
IAPC
CONSTITUTION

MEMORANDUM OF THE ASSOCIATION

PART - A

NAME

1. The name of the Association is INDIAN ASSOCIATION OF PALLIATIVE CARE hereinafter called the Association.

OFFICE

2. The Headquarters of the Association shall be in India at the place of the Hon. Secretary of the Association, till a permanent building of the IAPC comes up. Subsequently, this office will be under the control of the Hon. Secretary who can be from any part of India.

AIMS & OBJECTIVES

- 3.1 **Mission** : To promote the development and advancement of Palliative Care and co-ordinate a proper, uniform and consistent growth of this discipline in right perspective on the basis of scientific research, as per the need of the country and at par with the international standards.
- 3.2 **Vision** : Members of the Association will be partners in the multidisciplinary quest to provide affordable accessible and appropriate quality care for all patients facing a life limiting or prolonged disabling illness and their carers
- 3.3 To be a nucleus for all who work, or have an interest in the field of Palliative Care at the clinical, scientific and social levels.
- 3.4 To provide education and information regarding Palliative Care for patients, professionals, health planners and policy makers.

- 3.5. To develop a sustainable network of Palliative Care services throughout the country to meet these needs irrespective of the patient's diagnosis, socio economic status or cultural background.
- 3.6 To address the ethical problems associated with the care of terminally ill patients.
- 3.7 To promote, establish, support any institution, scientific establishment or research organization which is directed towards raising the standards of the practice, training or research of Palliative Care in India.
- 3.8 To use all efforts to establish and maintain liaison with other associations and scientific bodies in India and abroad whose objectives are in keeping with our Association.
- 3.9 To carry out other activities which are incidental or conducive to the furtherance of the objects of the Association.
4. The Association and its official publications shall be non-profitable in nature, solely meant for promotion and welfare of Palliative Care and related disciplines as envisaged in the aims and objectives of the Association.

METHODS

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

5. Hold periodical meetings and conference of the members of the Association.
6. Arrange from time to time conference, lectures, workshop, symposia, CME programmes, discussion and demonstrations on various aspects of Palliative Care and related modalities.
7. Promote the publications of scientific literature pertaining to Palliative Care in practice and research, and publish and circulate a Journal to be named the **Indian Journal of Palliative Care** , which shall be the official scientific organ of the Association. The journal, on behalf of the Association shall be published by the Editor, who shall be duly elected by the members of the

Association. The Editor shall be assisted by an Editorial Board comprising of eminent specialists and researchers from India and abroad. President and Hon. Secretary shall also be members of the Editorial Board.

8. Publish a **News Bulletin** regularly to improve the communication amongst members. The News Bulletin shall be published by the Hon. Secretary of the Association and this shall include information about the latest developments in scientific field, current topics of interest, institutional/zonal/individual achievements of the members, other news items from related organizations, important new concepts, rules/regulations, calendar of events etc.
9. Publish from time to time transactions and other papers embodying researches conducted by the member under the auspices of the Association, either in the official journal or New Bulletins of the Association, either as a Supplement, or as deemed fit.
10. Encourage research in Palliative Care and allied Sciences with grants out of the funds of the Association or from donations received.
11. To accept endowments and grants through lawful means from the national or international official or non-official, sponsored by the government or other charitable or similar institutions, foundations, or from individuals etc. of duly known identity and social standing to advance the aims and objectives and purposes of the Association and the journal.
12. To invest any money of the Association of the Journal or proceeds from the movable and/or immovable properties of the Association, if not immediately required by the Association, and to withdraw the same in the manner provided by law.
13. To assist, subscribe to, co-operate, affiliate, be affiliated to, or amalgamate with any other public body, whether incorporated, registered or not, and having altogether similar or in part, objectives similar to those of the Association without losing the identity of the parent body.

14. To do all such other things, as are cognate to the objectives of the Association or are incidental or conducive to the attainment of the above objectives.
15. To persuade the Medical Council of India and other apex bodies for quick implementation of Palliative Care as a separate speciality in all the teaching institutions in India.
16. To promote basic Palliative Care training in the form of theory classes and clinical demonstrations at the undergraduate level for better preparation of the future doctors.
17. To arrange basic/advanced training programmes for its members in collaboration with or with the support of other centers/organizations/institutions/trust/individuals in India or abroad and ensure that the benefit are passed to eligible candidates in a fair and equitable manner as per the terms and conditions under each special arrangements.

RULES OF THE ASSOCIATION - CONSTITUTION

PART - B

1. The Association shall consist of members whose names are on the register of the members of the Association at the time when these revised and Bye-Laws comes into operation and of subsequent members, who shall be those person who, being eligible, shall, after the date of adoption of these revised Rules, and Bye-Laws of the Association, be duly elected in such a manner and upon such conditions as may be prescribed from time to time.

REGISTER OF MEMBERS

2. There shall be a Register in which the name of all the members of the Association shall be entered with their qualifications, addresses and Bio-data as far as possible. The photographs of the individual members will also be obtained and retained in the records of the Head Quarters. A directory of members, giving important information, shall also be brought out regularly by the Association. It shall be obligatory on the part of the members to keep the central as well as the Zonal State offices of the IAPC, updated about their achievements or any changes. In a good spirit towards the Aims and Objectives of the Association, it should also be expected of each member to ensure that all the colleagues around them are enrolled as members of the Association and their record are kept updated.

OFFICE OF THE ASSOCIATION CENTRAL, JOURNAL AND ZONAL/STATE OFFICES

Central Office :

- 3(a) Ordinarily, the Central Office of the Association shall be located at the place where the Hon. Secretary of the Association is stationed. The Hon. Secretary of the Association will visit the President and the Head Quarters when permanently located in any major city in India (and the Hon. Secretary is from outside the place of permanent Headquarter) frequently but not more than 3 times in year. He/She shall also visit the venue of the next conference for coordinating various arrangements as and when necessary and/or desired by the organizers of the Conference who will bear the travel & other incidental expenses. He/She will have a Business Manager engaged at reasonable remunerations, to take care of the correspondence at the office.

Journal Office :

- 3(b) Journal Office shall be located at the place where the Editor of the Journal is stationed or at a place desired by him/her for the convenience of work.

Frequency of the journal, in the beginning, shall be twice in a year which shall gradually be increased to quarterly publication, as soon as feasible. The editor shall ensure the financial viability and regularity of the publication of the Journal with comparable standards with other similar publications in India and abroad. Although the Journal should financially be self supporting and should also be able to save money for the Association, however after going through various reasoning, if the General Body so approves, a partial or total financial assistance may be given to the Editor for brining out the Journal till it becomes self sustainable.

