

**Association of Physicians  
of India  
Karnataka Chapter**



**CONSTITUTION**

# 16/F, A.P.I. Bhavana  
Millers Tank Bed Area  
Vasanthanagar, Bangalore - 560 052  
Ph.: 2235 3525, Fax : 4149 4070  
e-mail : apikarnataka@gmail.com  
Website : www.apikarnataka.org



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## EXECUTIVE COMMITTEE FOR YEAR 2015 - 16

Dr. Y. J. Visweswara Reddy      **CHAIRMAN**  
Bangalore      093918 33735

Dr. H. Basavana Gowdappa      **IMMEDIATE PAST CHAIRMAN**  
Mysore      98451 15962

Dr. Raveendra K.R.      **CHAIRMAN ELECT**  
Bangalore      94481 34587

Dr. R.P. Buden      **VICE - CHAIRMEN**  
Bangalore      91641 93277  
Dr. Suresh V. Sagarad      Raichur      94481 39339  
Dr. M. Suresh Babu      Mysore      94480 52680

Dr. M. Ravi Keerthy      **HON. SECRETARY**  
Bangalore      98452 95227

Dr. J. Sharanappa      **HON. TREASURER**  
Bangalore      94489 24466

**EXECUTIVE COMMITTEE MEMBERS**

|                     |          |                        |                 |
|---------------------|----------|------------------------|-----------------|
| Dr. Hariprasad.S    | Raichur  | Dr. B. Ramesh          | Bangalore       |
| Dr. V. K. Bhagavati | Haveri   | Dr. Babruwad Ramesh    | Hubballi        |
| Dr. M.S. Biradar    | Bijapur  | Dr. Nagesh. K          | Channarayapatna |
| Dr. R.B. Ghanti     | Hubballi | Dr. A.R. Devaraddi     | Jamkhandi       |
| Dr. V. Lakshmaiah   | Kolar    | Dr. Kothiwale Veerappa | Belgaum         |

**ORG. SECRETARIES KAPICON**

|                           |             |                   |
|---------------------------|-------------|-------------------|
| Dr. Basawaraj Mangshetty, | 94481 30138 | Gulbarga (2016)   |
| Dr. Rajesh M.Honnutagi,   | 98440 88287 | Vijayapura (2015) |

**BUILDING COMMITTEE / PATRONS**

|  |                |
|--|----------------|
| Dr. Brig. A.S. Kasthuri. VSM, (Retd.) Chairman | Dr. M. Maiya   |
| Dr. K. Ravi, Hon Secretary & Treasurer         | Dr. H.S. Hande |

**JIM 3R EDITOR**  
Dr. M. Premanath, 99725 25114 (M) premanath.manjunath@gmail.com

**CREDENTIAL COMMITTEE**

|                           |          |                    |        |
|---------------------------|----------|--------------------|--------|
| Dr. V. Channaraya         | Chairman | Dr. D. Govindappa, | Member |
| Dr. P.V. Venkataramanappa | Member   |                    |        |

**EX. OFFICIO PAST SECRETARY**  
Dr. K. Ravi      Bangalore

**SPECIAL INVITEE**  
Dr. P. Chandrasekhara      Bangalore

**Co-Opted Members**

|                     |           |                       |           |
|---------------------|-----------|-----------------------|-----------|
| Dr. M. Srinivasa    | Mysore    | Dr. M. Narayana Swamy | Bangalore |
| Dr. J.V. Rajashekar | Tumkur    | Dr. K.C. Shashidhara  | Mysore    |
| Dr. B.C. Prakash    | Bangalore |                       |           |

## **FOREWORD**

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Date : 1st Dec. 2015

Dear Members,

We are happy to present the new version 1.2 of our constitution duly incorporating the amendments as adopted in the Annual General Body Meeting held on 17th May 2014, at Hubballi (Hubli) and on 13th June 2015, at Vijayapura (Bijapur).

The Constitution of the API shall be followed in spirit and action for the benefit of humanity at large.

Every member of API, Karnataka Chapter may please keep the copy of the constitution booklet for ready reference.

**Dr. Y. J. Visweswara Reddy**  
Chairman  
API Karnataka Chapter

**Dr. M. Ravi Keerthy**  
Hon. Secretary  
API Karnataka Chapter

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# **ASSOCIATION OF PHYSICIANS OF INDIA KARNATAKA CHAPTER**

## **CONSTITUTION**

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*(Registered S.No. 245/75-76/Dated 10.11.1975 under the Karnataka Societies Registration Act No. 17- of 1960)*

**AMENDED CONSTITUTION AS ADOPTED IN ANNUAL GENERAL BODY MEETING HELD ON 17th MAY 2014, AT HUBBALLI (HUBLI) and ON 13th JUN 2015, AT VIJAYAPURA (BIJAPUR)**

### **PREAMBLE**

In the year 1975 senior Physicians of Bangalore who were members of the Association of Physicians of India, felt the need of an organization to conduct scientific activities in the field of medicine in Bangalore and Bangalore Chapter of API was started under the leadership of Dr. K.S. Shadaksharappa and later on redesigned as API, Karnataka Chapter.

### **PART I : MEMORANDUM OF ASSOCIATION**

1. The name of the Association is "The Association of Physicians of India, Karnataka Chapter".
2. The registered office of the Association shall be situated at Bangalore.
3. The Headquarters of the Association shall be at Bangalore.

The Registered office is situated at API Bhavana, # 16/F, Millers Tank Bed Area, Vasantha Nagar, Bangalore - 560 052.

