

## Memorandum

- 1- **Name of the Association** "Indian Association for Geriatric Mental Health..
- 2- **Full Address** Department of Geriatric Mental Health, King George's Medical University, Lucknow
- 3- **Work area of the Association:** All over India and outside where elderly population resides
- 4- **Objective of Association**

### Aims and Objects

1. To promote and advance the subject of Geriatric Mental Health and allied sciences in all their different branches and to promote the improvement of the mental health of the elderly people and geriatric mental health education.
2. To promote prevention, control, treatment and relief of all Geriatric Mental Health disabilities.
3. To formulate and advise on the standards of education and training for medical and auxiliary personnel in Geriatric Psychiatry and to recommend adequate teaching facilities for the purpose.
4. To promote research in the field of Geriatric Mental Health.
5. To propagate the principles of Geriatric Mental Health and current developments in the field of Geriatric Psychiatry.
6. To deal with any matters relating to the mental health of elderly and of concern to the country and to do all other things as are cognate to the subjects of the Geriatric Mental Health.
7. To safeguard the interests of Geriatric Psychiatrists and fellow professionals in India.
8. To promote ethical standards of care in the practice of Geriatric Mental Health in India.



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Dr. S. P. Singh

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5- Name address, designation and occupation of the association members

S. N.	Name and Father/ Husband name	Address	Occupation	Designation
1.	Dr. S. C. Tiwari S/o Sri B. P. Tiwari	2138, Vipul Khand, Gomti Nagar, Lucknow	service (Doctor)	President
2.	Dr. K. S. Shaji S/o Mr .K. N.Shivraman	Surya Chitra Lane, Ayyanthole, Thrissur- 168003, Kerala	Service (Doctor)	Vice-President
3.	Dr. Venu Gopal Jhanwar S/o Dr. M.R. Jhanwar	Deva Mental Health C ;c B-27/70, Badhal Kothi, Durgakund, Varanasi - 221005	Consultant Psychiatrist [(Pvt. Practice)	Hony. General Secretary
4.	Dr. Rajesh Nagpal S/o Mr. Sudarshan Lal Nagpal	Manobal Clinic A-2, Raj auri Garden, New Delhi-11--27	Consultant Psychiatrist (Pvt.)	Joint Secretary
5.	Dr. S.P. Gupta S/o Shri Devi Ram Gupta	Institute of rvental Health & Hospital, Agra	Service. Medical Officer	Hony. Treasurer
6.	Dr. Dileep Singh S/o Shri Laturi Singh	115/2 Vibhav Nagar, Firozabad	Consultant Psvchiatrist	Joint Treasurer
7.	Dr. Sanjay Gupta Late Dr. S. Kumar Gupta	"Neelkanth" 70, Rohit Nagar. Naria, Varanasi- 221 005	Consultant Psychiatrist (Pvt. Practice)	Hony. Editor
	Dr. Arvind K. Gupta S/o Late Mr. Krishnakant	Chetna Psychiatric Centre D-54/ 16D, Aurangabad, Varanasi-221 010	Consultant Psychiatrist	Joint Editor

We the undersigned declare the constitution of the Association according to memorandum and attached Rules of the association under Society's Registration act 1860.

1. Dr. S.C. Tiwari



5. Dr. S. P. Gupta

2. Dr. K.S. Shaji



6. Dr. Dileep Singh



3. Dr. Venu Gopal Jhanwar



7. Dr. Sanjay Gupta



4. Dr. Rajesh Nagpal



8. Dr. Arvind K.

Gupta

## Rules of the Association

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Spokane  
J. S. M. S. J.  
Vijay Kumar Singh

