

QPMMPA

Qualified Private
Medical Practitioners'
Association



Memorandum, Rules & Byelaws

**(Registered No. ER- 556/85 under Travancore-Cochin Literary,
Scientific and Charitable Societies' Act (Act 12 of 1955))**

QPMPA FLAG SALUTATION

We, the members of the Qualified Private Medical Practitioners' and Hospitals' Association stand here to salute our National Flag.


We pledge to dedicate ourselves to the service of the Nation by serving the sick and the needy with love and compassion, maintaining the high standard of Ethics and Discipline of our Profession in Private Sector.

We swear we shall strive to do our best to bring honour and glory to our Nation and its Flag.

JAI QPMPA & JAI HIND

QPMPA

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QPMPA

Qualified Private Medical Practitioners' Association

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Memorandum, Rules & Byelaws

PREMBLE

WHEREAS it is found necessary to provide uniform and high standard of medical care to the Public, and,

WHEREAS it is found necessary the Private Sector Medical Service should be harnessed and managed in such a way, as it may play an equally important role as the Government Service in this field,

IT is found essential to bring all the practising members of the Medical Care System in the Private Sector under one organisational setup and to frame a constitution with a detailed Procedural Code, Rules and Regulations,

AND so such organisation be formed and shall hereinafter be called the **QUALIFIED PRIVATE MEDICAL PRACTITIONERS' ASSOCIATION or QPMPA in short.**

THIS Constitution with the Rules and Regulations which go along with it shall come into force from the **Twentyeighth (28th) day of March 2010** and shall cancel all the existing such code, and,

WE, the members of the said Organisation do hereby solemnly declare our allegiance to this constitution and take an oath to uphold the provisions of the same without any reservation, and within its purview, protect the interest of our Profession.

WE, on this day of **27 March 2010** hereby affix our signature as a mark of our approval and assent.

PART - I

Memorandum of Association

1. Name

The name of the Association shall be the **Qualified Private Medical Practitioners' Association**, or simply to be referred as the **QPMPA**.

2. Office

A permanent Office — Central Secretariat — shall be located at Kochi, Kerala.

**QPMPA Headquarters Office,
Floor V (E/F), Vallamattam Estate,
Ravipuram, MG Road, Kochi - 682015
Phone: (0484) 2383287, 2367787
Email: mapsqmpa@asianetindia.com**

Shall be shifted to New Delhi if required, subject to availability of land and building. The Administrative activities shall be conducted where the elected National General Secretary resides if he/she is a nonresident of the area of the Central Secretariat. Apart from this, a liaison office and/or an officer shall be placed at New Delhi and all State Headquarters.

3. Jurisdiction

The activities of the Association shall be confined to the geographical borders of India including Union Territories.

4. Objects and Aims

- a) To raise and maintain at high levels the ethical and professional standard of the Public Health-care System in Private Sector, and to improve the quality of Patient care.
- b) To provide necessary teaching and training forum(s) to improve and to expand the knowledge of Medical profession, so as to provide access to the latest technological and scientific advancement and to keep the profession abreast of the modern trends.
- c) To help and guide the management of the Private Sector Medical Services in matters of starting new clinics and health-care centres in areas where there is need for such as in underdeveloped and rural areas.
- d) To take necessary steps and measures to protect the public from the growing menace of quackery and the dangers that arises from it to public health and hygiene.
- e) To protect the interest of the profession against uncalled-for harassment arising from different sources from time to time, and to provide the victimised members necessary legal and other means of protection.
- f) To formulate a system of welfare scheme for the profession so that necessary succour (financial and/or other means) shall be given in case of unexpected and sudden mishaps, accidents, etc.
- g) To take necessary measures to convince the Central and State Governments the necessity of forming a separate Directorate for the Private Sector Medical Care System at the Center

and all States, similar to the Directorate for Medical Education and Public Health so that the interest of this sector may be safeguarded in all its aspects.

- h)* To establish schools, colleges and Postgraduate Institutions to start courses in paramedical sciences, nursing and medicine.
- i)* To start cooperative societies in all states to help improve health-care delivery and related activities on cooperative principles.
- j)* To treat every member equal and shall not discriminate in the name of gender, caste, religion, language or political outlook.
- k)* The association shall not be profit motive, and the surplus if any, shall not be distributed amongst the members.

PART - II

Constitution & General Rules

5. Formation

The QPMPA shall be formed by all qualified Private Medical Practitioners of Modern Medicine and who are registered and who continue to be in the Register of the Indian Medical Council directly or through any of the State Medical Councils in India, and is practising in India.

6. Register

There shall be a Register, which shall be in the custody of the Central Office and which shall be the recognised official document of the list of active members of the QPMPA, and which shall be revised and be kept up-to-date from time to time as and when necessary.

7. Members

a) Eligibility:

- i) Any person possessing a Medical Qualification(s) as defined in the Indian Medical Degree Act, 1916 (Act VII of 1916) and duly registered with the Indian Medical Council having his/her name currently in the Indian Medical Register, directly or through any of the State Medical Councils in India, and who are pursuing Private Medical Practice in India, are eligible to join as members of QPMPA, and are eligible to be entered in the Register.

