

**THE INDIAN PHARMACEUTICAL ASSOCIATION  
MEMORANDUM OF ASSOCIATION  
Amended Constitution as on 23.09.2017 (CEC Meeting)**

	Existing Text	Revised Text	Justification for change
<b>1.</b>	<p><b>NAME</b></p> <p>The name of the Association shall be "The Indian Pharmaceutical Association, hereinafter referred to as the "Association" or "IPA".</p>	<p>The name of the Trust shall be "The Indian Pharmaceutical Association, hereinafter referred to as the "Association" or "IPA".</p>	<p>The word association replaced by Trust</p>
<b>2.</b>	<p><b>REGISTERED OFFICE AND ADDRESS</b></p> <p>The Registered Office of the Association shall be in the city of Mumbai, Maharashtra. The registered office is situated at Kalina, Santacruz (E), Mumbai – 400 098.</p>		
<b>3.</b>	<p><b>AIMS AND OBJECTIVES</b></p> <p>The objects of the Association are all or any of the following and in constructing the following sub-clauses the scope of no one of such sub-clauses shall be deemed to limit or affect the scope of any other of such sub-clauses;</p> <p style="margin-left: 40px;">a. to promote the sciences and arts of pharmacy in all their aspects and to afford its members the means of mutual helpfulness, mental and moral improvement and rational recreation;</p> <p style="margin-left: 40px;">b. to impart suitable education and training to persons preparing for the profession of pharmacy or those already engaged in the profession;</p> <p style="margin-left: 40px;">c. to hold examinations in various branches of pharmaceutical and allied sciences and to award <b>degrees</b> or diplomas or certificates to properly qualified persons;</p> <p style="margin-left: 40px;">d. to establish, maintain and finance or subsidise research laboratories and to raise special funds by voluntary contributions for this purpose;</p>	<p><b>AIMS AND OBJECTIVES</b></p> <p style="margin-left: 40px;">c. to conduct refresher course/CPD/CEP alone or in association with statutory bodies to award certificates to eligible participants</p>	<p>Modified to replace degree with certificates and editorial changes</p>

	<p>e. to undertake, carry on or promote scientific and technical research, experiments and tests of all kinds in pharmaceutical and allied sciences;</p> <p>f. to protect the interests and to promote the economic and social status of all those who are directly or indirectly engaged in the pharmaceutical profession;</p> <p>g. to uphold the ethics of the profession of pharmacy;</p> <p>h. to edit and publish journals, books, magazines, documents and other publications for promoting the causes of the profession of pharmacy'</p> <p>i. to hold seminars, symposia, conferences and exhibitions for promoting the causes of the profession of pharmacy;</p> <p>j. to affiliate with, subscribe to, become a member of and co-operate with any other association or body in or outside India whose objects are altogether or in part, similar to those of this Association;</p> <p>k. to accept either with or without any conditions attached or otherwise, any bequest, gift, donation, grant, endowment or subscription from any member of the Association or from any other person or institution or government or semi-government agency or to establish a fund of endowment for the promotion or attainment of the objects of the Association and to apply the income arising therefrom or resort to the capital thereof for any objects of the Association;</p> <p>l. to provide the necessary office and other premises and staff and to take on lease or leave and licence basis and buy, sell, construct and let out buildings and other structures as might be considered necessary or advisable;</p> <p>m. to borrow or raise moneys required for the purpose of the Association upon such terms and in such manner and on such securities as may be determined by the Association;</p> <p>n. to invest and deal with any moneys of the Association not immediately required for any of its objects in such securities approved by the Indian Trust Act or in fixed deposits with scheduled banks;</p>	<p>e. to promote scientific research and advancements in pharmaceutical sciences and practice, and provide accreditation services;</p>	<p>Modified to include pharmacy practice and editorial changes</p>
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	<ul style="list-style-type: none"><li data-bbox="376 196 1030 252">o. to establish branches of the Association in any part of India or outside;</li><li data-bbox="376 256 1030 339">p. to acquire or arrange for claiming patent right, trade marks and designs and to licence the same on suitable terms and conditions;</li><li data-bbox="376 344 1030 432">q. to urge or represent on any legislation and other measures and to procure change of law and practice in the interests of the profession of pharmacy in India;</li><li data-bbox="376 437 1030 525">r. to initiate or support legal action in any Court of Law or Tribunal or before any Authority on all matters affecting the Association or the profession of pharmacy;</li><li data-bbox="376 529 1030 647">s. to establish and support or aid in the establishment and support of such associations, institutions, funds and trusts as are intended to benefit the servants or ex-servants of the Association or the dependents of such persons;</li><li data-bbox="376 652 1030 740">t. to do such acts, deeds, matters and things as are incidental or conducive to the attainment of any of the above objects.</li></ul>		
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<b>THE INDIAN PHARMACEUTICAL ASSOCIATION</b>			
<b>RULES AND REGULATIONS</b>			
<b>1.0</b>	<b>DEFINITIONS</b>	<b>DEFINITIONS</b>	
	In these Rules and Regulations unless there be anything repugnant to or inconsistent with the meaning thereof :	In these Rules and Regulations unless there be anything repugnant to or inconsistent with the meaning thereof :	
	<ul style="list-style-type: none"> <li>a. The 'Association' or 'IPA' means The Indian Pharmaceutical Association.</li> <li>b. 'Member' means a Member of the Association for the time being, whether an Ordinary Member, a Life Member, an Honorary Member, Foreign Member, a Patron, nominee/s of an Institutional Member, but does not include an Associate Member or a Student Member.</li> <li>c. 'General Meeting' means a General Meeting of the Association, whether Annual or Special.</li> <li>d. the 'Council' or 'CEC' means the members for the time being of the Central Executive Council of the Association constituted as provided under these rules.</li> <li>e. 'Office' means the registered office of the Association for the time being;</li> <li>f. the 'Secretary' means the Honorary General Secretary of the Association;</li> <li>g. 'Official Year' shall be the 12 calendar months commencing from April 1<sup>st</sup> to March 31<sup>st</sup> of the following year.</li> <li>h. "In Writing" means written or printed or partly written and partly printed.</li> <li>i. 'Office-Bearers' mean the President, Vice-Presidents, the Honorary General Secretary, Joint Secretary, the Treasurer of the Association and the Editors of the Association's publications.</li> </ul>	<ul style="list-style-type: none"> <li>a. The 'Association' or 'IPA' means The Indian Pharmaceutical Association, a Charitable Trust registered under Bombay Public Trusts Act 1950</li> <li>b. The Association has Members and Associate members. 'Members include Patron, Annual member, Life Member, Foreign Life member, Institutional Life Member and Hon. Member. of the Association. Associate members include Associate Life member, Associate annual member, Student member and Student Life member</li> <li>h. "In Writing" means either signed hard copy or signed PDF or communication sent by official email ID of the Association.</li> <li>i. 'Office-Bearers' mean the President, Vice-Presidents, the Honorary General Secretary, Joint Secretary, the Treasurer of the Association and the Editors of the Association's publications. All office bearers except the Joint Secretary are the members of Board of Trustees</li> </ul>	<p>Revised to include the status of the association</p> <p>Redrafted including Foreign Life Member and category of Institutional Life Member, Student Life member and Associate Life member</p> <p>Text revised to include e-mail communication</p> <p>Modified to include Board of trustees terminology</p>

	<ul style="list-style-type: none"> <li>j. 'Official Publication' means the publication in which the notifications of the Association will be published.</li> <li>k. the 'State Branch' means a Branch of the Association established at the capital city of the State or at any other city in that State approved by the CEC.</li> <li>l. the 'Local Branch' means a Branch of the Association established at any District place in the State or at any other place in that State with the approval of the SEC and CEC.</li> <li>m. the 'Foreign Branch' means a Branch of the Association established at any place abroad with the approval of the CEC.</li> <li>n. 'SEC' means State Executive Council of the State Branch of the Association.</li> <li>o. 'LEC' means Local Executive Council of the Local Branch of the Association.</li> </ul>		
<b>2.0</b>	<b>MEMBERSHIP</b>	<b>MEMBERSHIP</b>	
<b>2.1</b>	<p>Association shall consist of (i) Members, which expression, shall include Patrons, Life Members, Honorary Members, Ordinary Members, Foreign Members and Institutional Members (ii) Associate Members (iii) Student Members.</p> <p>Only the Members shall have the right to vote at the meeting of the Association, to hold office, or serve on the CEC or otherwise to determine the policy of the Association.</p> <p>The CEC may prescribe from time to time the procedure to be adopted for the election of Members, Associate Members, Student Members which shall be routed through respective State Branches</p>	<p>The Association shall consist of Members, which expression, shall include Patrons, Honorary Members, Annual and Life Members, Institutional Life members, Foreign Life Members, Student Life Members, Associate Life members, Associate Annual members and Student members</p> <p>Except Associate members and Student members all Members shall have the right to vote at the meeting of the Association, to hold office, or serve on the CEC or otherwise to determine the policy of the Association.</p> <p>The CEC may prescribe from time to time the procedure to be adopted for the enrolment of Members.</p>	<p>Text revised</p> <p>Text revised</p> <p>Word election substituted by 'enrolment'</p>
<b>2.2</b>	Any person, other than Patron and Honorary Member, having one or more of the following qualifications and having attained age of 21 years shall be eligible to be a Ordinary/Life Member of the Association provided however, the CEC may at its discretion reject any application without giving any reason.		

	<p>a. A person having a degree in pharmacy or pharmaceutical sciences granted by a recognized University in India or abroad.</p> <p>b. A person possessing a diploma in Pharmacy recognized by the Pharmacy Council of India having a minimum of five years of experience in Pharmaceutical Profession.</p> <p>c. A person who has a Bachelor's or higher degree in Basic and /or applied Sciences conferred by a recognized University in India or abroad and having a minimum of one year experience in the Pharmaceutical Profession, be it teaching, research, regulatory, analysis and/or industry.</p> <p>Provided further that all the members admitted to membership prior to the adoption of these Rules and Regulations, shall continue to be members of the Association subject to the Rules and Regulations in force for the time being.</p>	<p>b. A person possessing a diploma in Pharmacy recognized by the Pharmacy Council of India</p>	<p>Requirement of five-years of experience for D.Pharm for IPA members removed</p>
2.3	<p>The CEC may confer the title of Patron on a person who has made a lump sum donation of such an amount as may be determined by the CEC from time to time. A Patron shall enjoy during his/her lifetime all the privileges of a Member.</p>		
2.4	<p>An Institutional Member shall have the right to nominate <b>one</b> person having appropriate qualification/s listed in Rule 2.2. to be enrolled as an Ordinary Member without his / her having to pay any additional fees. Provided that he / she shall cease to be a member on cessation of the Institutional Membership or withdrawal of his / her nomination by the Institution. The nominee member/s shall enjoy all the privileges of a Member.</p>	<p>An Institutional <b>Life</b> Member shall have the right to nominate <b>one</b> person having appropriate qualification/s listed in Rule 2.2. to be enrolled as Member without his / her having to pay any additional fees.</p>	<p>Institutional member changed to Institutional Life member</p>
2.5	<p>The CEC may, at its discretion, on its own or on the basis of a recommendation made by a State Branch elect as an Honorary Member such a person, either Indian or foreign origin who has rendered meritorious service or contribution to the cause of the Profession of Pharmacy and / or Pharmaceutical Sciences. <b>Election</b> of such an Honorary Member shall be for his lifetime and he / she shall not be</p>	<p>The CEC may, at its discretion, on its own or on the basis of a recommendation made by a State Branch enroll as an Honorary Member such a person, either Indian or foreign origin who has rendered meritorious service or contribution to the cause of the Profession of Pharmacy and / or Pharmaceutical Sciences. <b>Enrolment</b> of such an Honorary Member shall be for his/her lifetime and he / she shall not be</p>	<p>Word substituted by Enrolment</p>

	required to pay any membership subscription. The Honorary Member shall enjoy during his / her life all the privileges of a Member.	required to pay any membership subscription. The Honorary Member shall enjoy during his / her life all the privileges of a Member.	
2.6	A person staying abroad and satisfying the condition/s of Membership as Stated in Rule 2.2 shall be eligible to be an Ordinary Member of the Association however, the CEC may at its discretion reject any application without giving any reason. The Foreign Member shall enjoy all the privileges of a Member	A person staying abroad and satisfying the condition/s of Membership as Stated in Rule 2.2 shall be eligible to be Member of the Association however the CEC may at its discretion reject any application without giving any reason. The Foreign Life member shall enjoy all the privileges of a Member and will get e-copy of Pharma Times	Provision of E-copy of Pharma Times to Foreign Life member
2.7	The CEC on the basis of recommendation of the <b>State</b> Branches may, at its discretion, admit a person having any of the following qualifications as an Associate Member of the Association: <ul style="list-style-type: none"> <li>a. A person registered as pharmacist under the Pharmacy Act but not holding a Diploma in Pharmacy recognized by the Pharmacy Council of India;</li> <li>b. A person possessing Diploma in Pharmacy of a recognized Institution by Pharmacy Council of India, but not having 5 years of experience in Pharmaceutical Profession.</li> <li>c. Any other person whose educational qualifications and experience are considered adequate by the CEC;</li> </ul>	The CEC may, at its discretion, admit a person having any of the following qualifications as an Associate Member of the Association: <ul style="list-style-type: none"> <li>b. A person possessing Diploma in Pharmacy of a recognized Institution by Pharmacy Council of India</li> </ul>	Words <b>State Branches</b> deleted  Text revised to delete five years of experience
2.8	The CEC on the basis of recommendation of the Principal of the college may, at its discretion, admit a student of diploma / degree course in pharmacy of a recognized Institution / University as a Student Member of the Association.	The CEC on the basis of recommendation of the Principal of the college may, at its discretion, admit a student of diploma / degree / Masters in pharmaceutical sciences and pharmaceutical management in India / Pharm. D.course in a recognized Institution / University as a Student Member of the Association.	Student member criteria expanded to include M.Pharm and Pharm. D.
2.9	A Member, an Associate Member, a Student Member, an Institutional Member and Foreign Member shall pay such admission fees and subscription as the CEC may determine from time to time. In the case of a Student Member the membership terminates automatically after the completion of academic years for degree or diploma courses respectively from the commencement of the enrolment. The Student member shall pay one time his / her subscription at the time of commencement of the academic term.	A Member, an Associate Member, a Student Member, an Institutional Life Member and Foreign Life Member shall pay such admission fees and subscription as the CEC may determine from time to time.  The Student desirous to become Life member shall pay the prescribed amount of membership fees at one time or in equal installments during his / her course of study, during which period he/she will be considered as a student life member and after graduation only he/she will be enrolled as Life Member	Student Life member added as per current practice

2.10	The annual subscription of an <b>Ordinary</b> Member or an Associate Member or an Institutional Member shall become due and payable on 1 <sup>st</sup> April of every year without any obligation on the part of the Association to give intimation of the same. In case the subscription remains unpaid till 31 <sup>st</sup> May, his / her name shall be deemed to have been removed from the Register of Members.	The annual subscription of a Member shall become due and payable on 1 <sup>st</sup> April of every year without any obligation on the part of the Association to give intimation of the same. In case the subscription remains unpaid till 31 <sup>st</sup> May, his/her name shall be deemed to have been removed from the Register of Members.	Text revised to delete Ordinary, Associate and Institutional member
2.11	A Member paying annual subscription may be admitted as a Life Member and be exempted from payment of further annual subscription on payment of such lump sum amount as may be determined by the CEC from time to time.		
2.12	Every Member, Associate Member, Student Member shall be entitled to (i) attend and participate in symposia, conferences, exhibitions, etc., organized by the Association; (ii) have full access to the Association's library; (iii) receive <b>free of charge a copy</b> of the official publication of the Association and (iv) receive other publications of the Association at concessional rate, as may be determined by the CEC from time to time, provided however that a newly enrolled member shall be entitled to receive only those issues of publication brought out after the date of his / her enrolment.	Every Member shall be entitled to (i) attend and participate in symposia, conferences, exhibitions, etc., organized by the Association with certain restrictions wherever applicable, (ii) have full access to the Association's library, (iii) receive either <b>print or electronic copy</b> of the official publication of the Association and (iv) receive other publications of the Association at concessional rates, as may be determined by the CEC from time to time. Newly enrolled member shall be entitled to receive only those issues of publication brought out after the date of his / her enrolment.	Provision for "print or electronic copy" and revision in the text
2.13	Every Member, Associate Member, Student Member or Institutional Member desiring to resign from membership of the Association shall give to the Honorary General Secretary written notice on that behalf. The CEC shall take note of the resignation at its first meeting after receipt of the Notice. No Member, Associate Member, Student Member or Institutional Member shall on resignation be entitled to a refund or remission wholly or partly of the admission fee or the subscription paid by him / her.	Every Member desiring to resign from membership of the Association shall give to the Honorary General Secretary written notice on that behalf. The CEC shall take note of the resignation at its first meeting after receipt of the Notice. No Member shall on resignation be entitled to any refund.	Text revised to delete the provision for refund
2.14	The CEC shall be empowered to accept the resignation / terminate membership of a person on the happening of any of the following events :  a. If he / she resigns by giving notice as provided in Rule 2.13 above; b. If he / she is adjudged insolvent or of unsound mind or convicted of an offence which, in the opinion of the CEC, involves moral turpitude;		



	<p>c. If he / she fails to pay his / her subscription before 31<sup>st</sup> May and / or any other sum due from him / her to the Association within a period of six months.</p> <p>d. If he / she is expelled or his / her membership is terminated on his / her being found guilty of misconduct which in the opinion of the CEC, renders him / her unfit to be a member of the Association.</p>		
<b>3.0</b>	<b>CENTRAL EXECUTIVE COUNCIL</b>	<b>CENTRAL EXECUTIVE COUNCIL</b>	
<b>3.1</b>	<p>The affairs of the Association shall be managed by the Central Executive Council which shall consist of the following members.</p> <p>a. the President,</p> <p>b. not more than \five Vice-Presidents who are elected individually as the Chairperson of the respective Divisions established by the CEC and designated as Vice-Presidents of the Association, except that the Chairperson of the Pharmacy Student Division who shall not be designated as Vice-President,</p> <p>c. one Honorary General Secretary;</p> <p>d. one Joint Secretary;</p> <p>e. one Treasurer;</p> <p>f. the Editors of the publications of the Association,</p> <p>g. up to 5 Divisional Secretaries designated as Associate Secretaries on the CEC,</p> <p>h. as many Members from the State Branches as may be determined from time to time by the CEC,</p> <p>i. the immediate past President of the Association,</p> <p>j. the Chairperson and the Secretary of the Organizing Committee of IPA Annual Convention/Conference and</p> <p>k. a student representative who will be designated as Chairperson of the Student Pharmacy Division.</p>	<p>The affairs of the Association shall be managed by the Central Executive Council which shall consist of the following members.</p> <p>d. one Joint Secretary (need based)</p> <p>j. Deleted</p> <p>k. Deleted</p>	Deleted point j & k
<b>3.2</b>	<p>(a) The CEC may establish and determine constitution of special groups of members called Divisions covering various facets of Pharmacy Profession. The founder Chairperson and the Executive Committee of each Division shall be nominated by the CEC for the first time on its formation, but subsequently</p>		

	<p>within a period of two years of its formations shall organize and elect its own Committee and its Office Bearers.</p> <p>(b) The CEC may establish a Board of Pharmaceutical Sciences and a Board of Pharmaceutical Practices consisting of not less than 5 members in each Board to manage effectively the affairs of the Association, continuing education, monitor Divisional activities and for sound financial management. The Boards shall be managed by senior members who shall be nominated by the President in consultation with the CEC for a term of four years.</p>		
3.3	The Joint Secretary and the Chairperson of the Student Pharmacy Division will be nominated by the President in consultation with the CEC and will not be elected.	The Joint Secretary of the Association will be nominated by the President which is need based. The Chairperson of the <b>IPA Student Forum</b> will be <b>nominated</b> by the <b>Chairperson of the Pharmacy Education Division</b> in consultation with the President.	Text revised to include the changes as per current practice
3.4	The President may invite former Office-bearers and CEC members as also distinguished members of the Association to attend meetings of the CEC but the invitees will not have the right to vote. The invitees are eligible to be Chairperson / members of the committee(s) or sub-committee(s) appointed by the CEC. Number of invitees will be determined by the CEC from time to time.	<p>a) The President may invite former Office-bearers and CEC members as also <b>other</b> distinguished members of the Association to attend meetings of the CEC but <b>such</b> invitees will not have the right to vote. The invitees are eligible to be Chairperson / members of the committee(s) or sub-committee(s) appointed by the CEC. Number of invitees will be determined by the CEC from time to time.</p> <p>b) The invitee member will not have right to contest office Bearers position by virtue of being an invitee to CEC</p>	<p>Editorial changes</p> <p>New addition</p>
3.5	<p>(a) <sup>1</sup>An Office Bearer and / or a CEC Member of the Association shall hold office for a term of two years and shall be eligible for re-election or re nomination as the case may be</p> <p>(b) Provided further that the President of the Association, who has held office for a term of two consecutive years, shall be eligible for re-election for only one more consecutive term of two years and thereafter shall not be eligible for re-election until two years thereafter.</p>	<p>(b) Provided further that the President and the Hon. Gen. Secretary of the Association, who has held office for a term of two consecutive years, shall be eligible for re-election for only one more consecutive term of two years and thereafter shall not be eligible for re-election until two years thereafter.</p>	New addition of Hon. Gen Secretary to this provision