Spokane  
Anil K. Gupta

5- Name address, designation and occupation of the association members

S. N.	Name and Father/ Husband name	Address	Occupation	Designation
1.	Dr. S. C. Tiwari S/o Sri B. P. Tiwari	2/3 8, Vipul Khand, Gomti Nagar, Lucknow	Service (Doctor)	President
2.	Dr. K. S. Shaji S/o Mr .K. N.Shivraman	Surya Chitra Lane, Ayyanthole, Thrissur- 68003, Kerala	Service (Doctor)	Vice-President
3.	Dr. Venu Gopal Jhanwar S/o Dr. M.R. Jhanwar	Deva Mental Health Centre B-27/70, Badhal Kotahi, Durwakund, Varanasi - 221005	Consultant Psychiatrist (Pvt. Practice)	Hony. General Secretary
4.	Dr. Rajesh Nagpal S/o Mr. Sudarshan Lal Nagpal	Manobal Clinic A-2, Rajauri Garden, New Delhi-11--27	Consultant Psychiatrist (Pvt. Practice)	Joint Secretary
5.	Dr. S.P. Gupta S/o Shri Devi Ram Gupta	Institute of Mental Health & Hospital Agra	Service Medical Officer	Hony. Treasurer
6.	Dr. Dileep Singh S/o Shri Laturi Singh	115/2 Vibhav Nagar, Firozabad	Consultant Psychiatrist	
7.	Dr. Sanjay Gupta Late Dr. S. Kumar Gupta	"Neelkanth" 70, Rohit Nagar, Naria, Varanasi- 221005	Consultant Psychiatrist (Pvt. Practice)	Hony. Editor
8.	Dr. Arvind K. Gupta S/o Late Mr. Krishnakant	Chetna Psychiatric Centre D-54/16D, Aurangabad, Varanasi-221010	Consultant Psychiatrist	Joint Editor

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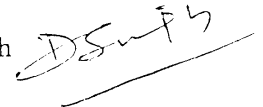


5. Dr. S. P. Gupta

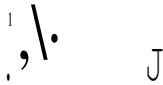
2. Dr. K.S. Shaji



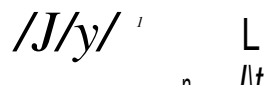
6. Dr. Dileep Singh



3. Dr. Venu Gopal Jhanwar



7. Dr. Sanjay Gupta



4. Dr. Rajesh Nagpal



8. Dr. Arvind K. Gupta

## **5- Membership of Association and classification of members:**

There shall be a Register in which the names of all Members of the Association shall be entered with their qualifications and addresses. The 'Register' shall also show the zonal and local branch of the Association, where applicable to which Member is attached. The General Secretary shall enter the name of the newly elected member in the Register and inform the fact of such entry to the Member concerned and to the zonal and local branches, if applicable. The Member shall be deemed to have been elected from the date of his election by the Council. The category of membership shall be determined by the Council at the time of election of the Member. The names of all existing Members of the Association, who have paid their subscription upto the last calendar year shall be published by 30th June each year for the information of zonal and local branches and for all members of the Association. Membership directory of the Association shall be a priced publication.

### **Members of Association**

There shall be only one class of membership namely –“Member” which will include Life fellows, Fellows, Ordinary Members, Associate Members, Honorary Fellows, Corresponding Fellows and Corporate Members

*Member:* Registered Medical practitioners under Schedule I or II or Part II of Schedule III of Indian Medical Council Act (1956) **TO CHECK**, or who have any other recognized medical qualification which is considered equivalent to the above by the Council of Indian Association for Geriatric Mental Health, who have obtained a recognized post-graduate qualification in Psychiatry/Geriatric Psychiatry and are engaged in whole-time or part time practice in Psychiatry/ Geriatric Mental Health shall be eligible for membership. For the purpose of election to membership, recognised post-graduate qualification in Psychiatry /Geriatric Mental Health will be when a candidate has undergone at least 2 years training in psychiatry and has obtained D.P.M. or M.D. (Psychiatry) or DNB or MRC Psych or Dip. Psych. from any university in India or any commonwealth country or any Royal College of U. K. and Ireland or is a Diplomat of American Board of Psychiatry and Neurology or Fellowship in Geriatric Psychiatry/DM in Geriatric Mental Health or any other post-graduate qualification of any other university or examining body considered equivalent to above by the Council provided a minimum of 2 years training in psychiatry has been undertaken by the candidate for that qualification. Besides this, people from other disciplines of life sciences/services such as social work, sociology, anthropology, psychology, neurology with a recognized degree and involved in the activities of Geriatric

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Mental Health care are also eligible for membership of the Association. The membership may also be extended to care givers if they have contributed significantly towards the care of elderly.

#### 6- Termination of Membership:

1- A person shall cease to be a member of the Association if his name is removed from the Register. The name of the person shall be removed from the register by the Association

