

## **BYE- LAW**

- 1) **NAME** : Private Ayurvedic Medical Practitioners Association (PAMPA), Regd.No.ER 174/10 dt.10/03/2010
- 2) **ADDRESS** : Parathuvayalil Hospital, No. VII/361A, M.C.Road, PB.No. 9, Keezhillam P.O, Pin – 683 541, Ernakulam Dt.
- 3) **EXTENT** : Union of India
- 4) **AIMS & OBJECTIVES** : This Association is registered under The Travancore- Cochin Literary, Scientific and Charitable Societies Registration Act, 1955(Act 12 of 1955) and intended to act as a non- profit association for the below mentioned objectives. The profit or leavings shall not be divided among the members. This Association is intended to work for the below mentioned aims.
- 1) The traditional and hereditary Ayurvedic treatment in India – to use it effectively for maintaining the public health.
  - 2) To co-ordinate the activities of the recognized degree holders in Ayurveda and also private sector Ayurvedic Doctors working for the maintenance of public health.
  - 3) To organize research studies and orientation programs to coordinate the scientific knowledge as well as the traditional knowledge related to the current public health issues.
  - 4) To conduct continuing education programs for the Private Ayurvedic Doctors to address the health issues in the contemporary world.
  - 5) To provide support and guidelines to the qualified Private Ayurvedic Doctors to start private clinics and other business enterprises and to find other business opportunities.
  - 6) To guarantee reasonable service – remuneration conditions for Ayurvedic Doctors working in self - financing sector.

- 7) To organise activities for protecting qualified Ayurvedic doctors suffering from misinterpretation and misuse of legal proceedings.
- 8) To conduct public health awareness programs and to coordinate activities of medical experts against the unhealthy practices prevailing in the name of traditional treatment and to assist public health awareness.
- 9) To help the government to introduce Complete Medical Practitioners Bill to ensure the service of educationally qualified people in the field of public health.
- 10) To collect traditional knowledge in the traditional treatment field and to conduct assessment with the help of the modern scientific branches and help the government to implement it in the main stream.
- 11) To introduce welfare measures to the Members for providing financial and moral support during any disaster / accident or any other emergency related to their job.
- 12) To co - ordinate the activities for providing evidence based result to the global enquiries in search of scientific possibilities .
- 13) To co - operate with the State/ National and International Organisations and volunteers to facilitate the reformation of Ayurvedic Science and welfare of the scientists.
- 14) To exert pressure in the authorities to form a Special Directorate in the model of Ayurvedic Medical Education Directorate and the Indian Systems of Medicine Directorate in order to eradicate the problems appropriately and completely in the field of Aurvedic treatment.
- 15) This Association shall act beyond Caste, Religion, Language, money and politics.
- 16) To organize medicinal plants cultivation, maintenance and awareness programs;
- 17) Strive to include the preventive measures in the public education program to resist the common life style diseases in the modern world.
- 18) To promote equality, fraternity and harmony among the members.
- 19) To ensure the social, financial and cultural prosperity of the members.

- 20) To ensure Reading Rooms, Libraries, Magazines and Discussion Classes.
- 21) To convince the government, the relevance for including yoga and martial arts in the school curriculum along with the swimming coaching.
- 22) To assist the Government in the standardization of quality of Ayurvedic Medicines.
- 23) To exert pressure in Government to start finishing school for Ayurvedic Graduates.
- 24) To exert pressure in Government to start welfare fund for the private Ayurvedic Doctors.
- 25) To give priority to enhance the standard of education of private and self financing Ayurvedic students.

## **5) FORMATION OF BRANCHES**

- 5.1. Private Ayurvedic Medical Practitioners Association (PAMPA) has been formed by private practicing members having recognized qualifications and people who have registered their names in Travancore- Cochin Medical Council and Ayurvedic Doctors who have registered their names in other State Medical Councils.
- 5.2 As per the Constitution of the Association, Members not less than 10 are entitled to form a branch. Members not less than 10 shall conduct a General Body and pass a resolution for forming PAMPA and the above resolution along with duly filled application form with details of the members shall be forwarded to the State Secretary. This application shall be submitted for the approval of the Executive Committee and once it is approved a written permission shall be granted to the Branch Secretary to start a branch. Only one branch shall be allowed in one constituency. (Under special circumstances a branch in a taluk shall also be allowed).
  - 5.2.a. The above approved branch Members are entitled to enjoy all the privileges of PAMPA.
  - 5.2.b. Annual election in the branches shall be completed in every year prior to 3<sup>rd</sup> week of March and the list of office bearers shall be handed over to the State Secretary before March 25<sup>th</sup>. Each year a detailed report shall be send to the State Secretary regarding the Existing Members/

Resigned Members /Exempted Members/ Members transferred to other branches/ Newly joined Members, prior to the above mentioned date.

