

THE INDIAN ASSOCIATION OF PHYSIOTHERAPISTS

Registered Under
(I) Public Trust No. F 1335
(ii) Societies Act xxi of 1860 No 3376 of 1955-56



**MEMORANDUM OF ASSOCIATION
&
RULES AND REGULATIONS
2007**

MEMORANDUM OF ASSOCIATION & RULES AND REGULATIONS

NAME : The name of the Association shall be the “INDIAN ASSOCIATION OF PHYSIOTHERAPISTS”

(Note: It shall be hereinafter referred to as I.A.P for the sake of brevity).

Registered Under :

- i) Public Trust F 1335
- ii) Societies Act XXI of 1860 NO.3376 of 1955 – 56.

Address : PHYSIOTHERAPY SCHOOL & CENTRE

Seth Dhurmal Bajaj Orthopedic Centre & Research Institute, Opp. Tata Memorial Hospital, E.Borges Road, Parel, Bombay – 400 012.

II AIMS AND OBJECTS :

1. To maintain a Register of Members of the I.A.P.
2. To set and ensure the ethical practices and promote high professional standards of physiotherapy by the members of the I.A.P
3. To convene conferences, Seminars work shops, to organise study circles, meeting and lectures and conduct post graduate courses useful for exchange of thoughts and the spread of knowledge of Physiotherapy independently or with the co-operation and collaboration of other institutions to fulfill or further the aims and objects of the I.A.P.
4. To promote scientific research in Physiotherapy and related areas to enhance the status of physiotherapy profession.
5. To publish literature, magazines, journals, periodicals, newsletter etc. and such other means as the I.A.P. may determine from time to time.
6. To convene meetings, camps, organise lectures, seminars, publish literatures to educate general public in physiotherapy.
7. To promote legislation, to protect the rights, privileges and professional interests of the members of the I.A.P.
8. To represent the Physiotherapists at meetings, conferences convened by any professional, Governmental and other organisations, national and international.
9. To solicit, obtain or accept subscriptions, donations, grants, gifts, bequeaths of money and all kinds of property movable and immovable either unconditionally or on any special terms and conditions or on trusts not being inconsistent with the objects of the I.A.P. as the I.A.P. may think fit.
10. To award scholarships, prizes, free ships, travel grants, such other assistance, monetary or otherwise and facilities to Indian students of physiotherapy or physiotherapists in the interest of science and practice of physiotherapy.
11. To procure the services in advisory capacity of eminent persons either by remuneration in cash or kind or in any honorary capacity.
12. And generally do and execute all such acts, deeds, matters and things as may be conducive to or for achieving the objects of the I.A.P. or any of them.

III RULES AND REGULATION OF THE INDIAN

ASSOCIATION OF PHYSIOTHERAPISTS:

I.A.P : means ‘ The Indian Association of Physiotherapists’.

Interpretations :

Any interpretation of these rules and regulations relating to any of the matters incidental or ancillary there to made by the Central Executive Committee shall be final subject to approval of General body.

IV Membership of the I.A.P.

A) Any person possessing a degree in Physiotherapy (Full time on campus program only) from a College or an Institution in India and recognised by the I.A.P. shall be eligible to become member of the I.A.P.

B) Any person acquiring qualification to practice physiotherapy from an Institution in Indian which is not recognised by I.A.P and foreign trained Physiotherapists from school not recognised by I.A.P. shall be eligible to become the member of the I.A.P. on securing approval of Educational Committee for associate membership. The associate member on passing a qualifying examination conducted by I.A.P. shall become eligible to become ordinary member of I.A.P

C) There shall be the following categories of members of the I.A.P.

1. ORDINARY MEMBERS
2. FELLOWS
3. LIFE MEMBERS
4. ASSOCIATE MEMBERS
5. HONORARY MEMBERS
6. STUDENTS MEMBERS
7. PATRONS

1. Ordinary Member:

A person qualified to become Ordinary member of I.A.P who pays Rs.300/- (Rupees Two Hundred only) annually shall be deemed to be “ An Ordinary Member” of the I.A.P.

2. Fellow:

A person who is qualified to become a member of the I.A.P. and who has done research work of the high quality in physiotherapy and has distinguished himself – herself for his/her services to the cause of physiotherapy or has published reputed work on physiotherapy and whose association with the I.A.P. in the opinion

Of the Fellowship Committee is considered to be beneficial to the I.A.P. may be admitted as ‘FELLOW’ by the general body of the I.A.P. on recommendation of Central Executive.

