



INDIAN PSYCHIATRIC SOCIETY
ANDHRA PRADESH STATE BRANCH

BYE - LAWS

(PRINTED AND DISTRIBUTED
TO ALL MEMBERS IN JULY 2017)



**INDIAN PSYCHIATRIC SOCIETY
ANDHRA PRADESH STATE BRANCH**

Society Reg. No. 255 of 2016

MEMORANDUM OF ASSOCIATION AND RULES & REGULATIONS

Including BYE-LAWS as on 9-7-2016

PART - I : MEMORANDUM OF ASSOCIATION

ARTICLE I

NAME

1. The name of the society shall be "Indian Psychiatric Society - Andhra Pradesh State Branch" herein after called the "State Branch", its activities shall extend to the whole of Andhra Pradesh State. The minimum number of members will be ten.

Registered address of the IPS Andhra Pradesh State Branch is 43/121, N.R. Peta, KURNOOL. (A.P.)

ARTICLE II

AIMS & OBJETIVES

2. To promote and advance the subject of Psychiatry and allied Sciences in all their different branches and to promote mental health of the people and mental health education.
3. To promote prevention, control, treatment and relief of all psychiatric disabilities.
4. To formulate and advise on the standards of education and training for medical and auxiliary person ale in psychiatry and to recommend adequate teaching facilities for the purpose.
5. To promote research in the field of psychiatry and mental health.
6. To propagate the principles of psychiatry and current developments in Psychiatric thought.
7. To deal with any matters relating to mental health concerning the state and to all other things as are cognate to the objects of Indian Psychiatric Society - A.P. State Branch.
8. To safeguard the interest of psychiatrists and fellow professionals with in the State.
9. To promote ethical standards in the practice of psychiatry within the State.

ARTICLE III

METHODS

For the attainment and in furtherance of the above objects, the Society may :-

10. Hold psychiatric Conference, Periodic Scientific meetings, Seminars, Continuing Medical Education Programs and Workshops etc.
11. Print, publish, translate, sell lend and distribute information whether in the form of periodicals, journals, books, monographs, treatises or pamphlets and distribute the same among its members/non-members and to general public.
12. Publish annual reports of the Society and from time to time special bulletins and news-letters.
13. Advice the State Government, the State Mental Health Authority and other State Bodies on the various aspects of Psychiatry and Mental Health including legislative and administrative aspects.
14. Cooperate with professional and other bodies in the advancement of medical and other sciences including joining other national or international societies as institutional or corporate member.
15. Purchase or acquire on lease or otherwise any movable or immovable property necessary or convenient for the purpose of the state branch.
16. Sell, improve, manage, develop, transfer or dispose of any such property of the state branch.
17. Collect subscriptions and donations disburse funds for all or any of the objects of the state branch.
18. Invest any money of the state branch not immediately required for any of its activities, in such a manner as may, from time to time to be determined by the state branch.
19. Create or assist in creating local branches for any of the purposes aforesaid.
20. Do all such things and matters as are incidental or conducive to the attainment of the above objects or any of them which are subsidiary to the said object.
21. Institute, maintain and grant prizes, certificates and other awards and distinctions.
22. Conduct awareness programs / Exhibitions on mental health issues for the general public.

PART - II : RULES OF THE STATE BRANCH

ARTICLE I

DEFINITIONS

1.
 - a. Society shall mean Indian Psychiatric Society - Andhra Pradesh State Branch.

- b. "Executive Council" shall mean the executive council of the State Branch.
- c. "Member" shall be an inclusive term embracing Life Regular Members and Life Associate Members of the Indian Psychiatric Society - Andhra Pradesh State Branch.
- f. "Fellow" shall mean, unless otherwise specified, fellow or life fellow of Indian Psychiatry Society (National)
- g. "Journal" shall mean the Andhra Pradesh Journal of Psychological Medicine.

ARTICLE II

CONSTITUTION

- 2. The Andhra Pradesh State Branch shall consist Life Regular Members and Life Associate Members whose names are in the membership register of the Indian Psychiatric Society - Andhra Pradesh State Branch maintained by the Hon. Secretary of the Society.
- 3. The State Branch shall have no power to enroll any new member directly.
- 4. No person who is not a member of the IPS (National) shall be a member of the State Branch.

ARTICLE III

MEMBERSHIP

- 5. Type of membership - There shall be following type of membership:
 - a) Life Regular Member: Any person residing in the state of Andhra Pradesh and having Post Graduate qualification in Psychiatry (M.D / D.P.M / D.N.B) and registered with Andhra Pradesh State Medical Council and is a Life member / Life Fellow of Indian Psychiatric Society (National).
 - b) Life Associate Member: Any person residing in the state of Andhra Pradesh and having qualifications in the allied fields of mental health (Clinical Psychologist, Psychiatric Social Worker, Psychiatric Nursing & Psychiatric Rehabilitation workers) and registered with Rehabilitation Council of India and MBBS doctors registered with Andhra Pradesh Medical Council and working in the mental health service institutions / Hospitals / Psychiatric Rehabilitation Centers.
- 6. Membership Register: There shall be a register maintained by the Hon. Secretary, in which the names of all members of the state branch be entered with membership number, date of enrolment, their qualifications and addresses. The Hon. Secretary shall enter the name of the newly elected member in the register and inform the fact of such entry to the member concerned through official letter enclosing a copy of the memorandum

memorandum and bye - laws of society. The member shall be deemed to have been elected from the date of his election by the Society during its Executive Council meeting. The register shall also mention the IPS (National) membership number and type of membership. If member is also member of any Zonal Branch of IPS it should be mentioned in the membership register. Hon. Secretary shall inform the national and zonal secretaries about the new member. Hon. Secretary shall send the mailing address of the member to the Hon. Editor so as to send the copies of the society journal.

7. Membership Directory:

Based on the membership register membership directory is to be published by the Hon. Secretary annually or as directed by the Executive council or Annual General Body meeting as full or supplementary copy. Membership directory is to be distributed to all the members during the Annual conference or posted subsequently to the members who have not attended the conference and the same has to be uploaded on to the website of the society. Copy of the Membership directory shall be sent by the Hon. Secretary to the Zonal and National Secretaries.