#### **4. AIMS AND OBJECTIVES**

- 4.1 To encourage and advance the knowledge, study and practice of the science of medicine in all ways.
- 4.2 To encourage basic and clinical research including experimental work in the science of medicine.
- 4.3 To organize, establish, conduct, supervise and assist institutions for promoting either directly or indirectly the study of and research in problems relating to the science of medicine.
- 4.4 To hold meetings, conferences, exhibitions, study circles or gatherings for the study and discussion of problems relating to and allied with the sciences of medicine.
- 4.5 To provide instruction, education and financial assistance to deserving persons in the science of medicine in all suitable ways.
- 4.6 To make pecuniary grants by way of scholarships, donations, subscriptions, allowances, and otherwise to and for the benefit of deserving students, scholars and other persons who are worthy of receiving such grants by reasons of their skill and proficiency in the science of practice of medicine or their service to the cause of promotion of learning, research and practice of the science of medicine.
- 4.7 To award prizes and medals or other certificates or diploma of proficiency in the science of medicine to persons found fit. The scholarship and fellowship can be awarded to both MD (General medicine) and DNB (General medicine) students of Karnataka Domicile for such training in any institute acceptable to the chapter. Academic wing/credential committee of the association will periodically review the same to make suitable changes.
- 4.8 To make rules, prescribing standards of professional conduct of members of the Chapter.
- 4.9 To establish and maintain libraries and reading rooms, website and physician Club.

- 4.10 To print, publish, distribute or sell books, pamphlets, notices, pictures and periodicals, Journal of Internal Medicine: Research, Reviews, Reports (JIM 3R), newspapers or magazines or any other literature on any matter concerning or relating to the science of practice of medicine or the life or work of, eminent persons.
- 4.11 To suggest, study, criticize or otherwise advise on, or take part in, the framing of laws affecting the science of practice of medicine, medical education, health policies and health care activities.
- 4.12 To promote esprit de corps among persons studying or practicing the science of medicine and to promote good feelings between them and members of general public or public authorities.
- 4.13 To co-operate and associate with other associations or individuals to promote the objectives of the Chapter.
- 4.14 To construct, provide, regulate and maintain buildings, rooms or other structures for the purpose of the Chapter and to alter, add to or remove any of them.
- 4.15 To receive any gift or legacy of moveable property (including money) either with or without conditions to promote the objectives of the Chapter.
- 4.16 To acquire by purchase, lease, or otherwise, any property, rights, or privileges for the purposes of the Chapter.
- 4.17 To sell, improve, manage, develop, mortgage, lease or let, under lease or sub-let, dispose of, turn to account or otherwise deal with, all or any part of the property of the Chapter.
- 4.18 To act as trustees, agents or managers of property endowed by any persons for objectives of or similar to those of the Chapter.
- 4.19 To draw, make, accept, endorse, execute, negotiate, purchase, lend money upon, discount, hold and dispose of cheques, promisory notes, bills of exchange, drafts and other instruments and to cancel or vary such instruments.



- 4.20 To lay out, advance, invest, and deal with the Chapters moneys with or to such person and in or upon such investments, securities and generally in such manner as may from time to time be determined.
- 4.21 To engage such officials, servants or other person as may be found necessary or convenient for the conduct and management of the affairs of the Chapter.
- 4.22 To make bye-laws, rules and regulation of the Chapter and to delete, change, or add to the same, from time to time.
- 4.23 To do all such other acts as may be necessary, incidental, conductive or convenient to the attainment of the above objectives or any of them

## **PART II : RULES AND BYE - LAWS**

### **5 DEFINITION AND ABBREVIATIONS**

Unless otherwise specified in succeeding paragraphs,

- (a) "Association" means the Association of Physicians of India,
- (b) "Chapter" means The Association of Physicians of India (API), Karnataka Chapter.
- (c) "Head quarters" means the head quarter of the Chapter at Bangalore,
- (d) "Journal" means the Journal of Internal Medicine: Research, Reviews, Reports (JIM 3R).
- (e) "Executive committee" means the Executive committee of the Association of Physicians of India, Karnataka chapter,
- (f) "Credential Committee" means the Credential committee of API, Karnataka chapter,
- (g) "Organizing Secretary" means Organizing Secretary of state annual conference of the Chapter.
- (h) "Office Bearer" means a person holding the office of Chairman, Chairman-Elect, Vice Chairmen, Hon. Secretary, and Hon. Treasurer in the Executive committee.

## **6. MEMBERSHIP**

- 6.1 The membership of the Chapter shall be of three categories, Viz,
- (a) Life Members,
  - (b) Associate Members,
  - (c) P.G. student Members.

6.2 Eligibility Criteria for Various Categories of Memberships:

### **6.2.1 LIFE MEMBER :**

Shall be an A.P.I. member (Central) and with a Post. Graduate degree MD/ DNB or equivalent in Internal Medicine from any university or institution recognized by the Medical Council of India or National board of examinations, approved by the Executive Committee of the Chapter provided he/she is not engaged in general or dispensing practice. Internal medicine includes specialties such as Cardiology, Gastroenterology, Chest and TB, Endocrinology, Geriatrics, Neurology, Intensivists, Infectious Disease, Allergy, Nephrology, Immunology, Rheumatology, and others approved by the Executive committee. Life membership shall be open to citizens of India only.

### **6.2.2 ASSOCIATE MEMBER :**

Post Graduate Medical Doctor other than MD / DNB medicine from any Institution or University recognized by the Medical Council of India, National Board of Examinations, Universities or institutions approved by the Executive Committee and also persons who have obtained Diploma/ Fellowships approved by MCI / NBE / University (Fellowship should not be less than 1 year) approved by the Executive Committee. He need not be a central API member. Persons with foreign Internal Medicine degree and practicing Internal Medicine in India can be admitted as Associate Member. They shall have neither voting right nor shall they contest any positions in the Executive committee. (No fresh enrollment for this category from Internal Medicine specialty from 01.06.2001.)

