

**West Bengal Academy of Pediatrics**  
**MEMORANDUM**  
**Effective from 10th April.2023**

- 1 The name of the “State Branch” of Indian Academy of Pediatrics is the “West Bengal Academy of Pediatrics” (hereinafter referred as the “State Branch” or “WBAP”).
- 1.1 State branch of Indian Academy of Pediatrics (hereinafter referred to as The Society or IAP) shall display logo of the Society in addition to the logo And Registration Number of WBAP & name of the National President and Secretary General on the Letter Head of WBAP in addition to existing pattern followed on the Letter Head of WBAP.
- 1.2 Subject to the Rules and Regulations of the Society, WBAP shall be free to govern itself in such manner as it thinks fit and for that purpose to make from time to time rules and regulations in line with rules and regulations of The Society IAP. Such rules and regulations & modifications shall be subject to ratification by the SGM or AGM.
- 2 The Office of the WBAP is “Oriental Apartment”, 15C, Canal Street, Flat G1 & H1, 1<sup>st</sup> Floor, Kolkata 700014.
- 3 The objectives of WBAP are the same as enunciated in the memorandum of the Indian Academy of Pediatrics (Central).

**Rules and Regulations**

1. **Fiscal Year:** The fiscal year of the Association shall be from 1st April to 31st March of the following year. The operational year will be Jan1 to Dec 31.

2. **Members**

All the members of IAP Central who are the permanent residents of the State of West Bengal are automatically members of WBAP. The name of the new member will be included in the list of WBAP after receiving information from the Secretary General of IAP Central Committee. No separate subscription will be taken from them for the membership of WBAP.

Any person who is a Life, Associate Life member of the Central IAP and residing in the State of West Bengal will be entitled to be a member of WBAP.

Membership shall be of 3 classes -

(a) Fellow. (b) Life. (c) Associate Life.

3. **Privilege of Members in the WBAP**

To attend meetings, workshops, CME, seminars, symposia and conferences organized by WBAP.

A Fellow / Life member of IAP shall be eligible to contest in the election for Office Bearer/Executive Board member of WBAP subject to rules framed in **Annual Election Clause 6, Sub clauses 6 (i) to (xiv)**.

An Associate Life member is not eligible to be elected or to cast votes in the Annual Election of WBAP.

4. **Office Bearers of West Bengal Academy of Pediatrics**

(1) President - 1

(2) President Elect -1

(3) Immediate Past President - 1

(4) Vice president - 1

(5) Honorary Secretary -1

(6) Treasurer -1

(7) Joint Secretary -1

(8) Editor-in-Chief of The Child and Newborn -1

## **5. Executive Board**

Ten Members will form the Executive Board apart from the Office Bearers mentioned in Clause 4 above. Executive Board members of the Society IAP from West Bengal State shall be Nominees of the Executive Board of WBAP with voting rights. The tenure of such members from West Bengal in the Executive Board of the IAP will be counted for calculating eligibility for contesting in election of Office Bearers or Executive Board members of WBAP.