## **6) REGISTER**

Membership Register containing the complete details of the PAMPA members should be kept in the State Committee Office. This register shall be the official document regarding the members and it has to be renewed from time to time / emergency situations.

## **7) MEMBERS**

PAMPA has been formed by all recognized Doctors conducting a Private Practice in Ayurveda.

### **7.1. Qualification**

Membership can be granted and the name can be entered in the membership register of those who are having recognized medical qualification as per the Indian Medicine Central Council Act, 1970, those who have registered in any of the recognized Medical Councils in any other States and any Ayurvedic Doctors having private practice or working in private/ self- financing/ education/ business/ treatment institutions subject to the consent letter prepared as per the Bye- Law of the Association.

### **7.2. Classification**

#### **7.2. a. Individual Membership**

Those Ayurvedic Doctors qualified as per clause 7.1. conducting private Ayurvedic practice, can take individual membership.

#### **7.2. b. Membership for Couples**

Those Ayurvedic Doctor couples qualified as per clause 7.1. conducting private Ayurvedic practice can together take the membership. They should pay the individual membership fee along with its 50%. Both the couples shall enjoy the voting rights.

#### **7.2. c. Temporary Membership**

Those who have completed degree level studies in Ayuvedics and work as House Surgeons, can join as temporary members in the local branches on payment of Rs.100/-. As and when they obtain permanent registration in the Medical Council, they can pay the annual subscription amount and become a permanent member. There won't be any voting rights for a temporary member.

## **8) MEMBERSHIP FEE**

In order to get the membership in PAMPA, the following fees should be remitted along with the application.

8.a. Entry Fee - 100/-

8.b. Annual Subscription - 300/-

Entry fee is usually paid only once. But under any circumstances, on account of disciplinary proceedings, the Association membership is lost or resigned from the Association, the entry fee should be paid at the time of re-entry.

8.c. 50% of the entry fee and Rs.50/- from the annual subscription fee can be used as branch working fund. The remaining amount should be returned to the State Committee during the Annual General body Meeting. To reinstate the membership, subscription arrears as well as the re-entry fee has to be paid.

8.d. If any special fund is required for the effective functioning of the branch, the same can be collected with the consent of the State Committee.

8.e. Prospective members to PAMPA should fill the particular application form, sign it and should obtain a receipt after remitting Rs.100/- as entry fee and Rs.300/- as annual subscription fee. Membership shall lose, if the membership fee becomes arrears.

8.f. Membership shall not be exchanged under any circumstances.

## **9) RIGHTS OF THE MEMBERS**

9.a. Those who are availing membership after remitting the subscription amount shall be entitled to all the benefits provided in the Association Bye- Law, during that period.

9.b. Circulars published by the Association and other Association's Magazines shall be available free of cost or subject to the amount decided by the Executive Committee.

9.c. All members are eligible to attend the Seminars, Discussion Classes and Symposiums conducted by the Association, subject to the conditions decided from time to time.

## **10) CANCELLATION OF THE MEMBERSHIP**

10.a. Resignation

In order to resign from PAMPA membership, the resignation letter has to be tendered to the Branch Secretary 30 days prior to resignation. The resigning member shall not have any liability at the time of resignation. If there is any liability pending, and its certificate is given, then the Executive Committee can consider the resignation.

10.b. Dismissal

10.c. Subject to legal proceedings Medical Council Courts

10.d. Annual subscription amount

## 11) RE- ENTRY

11.a Subject to Clause 10 a,b,c,d, the dismissed members can re - enter subject to the following conditions.

11.a.i. Consider on the recommendation of State Committee Member.

ii. All the arrears and liabilities for the above period should have been cleared.

iii. the duration for the re- entry shall be decided by the Executive Committee.

