

**INDIAN ASSOCIATION OF DERMATOLOGISTS
VENEREOLOGISTS AND LEPROLOGISTS**



Andhra Pradesh

THE CONSTITUTION

RULES AND BYE LAWS

IADVL

AP STATE

**INDIAN ASSOCIATION OF DERMATOLOGISTS,
VENEREOLOGISTS ANF LEPROLOGISTS**



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IMPORTANT DATES TO REMEMBER

1. 31st March

1. The Journal contribution of the membership fee should reach the Honorary General Secretary by this date to entitle the member to receive the IJDVL for the year.
2. The Central Fund contribution of the membership fee should reach the Honorary General Secretary by this date for inclusion of the name of the member in the electoral roll.
3. The cut-off date for receipt of the subscription and compilation of the electoral roll.

2. First week of April: IADVL-AAD Fellowship Announcement.

3. **15th April:** The Honorary General Secretary will invite nominations from members for the election of office bearers on or before this date.
4. **15th June:** The last date for filing nominations.
5. **30th June:** The Organizing Secretary of CUTCION should send the brochure of the conference to all members by this date.
6. **15th July:** The last date for withdrawal of nominations. Scrutiny of nomination papers by the Honorary General Secretary.
7. **31st August:** The last date for early registration at CUTICON without a late registration charge.
8. **31st September :** **The last date for submission of abstracts for orations and award papers for the succeeding CUTICON.**
9. **10th September:** The Honorary General Secretary will inform all candidates about the list of valid candidates.
10. **15th September:** The Honorary General Secretary will send the final list of candidates and valid voters' list to the Election Officer by this date.
11. **1st to 31st October:** The Election Officer will send the ballot paper to members during this period.
12. **15th December :** Members should return the ballot papers duly filled in and sealed to reach the election officer on or before this date.
13. **16th December:** The counting of votes will take place on this date.

14. **20th December** : The election results should be communicated to the President, Honorary General Secretary, office bearers (including the branch secretaries) and all the candidates (including the unsuccessful ones) on or before this date.

IMPORTANT DAYS TO REMEMBER:

- IADVL Day: 28th January
- IADVL Felicitation Day: First day of CUTICON
- Leprosy Day: 30th January
- Vitiligo Day: 25th June
- Psoriasis Day: 29th October
- HIV Day: 1st December

INDIAN ASSOCIATION OF DERMATOLOGISTS VENEREOLOGISTS AND LEPROLOGISTS

PART 1: RULES AND REGULATIONS

1. NAME

The name of the Association shall be “THE INDIAN ASSOCIATION OF DERMATOLOGISTS, VENEREOLOGISTS AND LEPROLOGISTS” ANDHRA PRADESH (IADV L - AP).

2. REGISTERED OFFICE

The registered office of the Association shall be in India at a place to be decided by the State Council of the Association from time to time.

3. AIMS AND OBJECTIVES

The aims and objectives of the Association shall be the following:

- (a) To promote and advance Dermatology, Venereology, Leprology and allied subjects.
- (b) To create public opinion in the a fore mentioned specialties and educate the public in matters related to the prevention and cure of these diseases in all their aspects and initiate every effort as deemed necessary for achieving these objectives.
- (c) To promote professional fellowship and camaraderie, co-operation, and exchange of views among members and to uphold their interests.
- (d) To co-operate and coordinate and/or affiliate with similar national and international organizations.
- (e) To publish and circulate a online AP news letter “INSPIRE” which shall be the official bulletin of the Association.
- (f) To maintain a website (www.iadvlap.com) of the Association.
- (g) To constitute district branches, for the purpose of encouraging and exchange of views and ideas among the members and for better attainment of the aims and objectives of the Association.
- (h) To hold State conference CUTICON Every year, preferably in the month November- December , in different parts of the state.
- (m) To help district branches to hold periodic zonal conferences, meetings, and seminars to enable the members s to come into closer contact.
- (n) To do all other things as are cognate to the aims and objectives of the Association.

4. MEMBERSHIP

- (a) The Association will consist of those members whose names are now in the Register of Members, and those subsequent members who will be duly accepted as members in such a prescribed manner and upon such conditions as may be prescribed from time to time by the Rules and Bye-laws of the Association.
- (b) The eligibility criteria for becoming a life member of the Association shall be a postgraduate qualification in the speciality (i.e. a diploma or a degree in Dermatology or Dermatology, Venereology and Leprosy) from a medical college affiliated to and awarded by an Indian University or an institution recognized by the Medical Council of India (MCI) or an equivalent organization of the Government of India; or a Diplomate in Dermatology or Dermatology and Venereology of the National Board of Medical Examinations, New Delhi. Others with foreign degrees or diplomas or equivalent qualifications should have their qualifications recognized by the MCI or an equivalent organization of the Government of India to become eligible.

5. CLASSES OF MEMBERSHIP AND ELIGIBILITY

a) Life Member

Any person fulfilling the eligibility criteria as prescribed in 4(b) above may become a life member by making a one time payment of an amount of money decided by the Central Council and enjoy all the privileges of a life member. He or she will have to submit an application in a prescribed form (**Annexure I**) to the state branch secretary in which, the applicant ordinarily resides. All life members will be provided a badge, an identity card, a certificate with the emblem of the IADVL on it, and a copy of the Constitution by the Honorary General Secretary. The life membership number should be in serial order and there shall be no duplication of the numbers.

b) Provisional Life Member (PLM)

Postgraduate students studying in the specialty can be made provisional life members. They will present to the Honorary General Secretary a letter from the head of the specialty department where they are studying, stating the date of their joining the postgraduate course and the date of its due completion, along with the application for membership. They have to send their qualification certificate within 5 years of their registration for the postgraduate course to the Honorary General Secretary in order to become permanent life members.

c) Associate Life Member

Associate Life Membership can be awarded to other specialists working in the field of Dermatology, Venereology and Leprosy (e.g. Dermatopathologists, academicians, researchers and genetic scientists). They will not have any voting rights and cannot hold any IADVL post.

d) International Life Member

NRIs or other foreign doctors working in the field of Dermatology, Venereology, Leprology, AIDS, Dermatosurgery, or cosmetic dermatology can be enrolled as international life members, without having voting rights. They will have to submit proof of their qualifications and their license to practice dermatology or other allied specialities in their own countries, together with their application and a fee of US\$ 500, to the Honorary General Secretary.

(e) Honorary Members

The IADVL AP State can recommend to IADVL National for Honorary membership to eminent Dermatologists, Venereologists, Leprologists or specialists of allied branches from India or other countries. Such members will not have to pay any membership fee but will not have any voting rights and cannot hold any IADVL post. Election of honorary members shall be proposed by the majority of the branch/ branches as defined under Rule 11A(i) and (ii) of the Association throughout India, each endorsing the proposal by a two third majority and subsequent endorsement of the proposed member or members by two third members attending the Annual General Body Meeting. Honorary members shall continue as members for life.

6. REGISTER OF MEMBERS

A register of different classes of members shall be maintained by the Honorary General Secretary with their names and latest addresses. The list shall be continuously updated. The names of members in the IADVL records and registers should be identical to their names as they appear in their certificate of registration issued by the state Medical Council. Any abbreviation, addition or alteration made thereafter should be done only by an affidavit before a legal authority and should have previously been recorded in the registers of the AP state Medical Council.

7. RESIGNATION

(a) A member may resign from membership at any time by sending a resignation in writing to the Honorary General Secretary with a copy to the Honorary Secretary of the state branch of which he/ she is a member.

(b) The resigning member shall be bound to return all the books, periodicals, papers or any other properties of the Association in his/her possession.

The Central Council may deal with such a member in a manner it deems suitable and necessary, if not confirming to the above stipulations.

8. CESSATION OF MEMBERSHIP

Removal of the name on the ground of undesirable conduct:

(i) A member shall be automatically removed as a member if it comes to the knowledge of the Association that the name of the member is removed from the Medical Council register.

(ii) Whenever it comes to the knowledge of the Central Council or managing or Executive Committee of a branch that a member has been alleged to have committed an act or acts derogatory to the dignity of the profession or detrimental to the interests of the profession or the Association or has acted unconstitutionally as an office bearer, it shall call upon the member to furnish in writing a full explanation of the act or acts alleged against him and forward the same to the State Council for necessary action to be taken.

(iii) If a member is removed from the membership of the Association under Rule 8 (II), the same shall be communicated to the member by the Honorary General Secretary and to the allied national and international organizations as the State Council deems necessary.

9. RE-ADMISSION OF A MEMBER

A member whose membership has been terminated under Rule 8 (I) and (II) may apply for re-admission after expiry of 5 years from the date of action of termination of membership by the State Council. Any action decided will be taken only by the State

Council and shall be passed by a majority of three-fourths of the members present. The member shall be informed of the decision taken by registered post with acknowledgement due.