### **6.2.3 POST GRADUATE STUDENT MEMBER :**

- (a) PG students of General Medicine, and DNB General Medicine and its allied specialties (Medical Degree Act. Clause 2. Act VII) and under training for post graduate degree/ Diplomate of National Board in medicine could be enrolled as post graduate student member of the Chapter (without a right to propose, second or to vote or to hold office).
- (b) He/she can be member of Association of Physicians of India, Karnataka Chapter, under this category for a maximum period of 3 years or till they obtain their post graduate degree/ Diploma whichever is earlier.

### **6.3 MEMBERSHIP PROCEDURE :**

- 6.3.1 The membership application shall be in the form prescribed by the Executive Committee and shall be duly proposed and seconded by existing valid members. It shall be accompanied by documentary evidence of eligibility, qualification and prescribed fees by Cheque/Demand Draft/Cash payable at Bangalore along with two pass port size photograph and degree certificate.
- 6.3.2 The Executive Committee is the final authority to admit applicants to all categories of membership. The Executive committee shall, also accept the resignation from membership, as also cessation of membership for any reason with or without conditions.

### **6.4 MEMBERSHIP FEES : (Membership fee is nonrefundable)**

Subscription to Chapter will be revised as and when the General Body finds it necessary.

### **6.5 CESSATION OF MEMBERSHIP :**

The Executive Committee by 2/3 majority of total Executive Committee members may remove the name of any member from the register of members for gross misconduct after sending him/her a notice by registered post and giving him/her a proper and reasonable opportunity to defend himself/herself and a hearing in person. Such action of the Executive Committee shall be subject to ratification by 2/3 members present at the General Body meeting of the Chapter.

## **6.6 REGISTER OF MEMBERSHIP :**

A Membership register containing the names and addresses, Photos, and telephone/fax/e-mail numbers of members shall be kept at headquarters of API (KC). On receiving information from members, all changes in the status of members including their citizenship or their addresses taking place from time to time, shall be recorded in the register. It is updated and published once in 3 years. Names of new / deleted members are to be published in JIM 3R once in a year in its conference issue.

## **6.7 PRIVILEGES OF MEMBERSHIP :**

All life members shall be entitled to participate in all activities of the Chapter. The right to vote shall rest with the life members only, but only 12 months after becoming a member. All life members shall have the privilege of registration for the annual conference at a reduced rate. All types of members shall receive a free copy of the Journal JIM 3R.

## **7. EXECUTIVE COMMITTEE**

7.1 The affairs of the association shall be managed by its Executive committee. The Executive committee shall consist of the following office bearers and members.

|   |  |
|---|--|
| (a) Chairman  | 1  |
| (b) Immediate past Chairman   | 1  |
| (c) Chairman Elect  | 1  |
| (d) Vice chairmen   | 3  |
| (e) Honorary Secretary  | 1  |
| (f) Honorary Treasurer  | 1  |
| (g) Dr.M.Maiya and Dr.H.S.Hande   | Permanent Invitees                       |
| (h) Executive committee members   | 10                                       |
| (i) Co-opted members  | 5 (At least 3 from<br>outside Bangalore) |
| (j) Immediate past Secretary  | 1  |
| (k) Special Invitees: Present Governing<br>council members / office bearers<br>of API (Central) from Karnataka. |  |
| (l) Editor – JIM 3R   | 1  |
| (m) Immediate past and present<br>Organizing Secretary of State<br>Conference-KAPICON (Ex-officio).             |  |

**Note:**

1. The Secretary and the Treasurer shall be from headquarters.
2. Co-option of members to the Executive Committee will be done during the first Executive Committee meeting after the General Body meeting.

**7.2 EXECUTIVE COMMITTEE:**

**7.2.1 Eligibility:**

- 7.2.1.1 Executive committee members : 2 years membership of the Chapter.
- 7.2.1.2 Secretary : At least one time as Executive committee member.
- 7.2.1.3 Treasurer : At least one time as Executive committee member.
- 7.2.1.4 Vice Chairmen : At least 2 years as Executive committee member. At least one of them should be from outside Bangalore.
- 7.2.1.5 Chairman : At least 3 years as Executive committee member.

**7.3 TENURE AND TERMS:**

- 7.3.1 Chairman : Only once (i.e. 1 year)
- 7.3.2 Vice chairman : 2 Terms not to exceed 2 years  
(continuously or Interrupted)
- 7.3.3 Honorary Secretary } Can serve for not more than 2 terms.  
7.3.4 Honorary Treasurer } (i.e. 4 years) Consecutive or otherwise
- 7.3.5 Executive committee member: 3 years interruptedly or continuously.
- 7.3.6 The tenure of all the Office Bearers and the Executive committee members shall be for one year only or from one General Body Meeting to next General Body Meeting except the Hon. Secretary and Hon. Treasurer who shall hold the office for 2 years.

#### **7.4 Order of Precedence and Protocol**

1. Chairman.
2. Immediate Past Chairman.
3. Chairman Elect.
4. Vice Chairmen as per seniority.
5. Hon. Secretary.
6. Hon. Treasurer.
7. Executive Committee Members.
8. Organizing Secretary KAPICON.
9. Building Committee Members.
10. Editor JIM3R.
11. Credential Committee Members.
12. Permanent Invitees.
13. Special Invitee.
14. Co-opted members.

#### **8. ELECTION PROCEDURE**

- 8.1 The elections shall be held for Chairman-Elect, three Vice-Chairmen and ten Executive Committee members, Honorary Secretary, and Treasurer.
- 8.2 Elections shall be held for Honorary Secretary and Treasurer once in two years. For all the other posts elections shall be held every year.
- 8.3 The Honorary Secretary shall send the information to API members through Post and putting it on official website, regarding vacancies in the Executive Committee and Inviting nominations for these vacancies by 28<sup>th</sup> February of every year.
- 8.4 The nomination paper which shall set out the candidate's name and address and the office for which the candidate is nominated shall be proposed by one valid Life member, seconded by another valid Life member and duly signed by the candidate signifying his/her willingness to contest for the election and to serve in the Executive Committee if elected.

