

## **INDIAN ASSOCIATION OF PUBLIC HEALTH DENTISTRY.**

### **MEMORANDUM OF THE ASSOCIATION**

#### **1. NAME**

The name of the Association herein after called the “ASSOCIATION” shall be INDIAN ASSOCIATION OF PUBLIC HEALTH DENTISTRY.

#### **2. OBJECTIVES**

The Objectives of the Association are:

- a) To popularize and promote the study of Public Health Dentistry and Preventive Dentistry in India and work towards overall goals of improving the oral health of the Public.
- b) To educate the public for the improvement of oral health and popularize and spread the dental education in India.
- c) To promote the Dental profession in all the specialities of Dentistry
- d) To exchange with Dental practitioners in India as well as abroad, the methods for improvement of and relating to the practice of Dentistry, Public Health Dentistry, in particular.
- e) To publish, print journals, periodicals, articles and other literature relating to problems, practice, methods, improvements and other matters related to dentistry, as a whole and related to Public Health Dentistry in particular
- f) To aid and help the members of the Association in procuring for them the necessary raw materials and other articles and equipments required in the practice of Dentistry in India.
- g) To encourage research in dental and allied sciences with grants out of the funds of the Association, by establishing scholarships, prizes or rewards and/or in such other manner as may, from time to time be determined by the Association.
- h) To publish, from time to time, papers embodying dental research conducted by members independently or under the auspices of the Association and the name of the Journal will be Journal of Indian Association of Public Health Dentistry (JIAPHD)
- i) To hold periodic Meetings and Conferences of the members of the Association and of the Dental professionals in general.
- j) To do all such other things as are cognate to the objects of the Association or are incidental in such manner of conducive to the attainment of the above objectives.
- k) To safeguard the interests of the members of the Association.

#### **3. OFFICE**

The office of the Association shall be at the seat of the Honorary General Secretary.

#### **4. COMMUNICATION**

All communications to the association to be directed to:-

The Honorary General Secretary, Indian Association of Public Health Dentistry

**5. PROFIT OR INCOME CLAUSE**

The income to the association through various means specified shall be utilized only for the Association purpose and will not be disbursed among its members or anybody.

Date:01.12.1993

Dr.R.K.Bali  
President

Dr.M.R.Shankar Aradhya  
Hon.Gen.Secretary

## **RULES & REGULATIONS BYE-LAWS & CODE OF ETHICS**

### **1. NAME**

The name of the Association herein after called the “ASSOCIATION” shall be INDIAN ASSOCIATION OF PUBLIC HEALTH DENTISTRY.

### **2. JURISDICTION**

The Jurisdiction of the Association shall cover the entire country.

### **3. OFFICE**

The office of the Association shall be at the seat of the Honorary General Secretary.

### **4. MEMBERSHIP**

The association shall consist of Founder Members, Ordinary members, Life Members, Associate Members, Affiliate Members, Honorary members, Student Members, Institutional/ Corporate members and Emeritus status.

### **5. ELIGIBILITY**

#### **a) FOUNDER MEMBER**

The persons who have taken part in promoting the Association shall be its founder Member. Membership for the same is closed.

#### **b) ORDINARY MEMBER:**

Any person being registered in Part A of the Indian Dentists Register and possessing **Post-graduate (MDS) qualifications from any recognized Indian University** in Public Health Dentistry under Dentists Act shall be eligible to become an Ordinary Member.

#### **c) STUDENT MEMBER**

Any person registered in Part A of the Indian Dentists Register and who is enrolled in Post-graduate (MDS) course in Public Health Dentistry **from any recognized Indian University** shall be eligible to become a student member of the Association. Such student member shall become Ordinary member/ Life member after obtaining post graduate degree by payment of the requisite fee prescribed

#### **d) LIFE MEMBERS**

Any person who is eligible to become an ordinary member and any existing ordinary member can become a Life Member by paying the requisite sum prescribed, at that time, He will continue to have all the privileges of an ordinary member.