Zonal / State Office :

- 3(c) Office of various Zonal/State Chapter of the Association that have been established as per the rules and Bye-Laws of the Association, shall be situated at the place of the respective Secretaries of these chapters. These duly constituted chapter shall

act as local coordinating office between the Central Office of the Association and the members of the Association affiliated through respective Zonal/State Chapter.

MEMBERSHIP

4.1 The association shall have the following categories of membership:

a) Individual Members:

Any individual who is actively involved in all or any aspect of Palliative Care and who adheres to the objectives and values of the association.

b) Organisational Members:

Any organisation, corporate or unincorporated, that has demonstrated a commitment to the practice education or administration of Palliative Care and adheres to the objectives and values of the Association.

c) Overseas Members:

Any individual who is residing in a foreign country and is actively involved in all or any aspects of Palliative Care and who adheres to the objectives and values of the association.

d) Honorary members:

Any individual or organisation which has made a significant contribution to Palliative Care and which adheres to the objectives and values of the association may be invited by the Executive Council to be an Honorary Member of the association.

4.2 The application for membership of the association shall be made in writing. The applicant must be introduced by two members of the association who will be responsible for verifying the details :

The application will be considered by the Executive Council which shall have the absolute discretion to decide upon acceptance or rejection. No reason will be given for its decision, which shall be final and not be questioned in any court of law.

- 4.3 A copy of the constitution shall be furnished to every approved member upon payment of the subscription.
- 4.4 An up-to-date register of members of the association will be maintained.

SUBSCRIPTION

- 5.1 All the members except the Honorary Members shall pay a subscription alongwith enrolment fee etc. as per the rates, decided in this regard from time to time and as per the provisions in the bye-laws.
- 5.2 The Executive Council may determine different entrance fees and subscriptions for different categories of members i.e. 1). Doctors 2)Nurses and Paramedicals, 3). Volunteers (those who are offering free service and are not getting any remuneration from the organisation or society)

ASSOCIATION YEAR

- 6 The year of the association alongwith all its affiliated offices (Journal and Chapters) for financial purposes will be from 1st April to 31st March.

RIGHTS & PRIVILAGES OF MEMBERS

- 7 Every active members shall be entitled to :
 - a) Attend, take part and vote in general body meetings of the association, be entitled to vote in any manner prescribed by the association
 - b) Membership of the central council and office of the association.
 - c) Propose or second candidates for admission.
 - d) To introduce visitors to scientific meetings of the association.

- e) A free copy of each issue of the Journal and News Bulletin and other publications of the association.

MANAGEMENT OF THE ASSOCIATION

- 8 The supreme control over the affairs of the association shall vest in the body called the **General Body**.

There shall be a Central Council of the association to which shall be entrusted the administration and management of the association.

CENTRAL COUNCIL

- 9 The central council shall consists of the following.

10. Elected Members :

- a) The President of the association. 3 years term
- b) The Honorary Secretary. 3 years term
- c) The Editor of the Journal. 3 years term
- d) Two members each from the five regional groups (North, South, East, West and North-East) 2 years term

11. Ex-Officio Members :

- a) The immediate past President.
- b) The immediate past Honorary Secretary.

12. Nominated Members :

- a) Honorary Treasurer - from the place of the Honorary Secretary.

13. Co-opted & Invited Members: (Non voting members)

- a) The President-elect and Honorary Secretary-elect may attend board meetings during the year prior to their assuming office.
- b) Not more than three members to provide specialist expertise if required.

- c) Representative of nurses and volunteers if these groups are not represented in the Council.
- d) Representatives of other relevant Government or Non-Government organisation if required.

The Business Manager or his representative will attend all Central Council and General Body meetings to maintain a record of all the proceedings.

POWERS & FUNCTIONS OF THE GENERAL BODY

- 14 The General Body shall be the supreme body of the association and exercise overall control over the affairs of the central council with power to over-rule in any matter, whatsoever, the decision which the central council may from time to time, take during the currency of the association year. Ordinarily the General Body will meet at least once a year at the time of the Annual Congress.

POWERS OF THE CENTRAL COUNCIL

- 15 The central council will administer the affairs of the association with the memorandum of the association, rules and bye-laws. The council shall exercise such powers and do such acts and things as may be exercised or done by the Association. Ordinarily, the central council shall meet twice a year.

SCIENTIFIC MEETINGS OF THE ASSOCIATION

- 16 An Annual Congress of Indian Association of Palliative Care shall be organized every year or as the General Body of the association decides. Institution based members, organisations with facilities for Palliative Care and chapters of the association shall have the privilege of inviting the congress. The place and time of the congress shall be decided at the Annual General Meeting two years in advance as per details under the section on guidelines for the Annual Congress of IAPC of this memorandum.

AFFILIATED BODIES

17. Any Palliative Care Association, Union, Society or Scientific Organization either in India or abroad may be affiliated to the association on terms and conditions to be mutually decided upon and approved by the General Body of the association. Members of such Association, Unions, Societies or Organizations shall be given facilities as mutually agreed upon except the rights of voting.

AMENDEMENTS OF THE MEMORANDUM, RULES AND BYE-LAWS

18. An Extra Ordinary General Body meeting be convened 15 minutes after Annual General Body Meeting to consider the proposals for amendments of memorandum, Rules and Bye-Laws of the association.
 - a) Proposals for change in the Memorandum of the Association shall be considered at an extra ordinary general meeting of the General Body specially convened for the purpose. The proposed alterations must reach the Central Office at least four months before the date of the extraordinary general body meeting and shall be circulated by the Secretary to all the Chapters and Direct Members for opinion at least two months before the date of the meeting. Due notice of the proposed change must be given in the Agenda of the extra-ordinary general body meeting of the association. No such proposal shall be carried into effect unless it is agreed to by the votes of 3/4th of the members present and voting at the meeting; and confirmed by 3/4th of the members present and voting at the other meeting convened for the purpose.
 - b) Proposals for change of Rules and bye-laws shall ordinarily be considered only at the Annual General Body Meeting. The proposed alternation must reach the Central Office at least four months before the date of Annual Meeting and be circulated by the Secretary General to the chapters and all active members and due notice of it must be given in the Agenda of the Annual General Meeting of the association. Rules and bye-laws can only be changed by a 2/3rd majority of those members present and voting. Any

addition to modifications or repeal of the Rules shall be considered to have come into force only after the proceedings of the meeting at which they were passed, have been confirmed at the next meeting of the General Body which may be called by President soon after the Annual General Meeting. Due notice of the same shall be given alongwith the notice of the Annual General Meeting.