8. Termination of Membership

- a. A person shall cease to be a member of the state branch if his name is removed from the register of Indian Psychiatric Society (National).
- b. If a member leaves the area within the jurisdiction of the state branch on account of change of his residence or place of occupation.
- c. If the Executive council recommends as a disciplinary measure to terminate the membership, if the member has acted against the interest of the society.
- d. On the event of death of the member.
- e. Names of the terminated members shall be deleted from the membership register and information should be send by to the Hon. Editor, Zonal and National Secretaries.

9. Re-Instatement of Members.

- a. If the membership of any person is revived by the IPS, his membership shall also be revived by the state branch on receipt of necessary information from the Hon. Secretary of Indian Psychiatric Society at the time of reinstatement he will have to pay necessary fees decided by the executive council from time to time (Rs. 200/- ? As on xx/xx/xxxx). Reinstatement is available only for 2 times except under special circumstances as decided by the executive council.
- b. If the Executive council of the state branch has considered the appeal by the member whose name was removed as a disciplinary measure

and recommends the reinstatement and after the payment of any amount recommended by the Executive council.

- c. Membership of a member who ceased to be member of the state branch by having moved out of the jurisdiction of the state branch, shall be restored if or when he returns to the state for occupation and/or residence and applies for reinstatement and pays the prescribed fees (Rs.200/-? as on xx/xx/xxxx)

ARTICLE IV

SUBSCRIPTIONS

10.

- a. Each member shall pay a separate subscription to the state treasurer. The amount will be fixed according to the bye-laws of the state branch. The annual meeting of the state is empowered to fix or change the subscription.
- b. The state branch treasurer will also receive financial contribution from the treasurer of IPS.
- c. State branch will have no claim in the assets or be liable for liabilities of the local branches or the IPS (National) or Zonal branches of IPS and vice versa.
- d. The accounts of the state branch shall be audited annually and present at its annual general body meeting. A copy shall be sent to the Hon. General Secretary of the IPS.
- e. The state and local branches will have liberty to collect additional subscription and donation from their members, including life members, if it is decided by the state and /or local branch for the running and benefit of the branch.
- f. The State branch will receive 50% (Fifty percent) of savings from the organizing secretary of the annual conference / CME programs / workshops or any other similar activities conducted under the banner and authorized by the Indian Psychiatric Society Andhra Pradesh State Branch.

ARTICLE V

11. OFFICE

The office of the state branch shall be located in ny of the City / town within the state and de situated at the place of work of the Hon.Secretary. The offices of the state Treasurer and editor shall be located at their respective places of work.

ARTICLE VI

12. YEAR OF THE STATE BRANCH

The year of the state branch for financial purposes shall be from 1st July to 30 June of the calendar year and for any other purpose, the period between two consecutive Annual General Body Meetings shall be considered as "One Year".

ARTICLE VII

13. Branches under the State Branch

- a. For better attainment of the object of the state branch the members of the state branch shall, whenever possible group themselves into separate local bodies styled as local branch of the Indian Psychiatric Society.
- b. Each State Branch shall guide, encourage and support the formation of local branches in any town or city within its jurisdiction, in accordance with the constitution and by-laws of Indian Psychiatric Society.
- c. There shall not be more than one local branch in any Town / city.
- d. There shall be minimum of 10 members of which at least two must be fellows of Indian Psychiatric Society (National).
- f. The Local branch after its formation should obtain recognition from the State branch and submit the by-laws of the local branches with the names of the office bearers to the State branch. Annually names of the new office bearers elected and the members enrolled should be sent to the Hon. Secretary of State branch.

ARTICLE VIII

14. Relationship with Indian Psychiatric Society South Zonal Branch

- a. Subject to the rules and bye-laws of the Indian Psychiatric Society, the state branch shall be free to govern itself in such a manner as it shall think fit and for the purpose to make from time to time rules, bye-laws as it may think fit and to repeal and after the same as and when it shall consider expedient. The rules and bye-laws so made and for the time being in force shall be binding on the members constituting the branch in reference to which they are made provided that such rule and bye-laws are in conformity with the rules and bye-laws of the Indian Psychiatric Society and have been approved by the Indian Psychiatric Society.
- b. Copies of the state branch rules any bye-laws and all subsequent changes in these shall be submitted in duplicate to the Hon. Secretary of the Zonal branch.

- c. President and Hon. Secretary of the Indian Psychiatric Society-A.P. State Branch are ex-officio Executive Council members of the Indian Psychiatric Society South Zonal Branch. Hon. Secretary of the A.P. State Branch should communicate the names of newly elected office bearers to the Hon. Secretary of the IPS-South Zonal branch within two weeks of their elections.

ARTICLE IX

15. Affiliation with other societies or Bodies

State or Local Branch shall not affiliate or be affiliated with any other psychiatric or Para-psychiatric organization.

ARTICLE X

16. Privileges of the member

Each member shall have the right

- a. To receive the copy of the bye-laws of the society
- b. To attend the general body meeting of the state branch.
- c. After 2 years continuous membership with no dues outstanding they will have voting rights.
- d. To receive a copy of the statement of accounts reports and journals the state branch.
- e. To use the branch library and room, if any set apart for the purpose.
- f. To attend and take part in scientific meetings, lectures and demonstrations of the state branch.
- g. To enjoy such other privileges of membership as may from time to time be conferred on members by rules and bye-laws of the state branch.

17. Responsibilities of the members

A member whose name has been entered in the register is obliged to accept the rules and bye-laws of the state branch and follow them and uphold the dignity of the society. No one shall be absolved on the plea that he had not received copy of the rules & bye-laws of the State Branch.

ARTICLE XI

18. Management

- a) The general management of the state branch shall be vested in the state executive council.
- b) The executive council shall be composed of the following members of the state branch.

1. President
2. Vice-President cum president elect
3. Honorary Secretary
4. Honorary Treasurer
5. Honorary Editor
6. Immediate Past President
7. Immediate Past Honorary Secretary
8. Executive Committee Members - 5.

