



**THE INDIAN ASSOCIATION
OF PHYSIOTHERAPISTS**

**Memorandum of Asso-
ciation
&
Rules and Regulations**



Memorandum of IAP

THE INDIAN ASSOCIATION OF PHYSIOTHERAPISTS

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Memorandum of Association & Rules and Regulations

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CONSTITUTION AND BYE LAWS 2024

THE INDIAN ASSOCIATION OF PHYSIOTHERAPISTS

MEMORANDUM OF THE ASSOCIATION RULES AND REGULATIONS - FULL TEXT-2024

(1) NAME & ADDRESS

The name of the Association shall be the "THE INDIAN ASSOCIATION OF PHYSIOTHERAPISTS" (A National Association of Practitioners of Physiotherapy/Physical Therapy) hereinafter referred to as "I.A.P".

The Association is registered under the Societies Registration Act XXI of 1860 No. 3376 of 1955-56.

(2) REGISTERED OFFICE

The Registered Office of IAP is situated at Mumbai at

The Indian Association Of Physiotherapists
1094, Rustomjee Eaze Zone Mall, Goregoan-Mulund Link Road,
Opp. Ozone Tower , Goregaon [West]
Mumbai : 400064 .

(3) AIM AND OBJECTIVES:

- a) To establish different categories of members of IAP and their enrolment in various categories.
- b) To maintain Registers of different categories of members of IAP, i.e Annual Active Member , Life member, International Member etc.
- c) To set and ensure ethical professional practices and promote high professional standards of independent practice of physiotherapy by the members of IAP.
- d) To convene conferences, seminars, workshops, camps etc. To organise study circles, meetings, and lectures and to publish literature, journals, periodicals, newsletters etc. and such other means/publications as IAP may determine from time to time.
- e) To organise and provide for continuing physiotherapy education programs for its members.
- f) To promote scientific research and technology in physiotherapy and related areas to enhance the status of the profession of physiotherapy.
- g) To watch and advise Government Organisations and NGOs on policy matters affecting the development and practice of physiotherapy including advising and assisting the Government in the establishment of statutory council for regulating Physiotherapy education and practice.
- h) To solicit, obtain or accept subscriptions, donations, grants, gifts, bequests of money and all kinds of property movable and immovable either unconditionally or any special terms and conditions or on trusts not being inconsistent with the objects herein above stated which IAP may think fit as per existing law.
- i) To confer honour, awards and scholarships to physiotherapists in the interests of the profession and also grant or provide travel grants, fellowships or any other monetary assistance to professionals/ practicing physiotherapists as may be in the interests of the development of the profession.
- j) To procure the advisory services of eminent persons either by remuneration or in honorary capacity.
- k) To issue certificate of membership to Life Members and membership identification cards to Ordinary Members or to those who apply for membership as different categories of members.

- l) To certify and accredit the company and their products i.e machines, seminars and work-shops. if they wish to do so by IAP.
- m) To procure land/property for establishing office/academic purpose in different parts of country.
- n) And to generally execute all such acts, deeds, matters and things as may be conducive to or for achieving all or any of the objectives of IAP.

All the incomes, earnings, moveable and immovable properties of the Society shall be solely utilised and applied towards the promotion of its aims and objects stated herein above in the Memorandum of Association and no profits thereon shall be paid or transferred directly or indirectly by way of dividends, bonus profits or in any manner whatsoever to the present or past members of the Society or to any persons claiming through or under any of the present or past members. No member of the Society shall have any personal claim on any moveable or immovable properties of the Society or make any profit, whatsoever by virtue of his membership.

4. GOVERNING BODY

The names, addresses, occupation and designation of the present members of the governing body to whom the management of the Association is entrusted as required under section 2 of the Societies Registration Act, 1860 are as follows:

Sl.No.	Name	Address	Occupation	Designation
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5. DESIROUS PERSONS:

We the undersigned are desirous of forming an Association namely "THE INDIAN ASSOCIATION OF PHYSIOTHERAPISTS" under the Societies Registration Act, 1860, in pursuance of this Memorandum of

Association.

Sl.No.	Name	Address	Occupation	Designation
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THE INDIAN ASSOCIATION OF PHYSIOTHERAPISTS

RULES & REGULATIONS

I. NAME & ADDRESS

The name of the association shall be the "THE INDIAN ASSOCIATION OF PHYSIOTHERAPISTS"

(A National Association of Practitioners of Physiotherapy /Physical Therapy) (hereinafter referred to as "I.A.P.")

II. REGISTERED OFFICE

The Registered Office of IAP is at Mumbai.

III. DEFINITIONS AND INTERPRETATION

3.1. Definitions

- a) "CEC" shall mean the Central Executive Committee.
- b) "IAP" or "Association" shall mean "The Indian Association of Physiotherapists"
- c) "Office" shall mean the registered office of the Association.
- d) "Member" shall mean a member with voting right, unless specified otherwise.
- e) "Branch" shall mean duly constituted Branch of the Association.
- f) "Committee" shall mean the Executive Committee, unless specified otherwise.
- g) "CAC" means certification and accreditation committee.

3.2 Interpretation

Any interpretation, conclusion and decision of these rules and regulations stated herein the memorandum relating to any of the matters incidental or ancillary thereto, made by the Central Executive Committee shall be final .

IV. MEMBERSHIP & PRIVILEGES

1. Membership of the IAP

(a) Eligible Members

Any of the following individuals shall be eligible to be Member of the IAP: Any person possessing a degree from a College or an Institution in India recognised by any university approved by U.G.C & respective Government shall be eligible to become member of the I.A.P.

individual having qualification as degree will be enrolled as physiotherapist [P.T]

Such individual shall be enrolled with the IAP in the category as Physiotherapist [P.T], mentioned as member by applying in the prescribed application form with the prescribed fee applicable from time to time.

(b) Kinds of Members

IAP shall have the following kinds of Members

1. Annual active Member: An individual who is qualified to become a Physiotherapist on payment of membership fees to IAP shall be registered as a Annual Active Member of IAP.
2. Life Member : An individual who is registered as physiotherapist on or before March 2022 will remain as life member subject to fulfilment of conditions laid down by IAP from time to time. i.e they need to update their details on IAP information sheet on official website every year with a declaration that they are practicing in India with their mail .I.D and Phone no. and these members will be considered in the list of Annual Active Member of IAP. if they fulfil the conditions.
3. Patron -A Member who pays to the IAP a Patron membership fee of Rs. 10,000/-or more (non refundable) may be considered as a patron of IAP on confirmation by the CEC. A

Patron must be an member of IAP. However The CEC in exceptional personalities can make a non member person also as Patron member.

4. International member - An individuals who is a qualified Physiotherapist having least 4 year of professional studies from an recognised university can become a member of IAP. for 3 years with payment of 10,000 INR. renewable every 5 years. International members will not have any voting rights.

2. Rights of Members

Individuals registered as Annual Active Member shall be entitled to:

- i) Attend, receive notices, speak and vote at a general body meeting/ Voting for elections and on any matter which may be submitted for consideration.
- ii) Contest elections of IAP for the position of an office bearer as per norms.
- iii) Serve as member of sub-committees appointed by CEC or the general body of IAP.
- iv) Receive all official communications of IAP at his/her address within India and any place by post or by e-mail on their registered mail address or through IAP Website www.physiotherapypindia.org.
- v) To use the abbreviation MIAP after their name.
- vi) Receive the copy of the Memorandum of Association at the time of becoming a member, free of cost and on payment thereafter.

3. Cessation of Membership

A registered Member of IAP shall cease to be a Member of IAP if he/she:

- a) Resigns voluntarily by written notice to the CEC unless such resignation is not accepted by the CEC for any reasonable grounds so stated.
- b) Is declared insolvent or is convicted for an offence.
- c) Fails to pay any arrears of subscription for a period of more than 12 months after the same become due.
- d) Is disqualified or removed from membership by the General Body of IAP by a resolution passed by 2/3 rd majority of members present in G.B.