Explanations : Due notice shall mean that the actual words of the proposed alternation of the rules shall be included in the Agenda of the meeting of the General Body.

In anticipation of the approval of the General Body, the Central Council may amend the rules and bye-laws at any meeting provided the proposed amendments have been duly circulated to the chapter and to all direct members entitled to vote and provided two thirds of the members of the council, present and voting at the meeting, vote for the amendments. Immediate effect may be given to such amendments if the central council so decides.

REGIONAL / STATE / ZONAL CHAPTERS OF THE ASSOCIATION

19 a) **Regional Groups:** IAPC will establish five regional groups i.e. North, South, East, West and North-East. Regional groups are intended to promote the growth of Palliative Care across their respective areas. The intention is that within five years or by 2010 sufficient Zonal/State Chapters will have been established to enable the Regional groups to be dissolved.

Formation of a State/Zonal Chapter : There shall be a Zonal/State Chapter/Union Territory Chapter in such States or Union Territory under the constitution of India provided that there are at least 15 active members within the territorial jurisdiction of the state. A zonal chapter shall comprise of more than one state and/or union territory joining together to form the chapter but not more than one chapter shall be allowed to be formed in any single state/union territory. No body will be allowed to become a direct member of the Indian Association of Palliative Care, where a state/zonal chapter exists.

Local City Branch : Members residing in any particular area in a state or union territory where a state chapter exists, a city branch can be formed by at least 10 active members for holding scientific and/or business meetings for convenience of city members. Such city branches will be governed by the State Chapter where they are situated. The State Chapter and not the city branch will communicate with the central office of the association.

- b) **Rules/Bye-Laws of State/Zonal Chapter :** Subject to the rules and bye-laws of the association, each state/union territory chapter shall be free to govern itself in such a manner as it shall think fit and for that purpose to make from time to time rules/bye-laws as it may think fit or alter the same as and when it considers it expedient, provided that such rules and bye-laws are in conformity with the rules and bye-laws of the association and have been approved by the Hon. Secretary subject to subsequent ratification by the central council. The rules and bye-laws so made and for the time being in force, shall be binding on the members constituting the state/union territory chapter in reference to which, they were made. Wherever the state/union territory chapter has either no rules of its own or the rules are silent on any point, the rules of the association shall be applicable.

The Chapter shall have a right to elect their own governing council and fix their own subscription fee. The secretary of each chapter will be responsible for forwarding the application form along with the subscription for membership to the Association.

The secretary of each branch shall submit an annual report and balance sheet of accounts to the Hon Secretary of the Association to be presented to the Central Council.

- c) **Representations to State Govt./Govt. of India :** State/Union territory chapter shall refer all matters concerning the Government of India as a whole to the central office for necessary action. However, where a state/union territory chapter approaches the center to represent it to its State Government, the Central Office shall take necessary action in the matter. The state or union

territory chapter shall keep the central office informed about all actions taken by them with State Government or other organizations.

- d) **Names of State/Zonal Chapters :** All the state chapters will be known as (Name of the Chapter) Chapter of the Indian Association of Palliative Care not as the individual Association. The chapter name would appear first followed by the association name and not the vice versa. A standard format of stationary shall therefore be used by all the chapters, sample for which shall be available at the central office.

BYE - LAWS OF THE ASSOCIATION ELECTION OF MEMBERS

PART - C

1. Following procedure shall be adopted for enrolling a new member for the Association under various categories:
 - a) **Life members from areas where a State/Zonal Chapter of the Association exists** : Every candidate shall fill up the membership application form in duplicate, the application will be proposed and seconded by two members of the Association who will be responsible for the verification of details entered. The forms will be forwarded to the Chapter Secretary alongwith the required subscription. The State/Zonal Chapter shall consider the application and submit its recommendation to the Central Office alongwith one form and the required subscription and enrollment fee as prescribed under each category from time to time within one month of the receipt of the application. The second form will be retained by the Chapter office in the manner prescribed by the Association. Hony. Secretary will circulate the names of the applicants with his remarks alongwith the recommendations of the Chapter to the members of the Central Council for their approval. Ordinarily, if there are no adverse remarks either by a Chapter member or a member of the Central Council, he/she will be enrolled as a member. In case of adverse remarks against any applicant, the matter will be placed before the Central Council at its next meeting. In case of acceptance of the applicant as a member of the Association , the Hony, Secretary shall forthwith give the due notice of the same to the Journal Office and the

new member through the State Chapter. The application form of the members shall be filed as documents at the Central Office of the Association, the details of the new member shall be entered in the membership register/list and he/she will be entitled for all the rights and privileges as available to the members in that category of membership under the provision of the bye-law of the association.

- b) **Life members from an area where the Zonal/State Chapter does not exist and :**
- c) **Overseas Members :** Candidate belonging to both these categories (i.e. b & c) shall fill up the prescribed membership application, get it proposed and seconded by two members of the Association and submit it alongwith their enrollment and subscription fee directly to the central office of the Association. The Hony. Secretary will circulate the names of the applicants with his remarks to the members of the central council for their approval. Ordinary if there are no adverse remarks by a member of the central council, the applicant shall be enrolled as a member. In case of adverse remarks against any applicant the matter will be placed before the central council at its next meeting. In case of acceptance of the applicant as member, the Hony. Secretary shall forthwith give the due notice of the same to the Journal Office and the new member. The application form of the member shall be filed as documents at the central office of the Association the details of the new members shall be entered in the membership register/list and he/she will be entitled for all the right and privileges as available to other members in the category of membership under the provision of the bye-law of the Association.
- d) **Honorary Members :** For persons of eminence in Palliative Care and others who have contributed immensely to the discipline.

The names of such eminent persons for the honorary membership shall be proposed and seconded by any member of the Association wherein the merits of the candidate for such honour will be set forth by

the proposers. The election shall take place at a meeting of the General Body, voting being done by the secret ballot. No discussion shall be permitted on the merits of the person proposed. The person shall be considered elected if two thirds of the members present vote in his/her favour. Every honorary member shall cease to be such a member upon a resolution of the General Body to the effect, passed by a majority with not less than two-third of members present and voting.

Honorary members shall not be required to pay any subscription or enrolment fee. They would, however, be requested to fill up the membership form for the records of the Association. They shall receive all correspondence, journals and news bulletin on behalf of the Association and shall be free to attend all the functions of the Association and shall be exempted to pay the registration fee, if any, during these functions. They shall enjoy all the other privileges and benefits as a member, except the voting rights.

