

NATIONAL ACADEMY OF MEDICAL SCIENCES (INDIA)

Memorandum of Association, Rules & Regulations (as amended up to 1st September, 2005)

NAME

The Society shall be called the “National Academy of Medical Sciences (India)”.

The registered Office of the Society is situated at NAMS Building, Mahatma Gandhi Marg, Ansari Nagar, New Delhi-110 029, in the State of Delhi.

MEMORANDUM OF ASSOCIATION

1. The objectives of the National Academy of Medical Sciences (India) are :
 - (a) The promotion of knowledge of Medical Sciences in India and its practical application to problems of national welfare.
 - (b) The recognition and encouragement of merit in all branches of Medical Sciences.
 - (c)
 - (i) To secure co-ordination between medical and other scientific academies, societies, associations, institutions and Government medical and scientific departments and services.
 - (ii) To seek help and cooperation of International agencies and National bodies of other countries.
 - (d) To act through properly constituted National Committees for medical scientific subjects for undertaking medical scientific work of national and international importance as the Academy may be called upon to perform by the public and the Government.
 - (e) To publish such proceedings, journals, memoirs, transactions and other publications as may be found desirable.
 - (f) To promote and maintain a liaison between medicine and other sciences.
 - (g) To secure and manage funds and endowments for the promotion of the objectives of the Academy.
 - (h) To undertake any other steps that may assist in, conduce to, or be necessary for the fulfillment of the above mentioned aims and objects of the Academy.
 - (i) To develop pattern(s) of a high level postgraduate examination, at all-India basis in various disciplines of medical sciences, to ensure a uniform standard of

postgraduate medical qualifications for which an appropriate machinery may be established.

- (ii) Names of the Fellows with their addresses who signed the Memorandum of Association at the time of the registration of the Academy as Indian Academy of Medical Sciences:

Sl.No.	Name	Address
1.	Dr. B.K. Anand	Prof. of Physiology A.I.I.M.S., New Delhi-16
2.	Lt.Col. Sangham Lal	Prof. of Surgery A.I.I.M.S., New Delhi-16
3.	Dr.V. Ramalingaswami	Prof. of Pathology A.I.I.M.S., New Delhi
4.	Dr. K.L. Wig	Prof. of Medicine A.I.I.M.S., New Delhi-16
5.	Col. B.L. Taneja	Principal, Maulana Azad Medical College, New Delhi
6.	Dr. R. Viswanathan	Director, Vallabhai Patel Chest Institute, Delhi
7.	Col. Amir Chand	12, Curzon Road, New Delhi
8.	Dr. S.K. Sen	10, Hailey Road, New Delhi

RULES

(1) The Academy will consist of:

- (a) Patrons
- (b) Honorary Fellows
- (c) Emeritus Fellows
- (d) Fellows
- (e) Members
 - (i) by election.
 - (ii) by examination.

2. Administration and Office bearers:

- (a) A Council will manage affairs of the Academy. The Council will consist of not more than 22 members including Office bearers.
- (b) Office bearers of the Academy will be (i) President (ii) Treasurer (iii) Immediate Past President and (iv) Vice-President.
- (c) The Council will have 15 Members elected from amongst the Fellows (eligibility as per Rule 16(i)(a)). The Council will elect Vice-President from amongst the Fellows elected as Members of the Council.
- (d) The Council will have the following 3 ex-officio Members. (i) Director General, Indian Council of Medical Research, (ii) President, Medical Council of India, (iii) President, National Board of Examinations. The ex-officio members who are also Fellows of the Academy shall have voting rights while those ex-officio members who are not Fellows shall not have voting rights.
- (e) Government of India will nominate one Member of the Council. The member so nominated, if a Fellow of the Academy shall have voting right, failing which he shall have no voting rights.
- (f) The terms and conditions of service of the holder of appointment of Secretary will be decided by the Council from time to time.
- (g) The Secretary of the Academy shall not be a Member of the Council. However, he will be present in Council meetings as secretary to the Council with no voting rights.

3. Tenure:

- (a) The President will hold office for 3 years. He will not be eligible for re-election to that office.
- (b) The Treasurer and 15 elected Members of the Council will each hold office for 3 years. One third of 15 elected Members of the Council will retire every year and will be eligible for re-election for consecutive term of 3 years. Thereafter there must be a lapse of one year, after which he is eligible for election again and similar cycle may continue. Likewise, the Treasurer will be eligible for re-election for consecutive term of 3 years. Thereafter there must be a lapse of one year, after which he is eligible for election again and similar cycle may continue
- (c) The Vice-President will hold office till expiry of his term as elected Member of the Council.

- (d) No Fellow may hold more than one office of the Academy as defined under Rule 2 (b) at one and the same time.

4. Authorities of The Academy:

- (a) The Academy is authorized to collect fees and subscriptions, receive donations or to generate other incomes and to hold funds and utilize funds for fulfilling the objectives.
- (b) The Academy shall have full powers to manage its property, to invest and deal with money of the Academy, to borrow money and to transact monetary and other dealings in any other way for fulfilling the objects of the Academy.
- (c) The Academy is authorized to publish proceedings, Journals, monographs, transactions, reports and other publications.
- (d) The Academy is authorized to take steps to improve academic standards in medical and allied subjects. This includes developing patterns for education, examination, uniformity of standards etc. These may be acted upon by the Academy or recommended to appropriate authorities.
- (e) The Academy is authorized to make Rules, Regulations and Byelaws for its smooth running. Rules and Regulations can be made and amended by the Council but will come into force only after approval of the General Body by postal ballot. Byelaws can be made and amended by the Council. They will come into force immediately but are subject to confirmation by the General Body at its next meeting.

5. Academy Year:

Academy year shall be from 1st April to 31st March. However, the new Members of the Council shall start functioning from the day next to the date the President ratifies the results of the election. The Council as constituted will continue to function up to that time. The newly elected President will be installed immediately following the closure of Convocation and before the Academic Procession leaves the Hall.