3. Life Member:

A person qualified to become a member of I.A.P. who pays to the I.A.P. Rs.2000/- (Rupees Two Thousand Only) or more shall be deemed to be life member of the I.A.P.

4. Associate Member:

Indian Physiotherapists and foreign trained physiotherapists from non-recognised schools by I.A.P. on securing approval of educational Committee shall on payment of Rs.500/- (Rupees Five Hundred only) per annum be enrolled as Associate member of I.A.P. An Associate Member will be eligible to become ordinary/Life member of the I.A.P. provided he/she passes an examination conducted by the I.A.P. within three years of him/her becoming Associate Member of the I.A.P. In case an Associate Member fails to pass such examination within three years he/she would cease to be an Associate Member.

5. Honorary Member:

Any person who renders distinguished service to the cause of physiotherapy may on the recommendation of the Central Executive Committee be admitted by the General Body as Honorary Member of the conference.

6. Patron:

A person who pays to the I.A.P. a donation of Rs.50,000/- (Rupees Fifty thousand only) or more shall be deemed to be a "Patron" of the I.A.P.

D Privileges of Members:

Persons admitted as Fellows, Life & Ordinary Member only shall be entitled:

- a) To be Present, speak and vote at any meeting of the members of I.A.P. on any matter, which may be submitted for its consideration.
- b) to be elected as an Office bearers or member of the committees of the I.A.P.
- c) to vote in elections of Office Bearers and members of the Committees.
- d) to serve on the sub committees appointed by the Central Executive Committee or the General Body of the I.A.P.
- e) All members of the I.A.P. shall be entitled to receive official communication of the I.A.P.
- f) Undergraduate students of Physiotherapy from schools recognised by the I.A.P. and Associate Members may attend General Body meeting as observers and speak only with permission of chair, and shall not vote at the elections and General Body meeting.

E. A Member shall cease to be a member of the I.A.P. if he or she:

- a) Resigns his/her membership by giving written notice to the secretary
OR
- b) Dies or becomes lunatic, or of unsound mind or otherwise becomes incapable of acting as a member
OR
- c) Is adjudged insolvent or convicted of an offence involving moral turpitude.
OR
- d) Fails to pay any arrears of subscription for a period of more than 24 months after the same become due.
- e) Is disqualified from membership by the General Body of I.A.P. by a resolution passed with 2/3rd majority of the members present and voting for activities injurious or detrimental to I.A.P. provided, he or she is given an opportunity to explain the conduct complained against him/her in the resolution.

All notices of meetings shall be sent to the latest registered address of every member under certificate of posting issued by the postal authorities which shall be deemed to be conclusive evidence of the service of notice to the members. A member who has not furnished his/her address shall not be entitled to receive any notice.

MEMBERSHIP FEES :

- A. 1) Initial Registration fees for all members is Rs. 500/-
- 2) Re Registration Fee: 1500/-

B) Annual Subscriptions:

- 1) Ordinary Members Rs. 300/- Per Annum
 - 2) Life Membership of Members Rs. 2000/- (One Time Payment)
 - 3) Associate Members Rs. 500/- P.A
 - 4) Foreign Verification Fee Rs. 3000/- for first Verification and Rs. 1000/- for each subsequent Verification.
- C) Membership fees are due on 1st April every year payable
In cash or Demand Draft made out in the name of Indian Association of Physiotherapists.
- D) A fee of Rs.50 will be payable by all active members for affixing the official seal of the I.A.P. on all documents other than the annual Registration Certificate. The amount released through Registration and 25% of annual subscription may be pooled to build up a reserve fund for the Association, withdrawals from which be made only with the permission of the General Body.
- E) The Registration fee Re-Registration fee Life membership fee and Patron fee will be transferred to corpus fund

B. Penalties:

A member who is in arrears of payment of annual dues for more than two years is liable to lose his rights to vote and eligibility to hold office or serve on committees and shall also be deprived of all normal services by the Association including free supply of the official journals.