4. Membership Fees

- a) The Initial Registration Fees for Annual Active membership will be Rs. 6000 + applicable tax . the fee will be devided as 1] Rs.500 Certificate fee [2]. 500 for administrative fee , [3]. Rs. 5000 as corpus Fund fee applicable as annual active membership fee for 10 years from the year of registration as 500 rs / year. after that the member has to renew the membership by paying 1000 rs for next 10 years and so on.

b) -

- d) Mode of Payment: Annual Membership fees shall be due on 1st of April every year payable at any branch of a Scheduled Bank where the treasurer resides. Payment shall be made by any banking mode of payment in favour of "The Indian Association of Physiotherapists".

e] Physiotherapists Passing out from a non member college of IAP shall pay a membership fee of

- a) The Initial Registration Fees for Annual Active membership from Non Member college will be Rs. 8000 + applicable tax . the fee will be devided as 1] Rs.500 Certificate fee [2]. 500 for administrative fee , [3]. Rs. 7000 as corpus Fund fee applicable as annual active membership fee for 10 years from the year of registration as 700 rs / year. after that the member has to renew the membership by paying 2000 rs for next 10 years and so on.

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Fee for services

- a) A fee of Rs.500/+ applicable tax will be charged to Members for the issue of a duplicate registration certificate on production of evidence supporting the loss of the original membership (such as a police complaint/FIR).
- b) Members desirous of verifying their credentials for overseas assignments shall pay Rs.3000 + applicable tax for verification.

- a) The Initial Registration Fees for college membership will be Rs. 30000 + applicable tax . and Subsequent application will be 20000 rs + applicable taxes.

6. Penalties

- a) 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, Newsletters and other communications.
- b) In order to regain the rights and privileges of membership he/she shall have to pay up all the arrears may reregister as the Life Member by paying Re Registration fee of Rs.500/- plus tax / per year , the privilege and rights can be regained only after paying up all dues.

V. CENTRAL EXECUTIVE COMMITTEE

1. Constitution

The Central Executive Committee shall consist of 14 elected members 2 co-opted and 3 ex-officio members.

- a) The President, Vice- President, General Secretary, Treasurer and Joint Secretary along with one CEC members from each zone will be elected by the General election by members conducted by the election committee appointed by G.B.
- c) The President and the General Secretary of the preceding year shall be ex-officio members of the Central Executive Committee.
- d) Central Executive Committee would also be authorised to invite such other persons, whether members of the Association or not to attend meetings of the Central Executive Committee as special invitee, if the CEC considers their presence necessary or beneficial for the items proposed to be discussed at the particular meeting". The member of the Central Executive Committee and such invitee will be entitled to draw travelling allowance and daily allowance at such rates as may be approved by the CEC from time to time.
- e) When a member of IAP represents the International body ,the said member would be invited to the CEC during their term at the respective International Committee. The invited member would enjoy all the privileges of an elected CEC member except voting rights as well as mandatory protocol.

2. Election Procedure

- a) The election for the Central Executive Committee (CEC) of IAP shall take place every three years in such a way that the newly elected members will be able to assume office in the month of April in subsequent year. The election of other CEC i.e Joint Secretary and two CEC will be divided into five zone.East,West,North,South and Central. from each zone one joint secretary and two CEC members will be elected However the full election process will be on all India Basis and Full CEC will be voted by all across India members.

North zone will be - Delhi ,Haryana,Punjab,Uttarakhand, Himachal Pradesh, J&k, & Chandigarh

West Zone will be - Maharastra,Gujarat,Goa,Dadar and Nagar Haveli,Daman and Diu and Lakshadweep.

East zone will be - U.P,Bihar,West Bengal, Orissa ,Arunachal Pradesh,Assam,Manipur, Meghalaya,Tripura,Mizoram,Nagaland and Sikkim.

South zone will be- Andhra Pradesh, Telangana, Tamil Nadu, Kamataka, Kerala and Pondicherry. and Andaman and Nicobar.

Central zone will be - Madhya Pradesh, Rajasthan, Chattisgarh and Jharkhand

If there is a vacancy from any zone in CEC After election the candidate with max. no. of vote will be taken as representative from any zone on all India Basis.

- a) The voting shall be by registered mail I.D circulated to Annual active members of IAP on the

Electoral Rolls as on 31st MARCH. of the same year of the start of election process.

The Electronic ballot returned by the voting member will contain all details of the voting person including signature, signature I.D card, membership no in the form of coded manner and in case of any dispute the election committee can call the members and clarify it with evidence.

The Electronic ballot paper sent by the election committee and each ballot will contain signature of chief election officer and ballot no. on it. the election officer should have the data that which no. ballot was sent to which member.

The secrecy will be maintained by the election committee as they should not disclose that which member has casted votes to whom in public.

- b) Election Committee: The general body of IAP shall appoint three member of IAP other than those on CEC as Election Officers and Chief Election Officer. These three Officers shall constitute an Election Committee and they will open an Election account in a recognised Bank operated by any Two of the Election Committee Members including Chief Election officer. Every Officer should be member of IAP with minimum of 10 years of Membership.
- c) Election Tribunal: The General Body shall appoint an Election Tribunal consisting of three members who is having membership of IAP for at least 15 years. This Tribunal will hear all dispute arising out of the elections. The decision of the Tribunal shall be binding on all parties. The tenure of the Tribunal shall extend till the new Central Executive Committee take charge.
- d) The Chief Election officer through CEC shall announce the program of elections along with Election guidelines.
- e) Electoral rolls should be prepared by the General Secretary in consultation with the Treasurer, consisting of annual active members as on 31st march of same year. Members who are in arrears of their subscriptions on or before the end of the month of march. He/she will not be entitled to vote, propose/ second or stand for election.
- f) Every candidate contesting election of IAP shall pay a deposit of Rs.10000/- as election money out of which 5000 Rs will be as caution money, provided that
- i) A contesting candidate who gets less than 10% of the total valid votes received in the by the election officer will lose his/her caution deposit.
- ii) All other such candidates who get more than 10% of valid votes will be entitled to a refund of the caution deposit within six weeks after declaration of the election results. Any dispute in this regard shall be decided by the Election Tribunal.
- g) The nomination forms along with election schedule shall be sent to all active members of IAP through Election news letter through IAP Website www.physiotherapyindia.org. Such communication shall be deemed to be proper notice to the members.

- h) Election nominations.
1. Election nomination will start from November 1st, Last date for receiving nomination to the various posts of the EC of IAP shall be 15th December.
 2. The Chief Election Officers shall send names of Contesting candidates for each post, to all contesting candidates by 15th January, of that particular post permitting withdrawal of his/her nomination by 30th January.
 3. After the last date for withdrawal of nominations, ballot papers will be circulated by before 15th Feb to all Members with specific instructions to return the same by the 5th March. Each ballot paper shall bear SL no., the seal of IAP and the Signature print of the Chief Election Officer with all security feature. Ballot will be sent in Electronic Form. with all details membership No., Address, Mail I.D. & Mobile No. in coded form. the member has to send the vote from their registered mail Id Only on the ballot to make it a valid vote. The counting of votes shall take place on the 15th March and the result will be declared on the same day by chief election officer. In case of any dispute the tribunal will enquire the matter and give its report by 25th March and their decision will be final and binding on all parties
- 4) Each contesting candidate shall be entitled to a list of IAP members on the electoral roll on mail I.D In Excel format which will be furnished on payment of a fee of Rs.5000/-.
 - 5) Members entitled to vote shall do so by putting a cross (X) against the name of one candidate for each post out of those standing for election. No member shall give more than one vote in each category of Committee Members; unless until specified. however one can vote for less than the required number of candidates to be elected. The electronic ballot paper must be posted by email .i.d by the Election committee. In the event of default of any of the conditions, or if the voting paper contains any erasion, obliterations, or alteration the ballot paper shall be considered invalid.
 - 6) The candidates or his/her authorised representative shall be entitled to remain present at the time of counting of votes, at their own expense.
 - 7) Each contesting candidate will have to fill An affidavit on prescribed format along with their nomination and can contest either the Centre or State election at one time. Non submission of affidavit will disqualify him/her from contesting election.
 - 8) Each office bearer of IAP. Who have assume the CEC [central] office for two terms will not be able to contest election .
 - 9) Any candidate who is member of IAP will be able to contest for election only after three years of membership for Central CEC post and five year for the post of President, Vice-president, Secretary and treasurer.
 - I) The Chief Election Officers shall submit the Declared election result to the CEC and circulate the result to all contesting candidate and on IAP website. Such report shall incorporate details regarding number of nominations received; E -ballot papers sent and received Along with number of invalid votes etc. and the result.

