



*The Memorandum of Association [Constitution] as approved by Managing Committee and all the members of Special Meeting and General Body Meeting; adopted on 27<sup>th</sup> March 2014.*

**MEMORANDUM OF ASSOCIATION OF THE INDIAN ASSOCIATION FOR THE STUDY OF TRADITIONAL ASIAN MEDICINE [IASTAM- INDIA]**

*(Public Charitable Trust registered under the Maharashtra Public Trust Act, 1950 under registration no. Bombay 356/81 GBBSD and under the Societies Registration ACT XXI OF 1860 Maharashtra State)*

**PREAMBLE**

IN EVERY ETHNIC GROUP THERE EXISTS A TRADITIONAL HEALTH CARE SYSTEM, WHICH IS CULTURALLY PATTERNED. THIS IS THE FIRST LINE DEFENSE IN HEALTH CARE IN TRADITIONAL SOCIETIES. THE CONTRIBUTION OF TRADITIONAL HEALTH CARE HAS GAINED THE FULL RECOGNITION OF THE WORLD HEALTH ORGANIZATION WHAT IS TERMED AS 'ALMA ALTA DECLARATION' OF 1978 IT IS IN THE INTEREST OF THE PEOPLE THAT TRADITIONAL MEDICINE SHOULD BE FULLY EXPOSED IN THE ETHNO-HISTORICAL, SOCIAL, CULTURAL AND SCIENTIFIC CONTEXTS. IN A COUNTRY LIKE INDIA, THERE EXIST GREAT TRADITIONS OF INDIAN HEALTH SYSTEMS ENSHRINED IN VARIOUS SCRIPTURE AND TEXTS. THE SYSTEMS ORIGINATED IN INDIA INCLUDE AYURVEDA, UNANI, SIDDHA, YOGA AND SOWA-RIGPA. THERE ALSO EXISTS FOLK MEDICINE PRACTICED IN TRIBAL AND RURAL HOMES. CONSTANT INTERACTION BETWEEN THE GREAT TRADITIONS WHICH ARE TAUGHT AND TRANSMITTED IN TRADITIONAL AND INSTITUTIONALIZED MEDICAL SCHOOLS AND THE LOCAL TRADITION OF THE SIMPLE FOLK, NEEDS TO BE STUDIED. IT MAY BE NECESSARY TO DEVELOP A DISTINCT METHODOLOGY FOR RESEARCH IN TRADITIONAL ASIAN MEDICINE SINCE THE METHODOLOGY OF COSMOPOLITAN MEDICINE MAY NOT BE FOUND WHOLLY SUITABLE FOR THE PURPOSE. A NATIONAL FORUM IS THEREFORE NEEDED WHERE THE TRADITIONAL HEALTH CARE SYSTEM CAN EXPRESS ITS CONSTITUENT COMPONENTS AND COMMUNICATE ACROSS LINGUISTIC AND TERRITORIAL BARRIERS. BESIDES TRADITIONAL THERAPIES, THE ALLIED DISCIPLINES AND OTHER TECHNIQUES AND LANGUAGES CONNECTED WITH TRADITION SUCH AS SANSKRIT, HISTORY, PHILOSOPHY, BOTANY ANTHROPOLOGY, PSYCHOLOGY, INDOLOGY, YOGA AND SO ALSO CONVENTIONAL MEDICINE (BIOMEDICINE), PHARMACEUTICAL, BIOLOGICAL AND OTHER RELATED SCIENCES WOULD HAVE TO PLAY AN IMPORTANT ROLE IN THE STUDY AND DEVELOPMENT OF TRADITIONAL ASIAN MEDICINE.

THE CENTRAL COUNCIL OF INDIAN MEDICINE ACT PASSED BY THE PARLIAMENT, GOVERNMENT OF INDIA IN 1970, ESTABLISHMENT OF DEPARTMENT OF INDIAN SYSTEMS OF MEDICINES IN 1995 AND LATER RENAMING OF IT AS DEPARTMENT OF AYUSH – AYURVEDA, YOGA, UNANI, SIDDHA AND HOMOEOPATHY - UNDER MINISTRY OF HEALTH IN 2003, ARE SIGNIFICANT STEPS TO DEVELOP AND PROMOTION OF THESE SYSTEMS.