10. PRIVILEGES OF MEMBERS

All classes of members shall have the right to attend and participate in general and clinical meetings, conferences, workshops, lectures, etc. organized by the State Council or branches. PLM, international members and honorary members shall not be eligible for election as office bearers or as members of the State Council, nor shall they be entitled to vote at any meeting of the Association. All special fees and other amounts, as determined, to be paid for the meetings, conferences, lectures, etc. are payable by all classes of members.

11. BRANCHES

For achieving the objectives of the Association, district and city branches may be formed in various parts of AP., if they are not already in place, subject to the following rules:

(a) (i) District branches

New District branches may be formed by a minimum of 7 life members residing or practicing in that district of the state, resolving themselves to form a branch. Such a resolution has to be signed by all the members wishing to join the branch, together with a letter from the Convener of the proposed branch, explaining the feasibility, viability and necessity for the formation of the branch. Eligible members, if they had not become life members, should send their application forms through the Convener of the proposed branch to the Honorary General Secretary with the membership fees. The Honorary General Secretary shall place the proposal before the State Council at the next meeting. The State Council may, by a resolution approved by a two-third majority vote of members present, accord permission for the formation of the new branch, which shall be communicated to the Convener of the proposed branch by the Honorary General Secretary.

NOTE: When new Districts are formed by the Government of India, the members on the roster of IADVL residing, working or practicing in the new District may form a new District branch, and elect their own office bearers in the presence of an observer from the State Association. The State Council may approve the formation of the new District branch at the earliest, and all life members, provisional life members and associate life members shall become members of the new branch.

Though the branches are autonomous as far as their management is concerned, their rules shall not be in conflict with the rules of the Association. All their activities must be in conformity with the Rules and Bye-Laws as interpreted and decided by the State Council.

District branches may frame "Rules and Bye-laws" to conduct their own activities, which should confirm to the Constitution of IADVL. A set of "Model Rules and Bye-laws" for the district branches has been provided as a guideline in Annexure II.

District branches shall be entitled to form local or regional units (sub-branches) to extend their activities. These units should also follow the said guidelines. All scientific activities of IADVL members are to be carried out under the IADVL logo and banner. All region, etc. sub- branches of the state branch, all dermatological societies, derma clubs or derma forums of IADVL members or any other such groups carrying out scientific activities should be named "IADVL ... sub-branch" of the state branch, while all city branches should be called as IADVL City (name of city) 'Chapters' (e.g. Guntur chapter of AP, IADVL). All members organising scientific activities under the IADVL name should inform the state branch from time to time.

All District branches should send quarterly reports and annual reports by 10th of november to the Honorary General Secretary through their general secretaries. Annual reports, which should include the activities of the state, city, regional and other branch, will be included in the "INSPIRE", IADVL AP NEWS LETTER. The Honorary Secretary will inform the President and the other office bearers of these activities and communicate their reports through the IADVL AP NEWS to all IADVL members.

Branches shall regularly submit to the Honorary General Secretary a periodic roster of the members, which shall

include a list of new members and members who left the branch or transferred themselves to other branches or died during the year, and details of the activities of the branch.

All District branch Presidents and Secretaries should possess active e-mail addresses to facilitate effective and speedy communication. Zonal, district and City executive should try to make all their members as E-members, with mobile numbers and mail addresses.

The Association will not be liable for any of the debts or liabilities of any of its branches.

12. MANAGEMENT OF THE ASSOCIATION

The general management of the Association shall be vested in the State Council, composed of the following members:

- (a) President
- (b) President Elect
- (c) Vice-President
- (d) Honorary General Secretary
- (e) Honorary Treasurer
- (f) Joint Secretaries
- (g) **State Council members elected from the District branches.. For the first 50 branch members, 5 State Council members; for each additional 50 branch members, 1 member. Immediate past president, secretary and treasurer will be the Ex-officio members.**

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- (h) The Editor of the AP State News letter INSPIRE
- (j) The Chairperson and Convener of the IADVL AP State Academy of Dermatology
- (k) The Presidents and Honorary Secretaries of all District branches
- (l) A few expert members co opted by the State Council if needed.

13. VACANCIES IN THE STATE COUNCIL

- (i) Non-attendance of an elected member at three consecutive meetings of the State Council without its permission shall constitute a vacancy.
- (ii) Vacancies occurring for any reason, including resignation or death, shall be filled by the Council by a majority of votes.
- (iii) If the vacancy is related to the office of the President, the senior Vice -President shall act as President during the remaining term of the former's office.
- (iv) In the absence of both the President and the senior Vice-President, the second Vice-President will assume the duties

of the President during the remaining period of the former's office.

14. CHAIRPERSON OF THE MEETINGS OF THE CENTRAL COUNCIL

The President, or in his/her absence one of the Vice-Presidents in the order of seniority, shall preside at all meetings of the State Council. In the absence of the President and Vice-Presidents, the State Council shall elect its own Chairperson by a majority vote.

15. DUTIES AND POWERS OF THE STATE COUNCIL

The State Council shall be the principal governing body of the Association. It shall oversee and regulate the general functioning of the Association and has overall control on all matters related to the Association. It will have powers to frame Rules and Bye-laws to conduct the business meetings of the Association. It will be in charge of the maintenance and administration of its office, library and other properties of the Association and also for the publications of the Association through its designated office bearers.

The State Council shall in addition to the powers expressly conferred upon it by these rules, exercise all such powers and do all such acts and things as may be done by the Association. The State Council shall also exercise powers which are not hereby or by legislative enactments expressly directed or required to be exercised or done by the Association in a GBM:

- (a) To frame Rules and Bye-laws for its own guidance and to alter, amend or repeal them, subject to the ratification by the General Body at the next meeting.
- (b) To appoint committees and subcommittees and ratify the President's action taken in exigent circumstances. To represent before the government or the Medical Council of India or an equivalent organization of the Government of India or public bodies any matter in which it considers the interests of the Association or of the medical profession or of the specialities of Dermatology, Venereology and Leprosy or their allied subjects are affected.

16. EXECUTIVE COMMITTEE

- (a) **It shall consist of the President, President Elect, Immediate Past President, Vice-Presidents, Honorary General Secretary, Honorary Treasurer, and Joint Secretaries. It is the supreme executive body of the IADVL that will deal with the general administration of the Association under the guidance of the State Council. It will:**

- (i) maintain and regularly update the members' list
- (ii) maintain accounts of the IADVL
- (iii) update the Constitution as and when suggested by the Constitution Committee and to get it endorsed by GB
- (iv) organize Executive Committee meetings, CC meetings, AGB meetings
- (v) maintain minutes and records of various business meetings of the IADVL\
- (vi) maintain the IADVL AP website
- (vii) publish IADVL AP NEWS

are of concern to the Association

- (ix) conduct CUTICON and also bid for National/International conferences such as the International Congress of Dermatology, World Congress of Dermatology, Asian Dermatological Congress and SARAD, and also organize sister society meetings at various international conferences

(Annexure III)

- (x) administer the activities of various committees of the IADVL and the IADVL AP Academy of Dermatology, and
- (xi) supervise IADVL AP News letter.
- (xii) (b) The President shall have the authority to call two meetings in a year of the Executive Committee to initiate, control and guide the activities of the Association, including its scientific, academic and administrative activities. The Immediate Past Secretary and Immediate Past Treasurer shall be invited to attend Executive Committee meetings.

The Executive Committee shall meet at least once in a year between two CUTICONS.

The President may convene a meeting of the Executive Committee at short notice to deal with urgent matters and should have such actions ratified by the State Council and GB at the earliest.

To prioritize the goals and the objectives of the Association, the President may launch a presidential program during the year of his/her term of office and periodically assess or evaluate the program activities by calling meetings as and when needed. At such a meeting, the President can invite eminent personalities, any of the past Presidents, or others to offer their opinions on the subject concerned. However, the invitee can participate academically, without having voting right at the meeting.

17. FUNDS OF THE ASSOCIATION

(a) The funds or the income of the Association shall be derived from the following sources:

- (i) Prescribed contribution from the members. Contribution from the local branches to State fund. Contribution, shall be as per the decisions of the State Council and approved by the General Body.
- (ii) Donations or legacies from members or well-wishers of the Association.
- (iii) Donations will be accepted from members and others (non- members) for prizes, awards, etc. The donated amount will be kept in a bank fixed deposit. The prize money, award, etc. shall come from the interest of the deposit, accrued during the year. The prize shall consist of a memento or cash. Out of the said interest, the amount thus used will be 70% of the interest, while the remaining 30% will be kept with the Association in the form of fixed deposit. The donation money will be minimum ₹ 2,00,000/- for members and ₹ 10,00,000/- from others (non-members) for 5 years. The memento will be prepared by the Honorary General Secretary.
- (iv) Sale proceeds and amounts derived from advertisements in souvenirs, etc. or the transactions or any publications of the Association, including the royalties of the sale of textbooks, except the official journal of the Association.
- (v) Rents due to subletting the premises, if any, authorized by the Central Council.
- (vi) Surplus accruing from all State conferences (CUTICON), conducted by registered District branches known as corpus fund of CUTICON, will be divided as follows IADVL AP State Office 50% and local branch 50%

This rule will be reviewed every 3 years.