For calculation of years of standing as Fellow or Member only full calendar year i.e. 1st January to 31st December is taken into consideration. Fractions before and after full calendar year are ignored.

6. Amendment to Memorandum of Association:

The Memorandum of Association (MOA) can be amended by a resolution of the General Body to be adopted by three fourth majority by postal ballot. The procedure shall be as under:

- (a) The Council may initiate the process for amending MOA by approving in a duly constituted meeting the proposed amendment(s) by 2/3 of the members present and voting in favour. The amendment(s) so approved shall be placed before next Annual General Body meeting. At the meeting, original or amended resolution may be passed by simple majority. If passed, the same will be sent to Fellows for postal ballot, giving choice of 'yes' or 'no' only.
- (b) If 3/4th of the valid votes polled are in favour of the amendments to MOA, they will be considered as passed.

- (c) The amendments to MOA so passed will come into force immediately after postal ballot result.

7. Functions of the Academy:

To manage the affairs of the Academy to fulfill its assigned objectives.

Some specifics are depicted below –

- (a) To promote knowledge of bio-medical sciences in India and its application to problems of national health and welfare.
- (b) To recognize and encourage merit in all branches of bio-medical and allied sciences and to confer distinctions, awards and such honours on Fellows/Officers and others, commensurate with their achievements.
- (c) To seek the cooperation of and coordination with other bio-medical and scientific academies, institutions, societies and associations as well as government bio-medical and scientific departments and services in India and abroad.
- (d) To undertake bio-medical scientific work of national and international importance and to assist the Government of India and its agencies in framing policies and programmes on bio-medical and public health issues.
- (e) To publish proceedings, Journals, monographs, transactions, reports and other material as and when necessary.
- (f) To establish, promote and maintain a liaison between bio-medical sciences and other disciplines.
- (g) To secure and manage funds, endowments, and properties, for the promotion of the objectives and for carrying out the functions of the Academy.
- (h) To take all possible steps to attain uniformly high standards of medical education, post-graduate medical examinations and medical practice in India.
- (i) To undertake any other steps considered necessary for the fulfilment of the above mentioned functions of the Academy.
- (j) To amend Rules, Regulations, and Byelaws as and when considered necessary.

8. Fees and subscriptions:

- (a) Admission Fee: The person accepted as Fellow or Member shall pay an admission fee of Rs. 1000. The Council may determine any change in the amount of admission fee and such change shall come into force after endorsement of the General Body. Members of the Academy who are elected as Fellows shall also pay this fee.
- (b) Subscription for Fellowship: Those elected as Fellows shall pay Life subscription of Rs. 8000/- (inclusive of admission fee). The Council may determine any change in the amount of Life subscription and such change shall come into force after endorsement of the General Body. The Fellows/Members who are paying annual subscription and have attained the age of 65 years and are not in arrears prior to the age of 65 years will be exempted from paying annual subscription. The Council is empowered to condone any arrears with respect of Fellows/Members who attain the age of 65 years.
- (c) Subscription for Membership: Those elected as Members as well as those admitted as Members by examination shall pay Life subscription of Rs. 7000/- (inclusive of admission fee). The Council may change this amount of Life subscription also as stipulated in (b) above.
- (d) At least 75% of Life subscription shall be credited to the Capital Fund of the Academy.

- (e) The following are payable before admission as Fellow or Member
 - (i) Admission Fee (After election or approval)
 - (ii) Life subscription (Along with admission fee)
- (f) Fellow/Member in arrears is not entitled to rights and privileges of his position till all dues are paid.
- (g) Patrons and Honorary Fellows are exempted from paying any fees.
- (h) All these fees are non-refundable.

9. Intake of Fellows and Members in the Academy:

The election of Fellows shall be governed by Regulations framed by the Council. Any amendments or changes thereof shall require to be approved by the General Body by postal ballot.

- (a) Yearly intake of Fellows shall not exceed 30.
- (b) At least 1/3rd of the yearly intake of Fellows shall be by advancement from members of the Academy of at least 8 year's standing as specified under Rule 1 e.(i).
- (c) The procedure for intake of Fellows will be according to Regulations.
- (d) The procedure for intake of Members will be according to Regulations.
- (e) Only after fees as per Rule 8(f) are paid and Bond of obligation executed, the nominee/applicant becomes eligible to receive the scroll at Annual Convocation or in absentia. He is admitted as Fellow or Member only on receiving the scroll. His name is entered in the register of Fellows or Register of Members on the day he receives the scroll.
- (f) Bond of Obligation:
Every bio-medical scientist elected as Fellow/ Member of the Academy shall, before his admission, execute the following Bond of Obligation.

“I, the undersigned, do hereby engage that I will endeavor to promote the interest and welfare of the National Academy of Medical Sciences and observe its Rules and Regulations so long as I continue as a Fellow/Member thereof”.
- (g) The Secretary shall communicate in writing to the candidates duly elected regarding election to the Fellowship. The communication will be accompanied by a copy of the Bond of Obligation to be executed as per Rule 9(f), and the Memorandum of Association and the Rules and Regulations, currently in force.
- (h) Copy of Rules 8, 9 and 15 shall be printed on the letters sent to those elected as Fellows/ Members notifying their election.

10. ELECTION OF HONORARY FELLOWS

The procedure for electing Honorary Fellows shall be laid down in the Regulations. The number of Honorary Fellows shall be limited to 25.

11. PRIVILEGES OF FELLOWS

Fellows shall be entitled to the following rights and privileges:

- (a) To be present and vote at all Meetings of the General Body.
 - (b) To propose and recommend candidates for Fellowship and Membership.
 - (c) To avail of the Library facilities of the Academy subject to prescribed regulations.
 - (d) To receive gratis, copies of the proceedings and transactions of the Academy issued during the continuance of their Fellowship and of such other publications as the Council may decide from time to time; and subject to the discretion of the Council, to purchase, at a reduced price, any of the Academy's publications.
 - (e) To fill any office in the Academy on being duly elected thereto.
- 12.** Fellows living outside the territorial limits of India shall be entitled to the privileges contained in Rule 11 except clause (e) and serve on any Committee appointed by the Council.