- 8.5. Nomination paper must reach the Honorary Secretary not later than 20<sup>th</sup> March every year.
- 8.6. The nomination paper must be accompanied by a demand draft of (an amount as decided by the Executive Committee from time to time) Rs.500/ (Rupees Five hundred only) favoring "Association of Physicians of India Karnataka chapter" payable at Bangalore. A nomination paper not accompanied by a demand draft of Rs. 500 shall be deemed invalid.
- 8.7. A bio data of the contesting candidate not exceeding 200 words may accompany the nomination. Excess of bio data beyond the two hundred words shall be deleted. Canvassing in any form or in favour of the candidate shall not be permitted.
- 8.8. Each candidate shall declare in the specifically provided column in the Nomination form, the period of his/her having served the governing Body.
- 8.9. The Election shall be conducted from the headquarters at Bangalore. An Election Committee consisting of Chairman-Elect who will be the Chief Electoral Officer, Hon. Secretary and one member from the head quarters nominated by the Executive Committee (who are not contesting elections) shall conduct the Election. Any member contesting in the election shall not be part of the Election Committee.
- 8.10. The election process shall be conducted under the supervision of the Chief Electoral Officer who shall be solely responsible for initiating and conducting the elections as per API Rules and Regulations in force. No other official of the API shall have any role to play once the election process with inviting nominations for various posts is set in motion. In case the Chief Electoral Officer needs any Clarification and guidance, he shall seek the guidance from the Chairman, and if still need be from the Executive Committee and he shall be answerable to the Executive Committee on this account.

- 8.11. The Hon. Secretary shall inform the contesting candidates of all the nominations received for the post they are contesting by Speed Post / Registered Post and e mail wherever available. He will also be informing the candidate that their nominations are valid or not and giving reasons for the same. If a candidate wishes to withdraw his/her nomination, he/she should inform the Honorary Secretary in writing on or before 27<sup>th</sup> March of the year.
- 8.12. In case of a contest for any post the Hon. Secretary shall send Ballot Paper to the members for voting by 15<sup>th</sup> April of the year by Registered Post by Indian Post only. The Ballot Paper shall have an API Election Hologram affixed on it. The ballot papers should bear the signatures of the Honorary Secretary and Chairperson of the Election Committee. *The Ballot Paper with Serial No. written on its back shall be sent to the member along with Envelope bearing same Serial No. with his Name and Address along with provision for putting his signature by the member at the time of sending his Ballot Paper to API Office after he/she has cast his/her vote.* Canvassing in any form and collection of Ballot papers by contesting candidates and/or others is not allowed. If any candidate/member is found indulging in the same, he/she shall be disqualified from the election and shall be debarred from contesting election for the next three consecutive years.
- 8.13. The Members should return the Ballot Paper after casting their vote to the Office by 30<sup>th</sup> April by India Post only and the Ballot Paper should be posted by the voter himself/herself from the city of his/her residence or nearby area. Ballot Papers received "By Hand" will not be accepted.
- 8.14. If the deadline for any of these procedures falls on a Sunday or a Bank holiday, the next working day shall be deemed to be the deadline.
- 8.15. Counting should be done within 7<sup>th</sup> May. The ballot papers shall be opened and counted by the Election Committee in the presence of the contestants / their authorized representatives



who are members of API and whose signature shall be obtained on the Election Committee Report. Before counting, the Election Committee shall record the details of ballot papers printed, posted, received, undelivered from the post office and returned by the voters. The committee on the spot shall immediately decide objections or complaints if any from the candidates or their authorized representatives. The results shall be declared at the end of counting of votes and announced in the notice board at API office and also in the official website. The report shall be placed before the Executive Committee for intimation.

- 8.16. Any Executive Committee Member may resign his/her position by communicating the same in writing to the Hon. Secretary or the Chairman. The resignation shall take effect from the date of its acceptance by the Executive Committee.
- 8.17. Any Executive Committee member who ceases to be a valid member for any reason shall be deemed to have vacated his office in the Executive Committee
- 8.18. All vacancies in the Executive Committee except that of Chairman Elect/ Chairman whether occurring as a result of uncontested position or otherwise shall be filled by the Governing Body. The Honorary Secretary shall issue an urgent short notice in the monthly meeting notice inviting nominations and providing time for withdrawals. The valid nominations shall then be placed before the Executive Committee in the immediate succeeding meeting for electing the incumbents
- 8.19. In the event of vacancy arising for the office of Chairman Elect, a fresh election by postal ballot shall be held. The Honorary Secretary shall issue a notice inviting nominations providing one month for the nomination; 15 days from the last date of nomination for withdrawal; and not less than 1 month for balloting and return of ballots. The counting of votes and declaration of result shall be done by a committee of the Secretary, Treasurer, and presided over by the Chairman. For a vacancy occurring in the office of Chairman, no fresh elections shall be held and the senior most

Vice Chairman shall perform the duties of the Chairman. For any other unforeseen eventuality, the Executive Committee shall take an appropriate decision. For this act, the period of Vice Chairman will not be considered as term of chairman for future election. To fix the seniority of the Vice Chairman following criteria in descending order to be considered.

- a) Number of votes secured if elections have been held.
- b) Seniority in the membership of API Karnataka Chapter.
- c) Age.