AN 'INTERNATIONAL ASSOCIATION FOR THE STUDY OF TRADITIONAL ASIAN MEDICINE' WAS ESTABLISHED IN 1981 AFTER THE 1<sup>ST</sup> INTERNATIONAL CONFERENCE ON TRADITIONAL ASIAN MEDICINE.

THE INDIAN ASSOCIATION FOR THE STUDY OF TRADITIONAL ASIAN MEDICINE [IASTAM –INDIA] HAS BEEN ESTABLISHED IN ORDER TO FURTHER THESE AIMS AND OBJECTIVES AS DEFINED FURTHER HEREAFTER.

INDIAN ASSOCIATION FOR THE STUDY OF TRADITIONAL ASIAN MEDICINE [IASTAM – INDIA] IS AFFILIATED TO THE INTERNATIONAL ASSOCIATION FOR THE STUDY OF TRADITIONAL ASIAN MEDICINE THOUGH IS AN INDEPENDENT ASSOCIATION ESTABLISHED UNDER THE PROVISIONS OF THE SOCIETIES REGISTRATION ACT, 1860 AND THE MAHARASHTRA PUBLIC TRUST ACT, 1950.

## 1. DEFINITIONS

- a. IASTAM – India means ‘INDIAN ASSOCIATION FOR THE STUDY OF TRADITIONAL ASIAN MEDICINE’, herein referred to as IASTAM - India, a public charitable trust registered under the provisions of the Maharashtra public trust act, 1950 and under the societies registration act, 1860;
- b. Managing Committee shall mean the body of IASTAM - India, the composition and constitution whereof is specified in clause 7.2 below;
- c. Rules and Regulations shall mean the rules and regulations of IASTAM - India that may be framed by the managing committee of IASTAM - India from time to time;
- d. Traditional Medical Systems shall in the Indian context mean Indian indigenous medical systems like Ayurveda, Unani, Siddha Yoga and Ethno medicine and in the Asian context shall mean all such traditional systems and practices of Asian origin.
- e. Societies Act shall mean the Societies Registration Act, 1860;
- f. Trust Act shall mean the Maharashtra Public Trust Act, 1950.

## 2. ADMINISTRATION

- A. IASTAM - India is to be administered in accordance with this ‘Memorandum of Association’ (Constitution) which replaces and repeals all previous constitutions of the association.
- B. The Managing Committee shall frame ‘Rules and Regulations’ for purpose of carrying into effect the provisions of this Memorandum of Association and for proficient administration of IASTAM - India.

## 3. NAME OF THE TRUST AND REGISTERED OFFICE

- A. The Trust is to be known as “**Indian Association for the Study of Traditional Asian Medicine [IASTAM – India]**” and
- B. in Hindi as पारंपारिक आशियाई स्वास्थ्य परिषद् - भारत
- C. The registered office of IASTAM - India shall be IASTAM – India, Office of the Principal, College of Ayurveda, Bharati Vidyapeeth University, Pune-Satara Road, Katraj - Dhankawadi, Pune 411 043.\*

## 4. AIMS AND OBJECTIVES

The principal aim of IASTAM – India is to provide an interactive and integrative platform to develop the Indian Systems of Medicine in its totality, both at national and international levels and to actively participate for its promotion.

( \*Transfer procedure to be initiated )

The objectives of the IASTAM - India are:

- a. To study and promote the traditional medical systems in all their aspects.
- b. To promote teaching, research, integration, mass communication in traditional medical systems.
- c. To co-ordinate the academic, therapeutic, pharmaceutical and research activities of traditional medicine in India and encourage the same abroad.
- d. To explore ways and means for promotion of Traditional Asian Medicine in the activities of governmental and non-governmental organisations.
- e. To establish and promote contacts of IASTAM India with national and international organisations having similar objectives.
- f. To organise Conferences, Seminars, Symposia, Refresher courses, Training programmes etc. on various aspects of Traditional Asian medicine.
- g. To represent and participate in conferences, seminars and such other meets organised by similar national and international bodies.
- h. To affiliate this body with any other International body with identical aims and objects.