	(c) Provided further that an Office Bearer shall continue to hold office until his successor is elected.		
3.6	Any vacancy arising for an Office Bearer after the election process is over or after assuming the office will be filled in by the <b>CEC from among its elected members</b> . The term of such Office Bearer will expire on the day the term of original Office Bearer would have expired.	Any vacancy arising for an Office Bearer after the election process is over or after assuming the office will be filled in by the CEC from among its members on the basis of eligibility criteria specified under election rules of Byelaws. The term of such Office Bearer will expire on the day the term of original Office Bearer would have expired.	Word 'elected' replaced with eligibility criteria
3.7	An Office Bearer of the Association shall not ordinarily hold more than one office . Under special circumstances, the CEC may permit an Office Bearer other than the President or Vice-President to hold another office but he shall have only one vote in the CEC.		
3.8	The CEC shall determine from time to time the basis for distribution of seats in the CEC among the State Branches having regard to the following principles; <ul style="list-style-type: none"> <li>a. the need for additional members to be co-opted at the Headquarters of the Association to ensure quorum for the CEC Meeting;</li> <li>b. at least one seat to be allotted to each State Branch, and;</li> <li>c. Proportionately more seats to be allotted to a State Branch representing a larger membership.</li> </ul>		
3.9	The Secretary shall report the names of the retiring members of the CEC in its meeting held in February/March and as directed by it, shall invite the State Executive Councils of the respective State Branches to nominate person/s from amongst their Council Members on CEC. In case no nomination is received from any State Branch before the prescribed date and in case of additional members to be co-opted at the headquarters the CEC shall nominate persons to fill the vacancies.	The Hon. Gen. Secretary of the Association shall report the names of the retiring state branch representative members of the CEC in its meeting held in February / March every year and shall invite fresh nominations from the State executive council of the respective state branches from amongst their Council members to represent on CEC. Incase no nominations is received from any State branch before the prescribed date, the CEC shall nominate person to filled the vacancies. Vacancies for Headquarter nominees or incase of additional members to be co-opted, CEC shall nominate.  However the nominee of the branch shall not be an office bearer of any federating associations of IPCA namely IPGA, IHPA, APTI and AIDCOC during the previous two years at the time of filing nomination and also during the term of the current position	Inclusion of additional text as per the prevailing norms

<p><b>3.10</b></p>	<p>The CEC shall elect its Office Bearers except a Joint Secretary and Chairperson of Student Pharmacy Division, who are nominated, for the ensuing term by February/March in accordance with the Election procedure approved by the CEC.</p>	<p>The election of all office bearers of the association except a Joint Secretary, who is nominated, shall be conducted in accordance with the election rules approved by the CEC for the ensuing term by February / March</p>	<p>Removal of Chairperson of IPA SF from CEC</p>
<p><b>3.11</b></p>	<p>The CEC shall fill all casual vacancies in the posts of Office Bearers or elected members of the CEC for the remainder of the respective terms.</p>		
<p><b>3.12</b></p>	<p>The CEC shall ordinarily meet once in every two months and at such other times as may be necessary. There shall be one statutory meeting in a year to be held during September/October for preparing the agenda for next Annual General Meeting.</p>		
<p><b>3.13</b></p>	<p>Ten day's notice shall ordinarily be given for any meeting of the CEC provided that in exceptional cases the President may call a meeting at shorter notice. Seven members excluding invitees shall constitute a quorum for the CEC Meeting.</p>		
<p><b>3.14</b></p>	<p>The President and in his absence, one of the Vice-Presidents, shall ordinarily preside at meetings of the CEC. In the absence of the President and the Vice-Presidents, the members present shall elect a Chairperson for the meeting.</p>	<p>All Annual or Special General Meetings, the President or in his/her absence <b>immediate past President</b> or one of the Vice-Presidents or in the absence of all of them the members present shall elect a Chairperson for the meeting.</p>	<p>Text revised to include immediate Past President</p>
<p><b>3.15</b></p>	<p>The CEC shall have full power to perform all such acts as it may deem necessary and conducive or incidental to the attainment and promotion of any of the objects of the Association and shall have full control of all activities and functions of the Association, as laid down in the Memorandum, and shall have full control of the staff, fund and property of the Association and power to transact all business of the Association and to incur all the necessary expenditure. The CEC shall also have power to appoint and from time to time remove such staff and employees as the CEC may think fit and to fix and determine their remuneration and terms and conditions of service.</p>		
<p><b>3.16</b></p>	<p>The CEC may from time to time at its discretion appoint from amongst its members or otherwise, sub-committee for a special or particular</p>		

	purpose, delegate to any such sub-committee the functions and powers of the CEC relating thereto be exercised subject to report to and approval of the CEC. The CEC may from time to time modify the composition or functions of the sub-committee or may dissolve it. "The President and the Secretary or the Associate Secretary nominated by the Hon. Gen. Secretary shall be <i>ex-officio</i> members of every sub-committee appointed by the CEC."		
<b>3.17</b>	The CEC may confer the award of Fellowship, Eminent Pharmacist, Life time Achievement or such other recognition to Member / s of the Association and frame appropriate guidelines for such purposes. The rules made under the guidelines are subject to change from time-to-time.	The CEC may confer the award of Fellowship, Eminent Pharmacist, Life time Achievement or any such other awards approved by CEC and recognitions to Member / s of the Association and persons who have contributed to the cause of pharmacy profession and pharmaceutical sciences and frame appropriate guidelines for such purposes. The rules made under the guidelines are subject to change from time-to-time.	Text revised to accommodate additional awards
<b>3.18</b>	The CEC shall from time to time make amend and repeal all Bye-laws (not inconsistent with these Rules & Regulations) as it may think expedient for the furtherance of the objects of the Association and the management of its affairs. All Bye-laws made by the CEC under this rule shall be binding upon the members until repealed by the "Central Executive Council" or set aside by a resolution of a General Meeting of the Association specially called for the purpose.	The CEC shall from time to time make amend and repeal all Bye-laws not consistent with these Rules & Regulations as it may think expedient for the furtherance of the objects of the Association and the management of its affairs. All Bye-laws made by the CEC under this rule shall be binding upon the members until repealed by the "Central Executive Council" or set aside by a resolution of a General Meeting of the Association specially called for the purpose.	Editorial changes removal of bracket
<b>4.0</b>	<b>STATE, LOCAL AND FOREIGN BRANCHES</b>	<b>STATE, LOCAL AND FOREIGN BRANCHES</b>	
<b>4.1</b>	A State or Local Branch of the Association may be formed with the approval of the CEC in India where the members of the Association number not less than 75 and 35 respectively, however, the CEC at its discretion may lower the minimum requirement of members, provided that those Branches which are already approved by the CEC as on 31 <sup>st</sup> July 2003 shall be deemed to be approved till such time the CEC may consider otherwise. The founder President and the Executive Committee of newly formed State/Local Branch shall be nominated by the CEC for the first term.	A State or Local Branch of the Association may be formed with the approval of the CEC in India where the Life Members of the Association number not less than 75 and 35 respectively. However, the CEC at its discretion may lower the minimum requirement of members, The founder President and the Executive Council of newly formed State/Local Branch shall be nominated by the CEC for the first term.	Text revised
<b>4.2</b>	The CEC may at a meeting specially called for the purpose, decide to dissolve a State or Local Branch if, in its opinion, the Branch has not been functioning properly.		

<p><b>4.3</b></p>	<p>In the event any Branch is dissolved at the instance of the CEC or becomes non-functional for any other reason, the CEC is empowered to appoint an <i>ad-hoc</i> committee defining its composition, powers and tenure so as to manage the affairs of such Branch until a new Executive Council of the Branch is elected. The <i>ad-hoc</i> committee shall have the ultimate authority to recommend to the CEC the disposal or transfer of funds and assets held by the said Branch to the Headquarters of the Association.</p>		
<p><b>4.4</b></p>	<p>All Members and Associate Members of the Association residing in a State/District or City shall <i>ipso-facto</i> be deemed to be members of the State or Local Branch as the case may be. Provided that at the time of application for membership, the applicant shall indicate on the basis of his/her work place or the place of residence, the Branch and the Division to which he/she wants to belong. All State Branches shall work under the supervision and control of the CEC and all Local Branches in the State shall work under the supervision and control of the concerned State Executive Council.</p>		
<p><b>4.5</b></p>	<p><sup>1</sup>State and Local Branches shall elect their own Executive Councils under the direction/supervision of a Member nominated by the CEC and shall operate in accordance with the model Rules and Bye-laws as framed by the CEC. <b>However, should there be a need to change / amend any Rule / Bye-law, it would need the prior approval of the CEC.</b></p>	<p>a) State branches shall elect their own Executive Councils by appointing a Returning Officer who shall operate in accordance with the election rules as framed and approved by the CEC. If required the election of the Executive Council of State branch shall be conducted under the directions / supervision of a member nominated by the CEC.</p> <p>b) Local branches shall elect their own Executive Councils by appointing a Returning Officer who shall operate in accordance with the election rules as framed and approved by the CEC. If required the election of the Executive Council of Local branch shall be conducted under the directions / supervision of a member nominated by the respective State EC.</p>	<p>The Rules for State and Local branches will be part of the constitution</p> <p>Observer from State EC for local Branch elections Word 'Model' deleted</p>
<p><b>4.6</b></p>	<p>The CEC shall from time to time make, amend and repeal any Rule/Bye-laws included in "<b>Model</b> Rules and Regulations and Bye-laws framed by the CEC as it may think expedient for the furtherance of the objects of the Association and the management of its affairs".</p>	<p>The CEC shall from time to time make, amend and repeal any Bye-law included in the Bye-laws for State and Local branches framed by the CEC as it may think expedient for the furtherance of the objects of the Association and the management of its affairs".</p>	<p>Word 'Model' and Rules and Regulations deleted</p>


	Provided further, when any member of the State or Local Branch is also a CEC member, SEC and/or LEC member and/or a member of Divisional Committee or its chapter shall have only one vote.	Provided further, when any member of the State or Local Branch is also a CEC member, SEC and/or LEC member and/or a member of Divisional Committee or its chapter shall have only one vote.	
4.7	<b>Share of Subscription:</b> In order to finance the activities of the State/Local Branch, the CEC shall pay to the Branch such amount as may be determined by the CEC from time to time in relation to the subscription collected from the members of the respective State/Local Branch. In addition a State or Local Branch may collect voluntary contributions for supporting its activities.	<b>Share of Subscription:</b> In order to finance the activities of the State/Local Branch, the CEC shall pay to the Branch such amount as may be determined by the CEC from time to time in relation to the subscription collected from the <b>Life and Annual</b> Members of the respective State/Local Branch. In addition a State or Local Branch may collect voluntary contributions for supporting its activities.	Text revised to make it more specific
4.8	Every <b>State</b> Branch shall submit to the CEC before the 1 <sup>st</sup> of September each year, an annual report of its activities and accounts for the year ending March 31 <sup>st</sup> . <b>Every Local Branch shall likewise submit copies of its report and accounts to the respective State Branch and the CEC before the 1<sup>st</sup> August of each year.</b>	Every State and Local Branch shall submit to the CEC before the 1 <sup>st</sup> of September each year, an annual report of its activities and audited statements of accounts for the year ending March 31 <sup>st</sup> previous thereto.	Text revised
4.9	In the event of failure to submit the Annual Report and / or Statement of Accounts by State / Local Branch, the CEC is empowered to disqualify the Office Bearers and / or to dissolve the Branch after issuing a Show Cause Notice. For doing so, the CEC will follow the essence of the Rule 4.2 and 4.3.	In the event of failure to submit the Annual Report and audited Statement of Accounts by State/Local Branch <b>in the specified time</b> , the CEC is empowered to disqualify the Office Bearers and/or to dissolve the Branch after issuing a Show Cause Notice. For doing so, the CEC will follow the essence of the Rule 4.2 and 4.3.	Text revised and editorial changes
4.10	The proposal to disqualify the Office Bearers and/or to dissolve the State/Local Branch is to be passed or to be rejected by a majority of not less than two third of the CEC Members who are eligible to vote. Those CEC Members unable to attend the Council Meeting may vote by post. The effective strength for determining the two thirds majority will be determined after subtracting the number of those who refrained from expressing their opinion for or against.		
4.11	In all other matters not specified here the State or Local Branch Executive Council shall be guided by the Rules and Regulations of the Association and the direction which the CEC may give from time to time.		
4.12	While the CEC may render to a State or Local Branch whatever advice, encouragement or financial assistance it may consider fit and possible with regard to any educational or other activities, the financial or legal responsibility for all actions taken by the Branch shall be exclusively that of the Branch concerned and the CEC shall be kept indemnified against	While the CEC may render to a State or Local Branch whatever advice, encouragement or financial assistance it may consider <b>deemed</b> fit and possible with regard to any educational or other activities, the financial or legal responsibility for all actions taken by the Branch shall be exclusively that of the Branch concerned and the CEC shall be kept indemnified	Editorial changes

	any legal liability arising out of the actions or omissions of the State/Local Branch.	against any legal liability arising out of the actions or omissions of the State/Local Branch.	
<b>4.13</b>	Foreign Branch (Overseas) of the Association may be formed with the approval of the CEC in any state / city of the country outside India where the Members of the Association are not less than 25, provided that the CEC at its discretion, may reduce this number.		
<b>4.14</b>	The Foreign Branch so established will be governed by the Rules and Regulations applicable to a State Branch and will be treated at par with the State Branch.	The Foreign branch so established shall work under guidance of CEC	Clause Revised
<b>4.15</b>	No <b>Division</b> , State / Local Branch or <b>Chapter</b> is authorized to approach any court under the name of the Association without receiving prior written permission from the CEC. Any unauthorized legal action initiated by any Member or group of Members shall be deemed to be initiated by the respective member(s) in his / her personal capacity.	No State/Local Branch is authorized to approach any court under the name of the Association without receiving prior written permission from the CEC. Any unauthorized legal action initiated by any Member or group of Members shall be deemed to be initiated by the respective member(s) in his/her personal capacity.	Text revised to delete the words Division and Chapters
<b>5.0</b>	<b>ANNUAL AND SPECIAL GENERAL MEETING</b>	<b>ANNUAL AND SPECIAL GENERAL MEETING</b>	
<b>5.1</b>	<p>The Annual General Meeting of the Association shall be held every year before 31<sup>st</sup> December or at such time and place as the CEC may decide. A clear fourteen days notice shall be given for the Meeting and the agenda for it shall include the following namely:</p> <ul style="list-style-type: none"> <li>a. to consider the Annual Report of the Association and Audited Statement of Accounts for the year ending 31<sup>st</sup> March previous thereto;</li> <li>b. to appoint auditors for the ensuing year and to fix their remuneration;</li> <li>c. to consider and decide on any resolution which has been duly proposed and seconded by members and submitted to the CEC for its preliminary consideration before 30<sup>th</sup> September</li> </ul>	<ul style="list-style-type: none"> <li>a. to approve the minutes of the last Annual General meeting and Special General meeting/s during the year.</li> <li>b. <b>IPA Activity update</b></li> <li>c. to adopt the Annual Report of the Association for the year under report.</li> <li>d. to consider and approve the Audited Statements of Accounts for the year ending 31<sup>st</sup> March previous thereto;</li> <li>e. to appoint auditors for the ensuing year and to fix their remuneration;</li> <li>f. Any other matter with the permission of the chair of which a prior Notice is given to the association.</li> </ul>	<p>Agenda modified to include an activity update and any other matter</p> <p>Item revised</p>



5.2	A Special General Meeting may be called by the CEC or upon a requisition being signed by not less than ten CEC Members or fifty Members of the Association. No business shall be brought forward at any Special General Meeting but that for which it is convened and of which at least fourteen days' notice together with details of the matter to be discussed is given to the Members.		
5.3	The quorum for the Annual General Meeting or a Special General Meeting shall be <b>thirty</b> Members.		
5.4	At all Annual or Special General Meetings, the President or in his/her absence one of the Vice-Presidents or in the absence of all of them one of the members elected at the meeting as Chairperson, shall preside.	At all Annual or Special General Meetings, the President or in his/her absence <b>immediate past President</b> or one of the Vice-Presidents or in the absence of all of them one of the <b>senior</b> members elected at the meeting as Chairperson, shall preside.	Revision in the text
5.5	If within half an hour of the time appointed for any General Meeting quorum is not present, the meeting if convened upon the requisition of Members or CEC Members shall be dissolved. In any other case, it shall stand adjourned after 30 minutes on the same day and at the same place. At such adjourned meeting the members then present shall dispose of the work, which was to have been placed before the original meeting, and the members present shall form a quorum.		
6.0	<b>AUDITORS</b>	<b>AUDITORS</b>	
	The Accounts of the Association shall be audited by duly qualified auditor or auditors who shall be appointed by the members at each Annual General Meeting for the then ensuing year and their remuneration fixed. A vacancy arising in the course of the year shall be filled by the CEC.		
7.0	<b>EXPULSION</b>	<b>EXPULSION</b>	
	The CEC is empowered, at any time, to expel any Member, Associate Member, or Institutional Member from the Association or to terminate his membership if he / she is found guilty of conduct which the Association regards as rendering him / her unfit to be a member of the Association. No such expulsion or termination of membership shall be valid or effective unless;		

	<p>the Member, Associate Member, or Institutional Member concerned is given an opportunity to explain his / her actions;</p> <p>the proposal is considered by the CEC on a notice in which the proposal to be considered, the reasons which have prompted it and concerned member's explanation are set out in detail;</p> <p>The proposal is to be passed or to be rejected by a majority of not less than two thirds of the CEC Members who are eligible to vote. Those CEC Members unable to attend the Council Meeting may vote by post. The effective strength for determining the two third majorities will be determined after subtracting the number of those who refrained from expressing their opinion for or against.</p>		
<b>8.0</b>	<b>PROPERTY AND FUND</b>	<b>PROPERTY AND FUND</b>	
<b>8.1</b>	The whole property belonging to or under the control of the Association shall be subject to the management, direction and control of the CEC and it shall not be disposed of or otherwise dealt with except in pursuance of a direction of the CEC.		
<b>8.2</b>	The funds of Association shall be deposited in a scheduled bank and such part thereof as are not required for current expenses may, at the discretion of the CEC, be invested in any instruments for the time being authorized by law for the investment of trust funds or in any fixed deposits with any scheduled bank or banks and such investment shall not be sold or dealt with except at the direction of the CEC.	The funds of Association shall be deposited in a scheduled bank and such part thereof as are not required for current expenses may, at the discretion of the CEC, be invested in any instruments for the time being authorized by law for the investment of trust funds or in any fixed deposits with any scheduled bank or banks and such investment shall not be sold or dealt with except at the direction of the CEC <b>on the recommendation of Office Bearers.</b>	Text revised for procedural purpose
<b>9.0</b>	<b>COMMON SEAL</b>	<b>COMMON SEAL</b>	
	The Common Seal of the Association shall consist of the following design in <b>IPA – Blue</b> colour and shall bear the following motto in Devnagari Script, namely.		