- J) The nomination forms along with election schedule shall be sent to all active members of IAP through the election news letter /news letter &through IAP website www.physiotherapyindia.org. Such communication shall be deemed to be proper notice to the members.
- k) Each elected member shall hold only one post in the CEC whether in Centre or State.
- l) Chief Election Officer should maintain documents concerned with Election till the Elected CEC take charge by 1st April of subsequent year when election is conducted.
- m) Any person with less than 3 years of membership will not be allowed to contest for any post in election.

3. Duties and Responsibilities of CEC:

(A) The President

- (i) The President shall preside over all meetings of the Central Executive Committee, any Committee and General Body and his/her decision on any point of order, the validity of any vote or as to the results of voting shall be final and conclusive.
- (ii) The President shall act as a team lead to supervise all the activities of the IAP including expenditure, subject to the budget, and shall generally guide and advise the office bearers, employees and others.
- (iii) The President shall have the power to delegate or entrust his/her duties to the Vice-President.
- (iv) To address the annual conference of the association.
- (v) To operate the bank account jointly with the treasurer and General Secretary.
- (vi) In the absence of the President, The Vice-President will have all the rights of the President.
- (vii) The President shall be the final appellate authority in respect of disciplinary proceedings.

(B) Vice President

- i) In the absence of the President, the Vice President will look after the duties of the President.
- ii) The Vice President will look after any other responsibilities delegated by the President/CEC/General Body.

(C) General Secretary

The duties and the responsibilities of the General Secretary subject to the supervision and control of the Central Executive Committee are as follows:-

- i) To convene the meetings of the CEC in consultation with the President and give effect to the resolutions thereof.
- ii) To prepare and present the annual and periodical reports including legal records and minutes book of the CEC and General Body meetings.
- iii) To organise, regulate, supervise and inspect the various activities of the IAP and to supervise the general working of IAP.
- iv) To supervise the work of the paid employees of the IAP.
- (v) To attend to the correspondence of the IAP and shall be responsible for and in charge of all the official records of the IAP.
- (vi) To represent the IAP in all legal matters, to sue and to be sued with information to the President.

- (vii) To operate jointly with the Treasurer and President , the Accounts of IAP and also operate the permanent account of IAP with President and Treasurer.
- (viii) To circulate the agenda of the Executive Committee Meeting to each member of the Executive Committee at least twenty one days before the proposed date to ascertain the views of the members who are unable to attend and subsequently to circulate the minutes of the Executive Council Meeting to all the members of the Executive Committee within twenty-one days of the meeting.
- (ix) To circulate 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 of Annual General Meeting.
- (x) T To liaison with the Registrar of Societies and the Bank authorities regarding the names and the addresses of the new office bearers immediately after the takeover.
- (xi) To carry out such other duties entrusted to him/her by the President and the CEC from time to time.
- (xii) To keep an attendance register at the entrance of the General Body Meeting hall and to ensure that the attendance taken on record in the register of the General Body Meeting minutes.
- (xiii) To write the minutes of EC and General Body meeting in his/her own handwriting. The type written copies shall be kept in the custody of the President, General Secretary and the Treasurer.
- (xiv) To ensure that every new member who is registered with IAP will receive a single copy of the Memorandum of Association.
- (xv) To regulate disciplinary proceedings, perks and benefits and appoint an Enquiry Officer/ Committee.
- (xvi) To be the custodian of the official seal, negotiable instruments and relevant official documents including records till he/she hands them over to the subsequent successor at the time of relinquishing the post of General Secretary.

(D) Joint secretary

The duties and the responsibilities of the joint Secretary subject to the supervision and control of the General secretary and Central Executive Committee are as follows:-

- i) To organise, regulate, supervise and inspect the various activities of the IAP and to supervise the general working of IAP in their zone.
- ii) To supervise the work of the paid employees of the IAP.
- iii) To attend to the correspondence of the IAP.
- iv) To ensure that every new member who is enrolled with IAP will receive the membership and other documents.

(E) Treasurer

The duties and responsibilities of the Treasurer, subject to the supervision and control of the Central Executive Committee, are as follows:

To receive all payments, keep proper accounts and maintain proper books of accounts, files, receipt

books and other necessary papers and records.

To submit unaudited and audited account of IAP to the Central Executive Committee prior to Annual General Body Meeting, he/she shall also submit the accounts to the President/ General Secretary whenever it is warranted.

To get the annual account of the IAP duly audited by the auditors, who are Chartered Accountants and circulate the same to all the members through the Newsletter.

Shall not keep more than Rs. 10,000/- in cash with him/her.

To sign on receipts, deposits jointly with the Secretary or President on all withdrawals from a temporary biennial

Banking Account and to operate bank account jointly with the President and Secretary.

To file income tax return in consultation with the President, General Secretary and an authorised Chartered Accountant and deposit the tax in time as per the Income-tax Law.

To pay the annual subscription of Any fee in consultation with the President and General Secretary.

(E) Powers & Functions of the Central Executive Council

The Central Executive Council shall exercise all the powers and perform all the duties that the IAP is competent to exercise or bound to perform for achieving its aims and objectives, save those powers and/or duties which by statute or the provision 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 following:

- (i) Raise funds and loans and invest the surplus funds of the IAP in proper securities and investments permitted by law.
- (ii) To appoint and/or regulate sub-committees; to entrust them with any specific work or activity for the administration or supervision of activities of the IAP, to delegate such powers as the Central Executive Council may deem proper.
- (iii) To discuss the issues of general administration, schemes for expansion and/or termination of any activity of Committee of the IAP.
- (iv) To meet the current expenses of the IAP and to authorise by resolution such number of its members, not exceeding three, to maintain and operate accounts, provided that such account or accounts shall always be operated by at least two such members jointly.
- (v) To review the recommendations proposed by the committees appointed by the Central Executive Council/General Body.
- (vi) To approve the statement of accounts, annual budget and reports of the IAP submitted to the General Body.
- (vii) To appoint and fix the scales of pay and other conditions of service of the employees of the IAP.
- (viii) To frame or amend rules regarding the terms and conditions of service, leave, scales of salaries, schemes of Provident fund, Insurance, Gratuity, Pension, or loans etc. for employees of the IAP.
- (ix) To frame and amend the Rules and Regulations regarding the powers, functions, duties and privileges of the committees appointed by the Central Executive Committee as well as the General Body.

- (x) To pay out of the funds belonging to the IAP or out of any particular part of such funds all of such expenses incidental to the functions, conference, management and administration of IAP.
- (xi) To engage, terminate, suspend, discharge or dismiss the services of employees of IAP and take such administrative and disciplinary measures as may be necessary from time to time in consonance with the law of the land.
- (xii) To draw, make, accept, endorse and negotiate cheques, promissory notes or other negotiable instruments required in the conduct of activities of the IAP.
- (xiii) To co-opt a suitable member from any where in India
- (xiv) To fill any vacant seat not contested in elections by nomination within three months.
- (xv) EC members and sub-committee are entitled to airfare[economy class of National Airline. In the event of an emergency President/General secretary can sanction other charges for the Central Executive Council and invited members. DA while journey and sitting charges on the days of the meeting as decided by central executive Committee members from time to time. Sub-Committee members are entitled only when they attend the meetings and not otherwise. Remuneration/ honorarium provided for the secretarial staff will be decided by the CEC.

