

Constitution IAPSM GC

(Approved by the GBM, held on 29/11/2024 at IIPHG Gandhinagar as the official constitution and will be implemented from the 1st of April 2025)

All decisions taken earlier in this regard stand cancelled. In case of any discrepancy or non-clarity, the latest constitution of the national body (IAPSM) will be referred.

Wherever the word PSM is used, it is interchangeable with the word "Community Medicine".

1) Name- The association will be the Indian Association of Preventive & Social Medicine - Gujarat chapter, hereafter called IAPSM GC. It is affiliated with the Indian Association of Preventive & Social Medicine (IAPSM). IAPSM and IAPSM GC denote the national body and its extension in Gujarat State.

2) Objectives: The following will be the lead objectives of the IAPSM-GC:

1. To improve the standards of teaching the subject of PSM at all levels.
2. To promote research in the specialty of PSM and effective application of the knowledge acquired in teaching, training, research & services
3. To develop cooperation in teaching, training, research, and services between the Departments of Community Medicine of various constituent Medical Colleges/ Institutions under the Gujarat chapter.
4. To facilitate coordination amongst the Departments of Community Medicine and other Departments of Medical Colleges/ Institutions & Health agencies / Organizations.
5. To promote welfare to the members of the IAPSM GC.
6. To publish a journal that will further these objectives and be the official organ of the IAPSM GC.

3) Office: The headquarters or the secretariat of the IAPSM-GC will be located in a Medical College of Gujarat State, from where the Secretary is elected. Its term shall be for three years. The official journal of IAPSM GC shall be called the "Healthline," hereafter called the Journal, and its office shall be located at the Medical College/ Institution from where the Chief Editor is elected. Its term shall be for three years.

4) Rules of the Body: The IAPSM - GC shall consist of members whose names are there on the register of members.

4.1 Register of Members: It will include the names of members of the state chapter, and an updated register shall be maintained by the Secretariat and can be made available at the website.

4.2 Eligibility for Membership:

- i. All existing members of IAPSM who are currently stationed or residing in Gujarat.
- ii. To be a member of the IAPSM GC, it is necessary to be a member of IAPSM. Any changes made in the eligibility criteria of membership by the IAPSM from time to time will be applicable for the eligibility of membership of the IAPSM GC automatically.
- iii. A person who becomes a member of IAPSM GC shall not continue the membership of any other state chapters of IAPSM.

4.4 Procedure for taking membership: Those who are eligible (as per the criterion of IAPSM) and desirous of becoming members, have to fill up and submit the form in the prescribed format along

with the membership fee at the secretariat of IAPSM GC. The application will be scrutinized and if found fit, will be forwarded to the Secretary General, IAPSM. When adopted as a member, the concerned person will be informed, and his / her name will be entered in the register of members at IAPSM GC. Alternatively, a person can become a member of IAPSM and may later inform the Secretary, IAPSM GC, for the inclusion of his/ her name in the register of members.

4.5 Termination of Membership:

- i. **Resignation:** Any person can resign from his /her membership by writing to this effect to the Secretary, IAPSM - GC.
- ii. **Termination:** If the conduct of a member is deemed to be against the interest of the IAPSM - GC, he/she will be served a notice by the Secretary to explain his / her conduct within 30 days from the date of issue of the notice. The explanation or its absence will be placed before GBM by the Secretary for the decision. The GBM can terminate the membership by the vote of not less than two-thirds of the members present; the vote being taken by the secret ballot. The decision of GBM will be forwarded to the Secretary General, IAPSM, and the continuation of IAPSM membership of such member will be subject to the decision of the Secretary General, IAPSM in this regard.
- iii. Such persons with terminated memberships can apply a fresh after a lapse of 2 years from the date of termination and their re-entry into IAPSM - GC will be subject to the approval of GBM.
- iv. **Transfer:** Membership is transferable to and fro from any other chapters of IAPSM. Members should inform to concerned offices.
- v. **Death:** On the demise of a member, when it is informed to the IAPSM GC, his / her membership will be terminated.

5) Organization of IAPSM GC:

The chapter has two areas, namely one is that of the chapter itself, headed by the President and Secretary, and the other is that of the journal, headed by the President and the chief editor. Healthline, currently being published four times a year, is the official organ of the chapter and is headed by the President and Chief Editor.

