

IPHA Branch Guidelines

(A) Classification of Branches :

Branches shall be of three types :

- (i) State branches i.e. branches, with their headquarters in the respective Indian states.
- (ii) Local branches i.e. branches situated either at district headquarter or at Subdivision / Metropolitan Divisions.
- (iii) Service based / Institution based or allied branches like defense service, railway service and other allied services may form similar branches like state and local branches. These branches will have their headquarters either in their respective head office or in a place which will be decided from time to time by their own general body meeting based on the constitutional norms.

(B) Functioning of these branches :

- (i) The state branches will encourage function of local branches within the state.
- (ii) Service based / Institution based / Allied branches will stimulate formation of Local branches within their jurisdiction. The local branches will have their headquarters in their respective local area of operation. (An example may be Railway main branch and Eastern Railway local branch, or Eastern railway main branch and Mughalsarai local branch etc.)
- (iii) The assets and liabilities of the Local as well as of State / Service / Institution based / Allied branches will be vested in the respective Executive Committees. The Central Council of the Association shall not be liable for any of the deficits on liabilities of the State / Service / Institution based / Allied or their local branches of the Indian Public Health Association.
- (iv) State / Service / Institution based branches or / their local branches may take any matter concerning public health with the appropriate authority within their jurisdiction, if it is considered desirable by their respective executive or general body. Similarly, if there are matters that should be brought into the notice of the Central Government, then it should be referred to the Central Council for necessary action. (Example, the State branch may directly refer to their own State Govt. matters concerning the State but the matter concerning the Central Govt. should be referred through the Central Council. Similarly, service or institutional branch will act accordingly).
- (v) All suits and legal proceedings by or against any such branches as stated in regulation shall be as per Society regulation.
- (vi) They will undertake membership drive and raise fund for their branches and also for the headquarter or for any noble cause concerning public health. For such fundraising prior intimation must be given to the Head Quarter.

(C) Relationship of Branches to one another :

- (i) The State, Service & Institution based, (main & local) branches etc. are all autonomous, so far as their management & functioning are concerned, but, their regulations should strictly follow the constitution of the Association. These branches can draft resolutions within the constitutional framework of the IPHA, which will help them to reach general objective of the association and shall submit these resolutions, to the Central Council for prior approval before they become effective. These resolutions, passed in the respective Annual General Body Meeting of the branches, are applicable only for those concerned branches.
- (ii) State / Service / Institution / allied branch will guide local branch regarding the matters related to its functioning as per the constitution norms. In the matter of any dispute arising between the local branches and their State / Institutional branch, the decision of the Central council shall be final.

(D) Formation of Branches :

- (i) State / Service / Institution based main branch :
- (ii) A minimum of 50 eligible members residing in a State or working in a specific service or in an institution or in an organization etc. and willing to form a branch, may combine among themselves and apply with the list of the office-bearers, together with the share of membership subscription of the new members at the rate hereinafter mentioned in the regulations and send these to the Central Council for its formal approval. The branch should apply in the declaration format attached in the Annexure III.
- (iii) It is precondition to enroll 5 new life members for giving recognition to State / Service / Institution based branches.
- (iv) Local Branches :
- (v) A minimum of 10 members who are eligible and reside or practice in a place or its neighborhood or work within the jurisdiction of a State / Service / Institution based resolving to form themselves into a local branch shall apply in the format in Annexure III directly to the Central Council with a copy to the respective State / Service / Institutional branch, if it exists.
- (vi) It is precondition to enroll 2 new life members for giving recognition to local branches.
- (vii) The names of the office-bearers along with the share of the membership subscriptions of the new members and the rate hereinafter mentioned in the Regulations, will be sent to headquarter secretariat forwarding a copy to State / Service / Institution based branch . Local branch should also send due share to State / Service / Institutional branch as will be decided from time to time in the meeting of Annual Central Council and ratified by AGB. The State / Service / Institution based branch shall consider the application and submit its recommendations to the Central Council within 3 weeks of the receipt of the application. State / Service / Institution main branch will, as per their jurisdiction examine the application of the local branch and shall see the following aspect before sending its recommendation to the Central Council :
 - Whether formats in the annexure III is followed or not,
 - Whether all applicants are valid members (ID No.) of the societies or not,
 - Whether name of the local branch is being duplicated or not,
 - Whether the geographical area is coinciding with other local branches under the State / Service / Institution based branch or not?
 - Whether the name of any member is shown by other branch(s) or not and in that case, whether the member applied for transfer of his / her membership to other branch before opting for the concerned branch or not?
 - In case the State / Service / Institution based main branch does not respond within a period of three weeks from the receipt of the said application by the Head Quarter, it will be considered by the headquarter office that the concerned state / service / institution based main branch recommend the branch for recognition by the Central Council.
 - The Central Council will then communicate its decision to the newly formed State branch / local branch within one month of receipt of such application by the Central Council. However, Secretary General, in consultation with three other office bearers, may issue provisional recognition to the said branches, pending the final decision of Central Council, with a note in the recognition letter that after the Central Council meeting, the provisional recognition will be withdrawn and the decision of Central Council will be final and binding to the branches.