VI. MEMBERSHIP REGISTER

The association shall maintain a Register of its Members, category wise and such a Register contain the following information regarding each member: Name in full and Date of Birth. Address, present and permanent with pin code and telephone No. and e-mail address if any.

Education Qualification, their date and place of acquisition.

VII. GENERAL BODY:

(a) General Body Membership and Meeting:

The General Body of the IAP shall consist of all active Ordinary Members and Life Members. The Annual General Body Meeting of the IAP 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 Committee may determine.

The Central Executive Committee may also call a meeting of the General Body as and when it deems fit.

(b) Quorum:

At least 1/3rd of members of the total number of the members of IAP present in person shall form quorum of meeting of the General Body. 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 1/2 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:

Every member present at the meeting shall have one vote only. All matters unless otherwise expressly provided for by these Rules shall be decided by a majority of votes. 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. The president of the meeting shall be the sole judge of every year's vote given at the meeting. A person entitled to vote shall not be entitled to appoint a proxy.

(d) Special General Body Meeting:

1. The Special General body meeting of the Association may be at any time be summoned by the order of the Central Executive Committee or on requisition signed by at least 10% of the active ordinary/ Life members of the IAP. Such meeting shall be held within one month of the date of requisition and shall be held at such time and place as the CEC may decide by giving one month notice.
11. If the Central Executive Committee fails to hold such a meeting within one month of the date of receipt of the requisition, the applicants or majority of them may call such a meeting. Such a meeting if called by the applicants shall be convened and held in the same manner as other General Body Meetings and shall be held in such place and on such date as the applicants may decide. The notice convening such meetings shall specify the object of the meeting and no other business except that so specified shall be considered. Special General Body meeting thus convened by the requisition shall be presided by a Chairman, elected by the members present.
111. Whenever it shall appear to the CEC that it is advisable that the aims and objectives mentioned in it the memorandum of association for which the IAP has been established be altered, extended, or abridged, or to amalgamate the IAP either wholly or partially with any other Society, the CEC may submit the proposition to the members of the Society, in written or printed report, and may convene a Special Meeting for the Consideration there of according to the regulations herein.
- 1iv. Provided, that no such proposition shall be carried in to effect unless such report shall have been delivered or sent by post to every member of the Society one month before the Special Meeting, convened by the Governing Body for the consideration thereof, nor unless such proposition shall have been agreed to by the votes of three-fifths of the members, and confirmed by the votes of three-fifths of the members present at a second Special Meeting convened by the Governing Body at an interval of one month after the former Meeting.

(e) Business Of The Annual General Meeting

Members should sign the register kept outside the Hall before entering for the General Body Meeting. The business of the Annual meeting shall be:

To receive the report and progress by the General Secretary which shall include the sub-committees report also, unless asked by a member before 15 days of the General Body Meeting of the IAP during the closing year.

To receive and pass the audited statement of accounts shall and other financial Meeting report if any including assets and liabilities for the closing year.

The report, balance sheet and statement of accounts shall be signed by the President or in his absence by the Vice President, General Secretary and Treasurer.

To appoint an auditor or auditors for the IAP for the ensuing year and to determine their remuneration. If no new appointment has been made Auditors for the closing year shall continue to hold office for the ensuing year.

To institute award to appoint fellows, patrons etc on the recommendation of the Central Executive Council.

To do such other business as may be brought before it by the Members or CEC.

VIII. NOTICES

a) CEC Notice:

Thirty days clear notice shall be given for ordinary meetings and fifteen clear days notice for special meeting of the Central Executive Committee

b) General Body Notice:

All notices of General Body Meeting shall be sent to the latest address available with IAP. A member who has not furnished his/her address shall not be entitled to receive any notice including that of expulsion and any other material like Journals and Newsletters etc. The Secretary shall ensure that the agenda and minutes of the last General Body meeting are sent along with the notice before 30 days of the meeting through official website.

IX. FINANCE AND BANKING ACCOUNTS:

- (a) One banking account designated as the permanent bank account shall be maintained at a Nationalised Bank where the permanent
- (b) Secretariat of IAP is established. This account shall be jointly operated by the Treasurer, Secretary and President.
- (c) Another Bank Account designated as Temporary Biennial Bank account shall be operated as Nationalised bank in the district / city where the Treasurer resides. This account shall be opened when the new Central Executive Committee takes charge and closed immediately after the new EC takes over and transfers the money in the permanent account. This account will be jointly operated by the Treasurer and Secretary. The Central Executive Committee shall make such other rules for operation of this account as may be necessary from time to time. IAP shall create a fund known as the corpus or reserve fund from a) Initial registration fees b) Life Membership fee, c) Re-Registration Fee and Patron fee.
- (d) This corpus or reserve fund should be utilised in case of need or fund shortage otherwise it can be used only for the purchase of land, construction of building, renovation, and any legal or social and professional work related with it.

BRANCHES [State\District]

- (a) Any place where the number of members is 50 or more/by CEC approval, branches may be established for promoting local professional activities within the framework of the constitution of IAP. Each State\District should not have more than one branch/member of Parliament seats.
 - (b) The Central Executive Committee shall frame rules regarding the powers and functions of the Branches.
 - (c) The local affairs of a State Branch shall be managed by a body named the Executive Committee, which consists of a President, Vice President, General Secretary, Treasurer, Two Joint secretary, and five C.E.C. member and three co-opted members from women cell. with the consent of the Central Executive Council. of IAP The affairs of a State Branch shall be managed by a State CEC . Whereas district branches will have Convener, Secretary, Joint Secretary and five CEC members a long with three co-opted member from women cell.
- D] Any Eligible member of IAP who become member by 31st March of the same year can vote and can also contest for state elections.

MEMORANDUM OF BRANCHES (STATE /DISTRICT)

The name of the Branch will be The Indian Association Of Physiotherapists [State\District]. It is the State \District Branch of. The Indian Association Of Physiotherapists

Article 2

OFFICE: The Office of the Association will be situated in The State\District, The Jurisdiction of the Association shall extend to all areas within the territory of State\District

Article 3

OBJECTS : The Objects for which the Association is established are mainly as per Central IAP.

- a) To promote and advance Physiotherapy in all their area and to pursue the improvement of public health and physiotherapy education.
- b) To maintain the honour and dignity and to uphold the interests of the physiotherapy profession and to promote co-operation amongst the members thereof.

Article 4

METHODS : For the attainment and furtherance of these objects, the branches of Association may: Hold periodical meetings and conference of the members of the Association and the physiotherapy profession in general in their area with prior approved of CEC.

Publish from time to time transactions and other papers embodying physiotherapy researches conducted by the members or under the auspices of the Association.

Conduct educational campaign among the people in the matter of public health and sanitation by cooperating whenever necessary with different public bodies working with same object.

Purchase, take lease of or otherwise acquire, hold manage, let, sell, exchange, mortgage or otherwise dispose of movable or immovable property of every description and all rights or privileges necessary With Prior Approval from Central CEC only.

Do all such other things as are cognate to the objects of the Association or are incidental or conducive to the attainment of the above objects.

Articles

Any alteration, addition or deletion or amendment to any article of the memorandum or rules of the association can be done only by Central CEC only

Each State\District Branches shall have an area of jurisdiction recommended by Approved area decided by Government Authority from time to time.

The formation of a State\District shall be governed by the rules and regulations of IAP. And in Any contravention to the policies of Central IAP, the all Legal rights to use the name of IAP will automatically be null and void if prior documented approval from the Central body is not taken on any issue.