#### **e) ASSOCIATE MEMBERS**

Any person who is qualified to become an Ordinary Member from abroad and who is approved by the Executive Committee shall be eligible to become an Associate Member.

#### **f) AFFILIATE MEMBERS**

Any person not being eligible to be enrolled as an Ordinary Member but who is interested in the study of Dentistry and is registered in Part A of the Indian Dentists Register and who is approved by

the Executive Committee of the Association shall be eligible to become an Affiliate Member of the Association. All dental degrees apart from MDS in Public Health Dentistry shall come in this clause.

**g) HONORARY MEMBERS**

The Executive Committee may nominate any person or persons to be Honorary Members of the Association for such a period as may be stipulated by the Executive Committee.

**h) INSTITUTIONAL / CORPORATE MEMBERS**

The Executive Committee may nominate Institutions/Corporate desirous of becoming members of the Association. Only those institutions related to the dentistry may be considered for membership.

**i) EMERITUS STATUS**

Any person whom the Executive Committee considers, has made outstanding contribution to the Association or Profession.

**6. MODE OF BECOMING A MEMBER**

Any person who has the requisite eligibility or an Institution/ Corporate desiring to become a member of the Association in one or the other of the class of membership shall make an application in writing in the form as may, from time to time, be prescribed by the Association to the Honorary General Secretary of the Association for the time being, setting out the particulars required and accompanied by the prescribed entrance-fee and annual subscription for the financial year of the Association. In the case of student membership, a bonafide certificate certifying him as a post-graduate student from the Head of the Institution where he/she is studying, shall have to be submitted.

Every application will be submitted by the Honorary General Secretary of the Association to the Executive Committee with the least possible delay. The Executive Committee shall have the absolute discretion to accept or reject any application without assigning any reason for the same.

In case of non-acceptance of the application, the entrance fee and the annual subscription, if any forwarded there with shall be refunded to the applicant concerned.

**7. ENTRANCE FEE & ANNUAL SUBSCRIPTION**

The entrance fee and annual subscription payable by following class of members shall be decided by the Executive Committee

Nature of membership	Admission fee (One time fee)	Subscription Fee per annum
1. Founder Members -FM	Rs. 3,000	Closed
2. Ordinary Members -OM	Rs. 3,500	Rs.500
3. Student Members -SM	Rs. 3,000	-----
a. Conversion from SM to OM	Rs. 500	Rs.500
b. Conversion from SM to LM	Rs. 4,000	-----
4. Life Members - LM*	Rs. 7,000	-----
5. AssociateMember - AsM	US\$. 300	
6. Affiliate Members - AfM	Rs. 3,500	Rs.500
7. Honorary Members 8. Institutional/Corporate members 9. Emeritus status	To be decided by EC on a case to case basis	

**NOTES:** “Founder Members” category is closed for membership. “Student Members” can become “Ordinary Members” after obtaining post graduate degree by paying Rs. 500/-. Student members can become Life members by paying remaining amount of Rs. 4000/- within six months from their date of passing. After six months they need to pay full amount i.e. Rs.7000/- to become life members. Institutional/ Corporate members- Such amount as may be decided by the Executive Committee after giving consideration to factors like nature, size of the institution and its relevance to the field of Dentistry and the Association. Defaulting members may pay the arrears and become ordinary members.

## **8. FINANCIAL YEAR**

The financial year of the Association shall be from 1st of April to 31st of March.

## **9. WORKING HOURS**

The Association will work on all weekly days between 9a.m. to 5p.m. except on Saturdays, Sundays and Government holidays.

## **10. REGISTER OF MEMBERS**

The association shall cause to be kept a register in which shall be entered Name, address, qualifications, classification and status of each member. Every member shall forth with notify the Honorary General Secretary of any change in his/her name, address or qualifications. **(Annexure 1)**

## **11. TERMINATION OF MEMBERSHIP**

A member shall cease to be a member of the Association if:

- a) The member tenders his/her resignation in writing to the Executive Committee, giving three months notice.
- b) The member has his/her membership removed on account of non-payment of subscription, unsound health, death and actions against the interest of the Association.
- c) Any member, so ceasing to be, shall forfeit all his/her rights to or claims upon or privileges of the Association, its properties and funds but shall, however continue to be liable for and pay to the association all money which at the time of his/her ceasing to be member of the Association be deemed from him/her to the Association.

