

**PEDIATRIC ASSOCIATION OF MANIPUR**

**Memorandum of Association  
and  
Rules and Regulations**

## MEMORANDUM OF ASSOCIATION

- I. The name of the Society is the "PEDIATRIC ASSOCIATION OF MANIPUR (hereinafter referred to as the Society).
- II. The registered office of the Society shall be in the Imphal West District or Imphal East District of Manipur.
- III. The objects for which the Society is established are :
  1. To serve as advocates for children and adolescents and help their families with reference to attainment of optimal, physical, mental, psychological and social health of children and adolescents.
  2. To encourage and advance the knowledge, study and practice of the science of pediatrics in all possible ways.
  3. To promote scientific collaboration of its members and make rules regarding standards for their professional conduct.
  4. To organize, establish, conduct, superintend or control institutions for promoting directly or indirectly, practice, study and research in Pediatrics in any of its aspects.
  5. To establish and maintain libraries, reading rooms, laboratories and research centers for the promotion of its objects.
  6. To provide facilities to students, scholars and institutions for the study of or research in Pediatrics in any of its aspects by way of scholarships, fellowships, grants, endowments, etc.
  7. To found, maintain or award, either itself or in co-operation with other bodies or persons fellowships, prizes, certificates, diplomas of proficiency in the science of Pediatrics and conduct such tests, examinations or other scrutiny as may be prescribed from time to time.
  8. To print and publish an official Journal of the society, books, periodicals or publications on Pediatrics and allied subjects which the society thinks desirable for the promotion of its objects.
  9. To train up personnel for carrying out the objects of the society and to incur necessary expenses for the purpose.
  10. To organize conferences, lectures, meetings, seminars, exhibitions for the promotion of its objects.
  11. To organize branches of the society and to appoint editors and correspondents, whether in India or elsewhere, for promoting all or any of the objects of the society.
  12. To consider and express its views on all questions affecting child health in India and to study, suggest, criticize or otherwise, advise or take part in the framing of laws affecting the science and practice of Pediatrics.
  13. To co-operate, affiliate with other bodies and also to engage in such other forms of activities as may be decided upon by the society from time to time for the purpose of carrying out all or any of the objects of the society.

14. To appoint officers and other staffs as may be found necessary or convenient for the conduct and management of the affairs of the society and pay them such remuneration as may be prescribed from time to time.

15. To do all such other things as may be necessary, incidental, conducive or convenient to the attainment of the above objects or any of them.

The Management of the affairs of the society in accordance to the Rules and Regulations of the society is entrusted in a managing committee of which the first members are :

SL.No	Name	Address	Occupation	Designation
1.	Dr. L. Ranbir Singh	Kwathethel Moiranpure Leikai, Imphal West.	Doctor	President
2.	Dr. H. Jashobanta Singh	Singjamei Kshetri Leikai, Imphal West.	Doctor	Secretary
3.	Dr. Ch. Shyamsunder Singh	Kieshamthong Ahiebam Leirak, Imphal West.	Doctor	Treasurer
4.	Dr. L. Manglem Singh	Kangabam Leikai, Imphal West.	Doctor	Member
5.	Dr. N. Kameshore Singh	Nilakuthi Imphal East P.O. Mantripukhri	Doctor	Member

# RULES AND REGULATION

1. The Pediatric Association of Manipur ( hereinafter referred to as the Society) has been established for the objects specified in the Memorandum of Association.

2.1 The fiscal year of the Society shall be from April 1 to March 31<sup>st</sup>

2.2 At all places hereinafter " he / him / himself " shall be taken to mean "she / her / herself" as well.

## 3. MEMBERS

a. The membership of the Society shall be of four categories namely : (a) Ordinary, (b) Life , (c) Associate, (d) Associate Life

b. Any person who is a residential Indian citizen and is holding a diploma / degree in pediatrics of recognized body may be elected by Executive Board as Ordinary / Life member of society.

c. Any person possessing MBBS or equivalent degree recognized by MCI /Government of India may be elected as Executive Board as an Associate / Associate Life member of Society .Those who are residential Indian citizen will be eligible to become Associate Life member of Society.