In order to regain the rights and privileges of membership he/she shall have to pay up all the arrears along with a penalty of Rs.5/- for period exceeding the grace limit of two years or may re-register as the active member by paying Re Registration fee of Rs.1500/- plus 300/- being subscription for the preceding and current year respectively. If he/she allows a second lapse, the privilege and rights can be regained only after paying up all dues.

VI. CENTRAL EXECUTIVE COUNCIL:

The Central Executive Council shall consist of 9 elected members and 2 ex-officio members. The Central Executive may co-opt up to 2 members from areas not represented on executive council. The co-opted members shall have full rights as other members of Central Executive Council.

- a) The president of the I.A.P. elected by the General Body.
- b) One Vice-president, One General Secretary, one Treasurer and five members elected by the General Body.
- c) The president and the General Secretary of the preceding year shall be ex-officio members of the Central Executive Council.
- d) Co-opted members, who are not elected members of the Central Executive Council but whose nomination in the opinion of the Central Executive Council is in the interest of the I.A.P. shall when so nominated to the Central Executive Council be designated as co-opted members.
- e) The term of co-opted member shall expire along with the term of the Central Executive Council to which he or she has been nominated. A co-opted member will be eligible for nomination any number of times.

The number of co-opted members shall at no time exceed two.

VII. ELECTION PROCEDURE

- (a) The election to the Central Executive Committee (CEC) of I.A.P shall take place every two years in such a way that the new council will be able to assume office in the month of April.
- (b) The voting shall be postal ballot, circulated to ordinary and life members of I.A.P on the Electoral Rolls.
- (c) The General Body of I.A.P shall appoint one member of I.A.P., other than those on CEC as Election Officer. The Election officer shall appoint two other members of I.A.P., as assistant election officers. These three shall constitute an Election Committee.
- (d) The General body shall appoint an Election Tribunal consisting of three members who have served in the past as president and/or secretary of I.A.P. This tribunal will hear all disputes arising out of the elections. The decision of the Tribunal shall binding on all parties.
- (e) The CEC shall announce program of elections.
- (f) Electoral rolls should be prepared by the Secretary in consultation with the Treasurer, consisting of active members as on 30th November. Members who are in arrears of their subscription/s on or before the end of the month of November of the year previous to the year of election will not be entitled to vote, propose/second or stand for election. Newly enrolled ordinary members after 1st Dec. and those members paying up arrears after the declaration of electoral roll are not entitled to vote or stand for elections, in the following year.
- (g) The nomination forms along with election program be sent to all active members of I.A.P., under certificate of posting (UCP) in India by 10th December. Such posting done UCP shall be deemed to be proper notice to the members. Non-receipt of the nomination forms or ballot paper by any member sent UCP shall not invalidate election.
- (h) Last date for receiving nominations to the various posts of the EC of I.A.P., shall be 7th January. Election officer shall send names of contesting candidates for each post, to all contesting candidates by 15th January, permitting withdrawal of his/her nomination by 31st January.
- (i) After the withdrawal date of nominations, Ballot papers together with short bio data of each candidate will be circulated by post UCP by 21st February, to all members with specific instructions to return the same by the 21st March. Each ballot paper shall bear the seal of I.A.P., and Signature of the election Officer.
- (j) Each contesting candidate shall be entitled to a list of I.A.P., members on the electoral roll which be furnished on payment of a fee of Rs. 250/-.
- (k) Members entitled to vote shall do so by putting a cross (X) against the names of one candidate for each post out of those standing for election. No member shall give more than one vote in each category except in the case of category of Council Members; however can vote for less than the required number of candidates to be elected. The member shall not sign the ballot paper, nor shall he put any identification mark on the same. The ballot paper must be posted in the envelope provided by the Election Officer. In the event of default of any of the conditions, or if the voting paper contains any erasers, obliterations, or alterations, the Ballot paper will be considered invalid.
- (l) Counting will be done on the immediate Sunday following 21st March. The Election Officer shall inform all contesting candidates, the date, time and place where the counting of votes will be held along with the ballot paper when it is posted.
- (m) The candidate or his authorized representative will be entitled to remain present at the time of counting of the votes, at their own expense.
- (n) The Election officer shall submit the result and the election report to CEC; incorporating details regarding number of nominations received. Ballot papers sent and received, number of invalid votes etc and the result. the Hon. Secretary I.A.P. shall circulate the election results to all Members of I.A.P. by 27th March.
- (o) In the event of number of nominations received for any category of posts is equal to or less than the number to be elected in that category, all such candidates shall be declared to have been elected unopposed.

n) Voting:

The voting shall be by postal ballot, circulated to ordinary/Life members of I.A.P. on electoral rolls. The Association shall try to establish a permanent Secretaries at one Place.