ADMISSION FEE

2. All categories of members (except honorary members) will pay an admission fee, as prescribed from time to time, on their admission to the Association in addition, to the membership fee. The present amount of admission fee is Rs. 50/- only which is payable by all the new members (except Honorary members) upon their joining the Association and upon re-admission, if there is an interruption due to any reason, in the membership of an old member. The General Body reserves the right to change the amount of admission fee.

SUBSCRIPTION

3. All the members except the Honorary Members shall pay a subscription alongwith enrolment fee etc.as per the rates, decided in this regard from time to time and as per the provisions in the Bye-laws.

The Executive Council may determine different entrance fees and subscription for different categories of members i.e. 1) Doctors 2) Nurses

and Paramedicals 3) Volunteers (those who are offering free service and are not getting any remuneration from the organisation or society)

TERMINATION OF MEMBERSHIP

Membership may be terminated :

4. **By resignation :** A member may at any time, voluntarily and unconditionally, resign the membership by giving 30 days notice in writing to the Honorary Secretary of the Association.
5. **By removal of names on ground of undesirable conduct :**
 - a) If the conduct of a member be deemed by the Central Council prejudicial to the interest of the Association or be calculated to bring the medical profession into disrepute , the Central Council will serve the offending member a notice in writing to appear before the next meeting of the Central Council and to give a written explanation of his/her conduct. If the Central Council is not satisfied with the explanation they can ask to member to resign. If the member refuses to resign the Central Council can decide by a two-third majority to delete the name of the member from the Association. The member will be expelled from the association only after the decision of the Central Council is passed by a majority decision of the Association at the General Body Meeting. The affected member retains the right to appeal to the General Body within one year of the above decision.
 - b) By removal of name on the ground of conviction in a court of Law.
 - c) Misuse of logo of the Association : Regional Office bearers of the Association can use the logo for official purposes only. If any member is found using the logo of the Association for any other purpose , his/her membership is liable to be terminated.

BY LAWS FOR FORMING IAPC CHAPTER

6. When there are more than 15 members of the IAPC belonging to at least three different districts having the right to vote in a geographical regional and a request is made by them to establish a local State/Zonal Chapter, the Executive Committee may accord sanction for the establishment of such chapter in terms of a standard chapter of agreement approved by the General Body and as per clause 3(b) under the Rules of the Association. A local chapter of the Association may be established by the procedure given below. A chapter can be formed for closely lying state and/or union territories grouped together within well defined geographical limits but not more than once chapter shall be allowed within one state nor shall members from a part of one state be allowed to join with those of the other state for forming a chapter. City branches of IAPC can be created if the city has at least 10 Life Members of IAPC.

7. **The procedure for formation of new chapter will be as follows:**
 - a) Members in the geographical regional proposed to be covered by the chapter shall convene a meeting and adopt a resolution proposing the formation of the chapter. Such a resolution shall be signed by atleast 15 members having the right to vote.
 - b) The meeting shall elect an adhoc chapter committee, consisting of a Chairman , Secretary and Treasurer.
 - c) The adhoc chapter committee shall petition for the formation of the chapter to the Central Council.
 - d) Central Council shall consider all the aspects essential to the welfare of the Association in evaluating the petition and may accord sanction for the establishment of the chapter. Thereupon, the chapter adhoc committee shall be replaced by an elected chapter committee consisting of a Chairman, Secretary and Treasurer and two other committee members.
 - e) The Central Council shall give formal recognition to each chapter in the form of standard chapter which shall contain

the chapter name, location, geographical area and the date on which the chapter was granted recognition and shall bear the signature of the President and the Secretary of the Association. The formation of the chapter shall however, be got approved by the General Body during the subsequent General Body Meeting. The chapter inter-alia, shall ensure that the local chapter functions as per the objectives, rules and regulations of the Association.

8. Function of a Chapter :
 - a) Each chapter shall be managed by a chapter committee constituted by three office bearers and two members – all elected by the Chapter General Body. The office bearers of the chapter shall be a Chairman, Secretary and a Treasurer. Only eligible members of the Association falling within the geographical limits of the chapter shall be elected to the chapter committee.
 - b) Various clauses applicable for the Executive Committee of the Association are equally applicable to the Chapter Committee, unless specified.
 - c) The Secretary of each chapter shall forward to the Hony. Secretary of the Association periodic reports of the activities of the chapter from time to time.
 - d) The Chapter Committee shall deposit in the Funds of the Association. (i) the admission fee of all members, (ii) the membership fee for each member as due and realized from the member according to the category of the membership, (iii) fifty percent of the profit from any other activity of the Chapter like conference, symposia, workshops, CME programmes or donation etc.
 - e) The chapter shall mobilize local resources to raise funds for regular activities of the Chapter after informing the Central Council and ensuring that there is No Objection from the Central Council to raise fund on behalf of the Association subject of provisions in sub-clause 13(d) (iii) above.

9. **Account of the Chapter :** The audited statement of accounts of the chapter shall be submitted to the Association at the end of financial year of the Association alongwith the share for the Central Funds of the Association as per clause 12 above.

TERMS OF OFFICE OF THE CENTRAL COUNCIL

The central council is an executive body of the Association

10. **Terms of Office :** The term of Central Council members will be for two years except for the post of President, Hon-Secretary, Hon-Treasurer and Editor of the Journal which will be for three years.
 - a) In no case, will any office bearer continue longer than the term specified unless he/she is re-elected through the proper electoral process of the Association.
 - b) Replacement of any office bearer, before completion of term, shall be carried out only through a resolution passed by more than 3/4th majority of members present and voting in a General Body meeting of the Association.
 - c) No council member may be elected for more than two consecutive terms on the same post. The Hon-Treasurer however, shall hold office for only one term (three years) and may not be re-appointed to the same or related post for a second term.
 - d) The annual meeting of the Central Council shall finish its work before the 1st day of the Main Annual Conference of the Association .
 - e) The President elect shall be installed as the President at the Inaugural Ceremony of the Annual Conference of the Association, however, conduction of the conference being held at that time shall be co-coordinated by the outgoing executive till the end of the General Body Meeting during the conference. The new executive shall take over the full responsibilities thereafter.

11. **The Central Council Meetings :** The Central Council meeting shall be held under following categories :
- a) Annual Meeting.
 - b) Ordinary Meetings.
 - c) Extraordinary Meetings.
 - d) Requisition Meetings.

12. **Frequency and procedures for calling Central Council Meetings :**

- a) **The Annual meeting** of the Central Council shall be held just before the Inaugural Function of the Annual Congress.