d. The Associate / Associate Life member of Society shall also include:

- i. Eligible Indian post graduate student in pediatric duly certified by the concerned Head of Pediatric Department / Child Health.
- ii. Eligible non – resident Indian
- iii. Eligible foreign national of Indian / non – Indian origin .

e. If any of the residential Indian citizen members moves out of India , all the correspondence, including Journal and ballot papers to eligible voters , shall be sent only to the latest local Indian address as on records with office unless they pay extra charges as applicable for the postage at any other address.

f. Any existing Associate / Associate Life member who subsequently satisfies the criteria to be Ordinary / Life member respectively may be elected as Ordinary / Life Member respectively by the Executive Board At such later date.

## 4. FELLOWS

a. Any Ordinary / Life member of Society who has, in the opinion of the Executive Board, rendered outstanding services for the furtherance of the objects of Society, may be elected as a Fellow by the Executive Board in the manner hereinafter provided.

b. Any person who is either an Associate / Associate Life member of the Society or any person who is not the member of the Society, and who has in the opinion of the Executive Board rendered outstanding services for the furtherance of the objects of the Society, may be elected as Honorary Fellow of the Society by the Executive Board of the Society in a manner hereinafter provided. Such an Honorary Fellow shall be exempted from payment of annual / life subscription.

c. The name of such a person shall be duly proposed and seconded by Ordinary or Life member of the Society with recommendation for such a proposal, and the proposal and recommendation shall be submitted to the members of the Fellowship Committee constituted by the Executive Board. The names recommended by such a committee will then be approved by the Executive Board.

d. If an Ordinary member is elected as a fellow, he has to become a Life member of the Society before the fellowship is awarded to him.

5. The subscription for membership of the Society shall be as follows :

a. An Entrance Fee will be charged, as decided by the Executive Board from time to time, for all categories of new members on their application for membership including those Ordinary / Associate members who re-apply after a break in membership. However, this will not apply to non-Indian members and to those whose membership is converted from one category to another in continuity.

b. Any Indian person who is otherwise eligible to be an Ordinary / Associate member and undertakes to pay the prevalent admission fee and prevalent membership fees as decided by Executive Board from time to time, and to abide by the rules and regulations of the Society may be elected as an Ordinary / Associate member respectively by the Executive Board in the manner hereinafter prescribed.

c. Any Indian person who is eligible to be an Associate post graduate member and who undertakes to pay prevalent admission fee and half the prevalent life membership fee may be elected as Associate PG member by the Executive Board. Subsequently, he will pay the balance 50% of life membership fee prevalent at the time of his application, within 4 years for changing his membership category to Life or Associate Life as the case may be. The year of enrollment shall be taken as one full year for the purpose of computing 4 years of membership. If such a member fails to pay the balance within 4 years, the membership of such a member shall automatically cease to exist and the initial fees paid by him shall be forfeited. The Society may consider sending reminder to the defaulter but not as a rule.

d. Non-Indian person who is otherwise eligible to be an Associate member and undertake to pay the prevalent annual membership fee as decided by the Executive Board from time to time, and to abide by the rules and regulations of the Society may be elected as an Associate member by the Executive Board in the manner hereinafter prescribed. This membership fees will not include the mail charges for the Journals.

e. If husband and wife both are members of the Society, such members will be eligible to become Couple Life / Associate life members of the Society by paying 80% of the prevalent life



membership fee each. Such members will receive only one communication including Journals from Society for both, in common on either name including all statutory notices except the voting right which will be enjoyed by either of them separately as per the eligibility.

f. An Indian member may apply to the Society for exemption in payment of annual subscription after attaining the age of 70 years and such a member shall be exempted.

g. An Indian member of the Society after attaining the age of 65 years wishes to enroll himself as Life or Associate Life member may do so on payment of 1/3 rd of prevailing Life / Associate Life membership fee in lump sum in addition to the prevalent entrance fee.