- (vii) Surplus accruing from all zonal conferences: The audited accounts of each conference (DERMAZONE) should be submitted to the IADVL, and 50% of the surplus given to the State IADVL, 30% to all other states in the zone. equally distributed ,and 20% to the IADVL NAtional . Out of the AP state proportion, 50% will go to local branch..
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- (viii) The savings from any international conference, including a regional one like an Asian or SAARC conference, if hosted by any branch, state or local, or any group of members of IADVL, should be credited to the central fund and will be the property of the IADVL, the management of which will be vested in the Central Council.
- (ix) Such other sources of income as may be authorized by the Central Council.

The office holder who draws upon the funds of the Association will be subject to strict accounting for the amounts withdrawn and is answerable to the State Council.

The PAN of the IADVL Andhra Pradesh is AAAAI8068K. Each local branch should have its own PAN independent of the PAN of state IADVL and should file a separate income tax return independent of that of the state IADVL. Until the IADVL has permanent headquarters, its income tax return shall be submitted by a chartered accountant based at the city where the Honorary Treasurer or the Honorary General Secretary reside.

(b) Reserve Fund

- (i) At least 25% of the surplus each year shall be credited to this fund.
- (ii) The reserve fund shall be deposited in a separate account in a savings bank or fixed deposit account in a nationalized bank as approved by the State Council.
- (iii) Interest in this account should be shown separately in the annual account sheet.
- (iv) The reserve fund shall be drawn upon only by a special resolution of a meeting of the State Council in which three fourths of the members present vote in favor of the resolution

of withdrawal and under the exclusive condition that the expenditure is necessary in furtherance of the objectives of the Association, as mentioned under Rule 3

18. SUBSCRIPTION

- a) SUBSCRIPTION: (With the Addition of Service Tax as approved by Applicable from 15th February 2013 for next one year.) As recommended by IADVL National. The present membership details are as follows.

Class of membership	Central fund contribution (CFC) Plus (Service Tax) Rs.	Branch contribution (BC) Rs.	Journal contribution (JC) Rs.	Total + S.T Tax Rs.
Life members	4000	1500	1500	7000 one time
Provisional life members	4000	1500	1500	7000 one time
Associate Life members	4000	1500	1500	7000 one time
Honorary members	Shall not be required to pay annual subscription			
Retired members	Shall not be required to pay annual subscription			
International Life Members	US \$ 700 Life membership			

b) All membership fees will be non refundable and non-transferable. The rate of subscription shall automatically increase at the rate of 20% every two years until 2019, after which the increase in the membership fee will be reconsidered. The Honorary Treasurer shall intimate the branches well in advance about the increased rate.

All dermatology heads of departments and state secretaries are to encourage all fresh dermatology postgraduates to become provisional life members or associate life members of the IADVL to ensure they receive the IJDVL regularly. All newly qualified dermatologists should be asked to become life members.

19. CONTRIBUTION FROM THE STATE BRANCHES

Each local branch shall contribute a specified amount out of every subscription received from the members per annum to the central fund and the journal fund. These contributions shall be as per the amounts recommended by the Central Council and approved by the GB. At present, all subscriptions should be divided between the branch, central fund and the journal fund, as indicated in Rule 18(a).

The membership form duly filled in along with a bank DD for journal contribution and central fund contribution should be sent to the central office by the branch secretary.

All the journal fund contributions received either from the members or by way of interest will be kept in bank fixed deposits at the centre and only the interest derived from this will be sent to the IJDVL Editor every quarter for the journal's expenditure.

20. BANK ACCOUNT

- a) All funds of the Association and its branches shall be kept in a nationalized bank in accounts (savings or Current bank and fixed deposit) opened in the name of the Association. All banking operations shall normally be carried out by either the Honorary Treasurer and Honorary General Secretary or the Treasurer and one of the Joint Secretaries or Honorary Treasurer and President or Honorary Treasurer and one of the Vice-Presidents.
- b) The entire amount received from different sources by the state will be kept in a bank fixed deposit under the respective heads. The Association will meet its expenditure out of the interest earned on different fixed deposits and portion of the savings of CUTICON. Only the State Council, by a three fourth majority vote, can authorize full or partial withdrawals from the fixed deposits and for using the money for specified purposes. No office bearer shall make full or partial withdrawals from the fixed deposits without the express permission of the State Council.

21. EXPENDITURE

- a) As per the budgetary allocation, the Honorary Treasurer and Honorary General Secretary, as authorized by the State Council, shall pay rents, salaries, wages and such other charges as may be necessary for carrying out the work of the Association. It shall further provide for the issue of the News Letter of the Association when found necessary and such publications as may be authorized and shall be empowered to spend money on scientific investigations, conferences, prizes, awards, fellowships and on such other purposes as it may consider advisable in furtherance of the objectives of the Association. A committee comprising the President, Honorary General Secretary, Honorary Treasurer and Chairperson, State Finance Committee shall allocate money during any emergency situation.

The President, Honorary General Secretary and Honorary Treasurer will be reimbursed up to 75% of their telephone and mobile bills as office expenses up to a limit of Rs. 5000/- annually.

The Honorary Treasurer is also to be given due importance and reimbursed for travel expenses for Association activities.

- b) (i) The property movable or immovable belonging to the Association shall vest in the State Council.
(ii) No sale, exchange, mortgage, lease or other transfer of immovable property belonging to the Association shall be valid unless the President or any one of the Vice-Presidents and Honorary General Secretary shall execute the document of transfer.

22. INVESTMENT

Any money of the Association, not immediately required, may be invested as determined by the State Council.

23. ASSOCIATION YEAR AND FINANCIAL YEAR

The financial year of the Association shall be from 1st April of a year to the 31st March of the next year. The Honorary Treasurer will circulate an audited account of income and expenditure and liabilities of the previous year in the first circular/newsletter issued by the centre. At the time of the AGBM, an audited account for the period will be presented during AGBM CUTICON

The Association accounting year will be from 1st April to 31st March of the next year for administrative purposes. However, the President, Honorary General Secretary, and other members of the Executive Committee will start working from the day they take charge at CUTICON

24. OFFICE BEARERS OF THE ASSOCIATION

(a) The office bearers of the Association shall consist of the following:

- (i) The President
- (ii) The President Elect
- (iii) Two Vice-Presidents, their seniority depending on the number of votes polled by them or on their seniority in the membership of the Association if there was no election or both had polled the same number of votes
- (iv) One Honorary General Secretary
- (v) One Honorary Treasurer and
- (vi) Two Joint General Secretaries

(b) The General Body

It consists of valid members, who are on the electoral roll and shall elect the following office bearers:

- (i) The President Elect
- (ii) Two Vice-Presidents
- (iii) One Honorary General Secretary
- (iv) One Honorary Treasurer and
- (v) Two Joint Secretaries.

25. DUTIES, POWERS AND TENURE OF OFFICE OF THE OFFICE BEARERS

All office bearers should possess active e-mail addresses to facilitate effective and speedy communication.
All the posts are for one year

(a)The President

- (i) Shall chair all the meetings of the Central Council and any of the special committees when appointed and any other committee of which he or she may be a member and for which no Chairperson has been appointed.
- (ii) Shall preside at the Annual Conference (CUTICON) for the year of his or her election.
- (iii) Shall deliver the Presidential address after the inauguration of the conference held for the year of his/her term of office.
- (iv) Shall guide and control the activities of the Association along with the Honorary General Secretary who shall normally be in charge of the office of the Association.