- ii) Any person possessing a Dental Qualification (B.D.S./ M.D.S.) and registered under the State Dental Council/ Indian Dental Council and who is doing Private Practice shall be eligible to join as an Associate Member of QPMPA.
- b) Classification:**
- i) **Professional Members:** The members who join QPMPA having eligibility under Section 7. (a) (i). They can be either single or couple (if husband and wife are doctors) and can enrol as annual or life members. They will be admitted through a Local Branch if there is a branch in their area of activity. If there is no Local Branch in their area of activity they can join the State Branch if there is one or the Central QPMPA directly.
 - ii) **Associate Members:** Dental Surgeons may enrol themselves as Associate members either through a Local/ State Branch or directly, as annual or life members paying the fees prescribed for Professional Members.
 - iii) **Institution Members:** Health care Institutions shall be given membership on payment of prescribed fees and satisfying other conditions and the Institution shall be represented by a Registered Modern Medical Practitioner who is a QPMPA member.

8. Subscription

- a) To become a member and to continue as a member of QPMPA each member shall pay the Admission Fees as given hereunder.
- b) 50% of the Admission fees is the Legal/Journal Fund and the other 50% is the Administration Fund.

- c) The disbursement of Admission fees collected by a Local Branch to State and Central Offices shall be as shown.

*[E.g. In case of Rs. 1,000 collected as fees from a **Single Annual Member**, the Local Branch shall keep 25% or Rs. 250 and send 75% or Rs. 750 to State Office with the application form and photos. In turn the State Office shall keep Rs. 175 (17.5% of Admission fees) and remit Rs. 575 (57.5%) to Central Office.]*

	Admission Fees (1)	Branch share (2)	State share (3)	Central share (4)
Professional Members:				
Single Annual: (SAM)	1,000	250	175	575
Single Life: (SLM)	10,000	2,500	1,750	5,750
Couple Annual: (CAM)	1,500	375	263	862
Couple Life: (CLM)	15,000	3,750	2,625	8,625
Institution Members:				
Only OP –				
Type 1 Annual: (AIM-1)	2,000	500	350	1,150
Type 1 Life: (LIM-1)	20,000	5,000	3,500	11,500
Up to 20 beds –				
Type 2 Annual: (AIM-2)	4,000	1,000	700	2,300
Type 2 Life: (LIM-2)	40,000	10,000	7,000	23,000
21 to 50 beds –				
Type 3 Annual: (AIM-3)	6,000	1,500	1,050	3,450
Type 3 Life: (LIM-3)	60,000	15,000	10,500	34,500

51 to 100 beds –

Type 4 Annual: (AIM-4)	8,000	2,000	1,400	4,600
Type 4 Life: (LIM-4)	80,000	20,000	14,000	46,000

Above 100 beds –

Type 5 Annual: (AIM-5)	10,000	2,500	1,750	5,750
Type 5 Life: (LIM-5)	100,000	25,000	17,500	57,500

Teaching Institution –

Type 6 Annual: (AIM-6)	20,000	5,000	3,500	11,500
Type 6 Life: (LIM-6)	200,000	50,000	35,000	115,000

d) State Branches can enrol members in its area of operation directly, if there is no Local branch. The Admission Fees collected and its sharing with the Central Office shall be as shown.

*[E.g. In case of a **Single Annual Member**, the State Branch shall send Rs. 650 (65%) of Admission Fees to Central Office with the application form and photos. The State Office shall keep Rs. 350 (35%) as its share.]*

	Admission Fees (1)	Branch share (2)	State share (3)	Central share (4)
Professional Members:				
Single Annual: (SAM)	1,000		350	650
Single Life: (SLM)	10,000		3,500	6,500
Couple Annual: (CAM)	1,500		525	975
Couple Life: (CLM)	15,000		5,250	9,750

Institution Members:**Only OP –**

Type 1 Annual: (AIM-1)	2,000	700	1,300
Type 1 Life: (LIM-1)	20,000	7,000	13,000

Up to 20 beds –

Type 2 Annual: (AIM-2)	4,000	1,400	2,600
Type 2 Life: (LIM-2)	40,000	14,000	26,000

21 to 50 beds –

Type 3 Annual: (AIM-3)	6,000	2,100	3,900
Type 3 Life: (LIM-3)	60,000	21,000	39,000

51 to 100 beds –

Type 4 Annual: (AIM-4)	8,000	2,800	5,200
Type 4 Life: (LIM-4)	80,000	28,000	52,000

Above 100 beds –

Type 5 Annual: (AIM-5)	10,000	3,500	6,500
Type 5 Life: (LIM-5)	100,000	35,000	65,000

Teaching Institution –

Type 6 Annual: (AIM-6)	20,000	7,000	13,000
Type 6 Life: (LIM-6)	200,000	70,000	130,000

- e) If the State or Central Offices are getting the Membership applications directly from a Local Branch, the fee sharing shall be as per Section 8 (c). If the application is from an area where there is no Local Branch the fee sharing shall be as per S. 8 (d). If the application is from an area where there is no Local or State Branch the Central Office shall keep the whole Admission Fees.