The Hon.Secretary shall circulate the agenda for the meeting atleast 4 weeks before the holding of the meeting.

- b) **Ordinary Meetings :** The first ordinary meetings shall be held just after the Annual General Body Meeting of the Association and before the valedictory function during the Annual Congress of the Association. Matters arising out of the GBM and planning of actions during the years shall be discussed during this meeting. Venue and time to another ordinary Central Council Meeting, if necessary shall also be decided.

If it is found inconvenient or impracticable to hold a meeting of the Central Council and if the Hon.Secretary and /or the President deem it desirable that the opinion of the Central Council be obtained they shall do so by email, fax or post, and act in accordance with the view of the majority.

- c) **Extraordinary Meeting :** The Hon.Secretary with the consent of President can call an extraordinary meeting of the Central Council, if the President considers it necessary. A notice of 30 days along with the Agenda for the meeting shall be given to the members of the Central Council.
- d) **Requisition Meeting :** The President , or the Hon.Secretary with the sanction of the President, shall upon receipt of a requisition signed by at least 10 members of the Central

Council specifying the nature of the business for which the requisition meeting is required, convene a meeting within 60 days of the receipt of the requisition. A notice of 30 days alongwith the agenda of the meeting shall be given to the members of the Central Council.

13. **Quorum of the Central Council Meetings :** The Quorum for all Central Council Meetings shall be 10 of which at least 5 (except in the case of requisition meeting) shall be elected members. In all meetings except requisition meeting, if a quorum is not present within 15 minutes of the appointed time, the meeting shall stand adjourned for 15 minutes. When meeting again to transact the business, if a quorum is not present at the adjourned meeting, the members present, whatever their number and qualifications (whether elected, ex-officio, nominated or co-opted), shall form a quorum.

BUSINESS OF THE ANNUAL MEETING OF THE CENTRAL COUNCIL

- 14.a) Election of the Chairman of the meeting, if necessary (in the absence of the President)
- b) Confirmation of minutes of the previous meeting of the Central Council.
- c) Consideration of the Annual Report of the year.
 1. Central Office
 2. Journal Office
- d) Consideration of the audited accounts of the year.
 1. Central Office
 2. Journal Office.
- e) Approval of new members of the Association.

- f) Amendments of rules, if any, for consideration and recommendations to the General Body.
- g) Amendments of bye-laws if any.
- h) Resolution brought forward by Local Chapter, if any.
- i) Resolution brought forward by individual members of the Association, if any.
- j) Any other business with the permission of the Chairman.

POWERS AND FUNCTION OF THE GENERAL COUNCIL OF THE ASSOCIATION

15. The Central Council shall be executive authority of the Association and as such shall have powers to carry into effect the policies and programmes of the Association as laid down by the General Body and shall remain responsible thereof. The Central Council shall have the right :
- a) To make regulations and issue instructions for the efficient administration of the Association and for the proper maintenance of its properties and publications.
 - b) To appoint committees, ad-hoc committees and standing committees and when necessary.
 - c) To represent before the Central or State Government or public bodies or any properly constituted authority regarding any matter that affects the interests of the Association as such or that affects the proper growth and development of the specialty and other such discipline related with the management of Palliative Care.
 - d) To consider and decide application for membership, resignation of members, suspension of member of the chapters and the question of taking such disciplinary action as it may deem fit, against any member of the Chapter for misconduct and willful neglect or defeat of notices.

- e) To write off the whole or part of the unrealizable arrears of subscription of members or Central Fund Contribution from the Chapter or other outstanding dues of the Association or its publication as and when considered necessary.
- f) To appoint on salaries and remove, as required, the officers and helpers for the Association.
- g) To fix the rate of traveling allowance to be paid to the office-bearers of the Association and the members of the Central Council and other committees, ad-hoc committee and sub-committees.
- h) To consider all matters and make necessary recommendations of them as far as possible, before these are placed before the General Body for discussion.
- i) To amend the Bye-laws as per Rule 20.
- j) Subject to the provision of Rules and Regulations to exercise all such powers, in addition to the powers expressly given by the rules and bye-laws and do all such acts and things as may deem fit in the interest of the Association.

MEETINGS OF THE ASSOCIATION

The meeting of the Association shall be held at such places and at such times as the Association or the Central Council may appoint. At other times, the Hon. Secretary under the direction of the President shall fix the time and venue of the meetings.

16. Meetings :

- a) Scientific Meetings.
 - b) Annual General Body Meetings.
 - c) Extraordinary General Body Meeting and
 - d) Requisition Meetings.
- a) Scientific Meetings :** To read and discuss on Palliative Care and to arrange lectures, demonstrations and discussions on these subjects.

- b) Annual General Body Meeting :** The Annual GBM of the Association shall be held in the evening of the second day of the Annual Congress. Only bonafide members of the Association shall be allowed to attend the meeting. The agenda of the annual general body meeting shall include the following and in this order.
- i) Election of Chairman of the meeting if necessary (in the absence of the President)
 - ii) Tribute to the members lost during the intervening period.
 - iii) Role call.
 - iv) Confirmation of the proceedings of the previous annual general body meeting.
 - v) Adopting of the report of the
 - 1. Central Office
 - 2. Journal Office
 - vi) Adoption of the audited accounts :
 - 1. Central Office
 - 2. Journal Office
 - vii) To elect office-bearers and Central Council members as per rule 10(e), 12 and 13.
 - viii) To appoint Honorary Legal Adviser.
 - ix) To approve candidate(s) for any fellowship training or exchange programme that may be coordinated by or be available to the Association.
 - x) Any other matter brought forward by the Central Council.
 - xi) Other matter for which due notice was given before.
 - xii) Invitation by the Org Secretary or his/her designate for the next Conference & finalizing the dates & fees for the next Conference.
 - xiii) To decide the venue and tentative dates for the IAPC Conference following the next.
 - xiv) Any other business with the permission of the Chair.

