the guidance of donor agencies like ICMR, DST, WHO, UNICEF etc. Thus brief bio-data will have to submit at the time of filing nomination for Editorial Board membership *this should include publication and research activities carried out and projects conducted / conducting.*
- (viii) A three membered credential committee, with academic background, will be formed to screen the nominations for *Editorial Board (EB)* as per the recommendation of election committee. They will meet in between 1st to 15th October to judge on the fulfillment of above criteria & send their final recommendation to the election committee or to the persons concerned, as per the recommendations, for further necessary action. If there is no nomination for a particular post of EB, the final decision will be taken by Annual Central Council and later to be ratified by the *AGBM. However, the election committee may also act as credential committee*
- (ix) The candidate contesting for any post of the EB must submit bio-data along with his/her consent in the enclosed *nomination paper*. Bio-data should also include designation, academic and research background, detail publication or project work, if any, for consideration by the credential committee / *election committee.*
- (x) The election of ten CC & 10 EB members will be *conducted* either through ballot or by the Annual Central Council with subsequent ratification at the AGB which will be decided by the election committee from time to time, depending upon the feasibility or as per the instruction of the AGB.
- (xi) The last date for filing nomination will be 30th September for the election of office bearers, Central Council members & EB members except for the Chief Editor, or as decided by the election committee / *AGBM. No separate notice will be served in this regard until there is a change.*
- (xii) The nomination forms will not be sent to anyone *but will be available through IPHA Website / IJPH.*
- (xiii) The last date for withdrawal of the nomination will be 25th October *or as decided by the election committee.* However, if any candidate wants to withdraw beyond the last date, the election committee may decide upon the matter of withdrawal, provided ballot papers are not printed. Non-receipt of any reply in this respect by that date will be interpreted as unwillingness of the candidate concerned to withdraw nominations.
- (xiv) The ballot paper will be dispatched preferably from 3rd week of November or as decided by Election Committee depending upon the annual conference

- (xv) The last date for receiving the ballot paper should be at least half an hour before the counting starts at the venue of the *Annual Central Council Meeting during conference* or *it will be decided by the election committee* from time to time.
- (xvi) Last date of receipt of voted ballots at HQ office will be 7 days before the date of annual conference, or as resolved in AGB.
- (xvii) A token fee for the conduction of election may be charged from the candidate(s) while filing nomination as per the recommendation of the election committee, *which is mandatory*.
- (xviii) Elected candidate will assume responsibility after the declaration of the result at AGB as per regulation.
- (xix) In case of death of candidate/s, the whole election process will not be cancelled. Fresh nomination for that particular post will be invited at the ensuing *AGBM* and election will be held in the AGB meeting itself through ballot or as decided by the AGBM. This may also be applicable for any such dispute in conduction of election and the decision of AGBM will be final and binding upon all the members of the association.
- (xx) In case of any vacancy of the posts of office bearers, Central Council and Editorial Board members etc to be filled in due to any reason/s, AGBM is empowered to fill in vacancy as per norms. Between the two AGBMs if there is any vacancy/ies, Central Council may take an interim decision.

20.G Election Committee (EC)

- (i) The committee will be formed in the Annual Central Council meeting and will be ratified in the AGB prior to the election year. Annual Central Council & Annual General Body will provide general guidelines on the election, based on the constitutional norms. Secretary General will be an ex-officio member to help its function. The election committee, thus formed, will continue to function till the formation of next election committee by the Annual C.C. & *AGBM*. *There will be no more than 7 (seven) members, including one chairman and one convenor. The chairman, convenor and all other Election committee members will be specially invited to attend any Central Council meeting, whenever required. They will also attend Annual Central Council meeting for counting of ballots and declaration of results.*
- (ii) Any person who has filed nomination in the Election and/or campaigning for a candidate cannot be a member of election committee.
- (iii) Detail formalities about the election will be finalized by Election Committee, based on the constitutional norms. However, if the committee feels, this may be endorsed by the annual C.C. and AGB. The main policy should be decided at AGB prior to the election year. The Secretary General will act as per the instruction of election committee in regard to election of Central Council members, office bearers and editorial board members. *To save huge postal costs, the ballot paper may be sent with the journal, provided the journal is ready for dispatch during the time of issuing ballot paper.*
- (iv) The Election Committee or Secretary General, on instruction of the election committee, will send ballot paper, containing names of all the eligible candidates, to all the members requesting them to cast their vote as per the instructions laid down in the ballot paper. The voted ballot paper enclosed in envelop, supplied by the office, must reach Secretary General or the place(s) mentioned in the ballot paper, not later than the date & time specified in the ballot paper, after which no consideration can be given. The person concerned, as stated above, would place the sealed ballot papers in the Annual Meeting of Central Council for scrutiny & counting of votes and declaration of the result.