VIII. FINANCE :

The amount of subscription collected from Ordinary members will be shared by the Central Executive Body with state or District Branches. In case, a district branch and state branch exists in the same state, State Branch is entitled to claim thirty percent of the subscription, which should be disbursed to District Branch/ Branches according to the Local membership.

Banking Account:

- a) One banking account designated as the permanent Bank account shall be maintained at a nationalised bank in Bombay. This account shall be jointly operated by the Treasurers, Secretary & president.
- b) Another Bank account designated as Temporary biennial banking account shall be operated at a Nationalised Bank in the District /city where the treasurer of the term resides. This account shall be opened when the new Central Executive Council takes charge and closed immediately after the term of this council expires. This account will be jointly operated by the treasurer and Secretary. The Central Executive Council shall make such other rules for operation of this account as may be necessary from time to time.

IX. BRANCHES:

- a) Places where membership is ten or more may set up branches for promoting local professional activities within the framework of the constitution.

- b) The central Executive Council shall frame rules regarding the powers and functions of the state committees and district committees.
- c) The local affairs of a district branch shall be managed by a body named the Executive committee which consist of a Convenor, Treasurer and up to three members. All the Branches within a State of India may form a State Branch with the consent of the Executive Council. The affairs of a State Branch shall be managed by a chairman, Treasurer and three members.
- d) A branch shall function with the following framework:
 1. Every state branch of the association is entitled to draw up to 30% of the annual subscription released from its members.
 2. Branches will submit the annual reports of activities and accounts for the financial year of I.A.P. (ending 31st March) till 31st May.
 3. The Executive council of the state branches will include members deputed by the local branches.
 4. Members from places where no branch exists may join the nearest branch at their discretion.
 - 5) Any official correspondence that a branch wishes to make with external agencies such as universities, Government Organisations etc., must be done only through I.A.P
 - 6) No activity of branches should clash with any of the activities of the I.A.P.
 - 7) The office bearers of State / District Branches shall be elected from its membership.
 - 8) The branch office bearer's election should coincide with I.A.P. office bearers election and the results or any incidental changes must be conveyed to the Executive Council.
 - 9) Branches should organise fund raising activities for promotion of I.A.P. in different areas. Thirty percent of the amount collected there of should be transferred to the Permanent Account of I.A.P.

SPECIAL INTEREST GROUPS:

- a) 30 or more active members of I.A.P. may form such a group within the framework of I.A.P. with permission from EC. Special interest group shall take up the matters of academic and public interest pertaining to the specialty of area such as continuing professional education and update of their members including service matters.
- b) The affairs of such group will be managed by a managing committee consisting of chairman, Secretary, treasurer and upto 3 members elected from its members in the lines, concurrent with I.A.P. elections. This committee may co-opt up to 2 members for regional representation.
- c) Subgroup shall work within following framework:
 - There shall be only one national special interest group of specialty/area.
 - Group will collect the fees from their members as approved by I.A.P. from time to time. 30% of the Collection shall be paid to I.A.P. annually with their financial statement by 31st May.
 - I.A.P. must be informed of any correspondence that a group wishes to make external agencies such as universities, Government and Foreign organizations etc.,
 - No action of the groups should clash with any other activities of I.A.P.
 - Group may organise fund raising activities for promotion of special interest. 30% of the net profit collected should be transferred to I.A.P.
 - Only active member of I.A.P. is eligible to membership of one or more special group. Defaulters of I.A.P. shall automatically become defaulters of subgroups.
 - Only life members of I.A.P. can become Life members of Group(s).
- d) All groups will not be entitled to make any commitment financial or otherwise on behalf of I.A.P. to any organization with then prior written consent of Central Executive Council.
- e) Groups will be derecognized by I.A.P. in the event of failure of compliance with the above. In case of any deracination I.A.P. shall be take over assets and liabilities.
Members of I.A.P. desirous to form special interest group shall apply as per the provision under formation of special interest group under the constitution of I.A.P. along with undertaking for the compliance.
- e) **Relations with outside organisations:**
All the state and district branches will not be entitled to make any commitment, financial or otherwise on behalf of the I.A.P. to any organisation without the prior consent of Central Executive council.