6. Any Indian person who is otherwise eligible to be an Ordinary / Associate member by making an advance contribution of 10 years of prevalent annual members fees in one lump sum and arrears if any, on being elected by the Executive Board in the manner hereinafter prescribed, may become life / Associate Life member. This shall not apply to associate postgraduate members availing of the special membership fees as prescribed in 6(c).

7. a. An Ordinary or Life member may propose any person who fulfils the above mentioned conditions for election as member of the Society in the category as applicable and such proposal shall be seconded by another Ordinary or Life member.

b. The proposal for the membership of the Society shall be made in prescribed form in triplicate. The applicable membership fee should accompany the application for membership of the Society which shall be returned if the proposal for membership of the Society is not accepted by the Executive Board.

c. The applicant shall pay the applicable membership fee according to the specified membership category as per current rates given below:

Category of Membership	Admission Fee	Membership Fee	Total Amount Payable
Student	Rs.500/- (payable at the time of admission)	Rs 5000/- (Total payable Rs.5500/- at the time of admission i.e. 50% of the current life membership amount and admission fee) and balance Rs.4500/- on or before completion of 4 years of Student Membership)	Rs.10,000/-
Associate	Rs.500/-	Rs. 1000/- per annum	Rs.1500/-
Associate Life	Rs.500/-	Rs 9500/-	Rs 10,000/-
Ordinary	Rs.500/-	Rs. 1000/- per annum	Rs.1500/-
Life	Rs.500/-	Rs. 9500/-	Rs.10,000/-

8. The proposals for election of the members shall be considered by appropriate committee designated by the Executive Board of the Society from time to time and such committee shall recommend the names to the Executive Board for approval.

9. a. The Secretary shall keep a register and / or computerized record in which the names and last known addresses of members shall be entered with the dates of their election and cessation of membership, if any. Any entry in the register and / or computerized record of members shall be deemed final as regards to admission or cessation of membership and their respective addresses.

b. The Secretary shall keep a register and / or computerized record in which the names and last known addresses of Fellows shall be entered with dates of their election and cessation, if any.

Any entry in the register and / or computerized record of such Fellows shall be deemed final as regards to their admission or cessation and their respective addresses.

10. A member may resign his membership by giving notice in writing and the resignation shall take effect from the date on which the notice is received in the office of the Secretary General, provided that in case of resignation by Office Bearer / Executive Board member, one calendar month's notice of the resignation will be necessary and that the concerned Office Bearer / Executive Board member shall continue to serve till a successor is elected / selected or appointed, as the case may be, and that the resignation, however, shall not absolve any such member from paying the subscription for the year in which the resignation takes effect and arrears, if any.

11. The membership shall start from 1<sup>st</sup> January each year but the annual subscription shall be due on the first October of previous year. Those who are admitted during the year shall pay the subscription for the calendar year of their enrollment. Though a new member is admitted anytime in the calendar year he shall be considered as a member for that full calendar year and the Journals and other communications shall start only after the enrollment of the member and back issues of the Journals will not be provided to them.

12. A member shall be entitled to the following privileges :-

a. To receive the Journal of the Society "Indian Pediatrics" either free of cost or at a subsidized rate fixed by the General Body from time to time.

b. To receive other publications of the Society either free of cost or at a rate fixed by the Executive Board from time to time.

c. To attend meetings and conferences arranged or organized by the Society by paying the prescribed fees.

d. To use reading room and libraries maintained by the Society and to consult and use the books and periodicals in the library at such time and on such conditions as may be prescribed by the regulations made by the Executive Board.

e. The rights and other privileges of a Life member will be the same as those of an Ordinary member.

f. To enjoy such other privileges or benefits as may be determined by the Executive Board.

g. Any member going out of India shall be entitled to receive all the communication of the Society including the Journals only at the latest local Indian address as on records of the Central Office.

13. a. An Honorary Fellow is not eligible to be elected as Office Bearer or Executive Board member nor shall he have right to take part in the election or vote at any meeting or election of the Society or its branches / chapters.

b. An Associate / Associate Life member shall not be eligible to be elected to the office bearer / Executive Board nor shall he have the right to take part in elections or vote at any meeting or election of the Society or its branches / chapters.