	 <p>The Common Seal may be set or affixed to any deed, instrument or writing in pursuance of an order or minutes of the CEC entered in the Minutes Book and in the presence of the President or the Secretary or two Members of the CEC duly authorised by the CEC and they shall sign every instrument to which the Seal of the Association is so affixed in their presence.</p> <p>All notices or advertisements shall be issued by the Hon. Gen. Secretary and in his absence by the Jt. Secretary and such notices are left at the place of business or residence or transmitted by post addressed to the place of business or residence of the person concerned or published in the official publication of the Association, shall be considered as received.</p> <p>Notices or advertisements for convening Annual or Special General Meetings shall be issued not less than fourteen clear days and for CEC Meetings not less than ten clear days before the day appointed for the meeting.</p>	<p>All notices or advertisements shall be issued by the Hon. Gen. Secretary and in his absence by the Jt. Secretary and such notices are left at the place of business or residence or transmitted by post addressed to the place of business or residence of the person concerned <b>or by email</b> or published in the official publication of the Association, shall be considered as received.</p>	<p>Introduction of communication via IPA e-mail</p>
<p><b>10.0</b></p>	<p><b>OFFICE – BEARERS</b></p>	<p><b>OFFICE – BEARERS</b></p>	
<p><b>10.1</b></p>	<p>The Hon. Gen. Secretary and the Treasurer of the Association shall be residents of the city in which the Headquarters of the Association is located.</p>	<p>The Treasurer of the Association shall be residents of the city in which the Headquarter of the Association is located</p>	<p>Eligibility to contest for Hon. Gen. Secretary position made open to eligible members all over India</p>
<p><b>10.2</b></p>	<p>The Hon. Gen. Secretary shall have among others, the following duties namely ;</p> <p>a. to superintend the affairs of the Association under the direction of the CEC;</p>		

	<p>b. to maintain the records of the Association, to issue all notices and advertisements, to take down the minutes of all meetings;</p> <p>c. be responsible for the safe custody of all documents and property belonging to the Association; and</p> <p>d. to report generally on all matters to the CEC. On urgent matters arising in between CEC meetings, he shall consult and act on the instructions of the President <b>or, in his absence, one of the Vice-Presidents.</b></p> <p>Provided that the Secretary may delegate some or all of these duties to the Jt. Secretary and / or any of the Associate Secretaries.</p>	<p>d. to report generally on all matters to the CEC. On urgent matters arising in between CEC meetings, he shall consult and act on the instructions of the President <b>or in his absence immediate past President</b></p>	<p>Making more specific since past president is more conversant regarding issues</p>
10.3	<p>The Treasurer or a person authorized by him / her shall receive all subscriptions, fees, donations and deposits paid to the Association and shall deposit all such moneys with the Association's Bankers. He / she shall disburse money on behalf of the Association under the directions of the CEC. He / she shall submit periodical statement of accounts to the CEC and shall prepare the annual budget in consultation with the President, the Secretary and the Editors of the Association's publications and shall place the same before the CEC for its approval.</p>		
10.4	<p>The Editor of Pharma Times shall edit, print and publish the official journal in such a manner as the CEC may from time to time direct. He / she shall publish in the journal, among other things, the official transactions of the Association and all notices and advertisements required to be published by the Secretary or the Treasurer. He / she shall also help the Treasurer in preparing the budget.</p>		
10.5	<p>The Editor of the Indian Journal of Pharmaceutical Sciences shall be responsible for editing, printing and publishing the journal. He / she shall also help the Treasurer in preparing the budget.</p>		

<b>11.0</b>	<b>AMENDMENT TO THE RULES AND REGULATIONS</b>		
	No addition, alteration or amendment shall be made to or in these Rules and Regulations of the Association for the time being in force unless the same has been previously approved by the CEC and the proposition has been agreed to by the votes of three-fifths of the members present at a Special General Meeting convened for the purpose.	No addition, alteration or amendment shall be made to or in these Rules and Regulations of the Association for the time being in force unless the same has been previously approved by the CEC and the proposition has been agreed to by the votes of three-fifths of the members present at an Annual General Meeting or Special General Meeting convened for the purpose.	Made more specific by adding "annual General Meeting"
<b>12.0</b>	<b>MISCELLANEOUS</b>		
<b>12.1</b>	If at any time the Association in General Meeting shall pass a resolution authorizing the CEC to borrow money, the CEC shall thereupon be empowered to borrow for the purpose of the Association such amount of money, either at one time or from time to time and at such rates of interest and form and manner and upon such security as shall be specified in such resolution and thereupon the CEC shall at its discretion make all such dispositions of the Association's property or any part thereof and enter into such agreements in relation thereto as the CEC may deem proper for giving security for such loans and interest. All Members and Associate Members of the Association, Members of the Association, whether voting on such resolution or not, and all persons becoming Members or Associate Members of the Association after the passing of such resolution should be deemed to have assented to the same as if they had voted in favour of such a resolution		
<b>12.2</b>	The accidental omission to give notice of a meeting to or the non-receipt of notice of a meeting by any member shall not invalidate the proceedings of any meeting.		
<b>12.3</b>	Every member shall be bound by and submit to the Rules and Bye-laws of the Association.		
<b>12.4</b>	Any dispute between an aggrieved member or an aggrieved person who has ceased to be a member and an office bearer of the Association shall be referred to the CEC whose decision thereon shall be final. The CEC may in appropriate cases refer the matter to a Special General Meeting of the Association.		

## The Indian Pharmaceutical Association

### Bye – Laws (Framed under Rule 3.18)

Ref Bye Law No	Current Text	Revised Text	
1.0	<b>Membership</b> (Under Rule 2)	<b>Membership</b> (Under Rule 2) .	
1.1	Categories of Membership shall be as follows. a) Member : i) Patron ii) Life Member iii) Ordinary Member iv) Hon. Member v) Institutional Member vi) Foreign Member b) Associate Member : i) Associate Life Member ii) Associate Ordinary Member c) Student Member	Category of Membership shall be as follows: a) Member : i) Patron ii) Life Member iii) Annual Member iv) Hon. Member v) Institutional Life Member vi) Foreign Life Member b) Associate Member : i) Associate Life Member ii) Associate Ordinary Member c) Student Member / Student Life Member	Ordinary member terminology changed to Annual member. Institutional, Foreign Life member and Student Life member category added
1.2	A person qualified to be elected as a 'Member' or an 'Associate Member' or a 'Student Member' and desirous of being so elected shall submit an application in the prescribed Form of Membership through respective State/Local branch or directly to IPA Office and therewith pay the admission fee and the appropriate subscription amount. All remittances to the Association should be made by Demand Draft payable in Mumbai or by crossed cheque in favour of The Indian Pharmaceutical Association. (Add appropriate commission for outstation cheque.) Money orders or cash will not be accepted.		
1.3	The Membership Form should be duly filled in and signed by the applicant with a declaration that he/she will abide by the Rules and Regulations of the Association.		
1.4	The applicant shall also indicate the <b>classification</b> and the Division of his/her choice based on his/her current profession so that the name of the applicant on being enrolled as a member may be grouped under the appropriate Division based on its establishment.	The applicant shall also indicate the <b>Category</b> of membership and the Division of his/her choice based on his/her current profession so that the name of the applicant on being enrolled as a member may be grouped under the appropriate Division based on its establishment.	Word classification replaced by Category

1.5	Ordinarily the change from one Division to another or from one branch to another shall not be permitted unless the CEC is satisfied with the justification submitted by the Member requesting for the change of Division and/or Branch. Provided further that the Member who is desirous to change his/her Division/Branch, will have right to contest or vote in the new Divisional and/or Branch elections only if the change takes place at least 180 days prior to the date of such election.		
1.6	Two Members of the Association shall support application for membership. The Principal of the respective college/institution must endorse application for Student Membership. The applicant shall provide his/her two passport size photographs along with the application.	Two Members of the Association shall support application for membership. The Principal of the respective college/institution must endorse application for Student Membership. The applicant shall provide his/her two passport size photographs and Blood Group along with the application. The Life member will receive the Membership Card and membership Certificate	Addition of Blood group, membership card, and a certificate
1.7	The Hon. Gen. Secretary shall scrutinize all the applications and place them for the consideration of the CEC at its earliest meeting. Soon after the approval of the CEC, the Hon. Gen. Secretary shall inform the applicant conveying the membership status appropriately.	The Hon. Gen. Secretary or person authorized by Hon Gen. Secretary shall scrutinize all the applications and place them for <b>ratification</b> of the CEC at its earliest meeting.	The word approval is substituted by 'ratification'
1.8	A person deemed to have been admitted as a member only with effect from the date on which his/her application is approved by the CEC.	Deleted	The membership will be given with immediate effect after fulfilling the requirements
1.9	A copy of Memorandum, Rules & Regulations and Bye-laws of the Association shall be supplied gratis to every Member and Associate Member on request.		
1.10	Membership number shall be assigned to a member based on State/Local branch opted by the applicant through which the application is submitted. Applicant forwarding his application directly to the IPA office must indicate the State and/or Local branch to which he/she wants to belong. In absence of such mention membership number shall be assigned based on the mailing address.	Membership number shall be assigned to a member based on his /her permanent address and the Branch opted by the applicant through which the application is submitted. Applicant forwarding his application directly to the IPA office must indicate the Branch to which he/she wants to belong. In absence of such mention membership number shall be assigned based on the permanent address. Provided further that all the communications to a member will be made to his/her given mailing address	The membership number will be based on permanent address while communications will be on the mailing address. Both could be same
1.11	On admission as a member of the Association, every Member shall be issued a Membership card with status of his/her membership. At any General Meeting of the Association, a Member may be asked to produce his/her membership card before he/she is allowed to exercise his/her vote.	On admission as a member of the Association, every Life Member except Associate and Student member shall be issued a Membership card with status of his/her membership. At any General Meeting of the Association, a Member may be asked to produce proof of his/her membership card before he/she is allowed to exercise his/her vote.	Revised as per the current practice

<b>1.12</b>	Patron, Life Member, Honorary Member and Associate Life Member shall be issued a certificate in addition to a membership card.		
<b>1.13</b>	Associate Members and Students Members will not have the right to vote or hold office but will enjoy all other privileges of membership.	Associate Members and Students Members will not have right to vote or hold office but will enjoy all other privileges of membership. However, Student Life Member after getting degree in Pharmacy will be entitled to enjoy all the privileges of a Life Member	Text revised by adding provision of student life member
<b>1.14</b>	Every Member shall inform to IPA Headquarter and State and Local branch he/she belongs regarding change, if any, in his/her mailing address in his/her own interest.		
<b>1.15</b>	Every member, Associate member and Student member is entitled to receive gratis a copy of Pharma Times, an official publication of the Association. However, newly enrolled member will receive first copy of Pharma Times issued after the date of his/her enrolment.	Every Member is entitled to receive print/electronic copy of Pharma Times, an official publication of the Association, as decided by CEC from time to time. The Foreign Life member/Student member/Student Life member will have access to Pharma Times on IPA Website. Newly enrolled member will receive first copy of Pharma Times issued after the date of his/her enrolment as Member.	Provision for sending electronic copy. Revised as per the current practice
<b>1.16</b>	The Office of the Association shall maintain Branch-wise Register of members and Council Members of all State and Local Branches. In the month of August, every year, the office shall update the Register adding names of new members to the list and deleting the names of defaulting members from the list.	The Office of the Association shall maintain Branch-wise Register of members and Council Members of all Branches. The IPA headquarter shall update the record adding names of new members to the list and deleting the names, if any of defaulting members from the list and intimate the State/Local branches.	Text revised to intimate State/Local branches
<b>1.17</b>	The Association reserves its right to admit, reject or terminate the membership of the Association and amend these Bye-Laws of the Association as and when necessary.		
<b>2.0</b>	<b>Membership Fees</b> (Under Rule 2.8 )		
<b>2.1</b>	<b>Patron</b> A person can become a Patron Member of the Association by paying an amount of Rs.50,000/- or more at one time to the Association.		
<b>2.2</b>	<b>Life Member</b>	<b>Member – Life</b>	
<b>2.2.1</b>	A person can become a Life member of the Association on payment of admission fee of Rs.100/- and membership subscription Rs.6000/- at the time of application.	A person satisfying the qualifications for Membership as stated in Rule 2.2 can become a Life member of the Association on payment of admission fee and membership subscription along with the applicable taxes as approved by the CEC from time to time (Annexure) at the time of application.	The membership subscription will be provided in an Annexure instead mentioning in the bye laws to avoid



			changes in the text every time and only Annexure could be revised
2.2.2	A person nominated by CEC as an Honorary Member of the Association in accordance with the Rules and Regulations of the Association need not to pay admission fee and subscription.		
2.2.3	Life Membership shall be limited to 20 years for new Life members enrolled after 31 <sup>st</sup> March 2004. The existing Life Members as on 31 March 2004 shall remain as Life Members for next 20 years that is up to 31 <sup>st</sup> March 2024. After expiry of life of 20 years period the member can remain Life Member for another period of 20 years by paying an amount equal to the annual subscription fees of an <b>Ordinary</b> Membership prevailing at that time.	Life Membership shall be limited to 20 years for new Life members enrolled after 31 <sup>st</sup> March 2004. The existing Life Members as on 31 March 2004 shall remain as Life Members for next 20 years that is up to 31 <sup>st</sup> March 2024. After expiry of life of 20 years period the member can remain Life Member for another period of 20 years by paying an amount equal to the annual membership subscription of an annual Membership prevailing at that time.	Word ordinary replaced by annual
2.2.4	<sup>1</sup> A person also can become a Life Member of the Association on payment of admission fee Rs.100/- and membership fees in three equal installments of Rs. 2000/- each. The first installment at the time of application along with admission fees and thereafter on payment of two installments on or before 31 <sup>st</sup> March in the same official year in which the application for membership was submitted. Application for Life Membership by installment can be submitted at any time during the year. If full amount of membership fees is not received from a person during the official year i.e. from 1 <sup>st</sup> April to 31 <sup>st</sup> March, the membership shall stand automatically terminated. However, under exceptional circumstances the Hon Gen. Secretary in consultation with the President may consider refund of part of the fees or converting his membership to an Ordinary Membership.	A person also can become a Life Member of the Association on payment of admission fee and membership subscription along with the applicable GST in three equal installments as approved by the CEC ( <b>Annexure1</b> ). The first installment at the time of application along with admission fees and thereafter on payment of two installments on or before 31 <sup>st</sup> March in the same official year in which the application for membership was submitted. Application for Life Membership by installment can be submitted at any time during the year. If full amount of membership fees is not received from a person during the official year i.e. from 1 <sup>st</sup> April to 31 <sup>st</sup> March, the membership shall stand automatically terminated. However, under exceptional circumstances the Hon Gen. Secretary in consultation with the President may consider refund of part of the fees or converting his membership to an Annual Membership	For Subscription fees provision for Annexure
2.2.5	A senior citizen of <b>65 years</b> and above and qualified to be elected as a Life Member of the Association and desirous of being so elected can pay 50% of the current Life membership fees and become Life Member of the Association.	A senior citizen of 60 years and above and qualified to be elected as a Life Member of the Association and desirous of being so elected can pay 50% of the current Life membership fees and become Life Member of the Association.	Changes made in the age of senior citizen
2.2.6	An Ordinary Member having 20 years of continuous membership in IPA and desirous to become a Life Member of the Association can pay 50% of the current Life membership fees and become Life Member of the association. <b>However, he shall provide the proof of his/her continuous membership along with the application.</b>	An Annual Member having 20 years of continuous membership in IPA and desirous to become a Life Member of the Association can pay 50% of the current Life membership fees along with applicable taxes and become Life Member of the association after verifying with IPA Headquarter the continuity of membership. The Annual Member desirous to become Life member need not pay Admission fees again.	IPA Headquarter to verify the continuity of membership

2.3	<b>Ordinary Member</b>	<b>Annual Member</b>	<b>Terminology changed</b>
2.3.1	A person can become an Ordinary Member of the Association on payment of Admission fee of Rs.100/- and Annual Membership fee of Rs.600/- (Total Rs.700/-) at the time of application and thereafter paying Rs.600/- every year as annual subscription on or before 31 <sup>st</sup> May. Application for Ordinary Membership can be submitted any time during the year. However next renewal of membership shall become due and payable on 1 <sup>st</sup> April of the following year. If renewal of membership is not done on or before 31 <sup>st</sup> May, the Ordinary Membership shall automatically stand terminated. Ordinary Member desirous to become Life Member, need not pay admission fee provided his/her membership is current.	A person can become an Annual Member of the Association on payment of Admission fee and Annual Membership Subscription of at the time of application as approved by the CEC (Annexure) and thereafter paying annual Membership subscription every year on or before 31 <sup>st</sup> May. Application for Annual Membership can be submitted any time during the year. However next renewal of membership shall become due and payable on 1 <sup>st</sup> April of the following year. If renewal of membership is not done on or before 31 <sup>st</sup> May, the Annual Membership shall automatically stand terminated. Annual Member desirous to become Life Member need not pay admission fee again provided his/her membership is current.	For Subscription fees provision for Annexure
2.3.2	An Ordinary Member desirous to renew his/her membership for ensuing year will get 10% discount on current renewal fees provided he/she pays it before the expiry date of his/her current membership that is before 31 <sup>st</sup> March.	<b>Deleted</b>	Discount on Membership fees withdrawn
2.4	<b>Institutional Member</b>	<b>Institutional Member - Life</b>	<b>Category changed</b>
2.4.1	<b>Institutional Membership</b> shall be open to the categories viz. corporate bodies engaged in the manufacture, distribution or sale of pharmaceutical products, machinery or ancillaries, teaching and research, institutions and association of such bodies. When applying for membership the institution shall indicate its major line of activity and <b>nominate person/s</b> of its choice to represent it as an Ordinary Member/s of the Association. The person/s so nominated should satisfy the qualifications for Membership as stated in Rule 2.2 and need not pay any admission fee or Annual subscription. The nominated person/s shall enjoy all the privileges of a Member.	Institutional Life Membership shall be open to the categories viz. corporate bodies engaged in the manufacture, distribution or sale of pharmaceutical products, machinery or ancillaries, and pharmaceutical services, teaching and research institutions. When applying for membership, the institution shall indicate its major line of activity and nominate <b>one</b> person of its choice to represent it as Member of the Association. The person so nominated should satisfy the qualifications for Membership as stated in Rule 2.2. The Institution can replace its nominee member as and when necessary.  The Institutional Life member will get a certificate and receive e-copy of Pharma Times.	Criteria defined
2.4.2	An institution can become an <b>Institutional Member</b> of the Association on payment of Membership fee Rs.12,000/- at the time of application and thereafter paying Rs.12,000/- every year as annual subscription on or before 31 <sup>st</sup> May. Application for Institutional Membership can be submitted any time during the year. However, next renewal of Membership shall become due and payable on 1 <sup>st</sup> April of the following year. If renewal of membership is not done on or before 31 <sup>st</sup> May the Institutional Membership shall automatically stand terminated. In this category the Institutional Member may nominate two persons as representatives.	An institution can become an Institutional Life Member of the Association on payment of Admission fees and membership fees plus the applicable taxes as decided by the CEC ( <b>Annexure</b> ) at the time of application. An Institutional Life Membership shall be limited to 10 years.	Provision for Life membership provided to institutions in place of annual membership and for Subscription fees provision of Annexure
2.4.3	A Hospital Pharmacy or a Community Pharmacy can become an Institutional Member of the Association on payment of Membership fee Rs.6,000/- at the	Deleted	No response received

	time of application and thereafter paying Rs.6,000/- every year as annual subscription on or before 31 <sup>st</sup> May. Application for Institutional Membership can be submitted any time during the year. However, next renewal of Membership shall become due and payable on 1 <sup>st</sup> April of the following year. If renewal of membership is not done on or before 31 <sup>st</sup> May the Institutional Membership shall automatically stand terminated.		
<b>2.4.4</b>	An Institutional Member desirous to renew its membership for ensuing year will get 10% discount on current renewal fees provided he/she pays it before the expiry date of its current membership that is before 31 <sup>st</sup> March.	Deleted	Institutional membership changed to Institutional Life membership
<b>2.5</b>	<b>Associate Member</b>	<b>Associate Member - Life / Annual</b>	<b>Terminology changed</b>
<b>2.5.1</b>	A person can become an Associate Life Member of the Association by paying an amount of Rs.7000/- at the time of application.  An Associate Life Membership shall be limited to 20 years for new Life members enrolled after 31 <sup>st</sup> March 2004. The existing Life Members as on 31 March 2004 shall remain as Life Members for next 20 years that is up to 31 <sup>st</sup> March 2024. After expiry of life of 20 years period the Associate Life Member can remain Life Member for another period of 20 years by paying an amount equal to the annual subscription fees of an Associate Membership prevailing at that time.	A person can become an Associate Life Member of the Association on payment of Membership fee as decided by the CEC ( <b>Annexure</b> ) at the time of application.	For Subscription fees provision for Annexure
<b>2.5.2</b>	A person can become an Associate Member of the Association on payment of Admission fee Rs.100/- and Annual Membership fee Rs.1000/- (Total Rs.1100/-) at the time of application and thereafter paying Rs.1000/- every year as annual subscription on or before 31 <sup>st</sup> May. Application of Associate Membership can be submitted any time during the year. However, next renewal of membership shall become due and payable on 1 <sup>st</sup> April of the following year. If the renewal is not done on or before 31 <sup>st</sup> May, the Associate Membership shall automatically stand terminated.	A person can become an Associate Member of the Association on payment of Admission fee and Annual Membership fee as decided by the CEC ( <b>Annexure</b> ) at the time of application and thereafter paying every year annual membership subscription on or before 31 <sup>st</sup> May. Application of Associate Membership can be submitted any time during the year. However, next renewal of membership shall become due and payable on 1 <sup>st</sup> April of the following year. If the renewal is not done on or before 31 <sup>st</sup> May, the Associate Membership shall automatically stands terminated.	For Subscription fees provision for Annexure
<b>2.6</b>	<b>Student Member</b>	<b>Student Member</b>	
<b>2.6.1</b>	A Student of Degree course in Pharmacy can become a Student member of the Association on payment of Rs.500/- at the time of application in the first year for his/her entire term of degree. However the students of Degree	A Student member as defined under Rule No. 2.8 can become a Student member of the Association on payment of subscription as decided by the CEC ( <b>Annexure</b> ) at the time of application for his/her entire term of degree. <b>Student Member is exempted from payment of admission fees.</b>	For Subscription fees provision for Annexure Provision for yearly membership withdrawn

	course in Pharmacy of 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> year shall pay Rs.450/-, 300/- and Rs.150/- respectively for remaining term.		
2.6.2	A Student of Diploma course in Pharmacy can become a Student member of the Association on payment of Rs.300/- at the time of application in the first year for his/her entire term of Diploma course.	A Student of Diploma course in Pharmacy can become a Student member of the Association on payment of subscription as decided by the CEC ( <b>Annexure</b> ) at the time of application for his/her entire term of Diploma course. <b>Student Member is exempted from payment of admission fees.</b>	For Subscription fees provision for Annexure
2.6.3	A Student after completing his Degree course if wishes to continue his/her education for Post graduate Degree and thereafter for Doctoral Degree, he /she can continue his / her Student membership of the Association, on the basis of recommendation of the Principal of the college, by paying Rs. 300/- per year until completion of the education.	A Student after completing his Degree course does not remain a Student member. However, if he/she continues his/her education for Masters Degree or Pharm D,(Post Baccalaureate) he /she can continue his / her Student membership of the Association, on the basis of recommendation of the Principal of the college, by paying annual subscription as decided by the CEC ( <b>Annexure</b> ) until completion of the education.	Provision for extending student membership For Subscription fees provision for Annexure
2.6.4		A Pharmacy Student can become a Student Life Member of the Association by paying amount of Life Membership subscription as decided by the CEC ( <b>Annexure</b> ) in equal installments. The Student Life member will enjoy the privileges of student membership until completion of his/her graduation. After completing his/her Degree the Student becomes Life member of the Association and enjoys the privileges of Life Member. Student Life Member need not pay admission fees.	<b>New addition for better clarity</b>
2.7	<b>Foreign Member</b>	<b>Foreign Life member – Life</b>	<b>Category changed</b>
2.7.1	A person staying abroad and satisfying the qualifications of Membership as stated in Rule 2.2 can become an Ordinary Member of the Association on payment of USD 100/- at the time of application however, a person staying in one of the developing countries shall pay concessional fees of USD 50/- at the time of application and thereafter paying USD 100/- or USD 50/- respectively every year as annual subscription on or before 31 <sup>st</sup> May. The Foreign Member need not pay admission fees.	A person staying abroad and satisfying the qualifications of Membership as stated in Rule 2.2 can become Life Member of the Association on payment of subscription as decided by the CEC ( <b>Annexure</b> ) inclusive of Admission fees at the time of application  A person staying abroad and satisfying the qualifications of Membership as stated in Rule 2.2 can become an Annual Member of the Association on payment of subscription as decided by the CEC ( <b>Annexure</b> ) inclusive of Admission fees at the time of application and thereafter paying annual subscription on or before 31 <sup>st</sup> May.	Replacement of Annual membership with Life membership and provision of Annexure for subscription
2.7.2	Application for Foreign Membership can be submitted any time during the official year however, next renewal of membership shall become due and payable on 1 <sup>st</sup> April of the following year. If renewal of membership is not done on or before 31 <sup>st</sup> May, the foreign membership shall automatically stand terminated. A Foreign Member shall enjoy all the privileges and shall be abided by the Rules and Regulations, Bye-laws of the Association in respect of an Ordinary Member.	A Foreign Life member shall enjoy all the privileges and shall be abided by the Rules and Regulations, Bye-laws of the Association in respect of a Life Member. <b>Foreign Life members will be provided electronic copy of Pharma Times</b>	Provision of receiving Pharma Times electronically added