## **9. ELECTION DISPUTES**

- 9.1. In the first instance, any complaint pertaining to any process of election, if any, except counting of ballots must be lodged with the Chief Electoral Officer along with documentary proof of any irregularity before the start of the counting procedure. No complaint other than that of the counting procedure shall be entertained once the counting procedure has started. Complaints pertaining to the counting procedure or counting irregularities, if any, must be lodged in writing by the contestant or his representative with the Chief Electoral Officer during the counting procedure or immediately after the counting has been completed or within fifteen days after the completion of counting.
- 9.2. An Election Redressal Committee comprising of the Chairman, two immediate Past Chairmen and Chief Electoral Officer would review the evidence provided by the complainant and would give its ruling within 15 days.
- 9.3. If the complainant remains unsatisfied with the decision of the Election Redressal Committee, he/she may ask for hearing by the Panel of Arbitrators.
- 9.4. The Panel of Arbitrators shall comprise of
  - (a) Chairman
  - (b) Retired High Court /district Judge / Eminent Jurist
  - (c) Past Chairman

- 9.5. The arbitration proceedings shall be conducted in accordance with the Indian Arbitration and Conciliation Act, 1996. (as amended)
- 9.6. The seat of Arbitration shall be at the Head Quarters of the Association at Bangalore.
- 9.7. The decision of the panel of Arbitrators shall be final and binding on all parties.
- 9.8. The Executive Committee of the Association shall determine the fees payable to the non API arbitrators.
- 9.9. The fees payable to the Arbitrators shall be borne in equal proportion by the contesting persons.

## **10. MEETING**

- 10.1. **GENERAL BODY** : The Chairman shall preside over all meetings of the Executive Committee, General Body and Orations. If the chairman is not present one of the Vice Chairmen in order of seniority or in their absence, one of the life members present at the meeting shall be elected by members, as chairman of the meeting.
- 10.2. **ANNUAL GENERAL BODY MEETING :**
  - 10.2.1 The Annual General Body meeting of the Chapter shall be held within 9 months after the expiry each year on a day, time and place to be fixed by the Executive Committee. The notice and agenda for the Annual General Body meeting shall be posted at least 21 days in advance of the date fixed. Last executive committee should meet one month prior to annual conference.
  - 10.2.2 The Executive Committee shall submit to the General Body an Annual Report of the proceedings of the Executive Committee and report of its sub-committees, if any, and of the activities of the chapter for the year together with an audited copy of balance sheet, income and expenditure account of the chapter and an abstract of receipt and disbursements during the year, and the report of the Auditors if any, for their approval.

- 10.2.3 The Chairman may whenever he thinks fit, and shall upon a requisition made in writing and signed by not less than 50 Life members of the chapter, convene a Special General Body meeting at such place as he/she may decide. Any requisition made by the members shall state the objectives of the Special meeting proposed to be called.
- 10.2.4 The Hon. Secretary shall, upon receipt of such a requisition proceed to convene under orders of the Chairman, a Special General Body meeting which shall be held within 30 days from the date of receipt of such requisition, at a place and time fixed by the Chairman. At such special General Body meeting, only the business for which notice has been given or such questions as naturally arise thereon, shall be discussed.
- 10.2.5 Any member desiring to move a resolution at the Annual General Meeting shall give notice of the same in writing to the Secretary at least 10 days before the date fixed for the General Body meeting.
- 10.2.6 Fifty members present at a General Body meeting shall be the quorum for that meeting.
- 10.2.7 If within 10 minutes from the time appointed for a General Body meeting, there is no quorum, the meeting, if convened on the requisition of members shall be dissolved, and in any other case, shall stand adjourned, for 10 minutes and will meet on the same day and at the same place.
- 10.2.8 The person presiding at the General Body meeting may adjourn the same from time to time and from place to place; but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting for which the adjournment took place.
- 10.2.9 No quorum shall be necessary for any adjourned General Body meeting.
- 10.2.10 Subject to the law for the time being in force, the resolutions passed in a General Body meeting shall be given immediate effect to, by the officers of the chapter unless stated otherwise.

### **10.3 EXECUTIVE COMMITTEE MEETING :**

- 10.3.1 The Executive Committee meeting shall meet at such times as may be necessary for the transaction of business of the Chapter (not later than once in three months and last meeting one month prior to annual conference).
- 10.3.2 A meeting of the Executive Committee is convened by the Hon. Secretary with the consent of the Chairman.
- 10.3.3 The Hon. Secretary shall convene a special meeting of the Executive Committee upon a requisition in writing signed by not less than 7 members of the Executive Committee thereof. At least one week previous notice shall be given to the members of the Executive Committee for an ordinary meeting of the Ex. Committee. An urgent meeting may be called at a shorter notice.
- 10.3.4 Seven members of the Ex. Committee shall be the quorum for meeting of the Executive Committee. If there is no quorum within 15 minutes after the appointed time, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned for 10 minutes and meet in the same place and on the same day. For such an adjourned meeting a quorum will not be necessary and may transact the business for which the meeting was called.
- 10.3.5 If the Chairman or the Executive Committee so directs any business of the Executive Committee may be transacted by circulation instead of at a meeting.
- 10.3.6 If any Executive Committee member does not attend at least 2 Executive Committee meetings in a year, he shall not be eligible to contest election for the next 3 years.
- 10.3.7 Every question submitted to a meeting of the Executive committee or of the General body shall be decided according to the majority of the votes cast by the members present and voting at such meeting. In case of equality of votes the person presiding shall have a second or casting vote in addition to his vote as a member. Any notice, required by these rules may be given by sending an ordinary post, a prepaid letter to the address mentioned in the register of members and the same shall be deemed to have been received by the addresses on the date on which it would have reached him in the ordinary course of postal delivery.