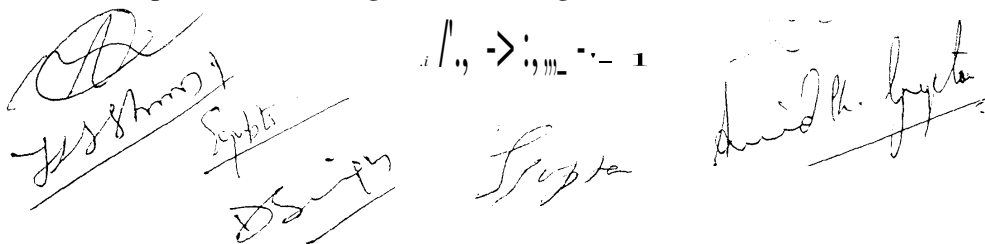
- a) on his death,
- b) on his resignation. The resignation of any member from the Association shall be in writing addressed to the General Secretary and shall be accepted by the Council provided he has paid up all his dues to the Association, or
- c) if his subscriptions are in arrears for two years and he has not paid in spite of a final notice regarding his dues from the General Secretary or Honorary Treasurer.
- d) if declared by competent authority to have become insane or insolvent
- e) if convicted by a competent court of law under IPC. CrPC.

2- The membership of any member may be terminated for other reasons which the Council may deem sufficient by votes of not less than two-thirds of the members thereof present at a special meeting called for this purpose or at the annual meeting or at the Annual General Meeting. The member concerned shall have a right to explain his conduct and the General Secretary shall acquaint all the members of the Council with his explanation. He shall have the right to appeal to the General Body, if he so desires, but in this case he must inform the Honorary General Secretary of his desire *to do so* within a month of the receipt of the decision of the Council.

3. If a member whose name had been terminated previously under Section 1 (c) seeks election without disclosing this fact and is elected erroneously as a new member his election will be considered null and void unless he pays the arrears due from him under the rules.

#### 7 The General Body

All the members of the Association for Geriatric Mental Health shall constitute the General Body of the association. The General body meetings of the association shall usually be held during the annual conference of the association and the provisional date and venue shall be proposed and decided at the previous annual general meeting.

The bottom of the page contains several handwritten signatures and initials. On the left, there is a large signature that appears to be 'J. S. Sharma' with 'Sept' written below it. In the center, there are initials 'D. Singh' and another signature 'Sept'. On the right, there is a signature 'David H. Gupta' with 'Sept' written below it. There is also some faint, illegible text in the center.

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- a- Notice and agenda of the General Body Meeting and copies of the minutes of the proceeding of the least Annual General Body meeting shall be sent by the Hony. General Secretary to all Members of the Association 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 Hony. General Secretary in a circular at least 90 days before the Annual General Meeting.
- b- Any member may on giving 60 days notice or less if the matter is one of urgency, submit any resolution to the General body for incorporation of the referred matter in the agenda of the General Body Meeting. The resolution shall be first considered by the Council after which the Hony. General Secretary shall put the resolution before the General body Meeting for their consideration with the comments of the Executive Council, if any.
- c- The general body meeting shall be presided over by the President. In his absence by Vice President. or even in his absence by a Member elected at the meeting for the occasion.
- d- The council shall have power to fix or change the date and venue of the annual conference and annual general meeting of the association under special circumstances with the consent of the local branch or member(s) who convened the conference or the organizing secretary of the conference.
- e- *Business to be transacted* – The business to be transacted at the Annual General Meeting shall be taken up in the following order
  1. Condolence resolution. if any.
  2. Confirmation of the minutes of the proceeding of the last annual general body meeting and extra-Ordinary General Body Meeting, if any.
  3. Reading and adoption of the Hony. General Secretary's report.
  4. Reading and adoption of the Hony. Treasurer's report and a statement of audited accounts.
  5. Reading and adoption of the Hony. Editor's report.
  6. Election of office-bearers and direct members of the executive council in place of retiring members.
  7. Appointment of auditor.
  8. Amendment of rules and bye-laws, if any.
  9. Resolution from members. if any.
  10. Any other business with the permission of the Chair.
- f- The Proceeding of the general body meeting shall be regulated according to the Rules and bye-laws of the Association . Unless otherwise determined by the Rules, every question submitted to the general body meeting shall be decided by

A collection of handwritten signatures and initials. On the left, there is a large, stylized signature. Below it, the word 'Sept' is written. In the center, there is a signature that appears to be 'Vijay Kumar' and another signature below it. On the right, there is a signature that appears to be 'Anand K. Gupta'.



show of hands and in case of equality of votes the person presiding shall have and exercise a second or casting vote.

g- The minutes of proceedings of the general body meeting shall be recorded by Hony. General Secretary in a book kept for the purpose and shall be signed by the President of meeting.

**Quorum-**The quorum of the general body meeting shall be 10% of the the total membership of the Association in India. The annual general meeting shall be dissolved if a quorum is not there even after being adjourned for a period not exceeding half-an-hour. Agenda items relating to election of office bearers and direct members of the executive council and appointment of auditor as provided under relevant clauses but not taken up or considered at the annual general meeting for absence of quorum shall be deemed to have been added to the agenda of the annual meeting of the executive council and shall be considered at a session to be held after the Annual General Meeting.