ARTICLE XII

20. Powers and functions of the executive council.

- a) The executive council may meet for the transaction of business, adjourn and otherwise regulate its meetings and proceedings as it thinks fit. A meeting of the executive council at which a quorum is present, shall be competent to exercise all or any of the functions of the executive council. All questions arising at any time of the executive council meeting shall be determined by majority of votes. In every case of equality of votes the chairman shall have and exercise a second or casting vote.
- b) The decision of the executive council of the state branch in all matters pertaining to the state branch shall be final subject to ratification by the general body at its annual general body meeting.
- c) The executive council shall be entitled to act with authority of the state branch in the furtherance of the aims and objects of the state branch and transaction of any business or financial matters that may arise except in respect of acts specially reserved to be done by the state branch at a general body meeting.
- d) The executive council shall have the powers to appoint sub-committees as and when necessary. Any such sub-committee may co-opt members thereof, such persons who have experience in matters to be dealt by it. Any member of the state branch may be co-opted as member of a sub-committee. The chairman of each sub-committee shall be nominated by the executive council for a period of two years. The members of the sub-committee serve a term of two years.
- e) The executive council shall have powers to write off the whole or a part of the arrears against any individual members.
- f) The executive council shall have powers to frame bye-laws consistent with the constitution of the state branch and IPS, to be ratified by the state branch general body meeting.
- g) The executive council shall have powers to frame bye-laws consistent with the constitution of the state branch and IPS, to be ratified by the state branch general body meeting.

- h) The new office-bearers and the new members of the executive council shall assume office from the day after the Annual General Body Meeting of the State Branch in which they are elected. The out-going office bearers shall hand over charges of their office and all the papers etc. connected with their respective offices within three weeks of the annual general body meeting in which the new office bearers have been elected.

ARTICLE XIII

21. Casual Vacancies

- a) The executive council shall have power to fill vacancies occurring in its members, whether ex-officio or elected during its terms of office. Such members shall hold office only for the remaining period of that year.
- b) In normal circumstances an office bearer shall give three months notice of his desire to resign.
- c) Office-bearers of sub-committee must inform the president and the Hon. Secretary if they are unable to serve for any length of time in such a case alternative arrangements will be made by the Hon. Secretary with the approval of the president to be subsequently ratified by the Executive Council.
- d) A member of the executive council or sub-committee or an office-bearer shall be considered as "Unable to serve" for the purpose of filling the vacancy by any other member of the State branch by the executive council if he intends to or has resided outside the State continuously for six months or more.

ARTICLE XIV

22. The journal of the state branch

The state shall publish a Journal named "Andhra Pradesh Journal of Psychological Medicine" which shall be managed by the journal committee. The editor shall enter in a register all books sent for review and other journals and send a list of the same periodically to the Hon. Secretary. The Editor shall be responsible for the accounts of the journal committee and the books and journals in his custody.

ARTICLE XV

23. Amendment to memorandum, rules & bye-laws.

Amendment to the Memorandum, Rules and bye-laws of the state branch may be made at the annual general meeting or at an extra ordinary general body meeting after giving adequate notice (which shall be not less than 30 days). The voting shall be confined to the members with 2 years of continuous membership and any amendment to be carried, shall have at least two thirds majority of voters attending the meeting.

- b) Resolution for amendments shall be very precise and may be proposed by any member of the state branch or the Executive council who shall send copy of the resolution to the Hon. Secretary by the date stipulated thru Annual General Body Meeting Notice. Such resolutions will be discussed by the Executive council and present during the Annual General Body Meeting with its recommendations.

ARTICLE XVI

24. TRIBUNAL

- a) There shall be a tribunal consisting of three members who shall be past president of the state branch and nominated by the executive council at its first Executive Council meeting following the annual general body meeting each year to deal with any appeal against a decision of the executive council or any member of the society. The senior most member shall be the chairman of the tribunal.
- b) The tribunal shall have inherent power to pass any interim order or to take any decision it may deem fit and proper and its decision is binding on all parties.
- c) The tribunal shall give opportunity to all the parties involved in the dispute and give its verdict as quickly as possible which in no case shall exceed 90 days.
- d) The annual general body and the executive council (when the AGB is not in session) shall have the power to refer any matter to the Tribunal for adjudication or opinion. Any appeal from any individual member shall have to be supported by at least 10 members and shall be in writing failing which such appeal shall not be considered by the Tribunal. Except under special circumstances which shall be recorded in writing, the executive council shall not refer any dispute to the Tribunal without bringing it to the notice of the Annual General Body meeting.
- The Tribunal shall not entertain any appeal preferred by any individual member, even if the appeal is supported by 10 members, to over rule a decision of the Executive council or the A.G.B.

ARTICLE XVII

25. Asset after dissolution

In the event of dissolution or winding up of the state branch the assets remaining as on the date of dissolution shall be transferred to the Indian Psychiatric society.

PART - III : BYE-LAWS

ARTICLE I

1. The executive council shall have power to frame bye-laws and place them before the Annual General Body Meeting of the state branch for ratification.

ARTICLE II

Subscriptions

2. Membership fees

Life membership fees for Life Regular Members shall be Rs.2000/- and for Life Associate Members shall be Rs.5000/- (as on 10/7/2015).

Executive council can propose change of membership fees from time to time which shall be ratified by the AGBM for implementation.

ARTICLE III

Duties powers & terms of office of office-bearers.

3. The president

- a) The president shall hold office for one year and shall not be eligible for re-election.
- b) He shall be the Chairman of all the General Body, Extra ordinary General Body and Executive council meetings and if and when appointed, of any other committee.
- c) He shall have a casting vote in case of equality of votes in addition to his own ordinary vote.
- d) He shall regulate the proceedings of the meetings and conferences, interpret rules and regulations and decide doubtful points at issue.
- e) He shall preserve order and shall decide on all points of order at or in connection with the meetings. There shall be no discussion on any point of order and the decision of the president shall be final.
- f) He shall be ex-officio member of all sub-committees.
- g) He shall be consulted on all important matters concerning the affairs of the state branch.
- h) He shall be the leader of any delegation of which he is a member.
- i) He shall be a representative of the state branch to the zonal Executive council.

4. The Vice - President

- a) The Vice - President / President elect who will be President for the succeeding year will hold office for one year.
- b) He shall conduct all meetings in the absence of president and shall have all the powers of the president on that occasion.