11.b.legal proceedings PAMPA Membership Register a person whose name is removed from the

## 12) PROCEDURE FOR STATE COMMITTEE MEETING

12.a. The minutes of the State Committee shall be kept in writing and it shall be approved in the next State Committee. It shall be the responsibility of the person temporarily elected in the post of the State Secretary.

12.b. An agenda which is approved/ rejected in a meeting shall not be considered in another meeting within the period of SIX months. But that shall be considered on the request of 20% members.

## 13) GENERAL BODY

1. People whose name are entered in the admission register, entitled to participate in the General Body Meeting.
2. Each member shall have voting right.
3. General Body shall be convened at least once in Twelve Months.
4. Each financial year shall be from 1<sup>st</sup> April to 31<sup>st</sup> March of that year.
5. Every year Annual General Body shall be convened before 31<sup>st</sup> August.
6. Annual income & expenditure statement and left over shall be presented in the Annual General Body Meeting.
7. Quorum for General Body Meeting shall be either 2/3 of the total members or 25 whichever is less.

8. Secretary shall issue notice with agenda, SEVEN days prior to General Body Meeting.
9. The Executive Committee for the Association shall be elected directly from the General Body. General Body shall elect the office bearers such as President, 3 Vice- Presidents (Zonal Presidents), General Secretary, 3 Joint Secretaries (Zonal Secretaries), Publishing Section Editor, Managing Editor, Treasurer and 14 Committee Members. If necessary, election shall be conducted through secret ballot system. They shall be the Executive Committee for the daily operations. The contesting member shall not have any liability in the Association.
10. Usually the Secretary shall arrange an Extra Ordinary General Body on the written request of 2/3 or more members. If it is not done, the Members can arrange such Extra Ordinary General Body through the President. If the President also is not willing, those Members are entitled to arrange such meeting.
11. In case of amendment to the terms and conditions of the Association, the Secretary shall serve an advance notice of 10 days and the amendment has to be approved by at least all the members present in the General Body otherwise such amendments shall not be valid.
12. Income & expenditure statement and left over shall be scrutinized and report shall be prepared by two auditors appointed by the General Body.
13. Complete right for all the affairs of the Association and Executive Committee shall be with the General Body.
14. Executive Committee is responsible to implement all the policies and programs approved by the General Body.
15. General Body is exclusively authorized to take final decisions on the Association's property which is either stolen, missing or which shall not be recovered at any cost.

#### **14) ADMINISTRATION**

1. The General Executive Committee shall consist of 25 Working Committee Members selected in the Annual General Body and Secretaries from each branch and another Member selected in the branch Annual General Body. This Committee shall be known as the state Committee.
2. Two Auditors shall be selected from the General Body to report on the income and expenditure.

3. The State Committee shall have the right to form Sub Committees. Control of the Sub- Committee vests with the State Committee.
4. 1/3 shall be the quorum for the Executive Committee.
- 4.a. 1/6 shall be the quorum for State Committee.
5. At the time of equal voting, President can cast his vote.
6. Term of Executive Committee: The term of State Committee shall be two years. But, if necessary, the office bearers and Working Committee Members shall be elected in Annual General Body Meeting. This election shall not be conducted only for one or two posts. Election shall always be to elect new Executive Committee.
7. Executive Committee shall be entitled to co-opt the Members if there arises a vacancy in Executive Committee during its term.
8. A Member who is absent in THREE consecutive Executive Committee meeting, without genuine reason, shall be removed from the Executive Committee. The particular Member shall be allowed to continue in the Executive Committee if the Executive Committee is convinced that there is a valid reason for his absence.
9. An Executive Committee Member shall not have any liability in the Association.
10. Upon resignation of the President, the rights shall be handed over to the Vice-President and the resignation shall be accepted by the Executive Committee. But the resignation shall be valid only if there is no liability in the name of the President in the Association. Until the next General Body, the Vice- President shall hold the rights of the President.
  - a. Upon resignation of any of the Office Bearers, the resignation letter shall be discussed and decided in the State Committee Meeting. But the resignation shall be valid only after clearing the liability, if any, in the name of the Member in the Association.
  - b. If any Office Bearer resigns, any one of the Vice- Presidents or Joint Secretaries, or a Member of a Working Committee shall carry out the duties till the next General Body.
11. Upon resignation of majority of the Members of Executive Committee, arrangement shall be made to conduct an Extra General Body Meeting and Members to the new Executive Committee shall be elected.
12. The Working Committee shall meet at least once in TWO months. The State Committee shall meet at least once in FOUR months.