- f)* The amount due from Annual members in a Local Branch to the State and Central Offices shall be paid in one instalment to the State Branch on or before 30th April of every year for the current year. The State Branch shall pay the Central Office share to the Central Office on or before 31st May of every year.

9. Privileges

- a)* The payment of the Admission Fees shall entitle the member for all privileges as per the rules and byelaws. For annual members the privileges shall be for the period of membership.
- b)* A member shall be entitled to receive a copy of the circulars or publications of the Association free of charge or at the rate fixed by the CWC.
- c)* All members shall have the right to attend and take part in the discussion in all general and clinical meetings, lectures and conferences organised by the QPMPA.
- d)* Institution member shall have only one vote irrespective of the bed strength.

10. Termination

- a) By resignation:* A **Local Branch Member** of the QPMPA can resign his/her membership by giving thirty days notice in writing to the respective Local Branch Secretary after clearing all dues to the Branch. The Branch Secretary shall place the resignation letter before the Executive Committee of the Branch for consideration and inform the decision to the

State Secretary. A **Direct Member** can resign his/her membership by giving thirty days notice to the State/Central Secretary as the case may be. The resigning member shall clear all dues outstanding against his/her name. The resignation letter shall be considered and disposed of by the SWC/CWC as required.

- b) By nonpayment of Admission fees after due notice:** Notice under certificate of posting mentioning the dues amount should be sent to the defaulters before the Thirtieth (30) day of April every year, and in case of nonpayment, the membership shall automatically cease with effect from First day of June of the same year.
- c)** Membership shall terminate on the grounds of undesirable and unethical conduct.
- d)** On the ground of a conviction in a Court of Law, membership shall be terminated.

11. Re-Admission

- a)** Any Member whose Membership was terminated on the grounds of Resignation or nonpayment of dues can be readmitted on fresh application on the following conditions:-
 - i)** It should be recommended by an Executive Committee member of the Local Branch, State Working Committee/Central Working Committee Member as applicable.
 - ii)** All dues payable by the member should be cleared.
 - iii)** The time interval between such application and readmission shall be decided by the Local Branch, State Working Committee or Central Working Committee as applicable.

- b)** Any member whose name was removed from the membership register of QPMPA, on the grounds of conviction in a Court of Law, or his name being removed from the MCI Register, shall not be readmitted till he is finally acquitted by the Court, and his name is reinstalled in the Register of the MCI.

12. Finance: Income & Expenditure

a) Income:

- i)** Share of the Admission Fees as per Section 8. c), d) & e) from Local and State Branches.
- ii)** 20% of the profit of the National/State Annual Conferences conducted by Local branches. The State Branch/Central Office shall share this amount equally.
- iii)** Special contribution and/or donations raised directly or through Local/State Branches.
- iv)** Income received from Publications, if any.
- v)** Contribution received from the Local/State Branches organising other Special Functions, if any.
- vi)** Bequests received from persons or organisations who desire to benefit the QPMPA; or Bequest received for any specific purpose as Endowment.
- vii)** Interest on Deposits.
- viii)** Rents collected on property, if any.
- ix)** Other sources duly authorised by the State/Central Working Committees.

b) Reserve Fund:

- i)** Contribution from Local/State Branches towards this.
- ii)** Minimum of 25% of the surplus fund of the Central Office.

- iii) Contribution from individuals or members especially towards this.

Note: *The Reserve Fund can be drawn and spent only by a Special Resolution at the Central Working Committee, the notice for which, with reasons for such withdrawal, clearly mentioned, shall be duly circulated and in which three-fourth of the accredited members present voting in favour of the resolution.*

c) Legal/Liaison/Journal Fund:

- i) Contribution from Local/State Branches towards this – 50% of Admission Fees.
- ii) Minimum of 25% of the surplus fund of the Central Office.
- iii) Contribution from individuals or members especially towards this.
- iv) This fund to be used to fight legal issues, maintain Liaison Offices and publish Journals.

d) Expenditure: The funds shall be utilised for:

- i) All ordinary expenses, such as postage, etc.
- ii) Pay rents, salaries, wages and other charges as may be necessary.
- iii) For the issue of the Journal, and other authorised publications and letters.
- iv) Other authorised purposes like scientific investigations, conferences, prizes, scholarships, etc.
- v) Expenses for Central Working Committee Meetings, unless a Branch hosts it.
- vi) TA to the Central Office bearers shall be given as decided by the CWC from time to time.

PART - III

Byelaws

13. Central Working Committee (CWC)

The general control, management and direction of the policy and affairs of the QPMPA shall be vested in the body styled as the “CENTRAL WORKING COMMITTEE” (CWC). Such power shall be derived through a resolution passed (to such effect) each year by the General Body during the Annual Conference or Annual General Body meeting of the QPMPA.