6 Office Bearers of IAPSM - GC:

6.1 The Executive Council of the IAPSM GC, hereafter referred to as EC or EC of IAPSM GC, shall be comprised of;

1. President	1
2. Past President	1
3. Vice President	2
4. Secretary	1
5. EC member of IAPSM GC	6

6.2 Office bearers of the Journal:

1. President	1
2. Vice President	2
3. Chief Editor	1

4. Immediate Past Chief Editor	1
3. Members of Editorial Board (EB)	6

6.3 TERM: The term of the Secretary and Chief Editor will be for 3 years on the approval by GBM on a proposal of the EC. The term shall begin on the first day (1st April of the coming financial year).

The President, Vice Presidents and Six EC/ EB members will be elected for one year and will hold the office until a new EC or EB is formed. All Office bearers can seek re-election for a fresh term; however, after completion of two successive terms, a break of one term is essential. In the EC, apart from the President, Vice President, Secretary and six elected members, there will be two ex officio members: the immediate past secretary of IAPSM GC and the current Editor of the Healthline journal.

6.4 Election: The President, Vice President and six EC and EB members be elected annually through online voting and the results will be declared during the GBM at the annual state conference. However, every third year it will also include the election of the Secretary of State Chapter and Chief Editor of the journal. Elections will be held under the total supervision of the Election Officer and results will be declared by the election Officer. It may be noted that one of the Vice president will be elected every year the second Vice President will be nominated from the department that is hosting the conference and the name will be suggested by the Organizing chairperson. The nominated Vice President must fulfill the eligibility criteria laid down in the constitution.

7 Eligibility Criteria for contesting various constitutional posts:

7.1 For President:

Contestant should be a Life member of IAPSM GC with a minimum of 15 years of teaching (PSM)/ administrative experience in a Medical College with a postgraduate (PG) qualification in Community Medicine (alternatively, he/ she must have the same duration of experience at an equivalent position at some public health institute or PHI). Contestant should have attended at least 3 state conferences.

7.2 For Vice President, Secretary and Chief Editor:

Everything mentioned above for the President, except that the contestants have experience of 10 years. In addition, candidates contesting for the Chief Editor shall also have a minimum h-index (based on Google Scholar or RG) of 5.

7.3 For the Post of EC or EB Members:

Apart from being a member of IAPSM GC, contestants should have a minimum of 5 years with a postgraduate (PG) qualification in Community Medicine. Eligibility criteria for EB members will be similar to those for EC members, except that they must have a minimum h-index (based on Google Scholar or RG) of 3.

The President, Past President, Vice Presidents, Secretary, immediate Past Secretary, and Editor of Healthline in their posts will be considered as EC Members with full parity with elected members.

Therefore, the effective strength of the council will be 13. A representative of the host department (organizing conference) will attend the EC meeting as a co-opted member with no voting rights

The Secretary will appoint a Joint Secretary and Treasurer to assist him who will have the right to attend all EC meetings as co-opted members with no voting rights.

The President, Vice Presidents, Secretary of the chapter, and previous Chief Editor will be ex officio members of the editorial board with full parity with elected members. So, the effective strength of EB will be 11.

8) Election Officer and the procedure: EC will convene a meeting about 3-4 months before the next annual conference with the agenda of selecting an Election Officer. The Election Officer shall be a senior member of the chapter who is not contesting and has a good understanding of election-related procedures. He/ she will appoint 1-2 other members to assist him/ her. He/ she will decide on various timelines and the model code of conduct. He/ she will ensure the implementation of timelines and code of conduct (during the election) and will declare the results during the GBM.

- i. The proposal for prospective candidates for EC/ EB on prescribed forms with certified copies of documents should be emailed to the Election Officer. Secretariat staff shall extend full cooperation to the Election Officer for the smooth conduct of the election.
- ii. It is desired that (1) at least one EC member should be there outside the teaching institutes, (2) there should not be more than one elected member from a single institute, and (3) all regions of the chapter are well represented.
- iii. No elected member of the chapter including that of the journal can contest for the third successive term. However, he/ she can apply for other posts, and also after 3 years, can apply for the same post.
- iv. If any position remains vacant as no one has applied, then the new President, in consultation with the Secretary (for EC) and Chief Editor (for EB), will decide the names.
- v. Under the exceptional case, if nobody has applied for the post of Secretary or chief editor, the current one can be requested to continue for one year (even if he/ she has completed permissible two continuous terms and in that case election for the post will be held along with elections scheduled for the next year.