Finance: The Branches will only be responsible for all financial commitments and profit and expenditure, They will not be able to give any membership to members directly, However they can raise funds by doing activities given in memorandum and they can also have their registration certificate issued from central IAP and permitted by Central CEC along with PAN no.

The Central IAP will not have any financial obligation of any act done by branches if proper written approval is not taken from Central IAP.

Article 6

A branch shall function with the following framework:

1. Every State branch of the Association is entitled to a grant of 5% of the subscriptions of Life

- membership fees realised from its members on submission of their report of activities and accounts. To make such claims the Branch must have conducted One Annual General Body Meeting in that particular year of claim period. The Branch share will be paid to the Branch of permanent address of the member.
2. Branches will submit the annual reports of activities and accounts for the financial year of IAP (ending 31st March) by 31st May.
 3. Active Members of IAP may become members of the any one Branch where they reside/work,
 4. Members from places where no branch exists may join the nearest branches at their discretion.
 5. Any official correspondence that a branch wishes to make with external agencies such as Universities, Government Organisation, the Joint Secretary\General Secretary of IAP must be informed.
 6. The office bearers of District Branches shall be elected from among its members by General body of District branch.
 7. District Branch office bearers election should be held before the IAP office bearer elections preferably in December, so that they do not clash with IAP elections and conference and the result or any incidental changes must be conveyed to the Central Executive committee.
 8. The state branches elections will be done along with central CEC election and election will be on state basis, the procedure will be adopted as per IAP guidelines and CEC decisions taken from time to time.
 9. Any Branch wish to host a National IAP Conference must pay a sum Rs. 50, 000/- or an amount decided by CEC.
 10. Any IAP state branch using IAP logo or name for workshops / conferences should take prior permission from IAPCEC.
 11. The IAP state Branch shall maintain a register of all its districts branches convenors & members, with their phone numbers, permanent address, email id which shall correspond with the register; maintained at the IAP Headquarters and at State IAP chapters.
 12. Every IAP state branch should try to establish district branches in every districts of the state in a stipulated time period
 13. All additions, deletions and transfer of members shall be intimated to IAP Headquarters, through the State/Territorial Branch as laid down in the Rules and Bye-laws of IAP.
 14. Every IAP state branch should hear grievances/complaints of its district branches and should give satisfactory reply to district convenors/members in within 12 working days.
 15. Every IAP state branch should submit their state districts branches working report/complaints to zonal heads of IAP chapter and zonal heads will give reports to National coordination committee and NCC (National coordination committee) should give report to IAP CEC. (Please go through the hierarchy chart)
 16. Every IAP state branch can apply directly to award committee for Best state branch award category & if selected award will be given on that year IAP Annual conference.(Note from whole India one state branch will select for award).

17. In Every year IAP national conference IAP state convener along with EC members & every district branch convener along with minimum 5-10 members from each district branch in that state should participate in the conference.
18. Every IAP state branch should work hand in hand with that state IAP Women cell in professional activities.
19. Every IAP district branch can forward any complaint by a IAP member facing any legal hassles in regard with professional practice to state redressal committee / central redressal committee.
20. Every IAP state branch should strictly adhere to IAP rules ,amendments and hierarchy chart in reporting &functioning .Any state branch which don't follow the hierarchy chart will not be entertained in policy making.
21. IAP state Branch committee members should not attend any other associations meetings /conferencesuntil unless prior written permission from Central IAP CEC.
22. Every official orders should convey to branches/zonal heads/IAP CEC through written mails /letteronly, no verbal order is consider as official.
23. Respect every IAP members juniors/seniors and their religions, culture, and always maintain professional ethics of physiotherapy profession.
24. As by the new rule One Person one Post policy will be strictly abided in IAP district & state branches & sub committees.
25. Any professional activity which the central IAP committee announces any place anywhere in India ,IAP state branch along with whole district branch committees in that state should participate compulsory, if any district branch committee members not participating in those events by any reason, the concern district committee member should give a written explanation to district branch convener and convener should forward the letter to state IAP convener and state convener should forward it to zonal heads/ Joint Secretary.

DISCIPLINARY ACTION

The Central executive committee shall be competent to initiate appropriate disciplinary action against a State branch/District branch / member for a violation of the rules & regulation of the associations or for any unethical, defamatory, malicious, fraudulent behavior or may gross professional misconduct on the part of the member of the association. The punishment therefore may be suspension for a fixed period or expulsion by the approval of CEC.

Jurisdiction: The Exclusive Jurisdiction of the Hon. Court will be in Area of Goregaon,Mumbai for any matter related to IAP whether to sue or t be sued, any other court will not have the Jurisdiction pertains to IAP matters.

FINANCE/ OPENING BRANCH BANKACCOUNT

The branches will only be responsible for all financial commitments and profit and expenditure. They will not be able to give any membership to members directly. Only state branches can have seperate registration an PAN No. with prior approved by Central CEC.

The formation of a district shall be governed by the rules and regulations ofIAP.

And in any contravention to the policies of central IAP the all legal rights to use the name ofIAP will automatically be null and void if prior approval from the central body is not taken on any issue.

SUB CLAUSES FOR DISTRICT BRANCHES.

All IAP Branch shall function with the following framework:

1. Every district branch of the association is entitled to a grant of 8% of the subscriptions of life membership fees realized from its members on submission of their report of activities and accounts to make such claims the branch must have conducted one annual general body meeting in that particular year of claim period. The branch share will be paid to the branch of permanent address of the member.
2. Branches will submit the annual reports of activities and accounts for the financial year of IAP (ending 31st march) by 31st may.

DISCIPLINARY ACTION

The Central executive committee of IAP shall be competent to initiate appropriate disciplinary action against a District branch / member for a violation of the rules & regulation of the associations or for any unethical, defamatory, malicious, fraudulent behaviour or may gross professional misconduct on the part of the member of the association. The punishment therefore may be suspension for a fixed period or expulsion by the approval of CEC.

SUB-COMMITTEES OF STATE BRNACHES.

IAP State Media Committee:-(total 2 members) One

Chairman Media committee and One Editor

IAPDISTRICT / STATE ACADEMIC COMMITTEE:- (TOTAL 8 MEMBERS)

One chairman academic committee, five district academic member, & 2 direct members.

Note: - District academic committee members is selected from all the physiotherapy colleges in that district, from these district academic committee can nominate one member to state academic committee. Direct members are from where there is only one physiotherapy college in whole 3or 5 near-by districts.

IAP STATE JOURNAL COMMITTEE:-(TOTAL 5 MEMBERS)

One Chief Editor, One Editor and four sub Editors. (Total 2 members)

IAPSTATREDRESSALCOMMITTEE:-(TOTAL4MEMBERS)

Three senior physiotherapist who has good legal knowledge /did LLB along with one advocate.

STATE COUNCIL DRAFTING COMMITTEE

Total 7 member.