14. Composition

The Central Working Committee shall be composed of the following members —

a) Ex-Officio Members:

- i) The President of the QPMPA of the current year.
- ii) All the Past Presidents of the QPMPA.
- iii) The Vice-Presidents of the QPMPA of the current year.
- iv) The Honorary General Secretary of the QPMPA of the current year.
- v) All the Past General Secretaries of the QPMPA.
- vi) All the Joint Secretaries of QPMPA of the current year.
- vii) The Honorary Treasurer, of the QPMPA of the current year.
- viii) The Editor of the Journal of the QPMPA of the current year.
- ix) All the State Office bearers of the QPMPA of the current year or their nominees with authorisation letter.

- x) One elected member from each Local Branch or their nominees with authorisation letter.
 - xi) All Past State Presidents and Secretaries of QPMPA State Branches.
- b) Elected Members:**
The Local Branch at its annual meeting shall elect one member to represent the Local Branch at the Central Working Committee.
- c) Nominated Members:**
The President can nominate two (2) members to the Central Working Committee Meeting, who will not have voting rights, but they can take part in the discussions. Such nomination by the President is valid for that particular meeting only.
- d) Invited Members:**
The President can invite not more than three (3) members as Special Invitees for one particular meeting, who will not have voting rights, but will take part in the discussions. Such members need not necessarily be members of the QPMPA, but may belong to the category of experts in a particular field (such as advocates, etc.) whose opinion may have bearing on the topic to be discussed on that particular meeting.
- e)** Though the Office-Bearers and others may change, the Central Working Committee is a continuous body.

15. Powers and Functions

- a)** The CWC will administer the affairs of the Association in accordance with the Memorandum, Rules and Byelaws of the Association. The CWC shall exercise such powers and

do such acts and things as may be exercised or done by the Association.

- b)** The CWC shall have the right to delegate some of its powers to any special and/or adhoc Committees, which it has the right to appoint.
- c)** The decision of the CWC in matters concerning the Association shall be final, except those concerning Election disputes, Constitutional amendments and other disputes, when the CWC shall delegate such powers to specially appointed Committee(s) as per Byelaws, described hereinafter.

16. Meetings

- a)** The CWC shall meet at least twice in an association year, apart from the Annual meeting, which shall ordinarily be held and be finished before the first day at the venue of the Annual Conference of the QPMPA.
- b)** Ordinary meetings of the CWC shall be held at a place, date and time, which shall be decided by the Honorary General Secretary in consultation with the President. Notice of the ordinary meeting along with agenda and minutes of the previous meeting should have been received by CWC Members three weeks before the date of the meeting. Such information being despatched under certificate of posting. The Annual meeting of the CWC shall usually be held at the venue of the Annual Conference.
- c)** Apart from the meetings described above there shall be the "REQUISITION MEETING" of the CWC. The Honorary Secretary shall call for such Meeting within four (4) weeks on receipt of a requisition signed by at least 30% of the total

accredited members of the CWC, stating specifically the business for which such a requisition is made. The Honorary General Secretary in consultation with the President shall fix the time, date and place of such meeting. In such a meeting no other matter shall be discussed other than the matter specified in the Notice.

17. Office Bearers of the QPMPA

- a)** The following Office-Bearers shall be elected for the proper management and administration of the QPMPA.
- i) The President.**
 - ii) Four Vice-Presidents** on Zonal basis.
The country will be divided into four zones, namely —
North Zone —
East Zone —
South Zone —
West Zone —
 - iii) The Honorary General Secretary.**
 - iv) Four Joint-Secretaries** on Zonal Basis to assist the Vice-Presidents.
 - v) The Honorary National Treasurer.**
 - vi) The Managing Editor of the Journal.**
- b)** All the Office Bearers shall assume Office on the day of the Annual Conference and their term of Office shall be for TWO Association years.

18. Duties and Powers of the Office-bearers

- a) PRESIDENT:**
- i)** The President shall be the Chairman of the meetings of the committee(s) of which he is the President and shall

preside over any other committee of which he is a member and shall preside over all meetings at the National Annual Conference.

- ii) Shall guide and control the activities of the QPMPA and Central Working Committee.
 - iii) Shall regulate the proceedings of the meetings and conferences, interpret the Rules and Byelaws and give ruling on doubtful points. The President's ruling cannot be questioned unless he himself reverses his ruling.
 - iv) Shall have only a casting vote in case of an indecisive voting.
- b) VICE-PRESIDENTS:**
- i) Shall help in the organisation of State Branches by making tours and addressing members, etc., in their zones.
 - ii) Any grievances or disputes should be brought to the notice of the concerned Zonal Vice-President and the disputes, grievances, etc., should be settled with the Vice-President's help and in his presence. If such move fails, only then it should be brought to the concerned forum of the QPMPA, and that too only through the concerned Vice-President, with his approval and consent.
 - iii) One among them shall act for the President in the absence or inability of the President; and he shall be named as "Senior Vice-President."
- c) HON. GENERAL SECRETARY:**
- i) Shall be in charge of the Headquarters (Central) Office, and the affairs of the Central Working Committee.
 - ii) Shall be the Correspondent on behalf of the Association, and conduct all correspondences.