## **12. PRIVILEGES OF MEMBERS**

- a) All members of the Association shall be supplied with free soft copy of the journal of the Association.
- b) All members shall be entitled to the use of the library, website and Association rooms, if such facilities exist.
- c) All members shall have the right to attend and take part in discussions at all scientific meetings, lectures and demonstrations organized by the Association.
- d) Only Founder, Life and Ordinary members shall have the right to vote on all resolutions put forward at any meeting of the Association
- e) All members shall have the right to attend the conferences organized by the Association after due registration. However a member has a right to attend only the general body meeting if so desires.
- f) A copy of this constitution shall be supplied to all Members free, on admission.

### 13. CONSTITUTION OF THE EXECUTIVE COMMITTEE

1. President Emeritus : Has all the protocol similar to President
2. President : 1
3. Immediate Past President : 1
4. President Elect : 1
5. Vice President : 2 (One reserved for ladies)
6. Hon.Gen.Secretary : 1
7. Joint Secretary : 1
8. Treasurer : 1
9. Editor : 1
10. EC members : 8 (Two reserved for ladies)

### 14. MODE OF ELECTION

The election of the members of the Executive Committee as aforesaid shall be held at the Annual General Meeting of the Association

The election of the President shall be held every one year. Therefore it follows that the terms of the President elect & Immediate Past President is also for a period of one year only. While issuing notice year should be mentioned

The election for all the other Office bearers & members specified shall be for a period of two years.

The following are the criteria for eligibility for the various posts.

- A member should be a member of good standing for at least three years before he contests for any post. Also a member can stand for election only as an EC member to begin with & cannot stand for any other post directly.
- Minimum attendance of three conferences & three AGMs within 5 years before the date of election mandatory for standing for any post. **(Annexure -2)**
- Minimum attendance of 50% of EC meetings mandatory to stand for any further posts
- After becoming EC member, the individual can contest for the posts of Editor, Treasurer, Joint Secretary, Hon. General Secretary only.
- Member should be an ordinary member at least for 6 years and as an EC member at least once for the post of Editor, Treasurer & Joint Secretary.
- Member should be an ordinary member at least for 10 years & as an EC member at least once for the post of Hon.Gen.Secretary.
- A member who has held any one of the above Office bearers posts(Editor, Treasurer, Joint Secretary, Hon. General Secretary) will only be eligible to stand for Vice President or President.
- For President & Vice President posts, member should be an ordinary member at least for 10 years and satisfy all the above criteria.
- No person should hold the same post for more than two terms, but they can hold two term continuously.
- If there are no eligible candidate for the two posts reserved for ladies in the Executive Committee & one post reserved for ladies as vice-President, the posts shall be open to all.

- Whenever two candidates acquire the same number of votes the outcome will be decided on the President's second or casting vote.

**LIST OF PREVIOUS OFFICE BEARERS FROM INCEPTION- Enclosed as Annexure 3**

**15. POWERS OF THE EXECUTIVE COMMITTEE**

The Executive Committee shall direct and regulate the general affairs of the Association and shall have the following powers.

- a) To frame, alter or repeal rules, bye-laws for the conduct of business at meetings of the Executive Committee and for the maintenance and administration of the Association room, library and properties and for the organizing and direction of conferences, conventions, workshops, CDE/CDH programmes, website, research activities and publications.