- c) **Extraordinary General Body Meeting** : An Extraordinary General Body meeting may be called at any time by the Hon. Secretary under the direction of the President for any specific purpose of which due notice has been given. So far as proposed alterations or additions to the Memorandum and Rules of the Association are concerned, the meeting can be called after 15 minutes of the General Body Meeting.
 - d) **Requisition General Body Meeting** : A requisition general body meeting shall be held within 90 days of the receipt of the requisition in writing from atleast 25% of the active members of the Association or more than half the members of the Central Council to the Hon. Secretary with a copy endorsed in favour of the President specifying the business to be transacted at the meeting. On receipt of requisition, the Hon. Secretary shall inform the President forthwith and proceed to call such a meeting giving atleast 45 days notice to the members. In case the Hon. Secretary or the President fails to convene such a meeting within 90 days of the receipt of the requisition, the requisitors may themselves convene a meeting at a place of their choice but such a meeting shall be held within 120 days from the date of such delivery of the requisition to the Hon. Secretary and the President. If within 15 minutes from the time appointed for the meeting, a quorum is not present, the meeting (if convened upon requisition of the members) shall be dissolved.
17. In all meetings, except a requisition meeting, if a quorum is not present within 15 minutes of the appointed time the meetings shall stand adjourned for 15 minutes and then meet again to transact the business. If a quorum is not present at the adjourned meeting, the members present, whatever their number shall form a quorum. If there is no quorum at a requisition meeting it shall stand dissolved.
18. Quorum of the meetings shall be as follows :
- a) **The Annual General Body Meeting**
25 or 20% of IAPC members whichever is smaller.

b) The Extraordinary General Body Meeting

25 or 20% of IAPC members whichever is smaller

c) The Requisition General Body Meeting

40% of the total strength of IAPC Members

19. Notice of the Meetings of the Association :
 - i) The Annual General Body Meeting 30 days
 - ii) The Extraordinary General Body Meeting
 - a) For purpose of change in the Memorandum 60 days
 - b) For all other purposes (Ordinarily) 45 days
20. The minutes of all the meetings shall be correctly kept and recorded as early as possible and shall be signed by the Chairman of the meeting and confirmed at the next meeting.
21. No resolution adopted or negated by the General Body Meeting is to be considered at a subsequent meeting unless six months have elapsed.
22. No resolution adopted or negated by the Central Council shall be considered in Central Council Meeting unless either 6 months have elapsed or half the number of the members of the central Council are in favour of such reconsideration.
23. The Chairman of the meeting may, with the consent of the members in the meeting at which quorum is present and shall if so directed by the meeting, adjourn the same from time to time but no business shall be transacted at any adjourned meeting other than the business unfinished at the meeting from which the adjournment took place.
24. All question submitted to a meeting shall be decided (except in cases specially provided for) by a majority of votes as registered by show of hands or in such other manner as the members present or the Chairman of the meeting shall determine.
25. No business shall be transacted at a requisition meeting other than that, for which the meeting is carried for.

26. Notice of all amendments to resolution proposed to be moved at a meeting of the Central Council shall reach the Secretary-General at least 4 months before the date of the meeting.
27. Notice of all motions to be placed before the Annual General Body Meeting shall reach the Secretary-General at least 4 months before the date of meeting.
28. All motions to be brought before the Annual General Body Meeting shall previously be considered by the Central Council and copies of such motions along with the agenda of business of the Annual General Body Meeting shall be sent by the Secretary General to each member of the Central Council at least 30 days before the date of the meeting of the Central Council at which they will be considered.
29. Notice of any amendment to be resolution to be brought forward before the Annual General Meeting must reach the Secretary General at least 4 months before the date of General Body meeting and copies of all the proposed amendments received shall be made available to the members attending the meeting as far possible.
30. Exception of Bye-law 29 may be made under special circumstances at the discretion of the meeting in the case of matters coming up for consideration, in the opinion of the Chairman, deserves immediate attention for valid reasons.
31. No motion or amendment, for which due notice has been given shall be discussed in the meeting unless sanctioned by the President with the consensus of the House.
32. Notice shall be sent to members either personally or by post at their addresses as registered in the books of the Association.
33. Every member shall give notice to the Hon. Secretary Office in writing of any change in address.
34. Any notice, if served by post, shall be deemed to have been served on the day following that on which the same is posted; and in providing such service, it shall be sufficient to prove that the notice was properly addressed and posted.

FUNDS OF THE ASSOCIATION

35. The funds of the Association shall be derived from the following sources :
- a) Membership Subscription and Admission fee of the members enrolled directly under various categories of the Association.
 - b) Central funds contribution from the chapters on account of the members on their roll as per the bye-laws.
 - c) Special contributions or donations raised directly or through the Chapters as per bye-law 12 (d) (iii)
 - d) Income derived from the Journal and other publications of the Association as per Bye-laws.
 - e) Contribution received from the Organizing Secretary of the Annual Congress of IAPC as per Bye-law 12 (d) (iii) and 44 (B) (13) under section “Guidelines for Annual Congress of the Annual Congress must be sent to the Hon. Secretary” at the earliest, at the most within one year after the congress.
 - f) Requests received by legacies from persons who desire to benefit the Association.
 - g) Subscription from affiliated bodies according to the Rules.
 - h) Such other sources as may be authorized by the Central Council or the General Body and as permitted under the law.
 - i) Although the Journal of the Association should be able to sustain on its own and should rather be able to save funds for the Association, however, after going through various reasoning if the General Body so approves, a partial or total financial assistance may be given to the Editor. Approval for this contribution shall be granted by the General Body and the amount to be transferred shall also be determined/ revised by the General Body of Association. This will be subject to the regular publication of the Journal of good standards which shall be distributed by the Journal office to all the eligible members of the Association. A duly audited accounts of the journal office must be maintained as that of the Central Office.

The audited report shall be regularly submitted to the Central Office for circulation amongst its members.

- j) The accounts of the Journal Office will be clubbed along with Central Office for the purpose of Income Tax.

36. **Reserve Fund :** There shall be a Reserve Fund of the Association. At least 25% of the surplus of the Central and Journal Offices each year, shall be credited to this fund in the following year. The Reserve Fund shall only be drawn upon by a special resolution in a meeting of the General Body, notice of which shall have been duly circulated.
37. The Central Office shall, out of the funds of the Association defray all expenses and shall pay rents, salaries, wages and such other charges as may be necessary for carrying on the work of the Association. It shall further provide for the issue of the journal and such other publications as may be authorized and shall be empowered to spend money on scientific investigation, congress, prizes, scholarships and for such other purpose, as it may consider advisable, in furtherance of the objects of the Association with the budgetary provisions.

ELECTION NOTE

38. All election for the post of President, Hon. Secretary, Editor of the Journal and elected council members will take place at the Annual General Body Meeting.
- The Editor and Council members will take office immediately after the General Body Meeting.
 - The President and Hon. Secretary will function as President - Elect and Hon. Secretary elect for one year and will take over office at the end of the General Body Meeting held in the succeeding year.
 - Hon. Secretary shall notify in the news letter or otherwise,

the number of vacancies in the executive council to be filled at the forthcoming election to be held at the time of annual general body meeting.