## **6. Annual Election**

- (i) Election Commission-** All the elections to the post of Office Bearers and Executive Board Members will be conducted by an Election Commission consisting of three members.  
The members of the Election Commission shall be nominated by the Executive Board.  
One Chief Election Commissioner(CEC) will be chosen amongst three members by the Executive Board, whilst other two members would be Election Commissioners. All three commissioners will have equal powers and all decisions taken by EC would be by majority or unanimously. The CEC will not have any casting vote. The Election Commission shall enforce the Code of Conduct prescribed by the Executive Board. Whenever there are financial implications, the EC will take all decisions in consultation with the Executive Board.
- (ii)** The election of Office Bearers & Members of the Executive Board shall be by E-voting or secret Postal, as per guideline adopted by the Executive Board/ General Body. The vendor for the E-voting will be selected by the Executive Board every year. Each member is entitled to cast as many votes as there are vacancies to be filled up.
- (iii)** The Election will be held annually for following posts:
- (1) President Elect- 1 post for 1 year
  - (2) Vice President- 1 post for 1 year
  - (3) Executive Members- 10 posts for 1 year
  - (4) Jt Secretary- 1 post for 1 year
  - (5) & (6) For the posts of Secretary & Treasurer election will be held in alternate years as their tenure are for 2 years.
- President- Elect will become President automatically for the next year. So there will be no election for the post of President. Automatic selection to any other post of Office Bearers of the Executive Board is not allowed & will be elected in consonance with Sub Clause (iii) of Clause 6 Annual Election.
- (iv)** Eligibility of contesting in the post of President Elect – He must be a Fellow/ Life Member of IAP and a permanent resident of West Bengal for 10 years and should have served in the Executive Board for at least 2 terms as Executive Board members or as Office Bearer or both.
- (v)** Eligibility of contesting in the post of Vice President - He must be a member of Central IAP and a permanent resident of West Bengal for 7 years and should have served in the Executive Board for at least 2 terms as Executive Board Members.
- (vi) A.** Eligibility of contesting for the post of Secretary - He must be a Fellow/Life Member of IAP and permanent resident of West Bengal for 7 years and should have served in the Executive Board for at least 2 terms as Executive Board member.
- B.** Eligibility of contesting for the post of Treasurer -He must be a Fellow/Life member of IAP and a permanent resident of West Bengal for 5 years and should have served in the Executive Board for at least 2 terms as Executive Board member.
- (vii)** Eligibility of contesting in the post of Joint. Secretary – He must be a Fellow/Life member of IAP and a permanent resident of West Bengal for 5 years and should have served in the Executive Board as Executive member for at least 1 term.
- (viii)** Eligibility of contesting in the post of Executive Board Member – He must be a Fellow/Life member of IAP and a permanent resident of West Bengal for 3 years.

- (ix) The term of President, President Elect, Vice President, Joint Secretary and the 10 Executive Board members shall be of one year (1<sup>st</sup> January- 31<sup>st</sup> December of the same year).
- ix.1 Vice President after completion of his/her one year term, will be eligible to contest again one more one year term without a mandatory break.
- (x) Term of the Secretary & Treasurer – The term of the Secretary and Treasurer shall be two years (From 1st January of one year to 31st December of the next year).
  - (a). The Honorary Secretary and the Treasurer, after completion of their two year term, will be eligible to contest again for one more two year term but with a mandatory break of minimum one year in between.
  - (b) The Joint Secretary after completion of his/her one year term, will be eligible to contest again for one more one year term without any mandatory break in between.
- (xi) An Executive Board member will continue in office till a successor is elected. He/she can apply for 3 consecutive years after which he/she has to drop for at least for one year to apply for the next time.
- (xii) The President shall not seek election to the Executive Board after finishing one year as President and in the subsequent one year he will act as the Immediate Past President in the Executive Board, & during that year he/she will have the status of the Office Bearer.
- (xiii) The President Elect, The Vice President, The Secretary, The Treasurer, The Joint Secretary and members of the Executive Board shall be elected by Fellow/Life Members of IAP.
- (xiv) Associate or Associate Life Member cannot contest in any post of office bearers or Executive Board Members, nominate any member for any post, nor are they eligible to cast vote in the Annual Election.

#### **7. Permanent Invitees in the Executive Board**

The President can nominate 5 permanent Invitees for the year (with at least two Past Presidents, if willing, or else from general members) in consultation with other Office Bearers. They will not have voting rights in the Executive Board meetings.

#### **8. Other posts in the Executive Board (Standing Committee)**

- (i) Chairperson, Constitution Committee
- (ii) Chairperson, WBAP Board of Trustees
- (iii) Chairperson, Scientific Committee
- (iv) Chairperson, World Breastfeeding Week Celebration Committee
- (v) Chairperson, Finance Committee
- (vi) Chairperson, Immunization Committee

The tenure of 8 (i) will be for three years and for 8 (ii) will be as guided by the laws governing the WBAP Board of Trustees. For 8 (i) and (ii) the tenure being of more than one year, these posts will be filled in the respective year whenever they fall vacant, others will be selected every year by the current President in consultation with the Executive Board, the respective chairperson can form a subcommittee after consultation with President, Secretary, and Treasurer. None of these respective Chairpersons or invitees will have voting rights in the Executive Board.