5. Hon. Secretary

- a) The Honorary Secretary shall hold office for 2 years at a stretch and shall be eligible for re-election.
- b) Shall be in charge of the office of the state branch.
- c) Shall ordinarily conduct all correspondence.
- d) Shall have general supervision of accounts and pass all bills for payment.
- e) Shall get prepared by the Hon. Treasurer a fully audited annual statement of accounts for presentation at the annual general body meeting of the state branch.
- f) Shall maintain and up to date register of all members of the state branch.
- g) Shall organize, arrange and convene meetings, conferences, lectures demonstrations etc.
- h) Shall attend meeting of the state branch and keep record of the proceedings there of.
- i) Shall be ex-officio member of all sub-committees.
- j) Shall organize state branch by encouraging the establishment of local branches where they do not exist and by creating a general interest in the state branch.
- k) Shall bring any matter which he considers necessary in the interest of the state branch to the notice of the executive council for guidance and decision.
- l) When retiring shall hand over the properties, books etc. to the newly elected Hon. Secretary within three weeks after the election.
- m) Hon. secretary shall be a representative of the state branch to the zonal Executive council.

6. Hon. Treasurer

- a) Shall hold office for 2 years at a stretch and shall be eligible for re-election.
- b) Shall be responsible for collection of subscriptions and donations from members and well wishers of the state branch and maintain index cards showing up to date subscription.
- c) Shall sign the receipts and prepare statement of receipt and expenditure of the state branch duly audited by an auditor appointed by the annual general body of the state branch each year and shall present the same and the balance sheet at the annual general body meeting.
- d) Shall have power to make payments not exceeding Rs. 1000/- without consent of the Hon. Secretary.
- e) Shall open an account with a Nationalized bank approved by the

executive council and shall have the authority to operate this account jointly either with the president or the secretary.

- f) Shall submit to the returning officer and election officer an up to date statement of dues from the members.
- g) When retiring shall hand over cash, account books & other papers and documents connected with works of the treasurer of the state branch to the newly elected Hon. Treasurer within three weeks after the election.
- 7. Hon. Editor
 - a) Shall hold office for two years and shall be eligible for re-election at the end of the period.
 - b) The editor shall be responsible for publication of the journal of the state branch to be known as Andhra Pradesh Journal of psychological Medicine.
 - c) He shall be Chairman of the editorial board and the journal committee. Members of the editorial board shall be elected by the Editor in consultation with the president. Like the chairman of any other sub-committee and the Journal committee shall have the power to co-opt members of the committee.
 - d) He shall present his annual report at the annual general body meeting of the state branch.
 - e) He shall submit, an audited statement of accounts to the Hon. Treasurer before 30 June every year.

ARTICLE IV

9. Term of office of the executive council members

Members of the executive council shall hold the office for 2 years and shall be eligible for re-election at the end of this period for one more term.

ARTICLE V

Election of office bearers and executive council members

- 10. Election of the vice-president (who will be the president elect for the succeeding year), Honorary Secretary, Honorary Treasurer, Honorary Editor and executive council members shall be held during the Annual conference and the results shall be declared during Annual general body meeting.
- 11. The President shall be the returning officer for all elections of the state branch. The Hon. Secretary shall be the election officer for all elections. If for any reason the president is unable to serve as returning officer, the vice-president shall be the returning officer, if both the president and the vice-president are unable to serve as returning officer the executive council shall appoint a returning officer for that elections.

12. Not less than 90 days before the annual general body meeting every year, the Hon. Secretary shall address communication to all the life regular members of the state branch under certificate of posting informing them of the vacancies due to occur in the ensuring year and asking for submission of nomination for the various posts. (Associate members are not eligible to vote or contest to any posts.)
13. Nominations shall be sent in sealed envelope on which the word "Nomination for the post of _____" shall be mentioned. All nominators shall reach the Hon. Secretary, by registered post not less than 60 days before annual general body meeting. The general secretary shall not open the envelopes containing the nominations.
14. Fifteen days time from the last date for submission shall be given for with drawl of nominations.
15. The envelopes containing nominations shall be opened only at the meeting of the executive council by the person presiding over the meeting. Quorum for this executive council meeting shall be two. The executive council shall have the power to scrutinize and reject nominations and appoint the returning officer, if necessary, as provided under section 11. If no valid nominations are received for a post by the stipulated date executive council at its pre conference meeting shall be competent to elect a candidate for the said post which should be ratified by the Annual General Body Meeting.
16. Not less than 30 days before annual general body meeting the election officer (Hon. Secretary) shall send out ballot paper and a circular with instructions to all the eligible members intimating them the names of the candidates together with a short bio-data not exceeding 10 lines of each of the candidate.
17. The members may either cast their vote in person on the day of the next annual general body meeting, or by post, if they so desire. If they choose to cast their vote by post their ballot papers in a sealed cover indicating their choice clearly among the nominees for the various post much reach the returning officer (President) Fifteen days before the date of the next annual general body meeting. If any member chooses to cast his vote in person, a duplicate ballot paper shall be issued by the returning officer on the day of the annual general body meeting during specified hours on being satisfied that original ballot paper has not been received by the returning officer and that the member has paid his subscription for the going year. The voting may take place before the annual general meeting but the results shall be announced only at the annual general body meeting.
18. The returning officer shall have the power to appoint scrutinizers from

among the members in the state branch to assist him in scrutinizing the ballot papers and counting of the votes.

19. The sealed cover containing the results of election shall be opened by the returning officer at the annual general body meeting and announce the results of elections.
20. Eligibility for office bearers and Executive council members and nomination form.
 - a) Any member of Indian Psychiatric Society who is also a member of the state branch at least for two years may be nominated for election of any of the posts other than the post of Vice-President-cum President elect and Hon. General Secretary.
 - b) Nomination should be proposed by a fellow and seconded by another fellow mentioning their IPS (National and state if allotted) Membership numbers.
 - c) Nominee should express his consent in writing to be nominated for the said post mentioning his membership number (National and state if allotted) and also give a declaration "I shall abide the rules and regulations of Indian Psychiatric Society A.P. State Branch and shall work to uphold the dignity and objectives of the society."
 - d) The person nominated for the post of Vice President-cum-President-elect must be a fellow of the Indian Psychiatric Society (National) for at least 10 years.
 - e) The person nominated for the post of Hon. General Secretary must be a fellow of the Indian Psychiatric Society (National) for at least 2 years and must have served at least for one term as a member of the executive council or as an office bearer of a state branch.
 - f) Nominees for the posts and persons who are proposing and seconding a candidate should not have any dues to the society at the time of submitting the nomination.