8.1 Election Procedure:

The proposals for the election of the prospective candidates on the prescribed form should reach the Election Officer by 5-00 PM on a date decided by the Election Panel. This date will be announced on the website of the IAPSM GC and in relevant WhatsApp groups. Candidates seeking election to the membership of EC and EB shall deposit a nonrefundable fee of Rs 200 (those for other posts will deposit Rs 500) along with the duly filled application (a sample will be made available at the website or can be obtained from the Election Panel via email). Filled-up forms will be scrutinized and notified to the members by a date and time decided by the Election Panel. Election, if necessary, will be held by secret online voting before the Annual GBM (usually coinciding with the conference). The names of the candidates securing the highest number of votes shall be placed by the Election Panel before the EC and the GBM for approval at the time of the General Council Meeting. If two or more candidates secure an equal number of votes, the selection will be made by an objective method to be decided by the Election Panel.

9) Duties of Office Bearers:

9.1 President:

- i. He / She shall preside over the EB meeting of the journal, EC meetings, and GBM of IAPSM – GC.
- ii. He /She shall represent the IAPSM GC at National/ International Forums or authorize his/ her representative (in consultation with the Secretary) to do so.
- iii. He /She may sanction an expenditure of more than Rs. 1000/- at a time but up to Rs. 10000/- only on the request of the Secretary.
- iv. He /She may approve expenditure out of the Reserve Funds of the IAPSM GC on a proposal from the EC and it shall be later ratified by the next GBM.
- v. He /She can take a decision, within the objectives of the IAPSM – GC in consultation with at least three members of the Governing Council, and later put it before the GBM for ratification.

9.2 Vice President:

He /She shall assist the President in carrying out his/her duties and will undertake the duties of the President in his / her temporary absence.

9.3 Secretary:

- i. He /She shall be responsible for the upkeep of the permanent records/articles of the IAPSM GC and up-to-date maintenance of the Register of Members.
- ii. He /She shall conduct all correspondence on behalf of the IAPSM – GC.
- iii. He /She shall collect the membership fee and accept other donations received for the IAPSM GC.
- iv. He /She will act as the official spokesperson for the IAPSM GC and can delegate this power to his /her any of nominees.
- v. He /She shall maintain and keep the accounts of the IAPSM GC and shall place before the GBM an internally audited Statement of Accounts of the year.
- vi. He /She shall be authorized to make expenditures up to Rs. 500/- at a time. For expenditure exceeding Rs. 500/- the prior sanction of the President of the IAPSM GC will be necessary.
- vii. He /She shall appoint an Auditor each year in consultation with the President of the IAPSM GC.
- viii. He /She shall convene the EC meeting / GBM.
- ix. He /She shall keep the minutes of the meetings and get these confirmed at the next meeting.
- x. He /She shall be responsible for taking action and implementing the resolutions passed by the EC /GBM.
- xi. He /She shall nominate a Joint Secretary and Treasurer from amongst the members of the IAPSM GC. The Joint Secretary shall assist the Secretary in performing his / her duties and undertake his duties during the temporary absence of the Secretary. The Treasurer shall prepare the budget and submit the income and expenditure during the EC meeting and the GBM.
- xii. In consultation with EC, he/ she will constitute various committees to identify the recipients for NINAD and PARAM orations, Presidential Appreciation Awards, Best paper published in

Healthline, Best Paper published in any journal, and Shri HM Patel Best paper presented during the conference. The committee identifying the recipients of orations and awards (except for Shri HM Patel Best Paper) shall submit the reports well in advance so that the recipients get adequate time. It is crucial for the orations so that the orators get enough time to prepare their orations and the organizers of the conference also get enough time to prepare. If possible, the names of recipients shall be announced during the GBM at the previous conference (as is the practice in IAPSM).

xiii. He / She shall consult the President on all important matters.