13. Honorary Fellows shall be entitled to the privileges contained in Rule 11 except voting rights and clause (e). They may serve on any committee appointed by the Council.

14. PRIVILEGE OF MEMBERS

Members shall be entitled to all the privileges as admissible to Fellows except the right to vote or to propose candidates for the Fellowship or the Membership of the Credentials Committee and the Council:

- (a) To be present at all General Meetings without the right of voting.
- (b) (i) Those candidates who are admitted for Membership by election will be permitted to suffix MAMS after their names.
(ii) Those candidates who are admitted for Membership after passing the examination conducted by the National Board of Examinations will be permitted to suffix MNAMS.
- (c) To use the Library of the Academy as per rules.
- (d) To receive gratis, copies of Proceedings and transactions of the Academy issued during the continuance of their Membership and of such other publications as the Council may decide from time to time; and subject to the discretion of the Council, to purchase, at a reduced price, any of the Academy's publications.
- (e) Members of the Academy can be given representation in the standing and ad-hoc committees of the Academy except the Credentials Committee and the membership of the Council.

15. Convocation:

Every elected Fellow/Member who has paid his admission fee and subscription and has returned the Bond of Obligation duly signed shall be presented by a member of the Council/Credentials Committee to the President, who, addressing him aloud by name, shall say, "In the name and by the authority vested in me as the President of the National Academy of Medical Sciences, I admit you as a Fellow/Member thereof." He will then present him with a scroll in the form prescribed by the Council certifying his election to the Academy. Thereafter the Fellow /Member shall subscribe a duplicate of the aforesaid Bond of Obligation in the book kept for the purpose.

If the elected Fellow/Member is not able to attend the immediate following convocation for any reason, he may receive the scroll in person at the subsequent two convocations. If he is not able to attend any of these convocations, he can receive the scroll in *absentia* by registered post on payment of Rs.1000/- or the amount decided by the Council from time to time.

16. Election of Members of the Council including Office bearers:

The office bearers and other members of the Council shall be elected by the Fellows by postal ballot.

For the above, the following procedure will be followed.

(i) Council Members:

- (a) A list of Council members of the current and the two preceding years, indicating the vacancies that will be occurring in the ensuing year, shall be circulated to the Fellows inviting nominations for filling up the vacancies. The nominations should reach the Secretary accompanied by a written consent of the candidate proposed. Candidate for the post of Council Member should have standing of at least five calendar years as a Fellow.
- (b) The nominations shall be scrutinized for their validity by a Scrutiny Committee consisting of at least 3 Fellows to be appointed by the President.
- (c) The eligible candidates shall be so informed and permitted to withdraw within a period of two weeks if they so desire.
- (d) The ballot papers in respect of the valid nominations will then be circulated to all the Fellows for voting. A brief bio-data of the nominees shall accompany the ballot paper.
- (e) The election will be by a simple majority.
- (f) The Council Members as constituted in accordance with these Rules shall continue in office, until their successors have been duly elected.

(ii) President:

The same procedure will be followed for the election of President and the Treasurer. Candidates for the office of the President should have at least 9 calendar years standing as a Fellow. Candidate for the Post of Treasurer should have standing of at least 5 calendar years as a Fellow.

(iii) ***Vice-President*** :

For election of Vice-President, nominations will be invited from Members of the Council duly proposed and seconded. The nominee for the office of the Vice-President shall be an elected Member of the Council and will give written consent for his nomination. There will be a secret ballot for election of the Vice-President by the Members in a meeting of the Council, if necessary.

- (iv) Canvassing of any sort will disqualify the candidate. Canvassing includes (a) issuance of an appeal soliciting the votes, (b) casting aspersions on other candidate(s), (c) collection of ballot papers personally or by any Fellow on his behalf.

Note: Complaints, if any, about the canvassing or malpractices should be made by the complainant in writing to the Council duly supported with evidence.

- v. Each year one third (5) of the 15 elected Members of the Council excluding the President and Treasurer shall retire from the Council and will be eligible for re-election as per rule 3(b).

- vi. In the event of a vacancy occurring during the year in the office of the President, Treasurer or a Member of the Council, the following procedures will be followed:

(a) **President:** There will be a fresh election as described under Rule 16(ii). The President so elected shall have a full tenure of 3 years from the date of his election.

(b) **Treasurer:** He will be elected by the Members of the Council from amongst themselves and he will hold office for the remaining period of his/her tenure as a Member of the Council.

(c) **Members of the Council:** The person/s securing the highest number of votes next in the list of members elected at the latest Council election will serve as member for the remaining term of the vacancy caused.

- vii. In the absence of President, his duties will devolve in the following order:

Vice-President, a Member of the Council designated by the President.

- viii. In the event of sudden vacancy of the office of the Treasurer, the President shall designate one of the Council Members to function in this capacity until the next meeting of the Council where procedure under vi(b) will be followed and the vacancy will be filled only for the remaining tenure of that office.

17. The powers and duties of the Council shall be as follows:

(a) To manage the affairs of the Academy and to take such action including making or amending the byelaws as may be conducive to good administration of the Academy and attainment of its aims and objectives.

(b) To consider all communications addressed to the Academy and in the case of those to be submitted to a General Meeting, to determine the order of such submission.

(c) To superintend and direct the publication of the periodical or other works published by the Academy.