- Every nomination together within the written consent of the candidate to contest the election, duly proposed and seconded by two life members, shall be sent to the Hon. Secretary under registered cover so as to reach him not later than 30 days before the date fixed for annual general body meeting each year. No nomination will be considered if it has not reached the Hon. Secretary 30 days before the date of elections (day of GBM).
- The Hon. Secretary shall place the nominations received by him before the central council at their annual meeting for scrutiny.
- All nominations found in order by the central council shall be placed before the general body for election.
- In the absence of any valid nominations as stated above, the General Body shall proceed to hold the election of the office bearers from amongst those members present and eligible. All ordinary members whose subscriptions are in arrears before the commencement of the Annual General Body meeting shall not be eligible for voting or nomination for office bearers.
- The nomination can be withdrawn by the candidate before the commencement of election by a written request.
- The election shall be by secret ballot with single non transferable vote per vacancy. The Hon. Secretary shall distribute one ballot paper to each eligible member, ballot papers will be collected and scrutinized by the scrutiny officers nominated by the President. Signing or initialing ballot paper by the voter will make the ballot paper invalid. The result of the election shall be announced by the Hon. Secretary before the conclusion of the Annual General Body Meeting.
- No person can hold a post in the Central Council or stand for election unless he has been a member of the Association for

at least three years on the date of being nominated. In the case of the Post of President of the Association the person must have an uninterrupted membership of the Association for at least seven years on the date of being nominated. For the post of Hon. Secretary the person must have an uninterrupted membership of the Association for at least five years on the date of being nominated.

- In the event of the vacancy occurring amongst the office bearers, viz., the President, Hon. Secretary and Hon. Treasurer and other Central Council members during the course of any year, the existing members of Central Council shall elect the office bearer or office bearers in the vacancy or vacancies and persons so elected shall hold office for the remaining period for which his predecessor would have held the office . Vacancies so filled shall not exceed three during the year.

Office bearers shall cease to hold office :

- When the period of their election is over.
- If by a resolution the General Body decides by a two third majority of its members present that such office bearer or bearers be removed from office.

FUNCTIONS OF OFFICE BEARERS

39. PRESIDENT :

- a) Shall be the overall incharge and controlling authority of the affairs of the Association.
- b) Shall be Chairman of all meetings of the General Body and the Central Council and any committee. He/she shall be ex-officio member of all committees except statutory committees.
- c) Shall preside at the annual congress and all meetings of the Association.
- d) Shall guide and control the activities of the Association.

- e) Shall interpret the rules and bye-laws and decide doubtful points.
- f) Shall in addition to his/her ordinary vote, have a casting vote in case of equality of votes.
- g) Shall undertake tour etc.in the interest of the Association whenever required.
- h) Shall be the main spokesperson for the organisation.
- i) Shall liaison with National & International organisations along with the Hon. Secretary.
- j) Shall contribute actively in promoting and safeguarding the interests, aims and objectives, rules and bye-laws of the Association.

40. HON. SECRETARY :

- a) Shall be incharge of maintaining all IAPC records.
- b) Shall act on behalf of and under the guidance of the President.
- c) Shall conduct all correspondence on behalf of the Association.
- d) Shall have general supervision of accounts and pass all bills for payment.
- e) Shall get prepared by the Honorary Treasurer an annual statement of accounts duly audited by the Auditor for adoption by the General Body.
- f) Shall organize, arrange and convene meetings, congresses, lectures and demonstrations etc.
- g) Shall prepare a budget and present it at the Annual General meeting of the Association.
- h) Shall attend meetings of the General Body, Central Council and keep record of proceedings thereof. The minutes of the general body meeting shall be circulated amongst the members of the Association within 60 days after the General Body Meeting.
- i) Shall be an ex-officio member of all committees.

- j) Shall maintain a correct and up-to-date register of all members of the Association.
- k) Shall organize the Association by encouraging establishment of chapters where they do not exist and by creating a general interest in the Association.
- l) Shall bring any matter which he considers necessary in the interest of the Association to the notice of the General Body and the Central Council for guidance and decision.
- m) Shall undertake tour etc.in the interest of the Association whenever required.
- n) Shall keep upto Rs. 2000/- in imprest account for day-to-day expenses.
- o) Whenever necessary the Hon Secretary shall obtain opinion of the members of the Central Council by correspondence under instructions of the President.
- p) Shall liaison with international and national organizations with the agreement of the President.
- q) Shall see that decisions taken by the Central Committee are carried out by the persons concerned.
- r) Shall edit and distribute the news letters.
- s) Shall contribute actively in promoting and safeguarding the interests, aims and objectives, rules and bye-laws of the Association.

41. **HONORARY TREASURER :**

- a) In collaboration with the Hon. Secretary shall receive all money of the Association and deposit it in a bank or banks approved by the General Body of the Association to the credit of the Association to be operated jointly by the Treasurer, Hon. Secretary and the President (at least two of the three)
- b) Shall be responsible for collection of all subscription and contribution due to the Central Office.

- c) Shall dispose off the bills for payment as sanctioned by the Hon. Secretary only on his written order.
- d) Shall have the right to point out any discrepancy in the order of payment of the Hon. Secretary and refer the order back to him with his remarks. In the event of the disagreement still persisting between the Hon. Secretary and the Honorary Treasurer, the matter shall be referred to the President of the Association for final decision.
- e) Shall be responsible for keeping up-to-date accounts of the Association with all account books posted up-to-date.
- f) Shall get the accounts duly audited by the Auditors of the Association ; Shall prepare an annual statement of the accounts and balance sheet, showing the financial position of the Association, get it audited by the Auditors of the Association and submit the same for adoption by the General Body at the Annual General Meeting.

42. EDITOR-IN-CHIEF OF THE JOURNAL :

- a) Shall be in charge of the Journal of the Association.
- b) Shall recommend the names of the Editorial Board for approval of the General Body.
- c) Shall with the help of the Editorial board be responsible for regular publications and management of the Journal.
- d) Shall with the help of the Editorial Board have the discretion of editing, condensing, correcting or refusing to publish any of the articles and other matters received for publication.
- e) Shall co-ordinate with all scientific/academic/research activities being carried out in the specialty both in India and abroad and link them with the activities of the Association by exchange of information with the Hon. Secretary. Information about such events/activities shall be circulated to all members through the journal.
- f) Shall be responsible for promoting the interests of the

Association by regular publications and wide circulation of a good quality journal.