14. a. A member whose subscription has been in arrears till 30<sup>th</sup> June of the year shall not be entitled to vote at any meeting of the Society or the Executive Board or on a ballot or take part in or vote in election of the Society nor will he receive any publications of the Society unless subscribed for it.

b. The name of a member whose subscription remains unpaid for 1 year may at the discretion of the Executive Board and after giving the member 15 days' notice be removed from the register of members.

15. a. A member guilty of infamous conduct (as defined under ethical code by M.C.I.) or of acts prejudicial to the interests of the Society may on the proposal of the Executive Board and after giving the member 30 days' notice to make any written representation that he may desire to make, be expelled from the Society, by a resolution, carried by a three fourths majority of the members present in a General Body Meeting expressly called for the purpose or at the Annual General Body meeting of the Society.

b. The notice of the meeting shall contain the particulars of the charges against the member and shall be accompanied by written explanation, if any, submitted by the member.

16. a. The election of the office bearers and the members of the Executive Board of the Society shall be held by secret ballot as per the guidelines supplied by the Executive Board members from time to time.

b. Any member who has any complaint about the election shall give the same in writing addressed to the Secretary within 21 days of the declaration of the result.

c. An election tribunal consisting of the President and two of the past presidents shall be constituted to go into the complaint and the decision of the tribunal shall be final. In case a member of the tribunal is involved himself in any way in such dispute, he shall not be a member of that tribunal.

d. Any dispute shall be subject to Imphal (Manipur) jurisdiction.

#### OFFICE BEARERS :

17. The Society shall have the following Office Bearers:-

i. President - One

ii. President – Elect - One

iii. Immediate Past President - One

iv. Vice – President - One

v. Secretary - One

vi. Treasurer - One

vii. Joint Secretary - One



viii. A team of Advisors

18. a. The term of the President, President Elect, the Immediate Past President, the Vice-President and the Joint Secretary shall be for one year, (not eligible for re-election subsequently), that of Secretary General, Treasurer, will be of 2 years (eligible for re-election for one more term). In case of resignation, the concerned office bearers or Executive Board member shall continue in office till a successor is elected or selected or appointed as the case may be.

b. The President shall not seek election to the Executive Board or as Office Bearer of the Society after finishing one year as President and the subsequent one year as the Immediate Past-President.

c. The Ordinary / Life member contesting for the post of President Elect should have been a member of the Society for 10 complete years as on or before 1<sup>st</sup> January to be eligible to contest for the ensuing election and should have served on the Executive Board or as Office Bearer or both for a period of 2 complete years before contesting for the post of President Elect.

d. The Ordinary / Life member contesting for the post of Executive Board member should have been a member of the Society for 5 complete years as on or before 1<sup>st</sup> January to be eligible to contest for the ensuing election. The term of the elected members to the Executive Board shall be of a period of one year. Such members, if elected for three successive years shall not contest election for a period of next three years for the post of the Executive Board.

e. A member contesting for the post of Secretary should have been a member of the Society for 7 complete years as on or before 1<sup>st</sup> January to be eligible to contest for the ensuing election and should have served on the Executive Board for two complete years before contesting for the post of Secretary.

f. A member contesting for the post of Treasurer should have been a member of the Society for 5 complete years as on or before 1<sup>st</sup> January to be eligible to contest for the ensuing election and should have served on the Executive Board for one complete year before contesting for the post of Treasurer of the Society.

g. All terms of office and Executive Board shall be from January 1 to December 31.

19. a. The management of the affairs of the Society shall be vested in the Executive Board which shall consist of elected / nominated Executive Members and the elected / nominated Office Bearers from amongst the Ordinary / Life members as the case may be.

b. All the office bearers shall be also members of the Executive Board.

c. The President-Elect, the Secretary General and the Treasurer shall be elected by all the Ordinary / Life members of the Society from amongst themselves. The Vice President shall be elected by the members of the Executive Board from amongst themselves at their first meeting

d. The Organizing Secretary of the annual conference of the Society succeeding to the year in which elections are held shall be the Joint Secretary of the Society for the

i. The Office Bearers and the Executive members shall not hold more than one of these offices / posts at any given time.