	<b>Publications</b>	<b>Publications</b>	
<b>3.0</b>			
<b>3.1</b>	The official publication of IPA shall be called "Pharma Times" and it shall be published monthly.	"Pharma Times" (PT) is the official publication of the association. Periodicity of the publication shall be decided by the CEC from time to time.	Provision for flexibility of publication periodicity
<b>3.2</b>	The "Indian Journal of Pharmaceutical Sciences" (IJPS) shall be the name of the exclusively scientific journal and it shall be published once in two months.	The "Indian Journal of Pharmaceutical Sciences" (IJPS) is Official Scientific publication of the association. Periodicity of the publication shall be decided by the CEC from time to time.	Provision for flexibility of publication periodicity
<b>3.3</b>	Among other things, Pharma Times shall publish the proceedings of the CEC, the Annual Report and Accounts of the Association, Reports on Branch activities, Proceedings of Convention etc. as well as notifications of Indian Pharmaceutical Association and other information such as articles, advertisements, announcements etc.		
<b>3.4</b>	The Editor of each Journal viz; Pharma Times and Indian Journal of Pharmaceutical Sciences, who shall be responsible for the Journals in accordance with the policy laid down by the CEC and the well established practices of other scientific and professional journals	The Editor of each Journal viz; Pharma Times and Indian Journal of Pharmaceutical Sciences, who shall be responsible for the <b>publications</b> in accordance with the policy laid down by the CEC and the well established practices of other scientific and professional journals	Editorial changed
<b>3.5</b>	Each <b>Journal</b> shall have and Editorial Board consisting of Editor, Associate Editors, Assistant Editors and members on Editorial Advisory board nominated by the CEC on the recommendation of the Editors concerned.	Each <b>publication</b> shall have an Editorial Board consisting of Editor, Associate Editors, Assistant and an additional Advisory Board, if felt necessary nominated by the CEC on the recommendation of the Editors concerned.	Word 'Journal' replaced by 'Publication'
<b>3.6</b>	The members of Editorial Advisory Board of Indian Journal of Pharmaceutical Sciences will be selected, who are experts in different branches of pharmaceutical sciences irrespective of whether they are members of IPA or not. The main function of members of the Editorial Advisory Board is to act as referees on papers submitted for publication in the journal and generally to advice the Editor on relevant matters.	The members of Editorial Board and the Advisory Board of Indian Journal of Pharmaceutical Sciences will be selected, who are experts in different branches of pharmaceutical sciences irrespective of whether they are members of IPA or not. The main function of members of the Editorial Advisory Board is to act as referees on papers submitted for publication in the journal and generally to advice the Editor on relevant matters.	Provision for separate Editorial and advisory Boards
<b>3.7</b>	Pharma Times and Indian Journal of Pharmaceutical Sciences shall maintain Separate Bank Accounts. Its respective Editor shall operate the account jointly with Hon. Gen. Secretary or Treasurer of the Association.	Pharma Times and Indian Journal of Pharmaceutical Sciences shall maintain Separate Bank Accounts. Its respective Editor shall be one of the signatories to operate the account jointly with Hon. Gen. Secretary/Treasurer/President of the Association.	Editorial changed
<b>3.8</b>	The financial commitments of each journal shall be the responsibility of the CEC. The CEC shall give to each <b>journal</b> an adequate amount from its funds for maintaining the activities of the publication	The financial commitments of each publication shall be the responsibility of the CEC. The CEC shall give to each <b>publication</b> an adequate amount from its funds for maintaining the activities of the publication	Word 'Journal' replaced by 'Publication'

3.9	The Editor of each <b>journal</b> shall prepare an Annual Report, Statement of Accounts for the year ended at 31 <sup>st</sup> March and budget for the following year for incorporation in the Annual report of the Association, Accounts and Budget proposals.	The Editor of each publication shall prepare an Annual Report of the publication. The Editor of each publication shall be responsible for preparing budget for the following year for incorporation in the Annual report of the Association in consultation with the Treasurer.	Word 'Journal' replaced by 'Publication' Editors to prepare budget in consultation with the Treasurer
3.10	<b>Subscription for Publications</b>	<b>Subscription for Publications</b>	
3.10.1	In respect of direct subscribers for Pharma Times, the following rates of subscription shall be applicable from 1 <sup>st</sup> January 2004.  <b>Annual Subscription (Inland)</b> Rs.1000/- <b>Single copy (Inland)</b> Rs.100/- <b>Annual Subscription (overseas)</b> USD 100/- <b>Single copy (overseas)</b> USD 10/-	In respect of direct subscribers for Pharma Times, the subscription rates will be approved by CEC ( <b>Annexure</b> ). The CEC will have authority to revised the rates of subscription of Pharma Times as and when necessary.	For Subscription fees provision for Annexure
3.10.2	In respect of Member subscribers and direct subscribers for IJPS the following rates of subscription shall be applicable from 1 <sup>st</sup> January 2004  <b>Member Subscribers</b>  Annual Subscription                       Rs.500/-  Subscription for 3 years                    Rs.1200/-  Subscription for 5 years                    Rs.2000/-  <b>Direct Subscribers</b>  Annual Subscription                       Rs.1500/-  For 3 years                                     Rs.3750/-  For 5 years                                     Rs.6000/-  Pharmaceutical Institutions for 3 years   Rs.5000/-  Foreign Individual                         USD 75/-  Foreign Institutional                        USD 100/-  Single copy (inland)                        Rs.300/- Single copy (overseas)                     USD 15/-	In respect of Member subscribers and direct subscribers for IJPS the subscription rates will be approved by CEC ( <b>Annexure</b> ). The CEC will have authority to revised the rates of subscription of IJPS as and when necessary.	For Subscription fees provision for Annexure

<b>4.0</b>	<b>Central Executive Council</b> (Under Rule 3)	<b>Central Executive Council</b> (Under Rule 3)															
<b>4.1</b>	<p><b>The total number of CEC Members excluding invitees shall not exceed 75. The basis of distribution of seats in the CEC shall be as follows.</b></p> <p><b>a)</b> All Office Bearers of the Association viz. President, Vice Presidents, Hon. Gen. Secretary, Hon. Treasurer, Joint Secretary and Editors of the publications of the Association.</p> <p><b>b)</b> Representatives of the State/ Foreign Branches. Basis for distribution of seats</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">No of members in The State/ Foreign Branch</th> <th style="text-align: left; border-bottom: 1px solid black;">Number of persons to be nominated on CEC</th> </tr> </thead> <tbody> <tr><td>Up to 100</td><td>1</td></tr> <tr><td>101 to 200</td><td>2</td></tr> <tr><td>201 to 300</td><td>3</td></tr> <tr><td>301 to 500</td><td>4</td></tr> <tr><td>501 to 1000</td><td>5</td></tr> <tr><td>Above 1000</td><td>6</td></tr> </tbody> </table> <p>Notes i) Membership number means the Member of the Association eligible to vote ii) The term of CEC member of the Association shall be for two years</p>	No of members in The State/ Foreign Branch	Number of persons to be nominated on CEC	Up to 100	1	101 to 200	2	201 to 300	3	301 to 500	4	501 to 1000	5	Above 1000	6	<b>Deleted</b>	Provision for maximum no of CEC members removed
No of members in The State/ Foreign Branch	Number of persons to be nominated on CEC																
Up to 100	1																
101 to 200	2																
201 to 300	3																
301 to 500	4																
501 to 1000	5																
Above 1000	6																
<b>4.1 c)</b>	Not more than 2 additional seats for the Headquarters city to ensure quorum.																
<b>4.1 d)</b>	Immediate Past President of the Association.																

<b>4.1 e)</b>	The Chairman and General Secretary of the local organizing Committee established to organize yearly conference/convention and other symposia.	Deleted	They will be invitees
<b>4.1 f)</b>	Not more than 5 Associate Secretaries.		
<b>4.1 g)</b>	The Chairman of the Student Pharmacy Division.	Deleted	He/She will be an invitee
<b>4.1 h)</b>	Not more than 12 invitees. The invitees will not have right to vote on the CEC.		
<b>4.1 i)</b>		Joint Secretary	Nominated if needed
<b>4.2</b>	Every CEC member irrespective of his/her representation in the CEC shall have only one vote		
<b>4.3</b>	Normally all the decisions/resolutions shall be taken/passed by a majority vote of CEC members present and voting at the meeting and the same shall be treated as the decision of the CEC. The President will have casting vote.		
<b>4.4</b>	Any member of the CEC desirous of bringing any special motion or proposition before the CEC shall give written notice of the same to the Hon. Gen. Secretary, who shall include it in the agenda for the earliest possible CEC meeting.		
<b>4.6</b>	<b>Election Procedure to elect Office Bearers of IPA on Central Executive Council.</b> (Under Rules 3.9)	<b>Election Procedure to elect Office Bearers of IPA on Central Executive Council.</b> (Under Rules 3.9)	
<b>4.6.1</b>	<b>Scope:</b> The Election procedure described below shall be applicable for electing Office Bearers of the Indian Pharmaceutical Association on the Central Executive Council except Joint Secretary. The election procedure shall be effective from the date of its approval by the CEC.		
<b>4.6.2</b>	Office Bearers of IPA Central Executive Council to be elected :  The following Office Bearers shall be elected by following the election procedure.  Office Bearers		



	President                    one position Vice Presidents            five positions Hon Gen. Secretary        one position Treasurer                    one position Editor Pharma Times        one position Editor – IJPS                one position <hr/> Total                            Ten positions		
<b>4.6.3</b>	<b>Term of the Office Bearers:</b> The term of the Office Bearers of IPA shall be for two years or till such time their successors are elected.		
<b>4.6.4</b>	<b>Election Rules:</b>	<b>Election Rules:</b>	
<b>1</b>	These rules shall be called the Election Rules of Office Bearers of the Association to be elected. They shall be deemed to have come into force from the date of their approval by the CEC.		
<b>2</b>	The eligibility criteria and electoral college for various positions have been defined in the Table.  <b>President</b> <b>Eligibility criteria</b> The nominee shall be from Past Presidents, past and existing Vice – Presidents and from past and existing Office bearers of IPA Center and shall be Ordinary / Life member of the Association for at least 10 continuous years. The candidate should not be an Office Bearer of other Pharmaceutical / Pharmacy associations affiliated to IPCA  <b>Electoral college</b> All the CEC members except CEC invitees. State Branch Council members except invitees and co-opted members	The eligibility criteria and electoral college for various positions have been defined as under  <b>President</b> <b>Eligibility criteria</b> The nominee shall be from Past Presidents, past and existing Vice – Presidents and from past and existing Office bearers of IPA Center, and shall be Annual/Life member of the Association for at least 10 continuous years. The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA during the previous two years at the time of filing nomination. The nominee candidate shall give undertaking that he/she would not take any office bearers position of other Pharmaceutical/Pharmacy associations affiliated to IPCA.  Provided further that the President of the Association, who has held office for a term of two consecutive years, shall be eligible for re-election for only one more consecutive term of two years and thereafter shall not be eligible for re-election until two years thereafter.  <b>Electoral college</b> IPA past presidents, all the CEC members except CEC invitees and State Branch Council members except invitees and co-opted members	Eligibility redefined   Term of President redefined

	<p><b>Chairpersons of Divisions / Vice Presidents</b>  <b>Eligibility criteria</b>  The nominee shall be from Past Presidents, past and existing Vice – Presidents, past and existing CEC members of IPA who have opted for the specific Division, a Divisional Committee member for at least for one term and shall be Ordinary / Life member of the Association for at least 10 continuous years. The candidate should not be an Office Bearer of other Pharmaceutical / Pharmacy associations affiliated to IPCA</p> <p><b>Electoral college</b>  All the CEC members for all the Divisional Chairpersons positions except invitees. Members of the respective Divisional committee (Only for the respective Divisional Chairperson.)</p> <p><b>Hon. Gen. Secretary and Treasurer</b>  <b>Eligibility criteria</b>  The nominee shall be a CEC member for at least one term past and existing and shall be Ordinary / Life member of the Association for at least 5 continuous years and shall <b>be the residents of the city</b> in which the Headquarter of IPA is located i.e. at present Mumbai The candidate should not be an Office Bearer of other Pharmaceutical / Pharmacy associations affiliated to IPCA</p>	<p><b>Chairpersons of Divisions / Vice Presidents</b>  <b>Eligibility criteria</b>  The nominee shall be from Past Presidents, past and existing Vice – Presidents, past and existing CEC members of IPA who have opted for the specific Division, a Divisional Committee member for at least for one term and shall be Annual/Life member of the Association for at least 10 continuous years. The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA namely APTI, IPGA, IHPA and AIDCOC during the previous two years at the time of filing nomination. The nominee candidate shall give undertaking that he/she would not take any office bearers position of other Pharmaceutical/Pharmacy associations affiliated to IPCA.</p> <p><b>Electoral college</b>  IPA Past Presidents, all the CEC members for all the Divisional Chairpersons positions except invitees. Members of the respective Divisional committee (Only for the respective Divisional Chairperson.)</p> <p><b>Hon. Gen. Secretary</b>  <b>Eligibility criteria</b>  The nominee shall be a CEC member <b>except invitees</b> for at least one term, past and existing, and shall be Annual/Life member of the Association for at least 5 continuous years. The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA namely APTI, IPGA, IHPA and AIDCOC during the previous two years at the time of filing nomination. The nominee candidate shall give undertaking that he/she would not take any office bearers position of other Pharmaceutical/Pharmacy associations affiliated to IPCA.</p> <p>Provided further that the Hon. Gen. Secretary of the Association, who has held office for a term of two consecutive years, shall be eligible for re-election for only one more consecutive term of two years and thereafter shall not be eligible for re-election until two years thereafter.</p>	<p>IPA Past presidents included in electoral college</p> <p>Eligibility redefined</p> <p>IPA Past presidents included in electoral college</p> <p>Eligibility redefined</p> <p>Term redefined</p>
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	<p><b>Electoral college</b> All the CEC members except CEC invitees and State Branch Council members except invitees and co-opted members</p> <p><b>Editor Pharma Times and Editor IJPS</b> <b>Eligibility criteria</b> The candidate shall be Ordinary / Life member of the Association for at least 5 continuous years. The candidate should not be an Office Bearer of other Pharmaceutical / Pharmacy associations affiliated to IPCA</p> <p><b>Electoral college</b> All the CEC members except CEC invitees and State Branch Council members except invitees and co-opted members</p>	<p><b>Hon. Treasurer</b> <b>Eligibility criteria</b> The nominee shall be a CEC member <b>except invitee</b> for at least one term, past and existing, and shall be Annual / Life member of the Association for at least 5 continuous years. The nominee for position of Treasurer shall be the residents of the city in which the Headquarter of IPA is located i.e. at present Mumbai. The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA namely APTI, IPGA, IHPA and AIDCOC during the previous two years at the time of filing nomination. The nominee candidate shall give undertaking that he/she would not take any office bearers position of other Pharmaceutical/Pharmacy associations affiliated to IPCA.</p> <p><b>Electoral college</b> IPA Past presidents, all the CEC members except CEC invitees and State Branch Council members except invitees and co-opted members</p> <p><b>Editor Pharma Times and Editor IJPS</b> <b>Eligibility criteria</b> The candidate shall be Annual / Life member of the Association for at <b>least 5 continuous years</b>. The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA namely APTI, IPGA, IHPA and AIDCOC during the previous two years at the time of filing nomination. The nominee candidate shall give undertaking that he/she would not take any office bearers position of other Pharmaceutical/Pharmacy associations affiliated to IPCA.</p> <p><b>Electoral college</b> IPA Past presidents, all the CEC members except CEC invitees and State Branch Council members except invitees and co-opted members</p>	<p>Eligibility redefined</p> <p>IPA Past presidents included in electoral college</p> <p>Eligibility redefined</p> <p>IPA Past presidents included in electoral college</p>
3	The updated list of Electoral College shall be available with Hon. Gen. Secretary of the Association.		
4	The CEC in its meeting held in October/November of the year prior to the expiry of the term of the Office Bearers shall appoint any member either from the existing CEC members or any other member of the Association in the opinion of the CEC competent of conducting the election as Returning	The CEC in its meeting held in <b>September/October every</b> year prior to the expiry of the term of the Office Bearers shall appoint any member either from the existing CEC members or any other member of the Association in the opinion of the CEC competent of conducting the election as Returning Officer	Change in the time of appointment of Returning officer

	Officer and ensure that the implementation of election procedure as per the schedule.	and ensure that the implementation of election procedure as per the schedule.	
5	The CEC before appointing the Returning Officer shall obtain an undertaking from the member proposed to be appointed as Returning Officer that he/she will not contest election nor propose or second any candidate and shall ensure the secrecy of the information relating to the election.		
6	The Returning Officer shall have authority to appoint such polling staff as may be necessary in his/her opinion for the purpose of conducting election.		
7	The Returning Officer shall prepare the Election Schedule for conducting the election of Office Bearers of the Association.	The Returning Officer shall prepare the Election Schedule for conducting the election of Office Bearers of the Association. The Election schedule shall be notified on IPA website for the information of members	Addition of website information
8	<p>The functions of the Returning Officer shall be as follows.</p> <p>To scrutinize the updated list of Central Executive Council members and member of the Executive Council of State Branches eligible to vote.</p> <p>To draw up detailed programme of election after taking into consideration the various stages of election process.</p> <p>To invite nominations, to receive and scrutinize them, to publish list of valid nominations and list of final nominations remaining after receiving consent or withdrawal of nominations if any.</p> <p>To make arrangements for election by postal ballot.</p> <p>To receive the ballot papers, to arrange counting of votes and to communicate the results of election to the successful candidates, President of Association and Hon. Gen. Secretary.</p> <p>To take such other action/s as are necessary for and incidental to the election of the Office Bearers of the Association.</p>	<p>The functions of the Returning Officer shall be as follows.</p> <p>To scrutinize the updated list of Electoral College</p> <p>To receive the ballot papers, to arrange counting of votes in the presence of candidate or his/her representative and to communicate the results of election to the successful candidates, President of the Association and the Hon. Gen. Secretary.</p>	<p>Editorial changed</p> <p>Provision for presence of candidate or representative at the time of counting of votes</p>
9.	The Returning Officer shall issue a notice inviting nominations from members of the Central Executive Council and members of Executive Council of State branches for the following positions of Office Bearers of the		