ARTICLE VI

21. Meetings of the executive council

The meetings of the executive council shall be of three kinds

 - a) Ordinary meetings shall be held at least three times a year, last E.C. meeting being on the day previous to the annual conference.
 - b) The special meeting shall be held as often as necessary.
 - c) A requisition meeting shall be called within 6 weeks from the date of a requisition signed by at least 2 members of the executive council stating the business for which the requisition meeting required.
 - d) The Hon. Secretary with the permission of the President can request

an extra ordinary meeting of the executive council for which at least 10 days notice shall be circulated to all members of the council.

- e) Notice : At least four weeks notice specifying the place, date and time and agenda of business to be transacted at the ordinary or special meeting shall be given to each member.

22. Quorum

- a) Quorum for ordinary or special E.C. meeting shall be five members including the office-bearers.
- b) Quorum for requisition meeting shall be seven and three fourth of the members who has requested must be present at the meeting.

23. Procedure

- a) Nothing except the business for which it is called shall be discussed at a requisition meeting.
- b) If within half an hour from the appointed time a quorum is not present then meeting if convened on the requisition of members shall be dissolved, but in other cases shall stand adjourned to the next hour at the same place as previously fixed and at this meeting the members present, whatever their number, may be shall form the quorum and carry on the business.
- c) The executive council may meet for the transaction of business, adjourn and otherwise regulate its meeting and proceedings as it thinks fit. A meeting of the executive council at which a quorum is present shall be competent to exercise all or any of the functions of the executive council. The agenda for an executive council meeting shall be circulated to all its members at least one month before the meeting. In case any member of the executive council is unable to be present he shall intimate the secretary with his comments in writing on each subject in the agenda, which shall be read at the executive council meeting. All questions arising at any time of the meeting of the executive council shall be read at any time of meeting of the votes. In addition to the votes of members present and voting the written comments of the absentee members shall be considered as voting by proxy where applicable. In every case of equality of votes the President shall have and exercise second or casting vote.
- d) The decision of the executive council in all matters pertaining to the State branch shall be final subject to ratification by the general body at its annual general meeting.
- e) Every meeting of the executive council shall be Presided over by the President, in his absence by the Vice-President, and in the absence of both the president and the Vice-President, by a member chosen at the meeting to preside on the occasion.

ARTICLE VIII

24. Calling of the Annual General Body Meeting

- a) This meeting shall be held before end of July every year.
- b) Notice and agenda of the Annual general body meeting and copies of the minutes of the proceedings of the last annual general body meeting shall be sent by the Hon. Secretary to all members of the society at least 30 days before the meeting. An initial information about the venue (city or town) and provisional dates of the Annual conference and the annual general body meeting shall be given to all members by the Hon. Secretary in a circular at least 90 days before the annual general body meeting.
- c) Any member on giving 15 days notice or less if the matter is one of urgency, submit any resolution to the general body meeting. The resolution shall be first considered by the executive council after which the Hon. General Secretary shall put the resolution with the comments of the executive council, if any, before the general body meeting for discussion and adoption.
- d) The Annual general body meeting shall be Presided over by the President, in his absences by the Vice President / President elect in absence of both a senior member of the Executive council elected at the meeting for the occasion.
- e) The executive council shall have power to fix or change the date and venue of the annual conference and annual general body meeting of the State branch under special circumstance with the consent of the organizing committee of the annual conference.
- f) Business to be transacted - The business to be transacted at the annual general body meeting shall be taken in the following order.
 - i) Condolence resolution, if any
 - ii) Confirmation of the minutes of the proceedings of the last annual general body meeting and the extra ordinary general body meeting if any.
 - iii) Reading and adoption of the Hon. Secretary's report.
 - iv) Reading and adoption of the Hon. Treasurer's report and a statement of audited accounts.
 - v) Reading and adoption of the Hon. Editor's report.
 - vi) Annoucement of results of Elections of office-bearers.
 - vii) Inviting the newly elected office bearers on to the stage and introduction of New Executive council members.
 - viii) Amendment of rules and bye-laws if any.
 - ix) Resolution from members.

- x) Finalization of the venue and dates of the forthcoming annual conference, Mid term CME program or any other major activities of the society.
- xi) Appointment of auditor.
- xii) Any other business with the permission of the chair.
- g) The proceedings of the general body meeting shall be regulated according to the rules and bye-laws of the State branch. Unless otherwise determined by the rules every question submitted to the general body meeting shall be decided by show of hands and in case of equality of votes the person presiding shall have and exercise a second or casting vote.
- h) The minutes of proceedings of the general body meeting shall be recorded in a book kept for the purpose and shall be signed by the president of the meeting.

25. Quorum

The quorum for the general body meeting shall be 15% of the total strength of members in the state branch.

ARTICLE IX

26. Extra-ordinary general body meeting

- a) An extra-ordinary general meeting may be called at any time of the year on the requisition of the executive council or 15% of the members in the state branch.
- b) Nothing except the business for which it is called shall be discussed at this meeting.
- c) At least ten days' notice of the meeting with the agenda shall be given to all the members of the State Branch.
- d) The quorum for the meeting shall be 15% of the members in the state branch.
- e) If within half an hour from the appointment time a quorum is not present at the meeting called on the requisition of the members it shall be dissolved. But in any other case it will stand adjourned to the next day at the same time and at the same place as previously fixed, and at this meeting the members present whatever be their number shall form the quorum and carry on the business.

ARTICLE X

27. Appointment of Auditor

A competent registered auditor shall be appointed at the annual general body meeting of the state every year for auditing the accounts of the society and whose duties shall be as follows.

Shall audit the accounts at the end of the year and shall certify to their correctness.

- b) Shall give suggestions for keeping of accounts as required by the law.