- (d) To appoint as many salaried officers, clerks and other employees as they deem necessary; to define their duties, allowances, salaries, gratuities and privileges; and to dispense with their services as occasion may require and to suspend or dismiss them.
- (e) To acquire, exchange, or otherwise dispose of property in such manner as may, in their opinion, be best conducive to advance the objectives and interests of the Academy.
- (f) To review the audit report of the previous year and to take such action as deemed necessary in the interest of the Academy.
- (g) To prepare and submit to the Annual General Meeting a report on the general concerns of the Academy. Such report shall set forth the income and expenditure for the year ending 31st March, the balance in hand, the debits and assets, the estimated income and expenditure of the succeeding year, the prosperity, or otherwise, of the Academy, and the progress of the Library.
- (h) In conformity with provisions of the Registration Act No. XXI of 1860 (Section 9 and 10), the Council shall be empowered to take legal proceedings under the Act for the recovery of any sums due from Fellows/Members who, after receiving due notice of their liabilities refuse to pay them.
- (i) To appoint Committees as are considered necessary for the discharge of the function of the Academy.

18. The powers and duties of the President shall be as follows.

- (a) To preside at all Meetings of Council, and to regulate the proceedings at such meetings.
- (b) To ensure implementation of the Rule and Regulations of the Academy.
- (c) To be ex-officio Member of all Committees appointed by the Council.
- (d) To decide regarding short-term assignment to the Secretary and to report his decision to the next meeting.
- (e) In case of doubt as to the interpretation of any of these rules to decide on the interpretation. In such case the President's interpretation shall hold until the next Meeting of the Council, when the interpretation of the Rule should be discussed and finally determined.

19. Resignation:

A Fellow or Member of the Academy, if he so wishes, may send a letter of resignation addressed to the Secretary. His resignation will be considered by the Council and, if accepted, will be effective from the date decided by the Council, but not earlier than one requested by him. A Fellow or Member, if in arrears, must pay all dues before his resignation is considered.

20. REMOVAL OF FELLOW/MEMBER FROM THE ACADEMY

A Fellow/Member can be removed from the Academy for any one or more of the following reasons:

- (a) If in the opinion of the Council, he/she has acted against the interest of the Academy.

- (b) If he/she violated the rules of the Academy.
- (c) If he/she is convicted by a Court of Law for any offence involving moral turpitude.
- (d) Failure to pay the dues for more than three years inspite of proper reminders.

In the event of a Fellow/Member resigning or being removed from the Fellowship/Membership, the Fellow/Member shall cease writing FAMS/MAMS/ MNAMS after his/her name.

The proposal for removal from Fellowship/Membership on the above grounds shall be placed before the Council by the Secretary as a regular item of the agenda. The Fellow/Member shall be given atleast six weeks' notice in writing, stating the grounds for the proposed punitive measure. He/She shall be given an opportunity to represent his/her case in person or through a written statement or a legal adviser. After giving due consideration to the above, the Council will take a decision by ballot for his/her removal or otherwise. If a minimum 2/3rd of the members present are in favour of his/her removal, this recommendations along with the explanatory note will be circulated to the Fellows to be voted upon by postal ballot. If three-fourth of the Fellows who have voted, favor his/her removal, he/she shall be removed from the Register of Academy.

- 21. Fellows/Members removed under the operation of Rule 20 shall not be eligible for re-election/re-enrolment.

22. Duties of the Secretary.

The secretary shall perform the following duties:

- (a) The secretary is the full-time paid executive officer of the Academy. Therefore it is his duty to implement/execute all decisions of the Council and General Body.
- (b) He has to undertake all assigned functions of the Academy which includes:
 - (i) Correspondence
 - (ii) Drafting minutes of General Body and Council meetings and after approval by the President, circulate the same to Fellows and Council Members respectively.
 - (iii) Announcement (s) at the General Body as directed by the President. The announcement(s) may be of gifts/donations made to the Academy or with respect to any other matter.
 - (iv) He will be fully conversant with Memorandum of Association, Rules, Regulations and Byelaws of the Academy and will follow the same meticulously. In case of any likelihood of deviation, he should bring the same to the notice of the President/Council/concerned person for prevention or rectification.
 - (v) To be present at all General Body meetings, Council meetings and other Committee meetings except Credential Committee meetings for supplying information when asked for and for drafting minutes of the meeting. However, he shall not take part in the discussion at these meetings. This will not apply when the committee has its own Secretary.
 - (vi) To maintain proper records e.g. record of minutes of meetings, correspondence, accounts, register of Fellows, Members, Hon. Fellows and Emeritus Fellows, dead stock, bank accounts, properties, library books, taxes etc.

- (vii) He should see that time schedule for the calendar of different activities are observed. The process should be initiated well in advance so that time target is easily complied with.
 - (viii) He should supervise work of all his subordinate staff. The secretarial work of the Academy should run smoothly.
 - (ix) He has to draft Agenda of meetings, Annual Report, Annual accounts, Annual budget, etc. in consultation with concerned authorities/persons and submit the same for approval by the Council.
 - (x) He should comply with all requirements of election procedures including issuing notices, preparing ballot papers and other materials, sending them to Fellows, receiving envelopes, helping scrutinizers & tellers.
 - (xi) He should disburse salary and maintain discipline among the paid staff of the Academy.
 - (xii) He should prepare drafts of resolutions for different meetings as indicated by Council/ President/authorities.
- (c) To observe the working of the Academy and report to President as well as Council any incidence wherein Memorandum of Association, Rules, Regulations, Byelaws, and Bond of obligation are not observed or violated.
- (d) To perform functions assigned by the President.

23. Power of the Secretary:

- (i) To sanction T.A. and D.A. of Fellows, Members and staff in accordance with the rules.
- (ii) To incur expenditure on the following:
 - (a) Purchase of stores, stationery and other items for use in the office up to maximum of Rs.20,000/- for each item.
- (iii) To sanction advances from Provident Fund etc. in accordance with the approved rules.
- (iv) To sanction advance of pay and T.A. in accordance with the rules.
- (v) To sanction rental for office accommodation.
- (vi) To incur recurring charges of a contingent nature, water and electricity.
- (vii) To grant leave to the staff of the Headquarters Office.
- (viii) To write off unserviceable articles of the value of Rs.100 and below.
- (ix) To recruit staff against the sanctioned posts.
- (x) To take disciplinary action against members of the staff in accordance with the approved rules.
- (xi) Empowered to operate on saving bank in the post office.