- (v) Shall conduct the proceedings of the meetings and conferences held during his or her term of office.
 - (vi) Shall in the case of doubtful points in the Rules and Bye-laws interpret the same with four other members of the Central Council consisting of the President Elect, the two Vice-Presidents and the Immediate Past President. In the absence of any of the above members at a specific meeting, the necessary vacancy or vacancies can be filled by election from out of the members of the State Council present on the occasion. If the interpretation of the ambiguous or doubtful points is not unanimous, the advice of a legal expert shall be sought and his opinion shall be binding.
 - (vii) Shall in extraordinary, unforeseen circumstances, in consultation with the Executive Committee, use his or her discretionary powers to take a decision to resolve any problem.
 - (viii) Shall in addition to his or her ordinary vote have a casting vote in case of equality of votes, i.e. in case of a tie. If he or she fails to give his or her casting vote, the motion shall be declared invalid.
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- (ix) Shall continue as a member of the State Council after his or her term of office as President. During this term as a member of the State Council, he or she shall be eligible for voting rights.
- (x) Shall be actively involved in the activities of state and local branches either directly or through his or her Vice-Presidents and Joint General Secretaries. The President shall also appoint these officers of IADVL as in-charge of their contiguous branches.
- (xi) Shall call meetings of the Executive Committee of the Association to discuss, evaluate, review and assess the activities and general management of the Association. The venues of such meetings are to be decided in consultation with the Honorary General Secretary.

(b) The President Elect

- (i) Shall be a member of the state Council with voting rights and shall assist the President in the performance of his or her duties and shall succeed to the office of President during the Annual Conference and Annual General Body Meeting (AGBM) in the year following his election as President Elect.
- (ii) Shall help in enlarging the activities of the Association and encourage the activities of the branches, zonal branches and sub-branches by attending such meetings, symposia, conferences, etc., whenever possible.

(c) The Vice-President

Shall act as a Presiding officer in the absence of the President, the chair being taken by the senior Vice-President. In the absence of the President and both the Vice-Presidents at a meeting, a member of the State Council of the Association shall be elected at the meeting and upon such a Chairperson the powers of the President shall, for the time being, devolve.

The Vice-Presidents shall be actively involved with the activities of state or local branches allocated by the President. They shall attend their organizational and scientific meetings, and send an annual report for publication in the IADVL AP NEWS Letter "INSPIRE"

The two Vice-Presidents and two Joint Secretaries will also act as zonal coordinators. They will have regular interaction with the respective branches and should intimate the IADVL about progress in the membership drive and any problem faced by the concerned branch and any reportable activities.

(d) **The Honorary General Secretary**

- (i) Shall be in charge of the State Office.
- (ii) Shall conduct all correspondence.
- (iii) Shall have general supervision of accounts, pass all bills for payments and shall sign the cheques jointly with the Honorary Treasurer or in the absence of the Honorary Treasurer with the President, one of the Joint Secretaries or one of the Vice-Presidents.
- (iv) Shall prepare a budget in collaboration with the Honorary Treasurer and Finance Committee and get it passed at the first General Body and State Council meeting after the AGBM.
- (v) Shall organize, arrange and convene meetings, conferences, lectures and demonstrations.
- (vi) Shall attend meetings of the State Council and the GBMs and maintain records of their proceedings.
- (vii) Shall be an ex-officio member of all committees constituted by the State Council and shall try to attend their meetings.
- (viii) Shall maintain an accurate and updated register of all members of the Association and a record of the activities of the various branches, zonal branches and sub-branches.
- (ix) Shall furnish to the Editor of the Indian Journal of Dermatology, Venereology and Leprology, a list of valid members of the Association every quarter.
- (x) Shall dispatch IADVL AP NEWS including all the circulars for various meetings in time. The circulars shall be fully informative.

(xi) Shall present the annual report for his or her period of office.

(xii) Shall maintain and update the IADVL website in consultation with the website committee appointed by the GB.

(v) **The Joint Secretaries**

- (i) Shall help the Honorary General Secretary or the President, whenever necessary.
- (ii) One of the Joint General Secretaries in the order of seniority shall act for the Honorary General Secretary in his or her absence, and under such circumstances, the duties and powers of the Honorary General Secretary shall, for the time being, vest on him/her.
- (iii) Shall actively involve themselves with the activities of state or local branches allocated to them by the President. They shall attend their organizational and scientific meetings and send their annual reports of such activities for publication in the IADVL AP NEWS LETTER.

(vi) **The Honorary Treasurer**

- (i) Shall receive all amounts of money of the Association and deposit them in a nationalized bank to the credit of the Association, the operation of the Bank account being subject to Rules 19 and 20.

- (ii) Shall be responsible for the collection of subscription from all the members of the Association.
- (iii) Shall be responsible for maintaining updated accounts of the Association.
- (iv) Shall get all the accounts audited by the auditor of the Association.
- (v) Shall prepare an annual statement of accounts and a balance sheet showing the financial position of the Association and get it audited by the registered auditor of the Association for the financial year, i.e. 1st April of a year to 31st March next year. He or she will circulate it to all the members in the first issue of IADVL NEWS for the year. At the AGB meeting, he or she will prepare and present the unaudited balance sheet for the remaining months of the year, i.e. from 1st April to 30th November of the year of the conference.
- (vi) Shall dispose of the bills for payment as sanctioned by the Honorary General Secretary and only on his written order.
- (vii) Shall have the right to point out any error or discrepancy in the order of payment of the Honorary General Secretary and refer the order back to him with his remarks. In the event of disagreement between the Honorary General Secretary and the Honorary Treasurer, the matter shall be referred to the President for a decision to be later approved by the State Council at its next meeting.

(vii) Editor of the IADVL AP News

- (i) Shall be a member of the Association in good standing for the previous 5 years with no outstanding indebtedness to the Association.
- (ii) Shall be recommended to the State council by the Editor Search Committee for a tenure of 3 years with the eligibility to get an extension of a second term of another 3 years. The name of the next Editor shall be proposed by a committee comprising past Presidents and Editors (the President and Honorary General Secretary will remain

ex-officio members) appointed by the CC and GB at least 2 years in advance and approved by the state Council and GB at the earliest. Nominations should be invited in the IJDVL, IDOJ, e-groups and the IADVL AP website. He or she shall work along with the Editor as an Editor Elect for 1 year in charge of the IADVL AP.

- (iii) Shall, with the help of the Journal Committee, be responsible for the publication and management of the journal.
- (iv) Shall be Chairperson of the Journal Committee.

(h) Tenure of office of office bearers

The tenure of office of the office bearers, unless otherwise mentioned, shall continue with the Association year. The tenure of office of the Honorary General Secretary and the Honorary Treasurer shall be 1 year, with eligibility to contest for a second term of one year. They cannot file their nomination for any other post before the end of their tenure.

26. CONDITIONS OF ELIGIBILITY FOR OFFICE BEARERS

(a) President Elect

- (i) Shall be a member of the Association in good standing for the previous 10 years during which period he or she must have no outstanding indebtedness to the Association.
- (ii) Shall have a minimum experience of 10 years in the specialty of Dermatology, Venereology, and/or Leprology, after having taken his or her postgraduate qualification in the specialty.
- (iii) Shall be exclusively engaged in the practice, teaching and/ or research of these specialties of Dermatology, Venereology and/or Leprology.
- (iv) Must have been actively involved in the affairs of the Association in an official capacity either at the central level as Vice-President, Honorary General Secretary or Honorary Treasurer or at the branch or as a state council member..

(b) Vice-President

- (i) Shall be a member of the Association in **good standing for the previous 7 years** during which period he/she must have had no outstanding indebtedness to the Association.
- (ii) Shall have a minimum **experience of 10 years in the specialty** of Dermatology, Venereology and/or Leprology after having taken his/her postgraduate qualifications in the specialty.
- (iii) Shall be exclusively engaged in the practice, teaching and/ or research of the specialties of Dermatology, Venereology and/or Leprology.
- (iv) Must have been actively involved in the affairs of the Association in an official capacity either at the central

level as Honorary General Secretary, Honorary Treasurer or Joint Secretary or at the branch/combined branches level as a State Council Member from the branch for a minimum period of two terms either continuous or with breaks.

(c) Honorary General Secretary and Honorary Treasurer

- (i) Shall be member of the Association in good standing for the previous 5 years during which period he/she must have had no outstanding indebtedness to the Association.
- (ii) Shall have a minimum **experience of 7 years in the speciality of**, Dermatology, Venereology and Leprology after having taken his/her postgraduate qualification in the speciality.
- (iii) Shall be exclusively engaged in the practice, teaching and/ or research of the specialities of dermatology, venereology and/or leprology.
- (iv) Must have been actively involved in the affairs of the Association in an official capacity either at the central level or in the branch, combined branch level or a State Council member from the branch for a minimum period of 2 years either continuous or with breaks.
- (v) The Honorary General Secretary and the Honorary Treasurer must be proposed from same area in this particular context.

(d) Joint General Secretary

- (i) Shall be member of the Association in good standing for the previous 5 years during which he or she must have no outstanding indebtedness to the Association.
- (ii) Shall have a minimum experience of 5 years in the specialty of dermatology, venereology and/or leprology after having taken his or her postgraduate qualification in the specialty. (iii) Shall be exclusively engaged in the practice, teaching and/ or research of the specialities of dermatology, venereology and/or leprology.
- (iii) Must have been actively involved in the affairs of the Association in an official capacity either at the central level or at the branch/combined branch level or a State Council Member from a branch for a minimum period of 2 years either continuously or with a break.