## 5. **MEMBERSHIP**

5.1 There shall be two types or classes of membership viz.,

- A. Individual and
- B. Institutional / Organizational.

5.2 Eligibility

- A. Any adult person who possesses a graduate degree from a government recognized system of medicine and/or an academic discipline or an institute or organisation / university who supports the objectives of the IASTAM – India and whose application is approved by the managing committee in its judicious discretion; or
- B. Whose application is approved in its judicious discretion by the members of the IASTAM authorised by the managing committee to approve such applications shall be eligible to become a member.
- C. The person meeting the criteria specified in clause 5.2 (A) shall apply to IASTAM - India in the approved format as specified in Schedule A hereunder written.
- D. The managing committee on receiving the application in accordance with clause 5.2 (C) above shall consider the application in the next meeting scheduled.
- E. The Managing Committee shall consider the application at its meeting and in the event the applicant's application is not processed or the non-acceptance of the application is not intimated to the applicant within 15 days from the date of the meeting, the application of the applicant for membership of IASTAM shall be deemed to be accepted.

- F. The application may be rejected under the following conditions, which are illustrative and guiding principles and not exhaustive.
- i. The applicant is considered ‘not qualified’ in terms of not having any academic, professional or such criteria;
  - ii. Is of unsound mind and is so declared by a competent court;
  - iii. Is an individual insolvent;
  - iv. Has directly or indirectly interest in a lease or any other transaction relating to the property vesting in the committee;
  - v. Is a paid servant of the committee or has any share or interest in a contract for supply of goods to or for execution of any works, or performance of any service, undertaken by the Managing Committee concerning IASTAM - India;
  - vi. Is found or reported to be guilty of misconduct by any competent authority;
  - vii. The applicant has in the past acted in a manner which is in any manner damaging or prejudicial to the interests of IASTAM - India;
  - viii. The applicant has committed any criminal offence or act involving moral turpitude;
  - ix. Is otherwise unfit.
- G. Whether to accept or reject a particular membership shall be to the judicious discretion of the members of the managing committee.
- H. The managing committee shall convey to the applicant the non-acceptance of the membership within 60 days from the receipt of the application.
- I. The Managing Committee shall lay down the fee structure in the ‘Rules and Regulations’ of IASTAM - India and the said fees structure shall be revisable from time to time by passing a resolution by the Managing Committee. Separate fees shall be prescribed for the following categories:

<b>Category</b>
Patron: Individual : Institute/ Industry
Life
Associate Institute
Annual

## **6. PROPERTY, ASSETS AND FINANCIAL MATTERS**

- 6.1 IASTAM - India shall have the right to acquire such property or asset as the managing committee may consider necessary for the smooth functioning of IASTAM.

- 6.2 The funds of IASTAM - India would be invested or spent in the manner approved by the managing committee.
- 6.3 The managing committee may nominate and appoint two or more persons as authorised signatories by passing necessary resolution.
- 6.4 The following shall be entitled to be appointed as authorised signatories –
  - a. President
  - b. Vice President
  - c. Secretary General
  - d. Treasurer
  - e. A member of the managing committee nominated unanimously.
- 6.5 The authorised signatories shall be entitled to operate bank accounts of IASTAM and withdraw cash amounts up to Rs. 50,000/- (Rupees Fifty thousand only).
- 6.6 For withdrawing amounts from the bank account above Rs. 50,000/- (Rupees Fifty Thousand) shall require the prior written consent of the managing committee.
- 6.7 The authorized signatories with the prior written authorization of the managing committee shall enter into negotiations, deals and agreements on behalf of the IASTAM - India.
- 6.8 Funds and Assets:
  - A. There shall be two kinds of funds viz.
    - i. CORPUS – An amount collected and/ or to be invested to be utilized for a specific / dedicated purpose/s like instituting oration/s or awards or publications / communication or such other specific activity. The funds collected / acquired and corpus created shall not be utilized for any purpose other than it is meant for.
    - ii. General Fund to be earmarked for activities by the Managing Committee.
  - B. Assets  
IASTAM – India may generate or acquire tangible or intangible assets and deal with it in accordance with permissible and prevailing laws.
- 6.9 The Managing Committee shall frame necessary ‘Rules’ for the creation and utilization of the dedicated corpus as specified in clause 6.8 A i) in consultation with the auditor and in accordance with the applicable laws.
- 6.10 Collection/Acquisition of Funds