## **11. MANAGEMENT**

- 11.1 The Management of the Chapter shall be vested in the Executive Committee, who in addition to the powers by these Rules expressly conferred upon them may exercise all such powers, and do all such acts and things as may be exercised or done by the Chapter and are not hereby or by law expressly directed or required to be exercised or done by the Chapter in General Body meeting.
- 11.2 Without prejudice to the General powers hereby conferred, the Executive Committee shall have the following powers, that is to say power,
- 11.2.1 To acquire by purchase, lease or otherwise for the Chapter any property, rights, or privileges which the Chapter is authorized to acquire at such price and generally on such terms and conditions as they may think fit.
- 11.2.2 To enter into all such negotiations and contracts and resent and vary all such contracts and execute and do all such acts as they may consider expedient for or in relation to any of the properties, rights and privileges or the purposes of Chapter.
- 11.2.3 To borrow or secure the payment of any sum or sums of money for the purposes of the chapter.
- 11.2.4 To institute, conduct, defend, compound or abandon any legal proceedings by or against the Chapter or otherwise concerning the affairs of the chapter and to compound and allow time for payment or satisfaction of any debts due and of any claims or demands by or against the chapter.
- 11.2.5 To refer claims or demands by or against the chapter to arbitration and to observe and perform the awards.
- 11.2.6 To make and give receipts, releases and other discharges for money and all and any other materials, articles and things due to or intended for the chapter.

- 11.2.7 To incur all necessary expenses for the maintenance and carrying out of the objectives and intentions of these rules and memorandum of the chapter.
- 11.2.8 To appoint and at their discretion remove or suspend such managers, clerks, agents and servants for permanent, temporary or special services as they may from time to time think fit, and to determine their powers and duties and fix their salaries, emoluments and demands, security in such instances and to such amount as they may think fit.
- 11.2.9 To appoint committees and to delegate, subject to such condition as they may impose, any of their powers to such committees or such member or members of their body as they may think fit and to revoke from time to time such delegation. The tenure of such subcommittee shall be not more than 3 years. However it may be further extended if the Executive Committee finds it necessary.
- 11.2.10 To nominate a chairman and a convener from among the members of such a committee. The chairman will preside at such committee meeting and Secretary shall be responsible for convening, keeping, accurate minutes for forwarding the reports of these committees to the Executive Committee. The chairman and Hon. Secretary will be Ex-officio members of these committees.
- 11.2.11 To make, vary and repeal bye-laws for the regulation of the business of the Chapter, its officers, managers, clerks, agents and servants.

## **12. PROPERTY, MONEY AND ACCOUNTS**

- 12.1 The property, movable or immovable, belonging to the Chapter shall vest in the Executive committee.
- 12.2 No sale, exchange, mortgage lease or other transfer of immovable property belonging to the committee shall be valid unless at least the chairman or any one of the Vice-Chairmen and the Hon. Secretary shall execute the document of transfer. All moneys of the chapter shall be deposited and / or invested.

- (a) In approved Bank or Banks.
  - (b) In Government and other negotiable trustee securities or in any other mode permitted under the Act or in accordance with the administrative orders of Government from time to time.
- 12.3 Accounts and other investments in the name of the chapter shall be operated by Hon. Secretary and Hon. Treasurer and each document being signed by both of them.
- 12.4 Apply for Income – Tax exemption and other formalities as required.
- (a) Investment Clause: The funds of the chapter shall be invested in the modes specified under the provisions of section 11(5) of the Income Tax Act 1961 as amended from time to time.
  - (b) Accounts Clause: There shall be maintenance of all accounts of the chapter regularly. The accounts shall be duly audited by the Chartered Accountant. Every year, the accounts shall be closed by 31<sup>st</sup> March.
  - (c) Amendment Clause: No amendments to the Memorandum of Association / laws / Rules and Regulations shall be made which may prove to be repugnant to the provisions of Section 2(15) 11, 12 and 13 and 80G of the I.T. Act 1961 as amended from time to time. Further, NO AMENDMENT SHALL BE CARRIED OUT WITHOUT THE PRIOR APPROVAL OF THE COMMISSIONER OF INCOME – TAX.
  - (d) Dissolution Clause: In the event of dissolution or winding up of the chapter, the assets remaining as on the date of dissolution shall under no circumstances be distributed among the Members of the Executive Committee / Governing Body, but the same shall be transferred to another charitable Trust / Society whose objectives are similar to those of this chapter and which enjoys recognition under section 80G of the Income Tax 1961 as amended from time to time.



- (e) The Society formed shall be irrevocable.
- (f) The benefits of the Society shall be owned by all irrespective of caste, creed or religion.
- (g) The assets and the income of the Society shall be solely utilized for the achievement of its objectives and no portion of it shall be utilized for payment to the members by way of profit, interest, dividends etc.

### **13. DUTIES OF THE OFFICE BEARERS**

#### **13.1 CHAIRMAN :**

The chairman shall guide the activities of the chapter and further the aims and objectives of the chapter. The chairman may allocate all or any of the power and duties under this or any other clause of these rules to the Hon. Secretary. He shall preside over all the meetings.

#### **13.2 VICE CHAIRMEN :**

They will act according to the duties assigned by the chairman (Duties to be specifically-allotted) and help the chairman actively to further the aims and objectives of the chapter in general.

#### **13.3 HON. SECRETARY :**

Subject to the control and regulation of the Executive committee the Hon. Secretary shall be responsible for carrying out the directions and decisions of the Executive committee. In particular, the Secretary shall.

- (a) Convene meeting of Executive committee / General Body whenever necessary or called upon to do so.
- (b) Have administrative control over all the affairs of the chapter.
- (c) Keep accurate minutes of all the meetings of the chapter and Executive committee.
- (d) Prepare the annual report of the chapter.
- (e) Be the custodian of the furniture, library and all documents and other assets of the chapter.

(f) Collect all dues of the chapter and pay in all such amounts into the bank account of the chapter and inform the treasurer once in every month of the money so paid.

