

RULES AND REGULATIONS

INDIAN ASSOCIATION FOR CHILD & ADOLESCENT MENTAL HEALTH CONSTITUTION

Article-I:

Name and Domicile of the Association

This association shall be known as the Indian Association for Child & Adolescent Mental Health and its activities shall extend to the whole of India.

Article-II:

Purpose and Objectives

1. To promote the study, treatment, care and prevention of mental and emotional disorders and deficiencies of infants, children, adolescents and their families
2. To promote national and international collaboration among professionals in the fields related to child and adolescent mental health
3. To focus on the practice and research in child and adolescent mental health and to make the knowledge available to the professionals and public through various scientific activities
4. To promote positive mental health in children and adolescents with concern for laying a foundation for better adulthood and future society
5. To take up charitable work and all such matters that are incidental and conducive to the attainment of above objectives

Article-III:

Definitions

In this Constitution and the Bye laws:

- a) “**Association**” shall mean the Indian Association for Child and Adolescent Mental Health.
- b) “**Member**” shall mean all members.
- c) “**Council**” shall mean the Executive Council of the Indian Association for Child and Adolescent Mental Health.
- d) “**Physician**” shall mean a registered medical practitioner under schedule I and II or part II of Schedule III of Indian Medical Council Act 1956 or a person with any other recognized medical qualification which is considered equivalent to the above by the Council.

Article-IV:

Membership

Section 1:

Membership shall comprise of two categories:

1. Fellows
2. Members

Members will be those:

Qualified psychiatrists, social workers, pediatricians, social and behavioral scientists, child development experts, or other allied professionals who are interested in the field of child and adolescent mental health and in the aims and objectives of the Association.

Fellows will be those:

- (i) Physicians who have obtained recognized postgraduate qualifications such as MD in Psychiatry/Psychological Medicine: or DPM with minimum of three years of experience of working with children and adolescents in a Child Psychiatry/Guidance Clinic or otherwise.
- (ii) Physician with recognized postgraduate qualifications such as MD in Psychiatry or DPM who have obtained additional qualification in Child and Adolescent Psychiatry.
- (iii) Physicians/Pediatricians with 5 years of experience as such who have made significant contribution to the field of Child and Adolescent Mental Health.
- (iv) Professionals in behavioural and social sciences related to mental health & child mental health with either 10 years of experience after obtaining Master's degree or five years of experience after obtaining Ph.D degree or equivalent, who have made a significant contribution to the field of child and adolescent mental health.

Section 2:

All members shall have the right to attend the annual/biennial conferences and other scientific meetings, to receive a copy of the journal (if any) of the Association. They will pay the dues as determined by the Council.

Section 3:

Only Fellows shall hold elected offices, serve in the Council or serve as Chairpersons of various Committees.

Fellows could become Life Fellows, by paying the total amount of subscription as decided for this purpose in one lump sum.

Section 4:

All Members and Fellows shall be eligible to vote in the elections of Office Bearers and Council members, for amendment of the Constitution and byelaws and in the meetings of the General Body.

Article-V:

Executive Council

Section 1:

Executive Council shall consist of 10 members which will include office bearers named in article VI and four Council members. Members of the Council shall be elected by the eligible voting members of the Association. The Council members other than office bearers shall each serve a term of two years and shall not be eligible for re-election immediately after the expiry of the term.

Section 2:

The Council shall exercise all the powers of the Association. The responsibilities of the Council shall include:

- a) Interpreting the provisions of the Constitution and the Byelaws
- b) Establishing dues and assessments for membership
- c) Controlling the funds of the Association and authorizing expenditure from the funds
- d) Administering special funds, grants and awards
- e) Allowing and withdrawing affiliation of other Organizations
- f) Authorizing, starting of a branch of the Association
- g) Appointing an Editor and Editorial Board for publications considered useful in carrying out the aims of the Association
- h) Appointing and employing professional auditors
- i) Appointing and approving all Committees of the Association
- j) Doing all other necessary things to carry the purpose of the Association not inconsistent with this constitution and its Byelaws, or with the decisions of the General Body

Article-VI:
Officers

Section 1:

The Officers of the Association shall be a President: a Vice-President who will also be President-elect: Hon. Secretary-General: Hon. Treasurer and an Editor and four Council Members other than the above. Immediate past President and immediate past Secretary-General will be ex-officio members with no voting rights.

Section 2:

All officers of the Association except the Editor shall be elected at the general elections by the eligible voting membership of the Association. The President and Vice-President shall hold office for 2 years and shall not be eligible for re election to the same office. The vice president shall be the President for the next two years. The Secretary –General and the Treasurer shall each have a term of two years and shall be eligible for re-election, but shall not serve as such for more than three full terms.

Section 3:

The President shall preside at all General meetings of the Association and at all meetings of the Council. He shall be the ex-officio member of Programme, Ethics, Elections and Constitution and Byelaws' Committees and ex-officio Returning Officer.