27. PROCEDURE FOR ELECTION OF OFFICE BEARERS

- (a) The election for the various offices shall be held annually. All posts are for ONE year only
 - (b) The Electoral Roll will consist of all direct members of the Association by 31st March of the Association year, and who have no outstanding indebtedness to the Association.
 - (c) The Election Officer shall be one of the past Presidents of the Association elected for the purpose at the first GBM for the year held during CUTICON.
 - (d) The Honorary General Secretary will invite nominations for the office of President Elect, two Vice-Presidents, Honorary General Secretary and Honorary Treasurer (if applicable), and two Honorary Joint Secretaries with the instructions that the nominations should be received at his/her office on or
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before 15th August of the year. In case of no applicants to any post, elections will be done on the floor of the AGBM to those respective posts.

- (e) The Honorary General Secretary and Honorary Treasurer should be nominated from the same city as a team with eligibility of a single vote for two posts. This must be specifically mentioned in the information sent to the members inviting nominations.
- (f) The candidates proposed for various offices shall confirm to the requirements laid down under Rule 26.
- (g) They shall be duly proposed and seconded by members in good standing who have no outstanding dues to the Association. The application should bear the candidates' willingness and signature.
- (h) All candidates should declare any conflicts of interest with special emphasis on pharmaceutical companies, and cosmetics and equipment manufacturers.
- (i) The Election Officer or his or her spouse, son or daughter, or any State Executive member is not eligible for any of the posts for which an election is going to be held for that particular year.
- (j) The last date for withdrawal of nominations will be 1 This shst August.all be indicated in the information sent by the Honorary General Secretary to the nominated member. Non-receipt of a letter of withdrawal from the candidate by the Honorary General Secretary shall be considered as acceptance of the nomination by the member.
- (k) The Honorary General Secretary shall send a list of nominated members to the Election Officer and subsequently, after scrutiny, the list of valid candidates by 15th August The Honorary General Secretary shall also inform all the valid candidates by registered post with acknowledgement due by 10th September.
- (l) In case more than one candidate is found nominated for the President Elect's post, more than one candidate for the Honorary General Secretary and the Honorary Treasurer, and more than two candidates each for the posts of Vice-Presidents and Joint General Secretaries, a secret postal ballot must be undertaken to elect the office bearers concerned.
- (m) The election officer shall send to every eligible member on the electoral roll a printed ballot paper containing the names of the valid candidates and having the seal of the IADVL, including bar-code with a number instead of the signature of the Election Officer along with a special cover printed with the words "Ballot Paper" and a bigger, stamped envelope bearing the name and address of the Election Officer, and also spaces for the name, membership number and signature of the member who votes, the words underlined being also printed. This will be dispatched in an envelope with the words "IADVL Election Ballot Paper" printed on it as well the designation of the sender (Election Officer), between the 1st and 31st October of the year.
- (n) No duplicate ballot paper will be issued under any circumstances.
- (o) Individual members cannot use IADVL state branch organs like e-groups, web forums, etc. for canvassing. They should not seek endorsement by local or district zonal branches.
- (p) Canvassing by any state branch or branches or by any group of IADVL members individually or collectively for any candidate shall not be permitted. Candidates indulging in such practices will be disqualified for that election

and also debarred from contesting the election for the next two years.

- (q) In order to avoid individual appeals by candidates, each one's bio data, not exceeding 200 words, along with his/her photograph, will be printed in the August issue of IADV L AP NEWS.

- (t) If any data in the bio data of a contestant printed in is proved to be false, that candidate's election will be declared null and void. In that event, the candidate who had secured the next highest number of votes will be declare deleted. In case there is no contestant for the post, the election will be carried in the concluding AGBM of the year.
- (u) The ballot paper must be returned to reach the election officer in the stamped special cover on or before 15th . After that date, it will not be valid. No hand deliveries of ballots shall be accepted.
- (v) On 16th October, the ballot papers will be scrutinized and counted. The Election Officer may take the help of one member of IADVL co-opted to assist him for every 200 ballots, up to 8 such members, who must not have proposed or seconded any of the contestants.
- (w) The official declaration of the election results should be by the Election Officer at CUTICON, during the ending AGBM of the year. The number of votes polled by various contestants shall be announced and subsequently published in IADVL AP NEWS. Prior to that, the election result may be conveyed to the President, Honorary General Secretary and all the contestants.
- (x) Posts for which no nomination has been received or remain unfilled for any reason shall be filled by election on the floor of the first AGBM held at CUTICON.
- (y) All disputes arising with regard to the election of office bearers or any dispute among the members of the Association shall be referred to the Arbitration Committee to be nominated by the Statel Council and further approved by the General Body. Five Immediate Past Presidents will constitute the Arbitration Committee. Its verdict shall be final and binding on all parties.
- (z) E-voting will be optional and run parallel to the voting by ballot paper.

PART II: BYE-LAWS

1. STANDING COMMITTEES

- (a) Various committees will be formed as deemed necessary by the Central Council in furtherance of the aims and objectives of the Association and in the interest of the Association (**Annexure VI**).
- (b) Any committee in respect of any matter before it may consult or make any report or suggestions to any other committee or subcommittee of the Association in this regard.
- (c) Every committee shall have the power to fill any casual vacancies arising from among the members elected by the Central Council.
- (d) All committees shall be independent so far as their working is concerned and shall have the power to appoint their own Chairperson and Secretary (Convener).
- (e) Each committee shall have the power to appoint a subcommittee or subcommittees for the purpose of any of its

functions or duties when necessary.

- (f) Each committee or subcommittee can take the help of persons specially qualified or experienced in any of the subjects referred to.
- (g) Each committee or subcommittee shall submit a report to the Central Council through the Honorary General Secretary, every 4 months.
- (h) The members of the committees shall be elected from the members of the Central Council with the option of co-opting a non-member when there is a need for an expert who is not a Central Council member. Such a co-opted member shall attend the committee meetings like other members of the committee and shall have voting rights.
- (i) The State Council shall consider the reports of the working of various committees and shall submit them to the General Body with its recommendations.
- (j) The President and Honorary General Secretary shall be ex-officio members of all such committees.
- (k) The General Body can continue, discontinue, change or reappoint members of various committees at the end of the IADVL year.
- (l) The President shall have the power, under exigent circumstances,
to appoint any ad hoc committee or committees for a specified purpose but should seek the ratification of the CC and GB for such action at the earliest.

2. MEETINGS

(A) Central Council Meetings

Central council meetings will be held during DERMACON and also in August every year (CC MIDERMAMEET).

- (i) The number of members for CC MIDERMAMEET from each branch will be five Central Council members for the first 100 members. For each additional 100 members, there will be one Central Council member. For CC MIDERMAMEET the number of members in the Central Council will be as per the branch member strength on 31st March of the year..
- (ii) Seven members shall form the quorum, of whom at least three shall be other than office bearers.
- (iii) The President may convene an emergency CCM giving 15 days' notice to the members.

(B) Annual General Body Meeting

- (i) The GBM shall be held during the annual conference (CUTICON) on the first day..
- (ii) The annual GBM (AGBM) shall be held on the 1st day ,after the the conference hours.. During this GBM, the election officer will announce the results of the election and the election officer shall appoint the elected office bearers. The newly elected office bearers shall officially take charge from

that day.

(C) Extraordinary General Body Meeting

The Honorary General Secretary, when authorized by the Executive Committee, State Council or on written request by at least 50 members from two local branches of the Association, may call a special GBM within a month, in consultation with the President.

3. BUSINESS ORDER OF THE AGBM

(A) Business order of the AGBM

The business to be transacted at the AGBM shall be in the following order, unless otherwise determined at the meeting:

- (i) To adopt the annual report of the previous year.
 - (ii) To adopt the audited accounts of the previous year.
 - (iii) To adopt the report of the State Council, covering all the activities of the Association.
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(iv) To consider any resolutions sent by the members of the State Council or the District branches.

(v) To elect any office bearer of the Association for which the election has not been completed due to non-receipt of nominations or there being a vacancy due to any reason.

(vi) Any other business, but not exceeding two subjects, allowed by the presiding officer.

vii) To adopt the budget for the Association year.

viii) To decide the venue for the next CUTICON.

ix) To decide the subjects for the workshops, symposia and other scientific program for the ensuing CUTICON.

x) To elect the election officer for the year. The election officer should be a past IADVL AP President.

xi) To ratify the appointment of the Chairperson of the IADVL Academy of Dermatology, who will be overseeing various academic activities of the Association as outlined in the Constitution.

xii) To adopt and recommend any specific matter or resolution for consideration by the new State Council at its first meeting. Any other business, but not exceeding two subjects, allowed by the presiding officer.

xiii) To elect direct members' representatives to the Central Council.