21. The Journal of the association.

21.A Publication and management of the journal.

- (1) The Chief Editor & Editor shall be responsible for the publication of the Journal with the help of the *Managing Editor and Editorial Board Members*, who will guide about the quality of the articles.

B. Composition of the Editorial Board.

- (a) Chief Editor – One

- (b) Editor – One
- (c) Managing Editor – One
- (d) Asst Managing Editor – One a
- (e) Associate Editors—two
- (f) Joint Editors—two
- (g) Asst Editors—two
- (h) Secretary General of the Association (Ex-officio)
- (i) Treasurer of the association(Ex-officio)
- (j) Ten members to the Editorial Board to be elected as per the regulation from time to time by the Association.

(i) **Management of the Journal :**

- All business in relation to the management of the journal, that of the office, securing of advertisement etc. shall be conducted by the Managing Editor & Asst. Managing Editor with the help of the Editorial Board.
- (ii) The associate, Joint and Assistant editors will help in the process of editing and of the technical aspects of all the articles.
- (iii) All other members of the Editorial Board will review the articles sent to them and give their comments within a month's time regarding the suitability of the articles for publication in the journal.
- (iv) Editorial Board members shall collect advertisements and sponsorships with the help of Secretary General.

C **Subscription to the journal :**

The Annual General Body from time to time on the recommendation of the Central Council will decide the annual rate of subscription to the Association's Quarterly Journal i.e. Indian Journal of Public Health for the subscribers in India and overseas. The exact amount for the current session is to be ascertained from the HQ secretariate. However, in case of the subscription of the contributors, both India and abroad, the issue may be decided at a ordinary meeting of the Central Council in view of rising cost of the paper, printing and postage with a retrospective approval in the AGB.

D **The Editorial Board :**

- (i) The Editorial Board shall function for a period of time as per the regulation framed from time to time by the association.
- (ii) It will function based on the resolution at Central Council or AGB, to be framed and updated from time to time.
- (iii) It will guide how different members should act from time to time.

22. **The Annual Conference :**

A **Auspices**

- (a) An All India Conference shall be organised every year or as resolved time to time in the Central Council, under the auspices of the Indian Public Health Association, at a suitable place and time, decided by the Central Council. The specific regions or it's representatives shall have the privilege of hosting such conference. Similarly, HQ Secretariat may also organise such conference on its own.
- (b) The Annual Meeting of the Central Council and the General Body of the association shall be held ordinarily during the Annual Conference, if and when convenient.
- (c) Conference Registration : All Public Health Workers possessing qualifications as laid down in the Regulations and registered medical practitioners shall be entitled to join the conference on terms hereinafter laid down and shall be called Members of the Conference.
- (d) A section of teachers of Preventive and Social Medicine be formed from amongst the members of the Indian Public Health Association and separate session be allotted for its deliberation at the time of the Annual Conference of the Association.

22.B **Agenda of business at the Annual Public Health Conference :**

- (a) **The conference will have –**

- (i) An Inaugural Session : For addresses of the Chairman of the Reception Committee and of the President and formation of the Subjects committee. This session will be open to members and visitors of the conference.
- (ii) Scientific session and Exhibitions open to members and visitors as above.
- (iii) Open Session : (The Annual General *Body* Meeting of the Association).
- (iv) Deleted
- (v) Presentation of Awards, if any.
- (b) Announcement of the office bearers of the Association and *election* of other members and adoption of resolutions etc.

Abbreviations

AGB =Annual General Body

CC= Central Council

ACC= Annual Central Council

EC= Election Committee

AGBM= Annual General Body Meeting

EB=Editorial Board

HQ= Headquarter

IPHA=Indian Public Health Association

IJPH=Indian Journal of Public Health