- iii) Shall have general supervision of accounts, pass all bills for payment and sign cheques jointly with the Treasurer.
 - iv) Shall organise, arrange and convene meetings, conferences, Lectures, etc.
 - v) Shall maintain a correct and up-to-date Register of all members.
 - vi) Shall advance the cause of the Association in general.
 - vii) Shall prepare a Budget and present it at the National Annual Meeting for approval.
 - viii) Shall bring any matter that are of interest and concern to the Association, to the notice of the President for guidance and further procedure.
- d) **HONY. JOINT SECRETARIES:**
The Joint Secretaries are also elected on Zonal basis. Their main functions shall be to assist the respective Vice-Presidents in their functions and activities, and bring to the notice of the Hony. General Secretary matters that need attention in consultation with the respective Zonal Vice-Presidents. They are in charge of the particular Zone for which they are elected, as the General Secretary shall be in charge of the Central affairs of the Association.
- e) **THE HONY. TREASURER:**
- i) Shall receive all money from sources as defined in the Byelaws, and deposit them in Nationalised Banks that are approved by the CWC to the credit of the QPMPA. Such account(s) shall be a Joint Account to be operated by the Hony. Treasurer and the Hony. General Secretary jointly.

- ii) Shall be responsible for all income as defined in the Byelaws.
 - iii) Shall dispose of bills for payment, as sanctioned by the General Secretary only on his written requisition to that effect. As all the bills of payment should have the approval of the CWC, if the Treasurer has any bonafide doubt about this, he has the right to bring it to the notice of the CWC before payment even if it had the written requisition from the General Secretary.
 - iv) Shall be responsible for keeping up-to-date accounts of the Central (HQ) Office.
 - v) Shall get the Annual Statements of Accounts and Balance Sheet required and get it audited by the auditors approved by the CWC and submit for approval at the National Annual Meeting.
- f) MANAGING EDITOR OF THE JOURNAL:**
- Shall be in charge of and accountable to the regular editing and publication of the Official Journal of the Association. He may appoint his own team of Secretary, Treasurer and members of the Editorial Board. He shall prepare Annual Budget and get it approved in the National Annual Meeting. He shall also submit regular reports and Statement of accounts in every CWC Meeting.

19. Termination — Officials

The term of any of the Office-bearer (or all of them) shall be considered terminated, before their full term of office is over under the following circumstances:-

- a) If any of them submit their resignation giving thirty (30) days notice to the CWC through the Secretary. If the Secretary wants to resign, it should be submitted through one of the Joint Secretaries and if all of them or a group of them wants to resign *en masse* the letter should be addressed to the CWC directly through the Secretary, who till the matter is decided shall conduct the business. The CWC should assemble within a period of Thirty days from the receipt of such a letter to dispose of this matter.
- b) Office-Bearers can also be removed by a vote of no confidence observing the following procedure —
 - i) Not less than 30% of the CWC members should give to the CWC a one-sentence resolution with their original signatures attached, to the Secretary or the concerned person — “The Association has lost confidence in”
 - ii) On receipt of such a letter, after verifying the correctness, etc., of the letter, in consultation with the President, the Secretary should call for a Requisition Meeting of the CWC within Thirty days.
 - iii) The necessary Quorum for such a meeting shall be 75% of the accredited members of the CWC; and within half an hour after the assembly of such a meeting if there is no required quorum the resolution shall be considered lost, and shall not be allowed again in that Association year.
 - iv) In such a meeting with the required quorum, the President shall preside if the motion is not against him; and the Secretary shall conduct the Meeting if the motion is not against him. If such being the case a Vice-President

and a Joint Secretary shall take charge of the proceedings.

- v) No other matter shall be taken up for discussion in such a meeting except the matter pertaining to the Resolution.
- vi) In such a meeting, all those who wish to express their views shall be given a limited time by the Presiding Officer, but only after the person against whom the Resolution is placed shall be given enough time to explain his stand. The discussion should close when the Presiding Officer so rules.
- vii) The Resolution shall be considered passed only if it gets a majority of 51% by a secret ballot of the members present; otherwise, it will be considered lost.
- viii) If the resolution is passed, the concerned office-bearer(s) should vacate the office forthwith, handing over all records and papers to the concerned person in the presence of the CWC Members, and to their satisfaction on the same day. If by any unavoidable circumstances there is any discrepancy in handing over the records, etc., the outgoing office-bearer shall be given a specified time to rectify the same. If there is any lapse even after this time limit, the CWC will consider necessary actions to be taken.
- ix) Such ousted member shall not hold any office of the Association for the next Three (3) Association Years.
- x) No Bye-election shall be held in that year, but the adhoc arrangement made during the CWC Meeting, will continue until the end of that year.