9.4 Chief Editor: He/ she will be elected in the same manner as the Secretary is elected. His/ her term will be three years and will appoint a team of 3- 4 persons (Joint Editor, Managing Editor, etc.) to assist in the journal-related jobs. The Chief Editor shall present the activities report and next year's budget during the GBM at the conference. Joint Editors etc. will be able to attend the EB meetings as co-opted members with no voting rights

9.4.1 Functions of the Chief Editor

- i. He/ she shall ensure the timely publication and circulation of the Journal.
- ii. He/ she shall nominate the Editor, Managing Editor, and Assistant Editor from amongst the members of the Society.
- iii. He/ She shall function on the advice of the Editorial Board.
- iv. He/ She shall open and operate the Accounts of the Journal in a bank.
- v. He/ She shall place annually the report of the Journal, and a duly Audited Statement of Accounts of the Journal before the GBM.

10) Governing Council (GC):

- i. It will manage the affairs of the IAPSM GC.
- ii. It will finalize resolutions to be placed before the GBM.
- iii. It will advise and guide the Secretary regarding the implementation of the resolutions passed by the GBM.
- iv. It will propose a place for holding the Annual Conference.
- v. He /She will select the election officer in consultation with the EC.
- vi. It will sanction the expenditure exceeding Rs. 20000/-

10.1 EC/ EB Meetings:

The Secretary shall notify the members of the EC of the place, date, and time for the meetings. There should preferably be two meetings in a year. But one meeting must be held every year (during the annual conference). A requisitioned meeting of the EC may be called by the Secretary on receipt of such requisition duly signed by five members of the Governing Council.

The Quorum of the meeting shall be six members of the EC; excluding co-opted members. If six members are not present, the meeting shall be adjourned, and may be called again by the President after 15 minutes and shall be held with the members present.

The President and, in his /her absence, the Vice President shall preside over the EC meeting. In the absence of both, the Governing Council may elect any of its members to preside over the meeting.

The editorial board shall also convene one meeting (preferably two) on the side of the EC meeting.

The meeting will be called by the Chief Editor in consultation with the President. The rules about the quorum and requisition of special EB meetings will be similar to those for EC meetings.

All EB members have to work under the guidance of the Chief Editor and facilitate the review process in the health line.

10.2 The General Body Meeting (GBM):

All members whose names are on the Register of Members constitute the General Council.

There will be at least one GBM every year at the time of the Annual Conference. The time and place will be intimated by the Secretary, IAPSM GC. Any additional meeting (extraordinary GBM) can also be called by the Secretary if required. The quorum of the meeting will be thirty members and if thirty members are not present, the meeting will be adjourned. after 15 minutes, the meeting may be called again by the President, and the meeting will be held with the members present.

Any member, desirous of moving a resolution shall submit it to the Secretary, latest by 1200 hours, before the GBM is held. The resolutions, except those about the amendment of the constitution, can be passed by GBM through a simple majority vote, whereas those about the amendment of the constitution have to be passed by GBM through a two-thirds vote. Proposals of the nature of amending the constitution shall be submitted in a signed written copy to the Secretary (by email) at least 15 days before the proposed date of GBM.

All decisions or resolutions of EC will be placed before GBM for its approval.

11) Fund:

The corpus fund will be kept in a bank account in the name of “IAPSM GC” and will be jointly operated by the Secretary and the Treasurer. The internally audited balance sheet will be maintained by the Secretariat and it will be presented at the annual GBM for its approval.

The financial inputs for this fund will be (1) any voluntary donations and (2) one-fifth of the interest received on the life membership fee of the IAPSM of those belonging to this chapter.

12) Awards and orations:

IAPSM GC currently has the following awards and orations.

1. NINAD oration
2. PARAM oration
3. Shri HM Patel Best Paper Award presented during the conference,
4. Dr CK Purohit best paper award published in Healthline,
5. Presidential Appreciation Award (2)

All awards and orations (except PARAM oration) are open only to the members of IAPSM GC.

There is no age restriction for any one of them except for Shri HM Patel Award (Age of first author shall be < 45 years).