RULES AND REGULATIONS FOR IAPNational\State\District WOMEN CELL

All IAPs National\state\district women cell shall function with the following framework:

1. Active women members of IAP may become members of the any one district women cell where they reside/ work and should enter their name in IAP district branch.
2. Members from places where no women cell exists may join the nearest women cell at their discretion and should enter their name in IAP district branch.
 - (a) Any place where the number of members is 10-25 or more/by CEC approval, women cell may be established for promoting local professional activities within the female physio-therapists, within the framework of the constitution of I.A.P.
 - (b) Each district should not have more than one women cell.
 - (c) The central executive committee shall frame rules regarding the powers and functions of the women cell.
 - (d) The local affairs of a district women cell shall be managed by a body named the district coordination committee under the district Women Cell branch which consists of one district coordinator and two sub district coordinators and they will be the 3 co-opted women coordinators to IAP district Branch.
 - (e) All the district coordinators within a state may form a state women cell with the consent of the central executive council of IAP the affairs of a state shall be managed by a state coordinator & 2 sub coordinators and there will be 3 co-opted women coordinators of state women wing to IAP State Branch/Chapter.
3. Any official correspondence that a district women cell wishes to make with external agencies such as universities, government organisation, and the joint secretary / general secretary or President of IAP must be informed with written letter.
4. The office bearers of state/district women cell shall be nominated from among its members in consultation with IAP Women cell head and CEC,
5. The district women cell coordinator & sub coordinators office bearer's nomination should be done in consultation with IAP National Women cell head and CEC after the IAP office bearer elections preferably in April in every three year.
6. All the state/district women cell are forbidden to make any commitment, financial or otherwise on behalf of the IAP to any organisation without the prior written consent of the central executive committee of IAP.
7. Any IAP state/district women cell using IAP logo or name for workshops/ conferences should take prior permission from IAP CEC through National women cell head.
8. The IAP state/district women cell shall maintain a register of all its members, with their phone numbers, permanent address, email id which shall correspond with the IAP district branch; maintained at the IAP Headquarters and at State IAP chapters.
9. Every district women cell should add minimum 10-15 members each to association in their district branch every year.
10. Order of hierarchy will national women cell, state women cell \ district women cell
11. All additions, deletions and transfer of members shall be intimated to IAP Headquarters, through the State/Territorial Branch as laid down in the Rules and Bye-laws of IAP. and even sub clause passed by CEC will also be applicable. CEC will have the power to alter,

change or delete the things in all subcommittees including women cell.
IAP NATIONAL\STATE\DISTRICT STUDENT WING:-

RULES AND REGULATIONS FOR IAP National\State\District Student Wing

All IAP National\state\district Student wing shall function with the following framework:

1. Active student members of IAP may become members of the any one district Student Wing where their college is situated
2. Members from places where no Student Wing exist may join the nearest Student Wing at their discretion and should enter their name in IAP district branch.
3. Any official correspondence that a district Student Wing want to make with external agencies such as universities, government organisation, and the joint secretary / general secretary of IAP must be informed with written letter.
4. The office bearers of district Student Wing be nominated from among its members in consultation with IAP Student Wing head and CEC,
5. The district Student Wing & sub coordinators office bearer's nomination should be done in consultation with IAP Student Wing and CEC after the IAP office bearer elections preferably in April every three Year.
6. All the national/state/district Student Wing are forbidden to make any commitment, financial or otherwise on behalf of the IAP to any organisation without the prior written consent of the central executive council of IAP.
7. Any IAP district Student Wing before using IAP logo or name for workshops/ conferences should take prior permission from IAP CEC through National Student Wing chairperson.
8. The IAP district Student Wing will maintain a register of all its members, with their phone numbers, permanent address, email id which shall correspond with the IAP district branch; maintained at the IAP Headquarters and at State IAP chapters.
9. Every district Student Wing add minimum 10-15 members each to association in their district branch every year.
10. Order of hierarchy will National Student Wing, state Student Wing and district Student Wing.
11. All additions, deletions and transfer of members shall be intimated to IAP Headquarters, through the State/Territorial Student Wings laid down in the Rules and Bye-laws of IAP. and even sub-clause passed by CEC will also be applicable.
CEC will have the power to alter, Nominate change or delete the things in all subcommittees including all Student Wing
Each state will be governed by national student wing and represented by their zonal heads of student wing.

XI. DISCIPLINARY ACTION

The Executive Committee shall be competent to initiate appropriate disciplinary action against a member for a violation of the Rules & Regulation of the Associations or for any unethical, defamatory, malicious, fraudulent behaviour or may gross professional misconduct on the part of the member of the Association. The punishment therefore may be suspension for a fixed period or

expulsion by the approval of GB.

XII. DISSOLUTION

- (a) Should any circumstantial contingency arise whereby it may be necessary to wind up the activities of the IAP. It shall be competent for the General Body by a majority of not less than *3/4th* of the members present at the meeting of the General Body to decide whether the Association be wind up or not. The General Body shall not be competent to distribute the assets and properties of the IAP to an Institute or
- (b) Organisation having similar aim and objects or as the registrar of societies recommends. At least thirty days notice shall be given to active members of the intention to move the resolution thereof for dissolution. The notice shall contain all details in the explanatory note annexed to the Notice.
- (b) Provision or Dissolution of Association and adjustment of their affairs: At any time not less than three-fifth of the members of the Association may determine that it shall be dissolved and thereupon it shall be dissolved forthwith, or at the time then agreed upon, and all necessary steps shall be taken for the disposal and settlement of the property of the Association, its claim and liabilities, according to the rules of the Association applicable thereto, if any and, if not then as the Governing Body shall find expedient, provided that, in the event of any dispute arising among the Governing Body or the Members of the Association, the adjustment of its affairs shall be referred to the Principal Court of Original Civil Jurisdiction of the District in which the chief building of the Association is situate, and Court shall make such order in the matter as it shall deem fit.

XIII. ADVISORY COMMITTEES AND ANCILLARY COMMITTEE:

- (a) The CEC shall appoint special committees to serve the association in a purely for the purpose of assigned to the committee.
- (b) Each of these committees shall include at least one member from the EC who will also act as coordinating Convenor (If more than one Executive Council member is included, the senior most member of the CEC from among them will serve as the co-ordinating Convenor unless he declines to do so). The term of office of the advisory committees shall be for CEC term. They may, however, be reconstituted after a lapse of CEC term.

XV. ETHICAL RULES & GUIDELINES

1. General Responsibilities

- (a) Physiotherapists shall provide honest quality care, competent and accountable professional consultancy, therapeutic and otherwise, as 1st contact practitioner to any person who may seek or may be in need of the same.
- (b) The Physiotherapists shall administer only such treatment that is in the interest of the patient with the responsibility for the exercise of sound judgment with diligence.
- (c) The physiotherapists shall respect the dignity and basic rights of the patients and professional colleagues.
- (d) The physiotherapists shall refer the patient to the appropriate specialists whenever the problems/symptoms of the diseases of the patient so demand.
- (e) The physiotherapists shall maintain secrecy of the patient's disease and shall not divulge the same to any other individual except to professional colleagues during scientific case

- discussions /meetings.
- (f) The physiotherapists shall provide accurate information to the patient or to the next relative if required about the problem and specific physiotherapy management of that individual's problems if required.
 - (g) The physiotherapy management shall have the prior consent of the patient/relative if the procedure adopted involves risk of any damage to the tissue, organ system or any side effects/ complications after explaining the same accurately.
 - (h) The physiotherapists shall comply with the laws governing the patient's rights and cause.
 - (i) The physiotherapists shall not solicit patients through fee splitting. It shall be based upon their individual competence and ability in accordance with the accepted scientific standards.
 - (j) The physiotherapists shall constantly strive to keep himself/herself abreast of the recent and latest scientific developments related to physiotherapy and add to the knowledge fund.
 - (k) The physiotherapists shall not indulge in or associate with any activity that goes against the dignity, honour and development of the profession.
 - (l) The physiotherapists shall contribute to the planning and development of professional services which address the health needs of the community.
 - (m) Maintain high standards of professional conduct.
 - (n) Follow ethical practices outlined in the Code of Ethics. Strive to follow the ethical practices outlined in the Principles for Physiotherapy Education and practice norms.
 - (o) Balance the wants, needs, and requirements of program patients, institutional policies, laws, and sponsors. Members' ultimate concern must be the long-term well-being of Physiotherapy education and practice norms.
 - (p) Resist pressures (personal, social, organisational, financial, and political) to use their influence inappropriately and refuse to allow self aggrandisement or personal gain to influence their professional judgments.
 - (q) Seek appropriate guidance and direction when faced with ethical dilemmas.
 - (r) Make every effort to ensure that their services are offered only to individuals and organisations with a legitimate claim on these services.
2. In Their Professional Preparation and Development, Members Shall:
- (a) Accurately represent their areas of competence, education, training, and experience.
 - (b) Recognise the limits of their expertise and confine themselves to performing duties for which they are properly educated, trained, and qualified, making referrals when situations are outside their area of competence.
 - (c) Be informed of current developments in their fields, and ensure their continuing development and competence.
 - (d) Stay abreast of laws and regulations that affect their clients.
 - (e) Stay knowledgeable about world events that impact Physiotherapy education and practice program patients.
 - (f) Stay knowledgeable about differences in cultural and value orientations.
 - (g) Actively uphold IAP's Ethical Rules & Guidelines when practices that contravene it become evident.

