Memorandum

1- Name of the Association: "Indian Association for Geriatric Mental Health"
2- Full Address: Department of Psychiatry, King George 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 development in Geriatric Psychiatry field.

6. To deal with any matters relating to mental health 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 interest of Geriatric Psychiatrists and fellow professionals in India.

8. To promote ethical standards in the practice of Geriatric Mental Health in India.
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<td>President</td>
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<td>“Neelkanth” 70, Rohit Nagar, Naria, Varanasi-221005</td>
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<td>Chetna Psychiatric Centre D-54/16D, Aurangabad, Varanasi-221010</td>
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We the undersigned declare the constitution of the Association according to memorandum and attached Rules of the association under Society’s Registration act 1860.

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3. Dr. Venu Gopal Jhanwar
4. Dr. Rajesh Nagpal
5. Dr. S.P. Gupta
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8. Dr. Arvind K. Gupta
Rules of the Association

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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 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 has paid his 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), 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 MRCPsych 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 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 services such as social work, sociology, anthropology, psychology, neurology with a recognized degree and involved in the activities of Geriatric
Mental Health Care are also Eligible for membership of the association. The membership may also be extended to caregivers 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 solvent
   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 11(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- (a) 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.
a- Notice and agenda of the General Body Meeting and copies of the minutes of the proceeding of the last 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 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

[Signature]

[Signature]

[Signature]
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 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 15% of the members of the Association in India. The annual general meeting shall be dissolved if a quorum is not present 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 and/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 15% of the members of the Association.

d). If within half an hour from the appointed time a quorum is not present at the meeting called on the requisition of the members 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 member present whatever be their number shall form the quorum and carry on the business.

7 - (b) Composition of the Executive Council

1. The council shall be composed of the following members of the Association.

(A) Ex-Officio Members:

i) The President

ii) The Vice-president

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
(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 may 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 a quorum is present shall be competent to exercise all or any of the functions of the Council meeting shall be determined by majority of votes. In every 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 and 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 or any business as provided under Clause 31 of Article VIII of the Bye-laws.

(d) The Council shall have the power to appoint sub-committees and fix their of reference as and when necessary. Any such sub-committee may co-opt as 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 three years. The members of the sub-committee shall also serve a term of three years.

(e) The council shall have power to write off the whole or a part or 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 associations.

10. Duties power and terms of the Executive Council

The President

(a) The president shall hold office for three 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.
(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 three 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 Honorary General Secretary**

(a) He shall hold office for three 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 correspondences.

(d) Shall have general supervision of accounts, pass all bills for payment.

(e) Shall get prepared by the Honorary 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 association by encouraging the establishment of local branches where they do not exist and by creating a general interest in 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 Honorary General Secretary within three weeks after election.
The Hony. Treasurer

(a) Shall hold the office for three 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. 250/- 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.

(f) 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 three years and shall be eligible for re-election at the end of this period.

(b) The Editor shall be the responsible for publication of the Journal of the Association to be know as Indian Geriatric Mental Health Association.

(c) He shall be the 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 Meetings of the Association.

(e) He shall submit, an audited statement of accounts to the Hony. Treasurer before 30, Nov. every year.
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 officers, 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 office 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 members of the association who shall inform the Hony. General Secretary of his desire to do so and send him a copy of the resolution for shall be sent to the Hony. General Secretary not less than 60 days before the Annual General Meeting and he 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 without India

(c) Share of the surplus amount accumulated in the hands of the reception 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. 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.
(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 or individuals.

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

(i) To achieve of 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. Responsibilities for conduction of activities by the association or against it:

(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.
(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. 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 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 at least 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 individual Member, even if the appeal is supported by 10 Fellows, to over-rule a decision of the A.G.B. 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. Winding UP:

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
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 the Association

The association shall publish a journal to be Journal of Indian Association for Geriatric Mental Health 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 organised 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 reception committee. such dates must not vary from the dates fixed at the previous annual conference by more than 4 (four) weeks.
(b) To make alternative arrangements, in case the reception committee fail 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) To negotiate with members desirous of inviting the annual conference at different places in India and to keep 2-3 different invitation always pending.
(e) Informs all members of dates of the meeting.
(f) Informs all members of dates of the meeting.
(g) Arranging for railway concession for delegates.
(h) Writing to all government and similar agencies at the centre (including DGHS AND DGAFMS) and the states to permit members serving under them to attend the meeting on temporary duty.
Visitors - The following can attend the conference as visitors:-

i) Prominent public men who are specially invited by the Reception payment of any fees as Distinguished Visitors.

ii) Medicine men 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 Reception 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 venue of the conference is not covered by or 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 this received from the Reception Committee by the Association shall be credited to the fund of the Zonal Branch concerned. The reception 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 & Sessions

There shall be a scientific programme committee of the association for scientific session to be held during the Annual Conference. This committee shall lay down general orientation of session choose subjects for symposium. The Committee shall consist of the president as its Chairman, the Editor, the Hon. 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. There will be another committee known as academic committee which will be nominated by the council for every annual conference. This committee will be responsible for assessing the quality and scientific utility of symposia and papers. Only after acceptance of the symposia and scientific papers, they will be allowed for presentation.

(a) Paper read or to be read at the scientific sessions of an annual conference can only be printed in the association publications.

(b) For publication of any 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 “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 Indian Association Geriatric Mental Health or if it is not published within 1 1/2 years of its submission or presentation at the annual conference of the Association the author will be free to publish it elsewhere intimating the same to the Editor or the Indian Association Geriatric Mental Health.
Awards and Scholarship

The association can enter into contract with individuals, institutions, commercial and other bodies to organize competition for prizes, fellowship, or bursaries to encourage research in Geriatric Mental Health and allied subjects, or for any other purposes in keeping with Associations aims and objects.

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: 

Signature of the 3 members
Of the Executive Council

1. 

2. 

3. 

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