The Conferences & Conventions must be held as per protocol approved in the AGM. **Enclosed as Annexure 4 & 5.** The conferences shall be allotted region wise-North, South, East, West, Central by rotation & when there are no takers, anyone can bid for the same. (List of states in each zone given in table below). If there are no takers, then the Head Office will conduct the conference & AGM at Headquarters. CDE & CDH to work as in **Annexure 6.** Submission for grant for research must be as given in **Annexure 7.**

1	North Zone	Jammu & Kashmir, Himachal Pradesh, Uttarkand, Punjab, Haryana, New Delhi, Uttar Pradesh	7
2	South Zone	Kerala, Tamil Nadu, Puduchery, Karnataka, Andhra Pradesh	5
3	East Zone	Orissa, Bihar West Bengal, Arunachal Pradesh, Assam, Meghalaya, Mizoram, Manipur, Nagaland, Sikkim, Tripura	11
4	West Zone	Goa, Diu & Daman, Mmahastra, Gujrat, Rajasthan,	5
5	Central Zone	Madhya Pradesh, Chattisgarh, Jharkand	3

- b) To frame, alter or repeal rules and by-laws of the Association, subject to the approval of the annual general meeting of the Association.
- c) To appoint committees or sub-committees and standing committees, such as Scientific committee, Website committee, Working committee, Finance committee, Propaganda committee, Grievance committee, CDH/CDE committees, State representatives and other committees and Co-opt members as deemed necessary. The appointment of co-opted members is the prerogative of the President & Hon.Gen. Secretary. No member who has stood & lost in the elections just concluded may be inducted into any committee or co opted.
- d) To represent to the Government, public bodies or any constituted authority, any matter in which the interests of the Association or the Dental profession are affected.
- e) To consider and decide applications for direct membership, the resignation of members and the question of taking disciplinary action against member.
- f) To write-off the whole or part of the arrears against any individual member or a chapter or other out standings, if considered desirable.
- g) To delegate all or some of its powers to a working committee if and when appointed, except the power of altering rules and bye-laws.
- h) To appoint or remove salaried officers and employees of the Association.

- i) To exercise, in addition to the powers by the rules expressly conferred on it, all such powers and do all such acts and things as may 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 general meeting.
- j) To purchase, take on lease or otherwise acquire, hold, manage, lend, exchange, sell, mortgage, or otherwise dispose of movable or immovable properties of every description and all rights or privileges necessary or convenient for the purposes of the association and, in particulars any land, building, furniture household or other effects, books, newspapers, periodicals, instruments, fittings, appliances, apparatus, conveyance and accommodation, and when deemed necessary or desirable in the interests of the Association, sell, demise, let, hire out, mortgage, transfer or otherwise dispose of the same.
- k) To erect, maintain, improve or alter and keep in repair any buildings for the purposes of the Association.
- l) To borrow or raise money in such manner as the Association may think fit and collect subscriptions and donations for the purposes of the Association.
- m) To permit to form State/Local chapters. All the chapters shall function within the frame work of the IAPHD constitution and Bye- laws. **Enclosed as Annexure 8(State) & 9(Local)**
- n) Each chapter will pay annually to the head office an amount as decided by the Executive Committee

#### **16. FUNDS OF THE ASSOCIATION**

The fund or the income of the Association shall be derived from the following sources.

- a) Subscription of the direct members and state/local chapters.
- b) Special contribution or donations received.
- c) Income derived from the Journal and other publications of the Association.
- d) Contributions received on account of organizing the conferences.
- e) Requests received by legacies from persons who desire to benefit and Association.
- f) Such other source as may be authorized by the Executive Committee

#### **17. EXECUTIVE COMMITTEE MEETING:**

- a) Every meeting of the Executive Committee shall be called the least at 21 days notice in writing and preferably on Holiday. However emergency meeting can be called in consultation with the President with short notice. It is sufficient if notice is sent by E-mail.
- b) The quorum for every meeting of the Executive Committee shall be 3 members, of which at least one should be an office bearer.
- c) There shall be minimum of three Executive Committee meeting in every financial year. Any member who does not attend at least consecutive two EC Meeting without valid reasons is deemed to have vacated his seat.