X. ADVISORY COMMITTEES:

The general body or the Executive council shall appoint special committees to serve the Association in purely advisory capacity. Each of these committees shall include at least one member from the Executive council who will also act as coordinating Convenor.(If more than one executive council member is included, the senior most member of the association from among them will serve as the coordinating Convenor unless he declines to do so). The term office of advisory committees shall be for two years or more, until unless the entrusted works is over. They may, however, be reconstituted after a lapse of two years. However, the Fellowship committee shall consist of all fellows. Each fellow shall retire after tenure of ten years. The convenor of the Fellowship committee may be selected from amongst the Fellow themselves.

XI. MEMBERSHIP DIRECTORY

The association shall maintain a register of its members, category wise and in it shall be entered the following information regarding each member.

- a) Name in full
- b) Address, present & permanent
- c) Educational Qualification, their date and place of acquisition
- d) Type of membership

XII. OFFICE BEARERS:

The president and the Vice president

- a) The president shall preside at all meetings of the Central Executive Council and any Committee and sub-committee of which he/ she is a member and his/her rulings on any point of order and decision as to the validity of any vote and as to the results of voting shall be final and conclusive.
- b) The president shall supervise all the activities of the I.A.P. and shall supervise the expenditure subject to the budget and shall generally guide and advise the office bearers, employees and others.

- c) The president shall have the power to delegate or entrust of his duties described in (b) above to the Vice – president.
- d) To address the annual conference of the association.
- e) To operate the permanent bank account jointly with treasurer and Secretary.
- f) In the absence of the president the vice-president will enjoy all the rights of the president. In a particular meeting in the absence of the Vice – president, the meeting will elect its own chairman from among the members who shall preside.

The Chairman of the meeting shall exercise and perform all powers, functions and duties of the president as far as that meeting is concerned.

XIII. GENERAL SECRETARY:

The duties of the General secretary subject to the supervision and control of the Central Executive Council, shall be as follows:

- a) He shall in consultation with the president convene the meetings of the Central Executive Council and give effect to the resolutions thereof.
- b) He shall prepare and present the annual and periodical reports.
- c) He shall organise, regulate, supervise and inspect the various activities of the I.A.P. and shall supervise the general working of the I.A.P.
- d) He shall supervise the work of the paid employees of the I.A.P.
- e) He shall attend to the correspondence of the I.A.P. and shall be responsible for and in charge of all the official records of the I.A.P.
- f) He shall represent the I.A.P. in all legal matters.
- g) He shall operate jointly with Treasurers, the temporary biennial Account of I.A.P and also operate the permanent account of I.A.P. with president and Treasurer.
- h) To send the agenda of the Executive council Meeting to each member of the Executive council atleast twenty days before the proposed date to ascertain the views of the members who are unable to attend and subsequently to send the minutes of the Executive council Meeting to all the members of the Executive council within 15 days of the meeting.
- i) To send the agenda of the Annual General Meeting and the minutes of the last meeting to all the members of the Association one month in advance of the proposed date.
- j) To inform Commissioner of charity and permanent bank account of names and addresses of new office Bearers immediately after take over.
- k) He shall carry out such other duties as the president and the central Executive council may from time to time determine.

XIV. TREASURER:

The duties of the Treasurer, subject to the supervision and control of the Central Executive council, shall be as follows:

- a) He shall receive all payments, keep proper accounts and maintain proper books of accounts, files, receipt books and other necessary papers and records.
- b) He shall submit to the Central Executive Council at its meetings and shall prepare the annual accounts for being presented to the General Body at the Annual General Meeting.
- c) He shall get the annual accounts of the I.A.P. duly examined by the auditors, who are Chartered Accountants.
- d) He shall prepare estimates of income and expenditure of the I.A.P. in consultation with the General Secretary and the president and place the same before the Central Executive Council.
- e) He shall not keep more than Rs.250/- in cash with him.
- f) To sign on receipts, deposits and jointly with secretary on all withdrawals from temporary biennial Banking Account. To operate permanent bank account jointly with president and Secretary. All office bearers and members of the Central Executive council shall be eligible for re-election or re-appointment on the expiry of their term of office and shall continue to be in office until new election take place.