#### **9. Powers of the Executive Board**

- (a) The management of the affairs of WBAP shall be vested in the Executive Board.
- (b) The Executive Board shall exercise all such powers and do all such acts and things as may be exercised by WBAP.
- (c) The Executive Board may appoint Sub Committee(s) for special occasions.
- (d) The Executive Board shall take the responsibility to organize at least one workshop or seminar, six clinical meetings and one Annual State Conference in a year.
- (e) Monthly meetings of the Executive Board shall be convened by the Honorary Secretary in consultation with the President.
- (f) Ordinarily 10 days' notice shall be given for all monthly meetings except in emergency when a meeting may be called in 72 hours' notice at the Expressive directive of the President.

- (g) The quorum for a meeting of the Executive Board shall be of 6 members.
- (h) A Requisition meeting of the Executive Board may be requisitioned collectively by not less than 5 members of the Executive Board asking for it along with the specific agenda, in writing to the Honorary secretary who shall call a special Requisition meeting within 21 days' of receipt of such requisition by the Secretary in consultation with the President. The power to Decide the date and place of such Meeting will be with the President/ President and the Secretary. Only specific agenda provided for the requisition meeting will be discussed. The quorum of the requisition meeting shall be of 6 members of the Executive Board. If there is no quorum for the requisition meeting, the meeting will be dissolved.
- (i) The President shall preside at the meetings of. the Executive Board, but in his absence President Elect shall preside. In absence of both, the Vice-President shall preside, or else the Immediate Past President shall preside. If all above are absent, the senior most member from amongst those present shall preside. Similarly, the President shall conduct the clinical meetings.
- (j) If any office bearer resigns during his tenure, the post will remain vacant until the next annual election. In such case any member of the Executive committee shall be elected to deputize him during this period.

#### **10. Responsibility of the Office Bearers and Executive Board Members**

All the Office Bearers & Executive Board Members should try to attend all the Executive Board meetings. In case of inability to do so, prior information with reasons should be communicated to the President in writing to keep the record of the same.

Secretary in his Annual report of WBAP must include following information:

- a) Numbers of Executive Board Meetings held in the concerned Administrative year of WBAP.
- b) Numbers of meetings attended by individual Executive members and Office Bearers.

#### **11. Financial Matters**

**Operation of Bank and Other Accounts:** (a) For savings / Current Bank Accounts: There will be 3 authorised signatories namely, Hony Secretary, Treasurer and Jt Secretary. Out of these 3 authorised signatories any two can operate the monetary transaction. (b) For Fixed deposits and other deposits the signatories shall be as: four authorized signatories, two from the Trustee Board, (Managing Trustee and Trustee Finance) or any other as nominated by the Board of Trustees itself, and two from WBAP OB, Current WBAP Treasurer and Secretary when the Deposits are made. They will be operable as any three of the four operational basis. All such investments may be decided upon by the current OB at that time, but will be operated in the respective Bank as detailed out above. The WBAP EB / Trustees may invest the fund in the Nationalised Banks / Post Offices / Govt Bonds as decided by the WBAP EB and Board of Trustee together for better utilization. The interests arising thereon will be utilized for maintaining, development of the flat / buildings and for day to day requirements of WBAP, as necessary. The office shall always keep the latest monthly Income Expenditure Statement by the end of every month.

The whole Account is to be audited by a Chartered Accountant Firm at the end of the fiscal year i.e., after 31st March and the final report of the A/c is to be kept in safe custody and one copy of which has to be submitted to Central IAP Office. This audited account is to be placed in the Annual General Body Meeting of the Association.

The Fixed Deposits cannot be broken without the written permission of WBAP Trust Board. After maturation the money in the Fixed Deposit is to be renewed within one month of maturation, but the interests of Fixed Deposit Account can be used by the West Bengal Academy of Pediatrics for its different activities.

Every year the auditor has to be appointed who must be a chartered accountant or a CA firm. An annual honorarium has to be fixed for his service every year.

The other Accounts in separate headings namely, the Award Fund, Bulletin Fund etc are also to be

audited separately in every year.

## **12. The Journal of West Bengal Academy of Pediatrics:**

(i) The journal shall be called '*The Child and Newborn*' and shall be in charge of the Editor in Chief.