(g) Make disbursements and maintain vouchers, provided that any expenditure exceeding certain sum in a month to be decided from time to time by the executive committee shall be made after obtaining the sanction of Executive committee.

(h) Perform such duties as are incidental to his office.

(i) All notices, communications, letter, memoranda and other papers whether they are acts of the Ex. Committee or of the general body shall be signed or authenticated by the Hon. Secretary and when so signed or authenticated shall be conclusive.

**13.4 HON.TREASURER :**

The treasurer shall maintain true accounts of the fund and other assets of the chapter and funds and assets connected with or in any way controlled by the chapter. He will perform the duties of Hon Secretary in his absence. He shall be member of all subcommittees which involves financial matters.

**13.5 CHAIRMAN ELECT :**

He/She act according to the duties assigned by the chairman and help the chairman actively to further the aims and objectives of the Chapter. Chairman elect shall be a member of all subcommittees. He will be the chief electoral officer to conduct elections.

**13.6 AUDITOR :**

Once at least in every year the accounts of the chapter shall be examined and audited and their correctness ascertained by a chartered accountant appointed for the ensuing year by the members at Annual General Body meeting each year. The Auditor report shall form part of the annual report submitted to the next General Body meeting. The auditor of the chapter shall hold office until the next Annual General Body meeting. The retiring auditor shall be paid such remuneration or honorarium as the members may fix at general body meeting at which such auditor or auditors may be appointed.

#### **14. BRANCHES**

The chapter authorizes a group of members of the chapter in a particular city or town and not more than one branch in a city / town to form branch of the chapter in conformity with the aims and objectives of the Chapter as enunciated in the memorandum, provided there is no financial liability on the parent body. A minimum of 10 members is required to form a branch. The activities of the branches must be limited to their respective territories and they shall not organize any scientific meeting at the state level without concurrence of the chapter. The Organizing Committee that arranges state level conference shall remit a minimum of 10% of registration fee/delegate fee collected to the state chapter or as revised by General body meeting from time to time, within six months from the conduct of conference. The state in the zones, as defined in the constitution of the Association (Central) can hold zonal Academic meetings and these will be recognized as zonal meetings. If the zones so wish, they could form a zonal chapter of the Association. Subjects to the law for the time in force, the members in General Body meeting shall have power to add to, vary or repeal any of the provisions contained in these rules, provided that such a addition, variation or repeal is effected by means of a resolution of which due notice shall have been given and which shall be assented to by the vote of at least two third of members present at the meeting.

#### **15. CREDENTIAL COMMITTEE**

A credential committee consisting of a Chairman, Hon. Secretary and three members shall be nominated by the executive body every two years in the first meeting of the year in which nominations are due. It shall have a tenure of two years. The Credential committee will scrutinize the papers and recommend the three names of orators to the Executive committee for each oration in the order of merit. The members of the Credential committee shall not apply or propose any names for Oration. The Executive committee is empowered to choose one person among those recommended and shall approve the names for oration. The EC shall approve and inform the selected candidates before 3 months of conference. The schedule for selection of persons for oration is as follows:

- (a) 30th September- Issue of notification by Secretary.
- (b) 30th November - last date for receipt of proposals.
- (c) 30th December - Selection of the candidate shall be done by the credential committee.

#### **16. BUILDING COMMITTEE**

The activity of building committee is to be submitted to the executive committee in the Pre-conference meeting. Any major decisions of Building Committee are to be approved by the executive committee. Accounts are to be submitted every year in the 1<sup>st</sup> week of April. Building committee will be reconstituted with five permanent members which includes a Chairman and a Secretary cum Treasurer. They will have a tenure of Five years. All the five will be nominated by the executive committee, and in addition there will be three rotating members also nominated by executive committee. The tenure of the rotating members will be for three years. However they may be renominated for one more term as the case may be, by Executive Committee. The Present Chairman, (Dr. M. Maiya), the Secretary cum treasurer (Dr. H.S. Hande) will remain as Patrons. In the event of absence of the chairman of the building Committee due to any reason the senior most member will perform his duties. Ex – officio members of the building committee are Chairman, Chairman Elect, Secretary and Treasurer of API Karnataka Chapter.

#### **17. PUBLICATION AND EDITORS**

The Chapter may publish journal like JIM3R, books, pamphlets or any other publications under the general directions of the Executive Committee. The journal shall be published under the direction of an Editorial Board nominated by the Executive committee under the responsibility of the Editor. The Board shall be in office for 4 years and will be eligible for re-nomination so as to have a total tenure of not more than 8 years. The Board shall work under the general control and supervision of the Executive committee and shall submit reports every 6 months to that body at its next meeting. The editor of journal shall submit the accounts to Hon. Treasurer of the Chapter in the first week of April of every year, so that the same may be audited and presented in the next general body meeting.

The Editor's post shall be filled by inviting nominations from amongst the members of the Chapter. The Credential committee will review these nominations and recommend 3 names to the Executive committee in the order of merit for consideration for nomination of one as the Editor. The Editor so nominated shall hold the position for a period of 4 years but shall be eligible for renomination for a maximum of 2 tenures of 4 years each, consecutive or otherwise. For all other periodicals or books or books to be published by the Chapter, nominations for the Editorship shall be processed by the Credential Committee and put up recommendation to the Executive Committee which will take final decision.

## **18. CONFERENCE**

- 18.1 The annual scientific conference KAPICON shall be held every year by the Chapter. The final scientific program shall be finalized by the Chairman and Secretary.
- 18.2 The conference shall be held annually at different major cities in Karnataka which have the basic amenities and infrastructure available to host the conference. The venue of the conference should be recommended by the Executive Committee and approved by the General body.
- 18.3 The boarding and lodging costs of the Chairman, Chairman elect, Hon. Secretary, and Hon. Treasurer of the API Karnataka chapter and that of honored Senior Physicians and Orators shall be borne by the organizers of the annual conference, for all the days of the conference. The travelling costs of the above individuals will be borne by API, Karnataka Chapter. The local hospitality will be provided by the organizing committee.
- 18.4 The guidelines formulated by API Karnataka chapter for the purpose of conduct of the annual conference are binding on the organizers of the conference.