(i) If any vacancy, except that of Office Bearers occurs during the year other than by efflux of time, such vacancy shall be filled up by co-option by the President of the Society. The term of the office of such co-opted member shall be for the period for which the original member would have continued in office had the vacancy not occurred. However, this residual term will not be counted as a term for purpose of re-election or eligibility for any election in future.

(ii) In case of vacancies of Office Bearers, the same shall be filled up by election (nomination by Executive Board in cases of Editors-in-Chief) which shall be held within a period of three months from the date of occurrence of the vacancy, provided in case of the vacancy is the office of Secretary, the Treasurer shall assume charge of the office of the Secretary and new Treasurer will be elected.

(iii) The term of such elected / selected office bearer shall expire on the date when the term of the original office bearer would have expired but for the vacancy. However, this residual term will not be counted as a term for the purpose of re-election or eligibility for any election in future.

#### **THE POWERS OF THE EXECUTIVE BOARD**

20. The Executive Board shall, subject to these rules exercise all such powers and do all such acts and things as may be exercised or done by the Society.

21. The Executive Board may frame regulation not inconsistent with these rules for regulating the procedure of the meeting of the Executive Board or its committee, election of the members of the board and the conduct of the affairs of the Society.

22. a. The Executive Board shall meet at such time and place as may be necessary for the transaction of the business of the Society as directed by the President, and ordinarily it shall meet not less than twice a year.

b. Meeting of the Executive Board shall be convened by the Secretary in consultation with the President.

c. Ordinarily thirty days' notice shall be given of all meetings to the members of the Executive Board, except in case of emergency when a meeting may be called at seven day's notice at the express direction of the President.

23. A special requisition meeting of the Executive Board may be requisitioned by not less than seven members of the Board asking for it in writing to the Secretary who shall call a special meeting to consider the requisition, within three weeks of the receipt of such requisition by the Secretary. The power to decide date and place of such meeting will be with the President and the Secretary.

24. The quorum for a meeting of the Executive Board shall be seven members. If there be no quorum within 15 minutes of the time fixed for the meeting, the meeting shall be adjourned to a later time on the same day and place. No quorum will be needed for the adjourned meeting. If there be no quorum for a requisitioned meeting, the meeting shall be dissolved.

25. a. The President shall preside at the meeting of the Executive Board, but in his absence President-Elect shall preside, but in case the President and the President-Elect are absent, then the Immediate Past President shall preside, but in case the President, the President-Elect and the Immediate Past President are absent, then Vice President will preside, and in case the President, the President-Elect, the Immediate Past President, the Vice President are absent, then the Executive members present shall elect one from amongst them to preside over the meeting.

b. Every question / problem / dispute submitted to a meeting of the Executive Board shall be ordinarily decided according to the majority of votes casted by the members present and voting at succeeding meeting. In the case of equality of votes, the President shall have a second or casting vote in addition to his vote as a member. Such decision will be final and binding on all the members of the Society and the concerned parties.

26. In the event that the Secretary considers a decision is required urgently, he may circulate a proposal to all Executive Board members and if he receives signed approval for this proposal from a majority of members responding within stipulate time limit given, this shall constitute a resolution as effective as one passed at a meeting duly convened and held.

27. The Executive Board may ~~not~~ notwithstanding any vacancy in its body provided that if the number of members falls below the necessary quorum, it shall not act except for co-option.

28. The Executive Board shall have the power to terminate the appointment of the Editor(s)-in-Chief and or Journal Committee(s) and or its member(s) and or any committee(s) or the Joint Secretary appointed by it, if in the opinion of its three fourths majority of the members present, for continuation of such appointment is not in the interest of the Society.

#### **PROPERTY AND MONEY:**

29. All the property movable or immovable, belonging to the Society shall be vested in the Executive Board.

30. All money received by or on behalf of the Society shall be deposited forthwith in a scheduled bank or scheduled banks selected by the Executive Board and shall not be withdrawn from bank or banks except under the authority of and in the manner prescribed by the Executive Board.