	Association viz. President, Hon. Gen. Secretary and Treasurer, Editor Pharma Times and Editor IJPS in "Form A (1)" appended to these Bye laws.		
10	The Returning Officer shall issue a notice inviting nominations from members of the Central Executive Council and members of respective Divisional Committees for the positions of Divisional Chairmen/ Vice Presidents of Association in "Form A(2)" appended to these Bye laws.		
11	The nominations shall be received in "Form B (1) and B(2)" appended to these Bye-laws which shall be sent to the members along with "Form A (1) & Form A(2)".		
12	The nominations shall be delivered to the Returning Officer within the period notified in the notice inviting nominations.		
13	The nominations received till the last date fixed for receiving the nominations shall be scrutinized by the Returning Officer on the date and time fixed for scrutiny of nominations and the list of valid nominations shall be prepared. The Returning Officer shall communicate to the persons in writing who have nominated Candidates those are rejected stating reasons of rejection of their nominations. The Returning Officer shall also inform to the valid nominees with regard to his/her nomination/s for the position/s and obtaining the consent.		
14	The Returning Officer shall communicate to the persons whose nominations have been declared valid and allow sufficient time to them to withdraw or give consent for their candidature by means of a letter addressed to the Returning Officer in "Form C" appended to these Bye-laws. A candidate can contest for one position only. The Candidate shall inform to the Returning Officer through consent his/her choice of the position.		
15	If more than one valid nomination is received for any position, the Returning Officer will conduct election by secret postal ballot for that position. If there is only one valid nomination for any position the nominee shall be declared elected unopposed for the position.		
16	In the absence of any valid nomination for any of the position, the position shall be filled by the CEC by nomination in its meeting held for that purpose.	In the absence of any valid nomination for any of the position, the position shall be filled by the CEC meeting the eligibility criteria by nomination in its meeting held for that purpose.	Revised to include eligibility criteria

17	The ballot paper shall be in "Form D" appended to these Bye laws. It shall bear the seal of IPA and shall bear the signature of Returning Officer with date of issue.	The ballot paper shall be in "Form D" appended to these Bye laws. Every ballot paper shall bear the seal of IPA and shall bear the signature of Returning Officer with date of issue.	Editorial changes
18	The names of the candidates in the ballot paper shall be arranged in alphabetical order with surname appearing first.		
19	The ballot paper along with necessary instructions will be sent to all the members of electoral college in a sealed envelope along with empty envelope having address and with proper postal stamps affixed on it for sending ballot papers back to the Returning Officer.		
20	The members after making voting mark on the ballot paper should place it in an envelope and shall seal it and place in another self-addressed envelope and send to the Returning Officer. The ballot paper should be sent to the Returning Officer in the envelopes provided by the Returning Officer. The ballot papers received in any other envelope will be invalid.		
21	The envelope of ballot papers received till the last date of receiving the same shall be opened by the Returning Officer on the date fixed for counting of votes. After counting the valid votes the Returning Officer shall prepare a list of elected Office Bearers and shall communicate in writing to successful candidates and forward a copy of the communication to the President and Hon. Gen. Secretary	The envelope of ballot papers received till the last date of receiving the same shall be opened by the Returning Officer on the date fixed for counting of votes. The returning officer shall invite the candidates at the timing of counting of votes. After counting the valid votes the Returning Officer shall prepare a list of elected Office Bearers and shall communicate in writing to successful candidates and forward a copy of the communication to the President and Hon. Gen. Secretary	Provision for allowing candidate to remain present at the time of counting of votes
22	The ballot papers received after the last date of receiving will not be considered for counting.		
23	The <b>Hon. Gen. Secretary</b> shall announce the results of election in the next CEC meeting or a CEC meeting to be convened within 30 days from the date of receiving the results from the Returning Officer whichever is earlier	The <b>President</b> shall announce the results of election in the next CEC meeting or a CEC meeting to be convened within 30 days from the date of receiving the results from the Returning Officer whichever is earlier	Replaced Hon. Gen. Secretary with President
24	The President Elect and the newly elected Office Bearers will take charge from the outgoing President and the Office Bearers on 1 <sup>st</sup> April or in a CEC meeting convened within 30 days from the announcement of the results whichever is earlier.		

25	All the records pertaining to the election shall be sealed by the Returning Officer and shall hand over to the Hon. Gen. Secretary of the IPA.		
26	The Hon. Gen. Secretary shall carefully preserve the records under lock and key for a period of three months and destroy thereafter. However, if the result of the election is disputed/questioned within a period of <b>three months</b> from the date of the announcement of election results by any CEC member the records pertaining to election shall be preserved until final decision of dispute.	The Hon Gen Secretary shall carefully preserve the records under lock and key. If the result of the election is disputed/questioned within a period of three months from the date of the announcement of election by the candidate or CEC member or a member of the association the records pertaining to election shall be preserved until final decision of dispute. If there is no dispute, the Hon. Gen. Secretary shall destroy the records after <b>four months</b> .	Time for preserving documents increased by one more month
27	If for any reason beyond the control of the Returning Officer, it is not possible to observe the time schedule prescribed under these Rules, the Returning Officer may revise the same with due notice to the CEC.		
28	The CEC if necessary may make amendments to these rules as and when applicable.		
5.0	<b>Administrative Committee</b> (Under Rules 3.14 & 3.15)	<b>Administrative Committee</b> (Under Rules 3.14 & 3.15)	
5.1	An Administrative Committee shall be constituted mainly for the purpose of overseeing and monitoring administration and accounts of the Association.		
5.2	The membership of the Administrative Committee shall be as follows  The President of the Association.  The immediate past President of the Association.  The Hon. Gen. Secretary or in his absence Joint Secretary of the Association.  The Treasurer of the Association.  The Chairman of the Governing Body of Bombay College of Pharmacy or in his/her absence a nominee.  The Editor of Pharma Times or in his/her absence a nominee  The Editor of IJPS or in his/her absence a nominee  The President of Maharashtra State Branch, IPA	The Chairman of the Governing Body of Bombay College of Pharmacy.            Deleted	Revised

	<p>The Hon. Secretary/Jt. Secretary of Maharashtra State Branch, IPA</p> <p>Two members nominated by CEC from amongst its members.</p> <p>Executive Secretary of IPA</p> <p>The Administrative Committee may co-opt one or two additional members.</p>	<p>Deleted</p> <p>Administrative head of IPA</p>	
5.3	The term of office of the Administrative Committee shall be for two years. However, the members of Administrative Committee shall continue till such time their successors are selected.		
5.4	The President and in his absence immediate past President will preside over the meeting. In absence of both the members present shall elect a chairperson for the meeting.		
5.5	Among other responsibilities assigned to the Hon. Gen. Secretary by the Administration Committee, he/she shall also be responsible to convene the Administrative Committee meetings and record the proceedings of the meetings.		
5.6	The Administrative Committee shall ordinarily meet <b>once in every three months</b> and at such other time as may be necessary. Three members shall constitute a quorum for the meeting	The Administrative Committee shall ordinarily meet once in a year and at such other time as may be necessary. Three members shall constitute a quorum for the meeting	Periodicity of meeting revised as per current practice
5.7	<p>The functions of the Administrative Committee shall be</p> <p>a) To recruit the office staff required by the Association's Headquarters office, its publications and the <b>Maharashtra State Branch.</b></p> <p>b) To frame the service and conduct rules for the staff including pay scale, provident fund rules, leave rules, standing orders, disciplinary regulations and other administrative conditions.</p> <p>c) To consider matters related to the Accounts of the Association and the Administration of the office of the Association from time to time.</p>	<p>The functions of the Administrative Committee shall be</p> <p>a) To recruit the office staff required by the Association's Headquarters office, its publications.</p>	Revised the functions based on current practice



	d) To consider matters related to the property of the Association including land building and services as may be referred by the concerned authorities.		
5.8	Decisions taken by the Administrative Committee shall be referred to the CEC for ratification.	<b>Decisions taken by the Board of Trustees shall be referred to the CEC for ratification.</b>	
6.0	<b>State, Local and Foreign Branches (Under Rule 4 ) Share of Subscription</b>	<b>State, Local and Foreign Branches (Under Rule 4 ) Share of Subscription</b>	
6.1	The Council shall pay to each State Branch as a share of subscription, an amount equivalent to 25% of the subscription collected against Life membership and Ordinary membership (excluding admission fee) during the preceding year, from members of the respective State Branch after deducting 20% of the total collection in respect of the Local Branch or Branches within that State, the said 20% being paid directly to each such Local Branch.	The Council shall pay to each State/Local Branch as a share of subscription, an amount equivalent to 25% of the subscription from Members of the respective State/Local Branch collected against Life/Annual membership (excluding admission fee, taxes as applicable and bank commission if any) during the preceding year.	Share of Subscription to the branches only for Life and Annual membership and uniform for State & Local Branches
6.2	The Council shall pay to each State Branch as a share of subscription an amount equivalent to 20% of the subscription collected against Institutional and Associate membership (excluding admission fee) during the preceding year from Institutional members and Associate members located in the State after deducting 15% of the total collection in respect of the Local Branch or Branches within that State, the said 15% being paid directly to each such Local Branch.	<b>Deleted</b>	Changes made in line with the policy
6.3	The amount of share of subscription will be paid to State and Local branches only after receiving the Annual report and Statement of Accounts for the preceding year. If any of the State/Local Branch fails to submit the Annual Report and Statement of accounts on or before stipulated date (Rule 4.7) the payment of share of subscription will be withheld till such time the Annual Report and Statement of Accounts are received or up to a period of two years from the due date of payment of share of subscription to the Branch, whichever is earlier. Thereafter the amount shall be transferred to the Reserve Fund of the Association and State/Local branch shall forfeit its right to receive it.	The amount of share of subscription will be paid to branch only after receiving the Annual report and audited Statement of Accounts for the preceding year. If any of the Branch fails to submit the Annual Report and Statement of accounts on or before stipulated date (Rule 4.7) the payment of share of subscription will be withheld for period of one year from the due date of submission of the Annual Report and Statement of accounts. Thereafter the amount shall be transferred to the Reserve Fund of the Association and the Branch shall forfeit its right to receive it. Newly formed state and local branches are allowed to receive their share of subscription in the very first year of their inception with the approval of CEC provided these branches open a bank account and this special provision is to provide the required seed finances to initiate professional activities.	Changes made in line with the policy

7.0	Divisions (Under Rule 3)	Divisions (Under Rule 3)	
7.1	The Council has established five special groups of members namely, Community, Education, Hospital, Industrial and Regulatory Affairs, covering various facets of pharmacy profession called as respective Divisions to promote Pharmaceutical sciences and Pharmacy practices in a focused manner. Beside this, there will be a separate Division for students as Pharmacy Student Division.		
7.2	<p>Every Divisional Chairman within a period of 30 days from the date of assuming the office shall organize election of Office Bearers of Divisional Committee viz. one Vice – Chairman, one Secretary, one Treasurer and not more than five members by postal ballot. On each Divisional committee three members shall be nominated by CEC and two members shall be nominated from the State Branch of IPA in which the Headquarter of the Division is located. In addition to above Student Division shall nominate two members on Education Divisional Committee.</p> <p>Member desirous to become Office Bearer of the Divisional Committee should be Ordinary/Life Member of IPA of not less than 4 years standing.</p>		
7.3	The Secretary of each Division assumes the responsibilities on the CEC as an Associate Secretary in accordance with Rule 3.1(g).		
7.4	Chairman of each Division shall concurrently assume the responsibility on the CEC as the Vice – President of the Association and be considered as an Office Bearer of the Association.		
7.5	<p>The Headquarter of each Division shall be located in the city from which place the Divisional Secretary will operate and may avail of the facilities of the State/Local Branch of IPA where available.</p> <p>Provided that the Divisional Chairman in consultation with the Divisional Committee Members may decide a place other than the recommended above for operating the Divisional Headquarters</p>		
7.6	Every member of the Divisional Committee should be IPA Life Member or Ordinary Member and also should have opted for preference to the respective Division.		

7.7	The outgoing Divisional Chairman shall transfer the bank balance of the Division to the Headquarters of IPA along with statement of accounts and Bank Pass-Book by 31 <sup>st</sup> March. He shall also transfer the important documents to the new office of the Division after its establishment.		
7.8	Chairman of each Division shall normally attend the meeting of the Council. In his absence, he may depute one of the Office Bearers of the Division to attend the meeting on his behalf.		
7.9	The Division shall receive amount of seed money as determined by the CEC from time to time to cover the expenses for routine administration. In addition, the Division shall mobilize resources for its activities.		
7.10	The Divisional Chairman shall submit proposals to the CEC for planned activities and expenditure envisaged for the year latest by 31 <sup>st</sup> July. He shall also submit from time to time and at least once quarterly, the accounts of the Division to the CEC. All surplus funds generated by the Divisions at the end of the activity must be remitted back to the CEC after retaining an agreed sum for its operational activities.		
7.11	On the establishment of each Division, any State or Local Branch of IPA in concurrence with the Division and its Office Bearers may resolve to form a local unit of the Division after due approval of the CEC.		
7.12	The newly elected Divisional Chairman shall communicate to the IPA Head Quarters the name of the bank and account number where the account of the Division is opened within 45 days from the date of assuming the office to which the seed money shall be transferred. Provided further that the Hon. Gen. Secretary and Treasurer of IPA shall also be authorised signatories along with the Divisional authorised signatories to operate the Bank Account.		
7.13	The Secretary of each Division shall send regularly the minutes of the Divisional Committee meetings to IPA Head Quarters with in a period of 10 days from the date of meeting.		
7.14	The Secretary of each Division shall send report and proceedings of the seminars, symposia, workshops and conventions organized by the Division to the Editor, Pharma Times for publication with in a period of one month of the event.		

7.15	Every Division shall as far as possible publish all its forthcoming events in Pharma Times and/or any other local publication well in advance for the benefit of all IPA members.	Every Division shall as far as possible publish all its forthcoming events in Pharma Times and <u>IPA</u> Website or any other local publication well in advance for the benefit of all IPA members.	Inclusion of IPA Website for displaying activities of Branches and divisions
7.16	The Divisional Secretary shall inform to all CEC members about the seminar workshop or convention of the Division.		
7.17	All Divisional programs shall be organized in co-ordination with respective State/Local branch of IPA.	All Divisional programs will normally be organized in co-ordination with respective State/Local branch of IPA.	Editorial Change
7.18	The Division can organize seminar, workshop or convention jointly with other Division/s however, if it is jointly with other association or institution a prior approval of CEC is necessary.	The Division can organize seminar, workshop or convention jointly with other Division/s however, if it is jointly with other association or institution a prior approval of <b>President/Hon. Gen. Secretary</b> is necessary.	Text revised
8.0	<b>Bye Laws for the Division (Under Bye-laws 7.1 &amp; 7.2 )</b>	<b>Bye Laws for the Division (Under Bye-laws 7.1 &amp; 7.2 )</b>	
8.1	The name of the Division shall be "The Indian Pharmaceutical Association Divisions" : Industrial Pharmacy / Pharmacy Education / Hospital Pharmacy / Community Pharmacy / Regulatory Affairs, as the case may be and herein named as "Division".		
8.2	A State <b>or Local Branch</b> of the Association in consultation with the appropriate Divisional Committee and on receiving its written approval, shall approach the CEC for obtaining permission to form a "Divisional Chapter" or herein named as "Chapter" where the Members classified under a specific group are not less than <b>75/35</b> respectively provided that the CEC may at a meeting specially called for the purpose decide to abolish a State / <b>Local Divisional Chapter</b> if, in its wisdom, the Chapter has not been functioning properly.	A State or Local branch of the Association in consultation with the appropriate Divisional Committee and on receiving its written approval shall approach the CEC for obtaining permission to form a "Divisional Chapter" or herein named as "Chapter". The Members classified under a specific Chapter are not less than 25 for State branch and 15 for Local branch respectively provided that the CEC may at a meeting specially called for the purpose decide to abolish a State or Local branch if, in its wisdom, the Chapter has not been functioning properly.	Criteria revised
8.3	State and Local Divisional Chapter shall elect their own Executive Committees subject to the approval of the Divisional Committee.	<b>Deleted</b>	
8.4	A Divisional Chapter may be permitted to generate resources subject to the grant of permission from the Executive Council of the respective State / Local Branch of the Association followed by the approval from the Divisional Committee.  Every member, Associate member and Student member of the State / Local branches of the Association shall be entitled to attend and participate in	<b>Deleted</b>	

	symposia, lectures or conferences organized by any of the Divisional Chapters / Division or by the concerned Branch		
<b>8.5</b>	While the CEC may render to a State or Local Divisional Chapter whatever advise, encouragement or financial assistance, the financial or Legal responsibility for all actions taken by the Division / Chapter shall be exclusively that of the Division concerned.	<b>Deleted</b>	
<b>8.6</b>	All the Divisions shall work under the supervision of the CEC and all the State and Local chapters of each Division shall work under the supervision of respective State / Local Branch Executive Council, and will follow the general directives and guidelines issued by the Divisional Head Quarters. In the event of any difference, decision of CEC will be final.	All the Divisions and State chapters shall work under the supervision of the CEC.	Text revised
<b>8.7</b>	The founder Chairperson and the Executive Committee of each Divisional Chapter shall be nominated by the CEC for the first time on its formation but subsequently within a maximum period of two years of its formation shall organize and elect its own committee and its Office Bearers.	Deleted	
<b>8.8</b>	Everything being equal, Scientific papers and articles of interest received from members of the Division / <b>Chapters</b> shall also be considered for publishing in Indian Journal of Pharmaceutical Sciences or Pharma Times.	Everything being equal, Scientific papers and articles of interest received from members of the <b>Division</b> shall also be considered for publishing in Indian Journal of Pharmaceutical Sciences or Pharma Times.	Text revised
<b>8.9</b>	In all other matters not specified here the Divisional Committees and Divisional Chapters shall be guided by the Rules and Regulations of the Indian Pharmaceutical Association and the direction which the CEC may give from time to time.		
<b>9.0</b>	<b>Awards (Under Rule 3.16 )</b>	<b>Awards (Under Rule 3.16 )</b>	
<b>9.1</b>	The CEC shall approve guidelines for the following awards given by the Association. The CEC may amend these guidelines in its meeting held for that purpose as an when necessary.  Guidelines for Eminent Pharmacist Award  Guidelines for Fellowship Awards  Guidelines for IJPS Best Paper Awards	The CEC shall approve guidelines for any awards given by the Association or discontinue awards as and when necessary.  Currently the following awards are given by the Association  1. Eminent Pharmacist Award 2. Prof. M. L. Khorana Memorial Lecture Award 3. Fellowships 4. IRF Life Time Achievement Award 5. Best State / Local Branch Awards	Text revised to include other awards and provision for new awards as well as who can give awards of IPA

	<p>Guidelines for Elocution Competition Award</p> <p>Guidelines for Prof. M. L. Khorana Memorial Lecture</p> <p>Guidelines for Life Time Achievement Award</p> <p>Guidelines for Best Branch Award</p>	<p>6. Prof M. L. Khorana -IIPS Best Paper Awards</p> <p>7. Student Elocution Competition Awards</p> <p>8. Dr.M Venkateswarlu Memorial Lecture Award</p> <p>9. IPA President’s Special Oration Award</p> <p><b>10. Prof M. L. Shroff Medal</b></p> <p><b>11. Prof. M. L. Khorana Medal</b></p> <p>The CEC may amend these guidelines or incorporate new awards in its meeting held for that purpose as and when necessary. No state or local branch of IPA shall institute or give awards in the name of IPA without the approval of the CEC</p>	
<b>10.0</b>	<b>Model Rules and Bye laws for State and Local Branches (Under Rule 4.5)</b>	<b>Rules and Bye laws for State/Local Branches</b> <b>(Under Rule 4.5)</b>	
<b>10.1</b>	<b>NAME</b>  The name of the State Branch shall be “The Indian Pharmaceutical Association, _____ State Branch”	<b>Name</b>	
	<b>REGISTERED OFFICE</b> The registered office of the _____ State Branch shall be in the city of _____, _____. The registered office is situated _____ at _____ the _____.		
<b>10.2</b>	<b>DEFINITIONS</b>  In these Rules and Regulations unless there be anything repugnant to or inconsistent with the meaning thereof :  a) the ‘Association’ means the Indian Pharmaceutical Association b) ‘CEC’ means the Central Executive Council of the Association.		