24. Should the Academy find it desirable to appoint a paid Deputy Secretary/Registrar, such portion of the duties of the Secretary outlined in Rule 22 may be delegated to him as the Council may decide.

25. The term of office of the Hony. Treasurer will be for a period of three years. The Treasurer shall receive and hold for the use of the Academy subject to Rule 40, all money paid to the Academy; he shall disburse all sums due from the Academy and shall keep exact accounts of all such receipts and payments. The Treasurer shall be ex-officio Members of all Committees relating to financial matters appointed by the Council.

26. The Editor and the Editorial Board will be nominated by the Council for a period of three years.

27. Decisions of the General Body of the Academy are taken by:

(i) Voting at Annual or Extraordinary General Body Meeting

(ii) Postal ballot, voters being Fellows not in arrears.

28. Meetings of General Body of the Academy:

- (a) Academy General Body (GB) meetings may be (i) Annual or (ii) Extraordinary.
- (b) Annual Academy GB meeting shall be held at date, time and place decided by the Council. The place of Annual GB meeting is usually at the venue of the Conference.
- (c) 15 clear days' notice is necessary for holding any General Body meeting.
- (d) As provided in Rules 11, 12, 13 and 14, Fellows and Members are entitled to attend GB meeting; only Fellows are entitled to vote at the meeting.
- (e) 30 Fellows shall constitute quorum.
- (f) When there is no quorum at the scheduled time but a minimum of 15 (half of quorum) Fellows are present, the meeting will be postponed for 15 minutes and thereafter whatever number of Fellows are present shall constitute the quorum. It shall be mentioned in the notice that if there is no quorum at the scheduled time of meeting, the meeting shall be reconvened at the same place after 15 minutes after which it can transact business as listed on the agenda circulated.
- (g) The postponed meeting due to lack of full quorum and reconvened subsequently as under 28 (f) is authorized to discuss and decide on only those items which are on the agenda; Any other matter permitted by the Chair may be mentioned but no decision shall be taken.
- (h) In absence of the President, the Vice-President shall Chair the GB meeting. When both are absent, Hon. Treasurer shall preside. In absence of all three officers, senior most member of the Council (seniority based on both the year of election to the Council and the year of election as Fellow) present will take the Chair. In absence of all of these, the Fellows will elect one of them to be the Chairman for this GB meeting.

29. Annual General Body Meeting Agenda

The order of business of Annual General Body Meeting shall be as under:

- (a) Confirmation of the minutes of the last Annual General Body Meeting. Also confirmation of minutes of last extraordinary General Body Meeting, if held.
- (b) Matters arising out of (a).
- (c) Announcement and exhibition of presents and/or donations made to the Academy since last AGB meeting.
- (d) Names of Fellows and Members admitted to the Academy during the year.
- (e) Annual Report of the Academy.
- (f) Audited Annual statement of Accounts of the Academy.
- (g) Annual budget of the Academy.
- (h) Resolutions proposed by the Council.
- (i) Resolutions duly proposed and seconded by Fellows and endorsed by the Council.
- (j) Other reports and communications from the Council.
- (k) Consideration of suggestions or any other communications received from the Fellows not less than one month before the General Body meeting. Also consideration of any suggestions from Members, Hon. Fellows or others.
- (l) The order in which matters in (j) and (k) are to be taken up will be as per decision of the Chair.
- (m) Any other matter permitted by the Chair.

30. Method of dealing with resolutions and other matters in General Body Meeting:

- (a) Circular containing notice of General Body Meeting must include in its agenda as listed under Rule 29.
- (b) Circulation of Annual Report, statement of audited Annual accounts, Annual Budget and any other report prepared by the Council to be placed before General Body Meeting and any other matters to be considered by the General Body meeting as decided by the Council.
- (c) After discussion on an item of the agenda, if there are no amendments, it is put to vote. Ordinarily the voting is by show of hands. But if a Fellow calls for division, votes will be cast by ballot and counted. The Chairman himself may decide for division. Decision of the Chairman after division is final.
- (d) Since only Fellows are eligible to vote, they shall be segregated from Members at the time of voting.
- (e) If there are amendments, each amendment is dealt with in the order in which it was moved. After discussion voting will be conducted by the procedure outlined under (c).
- (f) If none of the amendments is passed, original resolution is put to vote as per procedure under (c).
- (g) Provision in (c) above will not be applicable when voting by ballot is specifically provided for.
- (h) Provision in (c) above will also not be applicable when General Body decides by majority vote to conduct voting by ballot for a particular item.
- (i) The Chairman has a casting vote besides his own.

31. Record of protest:

When a Fellow thinks that a particular decision taken by the General Body of the Academy is grossly improper, he has a right to record his protest together with reasons. This has to be in writing and should reach the Secretary within 2 weeks from the date of the meeting. This protest shall be recorded at the end of the minutes of that meeting in the minute book.

32. Extraordinary Meeting of the General Body of the Academy:

An Extraordinary Meeting of the General Body of the Academy shall be called when -

- (a) The Council considers it necessary.
- (b) 10% or more of total strength of Fellows sign a requisition calling upon President to convene a meeting for a specific purpose.
- (c) Minimum notice for such a meeting shall be 15 days.

33. The following important matters shall be referred for ballot to all the Fellows:

- (a) Election of Fellows and any other matter relating to it.
- (b) Representation and election of Council members and terms and conditions.
- (c) Changes in the Rules and Regulations of the Academy.
- (d) Election procedure of President.

- (e) Any other matter deemed necessary by the Council or 20 Fellows.