- (vii) Local Branches which have existed prior to the formation of the State / Service / Institution based branch shall register themselves with the respective State / Service / Institution based main branch.
- (viii) As soon the State / Service / Institution based main or local branch is formed, members residing within the jurisdiction of such branches shall automatically become members of the respective State / Service / Institution based or local branch.

(E) General Rules about Branches :

- (i) All the members of the local branches shall be affiliated with their respective State / Service / Institution based branch(es) as well as with the Headquarters Secretariat. Respective State / Service / Institution based branch(es), in turn, with its list of Local branches and their members, shall be registered with the HQ office / Central Council. The contribution from different categories of membership to the branches will be guided by the regulations of the association.
- (ii) In the event of absence of State / Institutional / allied based branch in any state the Local branch will be directly under the HQ secretariat. They may become also subsidiary to a neighboring State / Service / Institutional based branch is brought into existence, in the respective sectors.
- (iii) When a State / Service / Institution based or allied based branch has been formed, where it was not existing earlier, the Local branches existing prior to the formation of that branch will be automatically registered with it. State / Service / Institutional / allied branch, regarding the matters related to its functioning as per the constitutional norms, will guide the local branch.
- (iv) The State / Service / Institution / allied based branch shall submit to the Central council, six monthly report and annual report, membership list as per their membership registry, a list of defaulters, if any, a list of new members and list of members who have left the branches and their new addresses, if available. Local branches, in addition, shall have to send similar report, as stated above, to their respective State / Service / Institutional / allied based branches also.
- (v) The Annual Report will include a final report of their activities including the report of their Annual General Body meeting and Statement of Accounts as per norms as well as the activities of their branches for recording in the Annual Report of the Association Headquarters Secretariat. The will be considered in the Annual Central Council followed by the Annual General Body Meetings for yearly renewal or recognition of the branches.

(F) Branch renewal criteria :

All branches should require yearly recognition. This recognition can be given followed by ratification in the annual General Body of the Association based on the following criteria.

- (i) All the branches must submit report as per regulations
- (ii) They should enroll members as per regulation.
- (iii) Hold annual conference and send statement of accounts as per norms. Voting rights, as representative(s) to the Central council from these branches will cease, if renewal or recognition is not given to these branches by the concerned AGB. However, members will be allowed to attend Central Council meeting for another one year and try to fulfill the criteria for renewal in future, without voting right as stated.

(G) Branch Suspension criteria :

- (i) If any branch does not follow rules of Society and regulations of the Association and instructions of the Headquarters office or perform such activities which goes against the constitution of the association, then the Central Council / General body will have every right to suspend the branch after giving a 30 days warning notice which should be responded in thirty days. In that case, the members of concerned branches will be informed about suspension about such step provided the list of member is available. However, after a gap of 6 months, the branch may appeal for withdrawal of suspension with the commitments to follow regulations.
- (ii) Secretary General or nominated members (representative to Central Council) of the branches may read the annual report in consultation with the Secretary General at the annual meetings of Central Council & General Body for consideration and ratification.

(H) Membership subscription of branch members and rates of contribution to the Central fund :-

- (i) The members registered through the branches will pay their subscription to the branch according to the rate fixed by the branch, but in any case it shall not be less than what has been laid down for each category of members in regulation of the constitution. Each branch shall, however, pay a contribution to the Head Quarter office directly. Local branch, if it exists, should also send share to its concerned state / Service / Institutional / allied based branch at the rates mentioned in the following clauses below :
- (ii) If a registered member does not reside within the jurisdiction of a branch & likes to pay directly to Head Quarter, the Head Quarter office shall receive the full amount of subscription as laid down in the regulation.
- (iii) Contribution of the subscription of the branch members to the Central fund.
- (iv) If registered members resides within the jurisdiction of State / Service / Institutional / allied branch and pay the subscription as per regulations to the branch, then, seventy percent (70%) of the amount of membership subscription shall be credited to the Head Quarter Secretariate. The remaining (thirty percent) 30% will be retained by the respective state / service / institutional / allied branch(es).

All the branches should have an eligibility committee to scrutinize the membership forms as stated above. The decision of the eligibility committee, duly formed by their executive committee, will be final in such cases. However, in case of any dispute or controversy regarding membership eligibility, the decision of the eligibility committee of HQ or Central Council will be final. After scrutiny they will forward the membership application forms duly filled in by the respective intending members, along with the Central Share of membership subscription, as per regulation to the Secretary General of the Association not later than one month from the receipts of such subscription from the new members. The Secretary General will act accordingly thereafter.