XV. POWERS & FUNCTIONS OF THE CENTRAL EXECUTIVE COUNCIL :

The central Executive Council shall exercise all the powers and performs all the duties that the I.A.P. is competent to exercise or bound to perform in the Achievements of the aims and objects save those powers and/or duties which by statute or the provisions of the Societies Registration Act of 1860 and those rules are to be exclusively exercised or performed by the general body or are served to be exercised or performed in any other way. Provided, However, that they shall include the powers.

- i) To scrutinise application for membership, to collect and accept donations and gifts, raise funds and loans and invest the surplus funds of the I.A.P.
- ii) to appoint other committees or sub-committees and to entrust to them any specific work or activity or the administration or supervision of activities of the I.A.P. and to delegate to them such of the powers as the Central Executive council may deem proper.
- iii) To discuss the questions of general administration schemes of expansion, termination of any activity or department of the I.A.P.
- iii) To meet with current expenses of the I.A.P. to authorise by resolution such number of its members not exceeding three to open, maintain and operate current account such resolution provided that such accounts shall always be operated upon atleast by two such members jointly.

CLAUSE : 2. POWERS & FUNCTIONS OF THE CENTRAL EXECUTIVE COUNCIL:

The central Executive Council shall exercise all the powers and performs all the duties that the I.A.P. is competent to exercise or bound to perform in the Achievements of the aims and objects save those powers and/or duties which by statute or the provisions of the Societies Registration Act of 1860 and those rules are to be exclusively exercised or performed by the general body or are required to be exercised or performed in any other way. Provided, However, that they shall include the power to

- Raise funds and loans and invest the surplus funds of the I.A.P. in proper securities and investments permitted by law.
- To scrutinise the recommendation of Education Committee for recognition of training Institutions.
- to appoint other committees or sub-committees and to entrust to them any specific work or activity or the administration or supervision of activities of the I.A.P. and to delegate to the with such of the powers as the Central Executive council may deem proper.
- To discuss the questions of general administration schemes for expansion, termination of any activity or Committee of the I.A.P.

- To meet with current expenses of the I.A.P. to authorize by resolution such number of its members not exceeding 3 to open, maintain and operate current account or accounts with such resolution provided that such account or accounts shall always be operated upon at least by 2 such members jointly.
- v) To confirm the action of any of the committees appointed by the central executive Council.
- vi) To consider the statement of accounts annual budgets and reports of the I.A.P. to be submitted to the General body.
- vii) To appoint to fix the scales of pay and other conditions of service of the employees of the I.A.P.
- viii) To borrow and to raise funds for the purpose of carrying out the aims and objects of the I.A.P.
- ix) To frame or amend rules regarding the terms and conditions of service, leave, scales of salaries, schemes of Provident Fund, Insurance, Gratuity, Pensions or loans etc for employees of the I.A.P.
- x) To frame and amend Rules and Regulations, regarding the powers, functions, duties, and privileges of the committee or sub committee appointed by the Central Executive council.
- xi) To delegate to or confer upon office bearer or member of the Central Executive Committee such powers for one or more specific purposes, as the Central Executives council may deem proper.
- xii) To delegate a member of Central Executive council or I.A.P to represent I.A.P. at such place as the Central Executive Council may deem proper or necessary. An amount not exceeding Rupees two thousand may be sanctioned by I.A.P. for this purpose
- xiii) To fill in a vacancy of the office bearer for more than three months, the Central executive Council.
 - a) Shall co-opt a suitable member from past Executive council.
 - b) To fill in any vacant seat uncontested at elections by fresh election within three months.
- Note: The Central Executive Committee will not fill in the vacancy caused by the resignation of an Ex-officio member.
- xiv) To call the meeting of the General body and to prepare an agenda thereof.
- xv) To hold elections and to frame rules for holding and conducting the same not inconsistent with provisions made herein.
- xvi) To promote, carry on and resist legal proceedings wherein the I.A.P. may be a party or in any way interested or concerned with consent of General body.
- xvii) To consider and grant recognition to institutions in India imparting training in Physiotherapy.
- xviii) To hold examination for the physiotherapists who have passed examination in Physiotherapy from institutions in India which are not recognised by the I.A.P.
- xix) To prepare list of Institutions outside India as recognised institutions for granting recognition to physiotherapists who have completed their training from such institutions.
- xx) To recommend to the general body to confer honorary Membership for a conference on a person who has rendered distinguished service to the cause of Physiotherapy in India.
- xxi) To do all such acts and things as are incidental to or which the central Executive Council may think conducive to the attainment of the aims and objects of the I.A.P or any of them.
- xxii) To acquire by purchases, lease or otherwise, lands, building, play grounds, parks and properties movable or immovable throughout India to carry out all or any of the aims or objects of the I.A.P.
- xxiii) To construct, maintain, hire, extend, alter, or enlarge any land, buildings or any other immovable property belonging to or held by the I.A.P.
- xxiv) To borrow moneys without any security or on security of any of the property or properties on such terms and condition as the I.A.P. may deem it.
- xxv) To sell, transfer, exchange, mortgage, charge, leave, convert securities, dispose of otherwise deal with any property or properties belonging to or at the disposal of the I.A.P.
- xxvi) To invest or deal with the money of the I.A.P. in such manner as may from time to time be determined by the I.A.P.
- xxvii) To pay out of the funds belonging to the I.A.P. or out of any particular part of such funds all or some expenses of or incidental to the function, conference of the I.A.P. and management and administration of I.A.P.
- xxviii) To engage, terminate, suspend, discharge or dismiss the services of any person or employee and take such administrative and disciplinary measures as may be necessary from time to time.
- xxix) To draw, make, accept, endorse and negotiate cheque, hundies, promissory notes or to her negotiable instruments required in the conduct of activities of the I.A.P.
- xxx) For the purpose aforesaid, to sign, execute and deliver such assurances and deeds as may be necessary and advisable and do and carry out or assist in doing and carrying out all such matters and things likely to promote the aims and objects of the I.A.P.