34. MEETINGS OF THE COUNCIL AND OF THE COMMITTEES APPOINTED BY THE COUNCIL

The following Rules should be applicable to meetings of the Council:

- (a) The Council shall meet at such place and time as may be deemed necessary, and make such Regulations which are not inconsistent with the Rules for summoning and holding of the meetings of the Council and for the transaction of business at such meetings.
- (b) The President may himself also summon a Special Meeting of the Council giving notice to all other Members. Or when five or more Members of the Council sign a requisition calling upon the President to convene a meeting for a special purpose.
- (c) Only six Members of the Council shall form a quorum.
- (d) The President or in his absence the Vice-President shall take the Chair, If neither the President, nor the Vice-President be present within fifteen minutes after the hour appointed, the Fellows present shall elect a Chairman.
- (e) The ordinary method of voting shall be by show of hands but the votes shall be taken by ballot on motion to this effect being duly carried, or when these Rules provide for such method of voting.
- (f) The Chairman shall have a casting vote besides his own.
- (g) The voting on any question, except if it be one of adjournment, shall on the demand of the majority of Fellows present, be postponed to the next ensuing meeting, when such question shall be disposed of without further postponement.
- (h) Minutes of every meeting of the Council shall be recorded by the Secretary, and be entered in the Minutes Book. A copy of the minutes shall be sent to all Members of the Council residing in India. The minutes shall be confirmed at the next meeting.

35. Honours, Distinctions and Awards:

- (a) A Fellow or Office bearer may be conferred Emeritus status for outstanding service to the Academy and may be so designated. The Council is authorised to take decision in this matter by 2/3 majority of members present and voting.
- (b) Emeritus Professors shall be elected by the Council on the recommendation of an Award Committee.
- (c) The privileges for Emeritus Fellows/Officers will be decided by the Council from time to time.
- (d) The Council may decide, by 2/3rd majority of Members present and voting, to confer life-time achievement award on a Fellow/Emeritus Fellow/Emeritus Professor.

36. Standing Committees

- (a) There shall be the following Standing Committees:
 - (i) Finance Committee (ii) Building Committee (iii) Publication Committee (Publication Advisory Committee) (iv) Disciplinary Committee (v) CME Programme Committee (vi) Scientific Programme Committee (vii) Oration and Awards Committee (viii) Academic Committee (Committee on Academic Medicine).
- (b) The Council may decide to have additional Standing Committees with specific terms of reference for smooth functioning of the Academy.
- (c) The Council will nominate members of different Standing Committees on the basis of their competence and expertise in the subject.
- (d) Fellows and Members of the Academy are eligible to be members of these Standing Committees.
- (e) The Council shall decide terms of reference of Standing Committees.
- (f) Each Standing Committee will elect its own Chairman and Secretary.
- (g) The Secretary of the Standing Committee shall keep a record of its deliberations and submit the report to the Council through the Chairman of respective Committee.
- (h) As a general rule, Members of a Standing Committee shall serve for a period of 3 years and shall be eligible for re-nomination.
- (j) The reports of the Standing Committees are advisory in nature; the Council shall take the final decision.

37. Travelling and halting allowances

- (a) Travelling and halting allowances (TA & HA) will be admissible to the following at the rates prescribed by the Council from time to time.
 - (i) Council Members (ii) Members of Standing Committees (iii) Members of other Committees appointed by the Council or General Body (iv) Special invitees to the meetings of the Council or of Standing Committees (v) Emeritus Professors on assignments (vi) Observers appointed by the Academy for CME Programmes
- (b) Travelling and halting allowances (TA & HA) will be admissible to the following full time paid staff of the Academy at the rates prescribed by the Council from time to time. The rates may be based on pay or designation.
 - (1) Secretary (2) Deputy Secretary (3) Registrar (4) Co-ordinators of CME Programmes (5) Administrative/Accounts Officers (6) Superintendent (7) Accountant (8) Clerk (9) Others like driver, peon etc.

38. Chapters of the academy

- (a) Every State should have a Chapter to promote the objectives of the Academy in their areas. Their activities will be confined to local matters only. They will have a constitution on the lines of the Rules and Regulations of the NAMS as far as applicable. They will elect their own Chairman, Vice-Chairman, Secretary and Treasurer.

Till such time as the Chapter constitution has not come into force the President may nominate a Convener for the State.

FUNDS AND ACCOUNTS

39. The Finance Committee of the Council will keep a check on the budget and the accounting of funds of the Academy, the accounts, and vouchers of the receipts and expenditure of the Academy shall be audited by either the audit party of the Accountant General, Central revenues or auditors appointed by the Council for the purpose. The annual statement of account shall after professional audit and its review by the Finance Committee, be printed in the Report of the Academy.
40. The Council may authorise the Treasurer to invest any amount of the fund in a bank and use the interest for general expenditure account.
41. All securities and monies, the property of the Academy shall be lodged for safe custody in the State Bank of India and/or in other nationalised banks. Long term investments of the Academy shall also be made in fixed deposits/debentures of Public Sector undertakings which offer higher rate of interest than that allowed by the State Bank of India or other nationalised banks.
42. Cheques drawn on the Bank for sums in excess of Rs.500 (Rupees Five Hundred only) shall be signed by the Treasurer. (Note: Secretary being a full-fledged member of the Council has already scrutinized the bills).

MISCELLANEOUS

43. The Funds of the Academy shall not be re-appropriated for expenditure of any item without the approval of the Council or its Finance Committee.
44. There shall be kept such record of the Proceedings of the Academy, of its General Meetings and of the Meetings of the Council as shall be from time to time prescribed by the Council. All Fellows shall be entitled to inspect such records.
45. All letters, notices, minutes of Fellows/Members, and other documents connected with the business of the Academy shall be filled in the order of their dates, and shall be preserved.
46. Authors of papers published in the Academy's publications shall be entitled to receive gratis 20 copies of such paper, unless the Council otherwise prescribes.