- g) Shall generate funds for the journal, on behalf of the Association.
- h) Shall contribute actively in promoting and safeguarding the interests, aims and objectives, rules and bye-laws of the Association.
- i) Shall maintain duly audited accounts of the journal and shall submit the report to the Central Office annually and present it at the Annual General Body Meeting.

43. REGIONAL REPRESENTATIVES :

- 1. Shall develop Palliative care activities in their region.
- 2. Shall organize State Chapters within their region.

**GUIDELINES FOR AN ANNUAL CONGRESS OF
INDIAN ASSOCIATION OF PALLIATIVE CARE**

- 44. An annual conference of the Association shall be held between 1st February to 15th February each year. This shall be preceded by a CME programme for at least one day to be followed by the main conferences over the next three days, over a weekend.

A. Choice of Venue :

- 1. Venue for the conference shall be decided two years in advance, by the General Body out of the offers available from various members/host institutions. Attempt shall be made to move across in different regions of the country over subsequent years. Preference shall be given to those areas where an IAPC conference has not been held before, subject to other criteria as mentioned below.

2. As far as possible, conference during the year of important milestones associated with development of Palliative Care and/or that of the Association itself should be held in the capital or at other major cities . If an important international scientific meet or event in Palliative Care is being organized in the country in a given year, attempt shall be made to hold the annual IAPC Congress also either just before or just after the international event at the same place for the convenience of the members.
3. A person offering to host an annual conference of the Association should have adequate infrastructure and manpower available in his/her department and institution at the time of making the offer. He/she would normally be the Chief Organizing Secretary or the Chairman for that Congress. He/she should be an active member of the Association for over 5 years and must have attended at least five annual conferences of IAPC.

B. Organization of the conference :

1. A local organizing committee for the congress shall be constituted by the host institution which shall also have adequate representative of members from other institutions in the city/region. Arrangement for the congress and functioning of the organizing committee , shall be coordinated by the Organizing Secretary who would also constitute other subcommittees and their conveners to organize the scientific programme, trade/scientific exhibition, financial, souvenir, cultural, accommodation, transport and other related arrangement as necessary for the congress. A Treasurer shall be selected who will work in collaboration with the Organizing Secretary and the Chairman to manage the financial matters. The Organizing Secretary with assistance from conveners/members of other subcommittees shall be responsible for all the arrangement for convening and holding of the congress and shall be bound and guided by the directions that may be issued in this connection by the Central Office of the Association. An initial seed money of Rs. 30,000/- may be loaned by the Central Office to the Organizing Secretary of the Congress

to enable the organizing team start its activities. This money must be returned to the Central Office before the start of the conference.

2. The Organizing Committee shall provide facilities (with arrangements for telephone, fax, photocopying and computer etc.) for maintaining an office of the Association viz. Central Council meeting, General body meeting holding selection interviews for various grants, awards and fellowship and or receiving/entertaining various important guests and dignitaries etc. The office of the Association shall be manned by Business Manager or any other person as deputed by the Hon. Secretary. He/she will note down all the requests/suggestions/comments made by the members and provide information, whatever available with him/her, to the members as desired.
3. Registration of the delegates to the congress shall start a day before the main conference and shall continue upto the second day of the conference. The Organizing Committee shall try to raise enough funds, through other sources and keep the registration fee for the delegates as low as possible, especially for those who are members of the Association. As a general guideline, the delegation fee may be kept under the following categories :-
 1. Delegate
 - Doctor
 - Nurse/ Social Worker
 - Volunteers
 2. Associate Delegate
 3. Overseas Delegate
 4. Overseas Associates Delegate
 5. Overseas SACA Delegate

In order to encourage IAPC membership fees for non-members should be higher than that for members.

Except for Honorary members all members must pay registration fees for the Congress.

4. First circular about the conference announcing the dates and other salient features etc. shall be circulated by the Organizing Secretary at least one year in advance i.e. during the preceding year's congress to all the participants and to all the members, by post, immediately after the conclusion of the preceding years' conference. An appeal with an open invitation for participation shall also be made during the valedictory function of the preceding years' conference.

Second circular for registration, alongwith details of fee, accommodation, tentative scientific programme and call for abstract etc. shall be circulated by August.

5. The organizers shall inform the delegates about their registration and accommodation status soon on receiving the form alongwith the fee. Invited speakers and guests shall be communicated well in advance about their accommodation arrangements and about the tentative date and time of their presentation.
6. The CME programme shall be jointly coordinated by the local scientific programme committee and Central Office of the IAPC. The teaching programme in the form of symposia, workshop, teaching lectures shall be jointly presented by the Indian and Overseas experts.
7. A Central Council meeting shall be held before the inaugural ceremony of the Congress. A General Body Meeting of the Association shall be held on the second day of the main congress. The new Executive shall formally take over the full charge at the end of the GBM. A second Central Council meeting shall be held after the Annual GBM and before the valedictory function of the congress.
8. The conference will begin with an inaugural ceremony. Formal Inauguration Ceremony shall generally be held on the first day of the main congress in the morning or on the evening of the day before (after the CME programme). Only in some rare unavoidable situations, shall the formal inaugural ceremony be held after the beginning of the main conference e.g. in the evening of the first day of the conference. The inaugural ceremony shall generally have the following programme :

- a) Vande Matram
- b) Welcome address by the Chairman, Organizing Committee.
- c) Annual Report by the Hon Secretary -IAPC.
- d) Induction of the New President by the outgoing President. If the President elect is unable to attend the Congress due to unavoidable reasons and be inducted as President, then he/she shall be considered as installed in absentia.
- e) Presidential Address
- f) Address by the Head of the Institution.
- g) Any special invitee, representative, if present.
- h) Lighting on Lamp.
- i) Address by the Chief Guest.
- j) Vote of thanks by the Organizing Secretary.
- k) National Anthem.

9. Seating arrangement on the dais shall be below :

- a) Chairman Organizing Committee
- b) Hon Secretary - IAPC
- c) President - IAPC
- d) Chief Guest
- e) President Elect., IAPC
- f) Dean/Head of Institution.
- g) Representative/Office Bearer of Overseas group of any International Society/Association, if present.
- h) Organizing Secretary.

10. All Honorary Members of the Association shall be extended free local hospitality by the organizers of the Congress. They will also not be charged the registration fee for the Congress.

11. All past Presidents of IAPC shall also be extended free local hospitality by the organizers of the Congress.

12. Closing Ceremony/Valedictory Function - shall be held on the evening of the last day after the end of scientific programme.
13. At the end of the conference, all the accounts pertaining to this shall be audited by the local auditors and copy of the audited accounts shall be sent to the Hon. Secretary before the next annual conference alongwith 50% of the net profit.