	<p>c) the 'State Branch' means a Branch of the Association established at the capital city of _____ State presently at _____ with the approval of the CEC.</p> <p>d) The 'Local Branch' means a Branch of the Association established at any district place in the state of _____ or at any other town in the state of _____ with the approval of the CEC.</p> <p>e) 'Member' means a Member of the Indian Pharmaceutical Association and residing and/or working in the state of _____ as defined in the Rules and regulations of the Association</p> <p>f) 'SEC' means the State Executive Council of _____ State Branch constituted as provided in these rules.</p> <p>g) 'LEC' means the Local Executive Council of Local Branch of the Association constituted as provided in these rules.</p> <p>h) 'General Meeting' means a General Meeting of the _____ State Branch, whether Annual or Special.</p> <p>i) 'Office' means the registered office of the _____ State Branch.</p> <p>j) 'Office-Bearer' means the President, Vice-President, the Honorary Secretary, Joint Secretary and the Treasurer of the _____ State Branch.</p> <p>k) 'Official Year' shall be a period of 12 calendar months commencing from 1<sup>st</sup> April and ending on 31<sup>st</sup> March of the following year.</p> <p>l) 'The Secretary' means the Honorary Secretary of the _____ State Branch.</p>		
	<p><b>MEMBERSHIP</b></p> <p>a) All the members on the role of IPA and residing and/or working within the state of _____ shall be deemed to be the members of _____ State Branch on an application being made.</p> <p>b) Only the Members excluding Associate and Student Members shall have the right to vote at the general or</p>		

	<p>special meeting to elect office bearers of the SEC and to participate in the functioning of the _____ State Branch.</p> <p>c) The SEC may put up a proposal to CEC to expel any Member, Associate Member or Student Member from _____ State Branch or to terminate his/her membership if he/she is found guilty of conduct which SEC regards as rendering him/her unfit to be a member of the _____ State Branch.</p>		
	<p><b>EXECUTIVE COUNCIL, ITS POWERS, FUNCTIONS &amp; RESPONSIBILITIES</b></p>		
	<p>The management of affairs of the _____ State Branch shall vest in the State Executive Council which shall consist of the following:</p> <ul style="list-style-type: none"> <li>a) The President</li> <li>b) Vice-President</li> <li>c) the Honorary Secretary</li> <li>d) Joint Secretary (need based)</li> <li>e) Treasurer;</li> <li>f) Minimum three and maximum five SEC members</li> <li>g) Not more than two representatives of each Local Branch in the State of _____ shall be nominated by LEC.</li> <li>h) After establishment of Divisional Chapter, one seat for State Chapter of each Divisional Chapter shall be nominated by <b>SEC</b> in consultation with the Divisional chairman.</li> <li>i) The immediate past President of _____ State Branch</li> <li>k) Co-opted members (maximum 3)</li> <li>l) Invitees (maximum 5)</li> </ul> <p>Co-opted members and Invitees will not have right to vote.</p>	<p>h) Deleted</p>	<p>Text revised</p>



	<p>Provided further that the State Branches having 400 Members on roll will be eligible to have one more position for Vice President and maximum nine members on SEC</p>		
	<p>The President may invite former Office-Bearers and SEC members as also distinguished members of the Association to attend meeting of the SEC but the invitees will not have the right to vote. The invitees are eligible to be Chairmen/member(s) of committee(s) or subcommittee(s) appointed by the SEC for any specified purpose.</p>		
	<p>a) An Office Bearer or the SEC Member of the State Branch shall hold office for a term of two years and shall be eligible for re-election or re-nomination as the case may be.</p> <p>b) Provided further that the President of the State Branch who has held office for a term of two consecutive years, shall be eligible for re-election for only one more consecutive term of two years and thereafter shall not be eligible for re- election until two years thereafter.</p> <p>c) Provided further that an Office Bearer shall continue to hold office until his successor is elected.</p>	<p>a) An Office Bearer or the SEC Member of the Branch shall hold office for a term of two years and shall be eligible for re-election or re-nomination as the case may be. The nominee contesting the election of an Office Bearer of the Branch shall not be an office bearer of any federating associations of IPCA namely IPGA, IHPA, APTI and AIDCOC</p> <p>c) The term of the Office Bearers of the State Executive Council is for two years. If the elections of State branch are not completed within 6 months after the expiry of the term, the CEC directly would dissolve the SEC and appoint a Committee to conduct the elections under the direction of CEC. The dissolved SEC members cease to be a part of the Electoral College of the IPA central or State elections till a new body is elected and approved by the CEC</p>	<p>Criteria revised</p> <p>Clause modified</p>
	<p>An Officer-bearer shall not ordinarily hold more than one office, Under special circumstances, the SEC may permit an Office-bearer other than the President or Vice-President to hold another office but he/she shall have only one vote in the SEC.</p>		

	<p>The SEC shall fill all casual vacancies in the post of Office-Bearer or elected members of the SEC for the remainder of the respective terms by nomination.</p>	<p>The SEC shall fill all casual vacancies in the post of Office-Bearer or elected members of the SEC for the remainder of the respective terms by nomination meeting the eligibility criteria.</p>	<p>Criteria revised</p>
	<p>The SEC shall ordinarily meet once in every two months or at such other interval as may be necessary. Any member of the SEC desirous of bringing any special motion or proposition before the SEC shall give written advance notice of the same to the Secretary who shall include it in the agenda for the earliest SEC meeting.</p>		
	<p>Ten day's notice shall ordinarily be given for any meeting of the SEC provided that in exceptional cases the President may call a meeting at a shorter notice. Five members excluding invitees shall constitute a quorum for the SEC Meeting.</p>		
	<p>The President or in his/her absence, the Vice-President shall ordinarily preside at the meetings of the SEC. In the absence of both, the members present shall elect a Chairman for the meeting.</p>		
	<p>The decision of the majority of SEC members present at a meeting shall be treated as a decision of the SEC. The President shall have a casting vote in the event the SEC is equally divided on any resolution or proposition or matter.</p>		
	<p>The SEC shall have full power and control over all activities and functions of the _____ State Branch and shall have full control of the staff, fund and property of the _____ State Branch and power to transact all business of _____ State Branch and to incur all the necessary expenditure. The SEC shall also have power to appoint and from time to time remove such staff and other servants as the SEC may think fit and to fix and determine their remuneration and terms and conditions of service.</p>		
	<p>The SEC may from time to time at its discretion appoint from amongst its members or otherwise, sub-committee for special or particular purpose, delegate to any such sub-committee the functions and powers of the SEC relating thereto to be exercised</p>		

	<p>subject to report to and approval of the SEC. The SEC may from time to time modify the composition or functions of the sub-committee or may dissolve it. The President and the Secretary shall be ex-officio members of every sub-committee appointed by the SEC.</p>		
	<p>The elections of Office Bearers and members of SEC shall be conducted under the direction/supervision of an Observer nominated by the CEC for the ensuing term by February/March. The following procedure shall be adopted to elect the Office Bearers and SEC members. (Please refer Enclosure A)</p>		

	<p><b>Election Procedure for Office Bearers and Members on State Executive Council</b></p>	<p><b>Election Procedure for Office Bearers and Members on Executive Council of the State / Local Branch</b></p>	
	<p>1. Scope</p> <p>1.1 This Election procedure shall be adopted by every State Branch of the Association, for electing their Office Bearers and Members on State Executive Council. The Election procedure shall be effective from the date of its approval by the CEC.</p> <p>1.2 The following positions of SEC shall be elected.</p> <ul style="list-style-type: none"> <li>a) President one post</li> <li>b) Vice-President one post</li> <li>c) Honorary Secretary one post</li> <li>d) Joint Secretary (need based) one post</li> <li>e) Treasurer one post</li> <li>f) Council Members Minimum 3, Maximum 5</li> </ul> <p>2. Term of the Council</p> <p>The term of the Office Bearers of State Executive Council shall be for two years or till such time their successors are elected.</p>	<p>2. Term of the Council</p> <p>The term of the Office Bearers of the State Executive Council is for two years. If the elections of State branch are not completed within 6 months after the expiry of the term, the CEC directly would dissolve the SEC and appoint a Committee</p>	<p>Revised</p>

	<p>3. Election Rules</p> <p>3.1 These Rules shall be called the Election Rules of Office Bearers and Council members on the State Branch to be elected. They shall be deemed to have come into force from the date of their approval by CEC.</p> <p>3.2 The eligibility criteria and electoral college for various positions have been defined in the following table.</p> <p><b>President Eligibility Criteria</b></p> <p>The nominee shall be from Past Presidents, Past and existing Office Bearers of State Branch and/or of Local Branches in that State and shall be Ordinary/Life Member of the Association for at least 5 continuous years. The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA</p> <p><b>Electoral College</b> All the Life and Ordinary Members of the State Branch except Members of the Local Branches in that State and those who have paid their membership fees/membership subscription fees 90 days before the date of election, and all the LEC members of that State Branch except co-opted members and invitees.</p> <p><b>Vice President Eligibility Criteria</b></p>	<p>to conduct the elections under the direction of CEC. The dissolved SEC members cease to be a part of the Electoral College of the IPA central or State elections till a new body is elected and approved by the CEC</p> <p><b>3. Election Rules</b></p> <p><b>President Eligibility Criteria</b></p> <p>The nominee shall be from Past Presidents, Past and existing Office Bearer of the State and Local Branch and shall be Annual / Life Member of the Association for at least <u>6</u> continuous years. The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA namely APTI, IPGA, IHPA and AIDCOC during the previous two years at the time of filing nomination. The nominee candidate shall give undertaking that he/she would not take any office bearers position of other Pharmaceutical/Pharmacy associations affiliated to IPCA</p> <p><b>Vice President Eligibility Criteria</b></p>	<p>Criteria revised</p>
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	<p>The nominee shall be from Past and Existing Office Bearers of State Branch and/or of Local Branch in that State and shall be Ordinary / Life Member of the Association for at least 5 continuous years. The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA</p> <p>Electoral College All the Life and Ordinary Members of the State Branch except Members of the Local Branches in that State and those who have paid their membership fees/membership subscription fees 90 days before the date of election, and all the LEC members of that State Branch except co-opted members and invitees.</p> <p>Hon. Secretary/Treasurer Eligibility Criteria</p> <p>The nominee shall be from Past and Existing Secretaries, Treasurer and Council Members of the State Branch and shall be Ordinary/Life Member of the Association for at least 5 continuous years and shall be the resident of the city where the Headquarters of the State Branch is located. The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA</p> <p>Electoral College All the Life and Ordinary Members of the State Branch except Members of the Local Branches in that State and those who have paid their membership fees/membership subscription fees 90 days before the date of election, and all the LEC members of that State Branch except co-opted members and invitees</p>	<p>The nominee shall be from Past and Existing Office Bearers of State Branch and shall be Annual/Life Member of the Association for at least 5 continuous years. The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA namely APTI, IPGA, IHPA and AIDCOC during the previous two years at the time of filing nomination. The nominee candidate shall give undertaking that he/she would not take any office bearers position of other Pharmaceutical/Pharmacy associations affiliated to IPCA</p> <p><b>Hon. Secretary/Treasurer</b> Eligibility Criteria</p> <p>The nominee shall be from Past and Existing Secretaries, Treasurer and Council Members of the State Branch and shall be Annual/Life Member of the Association for at least <b>4</b> continuous years and shall be the resident of the city where the Branch is located. The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA namely APTI, IPGA, IHPA and AIDCOC during the previous two years at the time of filing nomination. The nominee candidate shall give undertaking that he/she would not take any office bearers position of other Pharmaceutical/Pharmacy associations affiliated to IPCA</p>	<p>Criteria revised</p> <p>Criteria revised</p>
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	<p><b>Joint Secretary Eligibility Criteria</b></p> <p>The nominee shall be Council Member and Member of the State Branch and shall be Ordinary/Life Member of IPA for at least 3 continuous years. The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA</p> <p><b>Electoral College</b> All the Life and Ordinary Members of the State Branch except Members of the Local Branches in that State and those who have paid their membership fees/membership subscription fees 90 days before the date of election, and all the LEC members of that State Branch except co-opted members and invitees.</p> <p><b>Council Members Eligibility Criteria</b></p> <p>The nominee shall be Ordinary/Life member of the Association for at least three continuous years. The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA</p> <p><b>Electoral College</b> All the Life and Ordinary Members of the State Branch except Members of the Local Branches in that State and those who have paid their membership fees/membership subscription fees 90 days before the date of election, and all the LEC members of that State Branch except co-opted members and invitees.</p>	<p><b>Joint Secretary Eligibility Criteria</b></p> <p>The nominee shall be Council Member and Member of the State Branch and shall be Annual/Life Member of IPA for at least 3 continuous years. The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA namely APTI, IPGA, IHPA and AIDCOC during the previous two years at the time of filing nomination. The nominee candidate shall give undertaking that he/she would not take any office bearers position of other Pharmaceutical/Pharmacy associations affiliated to IPCA</p> <p><b>Council Members Eligibility Criteria</b></p> <p>The nominee shall be Ordinary/Life member of the Association for at least three continuous years. The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA namely APTI, IPGA, IHPA and AIDCOC during the previous two years at the time of filing nomination. The nominee candidate shall give undertaking that he/she would not take any office bearers position of other Pharmaceutical/Pharmacy associations affiliated to IPCA</p>	<p>Criteria revised</p>
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	<p>Note: Not more than three Council Members of the State Branch where the Headquarters of the State Branch is located and not more than two Council Members of the State Branch from the Districts where no Local Branch exists.</p> <p>3.3 The updated list of Electoral College shall be available with Hon. Gen. Secretary of the Association.</p> <p>3.4 The CEC <b>in its meeting held in September/October</b> shall appoint any Member either from the existing CEC Members or any other Member from the Association in the opinion of the CEC, competent of conducting the elections of the State Branches as an Observer and ensure that the implementation of election procedure as per the schedule. The State Executive Council elections shall be conducted under the direction of the Observer.</p> <p>3.5 On any and all issues not covered in this procedure, relating to the election, the Observer shall seek advice from CEC and the decision of CEC shall be binding on the members of the Association</p> <p>3.6 The State Branch before appointing the Returning Officer shall obtain an undertaking from the member proposed to be appointed as Returning Officer that he/she will not contest election nor propose or second any candidate and shall ensure the secrecy of the information relating to the election.</p> <p>3.7 The Returning Officer shall have authority to appoint such polling staff as may be necessary in his/her opinion for the purpose of conducting election.</p> <p>3.8 The Returning Officer shall prepare the Election Schedule for conducting the election of Office Bearers and Council Members of the State Branch as also the budget of expenses for the election purpose and shall forward to the SEC for approval.</p>	<p><b>Note: Deleted</b></p> <p>3.4 The CEC shall appoint any Member either from the existing CEC Members or any other Member from the Association in the opinion of the CEC, competent of monitoring the elections of any State Branch as an Observer if required. The State Branch will complete its election process before 31<sup>st</sup> March.</p>	<p><b>Deleted to match current practice</b></p> <p>Revised</p>
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	<p>3.9 The functions of the Returning Officer shall be as follows.</p> <p>To scrutinize the updated list of Members of the State Branch eligible to vote.</p> <p>To draw up detailed programme of election after taking into consideration the various stages of election process.</p> <p>To invite nominations, to receive and scrutinize them, to publish list of valid nominations and list of final nominations remaining after receiving consent or withdrawal of nominations if any.</p> <p>To make arrangements for election by postal ballot.</p> <p>To receive the ballot papers, to arrange counting of votes and to communicate the results of election to the successful candidates, President and Hon. Gen. Secretary of the Association.</p> <p>To take such other action/s as are necessary for and incidental to the election of the Office Bearers of the Association.</p> <p>3.10 The Returning Officer shall issue a notice inviting nominations from Members of the State Branch for the positions as mentioned under point no. 1.2 in "Form A" appended to these Rules.</p> <p>3.11 The nominations shall be received in "Form B" appended to these Rules which shall be sent to the members along with "Form A".</p> <p>3.12 The nominations shall be delivered to the Returning Officer within the period notified in the notice inviting nominations.</p>		
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<p>3.13 The nominations received till the last date fixed for receiving the nominations shall be scrutinized by the Returning Officer on the date and time fixed for scrutiny of nominations and the list of valid nominations shall be prepared. The Returning Officer shall communicate to the persons in writing who have nominated Candidates those are rejected stating reasons of rejection of their nominations. The Returning Officer shall also inform the valid nominees with regard to his/her nomination/s for the position/s and obtaining the consent.</p> <p>3.14 The Returning Officer shall communicate to the persons whose nominations have been declared valid and shall allow sufficient time to them to withdraw or give consent for their candidature by means of a letter addressed to the Returning Officer in “Form C” appended to these Rules. A candidate can contest for one position only. The Candidate shall inform to the Returning Officer through consent his/her choice of the position.</p> <p>3.15 If more than one valid nomination is received for any position, the Returning Officer will conduct election by secret postal ballot for that position. If there is only one valid nomination for any position the nominee shall be declared elected unopposed for the position.</p> <p>3.16 In the absence of any valid nomination for any of the positions, the position shall be filled by the SEC by nomination in its meeting held for that purpose.</p> <p>3.17 The ballot paper shall be in “Form D” appended to these Rules. It shall bear the seal of IPA and shall bear the signature of Returning Officer with date of issue.</p> <p>3.18 The names of the candidates in the ballot paper shall be arranged in alphabetical order with surname appearing first.</p>	<p>3.16 In the absence of any valid nomination for any of the positions, the position shall be filled by the SEC by nomination <b><u>meeting the eligibility criteria</u></b> in its meeting held for that purpose.</p>	<p>Text revised</p>
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	<p>3.19 The ballot paper along with necessary instructions will be sent to all the members of electoral college in a sealed envelop along with empty envelop having address on it for sending ballot papers back to the Returning Officer.</p> <p>3.20 The members after making voting mark on the ballot paper should place it in an envelope and shall seal it and place in another self- addressed envelope and send to the Returning Officer. The ballot paper should be sent to the Returning Officer in the envelopes provided by the Returning Officer. The ballot papers received in any other envelope will be invalid.</p> <p>3.21 The envelope of ballot papers received till the last date of receiving the same shall be opened by the Returning Officer on the date fixed for counting of votes. After counting the valid votes the Returning Officer shall prepare a list of elected Office Bearers and SEC Members and shall communicate in writing to successful candidates and forward a copy of the communication to the President and Hon. Gen. Secretary of the Association.</p> <p>3.22 If any candidate desirous to remain present at the time of counting of votes, he/she or his/her representative can remain present at the time of counting, at his/her own cost</p> <p>3.23 The ballot papers received after the last date of receiving will not be considered for counting.</p> <p>3.24 The Hon. Gen. Secretary shall announce the results of election in the next CEC meeting and shall communicate the results of election to the Hon. Secretary of the State Branch.</p> <p>3.25 The Hon. Secretary of the State Branch shall convene a meeting of the SEC to handover the charge of the Office to the newly elected Office Bearers. The elected Office Bearers will take charge from the outgoing President and the Office</p>		
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	<p>Bearers of the State Branch on 1<sup>st</sup> April or in a SEC meeting convened within 30 days from receiving the communication of the election results whichever is earlier.</p> <p>3.26 All the records pertaining to the election shall be sealed by the Returning Officer and shall hand over to the Hon. Gen. Secretary of the IPA.</p> <p>3.27 The Hon. Gen. Secretary shall carefully preserve the records under lock and key for a period of three months and destroy thereafter. However, if the result of the election is disputed/questioned within a period of three months from the date of the announcement of election results by any SEC member the records pertaining to election shall be preserved until final decision of dispute.</p> <p>3.28 If for any reason beyond the control of the Returning Officer, it is not possible to observe the time schedule prescribed under these Rules, the Returning Officer may revise the same with due notice to the CEC.</p> <p>3.29 The CEC if necessary may make amendments to these rules as and when applicable.</p>	<p>3.30 Once the election process starts the Branch shall not have right to interfere in the election process. Any objection in the conduct of election process shall be brought to the notice of the observer who will report it to the CEC and the decision taken by the CEC in that regard will be final and binding on the Returning officer and the members of the Branch.</p>	<p>New clause added</p>
	<p><b>LOCAL BRANCHES</b></p> <p>6.1 The SEC may recommend to CEC for its approval of a new Local Branch at a district place or at any town in that district in the state of _____ where the members of the Indian Pharmaceutical Association are not less than 35.</p>	<p>6.1 The SEC may recommend to CEC for its approval of a new Local Branch at a district place or at any town in that district in the <b>respective state</b>, where the members of the Indian Pharmaceutical Association are not less than 35.</p>	<p>Text revised</p>

	<p>6.2 All members, Associate Members and Student Members of residing in that district in the State of _____ shall <i>ipso-facto</i> be deemed to be members of that Local Branch. All Local Branches shall work under the supervision, control and authority of the State Executive Council.</p> <p>6.3 The Local Branch shall elect its own Local Executive Council under the supervision of a member nominated by the CEC and shall operate in accordance with the Model Rules and Bye laws as framed by the CEC. However, should there be a need to change or amend any Bye law, it would need the prior approval of the CEC.</p> <p>6.4 A Local Branch shall receive share of subscription of membership fees directly from the IPA Headquarters to cover the expenses for routine administration and correspondence. In addition the Local Branch shall mobilize resources for its activities provided that the Local Branch shall be responsible for their financial or other commitments and the SEC/CEC shall be kept indemnified against any legal liability arising out of the actions or omissions of the Local Branch.</p> <p>6.5 Every Local Branch shall submit to the CEC and SEC before 1<sup>st</sup> June, each year, an annual report of its activities and statement of accounts duly audited for the year ending 31<sup>st</sup> March. The control and supervision on financial activities of all the Local Branches shall vest in SEC and the Local Branches shall carry out the directives given by the SEC in this behalf from time to time.</p>	<p>6.2 All members, Associate Members and Student Members of residing in that district in the State shall <i>ipso-facto</i> be deemed to be members of that Local Branch. All Local Branches shall work under the supervision, control and authority of the State Executive Council.</p>	<p>Text revised</p>
	<p><b><u>ANNUAL AND SPECIAL GENERALMEETINGS</u></b></p> <p>The General Body comprising of Members of _____ State Branch shall be the final and supreme authority controlling the policy, organization and activities of _____ State Branch and its assets, liabilities and administration. The decision of the General Body shall be final and binding on all its members including the SEC.</p>	<p><b><u>ANNUAL AND SPECIAL GENERALMEETINGS</u></b></p> <p>The General Body comprising of Members of the State Branch shall be the final and supreme authority controlling the policy, organization and activities of the State Branch and its assets, liabilities and administration. The decision of the General Body shall be final and binding on all its members including the SEC.</p>	<p>Text revised</p>