REGULATIONS

Regulation 1: Procedure for intake of Fellows and Members

I. Election: The Fellows and Members will be admitted by election as per procedure described below -

II. Direct Nomination for Fellows:

- (a) A Fellow who should preferably be from the same specialty to which the candidate belongs, shall propose a candidate. Officers of the Academy, Members of the Council and of Credentials Committee are not entitled to propose or second nomination for a Fellow.
- (b) A Fellow of any speciality shall second the proposal.
- (c) The Fellows nominating the candidate should certify from personal knowledge of the professional and scientific standing/ achievements of the candidate and furnish other particulars as stated in the proforma prescribed for the purpose.
- (d) The completed nomination proforma along with requisite documents and reprints should reach the Secretary as per schedule decided by the Council. Late nominations will be considered for the following year.
- (e) The Secretary shall register every nomination and send acknowledgement to the proposer within 15 days with a copy marked to the candidate.
- (f) The candidate shall be Indian citizen. Exceptionally a foreign national who may have done outstanding work in India or for India in his own country may be considered.
- (g) All communications on the subject of candidature shall be addressed to the proposer with a copy marked to the candidate.
- (h) The nomination will remain valid for 3 years. After that the person can be nominated afresh, in accordance with the prescribed procedure.
- (i) The secretary, after receiving these nominations, will prepare the list of proposals known as 'List I of proposals for Fellowship for the year _____(year of nomination)'. This list should include those candidates who were not elected during one or two previous years.

III. Nominations for Fellows from elected Members of 8 years standing:

- (a) An elected Member of the Academy, after completion of 8 years' as Member, does not need a proposer or seconder. He is automatically eligible for consideration.
- (b) The secretary shall send intimation to all Members qualified as mentioned in (a) above and request them to send their bio-data and other documents as prescribed for the purpose (same form as in direct nomination), as per schedule decided by the Council.
- (c) The concerned Member, while sending bio-data and documents, may enclose recommendation from a Fellow, based on his personal knowledge about professional competence and other qualities. Such recommendation will be given due importance. The last date of receipt will be as per schedule decided by the Council. Late applications will be considered for the following year.
- (d) The nomination will remain valid for 3 years.

- (e) The Secretary shall register every nomination and send acknowledgement within 15 days. This should be sent to the candidate.
- (f) Members admitted by passing examination held by NBE are not eligible for consideration under this category.
- (g) The member applying for Fellowship shall update his biodata in the prescribed format for 3 consecutive years.
- (h) A fresh application for advancement including fresh processing fee are necessary if he is not selected during 3 consecutive years.
- (i) All communications on the subject of candidature shall be addressed to the Member concerned.
- (j) The Secretary, after receiving the nomination will prepare a list of the proposals, known as 'List II of proposals for Fellowship for the year _____(year of selection)'. This list should include those candidates who were not elected during one or two previous years.

IV. Nominations for Members by election:

- (a) A Fellow of any speciality, shall propose, a candidate. Officers of the Academy, Members of the Council and of Credentials Committee are not entitled to propose or second nomination for a Member.
- (b) A Fellow of any speciality shall second the proposal.
- (c) The Fellows nominating the candidate should certify from personal knowledge of the professional and scientific standing/achievements of the candidate and furnish other particulars as stated in the proforma prescribed for the purpose.
- (d) The completed nomination form along with requisite documents and reprints should reach the Secretary as per schedule decided by the Council. Late nominations will be considered for the following year.
- (e) The Secretary shall register every nomination and send acknowledgement to the proposer within 15 days. This should be sent to the proposer, copy endorsed to the candidate.
- (f) The candidate shall be Indian citizen.
- (g) All communications on the subject of candidature shall be addressed to the proposer, copy endorsed to the candidate.
- (h) The nomination will remain valid for 3 consecutive years following which the candidate can be nominated afresh, in accordance with the prescribed procedure.
- (i) The secretary, after receiving these nominations, will prepare the list of proposals known as 'List III of proposals for Membership for the year _____(year of selection)'. This list should include those proposals, which were not approved during one or two previous years .

V. Application for Award of Membership by Examination:

Those candidates who pass the examination conducted by the National Board of Examinations will individually submit an application for admission as Member of the National Academy of Medical Sciences, duly proposed by at least one Fellow of the Academy certifying the character and conduct of the candidate. Subject to the approval of the Council of the National Academy of Medical Sciences, the candidate will be admitted as member after paying one time life subscription of Rs. 7,000/- (inclusive of admission fee of Rs. 1000/-) as may be determined from time to time, and after executing the Bond of Obligation.

(This will be effective from the batch who passed the N.B. Examination held in November, 1992 and onwards)

VI. Advisory Panels:

- (a) The President in Council will appoint Advisory Panels in each specialty every year. Fellow with at least 5 calendar years standing is eligible to be on Advisory Panel. He must also belong to the same specialty, or an allied speciality if it becomes necessary.
- (b) 'List I, of proposals for Fellowship for the year _____' as indicated in II(i), 'List II, of proposals for Fellowship for the year _____' as indicated in III(j) and 'List III, of proposals for Membership for the year _____' in order of ranking will be separated specialty-wise and sent to each member of respective Advisory Panels.
- (c) Each member of the Advisory Panel will consider the proposals and recommend separately from List I List II and List III at least 6 names in order of ranking.
- (d) Member of Advisory Panel may, if necessary, also report a list of proposals absolutely unsuitable for consideration.
- (e) The secretary, after receiving the reports from the members of Advisory Panels, will forward the same to the Credential Committee.