### **Extra-Ordinary General Body Meeting**

An extra-ordinary general meeting may be called at any time of the year on the requisition of the executive council or 20% of the members of the Association.

- a) Nothing except the business for which it is called shall be discussed at this meeting.
- b) At least ten days notice of the meeting with the agenda shall be given to the members.
- c). The quorum for the meeting shall be 10% of the members of the Association
- d). If within half an hour from the appointed time quorum is not there 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.

### **8 Composition of the Executive Council**

1. The council shall comprise of the following members of the Association:

(A) *Ex-Officio Members:*

- i) The President
- ii) The Vice-president-cum President Elect
- iii) The Hony. General Secretary
- iv) The Hony. Treasurer
- v) The Hony. Editor
- vi) The Immediate Past President
- vii) The Immediate Past Hony. General Secretary



Ex-officio  
DS

DS

John

Vinay Kumar

Supk

David K. Gupta

(B) *Elected Members:*

- i) Two representatives from each of the five Zonal Branches.
- ii) Four Direct Members elected by the General Body of the Association at its Annual General Meeting.

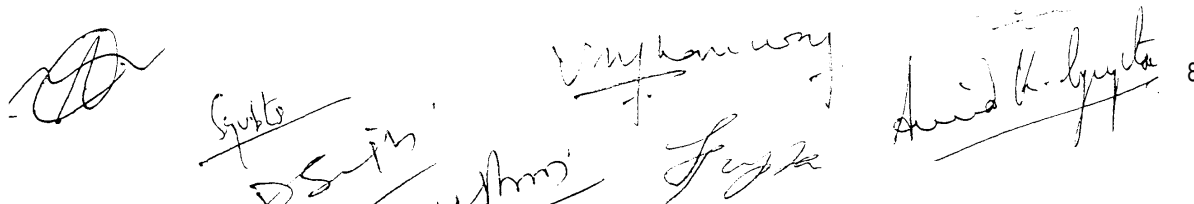
**9. Powers and Functions of the Executive Council**

- (a) The Council shall meet for the transaction of business, adjourn and otherwise regulate its meetings and proceedings as it thinks fit. A meeting of the Council, at which quorum is there, shall be competent to exercise all or any of the functions of the Council. All decisions at the meeting shall be determined by majority of votes. In case of equality of votes, the President shall have and exercise a second or casting vote.
- (b) The decision of the Council of the Association in all matters pertaining to the Association shall be final subject to ratification by the General Body at its Annual General Meeting.
- (c) The Council shall be entitled to act with authority of the Association in the furtherance of the aims/objects of the Association. Transaction of any business or financial matters that may arise except in respect of acts specially reserved to be done by the Association at a General Body Meeting.
- (d) The Council shall have the power to appoint sub-committees and fix their terms of reference 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 Association may be co-opted as member of a sub-committee. The chairman of each sub-committee shall be elected by the Council for a period of **two** years. The members of the sub-committee shall also serve a term of **two** years.
- (e) The council shall have power to write off the whole or a part of the arrears against any individual members.
- (f) The council shall be competent to act in spite of any vacancy.
- (g) The council shall have power to appoint or remove salaried officers and servants of the Association.

**10. Duties, power and terms of the Executive Council**

**The President**

- (a) The President shall hold office for two years and shall not be eligible for re-election.
- (b) He shall be the Chairman of all the General Body, Extra-Ordinary and Executive Council Meetings and, when appointed, of any other committee.

A collection of handwritten signatures in black ink, including names like 'Sujata', 'D. Srinivas', 'Anni', 'Sujata', 'Vinay Kumar', and 'David K. Gupta'. A small number '8' is written at the bottom right of the signature area.

- (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 conference and interpret rules and regulations and decide doubtful points at issue.
- (e) He shall preserve the order and shall decide on all points of order at or in connection with the meeting. 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 Association.
- (h) He shall be the leader of any delegation of which he is a member.

**The Vice-President**

- (a) The Vice-President, who shall also be President for the succeeding year, shall hold office for two years.
- (b) He shall preside at all meetings in the absence of the President and shall have all the powers of the President on that occasion.