Section 4:

The Secretary-General shall keep the records of the Association and perform all duties delegated to him by the Council and Byelaws. He shall organize and convene all meetings and conferences and maintain record of the minutes of all meetings. He shall present the report at the General Body meeting. He shall be ex-officio member of all committees.

Section 5:

The Treasurer or his authorized agent shall receive, disburse and account for all the funds of the Association under the general direction of the Council. He shall submit audited statement of accounts to the Council and to the General Body.

Section 6:

If the President becomes unable to function because of absence or illness, the Vice President shall act for the President. In the case of the resignation or death of the President, the Vice-President shall be the President for the remainder of the term.

Section 7:

The Editor shall be nominated by the Council. He shall have a term of four years and shall be eligible for re-nomination. He shall be an ex-officio member of Journal and Programme Committee.

Section 8:

Any officer can be removed from Office by a two-third vote of the membership, following proper investigation and recommendations by the Council, after having been given an opportunity to state his case.

Article-VII: **Committees**

There shall be the following Constitutional Committees:

1. Programme Committee
2. JournalCommittee
3. Ethics Committee
4. Constitution and Byelaws committees
5. Elections Committee
6. Awards and Oration Committee
7. Membership Committee

Each committee shall have a Chairperson and at least five members all of whom shall be appointed by the Council, and shall serve at the pleasure of the Council. The Chairman and the members shall each serve a term of two years unless otherwise decided by the Council.

Section 1:

A general conference of the Association shall be held biennially at such time and places as the Council shall determine. The General Body meeting shall be held at the time and place of the conference. Thirty days notice shall be required for the General Body Meeting.

35% of total voting members shall constitute the quorum for the GBM. If the quorum for GBM is not met, it will be adjourned for ½ an hour and again called to order. The voting members present at the adjourned meeting will constitute the quorum for GBM.

Section 2:

An extra-ordinary meeting of the General Body may be requisitioned for specific purposes either by the Council or by 15% of voting members, with the permission of the President. 15% voting members, with the permission of the President, 15% voting members shall constitute quorum for the meeting. 15 days notice of the meeting with agenda shall be given to members.

Article-IX: **Affiliations**

Section 1:

The Council can seek affiliation of the Association with any Organization whose aims and objectives are similar/compatible to those of the Association

Section 2:

The Association and the Organizations with which it affiliates itself shall have no claim to the assets nor any responsibility in the liabilities of each other.

Article-X: **Amendments**

Section 1:

Proposals to amend the constitution may originate either:

1. By a petition signed by 5 or more voting members

OR

2. By a motion proposed by the Constitution and Byelaws Committee

Section 2:

Proposed amendments to the Constitution must be received by the Secretary General at least 15 days before the General Body meeting.

Section 3:

Each proposed amendment shall be considered at the Biennial General Body Meeting, and if approved by a majority of voting members shall be disseminated, in the form approved, to the entire voting membership. The proposed amendment shall be voted on by the eligible voting membership by secret postal ballot. All ballots must be received by the Returning Officer by a date determined by him.

Section 4:

For an amendment to be adopted ballots must be received from at least 40 percent of the eligible voting members and at least two-thirds of the ballots received must approve of the amendment. If adopted, the amendment shall

become effective one month after the last date fixed for receipt of postal ballot.

BYELAWS

Article-I:

Election of Members

1. Any person desirous of becoming a member shall make an application in the prescribed form. His name shall have been proposed and seconded by one Fellow each of the Association. He shall pay application fee fixed by the Council.
2. The application for membership shall be considered by the Council for election. The member, on election, shall pay admission fee and annual subscription determined by the Council and shall sign a declaration in the form “ I hereby solemnly pledge that I shall promote the aims and objectives of the Indian Association for Child & Adolescent Mental Health to the best of my ability and shall abide by its constitution and byelaws,” after which he shall become a member. A member shall be deemed to have been a member since the date of his election by the Council.
3. Five Fellows may propose any Honorary Fellowship. The Council may at the Annual Council meeting, elect the person so-proposed to Honorary Fellowship.
4. The yearly subscription shall become due on January 1st . A member shall forfeit all membership rights, if he does not pay it by 30th June. The membership rights shall be restored only on payment of all dues.

Article-II:

Termination of Membership and Reinstatement

1. The Treasurer or the Secretary. General will remind the member twice after a reasonable interval by registered post at his/her last-known address provided, about the non-payment of his dues. Upon being satisfied for the recovery of the dues, the council may delete the person from membership and the Secretary General will notify him/her about this fact.
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 Council members present at a special meeting called for this purpose or at the Annual Council Meeting. The member concerned shall have right to explain his conduct and the Secretary General 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 Secretary General of his desire to do so within a month of the receipt of the decision of the Council.
3. Person earlier deleted may return to the Association only by being processed as a new member. However, he must disclose on the application that he had earlier been deleted, and if re-elected, in case of deletion on account of non-payment of dues, he must pay all arrears or two years subscription in lieu of arrears.