12.1 NINAD and PARAM Orations

- i. While the two orations will be held during the first day of the conference (preferably pre-lunch session), the Shri HM Patel Award session will be held on the second day of the conference.
- ii. Any addition to these orations and awards has to be approved by a two-thirds majority of GBM.
- iii. Both orations are treated at par; therefore, anyone who has received one of the orations will not be considered for the other oration. Between the two, NINAD oration is conferred only to the life members of IAPSM GC, while the other one is open to anyone from any walk of life who has contributed substantially to the growth of the subject (does not exclude the life members of IAPSM GC). To avoid any confusion, it is suggested that a single committee shall be formed to decide for recipients of both orations. The committee shall be formed by the Secretary in consultation with the President and other EC members. The committee shall have 3-5 members, including the Secretary, other members from EC, and senior members of the chapter preferably those who have been the recipients of orations earlier. As mentioned earlier, the Secretary must constitute well in advance the committees for the above awards and orations by convening an EC meeting.
- iv. Elected office bearers (President, Vice President, Secretary, Chief Editor, members of EC, and editorial board) shall not be considered for any oration during their tenure.
- v. Names of recipients of orations shall be declared well in advance to enable the recipients and the conference organizers to prepare. Recipients with their spouses shall be invited by the conference organizers with complimentary registration and accommodation for the period of the conference.
- vi. Both the orations are prestigious, hence are extended by invitation, and no application will be asked to submit. It is the duty of the committee formed to identify the recipient and take his/ her concurrence and inform the Secretary well in advance. Also, as per the convention, these orations will not have any Q&A session.
- vii. All PSM faculty members of IAPSM GC, who have retired since the last conference, completed 70 years, and are present during the conference, should be felicitated during the inaugural session of the conference. All members who have completed 70 years can be provided complimentary registrations (optional); the number of such delegates will be very small, but this gesture will be great.

12.2 Presidential Appreciation Award:

A total of a maximum of 2 such awards will be conferred (one in each category of academics and Public Health). The accomplishment during the preceding year would be considered. Applicants must be life members of IAPSM GC, and there is no age restriction. Those who have already received such an award from the national body will not be considered. They should have registration for the current year's conference. They should be able to justify their contribution at the national/Gujarat state level in various activities in Academics and/ or Public Health. The certificates will be conferred during the inauguration/ valedictory function of the conference.

12.3 Shri HM Patel Young Scientist Award:

- i. Abstracts of all papers scheduled for oral presentations at the conference will be screened by the scientific committee of conference organizers for content. The committee will shortlist 6- 10 research works for presentation in a dedicated session on the second day of the conference. Eligibility criteria for this award (1) the first author should be a member of IAPSM GC and (2) his/ her age shall be < 45 years. (Such an undertaking can be sought from the authors of the works shortlisted for this session.
- ii. A three-member committee formed by the EC of IAPSM GC will assess these papers and will select the best paper to be given the rotatory shield and a replica (of the shield) to the winners.

12.4 Dr CK Purohit Best Paper Award (published in Healthline)

- i. A three-member committee constituted by the EC of IAPSM GC, will shortlist the articles published in Healthline during the specified period for quality and relevance. Eligibility for the consideration includes (1) the first author being a member of IAPSM GC and (2) must be based on the original study.
- ii. Both awards will be conferred on the winners during the valedictory session of the conference.

12.5 Best Paper published (any journal)

Applicants for this award must be Life members of IAPSM-GC, and there are no age restrictions. The applicant should be the first author in the published paper.

The applicant must ensure and confirm that the nominated article will not be claimed by the other co-authors in respect of the current award. In such a situation, the nomination entry may be disqualified.

The paper must have been published in a journal fulfilling the acceptance criteria (type of manuscript and indexing details) set by NMC. Only original articles/Systematic Review and Meta-analysis published (not just acceptance), in the preceding year, would be considered. Letters to the editor and case studies shall not be considered. Paper/part of research should not have been published in more than one Journal. Only one nomination will be allowed from each applicant.

For all awards (other than orations), a committee (3 – 5 members) will be constituted by the Secretary, Chief Editor (in consultation with the president. Which will declare the results in advance to ensure the participation of the winners (Presidential Appreciation, Dr CK Purohit Best Paper & Best Published Paper Award). For Shri HM Patel, the award will be announced during the valedictory function.