- 6.10.1 IASTAM- India shall subject to the applicable laws in force have the right to acquire and or invest funds / assets which shall form part of the General and or Specific Corpus. IASTAM shall frame necessary rules in its 'Rules and Regulations' in this regard.
  - 6.10.2 The money put into a corpus shall be utilized only for the purpose specified only in the manner and method as decided from time to time. The money put into corpus shall not be utilized for conducting regular activity or any purpose other than it is collected and invested for.
  - 6.10.3 IASTAM shall subject to the applicable laws in force have the right to receive funds or acquire assets from abroad as from the 'International Association' to which IASTAM is associated or such other academic or professional bodies for the purpose of conducting event/s or undertaking project/s or academic or research activity. IASTAM shall regularise and monitor such funds for the purpose meant and for its right use. All mandatory rules must be followed as per advice of the authorities.
  - 6.10.4 The managing committee may collect funds for specific purposes or projects events to be conducted at the National or International Level.
  - 6.10.5 The managing committee may also collaborate with various organizations to conduct certain social activities, events, projects, programs by entering into written agreements with such organization and may create separate accounts to collect funds for such events.
  - 6.10.6 The Managing Committee shall disclose the expenditure incurred by it to conduct such event and a separate record may be maintained by the Managing Committee reflecting the transactions of the said event.
  - 6.10.7 The managing committee shall maintain books and financial records reflecting all financial transaction entered into by IASTAM, as per the applicable laws which shall be subject to statutory audit.
- 6.11 Appointment of Auditor/s
- 6.11.1 The Managing Committee shall appoint a qualified person or a firm for the purpose of audit having required experience, knowledge and expertise as an Auditor and mandatory as per the prevailing and applicable law/s. The Auditor shall at the completion of the statutory audit furnish an Audit Report to the managing committee.
  - 6.11.2 The Managing Committee may receive donations from any individual and/or organization to promote its objectives mentioned hereinabove.
  - 6.11.3 In addition to the statutory audit mentioned in clause 6.11.1 above, the managing committee or its authorized representative/s shall be entitled to inspect and audit the books of accounts of any of the state / regional chapters, satellite organizations, as well as the audit of the books of events pertaining to a particular event either sponsored or organized by IASTAM or in collaboration with any of its regional chapters or with other organizations.
  - 6.11.4 The regional chapter/s or organizing body shall fully co-operate in allowing the managing committee to conduct an audit either on its own or through its auditor or its representative in respect of the books of accounts of the regional chapter or specific event or specific activity.

- 6.12 The Financial Year of the IASTAM shall be from April 1<sup>st</sup> of every year to 31<sup>st</sup> March of the succeeding year or as per the prevailing statutory requirement from time to time.

**7. BODIES OF THE IASTAM - India**

The IASTAM shall have the following bodies:

1. GENERAL BODY; Statutory body.
2. MANAGING COMMITTEE; Statutory body.
3. NATIONAL ADVISORY COUNCIL; Non-Statutory body.

7.1 GENERAL BODY [GB]

7.1.1 Composition

General Body shall comprise of the following

All Patron Members
All Life Members
Authorised representative of Institutional/Industrial Member
Authorised representative of Associate Institute
All Annual Members

- 7.1.2 shall be the supreme authority and its decision shall be final;
- 7.1.3 shall strive to meet once every year and but at least once in three years;
- 7.1.4 shall remain in contact with all the members through the internet and web-based communication;
- 7.1.5 shall elect / approve the office bearers and the managing committee members by procedure as laid down by the managing committee;
- 7.1.6 shall encourage use of present day information technology for effectively using and sharing of information and process of decision making as recommended by the managing committee and approved by the general body.