<p>The Annual General Meeting of _____ State Branch shall be held once in a year at such time and place as the SEC may decide. A clear fourteen days’ notice shall be given for the Meeting and the agenda for it shall include the following namely:</p> <ul style="list-style-type: none"> <li>i) to consider the Annual Report and Audited statement of Accounts for the year ending 31<sup>st</sup> March previous thereto;</li> <li>ii) to appoint auditors for ensuing year and to fix their remuneration;</li> <li>iii) to consider and decide on any resolution which has been duly proposed and seconded by members and submitted to the SEC for its preliminary consideration at least thirty days before the time appointed for holding the meeting.</li> </ul> <p>A Special General Meeting may be called by the SEC or upon a requisition being signed by not less than five SEC Members or twenty five Members of _____ State Branch. No business shall be brought forward at any Special General Meeting except that for which it is convened and of which at least fourteen days notice together with details of the matter to be discussed is given to the Members.</p> <p>The quorum for the Annual General Meeting, or a Special General Meeting shall be 25 members.</p> <p>At all Annual or Special General meetings, the President or in his absence the Vice-President or in the absence of both of them one of the members elected at the meeting as Chairman, shall preside. All the decisions/resolutions shall be taken / passed by a majority vote of persons present and voting at the General or Special Meeting. The President shall have a casting vote in the event the General Body is equally divided on any resolution or proposition or matter.</p> <p>If within half an hour of the time appointed for any General Meeting, quorum is not present, the meeting if convened upon the requisition</p>	<p>The Annual General Meeting of the State Branch shall be held once in a year before 15<sup>th</sup> August at such time and place as the SEC may decide. A clear fourteen days’ notice shall be given for the Meeting and the agenda for it shall include the following namely:</p> <p>A Special General Meeting may be called by the SEC or upon a requisition being signed by not less than five SEC Members or twenty five Members of the State Branch. No business shall be brought forward at any Special General Meeting except that for which it is convened and of which at least fourteen days notice together with details of the matter to be discussed is given to the Members.</p>	<p>Date of AGM introduced</p> <p>Text revised</p>
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	<p>of Members or SEC Members shall be dissolved. In any other case, it shall stand adjourned to the same day and at the same place, after half an hour. At such an adjourned meeting, the Members then present shall dispose of the work, which was to have been placed before the original meeting and the members present shall form a quorum.</p>		
	<p><b>AUDITORS</b></p> <p>The Accounts of _____ State Branch shall be audited by duly qualified auditor or auditors who shall be appointed on such terms and remuneration as may be fixed, by the Annual General Meeting.</p>	<p><b>Auditors</b></p> <p>The Accounts of the State Branch shall be audited by duly qualified auditor or auditors who shall be appointed on such terms and remuneration as may be fixed, by the Annual General Meeting.</p>	<p>Text revised</p>
	<p><b><u>PROPERTY AND FUNDS</u></b></p> <p>9.1 All funds of _____ State Branch shall be deposited in any Nationalized Bank Account, which shall be operated under the joint signature of any two of the following Office-Bearers:</p> <ol style="list-style-type: none"> <li>1. The President or</li> <li>2. The Vice-President or</li> <li>3. The Honorary Secretary or</li> <li>4. The Treasurer.</li> </ol> <p>9.2 The whole property belonging to or under the control of _____ State shall be subject to the management, direction and control of the SEC and it shall not be disposed of or otherwise dealt with except in pursuance of a Resolution of the SEC or the Resolution of the General Body and finally approved by the CEC.</p> <p>9.3 The SEC is empowered to invest funds of _____ State Branch at its discretion in any investment for the time being authorised by law for the investment in trust funds or in any fixed deposits with any nationalized Bank or banks and such investment shall not</p>	<p><b>Property and funds</b></p> <p>9.2 All funds of the State Branch shall be deposited in any Nationalized Bank Account, which shall be operated under the joint signature of any two of the following Office-Bearers:</p> <ol style="list-style-type: none"> <li>1. The President or</li> <li>2. The Vice-President or</li> <li>3. The Honorary Secretary or</li> <li>4. The Treasurer.</li> </ol> <p>9.2 The whole property belonging to or under the control of the State shall be subject to the management, direction and control of the SEC and it shall not be disposed of or otherwise dealt with except in pursuance of a Resolution of the SEC or the Resolution of the General Body and finally approved by the CEC.</p> <p>9.3 The SEC is empowered to invest funds of the State Branch at its discretion in any investment for the time being authorised by law for the investment in trust funds or in any fixed deposits with any nationalized Bank or banks and such</p>	<p>Text revised</p> <p>Text revised</p> <p>Text revised</p>

	<p>be disposed of or dealt with except in accordance with the resolution passed by the SEC.</p> <p>9.4 The _____ State Branch shall receive share of subscription of Membership fees directly from the IPA Headquarters to cover the expenses for routine administration and correspondence. In addition the _____ State Branch shall mobilize resources for its activities provided that the _____ State Branch shall be responsible for their financial or other commitments and the CEC shall be kept indemnified against any legal liability arising out of the actions or omissions of the _____ State Branch.</p>	<p>investment shall not be disposed of or dealt with except in accordance with the resolution passed by the SEC.</p> <p>9.4 The State Branch shall receive share of subscription of <b>Life and Annual</b> Membership fees directly from the IPA Headquarters to cover the expenses for routine administration and correspondence. In addition, the State Branch shall mobilize resources for its activities provided that the State Branch shall be responsible for their financial or other commitments and the CEC shall be kept indemnified against any legal liability arising out of the actions or omissions of the State Branch.</p>	<p>Text revised</p>
	<p><b><u>COMMON SEAL</u></b></p> <p>10.1 The Common Seal of _____ State Branch shall consist of the following design in <b>IPA – Blue</b> colour and shall bear the following motto in Devnagari Script namely.</p> <div style="text-align: center;">  <p>_____ State Branch</p> </div> <p>10.2 The Common Seal may be set or affixed to any deed, instrument or writing executed or subscribed pursuant to a Resolution of the SEC in the presence of the President or the Secretary or any two members of the SEC duly authorized by the SEC and they shall sign every instrument to which the seal of _____ State Branch is so affixed.</p>	<p><b>Common seal</b></p> <p>10.1 The Common Seal of the State Branch shall consist of the following design in <b>IPA – Blue</b> colour and shall bear the following motto in Devnagari Script namely.</p> <p>10.2 The Common Seal may be set or affixed to any deed, instrument or writing executed or subscribed pursuant to a Resolution of the SEC in the presence of the President or the Secretary or any two members of the SEC duly authorized by the SEC and they shall sign every instrument to which the seal of the State Branch is so affixed.</p>	<p>Text revised</p> <p>Text revised</p>

	<p><b><u>SERVING OF NOTICE</u></b></p> <p>11.1 All notices shall be issued by the Secretary and such notice when left at the place of business or residence or transmitted by post addressed to the place of business or residence of the person concerned or published in the official publication of _____ State Branch, shall be considered as duly served on the person.</p> <p>11.2 Notices for convening Annual of Special General Meetings and SEC Meetings shall be issued not less than fourteen and ten clear days respectively before the day appointed for the meeting.</p>	<p><b><u>SERVING OF NOTICE</u></b></p> <p>11.1 All notices shall be issued by the Secretary and such notice when left at the place of business or residence or transmitted by post addressed to the place of business or residence of the person concerned or published in the official publication of the State Branch, shall be considered as duly served on the person.</p>	<p>Text revised</p>
	<p><b><u>OFFICE-BEARERS</u></b></p> <p>12.1 The Secretary shall have among others the following duties namely;</p> <ul style="list-style-type: none"> <li>i) to superintend the affairs of _____ State Branch under the directions of the SEC;</li> <li>ii) to maintain the records of _____ State Branch, to issue all notices, to record properly the minutes of all meetings;</li> <li>iii) to keep in safe custody all documents and property including seal of the Association belonging to _____ State Branch;</li> <li>iv) to report generally on all matters to the SEC and</li> <li>v) to consult and act on the instructions of the President or in his/her absence the Vice-President on urgent matters.</li> </ul> <p>12.2 The Treasurer shall receive for and on behalf of _____ State Branch all donations and sums paid to _____ State Branch and shall deposit all such moneys with the bankers. He shall disburse money on behalf</p>	<p><b><u>Office-bearers</u></b></p> <p>12.1 The Secretary shall have among others the following duties namely;</p> <ul style="list-style-type: none"> <li>ii) to superintend the affairs of the State Branch under the directions of the SEC;</li> <li>ii) to maintain the records of the State Branch, to issue all notices, to record properly the minutes of all meetings;</li> <li>iii) to keep in safe custody all documents and property including seal of the Association belonging to the State Branch;</li> <li>iv) to report generally on all matters to the SEC and</li> <li>v) to consult and act on the instructions of the President or in his/her absence the Vice-President on urgent matters.</li> </ul> <p>12.2 The Treasurer shall receive for and on behalf of the State Branch all donations and sums paid to the State Branch and shall deposit all such moneys with the bankers. He shall</p>	<p>Text revised</p> <p>Text revised</p>



	of SEC and shall submit periodical statements of accounts to the SEC.	disburse money on behalf of SEC and shall submit periodical statements of accounts to the SEC.	
	<p><b><u>AMENDMENT TO THE RULES AND REGULATIONS</u></b></p> <p>No addition, alternation or amendment shall be made to or in these Rules and Bye-laws unless the same has been previously approved by the CEC and then adopted by the Resolution duly passed at a Special General Meeting convened for the purpose.</p>	<p><b><u>AMENDMENT TO THE RULES AND REGULATIONS</u></b></p>	
	<p><b><u>MISCELLANEOUS</u></b></p> <p>14.1 The accidental omission to give notice of a meeting to or the non-receipt of notice of a meeting by any member shall not invalidate the proceedings of any meeting.</p> <p>14.2 Every Member, Student member and Associate Member shall be bound by these Rules as in force from time to time.</p>	<p><b>Miscellaneous</b></p>	
	<p><b><u>DISPUTES</u></b></p> <p>Any dispute between an aggrieved member or an aggrieved person who has ceased to be a member and/or an Office bearer of _____ State Branch shall be referred to the CEC whose decision thereon shall be final.</p>	<p><b>Disputes</b></p> <p>Any dispute between an aggrieved member or an aggrieved person who has ceased to be a member and/or an Office bearer of the State Branch shall be referred to the CEC whose decision thereon shall be final.</p>	Text revised

**THE INDIAN PHARMACEUTICAL ASSOCIATION  
MEMORANDUM OF ASSOCIATION  
Local Branch**

	Existing Text	Revised Text	Justification for change
	<b>MODEL RULES AND BYE-LAWS FOR LOCAL BRANCH (Under Rule 4.5)</b>	<b>MODEL RULES AND BYE-LAWS FOR LOCAL BRANCH (Under Rule 4.5)</b>	
<b>4.</b>	<b><u>NAME</u></b>  The name of the Local Branch shall be "The Indian Pharmaceutical Association, _____ Local Branch"	The name of the Local Branch shall be "The Indian Pharmaceutical Association, _____ Local Branch"	
<b>5.</b>	<b><u>REGISTERED OFFICE</u></b>  The registered office of <b>the</b> _____ Local Branch shall be in the city of _____, _____. The registered office is situated at the _____.	The registered office of the Local Branch shall be in the city of _____, _____. The registered office is situated at the _____.	Text revised
<b>6.</b>	<b><u>DEFINITIONS</u></b>  In these Rules and Regulations unless there be anything repugnant to or inconsistent with the meaning thereof :  a) the 'Association' means the Indian Pharmaceutical Association b) 'CEC' means the Central Executive Council of the Association. c) the 'State Branch' means a Branch of the Association established at the capital city of _____ State presently at _____ with the approval of the CEC. d) the 'Local Branch' means a Branch of the Association established at _____, district presently at _____ in the state of _____ with the approval of the CEC. e) 'Member' means a Member of the Indian Pharmaceutical Association and residing and/or working in _____ District, the state of _____ as defined in the Rules and regulations of the Association		

	<p>f) 'SEC' means the State Executive Council of _____ State Branch constituted as provided in these rules.</p> <p>g) 'LEC' means the Local Executive Council of _____ Local Branch of the Association constituted as provided in these rules.</p> <p>h) 'General Meeting' means a General Meeting of the _____ Local Branch, whether Annual or Special.</p> <p>i) 'Office' means the registered office of the _____ Local Branch.</p> <p>j) 'Office-Bearer' means the President, Vice-President, the Honorary Secretary, Joint Secretary and the Treasurer of the _____ Local Branch.</p> <p>k) 'Official Year' shall be a period of 12 calendar months commencing from 1<sup>st</sup> April and ending on 31<sup>st</sup> March of the following year.</p> <p>l) 'The Secretary' means the Honorary Secretary of the _____ Local Branch.</p>		
7.	<p><b><u>RULES AND BYE LAWS</u></b></p> <p><b><u>MEMBERSHIP</u></b></p> <p>a) All the members on the role of IPA and residing and/or working within the district of _____, state of Maharashtra shall be deemed to be the members of _____ Local Branch on an application being made.</p> <p>b) Only the Members excluding Associate and Student Members shall have the right to vote at the general or special meeting to elect office bearers of the LEC and to participate in the functioning of the _____ Local Branch.</p> <p>c)</p>		
8.	<p><b><u>EXECUTIVE COUNCIL, ITS POWERS, FUNCTIONS &amp; RESPONSIBILITIES</u></b></p> <p><sup>1</sup>The management of affairs of the _____ Local Branch shall vest in the Local Executive Council which shall consist of the following:</p> <p>a) the President</p> <p>b) the Vice-President</p>		

	<p>c) the Honorary Secretary  d) Joint Secretary (Need based)  e) Treasurer;  f) Maximum five LEC members  g) After establishment of Divisional Chapter, one seat for Local Chapter of each Divisional Chapter shall be nominated in consultation with the Divisional Chairman.  h) the immediate past President of _____ Local Branch  i) co-opted members (maximum 2)  j) Invitees (maximum 3)</p> <p>Co-opted members and Invitees will not have right to vote.</p>	g) deleted	Text revised
	<p>The President may invite former Office-Bearers and LEC members as also distinguished members of the Association to attend meeting of the LEC but the invitees will not have the right to vote. The invitees are eligible to be Chairmen/member(s) of committee(s) or subcommittee(s) appointed by the LEC for any specified purpose.</p>		
	<p>The Office Bearer or the LEC Member of Local Branch shall hold office for a term of two years and shall be eligible for re-election except that the President who has held the office for two years shall not be eligible for re-election until two years thereafter.</p> <p>In any case an Office-bearer shall continue to hold the office until his/her successor is elected.</p>	<p>The nominee contesting the election of an Office Bearer of the branch shall not be an Office Bearer of any federating associations of IPCA namely IPGA, IHPA, APTI and AIDCOC</p> <p>The term of the Office Bearers of the Local Executive Council is for two years. If the elections of Local branch are not completed within 6 months after the expiry of the term, the CEC in consultation with SEC would dissolve the LEC and appoint a Committee to conduct the elections under the direction of CEC. The dissolved LEC members cease to be a part of the Electoral College of the State elections till a new body is elected and approved by the CEC</p>	Criteria revised
	<p>An Officer-bearer shall not ordinarily hold more than one office, Under special circumstances, the LEC may permit an Office-bearer other than the President or Vice-President to hold another office but he/she shall have only one vote in the LEC.</p>		
	<p>The LEC shall fill all casual vacancies in the post of Office-Bearer or elected members of the LEC for the remainder of the respective terms by nomination.</p>	<p>The LEC shall fill all casual vacancies in the post of Office-Bearer or elected members of the LEC for the remainder of the respective terms by nomination meeting the eligibility criteria</p>	Criteria revised

	The LEC shall ordinarily meet once in every two months or at such other interval as may be necessary. Any member of the LEC desirous of bringing any special motion or proposition before the LEC shall give written advance notice of the same to the Secretary who shall include it in the agenda for the earliest LEC meeting.		
	Ten day's notice shall ordinarily be given for any meeting of the LEC provided that in exceptional cases the President may call a meeting at a shorter notice. Five members excluding invitees shall constitute a quorum for the LEC Meeting.		
	The President or in his/her absence, the Vice-President shall ordinarily preside at the meetings of the LEC. In the absence of both, the members present shall elect a Chairman for the meeting.		
	The decision of the majority of LEC members present at a meeting shall be treated as a decision of the LEC. The President shall have a casting vote in the event the LEC is equally divided on any resolution or proposition or matter.		
	The LEC shall have full power and control over all activities and functions of the _____ Local Branch and shall have full control of the staff, fund and property of the _____ Local Branch and power to transact all business of _____ Local Branch and to incur all the necessary expenditure. The LEC shall also have power to appoint and from time to time remove such staff and other servants as the LEC may think fit and to fix and determine their remuneration and terms and conditions of service.		
	The LEC may from time to time at its discretion appoint from amongst its members or otherwise, sub-committee for special or particular purpose, delegate to any such sub-committee the functions and powers of the LEC relating thereto to be exercised subject to report to and approval of the LEC. The LEC may from time to time modify the composition or functions of the sub-committee or may dissolve it. The President and the Secretary shall be ex-officio members of every sub-committee appointed by the LEC.		