#### **18. CASUAL VACANCY IN THE EXECUTIVE COMMITTEE**

If there is any vacancy caused, the EC shall appoint to fill up the vacancy till the next annual general body meeting



## **19. ANNUAL GENERAL MEETING**

The Association shall hold a General Meeting of its members called the Annual General Meeting within six months from the close of each financial year of the Association or during the National Conferences, at such time on such date and at such a place as may be determined by the Executive Committee. It shall be held on the second day of the three day National Conference. Two hours shall also be allotted for interaction between student members, life members & office bearers immediately after the AGM.

## **20. EXTRAORDINARY GENERAL MEETING**

All General Meetings other than the Annual General Meeting shall be called Extraordinary General Meeting. The Executive Committee may whenever it thinks fit call an Extraordinary General Meeting with 21 days notice.

## **21. REQUISITION OF EXTRAORDINARY GENERAL MEETING**

- a) The Executive Committee shall, on the requisition of such number of members of the Association as held in regard to any matter at the date of deposit of the acquisition by not less than one-fifth of the total strength of the members of the Association as at that date who carries right of voting in regard to the matter forthwith proceed with duty to call an extraordinary general meeting of the Association.
- b) The requisition shall set out the matters for consideration of which the meeting is to be called and shall be signed by the requisitionists and shall be deposited at the office of the Association.
- c) Where two or more distinct matters are specified in the requisition, the proceedings of sub-clause (a) above shall apply separately in regard to each such matter and the requisition shall accordingly be valid only in respect of those matter in regard to which the condition specified in that sub-clause is fulfilled.
- d) If the Executive Committee does not within 21 days from the date of the deposit of a valid requisition in regard to any matters, proceed duly to call a meeting for the consideration of those matters on a day not later than 45 days from the deposit of the requisition, the meeting may be called by the requisitionists as represent either a majority of not less than 1/5th of such of the members of the Association as is referred to in-sub-clause (a) above, whichever is less.

A meeting called under sub-clause (d) above by the requisitionists or any of them shall be called in the same manner as nearly as possible as that in which meetings are to be called by the Executive Committee but shall not be held after the expiration of 90 days from the date of the deposit of the requisition. Nothing contained herein shall be deemed to prevent a meeting duly commenced before the expiry of 90 days aforesaid from being adjourned to some date after the expiry of that period.

The EOGM, if on requisition by individual requisitionists, shall be convened only at the head office. If there is no quorum at the given time the meeting shall stand dissolved. If the EC decides to convene an EOGM, the venue shall be decided by the EC. The quorum for the EOGM, convened by the EC, shall be at least 50% of the total strength. If there is no quorum at an EOGM called by the EC, within 30 minutes, it shall be adjourned and will be reconvened immediately at the same venue with the same agenda where quorum will not be necessary

## **22. NOTICE OF GENERAL MEETING**

- a) A General Meeting of the Association may be called by giving not less than 21 days notice in writing.
- b) Every notice of the meeting of the Association shall specify the place, the date and hour of the meeting and shall contain the statement of business to be transacted there at.
- c) No General Meeting shall be competent to enter upon, discuss or transact any business which has not been specifically mentioned in the notice or notices upon which it was convened.

## **23. BUSINESS TO BE TRANSACTED AT ANNUAL GENERAL MEETING**

Every Annual General meeting shall, amongst other business transact the following business relating to the consideration of accounts and the report of the Executive Committee.

### **The Agenda of the meeting shall be in the following order**

- i. The election if necessary (in the absence of the President and the Vice Presidents) of a Chairman

