

GUIDELINES FOR THE FORMATION OF CHAPTERS / BRANCHES

1. Aim & Objectives

The State Chapters / Branches will have the same aims and objectives as that of parent body.

2. Formation

2.1 Chapters

2.1.1 State Chapter: The State Chapters shall be called “Name of the State” State Chapter of Association of Physicians of India. There shall be only one Chapter in each State.

2.1.2 Zonal Chapter: Zonal Chapters, if formed, must have membership from contiguous states and union territories and not from one state/city only. The zone should be in conformity with the Zone of API and should have minimum of 250 members of API.

2.1.3 City Branch: The City branch shall be called “Name of the City” branch of Association of Physicians of India. to open a City branch the required number of members should be at least 25. Formation of a new State Chapter / City Branch / Zonal chapter need approval of the Governing Body of API.

3. Membership

3.1 There may be two categories of Members:-

3.1.1 Life Member: A Life Member of API becomes a Life Member of the State Chapter after paying the subscription/due fixed by the chapter.

3.1.1.1 All Life Members of the API are eligible to become Life members of the State Chapter / City branch under the jurisdiction of which his residence is located after paying the subscription /dues fixed by the chapter / branch.

3.1.1.2 A Life Member of the API may apply for transfer from one State Chapter / City Branch to another if his residence is changed to another state / city.

3.1.2 Associate Life Member:

The State Chapter may admit Associate Life Members as per the provisions of Constitution of API. The Associate Life Members should be Associate Life Member of API.

Associate Life Members are not entitled to vote, contest or hold office or attend General body Meetings of State Chapter / Central API as per the provisions of API Constitution.

3.2 Termination of Membership

3.2.1 If a Life member of the State Chapter ceases to be a Life Member of Central API he will cease to be a Life Member of the State Chapter.

3.2.2. I an Associate Member of the State Chapter resigns or fails to pay subscription by due date, he will cease to be Associate Member of the State Chapter.

4. Management

A. Subject to the rules and regulations of the Associations of Physicians of India each Chapter / Branch shall be free to govern itself and for that purpose to make rules and regulations in accordance with the rules and regulations of API. Such rules and regulations shall be subjected to ratification by the Governing Body of API.

4.1 Year and headquarters

a. The State Chapters may decide the location of its headquarter.

b. The activities year and the financial year would from 1st April to 31st March.

c. That correct nomenclature of the Chapters / Branches be followed to avoid confusion and overlap.

4.2 Chapter / branches should use correct logo and stationery in confirmation with that approved for the parent body.

4.3 All API Chapter / Branches (State / City) shall be under the administrative control of the parent body.

4.4 Chapter / Branches must follow the constitution of the API with regard to membership, elections, functions of the office-bearers and aims and objectives.

4.5 Each Chapter / Branches should have its own article of association and rules and regulations as specified in 4a and 4b and registered with the registrar of societies.

4.6 Any change in constitution of a State Chapter / City Branch / Zonal Chapter required approval of the Governing Body.

4.7 The State Chapter will be managed by an Executive Committee consisting of Office Bearers, elected representative and ex-officio members.

4.8 The head of the Chapter (Zonal / State) or City branches will be designated as CHAIRMAN and not as PRESIDENT.

4.9 A branch must periodically (once in six months) submit a report of its activities to the Headquarter.

- 4.10 There will be meeting between office bearers of API with chairman and secretaries of various branches of API at the annual conference. Agenda, date and time will be fixed by the General Secretary API.

5. Election

Election shall be conducted as per the guidelines contained in the election procedures of the API Constitution. The Branches should have regular elections at least once every two year. It would be the responsibility of the Chairman and the Secretary of the outgoing executive committee to send the notification regarding newly elected office bearers to the parent body. If there is no election for two or more consecutive terms, the branch shall stand dissolved and all money / assets owned by it shall vest with the parent body till alternative arrangements are made. Bankers of the branches must be given a copy of this resolution at the time of opening of the branch or when the office bearers change.

The election of the branch body should be direct with all members offered an opportunity to participate. Number of office bearers would not exceed 10% of the current membership with a minimum of four office bearers.

6. Meetings

- 6.1** The State Chapter may decide to hold Annual or other General Body Meeting, Scientific Meeting or Social Meeting as per their requirements. However, only Life Members of the State Chapters can attend Annual , other General Body Meeting or other business meetings.

6.2 Conferences

6.2.1 All branches of API must organize frequent clinical meetings, conferences, workshops, seminars, symposia, CME Program, refresher courses, lecture series, exhibitions, quiz programmes, updates, community survey program, public-medical professionals program and other program on various aspects of health or any such program which are relevant under particular situation in the ordinary course. However, the governing Body may regulate program if it deems necessary.

6.2.2 The State Chapters may arrange for State Level or Zonal Conference as they may think fit. Rs. 10,000/- from the collection of the conferences will have to be sent to the headquarters of API.

- 6.3** The Chapters and Branches may organize National or International Conferences only in a sub specialty of Medicine. The dates for these conferences shall be at least 4 months before or after the Joint Annual Conference of the Association. 25% of the saving or a minimum of Rs. 15,000/- whichever is higher shall be aid to the Head Quarters of the Association. This pertains to National and International Conferences. Whenever a National or International Conference is organized, a prior permission of the Governing Body shall be obtained and the President and the Honorary General Secretary of the Association shall be invited to such National or International Conferences.

- 6.4 All such scientific meetings of the State/City/Zonal chapter will be given due credit hours as per the guidelines of the “**Blue Book**” of ICP. The scientific program of such meetings should be sent to the Headquarters at least 15 days prior to the date of commencement of the meeting.

7. Property, Money and Accounts

7.1 Property of State Chapter

The State Chapter shall have the power to purchase, construct or acquire on lease or in exchange or hire or receive by gift or otherwise any real or personal property and any rights or privileges necessary for the purpose of the Association and to improve develop, manage, sell lease, mortgage, dispose off, turn to account or otherwise deal with all or any part of the property of the State Chapter / City Branch.

7.2 Income

Income of the State Chapter will be derived from:-

Admission fees, Annual or Life Membership fees as decided by the chapter. The chapter will make its own arrangement to collect the fees.

Donations

Miscellaneous

7.3 Utilization of Funds

Branches shall enjoy complete financial autonomy with regards to the funds collected by them. Each Chapter / branch should make a provisional budget in advance and seek approval from its own general body.

Branches are expected to optimally utilize the resources and it is desirable to send a periodic report about it to the Head Quarters (twice a year).

The State Chapters shall utilize their funds only for the purpose of fulfilling their objects.

7.4 Accounts

Each Chapter / Branch should have its own bank account, PAN, TDS number and 80G certificate. This should be communicated to the parent body as soon as it becomes available. However, the parent body shall not share any financial liability. All tax matters will be the responsibility of the chapter / branch. No proceedings would be permissible against office bearers of the parent body (API) for the lapses of the branches.

7.5 Annual Report

Audited accounts of the branch should be submitted every year to the Head Quarters before September. These will be shown as “annexure” in the report of the API parent body. Only the portion of the money that is physically transferred to the accounts of the HQ shall form part of the letter’s accounts.

Failure to submit audited accounts for two or more consecutive turns without a valid and acceptable reason shall result in dissolution of the branch. “The names of auditors and bankers must be communicated to the HQ”. The HQ shall reserve the right for external audit in case of complaints, if any.

8. Journal

The State Chapter may publish its own journal / newsletter.