7.2 MANAGING COMMITTEE [MC]

7.2.1 Definition

The Managing Committee shall be a statutory body, in the earlier constitution it was known as the ‘Working Committee’

7.2.2 Composition

The managing committee shall have the following positions of Office Bearers and Members –

No.	Designation	Number of Members
1.	President	01
2.	Vice President (representing 4 regions)	04
3.	Secretary General	01
4.	Treasurer	01
**	<i>Joint Secretary</i>	01
5.	Regional Secretary (representing 4 regions)	04
6.	Others Elected 8 and Co-opted 5	13
7.	Executive Secretary,* on behalf of College of Ayurveda, if not represented as an elected office bearer	01
8.	The Immediate Former President as ‘Permanent Invitee’	01
9.	The Chairman of National Advisory Council as Special Invitee	01
10.	Principal of the College of Ayurveda, Bharati Vidyapeeth University*	01
11.	Representative of Bharati Vidyapeeth University*	01

The number of managing committee members may be increased or decreased by passing of majority resolution by the General body.

\* These members are nominees by virtue of being the representatives of Bharati Vidyapeeth University, which is the registered address of IASTAM. The said persons shall cease to be members of the Managing Committee in the event Bharati Vidyapeeth University ceases to be the registered address / host of IASTAM - India.

### 7.2.3 Tenure

- i) The membership of the managing committee shall be for a period of three years from the date of the first meeting of the newly formed MC.
- ii) A member cannot hold the same position of an office bearer for more than two continuous terms of three years each.
- iii) A member shall not be member of the managing committee including position/s of office bearer for more than a total of four terms of three years each.



#### 7.2.4 Eligibility

- i) To become eligible for contesting elections for the post of an office bearer, a person has to be a member of the managing committee for at least a term of three years.
- ii) To contest for the election as a member of the managing committee, the person contesting must be a member of IASTAM - India for a continuous period of at least one year.

#### 7.2.5 Appointment

A member of the managing committee shall be appointed by election or by co-option.

#### 7.2.6 Co-Option

If a particular post remains vacant due to non-contest or due to resignation, disqualification or non-availability, then a member shall be co-opted by the Managing Committee

#### 7.2.7 Election

- 7.2.7.1 The office bearers and the members of the managing committee will be elected by the members through electoral procedure as laid down by the managing committee.
- 7.2.7.2 The Managing Committee shall lay down the procedure for election in the 'Rules and Regulation'.
- 7.2.7.3 A member of IASTAM - India who is not interested in contesting the election and who agrees to undertake the responsibility shall be appointed as the 'Electoral Officer'.
- 7.2.7.4 An electoral officer shall not be connected or related to and or shall not have direct or indirect interest in appointment of any candidate or shall not have any direct or indirect gain/s of any kind with favour to any candidate.
- 7.2.7.5 In such circumstances exists which may likely affect the electoral outcome, the Managing Committee shall appoint another person as the 'Electoral Officer' and the provisions of the clause 7.2.7.3 shall be applied to appointment of the Electoral Officer'.
- 7.2.7.6 In the event of the failure or due to unavoidable circumstances to appoint an appropriate person to conduct the elections as an 'Electoral Officer', despite diligent efforts, the sitting President may appoint an appropriate member as the 'Electoral Officer' to conduct the elections or execute an election process. However, the president shall not contest any such election.
- 7.2.7.7 The 'Electoral Officer' shall conduct the election in accordance with the procedure/s decided by the Managing Committee.
- 7.2.7.8 IASTAM - India shall make all possible efforts to give adequate representation to all indigenous systems as defined and different faculties that are involved with development of traditional systems of medicine and representation of women members. The managing

committee shall consider necessary clause/s while forming the ‘Rules & Regulations’ of IASTAM - India.

#### 7.2.8 Nomination

Not more than five members to the managing committee shall be nominated by the newly elected committee to enable representation to areas / subject that do not get representation.