### **Collaring the President**

1. Welcome address by the President & calling the meeting to order.
2. Confirmation of minutes of previous Annual General Body/EOGM & action taken thereon.
3. Adoption of the Hon. General Secretary's annual report.
4. Adoption of the Journal Editor's annual report
5. Adoption of the annual report of the treasurer and the audited statement of accounts of the previous year ending 31st march (Head office accounts, National Conference, PG Convention, IAPHD Journal, State & Local branches)
6. Any other motion for change in the order of business.
7. Resolutions brought forward by EC.
8. Resolutions brought forward by the State/Local branches.
9. Resolutions brought forward by the individual members of the Association.
10. To consider & approve the programmes of activities for the following year.
11. To examine the proposal to host the National Conference & PG convention for the next year.
12. Placing the List of Prize winners in various categories
13. Any other matter with the permission of the chair (matters raised under this agenda shall only be discussed & appropriate action shall be taken after discussion in EC)
14. To appoint two scrutinizers for the election if any. **(Election notice template-Annexure 10, 11)**
15. Election of Office bearers & Executive Committee members.
16. Announcing of results & taking of office.
17. President's (outgoing) concluding remarks.
18. Incoming President's address.
19. Vote of thanks by Honorary General Secretary.

All members of the Head/State/Local branches/Individual members are requested to send their resolutions for discussion before 15th October failing which their resolutions will not be taken for discussion.

The Association issued bar coded ID cards must be produced while voting.

**b. General Rules**

- i. No resolution shall be placed before the AGM that has not been previously considered by the EC.
- ii. Resolutions to AGM, proposed by the individual members, duly signed and seconded by another member, shall be sent to the Honorary State Secretary, with a copy to the state/local branches, not later than 15th October.
- iii. Notice of resolutions to be moved at the AGM proposed by the EC of a state/local branch shall reach the Honorary State Secretary not later than 15th October.
- iv. The branch or the member sending the resolution has to be informed immediately after the EC meeting held or the same, whether their resolution has been accepted or rejected by the EC.
- v. The Hon. Gen. Secretary shall issue, with the notice of the AGM, the preliminary agenda showing the business to be brought before the meeting, the terms of all motions to be moved, of which notice in writing has previously reached him along with the names of the mover.
- vi. A member, who wishes to move an amendment to any item included in the agenda paper, or ask any question pertaining thereto shall give notice thereof to the Honorary Gen. Secretary so as to reach him not less than 7 clear days before the date fixed for the meeting. Members shall, however, have the right to propose amendment to any motion when it is before the house.
- vii. The Hon. Gen. Secretary shall make available to all members attending the meeting, a list of all amendments of which notice had been given.
- viii. A notice of a resolution or an amendment shall be invalid unless accompanied by a copy of such motion or amendment.
- ix. Any resolution of the EC of the State Branch may be considered at the AGM without notice being given.

**c. General rules of procedure EC / AGM / EOGM**

- i. Proceedings at the meetings of the Annual General Body shall be recorded in the form of typed minutes and after confirmation by the President/Chairman, at the next AGM, shall be permanently preserved.
- ii. No resolution adopted or negated at a meeting shall be reconsidered unless, either six months have elapsed, or 1/5 of the members of the EC, in case of branches, sign a requisition for such reconsideration.
- iii. The President / Chairman shall, in case of equality of votes, have a casting vote.
- iv. No business shall be transacted at a special meeting / EOGM other than that for which the meeting is called.
- v. The proceedings of any meeting, shall not be invalid by reason of there being a vacancy/ vacancies or any invalid appointment or election of any member or accidental omission to give notice of such meeting to any member.

- vi. A notice may be served on any member either personally through an employee of the Association or by post/ courier/ email, etc.

**24. HOW NOTICE OF MEETING IS TO BE GIVEN**

Notice of every meeting of the members of the Association shall be sufficiently given by e-mail and in website. The accidental omission to give notice of any meeting to or of the non-receipt of any Notice by a Member will not invalidate the proceedings at a meeting.

**25. QUORUM OF GENERAL MEETINGS**

- a) One-fourth of the member of members entitled to vote and present in person shall be quorum for General Meetings and no business shall be transacted at any General Meeting unless the quorum requisite be present at the commencement of the business.
- b) If within fifteen minutes from the time appointed for holding a meeting, quorum be not present, the meeting shall stand adjourned and again be called half an hour later on the same day at the same place. If at any adjourned meeting also a quorum be not present, the members present, whatever be their number, shall be the quorum and shall have the power to decide upon all matters which would properly have been disposed of at the meeting from which the adjournment took place.