4. NOTICE OF ANY PROPOSITION OR RESOLUTION TO BE MOVED BY THE MEMBERS AT GB MEETINGS

Any member desirous of moving a proposition or resolution at the GB meeting of the Association shall give to the Honorary General Secretary at least 60 days' clear notice before the date of the meeting.

The Honorary General Secretary shall circulate among the members of the Association copies of all the resolutions to be placed for the GBM. Any proposition with possible financial implications should be first sent by the Honorary General Secretary to the Treasurer, Chairperson of the Finance Committee, President, President Elect and Immediate Past President for their opinion. Their opinion on the financial implications of the project should be made available to the General body after submission of the agenda, for its consideration.

5. QUORUM

a) **CCM: Seven members shall form the quorum, of whom at least three shall be other than office bearers.**

b) **GB meetings: Forty valid members present at the GBM will form the Quorum at the GBM.**

In the absence of a quorum, the meeting of the state Council or the General Body shall be adjourned for half an hour and shall be held thereafter.

6. MINUTES

(a) The minutes of the General Body and the State council meetings shall be confirmed at the subsequent meeting and duly signed by the Chairperson of the meeting.

(b) The minutes of each meeting of the State Council shall be circulated at the subsequent meeting.

7. CHANGES IN THE RULES AND BYE-LAWS

- (a) The State Council shall have the power to recommend to the General Body any changes in the rules of the Association and the amendment of the Constitution will be valid only when approved by a two third majority in the State Council and shall come into effect immediately after it is passed by the General Body.
 - (b) If the proposition or resolution sought to be moved by the member has the effect of making amendment/modification in the constitutional provision, then instead of putting it directly before the AGBM for discussion, the Honorary General Secretary will take the opinion of the Constitution Committee. The decision of the Constitution Committee in this regard will be final.
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- (c) The SC MIDMEET will not take any decision to make constitutional changes. However, if any such decision is required to be taken in case of extreme necessity, it shall be placed before the next AGBM for approval.
- (d) Any member wanting to propose any change in the rules of the Association shall give at least 60 days' notice of such a proposal before the date of the meeting to the Honorary General Secretary in writing, signed by the proposer and duly seconded and supported by five other valid members. The Honorary General Secretary shall circulate the proposal to the members within 10 days of receiving the proposal for their opinion and place the same before the next meeting of the State Council and if approved by the State Council, place it before the next GBM of the Association.

8. CUTICON

- (a) A state conference, known as CUTICON, shall be organized every year. Its number, e.g. "36th state Conference of the IADVL", will be mentioned in the next line.
 - (i) If feasible, it will be held **in November /December**
 - (ii) Its venue should be decided 1 year in advance and preferably in the AGBM of the year.
 - (iii) Its total duration should not be more than 2 days.
 - (iv) If any zonal/National/International conference is going to be hosted by **the IADVL, the CUTICON will not be conducted separately for that year.**
- (b) All IADVL members of the Association, including PLM and International Life Members, are eligible to be delegates of CUTICON..
- (c) The Immediate Past President will be the coordinator for the next CUTICON and will guide the organizers in implementing the rules and regulations for its organization (**Annexure VII**).
- (d) Though a request may be made to keep the registration fee to the minimum to the organizing committee, it can be increased by 10% every year until monetary self-sufficiency is achieved in organizing a CUTICON.
- (e) The Organizing Committee should host dinners on the CME day and the first day of the conference.
- (f) Speakers in their presentations in the conference shall disclose any conflicts of interest, including financial or any other relationships with manufacturers of commercial products (including drugs, equipment, and services) so that delegates can judge whether a speaker's interests and relationships have influenced the presentation. If there is no interest to declare, then a "no conflict of interest" declaration shall be made.
- (g) Scientific certificates should be signed by the President, Immediate Past President, President Elect and the Chairperson of the local Scientific Committee. The names and titles of the scientific presentations have to be written by the organizers so that empty certificates are not handed over. The attendance certificate should bear the signatures of the President, President Elect, Chairperson and Secretary of the Organizing Committee of CUTICON, and the Honorary General Secretary.

9. BIDDING FOR CUTICON

- (a) Any district/local city branch wanting to hold CUTICON must call its GBM and by a majority vote, pass a resolution to that effect and decide the name of the Organizing Secretary and Chairperson of the local Scientific Committee. The

Organizing Secretary must be from the city where the CUTICON is to be held.

- (b) The official invitation for holding CUTICON shall be given to the Honorary General Secretary on the letterhead of the state branch, with the signatures of the President and Secretary of the branch, and the prescribed proforma (containing the details regarding the facilities available in the city and the suitability of the city for hosting) CUTICON duly filled in (**Annexure VIII**).
- (c) The invitation should reach the Honorary General Secretary at least 6 months before the ensuing CUTICON begins,

- (e) On receipt of the invitation, the Honorary General Secretary will scrutinize the invitation and place it before the next combined SCM and AGBM of the year of the IADVL for its consideration and decision.
- (f) All those involved in the conference arrangement, i.e. office bearers, shall disclose any conflicts of interest, including financial or any other relationships with manufacturers of commercial products (including drugs, equipment, and services) in their presentations on the conference.

10. CONFERENCE VENUE INSPECTION AND PROTOCOL MAINTENANCE COMMITTEE

- (a) On accepting the invitation, the President will appoint a Conference Venue Inspection and Protocol Maintenance Committee of four persons consisting of:
 - (i) President,
 - (ii) President Elect,
 - (iii) Immediate Past President, and
 - (iv) Honorary General Secretary.

In case any of these committee members is unable to join, the President shall select any other member of the Executive Committee. Before the ensuing CUTICON begins, the Conference Venue Inspection and Protocol Maintenance Committee will visit the venue to ascertain its suitability and arrangements for the conference as mentioned in the submitted proforma. If the conference is to be held in a temporary structure, e.g. pandals, its safety aspects, legal clearances by the local authorities, water supply and standby electric supply, etc. should be verified. The venue topography, including auditoria and open spaces, should be properly leveled and covered. The host branch shall provide economy class airfare and local hospitality to the Committee.

- (b) The General Body of the host local branch shall have the power to form the Organizing Committee of the conference, provided the Organizing Secretary and Chairperson of the local Scientific Committee named in the invitation to hold the conference are retained in the Organizing Committee with their designations.
- (c) The seed money for the for the year CUTICON or which the invitation is accepted will be handed over to the organizers by the President of IADVL, in consultation with the Honorary Treasurer and the Honorary General Secretary and with the permission of the General Body of IADVL of the commencing year. This seed money shall be refunded during that CUTICON at the AGBM of that commencing year.

11. FINANCIAL ACCOUNTS

- (a) The host branch is responsible for all financial matters related to the CUTICON. The IADVL will bear no financial liability of the CUTICON.
- (b) The local branch should have a Permanent Account No. for income tax. The CUTICON should also have a separate PAN as they will have to pay the income tax and then hand over the savings to the Honorary Treasurer, after the conference.
- (c) All pre- CUTICON CMEs and workshops should be considered as a part of for accounting and financial purposes.
- (d) **An audited income and expenditure account of the conference shall be submitted by the Organizing Committee to the Honorary Treasurer during APRIL next year.** The detailed bank accounts, transactions, and quotations

received from event management companies should be submitted to impart transparency to the financial aspects of the CUTICON..

12. INVITEES TO THE CONFERENCE

Prominent public persons, medical persons and dermatologists, venereologists and leprologists and other scientists from India and abroad may be invited by the Organizing Committee of the conference or IADVL to attend the conference as distinguished visitors. Such invitees shall be exempted from paying the registration fee and any other fees. They shall be called invitee delegates. The Association and/or the Organizing Committee of the conference shall not be liable for any reimbursement of their expenses.and CME. The Organizing Committee of the conference may, at its discretion,

bear the travel and accommodation expenses of the outgoing and incoming Presidents, the Honorary General Secretary and the Honorary Treasurer.

13. THE PRESIDENT AND SECRETARY OF THE CONFERENCE

- (a) The President of the Association for the year shall be the President of the conference and shall deliver the Presidential address on the day of inauguration .
- (b) The Honorary General Secretary for the current year of the Association shall be the Secretary of the conference.