#### **THE POWER AND FUNCTIONS OF SECRETARY**

31. In all important matters pertaining to the working of the Society and the organization of conferences, seminars etc. the Secretary shall consult the President and the President-Elect before taking a decision except in case of emergency.

32. Secretary shall keep the President informed about all important matters relating to the Society and shall send a copy relating to important Society correspondence to the President and the President-Elect for their perusal and comments.

33. The President can write to Government and National / International bodies and individuals on important issues and send messages, copies of which must be forwarded to the Central Office.



34. Subject to the control and regulations, if any, of the Executive Board, the Secretary shall be responsible for carrying out the directions and decisions of the Executive Board and in particular he shall:

- a. Convene meetings of the Society and the Executive Board whenever necessary or called upon to do so,
- b. Have administrative control over all the affairs of the Society,
- c. Have charge of correspondence in relation to the Society,
- d. Keep accurate minutes of all the meetings of the Society, Executive Board, and committee thereof.
- e. Prepare Annual Report of the Society,
- f. Have charge of the furniture, library and all documents and assets of the Society.
- g. Collect all dues of the Society and deposit all amounts of the Society,
- h. Pass all bills for payment on behalf of the Society,
- i. Have powers to incur expenses for any of the purposes of the Society upto a limit of Rs.10,000/= in one year.
- j. be an ex-officio member of all committees.
- k. perform all such other duties as are incidental to the office.

35. The powers and functions of the Treasurer:

**The Treasurer:**

- a. Shall be responsible for keeping up-to-date accounts of the Society with all the account books posted up-to-date.
- b. Shall dispose off the bills for payment as sanctioned by the Secretary and only on his written instruction.
- c. Shall have the right to point out any error or discrepancy in the order of payment of the Secretary and refer the order back to him with his remarks. In the event of disagreement still persisting between the Secretary and the Treasurer, the matter shall be referred to the President for final decision.
- d. Shall, in consultation with the Secretary, prepare a budget of the estimated receipts and expenditure of the Society for each year and present the same for approval of the Executive Board.
- e. Shall get the accounts of the Society audited by the auditors of the Society.

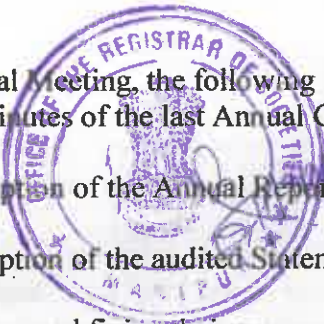
f. Shall prepare an annual Statement of Accounts and Balance Sheet showing the financial position of the Society, get it audited by the auditors appointed at the Annual General Meeting of the Society and submit it for adoption by the Executive Board and shall be jointly responsible with the Secretary for all financial affairs of the Society.

g. In case of vacancy of post Secretary other than by efflux of time, he will take over as the Secretary as stipulated in rule 19 i (ii)

36. No expenditure shall be incurred unless the same has been included in the annual or supplementary budget and approved by the Executive Board except by Secretary as defined in rule (34) (i) and except in cases of emergency when it will be allowed after approval by the President of the Society.

37. An Annual General Meeting of the Society shall be held not later than March 31<sup>st</sup> of every year.

38. At the Annual General Meeting, the following business shall be transacted:

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- a. Confirmation of the minutes of the last Annual General Body Meeting.
  - b. Consideration and adoption of the Annual Report of the Society.
  - c. Consideration and adoption of the audited Statement of Accounts.
  - d. Appointment of auditors and fixing their remuneration.
  - e. Appointment of honorary legal advisors.
  - f. Any other business notice of which has been circulated with the agenda.
  - g. Any other business of which 30 days notice has been given to the Secretary in writing.
  - h. Any other business with the permission of the Chair.

39. a. No business shall be transacted at any Annual General Meeting unless a quorum is present at the commencement of the meeting.

b. 15 Ordinary and / or Life members present shall form a quorum for the Annual General Meeting. If within half an hour of the time fixed for the meeting, a quorum is not present, the meeting shall stand adjourned to a later time on the same day at the same place. A quorum shall not be needed for an adjourned meeting.