**26. CHAIRMAN OF GENERAL MEETINGS**

The President of the Association or in his absence the Vice President shall be entitled to take the chair at every General Meeting or if there be no such President or the Vice President or if at any meeting the President or the Vice President shall not be present within 15 minutes after the time appointed for holding such meeting or is unwilling to act, the members of the Executive Committee present may choose a chairman and if default of their doing so the members present shall choose one of the members of the Executive Committee to be the chairman and if no member of the Executive Committee present be willing to take the chair, the members present shall choose one of the members to be the chairman.

**27. PASSING OF RESOLUTION AT GENERAL MEETINGS**

- a) At any General Meeting, only the Founder, ordinary and life members shall be entitled to vote.
- b) Voting shall be either by show of hands or by ballot or in such other manner as may, from time to time, be determined by the Executive Committee
- c) A declaration by the chairman that a resolution has or has not been carried either unanimously or by a particular majority, shall be conclusive.

**28. CHAIRMAN'S POWER TO REGULATE POLL**

The chairman of the meeting shall have the power to regulate the manner in which the poll shall be taken and the result of the Poll shall be deemed to be the decision of the meeting on the resolution of which the poll was taken.

**29. ACCOUNTS AND REPORT**

At every Annual General Meeting of the Association, there shall be laid before the members the annual accounts and Executive Committee's report thereon. The newly elected Treasurer should

present a provisional budget for next one year and take approval at the first EC meeting convened. The approval for the budget for the second year of the term should be taken at the AGM. However, in case of any unavoidable circumstances, EC can spend a maximum of rupees one lakh as a non budgetary allocation.

### **30. MANAGEMENT**

The management of business and affairs of the Association shall be vested in the Executive Committee. The Executive Committee shall have powers to appoint a member from amongst its Founder members or Ordinary members to fill in a casual Vacancy

### **31. MEETINGS OF THE EXECUTIVE COMMITTEE**

The Executive Committee may meet together at a meeting for the dispatch or business from time to time and shall so meet at least once in every three calendar months and they may adjourn or otherwise regulate their meetings and proceedings as they may deem fit.

### **32. CHAIRMAN OF THE EXECUTIVE COMMITTEE MEETINGS**

The President, and failing him, the Vice-President, shall act as the Chairman of the meetings of the Executive Committee

### **33. DECISION OF THE EXECUTIVE COMMITTEE**

The question arising at any meeting of the Executive Committee shall be decided by a majority of votes and in case of an equality of votes the Chairman of the meeting shall have a second or a casting vote.

### **34. POWERS OF THE EXECUTIVE COMMITTEE**

#### **President Emeritus**

Has the same protocol as President. However President will preside over all meetings.

#### **Immediate Past President**

Will attend all EC meetings actively.

#### **President:**

The President chairs every general meeting and the meetings of the Executive Committee members.

#### **President elect**

Will attend all EC meetings actively.

#### **Vice-President:**

The Vice-President assumes the powers of the President in his absence

The person who gets more votes during the election shall be designated 1<sup>st</sup> Vice President & the other as 2<sup>nd</sup> Vice President. Seniority shall be in the same order. (President has a second or casting vote in case of a tie during the elections).

#### **Honorary General Secretary:**

All communications to and from the Association shall be done by the Hon. General Secretary. He can enter into any arrangement with the Govt. at the centre or the states in India or with any foreign Govt., Chamber of Commerce, Local Boards, Municipalities or with any other public or private

authorities that may further any of the objects of the Association. He can raise or secure the payments which may be required for the purposes of the Association in such manner as the Association may think fit. The running of the day to day affairs & the monetary transactions thereto involved shall be done by the Hon.General Secretary. He shall be the conference and convention coordinator for the Head Office & shall visit the venue as of when desired.

**Joint Secretary**

The Joint Secretary assumes powers of the Hon.General Secretary in his absence

**Treasurer:**

The treasurer shall manage the accounts of the association and present the annual report of accounts at the Annual General Meeting. Shall provide a provisional budget in consultation with the Hon.General Secretary for the ensuing year and take approval from AGM.

