

Election of Office Bearers and Executive Committee:

The Office Bearers and the members of the Executive committee will be elected from amongst the Life members of the Society by secret postal ballots or by secret ballot at the Annual General Body Meeting and **installed at the annual General Body Meeting.**

- a. The election of the office bears and members of the Executive committee of the Society shall be by ballot, as per the following guidelines:
 - (i) Invitation of nominations by the Returning Officer (appointed by the Executive Council) shall be made by 15 August of the relevant year. Last date for receipt and withdrawal of nominations to be by 15 October. Ballot papers if necessary shall be dispatched by the 20th of October. Receipt of ballots shall be by 30th of November. Declaration of results of voting will be done on the 1st of December. Installation of new Executive Committee will be done in January General Body Meeting during Pedicon meeting. If election is occurring in the Annual General Body Meeting, provision can be made for proxy voting if member cannot be present at the meeting.
 - (ii) **One Life member** may stand for only one post.
 - (iii) **Only Life members** shall be eligible to be elected to any post of Office Bearers / Executive Committee.
- b. Any member who has any **complaint** regarding the election process shall give the same in writing addressed to the Honorary Secretary cum Treasurer within 21 days of the declaration of the result.
- c. An **Election Tribunal** consisting of the President and two of the past Presidents shall be constituted to go into the complaint and the decision of the Election Tribunal shall be final in this regard. In case a member of the Election Tribunal is involved himself in any manner in such a dispute, he shall not be eligible for appointment in Election Tribunal.
- d. Any dispute shall be subject to jurisdiction where Society is registered.

14. OFFICE BEARERS: The Society shall have the following Office Bearers:

President	One
Honorary Secretary cum Treasurer	One
Joint Secretary	One
Executive Members	Seven

Total: Ten

14. Term of office

- a. The term of the President, and the Honorary Secretary cum Treasurer and Executive Committee shall be ordinarily for two years.
- b. The Life member contesting for the post of **President** should have been a **member of the Society for three years** (36 months) **before 30th June** to be eligible to contest for the ensuing election and should have **served in the Executive Committee** or as office Bearer or both for a period of one complete year before contesting for the post. He should not be an office bearer of any other major (national or international) organization during the term of office of the Society.
- c. A member contesting for the post of Honorary **Secretary cum Treasurer** or **Joint Secretary** should have been a **member of the Society for two years** (24 months) before 30th June to be eligible to contest for the ensuing election and should have **served on the Executive Committee** for one complete year. He should not be an office bearer of any other major organization (national or international) during the term of office of the Society.
- d. The Life member contesting for the post of **Executive Committee** member should have been a **member of the society for one year** (12 months) before 30th June to be eligible to contest for the ensuing election. The term of the elected members to the Executive Committee shall be of a period of two years. Such members, **if elected for four successive years shall not contest election for a**

period of next two years for the post of Executive Committee. (This includes any stint as office bearer also). Inactive executive committee members may not be allowed to stand for re-election (at least 3 of the 7 members of the executive must complain in writing and the credentials committee shall adjudicate).

32. THE POWER AND FUNCTIONS OF THE PRESIDENT

(a) The President shall preside at the meeting of the Executive Committee and General Body Meeting committee, but in his absence, the members present shall elect one from amongst them to preside over the meeting.

(b) Every question / problem / dispute / issue submitted to a meeting of the Executive committee shall be ordinarily decided according to the majority of votes cast by the members present and voting at succeeding meeting. In the case of equality of votes, the President shall have a second or casting vote in addition to his vote as a member. Such decision will be final and binding on all the members of the society and the concerned parties.

© The president shall decide the dates of the meeting and shall also be authorized to alter the same, if considered necessary.

(d) To give casting vote in case of tie.

(e) To work for the achievements and attainment of the objectives of the Society

(f) The President can write to government and National / International bodies and individuals on important issues and send messages.

THE POWER AND FUNCTIONS OF HONORARY SECRETARY CUM
TREASURER

33. In all-important matters pertaining to the working of the Society and the organization of conferences, seminars etc., the Honorary Secretary cum Treasurer shall consult the President and Joint Secretary before taking a decision except in case of emergency.

34. The Honorary Secretary cum Treasurer shall keep the President and Joint Secretary informed about all important matters relating to the Society and shall

- send a copy relating to important Society correspondence to the President for his perusal and comments.
35. The Honorary Secretary cum Treasurer can write to government and National/International, bodies and individuals on important issues and send messages.
 36. Subject to control and regulation, if any, of the Executive committee, the Honorary Secretary cum Treasurer shall be responsible for carrying out the directions and decisions of the Executive committee and in particular he shall:
 - a. Convene meetings of the society / Executive when needed or called upon to do so.
 - b. Have administrative control over all the affairs of the Society.
 - c. Have charge of correspondence in relation to the Society.
 - d. Prepare Annual Report of the Society.
 - e. Liaise with Indian Academy of Pediatrics and other institutions or organizations for all academic and other activities linked with Indian Academy of Pediatrics.
 - f. Liaise with other national and international organizations with interest in pediatric endocrinology.
 - g. Have charge of the furniture, library and all documents and assets of the Society.
 - h. Collect all dues of the Society and deposit all amounts of the Society.
 - i. Pass all bills for payment or behalf of the Society.
 - j. Have powers to incur expenses for any of the purposes of the Society a limit of Rs. 20,000 at a time subject to ratification by the Executive Committee.
 - k. Be an ex-officio member of all committees.
 - l. Perform all such other duties as are incidental to the Office.
 - m. Organize the biennial academic meeting of the Society, jointly responsible with the President and joint secretary.
 - n. Shall be responsible for keeping up-to-date accounts of the Society with all the account books posted up-to-date.

- o. Shall, prepare a budget of the estimated receipts and expenditure of the society for each year and present the same for approval of the Executive committee.
- p. Shall get the accounts of the society audited by the auditors.
- q. Shall prepare an annual Statement of Accounts and Balance Sheet showing the financial position of the Society, get it audited by the auditors appointed at the annual General Meeting of the Society and submit it for adoption by the Executive committee and shall be Responsible for all financial affairs of the Society.
- r. Will operate the Bank Account(s) of the Society along with the President

THE POWER AND FUNCTIONS OF THE JOINT SECRETARY

- a. Keep confirmed minutes of all the meeting of Society/Executive committee. Maintain membership records, electronic as well as registers.
- b. Shall assist the Secretary – Treasurer as need arises and be an ex-officio members of all Society committees.