13. In each State Committee Meeting, the Executive Committee shall scrutinize all the Income & Expenditure Statements, Vouchers and Receipts till the end of the previous month and if there is no corrections, that shall be approved and if there is any pending payment from them, immediate steps shall be taken to clear the arrears.
14. The loans availed for the Association shall be signed by the President, Secretary and Treasurer, subject to the approval of the Executive Committee

## **15) RIGHTS AND RESPONSIBILITIES OF OFFICE BEARERS**

### **1. President**

- (a) To supervise the administrative activities of the Association.
- (b) All the documents, for and on behalf of the Association, shall be registered in the name of the President.
- (c) To preside over the Executive Meetings as well as the General Body Meetings.
- (d) If there is any inconvenience for the President to preside over the meeting, the Vice President and the Secretary shall be informed earlier.

### **2. Vice – Presidents (Zonal Presidents)**

- (a) In the absence of President, one of the Vice- President shall preside over the meeting and shall perform the duties of the President.
- (b) To assist the President in administrative responsibilities.
- (c) To undertake other activities decided by the Executive Committee.
- (d) Formation of branches consists of different districts and also its administration in co-operation with respective zonal secretaries.
- (e) Any issues or disputes that has to be brought to the attention of the State Committee, shall be handed over to the zonal office bearers i.e., Vice President /Joint Secretary. The zonal office bearers either in person or in groups shall participate in the respective branch meetings and shall find a solution and report it to the State committee. Any issue not resolved in branch meetings, the branch committee shall accept the decisions of the State Committee.

### **3. General Secretary**

- (a) To carry out the day to day administrative responsibilities of the Association that requires the supervision of the President.
- (b) To prepare and retain all the compliance registers and records.
- (c) To hold and manage the entire properties of the Association.
- (d) To do the daily correspondence for the Association.
- (e) To arrange general body meetings and executive committee meetings after giving notice.
- (f) To prepare and maintain Activity Reports, Income & Expenditure Statements, Balance Sheets, Reports of executive committee meetings and general body meetings and Annual Budgets. To present the income - expenditure statements and the left over in the general body.
- (g) Any fund required for the use of the Association, as approved in the budget or subject to the approval of the executive committee, shall be obtained from the Treasurer through voucher.
- (h) Subject to the approval of the executive committee, if any excess fund is utilized beyond the budget that shall be treated as an additional budget and shall be presented before the general body and shall obtain its approval.
- (i) The fund required for the daily operations of the Association shall be received from the Treasurer and the same shall be ratified in the forth coming Executive Committee meeting.
- (j) To perform the duties decided by the Executive Committee as well as the General Body.

#### **4. Joint – Secretaries (Zonal Secretaries)**

- (a) To assist the General Secretary in administrative functions.
- (b) To perform the duties of the Secretary in the absence of General Secretary.
- (c) To perform any other duties as decided by the Executive Committee.
- (d) To co-operate with the Vice – President in the formation and management of branches.

#### **5. Treasurer**

- (a) Treasurer is responsible for all the financial activities of the Association.

(b) He shall maintain an accurate account of all the money collected on behalf of the Association.

(c) Official vouchers shall be signed by the Treasurer along with the Secretary.

(d) An amount of Rs.1000/- shall be kept in the possession of the Treasurer for the day to day affairs of the Association and any amount beyond that shall be deposited in the name of the Association in a recognized Bank/Society.

(e) Maintain correct vouchers, bonds and forms with signature for the amount spend.

(f) On behalf of the Secretary, present the Income & Expenditure Statements in the General Body Meeting.

(g) All the receipts issued by the Association shall be affixed with Association seal.

#### **6. Publishing Section Editor**

1. He shall be the editor of the Association's publications.

2. To collect data for the editorial and ensure its quality.

3. To co-ordinate and publish Ayurvedic books with public health knowledge.

4. To form an editorial board for the smooth publication of editorial.

#### **7. Managing Editor**

1. To carry out the duties of printing and distribution of Association's editorial.

2. To arrange advertisements and sponsorships for the publication.

3. To submit the income and expenditure accounts with regard to the publications to the General Secretary after discussion with the Editor.