3. In Relationship with Students, Scholars, and Other Members Shall:
 - (a) Understand and protect the civil and human rights of all individuals.
 - (b) Not discriminate with regard to race, colour, national origin, ethnicity, sex, religion, sexual orientation, marital status, age, political opinion, immigration status, or disability.
 - (c) Recognise their own cultural and value orientations and be aware of how those orientations affect their interactions with people from other cultures.
 - (d) Demonstrate awareness of, sensitivity to, and respect for other education and practice systems, values, beliefs, and cultures.
 - (e) Not exploit, threaten, coerce, or sexually harass others.
 - (f) Not use one's position to proselytise.
 - (g) Refrain from invoking governmental or institutional regulations in order to intimidate patients in matters not related to their status.
 - (h) Maintain the confidentiality, integrity, and security of patients' records and of all communications with treatment program, Members shall secure permission of the individuals before sharing information with others inside or outside the organisation, unless disclosure is authorised by law or institutional policy or is mandated by previous arrangement.
 - (i) Inform patients of their rights and responsibilities in the context of the institution and the community.
 - (j) Respond to inquiries fairly, equitably, and professionally.
 - (k) Provide accurate, complete, current, and unbiased information.
 - (l) Refrain from becoming involved in personal relationships with patients when such relationships might result in either the appearance or the fact of undue influence being exercised on the making of professional judgments.
 - (m) Accept only gifts that are of nominal value and that do not seem intended to influence professional decisions, while remaining sensitive to the varying significance and implications of gifts in different cultures.
 - (n) Identify and provide appropriate referrals for patients who experience unusual levels of emotional difficulty.
 - (o) Provide information, orientation, and support services needed to facilitate patient's adaptation to a new education and practice and cultural environment.
4. In Professional Relationships, Members Shall:
 - (a) Show respect for the diversity of viewpoints among colleagues, just as they show respect for the diversity of viewpoints among their clients.
 - (b) Refrain from unjustified or unseemly criticism of fellow members, parent organisation and associating with other organisations with conflicting interest [which makes members and branches].
 - (c) Use their office, title, and professional associations only for the conduct of official business.
 - (d) Uphold agreements when participating in joint activities and give due credit to collaborators for their contributions.
 - (e) Carry out, in a timely and professional manner, any IAP responsibilities they agree to accept.

5. In Administering Programs, Members Shall:

- (a) Clearly and accurately represent the identity of the organisation and the goals, capabilities, and costs of programs.
- (b) Recruit individuals, paid and unpaid, who are qualified to offer the instruction or services promised, train and supervise them responsibly, and ensure by means of regular evaluation that they are performing acceptably and that the overall program is meeting its professed goals.
- (c) Encourage and support participation in professional development activities.
- (d) Strive to establish standards, activities, instruction, and fee structures that are appropriate and responsive to patient's needs.
- (e) Provide appropriate orientation, materials, and on-going guidance for patients.
- (f) Provide appropriate opportunities for students to observe and to join in mutual inquiry into cultural differences.
- (g) Take appropriate steps to enhance the safety and security of patients.
- (h) Strive to ensure that the practices of those with whom one contracts do conform to IAP's Code of Ethics and the Principles for Physiotherapy Education and practice.

6. In Making Public Statements, Members Shall:

- (a) Clearly distinguish, in both written and oral public statements, between their personal opinions and those opinions representing IAP, their own institutions, or other organisations.
- (b) Provide accurate, complete, current, and unbiased information.

XVI. FELLOWSHIP AWARDS:

- (a) An active member of the IAP and who has conducted successful research work of 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 associations with the IAP in the opinion of the CEC. is considered to be beneficial to the IAP may be admitted as "Fellow". CEC. will finally decide the fellowship awards.
- (b) Criteria: (1) The Candidate should be an active member of IAP in good standing and must have minimum of 15 years experience. (2) Branches may forward names for the award to CEC.

XVII. AMENDMENT OF RULES AND REGULATIONS:

- (a) The General Body shall be competent to make alterations, additions and amendments in the Rules and Regulations of the IAP by a majority of not less than 3/4th of the members present and voting at the meeting of the General Body provided that one month due notice has been given to the members about the proposal for such change.
- (b) Every resolution passed and amendment made to the Memorandum of Association & Rules and Regulation shall be indexed year wise in a register or any such place as decided by the Executive Council.

XVIII. GENERAL

The financial year of the IAP shall begin on 1st April each year and shall end on the last day of the March the following year.

ADDING UP THE STATE BRANCHES/DISTRICT BRANCHES/ IAP WOMEN CELL [MOA]

MEMORANDUM OF BRANCHES (STATE /DISTRICT/WOMEN CELL)

The name of the Branch will be The Indian Association Of Physiotherapists [State\District/Women Cell]. It is the State \District /Women Cell Branch of. The Indian Association Of Physiotherapists Branch Means: Any State/ Districts/Women Cell

Signatories Means : Any one Authorised by Central CEC to operate the Bank Accounts of Branches through branch office bearers and Authorisation will be by a written authorisation letter From Central CEC through its President.

Article 1

OFFICE: The Office of the Association will be situated in The State\District ,The Jurisdiction of the Association shall extend to all areas within the territory of State\District

Article 2

OBJECTS : The Objects for which the Association is established are mainly as per Central IAP.

- 1.To promote and advance Physiotherapy in all their area and to pursue the improvement of public health and physiotherapy education.
- 2.To maintain the honour and dignity and to uphold the interests of the physiotherapy profession and to promote co-operation amongst the members thereof.

Article 3

METHODS : For the attainment and furtherance of these objects, the branches of Association may: Hold periodical meetings and conference of the members of the Association and the physiotherapy profession in general in their area with prior approved of National CEC.

Publish from time to time transactions and other papers of physiotherapy researches conducted by the members or under the auspices of the Association.

Conduct educational campaign among the people in the matter of public health and sanitation by cooperating whenever necessary with different public bodies working with same object.

Purchase, take lease of or otherwise acquire, hold manage, let, sell, exchange, mortgage or otherwise dispose of movable or immovable property of every description and all rights or privileges necessary With Prior Approval from National CEC only.

Do all such other things as are cognate to the objects of the Association or are incidental or conducive to the attainment of the above objects.

In every matter the branches[State/Districts/Women Cell] has to take Prior written approval of Central CEC through President otherwise the work will be considered Null and Void and all the liabilities will be solely of the [State/District/Women Cell office Bearers] and specifically of the Bank account Signatories.

Articles 4

M.O.A
--25--

Any alteration, addition or deletion or amendment to any article of the memorandum or rules of the association can be done only by National CEC only

Each State\District /Women Cell Branches shall have an area of jurisdiction recommended by Approved area decided by Government Authority from time to time.

The formation of a State\District/ Women Cell shall be governed by the rules and regulations of Central IAP. And in Any contravention to the policies of Central IAP, the all Legal rights to use the name of IAP will automatically be null and void if prior documented approval from the Central body is not taken on any issue.

Finance: The Branches will only be responsible for all financial commitments and profit and

expenditure, They will not be able to give any membership to members directly in any manner , However they can raise funds by doing activities given in memorandum and they can also have their registration certificate/ Establishment letter issued from central IAP and permitted by Central CEC along with PAN no. or the methods implemented by National CEC.