**The Hony. General Secretary**

- (a) He shall hold office for two years and shall be eligible for re-election at the end of this period.
- (b) Shall be in charge of the office of the Association.
- (c) Shall ordinarily conduct all correspondence.
- (d) Shall have general supervision of accounts, pass all bills for payment.
- (e) Shall get prepared by the Hony. Treasurer a fully audited annual statement of accounts for presentation at the Annual General Meeting of the Association.
- (f) Shall organize, arrange and convene meetings, conferences, lectures and demonstrations etc.
- (g) Shall attend meetings of the Association and keep proceedings thereof.
- (h) Shall be ex-officio member of all sub-committees.
- (i) Shall organize the affairs of Association by encouraging the establishment of local branches where they do not exist and by creating a general interest in the affairs of the Association.
- (j) Shall bring any matter which be considered necessary in the interest of the Association to the notice of the Executive Council for guidance and decision.
- (k) When retiring shall hand over the properties, books etc. to the newly elected Hony. General Secretary within three weeks after election.

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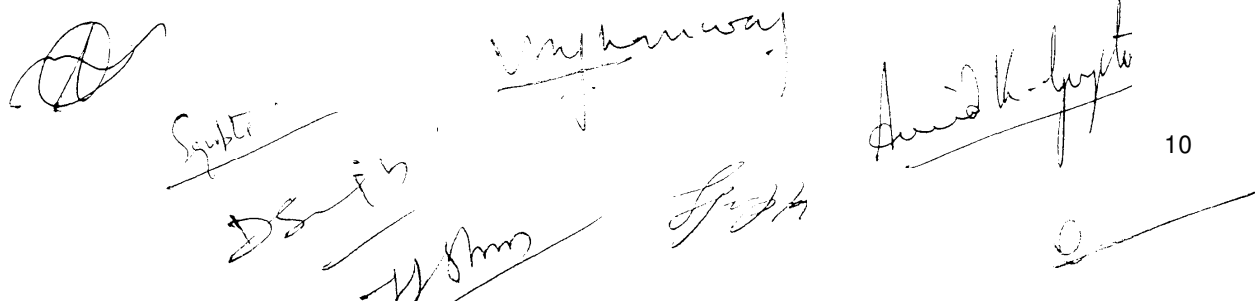
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### **The Hony. Treasurer**

- (a) Shall hold the office for two years and shall be eligible for re-election at the end of this period.
- (b) Shall be responsible for collection of subscriptions and donations from members and well wishers of the Association and maintain index cards showing upto date subscription position.
- (c) Shall sign the receipts and prepare statement of receipt and expenditure of the association duly audited by an Auditor appointed by the Annual General Body of the Association each year and shall present the same and the balance sheet at the Annual General meeting.
- (d) Shall have power to make payments not exceeding Rs.20,000/- without consent of the Hony. Secretary.
- (e) Shall open an account with a nationalized Bank approved by the Council and shall have the authority to operate this account for the expense of the Association.
- (D) Submit to the Returning officer and election officer an upto date statement of dues from the Fellows.
- (g) When retiring shall hand over cash account books and other papers and documents connecting with works of the Treasurer of the Association to the newly elected Hony. Treasurer within three weeks after the election.

### **The Hony. Editor**

- (a) Shall hold the office for two years and shall be eligible for re-election at the end of this period.
- (b) The Editor shall be responsible for publication of the Journal of the Association
- (c) He shall be Chairman of the Editorial Board and the Journal Committee. Members of the Editorial Board shall be elected by the Council in consultation with the Editor and their number shall not exceed 11. The Journal Committee shall be a sub-committee under the Council and the Editor like the Chairman of any other sub-committee shall have the power to co-opt members of the committee.
- (d) He shall present his annual report at the Annual General Body Meetings of the Association.
- (e) He shall submit. an audited statement of accounts to the Hony. Treasurer before 30th November of every year.

A collection of handwritten signatures and initials. From left to right: a large stylized signature, 'Squibler' with a line underneath, 'DS' with a line underneath, 'W. J. Jones' with a line underneath, 'W. J. Jones' with a line underneath, 'W. J. Jones' with a line underneath, 'W. J. Jones' with a line underneath, 'David K. Jones' with a line underneath, and a small signature with a line underneath.

### **Duties of the Joint Secretary, Asstt. Treasurer and Asstt. Editor**

- (a) The Joint Secretary, Asstt. Treasurer and Asstt. Editor shall assist the General Secretary, Treasurer and Editor respectively, in carrying out the duties of their respective offices, and their terms of offices shall be co-terminous with that of the respective senior officer.
- (b) They may not be members of the Council but can attend council meetings as non-voting participants.
- (c) In case of the inability of the General Secretary, Treasurer, Editor to discharge the duties of their offices due to any reason the Joint Secretary, Asstt. Treasurer, Asstt. Editor respectively shall officiate in his place, unless decided otherwise by the Council.