(ii) The Editor in Chief shall be assisted by the journal committee, the composition of which shall be as follows :-

(a) The Editor in Chief, (b) 2 Associate Editors, (c) The Circulation Secretary, (d) 5 members of the Journal Committee. President and Secretary of WBAP will be the Ex-officio members in Journal Committee,

The Immediate Past President will mandatorily be one of the five members of the Journal Committee. The Editor in Chief will be selected by the President in consultation with the other office bearers and members of the Executive Board. The term of Editor in Chief will be 3 years.

The rest of the committee will be selected by the Editor in Chief in consultation with the President, Secretary and Treasurer and their term will be at least one year and their extension will depend on the opinion of the Editor in Chief of the Journal Committee.

(iii) The Editorial Advisory Board will be consisting of 7 members, preferably from past Editor in chiefs of the journal and they will be selected by the Editor in Chief.

(iv) The Journal Committee shall assist the Editor in Chief in the regular publication of the journal.

(v) The meeting of the Journal Committee shall be convened by the Editor in Chief. By virtue of his/her post, he/she will be the Chairperson of the Editorial Board.

(vi) **Bulletin Fund:** The fund which is created for publication of the Journal should be kept separately and used only for the purpose of publication and posting of Journal. The most of the money (At least 75%) will be kept in the Fixed Deposits, which cannot be broken but its interest can be used for the purpose of publication and posting of the journal.

(vii) **Subscription :** To get this quarterly journal regularly, all new member(s) of WBAP have to pay Rs.1000/- towards the lifetime subscription fees of "*The Child and Newborn*".

## **13. Annual General Body Meeting of WBAP**

The Annual General Body Meeting shall be held annually. The Annual General Body Meeting shall be called by The Secretary with one month's prior notice informing Agenda of the meeting each year. An Annual General Body Meeting shall be held not later than December 31st of every year. This may be organised along with Annual State Conference also or as stated above on a suitable date.

13.1 At the Annual General Body Meeting following business shall be transacted:

1. Confirmation of minutes of last Annual General Body Meeting.
2. Consideration & Adoption of Annual Report of WBAP.
3. Consideration & Adoption of Audited statements of Accounts.
4. Appointment of Auditor & fixing his remuneration.
5. Report of Editor-in-Chief of '*The Child & NewBorn*'
- 6) Declaration of Election results.
- 7) Any other business, notice of which has been circulated with the agenda.
- 8) Any other business of which 30 days' notice has been given to the Secretary in writing & duly discussed & passed by the majority in the EB Meeting.
- 9) Any other business with the permission of the Chair.

13.2 No business shall be transacted at any Annual General Body Meeting unless a quorum is present at the commencement of the meeting. The quorum for an Annual General Body Meeting Shall be 25 members.

13.3 If there be no quorum within 30 mins of the Scheduled time fixed for the meeting, the Meeting shall be adjourned to a later time on the same day & place. No quorum will be required for the adjourned meeting. Only the specific Agenda for the Annual General Body Meeting can be discussed & decided upon during the adjourned meeting.

#### **14. Special General Body Meeting of WBAP**

Special General Body Meeting may also be called on special emergency situation with one Specific Agenda with 21 days' prior notice. The quorum of Special General Meeting shall be 20 members. If there be no quorum within 30 mins of the time fixed for the meeting, the meeting shall be adjourned to a later time on the same day and place. No quorum will be needed for an adjourned meeting. Only the Specific Agenda can be discussed and decided upon during the adjourned meeting.

#### **15. Annual State Conference**

Organizing an Annual State Conference each year will be a prime responsibility of the Executive Board of WBAP. An Organizing Chairperson and an Organizing Secretary for the conference will be selected by the Executive Board. Either State Branch or any District or local Branch can take the responsibility of organising the Conference. District Branch desiring to organise the Conference must appeal to the State Branch at least 18 months prior to the Conference. Date of the Annual Conference should be at least 15 days before the National PEDICON. The Organising Chairperson and Organising Secretary will form one organising committee to organise this conference.

Organising Committee of the Conference shall arrange the fund of the Conference and will select the Scientific Program in consultation with the President/ Secretary/Scientific Chairman of the WBAP.