#### 7.2.9 Committees and / or Sub-Committees

The members of the Managing Committee of IASTAM – India may constitute committees and sub-committees, if necessary to manage or attend to specific objectives which shall report to the Managing Committee.

#### 7.2.10 Functions of the Managing Committee

The Managing Committee shall manage and administer the functions of the IASTAM – India.

- A. The office bearers and the Managing committee members shall be the trustees of the IASTAM for the purpose of Bombay Trust Act, 1950.
- B. Invest funds and look after finances for the benefit of the IASTAM - India.
- C. To accept donations from the Government and other bodies and give aid and awards to other bodies to propagate the objectives of the IASTAM - India.
- D. To prepare and sanction annual budget and estimates of the income and expenditure of the IASTAM - India.
- E. To get their accounts audited from a competent auditor

#### 7.2.11 Functions and Powers of the Office Bearers

##### i) President

1. The president shall be the Chairman of the general body, managing committee and Co-chair of the NAC.
2. The President shall carry out all such duties and exercise all such powers in the name of the managing committee as may be decided by the committee for carrying out the objectives of IASTAM - India.
3. The President shall have the powers to make emergency decisions and actions on behalf of the managing committee subject to its subsequent approval by the committee.

##### ii) Vice- President/s

1. The vice president shall exercise such powers as may, from time to time, be delegated to them by the managing committee or by the President on behalf of the committee.

2. In the absence of the President, one of the Vice- Presidents, preferably the senior-most member, shall preside at the meetings of IASTAM - India and for the time being shall have all powers of the president.

iii) Secretary General

The Secretary General shall –

1. Be the Chief Executive Officer of the Association and shall perform all the duties that usually go with such office.
2. Be the official representative of the Association.
3. Submit annual report to the managing committee and the NAC.
4. Be custodian of the records of the common seal and such other property as the managing committee may put in his charge.
5. Keep an office at his place and some impress money as laid down from by the managing committee.
6. To be the convenor of the meetings of various bodies and committees, in consultation with the president. The Secretary General shall carry out its functions in consultation with the President.

iv) Treasurer

1. The treasurer shall be in charge of the financial matters of the IASTAM - India under the General Supervision of the managing committee.
2. The Treasurer shall keep the accounts of IASTAM – India and shall conduct the financial transactions on behalf of the IASTAM - India.
3. The Treasurer shall present the statement of accounts of IASTAM - India to the managing committee.

v) Regional Secretaries

The Regional secretaries shall exercise such powers as may from time to time be delegated to them either by the managing committee or by the President on behalf of the committee.

*\*\* Joint Secretary*

1. *The Joint Secretary shall exercise such powers as may from time to time be given to him by the managing committee and the President.*
2. *In absence of the Secretary General, the Joint Secretary shall function as the Secretary General of IASTAM - India.*

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\*\* Joint Secretary Position is opted out for next Managing Committee with effect 27<sup>th</sup> March 2014.

### 7.3 NATIONAL ADVISORY COUNCIL [NAC]

#### 7.3.1 Definition

The National Advisory Committee is a non-statutory body and was earlier termed as ‘Governing Council’.

#### 7.3.2 Role

The role of ‘National Advisory Council’ of IASTAM – India is to guide to achieve its objectives and advise on its activities.

#### 7.3.3 Membership

The National Advisory Council shall have a minimum of 15 members and a maximum of 21 members at any given point in time.

#### 7.3.4 Composition

- A. The representation to the National Advisory Council at any given point in time shall be in the following manner:
  - i. 2/3<sup>rd</sup> members shall be the members from the IASTAM
  - ii. 1/3<sup>rd</sup> members shall be from outside IASTAM shall be represented by reputed and learned experts.
- B. The Secretary General of the Managing Committee shall be the convenor of ‘National Advisory Council’ and shall seek all instructions from the president of the managing committee.
- C. The National Advisory Council shall be constituted immediately after the election of the managing committee and in any event within ninety (90) days from the first meeting of the managing committee.

#### 7.3.5 Eligibility for Appointment of members to the National Advisory Council

- A. Previous office bearer/s and or senior member-experts of IASTAM – India shall be given preference.
- B. Senior expert/s who represent different Indian systems and different subjects and areas of expertise.