20. Association Year

- a) The Official year of activities of the QPMPA shall be from the First day of **April** of the current year to the Thirty-first day of **March** next year.
- b) All Local Branches should send the State Branch and Central share of the Admission fees of the Annual/Life members to the State Branch Office before the 31st May every year.
- c) The payment of the Admission fee share should be accompanied by a complete address list of all the members belonging to the Branch (Life/Annual) for that year based on which the State/Central Offices shall calculate the Admission Fee share. If such a list is not forwarded, the Admission fee share calculation shall be made based on previous year's record and the difference, if any, the Local/State Branches should pay.
- d) Such of those Local/State Branches who have not paid the Central share of the Admission Fees of Annual/Life members before Thirtieth of June of the current year cannot take part in the Election process of the next year, and members of such Branches cannot compete for any posts.
- e) Local/State Branch(es) that fail(s) to pay Admission Fee share consecutively for more than TWO successive years shall be declared DEFUNCT and the name erased from the Register. The concerned Zonal Vice-president and the Joint Secretary shall see that such contingency does not arise.

21. Formation of Local/State Branches

- a) A minimum of FIVE persons, who are eligible to be members of the QPMPA, as per Section 7; Sub-Section (a), who

reside and do medical practice, or are employed in an area or its neighbourhood may form themselves into a local branch of QPMPA, by a resolution passed at a General Body meeting of such persons, convened for such purpose. The Resolution with the names of the proposed and accepted list of the Office Bearers of the New Branch and signed Membership application forms along with the prescribed share of Admission Fees as shown under Section 8 (c) shall be sent to the respective State Secretary if there is a State Branch or to the General Secretary if there is no State Branch. The Admission Fees sharing, if there is no State Branch, shall be as shown in Section 8 (d) between the Local Branch and Central QPMPA.

- b)** Such an application shall be placed before the proper forum by the State/Central Secretary at the earliest possible meeting for the approval and the official approval along with the receipt for the Admission Fees share received shall be forwarded to the Secretary of the Local Branch.
- c)** From the time of such approval, the members of the Local Branch thus approved shall enjoy all privileges endowed by the QPMPA.
- d)** The Election of the Local Branches as per their byelaws shall be conducted on or before the 15th of March, and the list of office-bearers shall be forwarded to the State and/or General Secretaries, on or before the 25th of March every year.
- e)** Every year the Local Branches shall send the list of ALL members along with the Admission Fees share of Annual/Life Members as the case may be to the State/Central Office.
- f)** Five or more Local Branches in a State/Union Territory in India can join together to form a State Branch.

- g)* TA for attending SWC and CWC meetings shall be paid by the respective Local/State Branches.

22. General Procedure of CWC Meetings

- a)* Minutes of all meetings shall be correctly kept, maintained and shall be duly declared passed after confirmation at the following meeting of the CWC. This is the responsibility of the General Secretary, or the one who takes his place in any contingency as prescribed in Byelaws.
- b)* No resolution adopted or rejected at a meeting shall again be taken for consideration within six months period or 20% of the CWC members demand for it.
- c)* Notice of CWC Meetings should be sent through post under Certificate of posting and should be accompanied by the Minutes of the previous meeting.

23. Annual Meeting of the Central Working Committee (CWC)

- a)* The Annual Meeting of the CWC shall ordinarily be held at the time of the Annual National Conference and shall finish its work before the first day of the Annual National Conference of the QPMPA. The place, date and time shall be decided by the Honorary General Secretary in consultation with the President and depending upon the decision of the previous Meeting of the CWC, which would consider invitations from any of the Local/State Branches inviting the Conference to be held at the place of their choice, and hosting the same.

b) The following business shall be transacted at the Annual CWC Meeting:

- i)** If by any contingency both the President and the Vice-Presidents are not available, a senior person shall be elected as the Chairman of the Meeting.
- ii)** Adoption of the Minutes of the previous meeting.
- iii)** Matters arising out of the Minutes.
- iv)** Adoption of the Annual Report presented by the General Secretary.
- v)** Discussion on Annual Report.
- vi)** Adoption of the Audited Accounts presented by the Treasurer after discussions.
- vii)** Appointment of Auditors, Legal Advisers, etc.
- viii)** Presentation of the Budget, discussion and adoption.
- ix)** Resolutions brought forward by CWC, Local or State Branches and Individuals subject to the conditions cited below.
- x)** Any other business with approval of the Chairman/President.

c) The following rules are to be observed to bring Resolutions:

- i)** Notice of the Resolutions to be moved at the National Annual Meeting should reach the Central (HQ) Office at least one month before the Annual Meeting. No Resolution shall be placed directly at the Annual Meeting, except under some extraordinary circumstances and that too with previous permission by the President and approval of the CWC.
- ii)** If the Resolution is something pertaining to Constitutional amendment, such a Resolution should reach the General Secretary at least Three months before the

Annual Meeting, so that it should have been circulated to all Branches for a feedback before being placed before the Annual Meeting.