ARTICLE XI

28. Salaries and Remuneration and payments

- a) The Hon. Secretary shall keep an imprest amount not exceeding Rs. 2000/- and shall recoup the amount spent from the treasurer on production of vouchers. Expenditure exceeding Rs. 1000/- at a time except on printing and postage, shall be incurred only with the permission of the executive council.
- b) The Hon. Secretary may keep part time clerk for the administrative work. The remuneration of such staff shall be decided by the executive council from time to time, depending on availability of such personal and the volume of the work involved.

ARTICLE XII

29. Funds of the state branch Income

The funds or income of the state branch shall be derived from the following sources.

- a) Subscription paid to the state branch by its members
- b) Donations
- c) Share of the surplus amount accumulated in the hands of the Organizing committee of the annual conference of the state branch. CME Program or any activity conducted with the permission of the Executive council and conducted under the IPS A.P. State branch banner. The share shall be 50% when the annual conference / CME/ other activity is held under the auspice of a Local branch / Organized body / Institution. In any other case the share shall be 100%.
- d) Advertisement in the journal or any other publication of the state branch.
- e) Proceeds from the sale of periodicals or books and such other property as may be acquired from time to time.
- f) Interest on savings bank and fixed deposit account.
- g) Contributions from government or local bodies.

30. Expenditure

- a) The executive committee shall out of the funds of the state branch defray all expenses including rents, salaries wages & such other charges as may be necessary for carrying on the state branch activities.
- b) Bank account is to be operated by the treasurer jointly with either the president or secretary.

ARTICLE XIII

31. Annual conference

- a) An Annual conference of the state branch shall be organized every year or as the general body may decide under the auspices of a state or local branch or by an organization/Institution whose members are members of the State branch or an individual member of the State branch at a suitable place and time to be decided at the annual general body meeting of the state branch, such conference shall usually be held before the 31st day July.
- b) The local branches and any individual or group of members (s) of the state branch, institution or an organization whose members are members of the state branch shall have the privilege of inviting the conference, preferably with the concurrence of the local branch, if it is present at that venue.
- c) From the proposals received to host the annual conference optional venues may be kept in waiting by the AGBM so that alternate arrangements can be made if the finalized organizing committee couldn't conduct the annual conference as stipulated by the AGBM.
- d) The Executive council of the State branch be responsible to make alternate arrangements in case the organizing committee fails to give a firm commitment regarding the proposed date for the conference by 1st t may or fail to organize the conference.
- e) The president of the state branch for the year shall be the president of the conference.
- f) The local branch members (s) inviting the conference shall form Organizing Committee of the conference.
- g) Office-bearers of the Organizing committee shall be elected by the members of the Organizing committee and shall consists of
1. Organizing chairman, 2. Organizing secretary, 3. Treasurer, others as required.
- h) Organizing committee can form subcommittees to execute various activities of the conference. e.g Reception, Registration, Scientific Accommodation, Transport, Entertainment, Food etc.
- i) Executive council shall determine the registration fee for the annual conference is consultation with the organizing committee.
- j) The conference shall be opened to the following
 - i) All members of the Organizing committee.
 - ii) All members of the state branch.
 - iii) Any other person authorized by the Organizing committee to be present on the occasion.

- iv) Post graduate students of Psychiatry who re registered as delegates.
- v) Undergraduate students of medicine who are invited to participate in the quiz competition of IPS AP state branch.
- vi) Undergraduate students of medicine registered as delegates for the conference.
- k) The Organizing committee shall be responsible for
 - i) Making arrangement for suitable accommodation and food for delegates (on payments).
 - ii) Arrangement for the plenary and scientific sessions.
 - iii) Printing of brochure and program sheets in consultation with the Hon. secretary of the state branch.
- iv) Arranging for a suitable dignitary (in consultation with the Executive council) to inaugurate the Conference.
- v) Arranging for social and cultural function and sightseeing.
- vi) Raising funds for the conference through registrations, grants, donations, advertisements stalls, sponsorship etc.
- l) Expenses for the conference: The expenses of the conference shall be wholly born by the Organizing committee and the state branch shall not be responsible for any loss on account of holding the conference. The executive council shall render every possible assistance to the Organizing committee of the conference. The state branch may sanction an appropriate advance not exceeding Rs.5000/- for making the preliminary arrangements in connection with the annual conference. This amount will be placed at the disposal of the organizing secretary of the conference by the Hon. General Secretary of the State Branch and may be sent for this purpose. The funds of the branch will be reimbursed as far possible from the registration fee paid by the members at the time of the annual conference and any balance left from the funds raised by the Organizing committee..
- m) All members and non member delegates, Post graduate students and family members of delegates attending conference shall pay registration fee to the Organizing committee. Following members are exempted from registration fee.
 - i. All the Office bearers and Executive council members of the State Branch.
 - ii. b) Senior members of the society aged 65 yrs and above by 1st January of the year in which conference is held.
 - iii. Members of the organizing committee.
 - iv. Invited dignitaries and guests including IPS National and Zonal branch presidents.

- v. Undergraduate students participating in the quiz competition of the State branch.
- vi. Prominent public men who are specially invited by the Organizing committee to attend the conference as distinguished visitors.
- n) Program schedule of the conference
 - i. Inaugural session.
 - ii. A special session for the address by the president of the state branch.
 - iii. Scientific session - open to all members and visitors.
 - iv. i) Awards sessions
 - v. ii) Free papers sessions
 - vi. iii) Poster presentation session
 - vii. iv) U.G. Quiz competition
- viii. Annual general meeting of the society - open to members of the state branch.
- ix. Medical and scientific exhibition-organized by the Organizing committee.
- x. Valedictory function
- o) Contribution to the fund of the state branch fifty percent (50%) of the amount accumulated in the hand of the organizing committee of the conference, after meeting the expenses (net saving) shall be credited to the funds of state branch of the IPS and the remaining fifty percent to be expended by the organizing committee in consultation with the state branch of the IPS. In case of any disagreement between the organizing committee and the state branch the matter has to be executive council of the state branch. The organizing committee shall submit the audited statements of accounts and credit the share of the state branch within six months of holding the conference.