7.3.6 The managing committee shall nominate one of the senior experts as the chairman of the NAC.

7.3.7 President of the IASTAM shall act as the Co-Chairman of the National Advisory Council.

7.3.8 Secretary General and or the designated member of IASTAM – India shall act as Member Secretary for the NAC.

7.3.9 The NAC shall strive to meet every year and in any event meet at least once in three years.

## **8. REGIONAL / STATE CHAPTERS**

### **8.1 REGIONAL CHAPTER/S**

IASTAM – India may encourage formation of a regional chapter provided there are 75 permanent – life, patron or institutional member – from the geographical region of India and the members from that region if so desire in adherence to the ‘Memorandum of Association’ of a IASTAM– India and in accordance with aims and objectives therein.

### **8.2 STATE CHAPTER/S**

IASTAM – India may encourage formation of a state chapter (States of India) provided there are minimum 40 permanent – life, patron or institutional members - from that state and the members from that state so desire in adherence to the ‘Memorandum of Association’ of a IASTAM– India and in accordance with aims and objectives therein.

### **8.3 RULES AND REGULATIONS FOR CHAPTERS**

The managing committee shall frame separate rules within ‘Rules and Regulations’ regarding the constitution of regional and state chapters to expand its activities.

### **8.4 APPROVAL BY THE GENERAL BODY**

Formation of any chapter shall be with the approval of the General Body.

## **9. CONDUCT OF MEETINGS AND MAINTANANCE OF RECORDS**

F. MANAGING COMMITTEE

G. GENERAL BODY

H. NATIONAL ADVISORY COUNCIL

### **9.1 MEETINGS OF THE MANAGING COMMITTEE**

#### **9.1.1 Agenda and Call for Meeting**

The date and agenda of the meeting shall be finalized by the secretary general in consultation with the president.

All members of the managing committee shall be notified of the meeting with the agenda as and by way of a written notice with required notice period as per ‘Rules and regulations’ followed by the managing committee.

9.1.2 Conduct

The President shall chair the meeting.

In the absence of the president the vice president, and in the absence of both - the president and vice president, the senior most member of the committee shall chair the meeting.

9.1.3 Signature of the Chair

The said minutes of meeting shall be duly signed by the Secretary General and the president or the office bearer who has chaired the said meeting in accordance with norms followed.

9.1.4 Minutes and Records

It is mandatory for secretary general to ensure preparation of minutes of the meeting on regular basis and prepare, provide and record related documents.

9.1.5 Mandatory

Provision for urgent meeting and decision making by the office bearers may be made in 'Rules and Regulations' to attend to urgent requirements. However, any such procedure and decision/s or outcome of such meeting must be recorded with complete details and that it must be ratified by regular meeting or by the general body as the case may be.

9.2 MEETINGS OF THE GENERAL BODY

9.2.1 Agenda and Call for Meeting

The date and agenda of the meeting shall be finalized by the secretary general in consultation with the president.

All members of IASTAM – India shall be notified of the meeting with the agenda as and by way of a written notice as per 'Rules and regulations' followed by the managing committee.

9.2.2 Period of Notice

A minimum notice period of 21 days or more as per 'Rules and Regulation' of IASTAM – India shall be provided.

9.2.3 Conduct of the General Body Meetings

The President shall chair the meeting. In the absence of the president the vice president and in the absence of both - the president and vice president, the senior most office bearer of the managing committee shall chair the meeting.

9.2.3 Quorum

Presence of 30 members shall be considered as minimum quorum. It is mandatory to keep all members informed and efforts be made to have their opinion for important decisions through appropriate mechanism like e mail or such other.

9.2.4 Minutes and Records

It is mandatory for secretary general to ensure preparation of minutes of the meeting on regular basis and prepare, provide and record related documents.

9.2.5 Signature

The said minutes of meeting shall be duly signed by the Secretary General and the president or the office bearer who has chaired the said meeting as per norms.

9.2.6 Casting Vote

The President is authorized to exercise his casting vote in the event of a tie and not otherwise.