## **POWERS AND RESPONSIBILITIES OF THE PRESIDENT:**

40. At all General Meetings, fifteen Ordinary and / or Life members shall form a quorum. If there be no quorum within half an hour of time fixed for the meeting, the meeting shall be adjourned to a later time on the same day and same place. No quorum is needed for the adjourned meeting.
41. At all requisitioned meetings, 10 Ordinary and / or Life members shall form a quorum. If there be no quorum within half an hour of time fixed for the meeting, the meeting shall be solved.
42. The President of the Society shall preside at the Annual Conference, Annual General Body Meeting, General Meetings or requisitioned meeting and other meetings of the Society but in his absence the President - Elect shall preside; but in case the President and the President - Elect are absent, then the Immediate Past President shall preside; but in the case the President, the President - Elect and the Immediate Past President are absent, the Vice President will preside, and in case the President, the President Elect, the Immediate Past President, the Vice President are absent then the Life / Ordinary members present shall elect one from amongst themselves to preside over the meeting.
43. A question may be submitted to a meeting of the members present and voting may occur. In case of a tie, the Chairman of the meeting shall have a casting vote in addition to his own.
- a. Subject to any law for the time being in force and subject to the powers vested in the Executive Board, the Executive Board shall give effect to the resolutions passed at the Annual General Meeting, General Meeting or requisitioned meeting.
- b. All statutory notice required to be sent to the members under these rules shall be sent by post under certificate of posting to the last known addresses recorded in the register of members. A notice sent by post shall be deemed to have been served at the time when the letter containing the same would be delivered in the ordinary course of post.
- c. All notices, communications, memoranda and other papers shall be signed or authenticated by the Secretary General and when so signed or authorized shall be conclusive.
- d. The Executive Board shall provide common seal for the purpose of the Society and shall provide for the safe custody of the seal and it shall not be used except by the authority of the Executive Board and in the presence of the President and the Executive Board.
- e. (i) Every deed or other document to which the seal of the Society is required to be affixed shall be by the Secretary in the presence of the President and in token of its having been so affixed, shall be signed by the President and by the Secretary.
- (ii) Every deed or other document so sealed with the common seal of the Society and signed by the President and by the Secretary shall be deemed to be duly executed.

## ANNUAL CONFERENCE OF THE SOCIETY:

44. a. There will be an Annual Conference of the Society to organize a scientific program and convene Annual General Body Meeting.

b. The venue for the annual conference shall be selected from among the invitations received.

c. An invitation can be extended by a recognized branch of the Society. However, before extending the invitation by the recognized branch of the Society, a prior meeting of the members of that branch should be called to elect the Chairman and / or Organizing Secretary so that they get the full support and active participation of all the members of the branch. Local branch should extend the invitation through State Chapter with a copy to the Central Office.

d. Guidelines for protocol and organization to be followed during the conference will be decided by the Executive Board from time to time and communicated well in advance to the Organizing Secretary of the conference by the Secretary General of the Society.

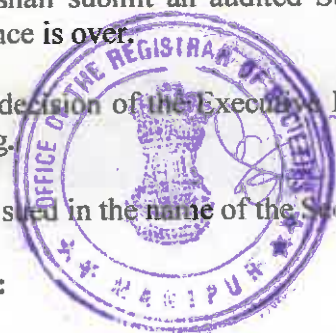
e. The Organizing Secretary shall submit an audited Statement of Accounts of the conference within 1 year after the conference is over.

45. On all matters of dispute, decision of the Executive Board of PAM and / or General Body of PAM shall be final and binding.

46. The Society may sue or be sued in the name of the Secretary.


## ALTERATION OF RULES :

47. The rules shall not be altered, amended or added to except by a resolution duly notified and passed at a Special General Body meeting of the Society (at which no other business shall be discussed) by a three fourths majority of the members present and ratified one month later by another Special General Body Meeting / Annual General Meeting.



  
President  
Manipur Pediatric Association

  
Secretary  
Manipur Pediatric Association

  
Treasurer  
Manipur Pediatric Association