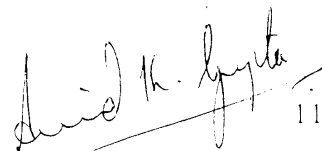
### **11. Amendment to Memorandum, Rules and Bye-laws**

- (a) Amendment to the memorandum, Rules and Bye-laws of the Association may be made at the Annual General Meeting or at an Extra-ordinary General Meeting after adequate notice (which shall not be less than 30 days) is given. The voting shall be confined to the Fellows of the Association and any amendment to be carried shall have at least two thirds majority of voters attending the meeting.
- (b) Resolution for amendment shall be very precise and may be proposed by any member of the Association who shall inform the Hony. General Secretary of his desire to do so and send him a copy of the resolution not less than 60 days before the Annual General Meeting. Hony. General Secretary shall circulate it among the members of the Association and submit it to the Annual General Meeting with comments of the Council, if any.

### **12. Funds of the Association:**

**Income:** The funds or income of the Association shall be derived from the following sources:-

- (a) Subscription paid to the Association by its Members.
- (b) Donations from within and outside India.
- (c) Share of the surplus amount accumulated in the hands of the Organizing Committee of the Annual Conference of the Association. The share shall be 50% when the Annual Conference is held under the auspices of a local branch of the Association and in any other case the share shall be 100%.
- (d) Advertisement in the Journal or any other publication of the Association.
- (e) Proceeds from the sale of periodicals or books and such other property as may be acquired from time to time.

  
David H. Gupta  
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Signature  
*[Handwritten signature]*

Address  
*[Handwritten address]*

Village name  
*[Handwritten village name]*

Postcode  
*[Handwritten postcode]*



- (f) Interest on savings bank and fixed deposit accounts.
- (g) Contribution from government or Local bodies.
- (h) Any other contribution from any body; association/ trust/ individuals

The common funds of the association shall be utilized for the following purposes:

- (i) To achieve the objectives of the Association
- (ii) For the conduct of meetings of the General Body
- (iii) For payment of salaries to the staff of the Association and to meet other expenses incurred in the course of pursuing the objective of the Association
- (iv) To construct or take on rent buildings necessary for the work of the Association and to furnish and equip such buildings
- v) To reimburse traveling and other expenses incurred in the course of pursuing the objective of the Association.
- vi) For payment of honorarium and allowances at the discretion of the Executive Council of the association

**Expenditure-** The council shall, out of the funds of the Association, defray all expenses including rents, salaries, wages and such other charges as may be necessary in carrying out the activities of the Association .

**13. Audit of the Association:**

A competent registered Auditor shall be appointed at the Annual General Meeting of the Association every year for auditing the accounts of the Association and whose duties shall be as follows:

- (a) Shall audit the accounts at the end of the year and shall certify to their correctness.
- (b) Shall give suggestions for the keeping of accounts as required

**14. Tribunal**

(a) There shall be a Tribunal consisting of five Members who shall be past-Presidents of the Association and nominated by the Council at its Annual Meeting each year to deal with any appeal against a decision of the Council or of the Annual General Body of the Association. The senior most member shall be Chairman of the Tribunal.

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(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 shall be binding on all parties. No appeal shall lie against the verdict of the Tribunal in any court of law.

(c) The Tribunal shall give opportunity to all the parties involved in the dispute to place their view point and give its verdict as quickly as possible which in no case shall exceed 90 days.

(d) The Annual General Body and the 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 atleast 10 Fellows and shall be in writing failing which such appeal shall not be considered by the Tribunal.

(e) Except under special circumstances which shall be recorded in writing, the Council shall not refer any dispute to the Tribunal without bringing it to the notice of the Annual General Body.

(f) The Tribunal shall not entertain any appeal preferred by any member, even if the appeal is supported by 10 Fellows, to over-rule a decision of the Annual General Body unless the Tribunal is satisfied that the interest of the appellant or other Members is likely to be adversely affected by the decision of the Council or the Annual General Body.