VII. Credential Committee:

- (a) Credential Committee will consist of 7 members including Chairman. It will consider recommendations from the members of the Advisory Panels and send its recommendations to the Council.
- (b) Two Members of the Credential Committee will retire every year. Therefore every year only vacancies shall be filled by election.
- (c) The secretary will invite nominations, from Council members who are Fellows, for Credential Committee which will consist of Fellows belonging to specialities as under:
 - (i) Medicine and allied subjects-2
 - (ii) Surgery and allied subjects- 2
 - (iii) Para clinical subjects including Pathology, Pharmacology, Microbiology and Forensic Medicine - 1
 - (iv) Pre-clinical subjects including Physiology, Anatomy and Biochemistry- 1
 - (v) Rest including Community Health, Epidemiology, Social Medicine, Medical Education and Health Planning & Administration -1

- (d) Fellow with at least 7 calendar years' standing is eligible to serve on the Credential Committee.
- (e) All elections concerning Credential Committee shall be by transferable preference voting.
- (f) Election will be conducted group wise from valid nominations received. Each Member of the Council, who is a Fellow, will cast his vote by secret ballot.
- (g) In case any person so elected is unable to serve as member of the Credential Committee the person next on the list resulting through Council ballot for the group will be requested to serve.
- (h) Chairman of Credential Committee: After the Credential Committee is reconstituted for the year the Secretary shall invite Council Members who are Fellows to nominate for the post of Chairman of Credentials Committee, along with the consent of the nominee. The nominee must be a Fellow of 9 calendar years standing and Member of the Credentials Committee.
Next, the nominations shall be scrutinized and a list of valid nominations prepared. The election will take place at the next Council meeting through secret ballot
- (i) If the Chairman of the Credentials Committee is not able to attend a particular meeting the Members of the Credentials Committee present shall elect a Chairman for that meeting. Only Fellow of 9 calendar years' standing can be thus elected.
- (j) A Member of the Credential Committee, after serving for a period of 3 years, is eligible for reelection by the Council for another term of 3 years and thereafter a lapse of 1 year.
- (k) The tenure of the Chairman, Credential Committee will be three years, unless his term as Member of Credential Committee ends earlier and is not re-elected.
- (l) Minimum of 5 members would constitute quorum at the Credential Committee. Decisions of quorum meetings only will be valid.
- (m) Credential Committee will consider reports of the members of the Advisory Panels. It will recommend 20 candidates for Fellowship from List I (Direct nomination) and 10 candidates for Fellowship from List II (advancement from membership).
- (n) Credentials Committee will recommend all candidates considered suitable for the award of Membership as per List III.
- (o) If the Credentials Committee does not agree with recommendations of Advisory Panels it shall record in its report precise reasons for the same.

VIII. Election of Fellows and Members by the Council:

At a meeting of the Council, the Council shall, after considering the report of the Credential Committee select by ballot only from amongst the names recommended by the Credential Committee, a number of candidates not exceeding 30, out of which not less than 1/3rd shall be from amongst the members of 8 years standing and above.

For the election by the Council to be valid at least 9 Members must be present and participate in voting. At least, a majority of 2/3rd of the Council Members present must have voted for the candidates before they are selected.

IX. Final election by all Fellows:

- (a) After the selection by the Council, a ballot paper containing the list of selected candidates arranged alphabetically and indicating those out of the list I (Direct nomination) list II (Advancement from Membership) shall be prepared and sent by registered post to each Fellow. This will have two columns marked "Recommended/Not Recommended". It will be accompanied by a brief bio-data of each candidate including the number of publications and the outstanding contributions as listed by the proposer.

After casting their votes, the Fellows will be required to enclose the voting paper in a sealed inner cover to be mailed in a larger second cover, together with a paper containing the signature, name of the Fellows and the date, to the Secretary of Academy.

- (b) In filling the voting paper the Fellows will record their votes in favour of any candidate by putting a cross in the column "Recommended" against such name.
- (c) If the Fellows wish to object to the election of any candidate for Fellowship, they will record their objection by putting a cross in the column "Not recommended". If one fourth or more of the Fellows voting object to any candidate, he will not be eligible for election.
- (d) In case a Fellow has some serious objection against any candidate, he should write a confidential letter addressed to the Secretary of the Academy stating the reasons for the non-suitability for election of such a candidate. Such objection will be considered by the Council, and if the Council feels that there is substance in the objection raised, the candidate will not be elected a Fellow of the Academy, irrespective of the voting by the Fellows.
The President shall appoint not less than two scrutinizers who after having opened the voting papers, with the Secretary, shall count and record the number of actual votes cast for and against each candidate. If a Fellow has neither put a cross for or against a candidate his vote will not be counted for that candidate. The Scrutinizing Committee will then convey to the President, the above record. The names of the candidates approved by the President shall forthwith be notified to all Fellows by post.
- (e) The procedure for election of Members as per Rule 1 e(i) shall be similar to that described above for election of Fellows.
- (f) The number of members to be elected every year will be at the discretion of the Council.

X. THE ELECTION OF HONORARY FELLOWS

1. A book shall be kept in which Fellows of the Academy may enter the names of eminent persons including foreign nationals whom they suggest as Honorary Fellow; or if the Fellows be not resident at the headquarters of the Academy, he/she may send his/her suggestions by post and ask the Secretary to enter the proposals on his/her behalf, and be accompanied by a statement of the principal grounds on which the suggestion is made and shall be valid for three years only.
2. Not more than two Fellows shall be elected in this category in any year. The list will be considered by the Council. The decision of the Council will be reported to the General Body.

In these Rules & Regulations wherever the words 'He' or 'His' or 'Him' occur it may be read as 'She'/'Her as the case may be.

CERTIFICATE OF

REGISTRATION UNDER SOCIETIES REGISTRATION
ACT XXI OF 1860

No.S/1778 of 1961-62

I hereby certify that "Indian Academy of Medical Sciences" has this day been registered under the Societies Registration Act XXI of 1860 (Punjab Amendment) Act 1957, as extended to the Union Territory of Delhi.

Given under my hand at Delhi, this twenty-first day of April, one thousand nine hundred and sixty one.

Sd/-
M.L.Dhawan
Registrar of Societies
Delhi.

CETIFICATE OF REGISTRATION OF SOCIETIES
ACT XXI OF 1860

No.S/1778 of 1961-62

I hereby certify that in pursuance of Section 12A of S.R.Act XXI of 1860 the name of the Society has been changed from "Indian Academy of Medical Sciences" to "National Academy of Medical Sciences (India)" has this day been registered under the Societies Registration Act XXI of 1860.

Given under my hand at New Delhi this 16th Day of November, one thousand nine hundred and Seventy six. Registration Fee of Rs. one paid.

Sd/-
Registrar of Societies
Delhi Administration
New Delhi.