14. PROGRAM OF THE CUTICON

(a) Inauguration

The Organizing Secretary of the CUTICON in consultation with the Honorary General Secretary, Honorary Treasurer, the President for the year and the Immediate Past President shall decide the inaugural program and discuss about the Chief Guest. It is emphasized that the President of IADVL is the highest dignitary and his or her dignity should be maintained in all possible manner and the Presidential speech would not be curtailed under any circumstances. The outgoing President shall hand over the charge to the incoming President by garlanding him the specially designed IADVL emblem by rotation at the inauguration. The outgoing President and other office bearers may be felicitated at the inaugural function.

(b) Scientific sessions, workshops, seminars, etc.

1. These will be organized by the Chairperson of the CUTICON local Scientific Committee. The Organizing Secretary of the conference shall extend all necessary help in conducting the various scientific programs.
2. Donations for orations, awards and prizes will be accepted from members and others. The entire amount will be kept in fixed deposit. Out of the interest, 70% will be utilized for the memento and the remaining 30% will be retained by the Association and added to the fixed deposit. The donation money from the members will be minimum Rs. 2,00,000 and from others Rs. 10,00,000 for a prize. It is to be reviewed after 5 years. Every award should be for a limited period; awards existing for more than 20 years need to be reconsidered.
3. Dermatology related associations recognized as “sister societies” based on criteria such as the number of members, background of the executive committee members, transparency of accounts (audited accounts of last three years), publication of journals, regular hosting of CMEs and conferences and involvement of IADVL members, etc. will be allowed to have focus sessions.

(c) Business sessions

Details of the State Council and GBMs are arranged by the Organizing Secretary of the conference and the Honorary General Secretary. The Organizing Secretary will be in charge for the arrangements of the meetings. The Honorary General Secretary will convey all the details and instructions to the Organizing Secretary well in advance.

(d) Social events

Social events such as banquet, entertainment programs, etc. will be organized by the Organizing Secretary with the help of the Organizing Committee. Only a working lunch will be served during the conference, with no music being played. During dinner only soft music should be played until 10 pm.

APPENDICES

1. CONSTITUTION

The IADVL AP Constitution shall be regarded as the ultimate governing rule book of the Association and shall be continuously updated by the Constitution Committee based on and incorporating all the passed resolutions. It should be published every 4 years. The Constitution Committee, appointed by the General Body, shall have the authority to make any necessary changes in the text, in consultation with the President, without tampering with the sanctity of the Constitution.

2. OFFICIAL LOGO OF THE ASSOCIATION

The Association office, branches and sub-branches authorized by IADVL AP shall use the logo of the Association during all activities, e.g. conferences, meetings, etc. The official logo is vertically oval in shape and symbolizes the composite nature of the specialty. The left inner circle contains a histological picture of the epidermis and dermis, signifying dermatology; Cupid or Kamadev (the God of Love), represented by a bow at the bottom, represents venereology; and rays of hope radiating from lower petals on the right implies the joy and ecstasy after coming out from the agony and humiliation of leprosy. The Hippocratic symbol superimposed on a map of India indicates that the Association will spread to every nook and corner of the country.



3. ARBITRATION COMMITTEE

Any dispute among members of the Association shall be referred by the President, Executive Committee or State Council to the Arbitration Committee, consisting of the three Immediate Past Presidents, to be approved by the General Body. The verdict of the Arbitration Committee shall be final and binding on all parties to the dispute.

5. AFFILIATION

The IADVL AP has joined the IADVL National, South Asian Regional Association of Dermatologists (SARAD) as the sole representative from India, and is affiliated to the International League of Dermatological Societies (ILDS).

6. IADVL AP MEMBERS' DIRECTORY

The IADVL members' directory should be published every 3 years.

7. CELEBRATION OR OBSERVATION OF DAYS BY IADVL AP

See page 6.

8. DETAILS OF ORATIONS, AWARDS AND PRIZES

See Annexures IX-XI

Permanent Address

Mailing Address

Phone : National Code No.: _____ Regional (S.T.D) Code : _____ Resi.: _____ Mobile : _____
Hospital / Work _____

E-mail (Mandatory) : _____

Proposed by: (1) Name & Code No. : _____ LM No.

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Signature of Proposer _____

Seconded by : (2) Name & Code No.: _____ LM No.

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Signature of Seconder _____

**=
Proposers & Seconder should be life members of IADVL**

[I enclose herewith Rs. _____ (In words _____
_____) by cash/A/c Payee Bank Draft Drawn on _____
_____ Bank Dated _____]

Place : _____

Date: _____ Signature of Applicant

Forwarded to the Honorary General Secretary, Indian Association of Dermatologists, Venereologists and Leprologists, CFC of the member is sent herewith.

Place:

1. Please make an A/c Payee Demand Draft payable to the Secretary of the Andhra Praesh state branch of Indian Association of Dermatologists, Venereologists and Leprologists (IADVL).. Do contact the Secretary or President of the AP state branch you intend to join, before you make the draft to find out the full details. The branch secretary will then send both the CFC & JC (i.e. as mentioned in the table) directly to the Honorary General Secretary.
2. Paste your passport size photograph in the space provided on this form. The photograph is for records and preparation of the membership identity card.
3. The eligibility criteria for membership are:
 1. Life Member: A postgraduate qualification in the speciality (i.e. a diploma or a degree in Dermatology or Dermatology, Venereology and Leprosy) from a medical college affiliated to and awarded by an Indian University or an institution recognized by the Medical Council of India (MCI) or an equivalent organization of the Government of India; or a Diploma in Dermatology or Dermatology and Venereology of the National Board of Medical Examinations, New Delhi. [Others with foreign degrees or diplomas or equivalent qualifications should have their qualifications recognized by the MCI or an equivalent organization of the Government of India to become eligible. However, in the states of Andhra Pradesh, Tamil Nadu and Pondicherry (where presently only a combined degree or diploma in Dermatology, Venereology and Leprosy is awarded), those who had acquired a postgraduate qualification (a degree or a diploma) in the specialties of Dermatology or Venereology or Leprosy will continue to be eligible]
 2. Provisional Life Member (PLM): Postgraduate students studying in the speciality. [They should send a letter from the head of the specialty department where they are studying, stating the date of their joining the postgraduate course and the date of its due completion, along with the application for membership. They have to send their qualification certificate within 5 years of their registration for the postgraduate course to the Honorary General Secretary in order to become permanent life members]
 3. Associate Life Member: Other specialists working in the field of dermatology, venereology and leprology (e.g. dermatopathologists, academicians, researchers and genetic scientists).
 4. International Life Member: NRIs or other foreign doctors working in the field of dermatology, venereology, leprology, AIDS, dermatosurgery, or cosmetic dermatology.
4. One must join a state branch of IADVL in one's own state or a neighboring state. One can also become direct (central) member, if neither of these two exists.

_____ One copy
to be retained by the state branch and the second one to be sent to the Honorary General Secretary

MANAGEMENT OF A STATE BRANCH

All the executive and financial power shall lie with the Executive Committee or according to the Constitution:

- a) President
- b) President Elect
- c) Immediate Past President
- d) Vice-Presidents (two)
- e) State Secretary
- f) State Treasurer
- g) Joint Secretaries (two)

- h) Presidents and Secretaries of the local branches

FUNCTION OF THE STATE COUNCIL

State Council members, at the rate of one member for every 10 members or part thereof from different local branches as well as from direct members; if the number is more than 100, then it should be one for every 20.

The Council shall function and have powers at the state level similar to those delineated for the state Council by Rules 13, 14 and 15 of the Constitution.

FUND OF STATE BRANCH

The state branch shall be entitled to collect funds from different sources and have a reserve fund as outlined by Rules 17 and 18 of the Constitution.

CENTRAL FUND COLLECTION

The central subscription is to be collected as per the rates fixed by the State Council directly or through a local branch; the money meant for the central fund contribution and journal contribution should be sent to the Honorary General Secretary and the branch's share shall be kept for the state branch. The state branch may also collect a "state levy" from its members for its general expenditure through a resolution of the State Council.

The State Council shall maintain a bank account, and may invest or spend its money as and when required (as per Rules 17-21 of the Constitution).

All the movable and immovable assets or any outlaying money of the state branch belong to the IADVL; no member or group of members shall have the right to retain, sell, transfer and in any way alter the status of such assets, without a clear resolution circulated to all the members well in advance and approved by the State Council with three-fourths majority, and such a resolution of the State Council has to be ratified by the IADVL Central Council to become effective.

ASSOCIATION YEAR AND FINANCIAL YEAR

local branches should have 1st October to 30th September as the association or financial year so that they can hold their Annual meet early.