ARTICLE XIV

- 32. Mid Term Continuing Medical Education Program
 - a) From the invitations received as per the AGBM notice Venue of the CME program shall by finalized by the AGBM.
 - b) One Alternate Venue for CME program to be kept in reserve selected by the AGBM so that alternate arrangements be made in case the authorized organizing committee fail to conduct the CME program.
 - c) One day CME program to be conducted on Sunday during the months of February / March every year.
 - d) Preference to be given to the academic institutions for conducting the CME Program.
 - e) Post Graduate Quiz competition to be conducted as part of the CME

program for the P.G students of Andhra Pradesh.

- f) Prize for the Winner team shall be given during the Inaugural Function of subsequent Annual Conference of the Society.
33. State Level Post Graduate Training Program
- a) A Post Graduate P.G.Training Program shall be conducted every year for the benefit of Psychiatry P.G students of the Andhra Pradesh state.
 - b) Venue and the organizing committee shall be finalized during the AGBM from the invitations received as per the AGBM notice.
 - c) Preference to organize P.G.training shall be given to Department of Psychiatry having Post graduate training course in Psychiatry.
 - d) P.G. Training Program shall be conducted during the months of November/December (when P.G exams are not scheduled).
34. Scientific paper & Sessions

- a) There shall be a CME committee of the state branch which shall lay down general orientation of the scientific sessions, choose subjects for symposium and scrutiny scientific papers if necessary. The committee shall consist of the president as its chairman with the editor, the Hon. Secretary and co-opted persons as the members. CME committee shall be responsible for all the scientific activities during the annual conference, mid term CME program and any other scientific activities of the state branch.
- b) Papers read or accepted for reading during at the scientific sessions of an annual conference can be published in the journal.
- c) For publication of any paper presented at the conference a copy of the same written in the manner prescribed by the journal committee and notified in the journal under the heading “instructions to contributors” shall have to be submitted to the editor.

ARTICLE XV

35. Awards and scholarship

- a) The state branch can enter into contract with individual’s institutions, commercial and other bodies to organize competition for prizes and fellowships to encourage research in psychiatry and allied subjects or for any other purpose in keeping with the aims and objects of the State branch.
- b) Awards committee : The immediate past president will be chairman of the awards committee and two more members will be nominated by the executive council. The president and secretary will be ex officio members. The term of nominated members will be for one year. The chairman will invite nominations for the awards and also for the various award papers to be presented during the annual conference.

36. List of awards instituted by the state branch

1. Manasa Hospital, Rajahmundry Oration Award

Instituted by Dr. Karri Rama Reddy in the year 1985 by contributing Rs.14,000/- to the society. Awards Committee in consultation with President IPS-A.P will select the candidate. Award is given to a person for having done distinguished service in the field of Mental health and allied disciplines. 50 gms. Gold Plated Silver Medal and certificate is given at the beginning of the oration. Return travel fare and local hospitality is given to the Awardee. Cost of preparation of award copies for distribution for delegates during the conference has to be reimbursed by the society. Dr. Karri Rama Reddy who has instituted the award should be sent information about the award and invite him for the award session every year.

2. Dr. D.S. Raju Memorial Award

Instituted in the year 1993. Mrs. Laxmi Raju wife of Late Dr. D.S. Raju by contributing Rs.15,000/- to the IPS-A.P.State Branch. Every year this award is given to the prominent person in recognition of services in the field of Psychiatry & Behavioral sciences. Awards Committee in consultation with President IPS-A.P will select the candidate. 50gms. Gold Plated Silver Medal and certificate is given at the beginning of delivery of the oration. Return travel fare + local hospitality is given to the Awardee. Cost of preparation of award copies for distribution for delegates during the conference has to be reimbursed by the society. Mrs.Laxmi Raju who has instituted the award should be sent information about the award and invite her for the award session every year.

3. Dr. T.P. Sudhakar SVMC Alumni Best PG Award

Instituted by PG Alumni of SV Medical College, TIRUPATI during the year 2016 by contributing Rs.300000-00 to the society. P.G.students (MD., DNB., DPM.,) of Andhra Pradesh are eligible for this award. A 50gm gold plated silver medal and a certificate is given to the best paper of this session during the valedictory function of APPSYCON every year from 2017 onwards. Research work would have been done during the PG Training and paper can be presented within two years of completion of the course.

4. Late Dr. Jayanagaraja U.G Quiz Prize

Instituted by the Visakha Psychiatric Society in memory of Dr. Jaya Naga Raja by contributing Rs.15,000/- to the society in the year 19xx. Quiz Competition will be conducted during APPSYCON for U.G (MBBS) students of Andhra Pradesh. Certificate and Memento (by organizing committee) will be given during valedictory function of APPSYCON. Winner and Runner team will be sponsored to the U.G. Quiz of IPS-South Zone to be conducted during IPSOCON in October every year. Return 2nd class sleeper / luxury bus fare will be reimbursed at the IPSOCON U.G.Quiz competition. Further Winner and Runner teams of IPSOCON will be sponsored by IPS-SZ to National U.G. Quiz. Competition of IPS during January every year.

Rules and Regulations of the Awards of the IPS-A.P. State Branch

1. Appointment of Awards Committee :

EC of the IPS-AP State Branch will appoint the three members for the awards committee who will be holding the post for 1 year. Senior most member will be the chairman. It is preferable to see that the members belong to different parts of the state and have reasonable seniority and not holding other posts of the society during the same year. President who was president elect till the day before the annual conference can identify the award committee members and can announce their names during the AGBM along with announcement of results of elections so that awards committee members can be introduced to the house.

Hony. Secretary should send the letter stating their appointment to all the three members along with copy of the rules governing all the awards. Letter can go as soon as possible after taking charge of the office by the Hony. Secretary.