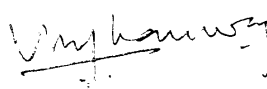
#### **15. The document of the Association:**

The Association shall keep and maintain the following documents

1. Membership Register
2. Agenda Register
3. Proceedings Register
4. Stock Register
5. Cash Book
6. Records of accounts and claims
7. Records of employees of the association, if any.
8. Any other register as and when required

#### **16 Dissolution of the Association**

If on winding up or dissolution of the Association there shall remain, after the satisfaction of all debts and liabilities and property whatsoever, the same shall not be paid to, or distributed among the members of the Association or any of them and shall be dealt with in the manner provided by



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section 13 and 14 of the societies Registration Act (No. XXI of 1860) as applicable in the State of Uttar Pradesh

All the provisions of the Societies Registration Act XXI of 1860 as applicable to the State of Uttar Pradesh shall apply to the Association.

**17. Any other provisions useful and necessary for the achievement of the objectives of the Association:**

**The Journal of Association**

The Association shall publish a journal of the Association 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 Hony. General Secretary. The Editor shall be responsible for the accounts of the Journal Committee and the books and journals in his custody.

**Annual Conference**

An Annual Conference of the Association shall be organized every year or as the General Body may decide, under the auspices of the Association at a suitable place and time to be decided at the Annual General Meeting of the Association. Such conference shall usually be held before the 15th day of March

The General Secretary of Indian Association for Geriatric Mental Health shall be responsible for:

- (a) Fixing the dates of the Annual conference in consultation with the Organizing Committee. Such dates must not vary from the dates fixed at the previous Annual Conference by more than 10 weeks.
- (b) To make alternative arrangements, in case the Organizing Committee fails to give a firm commitment regarding the proposed dates for the Conference by the 1st of September or fails to organise the Conference under exceptional circumstances.
- (c) To negotiate with members desirous of inviting the annual conference at different places in India and to keep 2-3 different invitation always pending.
- (d) Informing all members of dates of Conference.
- (e) Inviting delegates from the Psychiatry Associations of foreign countries.
- (f) Arranging for railway concession for delegates.
- (g) Writing to all government and similar agencies at the centre (including DGHS AND DGAFMS) and the State Governments to permit members serving under them to attend the meeting on temporary duty.



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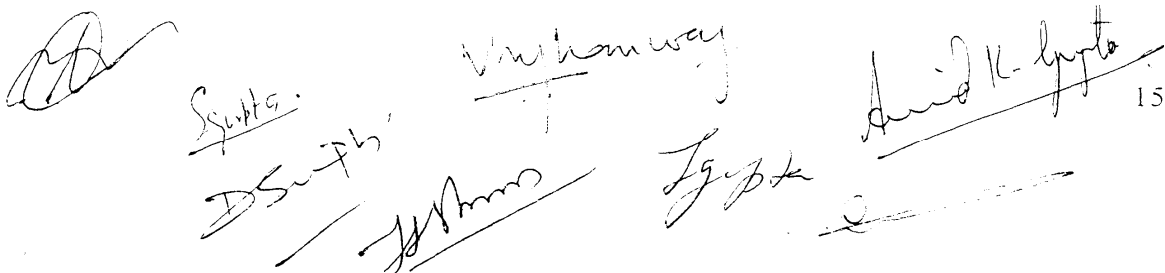
**Visitors:** The following can attend the conference as visitors:

- i) Prominent public men who are specially invited by the Organizing Committee
- ii) Medical Professionals and persons eligible for Associate Membership of the Association who wish to take part in Scientific session only as Special Visitors on payment of a fee to be determined by the Reception Committee.

**Contribution to the Fund of the Association :** Fifty percent (50%) of the amount accumulated in the hand of the Organizing Committee after meeting all expenses shall be credited to the funds of the Association and the other half to be credited to the local branch organizing the Conference. If the Conference is not organized by any local branch of the Association, the entire amount of the net income of the Conference shall be credited to the Association. Ten percent (10%) of the amount received from the Organizing Committee by the Association shall be credited to the fund of the Zonal Branch concerned. The Organizing Committee shall submit the audited statement of account and credit the share of the Association to the Association within nine months of holding the Conference.

**Scientific Papers and Sessions:** There shall be a scientific programme committee of the association for scientific sessions to be held during the Annual Conference. This committee shall lay down general orientation of sessions, choose subjects for symposium etc. The Committee shall consist of the President as its Chairman, the Editor, the Hony. General Secretary, Joint Secretary and another member of the Association with power to co-opt members and delegate its functions to a co-opted member or members. This committee will be responsible for assessing the quality and scientific utility of submitted symposia and papers. Only after acceptance of the symposia and scientific papers, they will be allowed for presentation.

- (a) Papers read or to be read at the scientific sessions of an Annual Conference can only be printed in the publications of the Association.
- (b) For publication of any paper/presentation 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 "Instruction to Contribution" shall have to be submitted to the Editor.
- (c) If the acceptance or otherwise for publication of a paper is not conveyed to the author within six months of its being sent to the Editor of the Journal of the Association or if it is not published within one and half years of its submission the author will be free to publish it elsewhere intimating the same to the Editor.