- d) A Notice of at least Three (3) weeks should have been given to all members, along with the Agenda and the minutes of the previous meeting specifying the place, date and time of the CWC Meeting.
- e) The Quorum of all the Meetings of the CWC including the Annual Meeting shall be 20% of the accredited members of the CWC.
- f) Apart from Requisition and Ordinary Meetings of the CWC, there shall also be **Special Meeting(s)** of the CWC. This shall be convened if a State Branch unanimously sends a signed petition to that effect to the General Secretary. The General Secretary shall convey the decision about this to the Branch after the decision of CWC on this matter. If such a meeting is allowed, then as far as possible, the concerned Branch shall host the Meeting and the Agenda shall be as per the General Secretary's description, in consultation and approval of the President. If there is any special purpose or reason for such a Special Meeting, the concerned Branch should specify the same in their request to the Central Office.

24. National Annual Conference of QPMPA

- a) There shall be a National Annual Conference of the QPMPA every year in the month of May at a suitable place and time as decided by the CWC.
- b) Any of the Local/State Branch can invite the Conference to the area of their Branch, and this shall be finalised by the CWC.

- c)** The venue of the Conference, the Reception Committee, the Fees to be collected under various heads, delegate fees and other details concerning the Conference are to be worked out as and when necessary by the concerned Branch(es) and to be confirmed by the CWC.
- d)** All members of the QPMPA are entitled to attend the Conference and the General Body Meeting of the QPMPA.
- e)** Three weeks notice is to be given to all members about the details of the Conference.
- f)** The quorum of the Conference shall be 10% and that of the General Body meeting shall be the same.
- g)** 20% of the profit of the National Annual Conference shall be paid to the Central Office if the Conference is hosted by a State Branch. If the Conference is hosted by a Local Branch, 20% of the profit shall be paid to the State Branch, which in turn shall remit 50% of that to the Central Office.
- h)** The following Business shall be transacted in the Annual General Body Meeting —
 - i)** To receive from the CWC the report of the functioning of the Association during the tenure of the outgoing Office-bearers.
 - ii)** To approve the Audited Accounts of the Association.
 - iii)** To consider any other matters duly brought to the notice of the President, and if allowed, discussions on this.
 - iv)** Election of the Office Bearers once in two years.
 - v)** To pass a resolution “to delegate the authority of the General Body, except to amend the constitution, to the CENTRAL WORKING COMMITTEE (CWC).”
 - vi)** To pass a resolution of appreciation to the previous Office-bearers if it is allowed by the President.

- vii) To pass a resolution of appreciation to the Organising Committee of the Conference.

25. Amendment to the Memorandum, Rules and Byelaws

Whenever it is found necessary and unavoidable, any accredited Member of the QPMPA can bring forth a Constitutional Amendment; for which the following conditions should be followed —

- a) If the Amendment is from a Local Branch Member, it should as far as possible come through the concerned Branch. The Member may also send such Amendment directly to the General Secretary, but it cannot be sent without the knowledge of the Local Branch.
- b) If the Amendment is from a State Working Committee Member, it should as far as possible come through the concerned State Branch. The Member may also send such Amendment directly to the General Secretary, but it cannot be sent without the knowledge of the State Branch.
- c) A CWC Member can directly place a Constitutional Amendment to the CWC, but subject to the conditions, which are applicable to above category also.
- d) Resolution(s) concerning Constitutional Amendment should reach the General Secretary Three (3) months before the date that can be fixed for the discussion.
- e) The General Secretary should send the copy of such a resolution to all State/Local Branches and all CWC Members seeking their reaction at the earliest.
- f) At the Meeting assembled for this purpose, or at the Annual Meeting when this matter comes up the Resolution

will be considered passed only when 51% of the CWC Members vote in favour of the Amendment.

- g)** The amendment passed by the CWC will come into force only after the approval by the following General Body Meeting.

26. Journal of QPMPA

- a)** There shall be a Journal for the QPMPA, which shall be the Official media of the Association, publishing the views of the QPMPA, on matters that are of concern to the Association. It would also publish regularly, activities of the Branches under the QPMPA, and papers of scientific and professional interest.

- b)** It shall be published every month (Twelve issues per year.)

- c)** **For the management and publication it shall have the following Office bearers —**

- i)** The President of the QPMPA.
- ii)** The Hony. General Secretary of the QPMPA.
- iii)** The Managing Editor of the Journal.
- iv)** The Secretary cum Treasurer of the Journal.
- v)** Five members of the Editorial Board.

Of these (i) & (ii) are ex-officio members and (iii) viz. the Managing Editor shall be elected by the Annual General Body Meeting. The Managing Editor shall be given the authority to choose his own team of Editorial Board & Secretary

- d) Duties and Functions:**

- i)** The Managing Editor of the Journal shall be responsible for the regular and proper publication of the Journal with the help of his team of Editorial Board.