2. Communication about the Awards to the members of the Society.

- a. Hony. Secretary should include in the first News Letter all the names of the awards and eligibility criteria. News letter copy should be posted in the e-group I.P.S.A.P. All the details of Awards should be kept as separate heading in website of IPS-A.P.
- b. Date of the conference (APPSYCON) to be finalized by the EC after having discussed with the Organizing committee.
- c. Hony. Secretary should include in the news letter which is to be send at least 2 months before the annual conference. The information about the awards which includes 1) Rules and regulations 2) the last date for submission : one month before the date of the APPSYCON and the 3) address of chairman to whom the papers are to be submitted (including email id and phone numbers). News letter copy should be posted in the e-group of IPS-AP.
- d. One of the issue, preferably 2nd Issue should publish the rules of the awards of the society. (1st issue will publish all the papers presented during the annual conference).
- e. U.G.Quiz : Hony. Secretary should send the letters to all the principals of all the medical colleges in A.P. State with a copy marked to the H.O.D psychiatry of the respective medical colleges. Letter should be posted at least 2 months before the APPSYCON. i.e. at the time of posting the preconference news letter. Letter should contain following points 1) Date and place of the Quiz competition. 2) Contact details of Organizing Secretary of APPSYCON. 3) No. of teams from each college,(1), 4) No. of students in each team(2) 5) Travel arrangements

are to be made by respective medical colleges. 6) Local hospitality and free registration will be provided by the Organizing Secretary. 7) Winners and runners teams from the state will be sponsored for the south zone U.G. Quiz competition to be held in October.

- f. Hony. Secretary should talk to the H.O.D of phychiatry of all medical colleges on phone after sending the letters. Email reminders may be send to the H.O.Ds'.
- g. P.G. Quiz competition : Hony. Secretary should send the letters to all the principals of the medical colleges in A.P state where P.G-Psychiatry courses are conducted with a copy marked to the H.O.D psychiatry of the respective medical colleges. Letter should contain following points 1) Date and place of the Quiz competition. 2) Contact details of Organizing secretary of Mid term CME Program. 3) No. of teams from each college,(1), 4)No.of Students in each team(2) 5)Travel arrangements are to be made by respective medical colleges. 6) Local hospitality and free registration will be provided by the Organizing Secretary.
- h. Second brochure of the APPSYCON should print the last dates for submission of abstract and full text of all the papers giving the contact details of Chairman, Awards committee. Except free papers whose abstracts and full texts are to be send to the President, IPS-AP.

3. Submission of papers for various Awards of IPS-A.P.State Branch :

- a. All the authors of awards papers should submit 5 sets of abstract and full text to the chairperson by the due date of submission. Email copies may be send for facilitating faster submission but hard copies must be send.
- b. Chairman will send 1 set of abstract with full text to each of the three panel judges, He will retain one set with him and send one set of abstract to the Organizing secretary for publishing in the souvenir. Chairman will send one full text of each paper to the Hony. editor for publishing in the Journal of the society.
- c. Authors of free papers and poster presentation should send three sets of abstracts and full text to the president, IPPS-A.P.State Branch. President will send one set abstract to the Organizing secretary for publishing in souvenir. One set of abstract and full paper to the editor to publish in journal of IPS-A.P.

3. Process by the Awards Committee.

- a. Hony. Secretary should send a letter to the chairman, awards committee with copies marked to the members of the awards committee. The letter should include the rules and regulations of all the awards and procedures to be followed by the awards committee. (if not supplied along with appointment letter or requested by the member again.)

- b. Awards committee should identify the panel of three judges for the correction of the full text of the presenting papers. Chairman of awards committee should send the copies of the full text of all the papers along with scoring sheet to all the three judges giving information about the last date of receipt (15 days before the Conference date) of the score sheet from the judges.
- c. Chairman, Awards committee on receiving the score sheet of the text of the presentation should keep it with him confidentially.
- d. Chairman, Awards committee should inform the authros of the papers who are eligible for platform presentation asking them to send the slides of the presentation to the organizing secretary of the conference at least 1 week before the date of the conference.
- e. Awards committee chairperson should identify panel of three judges for platform presentation (different from the judges appointed for text correction) and give them score sheet. Judges names to be kept confidential.
- f. Chairman, Awards committee should collect the score sheets from the judges for platform presentation, then along with other members of the awards committee total the score of text and platform presentation and keep it ready for submission to the President of IPS-AP state branch.
- g. Chairman, Awards committee should select the Quiz masters and Asst. quiz masters for U.G. and P.G. Quiz competitions.
- h. Quiz masters should submit the results of the quiz to the chairman, Awards Committee.

4. Distribution of Prizes and certificates for winners of various awards.

- a. Chairman, Awards committee on request from the president of the society will read the results of all the awards during the AGBM and then hand over the results sheet to the President which will be subsequently handed over to the Hony. Secretary.
- b. Certificates of all the awards are to be maintained by the Hony. Secretary of IPS-A.P.State Branch.
- c. For free papers, and chairpersons of scientific programs certificates will be issued from Registration counter of the conference which are same as delegate certificate mentioning the title of the paper presented or the session chaired.
- d. Certificates of all the presenters should be signed by the Chairman, Awards committee and President IPS-A.P.State Branch.
- e. Certificates along with the prize to the winners shall be given to the awardees during the Valedictory function by the President IPS-A.P.State

Branch, except P.G. Quiz prize (given during inaugural function) and Manasa Hospital Rajahmundry Oration award for which medallion and cash prize is given at the beginning of delivery of the oration.

- e. P.G. Quiz prize and certificate shall be given by the Chief guest during the inaugural function of APPSYCON (P.G. Quiz is conducted during Mid term C.M.E and their results are available for the inaugural function.)
- 5. Scoring pattern of papers.

IPS-A.P. State Branch

Scoring sheet for Award Papers - the text part

Name of the Award : _____

	Title of paper	Topic title and its relevance	Methodology	Survey of literature and references & Bibliography	Presentation of result and discussion	Conclusion and how they substantiated by the study	Clarity, lucidity, precision of language and overall elegance of the paper	Total score
Max Marks	10	10	10	10	10	10	10	60
Marks scored								

Note: Eligibility for platform presentation is minimum of 30 marks out of 60 marks

Name of the Assessor:

Signature of the Assessor:

Date:

Score sheet to be submitted by the judges for the Platform presentation of Award papers-IPS-A.P. State Branch.

Name of the Award : _____

	Title of paper	Audiovisual preparation	Clarity of speech	Content of presentation methodology, tables, figures, results, conclusions etc.	Generation of questions and answering them	Total score
Max Marks	10	10	10	10	10	40
Marks scored						

Name of the Judge:

Signature of the Judge:

Date:
