

INDIAN ASSOCIATION OF EPIDEMIOLOGISTS

Registered office: A- 524, SartiaVihar New Delhi- 110044, India.

Aims & Objectives of IAE:

- 1) To work for promotion and strengthening of Epidemiological Services in India.
- 2) To produce and disseminate technical material,
- 3) To co-ordinate epidemiological research in India, and
- 4) To promote the career prospects of Epidemiologists at centre and State levels.

Rules and regulations

INDIAN ASSOCIATION OF EPIDEMIOLOGISTS

1. **NAME OF THE SOCIETY:-** INDIAN ASSOCIATION OF EPIDEMIOLOGISTS
2. **MEMBERSHIP:-**The membership of the association will be open to any medically qualified person, who has undergone a) any formal course in epidemiology or public Health such as a degree or diploma, b) or any other person who has contributed to the science of epidemiology for more than 5 years and is willing to abide by the terms and conditions of the association. The membership is without discrimination of religion, caste color or creed but subject to the approval of the governing body.
3. **SUBSCRIPTION :-**The admission fee shall be Rs. 100 and annual rate of subscription for all the members shall be Rs. 100/- the life membership fee shall be Rs. 1000/- (One thousand only which may be paid in two annual installments of Rs. 500/- each). The amount of the subscription can be revised from time to time as per the decision of the general body.
4. **DENIAL:-** An applicant be denied admittance to the society based on the decision of the Governing body. The exact and complete reasons of which, however shall have to be communicated to the applicant in writing.
5. **TERMINATION:-**The governing body of the association has the right to terminate/suspend the membership of any person for one/more of the following reasons:-
 - A) The death of the member.
 - B) Failure of the member to pay the subscription within three months of the due date.
 - C) Members' activities which are counterproductive to the aims and objectives of the association.
 - D) Tendering of resignation by the member.
 - E) Failure of the member to attend three consecutive annual meetings without any valid reason such as death or death or illness of family member, preoccupation in official work and need to travel more than 500 kms to attend the meeting.
 - F) Failure of the member to attend five consecutive meetings irrespective of any reason.

The reason of such a termination shall be communicated to the member. However a member so expelled/suspended/terminated shall have a right to appeal before the general body which may or may not consider the appeal favorably.

6. **APPEALS:-**All the appeals shall be referred to the general body of the association, and the decision of the general body shall be final the reason (s) for rejection shall be communicated to the member concerned.
7. **RE-ADMISSION:-**In case a membership is terminated by the general body, the member can be readmitted provided the member concerned pays all upto date dues. The decision of the general body shall be final in this regard.
8. **RIGHTS AND PRIVILEGES OF MEMBERS:-**Every member shall have a right to participate in the general body meeting and shall also be entitled to inspect the records of the association with prior approval of the governing body. Besides this, he/she shall also have the right to vote in the meetings of the association. Every member shall be entitled to participate in the meetings, functions and get-togethers organized by the association. Every member shall receive timely information about all activities of the association.

9. GENERAL BODY:-

The General body of the association will consist of all the registered members. The meeting of the general body shall be held every year with 1/3 quorum. No quorum shall be required in an adjourned meeting. An emergency meeting of the general body may also be summoned at the written request of three fifths (3/5) members and with ten day's prior notice for such meeting. The notice period of general body meeting shall also be ten days. One/more of the matters can transact at these meetings:-

- a. To prepare annual policies, agenda and methodologies.
 - b. To discuss and to decide all such matters and issues which are directly or indirectly related to the affairs of the associations
 - c. To pass annual budget of the association and to appoint a qualified auditor who will annually audit the accounts of the association's funds.
 - d. To consider any other matter brought forward by the governing body.
10. **GOVERNING BODY:-**There shall be a governing body of the association to look after and to manage the day to day affairs of the association. It shall consist of a minimum of eleven and maximum of twenty-one members including the office bearers. The meetings of the governing body shall be held after every six months with 1/3 quorum. No quorum will be required in the adjourned meeting. An emergency meeting of the governing body may also be summoned at the writer request of 3/5 members of governing body with ten days notice of the meeting. The following business shall be transacted in these meeting:-
 - a. To take necessary steps for the implementation of all the programmes and policies drawn by the general body.

- b. To ratify the necessary expenditure to meet the day to day requirements of the society.
- c. To take decisions on applications for membership.
- d. To appoint committee for disposal of any business of the association.
- e. To arrange finance, if required, from Bank (s), Institutions or individuals on reasonable terms and conditions and the governing body as a whole will be liable for its repayment.
- f. To appoint, terminate and fix duties of any staff.
- g. To receive, to have custody of and to expand the funds of the association and to manage the properties of the association.
- h. To sue and defend all legal proceedings on behalf of the association.
- i. To take all such other legal steps which may appear to be beneficial for the smooth and better management of the association

11. OFFICE BEARERS AND THEIR DUTIES:-

11.1. PRESIDENT

- a) He/she shall preside over all the meetings of the general body and the governing body.
- b) In case of tie in any meeting he/she shall tender his/her casting vote.
- c) He/she shall supervise work of his/her office bearers from time to time.
- d) He/she has the right to spend Rs. 1000/- for the cause of the association, expenditure of an higher amount require the approval of the governing body.

11.2 VICE-PRESIDENT

In the absence of the President the Vice-President shall exercise all Powers and duties of the President. He will also assist the President in his work.

11.3 SECRETARY:

- a) He shall represent the association in all public and private offices.
- b) He shall keep all types of record of the association including the register of members containing therein the names, addresses and other brief particulars.
- c) He shall undertake all types of correspondence on behalf of the association.
- d) He shall convene the meetings of general body, governing body and he shall also inform every member, regarding time date and place of the meeting through a ten days prior written notice.
- e) He has the right to spend Rs. 1000/- for the cause of association. Expenditure of an higher amount will require the approval of the governing body.

11.4 JOINT SECRETARY

In the absence of the secretary, the Joint secretary shall exercise all powers and duties of the secretary. He will also assist the Secretary in his work.

11.5 TREASURER

He shall collect subscriptions, gifts, grants-in-aid and donations from the members and the general public and he shall also be responsible for upkeep and maintenance of a true and correct account of the association's funds. He has the right to keep Rs. 1000/- as imprest money with him for the cause of the association.

11.6 EXECUTIVE MEMBERS

They shall assist in the day to day work of the association as per the direction of the President and the Secretary.

12. REGISTER OF MEMBERS

The association shall maintain, at its registered office, a register of its members and shall make entries therein within 15 days of admission of member/ cessation of his membership, as the case may be a concern:

- a) The name and address of the members.
- b) The date on which the member was admitted.
- c) The date on which a member ceased to be a member.

13. FINANCIAL YEAR:-

The financial year of the association shall correspond to the calendar year I, e January 1st to December 31st

14. SOURCE OF INCOME AND UTILIZATION

Subscriptions, donations, grants-in aid and gifts from the members and the general public shall be the source of income of the association. All the income of the association shall be utilized towards the aims and objects of the association.

15. BANK ACCOUNT OPERATION

The funds of the association shall be kept in a scheduled bank. The bank account of the association can only be operated by signature of two persons, one of who will be the treasurer and other can be either the President or the Secretary. The account shall be audited by the qualified auditor every year.

16. FILLING UP OF CASUAL VACANCISE

The casual vacancies may be filled up by the resolution passed by majority of vote by both the governing body and general body.

17. ELECTION

The governing body of the association shall be elected through a general body meeting for a term of 2 years. The mode of election shall be by way of secret ballot/raising of hands.

18. ANNUAL LIST OF MANAGING/GOVERNING BODY (Section 4 of Act)

Once in every year a list of the office-bearers and members of the governing body of the society shall be filed with the registrar of associations, Delhi as required under section 4 of the Associations Registration Act 1860.

19. LEGAL PROCEEDINGS (Section 6 of the Act)

The association may sue or be sued in the name of the president/Secretary as per provision laid down under section 6 of the Associations Registration Act 1860, as applicable to the Union Territory of Delhi.

20. AMENDMENT (Section 12 & 12-A of the Act)

Any amendment in the Memorandum or Rules will be carried out in accordance with the procedure laid down under section 12 & 12-A of Association Registration Act, 1860.

21. DISSOLUTION AND ADJUSTMENT OF AFFAIRS (Section 13 & 14 of Act)

If the Association needs to be dissolved, it shall be dissolved as per provision laid down under section 13 and 14 of the Associations Registration Act, 1860, as applicable to the Union Territory of Delhi

22. APPLICATION OF THE ACT

All the provisions under all the sections of the Associations Registration Act 1860, as applicable to the Union Territory of Delhi Shall apply to the society.

23. ESSENTIAL CERTIFICATES

“Certified that this is the correct copy of Rules and Regulations of the Association”

President

Secretary

Treasurer

Indian Association of Epidemiologists

Minutes of the meeting held in January 1993

The General Body meeting of the Indian Association of Epidemiologists was held on 29th January in the seminar room of Epidemiology Division of National Institute of Communicable Diseases, Delhi-

110054 under the chairmanship of Dr. T. Verghese, Director, N.I.C.D. The main agenda of the meeting was to elect the office bearers for the current years.

The following office bearers were elected unanimously.

President Dr. Dr.T.Verghese, Director, N.I.C.D. , Delhi

Vice-President Dr. R.S. Sharma
47/19, Rajpur Road, Delhi- 54

Secretary Dr. D.C. Jain
A- 524,SaritaVihar, Delhi-44

Jt. Secretary Dr. A.C. Dhariwal
D-13/9. Model Town, Delhi-9

Treasurer Dr. J. Singh
JD-44A, Pitampura, Delhi-34

Executive members

1. Dr. U. Chawla B-704, Sangli Apartments, Delhi-1
2. Dr. S. Bandyopadhyay 129A Sunder Apartments, Delhi-49
3. Dr. S.P. Mishra Asstt. Director, N.M.E.P. Delhi-54
4. Dr. G.S. Sonal, Asstt. Director, N.M.E.P. Delhi-54
5. Dr. K. Banerjee, 129A Sunder Apartments, Delhi-54
6. Dr. B.K. Sainani, L-348, Sector- 9, SaritaVihar, Delhi- 44
7. Dr. A. Khera, D-602, Sarojini Nagar, Delhi-23
8. Dr. J. Bhattacharjee, 579 C, Delhi Administration Flats, Delhi-7
9. Dr. N.J. Kar, F-129, F-2, Dream Apartments, Delhi-95
10. Dr. D. Bora, 6/IV, H.M.D. Colony, Delhi-32
11. Dr. Sujeet Singh, Asstt. Director, N.I.C.D. Delhi-54
12. Dr. G. Biswas, Asstt. Director, N.I.C.D. Delhi-54

Patrons

Dr. T. Verghese, Director, N.I.C.D.
Dr. Shivlal, Addl. Project Director, N.A.C.O.
Dr. Ashok Kumar, Dy. Director, N.I.C.D.

Returning Officer

Dr. A. Dhariwal

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23. **ESSENTIAL CERTIFICATES:-**

“Certified that this is the correct copy of Rules and Regulations of the Association”

President

Secretary

Treasurer

1. DESIROUS PERSONS:- We the undersigned are desirous of forming a society namely “INDIAN ASSOCIATION OF EPIDEMIOLOGISTS” under the societies registration act 1860, as applicable to the Union Territory of Delhi in pursuance of this Memorandum of Association of the society.

Sl. No.	Name & Address	Occupation	Signature
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1. Dr. T. Verghese,
Director, N.I.C.D. Delhi- 110054 Epidemiologist
 2. Dr. R.S. Sharma
47/19, Rajpur Road, Delhi-54 Epidemiologist
 3. Dr. D.C. Jain Epidemiologist
4577/13 Jai Mata Market,
Trinagar, Delhi- 110035
 4. Dr. A.C. Dhariwal Epidemiologist
30, SwaiPao Ki Bagichi,
Janta Colony, Jaipur-302004
 5. Dr. J. Singh Epidemiologist
JD-44A, Pitampura, Delhi-34
 6. Dr. U. Chawla Epidemiologist
C-27, EVA, Juhu Tara Road
Santacruz (west), Bombay-400049
 7. Dr. S. Bandyopadhyay Epidemiologist
H- 53, B. Patuli Township Calcutta-84