OFFICE BEARERS OF A DISTRICT BRANCH

- (a) The President
- (b) The President Elect
- (c) Two Vice-Presidents
- (d) State Secretary
- (e) State Treasurer
- (f) Two Joint Secretaries

DUTIES, POWERS AND TENURE OF OFFICE BEARERS

To control and administer the state branch, the duties and powers of the state office bearers shall remain same as outlined in Rules 25A-F in the Constitution. The tenure of all the office bearers shall be for one Association year, except for the State Secretary and State Treasurer, for whom it shall be two Association years. The State Secretary and State Treasurer, being the Returning Officer and Joint Returning Officer respectively for the election of the State Branch, shall not be eligible to contest for any post as long as they are in office. The state branch shall formulate the conditions of eligibility of the office bearers in consonance with Rule 26 of the Constitution.

PROCEDURE OF ELECTION OF OFFICE BEARERS

- (a) The state branch and local branches should hold the election every year and new office bearers are to be appointed at the CUTICON.
- (b) Electoral roll: All those members who are on State Register, and have paid all outstanding dues to the branch shall constitute the electoral roll. **Dead line???? (Cener fixed as 31st march)**
- (c) Election officer: The State Council shall appoint an election officer for the ensuing session from among the past state Presidents to conduct and supervise the state election. The State Secretary and State Treasurer shall be the Returning Officer and Joint Returning Officer respectively to help the election officer.
- (d) The mode of election to be decided by State Council shall be either by (a) postal ballots or (b) direct ballot election at the time of CUTICON. The Returning Officer shall invite nominations well in advance, scrutinize them, give an opportunity to contestants to withdraw, and then put to election, which is to be conducted by the election officer, either by postal ballot or direct ballot (as decided by State Council). In case of postal ballot, the procedure may be adopted as per Rule 27 (xii).
- (e) All election disputes shall be decided by an Arbitration Committee consisting of three available state Immediate Past Presidents and its decision shall be binding on all the candidates.

PART II: BYE-LAWS**BL1. STANDING COMMITTEES**

The State Council shall form various committees for the furtherance of the aims and objectives of IADVL in the state on the pattern and guidelines as in Bye-law 1 of the Constitution.

BL2. MEETINGS

(a) State Council

The Annual State Council meeting should be held at the time of CUTICON. The President may call an urgent State Council meeting at 7 days' notice. Two-thirds of the members can call a Requisition State Council Meeting at 15 days' notice to consider a specific circulated agenda. At the Annual State Council Meeting, the usual routine business shall be transacted on the pattern of the annual Central Council meeting (Byelaw 2A).

(b) General Body Meeting

The General body Meeting shall take place at the time of CUTICON to (i) hold or announce the election result, (ii) to confirm the proceedings of State Council, (iii) to adopt an annual budget, (iv) to decide the venue of the next annual conference and its program, (v) to appoint the election officer, and (vi) to discuss and adopt any proposal from the members which may not be more than two in number.

The quorum shall be one-sixteenth of the members on the register or a fixed number as formulated in state bye-laws.

The agenda for the State Council and General Body Meeting, Quorum, Minutes and change of Rules and Bye - laws shall be undertaken as per the Bye-laws 3, 4, 5, 6 and 7, respectively, of the Constitution.

BL3. CUTICON

The state branch shall organize an Annual State Conference, named

CUTICON –Andhra Pradesh/CUTICO- AP 2015

34th State Conference of IADVL Andhra Pradesh” will be mentioned in the next line.

CUTICON shall have a two day program in which organizational meetings (State Council and General Body Meeting), guest lectures, scientific meetings and symposia, and free papers, shall be organized.

There will be an inaugural function, where the newly elected President and other office bearers shall be appointed.

CUTICON shall be open to all registered IADVL members. The Organizing Committee shall in general follow the same pattern as in the case of DERMACON and should encourage their members to donate awards, medals and prizes to ensure larger participation.

RULES FOR ORATION AT CUTICON

Presently, there are two orations:

1. Dr. C Sobhanadri Oration
2. Dr B V Satyanarayana oration

All orations carry the same prestige and are not ranked. It is advisable to schedule them during the prime time of the scientific sessions. The orator is given a memento and a certificate.

IADVL Academy Andhra Pradesh will nominate an applicant for an oration to the scientific committee. The orator needs to be a life member of IADVL. Any oration should be given only once to a person and more than one oration should not be given to the same person.

Academic achievements are the most important criterion while nominating a person for oration. The person selected should have made a significant contribution in any particular field of dermatology, venereology, and leprology. These contributions should have been published in one or more of the indexed journals of our specialty. An independent review of the contribution of the orator ought to be made by more than one referee selected from among the members of IADVL Academy of Dermatology. The recommendations should be graded and placed before the scientific committee for the final decision. The committee should attempt awarding the two orations unless there are overwhelming reasons. If an oration has to be withheld, it should rotate so that the same one is not withheld every time.

The Organizing Secretary, not the Chairperson of the Scientific Committee, should be in charge of getting the memento and the amount from the donors or Honorary Treasurer as the case may be. The Chairperson of the Scientific Committee should intimate the Organizing Secretary the names of those chosen for the orations to ensure that the memento and the amount should reach the venue of CUTICON. When the oration is decided, the concerned donors.

IADVL Andhra Pradesh ACADEMY

Scope:

IADVL AP ACADEMY is formed with specific objectives to promote ACADEMIC activity among AP IADVL members. Duration: **ONE YEAR only.**

Goals:

- To promote academic activities among AP members
- To prepare/ translate disease information leaflets in Telugu and distribute to all members.
- To plan various CMEs, workshops with local / regional associations or with SIGs.
- To select orations for annual conferences in consultation with State executive and Scientific committee
- To select award papers for annual conference in consultation with Scientific committee

- To select best publication of that year ,published by AP members.
- To select best Thesis by AP post graduates
- To plan and execute Postgraduate Clinics for Exam going postgraduates .
- To mobilize financial grant from different sources and select and award research grants for projects by our members.
- To supports academic activities of our young members.

Evaluation of best publication

IADVL Andhra Pradesh

Best Scientific Publication Award – Guidelines.

1. Paper published or accepted in Peer reviewed National and International Journals- preferences will be given to INDEX Journals
2. It is open to all our IADVL AP members. (Medical colleges and Practitioners)
3. Papers published/accepted in 2014 & 2015 are eligible.
4. Pharmaceutical sponsored papers are not considered.
5. Original works, case studies, reports and letters to the editor – are considered. But preference will be given to original works.
6. One of the main authors should be a Dermatologist and a member (LM/PLM/AM) of IADVL Andhra Pradesh
7. There is no age limit for the authors.
8. PDF copy of the original published article with duly signed covering letter by one of the authors should be submitted by email (academyap15@gmail.com), meeting the details like title of the journal, year, month, vol no., pages....
9. The evaluation committee should consist of Three senior life members of APIADVL with 10 years of clinical experience post M.D. They are not to be the authors of the submitted papers.
10. AP IADVL Academic Chairman and convener appoints the committee members in consultation with the President IADVL AP , after scrutinizing the submitted papers.
11. All submissions are online only at “ academyap15@gmail.com”
12. **Best paper will be rewarded with Rs 5000/- and a certificate.**

Evaluation of best Thesis

Guidelines for evaluation of best Thesis/ desertation.

1. The theses, submitted in November 2014 to DR NTRUHS and approved in March 2015 are considered. Thesis submitted prior to Nov 2014 are not considered.
 2. There is no restriction on number of thesis/dissertations from each medical college.
 3. Ethical Committee approval: Normally, this is mandatory for any research work. However, because of representations from ACADEMY members, this is relaxed for this year. It will be mandatory for next year. IEC approval is essential for all research publications in future.
 4. The research work should be original, preferably not repetitive work.
 5. Case studies, Case reports, sponsored clinical drug trails are not allowed.
 6. The submitted thesis work should be in the following pattern:
 - Title –Back ground, AIM, Materials and methods, Results & Conclusions.The abstract should not exceed 5000 words. Submission is Online only.

Tables and important representative figures along with legends should be sent separately.
 7. All the abstracts should be accompanied with a certificate from the respective Professors & HODs of the DVL Departments.
 8. The evaluation Committee consists three senior life members of AP IADV L with more than 10 years of teaching experience.
In addition, President and Secretary of AP IADV L act as Coordinators.
 9. IADV L AP Academy Chairman will decide the evaluation Committee in consultation with President, IADV L Andhra Pradesh, after scrutinizing the received applications.
 10. The evaluation Committee members should not be a guide of the thesis which is submitted for best thesis award.
 11. Decision taken by the evaluation committee is final.
 12. All the submissions should be submitted at academyap15@gmail.com
 13. **The award consists of Rs5000/- and a certificate**
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DISCLAIMER

The information, discussion and other materials set forth in the Constitution are provided solely for members of IADVL.

Due care has been taken to update the constitution so as to include the resolutions passed at DERMACON 2013 at Ahmedabad.

However, Error & omissions exempted