Annexure 1: Nomination Form for Elections of Indian Association of Preventive & Social Medicine Gujarat Chapter For the year

Date: _____

To,
The Election Officer, IAPSM GC

I, (Proposer) Dr. _____, hereby propose the name of
Dr. _____(designation) of
(address of the nominee) _____ for the office of **President / Executive Council Member of IAPSM GC/ Editorial board member of Health Line** for the year ----- . I have confirmed that he/ she is eligible for election to the office of **President / Executive Council Member of IAPSM GC/ Editorial board member of Health Line**.

We understand that if the nomination form is not in order, it is likely to be rejected.

*Name (**Proposer**)..... Signature

Date.....Life membership No L

Email..... Mobile.....

I hereby second this proposal

*Name (**Secunder**)..... Signature

Date.....Life membership No L

Email..... Mobile.....

I have no objection.

Name (**Nominee**)..... Signature.....

Date.....Life membership No L

Email..... Mobile.....

Detail about the Demand Draft /At par cheque/Online Transaction:

No: _____ Issuing Bank _____ & Branch _____

UTR No. _____ Date: _____

(*The name of those proposing and seconding must be on the Register of Members)

Office use Only

Accepted/Rejected (With Reason) _____

Annexure 2: IAPSM GC Election – Code of Conduct

The code of conduct will be operational with immediate effect with notification of election & will be in force till the results are declared

The following are the components of the code of conduct:

A. Electioneering

- a) The following actions are Not Allowed by contestants as well as supporters and well-wishers: -
 - a. Advertisements in lay **press**, any kind of press release and **interviews** about IAPSM election.
 - b. Hosting of tea/ lunch/ dinner/ cocktail **parties** for fellow members from IAPSM,
 - c. **Negative propaganda** about fellow contestants.
 - d. Use of **pressure, inducement or coercion** to get votes from fellow IAPSM members.
 - e. **Impersonation** of an eligible voter of IAPSM.
 - f. Use of any **caste/ religion/ region** or any other methods to influence voter for voting which is against the principle of democracy.
- b) Appeals are allowed in the form of emails / print / electronic media like election letters / brochures/ SMS/ Telephone/ social media.
- c) Appeals can also be made in the Healthline print version as per the prevailing rate.
- d) Slideshows, Posters, distribution of Pamphlets, etc. of contestants inside the venue of any IAPSM activity is strictly prohibited.
- e) Candidate should not be involved in hosting dinners or any other social programs during such programs.

B. Breach of Code of Conduct: If:

- a) A written/ email complaint is received about the conduct of a contestant from a member of IAPSM and confirmed by the EC after investigation.
(The complainant has to declare his/her name, IAPSM number & all relevant details needed to identify him/her as a legitimate member of IAPSM.)
- b) Breach of code of conduct is observed by any of the members of Election panel.

The breach is proved with 'documentary' proof (audio/ visual/ print/ electronic).

- A documented breach of code of conduct by a contestant may be punishable by disqualification of his / her candidature by Election panel.
- Any impersonation or other fraud will be reported to the Police/ Medical Council of India /other appropriate authority within the Jurisdiction of the suspected fraud.
- The decision of the Election panel will be final & binding.

C. All contestants will have to give in writing their acceptance to abide by the code of conduct along with application for nomination.

**UNDERTAKING BY CANDIDATES FOR CODE OF CONDUCT FOR ELECTION OF
IAPSM GC**

I, Dr. _____, working as _____ in
_____ declare that I had applied for the post of
President / Executive Council Member of IAPSM GC / Editorial Board Member of Health
Line for the election for the year -----..

Hereby I declare that I am eligible for the election. **I have attached required documents*
for my eligibility.** I have read and understood the rules and code of conduct for the election.
I am giving undertaking that I will follow the rules and code of conduct for the election. In
case of any breach in code of conduct by me, Election Panel is authorized to take action
against me.

I understand that final authority for any decision regarding election will be of Election
Officer and his/ her team.

Date: _____

Place: _____

Signature of Applicant Name of
Applicant

IAPSM Membership No.

Address:

Mobile No.

Email ID:

*Documents to be attached:

1. Proof of life membership of IAPSM.
2. Proof of attending annual state conferences.
3. Proof of h index as per Google Scholar or RG for
eligibility for Chief Editor/ EB member
4. Proof of payment