Surplus of the Conference- (i) When the State Branch(WBAP) will organise the Annual State Conference, the elected organising committee has to transfer the whole surplus to the WBAP fund.

- (ii) When the district or local branch will organise Annual State Conference they have to pay a minimum Rs.100,000/- to WBAP in the inauguration program of the conference. The 3/4th of the total surplus will go to the hosting branch and 1/4th surplus will go to the WBAP fund. This 1/4th surplus will include the Rs.100,000/- paid during the inauguration program.

*Example* – In the surplus is Rs.5,00,000/-, Rs.3,75,000/- will go to the hosting branch and Rs.125,000 will go to WBAP Fund. But as Rs.100,000/- will be already paid during inauguration of the conference, WBAP will get another Rs.25,000/- only.

The organising district branch will be liable to audit the income and expenditure of the conference by 3 months after the conference is over, which has to be submitted to the WBAP Office.

- (iii) Any District / City branch or Chapter organizing any CME/Meeting/Conference in association with WBAP and/or utilizing the infrastructure / premises / staff / office shall pay a minimum of Rs 5000/- for a four hours program, Rs 10000/- for a whole Day event, 15000/- for a program of more than one day, or 25% of the surplus of the proceeds whichever is higher. Rs 5000/- or Rs 10000/- or Rs15000/- as the case may be, will have to be deposited with WBAP at least 1 month prior to the event. SMS facility of WBAP may be used once for Rs 500/-. All above in 15 (ii) and (iii) may be upwardly modified by the current EB at that point of time, and downwardly by the GB only.

Dr S P Ghosal Memorial Oration, the Dr Tapan Ghosh Memorial Oration and Award paper competition of postgraduate students will be 3 most important and mandatory programs of this conference.

#### **16. District/local Branches :**

(i) A District/local Branch in West Bengal can be formed by a group of members as per rules of Central IAP in a particular district or sub-divisional town, after formal application to WBAP.

(ii) All such District/local Branches shall function under the directive of the IAP Central Branch and these branches will keep strong relation with the State Body. The WBAP President and Secretary shall be the Ex-Officio members of all Executive Bodies of all District/local branches in the State. They will keep the state body apprised of their activities and give due recognition to State OB/EB during their meetings.

(iii) The Branch shall be able to formulate its rules and regulation as per rules of the Central IAP.

(iv) The District/Local Branches can organise Annual State Conference of IAP for which they have to apply to the State Body (Executive Board) at least 18 months prior to the conference.

#### **17. Awards**

Every year during Annual Conference the following Awards will be given

(i)Sulekha Memorial Award – Who will secure the 1st position in the MD (Ped) Examination (Regular Batch) of West Bengal University of Health Sciences.

(ii)Gopal Chandra and Renu Banik Award – Who will secure the 1st position in MD (Ped)Entrance Examination of West Bengal University of Health Sciences.

(iii)SibnathTarkatirtha Award – Who will secure the 1st position in DCH Examination of Regular Batch of West Bengal University of Health Sciences

(iv)Bhaskarmoni - Kalpana Award – Who will secure the 1st position in the Award paper session of Post graduate in Annual State Conference of WBAP.

(v)PEDICON 2005 Award – Who will secure the 2nd position in the Award paper session of Post graduate in Annual State Conference of WBAP.

(vi)PEDICON 2005 Award – Who will secure the 3rd position in the Award paper session of Post graduate in Annual State Conference of WBAP.

(vii)PEDICON 2005 Award – Consolation prize to all participants in Award paper session of Postgraduate in Annual State Conference of WBAP

All these awards will have a cash prize, one certificate and one plaque.

Election for Office Bearers & Executive Board Members will be held in accordance with Sub Clause (iii) of Clause 6 Annual Election on & from 2023 onwards.

## **Board of Trustee of IAP West Bengal**

### **Preamble**

The West Bengal Academy of Pediatrics (WBAP) is having various activities and is finding it difficult to look after the properties, as it is a large body extended in the State of whole of West Bengal.

Thus for the exclusive purpose of proper management up keep and preservation of the properties, the Executive Committee of WBAP decided to create a Trust Body and vast the properties described below in the schedules on the Trustees for the purpose but subject to such obligations here after subjected.