**Editor:**

The Editor shall publish from time to time, papers embodying dental research conducted by members independently or under the auspices of the Association and the Journal of Indian Association of Public Health Dentistry (JIAPHD). He shall also publish, print journals, periodicals, articles and other literature relating to problems, practice, methods, improvements and other matters related to Dentistry, as a whole and related to public health dentistry in particular.

**Members:**

The members shall participate actively in all the Executive Committee meetings

**35. POWERS OF DELEGATION**

The Executive Committee may delegate any of their powers to a committee consisting of such number of members of their body as they may think fit and may from time to time, revoke and discharge any such committee either wholly or in part and either as to persons and purposes, but every committee so formed shall, in exercise of the powers so delegated, conform to any regulations that may, from time to time, be imposed on it by the Executive Committee. All acts done by such committee in conformity with such regulations and in fulfillment of the purposes of their appointment but no otherwise shall have the force and effect as if done by the Executive Committee

**36. RESOLUTION BY CIRCULATION**

In case of urgency or hardship, a resolution may be passed by circulation through e-mail without the meeting of the Executive Committee or of a committee thereof and such resolution shall be as valid and of fact as a resolution duly passed at the meeting or the Executive Committee or a committee duly called and held. If no suggestions are received within 15 days for any mail, it may be taken as accepted & proceed appropriately.

**37. MINUTES OF THE PROCEEDINGS OF EXECUTIVE COMMITTEE AND GENERAL BODY**

There shall be maintained minutes of all proceedings of the Executive Committee and of the General Meeting in the Minute book which shall be so entered within 14 days of the conclusion of each such meeting. Any such minutes kept as aforesaid shall be evidence of the proceedings recorded there in. Such minute-book shall be kept at the headquarters of the Association and shall be open to inspection of members subject to such reasonable restrictions as the Executive Committee may

impose. Entries of all discussions must be entered as expressed by each member & it should not be limited to only conclusions.

### **38. AMENDMENT TO THE CONSTITUTION**

Any amendment to the Constitution of the Association shall be placed before the Executive Committee and General Body and upon the same being passed at the General Meeting by majority of not less than three-fourth number of the members present and having a right to vote, the same shall be deemed to have been passed for further action. It is then sent to the Founder members for approval. Thereafter, the governing body may submit the proposition to the members of the society in a written or printed report, and may convene a special Extraordinary General Body Meeting for the consideration thereof according to the rules and regulations of the society. But no such proposition shall be deemed to have been approved unless such report has been delivered or sent by post to every member of the society twenty-one days previous to the date of the special general meeting convened by the governing body for the consideration thereof, and unless such proposition shall have been agreed to by the votes cast in favour of the proposition by members who being entitled so to do, vote in person, or where proxies are allowed, by proxy, and such votes are not less than three times the number of the votes, if any, cast against the resolution by members so entitled and voting and confirmed by a similar majority of votes at a second special General Meeting convened by the governing body after an interval of thirty days after the former meeting. Every change in the memorandum of association approved shall be filed with the Registrar within thirty days from the date of making thereof and the Registrar may if he is satisfied that the change is in accordance with the provisions of this Act and the rules made thereunder register such change. Such change shall not have effect until it has been so registered.

### **39. DISSOLUTION OF THE ASSOCIATION**

The Association shall be dissolved only by two-third majority of the members present and voting at the General Meeting. In case the Association is dissolved by the General Meeting, its assets shall be transferred to any other association having similar objects, as decided by the General Meeting. (Sec. 21 & 22 of KSR Act 1960)

**DATE: 17.10.2013**



**DR.M.R.SHANKAR ARADHYA  
PRESIDENT**



**DR.M.B.ASWATH NARAYANAN  
HON. GEN. SECRETARY**

**1<sup>st</sup> - 01.12.1993  
2<sup>nd</sup> - 21.02.2010  
3<sup>rd</sup> - 17.10.2013**