9.1.7 Mandatory

If necessary, the President may convene the meeting of all the members – general body with a notice period of 21 days.

9.3 SPECIAL MEETING OF ALL MEMBERS

9.3.1 The Managing Committee or president may convene a special general body meeting to discuss items as mandatory or to consider matter/s that require urgent attention.

9.3.2 Agenda and Call for Meeting

The date and agenda of the special meeting of all members shall be finalized by the secretary general in consultation with the president. Or the president may call such a meeting at his/her discretion, if so necessary.

9.3.3 All members of IASTAM – India shall be notified of the special meeting of all the members with the agenda as and by way of a written notice as per ‘Rules and regulations’ followed by the managing committee.

9.3.4 Period of Notice

A minimum period of 21 days or more of notice period as per ‘Rules and Regulation’ of IASTAM – India shall be provided for special meeting of all members.

9.3.5 Conduct of the Special Meeting of All Members.

The President shall chair the meeting of all members. In the absence of the president the vice president and in the absence of both - the president and vice president, the senior most office bearer of the managing committee shall chair the meeting.

9.3.6 Minutes and Records

It is mandatory for secretary general to ensure preparation of minutes of the meeting on regular basis and prepare, provide and record related documents.

9.3.7 Signature

The said minutes of meeting shall be duly signed by the secretary general or convenor and the president or the office bearer who has chaired the said meeting as per norms.

9.3.8 Casting Vote

The president is authorized to exercise his casting vote in the event of a tie and not otherwise.

9.4 RECORDS

9.4.1 DOCUMENTATION

The members of the managing committee shall ensure documentation of all important statutory and non-statutory documents.

The secretary general and or the designated member shall make noting and minutes of all meetings of different committees.

Separate books of minutes and accounts shall be kept on year to year basis.

All details of activities of IASTAM – India shall be documented

9.4.2 RECORD KEEPING

All efforts must be made to keep records of different activities, meetings and all transactions and right procedures shall be followed to ensure efficient record keeping as a part of ‘Rules and regulations’ of IASTAM – India.

**10. RULES AND REGULATIONS**

The managing committee shall form and adhere to ‘Rules and Regulations’ as per directive and spirit of this ‘articles of association’ to execute its day to day activities subject to approval of the general body.

This shall include but not exclusive of:

- i. Day to day operations
- ii. Management of Funds, Operation of Bank accounts and related matters
- i. Procedure for conduct of elections
- ii. Procedure for nomination and selection of oration / awardees





**11. IASTAM ORATION AND AWARDS**

IASTAM, over a period of time has instituted several oration / awards to honour contributions of experts in various fields of activity.

IASTAM shall hold the IASTAM AWARD FUNCTION preferably every year or at least once in two years.

A procedure has been established by the managing committee for nomination and selection of awards for excellence. The manner and mechanism, rules and regulations, for selection of awardees shall be decided by the managing committee to ensure high standards of neutrality and competence.

**12. COMPLAINT, GRIEVANCES & DISQUALIFICATION/ REMOVAL OF MEMBER**

- 12.1 A procedure to address an outside complaint with respect to activities of IASTAM – India of any of its members and to address grievances of any member or complaint shall form part of ‘Rules and Regulations’.
- 12.2 A person shall be disqualified for appointment as, or for being a member of a committee if he meets any disqualification as specified in Section 56G of the Act.
- 12.2 A person may be removed as a member of IASTAM - India and /or the member of managing committee or NAC if he meets any of the criteria specified in clause 5.2 (E).

**13. AMENDMENT**

**Amendment** To the rules and regulations of the IASTAM - India shall be considered if such a proposal is signed by at least 30 members and passed by majority at a general body meeting called for that purpose or by circulation.

**14. DISSOLUTION**

As per Societies Act, Sections 13 and 14, the IASTAM – India can be dissolved by a resolution supported by 3/4<sup>th</sup> Members present at a General Body meeting called for the purpose. The Assets of the IASTAM - India in case of dissolution shall be disposed off in accordance with the decision of the General Body.

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