XVI NOTICE:

Thirty days clear Notice shall be given for ordinary meetings and fifteen clear days notice for special meetings of the Central Executive council. The president of the Central Executive council may however call a meeting with only seven days notice in that behalf, in case of Emergency.

XVII GENERAL BODY

A. GENERAL BODY Membership and Meeting :

- i) The General body of the I.A.P. shall consists of all Ordinary Members, Associate Members and Undergraduate students of schools recognised by I.A.P. shall attend as observers.
- ii) The Annual General body Meeting of the I.A.P. shall be held once in every calendar year at such place and time and on such date not more than 15 months after the holding of the last preceding Annual General Meeting as the Central Executive Council may determine.
- iii) The central Executive council may also call a meeting of the General Body as and when it deems fit.

B. Quorum:

- i) Atleast 1/5th of members of the total number of the members of I.A.P. present in person shall form quorum of meeting of the General Body.

- ii) If quorum shall not be present at the time fixed for the meeting, the meeting shall stand adjourned. But the adjourned meeting shall be held after half hour and even if no quorum is present, all the items of the original meeting, except those attending the constitution may be transacted.

C. Voting:

- i) Every member shall have one vote only. All matters unless otherwise expressly provided for by these Rules shall be decided by a majority of votes.
- ii) If there is a tie in voting, the President of the meeting shall have one casting vote in addition to his own vote as a member.
- iii) The president of the meeting shall be the sole judge of validity of every year vote given at the meeting.
- iv) A person entitled to vote shall not be entitled to appoint a proxy.

XVIII. SPECIAL GENERAL MEETING:

The special general meeting of the Association may at any time be summoned by the order of the Executive council or on requisition in writing signed by at least one Hundred Ordinary members of I.A.P. Such meeting shall be held within one month of the date of requisition and shall be held at such time and place as the Council may decide by giving fifteen days notice.