Now this deed clearly states

(1)The Trustees shall by themselves or through the Managing Trustees administer the Trust Property in such a manner as might be most beneficial to the interest of the members of WBAP and shall realize rents and other income if any accruing from the Trust property and shall make formal endorsement or execute documents and do every such things as may be legally necessary to enable the Trustees to collect the income and maintain the property.

(2) The Trustees shall after maintaining the Trust property and defraying the statutory expenses and spend the balance of the income of Trust property in such a manner as may serve the purpose of the Association (WBAP).

(3)The Trustees shall not sell, transfer either whole or part or in any way encumber the Trust properties but shall develop the property in a way so that additional benefit accrue to the members of WBAP.

(4)The excess over the expenditure shall be kept in SB Accounts, FD Accounts of the Trust Board of any nationalized Bank/Post Office/Unit Trust of India.

(5)The Board of Trustee shall keep the accounts and the accounts to be audited yearly. The accounts shall be inspected by any person as may be appointed by the Association (WBAP).

### **Formation of Board of Trustees**

The “First Board of Trustee” thus formed in this Annual General Meeting of the members of Indian Academy of Pediatrics at Howrah in connection with the W.B. State Conference of Pediatrics on 12th December 1999.

1. The Board of Trustee shall be called “Board of Trustee of Indian Academy of Pediatrics, West Bengal Branch”.
2. The Board of Trustee shall comprise of nine persons who shall be the Life Members of West Bengal Academy Pediatrics for five years. The numbers of Trustee shall not be more than nine & less than three.
3. The “Board of Trustee” shall hold the office until death and/or registration and/or they become in-capable of holding office. One third of the members of Board of Trustees shall vacate the office after 10 years by rotation. The first vacancy to be created and implemented either by registration or by lottery. However, pending appointment of new Trustee in the vacancy and remaining Trustee shall continue to administer the Trust.
4. In the event of vacancy arising in the Board of Trustees the vacancy arising shall be filled in by the remaining members of the Board/ (or by executive committee/Annual General Meeting of the members of WBAP).

### **Power and Privileges of the Board of Trustees**

1. The Trustees shall look after the properties, both movable and immovable of West Bengal Academy of Pediatrics 15C, Canal Street, Oriental Apartments, Calcutta 700 014.

Detail of immovable property as laid down in Deed of Registration of purchase of flat H1 and G1 at 15C, Canal Street, Calcutta 700014.

Described in Schedule A

2. Details of movable of WBAP listed below on date.
3. The Board of Trustees may collect any donation, financial or otherwise for the development of the flat/building for the benefit of the members of the Association (WBAP).
4. The Trustees may invest the fund in the Nationalised Banks/Post Offices/Unit Trust of India as decided by the Board of Trustee for better utilization. This fund shall be jointly operated by the Chairman of the Board and any one of two members of the Board as decided in the first meeting of the “Board of Trustees”.

The fund will be utilized for maintenance and development of the flat buildings.

5. In the first meeting of the Board of Trustees a chairman of the Board of Trustees would be elected.
6. The Hony Secretary of WBAP will convene the first meeting of the Board of Trustee”.
7. Transfer all the subsequent meetings shall be convened by the Chairman of the Board of Trustees.
8. The President, Hony. Secretary and Hony Treasurer of West Bengal Academy of Pediatrics shall be the permanent invitee to all the meetings of the Board of trustees. But they shall not have the right to vote.



9. Five members shall form the quorum for all the meetings of the Board of Trustee. There should be at least two meetings of the Board in twelve months.

10. The names and addresses of the Board of Trustees shall be circulated in the Annual Report published in the Souvenir of WBAP each year.

11. The Registered office of the Board will be at the office of West Bengal Academy of Pediatrics at 15C, Canal Street, Oriental Apartments, Calcutta 700 014.

12. The Chairperson, IAP WB Trust Board will be a permanent invitee in the Executive Board of WBAP.

13. The corpus fund is donated by West Bengal Academy of Pediatrics, which will be kept in fixed deposit and this finance will be kept in the savings Bank Account. Only interest of which can be utilized.

The 3 signatories will be selected from the members of the Trust Board and any two of them can operate the A/c.