The Central IAP will not have any financial obligation of any act done by branches [State/Districts/Women cell

Article 5

A branch shall function with the following framework:

Every State branch of the Association is entitled to a grant of 5% of the subscriptions of

membership fees realised from its members on submission of their report of activities and accounts. To make such claims the Branch must have conducted One Annual General Body Meeting in that particular year of claim period. The Branch share will be paid to the the approved branches accounts only.

Branches will submit the annual reports of activities and audited accounts for the financial year of branch IAP (ending 31st March) by 31st May.

Active Members of IAP may become members of the any one Branch where they reside/work , Members from places where no branch exists may join the nearest branches at their

discretion.

Any official correspondence that a branch wishes to make with external agencies such as Universities, Government Organisation, National the CEC through the Joint Secretary\General Secretary/President of IAP must be informed.

Any IAP state branch using IAP logo or name for workshops / conferences should take prior permission from Central IAP.

The IAP state Branch shall maintain a register of all its districts branches convenors &

members, with their phone numbers, permanent address, email id which shall correspond with the register; maintained at the IAP Headquarters and at State IAP chapters.

8 Every IAP state branch should strictly adhere to IAP rules ,amendments and hierarchy

chart in reporting & functioning .Any state branch which don't follow the hierarchy chart will not be entertained in policy making.

9 IAP Branch committee members should not attend any other associations meetings /conferences until unless prior written permission from Central IAP CEC

DISCIPLINARY ACTION

The Central executive committee shall be competent to initiate appropriate disciplinary action against a State branch/District branch /Women Cell/ member for a violation of the rules & regulation of the associations or for any unethical, defamatory, malicious, fraudulent act or may gross professional misconduct on the part of the member of the association. The punishment therefore may be suspension for a fixed period or expulsion by the approval of CEC.

For Any matter of IAP, where society is registered will be having exclusive Jurisdiction that is at Mumbai.

FINANCE/ OPENING BRANCH BANK ACCOUNT

The branches will only be responsible for all financial commitments and profit and expenditure.

They will not be able to give any membership to members directly.

All the activities of branches shall be governed by the MOA of IAP.

And in any contravention to the policies of central IAP the all legal rights to use the name of IAP and finances including bank account can be freezed by Central CEC and will automatically be null and void if prior approval from the central body is not taken on any issue.

DISCIPLINARY ACTION

The Central executive committee of IAP shall be competent to initiate appropriate disciplinary action against a State /District branch /Women Cell/ member for a violation of the rules & regulation of the associations or for any unethical, defamatory, malicious, fraudulent behaviour or may gross professional misconduct on the part of the member of the association. The punishment therefore may be suspension for a fixed period or expulsion by the approval of Central CEC and decision of the Central CEC will be final and binding on all parties.

AGREEMENT OF ASSOCIATION OF PERSONS

The Indian Association of Physiotherapists- [—————]

AGREEMENT OF ASSOCIATION OF PERSONS

This AGREEMENT OF ASSOCIATION OF PERSONS executed on this
—————by virtue of “MEMORANDUM OF BRANCH
OF

THE INDIAN ASSOCIATION OF PHYSIOTHERAPISTS - National [CEC]
dated 24 November 2023 between
MR. AB holding PAN....., CEC of Indian Association of
Physiotherapy vide membership number.....

AND

MR. XY holding PAN....., State/District/IAP Women Cell of Indian Association of
Physiotherapists vide membership number.....
aged XX years, residing at

AND

THE INDIAN ASSOCIATION OF PHYSIOTHERAPISTS holding
PAN....., and registration number having
registered office at Mumbai.
to form an Association of Persons by and between them in pursuant to
the clause 4 of the MEMORANDUM OF BRANCH OF THE INDIAN

A

WHEREAS for the purpose of running the functioning of the branch events
and activities for the benefit of members at large and providing various
healthcare facilities and treatments to the patients, the parties to this
agreement have formed this AOP. The Parties have thought fit and put
into writing the purpose, object of the AOP and the manner in which the
business of the AOP be managed and administered from 1 st December
2023, being the date of formation of the AOP vide this agreement.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The AOP has been formed and created this 1 st day of December 2023.
2. The name of the AOP shall be “ The Indian Association of Physiotherapists- Branch “, or any other name as may be mutually agreed from time to time in letter of establishment given by National CEC, hereinafter called as the AOP.
3. The Principal place of business and the registered address of the AOP shall be at 123, some address, ——— India or such other place or places as may be mutually agreed between the members of the AOP from time to time.
4. The principal purpose and object of the AOP shall be to manage and execute the business and services of the branch such as events, functions and activities for the benefit of members at large and providing various healthcare facilities and treatments to the patients.

Further to provide physiotherapy services and associated activities for healthcare and wellness of people at large. Further, the members of the AOP may provide their specialised services as subject matter experts to various stakeholders from time to time.

5. The duration of the AOP shall be perpetual and dissolution shall be governed by Chapter VI of MEMORANDUM OF BRANCH OF THE INDIAN ASSOCIATION OF PHYSIOTHERAPISTS - STATE/district/women cell BRANCH.

6. THE INDIAN ASSOCIATION OF PHYSIOTHERAPISTS -the member of the AOP have agreed to contribute Rs. 11,000/- (Rupees Eleven thousand only) each towards the initial capital for the functioning of the AOP. The members may agree to introduce further capital in future as may be required and as mutually agreed.

7. The financial year of the AOP shall be 1 st April to 31 st March every year.

8. The books of accounts and other related documents of the AOP shall be maintained at the registered office of the AOP at all times or at any other place as may be mutually agreed between the members from time to time. the national CEC shall have right to inspect the books of accounts at any pint of time and the national CEC will have full rights to decide on the matter and the decision of CEC national will be final and binding on the branches .and other documents and the party intending to inspect the books of accounts and documents shall make a

9. The Bank Accounts of the AOP shall be opened with any Scheduled or Non-Scheduled or Co-Operative Bank in India as the members may decide from time to time. Further, that the said bank accounts can be open, operated and closed jointly any by two of the following parties:

- i. President or secretary and treasurer in State Branches
- ii. Convenor or Secrecy and treasurer in District Branches
- iii. Co-ordinator and two member of IAP Women cell

10. The books of accounts of the AOP shall be audited by a Chartered Accountant appointed by the National IAP and such audited accounts shall be approved, adopted and signed by the members of the AOP.

11. The business of the AOP shall be managed and administered by the members in the interest of the AOP and as mutually agreed between the parties from time to time.

13. That the profits or surplus, of fund collected after considering all the expenses of the AOP , shall be shared and distributed between the members as under:

(i) Branches /women cell :90%

(iii) National IAP – 10%

15. The AOP will be responsible for obtaining various statutory registrations namely Goods and Service Tax, Income Tax including Tax Deducted at Source and other registrations. AOP will also be responsible for various statutory compliances including filing of various returns.

17. That in case any dispute arises, then the disputing member shall inform in writing his/her concerns/points to the Central Executive Committee of THE INDIAN ASSOCIATION OF PHYSIOTHERAPISTS and Central Executive Committee of ^{M.P.A}THE INDIAN ASSOCIATION OF PHYSIOTHERAPISTS as the case may be, provide their clarifications and explanations in writing to the disputing member and shall make best efforts to resolve the dispute as per the framework mentioned in “MEMORANDUM OF BRANCH OF THE INDIAN ASSOCIATION OF PHYSIOTHERAPISTS - STATE BRANCH”

IN WITNESS WHEREOF the parties have signed this Agreement of Association of Persons on this 1 st day of December 2023 in the presence of the following persons.

Signed and Delivered by }
Mr. AB }
In the presence of }
Mr./Mrs. _____ }
_____ }

Signed and Delivered by }
Mr. XY }
In the presence of }
Mr./Mrs. _____ }
_____ }

Signed and Delivered by }
Indian Association of Physiotherapy }
In the presence of }
Mr./Mrs. _____ }
_____ }