- ii) Shall be responsible for the management of the business and maintenance of the Journal, its printing, distribution, etc.
 - iii) Shall in all ordinary issues, publish the organisational matters apart from Branch activities, that is supplied by the Central/State/Local Branch Secretaries. In the absence of such matter for publication, this space can be utilised for matters that are approved by the Editorial Board.
 - iv) The Journal Committee shall meet once in Three months and during the time of CWC Meeting and submit report regularly to the Central Working Committee.
 - v) Shall prepare audited yearly financial Statement and submit to the Annual Meeting of the CWC for approval.
 - vi) Shall have the power to spend money for various purposes connected with the printing and posting of the Journal up to the amount sanctioned in the budget estimate for the year, by the CWC. It should have and obtain special permission to spend, if the expenses are expected to go beyond this limit.
- e) **Funds & Finance for the Journal Committee:**
- The income for the Journal is derived from —
- i) Subsidies and grant from the Central Fund of the QPMPA.
 - ii) Advertisement charges received.
 - iii) Sale cost of any publication or papers of scientific or Organisational interest that are allowed by CWC.
 - iv) From donations for the specific purpose of the Journal and bequests if any.

Such accrued income shall be ear marked and kept separately as decided by the CWC and shall be spent only for the purpose of the Journal affairs.

27. Dissolution

- a)** Any number not less than three-fifths of the members of the QPMPA may determine that it shall be dissolved, and thereupon it shall be dissolved forthwith, or at the time then agreed upon, and all necessary steps shall be taken for the disposal and settlement of the property of the QPMPA, its claims and liabilities, according to the rules of the QPMPA applicable thereto, if any, and if not, then as the CWC shall find expedient provided that, in the event of any dispute arising among the said CWC or the members of the QPMPA, the adjustment of its affairs shall be referred to the principal Court of original civil jurisdiction of the district in which the chief building of the QPMPA is situated; and the Court shall make such order in the matter as it shall deem requisite.
- i) Assent required.-** Provided that the QPMPA shall be dissolved unless three-fifths of the members shall have expressed a wish for dissolution by their votes delivered in person, or by proxy, at a general meeting convened for the purpose.
- b) Upon a dissolution no member to receive profit.-** If upon the dissolution of the QPMPA registered under this Act there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the QPMPA or any of them, but shall be given to some other society, to be

determined by the votes of not less than three-fifths of the members present personally or by proxy at the time of the dissolution, or, in default thereof, by such court as aforesaid:

28. Robert's Rules of Order

“The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the QPMPA in all cases to which they are applicable and in which they are not inconsistent with these byelaws and any special rules of order the organisation may adopt.”

PART - IV Election Procedure

29. Office Bearers

The following Office Bearers shall be elected once in Two (2) years from the members present at the National Annual General Body Meeting of the QPMPA —

- a)* National President,
- b)* National Vice-Presidents -Four (4) on Zonal basis,
- c)* Hony. General Secretary,
- d)* National Joint Secretaries -Four (4) on Zonal basis,
- e)* Hony. National Treasurer, and,
- f)* Journal Editor.

30. Eligibility for the above posts

***a)* A Candidate for the Post of the National President shall:**

- i)* Be an active life or ordinary member of the QPMPA, for Five years, without any dues, and proposed by a Local/ State Branch in good standing, and,
- ii)* Has served or will have served at the time he/she takes the office as National President, as a State Working Committee/Central Working Committee Member for a term of Four Years out of which a full term of Two years or a major portion thereof as State/National Secretary or State/National Treasurer or State/National Joint Secretary or Journal Editor or Local/State Branch President.

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- b) A Candidate for the post of National Vice President/General Secretary/National Joint Secretary/National Treasurer/Journal Editor shall:**
- i)** Be an active member of the QPMPA for Four years as life or ordinary, without any dues, and proposed by a Local/State Branch in good standing, and,
 - ii)** Has served or will have served at the time he/she takes the office as National Vice-President/General Secretary/National Joint Secretary/National Treasurer/Journal Editor, as a State Working Committee/Central Working Committee Member or Local/State Branch President for a full term of Two years or a major portion thereof.
- c) Election Procedure:**
- i)** An Election Committee consisting a Chairman and two other members shall be nominated at the first CWC meeting of every election year.
 - ii)** The Election Committee shall conduct the election and install the new team at the National Annual Meeting.

PART - V

Arbitration Tribunal

- 31.** Any dispute concerning constitutional points, Election procedures or any other Organisational matters, should be clearly drafted by the aggrieved member or Branch, and handed over to the State/General Secretary; and the State/General Secretary within two weeks of receipt of such a complaint shall call for a SWC/CWC Meeting and in this meeting a One-member Arbitration Bench shall be formed, if the dispute is not settled by SWC/CWC.
- 32.** The procedure after the formation of such a Bench is entirely left with the Bench and there cannot be any objections or questions about this.
- 33.** The decision and the award given by the Bench shall be final, and the Award binds both the parties.
- 34.** Any member who takes any dispute to the Court of Law without exhausting these means of redress shall be suspended from the Association for six years.

PART - VI

Branch Rules & Byelaws

35. The Rules and Byelaws of State and Local Branches of the QPMPA shall be framed in such a fashion to be consistent with and not contradicting the Rules and Byelaws of the QPMPA.
36. The Rules and Byelaws of State and Local Branches shall be first approved at their respective levels and then submitted before the CWC for final approval.
37. The State Rules and Byelaws received by the General Secretary for the approval by the CWC, must be circulated to all CWC Members alongwith the CWC meeting Notice convened for the approval of the same.

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