If the Central Executive fails to hold such a meeting within one month of the date of receipt of the requisition, the requisitioners or majority of them may call such a meeting. Such a meeting if called by the requisitioners shall be convened and held in the same manner as other General Meetings and shall be held in such place and date the requisitioners may decide. The notice convening such meetings shall specify the object of the meeting and no other business except that so specified be considered

XIX BUSINESS OF THE ANNUAL GENERAL MEETING

The business of the Annual General Meeting shall be :

- a) To receive the report about the work of sub-committees activities and progress of the I.A.P. during the closing year.
- b) To receive and pass the audited statement of accounts and Reports for the closing year.
- c) The report, Balance sheet and statement of Accounts shall be signed, by the president or in his absence by the Vice – president.
- d) To appoint an Auditor or Auditors for the I.A.P. for the ensuing year and to determine their remuneration.
- e) A copy of the Annual report, minutes of the General body Meeting of the previous year and the audited statement of accounts shall be circulated to members of the general body.
- f) If no appointment of an Auditor or Auditors is made at the Annual General Meeting, the auditor or Auditors for the closing year shall continue to hold office for the ensuing year.
- g) To recognise new school or institution as places of instructions physiotherapy.
- h) To institute awards, orations to appoint fellows, Honorary Members, patrons etc.,
- i) To establish a permanent secretariat at one place, when funds permit.
- j) To do such other business as may be brought before it by the Central Executive Council.

XX GENERAL:

- i) The official year of the I.A.P. shall begin on 1st April each year and shall end on the last day of march the Following year.
- ii) The property of I.A.P., the income of the I.A.P. from its properties and all other income of the I.A.P. from whatever source derived shall form part of the fund of the I.A.P.

Amendment of Rules and Regulations:

It shall be competent for the General body to make alterations, additions and amendments in the Rules and Regulations of the I.A.P. by a majority of not less than $\frac{3}{4}$ of the members present and voting at the meeting of the General body provided that due one month notice has been given to the members about the proposal for such change.

XXI. EXPULSION:

- a) Any member of the I.A.P. acting in contravention of the objects of the society or in any manner detrimental to the interests of the society or guilty of misconduct or convicted of criminal offence, committing breach of rules of professional ethic framed by the Central votes of two thirds of members present in person and entitled to vote at an Extra Ordinary Meeting of the General Body convened for this purpose. No such meeting shall be called unless such member shall have been previously given opportunity of tendering his explanation or resignation and he shall not have explained his conduct to the satisfaction of the Central Executive Council or tendered his resignation. A person thus expelled shall not be eligible for re-admission.
- b) The general body convened for the purpose may suspended the member for a period not exceeding three years from the membership of I.A.P. instead of expelling him/her provided there are extenuating circumstances.

XXII. DISSOLUTION:

Should any circumstances or contingency arise where in it may be necessary to wind up the activities of the I.A.P. it should be competent to the General Body by a majority of not less than $\frac{3}{4}$ of the members present at the meeting of the General body to decide it shall not be competent for the General body to distribute the assets and property of the I.A.P. to its members, but the General body may authorise the Central Executive Council to donate the assets and properties of the I.A.P. to an institute or organisations having similar aims and objects or as the Charity Commissioner of Maharashtra recommends. Atleast thirty days notice shall be given to active Members of the Intention to move the resolution thereof for dissolution.

ETHICAL RULES

1. A PHYSIOTHERAPIST SHALL GIVE HERE/HIS PROFESSIONAL SERVICE TO ANY PERSON WHO MAY SEEK OR MAY BE IN NEED OF THE SAME.
2. A PHYSIOTHERAPIST SHALL ADMINISTER ONLY SUCH TREATMENT THAT IS IN THE INTEREST OF THE PATIENT UNDER HIS/HER CARE.
3. A PHYSIOTHERAPIST SHALL REFER CASES TO APPROPRIATE SPECIALIST WHENEVER THE PROBLEM SO DEMANDS.
4. A PHYSIOTHERAPIST SHALL REMAIN FROM INDULGING IN OR ASSOCIATING WITH ANY ACTIVITY THAT MAY DIRECTLY OR INDIRECTLY BE AGAINST THE DIGNITY, HONOUR OR DEVELOPMENT OF THE PROFESSION.
5. A PHYSIOTHERAPIST SHALL NOT SOLICIT PATIENTS EITHER THROUGH HIS OWN EFFORTS, THROUGH AN AGENT OR BY CIRCULATING PRINTED MATTER IN ANY FORM SOTHER THAN ANNOUNCEMENT TO THE MEDICAL PROFESSION.
6. A PHYSIOTHERAPIST SHALL CONSTANTLY STRIVE TO KEEP HIMSELF ABREAST OF RECENT DEVELOPMENTS RELATED TO HIS FIELD AND ADD TO THE FUND OF KNOWLEDGE.