A collection of handwritten signatures and initials in black ink. From left to right, there is a large signature, the word 'Scripts.' above 'D. S. P.', a signature 'Vishwanath', a signature 'Iyappa', and a signature 'Anil K. Gupta' with the number '15' written below it.

## **Awards and Scholarships**

The Association can enter into contract with individuals, institutions, commercial and other bodies to organize competition for prizes, fellowships or bursaries to encourage research in geriatric mental health and allied subjects or for any other purposes in keeping with the aims and objects of the Association.

## **Election Commission**

*3 membered Election Commission (EC), one of whom would be Chairman of Election Commission will be appointed by the General body. A Fellow of Association can become a member of Election Commission. The tenure of a member of Election commission will be of 3 years, with one member retiring every year and the senior most member assuming the office of Chairman, Election Commission. A person will not contest election for any post in the Association for at least 1 year after retiring from Election Commission.*

### **Election Process**

*Not less than 120 days before the Annual General Body meeting every year, the Hon. Gen. Secretary shall address a communication to all the eligible Fellows informing them of the vacancies due to arise in the ensuing year and asking for nominations for the various posts. The communication shall be sent to only the eligible Fellows as per the existing electoral roll at the time of election announcement. Those Fellows who have subscription dues as on that date of announcement of election shall not be eligible to contest, propose, second or voting.*

Nominations shall be sent in sealed envelope on which the word "Nomination" shall be mentioned. All nominations shall reach the Chairman Election Commission, by registered post/speed post only, prior to the last date of submission of nominations. Any Fellow of Association may be nominated for election for any of the posts if his/her nomination is proposed by a Fellow and seconded by another Fellow and nominee has expressed his consent in writing to be the nominee for the said post. The person nominated for the post of Vice President- cum-President-elect must be a Fellow of the Association for at least for 10years. The person nominated for the post of Hony. General Secretary must be a Fellow of the Association for at least 5 years and must have served at least for one term as a member of the Executive Council (EC). The nomination paper shall contain signatures of Fellows who have paid their Annual subscription for the current year before filing the nomination.

The envelopes containing nominations shall be opened and scrutinized at the Meeting of the Election Commission, which shall be convened within 15 days-(after the last date of nomination). Quorum for this meeting of the Election Commission shall be two out of the 3 members. The representatives or the persons filing the nominations can attend the meeting, if they so desire. Appropriate notice period shall be given, if any nominee wishes to withdraw from the contest. If no valid nominations are received for a post by the stipulated date, the General Body at its Annual Meeting shall be competent to elect a candidate for the said post.

Not less than 45 days before the Annual General Body (AGB) meeting the Election Commission shall send out ballot papers (serial numbered and signed by the Chairman Election Commission) and circular to all the eligible Fellows either by ordinary or speed post intimating them of the names of the candidates together with a short bio-data, not exceeding 10 lines of each candidate, photograph of candidate and instructions. Those who cannot send the postal ballots are eligible for

the in-person voting (spot voting) at the venue of the Annual conference where the AGB is to be held.

If the Fellows choose to cast their vote by post, their ballot papers in a sealed cover indicating their choice clearly among the nominees for the various posts must reach the Chairman, Election Commission two full weeks 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 (as appointed by the Election Commission) 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 Election Commission and that the member has paid his subscription for the year.

The voting may take place before the annual general body meeting but the results shall be announced only at the annual general body meeting. The Chairman Election Commission shall have the power to co-opt members from among the Fellows to assist in scrutinizing the ballot papers and counting of the votes. The sealed cover containing the result of election shall be opened at the Annual General Body meeting.

The newly elected office bearers and member of the EC shall assume office the day after the Annual Conference. Representative to the Executive Council shall assume office after his election has been notified to the Honorary General Secretary along with a copy of the proceedings of the meeting at which the election was held.

### **Appeals:**

To issue appeals and apply for money and funds in the furtherance of the objects of the Association and to raise or collect funds by gifts, donations, subscriptions or otherwise of cash and securities and any property either movable or immovable and to grant such rights and privileges to the donors, subscribers and other benefactors as the Association may consider fit and proper.

Verified True copy

Date:



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\*

Signature of the 3  
members  
Of the Executive  
Council

1. -

2. *[Handwritten Signature]*

3.

*Supts.*

*[Handwritten Signature]*