	<p>The elections of Office Bearers and members of LEC shall be conducted under the supervision of a member nominated by the CEC for the ensuing term by February/March. The following procedure shall be adopted to elect the Office Bearers and LEC members. (Please refer Enclosure A)</p>																				
	<p>Every Local Branch shall submit to the CEC and SEC before <b>1<sup>st</sup> August</b>, each year, an annual report of its activities and statement of accounts duly audited for the year ending 31<sup>st</sup> March.</p>																				
	<p><b>Election Procedure for Office Bearers and Members on Local Executive Council</b></p>	<p><b>Election Procedure for Office Bearers and Members on Local Executive Council</b></p>																			
	<p><b>1. Scope</b></p> <p>1.1 This Election procedure shall be adopted by all Local Branches of the Association, for electing their Office Bearers and Members on Local Executive Council. The Election procedure shall be effective from the date of its approval by the CEC.</p> <p>1.2 The following positions shall be elected.</p> <table border="0" style="margin-left: 40px;"> <tr> <td>a) President</td> <td>-</td> <td>one post</td> </tr> <tr> <td>b) Vice-President</td> <td>-</td> <td>one post</td> </tr> <tr> <td>c) Honorary Secretary</td> <td>-</td> <td>one post</td> </tr> <tr> <td>d) Joint Secretary (need based)</td> <td>-</td> <td>one post</td> </tr> <tr> <td>e) Treasurer</td> <td>-</td> <td>one post</td> </tr> <tr> <td>f) Council Members</td> <td>-</td> <td>Maximum 3</td> </tr> </table> <p><b>2. Term of the Council</b></p> <p>The term of the Office Bearers of Local Executive Council shall be for two years or till such time their successors are elected.</p>	a) President	-	one post	b) Vice-President	-	one post	c) Honorary Secretary	-	one post	d) Joint Secretary (need based)	-	one post	e) Treasurer	-	one post	f) Council Members	-	Maximum 3	<p><b>2. Term of the Council</b></p> <p>The term of the Office Bearers of Executive Council shall be for two years. If the elections does not happen for six months of due date, the CEC will decide the appropriate steps in consultation with SEC would dissolve the LEC and appoint a Committee to conduct the elections under direction of CEC. The dissolved LEC members ceased to be part of the electoral college of the State elections till the new body is elected and approved by the CEC</p>	
a) President	-	one post																			
b) Vice-President	-	one post																			
c) Honorary Secretary	-	one post																			
d) Joint Secretary (need based)	-	one post																			
e) Treasurer	-	one post																			
f) Council Members	-	Maximum 3																			

<p><b>3. Election Rules</b></p> <p>3.1 These Rules shall be called the Election Rules of Office Bearers and Council members on the Local Branch to be elected. They shall be deemed to have come into force from the date of their approval by CEC.</p> <p>3.2 The eligibility criteria and electoral college for various positions have been defined in the following table.</p> <p><b>President</b> Eligibility Criteria</p> <p>The nominee shall be from Past Presidents, Past and existing Office Bearers of Local Branch and shall be Ordinary/Life Member of the Association for at least 5 continuous years. The candidate should not be an Office Bearer of other Pharmaceutical / Pharmacy associations affiliated to IPCA</p> <p><b>Electoral college</b> All the Life and Ordinary Members of the Local Branch and those who have paid their membership fees/membership subscription fees 90 days before the date of election.</p> <p><b>Vice President</b> Eligibility Criteria</p> <p>The nominee shall be from Past and Existing Office Bearers of Local Branch and shall be Ordinary / Life Member of the Association for at least 3 continuous years. The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA</p>	<p><b>3. Election Rules</b></p> <p><b>President</b> Eligibility Criteria</p> <p>The nominee shall be from Past Presidents, Past and existing Office Bearers of Local Branch and shall be Ordinary/Life Member of the Association for at least 5 continuous years. The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA namely APTI, IPGA, IHPA and AIDCOC during the previous two years at the time of filing nomination. The nominee candidate shall give undertaking that he/she would not take any office bearers position of other Pharmaceutical/Pharmacy associations affiliated to IPCA</p> <p><b>Vice President</b> Eligibility Criteria</p> <p>The nominee shall be from Past and Existing Office Bearers of Local Branch and shall be Ordinary/Life Member of the Association for at least 3 continuous years. The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA namely APTI, IPGA, IHPA and AIDCOC during the previous two years at the time of filing nomination. The nominee candidate shall give undertaking that he/she would not take any office bearers position of other Pharmaceutical/Pharmacy associations affiliated to IPCA</p>	<p>Criteria revised</p> <p>Criteria revised</p>
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<p>Electoral College All the Life and Ordinary Members of the Local Branch and those who have paid their membership fees/membership subscription fees 90 days before the date of election.</p> <p>Hon. Secretary / Treasurer Eligibility Criteria</p> <p>The nominee shall be from Past and Existing Secretaries, Treasurer and Council Members of the Local Branch and shall be Ordinary/Life Member of the Association for at least 2 continuous years and shall be the resident of the city where the Headquarters of the Local Branch is located. The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA</p>	<p><b>Hon. Secretary/Treasurer</b> Eligibility Criteria</p> <p>The nominee shall be from Past and Existing Secretaries, Treasurer and Council Members of the Local Branch and shall be Ordinary/Life Member of the Association for at least 2 continuous years and shall be the resident of the city where the Headquarters of the Local Branch is located. The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA namely APTI, IPGA, IHPA and AIDCOC during the previous two years at the time of filing nomination. The nominee candidate shall give undertaking that he/she would not take any office bearers position of other Pharmaceutical/Pharmacy associations affiliated to IPCA</p>	<p>Criteria revised</p>
<p>Electoral College All the Life and Ordinary Members of the Local Branch and those who have paid their membership fees/membership subscription fees 90 days before the date of election.</p> <p>Joint Secretary (need based) Eligibility Criteria</p> <p>The nominee shall be Council Member and Member of the Local Branch and shall be Ordinary/Life Member of IPA for atleast 2 continuous years. The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA</p>	<p><b>Joint Secretary (need based)</b> Eligibility Criteria</p> <p>The nominee shall be Council Member and Member of the Local Branch and shall be Ordinary/Life Member of IPA for atleast 2 continuous years. The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA namely APTI, IPGA, IHPA and AIDCOC during the previous two years at the time of filing nomination. The nominee candidate shall give undertaking that he/she would not take any office bearers position of other Pharmaceutical / Pharmacy associations affiliated to IPCA</p>	<p>Criteria revised</p>
<p>Electoral College All the Life and Ordinary Members of the Local Branch and those who have paid their membership fees/membership subscription fees 90 days before the date of election.</p>		



	<p><b>Council Members Eligibility Criteria</b></p> <p>The nominee shall be Council Member of the Local Branch. The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA</p> <p><b>Electoral College</b> All the Life and Ordinary Members of the Local Branch and those who have paid their membership fees/membership subscription fees 90 days before the date of election.</p> <p>3.3 The updated list of Electoral College shall be available with Hon. Gen. Secretary of the Association.</p> <p>3.4 The CEC in its meeting held in September/October shall appoint any Member either from the existing CEC Members or any other Member from the Association in the opinion of the CEC, competent of conducting the elections of the Local Branches as an Observer and ensure that the implementation of election procedure as per the schedule. The Local Executive Council elections shall be conducted under the direction of the Observer.</p> <p>3.5 On any and all issues not covered in this procedure, relating to the election, the Observer shall seek advice from CEC and the decision of CEC shall be binding on the members of the Association</p> <p>3.6 The Local Branch before appointing the Returning Officer shall obtain an undertaking from the member proposed to be appointed as Returning Officer that he/she will not contest election nor propose or second any candidate and shall ensure the secrecy of the information relating to the election.</p>	<p><b>Council Members Eligibility Criteria</b></p> <p>The nominee shall be Council Member of the Local Branch. The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA namely APTI, IPGA, IHPA and AIDCOC during the previous two years at the time of filing nomination. The nominee candidate shall give undertaking that he/she would not take any office bearers position of other Pharmaceutical/Pharmacy associations affiliated to IPCA</p> <p>3.4 The CEC shall appoint any Member either from the existing CEC Members or any other Member from the Association in the opinion of the CEC, competent of monitoring the elections of any Local Branch as an Observer if required. The Local Branch will complete its election process before 31<sup>st</sup> March.</p>	<p>Criteria revised</p> <p>Revised</p>
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	<p>3.7 The Returning Officer shall have authority to appoint such polling staff as may be necessary in his/her opinion for the purpose of conducting election.</p> <p>3.8 The Returning Officer shall prepare the Election Schedule for conducting the election of Office Bearers and Council Members of the Local Branch as also the budget of expenses for the election purpose and shall forward to the CEC for approval.</p> <p>3.9 The functions of the Returning Officer shall be as follows.</p> <p style="padding-left: 40px;">To scrutinize the updated list of Members of the Local Branch eligible to vote.</p> <p style="padding-left: 40px;">To draw up detailed programme of election after taking into consideration the various stages of election process.</p> <p style="padding-left: 40px;">To invite nominations, to receive and scrutinize them, to publish list of valid nominations and list of final nominations remaining after receiving consent or withdrawal of nominations if any.</p> <p style="padding-left: 40px;">To make arrangements for election by postal ballot.</p> <p style="padding-left: 40px;">To receive the ballot papers, to arrange counting of votes and to communicate the results of election to the successful candidates, President and Hon. Gen. Secretary of the Association.</p> <p style="padding-left: 40px;">To take such other action/s as are necessary for and incidental to the election of the Office Bearers of the Association.</p> <p>3.10 The Returning Officer shall issue a notice inviting nominations from Members of the Local Branch for the positions as mentioned under point no. 1.2 in "Form A" appended to these Rules.</p> <p>3.11 The nominations shall be received in "Form B" appended to these Rules which shall be sent to the members along with "Form A".</p>		
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	<p>3.12 The nominations shall be delivered to the Returning Officer within the period notified in the notice inviting nominations.</p> <p>3.13 The nominations received till the last date fixed for receiving the nominations shall be scrutinized by the Returning Officer on the date and time fixed for scrutiny of nominations and the list of valid nominations shall be prepared. The Returning Officer shall communicate to the persons in writing who have nominated Candidates those are rejected stating reasons of rejection of their nominations. The Returning Officer shall also inform the valid nominees with regard to his/her nomination/s for the position/s and obtaining the consent.</p> <p>3.14 The Returning Officer shall communicate to the persons whose nominations have been declared valid and shall allow sufficient time to them to withdraw or give consent for their candidature by means of a letter addressed to the Returning Officer in “Form C” appended to these Rules. A candidate can contest for one position only. The Candidate shall inform to the Returning Officer through consent his/her choice of the position.</p> <p>3.15 If more than one valid nomination is received for any positions, the Returning Officer will conduct election by secret postal ballot for that position. If there is only one valid nomination for any position the nominee shall be declared elected unopposed for the position.</p> <p>3.16 In the absence of any valid nomination for any of the positions, the position shall be filled by the LEC by nomination in its meeting held for that purpose.</p> <p>3.17 The ballot paper shall be in “Form D” appended to these Rules. It shall bear the seal of IPA and shall bear the signature of Returning Officer with date of issue.</p> <p>3.18 The names of the candidates in the ballot paper shall be arranged in alphabetical order with surname appearing first.</p>	<p>3.16 In the absence of any valid nomination for any of the positions, the position shall be filled by the LEC by nomination <u>meeting the eligibility criteria</u> in its meeting held for that purpose.</p>	<p>Revised</p>
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	<p>3.19 The ballot paper along with necessary instructions will be sent to all the members of electoral college in a sealed envelop along with empty envelop having address on it for sending ballot papers back to the Returning Officer.</p> <p>3.20 The members after making voting mark on the ballot paper should place it in an envelope and shall seal it and place in another self- addressed envelope and send to the Returning Officer. The ballot paper should be sent to the Returning Officer in the envelopes provided by the Returning Officer. The ballot papers received in any other envelope will be invalid.</p> <p>3.21 The envelope of ballot papers received till the last date of receiving the same shall be opened by the Returning Officer on the date fixed for counting of votes. After counting the valid votes the Returning Officer shall prepare a list of elected Office Bearers and LEC Members and shall communicate in writing to successful candidates and forward a copy of the communication to the President and Hon. Gen. Secretary of the Association.</p> <p>3.22 If any candidate desirous to remain present at the time of counting of votes, he/she or his/her representative can remain present at the time of counting, at his/her own cost.</p> <p>3.23 The ballot papers received after the last date of receiving will not be considered for counting.</p> <p>3.24 The Hon. Gen. Secretary shall announce the results of election in the next CEC meeting and shall communicate the results of election to the Hon. Secretary of the Local Branch.</p> <p>3.25 The Hon. Secretary of the Local Branch shall convene a meeting of the LEC to handover the charge of the Office to the newly elected Office Bearers. The elected Office Bearers will take charge from the outgoing President and the Office Bearers of the Local Branch on 1<sup>st</sup> April or in a LEC meeting convened within 30 days from receiving the communication of the election results which ever is earlier.</p>		
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	<p>3.26 All the records pertaining to the election shall be sealed by the Returning Officer and shall hand over to the Hon. Gen. Secretary of the IPA.</p> <p>3.27 The Hon. Gen. Secretary shall carefully preserve the records under lock and key for a period of three months and destroy thereafter. However, if the result of the election is disputed/questioned within a period of three months from the date of the announcement of election results by any LEC, the records pertaining to election shall be preserved until final decision of dispute.</p> <p>3.28 If for any reason beyond the control of the Returning Officer, it is not possible to observe the time schedule prescribed under these Rules, the Returning Officer may revise the same with due notice to the CEC.</p> <p>3.29 The CEC if necessary may make amendments to these rules as and when applicable.</p>	<p>3.30 Once the election process starts the Branch shall not have right to interfere in the election process. Any objection in the conduct of election process shall be brought to the notice of the observer who will report it to the CEC and the decision taken by the CEC in that regard will be final and binding on the Returning officer and the members of the Branch.</p>	<p>New Clause added</p>
	<p><b><u>ANNUAL AND SPECIAL GENERALMEETINGS</u></b></p> <p>The General Body comprising of Members of _____ Local Branch shall be the final and supreme authority controlling the policy, organization and activities of _____ Local Branch and its assets, liabilities and administration. The decision of the General Body shall be final and binding on all its members including the LEC.</p> <p>The Annual General Meeting of _____ Local Branch shall be held once in a year at such time and place as the LEC may decide. A clear fourteen days' notice shall be given for the Meeting and the agenda for it shall include the following namely:</p>	<p><b><u>ANNUAL AND SPECIAL GENERALMEETINGS</u></b></p> <p>The Annual General Meeting of the Local Branch shall be held once in a year before 15<sup>th</sup> August at such time and place as the LEC may decide. A clear fourteen days' notice shall be given for the Meeting and the agenda for it shall include the following namely:</p>	<p>Date of AGM introduced</p>

	<p>i) to consider the Annual Report and Audited statement of Accounts for the year ending 31<sup>st</sup> March previous thereto;</p> <p>ii) to appoint auditors for ensuing year and to fix their remuneration;</p> <p>iii) to consider and decide on any resolution which has been duly proposed and seconded by members and submitted to the LEC for its preliminary consideration at least thirty days before the time appointed for holding the meeting.</p> <p>A Special General Meeting may be called by the LEC or upon a requisition being signed by not less than five LEC Members or twenty five Members of _____ Local Branch. No business shall be brought forward at any Special General Meeting except that for which it is convened and of which at least fourteen days notice together with details of the matter to be discussed is given to the Members.</p> <p>The quorum for the Annual General Meeting, or a Special General Meeting shall be 15 members.</p> <p>At all Annual or Special General meetings, the President or in his absence the Vice-President or in the absence of both of them one of the members elected at the meeting as Chairman, shall preside. All the decisions/resolutions shall be taken / passed by a majority vote of persons present and voting at the General or Special Meeting. The President shall have a casting vote in the event the General Body is equally divided on any resolution or proposition or matter.</p> <p>If within half an hour of the time appointed for any General Meeting, quorum is not present, the meeting if convened upon the requisition of Members or LEC Members shall be dissolved. In any other case, it shall stand adjourned to the same day and at the same place, after half an hour. At such an adjourned meeting, the Members then present shall dispose of the work, which was to have been placed before the original meeting and the members present shall form a quorum.</p>	<p>A Special General Meeting may be called by the LEC or upon a requisition being signed by not less than five LEC Members or twenty five Members of the Local Branch. No business shall be brought forward at any Special General Meeting except that for which it is convened and of which at least fourteen days notice together with details of the matter to be discussed is given to the Members.</p>	<p>Text revised</p>
	<p><b><u>AUDITORS</u></b></p> <p>The Accounts of _____ Local Branch shall be audited by duly qualified auditor or auditors who shall be appointed on such terms and remuneration as may be fixed, by the Annual General Meeting.</p>	<p><b><u>AUDITORS</u></b></p> <p>The Accounts of the Local Branch shall be audited by duly qualified auditor or auditors who shall be appointed on such terms and remuneration as may be fixed, by the Annual General Meeting.</p>	<p>Text revised</p>

	<b><u>PROPERTY AND FUNDS</u></b>	<b><u>PROPERTY AND FUNDS</u></b>	
	<p>8.1 All funds of _____Local Branch shall be deposited in any Nationalized Bank Account, which shall be operated under the joint signature of any two of the following Office-Bearers:</p> <ol style="list-style-type: none"> <li>1. The President or</li> <li>2. The Vice-President or</li> <li>3. The Honorary Secretary or</li> <li>4. The Treasurer.</li> </ol>	<p>8.1 All funds of the Local Branch shall be deposited in any Nationalized Bank Account, which shall be operated under the joint signature of any two of the following Office-Bearers:</p> <ol style="list-style-type: none"> <li>1. The President or</li> <li>2. The Vice-President or</li> <li>3. The Honorary Secretary or</li> <li>4. The Treasurer.</li> </ol>	Text revised
	<p>8.2 The whole property belonging to or under the control of _____Local Branch shall be subject to the management, direction and control of the LEC and it shall not be disposed of or otherwise dealt with except in pursuance of a Resolution of the LEC or the Resolution of the General Body and finally approved by the CEC.</p>	<p>8.2 The whole property belonging to or under the control of the Local Branch shall be subject to the management, direction and control of the LEC and it shall not be disposed of or otherwise dealt with except in pursuance of a Resolution of the LEC or the Resolution of the General Body and finally approved by the CEC.</p>	Text revised
	<p>8.3 The LEC is empowered to invest funds of _____ Local Branch at its discretion in any investment for the time being authorised by law for the investment in trust funds or in any fixed deposits with any nationalised Bank or banks and such investment shall not be disposed of or dealt with except in accordance with the resolution passed by the LEC.</p>	<p><b>8.3</b> The LEC is empowered to invest funds of theLocal Branch at its discretion in any investment for the time being authorised by law for the investment in trust funds or in any fixed deposits with any nationalised Bank or banks and such investment shall not be disposed of or dealt with except in accordance with the resolution passed by the LEC.</p>	Text revised
	<p>8.4 Local branch shall receive share of subscription of membership fees directly from the IPA Headquarters to cover the expenses for routine administration and correspondence. In addition the Local Branch shall mobilize resources for its activities provided that the Local Branch shall be responsible for their financial or other commitments and the SEC/CEC shall be kept indemnified against any legal liability arising out of the actions or omissions of the Local Branch.</p>	<p>8.4 The Local Branch shall receive share of subscription of <b>Life and Annual</b> Membership fees directly from the IPA Headquarters to cover the expenses for routine administration and correspondence. In addition the Local Branch shall mobilize resources for its activities provided that the Local Branch shall be responsible for their financial or other commitments and the CEC shall be kept indemnified against any legal liability arising out of the actions or omissions of the Local Branch.</p>	Share of subscription for Life and Annual membership only

	<p><b><u>COMMON SEAL</u></b></p> <p>9.1 The Common Seal of _____Local Branch shall consists of the following design in <b>blue colour</b> and shall bear the following motto in Devnagari Script namely.</p> <div style="text-align: center;">  <p>_____Local Branch</p> </div> <p>9.2 The Common Seal may be set or affixed to any deed, instrument or writing executed or subscribed pursuant to a Resolution of the LEC in the presence of the President or the Secretary or any two members of the LEC duly authorized by the LEC and they shall sign every instrument to which the seal of _____Local Branch is so affixed.</p>	<p>9.1 The Common Seal of the Local Branch shall consists of the following design in <b>blue colour</b> and shall bear the following motto in Devnagari Script namely.</p> <p>9.2 The Common Seal may be set or affixed to any deed, instrument or writing executed or subscribed pursuant to a Resolution of the LEC in the presence of the President or the Secretary or any two members of the LEC duly authorized by the LEC and they shall sign every instrument to which the seal of the Local Branch is so affixed.</p>	<p>Text revised</p> <p>Text revised</p>
	<p><b><u>SERVING OF NOTICE</u></b></p> <p>10.1 All notices shall be issued by the Secretary and such notice when left at the place of business or residence or transmitted by post addressed to the place of business or residence of the person concerned or published in the official publication of the Association, shall be considered as duly served on the person.</p> <p>10.2 Notices for convening Annual of Special General Meetings and LEC Meetings shall be issued not less than fourteen and ten clear days respectively before the day appointed for the meeting.</p>		



	<p><b><u>OFFICE-BEARERS</u></b></p> <p>11.1 The Secretary shall have among others the following duties namely;</p> <ul style="list-style-type: none"> <li>i) to superintend the affairs of _____Local Branch under the directions of the LEC;</li> <li>ii) to maintain the records of _____ Local Branch, to issue all notices, to record properly the minutes of all meetings;</li> <li>iii) to keep in safe custody all documents and property including seal of the Association belonging to _____Local Branch;</li> <li>iv) to report generally on all matters to the LEC and</li> <li>v) to consult and act on the instructions of the President or in his/her absence the Vice- President on urgent matters.</li> </ul> <p>11.2 The Treasurer shall receive for and on behalf of _____ Local Branch all donations and sums paid to _____ Local Branch and shall deposit all such moneys with the bankers. He/she shall disburse money on behalf of LEC and shall submit periodical statements of accounts to the LEC.</p>	<p><b><u>OFFICE-BEARERS</u></b></p> <p>11.1 The Secretary shall have among others the following duties namely;</p> <ul style="list-style-type: none"> <li>i) to superintend the affairs of the Local Branch under the directions of the LEC;</li> <li>ii) to maintain the records of the Local Branch, to issue all notices, to record properly the minutes of all meetings;</li> <li>iii) to keep in safe custody all documents and property including seal of the Association belonging to <b>the</b> Local Branch;</li> <li>iv) to report generally on all matters to the LEC and</li> <li>v) to consult and act on the instructions of the President or in his/her absence the Vice- President on urgent matters.</li> </ul> <p>11.2 The Treasurer shall receive for and on behalf of the Local Branch all donations and sums paid to the Local Branch and shall deposit all such moneys with the bankers. He/she shall disburse money on behalf of LEC and shall submit periodical statements of accounts to the LEC.</p>	<p>Text revised</p>
	<p><b><u>AMENDMENT TO THE RULES AND REGULATIONS</u></b></p> <p>No addition, alternation or amendment shall be made to or in these Rules and Bye-laws unless the same has been previously approved by the CEC and then adopted by the Resolution duly passed at a Special General Meeting convened for the purpose.</p>		
	<p><b><u>MISCELLANEOUS</u></b></p> <p>13.1 The accidental omission to give notice of a meeting to or the non-receipt of notice of a meeting by any member shall not invalidate the proceedings of any meeting.</p> <p>13.2 Every Member, Student member and Associate Member shall be bound by these Rules as in force from time to time.</p>		

	<p><b><u>DISPUTES</u></b></p> <p>Any dispute between an aggrieved member or an aggrieved person who has ceased to be a member and/or an Office bearer of _____ Local Branch shall be referred to the CEC whose decision thereon shall be final.</p>	<p><b><u>DISPUTES</u></b></p> <p>Any dispute between an aggrieved member or an aggrieved person who has ceased to be a member and/or an Office bearer of the Local Branch shall be referred to the CEC whose decision thereon shall be final.</p>	<p>Text revised</p>
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