Article-III:

The Executive Council

1. The Council shall meet a day before the General Body at the time of the Biennial Conference and at such other times as decided by the Secretary-General. Four members shall constitute the quorum for the Council meetings. The Secretary-General shall give twenty days notice of such meetings. If the stipulated quorum is

not met, the meeting will be adjourned for half an hour and the members reassemble to transact the business at hand. The Chairperson would have the authority to direct that some, or, all important decisions taken, can be ratified by a “full quorum” council.

2. The decisions of the Council taken during the year shall be reviewed at Biennial Council Meeting, when the Council may withdraw, rescind or modify any or all such decisions.
3. Any three members may with the permission of the President, requisition a meeting of the Council. The Secretary-General may with the permission of the President requisition an extra-ordinary meeting of the Council. Notwithstanding anything in Article III, Section I of the Byelaws, the permission of the President shall be necessary for convening such meetings.
4. Every meeting of the Council shall be presided over by the President, in his absence by the Vice-President, and in the absence of both by a member chosen at the meeting.
5. In case a Council member or Office Bearer resigns or is unable to serve, the Council may co-opt another Fellow. Such co-option shall be valid only until the next elections. The Council shall be competent to act inspite of any vacancy.
6. A Council member or Office bearer shall be considered as “Unable to Serve” for the purpose of Section 5 above, if he intends to or has resided outside the country, continuously for six months or more.
7. Written comments of absent members may be considered at the Council but all questions shall be determined by the members present.

Article-IV:

Election of Office Bearers & Council Members

1. The Secretary General shall solicit nominations for election of office bearers and Council members. Each nomination must be proposed by one and seconded by another eligible voting member and contain consent of the nominee in writing. All nominations must be received by a date determined by the Council. Ballots shall be mailed to the voting members at least forty-five days before the Biennial General Body Meeting.
2. Voting shall be by secret postal ballot only. The votes must be received by the Returning Officer at least fifteen days before the Biennial General Body Meeting.
3. If no nomination has been received for a particular post, by the due date, the Council shall be authorized to elect a fellow to the post. The Fellow, thus elected shall hold office for one year.
4. One term in office shall be from the day immediately following a biennial conference to the last day of the next conference.

Article-V:

Committees

1. The constitutional committees shall serve under the supervision of the Council and shall perform such duties as prescribed by the Council.
2. The Programme Committee, unless otherwise decided by the Council, shall have total responsibility and authority over arrangements and content of the scientific programme of the biennial conference.
3. The Elections Committee unless otherwise decided by the Council, shall be authorized to scrutinize and reject nominations received for the general elections and shall be responsible for conducting the elections under the guidance of the Returning Officer.

4. Ethics Committee shall enquire and investigate instances of unethical conduct by the members, and shall recommend to the Council appropriate action under Article II, Section 2 of the Byelaws. It shall also advise the Editor in matters of unethical advertisement.
5. The Council shall be competent to replace any individual as Chairman or member of a Committee for good and sufficient reasons.

Article-VI: Conference

1. Conference will be held every two years
2. Those desirous of inviting the biennial conference may address their invitation to the Secretary-General. The Secretary-General shall solicit invitations from all members of the Association and shall keep a list of pending invitations.
3. The Council shall determine the venue and dates of the biennial conference. The Council may consult the General Body in this matter and elicit their wishes.
4. The person or persons inviting the Conference shall form a reception or organizing committee and shall elect its own office bearers, one of whom shall be designated as the Organizing –Secretary. The Organizing-Secretary shall be responsible to the Secretary-General and the Council as regards the local arrangement.
5. The reception/organizing committee and Organizing-Secretary shall be responsible for (i) arranging halls, rooms and audio-visual aids for the meeting, scientific session etc. (ii) Printing a summary booklet of the scientific papers, printing of the detailed programme, and routine stenographic assistance (iii) Arranging for a suitable dignitary (with the approval of the Secretary-General) to inaugurate the conference (iv) Arranging accommodation, transport and food for the delegates and (v) Arranging social and cultural functions and sight seeing, if they so wish.
6. Organizing Committee will have the privilege to make all arrangements except for the Scientific Programme which should be organized by the Secretary-General.
7. The registration fee and banquet charges for members shall be decided in consultation with the Council.
8. All invitations to national dignitaries, foreign societies and government agencies at the Center shall be sent by the President or the Secretary-General. The Organizing-Secretary, may invite, in consultation with the Secretary-General, local dignitaries and individuals other than the above to attend the conference.

Article VII: Amendments

Proposed amendments to the Byelaws shall be handled in the same manner as amendments to the Constitution, except that approval by a majority of at least 40 percent of the eligible voting members shall be required for adoption.

DISSOLUTION OF THE ASSOCIATION

Any member with not less than 3/5th of the membership present at the meeting convened for the purpose, may propose that the Association shall be dissolved. If 2/3 majority attending such meeting agrees to the proposal, the Association may be dissolved. If, on the dissolution of the Association, there shall remain after the satisfaction of its debts and liabilities, any property what-so-ever, the same shall not be paid or distributed among the members of the Association or any of them but shall be given to some other Society having similar objectives.