**18.5 ORATIONS :** Criteria for selection of orators and the schedule for orations during the conference.

- a) Each Orations will be of 25 minutes.
- b) All orators should have done Original work, and be a Life Member of API Karnataka Chapter.
- c) Preference to be given to members who have not delivered Oration earlier.
- d) Aspiring Member Can apply for only two Orations.
- e) Members who propose a name should not apply for the same Oration.
- f) If no applications are received, the Credential Committee must be free to invite outstanding members of the association.
- g) The Credential Committee has the right to decline the application depending on the merits and demerits of the applicant.
- h) Names of the Orators are to be informed in advance to the organizing committee.

**18.5.1. CME Day**

(i) Dr. Shashidhar Maalak Reddy Oration – Sponsored by MERT. Application by invitation only. The Credential committee can also invite and recommend suitable candidate for this oration. She/He need not be a API member. Eminent persons from other faculty/ research institutions can also be considered.

(ii) Dr. V.G. Nadagouda – API Honour Lecture

**18.5.2. 1<sup>st</sup> Day of conference**

- (i) APICON 85 Guest Lecture.
- (ii) Chairman's address on 1st day of the conference at Prime Time
- (iii) Dr. K.S. Shadaksharappa Memorial Oration.

**18.5.3. 2<sup>nd</sup> Day conference**

- (i) Dr. T.B. Basavarajendra – Memorial Oration.
- (ii) Dr. M. Maiya Oration.

**18.6 AWARD SESSION :** There will be two categories

- i. One for Consultants and
  - ii. One for Post graduates.
- (a) This session has to be held in the main hall.
  - (b) Papers are open for Karnataka members only.
  - (c) No age limit is set for consultants, for Post graduates and for co – investigators, age should be less than 45 years.
  - (d) Selection of judges– is done by the Credential committee.
  - (e) Presenter should have registered for the conference (need not be member of API, e.g., PG Students). The presenter shall be a student of MD/DNB (Medicine) or one who has just completed the course. No DM student or persons with higher qualification shall be allowed to present.
- 18.6.1 Dr. V. Parameshvara API Best Paper Award. To be awarded to the winning consultant for the best paper in the Award Session.
- 18.6.2 Dr. V.G. Nadagouda Best Paper in Cardiology. To be awarded to the winner of the Best Free Paper in Cardiology Session for post graduates.
- 18.6.3 Dr. N. C. Taiwalkar award for best free paper in Nephrology, to be awarded to the winner among post graduates.
- 18.6.4 "Dr. Ram Manohar award for best free paper in Pulmonology", for post graduates, selected by the judges.
- 18.6.5 "The best free paper in other specialities" to the winner among the post graduates. The award carries a cash prize fixed by API - Karnataka Chapter

**18.7 DATE AND TIMINGS**

- 18.7.1 Conference shall be held annually, preferably in 2<sup>nd</sup> week of June (with due consideration of local weather). Inauguration of the conference shall be in the evening of CME day.
- 18.7.2 The conference shall be for one and half day's duration and the CME is conducted for one day, ahead of the conference.

- 18.7.3 The CME timings shall be from 9 am to 5 pm. The CME has to be planned and executed by the local committee with the concurrence of chairman elect. The rest of the conference has to be planned in consultation with the Executive Committee, at Head quarters.
- 18.8 Chairman and Secretary of the Chapter are exempted from Registration fees.
- 18.9 The Chairman and Hon. Secretary of the state Chapter shall visit the conference venue at least one month in advance. The organising committee of the conference will take care of the local hospitality and arrange a meeting to discuss the conference details.
- 18.10 The Executive Committee may select a maximum of two from among the life members to be honored during the Annual conference for their distinguished service to the Chapter and medical science. The organizing committee of the conference can suggest one distinguished API member to the EC to be honored during the inaugural function, in addition to the 2 persons approved by the EC. Honoring of Senior Physician for life time achievement will be done by Chairman API, Karnataka Chapter only. Local committee can also honor a distinguished physician during the valedictory function.
- 18.11 An outline of Seating arrangements to be made during the inaugural function is as shown below. The total number of chairs on the dais shall not exceed Ten.

| 1                        | 2                        | 3                           | 4                          | 5                  | 6              | 7                | 8                 | 9 | 10 |
|--------------------------|--------------------------|-----------------------------|----------------------------|--------------------|----------------|------------------|-------------------|---|----|
| Hon. Treasurer<br>API KC | Hon. Secretary<br>API KC | Chairman<br>Elect<br>API KC | Past<br>Chairman<br>API KC | Chairman<br>API KC | Chief<br>Guest | Org.<br>Chairman | Org.<br>Secretary |   |    |



**19. HANDING OVER CHARGE**

Handing over of the charge to the new office bearers will be at the General body meeting.

**20. AMENDMENT AND REPEAL**

The Constitution and Bye-laws may be amended if so desired and the procedure shall be as follows:

- (a) Notification of proposal of any amendment must be sent to the Hon. Secretary of the Chapter.
- (b) If approved by the Executive Committee, it will be circulated and dispatched to the members at least 21 days before Annual General Body Meeting.
- (c) The motion shall be approved and passed only if it obtains at least a 2/3<sup>rd</sup> majority at the General Body Meeting.
- (d) If approved as above by a 2/3<sup>rds</sup> majority at the General Body Meeting, changes in the Bye-Laws become active forthwith unless mentioned otherwise.

21. This constitution supersedes all the previous Constitution of the Chapter.