#### **16) WORKING CAPITAL**

1. Associations working capital shall consist of entry fees, subscription amount, donations, grants received from government or other institutions, loans and profit received from the Association's activities.

2. Donations shall be accepted for any specific purpose or for a general purpose. Working capital shall be increased through other alternative sources approved by the Executive Committee.

## **17) DEPOSITS**

All deposits shall be in the name of the Association. A joint account shall be opened in the name of the President, Secretary and Treasurer in any of the recognized institution as decided by the Executive Committee. At least two of the above mentioned persons shall sign to withdraw the deposit.

## **18) ASSOCIATION STRUCTURE**

1. Association has a three- tier structure consists of Branches, State Committee and Executive Committee.
2. Branch can be formed subject to the conditions provided under the administrative section.
  - 2.a.All the branches in Kerala shall be divided into zones based on the below mentioned districts.

Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha – South Zone

Kottayam, Idukki, Ernakulam, thrissur, Palakkad – Central Zone

Malappuram, Kozhikode, Wayanad, Kannur, Kasaragod – North Zone
3. State Committee shall intimate in writing its intention to form a branch and the first meeting shall be conducted in the presence of the office bearers of the Zone in which the proposed branch is located.
4. Annual General Meeting: State Committee shall include the Executive Committee elected by the Annual General Body, Branch Secretaries and one member elected by the Annual General Body.
5. State Conference: Annual General Meeting convened after every two year shall be known as the State Conference. Educational Conferences, Cultural Events and Programs and Scientific Exhibitions shall be organized as part of the State Conference. Donations and sponsorships shall be accepted from individuals and institutions to raise fund for these events.

## **19) RECORDS TO BE RETAINED BY THE ASSOCIATION**

1. Files related to Associations, Compliances & other Certificates.
2. Minutes Book
3. Membership Register
4. Receipt Books
5. Income- Expenditure Accounts
6. Assets and Deposits Register
7. Pass books and Cheque Books

8. Income & Expenditure Statement
9. Notice Book
10. Correspondence File
11. Inward- Outward Register
12. Any other compulsory Registers

## **20) LITIGATION PROCEEDINGS**

1. General Secretary is authorized to conduct cases for and on behalf of the Association.
2. All suits related to the Association shall come under the exclusive jurisdiction of Courts at Ernakulam.
3. The Association as well as the Executive Committee shall equally be responsible for the loans availed by the Association.
4. The Executive Committee is responsible to collect the outstanding amount to the Association, if any.

## **21) HEADOFFICE OF THE ASSOCIATION**

The head office of PAMPA, India (Private Ayurvedic Medical Practitioners Association) in Kerala shall be at Ernakulam. The office of the elected General Secretary shall be considered as the office for day to day affairs. A zonal office also shall be set up at North- South zones.

## **22) PENAL PROVISIONS**

Whoever misuses or misappropriates the Association Fund or deliberately destroys any property with a malafide intention or steals or executes any bond or receipt which incur a loss to the Association, whether they are Members of the Executive Committee or Association Members or Staff member, shall be liable under civil and criminal Law.

## **23) PROCEDURE AND EXECUTION OF DISSOLUTION**

The dissolution of the Association shall be decided by a majority of  $\frac{3}{4}$  members and it shall be dissolved immediately or at a convenient time as agreed. Upon dissolution of the Association, after settling the Assets and Liabilities whatsoever left, the same shall not be distributed among the members of the Association but shall be handed over to a nearby Association with similar objectives or to the Government.

- 24) The Association shall have a Registered Office, Name Board and a common seal.

25) The decisions of the Executive Committee shall be final with regard to any doubts or disputes regarding the clauses of this Bye- Law.

**26) BYE- LAW AMENDMENT**

The proposed amendment shall be carried out after giving the Members 10 days notice and it should be passed in a general body convened with legally accepted quorum and should be passed with 2/3 majority of the members present.

This Association shall act subject to The Travancore- Cochin Literary, Scientific and Charitable Societies Registration Act, 1955(Act 12 of 1955). It is certified that this is the true copy of the Bye- Law and this has been accepted in the meeting conducted on 28th February, 2010.

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